



HAMPDEN TOWN COUNCIL
HAMPDEN MUNICIPAL BUILDING
AGENDA

TUESDAY

JANUARY 21, 2014

7:00 P.M.

• **6:00 pm – Finance & Administration Committee Meeting**

A. CONSENT AGENDA

1. SIGNATURES

2. SECRETARY'S REPORTS

a. September 16, 2013

3. COMMUNICATIONS

- a. City of Bangor Community Connector – Proposed Fare Increase
- b. Peter Weatherbee – Application for Re-appointment to Planning Board – Referral to Planning & Development Committee
- c. Eugene Weldon – Application for Re-appointment to Planning Board – Referral to Planning & Development Committee
- d. Julie Johnston – Application for Re-appointment to Board of Appeals – Referral to Finance & Administration Committee

4. REPORTS

- a. Monthly Department Reports – December 2013
- b. Services Committee Minutes – 1/13/2014
- c. Edythe Dyer Library Board Minutes – 11/13/2013
- d. Lura Hoit Pool Board Minutes – 12/10/2013
- e. Bangor Humane Society – Stray Animal Report – December 2013

B. PUBLIC COMMENTS

C. POLICY AGENDA

1. PUBLIC HEARINGS

2. NOMINATIONS – APPOINTMENTS – ELECTIONS

- a. Services Committee Recommendations re Committee Reappointments:
 - 1. John Skehan – Dyer Library Board of Trustees
 - 2. Ruth Stearns – Dyer Library Board of Trustees

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

3. UNFINISHED BUSINESS

- a. Presentation of Key to the Town for Richard Newcomb
- b. Pledge of Allegiance – Addition to Council Rules #9, before Consent Agenda

4. NEW BUSINESS

- a. Application for Renewal of Liquor License received from Wang & Lo, Inc. d/b/a Fresh Ginger Restaurant at 64 Main Road North
- b. Town Redistricting Process – Discussion/Decision

D. COMMITTEE REPORTS

E. MANAGER'S REPORT

F. COUNCILORS' COMMENTS

G. ADJOURNMENT



HAMPDEN TOWN COUNCIL
HAMPDEN MUNICIPAL BUILDING
MINUTES

A-2-a

MONDAY

SEPTEMBER 16, 2013

7:00 P.M.

Attending:

*Mayor Janet Hughes
Councilor Tom Brann
Councilor David Ryder
Councilor Jean Lawlis
Councilor Bill Shakespeare
Councilor Carol Duprey*

*Town Manager Susan Lessard
Town Clerk Denise Hodsdon
Representatives from Maine Ground
Developers
Citizens*

The meeting was called to order by Mayor Hughes at 7:00 pm.

Mayor Hughes moved and Councilor Ryder seconded to set aside the rules and to add items to the agenda under New Business: Item C.4.d. Condition of Town Sidewalks; Item C.4.e. Easement for Hampden Water District; and Item C.4.f. Public Safety Air Fill System Bid Results. Unanimous vote in favor.

A. CONSENT AGENDA – *Mayor Hughes requested that Items A.3.b. and A.4.d. be set aside. Motion by Councilor Shakespeare, seconded by Councilor Lawlis to accept the balance of the Consent Agenda. Unanimous vote in favor.*

1. SIGNATURES

2. SECRETARY'S REPORTS

a. August 19, 2013

3. COMMUNICATIONS

- a. Highlands Corner Market – Victualers License Renewal**
- b. Maine Municipal Association Risk Management Services – Dividend Payment** –*Manager Lessard explained that this is a notification that our loss experience in both worker's comp and property & casualty have resulted in a dividend payment to the Town in the amount of \$10,642.00. She noted that this is unanticipated revenue that will be set aside for next year's budgeting process. Motion by Councilor Shakespeare, seconded by Councilor Lawlis to accept Item A.3.b (and Item A.4.d.) Unanimous vote in favor.*
- c. Municipal Review Committee – Candidate Nomination Letter**

4. REPORTS

a. Library Board Minutes – 5/8/2013

- b. **Lura Hoit Pool Board Minutes – 8/13/13**
- c. **Finance & Administration Committee Minutes – 8/19/13**
- d. **Infrastructure Committee Minutes – 8/26/13** – *Mayor Hughes noted that the Committee had discussed the condition of sidewalks at the intersection of Route 1A and Western Avenue. She asked that the minutes be amended to include that Public Works Director Chip Swan had indicated that there was no budget currently for sidewalk maintenance and improvements. Mayor Hughes said that is of issue to her and that is why she asked to have that added to the Council agenda tonight. Motion by Councilor Shakespeare, seconded by Councilor Lawlis to accept (Item A.3.b and) Item A.4.d. Unanimous vote in favor.*
- e. **Lura Hoit Pool Board Minutes – 7/9/13**
- f. **Bangor Humane Society Stray Animal Report – August 2013**

B. PUBLIC COMMENTS

C. POLICY AGENDA

1. PUBLIC HEARINGS

2. NOMINATIONS – APPOINTMENTS – ELECTIONS

- a. **School Board Resignation – Nick Winchester**
 - 1. **Attorney Russell Memo re options for filling vacancy** – *School Board member Nick Winchester submitted his resignation on September 6, 2013 to be effective that same day. The deadline for submission of nomination papers was also September 6th, therefore there was no opportunity for any potential candidates to take out papers. Ballots for the November 5th Election have already been sent out for printing and the voting machines are in the process of being programmed. Attorney Russell informed the Council that there are two options: Shorten the nomination period and filing deadline and have a separate paper ballot to fill the vacancy; or given the circumstances of timing of the vacancy, Attorney Russell advised that it would be reasonable for the Council to exercise its authority to appoint an interim director until the regular municipal election on November 4, 2014. Motion by Councilor Lawlis, seconded by Councilor Brann to appoint an interim director until next year's election. Unanimous vote in favor. This item was referred to the Infrastructure Committee to set a process for advertising and interviewing candidates.*

3. UNFINISHED BUSINESS

- a. **Use of Marina Reserve Funds – Repair of Town Float** – *Both the Infrastructure Committee and Finance & Administration Committee*

have discussed this and both have recommended approval. Motion by Councilor Brann, seconded by Councilor Shakespeare to authorize the Town Manager to pay the bill using funds from the Marina Reserve account. Unanimous vote in favor. Manager Lessard informed the Council that Public Works Director Chip Swan has talked with the Marina operator to let them know that in the future no repairs should be made until authorized by the Town.

4. NEW BUSINESS

- a. **Proposed Zoning Map Amendment, Swan Property – Referral to Planning Board** – *Motion by Councilor Brann, seconded by Councilor Lawlis to refer this item to the Planning Board. Unanimous vote in favor.*
- b. **Maine Municipal Association Annual Business Meeting Voting Delegate** – *Motion by Councilor Lawlis, seconded by Councilor Shakespeare to appoint Councilor Brann as the voting delegate and to authorize the Town Manager to sign the Voting Delegate Credentials on behalf of the Council. Unanimous vote in favor.*
- c. **Request to Connect Ammo Industrial Park Utilities to Hampden Utilities** – *Mayor Hughes explained that Peter Thornton of Maine Ground Developers is seeking council support to allow Maine Ground Developers to extend water and sewer across the Hampden Business Park to the Ammo Industrial Park so that those properties can be serviced by sewer and water. Maine Ground Developers' engineer has designed a sewer line from the Ammo Park Road to the extension of Carey Circle through an easement that was reserved during the design of the Business Park. This request has been reviewed and discussed by the Planning & Development Committee and due to the pending negotiations for infrastructure development of the park under a separate proposal by Sargent Corporation, they have also been involved in discussions. The system has been designed to meet Town conformance requirements and the preferred requirements of Sargent Corporation. Maine Ground Developers is looking for an easement from the Town to install sewer and water across Town property and in the future, after construction has been completed, they will convey the infrastructure to the Town. The first phase of the project will be to run the sewer line from the Ammo Park Road to the proposed extension of Carey Circle and there will need to be a written agreement that in the event that negotiations with Sargent are unsuccessful, Maine Ground Developers will complete the sewer line to the existing Carey Circle. Manager Lessard noted that the easement would go to Carey Circle, although the current proposal only goes to within 1300 feet of the existing roadway. The Town will also provide a third party inspector for the project and Maine Ground Developers has paid the required \$12,000 deposit for that inspector. Following discussion, motion by*

- Mayor Hughes, seconded by Councilor Ryder to provide an easement to Maine Ground Developers from the end of the public sewer to their property contingent upon receiving a copy of the easement and the engineer's review and to authorize Public Works Director Chip Swan to manage the third party inspector and subsequent costs. Unanimous vote in favor.*
- d. Condition of Sidewalks (added item)** – *Mayor Hughes noted that during the last Infrastructure Committee meeting there was discussion of the condition of sidewalks and the condition of the intersection of Routes 1A and Western Avenue. At that time Public Works Director Chip Swan had indicated that there was no budget for the maintenance and improvement of sidewalks. Mayor Hughes asked that the Infrastructure Committee keep this on its agenda and to look into the lack of budget for sidewalks. Councilor Brann moved and Mayor Hughes seconded to request that the Town Manager add a line-item to the 2014/2015 budget for the maintenance of sidewalks. Vote on the motion was 5-1 (Ryder).*
- e. Easement for Hampden Water District (added item)** – *Manager Lessard explained that the Water District has requested two easement deeds for the installation of water to service the Chickadee Crossing subdivision. The approved subdivision plan shows the two 30-foot wide easements crossing Town property. Motion by Councilor Shakespeare, seconded by Councilor Brann to approve the easements as referenced and as shown on the subdivision plan for Chickadee Crossing dated April 11, 2012 and approved by the Planning Board. Unanimous vote in favor. Motion by Councilor Brann, seconded by Councilor Lawlis to authorize Manager Lessard to sign the easements. Unanimous vote in favor.*
- f. Public Safety Air Fill System Bid Results (added item)** – *Manager Lessard informed the Council that Jason Lundstrom of the Fire Department has applied for and received a grant for up to \$40,000 for an air fill system for the SCBA tanks. The grant would require a 5% match by the Town. The Department put it out to bid and bids have been opened. Public Safety Director Joseph Rogers reviewed the bids with the Finance & Administration Committee and is recommending approval of the bid from Industrial Protection Services in the amount of \$37,938. Although this was not the lowest bid, they are a Maine company with a local service representative. It was the recommendation of the Finance & Administration Committee to award the bid to Industrial Protection Services. Motion by Councilor Lawlis, seconded by Councilor Brann to award the bid to Industrial Protection Services and take the 5% match from the Matching Grant Reserve Fund. Unanimous vote in favor.*

D. COMMITTEE REPORTS

Infrastructure Committee – Councilor Shakespeare reported that the Committee met on August 26th and discussed sidewalks, brush at the transfer station, marina float repair and concealed weapons permits.

Planning & Development Committee – Councilor Brann – the next meeting is on September 18th. Councilor Brann also reported that Bangor Gas is looking into using the Loring pipeline to deliver natural gas and will need a drop station in the area. They have approached the Town about locating the drop station on town-owned property between the post office and the Lura Hoit Pool. Their goal would be to begin providing service to the Town and all of its buildings in the general area, the post office, the schools and then begin working its way down Western Avenue to Route 1A. They are also investigating coming into the business park and the Ammo Industrial Park.

Infrastructure Committee – Councilor Lawlis – Next meeting will be on October 14th and the committee will review the financials for the Skehan Center.

Finance & Administration – Mayor Hughes – The committee met earlier in the evening and all agenda items have already been discussed.

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

F. COUNCILORS' COMMENTS

Councilor Shakespeare commended Public Safety for the great job they did with the railroad accident on Western Avenue.

Mayor Hughes reported that she attended the Habitat of Humanity house opening and got to meet the new owners. Anglers Restaurant provided the food and several members of the Hampden Business Association were also there. Mayor Hughes also commended the Recreation Department staff and volunteers for their work on its programs and facilities, particularly the soccer program and fields.

