



HAMPDEN TOWN COUNCIL
HAMPDEN MUNICIPAL BUILDING
AGENDA

MONDAY

DECEMBER 15, 2014

7:00 P.M.

• **6:30 pm – Finance & Administration Committee Meeting**

- A. PLEDGE OF ALLEGIANCE
- B. CONSENT AGENDA
 - 1. SIGNATURES
 - 2. SECRETARY'S REPORTS
 - 3. COMMUNICATIONS
 - a. DMCP Group, LLC d/b/a Dunkin' Donuts – Victualers License Renewal
 - 4. REPORTS
 - a. Lura Hoit Pool Board Meeting Minutes – 10/14/2014 & 11/18/2014
 - b. Services Committee Meeting Minutes – 11/10/2014
 - c. Finance & Administration Committee Meeting Minutes – 11/17/2014
 - d. Monthly Department Reports – November 2014
- C. PUBLIC COMMENTS
- D. POLICY AGENDA
 - 1. NEWS, PRESENTATIONS & AWARDS
 - 2. PUBLIC HEARINGS
 - 3. NOMINATIONS – APPOINTMENTS – ELECTIONS
 - a. Reappointment of Denise Hodsdon as Registrar of Voters
 - 4. UNFINISHED BUSINESS
 - a. Hampden Business Park – Renewal of Authorization to Sell Agreement with Epstein Commercial Real Estate – Planning & Development Committee Recommendation
 - 5. NEW BUSINESS
 - a. Potential Industrial Development – Coldbrook Rd/Rt. 202/I-95 Triangle

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

- b. Computer Reserve Use Request – Finance Committee Recommendation
- c. VFW Bingo and Games of Chance License Renewal
- d. Kiwanis Poker Tournament License Renewal
- e. Holiday Hours – Town Office & Transfer Station
- f. Town Manager’s Annual Report

E. COMMITTEE REPORTS

F. MANAGER’S REPORT

G. COUNCILORS’ COMMENTS

H. ADJOURNMENT

Town of Hampden
106 Western Avenue
Hampden, Maine 04444



Phone: (2
Fax: (207
email: inf

B-3-a

December 3, 2014

Dina Pereira
DMCP Group, LLC
PO Box 2767
Acton, MA 01720

Dear Dina:

Your application for renewal of your Victualer's License for Dunkin' Donuts in Hampden has been approved. Accordingly, I am enclosing the license, which under Section 5.A of the Town of Hampden Victualer's Ordinance, must be displayed in a place within the establishment where it can be readily viewed by any member of the public.

Please call if you have any questions.

Sincerely,

A handwritten signature in cursive script that reads "Denise Hodsdon".

Denise Hodsdon, CMC
Town

Enclos

VICTUALER'S LICENSE CERTIFICATE

No. 1

MUNICIPALITY OF HAMPDEN, MAINE

To all whom these presents may concern: Date: December 3, 2014

KNOW YE, that DMCP Group, LLC,

doing business as Dunkin Donuts

has been duly licensed as a Victualer at 76 Main Road North

in the Municipality of Hampden by said Municipality until January 6, 2016,

and has paid the fee of Fifty Dollars (\$50.00).

A handwritten signature in cursive script that reads "Myles M. Block".
Authorized Municipal Officer CODE ENFORCEMENT OFFICER

Lura Hoit Pool ~ Board Meeting Minutes ~ 10-14-14

Pat Foley brought the meeting to order at 7:00pm.

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

The secretary's minutes were accepted as presented.

The Director's Report:

- ~ The number of participants in September was up 91 people.
- ~ Daily receipts in September were down \$5,380 compared to last year. This was due to shut down being the first week of September this year instead of the last week of August in previous years. August 2014 daily receipts were up \$2,357 compared to last year.
- ~ The pool rental income was down \$315 compared to last year. This is due to the losing 10 hours a month in daytime rental hours during the week.
- ~ Fuel usage was down 239.2 gallons compared to last year.
- ~ Swim lessons session I-V for the year 2013-2014 was 933 group participants + 123 private lessons for a total of 1,056 participants. The income was \$53,302 group + \$14,700 private for a total of \$68,002. In 2012-2013, we had 944 group participants + 82 private lessons for a total of 1,026 participants. The income in 2012-2013 was \$51,360 group + \$10,885 private for a total of \$62,245. This is an increase of 30 participants and an income increase of \$5,757 compared to last year.

The treasurer's report for the past two months was accepted as presented.

The deposit into the Trustees Account was from the water carnival and the withdrawal from the Susan Abraham Saving account paid for session IV swim lessons. Josh will transfer \$1,000 to the Susan Abraham Savings Account per motion made from 8-12-14 board meeting. Darcey submitted a bill for \$305 for session V swim lessons.

Darcey discussed the new fee increase that will take place starting November 1, 2014. A fee increase of 5% was added in all areas except resident member and non-resident member swim lessons and private lessons.

The water carnival hosted 62 people and raised \$290 from the silent auction and the 50/50 raffle. Darcey suggested we change the structure of the water carnival to help eliminate amount of time children and adults are waiting for events. Darcey would like to offer a Family Swim with extra activities like kiddy car wash, squirt gun duck shoot, dolphin floats etc. and eliminate the swimming events. This format would eliminate the waiting especially for young children.

Darcey updated the board on the corporate discount program. Most of the memberships that the pool received were from patrons that were already coming. This was a one year trail program and the corporations were all past due their annual commitment date. A motion was made to discontinue the corporate membership program as of January 1, 2015. The motion passed 10-0. A motion was made to continue to offer a 15% discount on annual memberships to Town of Hampden and RSU 22 employees along with military members. The motion was passed 10-0.

A motion was made to change the pool board meeting to November 18th due to the second Tuesday falling on Veteran's Day. Motion was passed 10-0.

There are currently two open spots on the pool board. Mike will contact Jim Feverson to thank him for his years on the pool board. The board will sign a thank you card at the next meeting.

Ben discussed the Swim Outlet shopping program. Vickie will create a bulletin board in the lobby.

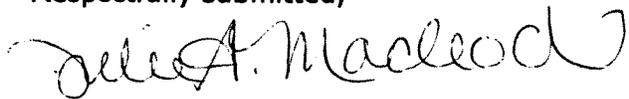
Member comments:

~ Mike thinks that the pool board should hang a banner in the pool area promoting the banner program and Friends of the LHP.

~ Ben is putting together a You Tube video about the pool.

Meeting adjourned at 8:14pm.

Respectfully submitted,

A handwritten signature in black ink that reads "Julie A. Macleod". The signature is written in a cursive, flowing style with a large loop at the end.

Julie A. Macleod

Lura Hoit Pool ~ Board Meeting Minutes ~ 11-18-14

Greg Hawkins brought the meeting to order at 7:05pm.

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

The secretary's minutes were accepted as presented.

The Director's Report:

~ The number of participants in October was down 917 people. This was due to being closed session I on Sunday mornings and Wednesdays after 1:30pm. Starting November 16th, the pool will be open again on Sunday mornings and Wednesday evenings.

~ Daily receipts in October were up \$1,164 compared to last year.

~ The pool rental income was down \$149 compared to last year

~ Fuel usage was the same compared to last year.

~ In session I, the pool provided 154 participants in group lessons and 27 private lessons. Group swim lessons were down 30 participants and private lessons were up by 7 participants. Group lesson income was down \$1,650 and private lesson income was up \$970 compared to last year. The lower income and participants in group lessons was due to being closed on Wednesday evenings during session I.

Darcey will contact Josh about the reimbursement check for session V swim lessons.

The treasurer's report was accepted as presented.

Darcey reported that the new metal roof project is completed and the total cost was \$23,849. It came out of the pool's reserve account. The snow from the roof has damaged the trees around the building. She has asked Public Works to cut the trees back. She does not have money to fix the trees at this time.

The banner program has been tabled until the December meeting when Mike can be present.

Darcey discussed the payment process to payback the Host Community Benefits loan for the air handler. She will meet with Susan Lessard to get the total amount owed. Sarah discussed that the role of the pool board is to raise money for the pool. Vickie believes that sub committees need to be formed to help raise funds. There was a discussion that the sub committees should be: Capital Campaign, Fundraising/Projects and Friends of the Lura Hoit Pool. Further discussion will take place at the December meeting.

