



HAMPDEN TOWN COUNCIL  
HAMPDEN MUNICIPAL BUILDING  
AGENDA

MONDAY

OCTOBER 19, 2015

7:00 P.M.

• 6:00 pm – Finance & Administration Committee Meeting

A. PLEDGE OF ALLEGIANCE

B. CONSENT AGENDA

1. SIGNATURES

2. SECRETARY'S REPORTS

a. October 5, 2015 Meeting Minutes

3. COMMUNICATIONS

a. Transfer Station – Clerical Corrections to Rules & Regulations

b. Code Enforcement Officer Myles Block – New Building Inspector & New Defined Roles

c. Tax Assessor Kelly Karter – 2016 State Valuation

d. Avery Caldwell – Application for Appointment to Board of Assessment Review – Referral to Finance Committee

e. Jane Jarvi – Application for Re-appointment to Recreation Committee – Referral to Services Committee

4. REPORTS

a. Services Committee Minutes – 8/10/2015

b. Finance Committee Minutes – 9/21/2015

c. Monthly Department Reports – September 2015

C. PUBLIC COMMENTS

D. POLICY AGENDA

1. NEWS, PRESENTATIONS & AWARDS

a. Hampden Academy Presentation of Life in a Jar – The Story of Irena Sandler – Katherine King

2. PUBLIC HEARINGS

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

### 3. NOMINATIONS – APPOINTMENTS – ELECTIONS

- a. Walter Cupples – Appointment to Board of Appeals – Planning & Development Committee Recommendation
- b. Courtney O'Donnell – Appointment to Board of Appeals – Planning & Development Committee Recommendation

### 4. UNFINISHED BUSINESS

- a. Municipal Review Committee Board of Directors Election – Nomination of Town Manager Angus Jennings
- b. Service Fees 2015/2016 – Finance Committee Recommendation
- c. License Plate Issuance Policy
- d. Catch Basin Cleaning – Funding Proposal – Finance Committee Recommendation

### 5. NEW BUSINESS

- a. Proposed Amendments to Fees Ordinance – Finance Committee Recommendation
- b. VFW Bingo and Games of Chance License Renewal
- c. Pizza Gourmet – Application for Renewal of Liquor License
- d. Request to Use Streets & Roads Reserve Funds for Replacement of School Sign on Route 202 – Finance Committee Recommendation
- e. Request to Use Computer Reserve Funds for Replacement of Public Safety Server – Finance Committee Recommendation
- f. Cancel/Reschedule November 2nd Council Meeting

E. COMMITTEE REPORTS

F. MANAGER'S REPORT

G. COUNCILORS' COMMENTS

H. ADJOURNMENT



HAMPDEN TOWN COUNCIL  
HAMPDEN MUNICIPAL BUILDING  
MINUTES

B-2-a

MONDAY

OCTOBER 5, 2015

7:00 P.M.

*Attending:*

*Deputy Mayor Bill Shakespeare  
Councilor Terry McAvoy  
Councilor Dennis Marble  
Councilor Stephen Wilde  
Councilor Greg Sirois*

*Town Manager Angus Jennings  
Town Clerk Denise Hodsdon*

*Deputy Mayor Shakespeare called the meeting to order at 7:00 pm.*

- A. **PLEDGE OF ALLEGIANCE** – *Deputy Mayor Shakespeare led the Pledge of Allegiance*
- B. **CONSENT AGENDA** – *Motion by Councilor Marble, seconded by Councilor Sirois to accept the Consent Agenda. Unanimous vote in favor.*

**1. SIGNATURES**

**2. SECRETARY'S REPORTS**

- a. **September 21, 2015 Meeting Minutes**

**3. COMMUNICATIONS**

- a. **Courtney O'Donnell – Application for Appointment to Board of Appeals – Referral to Planning & Development Committee**
- b. **Hannaford Supermarket – Victualers License Renewal**
- c. **Code Enforcement Officer – Notice of Board of Appeals Hearing**

**4. REPORTS**

- a. **Infrastructure Committee Minutes – 8/4/2015**
- b. **Finance Committee Minutes – 9/1/2015**

- C. **PUBLIC COMMENTS** – *None*

**D. POLICY AGENDA**

- 1. **NEWS, PRESENTATIONS & AWARDS** - *None*

**2. PUBLIC HEARINGS**

- a. **General Assistance Ordinance – Adoption of Appendices A, B, C & D for 2015-2016** – *Deputy Mayor Shakespeare opened the hearing; no one spoke in favor or opposition and there were no general*

*questions or comments. The hearing was closed. Motion by Councilor Marble, seconded by Councilor McAvoy to adopt General Assistance Ordinance Appendices A, B, C and D for 2015/2016. Unanimous vote in favor.*

### **3. NOMINATIONS – APPOINTMENTS – ELECTIONS**

- a. Warrant for Municipal Election – November 3, 2015 – Motion by Councilor McAvoy, seconded by Councilor Marble to approve the Warrant for the November 3, 2015 Municipal Election. Unanimous vote in favor.**

### **4. UNFINISHED BUSINESS**

- a. Extrication Equipment Bid Results - Fire Department – Finance Committee Recommendation – Motion by Councilor Marble, seconded by Councilor Wilde to accept the bid from Industrial Protection Services in the amount of \$47,130.00 to be funded from grant funds (\$44,888.00) and Matching Grant Reserve account (\$2,244.00). Unanimous vote in favor.**
- b. Town Attorney Recommendation/Selection – Manager Jennings informed the Council that after meeting with the principals of the two firms, Rudman Winchell and Eaton Peabody, and consulting with municipal references for each firm, he believes that both are equally qualified. He noted that the most significant differentiating feature between the two firms is their attorney rates, with Rudman Winchell's rate being \$10 lower than Eaton Peabody's rate. Based on the number of hours billed by previous Town Attorney Tom Russell, Manager Jennings calculated the cost difference to be approximately \$2,730 per year. On that basis, he recommended that the Council authorize him to proceed with contract negotiations with Rudman Winchell. Motion by Councilor Marble, seconded by Councilor Sirois to authorize the Town Manager to continue contract discussions with Rudman Winchell. Unanimous vote in favor.**
- c. Electrical Work Associated with AV Equipment Upgrade – Finance Committee Recommendation – Hampden Electrical submitted a proposal in the amount of \$3,547.00 for electrical work associated with the installation of the new AV equipment. This work was not part of the equipment proposal that the Council approved on August 17<sup>th</sup>, with funding coming from the Host Community Benefit fund. After consultation with Rodney Verrill of NESCOM, he advised that we could eliminate the digital Blu-Ray recorder from the equipment list, which would reduce equipment cost by \$3,570 and allow for the electrical work all for the same amount previously approved by the Council. Motion by Councilor Sirois, seconded by Councilor McAvoy to accept the proposal from Hampden Electric in the amount of \$3,547.00 to finish the project. Unanimous vote in favor.**

## 5. NEW BUSINESS

- a. **Request to use Recreation Clearing account funds – Shelley Abbott, Recreation Director – Recommendations of Infrastructure and Finance Committees**
  1. **\$2,980.00 for Boiler Rooms Door Replacement at Skehan Center – Motion by Councilor Sirois, seconded by Councilor Marble to accept the proposed bid from EH Consultants in the amount of \$2980.00 to be funded from the Recreation Clearing account. Unanimous vote in favor.**
  2. **\$4,500.00 for Purchase of Replacement Mower – Motion by Councilor Sirois, seconded by Councilor Marble to accept the bid from Hammond Tractor in the amount of \$4500.00 to replace the mower, to be funded from the Recreation Clearing account. Unanimous vote in favor.**
  
- b. **Service Fees 2015/2016 – Finance Committee Recommendation – The Finance Committee has asked for more information regarding Service Fees. Motion by Councilor Marble, seconded by Councilor Sirois to refer this item back to the Finance Committee and to postpone action on this item until the next Council meeting. Unanimous vote in favor.**
  
- c. **1996 Ford E-350 Ambulance Sale Bid Results – Finance Committee Recommendation – There was only one bid received for the ambulance in the amount of \$507.00 from Jerry Blackburn. Upon recommendation of the Finance Committee, Councilor Sirois moved and Councilor Marble seconded to reject the bid of \$507.00 from Jerry Blackburn for the 1996 Ford E-350 ambulance. Unanimous vote in favor.**
  
- d. **Application for Renewal of Liquor License received from White House Motel at 155 Littlefield Avenue – Motion by Councilor Marble, seconded by Councilor Sirois to approve the liquor license application for White House Motel. Unanimous vote in favor.**
  
- e. **Transfer Station Discussion**
  1. **Rules & Regulations and Public Communications (Signage, etc.) – The Council discussed current rules and regulations regarding operations at the transfer station and the policy governing the issuance of decals to residents. Proposed updates and amendments to the rules and regulations and issuance policy were prepared by Public Works Director Sean Currier and Manager Jennings for the Council's consideration. Following discussion, Councilor Marble moved and Councilor McAvoy seconded to adopt the amended Rules & Regulations and the amended Decal Issuance Policy. Vote on the motion was 4 in favor and 1**

*opposed (Shakespeare); motion carried. Copies of the revised Rules & Regulations and Decal Issuance Policy are attached and made a part of the minutes.*

**E. COMMITTEE REPORTS**

**Services Committee** – *the next meeting will be on Tuesday, October 13<sup>th</sup> at 6:00 pm.*  
**Infrastructure Committee** – *The committee met on September 28<sup>th</sup> and the bulk of discussion was focused on the transfer station. The committee also heard an update about stormwater permit compliance and agreed to go forward with Route 1A sidewalks.*

**Planning & Development Committee** - *Councilor Shakespeare reported that at the meeting on September 16<sup>th</sup>, the committee discussed the municipal marina sign, the codification portfolio, draft private ways ordinance and stockpiling of materials.*

**Finance & Administration Committee** – *All items discussed at tonight's Finance Committee meeting have already been discussed by the full Council this evening.*

**F. MANAGER'S REPORT** – *Manager Jennings reminded everyone that the Candidate Forum for Councilor At-Large candidates will be held tomorrow night, October 6<sup>th</sup> at 7:00 pm.*

**G. COUNCILORS' COMMENTS**

**Councilor McAvoy** *reminded everyone to shop local and buy American.*

**Councilor Marble** *said he was glad to see some residents have volunteered to serve and participate on some of the Town's boards and committees.*

**Councilor Shakespeare** *informed everyone that the Town's GIS/IT Specialist Kyle Severance has volunteered to go to jail to benefit the Muscular Dystrophy Association. He needs to raise \$2500 and Councilor Shakespeare urged folks to help him reach that goal.*

**H. ADJOURNMENT** – *There being no further business, the meeting was adjourned at 8:25 pm.*



Denise Hodsdon  
Town Clerk



**TOWN OF HAMPDEN**  
**DEPARTMENT OF PUBLIC WORKS**

355 CANNAN RD.  
HAMPDEN, ME 04444  
TEL 862-3337 FAX 862-5067

October 2, 2015

To: Residents of Hampden  
From: Sean Currier, Public Works Director  
Subject: Transfer Station Demo/Debris weekends

Dear Resident:

In order to track true cost to the Town (and ultimately to the residents), Hampden Public Works employees will be checking permit numbers and license plates along with noting what type of materials are being disposed of during demo debris weekends. This will allow us to get a firm understanding of what the transfer station is being utilized for and to minimize the abuse of the facility. It appears there may be waste being brought from out of Town sources or commercial entities.

It is simply not fair for all residents to pay a high disposal cost for entities from out of town dumping waste in this facility. The Town's objective is to reduce cost while still providing a service to the residents of Hampden. Please review the back of this form for current transfer station rules and regulations.

Please contact the Public Works if you have any questions or concerns at 862-3337.

Thank you for your cooperation and understanding.

Respectfully,

Sean Currier, PWD

# **TRANSFER STATION RULES**

- VEHICLE MUST HAVE PERMIT STICKER ON DRIVER SIDE OF WINDSHIELD**
- ALL ITEMS CONTAINING FREON (REFRIGERATORS, A/C UNITS) MUST HAVE A STICKER OBTAINED FROM THE TOWN OFFICE. THERE IS A \$15 FEE FOR THE STICKER TO COVER DISPOSAL COSTS.**
- NO TRAILERS SHALL EXCEED 12' IN LENGTH**
- NO COMMERCIAL (OR CONTRACTOR) VEHICLES ALLOWED**
- NO LEAVES OR VEGETATION IN BRUSH PILE (PLEASE BAG LEAVES AND PLACE IN COMPACTOR)**
- NO BRUSH OR TREES OVER 6" IN DIAMETER OR LONGER THAN 10'**
- NO STUMPS ALLOWED**
- TIRES MUST HAVE RIMS REMOVED. TIRES CAN BE PLACED IN COMPACTOR**
- NO AUTOMOTIVE PARTS (BATTERIES, ETC.)**
- FLUORESCENT LAMPS AND TELEVISIONS TO BE GIVEN TO STATION ATTENDANT FOR PROPER STORAGE PRIOR TO SENDING TO A RECYCLING FACILITY**
- NO HAZARDOUS WASTES SHALL BE ACCEPTED (NO PESTICIDES, PROPANE TANKS, ETC.)**

## **SWAP SHOP**

**ABSOLUTELY NO JUNK OR HEAVILY USED ITEMS IN THE SWAP SHOP. THIS IS INTENDED FOR LIGHTLY USED ITEMS THAT ARE STILL USABLE, BUT YOU NO LONGER WANT. THIS FACILITY IS NOT INTENDED TO BE A DISPOSAL FOR BROKEN OR UNUSABLE PRODUCTS, HAZARDOUS MATERIAL (PESTICIDES, PROPANE TANKS, A/C UNITS ETC.), OR ANY OTHER MATERIAL DUE TO THE DEBRIS SECTION BEING CLOSED. PLEASE BE RESPONSIBLE AND PLACE APPROPRIATE ITEMS IN THIS FACILITY.**

**THANK YOU FOR YOUR COOPERATION.**



TOWN OF HAMPDEN  
SOLID WASTE TRANSFER STATION RULES & REGULATIONS

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

- No Commercial Haulers allowed
- No Contractor vehicles allowed

**PERMITS**

A permit on the vehicle is required for access to the facility. Permits are available at the Town Office at a cost of \$10 per sticker per vehicle per calendar year. **A current vehicle registration must be presented annually in order to obtain a sticker.** Only year round residents or seasonal residents who do not use their property for rental purposes are eligible to purchase stickers. Businesses and residents of apartment or private complexes with more than four units are not eligible to purchase stickers or utilize the Transfer Station. **No vehicle will be allowed entry to the Transfer Station after February 1<sup>st</sup> of each year without a current decal.**

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

**HOURS OF OPERATION**

MONDAY – CLOSED

TUESDAY – CLOSED

WEDNESDAY – 10 A.M. – 6 P.M.

THURSDAY – 10 A.M. – 6 P.M.

FRIDAY – 10 A.M. – 6 P.M.

SATURDAY – 8 A.M. – 4 P.M.

SUNDAY – 8 A.M. – 4 P.M.

**CLOSED ALL LEGAL HOLIDAYS**

New Year's Day

Martin Luther King Day

President's Day

Patriot's Day

Memorial Day

4<sup>th</sup> of July

Labor Day

Columbus Day

Veteran's Day

Thanksgiving Day

Day after Thanksgiving

Christmas Day

**DISPOSAL SCHEDULE**

***SOLID WASTE -***

ACCEPTED ON ANY DAY THAT THE TRANSFER STATION IS OPEN.

***SHARPS DISPOSAL -***

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

***SWAP SHOP ITEMS -***

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

***RECYCLABLES -***

ACCEPTED ON ANY DAY THAT THE TRANSFER STATION IS OPEN.

***CONSTRUCTION & DEMOLITION DEBRIS, WOOD, METAL, APPLIANCES AND ASPHALT SHINGLES -***

THESE ITEMS ARE ACCEPTED ON THE 2<sup>ND</sup> AND 4<sup>TH</sup> WEEKEND OF EACH MONTH ONLY.

**REFRIGERANT DISPOSAL FEE –**

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

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

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

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

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

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

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

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

**ZERO-SORT RECYCLING**

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

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

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

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

- |                                   |                    |
|-----------------------------------|--------------------|
| Plastic bags                      | Mirrors            |
| Window Glass                      | Light bulbs        |
| Dishes                            | Pyrex              |
| Ceramics                          | Paper Towels       |
| Facial tissue                     | Styrofoam          |
| Recyclables containing food waste | Paints             |
| Oils                              | Hazardous material |
| Needles                           | Syringes           |
| VCR tapes                         | CD's/DVD's         |
| Scrap Metal                       | Pots or Pans       |

### **UNACCEPTABLE WASTES**

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

### **COMPOSTING**

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

**QUESTIONS? CALL ROSEMARY AT 862-3337.**

## TRANSFER STATION DECAL ISSUANCE POLICY

The Hampden Transfer Station is for the use of Hampden residential property owners and renters who occupy single family residential units or a residence in a multi-unit development of four or fewer units.

1. The vehicle registration of the vehicle on which the decal will go must be presented at the time of sticker issuance.
2. To qualify for a residential decal, a vehicle must be registered in Hampden. Residents who otherwise qualify for a sticker but who have company-owned vehicles not registered in Hampden, without the company name or logo on the vehicle, may receive a paper pass for that vehicle for the year for the \$10 fee.
3. Seasonal Residents must own single family residential property not used for rental purposes and provide proof of vehicle registration.
4. No stickers will be issued for commercial construction/contractor vehicles with company name or logo on the vehicle, regardless of place of registration.
5. Stickers will not be issued to trucks other than pickups with a regular pick-up bed of no more than 8 feet.
6. Transfer station decals must be permanently affixed to the inside of the windshield on the driver's side of the vehicle for which it was issued. Plate numbers on the decal must match the plate number on the vehicle.
7. Vehicles without a decal or appropriate paper pass will not be allowed access to the transfer station.

This policy was amended by the Hampden Town Council on 2/17/2009 and on 10/5/2015.

Town of Hampden  
106 Western Avenue  
Hampden, Maine 04444



Phone: (207) 833-1234  
Fax: (207) 833-1234  
Email:  
townmanager@hampdenmaine.com

B-3-a

TO: Town Council

FROM: Angus Jennings, Town Manager

DATE: October 14, 2015

RE: Clerical corrections to DPW Transfer Station letter

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Following the Council's action to amend the Transfer Station Rules and Regulations on October 5, DPW Director Sean Currier made some wording changes to the letter DPW staff has used to notify patrons of the updated rules.

The enclosed redlined document illustrates the changes made. Although this matter does not require formal Council approval, we wanted you to be aware of the final form of the correspondence.