G. ADJOURNMENT – The meeting adjourned at 8:56 pm.



Denise Hodsdon
Town Clerk

TO: Hampden Town Council
FROM: Sue Lessard, Town Manager
DATE: September 16, 2013
RE: Manager's Report – September 16, 2013

The past month has been an extremely busy time for town operations. The following is a summary of the highlights, but beginning the first meeting in October, the Council will be receiving monthly reports from Department Heads for activities in their respective operations.

Administration

- 2013-2014 property tax bills went out on August 28th. I am happy to report that we have started to see payments coming in in advance of the first half due date of October 2nd.
- Tax liens were placed on unpaid 2012-13 property taxes on August 19th and we have seen significant payments made on those as well. A little less than 2% of the property taxes assessed for 2012-2013 went to lien for nonpayment.
- The audit for the 2012-2013 year was conducted from September 3rd through September 5th. The auditors were complimentary about the condition of the records and the cooperation and professionalism of the staff. The final report should be received from them within a month.
- Tax due date is Wednesday, October 2nd. Staff will once again be providing refreshments for residents who come to the office that day to pay. The Tax Due Date sign will also be appearing shortly on the front lawn of the municipal building.
- The closing was held on September 6th for the sale of the Old Hampden Academy property to Historic Hampden Academy LLC. We look forward to the revitalization of the property by its new owners.
- We received an insurance rebate from both property and casualty and worker's compensation coverage totaling \$10,642 because of good loss experience.
- Finance Officer Tammy Ewing is working to insure that the Town meets the requirements of the Affordable Health Care Act, the first of which need to be done by October 1st.
- With the lease of the Skehan Center finalized, some offices at the town office were switched. The Economic Development Director is now located in the former recreation office, a small unused office was converted to storage for the new voting machines received from the State, and the former conference room adjacent to the council chambers was restored to its original function.
- The first home built by Habitat for Humanity is now completed and occupied. It is located on Cottage Street and thank to all who participated in this project.
- The next edition of Hampden Highlights Newsletter will be going out at the end of September/beginning of October. It will contain information regarding this year's budget, candidate information for the November election, a summary of the sale of the old Hampden Academy property, plans for the upload of Council/Planning Board meetings to a Hampden You-tube account, and the establishment of a Hampden Twitter account.

- Plans are underway for a Candidate Forum for the candidates for local office, to be held in early October and replayed on Cable Channel 7 during the month preceding the election.

Elections

- There are three candidates for the at-large Council position – Greg Sirois, David King, and Katherine Cavness. There is one candidate for the District 1 seat – Ivan McPike. There are two candidates for two school board seats – Amanda Sidell, and Cindy Mitchell. There is one five year seat available for the Water District Trustees but no candidates took out papers. There is still time for someone to declare as a write in candidate for any of the positions. The deadline for declaration as a write-in candidate is Thursday, September 19th.
- Town Clerk Denise Hodsdon attended the annual training held by the Secretary of State's Office for elections during the week of September 9th through the 13th.
- New voting machines were received this fall from the State of Maine and will be used in the November 2013 election.

Public Works

- The public works department has been working on screening winter sand, cutting brush at the Marina Boat ramp, working on the shoulders on Emerson Mill Road cleaning up accumulated sand by guard rails to allow better drainage, mowing the snow dump, mowing fields and drainage areas, getting equipment ready for the winter season.
- This season the crew also did work to correct drainage problems on Elm Street East.
- This is the last week for seasonal workers to work for the town in the cemeteries and athletic fields mowing.
- The Town is no longer paying a disposal fee for brush that is taken to the transfer station. The former \$58/truckload fee has been discontinued.

Public Safety

- In addition to their regular duties, the Police Department is working on a new program to assist families of persons with alzheimer's in the community. In addition two members of police and fire attended a week long training on Critical Incidence Response on how to respond to incidents where persons have mental health issues. It is the goal of the department to have all personnel certified in this training.
- Chief Rogers attended the Maine Chief's Meeting during the week of September 9-13th which included a seminar on Police Response to Critical Incidents and how to keep officers and the public safe during such events.
- The Policy Review portion of the post-shooting protocol which involved officer Bailey was held on September 16th and included Chief Perry Antone of the Brewer Police Department, Lieutenant Dan Scott of the Maine Warden Service, Major Chris Grotton of the Maine State Police, Garry Gilpatrick of Hampden Gilpatrick Funeral home, as well as Chief Rogers and Sargent Scott Webber of the Hampden Police Department. The purpose of the review is to analyze whether the policies in effect to cover both the

event which occurred and the aftermath of that event are adequate to cover all requirements and whether or not the officers involved followed them. It is anticipated that the Attorney General's Office will be releasing their review of that event in the near future.

- The Fire Department held a training session on emergency response to Bangor International airport this past month. The department holds at least monthly training activities.
- Thanks also go to the department for preparing the successful grant application that resulted in the ability to acquire the air-fill system for the SCBA tanks.
- Lieutenant Frank Coombs has organized a flu shot clinic for Town Employees on October 3rd. There is no cost to the Town for this event. The entity holding the clinic will bill individual's health care plans.

Recreation

- Programs currently in operation through the Recreation Department include, for adults;
 - Reshaping Retirement (morning program at Skehan Center)
 - Line Dancing
 - Yoga
 - Whole lotta hoopin'
 - Coed Adult Volleyball
 - Coed Adult Basketball
 - Leash Walking your dog

For children, the following are currently in operation;

- Kid's Korner
- Cheerleading
- Soccer
- Flag Football
- Afterschool Science
- Beginners horseback riding
- Art Club
- Field Hockey
- Little Sports Stars

The Recreation department will also be sponsoring a Halloween Open House at the Skehan Center on October 31st from 4-6 pm. The department is also working on other programming for Skehan Center, which the Town now leases from Historic Hampden Academy LLC.

Lura Hoit Pool

The Lura Hoit Pool is in their fall schedule and the following programs are in operation;

- Swim Lessons
- Gentle aerobics
- Senior Swims
- Family Swims
- Lap Swims
- Aqua Exercise

- Pool Rentals for parties
- Business Rentals

The pool did its annual spruce up this year at the beginning of September and the dinosaur slide was repaired, and the lobby and the men's and women's restrooms were painted.

Edythe Dyer Library

The library is offering three children's programs during the fall season – Play and Learn, Pre-school Story Time, and Toddler Story Time. The library also is offering a session on October 8th concerning Planning for Retirement and afternoon and evening book discussions during October as well.

In addition to the library's internal collection of books - the Library is also a Wi-Fi hot spot, and has several computers which may be used by the public. There is an active inter-library loan program and the facility can get books/materials from libraries all over the state of Maine. The Library also has a program by which residents can download books via computer.

Economic Development

The Economic Development Director has been working with the Planning & Development Committee on a proposal submitted for the Business Park on Route 202, with the Ammo Park owners for the possibility of a sewer/water extension to their park, and on completing the paperwork so that work on the Marina Park can begin in the Spring of 2014.

GIS/Planning/Code – Stormwater Management

The requirements of the MS4 Stormwater Program have been on the front burner this fall in a big way. The GIS/It specialist, planner and Code Officer have been working on information necessary to submit the annual report for the town's MS4 stormwater permit as well as working on data for the new 5 year permit which needs to be completed within the next few months. Shaw Brook is currently an impaired water body as defined by the DEP/EPA and it appears that Sucker Brook will attain that classification within the next year. The Town has collaborated on a grant with the City of Bangor for data collection and assessment regarding Sucker Brook and has recently applied for a second grant for additional work that is required of the Town, again in collaboration with Bangor since Sucker Brook is also within their boundaries.

Assessing

The Assessor will be on the agenda for the Finance Committee at the first meeting in October to discuss planning for a community property revaluation. The Town still has a very good rating by the state, but it has been a number of years since a full revaluation was done. The Assessor also staffed a Board of Assessment Review appeal of personal property valuation that was filed recently. The Board affirmed the decision of the assessor.

PUBLIC NOTICE

Proposed Fare Increase

Pursuant to FTA C.90301A, the City of Bangor, operator of Community Connector, is seeking public input on proposed fare increases.

Community Connector proposes to increase fares as follows:

- The full-fare cash fare will increase from \$1.25 to \$1.50
- The ½ price cash fare will increase from 60¢ to 75¢
- The 5-ride strip of tickets will increase from \$5.00 to \$7.00
- The student monthly pass will increase from \$20 to \$25
- The ADA Para-transit fare (one-way) will increase from \$2.50 to \$3.00

If approved, these fares are proposed to become effective July 1, 2014.

The monthly pass will NOT increase, remaining at the current cost of \$45. Anyone wishing to comment or express their concerns should contact Community Connector.

Contact Information:

Interim Bus Superintendent, Laurie Linscott
481 Maine Avenue
Bangor Maine 04401

Email: laurie.linscott@bangormaine.gov
Phone: (207) 992-4672

The comment period will end February 10, 2014 at 4 p.m.



A-3-b

Check One: Initial Application Reappointment Application

TOWN OF HAMPDEN

APPLICATION FOR TOWN BOARDS AND COMMITTEES

NAME: ~~PETER W WEATHERS~~ PETER M
ADDRESS: 28 KENNEBEC ROAD HAMPDEN 04444
STREET TOWN ZIP

MAILING ADDRESS (if different):

TELEPHONE: 207-745-3883 942-9900
HOME WORK

EMAIL: PETER@WEATHERS-LAW.COM

OCCUPATION: LAWYER

BOARD OR COMMITTEE PREFERENCE:
FIRST CHOICE: PLANNING

SECOND CHOICE (OPTIONAL):

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

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

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

3 YEAR

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

5 YEAR PLANNING BOARD

FOR TOWN USE ONLY
Date Application Received: JAN 09 2014
COUNCIL COMMITTEE ACTION: DATE:
COUNCIL ACTION: DATE:
NEW APPT REAPPOINTMENT DATE APPOINTMENT EXPIRES:



Check One: Initial Application A-3-c
 Reappointment Application

TOWN OF HAMPDEN
APPLICATION FOR TOWN BOARDS AND COMMITTEES

NAME: Weldon LAST Eugene FIRST P MI

ADDRESS: 1062 Carmel Road N. STREET Hampden TOWN 04444 ZIP

MAILING ADDRESS (if different): _____

TELEPHONE: _____ HOME 207-859-7390 WORK

EMAIL: epweldon@larsconstruct.com

OCCUPATION: engineer

BOARD OR COMMITTEE PREFERENCE:
FIRST CHOICE: Planning Board

SECOND CHOICE (OPTIONAL): _____

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

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

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

3 YEAR

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

5 YEAR
PLANNING BOARD

FOR TOWN USE ONLY	Date Application Received: <u>JAN 02 2014</u>
COUNCIL COMMITTEE ACTION: _____	DATE: _____
COUNCIL ACTION: _____	DATE: _____
<input type="checkbox"/> NEW APPT <input type="checkbox"/> REAPPOINTMENT	DATE APPOINTMENT EXPIRES: _____



Check One: Initial Application Reappointment Application

A-3-d

TOWN OF HAMPDEN
APPLICATION FOR TOWN BOARDS AND COMMITTEES

NAME: Johnston Julie A
LAST FIRST MI
ADDRESS: 6 Independence Ave Hampden 04444
STREET TOWN ZIP

MAILING ADDRESS (if different):

TELEPHONE: 951-0852 HOME cell WORK

EMAIL: jajohnston@LLBean.com

OCCUPATION: call center manager

BOARD OR COMMITTEE PREFERENCE:
FIRST CHOICE: Board of Appeals
SECOND CHOICE (OPTIONAL):

How would your experience, education and/or occupation be a benefit to this board or committee? I have served on this committee for 3 years and have been to the Board of Appeal Training in Augusta. The board of appeals has been activated once so I have that experience as well.