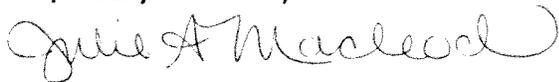
Pool board members that are due for renewal are Josh, Karen, Sarah, Mike and Vickie.

Jim Feverston sent an email that he will be returning to the pool board once he is back into town.

Vickie would like the agenda to be set up in a New Business and Old Business Format. Next month the agenda will now be listed as section IV: Trustees Report, V: Old Business and VI: New Business.

Meeting adjourned at 7:50pm.

Respectfully submitted,



Julie A. Macleod

SERVICES COMMITTEE MEETING MINUTES
Monday, November 10, 2014

Attending:

Councilor Jean Lawlis	Resident Terry McAvoy
Councilor David Ryder	GIS/IT Specialist Kyle Severance
Councilor Tom Brann	Jeremy Jones, Papermill Park Volunteer
Councilor William Shakespeare	Coordinator
Councilor Greg Sirois	Susan Lessard, Town Manager
Mayor Carol Dupery	

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

1. MINUTES 10-14-2014 – The minutes of the 10-14-14 meeting were reviewed and approved as presented.
2. OLD BUSINESS
 - A. Parks/Trails
 1. Committee Formation – Councilor Lawlis reported that there had been only one applicant, Jeremy Jones, apply for membership on the park policy development committee. Motion by Councilor Lawlis, seconded by Councilor Ryder that Jeremy Jones be included in the Committee formed to discuss policy for parks and trails. Unanimous vote in favor.

Councilor Lawlis suggested that since she was not going to be on the Council to shepherd this project forward that perhaps it should wait until after the new Town Council is seated. Other Councilors indicated that the work should start now so that whatever is needed is in place by the Spring season when work on parks and trails will start again.

Several Councilors stated that there were some baseline expectations for the Town's three primary parks – Turtlehead, Dorothea Dix, and Papermill - that should be put in place anyway – such as porta potties, trash cans, mowing and general upkeep – that could be identified without waiting for a policy to be developed.

It was discussed that volunteers would be a good resource – such as the Boy Scouts – for building picnic tables and helping with trails.

2. Discussion of Charge/Schedule

Concern was expressed over only having one meeting a month to discuss this item and it was suggested as a way to get it off the ground to also agenda this subject for the Infrastructure Committee meeting on 11/24. The consensus of those in attendance supported that idea.

Councilor Brann expressed hope that the policy development could be completed within 6 months.

Councilor Brann offered to work with Economic Development Director Dean Bennett to review the Comp Plan for goals related to parks and trails and to come up with a draft vision statement for the committee for the Infrastructure Committee meeting on November 24th.

- B. Community Room Use – Hampden Farmer’s Market - The Manager told the Committee that the Farmer’s Market was looking for an inside location for the winter. The use of the Community Room every Friday afternoon would present problems because staff is not always in the building due to fire/ambulance calls and there would be no way to secure that end of the building in their absence. Councilor Sirois stated that the VFW was looking to increase usage of the facility on Canoe Club Road and that the Manager could contact VFW member Terry Bean about possible use of the building for that purpose.

3. NEW BUSINESS - None
4. PUBLIC COMMENTS - None
5. COMMITTEE MEMBER COMMENTS – Councilor Brann requested that the idea of a lighted tech sign being located at the Town Office be placed on the appropriate committee agenda for consideration. Now that other facilities in the area have them – such as the High School – it would not be out of place in this location. Councilor Brann also asked about work at the Mayo Road pump station. It was confirmed that this work was part of the pump station rebuild approved by voters in November of 2013.

Councilor Lawlis reported that she attended a Garden Club presentation on the effect of lead on the loon population and efforts to get anglers to replace lead sinkers with non-lead sinkers. She provided information to the Manager that could be used to set up the Town Office as a location where people could turn in their old lead lures and get non-lead replacements at no charge. The Manager will pursue information on that subject.

Motion by Councilor Shakespeare, seconded by Councilor Sirois to adjourn at 6:50 p.m.
Unanimous vote in favor.

Respectfully submitted,

Susan Lessard
Town Manager

FINANCE & ADMINISTRATION COMMITTEE MINUTES

Monday, November 17, 2014

Attending:

Mayor Carol Duprey	Councilor-elect Terry McAvoy
Councilor Greg Sirois	Councilor-elect Dennis Marble
Councilor Ivan McPike	Councilor-elect Stephen Wilde
Councilor David Ryder	Resident Alex King
Councilor Tom Brann	Susan Lessard, Town Manager
Councilor Jean Lawlis	
Councilor William Shakespeare	

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

1. Meeting Minutes
 - a. October 20, 2014 – Minutes of the 10/20/14 meeting were reviewed and approved by the Committee. No errors or omissions were noted.
2. Review & Sign Warrants – Warrants were reviewed and signed by Committee members. Questions were asked by Councilor Shakespeare and answered by the Town Manager in regard to sewer lien placement and fees associated with that process, and printing costs for sewer billing and how that is apportioned
3. Old Business
 - a. General Code Index/Staff Input – The Manager reported that the staff had reviewed the index from General Code and was confident that its organization would work well for staff and residents. The only change that was requested was that the Code itself uses the actual adopted names of each of the ordinances that were included in the Code. The Manager will work with General Code to make the required changes.
4. New Business
 - a. Public Works Director Resignation & Transition Plan – The Town Manager explained that the Public Works Director had resigned effective 12/12/14. The transition plan is for an interim public works director on a 25 hour per week basis for the next several months while the council/infrastructure review department operations to insure that we are operating as efficiently and effectively as possible prior to hiring a new director. The plan is to advertise in March of 2015, interview in April of 2015, hire in May of 2015 with a goal of having a new full-time director on board by June of 2015. The interim director responsibilities will be related to staffing, budget administration and operations. Work with the Council and Council Committees relative to Public Works will be handled by the Town Manager.
 - b. Environmental Mitigation Guidelines – Planning & Development Committee Recommendation
 1. Minimum Taxable Valuation Required
 2. Proposed Guidelines

Councilor Sirois explained the purpose of the proposed guidelines that had been developed in order to assist business attraction and development, primarily at this time in the Hampden Business and Commerce Park. The Manager provided information showing the value of wetland mitigation property and indicated that it was a very valuable 'tool' to have in the town's economic development strategy. Motion by Councilor Sirois, Seconded by Councilor Lawlis to recommend approval of the guidelines and minimum taxable valuation required to the full council. Unanimous vote in favor.

5. Public Comment - None
6. Committee Member Comments – None

The meeting was adjourned at 6:25 p.m.

Respectfully submitted,

Susan Lessard
Town Manager

B-4-d

TO: Hampden Town Council
FROM: Sue Lessard, Town Manager
DATE: November 13, 2014
RE: Department Reports – November 2014

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

Administration
Town Manager
Code Enforcement
Assessing
Planning
GIS/IT
Public Works
Public Safety
Edythe Dyer Library
Lura Hoit Pool
Recreation

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

ADMINISTRATION MONTHLY REPORT – November 2014

VEHICLES REGISTERED	477
EXCISE COLLECTED	\$161,772.20
BOATS REGISTERED	0
ATV'S REGISTERED	3
SNOWMOBILES REGISTERED	22
DOGS LICENSED	47
TRANSFER STATION DECALS SOLD	35
VITAL RECORDS ISSUED	
BIRTH	04
MARRIAGE	03
DEATH	12
BURIAL PERMITS	01
MARRIAGE LICENSES ISSUED	2
HUNT/FISH LICENSES SOLD	18
VICTUALER'S LICENSES ISSUED	4
GENERAL ASSISTANCE APPOINTMENTS	3
GENERAL ASSISTANCE GRANTED	\$0