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<b><u>HOURS OF OPERATION</u></b>	<b><u>CLOSED ALL LEGAL HOLIDAYS</u></b>	
MONDAY – CLOSED	New Year’s Day	
TUESDAY – CLOSED	Martin Luther King Day	
WEDNESDAY – 10 A.M. – 6 P.M.	President’s Day	Columbus Day
THURSDAY – 10 A.M. – 6 P.M.	Patriot’s Day	Veteran’s Day
FRIDAY – 10 A.M. – 6 P.M.	Memorial Day	Thanksgiving Day
SATURDAY – 8 A.M. – 4 P.M.	4 <sup>th</sup> of July	Day after Thanksgiving
SUNDAY – 8 A.M. – 4 P.M.	Labor Day	Christmas Day

**DISPOSAL SCHEDULE**

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***CONSTRUCTION & DEMOLITION DEBRIS, WOOD, METAL, TELEVISIONS, COMPUTER PARTS, APPLIANCES AND ASPHALT SHINGLES -***

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

**REFRIGERANT DISPOSAL FEE -**

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

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

~~REFRIGERATOR/FREEZERS must have all doors removed prior to being brought to the Transfer Station.~~

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

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

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

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

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

TREE LIMBS AND BRANCHES - Must not exceed 10' in length and are acceptable only on the 2<sup>nd</sup> and 4<sup>th</sup> weekends of each month.

**ZERO-SORT RECYCLING**

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

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

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

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

- |                                   |                    |
|-----------------------------------|--------------------|
| Plastic bags                      | Mirrors            |
| Window Glass                      | Light bulbs        |
| Dishes                            | Pyrex              |
| Ceramics                          | Paper Towels       |
| Facial tissue                     | Styrofoam          |
| Recyclables containing food waste | Paints             |
| Oils                              | Hazardous material |
| Needles                           | Syringes           |
| VCR tapes                         | CD's/DVD's         |
| Scrap Metal                       | Pots or Pans       |



**HAMPDEN PUBLIC SAFETY**  
**Police – Fire – EMS – Code Enforcement**

106 Western Avenue  
Hampden, Maine 04444  
Phone 207-862-4500  
Fax: 207-862-4588

B-3-b



**MEMORANDUM**

Town of Hampden  
**RECEIVED**

SEP 28 2015

Office of the  
Town Manager

To: All Town of Hampden Staff

From: Myles Block  
Code Enforcement Officer

Date: September 28, 2015

Re: New Town of Hampden Building Inspector and New Defined Roles

You all may have heard that we have done some restructuring to the staffing in the Public Safety Department, specifically the Fire Department/Code Enforcement. FF/ Paramedic Jared LeBarnes has been brought into the Code Enforcement Division as the Building Inspector/Alternate Plumbing Inspector. Jared's first day will be **October 5, 2015**.

The Code Enforcement Team will now consist of the following personnel with fairly defined roles:

Myles Block – Code Enforcement Officer/Plumbing Inspector

- Review and make determination on all Land Use, Shoreland Use and other zoning related issues.
- Review, Permit, & Inspect all Internal Plumbing and SSWD installations.
- Manage Code Enforcement Division Workflow
- Alternate Fire Inspector & Alternate Building Inspector

Jason Lundstrom – Fire Inspector/Health Officer

- Review and make determination on all Fire and Life Safety issues.
- Investigate all Health Officer related complaints.
- Alternate Building Inspector/Alternate Code Enforcement Officer

Jared LeBarnes – Building Inspector

- Review and make determination on any Maine Uniform Building and Energy Code (MUBEC) issues.
- Review, Permit, & Inspect all Buildings for MUBEC Compliance.
- Alternate Plumbing Inspector

These are just very brief descriptions of the positions responsibilities but should help in determining who someone looking to talk to Code Enforcement should speak to for their



questions. If you cannot determine who should be contacted call whoever is on duty and they can figure that out.

The schedule of the Code Enforcement Team will be changing and can be found in the [hampdenmaine.gov](http://hampdenmaine.gov) Google Calendar if you search Code Enforcement Schedule or you can email me and I'll send you a direct link.

This will be a streamline change that will help the Code Enforcement Division run more smoothly and to allow for the team to better handle complaints and investigations as well as ensuring new construction is up to code.

If you have any questions please let me know.

Contact Information:

Myles Block  
Extension: 218  
Direct Deck Number: 862-8427  
[codeenforcement@hampdenmaine.gov](mailto:codeenforcement@hampdenmaine.gov)

Jason Lundstrom  
Extension: 215  
Direct Desk Number: 862-8422  
[fireinspector@hampdenmaine.gov](mailto:fireinspector@hampdenmaine.gov)

Jared LeBarnes  
Extension: 203  
Direct Desk Line: 862-8426  
[buildinginspector@hampdenmaine.gov](mailto:buildinginspector@hampdenmaine.gov)

Town of Hampden  
106 Western Avenue  
Hampden, Maine 04444



Phone: (207) 86  
Fax: (207) 862-  
Email: assessor

B-3-c

To: Angus Jennings, Town Manager  
From: Kelly Karter, Assessor *Kelly*  
Date: October 14, 2015  
RE: State Valuation

---

Attached you will find our finalized State Valuation. Please note that our current total taxable real estate and personal property is \$619,461,300 vs the State Valuation number of \$617,200,000. As we discussed, because the valuations are so close in value, no appeal is recommended.

The appeal process for State Valuation is typically for an unusual circumstance such as a major employer closing and a large loss in value. A community might want to appeal their State Valuation as it has a lag time of two years and the decreased amount would not be immediately reflected but could impact revenues (i.e. State Aid to Education and Municipal Revenue Sharing).

The report also shows that Hampden is the third largest community, valuation wise, out of the 60 listed in Penobscot County.

If you have any questions, please feel free to contact me.



PAUL R. LEPAGE  
GOVERNOR

STATE OF MAINE  
MAINE REVENUE SERVICES  
PROPERTY TAX DIVISION  
PO Box 9106  
AUGUSTA, MAINE  
04332-9106

ADMINISTRATIVE & FINANCIAL SERVICES

RICHARD W. ROSEN  
COMMISSIONER

MAINE REVENUE SERVICES

JEROME D. GERARD  
EXECUTIVE DIRECTOR

September 2015

RECEIVED

SEP 23 2015

TOWN OF HAMPDEN ASSESSING DEPT.

Municipal Assessors and Chairman of Board of Selectmen:

**RE: Proposed 2016 State Valuation**

Pursuant to 36 M.R.S.A. §208, notice of the proposed 2016 State Valuation of municipalities located in your county is given as shown on the enclosed list. These valuations represent the full equalized value of all **taxable property** in each municipality as of **April 1, 2014** while incorporating sales data primarily from 2013 and 2014.

The valuations listed may be subject to review by the State Board of Property Tax Review pursuant to 36 M.R.S.A., §272. The valuations finally certified to the Secretary of State pursuant to 36 M.R.S.A., §305 shall be used for all computations required by law to be based upon the State Valuation with respect to municipalities.

State Board duties and powers along with the municipal appeal procedures are outlined below.

**STATE BOARD OF PROPERTY TAX REVIEW**

In accordance with 36 M.R.S.A. §272, the State Board of Property Tax Review shall hear appeals by any municipality aggrieved by the Bureau of Revenue Services' determination of equalized valuation or minimum assessing standards and render its decision based upon the recorded evidence.

Any municipality deeming itself aggrieved shall file a written notice of appeal with the State Board of Property Tax Review **within 45 days of its receipt of notification** of the Bureau of Revenue Services' decision. The appeal to the Board shall be in writing signed by a majority of the municipal officers and shall be accompanied by an affidavit stating the grounds for appeal. **The affidavit must include the municipal officers' sworn statement of the specific grounds for their appeal and bear the officials signatures which must be notarized.**

With respect to the affidavit, the Board's Rule 4B **Municipal Appeals** (2) reads as follows: "The appealing municipality must file with its notice of appeal an affidavit of the municipal officers stating the grounds for the appeal. The affidavit must be meaningful and specific. A mere statement that the state valuation is too high is not sufficient. If a municipality intends to compare its state valuation to neighboring towns or cities, the municipality should list those municipalities in the affidavit. In appeals from assessment quality and ratio decisions of the Bureau of Revenue Services, the municipality must set forth in specific terms the basis for the challenge to the determination." A copy of the appeal and affidavit shall be served on the Bureau of Revenue Services. The Bureau shall have the burden of proving that its determination is correct with respect to that municipality.

The Board shall hear the appeal within a reasonable time of the filing of the appeal by the municipality and shall render its decision no later than January 15th following the date on which the appeal is taken.

The Board shall order notice of hearing and give at least 5 days notice prior to hearing thereof to the municipality and to the Bureau of Revenue Services.

The Board, after hearing, shall have the power to:

1. Raise, lower or sustain the state valuation as determined by the Bureau of Revenue Services with respect to the municipality which has filed the appeal; the decision of the Board shall be final; the valuation thus determined shall be certified to the Bureau of Revenue Services which shall, if necessary incorporate the decision of the valuation certified pursuant to Section 305, subsection 1.
2. Raise, lower or sustain the Bureau of Revenue Services' determination of the municipality's achieved assessing standards and then, if such achieved standards were inadequate under the provisions of this chapter and upon receiving from both the Bureau and the municipality recommended solutions to the inaccurate assessing practices, order the municipality to take the corrective steps the Board deems necessary.

Any party aggrieved by the decision of the Board may appeal pursuant to Rule 80B of the Maine Rules of Civil Procedure. The valuation thus determined shall be certified to the State Tax Assessor who shall, if necessary, incorporate the decision in the valuation certified pursuant to Section 305, Subsection 1.

In the event a municipality's appeal to the Superior or Supreme Judicial Court results in a lowering of the municipality's state valuation, the Treasurer of State shall reimburse with funds appropriated from the General Fund, an amount equal to money lost by the municipality, due to the use by the State of an incorrect state valuation in any statutory formula used to distribute state funds to municipalities.

The Board shall have the power to administer oaths, take testimony, hold hearings, summon such witnesses and subpoena such records, files and documents as it deems necessary for the proper hearing and disposal of the appeal.

The Board shall have the power to promulgate rules and regulations governing procedure before it. The mailing address of the Board is: **State Board of Property Tax Review, 49 State House Station Augusta, ME 04333.**

Any questions concerning the events and determination of the Proposed 2016 State Valuation should be directed to the Property Tax Division at 624-5600.

Very truly yours,



Mike Rogers  
Supervisor, Municipal Services  
Property Tax Division

MR:lt  
Enclosure

**PENOBSCOT COUNTY**

**MAINE REVENUE SERVICES  
PROPERTY TAX DIVISION**

**PROPOSED 2016 STATE VALUATION**

<b>MUNICIPALITY</b>	<b>STATE VALUATION</b>
ALTON	\$40,850,000
BANGOR	\$2,543,700,000
BRADFORD	\$65,100,000
BRADLEY	\$110,200,000
BREWER	\$721,350,000
BURLINGTON	\$37,100,000
CARMEL	\$168,800,000
CARROLL PLANTATION	\$23,950,000
CHARLESTON	\$66,250,000
CHESTER	\$67,550,000
CLIFTON	\$73,500,000
CORINNA	\$109,100,000
CORINTH	\$141,100,000
DEXTER	\$220,150,000
DIXMONT	\$79,200,000
DREW PLANTATION	\$4,900,000
EAST MILLINOCKET	\$75,850,000
EDDINGTON	\$165,050,000
EDINBURG	\$8,750,000
ENFIELD	\$152,800,000
ETNA	\$69,850,000
EXETER	\$61,300,000
GARLAND	\$51,050,000
GLENBURN	\$292,650,000
GREENBUSH	\$57,650,000
HAMPDEN	\$617,200,000
HERMON	\$472,800,000
HOLDEN	\$274,850,000
HOWLAND	\$63,900,000
HUDSON	\$99,500,000
KENDUSKEAG	\$73,750,000
LAGRANGE	\$30,200,000
LAKEVILLE	\$64,950,000
LEE	\$55,400,000

**PENOBSCOT COUNTY**

**MAINE REVENUE SERVICES  
PROPERTY TAX DIVISION**

**PROPOSED 2016 STATE VALUATION**

LEVANT	\$159,950,000
LINCOLN	\$290,900,000
LOWELL	\$46,300,000
MATTAWAMKEAG	\$39,250,000
MAXFIELD	\$7,950,000
MEDWAY	\$61,150,000
MILFORD	\$175,900,000
MILLINOCKET	\$208,300,000
MOUNT CHASE	\$35,950,000
NEWBURGH	\$102,750,000
NEWPORT	\$263,000,000
OLD TOWN	\$486,700,000
ORONO	\$420,050,000
ORRINGTON	\$352,850,000
PASSADUMKEAG	\$18,000,000
PATTEN	\$38,250,000
PLYMOUTH	\$74,600,000
SEBOEIS PLANTATION	\$10,750,000
SPRINGFIELD	\$17,800,000
STACYVILLE	\$18,300,000
STETSON	\$83,150,000
VEAZIE	\$232,400,000
WEBSTER PLANTATION	\$7,300,000
WINN	\$20,950,000
WOODVILLE	\$18,000,000
PENOBSCOT NATION	\$9,000,000
<b>TOTAL</b>	<b>\$10,359,800,000</b>



Check One:  Initial Application  
 Reappointment Application

**TOWN OF HAMPDEN**  
**APPLICATION FOR TOWN BOARDS AND COMMITTEES**

B-3-d

NAME: CALDWELL AVERY J.  
LAST FIRST MI

ADDRESS: 150 EMERSON MILL RD HAMPDEN 04444  
STREET TOWN ZIP

MAILING ADDRESS (if different): \_\_\_\_\_

TELEPHONE: 207-907-9704 (cell) 207-862-0140  
HOME WORK

EMAIL: averycaldwell@roadrunner.com

OCCUPATION: REAL ESTATE BROKER

BOARD OR COMMITTEE PREFERENCE:  
FIRST CHOICE: BOARD OF ASSESSMENT REVIEW

SECOND CHOICE (OPTIONAL): \_\_\_\_\_

How would your experience, education and/or occupation be a benefit to this board or committee? I have been working in the real estate field

for over 15 years and am taking appraisal courses with the

Appraisal Institute and assessing courses with Maine  
Revenue Services to become a Certified Maine Assessor (CMA.)

Are there any issues you feel this board or committee should address, or should continue to address? no

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

OCT 08 2015

<b>FOR TOWN USE ONLY</b>		Date Application Received: _____
COUNCIL COMMITTEE ACTION: _____	DATE: _____	
COUNCIL ACTION: _____	DATE: _____	
<input type="checkbox"/> NEW APPT	<input type="checkbox"/> REAPPOINTMENT	DATE APPOINTMENT EXPIRES: _____



Check One:  Initial Application  Reappointment Application

TOWN OF HAMPDEN  
APPLICATION FOR TOWN BOARDS AND COMMITTEES

B-3-e

NAME: JARVI JANE L  
LAST FIRST MI

ADDRESS: 10 Sophie Lane Hampden ME 04444  
STREET TOWN ZIP

MAILING ADDRESS (if different): \_\_\_\_\_

TELEPHONE: 207-862-8016 207 941-7887  
HOME WORK

EMAIL: Best: jarvi.j@Husson.edu

OCCUPATION: Admin/Mngr

BOARD OR COMMITTEE PREFERENCE:  
FIRST CHOICE: Recreation

SECOND CHOICE (OPTIONAL): \_\_\_\_\_

How would your experience, education and/or occupation be a benefit to this board or committee? BS-Recreation, MS-therapeutic recreation, Doctorate-Leadership

Are there any issues you feel this board or committee should address, or should continue to address? Continue to address needs of whole community.

- 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

<b>FOR TOWN USE ONLY</b>		Date Application Received: <u>SEP 21 2015</u>
COUNCIL COMMITTEE ACTION: _____	DATE: _____	
COUNCIL ACTION: _____	DATE: _____	
<input type="checkbox"/> NEW APPT	<input type="checkbox"/> REAPPOINTMENT	DATE APPOINTMENT EXPIRES: _____



B-4-a

**SERVICES COMMITTEE MEETING MINUTES**  
**Monday, August 10, 2015**

**Attending:**

Councilor Terry McAvoy  
Mayor David Ryder  
Interim Manager Sue Lessard

Councilor William Shakespeare  
Councilor Stephen Wilde (6:10 p.m.)

The meeting was opened at 6 p.m. by Chairman McAvoy.

1. MINUTES – July 13, 2015 – The minutes of the 7-13-15 meeting were reviewed and approved with no changes.
2. OLD BUSINESS
  - a. Audio/Visual/Cable TV Equipment Upgrade – Motion by Mayor Ryder, seconded by Councilor Shakespeare to recommend to Finance that NESCOM and AVCorp provide the equipment upgrade and training & installation for new audio/video equipment to be funded from Host Community Benefit and repaid from the Time Warner PEG grant when the new contract is signed. Unanimous vote in favor.
  - b. Town Attorney RFQ Responses – The Finance Committee will meet with representatives from three interested firms on Monday, August 17<sup>th</sup> starting at 530 pm along with the incoming Town Manager. The new Town Manager will follow up with candidates after that meeting and make a final recommendation to the Council.
  - c. Recreation Fields Update – Mayor Ryder – Mayor Ryder reported that he had been in discussion with Daryl Couilliard and property owners abutting his property on the Back Winterport Road about the possibility of acquiring land for recreation fields. The Committee was supportive of the Mayor continuing to explore this possibility.
3. NEW BUSINESS - None
4. PUBLIC COMMENTS - None
5. COMMITTEE MEMBER COMMENTS – None

The meeting was adjourned at 6:40 p.m.

Respectfully submitted,

Sue Lessard  
Interim Town Manager

**FINANCE & ADMINISTRATION COMMITTEE MEETING**

Monday, September 21, 2015

**MINUTES**

*Attending:*

*Mayor David Ryder*

*Councilor Terry McAvoy*

*Councilor Stephen Wilde*

*Councilor Greg Sirois*

*Councilor Dennis Marble*

*Councilor William Shakespeare*

*Town Manager Angus Jennings*

*Mayor Ryder called the meeting to order at 6:49 p.m.*

**1. Meeting Minutes**

- a. *September 1, 2015 – Motion by Councilor Marble, seconded by Councilor McAvoy to approve the September 1, 2015 minutes. Unanimous vote in favor.*

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

**3. Old Business** – *None.*

**4. New Business** – *None.*

**5. Public Comment** – *None.*

**6. Committee Member Comments** – *Noting the later start time of tonight's Finance meeting than the normal 6 p.m. start, Councilor Sirois suggested that, when the earlier meeting has a light agenda (such as tonight), perhaps the earlier meeting could start at 6 p.m. with the Town Council meeting starting earlier than the normal 7 p.m. start time. Councilor Shakespeare said that the public is accustomed to the 7 p.m. start time for Council meetings. Councilor Marble agreed, and said that he'd be hesitant to move the start time of the Council meeting. Councilor Sirois rescinded his suggestion.*

*There being no further business, Councilor McAvoy motioned and Councilor Marble seconded to adjourn, and the meeting was adjourned at 6:52 p.m.*

Respectfully submitted –

Angus Jennings, Town Manager

Town of Hampden  
106 Western Avenue  
Hampden, Maine 04444



Phone: (207)  
Fax: (207)  
Email:  
townmanager@

B-4-c

TO: Town Council  
FROM: Angus Jennings, Town Manager  
DATE: October 14, 2015  
RE: Department Reports – September 2015

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The purpose of this memo is to transmit the monthly reports of the Town's Departments.