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

- 3 YEAR: CONSERVATION COMMITTEE, BOARD OF ASSESSMENT REVIEW, PERSONNEL APPEALS BOARD, LURA HOIT MEMORIAL POOL, ECONOMIC DEVELOPMENT COMMITTEE, FRIENDS OF DOROTHEA DIX PARK, DYER LIBRARY, RECREATION COMMITTEE, BOARD OF APPEALS, HISTORIC PRESERVATION COMMITTEE, TREE BOARD

5 YEAR PLANNING BOARD

FOR TOWN USE ONLY
Date Application Received: JAN 14 2014
COUNCIL COMMITTEE ACTION: DATE:
COUNCIL ACTION: DATE:
NEW APPT REAPPOINTMENT DATE APPOINTMENT EXPIRES:

A-4-a

TO: Hampden Town Council
FROM: Sue Lessard, Town Manager
DATE: January 15, 2014
RE: Department Reports – December 2013

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

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

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

ADMINISTRATION MONTHLY REPORT – December 2013

VEHICLES REGISTERED	469
BOATS REGISTERED	4
ATV'S REGISTERED	03
SNOWMOBILES REGISTERED	180
DOGS LICENSED	184
TRANSFER STATION DECALS SOLD	313
VITAL RECORDS ISSUED	
BIRTH	3
MARRIAGE	2
DEATH	3
BURIAL PERMITS	1
MARRIAGE LICENSES ISSUED	5
HUNT/FISH LICENSES SOLD	180
GENERAL ASSISTANCE APPOINTMENTS	3
GENERAL ASSISTANCE GRANTED	\$500.00

(Also received \$467 in reimbursement from person who was assisted in 2013)

Town Manager December Monthly Report

- Worked with Maine Trailer to negotiate a plan for personal property tax payments.
- Worked with Council/School officials on follow up to School Resource Officer Question
- Prepared agendas and staffed Finance & Administration Committee Meetings
- Prepared agenda and staffed Services/Infrastructure Committee Meeting
- Prepared annual report for council on goals/objectives, yearly work summary, and council activity
- Completed interviews and background investigation and hired a replacement for Utility Billing Clerk
- Prepared financial statements, reviewed warrants
- Personnel management
- Met with residents with questions surrounding transfer station use, sand availability for residents, property tax questions, road maintenance, and building permits.
- Work on upcoming 2014-2015 budget framework
- Prepared Sewer Bond Application

Code Enforcement Office

Monthly Report for December 2013

During the month of December the Code Enforcement Office processed a total of 9 permit applications. Six plumbing permit applications (including both internal and subsurface) were submitted during the same time period.

A total of \$990.00 in fees were collected in the month of December. This compares to \$1,216.00 the previous year.

As a result of the plans review of permit applications, follow-up meetings may be scheduled to ensure code compliance. The number of meetings and follow-up typically depends on the amount of permit activity. This month the Code Enforcement Officer and Building Inspector met with one applicant prior to permit issuance.

The Code Enforcement Officer performed a total of 21 inspections in the month of December. The purpose of the inspections is to follow through on the plans review piece of the process and ensure compliance with all of the various regulations.

The Code Enforcement Officer and Town Planner met with one individual who was interested in starting a home based business. We sat down to discuss the ordinance requirements as they relate to her proposal and how the approval process works.

The Code Enforcement Officer met with a Licensed Forester to discuss some Timber Harvesting being proposed in a Resource Protection area of the Shoreland Zone.

As a member of the Town Stormwater Team, the Code Enforcement Officer met with other staff to discuss upcoming requirements under the Town's MS4 permit and Stormwater Management Plan.

Respectfully Submitted,



Ben Johnson
Code Enforcement Officer
Local Plumbing Inspector

ASSESSING REPORT DECEMBER 2013

The month of December in the Assessing Office consisted mainly of producing 801 personal property reimbursement forms for the businesses that qualify and file for the taxes. Many of these are now done through e-mail as opposed to postal service and the last request came in on Tuesday afternoon, the 31st, which is the last day to file!

I have, again, contacted TRIO regarding the Code Enforcement Program. We just received an update that fixes all but one problem. We are making progress integrating that program with the other TRIO modules.

I was on vacation for a week and Rosemary and Ben each were off the week of Christmas, which is typically a slow time for our department.

I finished processing the deeds for October and processed the mortgages for November. The mortgage information has been handed on to Cheryl for her tax collection files.

The Transfer Tax Forms (from the State of Maine) have not arrived yet. Once they do I will finish processing the sales for November.

I conducted several inspections with Ben and Dan on new homes and renovation projects. The information has been updated on the property record cards and entered into the computer system. I have also been working on attaching existing and new digital photos to the property records in the database program. The database connection was unavoidably broken, for the existing photos, due to a computer system upgrade, so this project will take a while to get completed.

I responded to inquiries from property owners regarding their valuations and how they were established. I assisted a company owners' staff in locating deeds to all of their parcels and e-mailing them to the comptroller.

I fulfilled a request to remove a homestead exemption and provide documentation to Florida for their new State of Residency.

I have processed and coded bills for payment for our department, answered the phone, filled in for vacations and lunches, e-mailed property record cards, etc.

I did the year end close out paperwork for our "Wellness Works" program and have begun the schedule for the upcoming year. In discussions with Gretchen we have decided to have one session per quarter. Last year we tried to do one a month and attendance and interest did not seem to be there. We do have a couple of other ideas for the upcoming year and will submit

Page 2
Assessing Report
December 2013

our grant application. Hopefully employees will take advantage of "Wellness Works" and the many opportunities it provides.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Kelly J. Karter".

Kelly J. Karter, CMA
Hampden Assessor

IT update: I fixed a printer problem at the pool, relating to Quickbooks and Windows 7 compatibility. I set up a new scanner for Denise for her online voting records needs. While the scanner works fine, the state's system is so far behind it does not recognize the scanner. They are supposed to be coming out with an update and fix any day now. I came in on a Friday to meet with Time Warner to replace the Town Office and Public Safety modems with new models, which allowed for the increased speed we recently upgraded to – however, it was confirmed that the Town Office firewall was a bottleneck point, so a replacement was ordered.

I met with OTT for four hours one Wednesday and we visited every site location and assessed all equipment in detail. A lot of concerns and issues were raised, mostly relating to the fact that we were not quoted the correct phone equipment, and also relating to the age of the equipment at the locations and whether it would be able to handle a VOIP phone system. I met with them again the following week to test how the door buzzers and outdoor emergency phones work in the Public Safety building. I then came in on a Friday to meet with them to go over all the concerns and issues raised. Also on that same Friday I spent hours installing and configuring the new Town Office firewall as well as the new PoE network switches for the Town Office and Public Safety. This has now allowed both Town Office and Public Safety to have much faster internet, which has already made my work easier and more streamlined as far as sharing large data files with engineers and surveyors. For example, it took less than half the time to upload a large file I needed to share with the consultant working on the Ammo Park and Business Park drawings. Back to OTT: we now have a new account manager. In the week following that Friday meeting, the new account manager and I met with the Town Manager to go over everything, regarding the misquoted phone equipment etc. Thankfully, we were able to reach an agreement. I continue to work on this phone system upgrade project.

We all continued to spend a bit of time going back and forth with Harris/TRIO regarding the Code Enforcement software module. It has never worked correctly from day one, yet they will not fix it. We have been trying to work with them on a number of issues – some of which they have fixed but some are still outstanding. They released another update recently which seems to have fixed all but one of our problems. We continue to test it to see if the fix truly worked. The outstanding problem is the one relating to account numbers. We are still working with them, but are now entertaining other software vendors.

GIS update: When I wasn't doing the above, I spent a lot of time this month updating the main parcel layer. Once all updates are finished I will update the web GIS and start updating the printed tax maps in the office.

Stormwater update: I continued to be the contact for the communities in the Bangor area to submit data to for the BASWG's DIMS (Does It Make Sense) study, which is taking a look at finding a sustainable funding mechanism to be able to keep up and comply with our federal stormwater permit requirements.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Gretchen Heldmann', written in a cursive style.

Gretchen Heldmann, GISP
GIS/IT Specialist

Town Planner Report

December 2013 activities of the Town Planner include the following:

The Planning Board did not meet in December. Staff reviewed the site plan/conditional use/shoreland permit application to the Board for the Town's Waterfront Park waterfront parking lot and the Ammo Park request for a determination that 22 lots were functionally subdivided prior to 1971 modern subdivision law and a recording plan stating as much. Those items will be on the January 2014 Planning Board agenda.

Council Planning and Development Committee activities include continued preparation of changes to the Shoreland Zoning Map and Shoreland Zoning Ordinance for changes to jurisdictional wetlands and timber harvest. Review of the of Ammo Industrial Park continued with the committee's agreement that the Planning Board could create a recording document that establish functionally subdivided lots in lieu of subdivision approval. Work continues on proposed set of Zoning Map and Zoning Ordinance amendments for extending Business B District down a portion of Western Avenue. Work continues on draft language for a revised Subdivision Open Space policy. Work continues on revisions to the mineral extraction regulations.

Bangor Area Storm Water Group (BASWG) activities include chairman duties at Policy and Technical committees, review and recommendation for contract between BASWG and a consultant for education and outreach activities for the year and development of a contract to sign for those services.

Bangor Area Comprehensive Transportation System (BACTS) activities include attendance of the Policy Committee Meeting.

Historic Preservation activities include grant administration of Harmony Hall Maine Historic Preservation grant as well as the Historic Signs grant.

Department of Community and Economic Development
Activity Report: January 2014

Former Hampden Academy:

- Facilitating development compliance with Local Regulations.

Hampden Business Park:

- Facilitating ongoing negotiations with Sargent Corporation.

Ammo Park/Coldbrook Road:

- Facilitating discussions with Peter Thornton on mutually beneficial initiatives.
- Initial discussions with Brian Bouchard on potential services expansion.

Marina Project:

- Bid specifications to be developed, solicited, and awarded with construction to begin in spring of 2014. Full reimbursement of accounts held by Preti-Flairety must be achieved by August 28, 2014. Upon recording of Conservation Deed, reimbursement of expenses to begin. The Deed is in its final draft form and submitted to the Landmark Heritage Trust Attorney for approval.

Natural Gas:

- Collaborating with Bangor Natural Gas on evaluation process to determine viability and location(s) within Hampden for potential natural gas installation.

Business Advocacy:

- Raising awareness of zoning impediments to business expansion and retention.
- Assisting small businesses with location and re-location within Hampden.
- Discussion with potential business (business attraction).

TIF Implementation:

- Collaborating with Noreen Norton and the Planning and Development Committee on the town's use of captured funds to be included in the Bangor Hydro TIF Development Program.

Hampden Promotion:

- Active participation in a number of regional organizations and activities reinforcing Hampden's role, interest and support of a healthy region.

Workforce Development

- Facilitated a meeting between Eastern Maine Community College, Hamlin Marine and Hinckley Yachts to discuss workforce shortage and potential training programs.

MONTHLY REPORT PUBLIC WORKS DECEMBER 2013

Worked on plow trucks

Salted and sanded roads 18 days in December

Used 431 Tons of Road Salt & 1151 Cy of Salt Sand

Overtime cost for December were \$30,467.04

Loaded transfer station 2 times after demo weekends

Put up Christmas trees and reefs at Town Office

Repaired 6 Christmas Reefs in town

TOWN OF HAMPDEN
DEPARTMENT OF PUBLIC WORKS
WEEKLY FOREMAN REPORTS

LIST DAILY ACCOMPLISHMENTS, SIGNIFICANT EVENTS, WEATHER CONDITIONS AFFECTING WORK, AND ANY OTHER INFORMATION THAT SHOULD BE NOTED. USE BACK OF SHEET IF NECESSARY FOR ADDITIONAL COMMENTS.

SUNDAY

DATE: 12-29-2013 SNOW PM PLOWED ALL ROADS 8 PM

WORKED ALL NIGHT

MONDAY

DATE: 12-30-2013 PLOWED ALL ROADS 4 AM Sanded

LOADS & BOXES TRANSFER STATION 3 LOADS TRASH ON GROUND
WORKED ON MAILBOX 490 KENNEDY TRACKLESS ON SIDEWALKS
Grader on SIDEWALKS EAST HAMPDEN FROZEN FOR ICE STAM
Scraped Roads out BACK in PM.

