



HAMPDEN TOWN COUNCIL  
HAMPDEN MUNICIPAL BUILDING  
AGENDA

MONDAY

AUGUST 17, 2015

7:00 P.M.

• 5:30 pm – Finance & Administration Committee Meeting

A. PLEDGE OF ALLEGIANCE

B. CONSENT AGENDA

1. SIGNATURES

2. SECRETARY'S REPORTS

a. August 3, 2015 Meeting Minutes

3. COMMUNICATIONS

4. REPORTS

a. Infrastructure Committee Minutes – 6/22/2015

b. Services Committee Minutes – 7/13/2015

c. Finance Committee Minutes – 7/20/2015

d. Monthly Department Reports – May & June 2015

C. PUBLIC COMMENTS

D. POLICY AGENDA

1. NEWS, PRESENTATIONS & AWARDS

2. PUBLIC HEARINGS

3. NOMINATIONS – APPOINTMENTS – ELECTIONS

a. Nomination Papers Available for Councilor At-Large and RSU #22 Board of Directors

4. UNFINISHED BUSINESS

a. Trackless Sidewalk Machine Replacement Proposal – Recommendation of Infrastructure and Finance Committees

b. Goodwill Riders Snowmobile Club – Permission to Cross Land to Replace Bridge – Infrastructure Committee Recommendation

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

- c. Audio/Visual/Cable TV Equipment Upgrade – Recommendation of Services and Finance Committees

5. NEW BUSINESS

- a. Zoning Ordinance Text Amendment – Article 7.2 Definitions – Building Height – Planning & Development Committee Recommendation to refer to Planning Board
- b. Zoning Ordinance Text Amendment – Article 4.10 Home Occupation Permits – Planning & Development Committee Recommendation to refer to Planning Board
- c. Request to use Library Reserve Funds for Air Conditioning Repair – \$986.48 – Recommendation of Infrastructure and Finance Committees
- d. Request to use Garage/Transfer Station Reserve Funds for Beneficial Use Permit for Catch Basin Cleaning - \$3500 – Recommendation of Infrastructure and Finance Committees
- e. Request to use Garage Modification Reserve Funds for Town Garage DEP Compliance Items - \$5,000 – Recommendation of Infrastructure and Finance Committees
- f. Set 2015/2016 Mil Rate

E. COMMITTEE REPORTS

F. MANAGER'S REPORT

G. COUNCILORS' COMMENTS

H. ADJOURNMENT



HAMPDEN TOWN COUNCIL  
HAMPDEN MUNICIPAL BUILDING  
MINUTES

B-2-a

MONDAY

AUGUST 3, 2015

7:00 P.M.

*Attending:*

*Mayor David Ryder*

*Councilor Bill Shakespeare*

*Councilor Terry McAvoy*

*Councilor Dennis Marble*

*Councilor Carol Duprey*

*Councilor Stephen Wilde*

*Councilor Greg Sirois*

*Town Attorney Thomas Russell*

*Town Clerk Denise Hodsdon*

*Economic Dev. Dir. Dean Bennett*

*Citizens*

- A. PLEDGE OF ALLEGIANCE** – *Mayor Ryder led the Pledge of Allegiance*
- B. CONSENT AGENDA** – *Motion by Councilor McAvoy, seconded by Councilor Sirois to accept the Consent Agenda. Unanimous vote in favor.*
- 1. SIGNATURES**
- 2. SECRETARY'S REPORTS**
- a. July 20, 2015 Regular Meeting Minutes**
- b. July 27, 2015 Special Meeting Minutes**
- 3. COMMUNICATIONS**
- a. Hampden Country Club – Victualers License Renewal – 7/22/2015**
- 4. REPORTS**
- a. Finance Committee Minutes – 7/6/2015**
- C. PUBLIC COMMENTS** – *Jeremy Jones of the Partridge Road provided copies of a list of options for rider opportunities regarding Saturday transportation for our Hampden citizens and asked that the Town pursue these options. A copy of his list is attached and made a part of the minutes.*
- D. POLICY AGENDA**
- 1. NEWS, PRESENTATIONS & AWARDS** – *None.*
- 2. PUBLIC HEARINGS**
- a. Zoning Ordinance Text Amendment – Article 4.7 Off-Street Parking** – *Community & Economic Development Director Dean*

## Rider Opportunities

Lots of Options regarding Saturday transportation for our Hampden citizens.  
Please pursue some of these options. To wit;

A. - The BAT, 11 th. hour;

Request that they Negotiate NOW or Forever Hold Their Peace.

Last Chance, . . . going Once . . . going Twice . . .

A Starting proposition? (Stop me if you've heard this one before.)

1. Have a "Bangor South" run containing the current "Hampden Bus" route, the bulk of which to be rightly funded by the city of Bangor, with Hampden riders contributing only their fares.

2. Have Hampden subsidize Only that portion of the bus run within the town of Hampden.

3. Have Hampden subsidize only those riders that board in Hampden.

4. Have only 4 runs to Hampden on Saturday with conditions as stated in 1., 2. and 3. above.

Or negotiate even Better\* conditions? \*Less Taxpayer subsidy for service.

The ATU (bus union) is No excuse. Would they like some work or no work? Be More Efficient!

Yes, you Have to be a Hard negotiator, you can't waver or show weakness.

Look 'em dead in the eye and Don't blink!

B. - Commercial;

Request For Quote, Direct mail RFQ to All local taxi and van services, just going to and from Hampden, Shaw's and Pickering Square. From there, riders can get on any bus they want.

Limited, scheduled runs for Hampden residents. How low can they go?

C. - Ride Sharing Programs;

Looks like a Great NEW Opportunity for people in the Bangor/ Hampden area on Saturdays.

If in fact there are 25 to 30 riders on Saturdays, at \$5 a ride, one could take in \$300 (plus tips) just going to and from Hampden, Shaw's and Pickering Square.

I'm thinking that earning \$1,200 a month should cover vehicle payments, fuel, insurance and a nice wage.

Am I wrong? Set up a schedule for full loads and to minimize runs.

Note: Certain driver and rider conditions apply.

LYFT

UBER

<https://www.lyft.com/>

<https://www.uber.com/>

D. - Penquis;

<http://www.penquis.org/>

LYNX

General Public? YES

Saturday Service? None listed, to be pursued and negotiated?

E. - Private;

One could set up their own personal rideshare system with their new found friends.

Most names are in the Public Record of hearings and town meetings regarding the BAT service.

And, By their own testimony, they know even more people that would use it.

Well, didn't riders do this before? Then get more organized and make it happen.

Just like the Old Days, call around, set it up, kick in some gas/ oil/ wear & tear money.

*Voila*, you have transportation.

F. - Charitable Organizations; Churches? Transportation for All? Other Non-profits?

Anyone belong to one? Instead of demanding a subsidy from others, does your church, or another, have a van? Organize a route and share a schedule.

Practice what you preach. By example, voluntarily give of yourself First.

Pass the basket, I'm sure that donations and tips would be graciously given and accepted.

Be part of the Solution.

Regards, Jeremy W. Jones 72 Partridge Rd., Hampden

*Bennett explained that with the desire to re-zone a portion of Main Road North, there will be a demand for parking. The purpose of this amendment is to allow the Planning Board to consider available public parking, both on-street and off-street, as a means to satisfy current parking requirements within the Zoning Ordinance. The Planning Board has returned an "ought-to-pass recommendation". Mayor Ryder opened the hearing. Walter Cupples of 42 Main Road North spoke in favor of the amendment and in favor of the re-zoning of a portion of Main Road North. He said that the majority of the landowners in the area of the proposed zone change are in favor of the change and he urged the Council to pass this text amendment and the map amendment. The hearing was closed. Motion by Councilor Shakespeare, seconded by Councilor Marble to approve the Zoning Ordinance text amendment to Article 4.7 Off-Street Parking as proposed. Unanimous vote in favor.*

- b. Zoning Ordinance Map Amendment – Main Road North –**  
*Community & Economic Development Director Dean Bennett explained that the purpose of the amendment is to make adjustments on Main Road North to allow small scale service and retail based development on properties which are configured to accommodate such development in the area between Western Avenue and Cottage Street. The Planning Board has returned an "ought-to-pass" recommendation. Mayor Ryder opened the public hearing and there were no additional comments (see Item D-2-a above) in favor or opposition. The hearing was closed. Motion by Councilor Shakespeare, seconded by Councilor Sirois to approve the Zoning Ordinance Map amendment as presented. Unanimous vote in favor.*

**3. NOMINATIONS – APPOINTMENTS – ELECTIONS – None.**

**4. UNFINISHED BUSINESS – None.**

**5. NEW BUSINESS**

- a. Sewer Commitment – April to June, 2015 –**  
*Motion by Councilor Sirois, seconded by Councilor Shakespeare to approve the sewer warrant for April 1, 2015 to June 30, 2015. Unanimous vote in favor.*
- b. Ambulance Bill Abatements – 2012-2013 – Finance Committee Recommendation:**
- 1. 2012 - \$27,271.00 –**  
*Motion by Councilor Marble, seconded by Councilor Sirois to abate 2012 ambulance bills in the amount of \$27,271.00. Unanimous vote in favor.*
  - 2. 2013 - \$35,849.27 –**  
*Motion by Councilor Marble, seconded by Councilor Sirois to abate 2013 ambulance bills in the amount of \$35,849.27. Unanimous vote in favor*

**c. Personal Property Tax Abatements – Finance Committee**

**Recommendation:**

1. **Account 147 – Sunshine Laundry - \$922.10** – Motion by Councilor Sirois, seconded by Councilor McAvoy to abate personal property taxes for Account 147 Sunshine Laundry in the total amount of \$922.10. Unanimous vote in favor.
2. **Account 186 – Northeast Timber - \$5,980.11** – Motion by Councilor Sirois, seconded by Councilor McAvoy to abate personal property taxes for Account 186 Northeast Timber in the total amount of \$5,980.11. Unanimous vote in favor.

**d. Tax Increment Finance Policy Amendments – Planning & Development Committee Recommendation**

*Community & Economic Development Director Dean Bennett explained that the purpose of the amendments is to accurately reflect current roles and responsibilities and to allow the Town Council more flexibility when negotiating the terms of an optional Credit Enhancement Agreement. Motion by Councilor Marble, seconded by Councilor Sirois to adopt the amendments to the Tax Increment Finance Policy as presented. Unanimous vote in favor.*

**E. COMMITTEE REPORTS**

**Services Committee** – No report

**Infrastructure Committee** – The meeting scheduled for last week was postponed until tomorrow night.

**Planning & Development Committee** – The Committee met on July 15<sup>th</sup> and discussed proposed amendments to the TIF Policy and reviewed the Home Occupation section of the Zoning Ordinance.

**Finance Committee** – The Committee met just prior to the Council meeting and reviewed proposed amendments to Town Council Rules as well as other items that have already been discussed by the Council this evening.

**F. MANAGER'S REPORT** – None.

**G. COUNCILORS' COMMENTS**

**Councilor Shakespeare** reminded everyone that Children's Day is being held on Saturday, August 15<sup>th</sup>. He urged everyone to bring the kids and have a great time.

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

**H. ADJOURNMENT** – There being no further business, the meeting was adjourned at 7:38 p.m.



Denise Hodsdon  
Town Clerk

**INFRASTRUCTURE COMMITTEE MEETING MINUTES**  
**Monday, June 22, 2015**

**Attending;**

Councilor Dennis Marble	Councilor William Shakespeare
Councilor David Ryder	Councilor Greg Sirois
Councilor Terry McAvoy	Councilor Stephen Wilde
Sean Currier, Public Works Director	Jim Wilson, Woodard & Curran
Phil Badger, Kiwanis Representative	Susan Lessard, Town Manager

The meeting was called to order at 6 p.m. by Chairman Marble. Discussion of public parking at the Kiwanis Hall was added to the agenda.