Administration (incl. Town Clerk, Town Manager, Tax Collector)  
Community and Economic Development  
Assessing  
GIS/IT  
Public Safety  
Code Enforcement  
Edythe Dyer Library  
Lura Hoit Pool  
Recreation

In the coming months I will evaluate the format and content of these monthly reports and anticipate bringing forward modifications to both in the future. Your suggestions in this regard are always welcome.

MONTHLY REPORT – TOWN MANAGER  
September 2015

- New Manager Orientation and Training
  - o Participated in one-on-one training on TRIO software, and in Administration office staff training for issuance of license plates
  - o One on one meetings with Department Heads, staff, community members, local business people, School Superintendent
  - o Meetings with bankers managing different Town accounts; review of protocols for financial reporting and transactions
  - o Work session with former Manager Lessard for training on financial account reconciliation
- Attended community meetings:
  - o Hampden Business Association, September 1
  - o Library Board of Trustees, September 8
  - o McGraw/Weatherbee School Complex Meeting, September 23
- Worked with Mayor and DPW to ensure coordination of tree cutting at Dorothea Dix Park, liaison with contractor and neighbors
- Attended Public Safety Supervisors' Meeting, September 29
- Staffed and prepared minutes for Finance & Administration, Infrastructure & Service Committee meetings.
- Finalized lease-purchase agreement to finance acquisition of DPW trackless sidewalk plow
- Worked with Camden National Bank and Finance staff to set up new account, protocols, logins etc. relative to issuance of Tax Anticipation Note
- Reviewed invoices and approved for payment warrants
- Continued work with Staff, NESCOM and Hampden Electrical on upgrade proposal for broadcast equipment
- Assisted residents, responded to questions and concerns
- Assisted Department Heads with issues related to purchasing, grants, personnel
- Provided information to Councilors related to constituent questions
- Other matters as documented in public meeting agendas and minutes

Department Monthly Reports

2015

	May	June	July	August	September
Administration					
Vehicles Registered	928	921	747	710	606
Excise Collected	\$ 176,558.38	\$ 174,927.24	\$ 218,247.30	\$ 165,204.85	\$ 148,888.00
General Assistance Appointments	1	1	2	1	1
General Assistance Granted	0	0	0	0	\$ 337.50
Transfer Station Permits Issued	130	117	107	93	95
Town Clerk					
Boats Registered	214	121	77	23	5
ATVs Registered	47	71	54	17	8
Snowmobiles Registered	0	0	0	0	0
Birth Certificates Issued	3	17	12	6	7
Marriage Certificates Issued	5	18	9	14	17
Death Records Issued	11	5	57	13	22
Burial Permits Issued	2	2	6	1	5
Marriage Licenses Issued	5	10	10	6	3
Hunt/Fish Licenses Sold	69	46	35	23	22
Dogs Licensed	10	11	9	11 & 2 kennel licenses	3
Victualers Licenses Issued	2	2	1	1	1
<i>Source: Town Manager, Town Clerk, Tax Collector.</i>					

**Department of Community and Economic Development**  
**Activity Report: September 2015**

**Economic Development Projects:**

- Facilitating ongoing collaboration between and MRC/Fiberight Corporation and Sargent Corporation.
- Met with interested "retail" entity with regard to possible location in Hampden.

**Business Advocacy:**

- Collaborating with Code Enforcement Officer to streamline and expedite approval processes. Kyle to search software to address identified issues resulting in unnecessary delays to review and approvals.
- Initiated zoning changes beneficial to business interests.
- Exploring signage solution for Turtle Head Park.

**Planning Functions:**

- Revising draft Subdivision Ordinance to include Private Road Standards
- Completed the draft Editorial and Legal Analysis, with assistance from Attorney Russell to facilitate completion of the Codification process.
- Facilitated Planning Board Meeting, including minutes, Agenda and support material preparation.
- Facilitated Planning and Development Committee Meeting, including minutes, Agenda, and support materials.

**TIF Implementation:**

- Researched downtown plans associated with downtown TIF Districts.
- Met with RSU 22 over possible collaboration on downtown plan.

**Staff Collaboration:**

- Weekly consultation with Code Enforcement Officer, Building Inspector, Assessor, GIS/IT Specialist, and Administrative Assistant.

ASSESSING REPORT  
SEPTEMBER 2015

September is typically a "catch up" month. Deeds that have received from April through September are partially processed to get the tax collector new owners' names and addresses. Once the bills are issued I have to go back through all the deeds and update the ownership and sales information in the computer system. I have two months of deeds left to process.

While processing deeds I have updated the Homestead Exemption applications and the Veteran Exemption applications.

I have made over fifteen site visits to review condition, size, bathroom count, etc., as well as walk in traffic to review property cards. I have reviewed a commercial appraisal and three single family home appraisals. As a result of these visits and reviews I have issued ten tax abatements totaling \$1,162.00 in taxes.

The requests for BETR (Business Equipment Tax Reimbursement) forms began and I have provided over twenty five of those for personal property tax payers. Businesses are eligible for the reimbursement from the State from August 1<sup>st</sup> through December 31<sup>st</sup>.

The Municipal Valuation Return has been filed with the Treasurer, Tax Collector and the State of Maine. I have also filed the Assessor's Return with the Penobscot County Treasurer.

I also provided office support for our section, answering phones, waiting on customers and e-mailing property record cards and copies of tax bills.

Respectfully submitted,



Kelly J. Karter, CMA  
Hampden Assessor

IT

- Continued to provide technical assistance on the AV equipment upgrade in the council chambers
- Worked to resolve issue with VOIP paging system for public safety. The modem swap out last month fixed the quality issue with the phones but now broke the paging system. Currently escalating the issue with OTT or looking into a new paging system
- Installed new monitor mount and printer in the Town Office to assist with the issuance of license plates on November 1<sup>st</sup>
- Met with HCP tech company to get quote and look at managed services for new public safety server
- Resolved TRIO issue with Harris Computing where the FY2015 values had disappeared
- Replaced a printer for the recreation department
- Prepared new Toughbook laptop for the new police cruiser and had the cruisers re-wired because the power adapters were causing the batteries to drain
- Set up a computer for the new building inspector and ran a cable from the server room through the ceiling to his new office because it used to be a storage closet and did not have any jacks
- Backed up and archived all the former Town Manager's computer data and emails

GIS

- Updated zoning maps utilizing the new ArcGIS software
- Created 'hunnable parcels' maps after meeting with a local game warden and provided policy recommendations
- Assigned 3 new e911 addresses for new construction projects – Graystone Dr, Johns Way, and Bowen Dr
- Exported new tax card and parcel data to WebGIS that has the new FY16 assessment data
- Integrated Google Maps into the new ArcGIS software in order to produce more effective maps and provide a long term cost savings from using Google's free high resolution satellite imagery
- Created maps for public works on the catch basins that need attention by utilizing the inspection data collected by SEE

Environmental Compliance / Other

- Reviewed and edited the MS4 annual report produced by SEE
- Assisted BASWG in the selection of a new E&O consultant
- Provided new permitting/application software recommendations to improve Town operations
- Achieved a new outreach record with a Facebook announcement. The announcement of the re-opening of the Dorothea Dix Park reached over 1,300 people in less than 24 hours.

Any questions or suggestions are welcome and encouraged.

Respectfully submitted,

Kyle Severance



# Hampden Public Safety

Emergency Services Working Together

106 Western Avenue  
Hampden, ME 04444

Phone: 207-862-4000

Email: [publicsafety@hampdenmaine.gov](mailto:publicsafety@hampdenmaine.gov)

<http://www.hampdenmaine.gov/>

<https://www.facebook.com/hampdenpublicsafety>

Police • Fire • EMS  
Code Enforcement  
Building Inspection  
Fire Inspection  
Local Health Office

Joseph L. Rogers  
*Director of Public Safety*  
Kandy A. McCullough  
*Administrative Assistant*

#### Police

T. Daniel Stewart  
*Sergeant/SRO*  
Scott A. Webber  
*Sergeant*  
Christian D. Bailey  
*Sergeant*  
Joel Small  
*Police Officer*  
Joseph D. Burke  
*Police Officer/MDEA*  
Benson G. Eyles  
*Police Officer*  
Shawn F. Devine  
*Police Officer*  
Marc Egan  
*Police Officer*  
William Miller  
*Police Officer*  
Jeffrey L. Rice  
*Police Officer*

#### Fire

Jason Lundstrom  
*Lieutenant/Fire Inspector*  
Daniel Pugsley, Jr.  
*Lieutenant/Paramedic*  
Matthew St. Pierre  
*Lieutenant/Paramedic*  
Myles Block  
*CEO/Paramedic*  
Jared LeBarnes  
*Building Inspector/Paramedic*  
Joseph Dunton  
*Paramedic/Chaplain*  
Matthew Thomas  
*FF/Paramedic*  
Shaun McNally  
*FF/Paramedic*  
Aaron Jellison  
*FF/Paramedic*  
Matthew Roope  
*FF/Paramedic*

TO: Angus Jennings, Town Manager  
FROM: Joe Rogers, PSD  
RE: September Monthly Report  
DATE: October 6, 2015

During the month of September, the Hampden Police Department responded to 379 calls for service, processed 13 arrests; and issued 20 traffic citations and 81 written traffic warnings. The Fire Department responded to 33 calls for service and the ambulance responded to 64 calls.

Officer Miller and Officer Small attended training on interviewing sexual assault victims. The instructor was FBI Forensic Interviewer Martha J. Finnegan, MSW, LCSW. Interviewing is always a difficult task that must be handled carefully. When the person being interviewed is the victim of a traumatic crime, the difficulty level is significantly compounded. It's imperative that we have officers armed with the knowledge, skills, and tactics to effectively obtain information needed for apprehension and prosecution; without intensifying the situation.

The Maine Chiefs of Police Association held a Chief's training in September. Topics included presentations from investigators involved with the Boston Marathon Bombing. Discussions included lessons learned and bomb scene investigative tactics. MCOPA also held training in our facility in September. Topics covered Barricaded Persons, Truck and Bus Traffic Enforcement and New Law/Case Law Updates. Sergeants Webber, Stewart, Bailey, Officers Small, Miller, Devine, Rice, and I were in attendance.

Officer Miller attended a training presented by the District Attorney's Office covering the prosecution of traffic offense cases. The DA's Office is short staffed and has elected to stop prosecuting Violations Bureau cases. Beginning next month, police officers will be required to not only appear for testimony; but will also be responsible for trial preparation and prosecution of these cases.

Police officers and firefighters are in the process of routine refreshers on pumper operation and driver training of apparatus. Firefighter/Paramedic Jellison and Officer Egan also attended critical incident training.



**HAMPDEN PUBLIC SAFETY**  
**Police – Fire – EMS – Code Enforcement**  
106 Western Avenue  
Hampden, Maine 04444  
Phone 207-862-4500  
Fax: 207-862-4588



**Code Enforcement Division - MONTHLY REPORT**  
**September 2015**

- During the month of September the Code Enforcement Office received a total of 26 permit/license applications. This included:
  - 4 – New Single-Family Homes
  - 2 – Building Addition
  - 1 – Demolition
  - 1 – Board of Appeals
  - 1 – Certificate of Compliance
  - 1 – Internal Plumbing
  - 5 – Septic System
  - 2 – Building Alteration
  - 7 – Accessory Structure
  - 1 – Vicutaler's
  - 1 – Health Officer Violation
- A total of \$3,700.00 in fees were collected in the month of September. This compares to \$1,996.00 the previous year.
- The Code Enforcement Team conducted 34 inspections during the month of September.
- Jason Lundstrom was appointed as the Local Health Officer for the Town.
- Vicutaler's inspection performed and license approved for Hannaford.
- The Stop Work Order at McLaughlin's at the Marina continues to be in place until word from the State Fire Marshal's Office is received that they have reviewed and approved submitted plans. The site was revisited by the Fire Marshal's Office this month and is still waiting on revised plans.
- The CEO & BFI continue to attend the Town Stormwater Group Meetings and are active in preparing the Town should an EPA or DEP audit take place.
- The CEO & BFI continue to attend the Quarterly meeting of the Maine Building Officials and Inspectors Association in Gray.
- The CEO and/or BFI responded to 32 Fire/EMS calls during business hours in September.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Myles M. Block".

Myles M. Block  
Code Enforcement Officer  
Local Plumbing Inspector  
Firefighter/Paramedic

Edythe Dyer Community Library  
September, 2015  
Report of activities to the Town Council

**Circulation:** 2382 adult items; 1740 children's materials; 195 items were downloaded; 146 people used our public access computers (this does not include people who brought their own wireless devices). 2134 people came into the Library.

EDL staff answered 243 reference questions for people in the library and 146 over the telephone (these include 20 that were people who thought they were calling the town office)

EDL loaned 594 items to other libraries and borrowed 731 through the statewide delivery service.

**Children's programs:** Play & Learn Programs: 13 children / 10 adults  
Preschool Storytimes: 27 children / 21 adults  
Toddler Storytimes: 110 toddlers / 80 adults

**Adult programs:** Creative Writing: 22  
Knitting group: 43 adults & teens  
Book discussion: 15

**Community groups:** Mary proctored 1 exam  
Hampden Sewing Guild met twice  
Dennis Marble held one Hot Stove meeting

**Trainings/professional development:**  
Mary attended a Maine Library Leadership meeting

**Lura E. Hoit Memorial Pool**  
**Board of Trustees Treasurer's Report**  
September and October 2015

Account	Previous Balance	Activity This Period		Current Balance
<i>Trustees Account Savings</i>	\$13,768.63	08/07 - Trn to Checking	(\$10,000.00)	
		08/12 - Dep	\$100.00	
		08/19 - Dep	\$1,000.00	
		08/26 - Dep	\$100.00	
		Div (August)	\$0.53	
		09/16 - Dep	\$122.02	
		Div (September)	\$0.41	
				\$5,091.59
<i>Trustees Account Checking</i>	\$1,102.56	08/07 - Trn from Savings	\$10,000.00	
				\$11,102.56
<i>Trustees Account Total</i>				\$16,194.15
<i>Pool Endowment (Means Investment)</i>	\$84,548.83			
		Change in Value	(\$2,428.26)	\$82,120.57
<b>Total Assets:</b>	\$99,420.02		(\$1,105.30)	\$98,314.72

**Lura E. Hoit Memorial Pool**  
**Susan G. Abraham Memorial Endowed Scholarship**  
**Treasurer's Report**  
September and October 2015

Account	Previous Balance	Activity This Period		Current Balance
<i>Savings</i>	\$708.14	08/07 - W/D	(\$48.00)	
		08/07 - W/D	(\$150.00)	
		08/07 - Dep	\$210.00	(Check reversal for LG training)
		Div (August)	\$0.06	
		Div (September)	\$0.06	
				\$720.26
<i>Certificate of Deposit</i>	\$25,000.00			\$25,000.00
<i>Maine Savings Int. Rate 5% / 5 Yr</i>	\$29,299.42	Div (August)	\$124.42	
		Div (September)	\$120.92	
				\$29,544.76
<b>Total:</b>	\$30,007.56		\$257.46	\$30,265.02

Respectfully Submitted - Joshua Sargent - Treasurer



Daily Receipts

Day	Jan	Feb	Mar	April	May	June	July	August	Sept	Oct	Nov	Dec
1	Holiday	\$392.00	\$427.00	\$295.00	\$196.00	\$185.00	\$538.00	\$188.00	closed			
2	\$210.00	Storm	\$734.00	\$383.00	\$296.00	\$618.00	\$48.00	closed	closed			
3	\$325.00	\$512.25	\$588.00	\$124.00	\$100.00	\$93.00	\$108.00	\$257.25	closed			
4	\$480.00	\$336.00	\$121.00	\$153.00	\$314.00	\$550.00	closed	\$209.00	closed			
5	\$847.50	\$48.00	\$490.00	closed	\$685.00	\$358.00	closed	\$565.00	closed			
6	\$359.00	\$154.00	\$260.50	\$111.00	\$304.00	\$55.00	\$240.00	\$140.00	closed			
7	\$20.00	\$278.00	\$342.00	\$333.00	\$190.00	\$140.00	\$112.50	\$328.00	closed			
8	\$58.00	\$196.00	\$189.00	\$276.00	\$194.00	\$2,178.00	\$336.00	\$152.00	\$1,027.00			
9	\$138.00	\$3,462.75	\$136.00	\$273.00	\$169.00	\$4,604.00	\$210.00	closed	\$906.00			
10	\$108.00	\$529.00	\$245.00	\$334.00	\$20.00	\$960.00	\$108.00	\$345.50	\$604.00			
11	\$354.00	\$779.00	\$96.00	\$677.00	\$183.00	\$718.00	\$0.00	\$20.00	\$1,081.00			
12	\$373.00	\$304.00	\$132.00	\$116.00	\$385.00	\$712.00	closed	\$204.00	\$293.00			
13	\$529.00	\$732.00	\$387.00	\$4,138.50	\$48.00	\$333.00	\$368.00	\$195.00	\$158.00			
14	\$260.00	\$502.00	\$500.00	\$4,196.00	\$344.00	\$218.50	\$0.00	\$408.00	\$612.00			
15	\$208.00	Storm	\$246.00	\$1,708.00	\$227.00	\$920.00	\$598.00	\$64.00	\$290.00			
16	\$435.00	holiday	\$398.00	\$857.00	\$276.00	\$667.00	\$525.00	closed	\$248.00			
17	\$305.00	\$463.00	\$1,826.00	\$277.00	\$146.00	\$570.00	\$386.00	\$166.00	\$148.00			
18	\$524.00	\$4,360.00	\$125.00	\$494.00	\$348.00	\$170.00	\$210.00	\$271.00	\$412.00			
19	Holiday	\$497.00	\$699.50	\$251.00	\$210.00	\$667.00	closed	\$176.00	\$347.00			
20	\$3,025.00	\$717.00	\$436.00	\$546.00	\$70.00	\$198.00	\$224.00	\$40.00	\$236.00			
21	\$520.00	\$346.00	\$241.00	\$305.00	\$200.00	closed	\$563.00	\$148.00	\$78.00			
22	\$320.00	\$286.00	\$183.00	\$1,131.00	\$379.00	\$822.00	\$486.00	\$242.00	\$435.00			
23	\$148.00	\$920.00	\$299.00	\$500.00	\$210.00	\$467.00	\$151.00	\$400.00	\$183.00			
24	\$497.00	\$418.00	\$105.50	\$303.00	\$20.00	\$640.00	\$228.00	\$2,482.00	\$141.00			
25	\$267.50	\$100.00	\$365.00	\$426.00	closed	\$100.00	\$305.00	\$3,636.00	\$71.00			
26	\$140.00	\$363.50	\$116.00	\$396.00	\$230.00	\$179.00	closed	\$1,154.00	\$389.00			
27	Storm	\$316.00	\$80.00	\$505.00	\$116.00	\$135.00	\$736.00	\$977.50	\$155.00			
28	\$0.00	\$573.00	\$244.50	\$966.00	\$180.00	closed	\$336.00	\$698.00	\$106.00			
29	\$316.00		\$242.50	\$160.00	\$120.00	\$414.00	\$245.00	\$1,185.00	\$108.00			
30	\$60.00		\$144.00	\$209.25	\$256.00	\$723.00	\$104.00	\$1,387.00	\$341.00			
31	Storm		\$606.00		\$178.00		\$421.00	closed				
Total	\$10,627.00	\$17,584.50	\$10,984.50	\$20,443.75	\$6,594.00	\$8,404.50	\$7,598.50	\$16,038.25	\$8,369.00	\$0.00	\$0.00	\$0.00