TUESDAY

DATE: 12-31-2013 MOVED SNOW AROUND UPPER CORNER LOBBY + JOHN DEERE

PLOWED AROUND ALL ROUTES CHECK FOR DRIFTS PUSH BACK
LOADER + JOHN DEERE 610S ON SIDEWALKS EAST HAMPDEN
TRACKLESS ON SIDEWALKS CUT LIMBS ALL OVER ICE BENDING DOWN
Sanded Carrie Circle FIRE AT KENNEDY PUMPS

WEDNESDAY

DATE: 1-1-2014 NEW YEAR DAY

THURSDAY

DATE: 1-2-2014 Put 911 Conditioner in ALL Diesel Tanks - 9⁰⁰

CLEANED WALKS AT LIBRARY + POOL EXITS
BLEW SIDEWALKS EAST HAMPDEN TRACKLESS
CHECKED Sewer AT 9 CARVER ROAD Sanded Lower Short STS P.M.
PUSHED Back Snow Banks with Grader EAST HAMPDEN AREA

FRIDAY

DATE: 1-3-2014 Light Snow in NIGHT + WIND - 10⁰⁰

PLOWED ALL ROADS 4 A.M.
TRACKLESS on SIDEWALKS DOWNTOWN 5 A.M.
PLOWED AROUND ALL ROADS P.M. BOIT IN PLOW ON 7:20
Sanded ROADS in P.M.

SATURDAY

DATE:

SIGNATURE D. Paturzo DATE 1-6-2014

**TOWN OF HAMPDEN
DEPARTMENT OF PUBLIC WORKS
WEEKLY FOREMAN REPORTS**

LIST DAILY ACCOMPLISHMENTS, SIGNIFICANT EVENTS, WEATHER CONDITIONS AFFECTING WORK, AND ANY OTHER INFORMATION THAT SHOULD BE NOTED. USE BACK OF SHEET IF NECESSARY FOR ADDITIONAL COMMENTS.

SUNDAY

DATE: 12-22-2013 ^{+ SLEET} RAIN 310 Plowed + Sanded 12 PM

Plowed + Sanded 5 AM RAIN + SLEET

Plowed + Sanded 1 AM

TRACKLESS CHAIN BROKEN ON SNOW BLOWER SHUTE + SHUT IN ^{Garage} Box
PUT Plow on TRACKLESS

MONDAY

DATE: 12-23-2013 Plowed + Sanded 4:30 AM. 26° ICE 1/4 in night ALL ROADS

WENT THRU SIDEWALKS WITH TRACKLESS + V Plow

ORDERED PARTS FOR SNOW BLOWER H.P. Fairfield

Rain Plowed + Sanded 11 AM making ICE WORKED on TRACKLESS BLOWER

2 LOADS SALT DELIVERED Plowed + Sanded 7 PM

CUT UP TREES MIDDLETOWN ROAD SWINGEE GRIPPER, SIDNEY, EMERSON MILL, HOPKINS RD

TUESDAY

DATE: 12-24-2013 WORKED ALL NIGHT ICE

Plowed + Sanded ALL ROADS 4:30 AM

TREES COVERED WITH ICE POWER OUT AT GARAGE 8 AM

BLEW SIDEWALKS WITH TRACKLESS

OFF HAM Power Back on 8 CHECKED POWER AT GARAGE 8 PM SHUT OFF GENERATOR

WEDNESDAY

DATE: 12-25-2013 XMAS

THURSDAY

DATE: 12-26-2013 #18 FORD 550 WONT START in GARAGE WHITED FORD ^{came} + FIXED Sensor

Light Snow STARTED AT 5 AM FLURRIE ALL DAY

Sanded ROADS 6:30 AM LOADER FINE TIRE BLEW UP

CLEANED TRANSFER STATION loader + Sanded 10 OPENING

#19 TO DAIGLE + HAMPDEN FIXED EXHAUST SENSOR TRACKLESS on SIDEWALKS

SNOWING 5 PM Plowed MAJOR ROADS 7 PM

FRIDAY

DATE: 12-27-2013 Plowed ALL ROADS 5 AM Sanded

WORKED on SIDEWALKS WITH TRACKLESS, LOADER + John Deere ⁵¹⁰⁵

Plowed TRANSFER STATION CLEANED Bins For Demo WEEK END

CLEANED CUTTING EDGE #11 WINE #15 FLOW TIGHTENED Smiler CHAIN #15

Hauled trash From Building DOWNTOWN CLEANED ROADS of Slush P.M.

SATURDAY

DATE:

SIGNATURE D Patterson

DATE 12-30-2013



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 for December
DATE: January 15, 2014

During the month of December, the Hampden Police Department responded to 376 calls for service, had 3 arrests/criminal violations; and issued 14 traffic citations and 70 written traffic warnings. The Fire Department responded to 38 calls for service and the ambulance responded to 57 calls.

During the month of December the speed and OUI details were initiated. This will result in more police presence during high traffic periods. We will be putting an emphasize on school zone speed violations.

Fire personnel are working on response plans that will assist regional dispatch in getting the proper resources to fire/rescue emergencies. These plans provide the dispatcher with guidelines regarding which mutual aid departments and specific equipment to dispatch for each call. This should result in more accurate and timely dispatch of necessary resources.

Edythe Dyer Community Library
December, 2013
Report of activities to the Town Council

Circulation: 3209 adult items; 230 children's materials; 117 items were downloaded; 57 people used our public access computers (this does not include people who brought their own wireless devices).

1822 people came into the library. EDL staff answered 220 reference questions for people in the library and 219 over the telephone (these include 39 that were people who thought they were calling the town office)

EDL loaned 478 items to other libraries and borrowed 701 through the statewide delivery service.

Children's programs: 5 Play & Learn Programs: 13 children/11 adults
6 Preschool Storytimes: 50 children/36 adults
7 Toddler Storytimes: 45 toddlers/33 adults
1 Read 'em and eat book discussion for grades 3 & 4: 3 children
4 after school Lego Play: 14 children/12 adults
Wes Booth Anti-Bullying program: 11 children/14 adults
1 DI team met in the Friends Room

Adult programs: 1 afternoon book discussion: 4
1 evening book discussion: 10
2 Creative Writing Workshops: 7

Trainings/professional development: No formal professional development in December.

Lura Hoyt Pool Activity Totals

2013	AM Lap	AM Ex Class	AM Open Lap	Open Sen	AM Lessons	Gentle Aerobics	FIM Open Lap 12-1:30	PM Lessons Wkdy	Wkdy Family Swim	PM Ex Class	PM Lap	Wkend Lessons	Wkend Lap	Wkend Fam Swim	Rentals	Total:
Month																
January	87	141	168	203	96	119	115	248	235	66	49	298	146	566	1404	3941
February	79	120	179	156	89	105	93	226	602	34	56	157	105	338	677	3016
March	63	96	174	230	149	154	120	434	284	53	84	383	107	380	605	3316
April	83	155	157	260	157	180	85	472	657	81	119	353	95	328	635	3817
May	69	159	150	173	135	106	80	476	242	64	60	339	56	239	502	2850
June	36	164	112	220	157	140	80	343	432	66	69	211	42	155	408	2685
July	34	178	85	253	189	174	144	290	596	71	105	136	24	128	119	2576
August	50	118	57	178	112	101	77	184	371	62	69	77	15	51	130	1652
September	63	182	106	179	67	158	69	288	258	90	66	233	53	118	326	2256
October	33	228	174	227	98	193	84	451	276	104	80	320	77	175	558	3128
November	56	155	127	157	87	128	76	283	149	77	28	299	79	268	770	2739
December	73	161	118	131	72	109	40	219	241	59	27	214	84	170	912	2630
Year Totals	676	1857	1607	2367	1408	1667	1063	3914	4343	827	812	3020	883	2916	7046	34606

Weekly/Monthly Pool User Tally

Events	Week dates	Week dates	Week dates	Week dates	Week dates	Monthly Totals
	12/1-12/7	12/8-12/14	12/15-12/21	12/22-12/28	12/29-1/4	
AM Lap	18	20	18	12	5	73
AM Ex Class	40	50	32	24	15	161
AM Open/Lap	34	47	21	8	8	118
Open/Senior	40	35	25	19	12	131
AM Lessons	19	28	25	0	0	72
Gentle Aerobics	32	33	32	6	6	109
PM Open/Lap 12:30-1:30	19	7	14	0	0	40
PM Lessons Wkdy	75	67	77	0	0	219
Wkdy Family Swim	28	12	4	99	98	241
PM Ex Class	25	19	15	0	0	59
PM Lap	6	11	4	1	5	27
Wkend lessons	81	71	62	0	0	214
Wkend lap	21	25	9	10	19	84
Wkend Fam Swim	21	17	3	30	99	170
Rentals	270	213	186	57	186	912
Totals	729	655	527	266	453	2630

Lura Hoit Pool Rentals 2013

Month	# of People	Total Hrs	Wkday Rental Hrs	Wkend Rental Hrs	Total Fees
Jan	1404	95.5	64.5	31	\$5,120.00
Feb	677	80.5	33	47.5	\$4,400.00
Mar	605	50	12	38	\$2,775.00
Apr	635	44.5	11.5	33	\$2,545.00
May	502	40.5	13.5	27	\$2,295.00
June	408	35	7	28	\$1,910.00
July	119	8	1	7	\$455.00
Aug	130	11	3	8	\$665.00
Sep	326	32	14	18	\$1,800.00
Oct	558	45.5	15.5	30	\$2,415.00
Nov	770	61	29	32	\$3,235.00
Dec	912	73.5	54.5	19	\$4,080.00
Year Totals	7046	577	258.5	318.5	\$31,695.00

Lura Hoit Pool Rentals 2012

Month	# of People	Total Hrs	Wkday Rental Hrs	Wkend Rental Hrs	Total Fees
Jan	1060	108	75	33	\$5,841.00
Feb	1076	74.5	38.5	36	\$4,197.00
Mar	679	59	22	37	\$3,255.00
Apr	449	44.5	14.5	30	\$2,470.00
May	749	52.5	20.5	32	\$2,830.00
June	523	39	12	27	\$2,115.00
July	385	16	7	9	\$915.00
Aug	116	12	5	7	\$700.00
Sep	304	23.5	8.5	15	\$1,270.00
Oct	573	44.5	17.5	27	\$2,465.00
Nov	788	64.5	37.5	27	\$3,495.00
Dec	876	89.5	57.5	32	\$4,865.00
Year Totals	7578	627.5	315.5	312	\$34,418.00