1. MINUTES – 05/26/2015 Meeting – Motion by Mayor Ryder, seconded by Councilor McAvoy to approve the minutes of the 5/26/15 meeting. Unanimous vote in favor.
2. OLD BUSINESS
  - a. Municipal Building/Pool Parking – Woodard & Curran – Jim Wilson of Woodard & Curran explained that the Town could not add any more ‘non-vegetated’ area to the Town Office or Pool location without triggering the need for a Site Location of Development Plan from the DEP. The Council is interested in having more parking available at the pool area for soccer games and at the Town Office for the overflow during elections or large meetings. It would be possible for the Town to establish a base in both areas that would support parking but also would be vegetated to some extent, which would not create permitting problems. The current volleyball area at the pool was suggested as a possible location and the field behind the post office near the town office was the other. Public Works Director Sean Currier will work with the Jim Wilson to determine a layout and costs associated with these projects and report back to the Committee.
  - a-1 Phil Badger representing the Kiwanis Club attended the meeting to let the Council know that the Kiwanis Club is amendable to allowing expansion of the parking area at the Kiwanis Hall to us for public parking associated with the change in zoning designation to village commercial which allows for additional small businesses. The Kiwanis would like the Town to plow and maintain the parking lot if it was designated as open for public parking. The Kiwanis Club would like to see a layout of what is proposed and this item will continue to be discussed at the Planning & Development Committee.
  - b. Hampden Route 1A Project Information – The Town Manager and the Public Works Director presented information on the proposal from BACTS to treat the final 1.73 miles of the Route 1A rehabilitation project as one project instead of several small ones. The estimated 10% share for the Town would be \$465,000

which would need to be available by 2018/2019. The Manager suggested preparing a referendum question for November of 2016 to gain approval for the project/cost so that the Town could do the actual borrowing when the time came for the project. This project does not include removing the concrete portion of the road base on Route 1A. That change to the project saves approximately \$1,000,000 for the overall project, and results in \$100,000 less needed from the Town of Hampden. Debt service on this project would replace the Gravel Roads Project debt service that is paid off in 2016.

- c. Old County Road Culvert Replacement Project – addition of manhole replacement – Public Works Director- Public Works Director Sean Currier presented a request to the Committee to replace the manhole at each end of the pipe bursting project across Route 1A. They are old brick manholes and are allowing infiltration in addition to one manhole not having an invert which also allows for exfiltration in high water or backup events. The additional cost from Gardner Construction who is doing the overall Water District project at this time is \$9,700 to come from sewer reserve. When asked why the Town public works crew could not do these replacements, the Director responded that the Town does not have an excavator or trench boxes or personnel trained to do it at this time. Motion by Mayor Ryder, seconded by Councilor Sirois to recommend to the Council that the manhole replacements be added to the pipe-bursting project for an additional cost of \$9,700. Unanimous vote in favor.
3. NEW BUSINESS
    - a. Bridge inspection reports – Manning Mill Road – The Town Manager presented information received from the State bridge inspection program about the deteriorated condition of the Manning Mill and Sawyer Road bridges. Public Works Director Sean Currier will get information on the estimated repair costs and bring them back to the Committee. The State of Maine has no funding to assist with these projects because of the low priority status of the bridges. The cost of these repairs could be combined with the referendum proposal for the Route 1A project.
  4. PUBLIC COMMENTS - None
  5. COMMITTEE MEMBER COMMENTS – Councilor Shakespeare asked the Public Works Director to look at the Transfer Station layout and determine if it would be possible to relocate the ‘swap shop’ in the interest of public safety.

Councilor Sirois urged the staff to be proactive in looking at the possibility of acquiring the 55 acres for sale in the 4 mile square area as a possible location for recreation fields. Mayor Ryder indicated that GIS/IT Specialist Kyle Severance had been waiting for information from CES regarding whether or not there were significant wetlands on the property. The Manager is to follow up on this.

Public Works Director Sean Currier discussed the MRC project and its possible impact on the Town sewer system – in particular the need to make sure that we remain under the 80% level of allowed use for sewer treatment with the City of

Bangor in order to avoid additional costs as well as to make sure that impact fees or a Host Community Benefit package address the possible need for larger pumps at the Souadabscook pump station, and ongoing higher electric costs to run the pumps if the line runs down the Coldbrook Road.

Respectfully submitted,

Susan Lessard  
Town Manager

**SERVICES COMMITTEE MEETING MINUTES**  
**Monday, July 13, 2015**

Attending:

Councilor Terry McAvoy	Councilor Dennis Marble
Councilor William Shakespeare	Councilor Stephen Wilde
Councilor Greg Sirois	Mayor David Ryder
Interim Town Mgr. Susan Lessard	Recreation Director Shelley Abbott

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

1. MINUTES – June 8, 2015 – Motion by Councilor Marble, seconded by Mayor Ryder to approve the minutes. Unanimous vote in favor.
2. OLD BUSINESS
  - a. Parks Update – The Manager reported that the barbecues had been installed at Dorothea Dix and that picnic tables and trash cans had been installed at other parks. Mayor Ryder updated the Committee during Councilor Comments on the Dorothea Dix trails project. He had spoken with a representative from Prentiss & Carlisle and the project is on track to be done during two weeks in August. He and the company representative and the public works director will be meeting to walk the property and review the trails locations.
  - b. David Barrett - Re-appointment to Library Board of Trustees – Motion by Councilor Marble, seconded by Mayor Ryder to recommend to the Council that David Barrett be re-appointed to the Library Board of Trustees. Unanimous vote in favor.
3. NEW BUSINESS
  - a. Equipment Donation – Skehan Center – The Town Manager presented a proposal submitted by resident Danny Lafayette to donate weight lifting equipment to the Town to be used at the Skehan Center. Recreation Director Shelley Abbott discussed the proposal with the Committee. Concerns raised were related to lack of sight lines and ventilation to the room where they would be located, the need to change the flooring in the room to accommodate the weight equipment, the lack of hot water for showers due to the high electrical cost of maintaining the currently installed system, limited hours of operation, the location of the room which would create foot traffic through the gym area when it was otherwise in use, limited staffing to monitor use, lack of trained staff, and additional cleaning costs. It was the consensus of the Council that the Town was not in the position at this time to accept this donation and add this to the list of activities available at the Skehan Center. They acknowledged the generosity and good intent by Mr. Lafayette but are not prepared to accept the gift given the issues raised.

4. PUBLIC COMMENTS - None

5. COMMITTEE MEMBER COMMENTS – See Parks above.

Motion by Mayor Ryder, seconded by Councilor Shakespeare to adjourn at 6:30 p.m.

Respectfully submitted,

Susan Lessard  
Interim Town Manager

**FINANCE & ADMINISTRATION COMMITTEE MINUTES**

Monday, July 20, 2015

Attending:

- |                        |                                 |
|------------------------|---------------------------------|
| Mayor David Ryder      | Councilor William Shakespeare   |
| Councilor Greg Sirois  | Councilor Stephen Wilde         |
| Councilor Carol Duprey | Councilor Dennis Marble         |
| Councilor Terry McAvoy | Interim Town Mgr. Susan Lessard |
| Resident Alex King     |                                 |

The meeting was opened at 6 p.m. by Mayor Ryder.

1. Meeting Minutes
  - a. July 6, 2015 – Motion by Councilor Marble, seconded by Councilor McAvoy to approve the July 6, 2015 minutes as presented. Unanimous vote in favor.
2. Review & Sign Warrants – Warrants were reviewed and signed by Committee members. Councilor Shakespeare asked a question regarding expenditures for a copier and was told that it was the lease payment on the group of copiers that the Town has under contract.
3. Old Business
  - a. Discussion of Recreation Fields – Mayor Ryder – Mayor Ryder discussed the possibility of working with Herb Sargent on exploring the acquisition of land off the Coldbrook Road owned by Sargent for the purpose of locating recreational fields. Mayor Ryder was looking for support from the Committee for exploring this option. He indicated that wetlands assessments would need to be done on the two parcels to determine if field locations there would work and it was his intent to ask Sargent if he had that information or was willing to have that assessment done. It was the consensus of all seven Councilors present for the Mayor to move forward with this discussion with Sargent about possible acquisition of the two parcels. The Mayor will report back to the Committee when he has further information.
  - b. Review of Council Rules – Committee members reviewed the changes that had already proposed and then offered additional suggestions: Councilor Duprey wished to add an item that required the Council to vote every year before the budget was done on whether or not to use TIF funds from the Emera project for the General Fund instead of having the valuation shielded for the year and the taxes diverted to the TIF fund. Councilor McAvoy was in general support of this idea. Other Councilors questioned why it was necessary to have it in the Council Rules when it was already an option for them in State law. Those in support saw it as a way to remind Councilors that it was an option and that it would be helpful for new Councilors who did not have the same level of institutional knowledge of TIF's and how they work. The majority of the Committee was not in favor of adding this to Council

Rules but did feel that it should be raised as a question annually. Councilor Duprey also asked that some provisions be added to Council rules as penalties for breaking the rules. She was unable to find good examples but the Interim Manager will post the question to the Manager's list serve and ask for examples from other communities and bring back suggestions. Councilor Shakespeare indicated that he had another item for the rules but did not have the paperwork with him for discussion this evening. Discussion on this item will continue at the next meeting.

4. New Business
  - a. Local Road Assistance Program – Acceptance of Funds – Motion by Councilor Duprey, seconded by Councilor Marble to recommend to the Council that the Town accept the MDOT Local Road Assistance Funds for 2015/16 in the amount of \$65,616. Unanimous vote in favor.
5. Public Comment - None
6. Committee Member Comments – None

The meeting was adjourned at 6:30 p.m.

Respectfully submitted,

Susan Lessard  
Interim Town Manager

B-4-d

TO: Hampden Town Council  
FROM: Sue Lessard, Town Manager  
DATE: August 13, 2015  
RE: Department Reports – May & June 2015

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

Administration  
Town Clerk  
Town Manager  
Economic Development  
Code Enforcement  
Assessing  
GIS/IT  
Public Safety  
Edythe Dyer Library  
Lura Hoit Pool  
Recreation

Please feel free to contact me with questions or suggestions for changes in the type/format of information submitted.

ADMINISTRATION MONTHLY REPORT – MAY 2015

VEHICLES REGISTERED	928
EXCISE COLLECTED	\$176,558.38
GENERAL ASSISTANCE APPOINTMENTS	1
GENERAL ASSISTANCE GRANTED	0
TRANSFER STATION PERMITS ISSUED	130

ADMINISTRATION MONTHLY REPORT – JUNE 2015

VEHICLES REGISTERED	921
EXCISE COLLECTED	\$174,927.24
GENERAL ASSISTANCE APPOINTMENTS	1
GENERAL ASSISTANCE GRANTED	0
TRANSFER STATION PERMITS ISSUED	117

## Clerk's Monthly Report – May 2015

BOATS REGISTERED	214
ATV'S REGISTERED	47
SNOWMOBILES REGISTERED	0
VITAL RECORDS ISSUED	
BIRTH	3
MARRIAGE	5
DEATH	11
BURIAL PERMITS	2
MARRIAGE LICENSES ISSUED	5
HUNT/FISH LICENSES SOLD	69
DOGS LICENSED	10
VICTUALERS LICENSES ISSUED	2

## Clerk's Monthly Report – June 2015

BOATS REGISTERED	121
ATV'S REGISTERED	71
SNOWMOBILES REGISTERED	0
VITAL RECORDS ISSUED	
BIRTH	17
MARRIAGE	18
DEATH	5
BURIAL PERMITS	2
MARRIAGE LICENSES ISSUED	10
HUNT/FISH LICENSES SOLD	46
DOGS LICENSED	11
VICTUALERS LICENSES ISSUED	2

MONTHLY REPORT – TOWN MANAGER  
May & June 2015

- Staffed and prepared minutes for Finance & Administration, Infrastructure & Service Committee meetings.
- Review invoices and approve for payment warrants
- Finalized Budget
- Compiling list for Council/new Manager of current duties
- Implemented Planning & Development Department Plan
- Awarded Property & Casualty Insurance bid
- Worked with Med-A-Vision & Maine Municipal Association, Police and Fire Unions on health insurance program changes
- Prepare financial statements, reconcile 3 Town Funds (Sewer/Reserve/General) and calculate and post fair market value changes to reserve accounts
- Work with Staff and NESCOM on upgrade proposal for broadcast equipment
- Assist residents, respond to questions and concerns
- Assist Department heads with issues related to budgets, capital projects, grants, personnel
- Locked in propane price at \$1.25 per gallon
- Provided information to Councilors related to constituent questions

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

**Economic Development Projects:**

- Facilitating ongoing collaboration between Sargents, Ammo Park, Bangor Gas, CES, Woodard and Curran, and MRC/Fiberight Corporation.