MANAGER'S REPORT

November 2014

- Reconciliation of General Fund, Sewer, Reserve Accounts as well as maintenance of fair market value calculations for all investments
- Review warrants/bills and prepare information for Finance Committee review
- Work with GIS/IT Specialist for GPS units for public works vehicles
- Prepare information for and staff Infrastructure, Services and Finance & Administration Committee meetings as well as Town Council meetings
- Develop plan to address Public Works Director Resignation
- Address resident complaints/concerns regarding sewer/roads/administration
- Personnel Administration – all departments
- Budget administration/review – all departments
- Continue foreclosure proceedings on three properties with Sewer Lien foreclosures
- Work with City of Bangor/DEP/Staff on implementation of DEP Grant for Watershed Survey Plan for Sucker Brook
- Met with Bangor City Manager to discuss possible industrial development in Hampden
- Implemented lead sinker replacement program
- Expanded wood collection opportunities at the Transfer Station to accommodate persons with tree damages from Fall storm(s)
- Complete reporting of resolution of issues identified in Bureau of Labor inspection
- Work with software vendor to resolve issues with utility billing program
- Prepare RFP for tile floor replacement in Municipal Building
- Continued discussions with Chevron regarding Turtlehead Park funding



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



Code Enforcement Division

MONTHLY REPORT

November 2014

The month of November came and went just as fast in the Hampden Public Safety Code Enforcement Division. CEO Myles Block, BFI Lt. Jason Lundstrom along with LPI Dick Watson continue as the staff of the division performing the majority of the services to the citizens of Hampden along with remarkable continued support of Rosemary in the office.

During the month of October the Code Enforcement Office processed a total of 12 permit applications.

This included:

- 2 – New Single Family Homes
- 1 – Home Additions
- 1 – Home Renovation
- 1 – Outbuilding
- 7 – Plumbing (Internal, Subsurface or Sewer Hook On)

A total of \$1,870 in fees were collected in the month of October. This compares to \$21,353.00 the previous year. The major difference in the fees is because fees for the remaining Chickadee Crossing Subdivision and the Emera Maine Operations Center were collected last year at this time.

The CEO & BFI performed a total of 29 inspections in the month of October. The LPI performed 39 inspections. Six Certificates of Occupancy were issued for Chickadee Crossing Subdivision.

Victualers inspection performed and licenses approved for Pat's Pizza and Angelo's Pizzeria.

The CEO continues to work on needed amendments to the Zoning Ordinance (Business B, Signs and Pool Fence Sections), Life Safety Code Ordinance, Fire Prevention Code Ordinance, Building Code Ordinance and Residential Building Code Ordinance. The CEO presented to the Council's P&D Committee on the proposed changes. The changes have been sent to the Town Attorney for review.



HAMPDEN PUBLIC SAFETY

Police – Fire – EMS – Code Enforcement



The BFI has continued a collateral duty of grant writing for the Fire Department for this year's Assistance to Firefighters Grant program.

The CEO & BFI renewed their Pediatric Education for Pre-Hospital Providers (PEPP) certification this month and responded to 22 calls during the work week as follows:

Assist Duty Crew EMS Calls: 8

Fire response: 14

The CEO & BFI attended the monthly meeting of the Bangor area CEOs in Hermon as well as the Town Stormwater group meeting.

The CEO & BFI continue to study for the exams to become certified within the 1 year window.

Respectfully Submitted,

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

Myles M. Block
Code Enforcement Officer

Permit Type	Count	Value	Fee
BLDG NEW CONSTR			
SINGLE FAMILY	2	360,000	705.00
Subtotal	2	360,000	705.00
BLDG RENOVATE			
SINGLE FAMILY	1	5,000	25.00
Subtotal	1	5,000	25.00
BLDG ADDITIONS			
GARAGE	1	40,000	181.00
Subtotal	1	40,000	181.00
OUTBUILDINGS			
GARAGE	1	30,000	124.00
Subtotal	1	30,000	124.00
PLUMBING			
INTERNAL/RES	2	0	230.00
SSWD/RES	1	0	265.00
INTERNAL/BUS	3	0	140.00
Subtotal	6	0	635.00
SEWER HOOK ON			
SEWER/RES	1	0	200.00
Subtotal	1	0	200.00
Total	12	435,000	1,870.00

Account	Owner Name	Map/Lot
3719	NEALE T ADAMS	03-0-018-08
739	DAVID B SPANG	06-0-046
3029	WICKLOW HOME BUILDERS, INC	08-0-033-08
3029	WICKLOW HOME BUILDERS, INC	08-0-033-08
3574	ON SITE DEVELOPERS	08-0-033-13
1165	NEW ENGLAND WASTE SERVICES OF ME	09-0-046
3876	ASPERINO T DIMARRCO	20-0-072-2
3876	ASPERINO T DIMARRCO	20-0-072-2
2045	GEOFFREY C GABRIC	23-A-056
2075	SHAWN M MCDOUGALL	24-0-010
2572	MYSTIC LODGE MASONIC TEMPLE ASSOC	36-0-001-A
2926	LORD REALTY INC	44-0-080

permit fees report

Permit Application Date Is 11/01/2014 to 11/26/2014

Permit	Application	Type	Category	Description	Fee
15-066	11/04/2014	PLUMBING	INTERNAL/RES	internal plumbing permit 3344	70.00
15-067	11/05/2014	PLUMBING	INTERNAL/BUS	internal plumbing permit 3345	40.00
15-068	11/06/2014	PLUMBING	INTERNAL/BUS	internal plumbing permit # 3346	40.00
15-069	11/10/2014	BLDG ADDITIONS	GARAGE	Addition of a 2.5 car garage on a slab with 1 bedroom, 1 bath, walk-in closet and laundry room above and attached to the existing house with entrances on both floors	181.00
15-070	11/12/2014	BLDG NEW CONSTR	SINGLE FAMILY	SINGLE FAMILY DWELLING	437.00
15-071	11/12/2014	PLUMBING	SSWD/RES	SSWD - 3347	265.00
15-072	11/12/2014	BLDG NEW CONSTR	SINGLE FAMILY	single family dwelling	268.00
15-073	11/12/2014	SEWER HOOK ON	SEWER/RES	sewer hook on	200.00
15-074	11/13/2014	PLUMBING	INTERNAL/BUS	internal plumbing permit 3348	60.00
15-075	11/17/2014	PLUMBING	INTERNAL/RES	internal plumbing permit 3349	160.00
15-076	11/17/2014	OUTBUILDINGS	GARAGE	33 x 30 detached garage	124.00
15-077	11/24/2014	BLDG RENOVATE	SINGLE FAMILY	renovate basement space to living space.	25.00

permit monthly report
Permit Application Date Is 11/01/2014 to 11/26/2014

Permit	Application	Type	Category	Fee	Value
15-066	11/04/2014	PLUMBING	INTERNAL/RES	70.00	0
15-067	11/05/2014	PLUMBING	INTERNAL/BUS	40.00	0
15-068	11/06/2014	PLUMBING	INTERNAL/BUS	40.00	0
15-069	11/10/2014	BLDG ADDITIONS	GARAGE	181.00	40,000
15-070	11/12/2014	BLDG NEW CONSTR	SINGLE FAMILY	437.00	200,000
15-071	11/12/2014	PLUMBING	SSWD/RES	265.00	0
15-072	11/12/2014	BLDG NEW CONSTR	SINGLE FAMILY	268.00	160,000
15-073	11/12/2014	SEWER HOOK ON	SEWER/RES	200.00	0
15-074	11/13/2014	PLUMBING	INTERNAL/BUS	60.00	0
15-075	11/17/2014	PLUMBING	INTERNAL/RES	160.00	0
15-076	11/17/2014	OUTBUILDINGS	GARAGE	124.00	30,000
15-077	11/24/2014	BLDG RENOVATE	SINGLE FAMILY	25.00	5,000

Building Permit Log (2014)

11/12/2014	15-070	Wicklow Home Builders		Bowen Drive Lot 8	08-0-033-08	\$ 437.00	New House
11/9/2014	15-069	Gabric, Geoff	2	Daisey Lane	23-A-056	\$ 181.00	addition
11/12/2014	15-072	Pelletier, James		Old County Rd.	24-0-072-2	\$ 268.00	New House
11/17/2014	15-076	McDougall, Shawn	326	Main Rd. Sorth	24-0-010	\$ 124.00	garage
11/24/2014	15-77	Adams, Neal	40	Highland Ridge Drive	03-0-018-08	\$ 25.00	renovations

