



HAMPDEN TOWN COUNCIL
HAMPDEN MUNICIPAL BUILDING
AGENDA

MONDAY

JANUARY 6, 2014

7:00 P.M.

• *Election of Mayor & Deputy Mayor*

A. CONSENT AGENDA

1. SIGNATURES

2. SECRETARY'S REPORTS

3. COMMUNICATIONS

- a. American Red Cross – Real Heroes Breakfast
- b. John Skehan – Application for Re-appointment to Library Board – Referral to Services Committee
- c. Ruth Stearns – Application for Re-appointment to Library Board – Referral to Services Committee

4. REPORTS

- a. Monthly Department Reports – November 2013
- b. Finance & Administration Committee Minutes – 12/16/2013
- c. Services Committee Minutes – 12/30/2013
- d. Lura Hoit Pool Board Minutes – 11/12/2013
- e. Bangor Humane Society – Stray Animal Report – November 2013

B. PUBLIC COMMENTS

C. POLICY AGENDA

1. PUBLIC HEARINGS

- a. Application for Victualers License received from DMCP Group, LLC d/b/a Dunkin' Donuts at 76 Main Road North

2. NOMINATIONS – APPOINTMENTS – ELECTIONS

3. UNFINISHED BUSINESS

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

4. NEW BUSINESS

- a. Council Rules – Request to Amend to add Pledge of Allegiance – Councilor Duprey
- b. Council Committee Assignments

- D. COMMITTEE REPORTS
- E. MANAGER'S REPORT
- F. COUNCILORS' COMMENTS
- G. ADJOURNMENT



A-3-a

Real
HEROES
Awards

ordinary people | extraordinary acts

December 16, 2013

Ms. Susan Lessard
Town of Hampden
106 Western Ave
Hampden, ME 04444-1436

Dear Susan,

Once again, the American Red Cross - Pine Tree Chapter and WABI-TV5, will host the **17th Annual Real Heroes Awards Breakfast** to recognize individuals and groups from our communities who have demonstrated acts of heroism and shown courage, kindness, and unselfish character in their service to others. As always, the proceeds from the Breakfast will be dedicated to our *Local Disaster Relief Fund* which supports over 300 disasters that happen every 32 hours in Maine!

This year's event will again take place on **March 20, 2014 at Jeff's Catering & Event Center in Brewer at 7:30a.m.** Please find details enclosed on how your company can make a difference by providing relief assistance to the more than 600 victims of disasters that we help each year in Maine, while enjoying a truly heartwarming experience by paying tribute to our local Heroes.

Please use the forms enclosed to let us know how you are able to help. We very much hope to see you for our **17th Annual Real Heroes Awards Breakfast** on March 20, 2014 at Jeff's Catering & Event Center in Brewer.

Sincerely,

A handwritten signature in black ink, appearing to read "Todd M. Nadeau".

Todd M. Nadeau, MSB, CFRE
Executive Director

Enclosures

Statewide Corporate Sponsorship Levels

State Sponsor

Investment: **\$25,000**

Red Cross Mission Impact: Provides a full day of emergency shelter for 1,000 people.

- CEO or Senior Executive invited to introduce a Real Heroes Honoree at all four Breakfasts in the State of Maine
- Complimentary foursome in American Red Cross Annual Golf Tournament held at Highland Green, Topsham, Maine, in August of 2014
- Exclusive, top-tier sponsor acknowledgements printed in the program book, on event signage, on social media and radio channels, and on chapter website with live links to your company's website
- Your company's name and logo to be featured on invitations for all four Heroes Breakfasts events (pending timing of commitment)
- One table for 8 at each Heroes Breakfast in Maine (Portland, Lewiston, Bangor and Caribou), or a total of 4 tables at Breakfast(s) of your choice and a table for eight at the Mid Coast Chapter Gala
- Premium placement full-page, ad in program book at all American Red Cross Maine events (Choose from inside front cover or back cover)
- A full page message in program books at all five events
- Corporate profile and contact information in program books at all four Heroes events
- One slide in sponsor Power Point loop that runs on video screen(s) at all five events
- Your company's name and logo featured on sponsor signage to be displayed at several locations at all five events
- Sponsor recognition in annual report
- Opportunity to become part of the Ready 365 Program
- Sponsor appreciation ad in the Bangor Daily News in April 2014

Event Sponsor

Investment: **\$15,000**

Red Cross Mission Impact: Provides one hot meal to 2,500 disaster victims.

- CEO or Senior Executive invited to introduce Real Heroes Honoree at four of the Breakfasts in the State of Maine
- Second-tier sponsor acknowledgements in the program book, on event signage, on social media and radio channels, and on chapter website with live links to your company's website
- Your company's name and logo to be featured on invitations for three Heroes Breakfast events (pending timing of commitment)
- One table of 8 at four of the Heroes Breakfasts in Maine (Portland, Lewiston, Bangor and Presque Isle), or a total of 3 tables at Breakfast(s) of your choice
- Premium placement full-page ad in program book at four American Red Cross Heroes events
- A full-page message in program book at three events
- Corporate profile and contact information in program book at four events
- One slide in sponsor Power Point loop that runs on video screen(s) at all events
- Your company name and logo featured on sponsor signage to be displayed in several locations at the four events
- Sponsor recognition in annual report
- Opportunity to become part of the Ready 365 Program
- Sponsor appreciation ad in the Bangor Daily News in April 2014

Breakfast SponsorInvestment: **\$5,000****Red Cross Mission Impact: Provides cribs and other critical infant supplies for 85 babies in an emergency shelter.**

- Complimentary invitations to local event for two guests
- Sponsor acknowledgements in the program book, on event signage, on social media and radio channels, and on chapter website
- Your company's name and logo to be featured on invitations for four Heroes Breakfasts events (pending timing of commitment)
- Two reserved tables for 8 guests at each table
- Centerfold ad in program book
- Corporate profile and contact information in event program book
- One slide in sponsor Power Point loop that runs on video screen(s) at the event
- Your company name and logo displayed on large signage during the event
- Sponsor appreciation ad in the Bangor Daily News in April 2014

Hero Award SponsorInvestment: **\$3,000****Red Cross Mission Impact: Provides Infant CPR and Babysitter training to 200 underprivileged youths.**

- Complimentary invitations for two guests to local event
- Sponsor acknowledgements in the program book, on event signage, on social media and radio channels, and on chapter website
- Name to be featured on event invitation (pending timing of commitment)
- One reserved table for 8 guests
- Full-page, black & white ad in program book
- Corporate profile and contact information in program book
- Logo included on sponsor slide in sponsor Power Point loop that runs on a large video screen at the event
- Your company name and logo displayed on sponsor signage during the event
- Sponsor appreciation ad in the Bangor Daily News in April 2014

Color Guard SponsorInvestment: **\$2,000****Red Cross Mission Impact: Provides travel, meals and shelter for 15 health care workers.**

- Sponsor acknowledgements in the program book, on social media and radio channels, and on chapter website
- Half-page, black & white ad in program book
- Corporate profile and contact information in program book
- Logo included on sponsor slide in sponsor Power Point loop that runs on a large video screen at the event
- Your company name displayed on sponsor signage during the event
- Table of 8-Guests
- Sponsor appreciation ad in the Bangor Daily News in April 2014

Patriotic Vocalist SponsorInvestment: **\$2,000****Red Cross Mission Impact: Provides communication to 25 military personnel and their families when family emergency strikes.**

- Sponsor acknowledgements in the program book, on social media and radio channels, and on chapter website
- Half-page, black & white ad in program book
- Corporate profile and contact information in program book
- Logo included on sponsor slide in sponsor Power Point loop that runs on a large video screen at the event
- Your company name displayed on sponsor signage during the event
- Table of 8-Guests

- Sponsor appreciation ad in the Bangor Daily News in April 2014

Bag Pipe and Drum Corps Sponsor

Investment: **\$2,000**

Red Cross Mission Impact: Provides swimming lessons for 200 underprivileged youths.

- Sponsor acknowledgements in the program book, on social media and radio channels, and on chapter website
- Half-page, black & white ad in program book
- Corporate profile and contact information in program book
- Logo included on sponsor slide in sponsor Power Point loop that runs on a large video screen at the event
- Your company name displayed on sponsor signage during the event
- Table of 8-Guests
- Sponsor appreciation ad in the Bangor Daily News in April 2014

Patron Sponsor

Investment: **\$1,800**

Red Cross Mission Impact: Provides 15 first responders with a hot meal, water, and snacks for one day.

- Sponsor acknowledgements in the program book, on event signage, on social media and radio channels, and on chapter website
- Half-page, black & white ad in program book
- Corporate profile and contact information in program book
- Logo included on sponsor slide in sponsor Power Point loop that runs on a large video screen at the event
- Your company name displayed on sponsor signage during the event
- Table of 8-Guests
- Sponsor appreciation ad in the Bangor Daily News in April 2014

Partner Sponsor

Investment: **\$1,500**

Red Cross Mission Impact: Provides 30 military comfort kits filled with most-needed items such as a robe, shower shoes, toiletries, and music gift card.

- Table of 8-Guests
- Name in program book
- Table Sign
- Half-Page Program Ad
- Sponsor appreciation ad in the Bangor Daily News in April 2014

Table Sponsor

Investment: **\$750**

Red Cross Mission Impact: Provides 150 blankets to victims of disaster.

- Table of 8-Guests
- Name in program book
- Table Sign
- Quarter-page ad in program book

Additional Opportunities

There are other ways to lend your support to help make the Heroes Breakfast a huge success:

Underwrite/Donate: Associate your name/brand with the buffet, Teddy Bears, or one of the other elements of the Breakfast, such as the signage or decorations.

Host a Hero Table: \$750 – Can't attend the event? Host a table of 8 for a Hero Award recipient and their guests! Your company's name and logo will be displayed on the table and your name will be listed in the program book as a "Host a Hero" sponsor.

Be a contributor: Contribute between \$1 and \$749 and your name will be displayed in the program book in our Contributor Honor Roll section.

Purchase Tickets: \$25/Individual or \$45/Couple. A limited number of individual seats will be available for purchase at the event, so please reserve your seat(s) early!