**Business Advocacy:**

- Supporting and contributing to HBA strategic planning in efforts to secure its future.
- Initiated zoning changes beneficial to business interests.
- Facilitated meeting with code enforcement and developers to discuss improved requirements and paths to approval.
- Provide a consistent message of Hampden's business friendly successes through publication, interviews, and representation.

**Planning Functions:**

- Reviewed Subdivision Draft Ordinance changes, initiated to include the current Maine Subdivision Law Review Criteria, and reduce as much as possible, requirements that exceed the minimum state standards.
- Reviewed and Researched Private Road Ordinance Standards in order to prepare draft changes to the zoning ordinance which would allow for the creation of lots on a private road.
- Reviewed Sign Standards to incorporate recommended changes per Code Enforcement, to address outstanding problem areas and unintended consequences of existing regulations.
- Progressing through the Codification document due in August 2015.

**TIF Implementation:**

- Reaching out to TIF/Downtown Plan experts in efforts to educate myself and the Planning and Development Committee on strategic investment of TIF capture in the creation of a downtown district and subsequent TIF district.

**Staff Collaboration:**

- Weekly consultation with Code Enforcement Officer, Assessor, GIS/IT Specialist, Administrative Assistant and acting Public Works Director.

- Staffing monthly Planning and Development Committee Meetings, preparing agendas, minutes, and initiating relevant and timely initiatives to capitalize on opportunities.
- Continue supporting staffing efforts with update of Storm Water Checklist in preparation of an inevitable audit by State and Federal Agencies demonstrating compliance with the town's storm water obligations.

Staffing Adjustments:

- Worked closely with the outgoing Town Planner to get up to speed on current applications and backlog of drafts. Also encouraging input from staff in preparation of supervisory role to maximize efficiency and productivity moving forward.

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

**Economic Development Projects:**

- Facilitating ongoing collaboration between Sargents, Ammo Park, Bangor Gas, CES, Woodard and Curran, and MRC/Fiberight Corporation.

**Business Advocacy:**

- Met with representatives from businesses in efforts to work through issues related to zoning obstacles, collaborating with Code Enforcement Officer to resolve.
- Initiated zoning changes beneficial to business interests.
- Pursuing means by which to expedite submission and review processes.

**Planning Functions:**

- Completed the revised Subdivision Draft Ordinance which was approved by Planning and Development and now headed for Planning Board Review.
- Resolved, in collaboration with Code Enforcement Officer, outstanding issues within sign provisions of the Zoning Ordinance, which were approved by Planning and Development and now headed for Planning Board review.
- Completed the facilitation of the proposed zone change in center of town which will open more opportunity for small business development. Planning Board approved and returned to Town Council.
- Completed the facilitation of the proposed parking exception, that allows the Planning Board to consider public and off-street parking to satisfy Site Plan Review criteria when reviewing development plans. Planning Board approved and now headed for Council public hearing.
- Proposed changes to the Home Occupation standards to the Planning and Development Committee.
- Proposed changes to the TIF Policy to reflect current roles and references to staff and committees and in addition recommended language which, if adopted, will provide more flexibility to the Town Council when entering TIF Agreements.
- Currently reviewing and researching Private Road Standards in order to prepare proposed language to address Planning and Development request.

TIF Implementation:

- Proposed the consideration of the pursuit of the creation of a downtown plan and subsequent TIF District to capitalize on the Emera TIF allocations.

Staff Collaboration:

- Weekly consultation with Code Enforcement Officer, Assessor, GIS/IT Specialist, Administrative Assistant and acting Public Works Director.
- Staffing monthly Planning and Development Committee Meetings, preparing agendas, minutes, and initiating relevant and timely initiatives to capitalize on opportunities.
- Continue supporting staffing efforts with update of Storm Water Checklist in preparation of an inevitable audit by State and Federal Agencies demonstrating compliance with the town's storm water obligations.
- Staffing monthly Planning Board Meetings with preparation and land use regulations drafting.
- Staffing of the Planning Board's Ordinance Committee Meetings as they conduct review of Planning and Development generated draft revisions and amendments.

Staffing Adjustments:

- Determining ongoing staffing needs in preparation of a recommendation to new Manager per request of current Manager. Early indication is a growing need for back up administrative support, in order to maintain an expected level of customer service to tax payers.



**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**  
**April 2015**

- During the month of April the Code Enforcement Office processed a total of 9 permit applications. This included:
  - 3 – Interior Alteration
  - 1 – Outbuilding
  - 1 – Demolition
  - 2 – Sign
  - 2 – Internal Plumbing
- A total of \$511.60 in fees were collected in the month of April. This compares to \$8,634.00 the previous year.
- The Code Enforcement Team conducted 14 inspections during the month of April
- Victualers inspection performed and licenses approved for Angler's Resturant and McLaughlin's at the Marina.
- The CEO attended a training on the 2015 Shoreland Zoning Changes.
- The CEO & BFI continue to attended the Town Stormwater Group Meetings and are active in preparing the Town should an EPA or DEP audit take place.
- The CEO and/or BFI responded to 14 calls during the work week and spent 35 hours as part of the primary ambulance crew to offset overtime costs.
- The CEO & BFI continue to study for the exams to become certified within the 1 year window.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Myles M. Block". The signature is written in a cursive style with a large, sweeping flourish at the end.

Myles M. Block  
Code Enforcement Officer  
Firefighter/Paramedic

### Permit Application Summary

Permit Application Date Is 04/01/2015 to 04/30/2015

Permit Type	Count	Value	Fee
<b>BLDG RENOVATE</b>			
MULTI FAMILY	1	0	212.80
BUSINESS	1	2,000	25.00
INTERIOR RE-MODEL	1	40,000	77.80
<b>Subtotal</b>	<b>3</b>	<b>42,000</b>	<b>315.60</b>
<b>OUTBUILDINGS</b>			
SHED	1	2,000	41.00
<b>Subtotal</b>	<b>1</b>	<b>2,000</b>	<b>41.00</b>
<b>DEMOLITIONS</b>			
SINGLE FAMILY	1	10,000	25.00
<b>Subtotal</b>	<b>1</b>	<b>10,000</b>	<b>25.00</b>
<b>SIGNS</b>			
FREESTANDING	2	5,000	50.00
<b>Subtotal</b>	<b>2</b>	<b>5,000</b>	<b>50.00</b>
<b>PLUMBING</b>			
INTERNAL/RES	2	0	80.00
<b>Subtotal</b>	<b>2</b>	<b>0</b>	<b>80.00</b>
<b>Total</b>	<b>9</b>	<b>59,000</b>	<b>511.60</b>

**Permit List by Permit Number**  
Permit Application Date Is 04/01/2015 to 04/30/2015

<b>Permit</b>	<b>Type</b>	<b>Application</b>	<b>Applicant</b>	<b>Fee</b>	<b>Street Street Name</b>
15-112	PLUMBING	04/01/2015	LLC MCLAUGHLIN	40.00	108 MARINA RD
15-113	PLUMBING	04/14/2015	DAVID M HOUGHTON	40.00	119 OLD COUNTY RD
15-114	OUTBUILDING S	04/15/2015	VALERIE S IRELAND	41.00	52 RUTH AVE
15-115	BLDG RENOVATE	04/16/2015	Micah Cram	25.00	62 MAIN RD NO
15-116	SIGNS	04/16/2015	BANGOR HYDRO FEDERAL CREDIT UNION	25.00	115 MECAW RD
15-117	BLDG RENOVATE	04/17/2015	JON CARDELLO	212.80	16 MAIN RD SO
15-118	SIGNS	04/21/2015	LLC CARROLL CREW	25.00	662 MAIN RD NO
15-119	BLDG RENOVATE	04/27/2015	VALERIE S IRELAND	77.80	52 RUTH AVE
15-120	DEMOLITIONS	04/30/2015	Harry Rancourt	25.00	535 WESTERN AVE



**HAMPDEN PUBLIC SAFETY**  
**Police – Fire – EMS – Code Enforcement**  
106 Western Avenue  
Hampden, Maine 04444  
Phone 207-862-4500  
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**Code Enforcement Division - MONTHLY REPORT**  
**May 2015**

- During the month of May the Code Enforcement Office received a total of 36 permit applications. This included:
  - 4 – New Single-Family Home
  - 5 – Interior Alteration
  - 7 – Building Addition
  - 6 – Outbuilding
  - 2 – Demolition
  - 1 – Sign
  - 6 – Internal Plumbing
  - 3 – Subsurface Wastewater
  - 1 – Certificate of Compliance
  - 1 – Fence over 6 feet
- A total of \$4,861.00 in fees were collected in the month of May. This compares to \$2,897.90 the previous year.
- The Code Enforcement Team conducted 30 inspections during the month of May.
- Victualers inspection performed and licenses approved for Sundae's at Schacht's
- The CEO & BFI attended the MBOIA 2-day Annual Code Conference.
- On 5/5/2015 the CEO issued a Stop Work Order for an addition of a 2<sup>nd</sup> floor deck at McLaughlin's at the Marina. (See Attached Notes). As of the end of May we have met with Mr. McLaughlin and 2 State Fire Marshal's Office Inspectors at the site and a plan is in place to get the permit application process completed.
- 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. A Stormwater/Erosion control inspection was conducted of the Calvary Apostolic Church site and results forwarded to MDEP.
- The CEO and/or BFI responded to 11 calls during the work week.
- The CEO & BFI continue to study for the exams to become certified within the 1 year window. As of the end of May both the CEO and BFI have 2 more exams each to take to secure full certification.