Plumbing Permit Log (2014)

11/4/2014	15-066	Smith, Sarah	154	Main Road South	06-0-046	\$ 70.00	Internal	3344
11/5/2014	15-067	Martin, Zach	109	Main Road South	44-0-080	\$ 40.00	Internal	3345
11/6/2014	15-068	casella Waste	358	Emerson Mill Road	09-0-046	\$ 40.00	Internal	3346
11/12/2014	15-071	Wicklow Builders	3	Bowen Drive Lot 8	08-0-033-08	\$ 265.00	Subsurface	3347
11/13/2014	15-074	Masonic Lodge	8	Main Road South	36-0-001-A	\$ 60.00	Internal	3348
11/17/2014	15-075	Pelletier, Don	31	Bowen Drive	08-0-033-13	\$ 160.00	Internal	3349

Sewer Hook-on Permit Log (2014)

11/12/2014	15-073	Pelletier, James		Old County Rd.	24-0-072-02	\$ 200.00
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**ASSESSING REPORT
NOVEMBER 2014**

November in our office was a busy month. Contractors were trying to get the rest of their ground work done, schedule inspections with the plumbing inspector, code enforcement officer and building inspector. I conducted a number of inspections this month both with the code enforcement officer and building inspector and by myself.

Maine Revenue Services conducted an audit of my BETE applications without any substantial findings. They will be returning for part of a day in December.

I continued to process deeds, answer phones, work with the scanning specialist, help file and work with the old code enforcement files (along with Rosemary) to get them into order and pull the larger plans for "in office" filing until they can either be scanned or photographed.

I also started to work with Kyle on a zone change made by the planning board earlier this year. It involves approximately 75 lots and they need to be identified and changed for assessing purposes.

I have updated the Homestead Exemption and Veteran Exemption files with recent transfers and processed mortgages as they are filed with the registry.

I also spent one day working on the updating of address in the real estate module. That project has been on-going for over a year, but progress is being made.

Sincerely,



Kelly J. Karter, CMA
Hampden Assessor

Town Planner Report

November 2014 activities of the Town Planner include the following:

The Planning Board had no items under consideration and did not meet.

Council Planning and Development Committee activities continued to review of the Subdivision Ordinance to develop review criteria consistent with the state subdivision review standards. Followed through on covenant amendments on Business Park. Continued review of Zoning Ordinance standards in the Business B District and sign regulations to address code enforcement concerns.

Bangor Area Storm Water Group (BASWG) activities include chairman duties at Policy and Executive committees, and attendance of an Education and Outreach meeting related to the permit and review of the Sucker Brook Stream Corridor and Watershed Survey and grant administration tasks related to that grant.

Bangor Area Comprehensive Transportation System (BACTS) activities include Policy Committee and Technical Committee responsibilities.

IT

- Outage Due to Storm: The month of November kicked off with a storm that knocked out the internet for the town office and public safety for over two days including the day of elections. Because the internet was down, so was our new phone system because it operates via internet. I was able to get Emera Power the information they needed from Time Warner Cable to make the repair to restore our connection. While we were down, I implemented a mobile hotspot so we were able to upload election data in a timely manner. I also set up temporary call forwarding for calls to forward town officials' cell phones so we didn't miss calls. The outage situation has exposed the need for a disaster recovery plan which I will develop and have approved by the Town Manager.
- Skeehan WIFI Install Complete: I have finalized an internet solution at the Skeehan Center. They are no longer using TDS and are completely over to Time Warner. This solution is going to be less expensive monthly and provide a better service for the staff.
- Meetings with Account Managers: I have been meeting with our current sales account managers of the different companies we do business with in order to better understand the services they are providing to us and to assess our current and future needs with these companies. These companies include TDS, OTT, Transco, Treeno, TWC, and Mainstreet Maps. Any significant changes in our monthly and annual services accounts will be detailed in my future reports.
- Repurposed Computer for Police: I repurposed a scrap computer to be used in the police duty room for application monitoring and filing reports.

GIS

- New Aerial Photography: We now have new aerial photography of the Town of Hampden that is very detailed and current (flown last May). I'm in the process of getting our Mainstreet Maps site updated with the new aerals.
- E911 Addressing: I have assigned new addresses out on the Bowen road, Old County road, and the new Portland Air Freight located in Ammo Industrial Park. I met with the postmaster and GIS Coordinator of the State of Maine to relay all new addresses so they are updated in all system.

Other:

- BASWG (Bangor Area Stormwater Group): I met with the BASWG and gained a familiarity with the standard operating procures and best management practices of stormwater planning. I

networked with a former colleague to get an agreement for free water sample testing for quality against known contaminants.

- Mobile App Used for Data Collection: I have implemented the use of a mobile app called Fulcrum that is now being used by Code Enforcement and Building Inspection to collect data for their reports electronically, with pictures, to upload directly to our Trio system. The use of this app is greatly increasing productivity (the reports as being completed on site and not needing to be reproduced at the office), reducing the need of printing reports, improving the availability of the data to office staff and the public. The application will also be used in the collect of GIS asset management and stormwater data collection and sampling.
- Electronic Document Scanning: After meeting with Treeno and Transco I have implemented a new process for scanning documents such as deeds, tax cards, code enforcement documents, plans, etc. into our online archiving system, Treeno. The process involves bar code cover pages and file monitoring that will cut down the time it will take us to get our files into electronic format substantially. Once our files are electronic, I plan to link the Map-Lot to Mainstreet maps so the public can access the documents simply by clicking on his or her parcel on the map.
- Services Committee Loon Lead Poisoning Awareness: At the recommendation of the Service Committee, I have placed a collection box at the front of the registers in the Town office for the collection of lead tackle. The use of lead tackle is the leading cause of loon mortality in Maine (Maine Audubon). In the same box we have none lead tackle donated by the Maine Audubon Society that will be traded to resident turning in their lead.

MONTHLY REPORT PUBLIC WORKS NOVEMBER 2014

Washed Equipment

Plowed 3 times with 2 major storms totaling 29 inches

Put and took down voting booths

Patched pot holes

Loaded transfer station 2 times after demo weekends

Picked up brush and blow downs

Checked all buildings and removed trash

Cemetery crew had 1 burial

Replaced road signs

Repaired equipment

Removed 2 beaver dams

Shouldered Emerson Mill, Patterson and Monroe Rds

Put Christmas Decorations up

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

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

SUNDAY

DATE: 11-2-2014

8" WET HEAVY SNOW POWDER OUT EVERYWHERE Limb Areas Rds
 SNOW 5AM CALLED MEN 7AM PLOWED ROADS
 FUEL PUMP RIMMER CAME ON #17 CULDEBRACK RD STOPPED
 PUT BACK IN MADE IT BACK TO GARAGE TO WORK ON IT MORE
 PUT WING ON #11 ~~20~~ BROKEN HOSE PUT UP BACK WILL USE #32 ON TOWN RUN
 TRUCKS DOWN ALL OUTSIDE TOWN

MONDAY

DATE: 11-3-2014

MOVED TREE OLD COUNTRY RD 12AM
 PLOWED + SANDED ALL RDS 5AM
 BACKHOE PICKED UP AT NOTTRAY VALVE REPAIR
 PUSHED BACK SNOW BANKS ON RDS WITH NO WINGS ON TRUCKS
 MAN FROM NOTTRAY TO LOOK AT LOADER BEN STOPPING WHEN LIGHTS TURNED ON
 PUT TRACKLESS BLOWER ON FOR SIDEWALKS TOMORROW MORNING

TUESDAY

DATE: 11-4-2014

VOTING
 PLOWED LOWER PARKING LOT MUN. BUILDING
 CHECKED + SANDED ICY SPOTS ALL OVER TOWN
 WORKED ON #13 BATTERY CABLES, PUT #20 IN TO TALK OUT
 PUSHED TREES OUT OF ROADS ALL OVER TOWN TRACKLESS ON SIDEWALKS