Donate In-Kind Products: We're looking for products to support the cost of the Breakfast such as: table linens, signage, balloons, helium, teddy bears, and other event necessities.

Media Sponsors: Print and radio; lend your brand to help promote this important event.

Program Book Ads

Show your support for one or more of our honorees by placing an ad in the program book:

Full-Page: \$500 (black & white ad)

Half-Page: \$350 (black & white ad)

Quarter-Page: \$200 (black & white ad)

Please send questions to:

Stacy Caler
American Red Cross - Pine Tree Chapter
145 Exchange Street, Suite 1
Bangor, ME 04401
207-941-2903 X404
stacy.caler@redcross.org

PLEASE NOTE OUR NEW MAILING ADDRESS



ordinary people | extraordinary acts

AMERICAN RED CROSS-PINE TREE CHAPTER & WABI-TV5
17th Annual Real Heroes Breakfast

Thursday, March 20, 2014 from 7:30-9:00a.m.
Jeff's Catering & Event Center in Brewer

SPONSOR & CONTRIBUTOR REPLY FORM

Empty square box for marking response

YES! I would like to celebrate local Real Heroes by supporting the Pine Tree Chapter's 17th Annual Real Heroes Breakfast in the following way:

- Checkboxes for various sponsorship levels: \$25,000 State Sponsor, \$15,000 Event Sponsor, \$5,000 Breakfast Sponsor, \$3,000 Hero Award Sponsor, \$500 Event Table Sponsor, \$2,000 Color Guard Sponsor, \$2,000 Patriotic Vocalist Sponsor, \$2,000 Bag Pipe and Drum Corps Sponsor, \$1,800 Patron Sponsor, \$1,500 Partner Sponsor, \$750 Table Sponsor, \$750 Hero Table Sponsor, \$ Contributor (\$1-\$749), \$25/Single Ticket - \$45/Couple, Payment Option-1, Payment Option-2, and I/We cannot attend, but wish to donate.

Name (as you wish it to appear in the event program)

Contact Person

Contact Person Title

Contact Telephone Number Contact Fax Number

Contact Email

Please Reply by February 20, 2014
Todd Nadeau, Executive Director
145 Exchange Street, Suite 1
Bangor, ME 04401

You may also reply by phone: (207) 941-2903 Ext 402 or fax: (207) 941-2906 or email: todd.nadeau@redcross.org

A-3-c

Check One: Initial Application
 Reappointment Application



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): As 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: _____

A-4-a

TO: Hampden Town Council
FROM: Sue Lessard, Town Manager
DATE: January 2, 2014
RE: Department Reports – November 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 – November 2013

VEHICLES REGISTERED	445
BOATS REGISTERED	0
ATV'S REGISTERED	05
SNOWMOBILES REGISTERED	14
DOGS LICENSED	44
TRANSFER STATION DECALS SOLD	47
VITAL RECORDS ISSUED	
BIRTH	2
MARRIAGE	5
DEATH	3
BURIAL PERMITS	1
MARRIAGE LICENSES ISSUED	3
HUNT/FISH LICENSES SOLD	16
GENERAL ASSISTANCE APPOINTMENTS	4
GENERAL ASSISTANCE GRANTED	\$567.50

TOWN MANAGER'S REPORT
2013

The purpose of this report is to identify progress made on goals set by the Town Council for the 2013 year, discuss other work/accomplishments for the year, list grants received and accepted by the Town in 2013, identify items that are 'works in progress' of the Town Council Committees, and report on construction activity that has increased valuation.

Goals & Objectives

During the goals and objectives session held by the Town Council in March of 2013, 32 items were initially identified by individual councilors as potential work subjects for the 2013 year. Each Councilor selected five from the list as those that they felt needed the greatest attention. 18 of the original 32 were selected by Councilors. In order of how these items ranked based on how many Councilors selected them – the results were as follows and each item that was worked on has what was done in italics next to the item:

5 Councilors selected:

Zoning/comprehensive plan integration – While there has not been a look at all areas, the following zoning/ordinance changes were made in 2013 in response to either business/resident requests or upon recommendation of the Planning & Development Committee:

- *Consumer Fireworks Ordinance Adopted June 2013*
- *E911 Addressing Ordinance Adopted August 2013*
- *General Assistance Ordinance Updates Adopted July 2013, October 2013*
- *Marina Parcel – Ordinance Authorizing Conveyance May 2013*
- *Old Hampden Academy – Ordinance Authorizing Sale August 2013*
- *Outdoor Wood Boiler Licensing Ordinance Amendments January 2013*
- *Sewer Bond Ordinance - July 2013*
- *Victualer's Ordinance Amendments – January 2013*
- *Zoning Ordinance Text Amendment – Signs in VC & VCII Districts August 2013*
- *Zoning Ordinance Map Amendment – Swan Property – November 2013*
- *Zoning Ordinance Text Amendment – B & B's and Child Care Centers – August 2013*
- *Zoning Ordinance Text Amendment – Add single family Dwelling to Interchange District – July 2013*
- *Discussed but did not approve Military Excise Exemption Ordinance February 2013*

4 Councilors selected

Hampden Academy sale/re-use – After considerable review, environmental investigations, and meetings, in August of 2013 the Town Council voted to sell the entire former Hampden Academy site to Historic Hampden Academy, LLC for the price of \$60,000, with no future responsibility for environmental remediation costs related to asbestos, pcb's, etc.

Solid Waste Costs & Transfer Station Operation – *The Infrastructure Committee reviewed costs related to the removal of brush and demolition debris and investigated an alternate method of hauling brush. The investigation resulted in the removal of a \$58 per ton disposal fee for brush, which will save the community approximately \$12,000 per year.*

3 Councilors selected

Skehan Center retention as a community center – *At the time that the Council sold the old Hampden Academy Property to Historic Hampden Academy, LLC they also entered into a five year lease of a portion of the Skehan Center building for the cost of \$1 per year for use as a community/recreation center. Under the terms of the lease the town is responsible for utilities (once the purchaser has separated the Skehan Center for usage of oil and electricity) and maintenance and repair costs. The cost center is set up with the idea that it should be self-sustaining and not require the use of property tax dollars.*

2 Councilors selected

Make Recreation programs self-sustaining – *At the present time, tax dollars fund two positions in the Recreation Department – the Director and the Assistant Director. All other costs related to recreation (programs, staffing, Skehan Center, etc.) are paid for from fees charged for program participation, donations, sponsorships, and facility rental. The current policy is based on the premise that the portion of recreation that is paid for by tax dollars provides for the opportunity for the Town to offer recreation to all age levels and that that is a legitimate use of tax dollars and one that is supported by a majority of taxpayers. The actual costs of the programs themselves and the facilities and supplies used, as well as the people who staff them are paid for from the above-cited sources.*

Review staffing levels – *No additional staffing, other than the second school resource officer position has been discussed during this year. No staff cuts have been discussed either.*

Parks/Trails Program – *During the 2012 year the Council adopted a policy for use of Town parks/lands that eliminated two separate ordinances (Dorothea Dix Park and Papermill Park) that contained provisions that were no longer legal (prohibition of firearms) and standardized public use of town properties. In addition, a volunteer committee headed by resident Jeremy Jones ‘adopted’ Papermill Park and has done clearing and clean up at the site. The Dorothea Dix park committee has had clean up days as well, and a water fountain was installed at the park this past summer also. The Town also continues to support the snowmobile trails program by donating \$1000 a year from snowmobile fees to the Goodwill Rider’s Snowmobile Club for trail grooming and maintenance.*

Employee Morale and Retention – *No specific discussion of this matter was done in 2013. However, the Town also has a very low turnover rate in all departments and is characterized by long tenure in its employees. There is a comprehensive Personnel Policy that was adopted by the Town Council in 2012, union negotiations are characterized by an open and civil process, we have an Employee Assistance Program offered through the Town’s health insurance provider, the Town has a Wellness program with monthly sessions to encourage better health practices by employees and an incentive program associated with it offered by the Town’s health insurer that allows employees to earn credits toward merchandise. The Town is*

also supportive of ongoing training for employees and budgets annually so that employees can stay abreast of changes in regulations and operations in their various fields.

1 Councilor selected

Overall review of ordinances and updating for consistency - See above – Zoning & Comprehensive Plan

20% wage reduction over next 20 years – The Council awarded a 1.1% cost of living raise to all employees consistent with what the Police/Fire Union Contract wages called for in the 2013 year. Review of the Maine Municipal Association salary survey showed that wages and benefits offered by the Town are consistent with communities of similar size throughout the state. It has been the practice of the Council to maintain that parity in order to be able to attract viable candidates for municipal positions when necessary.

Freeze wages for three years – allow Councilors not to receive pay – Councilors have the ability to refuse wages for Council Service if they choose at the present time. Otherwise, Councilors are paid \$30 per meeting for council and committee meetings attended and the Mayor is paid \$35 per meeting for council and committee meetings attended. In addition, Councilors are paid quarterly up to \$50 per month for costs related to internet at their homes. Wages were not frozen in 2013 (see above item). The last time wages were frozen was in 2008/09 when the union's voluntarily opened their contracts and inserted an extra year with no increase in wage and a change in health care program. No employees received cost of living raises that year. In addition to that year, I did not take a cost of living raise in 2010/11, 11/12, or 12/13. The Public Safety director also refused a cost of living raise in 2011/2012.

Review vacation cash-in policy – At the present time non-union employees are allowed to cash in one week of vacation (union members do not have that limitation) if they are not going to be able to use all of their vacation within a year and the reason for non-use is approved by the Town Manager.

Review policy of banking vacation – Per the Employee Handbook adopted in 2012, employees are allowed to carry 80 hours of vacation into a new fiscal year.

Make Pool self-sustaining financially – In 2012-13, the Council adopted a new way of funding the pool. Instead of budgeting for 100% of the costs, and also budgeting for revenue as an offset, they began budgeting only for the cost of personnel and created an Enterprise Account from which pool facility and capital needs would be expended and into which fees from pool use would be credited. The purpose of this was to work toward a larger percentage of the total cost of the pool to come from fees/fundraising. The Council budgeted in a similar fashion in 2013/14 and it appears from the end of year figures from 12/13 that it will be possible to add some items from personnel costs to the Enterprise budget for the pool and further reduce the amount funded from taxation.