Day	Jan	Feb	Mar	April	May	June	July	August	Sept	Oct	Nov	Dec
1	closed	250.00	310.00	270.00	310.00	260.00	386.00	197.00	closed	530.00	140.00	62.00
2	485.00	322.50	507.00	422.00	24.00	222.00	340.00	167.00	closed	10.00	330.00	120.00
3	745.00	240.00	265.00	382.00	110.00	1,471.75	117.00	30.00	closed	115.00	150.00	495.00
4	285.00	262.00	240.00	100.00	207.00	2,046.00	closed	closed	2,117.00	180.00	3,177.00	300.00
5	472.00	203.50	374.00	352.00	193.00	977.00	159.00	172.00	1,069.00	197.00	4,149.00	233.25
6	418.00	60.00	115.75	487.00	67.00	913.00	246.00	260.00	240.00	42.00	955.00	175.00
7	477.00	115.00	178.25	297.50	249.00	1,018.00	closed	600.00	472.00	541.00	731.25	260.00
8	140.00	95.00	764.00	4,205.00	187.00	1,171.25	675.00	185.00	708.00	340.00	1,468.00	50.00
9	219.00	closed	215.00	5,789.25	62.00	592.00	0.00	565.00	150.00	628.00	923.00	395.00
10	557.00	252.00	328.00	1,085.00	30.00	789.00	200.00	70.00	662.40	422.00	300.00	1,048.00
11	35.00	3,105.00	342.00	634.00	147.00	0.00	115.00	closed	910.00	352.00	closed	0.00
12	365.00	4,800.50	2,172.50	576.00	50.00	206.25	223.00	10.00	301.25	265.00	539.50	75.00
13	575.00	933.00	264.00	1,110.00	0.00	525.00	197.00	147.00	629.50	135.00	360.42	180.00
14	185.00	982.50	157.50	351.00	486.00	670.00	closed	125.00	443.00	closed	571.00	150.00
15	312.00	3,402.00	439.00	closed	165.00	212.00	120.00	92.00	40.00	100.00	898.25	closed
16	3,170.25	353.00	507.00	808.00	205.00	closed	0.00	152.00	425.00	192.50	744.00	342.00
17	185.00	462.00	347.00	648.00	149.00	521.25	65.00	235.00	258.00	130.00	157.00	246.00
18	80.00	closed	325.00	407.00	395.00	299.00	335.00	closed	275.00	245.00	419.00	228.75
19	420.00	1,046.00	snow	775.00	170.00	406.75	240.00	3,237.00	716.75	246.00	207.00	1,500.00
20	305.00	827.00	25.00	470.00	165.00	296.00	335.00	4,149.00	167.00	130.00	288.00	333.75
21	closed	700.00	413.00	284.00	224.00	359.00	240.00	1,080.00	335.00	369.00	315.00	142.00
22	179.00	890.00	539.00	430.00	487.00	354.00	closed	779.00	105.00	950.00	150.00	closed
23	closed	550.00	267.00	397.00	182.00	closed	466.25	772.00	130.00	300.00	156.00	335.00
24	140.00	478.00	177.00	200.00	57.00	755.00	180.00	402.00	774.00	62.50	80.00	533.75
25	235.00	209.00	105.00	141.00	305.00	1,772.25	287.00	closed	310.75	492.00	145.00	closed
26	483.00	399.00	622.50	102.00	321.00	85.00	347.00	closed	157.50	130.00	282.40	315.00
27	558.00	516.00	177.00	190.00	closed	561.00	299.00	closed	264.00	120.00	48.00	40.00
28	90.00	162.00	180.00	90.00	90.00	258.00	closed	closed	460.00	132.00	closed	347.00
29	465.00	310.00	310.00	220.00	130.00	392.00	283.75	closed	160.00	100.00	closed	147.50
30	222.00	374.00	374.00	944.00	295.00	closed	84.00	closed	380.00	92.00	371.00	113.00
31	0.00	closed	closed	855.00	855.00	208.00	208.00	closed	220.00	220.00	220.00	165.00
Total	\$11,802.25	\$21,615.00	\$11,040.50	\$22,166.75	\$6,317.00	\$17,132.50	\$6,372.00	\$13,426.00	\$13,375.15	\$7,768.00	\$18,054.82	\$8,332.00

Hampden Recreation Department

Skehan Recreation Center

Acting Director Report

December 2013

- AED additional signage (3-d) style was ordered to install in the gym indicating unit availability in the lobby.
- Completed monthly fire extinguisher inspections.
- Managed concession stand purchases and sales. Added the addition of concession sales at Saturday Recreation Basketball.
- Completed monthly billing for Bangor Roller Derby and received November payment.
- Completed monthly billing for Bronco Travel Basketball and received November payment.
- Launched the winter I basketball program for grades 1-8. A program that has seen changes since prior winters. Program has had a few minor hiccups, but all in all the changes have been accepted positively.
- Set up a January 8th meeting date to meet with Bronco Travel Soccer to discuss affiliated program status and potential program offerings for the future.
- Attended the Hampden Seniors December 2nd meeting, spoke about the leadership changes, discussed budget concerns, and answered miscellaneous questions.
- Set up a meeting date for December 15th for the first meeting for the 2014 Hampden Children's Day. Committee will need new leadership and committee members, and will need to work through fundraising for the 2014 event. I plan to work as a liaison to this committee and offer town assistance as I can.
- Worked with Samantha Gardner, part time program staff, on an emergency action plan for the Skehan Center facility and staff. This project is continuing into January, with an anticipated completion date before end of the month.
- Worked with Samantha Gardner, part time program staff, to identify emergency escape routes and post signage at exits with designed escape routes.
- Jill McLaughlin, Acting Assistant Director, and I met with two representatives from RSU 22 Adult Education Program. We have worked together to set up 3 adult program offerings which will be held at the Skehan Center in the first part of the year.
- Worked with Tammy Ewing, Finance/HR, to gain understanding of monthly budget reports.
- Wrote Letters of Thanks to Bangor Roller Derby (renter), Dana Tardif (program instructor volunteer), and Julie Morse (program instructor volunteer), for their continued support of the Skehan Center during our first year of operations.
- Worked with some program participants to introduce the game of pickle ball. Plans are underway to continue this program when they arrive back from an extended vacation.
- Purchased and installed a simple door chime system. This will allow staff in the back offices to be alerted when someone enter the lobby.
- Provided additional program support to cover school vacation program offerings.
- Began to rework job descriptions for current employees that reflect the current operations structure. This project will continue into January, and will be presented to the Town Manager upon completion for feedback.
- 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
Acting Recreation Director

SERVICES COMMITTEE MEETING MINUTES

January 13, 2014

Attending:

Councilor William Shakespeare	Mayor Carol Duprey
Councilor Jean Lawlis	Resident Terry McAvoy
Councilor Greg Sirois	Resident Jeremy Jones
Councilor David Ryder	Resident Angel Duprey
Councilor Tom Brann	Town Manager Susan Lessard
Debbie Lozito, Librarian	

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

1. MINUTES 12-30-2013 – The minutes of 12-30-2013 were amended to reflect that Chairman Lawlis opened the meeting, not Councilor Shakespeare. The minutes were accepted as amended.
2. OLD BUSINESS
 - A. Communications
 1. Newsletter topics – The Town Manager presented a list of proposed topics for the newsletter to be done in the month of January (copy attached) and asked the Committee for additional ideas. Councilors suggested community organizations such as the VFW, Kiwanis, Hampden Business Association, and Eastern Area Agency on Aging as possible candidates for the article on a local organization for this edition. If Committee members come up with other ideas, they should be submitted by Wednesday, January 22, 2014 so that the newsletter can go to the printer by Friday, January 24th.
 2. U-tube/video streaming update/Twitter – The Town Manager updated the Committee on progress made related to live streaming of Time Warner Cable Channel 7. The streaming will take place on a website called Ustream which is a no-cost way for the Town to make this available. The Town has to have a different digital cable box installed in the video ‘closet’ where the equipment for cable channel 7 is located in order to allow the system to work. It is possible that the new digital box can be in place from Time Warner in time for the Tuesday, January 21st Council meeting. The updated internet speed in the Municipal Building makes this possible. Firefighter/Paramedic Matt Thomas and GIS/IT Specialist Gretchen Heldmann have done the work to get it up and running. The Town Manager also reported that the Town has an official u-tube site and can upload copies of Town Council meetings to it. Only the Town can load video to the Town ‘channel’. Staff will be working on getting past meetings uploaded and keeping current as meetings go forward.
 - B. Re-appointment – John Skehan Library Board of Trustees – Motion by Councilor Sirois, seconded by Councilor Ryder to recommend to the Council the reappointment of John Skehan to the Library Board of Trustees. Unanimous vote in favor.

- C. Re-appointment – Ruth Stearns Library Board of Trustees – Motion by Mayor Duprey, seconded by Councilor Sirois to recommend to the full Council the reappointment of Ruth Stearns to the Library Board of Trustees. Unanimous vote in favor.
3. NEW BUSINESS
 - A. Eric Ellingwood (Resident) request to clear trail – Town Office/Pool property – Eric Ellingwood did not attend the meeting to make his request, however, the Committee did discuss what procedure should be used in the event that citizens are interested in doing such an activity. As a start, the resident(s) should meet with the Services Committee to discuss their idea and present a written plan of what the project involves. Following that, if the Committee wishes the project to go forward, a number of site visits with Town Staff, and Committee members to establish a location would be done with flagging of the possible trail being done prior to any trail creation. Chairman Lawlis outlined the process that volunteers interested in Dorothea Dix Park had used in cooperation with Town staff and Papermill Park volunteer coordinator Jeremy Jones outlined the process used to develop a location for a trail at that site and indicated that it was a cooperative effort between Town recreation staff and volunteers that involved numerous site visits. It was also noted that Mr. Jones regularly reports to the Services Committee on progress being made with the re-establishment of the park. It was the consensus of the Committee that anyone interested in establishing trails should begin by meeting with the Services Committee with a plan.
 4. PUBLIC COMMENTS – Jeremy Jones asked that Papermill Park work related to vegetation management, including removal of nuisance poplar trees be put on the next Services Committee agenda for discussion.
 5. COMMITTEE MEMBER COMMENTS

Councilor Lawlis – Asked that the possibility of the Ammo Park owners constructing a parking area so that people could access existing trails on the former LL Bean parcel be followed up on. Councilor Ryder indicated that Planning & Development was working with the Ammo Park owner on that item as well as access off Route 202. She also asked that a staff person contact the Water District to see what additional information is needed for the District to vote to help fund the orthoimagery. She also commented that some entity had filled the bad pothole on Route 1A near Dorothea Dix that she had damaged her car by hitting. She also asked if the Town had heard anything else from the Maine Center for Disease Control in regard to the cancer information. The Town Manager informed the committee that she had had no response to her emails.

Councilor Shakespeare discussed a historic map of Penobscot County and Hampden that he has been trying for two years to get mounted and framed and donated to the Town of Hampden. He indicated that the Planner had made a frame for it. Librarian Debbie Lozito said that such items needed to be appropriately matted and preservation glass used or the item would continue to deteriorate. The Town Manager will get an estimate for appropriate glass and matting for the piece and

report back to the Committee. Councilor Shakespeare also commended public works for the good job they did during the very icy conditions on Saturday, January 11th. Mayor Duprey asked if the Town Manager would arrange for Department Heads to attend Council meetings over the next couple of months for the purpose of providing the Council with information on their duties/responsibilities/workload so that Councilors can better understand each department function prior to the budget work that takes place in May and June.

The meeting was adjourned at 6:55 p.m.

Respectfully submitted,

Susan Lessard
Town Manager

Newsletter Articles – January 2014

New Councilor Introductions

Upcoming Budget Issues

Communications Article

 Twitter address for Town Information

 YouTube address and information regarding Council meetings

 Video Streaming – Council Meetings

Public Safety Article

Library Article on Activities

Pool Article on Activities

Redistricting Article

Meeting Dates/Due Dates/Administration Article

Recreation Article on Activities

Health article – related to Cancer prevention in Hampden

Article highlighting Local Organization

A-4-c

Edythe Dyer community Library Board of Trustees' Meeting

November 13, 2013

A. Call to order: The meeting of the Board of Trustees of the Edythe Dyer Community Library, Hampden, Maine was called to order at 7:38 a.m.

Members present: Richard Jenkins, Dave Barrett, Yvonne Lambert, Mary Ann Bjorn, Don Desmarais, Cheri Condon, John Skehan

Members absent: Mark Russell

B. Approval of minutes: Cheri/Dave—approved as written

C. Library reports

Fees and fines

Circulation

Director's

D. Unfinished business

1. Policy work

Meeting room policy—tabled for revision at the next meeting

Disaster policy—reviewed

The meeting was adjourned at 8:32 a.m.

The next meeting is scheduled for January 8, 2014

Debbie Lozito

Recording Secretary

Date of approval _____

Lura Hoit Pool ~ Board Meeting Minutes ~ 12-10-13

Cedena McAvoy brought the meeting to order at 7:00pm.

Those present: Cedena McAvoy, Karen Brooks, Mike Jellison, Josh Sargent, Sam Manhart, Sarah McVeigh, Sue O'Brien, Ben Curtis, Darcey Peakall and Julie Macleod. Not present: Greg Hawkins, Pat Foley and Jim Feverston. Absent excused: Vickie Levesque.

The secretary's minutes were accepted as presented.

The Director's Report:

- ~ The number of participants in November was up 428 people. The numbers are up in the areas of weekday family swim, weekend lessons & family swim and AM Exercise due to adding a Saturday morning class.
- ~ Daily receipts in November were up \$7,215 compared to last year. October receipts were down \$4,885 so the two month difference is up \$2,330.
- ~ The pool rental income was down \$260 compared to last year.
- ~ The monthly fuel usage was down 120 gallons compared to last year.
- ~ In session I, the pool provided 184 participants in group lessons and 20 private lessons. Group swim lessons were up 1 participant and private lessons were up by 3 participants. Group lesson income was down by \$50 and private lesson income was up \$560 compared to last year.