Respectfully Submitted,

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

Myles M. Block  
Code Enforcement Officer  
Firefighter/Paramedic

### Permit Application Summary

Permit Application Date Is 05/01/2015 to 05/28/2015

Permit Type	Count	Value	Fee
<b>BLDG NEW CONSTR</b>			
SINGLE FAMILY	4	840,000	1,926.00
<b>Subtotal</b>	4	840,000	1,926.00
<b>BLDG RENOVATE</b>			
SINGLE FAMILY	4	57,500	321.00
GARAGE	1	10,000	178.80
<b>Subtotal</b>	5	67,500	499.80
<b>BLDG ADDITIONS</b>			
SINGLE FAMILY	1	53,000	85.00
DECK	4	42,200	545.20
SHED	1	1,500	51.00
PORCH	1	3,500	49.00
<b>Subtotal</b>	7	100,200	730.20
<b>OUTBUILDINGS</b>			
GARAGE	2	45,000	121.00
SHED	4	5,500	234.00
<b>Subtotal</b>	6	50,500	355.00
<b>DEMOLITIONS</b>			
SINGLE FAMILY	1	0	25.00
PORCH	1	0	25.00
<b>Subtotal</b>	2	0	50.00
<b>SIGNS</b>			
FREESTANDING	1	1,500	50.00
<b>Subtotal</b>	1	1,500	50.00
<b>PLUMBING</b>			
INTERNAL/RES	4	0	330.00
SSWD/RES	3	0	795.00
INTERNAL/BUS	2	0	50.00
<b>Subtotal</b>	9	0	1,175.00
<b>CERT OF COMPLIA</b>			
BUSINESS	1	0	50.00
<b>Subtotal</b>	1	0	50.00
<b>FENCE (OVER 6')</b>			
MISCELLANEOUS	1	3,000	25.00
<b>Subtotal</b>	1	3,000	25.00
<b>Total</b>	36	1,062,700	4,861.00

**Permit List by Permit Number**

Permit Application Date Is 05/01/2015 to 05/28/2015

Permit	Type	Application	Applicant	Fee	Street Street Name
15-121	BLDG RENOVATE	05/04/2015	KENNETH J NELSON	178.80	9 CONSTITUTIO N AVE
15-122	BLDG ADDITIONS	05/04/2015	BERNARD PATRICK MONAHAN	72.20	93 HOPKINS RD
15-123	SIGNS	05/04/2015	CORAL REEF REALTY TRUST	50.00	62 MAIN RD NO
15-124	OUTBUILDING S	05/04/2015	TOWN OF HAMPDEN		80 BALLFIELD RD
15-125	BLDG RENOVATE	05/04/2015	JESSICA S SCOTT	255.00	535 WESTERN AVE
15-126	BLDG ADDITIONS	05/05/2015	TRICIA ANN CARVER	111.00	11 BALLFIELD RD
15-127	BLDG RENOVATE	05/05/2015	TRICIA ANN CARVER		11 BALLFIELD RD
15-128	BLDG NEW CONSTR	05/06/2015	NATHAN A FREEMAN	897.00	RAWLEY DR
15-129	PLUMBING	05/06/2015	NATHAN A FREEMAN	265.00	RAWLEY DR
15-130	BLDG ADDITIONS	05/06/2015	READELL ORFF	72.00	181 MAIN RD SO
15-131	BLDG NEW CONSTR	05/07/2015	MALCOM D HARDY	517.00	97 SAWYER RD
15-132	PLUMBING	05/07/2015	MALCOM D HARDY	265.00	97 SAWYER RD
15-133	PLUMBING	05/11/2015	JON CARDELLO	80.00	16 MAIN RD SO
15-134	DEMOLITIONS	05/11/2015	FRANCIS D BASSANO	25.00	159 FOWLERS LANDING RD
15-135	BLDG NEW CONSTR	05/11/2015	FRANCIS D BASSANO	155.00	159 FOWLERS LANDING RD
15-136	CERT OF COMPLIA	05/12/2015	Phyllis Wolf	50.00	588 MAIN RD NO
15-137	OUTBUILDING S	05/12/2015	TRICIA ANN CARVER	57.00	11 BALLFIELD RD
15-138	BLDG RENOVATE	05/12/2015	JOHN QUESNEL	41.00	9 PERRY RD
15-139	OUTBUILDING S	05/13/2015	WAYNE WALKER for CHRISTINA KNIGH	44.00	15 HORSESHOE LN
15-140	BLDG ADDITIONS	05/18/2015	James Kanzler for SAMUEL J NEUSCHWAND ER	51.00	346 WESTERN AVE
15-141	PLUMBING	05/18/2015	ROBERT S MONTGOMERY- RICE	70.00	46 FRANCES DR
15-142	BLDG ADDITIONS	05/18/2015	AMY LEE GILMAN	49.00	17 FERRY ST
15-143	BLDG ADDITIONS	05/19/2015	LLC MCLAUGHLIN	290.00	108 MARINA RD
15-144	OUTBUILDING	05/19/2015	DARLENE L	133.00	19 SCHOOLHOUSE

**Permit List by Permit Number**  
Permit Application Date Is 05/01/2015 to 05/28/2015

<b>Permit</b>	<b>Type</b>	<b>Application</b>	<b>Applicant</b>	<b>Fee</b>	<b>Street Street Name</b>
	S		ANDERSON		LN
15-145	PLUMBING	05/20/2015	VALERIE S IRELAND	50.00	52 RUTH AVE
15-146	DEMOLITIONS	05/21/2015	DAVID C MURPHY	25.00	73 PAPERMILL RD
15-147	BLDG ADDITIONS	05/21/2015	DAVID C MURPHY	85.00	73 PAPERMILL RD
15-148	OUTBUILDING S	05/21/2015	ALFRED CHAMBERS JR	121.00	12 NORTHERN AVE
15-149	BLDG RENOVATE	05/21/2015	ROBERT S MONTGOMERY- RICE	25.00	46 FRANCES DR
15-150	FENCE (OVER 6')	05/26/2015	ELIZABETH ORR	25.00	710 MAIN RD NO
15-151	BLDG NEW CONSTR	05/26/2015	ROBERT L LEIGHTON JR	357.00	71 JOHN'S WAY
15-152	PLUMBING	05/26/2015	ROBERT L LEIGHTON JR	265.00	71 JOHN'S WAY
15-153	OUTBUILDING S	05/26/2015	DARLENE L ANDERSON		19 SCHOOLHOUSE LN
15-154	PLUMBING	05/27/2015	MAINE DEVELOPMENT LLC	130.00	269 OLD COUNTY RD
15-155	PLUMBING	05/27/2015	ALLAN WOOD FAMILY TRUST	40.00	7 MAIN RD NO
15-156	PLUMBING	05/28/2015	CALVARY APOSTOLIC CHURCH OF	10.00	24 CROSBY WAY



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## **Town of Hampden Code Enforcement Information Regarding McLaughlin's at the Marina.**

On 4/30/15 a Commercial Additions Building Permit Application was submitted to the Town of Hampden Code Enforcement Office from Reid McLaughlin regarding the addition of a second story deck at McLaughlin's at the Marina. Currently this permit application has not been processed because a complete application package has not been received by the Town.

On 4/28/15 the Building/Fire Inspector and Code Enforcement Officer went to McLaughlin's at the Marina to conduct the annual Victualer's License inspection. During that inspection the Building/Fire Inspector and Code Enforcement Officer spoke with a contractor working for McLaughlin's regarding completing the second story deck above the closed in patio. This upper deck had been previously approved by the Town Planning Board in 2011. Planning Board approval does not replace the building permit process.

Earlier in the year, the Building/Fire Inspector and Code Enforcement Officer had previously spoken to the same contractor regarding the addition of an ice cream window on the property. This earlier project was not permitted by the Code Enforcement Office, but, in light of some confusion the Hampden Code Enforcement Office worked with the McLaughlin's in obtaining an after the fact permit. During that process it was explained to the McLaughlin's and the contractor the proper sequence for the permitting and building process.

This process was reiterated on 4/28/15, by the Building/Fire Inspector and Code Enforcement Officer, to the contractor. The need to provide engineered drawings and a Commercial Additions Permit Application to the Code Enforcement Office was also discussed.

On 5/5/15 the Code Enforcement Officer received a notification that building was being performed at McLaughlin's at the Marina. The Code Enforcement Officer conducted an on-site inspection and found that construction had started on the project. As of that date, a permit had not been issued by the Town nor had engineered plans been submitted.

Later in the afternoon on 5/5/15, the Building/Fire Inspector and Code Enforcement Officer returned to McLaughlin's at the Marina and a Stop Work Order was issued regarding the addition of a second story deck.

When the Stop Work Order was issued, the Building/Fire Inspector and Code Enforcement Officer spoke with Mr. McLaughlin, on-site, and lined up the steps and what was needed to have the Stop Work Order lifted. These items included: engineered plans showing the addition of the deck above the patio, guards and other items relating to life safety code, and to pay the fee for the building permit. Mr. McLaughlin stated that he understood these items and that CES Engineering would be providing the Town with plans.

On 5/7/15, the Building/Fire Inspector again met with the contractor on-site and explained the process for lifting the Stop Work Order.

On 5/11/15, the Code Enforcement Office also found that a plans review and Construction Permit is also needed by the Office of State Fire Marshal for this addition. This finding was relayed to the McLaughlin's on 5/11/15 approximately 15 minutes after the Code Enforcement Officer contacted the Plans Review Division at the Office of State Fire Marshal.

In the Town of Hampden, a project requiring a Construction Permit or Letter of Approval from the Office of State Fire Marshal is not issued a Town Building Permit until the project receives Office of State Fire Marshal Approval.

As of 5/17/15, the Town of Hampden Code Enforcement Office has not received engineered plans regarding this project, the building permit application fee, or a copy of the Construction Permit from the Office of State Fire Marshal.

The Stop Work Order will be enforced until such time that the proper documents and fees are received and a Town of Hampden Building Permit is issued.

## **Information on the Code Enforcement Officer and Building/Fire Inspector**

The Hampden Code Enforcement Officer is Myles Block. Mr. Block is currently certified by the State of Maine, Department of Economic and Community Development, Code Enforcement Officer Training and Certification Program in Land Use, Shoreland Zoning, Residential Building Code, Commercial Building Code and Residential Energy Code. Mr. Block was sworn in as the Code Enforcement Officer and Alternate Building Inspector Responsible for Enforcement of Building Code on 8/6/2014 by the Town of Hampden Clerk.

The Hampden Fire/Building Inspector is Lt. Jason Lundstrom. Lt. Lundstrom is currently certified by the State of Maine, Department of Economic and Community Development Code Enforcement Officer Training and Certification Program in Residential Building Code, Commercial Building Code, Residential

Energy Code, Residential Ventilation Code, and Commercial Ventilation Code. Lt. Lundstrom was sworn in as the Building Inspector/Fire Inspector Responsible for Enforcement of Building Code, Life Safety Code, and Fire Code and Alternate Code Enforcement Officer Responsible for Zoning & Land Use on 5/29/2014 by the Town of Hampden Clerk.

Mr. Block was out of town 5/7-9/15 to attend is a family members' graduation from college in Virginia. Lt. Lundstrom was available during business hours for the duration of the period of Mr. Block's travels.

Mr. Block and Lt. Lundstrom will be attending the MBOIA Conference on 5/18-19/15 but will be available via email at [codeenforcement@hampdenmaine.gov](mailto:codeenforcement@hampdenmaine.gov) or [inspector@hampdenmaine.gov](mailto:inspector@hampdenmaine.gov).

**ASSESSING REPORT**  
**June 2015**

June also continued to be busy in the assessor's office. We are seeing an increase in requests for information; copies of deeds, property record cards and septic system designs. The market seems to be improving for sales of residential properties and refinancing in general.

I worked on the Personal Property 706 reports. We have approximately 230 active accounts out of 430 accounts that need to be reviewed annually. I have since (July) completed the personal property and have a total valuation, before BETE, of \$22,691,700. Our BETE total was \$14,730,000. Because the BETE is more than 50% of the total personal property valuation, we should be reimbursed at 65% as opposed to 50% (which is the set rate). If these numbers do not change we should bill \$7,961,700 in personal property valuations (\$139,329.75 taxes on personal property) and receive approximately \$167,553.75 from the State of Maine for our reimbursement for BETE.

I also continued to work on the real estate assessments. Numerous field inspections were done and the valuation should be complete by the end of July or the first of August.

Vacations were covered as well as phone duties and waiting on the public.

A handwritten signature in cursive script, appearing to read 'K. Kelly', is located at the bottom left of the page.

IT

- Issues resolved:
  - The new Xerox Workcenter in the Town Office has had numerous issues since it was installed last month. An issue log was implemented because problems would occur almost daily. On three separate occasions the machine was down for an entire day and Transco had to replace hardware. Due to our reliance on the machine and the amount of issues, the situation has been escalated. The service manager for Transco is now directly involved if and when any issues arise. Currently, we have not had any issues logged for a last several days.
  - Fixed Spillman messenger program in one of the police cruisers.
  - Pulled interview and investigation recordings for the police department. Some of the recordings were corrupted due to the surveillance system failing. PD officers will now be doing a backup audio recording because the video system is not reliable. Options will be reviewed on correcting the existing issue.
  - Resolved issues with the phone system and printing at the Pool location.
  