WEDNESDAY

DATE: 11-5-2014

TOOK VOTING BOOTHS DOWN
 BLEW SIDEWALKS AT REC. AREA + EAST HAMPDEN
 NEW HYDRAULIC HOSE ON #20 HYDRA BOMBER DIG SAFE DUDLEY ST + STANFORD
 BACKHOE TO STATHAM TIER FLAT FRONT RIGHT, PIPE FROM SIGN IN BLOWER DISTRICT

THURSDAY

DATE: 11-6-2014

PICKED UP WOOD DOWN ACROSS PAPERMILL BRAD
 BACKHOE - TRUCK CHAINSAWS FLARGES MAN CUTTING
 NEW STARTER MOTOR ON #35 SANDER HONDA ENGINES
 REPAIRED MUD FLAPS ON #19 MAN FROM NOTTRAY PUT MODULOTE INDOOR
 PICKED UP DOWNED WOOD LASKEY LANE

FRIDAY

DATE: 11-7-2014

RAIN PICKED UP DEER 202 + MAIN TRAIL 360
 CLEANING UP DOWNED WOOD EAST HAMPDEN AREA
 WEADED MUD FLAP BACK #14 PICKED UP WOOD RUTH AVE
 MUCH BRUSH FROM SNOW STORM COMING TRANSFER STATION

SATURDAY

DATE:

SIGNATURE D. Patterson DATE 11-10-2014

TOWN OF HAMPDEN
DEPARTMENT OF PUBLIC WORKS
WEEKLY FOREMAN REPORTS

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SUNDAY

DATE: 11-9-2014 LOADED WITH BRUSH FROM STORM
CHECKED 11:30 MOVED BRUSH PILE TO SIDE

MONDAY

DATE: 11-10-2014 LOADED BRUSH TRANSFER STATION
TRASH ON GROUND HAULLED OPEN TOP OF TRASH TO PERC WILLIAMS TRUCK
PICKED UP TIRE CHAINS FOR GRADER AT HAROLD'S LOGGING + CHAIN SAW CHAINS

TUESDAY

DATE: 11-11-2014 Holiday

WEDNESDAY

DATE: 11-12-2014 LOADED BRUSH TRANSFER STATION ALL DAY
HAULLED WOOD + BRUSH FROM KIDDER GREEN + SIDNEY
NEW HOSE ON TRACKLESS LIFT CYLINDER
HAULLED TRASH FROM BUILDINGS + PAD + REC.

THURSDAY

DATE: 11-13-2014 LOADED SHIMBLE'S TRANSFER STATION
WORKED ON SANDER FOR #32
740 MAIN HAULLED WOOD FROM TREE IN CEMETERY EAST HAMPDEN
PUT SHOULDER GRADER ON TURN EMERSON MILL BY GRANGE HALL
PAT PLOWS ON #18 + #14 READY FOR MORNING

FRIDAY

DATE: 11-14-2014 SNOW JAM PLOWED 4:30 AM
LOADED BRUSH TRANSFER STATION
WORKED ON #19 HYDRAULIC LEAK
CLEANED ALL WALKS AT ALL BUILDINGS CUT BRUSH ON HOPKINS REC
ORDERED PARTS STAS ID GRILLE HAULLED TRASH FROM BUILDINGS

SATURDAY

DATE:

SIGNATURE D Patterson DATE 11-17-2014

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

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SUNDAY
DATE: _____

MONDAY

DATE: 11-17-2014 Snow Flurries in Air RAIN PM 33°
 HAUL'D BRUSH FROM EAST HAMPDEN 31°
 PUT SANDER ON TRACKLESS NEW CHAINS ON SANDER
 WENT THRU BACK RDS Ken. + 69 11AM CHECK SLUSHY SPOTS
 HAUL'D WOOD FROM MONROE RD WORKED ON LIGHTS #18

TUESDAY

DATE: 11-18-2014 TO DARRLING FOR TIRES + ENGINE LIGHT ON
 LOADED BRUSH TRANSFER STATION (Helen Crocker)
 CUT + HAUL'D BRUSH + TREES FROM LOCUST GROVE CEM FURNEL SAT.
 NOW WINDSHIELD IN #19 HIT WITH TREE IN SNOW STORM
 WORKED ON ANTENNA FOR 2WAY RADIO #19

WEDNESDAY

DATE: 11-19-2014 Picked TO UP AT DARRLINGS FORD Chainsaw Backhoe
 HAUL'D BROKEN TIRES FROM LOCUST GROVE CEMETERY 2 Trucks
 NEW MAILBOX AT Brenda Kings 253 CANAAN RD
 WORKED WREATH + CANDLES TO PUT UP ON 25TH BUIBS + CHAIR IF AUNT
 FIXED FLAT TIRE ON TRAILER ORDERED BOLTS FOR PLOWS

THURSDAY

DATE: 11-20-2014 HAUL'D BRUSH + WOOD FROM OLD COUNTY RD
 Brian TO BANEOR FOR TRANSFER STATION TRAINING
 DRUM + CHAINWORK WORKING ON BUILDINGS + WREATHS + CORDS FOR TREE
 CLEANED UP WOOD PERRY RD + COULIDAY AVE.
 LOOKED FOR LOT LOCUST GROVE CEMETERY HAUL'D WOOD FROM BARNARD CHURCH

FRIDAY

DATE: 11-21-2014 MAN FROM NORFOLK PUT NEW BELT + TIGHTENERS ON LOADER 544K
 HAUL'D WOOD + BRUSH RICKSQUIB + CROCKER + TERRACE
 CUT TRAIL OUT AT DORATHA DIXE PARK FOR WALKING BRUSH
 WENT TO HP FAIRFIELD SKATEBOARD PARTS FOR TRACKLESS
 HAUL'D TRASH FROM FIRE DEPT.

SATURDAY

DATE: 11-22-2014 Burial LOCUST GROVE HELLEN Crocker

SIGNATURE D Patterson DATE 11-24-2014

TOWN OF HAMPDEN
DEPARTMENT OF PUBLIC WORKS
WEEKLY FOREMAN REPORTS

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SUNDAY
DATE:

MONDAY

DATE: 11-24-2014 LOADED BRUSH TRANSFER STATION
LOADED BRUSH + WOOD FROM STORM STREETS DOWN TOWN
#32 TO STATHAM TIRE FLAT REPAIR
PICKED UP PARTS GREENWAY SAUNA PICKED UP LATER UP MAC'S AUTOBODY
MARKED SEWER MAIN RD NORTH BY POOL SHED. CHECKED ON SEWER ~~OLD~~ OLD COUNTRY RD
FOR HOURS 10%
DOWNTOWN

TUESDAY

DATE: 11-25-2014 ELEC'D ELECTRIC BOOM TRUCK PUT UP XMAS DEORATIONS
LOADED BRUSH TRANSFER STATION 4 LOADS
PUT WINGS ON TRUCKS READY FOR STORM TOMORROW 73° 19° 75° 19° 20°
PUT STAKES IN LAKEVIEW CEMETERY TO MARK ROADS

WEDNESDAY

DATE: 11-26-2014 PUT STAKES IN TO MARK PARKING LOTS DOWNTOWN 35°
NOW CUTTING RIDGES ON PAVES 75 + 79
SHOULDER GRAVEL RECYCLED ON PATTERSON RD WORKED ON EXPOSED LIGHTS
TOWN OFFICE TO HELP UNLOAD CHAIRS FOR CONCIL CHAMBERS TOOK OLD CHAIRS
SNOW PLOWED + SANDED 4PM WORKED ALL NIGHT

THURSDAY

DATE: 11-27-2014 PLOWED ALL ROADS + SANDED SANDER BROKEN #20
THANKS GIVING PLOWED MAIN BLD POOL REC. TRANSFER SAND
SCAPED + SANDED ROADS
BLEW SIDEWALKS DOWNTOWN

FRIDAY

DATE: 11-28-2014
OFF

SATURDAY

DATE: 11-29-2014

SIGNATURE D. Patten DATE 11-30-2014



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 8, 2014

During the month of November the Hampden Police Department responded to 356 calls for service, processed 10 arrests/court violations; and issued 23 traffic citations and 84 written traffic warnings. The Fire Department responded to 84 calls for service and the ambulance responded to 45 calls. The call volume for the fire department increased dramatically due to the severe snowstorm.