Revamp ordinance pertaining to political signs to give CEO authority to remove – A review of the sign ordinance related to political signs done by the Town Attorney during the 2013 November election revealed that our current ordinance is non-compliant with the law at the present time due to changes by the Supreme Court in interpretation of the public right to free speech. That legal opinion should form the basis for discussion of changes to the Sign ordinance in 2014.

Sell second half of Business Park – *The Council did a request for proposals in 2013 for parties interested in developing the remainder of the Business Park. Sargent Corp was the only company that submitted a proposal and the Planning & Development Committee has been – and continues to – work on an agreement to bring back to the Town Council. Since the proposal was submitted, the owner of the Ammo Industrial park has approached the town for utilities and road connections to the Business Park and has offered access to town land for recreation as well. This discussion has expanded to include land owned by Brian Bouchard off Coldbrook Road as well.*

Storm Water Management – *GIS/IT Specialist Gretchen Heldmann wrote a successful grant in 2013 for the second phase of exploration of the Sucker Brook watershed which is scheduled to be listed as an urban impaired stream in the next two years. The Town also was a successful recipient of a grant in 2011 for the first phase of exploration in partnership with the City of Bangor since we share the watershed. The Town is a designated MS 4 community, which is a determination based on a combination of population density in the Route 1A corridor and our proximity to the City of Bangor. As such, we are required to have a five year plan for storm water management, best management practices for stormwater, ongoing monitoring of all outfalls, culverts, catch basins, public education for good stormwater practices – and more. At the present time the approximate \$12,000 for this program (paid to a consultant that assists staff in public works, planning, GIS, and administration in permit compliance as well as dues for participation in the Bangor Area Stormwater Group) comes from Host Community Benefits and was voted to be funded as such by the Council 6 years ago. The City of Bangor has instituted a stormwater fee based on impervious surface of businesses in the City in order to fund their program. As Hampden becomes more and more regulated under this program, the Council will have to consider how it wishes to fund the work that is required of us by law.*

Budget Goals & Objectives

It was the consensus of the council to keep the mil rate effort for the Town portion of the budget as close to the same as possible for the 2013-14 budget year. – *The town reduced its operating budget by \$300,000 in order to offset State Revenue Sharing dollar losses and keep the ‘town-portion’ of the mil rate the same as last year. The County portion of the budget went up \$36,000 and the School portion of the budget went up \$349,000. New valuation in the amount of approximately \$10 million dollars - which at the mil rate set of \$16.65 generated \$166,500 - was not sufficient to offset the entire increase in county and school budgets.*

Grants/Donations Received 2013

In 2013, the Town received the following grants/donations:

Fire Department –

\$38,000 grant for an oxygen fill-system for SCBA units – Federal Grant

\$ 2,000 Wireless Headsets – Maine Municipal Association

Police Department –

*\$10,000 Traffic safety grant – Federal Grant
\$6,331 Radio & Antennas – Homeland Security through the County
\$1,000 Stalker Dual Radar Grant – Maine Bureau of Highway Safety*

Library

*\$20,000 Willard bequest
\$702 – Rudman Grant – 2 Science Programs*

GIS/IT

\$12,000 DEP Stormwater Grant

Pass Through Grants (managed by the Town - for Historic Preservation Purposes)

\$6,000 Harmony Hall – Historic Preservation Grant – for Painting – Total project was \$14,500 with \$8,500 from the Garden Club and \$6,000 from the Maine Historic Preservation Commission

\$5,513 Hampden Historical Society from the Maine Historic Preservation Commission – Museum in the Streets - \$10,497 to come from the Historical Society

Other Council Actions – *Although the following items are listed as bullet points, virtually all of the activity first went through a committee process involving at least one meeting, but often more than one prior to a decision of the Town Council. The Budget process alone involved 8 meetings of the Town Council and months of work by the Manager and staff. Some of the items, such as the conveyance of land at the marina, and the disposition of the old Hampden Academy have been in the works for a number of years.*

- Preserved Alewife Fishing Rights for the Souadabscook Stream*
- Debated and Adopted 2014 Town Budget*
- Abated unpaid Ambulance billings for 2011 & 2012*
- Granted a request to Ammo Park owner Peter Thornton to connect to Town Sewer*
- Approved 6 liquor licenses for local businesses and approved the sale of wine at the Farmer's Market by Winterport Winery*
- Approved paving for 2013*
- Approved purchase of a 2013 SUV for a police vehicle*
- Approved purchase of a 2013 Ford F-550 for Public Works*
- Accepted local road assistance funds from the State of Maine*
- Adopted an Arbor Day Proclamation as part of the requirements to maintain the Town's Tree City USA designation*
- Accepted open space/public improvements (roads/sewer/drainage) for Chickadee Crossing subdivision*
- Approved new computer server for the Town Office*
- Approved new phone system to replace system that is 11 years old*
- Approved continuation of document scanning project to reduce 'paper' volume*

- *Approved participation in State/County GIS mapping project at the 6" resolution level*
- *Accepted open space from the Halpern Subdivision*
- *Approved Kiwanis Poker Tournament license for the year*
- *Approved VFW Bingo license for the year*
- *Denied acceptance of Rancourt Town Farm open space acceptance request*
- *Donated funds to Reed's Brook Destination Imagination Team for trip to World's*
- *Committed 4 quarters of sewer billing for collection*
- *Authorized the design and bid of the sewer project for 2 pump station rehabs and line replacement from Western Ave/1A intersection to the Water District*
- *Authorized Soudabscook Stream Canoe Race*
- *Approved Service Fees for 2013-2014*
- *Interviewed and appointed School Board Member to fill vacancy created by the resignation of Nick Winchester*
- *Interviewed and appointed 2 Water District Trustees to fill vacancies created by the resignation of Dana Skinner and Don Darling*
- *Approved use of Skehan Center for Recreation/Community Center*
- *Discussed concerns of resident regarding cancer rates on Coldbrook Road*
- *Appointed members of the Pool Board, Library Board of Trustees, Appeals Board, Planning Board, Board of Assessment Review, Historic Preservation Commission, and Personnel Appeals Board*
- *Accepted resignations of two Councilors – Shelby Wright and Janet Hughes*
- *Renewed authorization of Epstein Realty for sale of lots in Business Park*
- *Authorized survey of municipal services and reviewed results*
- *Reviewed results of survey done by Public Safety Department*
- *Considered request by Kabang for campsite located in Hampden*

Work in Progress – Committees

Planning & Development

- *Continued negotiation with Sargent Corporation regarding the Business Park*
- *Work with Peter Thornton related to development of the Ammo Park and connection to the Town Business Park, as well as work with other property owners in the Coldbrook Road area for possible development*
- *Continued review of Town Ordinances for compliance with comprehensive plan*

Services

- *Ongoing review/monitoring of Skehan Center operation/budget*
- *Coldbrook Road Cancer Concerns referred to this committee in November 2013*
- *Parks/trails needs in the Community*

Infrastructure

- *Vehicle/Equipment replacement schedules*
- *Transfer station – cd/demo weekend hours*

- *Transfer station – sticker fees*
- *Timber harvesting on town lands prior to development*
- *Review of road/sidewalk paving schedules*

Finance & Administration

- *Monthly financial reports (ongoing)*
- *Sewer fees – capital and operating*
- *Reserve Account funding*

Building/Construction Activity 2013

<i>Single family home permits issued</i>	<i>54</i>
<i>Multi-family home permits issued</i>	<i>4</i>
<i>Business permits issued</i>	<i>1</i>

Renovations –

<i>Single family permits</i>	<i>10</i>
<i>Business permits</i>	<i>2</i>
<i>Commercial permits</i>	<i>2</i>
<i>Garage permits</i>	<i>1</i>
<i>Decks</i>	<i>7</i>
<i>Roof</i>	<i>1</i>
<i>Porch</i>	<i>1</i>

Additions –

<i>Single family</i>	<i>10</i>
<i>Garage</i>	<i>5</i>
<i>Deck</i>	<i>8</i>

Outbuildings

<i>Garage</i>	<i>9</i>
<i>Barn</i>	<i>2</i>
<i>Shed</i>	<i>14</i>

Normally as part of my annual report, I cite the activity statistics by Town Department. However, several months ago, we began a process of each department providing Town Councilors with monthly reports that list all of this activity so I will not repeat that here. I look forward to working with the Council on goals and objectives that it sets for the coming year as well as finding ways to insure that we can cost-effectively continue to offer good services to the residents of the community.

Code Enforcement Office

Monthly Report for November 2013

During the month of November the Code Enforcement Office processed a total of 59 permit applications. Twenty-four of the building permit applications handled were for new single-family home construction. Six plumbing permit applications (including both internal and subsurface) were submitted during the same time period.

A total of \$21,353.00 in fees were collected in the month of November. This compares to \$1,906.00 the previous year. This was another above average month for the Code office due to the activity generated by the completion of Chickadee Lane and the Bangor Hydro project. The developer of the Chickadee subdivision applied for 20 new house permits and 20 sewer hook-on permits. The building permit for the Bangor Hydro operations center contributed around \$7,800.00 to the monthly total.

As a result of the plans review of permit applications, several follow-up meetings were 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 4 applicants prior to permit issuance.

The Code Enforcement Officer performed a total of 33 inspections in the month of November. 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 Building Inspector attended an International Energy Conservation Code seminar this month. The seminar, sponsored by the Maine Building Officials and Inspectors Association was intended to give a good overview of the residential and commercial provisions of the IECC and proved to be worthwhile.

The Code Enforcement Officer also attended a seminar on Floodplain Management. The Code Enforcement Officer is the local representative responsible for administering and enforcing local floodplain management regulations. By participating in the National Flood Insurance Program, residents of the Town are able to purchase federally backed flood insurance policies. There are around 20 active flood insurance policies in the Town of Hampden over half of which are on properties located outside the mapped flood hazard area.