- Formatted an advanced excel spreadsheet for the Recreation Department which displays program attendance over the last several years.
- Installed a new multifunction printer at the public works garage.
- Prepared a real estate and personal property commitment book by exporting data from Trio and then properly formatting.
- Destroyed approximately 50 hard drives that were from old computers that contained sensitive information. These had to be physically destroyed. The only method to efficiently destroy the hard drive was by using a hydraulic jack hammer.
- Installed a new computer for the Police Investigator.
- Installed a new catalog computer at the Library.
- Took a webinar on IT grant funding. It is the hope to apply for grants for certain IT security projects before seeking use of reserve funds.
- Met with Treneo/Transco contacts and took a Treneo training in order to better understand how the staff can use the software. In an effort to go to electronic documentation and work flow management, the Treneo software will be leveraged to achieve department goals more efficiently.
- Set up accident reconstruction software for the police department to be able to use for motor vehicle crash cases. The software is able to process variables such as skid mark distance, angle, weight of vehicles, etc. and calculate velocity and other unknown values by using advanced physics formulas.
- Completed FOAA request for the quotes received for the plotter printer reserve purchase.
- Obtained electronic spreadsheet from a legacy computer which contained the names on the Veterans' Memorial. This will be used for the Town to maintain the list electronically.
- Attended the 2015 MMA Technology Conference at the Cross Insurance Center.

## GIS

- Researched, sent memo with recommendation, presented to council, purchased, installed, and configured a new plotter to be able to print and scan large format documents, plans, and maps for various needs.
- Assigned new e911 addresses for new constructions on Emerson Rd, Sawyer Rd, Griffin Ave, and Rawley Dr.
- Produced a map for the Children's Day planning committee.
- Obtained a hard drive containing the 6" ortho photography from the State GIS office. Having these data will make it easier to produce maps and extrapolate features.
- Continued to research possible future recreation fields for the Town. Currently in contact with CES and Plisqua and Day to obtain survey and historical data for 06-0-038.

## Stormwater / Environmental

- Helped to organize the Hampden Stream Cleanup event. This year drew in 75 volunteers which is almost double the number of volunteers in years past. Social media (Facebook) played the largest role in the outreach success.
- Completed the Stormwater 101 training for the Town Council. This fulfills part of the MS4 permit requirement (MCM 1).
- Met with MDEP for a technical review of the Town's MS4 program. The session was very helpful to identify the specific areas where we can improve our permit compliance. We also were advised that the Town will be receiving an audit in July.
- Assisted with the MS4 annual report response.
- Committed to a Town MS4 Chloride Outreach Plan (road salting) since our Public Works Director is currently transitioning. This is a new permit requirement. Due to our public works direct involvement with BMPs listed in the BMP manual, an extension for the plan submittal was approved by the MDEP (now due July 27<sup>th</sup>).

Any questions or suggestions are welcome and encouraged.

Respectfully submitted,

Kyle Severance

IT

- Fixed issues with the Recreation staff laptop by doing routine maintenance.
- On boarded the new public works director by reconfiguring the computer, setting up office phone, cell phone, email, etc.
- Started switching over the Town's online backups from CrashPlan to Carbonite. Carbonite is a more secure, stable, user-friendly, and versatile application and can be better utilized at the server level. Carbonite is also less expensive than CrashPlan; however, the online storage is no longer unlimited.
- Sent out a quiz to Town staff on identifying phishing emails. The most vital part of cyber security is having vigilant end users. Thank you to the staff for taking the time to complete the quiz. This type of exercise will be regularly conducted as part of security awareness training. It is the hope to keep the staff cautious and informed of the constantly evolving cyber-attacks.
- Installed and configured a new patrons' computer at the Library.
- Copied video interview evidence for the Police Department.
- Created new IT budget tracking system involving the new accounts.

GIS

- Created map of hydrants and framed outside the Fire patrol room. Used data from Hampden Water District flushing to create a spreadsheet with all the hydrant data for Hampden Fire Department that can be spatially cross referenced on the map.
- Assigned new e911 addresses for new constructions on Rae's Way and John's Way.
- Worked with CES to obtain wetlands data for recreation fields feasibility analysis on a 50 acre property off of Western Ave. Used the data to produce a map to assist council with the decision making process. It was decided that the property is not suitable for fields and we are now conducting the same feasibility analysis on a property off the Coldbrook rd.
- Created a map book of the catch basins and outfalls in the Town of Hampden to assist Stillwater Environmental Engineering in their inspections of the stormwater infrastructure.
- Assisted with the preliminary concept of overflow parking at the Town Office and Pool. Conducted GIS analysis and determined that total impervious would be under the 3 acre threshold if the volleyball court (already considered impervious) at the Pool location was converted to parking area. This would allow for new parking area expansion for the Town Office less than half an acre. The calculation was done with the assumption that the USPS lot's impervious surface does not count towards the 3 acre threshold.
- Created map for planning board to review potential zoning changes.
- Fulfilled a large GIS data request to Woodard and Curran to assist with a Natural Gas feasibility study.

### Stormwater / Other

- Assisted in the preparation of the stormwater 101 presentation to the Town Council.
- Prepared for upcoming stormwater audit by updating the drainage layer mapping and Google Drive database.
- Met with stormwater consultant and new public works director multiple times to get new public works director up to speed on our current MS4 permit compliance and what is involved with the MS4 program.
- Completed moving offices to the former code enforcement office (the new map room).
- Spent one week vacation at the end of June into July at my camp on the ocean in Steuben.

Any questions or suggestions are welcome and encouraged.

Respectfully submitted,

Kyle Severance



## HAMPDEN PUBLIC SAFETY

Police - Fire - EMS  
106 Western Avenue  
Hampden, Maine 04444  
Phone 207-862-4000  
Fax: 207-862-4588



TO: Susan Lessard, Town Manager  
FROM: Joe Rogers, PSD  
RE: Monthly Report  
DATE: May 15, 2015

During the month of April, the Hampden Police Department responded to 319 calls for service, processed 17 arrests/court violations; and issued 39 traffic citations and 141 written traffic warnings. The Fire Department responded to 23 calls for service and the ambulance responded to 61 calls.

On April 14<sup>th</sup>, the Maine Chiefs of Police Association held a training session in our training room. Topics covered included Juvenile Issues and Procedures, Investigation of Overdose Deaths, and Emotional Wellness for Law Enforcement. Hampden officers in attendance were Rogers, Bailey and Small.

Rapid Intervention Team (RIT) Training was held on April 25, 2015. The training was a joint effort between Hampden, Hermon, and Holden Fire Departments. The purpose of a RIT Team is exclusively to rescue trapped or injured firefighters. Hampden, Hermon and Holden work together and often serve as RIT for one another. This hands-on practical training was very well-received and attendees felt it provided useful information and practice.

Tactical First Aid training was provided to police officers on April 28, 2015. Paramedics provided lecture and hands-on practical training on assessing and stabilizing injuries that officers may encounter in the line of duty.

A daytime burglary was reported on April 10<sup>th</sup>, and thanks in large part to an observant resident who reported a suspicious vehicle earlier in the day, Officer Eyles and Officer Small were able to make a connection between the two incidents. The investigation took many turns and involved several other agencies, including the Calais Border Patrol, Maine Drug Enforcement Agency, Maine State Police, Penobscot County Sheriff's Office and the Bangor Police Department. Ultimately, two people were arrested, charged with felony crimes, and some of the victim's property was recovered. The suspects are not from the area and have no ties to Hampden or the surrounding communities at all. It's quite likely that had it not been for the alert resident who reported the suspicious vehicle earlier in the day and the quick thinking of the officers to connect the two incidents, (One happened on Sawyer Road, the other on the Meadow Road) these individuals would have never been apprehended.



## HAMPDEN PUBLIC SAFETY

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TO: Susan Lessard, Town Manager  
FROM: Joe Rogers, PSD  
RE: Monthly Report  
DATE: June 17, 2015

During the month of May, the Hampden Police Department responded to 387 calls for service, processed 17 arrests/court violations; and issued 33 traffic citations and 182 written traffic warnings. The Fire Department responded to 26 calls for service and the ambulance responded to 75 calls.

Between May 11 – May 22, Hampden Public Safety hosted a Fire Officer course. Folks from several local agencies joined forces to present a program that would be most beneficial to the students. The primary focus is on building effective management and leadership skills. The program prepares participants to be certified nationally by the Pro Board. FF-P Aaron Jellison from our agency attended the class as a student and has successfully completed his board certification test.



## HAMPDEN PUBLIC SAFETY

Police - Fire - EMS  
106 Western Avenue  
Hampden, Maine 04444  
Phone 207-862-4000  
Fax: 207-862-4588



TO: Susan Lessard, Town Manager  
FROM: Joe Rogers, PSD  
RE: Monthly Report  
DATE: July 20, 2015

During the month of June, the Hampden Police Department responded to 346 calls for service, processed 12 arrests/court violations; and issued 35 traffic citations and 171 written traffic warnings. The Fire Department responded to 20 calls for service and the ambulance responded to 65 calls.

Police officers conducted firearms training and qualifications at the Hampden Range. The training was instructed by our certified firearms training officers, Egan, Eyles and Small.

Fire Department personnel attended training held here in the training room on June 23<sup>rd</sup>. The training covered EMS Protocol updates and is a requirement for all EMS providers.

Officer Small conducted an investigation into an allegation of child molestation. His efforts quickly culminated in the arrest of Earl Huntley, a Hampden resident. Mr. Huntley has not satisfied bail requirements, and currently remains incarcerated awaiting completion of the judicial process.

The Maine Chiefs of Police Association received a request for an evaluation of the Rockland Police Department. I was asked, along with Chief Perry Antone, and Retired Chief Donald O'Halloran, to conduct this evaluation. We spent two days during June in Rockland, observing facilities and procedures; as well as interviewing staff, co-workers and community members.

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

**Circulation:** 2901 adult items; 2137 children's materials; 236 items were downloaded; 41 people used our public access computers (this does not include people who brought their own wireless devices). 2210 people came into the Library.

EDL staff answered 233 reference questions for people in the library and 169 over the telephone (these include 17 that were people who thought they were calling the town office)

EDL loaned 485 items to other libraries and borrowed 620 through the statewide delivery service.

**Children's programs:** Play & Learn Programs: 18 children / 13 adults  
Preschool Storytimes: 79 children / 50 adults  
Toddler Storytimes: 127 toddlers / 95 adults  
Read 'em and eat book discussion: 14

**Adult programs:** book discussions: 14 adults  
Creative Writing: 27 adults  
Knitting group: 22 adults & teens

**Community groups:** 6 groups met: 15 people  
**Literacy:** 7 groups met: 14 people

**Trainings/professional development:**

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

**Circulation:** 3631 adult items; 3298 children's materials; 242 items were downloaded; 58 people used our public access computers (this does not include people who brought their own wireless devices). 2740 people came into the Library.

EDL staff answered 235 reference questions for people in the library and 207 over the telephone (these include 34 that were people who thought they were calling the town office)

EDL loaned 563 items to other libraries and borrowed 687 through the statewide delivery service.

**Children's programs:** Play & Learn Programs: 36 children / 28 adults  
Preschool Storytimes: 78 children / 50 adults  
Toddler Storytimes: 111 toddlers / 79 adults  
Lego Play: 29 children / 22 adults  
First Grade field trip: 85 children / 10 adults  
McGraw School for Summer Reading: 365 children / 40 adults  
Weatherbee School for Summer Reading: 352 children / 42 adults

**Summer Reading** Magician Norman Ng: 45 children / 41 adults

**Adult programs:** author visit: 10 adults  
Creative Writing: 31 adults  
Knitting group: 25 adults & teens

**Community groups:** 3 groups met: 12 people

**Literacy:** 7 groups met: 14 people

**Trainings/professional development:**

- Debbie chaired the Maine Library Association Scholarship and Loan Committee meeting.
- Debbie attended the semi-annual Minerva Users Council meeting.