Sergeant Bailey and FF/Medic Thomas held an informational meeting at Avalon Village. It was intended to educate residents about consumer fraud and what they can do to protect themselves. They have also provided education on the Good Neighbor Program. Both meetings were very well attended and we plan to continue these educational events in the future.

FF/Medic LeBarnes attended the National Fire Academy one week training on origin and cause. This training will better enable him determining where and how fires start.

FF/Medic McNally and FF Young completed their annual Hazmat certification training.

The police officers completed their annual Tazer Certification training, which consists of both classroom and scenario based events.

Sergeant Bailey and Officer Egan attended a three day training course on evidence collection and processing techniques.

Edythe Dyer Community Library
November, 2014
Report of activities to the Town Council

Circulation: 2920 adult items; 2405 children's materials; 166 items were downloaded; 76 people used our public access computers (this does not include people who brought their own wireless devices). 2080 people came into the Library.

EDL staff answered 180 reference questions for people in the library and 154 over the telephone (these include 51 that were people who thought they were calling the town office)

EDL loaned 608 items to other libraries and borrowed 863 through the statewide delivery service.

Children's programs: Play & Learn Programs: 18 children /14 adults
Preschool Storytimes: 28 children / 23 adults
Toddler Storytimes: 91 toddlers / 68 adults
Read 'em and eat: 28 third – sixth grade students

Adult programs: Creative Writing: 29
Knitting group: 23 adults & teens
Book discussions:
Game of Thrones book/television series discussion: 4

Community groups: 10 groups met: 36 people

Trainings/professional development/Community Service

Debbie took a vacation day to work at voter registration

Debbie helped judge VFW essay contest on November 6

Debbie and Mary attended the annual Maine Libraries Conference November 16 & 17

Debbie presented Maine Shared Collection information, sat on a panel about resource sharing and worked at the Scholarship and Loan Committee's Basket Raffle

Lura Hoit Pool Rentals 2014

Month	# of People	Total Hrs	Wkday Rntal Hrs	Wkend Rntal Hrs	Total Fees
Jan	904	89	70	19	\$4,960.00
Feb	609	66.5	33.5	33	\$3,375.00
Mar	585	52	7.5	44.5	\$2,840.00
Apr	584	31.5	8.5	23	\$1,835.00
May	469	45.5	11.5	34	\$2,535.00
June	323	31	8	23	\$1,730.00
July	208	17	8	9	\$680.00
Aug	154	11	5	6	\$655.00
Sep	431	28.5	5.5	23	\$1,485.00
Oct	418	40.5	11.5	29	\$2,266.50
Nov					
Dec					
Year Totals	4685	412.5	169	243.5	\$22,361.50

Lura Hoit Pool Rentals 2013

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

Weekly/Monthly Pool User Tally

	Week dates	Week dates	Week dates	Week dates	Week dates	
Events	10/5-10/11	10/12-10/18	10/19-10/25	10/26-11/1		Monthly Totals
	AM Lap	9	9	9	9	
AM Ex Class	43	36	49	51		179
AM Open/Lap	25	20	24	37		106
Open/Senior	35	30	21	27		113
AM Lessons	34	15	33	33		115
Gentle Aerobics	36	29	36	41		142
PM Open/Lap 12:30-1:30	32	15	25	21		93
PM Lessons Wkdy	70	65	61	55		251
Wkdy Family Swim	34	34	29	33		130
PM Ex Class	19	24	18	28		89
PM Lap	11	7	9	7		34
Wkend lessons	72	74	81	76		303
Wkend lap	4	4	6	5		19
Wkend Fam Swim	49	64	39	31		183
Rentals	90	98	140	90		418
Totals	563	524	580	544	0	2211

Session I: Sept. 7 - Nov 15 2014

Infant/toddler	22	\$1,277.50
Water Tots	22	\$1,280.00
Preschool	53	\$3,319.00
Adv. Pre	10	\$545.00
Beginner	25	\$1,534.00
Adv. Beg.	9	\$430.00
Int/Sw	7	\$408.00
Pre-Comp	6	\$558.00
Adult/Adoles	0	\$0.00
Total =	154	\$9,351.50

Session II :Nov. 16 - Feb 7 2015

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

Session III: Feb 22 - April 18 2015

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

Session IV: April 26 - June 20 2015

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

Session V: June 21 - August 29 2015

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

Private Lessons

Session I	27	\$ 3,855.00
Session II		
Session III		
Session IV		
Session V		
Session VI		
Session VII		

Group Private Total

Total # of Participants

Total Income

**Daily Receipt
2014**

Day	Jan	Feb	Mar	April	May	June	Day	July	August	Sept	Oct	Nov	Dec
1	closed	\$ 365.00	\$ 412.00	\$ 848.00	\$ 92.00	\$ 140.00	1	\$ 640.00	\$ 695.00	closed	\$ 454.00		
2	\$450.00	\$ 310.00	\$ 682.00	\$ 236.00	\$ 157.00	\$ 320.00	2	\$ 305.00	\$ 247.00	closed	\$ 421.25		
3	\$41.00	\$ 145.00	\$ -	\$ 160.00	\$ 143.00	\$ 246.50	3	\$ 214.50	closed	closed	\$ 104.00		
4	\$360.00	\$ 731.00	\$ 778.25	\$ 435.00	\$ 120.00	\$ 180.00	4	closed	\$ 144.00	closed	\$ 265.00		
5	\$135.00	closed	\$ 347.00	\$ 291.00	\$ 300.00	\$ 150.00	5	\$ 90.00	\$ 450.00	closed	\$ 120.00		
6	\$60.00	\$ 298.00	\$ 405.00	\$ 158.00	\$ 521.00	\$ 202.00	6	closed	\$ 180.00	closed	\$ 190.00		
7	\$152.50	\$ 540.00	\$ 346.25	\$ 480.00	\$ 185.00	\$ 277.00	7	\$ 475.75	\$ 372.00	\$ 1,051.00	\$ 440.00		
8	\$585.75	\$ 471.75	\$ 335.00	\$ 438.75	\$ 158.25	\$ 82.50	8	\$ 20.00	\$ 310.00	\$ 807.00	\$ 20.00		
9	\$637.00	\$ 258.00	\$ 414.00	\$ 162.00	\$ 225.00	\$ 296.00	9	\$ 510.00	\$ -	\$ 1,213.75	\$ 495.50		
10	\$198.00	\$ 4,446.25	\$ 540.00	\$ 550.00	\$ 200.00	\$ 2,677.00	10	\$ 90.00	closed	\$ 182.00	\$ 354.50		
11	\$50.00	\$ 7,282.00	\$ 522.00	\$ 315.00	\$ 70.00	\$ 1,197.75	11	\$ 55.00	\$ 172.00	\$ 160.00	\$ 316.25		
12	\$385.00	\$ 1,400.50	\$ 185.00	\$ 182.50	\$ 187.00	\$ 529.00	12	\$ 165.00	\$ 165.00	\$ 375.00	\$ 300.00		
13	\$230.00	\$ 720.00	\$ 62.00	\$ 120.00	\$ 327.00	\$ 345.00	13	closed	\$ 571.00	\$ 244.00	closed		
14	\$2,665.00	\$ 100.00	\$ 1,781.50	\$ 4,425.00	\$ 100.00	\$ 475.00	14	\$ 431.00	\$ -	\$ 107.50	\$ 337.00		
15	\$395.00	\$ 377.50	\$ 372.00	\$ 5,570.25	\$ 178.00	\$ 155.00	15	\$ 203.00	\$ 60.00	\$ -	\$ 482.96		
16	\$335.00	\$ 477.00	\$ 218.00	\$ 1,415.00	\$ 215.00	\$ 385.00	16	\$ 292.00	\$ 95.00	\$ 251.00	\$ 145.00		
17	\$445.00	\$ 580.00	\$ 70.00	\$ 337.00	\$ 407.00	\$ 527.00	17	\$ 566.25	closed	\$ 253.75	\$ 644.00		
18	\$404.00	\$ 687.00	\$ 176.00	\$ 372.00	\$ 405.00	\$ 282.00	18	\$ 190.00	\$ 2,987.00	\$ 704.00	\$ 548.00		
19	\$229.00	\$ 506.00	\$ 185.00	\$ 575.00	\$ 212.00	\$ 290.00	19	\$ 71.00	\$ 2,172.00	\$ 285.00	\$ 137.50		
20	closed	\$ 3,780.00	\$ 150.00	closed	\$ 407.00	\$ 734.00	20	closed	\$ 658.00	\$ 507.25	\$ 170.00		
21	\$70.00	\$ 1,006.00	\$ 725.75	\$ 316.00	\$ 259.00	\$ 299.00	21	\$ 336.25	\$ 702.00	\$ 125.00	\$ 318.75		
22	\$242.00	\$ 299.00	\$ 405.00	\$ 670.00	\$ 229.00	closed	22	\$ 431.75	\$ 994.00	\$ 195.00	\$ -		
23	\$80.00	\$ 215.00	\$ 282.00	\$ 718.00	\$ 240.00	\$ 370.00	23	\$ 422.00	\$ 520.00	\$ 412.50	\$ 387.00		
24	\$252.00	\$ 182.00	\$ 355.75	\$ 687.00	\$ 385.00	\$ 1,019.00	24	\$ 202.00	\$ 619.00	\$ -	\$ 140.00		
25	\$317.00	\$ 339.00	\$ 454.50	\$ 452.00	\$ 310.00	\$ 557.50	25	\$ 97.00	\$ 920.00	\$ -	\$ 320.00		
26	\$474.00	\$ 288.00	\$ 420.00	\$ 339.00	closed	\$ 222.00	26	\$ 378.00	\$ 1,264.00	\$ 230.75	\$ 105.00		
27	\$105.00	\$ 166.25	\$ 335.00	\$ 395.00	\$ 730.00	\$ 429.00	27	closed	\$ 503.25	\$ 543.00	\$ 291.75		
28	\$470.00	\$ 159.00	\$ 20.00	\$ 440.00	\$ 331.75	\$ 282.00	28	\$ 280.00	\$ 390.00	\$ 125.00	\$ 314.00		
29	\$200.00		\$ 498.00	\$ 576.00	\$ 600.00	closed	29	\$ 85.00	\$ 408.00	\$ 60.00	\$ 303.00		
30	\$140.00		\$ 222.50	\$ 121.00	\$ 157.00	\$ 357.00	30	\$ 60.00	\$ 185.00	\$ 162.50	\$ 290.00		
31	\$409.50		\$ 587.50		\$ 262.00		31	\$ 102.00	closed		\$ 518.25		
Total	\$10,516.75	\$26,129.25	\$12,287.00	\$21,784.50	\$8,113.00	\$13,026.25		\$6,712.50	\$15,783.25	\$7,995.00	\$8,932.71	\$ -	\$ -