The treasurer's report was accepted as presented.

Josh spoke with Debbie Lynch from Maine Savings Bank about the parameters on the Susan Abraham Certificate of Deposit and there will not be a penalty for transferring money over to the savings account. Josh attempted to move the money but only Debbie can oversee the transaction. Josh will go and meet with Debbie again to move the money. Once resolved, Josh will pay the session I swim lesson invoice to Darcey.

Josh gave Darcey a check for Bangor Region Chamber of Commerce for \$112.50.

Darcey reported that Snowman Printing quoted a price of \$2,555.44 for the mass mailing. A \$942 fee must be paid upfront for postage and the remaining amount will be invoiced. Mike read an email from Vickie stating her concerns about the letter. The board discussed writing a different letter, having a professional come to speak to the group, sending postcards or remain a letter and having a yearly giving campaign instead of every three years. Sue has worked on a mass mailing before and gave her thoughts on what worked and didn't work in the past. The board made changes to the letter and a motion was made to accept the letter with the changes and to begin a yearly giving campaign. The motion was accepted 8-0.

Member comments:

- ~ The board appreciated Vickie for sending in her input due to her absence.

Meeting adjourned at 8:15pm.

Respectfully submitted,

Julie A. Macleod

A-4-e

Bangor Humane Society
 693 Mt. Hope Avenue
 Bangor ME 04401

Town of Hampden
 Attn: Susan Lessard
 106 Western Avenue
 Hampden ME 04444

Stray Animal Statistics, December 2013

Type Of Animal	Stray Animals Released To BHS By Owners	# Animals Received	# Animals In Holding From Previous Months	# Adopted	# Euthanized	# Reclaimed	# Animals Currently In Holding
Dog	0	0	0	0	0	0	0
Puppy	0	0	0	0	0	0	0
Cat	0	2	4	5	0	0	1
Kitten	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0

Reasons for Euthanasia

DOGS	0	
PUPPIES	0	
CATS	0	
KITTENS	0	

Animals Returned to Owner

Owner's Name	Address	Impound Fee	Animal	License Info	Reclaim Date

December 2013

2	animals brought to us by private citizens
0	animals brought to us by the ACO
0	animals brought to us by the police department



Check One: Initial Application Reappointment Application

C-2-a-1

TOWN OF HAMPDEN
APPLICATION FOR TOWN BOARDS AND COMMITTEES

NAME: SKEHAN JOHN W.
LAST FIRST MI
ADDRESS: 22 Mountain View Drive Hampden 04444
STREET TOWN ZIP

MAILING ADDRESS (if different):

TELEPHONE: 945-9652
HOME WORK

EMAIL:

OCCUPATION: RETIRED EDUCATOR

BOARD OR COMMITTEE PREFERENCE:
FIRST CHOICE: Dyer Library Trustee

SECOND CHOICE (OPTIONAL):

How would your experience, education and/or occupation be a benefit to this board or committee? Served as Trustee for several years

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

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

3 YEAR

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

5 YEAR
PLANNING BOARD

FOR TOWN USE ONLY
Date Application Received: DEC 31 2013
COUNCIL COMMITTEE ACTION: DATE:
COUNCIL ACTION: DATE:
NEW APPT REAPPOINTMENT DATE APPOINTMENT EXPIRES:



Check One: Initial Application Reappointment Application

C-2-a-2

TOWN OF HAMPDEN APPLICATION FOR TOWN BOARDS AND COMMITTEES

NAME: Stearns Ruth G.
LAST FIRST MI

ADDRESS: 180 Main Road North Hampden 04444
STREET TOWN ZIP

MAILING ADDRESS (if different): Same

TELEPHONE: 207-942-0396 Retired
HOME WORK

EMAIL: _____

OCCUPATION: Teacher + later
Was Guidance Counselor at Hampden Academy

BOARD OR COMMITTEE PREFERENCE:
FIRST CHOICE: Member of the ^{Library} Board

SECOND CHOICE (OPTIONAL): Any where needed

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

The length of time that I have been involved
in the library and very interested in working to make it better.

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

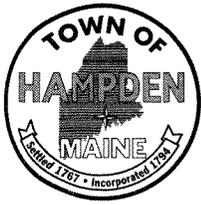
Trying to get more room!

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

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

- 5 YEAR
- PLANNING BOARD

FOR TOWN USE ONLY		Date Application Received: <u>DEC 30 2013</u>
COUNCIL COMMITTEE ACTION: _____	DATE: _____	
COUNCIL ACTION: _____	DATE: _____	
<input type="checkbox"/> NEW APPT	<input type="checkbox"/> REAPPOINTMENT	DATE APPOINTMENT EXPIRES: _____



C-4-a

TOWN OF HAMPDEN
TOWN CLERK'S OFFICE

COMMENTS ON:

Date of Council Action: 1/21/2014

Public Hearing: Yes No X

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

NAME: Wang & Lo, Inc.
d/b/a Fresh Ginger Business Name Wan Pong Lo Individual

ADDRESS: 64 Main Rd. North PHONE: 862-6208

MAP/LOT: Map 36, Lot 19 DATE: 1/13/2014

DEPARTMENT REPORT:

No concerns

DATE: 01/14/14

BY: [Signature]
 Title: Director of Public Safety

BY: _____
 Title: _____

January 13, 2014

To: The Town Council

From: Wan Pong Lo

Wang & Lo Inc.

d/b/a Fresh Ginger Restaurant

64 Main Road North

Hampden ME 04444

I am writing to request the Town Council to waive the public hearing for Fresh Ginger's liquor license. Thank you.

Sincerely

A handwritten signature in black ink, appearing to read 'Wan Pong Lo', written over a horizontal line.

Wan pong Lo

**Department of Public Safety
Division**

Liquor Licensing & Inspection



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

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

PRESENT LICENSE EXPIRES 02/28/14

INDICATE TYPE OF PRIVILEGE: MALT SPIRITUOUS VINOUS

INDICATE TYPE OF LICENSE:

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

REFER TO PAGE 3 FOR FEE SCHEDULE

ALL QUESTIONS MUST BE ANSWERED IN FULL

1. APPLICANT(S) —(Sole Proprietor, Corporation, Limited Liability Co., etc.) <u>Wang & Lo Inc</u> DOB:	2. Business Name (D/B/A) <u>Fresh Ginger</u>
DOB:	
DOB:	Location (Street Address) <u>64 Main Road North</u>
Address <u>64 Main Road North</u>	City/Town <u>Hampden</u> State <u>ME</u> Zip Code <u>04444</u>
	Mailing Address <u>64 Main Road North</u>
City/Town <u>Hampden</u> State <u>ME</u> Zip Code <u>04444</u>	City/Town <u>Hampden</u> State <u>ME</u> Zip Code <u>04444</u>
Telephone Number <u>207-862-6208</u> Fax Number <u>(207)862-6185</u>	Business Telephone Number <u>(207) 862-6208</u> Fax Number <u>(207)862-6185</u>
Federal I.D. # <u>20-4185150</u>	Seller Certificate # <u>1088507</u>

3. If premises are a hotel, indicate number of rooms available for transient guests: N/A
4. State amount of gross income from period of last license: ROOMS \$ — FOOD \$ 56,972⁰⁰ LIQUOR \$ 8,740⁰⁰
5. Is applicant a corporation, limited liability company or limited partnership? YES NO

complete Supplementary Questionnaire ,If YES

6. Do you permit dancing or entertainment on the licensed premises? YES NO
7. If manager is to be employed, give name: Wan Dong Lo
8. If business is NEW or under new ownership, indicate starting date: N/A
- Requested inspection date: — Business hours: Sun-Thur 11AM-9PM FRI-SAT 11AM-10
9. Business records are located at: 64 Main Road North Hampden ME 04444
10. Is/are applicants(s) citizens of the United States? YES NO

11. Is/are applicant(s) residents of the State of Maine? YES NO

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

Name in Full (Print Clearly)	DOB	Place of Birth
Wan Dong Lo	05/10/73	China
Tan Xin Wang	11/05/73	China

Residence address on all of the above for previous 5 years (Limit answer to city & state)

135 Oak Grove Drive Brewer ME 04412
29 Whitney Court Brewer ME 04412

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

Name: _____ Date of Conviction: N/A
Offense: N/A Location: N/A
Disposition: _____

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

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

16. Does/do applicant(s) own the premises? Yes No If No give name and address of owner: Kin Jun & Cholada Wong 100 Ballfield Road Hampden ME 04444

17. Describe in detail the premises to be licensed: (Supplemental Diagram Required) Take-out, dine-in Chinese restaurant, a free standing building

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

19. What is the distance from the premises to the NEAREST school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel? 1 mile Which of the above is nearest? School

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

If YES, give details: _____

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

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

Dated at: Hampden ME on January 06, 20 14
Town/City, State Date

Please sign in blue ink

[Signature]
Signature of Applicant or Corporate Officer(s)
Wan Dong Lo

[Signature]
Signature of Applicant or Corporate Officer(s)

STATE OF MAINE

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

On: _____
Date

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

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

THIS APPROVAL EXPIRES IN 60 DAYS

NOTICE – SPECIAL ATTENTION

§ 653. Hearings; bureau review; appeal

1. **Hearing.** The municipal officers or, in the case of unincorporated places, the county commissioners of the county in which the unincorporated place is located, shall hold a public hearing for the consideration of applications for new on-premise licenses and applications for transfer of location of existing on-premise licenses. The municipal officers or county commissioners may hold a public hearing for the consideration of requests for renewal of licenses, except that when an applicant has held a license for the prior 5 years and a complaint has not been filed against the applicant within that time, the applicant may request a waiver of the hearing.
 - A. The bureau shall prepare and supply application forms. [1993, c.730, §27(amd).]
 - B. The municipal officers or the county commissioners, as the case may be, shall provide public notice of any hearing held under this section by causing a notice, at the applicant's prepaid expense, stating the name and place of hearing, to appear on at least 3 consecutive days before the date of hearing in a daily newspaper having general circulation in the municipality where the premises are located or one week before the date of the hearing in a weekly newspaper having general circulation in the municipality where the premises are located. [1995, c.140, §4 (amd).]
 - C. If the municipal officers or the county commissioners, as the case may be, fail to take final action on an application for a new on-premise license, for transfer of the location of an existing on-premise license or for renewal of an on-premise license within 60 days of the filing of an application, the application is deemed approved and ready for action by the bureau. For purposes of this paragraph, the date of filing of the application is the date the application is received by the municipal officers or county commissioners. This paragraph applies to all applications pending before municipal officers or county commissioners as of the effective date of this paragraph as well as all applications filed on or after the effective date of this paragraph. This paragraph applies to an existing on-premise license that has been extended pending renewal. The municipal officers or the county commissioners shall take final action on an on-premise license that has been extended pending renewal with 120 days of the filing of the application. [1999, c589, §1 (amd).]
 2. **Findings.** In granting or denying an application, the municipal officers or the county commissioners shall indicate the reasons for their decision and provide a copy to the applicant. A license may be denied on one or more of the following grounds:
 - A. Conviction of the applicant of any Class A, Class B or Class c crime: [1987, c45, Pt.A§4 (new).]
 - B. Noncompliance of the licensed premises or its use with any local zoning ordinance or other land use ordinance not directly related to liquor control; [1987, c.45, Pt.A§4(new).]
 - C. Conditions of record such as waste disposal violations, health or safety violation or repeated parking or traffic violations on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises or other such conditions caused by persons patronizing or employed by the licensed premises that unreasonably disturb, interfere with or affect the ability of persons or businesses residing or located in the vicinity of the licensed premises to use their property in a reasonable manner; [1993, c.730, §27 (amd).]
 - D. Repeated incidents of record of breaches of the peace, disorderly conduct, vandalism or other violations of law on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises; [1989, c.592,§3 (amd).]
 - E. A violation of any provision of this Title; and [1989, c.592, §3 (amd).]
 - F. A determination by the municipal officers or county commissioners that the purpose of the application is to circumvent the provisions of section 601. [1989, c.592, §4 (new).]
- [1993, c730, §27 (amd).]
3. **Appeal to bureau.** Any applicant aggrieved by the decision of the municipal officers or county commissioners under this section may appeal to the bureau within 15 days of the receipt of the written decision of the municipal officers or county commissioners. The bureau shall hold a public hearing in the city, town or unincorporated place where the premises are situated. In acting on such an appeal, the bureau may consider all licensure requirements and findings referred to in subsection 2.
 - A. [1993, c.730, §27 (rp).]
 4. **No license to person who moved to obtain a license. (REPEALED)**
 5. **(TEXT EFFECTIVE 3/15/01) Appeal to District Court.** Any person or governmental entity aggrieved by a bureau decision under this section may appeal the decision to the District Court within 30 days of receipt. Upon resolution of the appeal, if an applicant's license renewal is denied, the bureau shall refund the applicant the prorated amount of the unused license fee.