Monthly Fuel Units  
7/01/05 thru 6/30/06

Month	2014/2015	2015/2016
July	388.9	1013.5
August	517.5	824.1
September	720.2	513.7
October	702.4	
November	980	
December	1315.3	
January	1051.4	
February	1981.3	
March	1587.3	
April	982.6	
May	1003.8	
June	613.8	
<b>TOTAL</b>	<b>11844.5</b>	

# Hampden Recreation Department

Skehan Recreation Center

Director Report

September 2015

- Completed monthly/yearly fire extinguisher inspections.
- Completed AED Monthly Test.
- Managed concession stand purchases and sales.
- Completed monthly billing for Bangor Roller Derby for September
- Attended wrap up HCD meeting
- Readied program teams, field set up, and supplies for fall soccer season
- Attended Services Committee Meeting in September to discuss funding request for replacement doors and lawn mower
- Attended Services Committee to present completed copy of the 2015 Recreation Plan
- Held Recreation Committee Meeting
- Worked to secure additional replacement boiler door quotes
- Attended Infrastructure meeting to discuss funding requests for replacement doors and lawn mower
- Completed gym floor refinish with Dickel Wood Floors
- Trained two newly hired part time staff for programming/building supervisor responsibilities
- Addressed parking concerns at Lura Hoyt Pool Fields for Thursday and Saturday soccer
- Trained staff on preseason basketball play day
- Researched fee structures for recreation in the Greater Bangor area
- Worked on updating MSDS to SDS for compliance
- Brainstormed multiple lists to work on for future programs, projects
- Set up meeting to discuss repairs needed at tennis and outdoor basketball courts
- Hired staff to complete officiating for fall soccer and flag football
- Continued to foster and strengthen relationship ties with the building owners Historic Hampden Academy LLC.  
Thank you for the opportunity to serve the community in this capacity.

Shelley Abbott  
Recreation Director



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Hampden Recreation Department

Skehan Recreation Center

September Update 2015

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During the months of September the Skehan Center was open 5 days per week. Our business hours during September were 7 am to 4 pm, with evening hours Monday through Thursday based on programming or rentals. Current day time programming consists of walking, senior fitness, line dancing, afterschool art, robotics, yoga and pickle ball three times a week. Facility rentals this month included the Bangor Roller Derby, and a AAU basketball group. Weekend use has picked up again during the month of September with a couple of birthday party rentals, Team Maine Roller Derby practice, and a Bangor Roller Derby bout.

Fall programming began in early September with a huge number of options that resulted in large enrollment in many programs. Below is a sample list of fall programs offered with registration numbers. Many of these programs will continue for between 5 and 7 weeks in length ending in mid to late October.

Fall Soccer (grade 1-5) 118  
Beginner Kicks Instructional Soccer (grade PK/K) 88  
Mini Sports Soccer (Parent and Child) 10 parent/child groups  
Flag Football (grade K-3) 35  
Horseback Riding Lessons (age 7-14) 5  
Afterschool Robotics (grade 3-5) 16 (program filled)  
Preseason Basketball Clinics (grade 3-8) 62  
Afterschool Art Program (grade K-5) 17  
Pavement Pounders Running Program (grade 3-8) 21  
Beginner Field Hockey (grade 3-5) 15

During the month of September two key staff positions were filled. Two local college students were selected from the applicant pool to fill a part time program supervisor position and a part time Kids Korner Assistant/building supervisor position. Training for these two positions was completed in September and both employees are working out well in their new positions.

The chart below was updated for the last three months to reflect building hours for the Skehan Center. It shows a comparison of building use over the past 16 months. As you can see from the numbers, daily program use remains steady from one year to the next.

2014-2015 Hours of Operation Skehan Recreation Center Hampden Recreation Department				2015-2016 Hours of Operation Skehan Recreation Center Hampden Recreation Department			
	<u># of Days</u>	<u>Total Hours</u>	<u>AverageDaily</u>		<u># of Days</u>	<u>Total Hours</u>	<u>AverageDaily</u>
Jul-14	31	270.25	8.717741935	Jul-15	31	268.5	8.661290323
Aug-14	31	237	7.64516129	Aug-15	31	268.25	8.653225806
Sep-14	30	296.25	9.875	Sep-15	30	286.25	9.541666667
Oct-14	31	351.5	11.33870968	Oct-15	31		
Nov-14	20	266.25	13.3125	Nov-15			
Dec-14	31	307.75	9.927419355	Dec-15			
Jan-15	31	336.5	10.85483871	Jan-15			
Feb-15	28	324.25	11.58035714	Feb-15			
Mar-15	31	381	12.29032258	Mar-15			
Apr-15	30	329	10.96666667	Apr-15			
May-15	31	306	9.870967742	May-15			
Jun-15	30	256	8.533333333	Jun-15			
YTD		3661.75	305.1458333	YTD			

*"Whoever saves one life,  
saves the entire world."*

*— Irena Sendler*

# Life in a Jar

the Irena Sendler story

**November 8th, 2015**

**1:00 pm and 5:00 pm**

**Hampden Academy Performing Arts Center  
89 Western Avenue, Hampden**

**The play is offered free of charge to  
the public in order to share this  
inspirational story and to add to the  
general consciousness of our community.**

**For more information call 852-2011**

D-1-a



# Press Release

St. Joseph Healthcare, 360 Broadway, Bangor, Maine 04401

**Date:** November 8, 2015  
**Contact:** Dr. Allison Berube  
**Telephone:** 207-852-2011  
**Email:** Georgesberube@roadrunner.com

## **Life in a Jar - The Story of Irena Sendler**

(BANGOR, MAINE) -- The dramatic production Life in a Jar - The Story of Irena Sendler is coming to the Bangor area this fall. Comprising a seven-member volunteer cast from Kansas, this traveling stage production re-tells the story of Irena Sendler. For 100 days in 1942 this young, heroic Polish Catholic social worker combed the war-ravaged Warsaw Ghetto, risking her life to save 2,500 Polish Jewish children from the Nazi death camps.

The production will be staged on November 8 at the Hampden Academy Performing Arts Center. There will be performances at 1:00 and 5:00 p.m.

There is no admission charge, but donations will be accepted to benefit the Life in a Jar Foundation, which seeks to spread the story of this heroic woman.

Sendler convinced countless Jewish parents and grandparents into making an agonizing, heart-rending decision -- to relinquish their children to her in order that she might secret them away to a safe place, lest they die in the Ghetto or in the death camps. Many of these parents knew that the Nazis were coming to take them all away, and their best hope in at least saving their children was to give them up to Sendler -- knowing full-well they might never see them again.

Sendler smuggled the children and babies out to safe convents, orphanages and adoptive homes, often hiding them in coffins or boxes, risking her life in the process. She and her network made lists of the children's real names and put the lists in jars, then buried the jars in a garden, so that someday she could dig them up and find the children to tell them of their real identities.

Her story was unearthed in 1999, as a result of a group of Kansas school students' work on a year-long National History Days project. It has been re-told in a bestselling book and in a Hallmark Hall of Fame T.V. motion picture.

Sendler was nominated for a Nobel Peace Prize in 2007. She died in 2008.

Larger groups can reserve seats together by calling Allison Berube at 207-852-2011.

We ask for your help in spreading the word about this inspiring community event. For more information about this amazing woman, please follow the link to: <http://www.irenasendler.org/>



Check One:  Initial Application  
 Reappointment Application

TOWN OF HAMPDEN  
APPLICATION FOR TOWN BOARDS AND COMMITTEES

D-3-a

NAME: CUPPLES WALTER K.  
LAST FIRST MI

ADDRESS: 42 MAIN ROAD NORTH HAMPDEN 04444  
STREET TOWN ZIP

MAILING ADDRESS (if different): \_\_\_\_\_

TELEPHONE: 862-6136 944-0335  
HOME WORK CALL

EMAIL: WALTER@DOL.COM

OCCUPATION: CUSTOMER SERVICE REP 2

BOARD OR COMMITTEE PREFERENCE:  
FIRST CHOICE: BOARD OF APPEALS

SECOND CHOICE (OPTIONAL): \_\_\_\_\_

How would your experience, education and/or occupation be a benefit to this board or committee? I HAVE HAD A 25 YEAR CAREER IN 12 DIFFERENT INDUSTRIES  
HELPING ORGANIZATIONS DEVELOP COLLABORATIVE RELATIONS AMONG THE VARIOUS  
PARTS OF THE ENTERPRISES TO ENABLE THEM TO BE MORE PRODUCTIVE. THE  
SKILLS ACQUIRED COULD BE HELPFUL IN RESOLVING ISSUES IN THE TOWN  
OF HAMPDEN.

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

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

3 YEAR

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

5 YEAR  
PLANNING BOARD

<b>FOR TOWN USE ONLY</b>		Date Application Received: <u>SEP 15 2015</u>
COUNCIL COMMITTEE ACTION: _____	DATE: _____	
COUNCIL ACTION: _____	DATE: _____	
<input type="checkbox"/> NEW APPT	<input type="checkbox"/> REAPPOINTMENT	DATE APPOINTMENT EXPIRES: _____



Check One:  Initial Application  
 Reappointment Application

TOWN OF HAMPDEN  
APPLICATION FOR TOWN BOARDS AND COMMITTEES

D-3-b

NAME: O'Donnell Courtney L.  
LAST FIRST MI  
ADDRESS: 10 Dudley St Apt 2 Hampden 04444  
STREET TOWN ZIP

MAILING ADDRESS (if different): \_\_\_\_\_

TELEPHONE: 207-217-7325 207-992-4204  
HOME WORK

EMAIL: Codonnell888@yahoo.com

OCCUPATION: Administrative Assistant

BOARD OR COMMITTEE PREFERENCE:

FIRST CHOICE: Board of Appeals

SECOND CHOICE (OPTIONAL): Personnel Appeals Board

How would your experience, education and/or occupation be a benefit to this board or committee? I work for the City of Bangor, recently moved to Hampden, have a degree from UMAINE, and would like to become more involved.

Are there any issues you feel this board or committee should address, or should continue to address? Not yet.

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

SEP 28 2015

<b>FOR TOWN USE ONLY</b>		Date Application Received: _____
COUNCIL COMMITTEE ACTION: _____	DATE: _____	
COUNCIL ACTION: _____	DATE: _____	
<input type="checkbox"/> NEW APPT	<input type="checkbox"/> REAPPOINTMENT	DATE APPOINTMENT EXPIRES: _____

MUNICIPAL REVIEW COMMITTEE, INC.  
2015 Election - BOARD OF DIRECTORS  
NOMINATION FORM

Submitted by MRC Member: Town of Hampden  
(Town/city/county/regional association)

Nominee Name: Angus Jennings

Circle and list all that apply to Nominee for questions 1. through 3. below:

- 1.  YES / NO - Legal Resident of MRC Member: Hampden resident
- 2. YES / NO - Elected or Appointed Official of MRC Member: \_\_\_\_\_
- 3.  YES / NO - Employee of MRC Member: Hampden Town Manager

Mailing Address: 106 Western Ave.  
Hampden, ME 04444

Telephone: 862-3034 FAX: 862-5067 Email: townmanager@hampdenmaine.gov

The below provided biographical information is to be provided by the nominee. The information, as provided, will accompany the voting ballot provided for the MRC membership's consideration.

Biography:

Angus Jennings began serving as Hampden's Town Manager in August 2015 after his appointment by unanimous vote of the Town Council. Mr. Jennings has spent his career in municipal government, and as a consultant to cities and towns in the areas of public land management, zoning and regulation, and infrastructure finance.

He has previously served 5 years on the board

REMINDER: The final slate is limited to the first nine (9) nominations received of the Massachusetts Assn. of Planning Directors,

Please return this form by mail on or before October 20, 2015 to:

Municipal Review Committee, Inc.

395 State Street  
Ellsworth, Maine 04605

including as president. The Hampden Town Council nominates Mr. Jennings to the MRC

Delivery via FAX is permitted at: (207) 667-2099 Attn: Greg Lounder or via email attachment to: glounder@mrcmaine.org

Board to extend its long-time engagement with MRC, and to support continued collaborative efforts toward building the Fiberight initiative in Hampden.

Town of Hampden  
106 Western Avenue  
Hampden, Maine 04444



Phone: (207)  
Fax: (207)  
Email:  
townmanage

D-4-b

TO: Town Council  
Administration & Finance Committee

FROM: Angus Jennings, Town Manager

DATE: October 14, 2015

RE: Recommended approval of FY16 Service Charges

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As was discussed at the October 5 meeting of the Administration & Finance Committee, the attached service charge calculations are brought forward for Council review and approval. I have met with the Assessor to review and clarify two items resulting from the October 5 meeting:

- **Completeness of list of six properties subject to the Service Charge Ordinance:** A question was asked regarding a property on Mayo Road owned by Acadia Hospital. The Assessor was aware of the property, and it has been subject to a Service Charge in years past. However, because this facility is not currently occupied, and generating rental income, it is not subject to a Service Charge this year. (Rather, it is subject to property taxes.) If the property becomes occupied by an exempt use, it would submit documentation to the Assessor in order to be subject to a Service Charge rather than property taxes.
- **Method of calculation of service charge:** The Service Charge is calculated based on the formula set forward in Sec. 4 of the Service Charge Ordinance, a copy of which is attached. The question that arose at the previous meeting was whether the Assessor's determination of charges takes into account the organization's prior year's gross annual revenues. The answer is no, not at this stage of the process. An organization's gross annual revenues are not considered in calculating the Service Charge; rather, an organization may petition the Council to reduce its Service Charge to ensure that it does not exceed 2% of the organization's gross annual revenues. (See Sec. 6 of the Ordinance). In the event that one or more organizations seek a reduction in their Service Charge, the organization would be required to submit an audited financial statement of its prior year's operations, and the 2% limitation on Service Charge would be based on that amount.

Upon Council approval, Service Charges will be levied in the amounts indicated (attached).

cc: Kelly Karter, Assessor



TOWN OF HAMPDEN

SERVICE CHARGE ORDINANCE

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

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

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

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

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

where:

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

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

JV = Just Value of property in question

SC = Service Charge of property in question.

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

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

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

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

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

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

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

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

Adopted By Hampden Town Council: 5/18/92

Town of Hampden  
106 Western Avenue  
Hampden, Maine 04444



Phone: (207) 862-3034  
Fax: (207) 862-5067  
email: hampden@midmaine.com

Town of Hampden  
RECEIVED

SEP 09 2015

Office of the  
Town Manager

To: Angus Jennings, Town Manager  
From: Kelly Karter, Assessor *Kelly*  
RE: Service Fee Calculations  
Date: September 21, 2015

Following is a listing of the calculated service fees that apply to residential property according to our Service Fee Ordinance. Currently there are six residential properties that have applied for and receive a total exemption from property tax. This ordinance addresses the cost of Town Services (such as ambulance, fire, road maintenance, etc.) utilized by these entities. The cost of education, county tax and general assistance are deducted from the municipal budget prior to developing the mil rate that is applied to valuation of the property.

The list is as follows:

Community Housing of Maine	\$ 1,949.84
Medical Care Development	\$ 4,896.02
OHI George Street	\$ 1,971.27
OHI Patterson Road	\$ 1,510.59
Penquis Mental Health Services	\$ 1,810.56
The Housing Foundation	\$20,451.88
Total Service Fees	\$32,590.16

These fees have been calculated according to the ordinance. Some may change once financials are submitted.

**MEMO**

To: Property Owner

From: Town of Hampden

Date: September 21, 2015

Subject: Community Housing of Maine

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In accordance with the Service Charge Ordinance approved by the Hampden Town Council on May 18, 1992, the council approved the following Service Charge fee for the fiscal year 2015/2016 on September 21, 2015.

When you have completed your financial information for the year ending June 30, 2015, please submit your gross income if you feel the fee exceeds 2% of your gross income. This information should be submitted to the Town Manager for review by the Hampden Town Council.

Property Owner: Community Housing of Maine

Property Location: 177 Canaan Road  
Hampden, Maine 04444

Legal Description: Map 5 Lot 27-A  
Book 10137 Page 137

2015/16 Municipal Budget \$6,813,432 (Original Budget Less Gen. Asst. of \$10,000)

Divided By Total Valuation \$ 635,971,299 (=0.0107134)

Times the Just Value \$ 182,000

Service Charge Due \$ 1,949.84

**MEMO**

To: Property Owner

From: Town of Hampden

Date: September 21, 2015

Subject: Medical Care Development; DBA Hampden Meadows

---

In accordance with the Service Charge Ordinance approved by the Hampden Town Council on May 18, 1992, the council approved the following Service Charge fee for 2015/2016 fiscal year on September 21, 2015.

When you have completed your financial information for the year ending June 30, 2015, please submit your gross income if you feel the fee exceeds 2% of your gross income. This information should be submitted to the Town Manager for review by the Hampden Town Council.

Property Owner: Medical Care Development; DBA Hampden Meadows

Property Location: 1282 Kennebec Road  
Hampden, Maine 04444

Legal Description: Map 1 Lot 23-A  
Book 5818 Page 81

2013 Municipal Budget      \$6,813,432 (Original Budget Less Gen. Asst. of \$10,000)

Divided By Total Valuation    \$635,971,299 (= 0.0107134)

Times the Just Value          \$    457,000

Service Charge Due            \$      4,896.02

**MEMO**

To: Property Owner

From: Town of Hampden

Date: September 21, 2015

Subject: OHI

---

In accordance with the Service Charge Ordinance approved by the Hampden Town Council on May 18, 1992, the Council approved the following Service Charge fee for the 2015/2016 fiscal year on September 21, 2015.

When you have completed your financial information for the year ending June 30, 2015, please submit your gross income if you feel the fee exceeds 2% of your gross income. This information should be submitted to the Town Manager for review by the Hampden Town Council.