Weekly/Monthly Pool User Tally

Nov-14	Week dates	Week dates	Week dates	Week dates	Week dates	
Events	11/2-11/8	11/9-11/15	11/16-11/22	11/23-11/29		Monthly Totals
AM Lap	16	17	18	9		60
AM Ex Class	22	35	44	35		136
AM Open/Lap	26	20	44	29		119
Open/Senior	19	20	30	16		85
AM Lessons	22	18	34	21		95
Gentle Aerobics	35	44	41	15		135
PM Open/Lap 12:30-1:30	16	29	37	32		114
PM Lessons Wkdy	62	49	75	20		206
Wkdy Family Swim	23	29	17	14		83
PM Ex Class	20	8	21	7		56
PM Lap	6	12	10	3		31
Wkend lessons	69	67	86	66		288
Wkend lap	11	8	9	14		42
Wkend Fam Swim	39	31	32	56		158
Rentals	58	129	263	186		636
Totals	444	516	761	523	0	2244

Lura Hoit Pool Rentals 2014

Month	# of People	Total Hrs	Wkday Rntal Hrs	Wkend Rntal Hrs	Total Fees
Jan	904	89	70	19	\$4,960.00
Feb	609	66.5	33.5	33	\$3,375.00
Mar	585	52	7.5	44.5	\$2,840.00
Apr	584	31.5	8.5	23	\$1,835.00
May	469	45.5	11.5	34	\$2,535.00
June	323	31	8	23	\$1,730.00
July	208	17	8	9	\$680.00
Aug	154	11	5	6	\$655.00
Sep	431	28.5	5.5	23	\$1,485.00
Oct	418	40.5	11.5	29	\$2,266.50
Nov	636	63.5	30.5	33	\$3,540.00
Dec					
Year Totals	5321	476	199.5	276.5	\$25,901.50