Respectfully Submitted,



Ben Johnson
Code Enforcement Officer
Local Plumbing Inspector

ASSESSING REPORT
NOVEMBER 2013

As the end of the year approaches, the requests for 801 substitute forms (which I issue) will increase. The deadline for filing is December 31, 2013 for taxes paid in 2012 on eligible personal property.

I processed September Mortgages and Deeds and started October Mortgages. We received 33 refinance mortgages for September alone.

I had several discussions with neighboring assessors regarding the Natural Gas Line. Improvements to the line have been made in a number of communities, including Hampden, and the upcoming April 1st may bring some interesting issues to light with this gas line. It has remained tax exempt as it was originally the Loring Line and owned by the United States. It has been sold twice, but has not been operational for a number of years. The current owners are declaring that they are tax exempt, but they have not provided proof of this status, and they have not challenged any assessments that were placed that I know of. I will keep you updated on the status of this line as we get closer to April 1st. The Bureau of Revenue Services has chosen not to tax any portion of the line and is waiting for the local assessors to value them first. I have found multiple sources that disclose the sale price as being \$4.5 million, so there is clearly value to this pipeline. I have not found any documentation verifying the new owner is tax exempt.

I completed the turnaround document for Maine Revenue Services. It had 146 property sales that needed to be analyzed and reported to the State. An employee from Maine Revenue Services will be getting in touch with me in the next couple of months to do an office visit and review a number of required documents as well as go over the sales I reported.

The Forest Service requested a report on all property in Tree Growth, which I submitted to them prior to the November 22nd deadline.

There have been a number of changes to the Tree Growth Tax Law and if anyone would like further information, please feel free to contact me at the office. We currently have one property owner in non-compliance and a \$500 supplemental "administrative penalty" has been issued and paid. The individual has had a number of conversations with me, but has not filed an updated plan to date. They have six months from the original penalty date before a second administrative penalty will be supplemented and ultimately the parcel will be withdrawn from the program. This is a "current use" program and these are some of the changes that have taken place in the program.

Service fees were calculated and submitted to the Town Manager for submission to the Council. I coded bills for our department and submitted them for payment.

I have also continued to try and get a response from TRIO regarding the Code Enforcement Program. Gretchen and Rosemary have both put a lot of time into trying to narrow down the accounts that have issues. I did hear from TRIO after two e-mails. It seems that we are the only community they have that converted to Windows from DOS. Many of the problems we are encountering are a result of the conversion, that we were assured would not be a problem. I /we will continue to keep on top of the problems and work towards their resolution.

I issued one supplemental tax bill for a farmland penalty and continued on with inspections and finals on new construction as necessary.

I filled in at the front desk for a day and a half. I did the weekly deposit and contacted the alternate plumbing inspector for three inspections during that time. I also answered phones, took messages and waited on customers as needed.

Respectfully Submitted,

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

Kelly J. Karter

Stormwater update: I spent time going over the draft SWMP provided by our consultant, making edits and suggestions. I have been working with MDOT regarding sharing stormwater GIS data, as part of our permits require that we figure out where our systems interconnect. MDOT is working on their own internal process regarding how they want to share data. I also finalized the transfer of BASWG's domain names and databases from Pinnacle IT, our former software consultant.

IT update: I replaced a computer at the pool that was over six years old. I reconfigured two Council laptops for the new Councilors, and set up email accounts for them. I started refurbishing an old PC to set up for the new SRO. I worked with my IT vendor to order the new Town Office server, and he is working on getting that configured. One of the wireless access points at the Town Office was acting up, so we had the company that installed the wireless network, Bricknet IT, come out and troubleshoot. They determined the access point had failed and needed to be replaced, so we replaced it. The wireless network is now

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. The number one outstanding issue is that the Account Numbers from the Real Estate module do not match the Account Numbers in the Code Enforcement module – they should be the same. When the export/import happened, something glitched up, and there are at least 62 accounts that do not match. Rosemary and I spent the time tracking down and isolating as many accounts with issues as we could, to determine if there was a rhyme or reason, and there is not – which lends us to believe it is a software bug and TRIO needs to fix it. We are still working with them, but are now entertaining other software vendors.

Lastly, Kandy, Denise, and I continued to work on the research for upgrading the phone system. We proposed the OTT Communications solution to the Council and received approval. OTT, Susan, and I met and got all the paperwork squared away for the order. I went ahead and ordered the two new network switches and will be installing them Friday, Dec. 6th – at the same time, Time Warner will be here to install new modems and upgrade our internet speed.

GIS update: On the GIS side of things, updates to our data layers continued as time allowed. This month I was able to input a couple newer subdivisions into the parcel layer. I also spent time working with the GeoLibrary Board on two fronts: one, I participated on the selection committee to select their first-ever Executive Director, and two, I continued to advocate for updated imagery for the state. We selected Joe Young as the Executive Director –

Joe was the state FEMA Floodplain Program Manager and is very knowledgeable about both orthoimagery and lidar, which makes for a great person to be the Executive Director for the GeoLibrary Board. The imagery advocacy work was a success, as the Penobscot County Budget Committee voted unanimously to participate in the updated imagery program. The Hampden Council P&D Committee, Finance Committee, and full Council also voted to participate in the buy-up part of the updated imagery program (though not unanimously). The buy-up paperwork has been filed with the state.

I GPSed 24 more e911 locations and assigned addresses, which included twenty on Chickadee Lane and four others around town.

I had a day and a half where I was out sick.

Respectfully Submitted,

A handwritten signature in black ink, appearing to be 'Gretchen Heldmann', with a long horizontal line extending to the right.

Gretchen Heldmann, GISP
GIS/IT Specialist

Town Planner Report

November 2013 activities of the Town Planner include the following:

The Planning Board reviewed and approved at their November 13, 2013 meeting applications for O'Donald (Jordan) site plan revision to enlarge two proposed, four-family buildings on Western Avenue, Holden, LLC site plan revision to provide 15 off-site parking spaces for additional antique mall use on Western Avenue, West Hampden Baptist Church revision of site plan for a proposed garage on Western Avenue and Bangor Hydro Electric revision of site plan because of building final design changes. Pending applications to the Board will come from the Town for the waterfront parking lot and Ammo Park.

Council Planning and Development Committee activities include preparation of changes to the Shoreland Zoning Map and Shoreland Zoning Ordinance to address recent changes to State law that no longer requires that jurisdictional wetlands with certain bird habitats be zoned Resource Protection. Preparation of changes to the Shoreland Zoning Ordinance of changes to the timber harvest provisions is also underway. Review of the lotting of Ammo Industrial Park is under review with an eye to Planning Board review of documentation that would establish lots in lieu of subdivision approval. (The park has buildings that were built pre 1970 and each building has a "developmental" lot surrounding that building). Development of a proposed set of Zoning Map and Zoning Ordinance amendments for extending Business B District down a portion of Western Avenue is underway. Subdivision Open Space policy is under development. Revisions to the mineral extraction regulations is under development.

Bangor Area Storm Water Group (BASWG) activities include chairman duties at Policy and Technical committees, signed DIMS contract with Sewall, attended two day Maine Stormwater Conference in South Portland, preparation and advertising of a consultant/BASWG RFP for Education and outreach activities for year, review of year- five permit activities, discussion of new permit activities to be finalized this fall .

Bangor Area Comprehensive Transportation System (BACTS) activities include attendance of the Policy Committee Meeting and Technical 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: December 2013

Former Hampden Academy:

- Facilitating development compliance with Local Regulations.

Hampden Business and Commerce Park:

- Facilitating ongoing negotiations with Sargent Corporation.

Ammo Park/Coldbrook Road:

- Facilitating discussions with Peter Thornton on mutually beneficial initiatives.

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...

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 NOVEMBER 2013

Opened 2 beaver dams

Had 2 burials in Lakeview Cemetery

Set up and tore down voting booths

Rip Raped shoulder on Laskey lane

Worked on plow trucks

Repaired transmission in flusher truck

Filled and smoothed plow turn arounds on emerald drive and rte 69

Screened winter sand

Marked catch basins

Cleaned leaves in ditches on Shaw hill and Emerson mill rd

Repaired one compactor ,the clamp broke

Salted and sanded roads 3 times in November

Loaded transfer station 2 times after demo weekends

Put Christmas Reefs up in town



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 October
DATE: December 10, 2013

During the month of November, the Hampden Police Department responded to 330 calls for service, had 19 arrests/criminal violations; and issued 22 traffic citations and 71 written traffic warnings. The Fire Department responded to 14 calls for service and the ambulance responded to 51 calls.

Lieutenant Frank Coombs and Firefighter/Paramedic Myles Block attended the Atlantic Partners Emergency Medical Services Training at the Samoset this month. Since both were presenters at the conference, the lodging was provided by Atlantic Partners. Also attending the conference was our Medical Director, Dr. James Baldwin.

Sergeant Scott Webber applied for and received two Highway Safety grants. One grant focuses on speed enforcement and the other on impaired driving enforcement. Each grant is for \$10,000 to cover reimbursement for officer salary and benefits and runs through September 2014. Participation in the speed and impaired driving enforcement grants qualifies Hampden Police Department to receive two in-car video camera systems worth \$5000 each.

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

Circulation: 2357 adult items; 2195 children's materials; 139 items were downloaded; 74 people used our public access computers (this does not include people who brought their own wireless devices).

2172 people came into the library. EDL staff answered 282 reference questions for people in the library and 166 over the telephone (these include 18 that were people who thought they were calling the town office)

EDL loaned 527 items to other libraries and borrowed 813 through the statewide delivery service.