Property Owner: OHI

Property Location: 35 George St  
Hampden, Maine 04444

Legal Description: Map 23 Lot 70-C  
Book 9404 Page 115

2015/2016 Municipal Budget \$6,813,432 (Original Budget Less Gen. Asst. of \$10,000)

Divided By Total Valuation \$635,971,299 (=0.0107134

Times the Just Value \$ 184,000

Service Charge Due \$ 1,971.27

**MEMO**

To: Property Owner

From: Town of Hampden

Date: September 21, 2015

Subject: OHI

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In accordance with the Service Charge Ordinance approved by the Hampden Town Council on May 18, 1992, the Council approved the following Service Charge fee for the 2015/2016 fiscal year on September 21, 2015.

When you have completed your financial information for the year ending June 30, 2015, please submit your gross income if you feel the fee exceeds 2% of your gross income. This information should be submitted to the Town Manager for review by the Hampden Town Council.

Property Owner: OHI

Property Location: 143 Patterson Road  
Hampden, Maine 04444

Legal Description: Map 5 Lot 39  
Book 9144 Page 102

2015/2016 Municipal Budget \$6,813,432 (Original Budget Less Gen. Asst. of \$10,000)

Divided By Total Valuation \$635,971,299 (=0.0107134)

Times the Just Value \$ 141,000

Service Charge Due \$ 1,510.59



**MEMO**

To: Property Owner

From: Town of Hampden

Date: September 21, 2015

Subject: Penquis Mental Health Service Charge

---

In accordance with the Service Charge Ordinance approved by the Hampden Town Council on May 18, 1992, the Council approved the following Service Charge fee for the 2015/2016 fiscal year on September 21, 2015.

When you have completed your financial information for the year ending June 30, 2015, please submit your gross income if you feel the fee exceeds 2% of your gross income. This information should be submitted to the Town Manager for review by the Hampden Town Council.

Property Owner: Penquis Mental Health

Property Location: 1012 Carmel Road North  
Hampden, Maine 04444

Legal Description: Map 1 Lot 31-A  
Book 11872 Page 215

2015/2016 Municipal Budget \$6,813,432 (Original Budget Less Gen. Asst. of \$10,000)

Divided By Total Valuation \$635,971,299 (=0.0107134)

Times the Just Value	\$	169,000
Service Charge Due	\$	1,810.56

**MEMO**

To: Property Owner

From: Town of Hampden

Date: September 21, 2015

Subject: The Housing Foundation

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In accordance with the Service Charge Ordinance approved by the Hampden Town Council on May 18, 1992, the council approved the following Service Charge fee for the 2015/2016 fiscal year on September 21, 2015.

When you have completed your financial information for the year ending June 30, 2015, please submit your gross income if you feel the fee exceeds 2% of your gross income. This information should be submitted to the Town Manager for review by the Hampden Town Council.

Property Owner: The Housing Foundation

Property Location: 113 Western Avenue  
Hampden, Maine 04444

Legal Description: Map 31 Lot 8  
Book 4249 Page 321

2015/16 Municipal Budget \$6,813,432 (Original Budget Less Gen. Asst. of \$10,000)

Divided By Total Valuation \$635,971,299 (=0.0107134)

Times the Just Value \$ 1,909,000

Service Charge Due \$20,451.88

D-4-c

**TOWN OF HAMPDEN**  
IN THE TOWN COUNCIL

Order 2015-02  
Adoption: \_\_\_\_\_, 2015

**ORDER ESTABLISHING ELIGIBILITY FOR TOWN ISSUED  
LICENSE PLATES, PROCEDURES AND HOURS OF OPERATION**

**ORDERED**, that, beginning on November 2, 2015, the Town of Hampden shall issue motor vehicle license plates according to guidelines and training by the Maine Bureau of Motor Vehicles.

The Town of Hampden shall only process applications for license plates for documented Hampden residents.

The Town of Hampden shall issue license plates in sequential order, and will not honor requests for plate numbers that are out of rotation.

To ensure access to technical assistance from the Bureau of Motor Vehicles as needed, the Town of Hampden will only process applications for license plates received between the hours of 8:00 AM and 4:30 PM Monday through Thursday.

This Order shall remain in effect until rescinded by the Town Council.

Town Clerk:

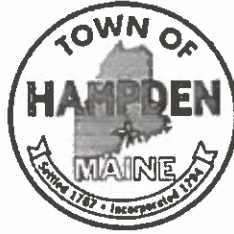
ORDERED by a majority of the Town Council:

\_\_\_\_\_  
Denise Hodsdon

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

D-4-d

Town of Hampden  
106 Western Avenue  
Hampden, Maine 04444



Phone: (207) 8  
Fax: (207) 8  
Email:  
townmanager.

TO: Town Council  
FROM: Angus Jennings, Town Manager  
DATE: October 14, 2015  
RE: Proposal to fund cleaning of catch basins

As was discussed at the September 28 meeting of the Infrastructure Committee, compliance with the town's current year MS4 Stormwater Management Permit will require cleaning of approximately 74 municipally owned catch basins, each of which were found to have sediment accumulation greater than 50% of the sump depth, as well as repairs to 4 of the catch basins.

The DPW Director is currently soliciting cost proposals, but it is believed that the total cost will be approximately \$15,000. No funds were budgeted for this purpose in the FY16 budget.

In reviewing the FY16 budget for other line items where cost savings could be realized, it is apparent that the \$92,000 budgeted for The Connector Bus will exceed the year's expenses. Yesterday, we received the FY15 fourth quarter invoice for The Bus which, combined with the 3 quarterly payments that will be due before the end of June, totals \$61,039.70.<sup>1</sup> This results in a cost savings, within that line item, of \$30,960.29.

I recommend that the Council authorize the transfer of \$20,000 from The Bus line item (25-10-55-15) to a newly created DPW sub-account Stormwater Management (account number to be determined) for the purposes of catch basin cleaning and repair, and MS4 permit compliance. The amount of recommended transfer is intended to provide adequate cushion to proceed with the catch basin cleaning this fall if incurred costs exceed preliminary estimates.

The creation of a new sub-account is intended to segregate MS4 compliance expenses for accounting purposes, and would implement an objective that has been discussed among the town's stormwater working group. Tracking this expense, and other expenses in the future, as stormwater compliance costs is expected to be helpful to future budgeting processes.

cc: Sean Currier, DPW; Tammy Ewing, Finance

<sup>1</sup> Per 9/15/15 letter from Community Connector, 3 payments of \$19,940.00 will be due. FY15 4<sup>th</sup> quarter invoice received 10/13/15 in amount of \$1,219.71 is less than had been anticipated. The four payments total \$61,039.70.

Town of Hampden  
106 Western Avenue  
Hampden, Maine 04444



Phone: (2  
Fax: (2  
Email:  
townman:

D-5-a

TO: Town Council  
FROM: Angus Jennings, Town Manager  
DATE: October 14, 2015  
RE: Annual Review of Fees Ordinance

The enclosed materials are introduced for Town Council review pursuant to Article 9.1 of the Town of Hampden Fees Ordinance, which requires that "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."

In preparation, I directed each staff member with administrative oversight of one or more sections of the Fees Ordinance to review the document and:

1. Indicate which section(s) your department administers in the course of your work (note: some sections, such as Articles 1 & 2, may be administered by multiple departments and personnel);
2. Confirm that your department presently administers the Fees Ordinance as written; and
3. Bring forward any recommendations for specific fees that you think ought to be reviewed for revision, or specific recommendations for revision including a written justification and reference documents, if any, that would support consideration of revisions.

Responses were provided by all Departments. I have also attached a draft redlined version of the current Fees Ordinance reflecting potential changes that were recommended by staff either to keep pace with costs, or in some instances to better reflect current practice (i.e. no charge for notary services for Hampden residents).

I have also attached to this memo some correspondences received – specifically, those of adequate complexity, or raising policy questions – in support of the Council's consideration.

In several correspondences, recommendations were offered for specific adjustments to the existing fee structure (note esp. Pool, Code Enforcement). In others, information was submitted

that suggests to me the need to look closely at certain sections of the Fees Ordinance to determine, based on careful consideration, whether and what changes are warranted. One clear example is the current sewer hookup fee of \$200, which applies equally whether the applicant is building a new single family home, or a more water intensive use such as a restaurant, laundromat or major industrial operation.

Likewise, the fees analysis undertaken by the Recreation Director has a lot of valuable information that warrants consideration.

This item is included on the October 19 agenda in order to comply with the Ordinance. However, it is not yet ready for final Council action. I therefore recommend consideration of the following actions:

- Referral of sewer fee structure consideration to Infrastructure Committee
- Referral of Recreation fee financial structure consideration to Services Committee
- Continuation of the Council's consideration of the overall Fees Ordinance until a later Council meeting

If productive deliberation can take place at Monday's meeting regarding some number of the fees, that'll be helpful. However I also want to set out a process whereby this Ordinance can be carefully reviewed later this fall.

**TOWN OF HAMPDEN, MAINE  
FEES ORDINANCE**

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ARTICLE 3 – FIRE DEPARTMENT	8
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ARTICLE 7 – LIBRARY	12
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ARTICLE 9 – ANNUAL REVIEW BY TOWN COUNCIL	15

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



**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 1  
ADMINISTRATION**

*Amended 11-17-03, 3-21-05, 6-15-09; 4-23-12*

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

**ARTICLE 2  
FEES FOR ACTIVITIES REGULATED BY TOWN ORDINANCE**

*Amended 11-17-03, 3-21-05, 6-15-09, 8-3-09*

<b>2.1.</b>	<b><i>Animal Control Ordinance</i></b>	
2.1.1.	Animal Impoundment Fee	\$30.00 for each offense.
<b>2.2.</b>	<b><i>Cable Television Ordinance</i></b>	
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
<b>2.3.</b>	<b><i>Cemetery Ordinance</i></b>	
2.3.1.	Lot Fees including perpetual care.	
2.3.1.1.	Resident	\$200.00
2.3.1.2.	Resident -Infant or Cremation	\$200.00
2.3.1.3.	Non-Resident	\$300.00
2.3.1.4.	Non-Resident Infant or Cremation	\$300.00
2.3.2.	Interment fees	
2.3.2.1.	Grave Openings Weekdays Adult	\$250.00
2.3.2.2.	Grave Openings Weekdays Infant or Cremation	\$125.00
2.3.2.3.	Grave Openings Weekends or Holidays Adult	\$350.00
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	\$25.00
2.3.4.	Disinterment	\$800.00
2.3.5.	Vault Cremation	\$250.00
2.3.6.	Public Works Dept. Labor After 3:00 PM	\$25.00/hour
<b>2.4.</b>	<b><i>Concourse Gathering Ordinance</i></b>	
2.4.1.	Concourse Gathering Permit Fee	\$100.00
<b>2.5.</b>	<b><i>Floodplain Management Ordinance</i></b>	
2.5.1.	Application Fee	<del>\$75</del> 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
<b>2.6.</b>	<b><i>Harbor Ordinance</i></b>	
2.6.1.	Overnight tie up to public float	\$0.40 per ft. boat hull length.
2.6.2.	Private mooring	\$25.00 annual fee.

<b>2.7. Historic Preservation Ordinance</b>		
2.7.1.	Certificate of Appropriateness Application Fee	<del>\$75</del> 100.00
2.7.2.	Historic Site or Landmark Designation Ap, Fee	\$150.00
<b>2.8. Mobile Home Park Ordinance</b>		
2.8.1.	Annual Mobile Home Park License <i>(This includes application review, initial inspection of premises and a follow-up inspection).</i>	<del>\$175</del> 9.00
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>	\$100.00
<b>2.9. Sewer Ordinance</b>		
2.9.1.	Sewer Service Charge Rate <i>(Amended 8/3/09)</i>	\$4.28 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	\$64.24
2.9.1.2.	Sewer Charge Flat Rate Well Water No Meter	\$105.44
2.9.2.	Sewer Service Capital Charge	
2.9.2.1.	Base Rate for 1 to 2,999 c.f.w. consumed	\$18.12
2.9.2.2.	3,000 to 5,999 c.f.w. consumed (double base)	\$36.24
2.9.2.3.	6,000 to 8,999 c.f.w. consumed (triple base)	\$54.36
2.9.2.4.	Other c.f.w. amount	Divide cubic feet of water consumed by 3,000 and round up to nearest whole number then multiply by \$18.12
2.9.3.	Sewer Service Minimum Charge Rate	\$18.12
2.9.4.	Sewer Service "Ready to Serve" Charge	\$18.12
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
<b>2.10. Solid Waste Flow Control Ordinance</b>		
2.10.1.	License Application Fee	\$10.00
2.10.2.	Annual License Fee Per Vehicle	\$25.00
<b>2.11. Special Amusement Ordinance</b>		
2.11.1.	Permit Application Fee	\$50.00
<b>2.12. Subdivision Ordinance</b>		
2.12.1.	Subdivision Sketch Plan	No Charge
2.12.2.	Minor Subdivision <i>(Less than 5 lots and no public improvements).</i>	\$35.00 plus \$20.00/acre
2.12.3.	Minor Subdivision Review/Inspection Draw	not required.
2.12.4.	Major Subdivision Preliminary Plan <i>(Five or more lots and /or public improvements).</i>	\$85.00 plus \$50.00/acre plus \$1,000.00 peer technical review draw account.

- 2.12.5. Major Subdivision Final Plan  
(Review/Inspection Draw Account) 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.
- 2.12.6. Major Subdivision Final Plan  
(Mobile Home Park Construction Review/Inspection Draw Account) Fee based on 10% estimated cost of completing all on-site improvements plus 10% of estimated cost of completing all off-site improvements.

**2.13. Victualers Ordinance** (Amended 6/15/09)

- 2.13.1. Victualers License Application (Public hearing not required) \$ ~~5075~~.00  
(Public hearing is required) \$ ~~125~~150.00  
*(This includes public notice and initial inspection of premises. If the town needs to perform additional inspections as a result of applicant deficiencies, each inspection will be charged \$50.00 prior to the inspection).*

**2.14. Waste Disposal Facility Licensing Ordinance**

- 2.14.1. Application Fee \$50,000.00  
*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.*

**2.15. Yard Sale Ordinance**

- 2.15.1. Permit Fee \$~~5~~10.00

**2.16. Zoning Ordinance**

- 2.16.1. Building Permit Applications for all Construction \$~~25~~50.00 plus \$0.~~10~~15 per sq. ft. of total building area including but not limited to finished areas, basements, attics, decks, pools, porches, sheds, garages, etc.  
*State Regulated*
- (Plumbing Permit Application)
- 2.16.2. Demolition/Earth Moving Permit Application \$~~25~~50.00
- 2.16.3. Sign Permit Application \$~~25~~50.00 per sign
- 2.16.4. Certificate of Compliance Application \$~~50~~75.00  
*(Change of use, resumption of use, new use without building permit application)*  
*The above application fees include all inspections required by Section 109 of the Town of Hampden Building Code.*
- 2.16.5. Additional ~~Final~~ Inspections \$25.00 per hour up to 50% of cost of building permit  
*(If the town needs to perform additional inspections as*

*a result of applicant deficiencies, each inspection will be charged prior to the inspection).*

2.16..8.	Zoning Board of Appeals Variance Application	
2.16-.8.1.	General Variance	<del>\$100</del> 325.00
2.16.8.2.	Dimensional Variance	<del>\$100</del> 325.00
2.16.8.3.	Disability Variance	Free
2.16.8.4.	Administrative Appeal Application	<del>\$100</del> 325.00
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 <i>(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).</i>	\$500.00.
2.16.12.3.	Traffic Analysis <i>(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).</i>	\$1,000.00.

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

<b>3.1.</b>	<b>DELETED</b> (Amended 12-1-14)	
<b>3.2.</b>	<b>Report Copies</b>	\$10.00
<b>3.3.</b>	<b>DELETED</b> (Amended 12-1-14)	
<b>3.4.</b>	<b>Fee for pumping: 1 time emergency</b>	Free
<b>3.5.</b>	<b>DELETED</b> (Amended 12-1-14)	
<b>3.6.</b>	<b>Advanced Life Support 1 Rates</b> (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
<b>3.7.</b>	<b>Basic Life Support Rates</b> (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
<b>3.8.</b>	<b>Ambulance Stand-by fee for special events</b> (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.
<b>3.9.</b>	<b>DELETED</b> (Amended 12-1-14)	

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

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

ARTICLE 5  
PUBLIC WORKS  
Amended 11-17-03

5.1. *Additional Fees*

5.1.1.	Public Works Dept. Labor After 3:00 PM	\$25.00/hour
5.1.2.	Opening Public Way (Deposit)	\$300.00
5.1.3.	Sewer Hookup - <u>Single Family Home</u>	\$200.00
5.1.4.	<u>Sewer Hookup -</u>	<b>TBD</b>

5.2. *Solid Waste Fees*

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	<del>\$</del> 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	\$140.00/full week
6.2.2. Kids Korner AM Program	\$8.00/day
6.2.3. Kids Korner PM Program	\$12.00/day
6.2.4. Kids Korner Half Day Program (12-6 PM)	\$25.00/day
6.2.5. Kids Korner Full Day Program (7 AM-6 PM)	\$40.00/day
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/hour
6.3.2. Gymnasium Rental-Full Gym	\$50.00/hour
6.3.3. Allen Fitness Room Rental	\$25.00/hour
6.3.4. Interior Classroom Rental	\$25.00/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	\$12.50/hour
6.3.9. Affiliated Program Rental Full Gym	\$25.00/hour
6.3.10. Gymnasium Rental-Multi Day/Multi Week	negotiated at contract
6.3.11. Private Party Rental	\$100.00

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	Free/subject to availability
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

<b>7.1. Library Fees</b>	
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
<b>7.2 Self-service Photocopies</b> (Amended 4/23/12)	\$0.25/page
<b>7.3 Self-service Printer Pages</b> (Amended 4/23/12)	\$0.25/page
<b>7.4 Self-service Sending of Faxes</b> (Added 4/23/12)	
7.4.1. Within United States	\$1.00/page
7.4.2. International	\$2.00/page
<b>7.5 Receiving of Faxes</b> (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

- 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 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)
- |                     |          |
|---------------------|----------|
| 8.3.1. Family       | \$163.00 |
| 8.3.2. Single Adult | \$100.00 |
| 8.3.3. Youth/Teen   | \$ 79.00 |
| 8.3.4. Senior       | \$ 95.00 |
- 8.4. Three Month Resident Membership Fees:** (Amended 9/2/2014)
- |                     |          |
|---------------------|----------|
| 8.4.1. Family       | \$100.00 |
| 8.4.2. Single Adult | \$ 63.00 |
| 8.4.3. Youth/Teen   | \$ 53.00 |
| 8.4.4. Senior       | \$ 58.00 |
- 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)
- |                     |          |
|---------------------|----------|
| 8.6.1. Family       | \$179.00 |
| 8.6.2. Single Adult | \$116.00 |
| 8.6.3. Youth/Teen   | \$ 95.00 |
| 8.6.4. Senior       | \$110.00 |
- 8.7. Three Month Non- Resident Membership Fees:** (Amended 9/2/2014)
- |                     |          |
|---------------------|----------|
| 8.7.1. Family       | \$110.00 |
| 8.7.2. Single Adult | \$ 74.00 |
| 8.7.3. Youth/Teen   | \$ 63.00 |
| 8.7.4. Senior       | \$ 68.00 |
- 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 |

<b>8.9.</b>	<b><i>Resident Swim Lessons</i></b> (Amended 9/19/2011; 9/2/2014)	
8.9.1.	Members	\$4.50 per class
8.9.2.	Non-Members	\$6.00 per class
<b>8.10.</b>	<b><i>Non-Resident Swim Lessons</i></b> (Amended 9/19/2011; 9/2/2014)	
8.10.1.	Members	\$6.00 per class
8.10.2.	Non-Members	\$7.50 per class
<b>8.11.</b>	<b><i>Private Swim Lessons</i></b> (Amended 9/19/2011)	
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
<b>8.12.</b>	<b><i>Deleted</i></b> November 27, 2012	
<b>8.13.</b>	<b><i>Deleted</i></b> November 27, 2012	
<b>8.14.</b>	<b><i>Adult Aqua <del>Fitness</del>Aerobics-Drop Ins:</i></b>	
8.14.1.	<del>Members</del> <u>Residents</u>	\$4.00/class
8.14.2.	Non- <del>Members</del> <u>Residents</u>	\$5.00/class
<b>8.15.</b>	<b><i>Gentle Aerobics</i></b> (deleted 9/19/2011)	
<b>8.16.</b>	<b><i>Pool Facility Rental Fees</i></b> (Limited Availability): (Amended 9/19/2011; 9/2/2014)	
8.16.1.	Resident Pool Rental (up to 30 total guests)	\$75.00/hour
8.16.2.	Resident Lounge Rental	\$20.00/hour
8.16.3.	Non-Resident Pool Rental (up to 30 total guests)	\$91.00/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
<b>8.17.</b>	<b><i>Swim Diaper</i></b>	\$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.