Weekly/Monthly Pool User Tally

2015	Week dates					
Events	5/31-6/6	6/7-6/13	6/14-6/20	6/21-6/27	6/28-7/4	Monthly Totals
AM Lap	17	24	17	25	23	106
AM Ex Class	49	46	42	53	44	234
AM Open/Lap	28	52	38	31	29	178
Open/Senior	21	27	20	27	27	122
AM Lessons	35	39	35	42	50	201
Gentle Aerobics	44	56	44	46	43	233
PM Open/Lap 12:30-1:30	20	30	21	37	25	133
PM Lessons Wkdy	88	82	74	67	66	377
Wkdy Family Swim	42	45	44	83	74	288
PM Ex Class	49	39	41	35	34	198
PM Lap	5	11	3	6	10	35
Wkend lessons	49	42	43	21	0	155
Wkend lap	12	16	9	11	0	48
Wkend Fam Swim	40	47	24	18	0	129
Rentals	83	103	79	41	0	306
<b>Totals</b>	<b>582</b>	<b>659</b>	<b>534</b>	<b>543</b>	<b>425</b>	<b>2743</b>



### Lura Hoit Pool Rentals 2015

Month	# of People	Total Hrs	Wkday Rntal Hrs	Wkend Rntal Hrs	Total Fees
Jan	859	98	67	31	\$5,289.00
Feb	551	59.5	30.5	29	\$3,362.00
Mar	481	47	9	38	\$2,747.00
Apr	525	45	11	34	\$2,671.00
May	266	34	10	24	\$1,772.00
June	306	27.5	6.5	21	\$1,548.00
July					
Aug					
Sep					
Oct					
Nov					
Dec					
<b>Year Totals</b>	<b>2988</b>	<b>311</b>	<b>134</b>	<b>177</b>	<b>\$17,389.00</b>

### Lura Hoit Pool Rentals 2014

Month	# of People	Total Hrs	Wkday Rntal Hrs	Wkend Rntal Hrs	Total Fees
Jan	904	89	70	19	\$4,960.00
Feb	609	66.5	33.5	33	\$3,375.00
Mar	585	52	7.5	44.5	\$2,840.00
Apr	584	31.5	8.5	23	\$1,835.00
May	469	45.5	11.5	34	\$2,535.00
June	323	31	8	23	\$1,730.00
July	208	17	8	9	\$680.00
Aug	154	11	5	6	\$655.00
Sep	431	28.5	5.5	23	\$1,485.00
Oct	418	40.5	11.5	29	\$2,266.50
Nov	636	63.5	30.5	33	\$3,540.00
Dec	834	78	51	27	\$4,346.00
<b>Year Totals</b>	<b>6155</b>	<b>554</b>	<b>250.5</b>	<b>303.5</b>	<b>\$30,247.50</b>





Weekly/Monthly Pool User Tally

Apr-15	Week dates					
Events	5/3-5/9	5/10-5/16	5/17-5/23	5/24-5/30		Monthly Totals
AM Lap	10	15	24	9		58
AM Ex Class	49	42	41	28		160
AM Open/Lap	30	31	41	32		134
Open/Senior	30	33	17	24		104
AM Lessons	38	43	36	19		136
Gentle Aerobics	48	54	50	32		184
PM Open/Lap 12:30-1:30	28	27	31	8		94
PM Lessons Wkdy	97	89	89	67		342
Wkdy Family Swim	30	35	33	51		149
PM Ex Class	39	41	54	14		148
PM Lap	7	6	3	8		24
Wkend lessons	42	70	48	62		222
Wkend lap	11	10	15	7		43
Wkend Fam Swim	25	38	47	21		131
Rentals	67	73	111	15		266
<b>Totals</b>	<b>551</b>	<b>607</b>	<b>640</b>	<b>397</b>	<b>0</b>	<b>2195</b>

AFR  
 Storm  
 Holiday  
 LGT 2 Rental spots

### Lura Hoit Pool Rentals 2015

Month	# of People	Total Hrs	Wkday Rntal Hrs	Wkend Rntal Hrs	Total Fees
Jan	859	98	67	31	\$5,289.00
Feb	551	59.5	30.5	29	\$3,362.00
Mar	481	47	9	38	\$2,747.00
Apr	525	45	11	34	\$2,671.00
May	266	34	10	24	\$1,772.00
June					
July					
Aug					
Sep					
Oct					
Nov					
Dec					
<b>Year Totals</b>	<b>2682</b>	<b>283.5</b>	<b>127.5</b>	<b>156</b>	<b>\$15,841.00</b>

### Lura Hoit Pool Rentals 2014

Month	# of People	Total Hrs	Wkday Rntal Hrs	Wkend Rntal Hrs	Total Fees
Jan	904	89	70	19	\$4,960.00
Feb	609	66.5	33.5	33	\$3,375.00
Mar	585	52	7.5	44.5	\$2,840.00
Apr	584	31.5	8.5	23	\$1,835.00
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Oct	418	40.5	11.5	29	\$2,266.50
Nov	636	63.5	30.5	33	\$3,540.00
Dec	834	78	51	27	\$4,346.00
<b>Year Totals</b>	<b>6155</b>	<b>554</b>	<b>250.5</b>	<b>303.5</b>	<b>\$30,247.50</b>





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Hampden Recreation Department

Skehan Recreation Center

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June Update 2015

During June the Skehan Center was open 5 days per week. Our business hours during June 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, and pickleball three times a week. Facility rentals this month included the Bangor Roller Derby, a men's basketball group, and John Bapst summer basketball.

All spring programs ended in June with the school year. Summer programming began the week of June 22. The Kid's Kamp program has strong numbers (only filled one week however) and will be housed at the Reeds Brook Middle School to allow for other programming to occur at the Skehan Center. Several of the weekly programs (registered attendance) offered this summer have not met their minimum and have not been able to be offered. Drop in programs continue to be popular as users choose when to attend based on their own personal obligations.

The Recreation Committee continues to work on the development of a Recreation Plan for the Town of Hampden. The public survey portion was finalized in June at a planning meeting, and meeting attendees helped to work on the formation of goals. One additional meeting is planned in July to review the written document for completeness before forwarding it to Council by September 1.

Word was received by Efficiency Maine that the rebate for the Skehan Center's LED light upgrade has been transferred to the Management Review team (final step before issuing funds). Inspections were completed and checks should be issued within 8-10 weeks. By my estimates the rebate should be sent by the first week in September at the latest.

# Hampden Recreation Department

## Skehan Recreation Center

### Director Report

June 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 June.
- Received payment for BRD for May and June.
- Billed and received payment for an ongoing basketball rental clients.
- Attended three HCD committee meeting.
- Worked to finalize winner for the HCD Poster Contest.
- Followed up on funding for the LED light conversion with Efficiency Maine received estimate of 8-10 weeks for payment.
- Met with Town Manager, Town Councilor, and community members who were concerned about the loss of the summer track and field program.
- Staffed final Instructional Baseball Night at VFW Fields.
- Moved Baseball equipment back to storage.
- Attended Services Committee meeting about enterprise budgets.
- Attended at Delegation Training Session offered by Starboard Leadership at Bangor Parks and Recreation.
- Sat for recertification in First Aid, CPR and AED.
- Worked on power issues with EMERA Maine at Ballfield Road and VFW Drive.
- Prepared for and held the 8.5 Mile Road Race and 1 Mile Fun Run.
- Prepared results and sent to news for Road Race and Fun Run.
- Finalized soccer camp registrations.
- Finalized with HR Soccer Camp employee paperwork.
- Prepared and delivered supplies for soccer camp.
- Daily check in at soccer camp.
- Completed Bronco Soccer Camp financial report for 2015.
- Order summer program supplies.
- Complete end of year paperwork.
- Continue to encourage participation in Recreation Planning Survey.
- Staffed booth at June 9<sup>th</sup> voting to solicit Recreation Planning Survey participation.
- Pick up paper surveys and analyzed results from survey participants.
- Held Recreation Planning meeting to review survey results and set goals.
- 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

D-4-a  
D-4-b  
D-5-c  
D-5-d  
D-5-e

DRAFT DRAFT DRAFT DRAFT

INFRASTRUCTURE COMMITTEE MEETING MINUTES  
Monday, July 27, 2015

Attending:

- |                                    |                                |
|------------------------------------|--------------------------------|
| Councilor Dennis Marble            | Councilor William Shakespeare  |
| Councilor Stephen Wilde            | Councilor Terry McAvoy         |
| Mayor David Ryder                  | Councilor Greg Sirois          |
| Public Works Director Sean Currier | Library Director Debbie Lozito |

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

1. MINUTES – 06/22/2015 Meeting – The minutes of the June 22, 2015 meeting were reviewed and approved.
2. OLD BUSINESS
  - a. Trackless replacement proposal – Public Works Director – The Committee recommended to the Finance Committee that a new trackless be purchased to replace the old one with financing over two years.
  - b. Snowmobile Club – Permission to cross land to replace bridge – The Committee recommended to the Council that the Snowmobile Club be granted permission to cross over town land to replace the bridge over the Souadabscook Stream.
3. NEW BUSINESS
  - a. Request to use Garage/Transfer Station Reserve Funds for Beneficial Use Permit for Catchbasin Cleaning – Public Works Director – The Committee recommended to the Finance Committee that \$3000 in reserve funds be used to obtain a Beneficial Use Permit for catchbasin cleaning.
  - b. Request to use Garage Modification Reserve Funds for Town Garage DEP Compliance Items – Public Works Director – The Committee recommended to the Finance Committee that reserve funds be used for Town Garage DEP Compliance items in an amount not to exceed \$5,000.
  - c. Request to use Library Reserve Funds – Air Conditioning Repair – The Committee recommended to the Council that Library Reserve funds be used for the repair of the air conditioning system.
4. PUBLIC COMMENTS – minutes not yet completed
5. COMMITTEE MEMBER COMMENTS – minutes not yet completed

Respectfully submitted –

Sue Lessard  
Interim Town Manager



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

106 WESTERN AVE.  
HAMPDEN, ME 04444

TEL 862-3337

FAX 862-3910

July 23, 2015

To: Susan Lessard  
From: Sean Currier  
Subject: Trackless Sidewalk Machine

Last year, the Trackless sidewalk machine encountered a mechanical breakdown which requires a very substantial rebuild or a replacement of the existing machine.

I believe that a rebuild was budgeted in FY16 for the existing machine with HP Fairfield. The existing machine is a 2003 with substantial rust due to the harsh environment it encounters. When HP Fairfield rebuilds the machine engine, there could still be additional costs associated, if the hydraulic pump is not in proper working order, in the magnitude of \$6000-\$8000 range. The cost of the rebuild is currently estimated and budgeted at \$55,000.00. With the rebuild, we still will have a 12 year old machine. For an additional \$41,784.00 we could purchase a new machine that they currently have in stock. We currently have a need for a machine that we can sweep paved surfaces with. Due to the amount of sidewalks the town maintains and the importance of this machine, I would like to recommend the purchase of a new Trackless MT6 with local financing for the remaining balance above the \$55,000.00 already in the FY16 budget.

Thank you for your consideration.