Children's programs: 3 Play & Learn Programs: 15 children/11 adults
 8 Preschool Storytimes: 53 children/39 adults
 6 Toddler Storytimes: 60 toddlers/44 adults
 2 Read 'em and eat book discussion for grades 3 & 4: 6 children
 4 after school Lego Play: 24 children/14 adults
 1 Hampstead Stage Company play: 25 children/14 adults

Teen programs 2 Story Slams 30 teens/29 adults

Adult programs: 1 afternoon book discussion: 9
 1 evening book discussion: 10
 2 Creative Writing Workshops: 17
 4 Nation Novel Writing Month: 6
 1 author visit: 11
 4 Literacy volunteer meetings: 12
 2 Hampden sewing circle meetings: 13

Trainings/professional development:

November 6 Reader's Advisory Webinar—3 staff members

November 21 Debbie attended the monthly Bangor Area Librarians' lunch

Lura Hoit Pool Rentals 2013

Month	# of People	Total Hrs	Wkday		Wkend		Total Fees
			Rntal Hrs	Rntal Hrs	Rntal Hrs	Rntal Hrs	
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							
Year							
Totals		503.5	204	299.5			\$27,615.00

Lura Hoit Pool Rentals 2012

Month	# of People	Total Hrs	Wkday		Wkend		Total Fees
			Rntal Hrs	Rntal Hrs	Rntal Hrs	Rntal Hrs	
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

Session I: Sept. 8 - Nov 16 2013

Infant/toddler	19	\$1,110.60
Water Tots	16	\$1,001.00
Preschool	62	\$3,662.40
Adv. Pre	9	\$520.00
Beginner	41	\$2,435.00
Adv. Beg.	16	\$935.00
Int/Sw	11	\$567.00
Pre-Comp	10	\$770.00
Adult/Adoles	0	\$0.00
Total =	184	\$11,001.00

Session II : Nov 17 - Feb 8 2014

Infant/toddler	
Water Tots	
Preschool	
Adv. Pre	
Beginner	
Adv. Beg.	
Int/Sw	
Pre-Comp	
Adult/Adoles	
Total =	

Session III: Feb 23 - April 19 2014

Infant/toddler	
Water Tots	
Preschool	
Adv. Pre	
Beginner	
Adv. Beg.	
Int/Sw	
Pre-Comp	
Adult/Adoles	
Total =	

Session IV: April 27 - June 21 2014

Infant/toddler	
Water Tots	
Preschool	
Adv. Pre	
Beginner	
Adv. Beg.	
Int/Sw	
Pre-Comp	
Adult/Adoles	
Total =	

Session V: June 22 - Aug 30 2014

Infant/toddler	
Water Tots	
Preschool	
Adv. Pre	
Beginner	
Adv. Beg.	
Int/Sw	
Pre-Comp	
Adult/Adoles	
Total =	

Private Lessons

Session I	20	\$ 2,885.00
Session II		
Session III		
Session IV		
Session V		
Total =		

Group Private Total

Total # of Participants
Total Income

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	
2	485.00	322.50	507.00	422.00	24.00	222.00	340.00	167.00	closed	10.00	330.00	
3	745.00	240.00	265.00	382.00	110.00	1,471.75	117.00	30.00	2,117.00	115.00	150.00	
4	285.00	262.00	240.00	100.00	207.00	2,046.00	closed	closed	1,069.00	180.00	3,177.00	
5	472.00	203.50	374.00	352.00	193.00	977.00	159.00	172.00	240.00	197.00	4,149.00	
6	418.00	60.00	115.75	487.00	67.00	913.00	246.00	260.00	472.00	42.00	955.00	
7	477.00	115.00	178.25	297.50	249.00	1,018.00	closed	600.00	708.00	541.00	731.25	
8	140.00	95.00	764.00	4,205.00	187.00	1,171.25	675.00	185.00	150.00	340.00	1,468.00	
9	219.00	closed	215.00	5,789.25	62.00	592.00	0.00	565.00	715.00	628.00	923.00	
10	557.00	252.00	328.00	1,085.00	30.00	789.00	200.00	70.00	662.40	422.00	300.00	
11	35.00	3,105.00	342.00	634.00	147.00	0.00	115.00	closed	910.00	352.00	closed	
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	
13	575.00	933.00	264.00	1,110.00	0.00	525.00	197.00	147.00	629.50	135.00	360.42	
14	185.00	982.50	157.50	351.00	486.00	670.00	closed	125.00	443.00	closed	571.00	
15	312.00	3,402.00	439.00	closed	165.00	212.00	264.00	92.00	40.00	100.00	898.25	
16	3,170.25	353.00	507.00	808.00	205.00	closed	120.00	152.00	425.00	192.50	744.00	
17	185.00	462.00	347.00	648.00	149.00	521.25	0.00	235.00	258.00	130.00	157.00	
18	80.00	closed	325.00	407.00	395.00	299.00	65.00	closed	275.00	245.00	419.00	
19	420.00	1,046.00	snow	775.00	170.00	406.75	335.00	3,237.00	716.75	246.00	207.00	
20	305.00	827.00	25.00	470.00	165.00	296.00	240.00	4,149.00	167.00	130.00	288.00	
21	closed	700.00	413.00	284.00	224.00	359.00	closed	1,080.00	335.00	369.00	315.00	
22	179.00	890.00	539.00	430.00	487.00	354.00	535.00	779.00	105.00	950.00	150.00	
23	closed	550.00	267.00	397.00	182.00	closed	466.25	772.00	130.00	300.00	156.00	
24	140.00	478.00	177.00	200.00	57.00	755.00	180.00	402.00	774.00	62.50	80.00	
25	235.00	209.00	105.00	141.00	305.00	1,772.25	287.00	closed	310.75	492.00	145.00	
26	483.00	399.00	622.50	102.00	321.00	85.00	347.00	closed	157.50	130.00	282.40	
27	558.00	516.00	177.00	190.00	closed	561.00	299.00	closed	264.00	120.00	48.00	
28	90.00	162.00	180.00	90.00	90.00	258.00	closed	closed	460.00	132.00	closed	
29	465.00		310.00	220.00	130.00	392.00	283.75	closed	160.00	100.00	closed	
30	222.00		374.00	944.00	295.00	closed	84.00	closed	380.00	92.00	371.00	
31	0.00		closed		855.00		208.00	closed		220.00		
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	\$

Weekly/Monthly Pool User Tally

	Week dates	Week dates	Week dates	Week dates	Week dates	Week dates
Events	11/3-11/9	11/10-11/16	11/17-11/23	11/24-11/30		Monthly Totals
AM Lap	20	7	20	9		56
AM Ex Class	38	39	49	29		155
AM Open/Lap	37	26	42	22		127
Open/Senior	34	38	47	38		157
AM Lessons	19	13	31	24		87
Gentle Aerobics	42	31	38	17		128
PM Open/Lap 12:30-1:30	25	9	29	13		76
PM Lessons Wkdy	98	71	77	37		283
Wkdy Family Swim	52	37	47	13		149
PM Ex Class	19	23	25	10		77
PM Lap	13	6	4	5		28
Wkend lessons	74	75	84	66		299
Wkend lap	18	17	22	22		79
Wkend Fam Swim	39	84	54	91		268
Rentals	127	112	334	197		770
Totals	655	588	903	593	0	2739

Session I: Sept. 8 - Nov 16 2013

Infant/toddler	19	\$1,110.60
Water Tots	16	\$1,001.00
Preschool	62	\$3,662.40
Adv. Pre	9	\$520.00
Beginner	41	\$2,435.00
Adv. Beg.	16	\$935.00
Int/Sw	11	\$567.00
Pre-Comp	10	\$770.00
Adult/Adoles	0	\$0.00
Total =	184	\$11,001.00

Session II : Nov 17 - Feb 8 2014

Infant/toddler	
Water Tots	
Preschool	
Adv. Pre	
Beginner	
Adv. Beg.	
Int/Sw	
Pre-Comp	
Adult/Adoles	
Total =	

Session III: Feb 23 - April 19 2014

Infant/toddler	
Water Tots	
Preschool	
Adv. Pre	
Beginner	
Adv. Beg.	
Int/Sw	
Pre-Comp	
Adult/Adoles	
Total =	

Session IV: April 27 - June 21 2014

Infant/toddler	
Water Tots	
Preschool	
Adv. Pre	
Beginner	
Adv. Beg.	
Int/Sw	
Pre-Comp	
Adult/Adoles	
Total =	

Session V: June 22 - Aug 30 2014

Infant/toddler	
Water Tots	
Preschool	
Adv. Pre	
Beginner	
Adv. Beg.	
Int/Sw	
Pre-Comp	
Adult/Adoles	
Total =	

Private Lessons

Session I	20	\$ 2,885.00
Session II		
Session III		
Session IV		
Session V		

Group Private Total

Total # of Participants
Total Income

Hampden Recreation Department

Skehan Recreation Center

December Update 2013

Currently we are open 7 days per week. The time frame from mid November through late February is the busiest portion of the year for the Skehan Recreation Center. Day time programming consists of walking, senior fitness, line dancing, men's noon-time basketball, yoga, and John Bapst practices. Recreation basketball practice takes place in the evening followed by rental times by Bangor Roller Derby and Bronco Travel Basketball finishing out the night. Saturdays are fully programmed with little down time. Line Dancing, Preschool Basketball, and Rec Basketball games round out a full day of action in the building. Sunday day time rental space is available with some January dates already reserved. Recreation evening programming on Sundays includes special needs open gym, and adult pick up volleyball and basketball.

We are now approximately three weeks into our Winter I Program Session. There is a planned interruption of programming during the two weeks of school vacation. Open gym times, the MRPA Hot Shot Competition and a special program called Hogwarts Adventures will be held for school age children during the school vacation weeks.

Participation numbers for Junior Hoops basketball (grades 1-8) have increased by 24 participants this winter. A notable change was in the number of girls participating the grade 3-5 group. In order to accommodate the additional participants, scheduling had to be adjusted to eliminate the fifteen minute break between games. This has caused some issues with parking and lobby waiting times. Plans will be made next winter to add additional time between recreation basketball and Saturday evening John Bapst practice. Additional Winter I programs will begin in January and include Hoops U PK/K basketball, and Ski and Snowboard Lessons at Hermon Mountain.

Jill has been working to line up programming for the Winter II Program Session which begins in late February/early March. We will be working with the RSU 22 Adult Ed department to have a couple of additional offerings in the late winter/early spring session. Program guides should be available to the public for this session by mid to late January.

FINANCE & ADMINISTRATION COMMITTEE MEETING MINUTES

Monday, December 16, 2013

Attending:

Councilor Thomas Brann	Town Manager Susan Lessard
Councilor William Shakespeare	Public Safety Director Joe Rogers
Councilor Ivan McPike	Resident Terry McAvoy
Councilor Greg Sirois	Resident Alex King
Councilor Carol Duprey	
Councilor David Ryder	

The meeting was opened at 6 p.m. by Councilor Brann.