**HAMPDEN PUBLIC SAFETY**  
**Police – Fire – EMS – Code Enforcement**

106 Western Avenue  
Hampden, Maine 04444  
Phone 207-862-4500  
Fax: 207-862-4588



**Memorandum**

Town of Hampden  
RECEIVED

OCT 08 2015

Office of the  
Town Manager

To: Angus Jennings, Town Manager

From: Myles Block, Code Enforcement Officer 

CC: Joseph L. Rogers, Director of Public Safety  
Jared LeBarnes, Building Inspector  
Lt. Jason Lundstrom, Fire Inspector, Alt. Code Enforcement Officer  
Kyle Severance, GIS/IT Specialist

Date: October 8, 2015

Re: Fees Ordinance review and revision recommendation

---

Per your request I have reviewed the portions of the Fees Ordinance that apply to the Code Enforcement Division.

Those sections include: 1.4, 1.5, 2.5, 2.7, 2.8, 2.9, 2.13, 2.14, 2.15, and 2.16.1-2.16.8.

The Fees charged by Code Enforcement are within the guidelines currently stated in the Fees Ordinance except a Sewer Hook on fee of \$200 is charged but I can't find that in the Fees Ordinance. I talking with Rosemary she states that the fee has been in place since before she was hired in 2000.

I propose the following revisions to the Fees Ordinance as it applies to the Code Enforcement Division:

1. 2.5.1 – Increase to \$100.00
2. 2.7.1 – Increase to \$100.00
3. 2.8.1 – Increase to \$175.00
4. 2.9 – Add a Commercial & Residential Sewer Hook-on Fee – to be determined by Public Works Director
5. 2.13.1 – Increase the Victualer's License Application Fee to \$75.00 and \$150.00
6. 2.15.1 – Increase to \$10.00
7. 2.16.1 – Increase to \$50.00 + \$0.15 per sq foot
8. 2.16.2 – Increase to \$50.00
9. 2.16.3 – Increase to \$50.00

- 10. 2.16.4 – Increase to \$75.00
- 11. 2.16.5 – Amend to say “*Additional Inspections*”
- 12. 2.16.8.1 – Increase to \$325.00
- 13. 2.16.8.2 – Increase to \$325.00
- 14. 2.16.8.4 – Increase to \$325.00

The rationale for the increases for numbers 1-3 & 5-10 are to help offset the administration and development of an online permitting and inspection process as recommended by myself and Kyle. (See attached memo on the web-based software) The increased fee of \$25.00 for those permits should be placed into an account to pay for the cost of maintaining and re-subscribing every year for the service. The increase in \$7 for the increase in the sqft fee is to help cover the increased cost because of the increased inspection requirements required by the Maine Uniform Building and Energy Code.

The Sewer hook on fee, #4, we currently charge is \$200.00. This fee has been charged since at least 2000 but is not in the ordinance. I recommend an increase as determined by the Public Works Director and that \$25.00 of that fee be used to offset the online permitting program.

I would like to see the charge for additional inspections be changed to cover any additional inspections not just a final inspection. (#11)

Items #12-14 are major increases from \$100.00 to \$325.00. This increase is two-fold: 1) The \$25.00 increase to cover the software and 2) to cover the average cost of running the required public notification ad in the newspaper. The original fee would continue be used to help cover staff time to prepare for the hearings.

I am willing, at your convenience, to speak to you in person about this and the web-based software.

# MEMO

**To:** Dean Bennett  
**From:** Kyle Severance  
**Date:** 08/31/2015  
**Re:** Permitting Software Purchase Request

**Message:**

For the last several months I have been researching web-based software solutions that would allow us to move to electronic / online permitting. We currently use over two dozen various paper permits to process applications for residents. This outdated method can be confusing for residents to know which permit they need and cumbersome for staff to process – especially having staff members functioning out of various offices. When multiple staff members, boards, and committees are responsible for processing an application, having a software solution they (and the applicant) can access to see the progress will dramatically improve efficiency and communication. Streamlining the processing with workflow management would greatly increase staff productivity time and reporting of departmental operations. Being able to pull permits electronically will allow residents to more conveniently submit applications, requests, even make online payments. The software has a wide variety of capabilities, all of which we can benefit from. I encourage you to watch the video in this link (please skip ahead to the 2<sup>nd</sup> minute to avoid the loud techno music):

<http://viewpointcloud.com/massachusetts-demo/>

For a Town that processes less than 1000 permits annually (we are around 300 in the code/assessing office) the starter plan of ViewPoint Cloud is \$6,000 per year. There may be an additional cost of \$1000 - \$2000 to integrate our existing data. This would give us the ability to expand the service to other departments such as public safety and the town office.

As a suggestion, the cost for the first year could come out of the IT reserve and subsequent years could be paid for by the permit fees being collected by the software.

All existing permits and inspection forms would be converted by myself, code, and the building inspector. Please let me know if you have any thoughts or questions.

Thank you,

Kyle



**Town of Hampden  
RECEIVED**

**OCT 07 2015**

Angus,

**Office of the  
Town Manager**

I have reviewed the highlighted sections pertaining to Planning fees and discussed past practices with Rosemary. It appears that the fees have been administered per the Fees Ordinance for those items identified, with the exception of Site Plan Review and Home Occupations. If those costs were to be passed on to the applicant it would require fees in excess of \$ 300.00 for those applications. I suspect the costs of publication and notification has not been applied to the applicant for that very reason.

**Note:** Our Zoning Ordinance (4.1.4 Public Hearing) requires a public hearing for every site plan application with notification published in the newspaper at least 10 days prior to the public hearing and all abutters within 300 feet. In addition, Home Occupations, (4.10) require site sketch review and potentially site plan review thereby creating the necessity for publication and notification as well.

The application fee for Site Plan and Home Occupations is \$ 75.00. The cost of public hearing notification as required by the Zoning Ordinance will often times exceed \$ 300.00. That fee may apply to one application or several.

As we discussed, the choice between raising fees for site plan and home occupations to \$ 300.00 + costs of abutter notifications seems extreme, when compared to simply removing the requirement for public hearing "on all applications" and requiring the notification to immediate abutters, rather than those within 300 feet.

Any questions, or anything else you need, please let me know.

Dean



Angus Jennings &lt;townmanager@hampdenmaine.gov&gt;

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## Sewer Connection Fees

1 message

Sean Currier &lt;publicworks@hampdenmaine.gov&gt;

Thu, Oct 8, 2015 at 2:21 PM

To: Angus Jennings &lt;townmanager@hampdenmaine.gov&gt;

Angus, Please find the attached documents in support of changing the fee structure for sewer connections and initiating a permit process for new sewer connections. This is modeled after current rules and operation in Bangor. The reason I am recommending the following be adopted in Hampden is that our collection system outlets at the Bangor WWTP facility therefore we should be as strict on inspection as they are so we comply with their policies. We will have to address staff requirements to administer these items such as issuing the permits, and conducting field inspections.

Thank you for your consideration.





Sean

---

Sean Currier  
Public Works Director  
Town of Hampden  
106 Western Avenue  
Hampden, ME 04444  
(207)862-3337

---

### 4 attachments

-  **Connection Fee template.pdf**  
185K
-  **Connection Fee Schedule.pdf**  
581K
-  **Street opening permit guide lines.pdf**  
91K
-  **Street Opening Permit.pdf**  
24K



## SEWER CONNECTION FEE SCHEDULE

AMUSEMENT PARK		DETERMINED BY SUPERINENDENT
APARTMENT BUILDING	185	gpd/unit
AUTO BODY SHOP	0.05	gpd/ft <sup>2</sup>
AUTO SALES GARAGE	0.05	gpd/ft <sup>2</sup>
BAKERY	0.15	gpd/ft <sup>2</sup>
BANK	0.1	gpd/ft <sup>2</sup>
BARBER SHOP	0.35	gpd/ft <sup>2</sup>
BEAUTY SALON	0.75	gpd/ft <sup>2</sup>
BOARDING HOUSE	50	gpd/bed
BOWLING ALLEY	75	gpd/lane
CAR WASH		DETERMINED BY SUPERINENDENT
CHURCH (SANCTURY)	185	gpd
DAY CARE	10	gpd/child
DRY CLEANERS	0.15	gpd/ft <sup>2</sup>
DUPLEX, ANY COMBINATION OF PLEXES	270	gpd/unit
FASTFOOD RESTAURANT (NO TABLE SERVICE )	20	gpd/seat
FUNERAL HOME	0.05	gpd/ft <sup>2</sup>
GOVERNMENT BUILDING	0.1	gpd/ft <sup>2</sup>
HEALTH CLUB	0.15	gpd/ft <sup>2</sup>
HOSPITALS	150	gpd/bed
HOTELS/MOTELS	100	gpd/unit
INDUSTRIAL (PROCESS FLOW)		DETERMINED BY SUPERINENDENT
LAUNDRY	2.0	gpd/20lb machine
LODGE	0.25	gpd/ft <sup>2</sup>
MEDICAL/DENTAL	0.15	gpd/ft <sup>2</sup>
MOBILE HOME	270	gpd
NURSING	100	gpd/bed
OFFICES	0.06	gpd/ft <sup>2</sup>
RESTAURANT	35	gpd/seat
RETAIL	0.05	gpd/ft <sup>2</sup>
RETIREMENT	120	gpd/unit
SCHOOLS	10	gpd/student
SENIOR HOUSING FACILITIES	65	gpd/unit
SERVICE STATION W/RESTROOMS	500	gpd/island
SINGLE FAMILY HOMES	270	gpd
SUPERMARKET	0.05	gpd/ft <sup>2</sup>
TAVERNS, BARS, LOUNGES	0.09	gpd/ft <sup>2</sup>
THEATER	3	gpd/seat
TRAIN/BUS STATIONS	0.075	gpd/ft <sup>2</sup>
UTILITIES	0.01	gpd/ft <sup>2</sup>
VETERINARIANS	0.65	gpd.ft <sup>2</sup>
WAREHOUSE	0.05	gpd/ft <sup>2</sup>

PERMIT # \_\_\_\_\_

DATE \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

**STREET OPENING / UTILITY CONNECTION PERMIT**

DIG-SAFE NUMBER \_\_\_\_\_ PROOF OF INSURANCE 07/01/2015

**WORK INFORMATION**

STREET ADDRESS \_\_\_\_\_ REQUESTED ADDRESS \_\_\_\_\_

LOT LOCATION \_\_\_\_\_ TYPE \_\_\_\_\_

TYPE OF WORK \_\_\_\_\_

WORK EXPLANATION \_\_\_\_\_

DIG-SAFE START DATE \_\_\_\_\_ DIG-SAFE END DATE \_\_\_\_\_

**CONTRACTOR INFORMATION**

ID \_\_\_\_\_ COMPANY \_\_\_\_\_ PHONE \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_ EMERGENCY PHONE \_\_\_\_\_

CONTRACTOR ADDRESS \_\_\_\_\_

**OWNER INFORMATION**

OWNER NAME \_\_\_\_\_ PHONE \_\_\_\_\_

OWNER ADDRESS \_\_\_\_\_

SIGNATURE \_\_\_\_\_

*By signing above, I acknowledge that I have read and understand the 'instructions for contractor' form and reviewed the back fill requirements diagram.*

PERMIT ISSUED BY \_\_\_\_\_ FEE \$50.00

**SPECIAL REQUIREMENTS**

ENGINEER \_\_\_\_\_

COMMENTS \_\_\_\_\_

The standard permit fee is \$50.00. A weekend work permit fee is \$210.00. Any contractor who applies for a permit 'after the fact' will be charged a \$420.00 fee. The permit is granted subject to the provisions of Title 23, Chapter 307, Subchapter II of Maine Revised Statutes Annotated, Rate changes per Council Order 11-118, April 11, 2011.

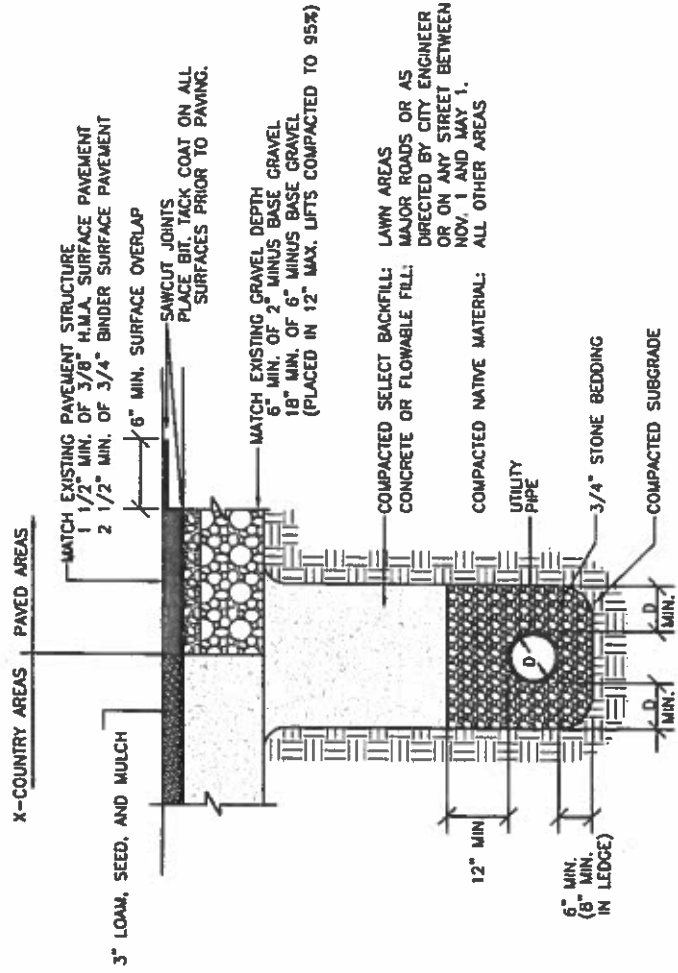
## INSTRUCTIONS FOR CONTRACTORS & BACKFILL REQUIREMENTS

**NOTES:**

1. NO PERMIT SHALL BE ISSUED WITHOUT A DIG SAFE NUMBER AND PROOF OF LIABILITY INSURANCE. BY SIGNING THIS PERMIT CONTRACTOR CERTIFIES THAT ALL UTILITIES HAVE BEEN CONTACTED AND THAT CONTRACTOR IS FINANCIALLY RESPONSIBLE FOR ANY AND ALL UTILITY DISRUPTIONS. A COPY OF THIS PERMIT MUST BE AVAILABLE FOR INSPECTION AT THE EXCAVATION SITE.
2. CONTRACTOR MUST COMPLY WITH OSHA REGULATIONS, MUTCD WORK ZONE REQUIREMENTS, AND ALL APPLICABLE STATE, LOCAL, AND FEDERAL REGULATIONS.
3. CONTRACTOR MUST NOTIFY EMERGENCY RESPONDERS PRIOR TO SETTING UP LANE CLOSURES OR BLOCKING ANY CITY ROAD.
4. THE CONTRACTOR IS NOT RESPONSIBLE FOR LOCATING OR MARKING SEWER OR STORM CONNECTIONS. CONTRACTOR SHALL NOT RELY ON ANY SUCH CITY LOCATING OR MARKING ACTIVITIES. CONTRACTOR IS RESPONSIBLE FOR LOCATING AND MARKING SUCH CONNECTIONS.
5. NEW SEWER AND DRAIN CONNECTIONS MUST BE MADE WITH APPROVED CONNECTION DEVICES AND INSPECTED BY THE CITY ENGINEER DEPARTMENT PRIOR TO EXCAVATION FOR APPROVED CONNECTION DEVICES. CONTACT SEWER DEPARTMENT PRIOR TO BACKFILLING TO SCHEDULE UTILITY INSPECTION.
6. BACKFILL SHALL CONSIST OF CLEAN EXCAVATED MATERIAL OR CLEAN MATERIAL HAULED ONSITE CONTAINING NO FROZEN OR PERISHABLE MATERIAL AND WITH NO ROCKS GREATER THAN 6" IN SIZE. MATERIAL SHALL BE APPROVED BY THE CITY OF BANGOR PRIOR TO COMMENCING BACKFILL. CONTACT PUBLIC WORKS PRIOR TO BACKFILLING TO SCHEDULE BACKFILL INSPECTION.
7. BACKFILL SHALL BE PLACED IN 12" MAX. LIFTS AND COMPACTED TO 95% UTILIZING PROPER COMPACTION PROCEDURES.
8. FLOWABLE FILL TO BE 1500 PSI MINIMUM OR AS DIRECTED BY THE CITY ENGINEER.
9. PROVIDE 2" OF RIGID INSULATION FOR UTILITIES BURIED LESS THAN 5' DEEP.
10. TRENCH SHALL HAVE TEMPORARY OR PERMANENT PAVEMENT WITHIN 24 HOURS OF BEING BACKFILLED (48 HOURS MAX. WEEKENDS & HOLIDAYS). FINISH PAVEMENT SHALL BE PLACED WITHIN 30 CALENDAR DAYS.
11. CONTRACTOR SHALL BE RESPONSIBLE FOR REPLACEMENT OF BRICK SIDEWALKS, CONCRETE SIDEWALKS, AND CURBING ACCORDING TO THE CITY ENGINEER'S REQUIREMENTS.
12. THE STREET OPENING/UTILITY CONNECTION PERMIT IS ISSUED IN ACCORDANCE WITH THE CITY ENGINEER'S REQUIREMENTS IDENTIFIED BY THE CITY ENGINEER. WATER DISTRICT OR OTHER INDEPENDENT UTILITIES MAY ALSO APPLY.