Sincerely,

Sean Currier

# H. P. FAIRFIELD, LLC

QUOTE # 138394



"MUNICIPAL SPECIALISTS"

PHONE: 207-389-7949 FAX: 207-474-8526

<http://www.hpfairfield.com>

FROM:

Jason Curtis

9 Green Street

Skowhegan, ME 04976

QUOTED TO: Town Of Hampden  
Canaan Road  
Hampden, ME 04402  
ATTN: Shawn

DATE: May 13, 2015

CUSTOMER PHONE: 207-862-3337

CUSTOMER FAX: 207-862-3910

COMMENTS: Trackless machine refurbished and remanufactured engine

QTY	DESCRIPTION	PRICE	EXT. PRICE
1	TRACKLESS MT5T SERIAL #:2286 REFURBISH TO INCLUDE; ALL NEW WINDSHIELD, HYDRAULIC HOSES, BRAKE LINES, CENTER PINS AND BUSHINGS, OSCILLATING LINER, REAR PANELS, CABLES, RADIATOR, OIL COOLER, SEAT, INTERIOR PANEL, STEERING PINS AND BUSHINGS, HEATER HOSES, U JOINTS AND DRIVE LINE PARTS AS NEEDED, NEW SEALS IN 2 SPEED TRANSMISSION AND PTO GEARBOX, BRAKE COMPONENTS AS NEEDED. SET CLUTCH TENSION, CHECK HYDRAULIC PRESSURES, ALL FILTERS AND FLUIDS, CHECK HYDRASTATIC PRESSURE, CAB BODY WORK, NEW REAR PANELS, SANDBLAST REAR FRAME AND PAINT ENTIRE MACHINE	\$40,000.00	\$40,000.00
1	NEW REMANUFACTURED ENGINE INSTALLED	\$15,000.00	\$15,000.00

NOT COVERED: HYDRASTATIC PUMP REPLACEMENT, CLUTCH REPLACEMENT,

THIS IS AN ESTIMATE BASED ON OUR EXPERIENCE FROM PREVIOUS JOBS WE HAVE DONE FOR OURSELVES AND CUSTOMERS

SIGNED Jason Curtis

ACKNOWLEDGED

QUOTE TOTAL

\$55,000.00

**Serving New England for over 60 Years**

# H. P. FAIRFIELD, LLC

QUOTE # 138783



"MUNICIPAL SPECIALISTS"

PHONE: 207-474-9838 FAX: 207-474-6526

HP FAIRFIELD LLC <http://www.hpfairfield.com>

FROM:

Dan Matchett

Po Box 188, Green Street

Skowhegan, ME 04976

QUOTED TO: Town Of Hampden  
108160 106 Western Avenue  
Hampden ME 04444-1428  
ATTN: Shawn

DATE: July 8, 2015

CUSTOMER PHONE: 207-862-2357

CUSTOMER FAX: 207-862-5067

COMMENTS: Trackless MT6 (Stock Unit Serial # MT6-1917)

QTY	DESCRIPTION	PRICE	EXT. PRICE
1	** NEW TRACKLESS MT6 SIDEWALK TRACTOR. 4 WHEEL DRIVE NEW TIER 3 ENGINE, HYDROSTATIC DRIVE, FULLY ARTICULATING AND OSCILLATING MAIN FRAME DESIGN, 115 HP CUMMINS TURBO-CHARGED DIESEL ENGINE, ROPS CERTIFIED SAFETY CAB, FULL INSTRUMENTATION, BEAR AXLES WITH LIMITED SLIP, RADIAL TIRES, HYDRAULIC SYSTEM TO OPERATE ALL TRACTOR FUNCTIONS WITH JOYSTICK CAB CONTROLS, F/R ON JOYSTICK, BACKUP ALARM, A/C-HEATER- CAB PRESSURIZER WITH 8 STROBE PACK, CLARION AM/FM RADIO, AIR RIDE HIGH BACK SEAT, EXTRA PUMP FOR DEDICATED BROOM FLOW, REVERSING FAN, PREPPED AND DELIVERED	\$99,784.00	\$99,784.00

HAS THESE UPGRADES:  
EXTRA PUMP FOR DEDICATED HYDRAULICS TO BROOM, FNR THUMB SHIFTER FOR FORWARD AND REVERSE, SANDER MODE FOR GROUND SPEED EFFECT, A/C SYSTEM, RADIAL TIRES, REVERSING FAN FOR MOWER OPERATION

IN STOCK FOR IMMEDIATE DELIVERY

1	LESS TRADE OF 2003 MT5T - 2288 WITH ENGINE FAILURE	-\$3,000.00	-\$3,000.00
---	--	-------------	-------------

\*\*\* ONE YEAR WARRANTY PARTS AND LABOR \*\*\*

SIGNED Dan Matchett

ACKNOWLEDGED

QUOTE TOTAL

\$96,784.00

**Serving New England for over 60 Years**

The Town of Hampden grants the Goodwill Riders Snowmobile Club permission to cross our land on the existing ITS82 Snowmobile Trail behind the Town Office and to replace the bridge crossing the Souadabscook Stream. The Town of Hampden reserves the right to reroute the trail at any time and will communicate with the Club Trailmaster if needed.

This Permit is granted this \_\_\_\_\_ Day of 20\_\_\_\_ by The Town of Hampden (Landowner) to establish and maintain this permission to the Snowmobile Trail for the GW Riders Club for the period of \_\_\_\_\_ to \_\_\_\_\_ (5 years recommended)

Date

Date

1. This permit shall terminate upon sale of the land, or upon notification in writing to the GWR Club thirty days (30) prior to termination by the Town of Hampden.
2. The said snowmobile route shall be open to the general public without charge for snowmobile purposes only.
3. The Town of Hampden or his/their authorized representatives shall at all times have the right to enter upon said snowmobile route for any purpose necessary to carry out his power and duties.
4. It is understood that The Town of Hampden assumes NO LIABILITY for injuries and damages that may be suffered on said trail in accordance with Title 14, 159-A.
5. The GWR Snowmobile Club agrees that no trees will be cut that are greater than 10 inches in diameter, unless additional permission is granted by Town of Hampden.
6. This permission prohibits future claims of adverse possession and/or prescriptive use by the GWR for the permitted snowmobile route.

\_\_\_\_\_  
Dated Landowner Signature

DRAFT  
**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

Worksheet

Client Name: Susan M. Lessard  
 Title: Town Manager  
 Company: Town of Hampden  
 Address 1: 106 Western Avenue  
 Address 2: Hampden, Maine  
 ZIP: 04444

Cable TV upgrade - Equipment Specifications

QTY	MFG	Model	Description	Unit Sell	Sell
<u>AUDIO</u>					
2	Shure	SCM810	Auto Mixer	\$1,260	\$2,520
6	Sound Tube	RS-4EZ-WH	Standard	\$104	\$624
1	Extron	60-850-01	200w 70v Amp	\$414	\$414
1	Extron	60-190-01	Rack Shelf	\$78	\$78
1	Radial	RAD-PROAV1	Passive 1 channel DI with stereo inputs	\$131	\$131
1	Crestron	DM-TX-201-C	DM Transmitter with HDMI, VGA and Audio	\$780	\$780
1	Crestron	DM-RMC-100-C	DM Reciever	\$780	\$780
1	FM Systems	ALM473	Automatic Level Master	\$620.00	\$620
1	FM Systems		400 SERIES STAND ALONE MOUNT	\$245.00	\$245
1	Fostex	SAM-400 RM-3	Audio Monitor	\$500	\$500
6	AC-RSEZ-HH-2	QTY TBD	20' hanging kit QTY TBD	\$47	\$282
1	TASCAM	TCM-SS-R200	Single-rackspace Solid State Recorder	\$550	\$550
2	Tecneb	8XLM-8XLF-100	8-Channel XLRFXLRM Audio Snake 100ft	\$278	\$556
1	Tecneb	Misc TBD	Audio Cables I/O	\$240	\$240
1	Procurve	1920-16G	16 Port Data switch	\$300	\$300
1	RDL	STD-10K	Audio Combiner	\$75	\$75
<u>Audio Components Total</u>					<u>\$8,695</u>

VIDEO

D-4-C

1	Sony	MCS8M	Compact Audio Video Mixing Switcher	\$5,940	\$5,940
3	Panasonic	AW-HE60H	HD/SD pan/tilt/zoom camera	\$3,800	\$11,400
3	Vaddio	535-2000-223	Wall Mount for AW- HE60H camera	\$195	\$585
1	Panasonic	AW-RP50	Sub-compact remote camera controller	\$1,914	\$1,914
1	LG	32LS33A-5D	32" monitor w/ 200x200VESA	\$494	\$494
1	Dynex		19" LED 720	\$125	\$125
1	Ikegami	ULE-217	21.5 HD monitor w/ HD- SDI	\$824	\$824
1	JVC	SR-HD2500US	BLU-RAY DISC & HDD RECORDER w/HDSI	\$3,570	\$3,570
1	AJA	FS1	HD/SD Frame Synchronizer UDC	\$3,146	\$3,146
1	DECIMATOR	MD-RDA	HD/SDI DA	\$300	\$300
1	AJA	Audio Breakout	25pin to XLR	\$120	\$120
1	AJA	MISC DA UDC	TBD Baeds on CAD Drawing	\$1,440	\$1,440
1	Extron	60-1324-02	SMP 351 3G-SDI - H.264 Streaming Media Processor with 3G-SDI Input	\$3,594	\$3,594

**Video Components Total \$33,452**

Labor	\$6,000
Programming	\$0
Cables and Connectors and Hardware	\$695
Freight Est.	\$700

**SYSTEM TOTAL \$49,542**

**OPTIONS**

**QTY**   **MFG**   **Model**   **Description**   **Unit Sell**   **Sell**

Other Items to  
Consider

D-5-a



To: Hampden Town Council  
From: Dean Bennett, Director of Community and Economic Development  
Subject: Building Height Definitions  
Date: August 10, 2015

The Planning and Development Committee approved the attached Building Height Definition revision at their August 5, 2015 Meeting and voted (6-0) to send to the Town Council for forwarding to the Planning Board for review and comment.

The Code Enforcement Officer advised the Planning and Development Committee of the inconsistent definitions of Building Height contained within the MUBEC Code and the Zoning Ordinance.

This proposed revision will address the inconsistency.

The Town of Hampden hereby ordains that the following amendments to the Zoning Ordinance be enacted.

Additions underlined

Deletions ~~stricken~~

7.2. Definitions - In this Ordinance the following terms shall have the following meanings unless a contrary meaning is required by the context or is specifically prescribed:

...

Building height: ~~The vertical distance between the highest point of the roof and the average grade of the ground adjoining the building.~~ As defined by the current building code in effect in the Town of Hampden.

D-5-b



To: Hampden Town Council  
From: Dean Bennett, Director of Community and Economic Development  
Subject: Home Occupations  
Date: August 10, 2015

The Planning and Development Committee approved the attached Home Occupation revisions at their August 5, 2015 Meeting and voted (6-0) to send to the Town Council for forwarding to the Planning Board for review and comment.

The Home Occupation provisions have been revised in order to provide an option to the Code Enforcement Officer to either to act upon the application or forward to the Planning Board for a public hearing and review process.

The intent of the revisions is to expedite review and approval of those applications that are consistent with the Home Occupation criteria and represent negligible change to the character of the area.

The Town of Hampden hereby ordains that the following amendments to the Zoning Ordinance be enacted.

Additions underlined

Deletions ~~stricken~~

**4.10. Home Occupation Permits** - A home occupation permit shall be granted to a person or corporation and is not granted to run with the land nor is the permit transferable to a subsequent owner or renter. Applicants shall demonstrate that they have adequate right, title and interest in a property in order to apply for a home occupation. Where home occupations are expressly prohibited by deed restriction, lease, subdivision covenant and or subdivision plan condition the Planning Board/Code Enforcement Officer shall find that the applicant lacks adequate right, title or interest to grant a home occupation permit. Application for a home occupation permit shall include a plan in accordance with *Article 4.1.9, Site Sketch*. If new construction is proposed the requirements of *Article 4.1., Site Plan Review* shall be met in addition to the requirements of *Article 4.10 Home Occupation Permits*. The Code Enforcement Officer shall determine, at his discretion, whether to act upon the application, or forward to the Planning Board for public hearing and subsequent consideration by the board. The applicant may request a Planning Board review upon submission. All home occupations shall be planned, operated and maintained according to the following standards: (*Amended: 03-21-05*)

**4.10.1. Employees** - A home occupation shall be conducted by a member or members of the immediate family occupying the dwelling unit. There shall be no more than one person employed who does not reside on the premises.