1. Meeting Minutes
 - a. December 2, 2013 – The minutes of the December 2, 2013 meeting were reviewed and approved with no changes or additions.
2. Review & Sign Warrants – Committee members reviewed the warrants, asked questions about expenditures, bidding practices, and unemployment payments and signed the warrants.
3. Old Business
 - a. Maine Trailer – Personal Property Taxes – The Town Manager presented an email offer from Maine Trailer for payment of outstanding personal property taxes. The offer included paying the oldest year (12/13) in full (\$40,900), paying \$1,000 per month from January through June and applying any BETR refunds that the company receives to the outstanding balance in July. In return, the Town would release the liens on personal property filed with the Secretary of State. Committee members noted that the amount outstanding at the present time was \$60,000 and as an alternative proposal, the Town would release the liens if \$60,000 were paid by 12/31/2013. The Town Manager will present the alternative proposal to the owner of Maine Trailer.
 - b. School Resource Officer – Additional Information Requested & Alternatives – Public Safety Director Joe Rogers attended the meeting and presented Councilor- requested information related to potential savings from having a second resource officer that could be used to cover shifts on nights and weekends/vacations that are currently filled by reserves. In addition, he presented the costs associated with providing a part time School Resource Officer for the school instead of a full-time one in the event that the grant was returned and the school wanted to contract for part-time services. Questions were raised about using a reserve officer for an SRO and Public Safety Director Rogers indicated that most reserve officers lacked sufficient training to serve in such a capacity.

Councilor Brann stated that he wished to retract a statement he had made at the December 2nd meeting when he stated that an SRO would not likely make a difference in the event of an active school shooting. He reported that in the school shooting that had taken place in Denver this week, the reason that the shooter did not shoot more people was because before he could do so the School Resource Officer appeared and the shooter committed suicide and therefore Councilor Brann retracted his earlier statement.

Resident Alex King stated that he was against the addition of this position at this time and that the Town/school should forgo the grant and instead, if it was vitally necessary, budget for it in the next budget when cuts could be made to offset the increased expenditures.

4. New Business
5. Public Comment
6. Committee Member comments – Councilor Shakespeare asked for a breakdown of newsletter costs for this year to be provided at the next Finance Committee meeting..

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

Respectfully submitted,

Susan Lessard
Town Manager

A-4-c

SERVICES COMMITTEE MEETING MINUTES
Monday, December 30, 2013

Attending:

Councilor Greg Sirois

Town Manager Susan Lessard

Councilor David Ryder

Resident Terry McAvoy

Councilor William Shakespeare

Councilor Jean Lawlis

Councilor Ivan McPike

The meeting was opened at 6:04 p.m. by Chairman Shakespeare.

1. MINUTES 7-8-2013 – The minutes of the 7-8-2013 were approved with no changes.
2. MINUTES 8-12-2013 – The minutes of the 8-12-2013 meeting were approved with no changes.
3. OLD BUSINESS
 - A. UPDATE – PARKS – The Town Manager presented a report submitted by Jeremy Jones on activities related to Papermill Park from September through December. (copy attached)
 - B. UPDATE – SKEHAN CENTER OPERATION – The Town Manager presented a report on the activities at the Skehan Center as well as an update on the financial status of the center. (copy attached). Committee members asked questions related to the financial stability of the operation, monitoring of the budget, and potential use of the facility by the VFW during Children's Day in 2014. The Manager explained that under the terms of the Town's lease that the property owner has the right to request usage of the Skehan Center for up to three days with six months' notice. The property owner has already requested usage of the facility for the Children's Day period in conjunction with a Champion the Cure Challenge in which they participate. Concern was also expressed over insuring that damage does not occur to the gym floor when events such as auctions or the annual baby clothes sale are held.
 - C. MAINE TRAILER – PERSONAL PROPERTY TAXES – The Town Manager explained that she had talked with both Maine Trailer and their financing partner, BBC Capital and that it was not possible for the company to pay \$60,000 in personal property taxes at this time. However, they could agree to pay the 2012-2013 personal property taxes in full in the amount of \$40,990.31 via certified check by 12/31/13 and pay \$1000 per month from January through June, and to apply any/all BETR reimbursements received from the State of Maine to the 2013-2014 personal property taxes. The agreement also states that failure to meet any of the conditions would result in the reinstatement of liens for the 2013-2014 tax with the Secretary of State. Motion by Councilor McPike, Seconded by Councilor Ryder to approve the revised payment agreement. Unanimous vote in favor.

D. CANCER CONCERNS – COLDBROOK ROAD – REFERRAL FROM COUNCIL – The Town Manager explained that she had written two emails to Molly Schwenn at the Maine Center for Disease Control but had had no response to either email. Committee members indicated that the Town should continue to promote more healthy lifestyles as a method of helping to reduce the incidence of cancer locally, but that there was nothing more that the Council could do at this time.

4. NEW BUSINESS

5. PUBLIC COMMENTS – Terry McAvoy asked how street lights were paid for and how we reported those that were not working. The Town Manager explained that we paid a per-light charge and that complaints of malfunctioning streetlights were referred to the Police Department who reported them to Bangor Hydro. Specifically named was the streetlight at the Mayo Road/Route 9 intersection that dims and goes out frequently. The Town Manger said that she would make sure it was reported but that given the current ice storm conditions, it could take some time before it was addressed.

6. COMMITTEE MEMBER COMMENTS

Councilor Shakespeare asked when it would be possible to do the recognition for Richard Newcomb that was approved at the last council meeting. The Manager indicated that she had ordered a key and it should be here within a week or ten days. It was suggested that the second meeting in January would be a good time to do the presentation. Councilor Shakespeare stated that he would contact the representative of the Newcomb family about attending the meeting.

Councilor Ryder asked what the status was of getting Council meetings available via computer instead of just through the cable channel. The Town Manager indicated that the Town does have a you-tube channel where meetings can be uploaded for viewing at a later date. She will check with Matt Thomas who has been heading that program to see what the status of it is. The upgrading of internet speed at the Town Office should help with both the live-streaming idea as well as uploading meetings to You-tube.

Councilor McPike commended Marshall at the Transfer Station for assisting him when he took his trash to there. He said he was very helpful.

The meeting was adjourned at 7:10 p.m.

Respectfully submitted,

Susan Lessard
Town Manager

Hampden Recreation Department

Skehan Recreation Center

December Update 2013

Currently we are open 7 days per week. The time frame from mid November through late February is the busiest portion of the year for the Skehan Recreation Center. Day time programming consists of walking, senior fitness, line dancing, men's noon-time basketball, yoga, and John Bapst practices. Recreation basketball practice takes place in the evening followed by rental times by Bangor Roller Derby and Bronco Travel Basketball finishing out the night. Saturdays are fully programmed with little down time. Line Dancing, Preschool Basketball, and Rec Basketball games round out a full day of action in the building. Sunday day time rental space is available with some January dates already reserved. Recreation evening programming on Sundays includes special needs open gym, and adult pick up volleyball and basketball.

We are now approximately three weeks into our Winter I Program Session. There is a planned interruption of programming during the two weeks of school vacation. Open gym times, the MRPA Hot Shot Competition and a special program called Hogwarts Adventures will be held for school age children during the school vacation weeks.

Participation numbers for Junior Hoops basketball (grades 1-8) have increased by 24 participants this winter. A notable change was in the number of girls participating the grade 3-5 group. In order to accommodate the additional participants, scheduling had to be adjusted to eliminate the fifteen minute break between games. This has caused some issues with parking and lobby waiting times. Plans will be made next winter to add additional time between recreation basketball and Saturday evening John Bapst practice. Additional Winter I programs will begin in January and include Hoops U PK/K basketball, and Ski and Snowboard Lessons at Hermon Mountain.

Jill has been working to line up programming for the Winter II Program Session which begins in late February/early March. We will be working with the RSU 22 Adult Ed department to have a couple of additional offerings in the late winter/early spring session. Program guides should be available to the public for this session by mid to late January.



Susan Lessard <manager@hampdenmaine.gov>

Papermill Park Updates

1 message

Jeremy Jones <papermillpark@gmail.com>
To: manager <manager@hampdenmaine.gov>

Fri, Dec 20, 2013 at 12:16 AM

Sue, This is All I've got.
Not sure if I'll make it to the meeting.
Carry on,
Jeremy

December, All is quiet.

November Papermill Park Update

- Trash picked up
- PortaPotty is gone
- Woody debris removed from parking area, HPW? Thank You!

October Papermill Park Update

Oct. 13, 2013

Hi Kurt,

I may not be able to attend the Services Committee meeting due to my insane schedule.

October Papermill Park Update:

- All fields have been mowed.
- Trash picked up
- Bald faced hornets nest has been removed by others. I removed the caution tape.
- Thank Chip, HPW, for stabilizing the erosion on the sharp curve in the Papermill Road with angular stone AND repairing the Guard Rail.

That is all, Jeremy

September Papermill Park Update

Hi Kurt,

I will not be able to attend the Monday night Services Committee meeting due to prior work commitments.

Papermill Park Update:

- Patrons observed enjoying park, hikers, dog walkers, fishermen, swimmers, photographers, naturalists.
- All fields have been mowed.
- Roughing out "Loop Trail", ongoing.
- Flagged off with caution tape, large (kick ball sized) bald faced hornets nest. First right off main entrance road, cross trail on right, at ground level.
- Thank you for the porta potty, it was/ is needed and being used.
- Thank Chip, HPW, for stabilizing the erosion on the sharp curve in the Papermill Road with angular stone.

That is all, Jeremy

Lura Hoit Pool ~ Board Meeting Minutes ~ 11-12-13

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

Those present: Cedena McAvoy, Karen Brooks, Mike Jellison, Greg Hawkins, Pat Foley, Vickie Levesque, Sarah McVeigh, Sue O'Brien, Ben Curtis, Darcey Peakall and Julie Macleod.
Not present: none. Absent excused: Josh Sargent, Sam Manhart and Jim Feverston.