**CONTACT INFORMATION:**

DIG SAFE	811
	1-888-344-7233
PUBLIC WORKS	PH:
WATER DISTRICT	PH:
ELECTRICAL DEPT.	PH:
SEWER DEPT.	PH:
POLICE/FIRE DISPATCH	PH:



**TYPICAL UTILITY TRENCH AND SURFACE RESTORATION DETAIL**  
NOT TO SCALE

STREET OPENING PERMIT  
LAST UPDATED



Angus Jennings <townmanager@hampdenmaine.gov>

## Re: Review of Hampden Fees Ordinance

1 message

Hampden Recreation Dept. <recreation@hampdenmaine.gov>

Fri, Oct 9, 2015 at 2:19 PM

To: Angus Jennings <townmanager@hampdenmaine.gov>

Good Afternoon:

Attached is my conclusive report of fee comparisons. I find that we are in line what others in the area are charging for similar recreation services. My only thought may be to increase drop in fees but that is currently not in the fee ordinance. If you have any questions let me know.

Shelley Abbott  
Recreation Director

On Mon, Sep 28, 2015 at 9:25 AM, Angus Jennings <townmanager@hampdenmaine.gov> wrote:

Good morning,

By Ordinance, the Council reviews the Fees Ordinance every October, including considering any revisions for approval.

In preparation, I'd like each of you to review the section(s) of the Ordinance (attached) that relate to your work. Please:

1. Indicate which section(s) you administer in the course of your work (note: some sections, such as Articles 1 & 2, may be administered by multiple departments and personnel);
2. Confirm that your department presently administers the Fees Ordinance as written; and
3. If you have recommendations for specific fees that you think ought to be reviewed for revision, or specific recommendations for revision please let me know. If you are offering specific recommendations, please include a written justification (including reference documents, if any) that would support consideration of revisions.

For items 1 and 2, a handwritten markup of the Ordinance is adequate. I do not plan to forward your specific responses to the Council (unless you request that I do so), but rather to prepare my own report to the Council drawing from the information you provide.

This item will be considered at the Council's October 19 agenda. I would like to receive your responses **no later than Friday, October 9**. Please let me know if this timeline presents a problem for your schedule, or if you have any questions.

Thanks,  
Angus

Angus Jennings  
Town Manager

*Town of Hampden*  
106 Western Avenue  
Hampden, ME 04444  
(207)-862-3034  
townmanager@hampdenmaine.gov

Under Maine's Freedom of Access ("Right to Know") law, all e-mail and e-mail attachments received or prepared for use in matters concerning Town Business or containing information relating to Town business are likely to be regarded as public records which may be inspected by any person upon request, unless otherwise made confidential by law. If you have received this message in error, please

**ARTICLE 6**  
**RECREATION**  
*Amended 2014*

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	\$140.00/full week
6.2.2.	Kids Korner AM Program	\$8.00/day
6.2.3.	Kids Korner PM Program	\$12.00/day
6.2.4.	Kids Korner Half Day Program (12-6 PM)	\$25.00/day
6.2.5.	Kids Korner Full Day Program (7 AM-6 PM)	\$40.00/day
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
6.7.8.	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/hour
6.3.2.	Gymnasium Rental-Full Gym	\$50.00/hour
6.3.3.	Allen Fitness Room Rental	\$25.00/hour
6.3.4.	Interior Classroom Rental	\$25.00/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	\$12.50/hour
6.3.9.	Affiliated Program Rental Full Gym	\$25.00/hour
6.3.10.	Gymnasium Rental-Multi Day/Multi Week	negotiated at contract
6.3.11.	Private Party Rental	\$100.00

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	Free/subject to availability
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-Mult Day/Multi Week-Non Res.	negotiated at contract
6.4.8.	Single Field-Light Use	\$15.00 per event



Article 6 fees are administered as written by the fee ordinance amended in 4/2014. I have completed a review of the fees pertaining to the department and have researched fees for other service providers for recreation in the greater Bangor area and found them to be in line with other communities charges for similar services.

With that being said, there are still some notable differences in municipal funding and department cost sharing between the Hampden Recreation Department and other local municipal departments and private business that should be considered when thinking about current fee structure.

1. With exception of Old Town Recreation (who is no longer a city department but rather a stand-alone entity), all other municipal departments (Hermon, Bangor, Brewer, Orono) I reviewed in the greater Bangor area fully funded departments through taxation budgets.
2. The Recreation Department services are supported by other departments (Public Works for instance) and currently the majority of cost associated with these services such as maintenance items, mowing, trimming, plowing, sanding/salting, for both manpower and equipment use, maintenance, and replacement are budgeted in each separate department. To fully understand the costs of services and to properly evaluate fee structure a better understanding of the total cost of providing services needs to be realized.

Other thoughts pertaining to Current Fees to ponder:

1. The indoor gymnasium space at the Skehan Center is comparatively larger in size than municipal facilities in Bangor, Brewer, Old Town, and private gymnasium facilities at the Old Town-Orono YMCA. An increase in rental fees for this space could help with overhead costs of doing business in the Skehan Center, however may drive renters to seek out cheaper rental options during some portions of the year. I do believe that the Skehan Center would probably continue to have enough potential renters during the winter months (November-March) due to the demand for gym time being so large, (and available facility space low) to support an increase successfully, however it may price itself out of potential rent in slower months of demand.
2. There currently are no fee ordinance pertaining to drop in style pricing. Currently, we use \$2 per person as a standard for children and adult pricing, and \$1 for seniors for programs where instructors are donating their time and open gym style programs. An increase in drop in prices would help with overhead costs of doing business in the Skehan Center, however may come with some resistance especially from the senior population set, or from instructors donating their time. My suggestion would be to change pricing from \$2 to \$3 and from \$1 to \$2 perhaps at the New Year. There are still savings for folks to had if they pre purchase a punch card (cost \$12 value for \$10, cost \$25 value for \$20). This does give them some "free" dollar value to utilize, and we still find that multiple users purchase a card and may never use its entire face value due to discontinued use, moving, health, or even death.

## Before and After School Price Comparison

Brewer Recreation-open 3-6 pm only

After \$15 per day

Full Day Program (vacation/snow/in-service) 7:30 am-5:30 pm \$22 per day

Bangor Recreation-open 7-8:30am and 3:15-6 pm

Before \$30 per week

After \$60 per week or \$48 for part time 3 day

Before and After \$85 per week

Full Day Program (vacation/snow/in-service) 7:30 am-5:30 pm

\$25 per day/\$60 for 3 days/\$80 for 4 days/\$100 for 5 days

Old Town-Orono YMCA (Orono Rec uses-no municipal program)

After 3-5:30 pm \$65 per week Y members, \$70 per week Y non-members

Hermon Recreation-open 6:30-9 am and 3-6 pm

Before \$6 per day or \$30 per week

After \$8 per day or \$40 per week

Full Day Program (vacations/snow/in-service) 6:30 am-6 pm \$20 per day or

\$12 for morning or afternoon only

Bangor Y-open 6:30 am until 6 pm

(Transports to/from Hampden McGraw and Weatherbee Schools provided at no additional cost)

Before \$13 per day or \$55 per week

After \$19 per day or \$78 per week

Before and After \$32 per day or \$100 per week

Full Day Program (vacation/snow/in-service) 6:30 am to 6 pm

\$37 per day or \$126 for 4 days/\$142 for 5 days

Old Town Recreation (no longer a municipal department) open 2:15-5:30 pm

After \$14 per day or \$65 per week

Hampden Recreation-open 7-8:30 am and 3-6 pm-Hampden Residents Only

Before \$8 per day

After \$12 per day

Full Day Program \$40 per day (currently not offering due to location and staffing logistics)

## Summer Camp Pricing Comparison

Brewer Recreation-open 7:30 am-5:30 pm

\$105 per week Resident \$95 each additional child of \$22 per day per child

\$115 per week Non Resident or \$25 per day per child

Bangor Y-open 6:30 am-5:30 pm (Y facility) and 7 am to 4:15 pm (camp)

\$155 per week Members

\$165 per week Non Members

\$15 transportation fee per week per child transportation from Y to camp and back

**Hampden Recreation-open 7:30 am-5:30 pm**

\$140 per week RSU 22 Residents, each additional child \$130 per week

\$160 per week Non Resident, each additional child \$150 per week

\$120 per week Full Summer RSU 22 Resident, each additional child \$110 per week

\$130 per week Full Summer Non Resident, each additional child \$120 per week

**Bangor Recreation-open 7:30 am to 5:30 pm**

\$100 per week Resident, \$115 per week Non Resident

**Old Town-Orono Y-open 7:30 am to 5:30 pm**

\$120 per week Member, \$125 per week Non Member

\$90 3 day week Member, \$95 3 day week Non Member

**Hermon Recreation-open 6:30 am to 6 pm**

**Hermon Residents Full Time Packages:**

- 4 weeks of your choice \$425.00

- 6 weeks of your choice \$625.00

- 8 weeks \$800.00

**Hermon Residents Part Time Packages**

**(3 days a week of your choice):**

- 4 weeks of your choice \$285.00

- 6 weeks of your choice \$415.00

- 8 weeks \$520.00

**Non-Resident Full Time Packages:**

- 4 weeks of your choice \$525.00

- 6 weeks of your choice \$775.00

- 8 weeks \$1,000.00

**Non-Resident Part Time Packages**

**(3 days a week of your choice):**

- 4 weeks of your choice \$385.00

- 6 weeks of your choice \$565.00

- 8 weeks \$720.00

## **Program Pricing Comparison**

**Sample: Youth Fall Soccer Program**

Bangor Recreation-7 weeks \$35 Resident/\$45 Non Resident

Brewer Recreation- 6 weeks \$35 Resident/\$40 Non Resident

Old Town Recreation-8 weeks \$40 Resident/\$45 Non Resident

Orono Recreation-6 weeks \$30 Resident/\$35 Non Resident

Hermon Recreation- 6 weeks \$35 Resident

Old Town-Orono Y-7 weeks \$45 Y Member/\$60 Non Member

Bangor Y-no soccer program

Hampden Recreation-7 weeks \$35 Resident/\$40 Non Resident

## Rental Pricing Comparison

Old Town-Orono Y-complete recreation center with pool, climbing, indoor walking track, gym and classroom  
Gym \$50 per hour (1 full size basketball court no bleachers)  
\$25 per additional staff use 1:12 ration for staff

2 Climbing Wall Party includes Classroom for Food  
\$175 plus \$25 per each additional staff

No charge for gym equipment or tables/chairs  
\$50 deposit required (non refundable)

Old Town Recreation-old school building with small gym  
\$25 per hour per space Gymnasium, Tennis Court, Ball Field, Community Room, Classroom  
\$50 per hour Kitchen

Orono Recreation-Grange style hall  
\$30 per hour dance hall  
\$15 meeting room

Kitchen use included, Tables and Chairs included

Brewer Recreation-Auditorium with gym about  $\frac{3}{4}$  size of Skehan Center gym  
\$90 2 hour minimum Party Gym Rental + \$45 each additional hour  
\$50 per day conference room rental  
\$90 per day senior center rental  
\$360 full day rental gym

Additional charges for tables, sound system, concession stand, wireless internet, and staff after hours. Staff are billed after event depending on who works and their rate of pay.

Bangor Recreation-Armory building with gym about  $\frac{1}{2}$  size of Skehan Center gym  
\$30 per hour meeting room  
\$40 per hour gym  
\$300 per day  
\$100 weekday 2 hour party rental in gym and party room includes gym equipment  
\$150 weekend 2 hour party rental in gym and party room includes gym equipment

Do give discounts for regular renters. Includes building set up and clean up.

## Field Rental Pricing Comparison

Bangor Recreation- (do give price break with multi use)  
Union Street Field Complex-all lining, dragging, etc done by staff for rental fee  
Softball \$250 1 Field, \$450 2 Fields, \$600 3 Fields  
Lights \$100 per field  
Non Profit Use-charge for one field less  
High School Softball \$100

High School Soccer \$75  
Company Picnic/Fun Day Games \$75 (minimally readied)

Park Permit  
\$25 to reserve date/time for group use but not shut down to public (limit one group at time)

**Brewer Recreation-**

Brewer Youth Sports No Charge  
Doyle Field-\$500 Football Game + \$35 per hour lights + hourly staff rate  
Doyle Field-\$150 per day Softball Field + \$35 per hour lights  
Maple Street Field-\$50 per day Soccer or Football  
Capri Street Field-\$50 per day Soccer

## **Gym Rental Pricing Comparison**

(Information from current renters at the Skehan Center on pricing they pay at other facilities)

University College Bangor-\$50 per hour for practice  
Cross Insurance Center Bangor-\$1250 per day for games  
Penobscot Job Core-no fee, PJC team plays free in tournament  
EMCC Johnston Gym-\$25 per hour or gate and concessions  
Husson Newman Gym-gate and concessions  
Old Town-Orono YMCA-/\$25 per hour or gate and concessions

D-5-b



Sam Cannon  
Commander

**WHITCOMB-BAKER POST 4633  
VETERANS OF FOREIGN WARS OF THE UNITED STATES  
41 CANOE CLUB ROAD  
P. O. BOX 555  
HAMPDEN, ME 04444-0555  
207-862-2553**

**Town of Hampden  
RECEIVED**

**OCT 07 2015**

**Office of the  
Town Manager**

October 5, 2015  
Angus Jennings  
Hampden Town Manager

Dear Mr. Jennings,

The purpose of this letter is to ask permission from the Hampden Town Council to allow the Whitcomb-Baker VFW Post 4633 to obtain their annual license for bingo and game of chance for the up coming year of 2016. The license renewal would be from January 1, 2016 to December 31, 2016. If you would, please add this to your list of topics to be discussed at the next regular council meeting. VFW Post 4633 greatly appreciates your assistance with this matter. Thank you for your continued support .

Sincerely,

Kevin D. Bean  
Quartermaster  
207-479-3056



D-5-C

TOWN OF HAMPDEN  
TOWN CLERK'S OFFICE

COMMENTS ON:

Date of Council Action: 10/19/2015

Public Hearing: Yes        No X

- Application for Liquor License
- Application for Victualer's License
- Application for Off-premises Catering
- Application for Outdoor Wood-burning Furnace License

NAME: Pizza Gourmet Brian Carlisle  
Business Name Individual

ADDRESS: 60 Main Rd. North, Ste. A PHONE: 862-6900

MAP/LOT: Map 36, Lot 17 DATE: 10/14/2015

DEPARTMENT REPORT:

no comm

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DATE: 10/15/15

BY: [Signature]  
Title:

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



Pizza Gourmet  
**Pizza Gourmet**

60 Main Road North Ste. A  
Hampden, Maine 04444  
(207) 862-6900

10-14-15

I request waiver of the  
public hearing for this  
application

B. Carlson



**Department of Public Safety  
Liquor Licensing & Inspection  
Division**



<b><u>BUREAU USE ONLY</u></b>	
License No. Assigned:	
Class:	
Deposit Date:	
Amt. Deposited:	

Promise by any person that he or she can expedite a liquor license through influence should be completely disregarded. To avoid possible financial loss an applicant, or prospective applicant, should consult with the Division before making any substantial investment in an establishment that now is, or may be, attended by a liquor license.