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

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

1. Exact Corporate Name: Wang & Lo Inc
 Business D/B/A Name: Fresh Ginger
2. Date of Incorporation: 02/01/06
3. State in which you are incorporated: Maine
4. If not a Maine Corporation, date corporation was authorized to transact business within the State of Maine:
N/A
5. List the name and addresses for previous 5 years, birth dates, titles of officers, directors and list percent of stock owned:

Name	Address Previous 5 Years	Birth Date	% of Stock	Title
Wan Pong Lo	135 Oak Grove Drive Brewer ME 04412	05/10/73 05/10/73	50%	owner
Tan Xin Wang	29 Whitney Court Brewer ME 04412	11/05/73	50%	owner

6. What is the amount of authorized stock? 10,000 Outstanding Stock?
7. Is any principal officer of the corporation a law enforcement official? () YES (X) NO
8. Has applicant(s) or manager ever been convicted of any violation of the law, other than a minor traffic violation(s), of the United States? () YES (X) NO.
9. If yes, please complete the following: Name: N/A

Date of Conviction: N/A Offense: N/A

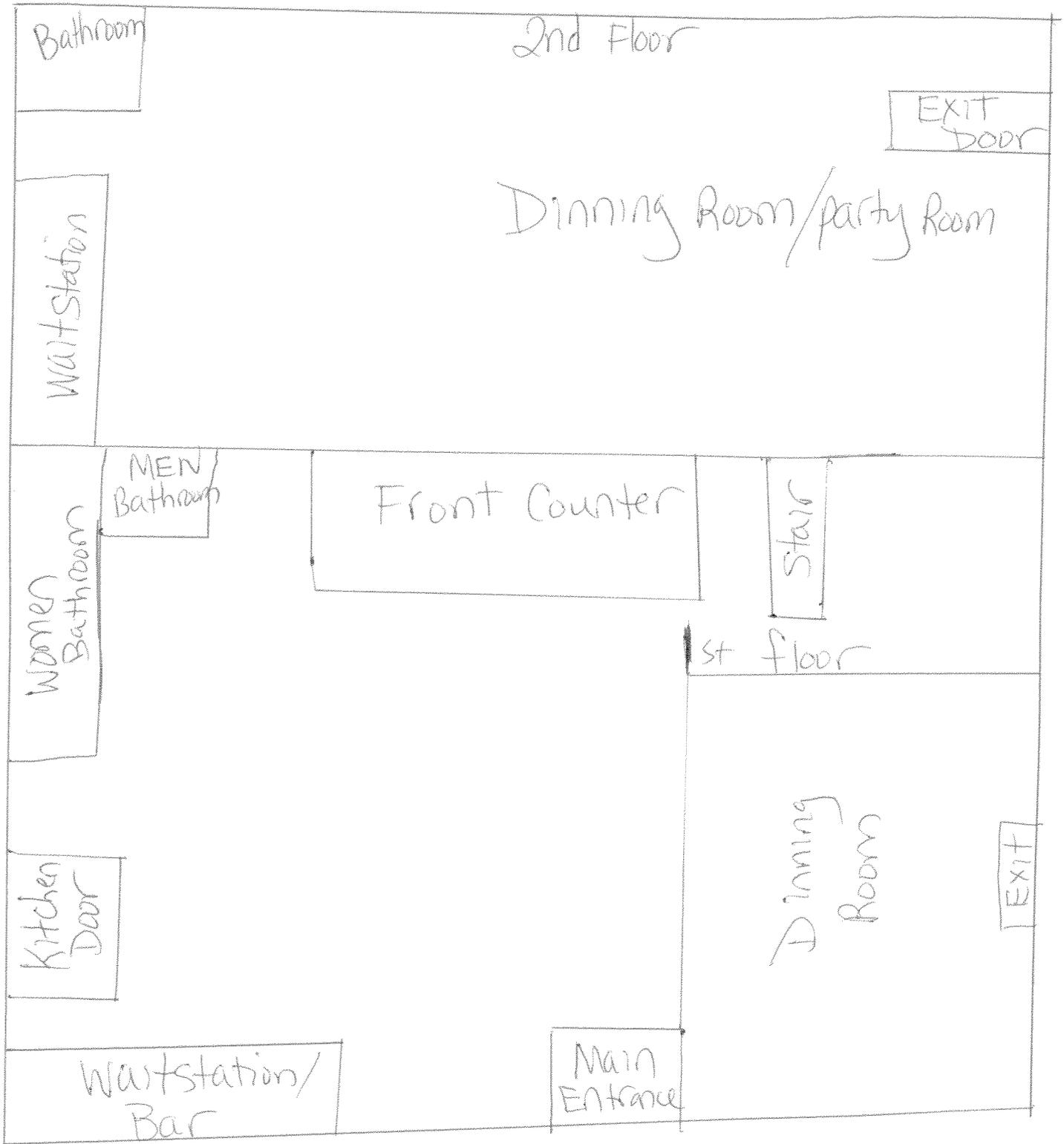
Location: N/A Disposition: N/A

Dated at: Hampden On: January 06, 2014
 City/Town Date

[Signature] Date: 01/06/14
 Signature of Duly Authorized Officer

Wan Pong Lo
 Print Name of Duly Authorized Officer

PREMISE DIAGRAM



Maine Revised Statutes
Title 30-A: MUNICIPALITIES AND COUNTIES
HEADING: PL 1987, c. 737, Pt. A, §2 (new)
Chapter 121: MEETINGS AND ELECTIONS
HEADING: PL 1987, c. 737, Pt. A, §2 (new)

§2503. REAPPORTIONMENT

1. Adoption by ordinance. Districts established for the purpose of electing, from each district, an equal number of municipal officers may be adjusted, by ordinance, by the municipal legislative body subject to the following conditions.

A. Each district must be formed of compact, contiguous territory. Its boundary lines may follow the center lines of streets. [1987, c. 737, Pt. C, §2 and Pt (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD).]

B. Each district must contain as nearly as possible the same number of inhabitants as determined according to the latest Federal Decennial Census, but districts may not differ in number of inhabitants by more than 10% of the inhabitants in the smallest district created. [1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD).]

C. The ordinance must include a map and a description of the districts. [1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD).]

D. The ordinance takes effect on the 30th day after adoption by the legislative body. The new districts and boundaries, as of the effective date, supersede previous districts and boundaries for the purposes of the next regular municipal election, including nominations. [1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD).]

[1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD) .]

2. Failure to enact ordinance. The municipal legislative body must enact the reapportionment ordinance within 12 months after the Legislature has reapportioned the House and Senate districts pursuant to the Constitution of Maine, Article IV, Part First, Section 3 and Article IV, Part Second, Section 2 or after a court decision finalizing the reapportionment of districts. The ordinance must be enacted at least 90 days before a regular municipal election occurring within that 12-month period or the previous reapportionment ordinance applies to that election. If the legislative body fails to enact an ordinance within the 12-month period or at least 90 days before a regular election occurring after the 12-month period, all municipal officers to be elected must be elected at large and serve until their terms expire. Such at-large elections continue until the legislative body enacts an ordinance in accordance with subsection 1 at least 90 days before a regular municipal election.

[2001, c. 537, §1 (AMD); 2001, c. 537, §2 (AFF) .]

3. Referendum. Except when the municipal legislative body is the town meeting, the voters of the municipality may require the municipal legislative body to reconsider any ordinance adopted under subsection 1. If the legislative body does not repeal an ordinance so reconsidered, the voters may approve or reject it at a municipal election.

A. Any 5 voters may commence referendum proceedings by filing an affidavit with the municipal clerk stating:

- (1) They will constitute the petitioners' committee;
- (2) They will be responsible for circulating the petition and filing it in proper form;
- (3) Their names and addresses;
- (4) The address to which all notices to the committee are to be sent; and
- (5) The ordinance sought to be reconsidered.

Promptly after the affidavit of the petitioners' committee is filed, the clerk shall issue the appropriate petition blanks to the petitioners' committee. [1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD).]

B. Petitions under this subsection must meet the following requirements.

- (1) Petitions must be signed by a number of voters of the municipality equal to at least 15% of the total number of voters in the municipality at the last presidential election.
- (2) All papers of a petition shall be uniform in size and style and shall be assembled as one instrument for filing. Each signature must be executed in ink or indelible pencil and must be followed by the address of the person signing. While being circulated, petitions must have the full text of the ordinance sought to be reconsidered contained in or attached to the petition.
- (3) When filed, each paper of a petition must have an affidavit, executed by the circulator of the petition, attached to it stating:
 - (a) That the circulator personally circulated the paper;
 - (b) The number of signatures on the paper;
 - (c) That all the signatures were signed in the circulator's presence;
 - (d) That the circulator believes them to be the genuine signatures of the persons whose names they purport to be; and
 - (e) That each signer had an opportunity before signing to read the full text of the ordinance sought to be reconsidered.
- (4) Petitions must be filed within 30 days after the municipal legislative body adopts the ordinance sought to be reconsidered. [1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD).]

C. The following procedure shall be followed after the petition is filed with the municipal clerk.

- (1) Within 20 days after the petition is filed, the municipal clerk shall complete a certificate as to its sufficiency, specifying, if it is insufficient, the particulars which render it defective. The clerk shall promptly send a copy of the certificate to the petitioners' committee by registered mail. A petition certified insufficient for lack of the required number of valid signatures may be amended once if the petitioners' committee files a notice of intention to amend it with the clerk within 2 days after receiving the copy of the clerk's certificate and files a supplementary petition upon additional papers within 10 days after receiving a copy of the certificate. This supplementary petition must comply with the requirements of paragraph B, subparagraphs (2) and (3). Within 5 days after it is filed, the clerk shall complete a certificate as to the sufficiency of the petition as amended and promptly send a copy of that certificate to the petitioners' committee by registered mail as in the case of an original petition. If a petition or amended petition is certified insufficient and the petitioners' committee does not elect to amend the petition or request review under subparagraph (2), within the time required, the clerk shall promptly present the clerk's certificate to the municipal legislative body and the certificate is then a final determination as to the sufficiency of the petition.

(2) If a petition has been certified insufficient and the petitioners' committee does not file notice of intention to amend it or if an amended petition has been certified insufficient, the committee, within 2 days after receiving the copy of the certificate, may file a request that it be reviewed by the municipal legislative body. The legislative body shall review the certificate at its next meeting following the filing of the committee's request and approve or disapprove it. This determination is then final as to the sufficiency of the petition.

(3) A final determination as to the sufficiency of a petition is subject to court review. A final determination of insufficiency, even if sustained upon court review, does not prejudice the filing of a new petition for the same purpose. [1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD).]

D. When a petition is filed with the clerk under this subsection, the ordinance sought to be reconsidered is suspended from taking effect. This suspension ends when:

- (1) There is a final determination of insufficiency of the petition;
- (2) The petitioners' committee withdraws the petition;
- (3) The council repeals the ordinance; or
- (4) Thirty days have elapsed after a vote of the municipality on the ordinance. [1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD).]

E. The following procedure shall be followed if a petition is determined to be sufficient.

(1) When a petition has been finally determined sufficient, the municipal legislative body shall promptly reconsider the referred ordinance by voting its repeal. If the legislative body fails to repeal the referred ordinance within 30 days after the date the petition was finally determined sufficient, it shall submit the referred ordinance to the voters of the municipality.