The secretary's minutes were accepted as presented.

The Director's Report:

- ~ The number of participants in October was up 55 people.
- ~ Daily receipts in October were down \$4,885 compared to last year due to the timing of swim lesson registration.
- ~ The pool rental income was down \$55 compared to last year.
- ~ The monthly fuel usage was down 470.3 gallons compared to last year.

Darcey reported that we need an oil spill plan to meet EPA standards due to the size of our oil tank. The cost of the plan is \$1,900. Darcey will get the final report from Susan Lessard once it is available. Susan is negotiating a lower cost with SEE Inc.

Darcey handed out the treasurer's report that Josh provided. He paid the scholarship balance of \$36.42 from session V swim lessons. The Treasurer's report was accepted as presented.

Darcey submitted an invoice for \$275 for session I swim lesson scholarships. A motion was made to have Josh reimburse \$275 to Darcey for swim lessons. The motion passed 9-0.

John Dudley from Mean's Investments met with Susan Lessard and received the final approval to move forward with having John oversee the Endowment Fund. Darcey is setting up online access for her and Josh.

Darcey reported that the landscape fund was absorbed into the general fund years ago. She will let Josh know so he can remove it from the treasurer's report.

The Welcome to Hampden packet now includes the flyer about the pool with two numbered free swim passes at the bottom of the page.

Mike reported that the Bangor Region Chamber of Commerce mailing included the flyer about the pool. Mike said the invoice has been sent for \$112.50, which is cheaper than originally quoted. A motion was made to have Josh pay the invoice, once received from the Bangor Region Chamber of Commerce, from the Trustees Account. The motion was approved 9-0.

Cedena read a rough draft of the fundraising letter that will be sent to area homes. The board made some changes and a motion was made to accept the changes as proposed, allow Darcey to contact Snowman Printing and to pay the invoice once received. The board would like the mass mailing to be sent to zip codes that include Hampden, Winterport, Newburgh and Frankfort residents along with all people on the membership list. The motion was accepted 9-0.

Darcey discussed with the board the details on Deal Chicken and how the fine print at the bottom states that the business must honor all Deal Chicken payments for five-years after the expiration date due to a State of Maine law. She is going to hold off doing another Deal Chicken.

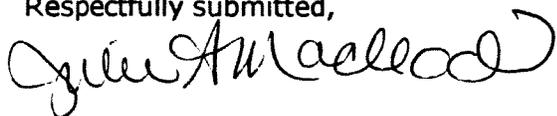
The fundraising topic was discussed and the board decided to table the topic until January. The board feels that hosting a raffle at the same time as a fundraising mass mailing is too much for the residents at this time.

Member Comments:

Sarah contacted Shaw's about getting on the Waterfront Concert parking list. Shaw's informed Sarah that the interest list will begin on January 1st. Sarah will call on that date. All board members need to be there to volunteer the night of the concert if the pool is chosen.

Meeting adjourned at 8:00pm.

Respectfully submitted,

A handwritten signature in cursive script that reads "Julie A. Macleod". The signature is written in black ink and is positioned below the typed name.

Julie A. Macleod

Bangor Humane Society
 693 Mt. Hope Avenue
 Bangor ME 04401

A-4-e

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

Stray Animal Statistics, November 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	5	1	1	0	1	4
Kitten	0	0	0	0	0	0	0
Other	0	0	2 Rabbits	2	0	0	0

Reasons for Euthanasia

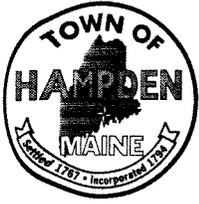
DOGS	0	
PUPPIES	0	
CATS	0	
KITTENS	0	

Animals Returned to Owner

Owner's Name	Address	Impound Fee	Animal	License Info	Reclaim Date
Anne Rose Paradis	23 Seventeenth St., Bangor, ME 04401	0	DSH	None Needed	11-23-13

November 2013

3	animals brought to us by private citizens
1	animals brought to us by the ACO
1	animals brought to us by the police department



C-1-a

TOWN OF HAMPDEN
TOWN CLERK'S OFFICE

COMMENTS ON:

Date of Council Action: 1/6/2014
Public Hearing: Yes X No

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

DMCP Group, LLC
NAME: d/b/a Dunkin Donuts Dina Pereira
Business Name Individual

ADDRESS: 76 Main Rd. North PHONE: 978-580-9546

MAP/LOT: Map 32, Lot 22 DATE: 12/9/2013

DEPARTMENT REPORT:

Appears to comply with the Town of
Hampden Victualer's Ordinance.

DATE: 12/10/13

BY: Ben [Signature]
Title: CODE ENFORCEMENT OFFICER

BY: Janet [Signature]
Title: FIRE / BUILDING INSPECTOR

TOWN OF HAMPDEN, MAINE

APPLICATION FOR VICTUALER'S LICENSE

DATE: 12.10.13 PHONE NUMBER: Dina: 978-580-9546
office: 978-263-6200

NAME(S): Danny Costa & Dina Pereira (DMCP Group, LLC)

ADDRESS: 182 Great Rd, PO Box 2767, Acton MA 01720

NAME OF BUSINESS: Dunkin Donuts

LOCATION OF BUSINESS: 76 Main Rd N, Hampden ME 04444

SIGNATURE: Danny M. Costa

(FOR TOWN USE ONLY)

*This facility has been inspected and meets ordinance criteria.

Ben [Signature]
Code Enforcement Officer

Daniel [Signature]
Fire Inspector/Building Inspector

*All sewer user fees and personal property taxes are paid in full to date.

Therese M. Johnson
Tax Collector

[Signature]
Town Treasurer

Please return completed form to: **Town Clerk**
Town of Hampden
106 Western Avenue
Hampden, ME 04444

LICENSE FEE: \$125.00 Date Received/Fee Paid: DEC 09 2013 1 \$50.00
(Fee Includes Notice of Public Hearing)

HAMPDEN TOWN COUNCIL RULES

1. The Town Council shall only act by ordinance, order, or resolve. All ordinances, orders, and resolves shall be confined to one subject, which shall be clearly expressed in the title. All orders and resolves shall be dated, numbered, and signed by the Town Clerk and the Town Councilors will receive a copy.
2. In all motions of command, the form of expression shall be 'ordered' and in all motions concerning principles, facts, or purposes, the form shall be 'resolved'.
3. The name of the Council member or other person, persons, or group requesting an item on the agenda will be indicated on the agenda with the said item.
4. As a matter of courtesy, conduct for all Council and Committee meetings shall be as follows:
 - a. Cell phones shall be silenced during Council & Committee meetings by Town Councilors, staff, and the general public.
 - b. Councilors and staff shall refrain from texting or emailing during all Council or Committee meetings.
 - c. Cell phone use, texting, and email may be done during breaks in regular or special Council meetings or committee meetings.
5. Town Councilors shall participate in Freedom of Information Act training within 120 days of being sworn in as a Town Councilor and documentation of that training shall be filed with the Town Clerk.
6. Town Councilors shall participate in Elected Officials training offered by the Maine Municipal Association within the first year of office.
7. A New Councilor orientation packet shall be provided to all Councilors at the time they are sworn in.
8. Excused absences for Councilors for Council meetings may be granted as the result of illness, vacation, work commitments, or family illness.
9. The Mayor shall take the chair at the appointed time for the meeting, call the members to order, and proceed to the following order of business:
 - A. Consent Agenda
 1. Signatures – Treasurer's Warrants, etc
 2. Secretary's Report
 3. Communications
 4. Reports
 - B. Public Comments
 - C. Policy Agenda
 1. Public Hearings
 2. Nominations-Appointments – Elections
 3. Unfinished Business
 4. New Business
 - D. Committee Reports
 - E. Manager's Report

F. Councilor Comments

G. Adjournment

10. In the absence of the Mayor, the Deputy Mayor shall preside over the Town Council meeting. In the absence of the Deputy Mayor, the Mayor shall appoint, in advance, another Council to chair the meeting.
11. When a question is under debate, the Mayor shall receive no motion but to adjourn, or for the previous question, to lay on the table, or to postpone to a day certain, or to refer to a committee or some administrative official or to amend, or to postpone indefinitely; which several motions shall have precedence in order in which they stand arranged.
12. When a vote is passed, it shall be in order for any member who voted in the majority, or in the negative on a tie vote, to move a reconsideration thereof at the same, or the next stated meeting, but not afterwards; and when a motion or reconsideration is decided, that vote shall not be reconsidered.
13. When any member is about to speak, they shall respectfully address the Mayor, confine themselves to the question under debate, and avoid personalities. No member speaking shall be interrupted by another but by a call to order, or to correct a mistake.
14. Every member present, when a question is put, shall give their vote, unless the Council, for special reasons, shall excuse them. Application to be so excused must be made before debate on the issue and the decision on the application shall be made by a majority vote of the council without debate.
15. The rules cannot be dispensed with or suspended if one or more members of the council shall object. No rule or order shall be amended or repealed without notice, in writing, being given at the preceding meeting.
16. Any person wishing to address the Town Council will be given the opportunity to do so in accordance with the following procedure:
 - a. Persons wishing to address the Council on an item which appears on the agenda shall wait until the Mayor announces the consideration of such item, at which time they may address the Council on that particular item. There shall be a five minute limit on such comments per person, per item. In the event that a large number of persons wish to speak on an issue, this limit may be changed to insure that all who wish to speak have the opportunity to do so. Once public comment on an item has closed and a motion and second has been made by members of the Town Council, further public comment is only allowed if approved by a unanimous vote of the Town Council.
 - b. Any person wishing to address the Council on an item not appearing on the agenda shall be allowed to do so only in that section of the agenda referred to as "Public Comments". There shall be a five minute limit on such

comments per person per subject raised. Items heard during Public Comment may be agendaed for a subsequent meeting or referred to a Committee or staff member for discussion/action. No votes may be taken by the Council on a subject raised during Public Comment without a vote by the Council to set aside the rules and add it to the regular agenda for consideration.