PRESENT LICENSE EXPIRES 11-29-15

INDICATE TYPE OF PRIVILEGE:  MALT  SPIRITUOUS  VINOUS

**INDICATE TYPE OF LICENSE:**

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> RESTAURANT (Class I,II,III,IV) | <input type="checkbox"/> RESTAURANT/LOUNGE (Class XI)       |
| <input type="checkbox"/> HOTEL-OPTIONAL FOOD (Class I-A)           | <input type="checkbox"/> HOTEL (Class I,II,III,IV)          |
| <input type="checkbox"/> CLASS A LOUNGE (Class X)                  | <input type="checkbox"/> CLUB-ON PREMISE CATERING (Class I) |
| <input type="checkbox"/> CLUB (Class V)                            | <input type="checkbox"/> GOLF CLUB (Class I,II,III,IV)      |
| <input type="checkbox"/> TAVERN (Class IV)                         | <input type="checkbox"/> OTHER: _____                       |

REFER TO PAGE 3 FOR FEE SCHEDULE

**ALL QUESTIONS MUST BE ANSWERED IN FULL**

1. APPLICANT(S) –(Sole Proprietor, Corporation, Limited Liability Co., etc.)			2. Business Name (D/B/A)		
Brian Carlisle			Pizza Gourmet		
DOB:			DOB:		
Cynthia Carlisle			DOB:		
DOB:			Location (Street Address)		
Address			60 Main Rd No Ste A		
City/Town			City/Town		
69 Thurlow Rd			Hampden ME 04444		
State			State		
ME			ME		
Zip Code			Zip Code		
04444			207 862 6900		
Telephone Number			Business Telephone Number		
207 234 2342			Fax Number		
Federal I.D. #			Seller Certificate #		
01-0451740			0240282		

3. If premises is a hotel, indicate number of rooms available for transient guests: \_\_\_\_\_
4. State amount of gross income from period of last license: ROOMS \$ \_\_\_\_\_ FOOD \$ 540667 LIQUOR \$ 3283.
5. Is applicant a corporation, limited liability company or limited partnership? YES  NO
- If YES, complete Supplementary Questionnaire
6. Do you permit dancing or entertainment on the licensed premises? YES  NO
7. If manager is to be employed, give name: Paul Stratton
8. If business is NEW or under new ownership, indicate starting date: \_\_\_\_\_
- Requested inspection date: \_\_\_\_\_ Business hours: \_\_\_\_\_
9. Business records are located at: 60 Main Rd No Ste A Hampden ME
10. Is/are applicants(s) citizens of the United States? YES  NO
11. Is/are applicant(s) residents of the State of Maine? YES  NO

12. 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
Brian Carlisle	2-14-51	Banger
Cynthia Carlisle	3-8-59	"
Paul Stratton	2-9-79	Winterport

Residence address on all of the above for previous 5 years (Limit answer to city & state)  
 Carlisle Newburgh ME  
 Stratton Frankfort ME

13. 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: \_\_\_\_\_

14. Will any law enforcement official benefit financially either directly or indirectly in your license, if issued?  
 Yes  No  If Yes, give name: \_\_\_\_\_

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

16. Does/do applicant(s) own the premises? Yes  No  If No give name and address of owner: \_\_\_\_\_  
 CRRT Po Box 880728 Port St. Louis FL

17. Describe in detail the premises to be licensed: (Supplemental Diagram Required) \_\_\_\_\_  
 60 Main Rd No Ste A

18. Does/do applicant(s) have all the necessary permits required by the State Department of Human Services?  
 YES  NO  Applied for: \_\_\_\_\_

19. 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? 1/2 mile Which of the above is nearest? School + Church

20. 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 & Inspection 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 ME on 10-6-15, 20 15  
Town/City, State Date

Carlisle  
 Signature of Applicant or Corporate Officer(s)  
Brian Carlisle  
 Print Name

Please sign in blue ink  
 Signature of Applicant or Corporate Officer(s)  
 \_\_\_\_\_  
 Print Name

**NOTICE – SPECIAL ATTENTION**

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

**THIS APPROVAL EXPIRES IN 60 DAYS.**

**FEE SCHEDULE**

<b>Class I</b>	Spirituos, Vinous and Malt .....	\$ 900.00
	<b>CLASS I:</b> 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.	
<b>Class I-A</b>	Spirituos, Vinous and Malt, Optional Food (Hotels Only) .....	\$1,100.00
	<b>CLASS I-A:</b> Hotels only that do not serve three meals a day.	
<b>Class II</b>	Spirituos Only .....	\$ 550.00
	<b>CLASS II:</b> Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; and Vessels.	
<b>Class III</b>	Vinous Only .....	\$ 220.00
	<b>CLASS III:</b> 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.	
<b>Class IV</b>	Malt Liquor Only .....	\$ 220.00
	<b>CLASS IV:</b> 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.	
<b>Class V</b>	Spirituos, Vinous and Malt (Clubs without Catering, Bed & Breakfasts) .....	\$ 495.00
	<b>CLASS V:</b> Clubs without catering privileges.	
<b>Class X</b>	Spirituos, Vinous and Malt – Class A Lounge .....	\$2,200.00
	<b>CLASS X:</b> Class A Lounge	
<b>Class XI</b>	Spirituos, Vinous and Malt – Restaurant Lounge .....	\$1,500.00
	<b>CLASS XI:</b> Restaurant/Lounge; and OTB.	
<b>FILING FEE</b> .....		\$ 10.00

**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 fees must accompany application, made payable to: **TREASURER, STATE OF MAINE. – DEPARTMENT OF PUBLIC SAFETY, LIQUOR LICENSING AND INSPECTION DIVISION, 164 STATE HOUSE STATION, AUGUSTA ME 04333-0164.** Payments by check subject to penalty provided by Sec. 3, Title 28A, MRS.

STATE OF MAINE

Dated at: Hampden, Maine Penobscot ss  
City/Town (County)

On: October 19, 2015  
Date

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

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

THIS APPROVAL EXPIRES IN 60 DAYS

NOTICE – SPECIAL ATTENTION

§ 653. Hearings; bureau review; appeal

1. **Hearing.** The municipal officers or, in the case of unincorporated places, the county commissioners of the county in which the unincorporated place is located, shall hold a public hearing for the consideration of applications for new on-premise licenses and applications for transfer of location of existing on-premise 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-premise license, for transfer of the location of an existing on-premise license or for renewal of an on-premise 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-premise license that has been extended pending renewal. The municipal officers or the county commissioners shall take final action on an on-premise license that has been extended pending renewal with 120 days of the filing of the application. [1999, c589, §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, c45, 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 violation 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; and [1989, c.592, §3 (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. [1989, c.592, §4 (new).]

[1993, c730, §27 (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).]

4. **No license to person who moved to obtain a license. (REPEALED)**

5. **(TEXT EFFECTIVE 3/15/01) 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.

**FEDERAL BUREAU OF  
PUBLIC SAFETY**

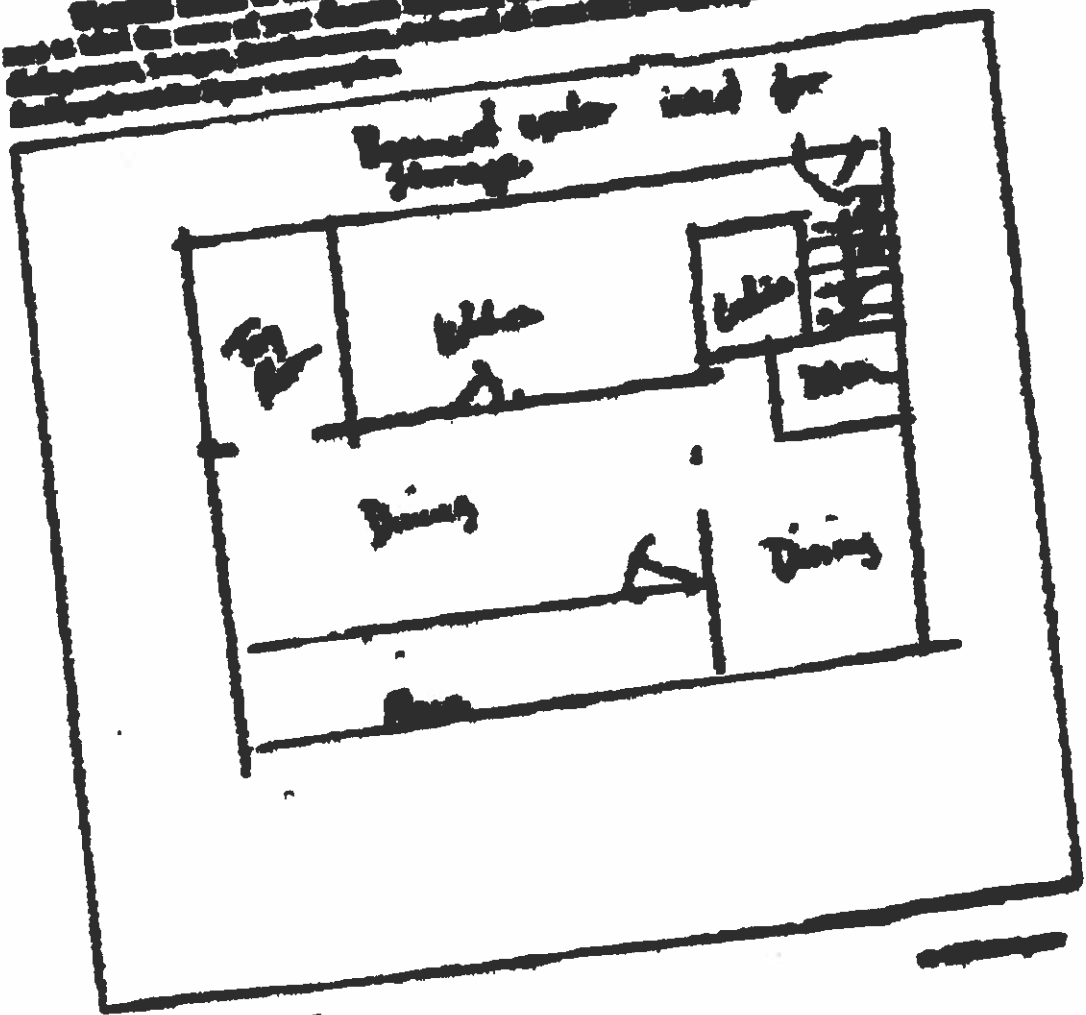
**COMMUNICATIONS  
ADMINISTRATIVE & OPERATIONAL  
AND TRAINING  
SECTION  
WASHINGTON, D.C. 20535**



**SUPPLEMENTAL APPLICATION FORM  
COURT-FURNISH WARRANT**

**It is the duty of every law enforcement officer to ensure the completion and  
accuracy of this form. The Court, Planning & Training Section is required to  
approve or disapprove a copy of this form as to format in accordance with the  
instructions.**

**Officers should be advised on the form and should be advised to provide the  
name of the court of your choice including county, state, city, district, court name,  
address, phone, fax number, and e-mail address. This form is required to be  
submitted to your supervisor.**



# MAINE DEPT OF PUBLIC SAFETY

STATE OF MAINE  
 Liquor Licensing & Inspection Division  
 164 State House Station  
 Augusta ME 04333-0164  
 Tel: (207) 624-7220 Fax: (207) 287-3424



## SUPPLEMENTARY QUESTIONNAIRE FOR CORPORATE APPLICANTS, LIMITED LIABILITY COMPANIES, AND LIMITED PARTNERSHIPS

- Exact Corporate Name: Country meadow Inc  
 Business D/B/A Name: Pizza Gourmet
- Date of Incorporation: 10/89
- State in which you are incorporated: Maine
- If not a Maine Corporation, date corporation was authorized to transact business within the State of Maine: \_\_\_\_\_
- List the name and addresses for previous 5 years, birth dates, titles of officers, directors and list the percent of stock owned:

Name	<i>Print Clearly</i> Address Previous 5 years	Birth Date	% of Stock	Title
Brian Carlisle	69 Thurlow Rd Newburgh ME	2-14-51	50	Pres
Cynthia Carlisle	"	3-8-59	50	Treas

- What is the amount of authorized stock? \_\_\_\_\_ Outstanding Stock? \_\_\_\_\_
- Is any principal officer of the corporation a law enforcement official? Yes  No
- Has applicant(s) or manager ever been convicted of any violation of the law, other than minor traffic violations, of the United States? Yes  No
- If YES, please complete the following: Name: \_\_\_\_\_  
 Date of Conviction: \_\_\_\_\_ Offense: \_\_\_\_\_  
 Location: \_\_\_\_\_ Disposition: \_\_\_\_\_  
 Dated at: \_\_\_\_\_ City/Town \_\_\_\_\_ On: \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
 Signature of Duly Authorized Officer  
 Brian Carlisle  
 Print Name of Duly Authorized Officer

\_\_\_\_\_  
 10-6-15  
 Date

Town of Hampden  
106 Western Avenue  
Hampden, Maine 04444



Phone: (207)  
Fax: (207)  
Email:  
townmanage

D-5-d

TO: Town Council

FROM: Angus Jennings, Town Manager

DATE: October 14, 2015

RE: Request for expenditure from Streets/Roads Reserve Account

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Earlier this month, DPW replaced an aging school speed limit sign on Route 1A and oversaw the replacement of a new control module for a 15mph "School Zone" flashing beacon. The work resulted from notification by school Safety Officer Dan Stewart that the beacon was not working properly, and from DPW's field inspection regarding the condition of the speed limit sign.

The non-labor cost of the work came to \$761.02.

The FY16 DPW budget includes \$3,000.00 for street signs town-wide, and does not account for the replacement beacon. I spoke with Asst. Superintendent Emil Genest about the expense and, because this is school-related infrastructure, he agreed to pay ½ the cost from the RSU#22 budget. However he indicated that the schools don't specifically budget for such expenses either, so this was agreed solely for the present expense.

I request that the Council authorize funding of the expense – \$761.02 – out of the Streets/Roads Reserve Account (03-761-00), which is funded at \$100,000 out of the FY16 budget. Of that amount, \$380.51 would be reimbursed to the Reserve Account upon receipt of funds in that amount from RSU#22. Therefore, the net expense to the Reserve Account would be \$380.51.

Looking ahead to the FY17 budgeting process, DPW will evaluate the amount of school-related transportation infrastructure in support of consideration of whether it is necessary to revisit how such costs are funded in the future.

cc: Sean Currier, DPW Director; Tammy Ewing, Finance

# MARLIN CONTROLS,

980 Quaker Hwy

Uxbridge, MA 01569

(508) 278-0446 / (203) 743-6231

Fax: (508) 278-0447

# Invoice

Page: 1

Invoice Number:  
1526-3650

Invoice Date:  
Sep 18, 2015

Sold To:

TOWN OF HAMPDEN  
DEPARTMENT OF PUBLIC WORKS  
355 CANNAN ROAD  
HAMPDEN, ME 04444  
U.S.A

Ship to:

TOWN OF HAMPDEN  
DEPARTMENT OF PUBLIC WORKS  
355 CANNAN ROAD  
HAMPDEN, ME 04444  
U.S.A

Customer ID	Customer PO	Payment Terms	
742	VERBAL S. CURRIER	Net 30 Days	
Confirm To:	Shipping Method	Ship Date	Sales Order #
SEAN CURRIER	UPS Ground	9/18/15	3650

Ordered	Shipped	Back Ord	Item	Description	Unit Price	Extension
1	1		RTC-502598FCB	FLASH CIRCUIT BOARD	210.00	210.00
1	1		RTC - 501615	MODEL AP21T SINGLE CIRCUIT TIME SWITCH	418.00	418.00

Acct. No. \_\_\_\_\_  
DEPARTMENT HEAD SIGNATURE \_\_\_\_\_  
DATE \_\_\_\_\_

RECEIVED  
SEP 21 2015

BY: \_\_\_\_\_

LATE FEES WILL ACCRUE AT THE LESSER OF 12% PER ANNUM (1%/MONTH) OR THE MAXIMUM RATE ALLOWED BY LAW ON ANY MARLIN CONTROLS, INC INVOICES FROM THE DATE SUCH INVOICE BECOMES DUE ACCORDING TO ITS TERMS. BY ACCEPTING OUR FURNISHINGS OF MATERIAL YOU ARE RESPONSIBLE FOR PAYMENT TERMS SET FORTH ON THIS INVOICE. MARLIN CONTROLS TERMS WILL SUPERCEED ANY NOTICE ON BUYERS PURCHASE ORDER

Subtotal 628.00  
Sales Tax  
Freight 23.00  
Invoice Total 651.00





INVOICE: 5200000795 PAGE 1  
DATE: Oct 01, 2015 OF 1

SERVICE: PUBLIC WORKS  
CUSTOMER PO:  
CUSTOMER PH:  
TERMS: 30 DAYS

DUE DATE: Oct 31, 2015

CUSTOMER NO: 0000059109

SERVICE ADDRESS:

HAMPDEN, TOWN OF  
106 WESTERN AVENUE  
HAMPDEN, ME 04444

HAMPDEN, TOWN OF  
106 WESTERN AVENUE  
HAMPDEN, ME 04444

DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE	TAX
W/O#4592-REPAIR SCHOOL FLASHER ON ROUTE 202				
PUBLIC WORKS LABOR	1.00	87.690	87.690	87.69N
PUBLIC WORKS ADMIN COSTS	1.00	14.360	14.360	14.36N
CITY WIDE OVERHEAD	1.00	7.970	7.970	7.97N

RECEIVED  
OCT 05 2015

BY:.....

FOR QUESTIONS CONCERNING THIS INVOICE,  
PLEASE CONTACT THE PUBLIC WORKS  
DEPARTMENT AT (207) 992-4507.

TOTAL CHARGES:	110.02
TOTAL TAX:	0.00
TOTAL INVOICE:	110.02
PAYMENTS:	0.00
ADJUSTMENTS:	0.00
TOTAL DUE:	110.02

Make All Checks Payable to: City of Bangor, 73 Harlow Street, Bangor, Maine 04401



D-5-e

# MEMO

**To:** Angus Jennings  
**From:** Kyle Severance  
**Date:** 10/14/2015  
**Re:** Request to use IT Computer Reserve Funds to Replace Public Safety Server  
03-711-00

**Message:**

A portion of the money that has been set aside for years in the Tech Reserve has been designated to replace the public safety server. The current server is over six years old and is budgeted to be replaced every five years. In the last year the server's performance has deteriorated to the point that it requires restarts and hours of attention each week to keep operational. We have been fortunate not to have any hardware failures which would result in significant downtime for the 17 workstations and 32 connected users it supports.

After gathering quotes and proposals from five different companies, the recommended server is a Dell PowerEdge from HCP Computer and Business Solutions out of Carmel, Maine. A full specification list is available upon request.

\$1800 per year has been reserved in the IT computer reserve fund towards this replacement with anticipated cost being \$9000 at the end of the five years. The total amount being requested for this expense is \$8885.

I would happy to answer any questions you may have. Thank you for your consideration,

Kyle Severance

## Proposal for The Town of Hampden



### Purpose

The Town of Hampden (the town) server is out of warranty and should be replaced. This proposal is to replace that server with a new one running Microsoft Windows Server 2012 R2 (Server).

### Hardware

The proposed server is a Dell Poweredge server with an Intel Xeon E5-2403 v2 1.80GHz, 10M Cache processor, and 32GB of RAM. It has 3 1TB hard drives and a controller to allow configuration as Raid 5 (2TB usable drive space). We also propose 2 external 2TB Hard Drives for backing up your data locally.

The server comes with Windows Server 2012 R2 included.

The server comes with a 3-year, next-business-day warranty from Dell. While the warranty is nominally parts and labor, our experience is that Dell considers almost all parts to be customer installable; the warranty does not cover labor to recover data or reload the operating system in any event. HCP will be happy to provide those services on a time-and-materials basis. These services are covered under our premium support package (described below).

We also propose a new UPS to protect the server against electrical mishaps.

### Labor

The labor quoted below includes the following tasks:

- 1) Load the new server
- 2) Configure the new server for the town
- ~~3) Configure UPS for new server~~
- ~~4) Install UPS on the town premises~~
- 5) Install the new server on the town premises
- 6) Copy all directories, shares, etc. to the new server
- 7) Configure user login scripts
- 8) Install external hard drive
- 9) Configure backup
- 10) Connect all workstations to new server
- 11) Reconfigure all printers to work with new server

## Client Access Licenses

Each user PC requires a Server Client Access License (CAL) to connect to the server.

## Support

HCP offers two server support packages, standard and premium. Our standard support package, which includes monthly, quarterly and semi-annual tasks designed to identify potential problems and do preventative maintenance. The Premium package includes everything in the standard package, plus all steps required to address any issues that arise with the server, either during support or at any other time (it is, in effect, a software warranty on the server). Also included in the Premium support is any labor needed for warranty tasks: if the hardware fails HCP will identify the failure, contact Dell, arrange for replacement parts, install the parts and do whatever is needed to get the machine back up and running.

## Cost

Server	4010.00		= 4010.00
UPS	500.00		REMOVED
External Hard Drives with backup software	500.00		= 500.00
CAL's (Per 5)	150.00	x4	= 600.00
Labor			
Server installation	2500.00		= 2500.00
Workstation setup (per profile)	75.00	x17	= 1275.00
			<b>TOTAL: 8885.00</b>

## Support options (annual)

Standard support	2000.00-per-year
Premium support	3000.00-per-year



Mark Holmes  
Subscribe to the HCP Blog<<http://www.hcp4biz.com/blog/>> for use and security tips.  
[www.hcp4biz.com](http://www.hcp4biz.com)  
[207-848-9888](tel:207-848-9888)