(2) The vote of the municipality on a referred ordinance shall be held at least 30 days and not more than one year after the municipal legislative body's final vote on the ordinance. If no regular municipal election is to be held within this period, the legislative body shall provide for a special election; otherwise the vote shall be held at the same time as a regular election occurring within this period, except that the legislative body, in its discretion, may provide for a special election at an earlier date within the prescribed period. Copies of the referred ordinance shall be made available at the polls.

(3) The form of the ballot for the repeal of the ordinance shall be substantially as follows:

"Shall the ordinance entitled '.....' be repealed?

YES // NO // "

(The voters shall indicate their choice by a cross or check mark placed in the appropriate box opposite the words YES or NO.)

(4) A petition may be withdrawn at any time before the 15th day prior to the day scheduled for a vote of the municipality. The petitioners' committee must file with the municipal clerk a request for withdrawal signed by at least 4 members of the petitioners' committee. Upon filing this request, the petition has no further effect and all proceedings on the petition shall be terminated. [1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD).]

F. If a majority of the voters who vote on a referred ordinance vote for its repeal, it is considered repealed upon certification of the election results. [1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. A, §16 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD) .]

[1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. A, §16 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD) .]

4. Exception. This section does not apply to municipalities whose charters specify different methods of reapportionment.

[1987, c. 737, Pt. A, §2; 1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD) .]

SECTION HISTORY

1987, c. 737, §§A2,C106 (NEW). 1989, c. 6, (AMD). 1989, c. 9, §2 (AMD). 1989, c. 104, §§A116,C10 (AMD). 1989, c. 104, §§A116,C8,10 (AMD). 2001, c. 537, §1 (AMD). 2001, c. 537, §2 (AFF).

The State of Maine claims a copyright in its codified statutes. If you intend to republish this material, we require that you include the following disclaimer in your publication:

All copyrights and other rights to statutory text are reserved by the State of Maine. The text included in this publication reflects changes made through the First Special Session of the 126th Maine Legislature and is current through October 9, 2013. The text is subject to change without notice. It is a version that has not been officially certified by the Secretary of State. Refer to the Maine Revised Statutes Annotated and supplements for certified text.

The Office of the Revisor of Statutes also requests that you send us one copy of any statutory publication you may produce. Our goal is not to restrict publishing activity, but to keep track of who is publishing what, to identify any needless duplication and to preserve the State's copyright rights.

PLEASE NOTE: The Revisor's Office cannot perform research for or provide legal advice or interpretation of Maine law to the public. If you need legal assistance, please contact a qualified attorney.

Sec. 807 District Boundaries - District boundaries are as follows:

DISTRICT I: Beginning on the shore of the Penobscot River at the Hampden/Bangor line; thence southwesterly by and along the shore of the Penobscot River to the Edythe Dyer Library; thence northwesterly by and along the centerline of the Library access road to the centerline of Route 1-A; thence northeasterly to the centerline of Daisy Lane; thence northwesterly by and along the centerline of Daisy Lane and a continuation thereof to Route 202; thence across Route 202 to a point on the northerly boundary thereof located 1200 feet northeasterly of the centerline of Coldbrook Road; thence northwesterly 1200 feet northeasterly of and parallel to the centerline of Coldbrook Road to the Hampden/Hermon town line; thence northeasterly and southeasterly by and along the Hampden town line to the point of beginning.

DISTRICT II: Beginning at the shore of the Penobscot River at Edythe Dyer Library; thence southwesterly by and along the shore of the Penobscot River to the Souadabscook Stream; thence northwesterly by and along the centerline of the Souadabscook Stream to the centerline of Route 1-A; thence southerly by and along the centerline of Route 1-A to the centerline of Reed's Brook; thence westerly by and along the centerline of Reed's Brook to the centerline of the railroad tracks; thence northerly by and along the centerline of the railroad tracks to the Hampden/Hermon town line; thence northeasterly by and along the town line to a point marking the northwesterly corner of District I; thence southeasterly by and along the westerly boundary of District I to the point of beginning.

DISTRICT III: Beginning at the centerline of the Souadabscook Stream at the Penobscot River; thence northwesterly along the centerline of the Souadabscook Stream to the centerline of Route 1-A; thence southerly by and along the centerline of Route 1-A to the centerline of Reed's Brook; thence westerly by and along the centerline of Reed's Brook to the centerline of the railroad tracks; thence southerly by and along the centerline of the railroad tracks to the centerline of Kennebec Road; thence westerly by and along the centerline of Kennebec Road to the Hampden/Newburgh town line; thence southerly by and along the Hampden/Newburgh town line to the Hampden/Winterport town line; thence easterly by and along the Hampden/Winterport town line to the shore of the Penobscot River; thence northerly by and along the shore of the Penobscot River to the point of beginning.

DISTRICT IV: Beginning at the intersection of the centerline of the railroad tracks and the centerline of the Kennebec Road; thence westerly by and along the centerline of the Kennebec Road to the Hampden/Newburgh town line; thence northerly by and along the Hampden/Newburgh town line to the intersection of the Hampden/Newburgh/Carmel/ Hermon town lines; thence northeasterly, northerly, southeasterly, and northeasterly by and along the Hampden/Hermon town line to the centerline of the railroad tracks; thence southerly by and along the centerline of the railroad tracks to the point of beginning.
(Amended November 6, 2001)

STREETS BY DISTRICT 1-4.xls

STREET NAME	DISTRICT
BALL FIELD ROAD	1
CARRIAGE LANE	1
CARVER ROAD	1
COOL BROOK LANE (LOTS 7, 8 & 9 ONLY)	1
COOLIDGE AVENUE	1
DAISEY LANE (North side - even #'s)	1
FRANCES DRIVE	1
HAMEL AVENUE	1
HILLSIDE DRIVE	1
HUNTING LANE	1
KELLY LANE	1
MAIN ROAD NORTH (Bangor to Daisey Lane - odd & even #'s 280 and up)	1
MAIN TRAIL	1
MARINA ROAD	1
MARION DRIVE	1
MECAW ROAD	1
MOUNTAINVIEW DRIVE	1
MURPHY LANE	1
NADINE'S WAY	1
NORTHERN AVENUE (Formerly Z Street)	1
OLD COUNTY ROAD	1
PATTERSON STREET	1
PENOBSCOT MEADOW DRIVE	1
PERRY ROAD	1
RIVERVIEW ROAD	1
SCHOOLHOUSE LANE	1
SOPHIE LANE	1
SUMMIT DRIVE	1
TRIANGLE ROAD	1
WHEELDEN HEIGHTS	1

STREETS BY DISTRICT 1-4.xls

STREET NAME	DISTRICT
BRYER LANE	2
CHARLES STREET	2
COLDBROOK ROAD	2
CONSTITUTION AVENUE	2
COOL BROOK LANE (ALL LOTS EXCEPT 7, 8 & 9)	2
DAISEY LANE (South side - odd #'s)	2
DEWEY STREET	2
DUDLEY ROAD	2
EDGEWOOD DRIVE	2
ELM STREET WEST	2
EMERSON DRIVE	2
EVERGREEN DRIVE	2
FOXGLOVE DRIVE	2
GEORGE STREET	2
HEATHER WAY	2
HORSESHOE LANE	2
INDEPENDENCE AVENUE	2
JAY'S WAY	2
LASKEY LANE	2
LIBERTY AVENUE	2
LINDEN STREET	2
LINDSEY WAY	2
LITTLEFIELD AVENUE	2
LONG WHARF ROAD	2
LUPINE TRAIL	2
MAIN ROAD NORTH (East side Daisey Lane to Dyer Lib - odd #'s 275-283)	2
MAIN ROAD NORTH (East side Dyer Lib to Souadabscook -odd #'s 159-263)	2
MAIN ROAD NORTH (West side Daisey Lane to HA - even #'s to 278)	2
MAIN ROAD SOUTH (West side HA to Reed's Brook - even #'s 2-48)	2
MAYO ROAD (Western Ave to Reed's Brook - odd/even #'s 58 & up)	2
OLD COLDBROOK ROAD	2
PAPERMILL ROAD (Coldbrook Rd to RR tracks - odd/even #'s 1 - 275)	2
RUTH AVENUE	2
SEVERENCE STREET	2
SHORT WHARF ROAD	2
SIDNEY BOULEVARD	2
STONEBROOK ROAD	2
SUNSET AVENUE	2
SURREY LANE	2
THISTLE LANE	2
VICTORIA WAY	2
WESTBROOK TERRACE	2
WESTERN AVENUE (Rt 1-A to RR tracks - odd/even #'s 1 - 287)	2
WILBUR DRIVE	2
WILLIAMS STREET	2
WINTERGREEN COURT	2

STREETS BY DISTRICT 1-4.xls

STREET NAME	DISTRICT
BACK WINTERPORT ROAD	3
BAKER ROAD	3
CANOE CLUB ROAD	3
CARMEL ROAD SOUTH (Route 69 - Kennebec Rd. to Winterport)	3
CLARK CIRCLE	3
COTTAGE STREET	3
CROSS STREET	3
ELM STREET EAST	3
EMERALD DRIVE	3
FERRY STREET	3
FOSTER AVENUE	3
GEE WAY	3
HATCH LANE	3
HIGHLAND RIDGE DR	3
HOPKINS ROAD	3
KENNEBEC ROAD (Rt 1-A to RR tracks - odd/even #'s 1 - 303)	3
KENNEBEC ROAD (South side beyond RR tracks to Newburgh - odd #'s)	3
KINCAID ROAD	3
MAIN ROAD NORTH (East side Souadabscook Str to HA - odd #'s 1-119)	3
MAIN ROAD SOUTH (East side HA to Reed's Brook - odd #'s 11-59)	3
MAIN ROAD SOUTH (Reed's Brk to Winterport-odd/even#'s 60 & up and #56)	3
MAYO ROAD (Reed's Brook to Kennebec Rd - odd/even #'s 1 - 57)	3
MONROE ROAD	3
NORWAY DRIVE	3
ORIENT AVENUE	3
PARTRIDGE ROAD	3
PERKINS DRIVE	3
PLEASANT STREET	3
RAWLEY DRIVE	3
ROWELL ROAD	3
SUMMER STREET	3
SWAN DRIVE	3
VFW ROAD	3
WESSNETTE DRIVE	3

STREETS BY DISTRICT 1-4.xls

STREET NAME	DISTRICT
AARONS WAY	4
ACORN DRIVE	4
BOG ROAD	4
BOWEN DRIVE	4
BUTTERNUT LANE	4
CANAAN ROAD	4
CARMEL ROAD NORTH (Route 69 - Kennebec Rd. to Newburgh)	4
COUNTRY MEADOW DR	4
DEER HILL LANE	4
DUNTON CIRCLE	4
EMERSON MILL ROAD	4
EMERSON MILL ROAD SOUTH	4
FOWLER ROAD	4
FOWLERS LANDING ROAD	4
GOODELL FARM ROAD	4
GRAYSTONE DRIVE	4
GRIFFIN AVENUE	4
HUGHES BOULEVARD	4
ICHABOD LANE	4
JEWELL DRIVE	4
JOHN'S WAY	4
KENNEBEC ROAD (North side beyond RR tracks to Newburgh - even #'s)	4
LEDGEWOOD DRIVE	4
LIBBY LANE	4
MANNING MILL ROAD	4
MEADOW ROAD	4
MERCHANT ROAD	4
MILLER ROAD	4
NORTH COUNTY ROAD	4
OLD EMERSON MILL ROAD	4
PAPERMILL ROAD (RR tracks to Emerson Mill Rd - odd/even #'s 289 & up)	4
PATTERSON ROAD	4
PIPER WOOD ROAD	4
POND ROAD	4
RAE WAY	4
SAWYER ROAD	4
SHAW HILL ROAD	4
SILVER DRIFT TRAIL	4
STETSON DRIVE	4
THOMAS ROAD	4
TOWN FARM ROAD	4
WESTERN AVENUE (RR tracks to Newburgh - odd/even #'s - 288 & up)	4