- c. Any person wishing to address the Council shall signify their desire by raising their hand and, when recognized by the Mayor, such person shall thereupon request permission to address the Council, giving their name and address and then designating the subject matter on which they desire to address the Council.

17. At the commencement of the Calendar year, or as soon thereafter as possible, there shall be chosen the following Committees, each Committee to consist of three (3) members of the Council as the Mayor may designate, or, upon a motion, the Council may ballot.

- a. Finance & Administration – The purpose of this committee shall be to review all items related to their fiscal impact on the Town as well as all matters that pertain to items of administrative procedures. This committee will also have the responsibility for the review and signature of all payment warrants.
- b. Services Committee – The purpose of this committee shall be to review all matters related to services provided by the Town related to recreation, parks, trails, the library, the pool, and other items related to non-emergency or public works services provided in the community
- c. Infrastructure – The purpose of this Committee shall be to review all matters pertaining to public infrastructure including buildings, roads, and all town capital equipment.
- d. Planning & Development – The purpose of this Committee shall be to review all matters related to all ordinances of the Town and all proposals for economic & community development.
- e. Communications – The purpose of this Committee shall be to review all matters related to the Town Website, Town Newsletter, Town Cable Channel 7, and other town sponsored communication activities.

18. Committee procedure shall be governed as follows:

- a. All Committees will be required to post an agenda at least 48 hours prior to the meeting and no issue may be voted on unless it is agendaed.
- b. It shall be the responsibility of the Committee Chair to discuss the development of the meeting agenda with the assigned staff person at least 24 hours before the meeting is required to be posted.

- c. The assigned staff member shall prepare and post the agenda.
 - d. Draft minutes of each meeting will be prepared by the staff member supporting the committee within three business days.
 - e. Committee meeting minutes shall be posted on the Town website following their voted approval by the Committee.
 - f. Non-committee Council members attending a Committee meeting will have voting rights if they have been present for the entire discussion of an issue, providing that at least two of the three appointed members of the committee are present.
 - g. Two appointed members of the Committee shall constitute a quorum
 - h. The Mayor shall serve as an ex-officio member of all committees with the exception of Finance & Administration, and shall serve as a member and Chairperson of that Committee. The Mayor, when serving as an ex-officio member, shall not count as an appointed member for the purpose of establishing a quorum at all other Committee meetings.
19. The Mayor of the Council may appoint members of the Council and/or citizens of the Town to special committees as authorized by the Council. No Committee shall have the power of executive action unless specifically authorized and shall report back to the Council for action on its recommendations or proposals.
20. In all cases where the parliamentary proceedings are not determined by the foregoing rules and orders, "Roberts Rules of Order" shall be taken as authority to decide the course of proceedings.
21. The first and third Mondays of each month are designated as 'regular' council meetings with the provision that a unanimous vote of the council would cancel a meeting. Whenever a regular meeting falls on a legal holiday, such meeting will take place the following day.
22. Special meetings of the Town Council may be scheduled for other dates for special purposes. The agendas for such meetings shall be posted at the Post Office, Town Office, Town Bulletin Board, on the Town website, no less than 72 hours in advance of the meeting (unless an emergency meeting is needed for the purpose of dealing with an unanticipated Town emergency, in which case posting shall be to all normal posting locations and via email to local print media as soon as it is identified that a meeting will be held). The agenda for a Special Meeting shall be prepared as follows;
- A. Call to order
 - B. Subject(s) for meeting
 - C. Adjourn

The general public shall be allowed to comment on subjects at Special meetings in the same manner as for Regular Council meetings. There shall be no general Public Comment section for items not contained on the agenda for Special Council meetings.

23. Any item on the consent agenda can be set aside for discussion at the request of any Councilor, prior to a motion on the remainder of the consent agenda.
24. Council Meetings shall not extend beyond 10 p.m. without an affirmative vote of the Town Council.
25. The Councilor Comment section of the agenda is reserved for the purpose of enabling any Council member to discuss matters not previously mentioned on the agenda. No official Council action can be taken at this time.

This policy replaces the Council Rules last updated February 19, 2008

Adopted by Town Council: May 21, 2012

C-4-b

COMMITTEE REQUESTS
2014

At the beginning of each calendar year the Mayor, in consultation with the Council, appoints three council members to each of 4 standing Council Committees. Please number the Committees from 1 to 4, with 1 being the Committee you are most interested in serving on and 4 being the Committee you are least interested in serving on and return it for the first meeting of 2014 so that committee assignments can be done as part of the agenda of the first meeting.

COUNCILOR NAME: David Ryder

PLEASE NUMBER THE FOLLOWING COMMITTEES IN ORDER OF PREFERENCE:

- 1 INFRASTRUCTURE
- 3 SERVICES
- 2 PLANNING & DEVELOPMENT
- 4 FINANCE & ADMINISTRATION

All Councilors are welcome to attend any Committee meeting and are allowed to vote if in attendance. At least 2 of the 3 appointed Committee members must be in attendance at a Committee meeting in order to have a quorum.

C-4-c

COMMITTEE REQUESTS
2014

At the beginning of each calendar year the Mayor, in consultation with the Council, appoints three council members to each of 4 standing Council Committees. Please number the Committees from 1 to 4, with 1 being the Committee you are most interested in serving on and 4 being the Committee you are least interested in serving on and return it for the first meeting of 2014 so that committee assignments can be done as part of the agenda of the first meeting.

COUNCILOR NAME: Carol Duprey

PLEASE NUMBER THE FOLLOWING COMMITTEES IN ORDER OF PREFERENCE:

- 2 INFRASTRUCTURE
- SERVICES
- PLANNING & DEVELOPMENT
- 1 FINANCE & ADMINISTRATION

All Councilors are welcome to attend any Committee meeting and are allowed to vote if in attendance. At least 2 of the 3 appointed Committee members must be in attendance at a Committee meeting in order to have a quorum.

C-4-c

COMMITTEE REQUESTS
2014

At the beginning of each calendar year the Mayor, in consultation with the Council, appoints three council members to each of 4 standing Council Committees. Please number the Committees from 1 to 4, with 1 being the Committee you are most interested in serving on and 4 being the Committee you are least interested in serving on and return it for the first meeting of 2014 so that committee assignments can be done as part of the agenda of the first meeting.

COUNCILOR NAME: Wm. Shakaspaev

PLEASE NUMBER THE FOLLOWING COMMITTEES IN ORDER OF PREFERENCE:

3 INFRASTRUCTURE

4 SERVICES

2 PLANNING & DEVELOPMENT

1 FINANCE & ADMINISTRATION

All Councilors are welcome to attend any Committee meeting and are allowed to vote if in attendance. At least 2 of the 3 appointed Committee members must be in attendance at a Committee meeting in order to have a quorum.

C-4-C

COMMITTEE REQUESTS
2014

At the beginning of each calendar year the Mayor, in consultation with the Council, appoints three council members to each of 4 standing Council Committees. Please number the Committees from 1 to 4, with 1 being the Committee you are most interested in serving on and 4 being the Committee you are least interested in serving on and return it for the first meeting of 2014 so that committee assignments can be done as part of the agenda of the first meeting.

COUNCILOR NAME: Greg Sireis

PLEASE NUMBER THE FOLLOWING COMMITTEES IN ORDER OF PREFERENCE:

- 3 INFRASTRUCTURE
- 4 SERVICES
- 2 PLANNING & DEVELOPMENT
- 1 FINANCE & ADMINISTRATION

All Councilors are welcome to attend any Committee meeting and are allowed to vote if in attendance. At least 2 of the 3 appointed Committee members must be in attendance at a Committee meeting in order to have a quorum.

C-4-c

COMMITTEE REQUESTS
2014

At the beginning of each calendar year the Mayor, in consultation with the Council, appoints three council members to each of 4 standing Council Committees. Please number the Committees from 1 to 4, with 1 being the Committee you are most interested in serving on and 4 being the Committee you are least interested in serving on and return it for the first meeting of 2014 so that committee assignments can be done as part of the agenda of the first meeting.

COUNCILOR NAME: Justin McPike

PLEASE NUMBER THE FOLLOWING COMMITTEES IN ORDER OF PREFERENCE:

- 3 INFRASTRUCTURE
- 4 SERVICES
- 2 PLANNING & DEVELOPMENT
- 1 FINANCE & ADMINISTRATION

All Councilors are welcome to attend any Committee meeting and are allowed to vote if in attendance. At least 2 of the 3 appointed Committee members must be in attendance at a Committee meeting in order to have a quorum.

C-4-c

COMMITTEE REQUESTS
2014

At the beginning of each calendar year the Mayor, in consultation with the Council, appoints three council members to each of 4 standing Council Committees. Please number the Committees from 1 to 4, with 1 being the Committee you are most interested in serving on and 4 being the Committee you are least interested in serving on and return it for the first meeting of 2014 so that committee assignments can be done as part of the agenda of the first meeting.

COUNCILOR NAME: Thomas Brann

PLEASE NUMBER THE FOLLOWING COMMITTEES IN ORDER OF PREFERENCE:

2 INFRASTRUCTURE

4 SERVICES

1 PLANNING & DEVELOPMENT

3 FINANCE & ADMINISTRATION

All Councilors are welcome to attend any Committee meeting and are allowed to vote if in attendance. At least 2 of the 3 appointed Committee members must be in attendance at a Committee meeting in order to have a quorum.

C-4-C

COMMITTEE REQUESTS
2014

At the beginning of each calendar year the Mayor, in consultation with the Council, appoints three council members to each of 4 standing Council Committees. Please number the Committees from 1 to 4, with 1 being the Committee you are most interested in serving on and 4 being the Committee you are least interested in serving on and return it for the first meeting of 2014 so that committee assignments can be done as part of the agenda of the first meeting.

COUNCILOR NAME: Jean Lawlis

PLEASE NUMBER THE FOLLOWING COMMITTEES IN ORDER OF PREFERENCE:

4 INFRASTRUCTURE

1 SERVICES

2 PLANNING & DEVELOPMENT

3 FINANCE & ADMINISTRATION

All Councilors are welcome to attend any Committee meeting and are allowed to vote if in attendance. At least 2 of the 3 appointed Committee members must be in attendance at a Committee meeting in order to have a quorum.