**4.10.2. Incidental and Subordinate** - To insure that the character of the neighborhood is not transformed from one which is primarily residential, the home occupation shall be clearly incidental and subordinate to the use of the dwelling place as a place of residence. The home occupation shall be carried on wholly within the principal residential or accessory structure on the premises. If carried on within the principal residential structure, it shall not occupy more than thirty (30%) percent of the floor area. If the home occupation is carried on within an accessory structure the total floor area dedicated to the home occupation use shall not exceed fifty (50%) percent of the total finished floor area of the principal residential structure. Home occupations shall not utilize outdoor storage or display. (*Amended: 02/06/84, 03-21-05*)

**4.10.3. Appearance and Performance Standards** - In no way shall the appearance of the structure or the premises be altered or the occupation within the residence be conducted such that the structure or premises differs from its residential character by use of colors, materials, premises layout, construction or lighting. Temporary garages, instant garages or portable garages constituted of a metal or wooden frame and a tarpaulin-like canvas or vinyl cover do not satisfy the requirements of this section. The proposed home occupation shall not be overtly evident from beyond the property line of the subject premises except for the presence of a sign and customer or client parking. Home occupations shall not cause

sound, noise, odors, dust, gas, fumes, smoke, light or other dangerous emissions discernable or detectable from beyond the property line of the subject property. In addition, no home occupation shall be allowed which creates a fire hazard to the premises or neighboring premises or which creates electrical interference such that it causes visual or audible interference in any radio or television receivers off the premises. The applicant shall demonstrate that the proposed home occupation will not interfere with the peaceful use and enjoyment of residential properties located in the area of the proposed use. (Amended: 03-21-05)

**4.10.4. Signs and Advertising** - Permitted: one (1) unlighted, unreflective sign no greater than four (4) square feet located on premises only. Off-premises Official Business Directional Signs, as defined in 23M.R.S.A. section 1903, are prohibited. Newspaper, radio, T.V. or telephone listing advertising may be used to the extent that Articles 4.10.5 and 4.10.6 are not violated. (Amended: 11-05-90, 03-21-05)

**4.10.5. Traffic and Parking** - The proposed site layout shall provide for safe ingress and egress to and from public and private roads by providing adequate sight distances and minimal turning conflicts with roads and driveways Provision shall be made available for vehicles to turn around on the premises. Off-street parking which includes no more than three (3) spaces located in the front yard shall be provided for all expected customer/clients of the home occupation. No home occupation shall be approved or allowed to operate if it generates more than an average of ten (10) auto trips by customer/clients in any one day. (Amended: 03-21-05)

~~**4.10.6. Commercial Vehicles** - No commercial vehicles in excess of three quarter (3/4) ton capacity shall be used by a home occupation for the delivery of materials to and from the premises and no commercial vehicles in excess of three quarter (3/4) ton capacity shall be parked on or about the premises.~~

**4.10.7. Utilities and Public Facilities** - There shall be no use of utilities or community facilities beyond that normal to the use of the property for residential purposes. (Amended: 03-21-05)

**4.10.8 Additional Conditions Necessary for Approval of Home Occupations.** If in the judgment of the Planning Board/Code Enforcement Officer additional improvements or safeguards are necessary in order to make a proposed home occupation safe, sanitary or less intrusive in a neighborhood the Board/Officer may place conditions on the approval of the home occupation that further limit the operation of the business, provide for screening or bufferyards or improve traffic safety. (Amended: 03-21-05)

**4.10.8. Alterations to Land and Buildings of Previously Approved Home Occupations.** If additions or alterations have been constructed, or are proposed for construction to primary use residences or to accessory use buildings which in the opinion of the Code Enforcement Officer significantly alter a Planning Board/Code Enforcement Officer approved home occupation, the Code Enforcement Officer shall require that the home occupation use seek a revision from the permit issuing authority. In order to determine if the alterations or additions alter the approved Home Occupation the Code Enforcement Officer shall review the municipal documents on file including the minutes of the Board

meeting at which the Home Occupation was approved, **and/or permit conditions stipulated by the Code Enforcement Officer.** The Code Enforcement Officer shall not issue a building permit or certificate of compliance for such additions or alterations that have not received a Home Occupation permit approval unless the applicant surrender the home occupation permit and or conditional use/site plan home occupation use approval in writing. *(Amended: 03-21-05)*

***4.10.9. Discontinuation and Abandonment of a Legacy Home Occupation.*** If a home occupation, created under the provisions of the Ordinance prior to January 1, 2005, has been discontinued or abandoned for a period of 12 months the home occupation use may not be re-established without first receiving a Home Occupation Permit under the provisions of *Article 4.10* of this ordinance. The Code Enforcement Officer shall have authority to issue a determination that the use has been discontinued or abandoned for a 12-month period. *(Amended: 03-21-05)*

D-5-c

Penobscot Temperature Controls, Inc.  
 54 Nadine's Way  
 Hampden, ME-04444

Date	Invoice #
8/3/2015	4451

Bill To
Edythe L. Dyer Community Library 269 Main Road North Hampden, ME 04444

Phone: (207) 945-9350  
 Fax: (207) 945-9353  
 E-mail: pentemp@myfairpoint.net

Project Name		Ordered By	P.O.#	Location	
Blower motor		Debbie		Rooftop	
Qty	Item	Description		Unit Price	Amount
4	Labor	Lower rooftop blower motor replacement. Install new motor into existing blower housing. Reinstall blower assy back in to HVAC unit. A/C start up and test out.		58.00	232.00
	Motor , Fan Shipping	Trane # MOT 12283		395.60 35.00	395.60 35.00
Thank you for your business.				Subtotal	\$662.60

<b>Balance Due</b>	\$662.60
<b>Terms</b>	NET 30 Days

Penobscot Temperature Controls, Inc.  
 54 Nadine's Way  
 Hampden, ME-04444

Date	Invoice #
7/10/2015	4423

Bill To
Edythe L. Dyer Community Library 269 Main Road North Hampden, ME 04444

Phone: (207) 945-9350  
 Fax: (207) 945-9353  
 E-mail: pentemp@myfairpoint.net

Project Name		Ordered By	P.O.#	Location	
A/C Service		Same		Rooftop	
Qty	Item	Description		Unit Price	Amount
4.5	Labor	Dana, Terry; A/C service for the two rooftop HVAC systems. Changed air filters. Cleaned cooling coils and drain line traps. Cycled and test out the upper rooftop unit. Found the lower rooftop unit has a failed inside blower motor. Removed failed unit and checked with supply for a replacement.		58.00	261.00
1	Truck charge			18.00	18.00
4	FME 20X30X2" Pleated ...			11.22	44.88
Thank you for your business.				Subtotal	\$323.88

<b>Balance Due</b>	<b>\$323.88</b>
Terms	NET 30 Days

D-5-d



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

106 WESTERN AVE.  
HAMPDEN, ME 04444

TEL 862-3337

FAX 862-3910

July 24, 2015

To: Susan Lessard  
From: Sean Currier  
Subject: Beneficial Use Permit for Public Works Department

With storm water regulations and maintenance activities on the rise, the Public Works Department is trying to become proactive to cut costs associated with treatment, operation and maintenance of our infrastructure.

I have recently solicited budget estimates from three (3) contractors to provide maintenance of our catch basins to meet applicable regulatory requirements in our MS4 permit. The Public Works Department would like to apply for a Beneficial Use Permit, in order to dispose of the material removed from catch basins, at the Municipal Garage, prior to a contractor being solicited. This would eliminate the need to pay for trucking and disposal costs to Juniper Ridge Landfill. The material is essentially sand and gravel washed in to the catch basins by rain and run-off. This material can be monitored and reused for items such as road shoulders, construction trench backfill, sanding and more. The cost to hire a contractor with a specialized vacuum truck to remove grit from basins is approximately \$200/hr. The Town would be paying almost \$400 per trip (or for every 10 yds) for trucking and approximately \$75/ton of material disposed of at Juniper Ridge Landfill. I would like to request the funds be allocated from the Solid Waste/Municipal Garage reserve account in the amount of \$3500.00 to secure this permit. The permit could pay for itself with reduced disposal and trucking costs within two years of services.

Thank you for your consideration.

Sincerely,

Sean Currier



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

106 WESTERN AVE.  
HAMPDEN, ME 04444

TEL 862-3337

FAX 862-3910

July 24, 2015

To: Susan Lessard  
From: Sean Currier  
Subject: Garage Modifications 3-778-00

The Municipal Garage is in need of some spill containment and flammables storage upgrades in order to be compliant with current regulations. I would like to request the allocation of funds in the amount (not to exceed) \$5000.00 from the Garage Modification reserve account to get the garage in to compliance. Some items include (but are not limited to):

- 2-3 flammables storage cabinets for gas cans, spray paint, lubricants etc.
- spill containment for (2) 40 gallon oil drums
- spill containment for 135 gallon diesel generator fuel tank
- spill containment for 5 gallon buckets of various oils, hydraulic fluids etc.
- new 55 gallon drum funnel for used motor oil

Thank you for your consideration.

Sincerely,

Sean Currier

**2015 MUNICIPAL TAX RATE CALCULATION FORM**

Municipality: Hampden

**BE SURE TO COMPLETE THIS FORM BEFORE FILLING IN THE TAX ASSESSMENT WARRANT**

1. Total Taxable Valuation of Real Estate	1	597,620,000
2. Total taxable valuation of personal property	2	21,841,300
3. Total Taxable Valuation of real estate and personal property (Line 1 plus line 2)	3	619,461,300
4. (a) Total exempt value for all homestead exemptions granted	4(a)	18,519,000
(b) Homestead exemption reimbursement value	4(b)	9,259,500 <small>(Line 4(a) multiplied by .5)</small>
5. (a) Total exempt value of all BETE qualified property	5(a)	13,729,700
(b) The statutory standard reimbursement for 2014 is 50% Municipalities with significant personal property & equipment may qualify for more than 50% reimbursement. Please contact MRS for the Enhanced Tax Rate Calculator form.	5(b)	6,864,850 <small>(line 5(a) multiplied by 0.5)</small>
6. Total Valuation Base (Line 3 plus line 4(b) plus line 5(b))	6	635,585,650

**Assessments**

7. County Tax	7	768,555.00
8. Municipal Appropriation	8	6,823,432.00
9. TIF Financing Plan Amount	9	189,143.00
10. Local Educational Appropriation <b>(Local Share/Contribution)</b> <small>(Adjusted to Municipal Fiscal Year)</small>	10	6,130,574.00
11. Total Assessments (Add lines 7 through 10).....	11	13,911,704.00

**ALLOWABLE DEDUCTIONS**

12. State Municipal Revenue Sharing.....	12	348,000.00
13. Other Revenues: <small>(All other revenues that have been formally appropriated to be used to reduce the commitment such as excise tax revenue, tree growth reimbursement, trust fund or bank interest income, appropriated surplus revenue, etc. Do Not Include any Homestead or BETE Reimbursement)</small>	13	2,737,500.00
14. Total Deductions (Line 12 plus line 13).....	14	3,085,500.00
15. Net to be raised by local property tax rate (Line 11 minus line 14).....	15	10,826,204.00

16.	10,826,204.00	X	1.05	=	11,367,514.20	Maximum Allowable Tax
17.	10,826,204.00	/	635,585,650	=	0.017033	Minimum Tax Rate
18.	11,367,514.20	/	635,585,650	=	0.017885	Maximum Tax Rate
19.	619,461,300	X	0.017500 <small>(Selected Rate)</small>	=	10,840,572.75	Tax for Commitment <small>(Enter on Page1, line 13)</small>
20.	10,826,204.00	X	0.05	=	541,310.20	Maximum Overlay
21.	9,259,500	X	0.017500 <small>(Selected Rate)</small>	=	162,041.25	Homestead Reimbursement <small>(Enter on line 8, Assessment Warrant)</small>
22.	6,864,850	X	0.017500 <small>(Selected Rate)</small>	=	120,134.88	BETE Reimbursement <small>(Enter on line 9, Assessment Warrant)</small>
23.	11,122,748.88 <small>(Line 19 plus lines 21 and 22)</small>	-	10,826,204.00	=	296,544.88	Overlay <small>(Enter on line 5, Assessment Warrant)</small>

(If Line 23 exceeds Line 20 select a lower tax rate.)

Results from this completed form should be used to prepare the Municipal Tax Assessment Warrant, Certificate of Assessment to Municipal Treasurer and Municipal Valuation Return.