Lura Hoit Pool Rentals 2013

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

**Daily Receipt
2014**

Day	Jan	Feb	Mar	April	May	June	Day	July	August	Sept	Oct	Nov	Dec
1	closed	\$ 365.00	\$ 412.00	\$ 848.00	\$ 92.00	\$ 140.00	1	\$ 640.00	\$ 695.00	closed	\$ 454.00	\$ 181.00	
2	\$450.00	\$ 310.00	\$ 682.00	\$ 236.00	\$ 157.00	\$ 320.00	2	\$ 305.00	\$ 247.00	closed	\$ 421.25	\$ 2,385.00	
3	\$41.00	\$ 145.00	\$ -	\$ 160.00	\$ 143.00	\$ 246.50	3	\$ 214.50	closed	closed	\$ 104.00	\$ 4,475.00	
4	\$360.00	\$ 731.00	\$ 778.25	\$ 435.00	\$ 120.00	\$ 180.00	4	closed	\$ 144.00	closed	\$ 265.00	\$ 478.00	
5	\$135.00	closed	\$ 347.00	\$ 291.00	\$ 300.00	\$ 150.00	5	\$ 90.00	\$ 450.00	closed	\$ 120.00	\$ 367.00	
6	\$60.00	\$ 298.00	\$ 405.00	\$ 158.00	\$ 521.00	\$ 202.00	6	closed	\$ 180.00	closed	\$ 190.00	\$ -	
7	\$152.50	\$ 540.00	\$ 346.25	\$ 480.00	\$ 185.00	\$ 277.00	7	\$ 475.75	\$ 372.00	\$1,051.00	\$ 440.00	\$ 325.00	
8	\$585.75	\$ 471.75	\$ 335.00	\$ 438.75	\$ 158.25	\$ 82.50	8	\$ 20.00	\$ 310.00	\$ 807.00	\$ 20.00	\$ 521.00	
9	\$637.00	\$ 258.00	\$ 414.00	\$ 162.00	\$ 225.00	\$ 296.00	9	\$ 510.00	\$ -	\$1,213.75	\$ 495.50	\$ 285.00	
10	\$198.00	\$ 4,446.25	\$ 540.00	\$ 550.00	\$ 200.00	\$ 2,677.00	10	\$ 90.00	closed	\$ 182.00	\$ 354.50	\$ 902.00	
11	\$50.00	\$ 7,282.00	\$ 522.00	\$ 315.00	\$ 70.00	\$ 1,197.75	11	\$ 55.00	\$ 172.00	\$ 160.00	\$ 316.25	closed	
12	\$385.00	\$ 1,400.50	\$ 185.00	\$ 182.50	\$ 187.00	\$ 529.00	12	\$ 165.00	\$ 165.00	\$ 375.00	\$ 300.00	\$ 393.00	
13	\$230.00	\$ 720.00	\$ 62.00	\$ 120.00	\$ 327.00	\$ 345.00	13	closed	\$ 571.00	\$ 244.00	closed	\$ 1,224.00	
14	\$2,665.00	\$ 100.00	\$ 1,781.50	\$ 4,425.00	\$ 100.00	\$ 475.00	14	\$ 431.00	\$ -	\$ 107.50	\$ 337.00	\$ 596.00	
15	\$395.00	\$ 377.50	\$ 372.00	\$ 5,570.25	\$ 178.00	\$ 155.00	15	\$ 203.00	\$ 60.00	\$ -	\$ 482.96	\$ 833.00	
16	\$335.00	\$ 477.00	\$ 218.00	\$ 1,415.00	\$ 215.00	\$ 385.00	16	\$ 292.00	\$ 95.00	\$ 251.00	\$ 145.00	\$ 20.00	
17	\$445.00	\$ 580.00	\$ 70.00	\$ 337.00	\$ 407.00	\$ 527.00	17	\$ 566.25	closed	\$ 253.75	\$ 644.00	\$ 558.00	
18	\$404.00	\$ 687.00	\$ 176.00	\$ 372.00	\$ 405.00	\$ 282.00	18	\$ 190.00	\$ 2,987.00	\$ 704.00	\$ 548.00	\$ 696.00	
19	\$229.00	\$ 506.00	\$ 185.00	\$ 575.00	\$ 212.00	\$ 290.00	19	\$ 71.00	\$ 2,172.00	\$ 285.00	\$ 137.50	\$ 56.00	
20	closed	\$ 3,780.00	\$ 150.00	closed	\$ 407.00	\$ 734.00	20	closed	\$ 658.00	\$ 507.25	\$ 170.00	\$ 135.00	
21	\$70.00	\$ 1,006.00	\$ 725.75	\$ 316.00	\$ 259.00	\$ 299.00	21	\$ 336.25	\$ 702.00	\$ 125.00	\$ 318.75	\$ 405.00	
22	\$242.00	\$ 299.00	\$ 405.00	\$ 670.00	\$ 229.00	closed	22	\$ 431.75	\$ 994.00	\$ 195.00	\$ -	\$ 566.00	
23	\$80.00	\$ 215.00	\$ 282.00	\$ 718.00	\$ 240.00	\$ 370.00	23	\$ 422.00	\$ 520.00	\$ 412.50	\$ 387.00	\$ 120.00	
24	\$252.00	\$ 182.00	\$ 355.75	\$ 687.00	\$ 385.00	\$ 1,019.00	24	\$ 202.00	\$ 619.00	\$ -	\$ 140.00	\$ 427.00	
25	\$317.00	\$ 339.00	\$ 454.50	\$ 452.00	\$ 310.00	\$ 557.50	25	\$ 97.00	\$ 920.00	\$ -	\$ 320.00	\$ 70.00	
26	\$474.00	\$ 288.00	\$ 420.00	\$ 339.00	closed	\$ 222.00	26	\$ 378.00	\$ 1,264.00	\$ 230.75	\$ 105.00	\$ 48.00	
27	\$105.00	\$ 166.25	\$ 335.00	\$ 395.00	\$ 730.00	\$ 429.00	27	closed	\$ 503.25	\$ 543.00	\$ 291.75	closed	
28	\$470.00	\$ 159.00	\$ 20.00	\$ 440.00	\$ 331.75	\$ 282.00	28	\$ 280.00	\$ 390.00	\$ 125.00	\$ 314.00	closed	
29	\$200.00		\$ 498.00	\$ 576.00	\$ 600.00	closed	29	\$ 85.00	\$ 408.00	\$ 60.00	\$ 303.00	\$ 238.00	
30	\$140.00		\$ 222.50	\$ 121.00	\$ 157.00	\$ 357.00	30	\$ 60.00	\$ 185.00	\$ 162.50	\$ 290.00	\$ 40.00	
31	\$409.50		\$ 587.50		\$ 262.00		31	\$ 102.00	closed		\$ 518.25		
Total	\$10,516.75	\$26,129.25	\$12,287.00	\$21,784.50	\$8,113.00	\$13,026.25		\$6,712.50	\$15,783.25	\$7,995.00	\$8,932.71	\$16,344.00	\$ -

Hampden Recreation Department

Skehan Recreation Center

November Update 2014

Currently we were open 7 days per week. Current day time programming consists of walking, senior fitness, line dancing, Tuesday/Thursday open gyms, yoga and pickleball twice a week. Facility rental this month included the Bangor Roller Derby, a men's basketball group, the Maine Mathematics Science and Engineering Talent Search and John Bapst Basketball. One party rental was held in November. Our business hours were adjusted during the month of September to be Monday 7 AM to 4 PM, Tuesday, Wednesday and Thursday 7 AM to 8:30 PM, Friday 7 AM to 4 PM, and Saturday/Sunday depend on programming/rentals.

The month of November transitions into our busiest season at the Skehan Center. John Bapst basketball began preseason tryouts and workouts this month. Their initial partial month rental use is up in comparison to use in November of 2013. John Bapst will continue to rent during December, January, and part of February during the hours of 2:30-5:30 PM.

Lighting upgrades were completed by Hampden Electric with the Skehan Center receiving new Led style Emergency Back up and Exit Lighting throughout. All other areas of concern during the Bureau of Labor inspection in September have been remedied.

The Winter II program registration cycle was completed during November with a December 1 start date for many programs. Numbers are very good for team sports programs again this year. We will have 17 recreation basketball teams (grades K-5) this winter practicing and playing games at the Skehan Center. In addition we have 2 program sessions offered for age 3 and 4 basketball and a new middle school pickup style play basketball program we are piloting this year.

Interviews for three part time positions advertised in the Bangor Daily News and online on the town website were conducted during November. We had a very limited applicant pool for all three positions, and faced some issues with no responses to requests for interviews, and a no show for a scheduled interview. We did select 2 applicants to fill the Part Time Program Supervisor Position and Part Time Before and Afterschool Assistant Coordinator. Both new employees will begin their positions in early December. We are still in need of securing an employee to assist with programming. Currently some programming instruction responsibilities for the Winter I Program Session are falling on the department Director and Assistant Director in addition to their other current responsibilities.

Hampden Recreation Department

Skehan Recreation Center

Acting Director Report

November 2013

- Completed floor refinishing job with Don Dickel Wood Floors (job dates: Friday, November 8-Monday, November 11, dry/cure time Tuesday, November 12-Sunday, November 11; reopened for programs Monday, November 18)
- Completed contract with John Bapst for winter rental time for basketball. First payment for November was received before month end.
- Completed contract with Bangor Roller Derby for upcoming year use.
- Required Employment Posters were gathered and posted on the newly installed bulletin board inside the lobby concession stand.
- AED on order arrived and was installed and checked with the help of Public Works and Public Safety. An additional signage (3-d) style will be ordered to install in the gym indicating unit availability in the lobby.
- Completed monthly fire extinguisher inspections and yearly inspection with Guay Fire Equipment.
- Managed concession stand purchases and sales
- Completed monthly billing for Bangor Roller Derby.
- Met with a representative from Bronco Travel Soccer to discuss our Affiliated Program status and direction for the future projects together
- Made an appointment to meet with the Hampden Seniors at their next meeting on December 2nd.
- Emailed the remaining members of the Hampden Children's Day Committee to discuss my role with their group and offer up hosting a meeting at the Skehan Center. Response result were minimal with only one person suggesting waiting until after the New Year.
- Worked with Samantha Gardner, part time program staffer, to complete a comprehensive MSDS book for the Skehan Center facility. Currently ServiceMaster also keep MSDS records on their cleaning chemical products onsite.
- Worked with Samantha Gardner, part time program staff, on an emergency action plan for the Skehan Center facility and staff. This project is continuing into December, with an anticipated completion date before the Christmas holiday.
- Jill McLaughlin, Acting Assistant Director, and I met with two representatives from RSU 22 Adult Education Program. We are exploring opportunities to partner with them to provide more adult programming options. A December follow up meeting is set.
- Worked with Tammy Ewing, Finance/HR, to update payroll transmittal forms into an Excel spreadsheet format, which will be programmed to tally items on its own.
- Continued to foster and strengthen relationship ties with the building owners Historic Hampden Academy LLC.

Thank you for the opportunity to serve in my new capacity. I have enjoyed the new challenges, and look forward to settling into a new routine in this position.

Shelley Abbott
Acting Recreation Director

D-4-a



November 20, 2014

Dean Bennett
Town of Hampden
106 Western Ave
Hampden, ME 04444

RE: HAMPDEN BUSINESS AND COMMERCE PARK

Dear Dean:

Enclosed please find:

Two Exclusive Authorizations to Sell Agreements for the above-referenced property. If the agreements are satisfactory, please sign both of them where indicated and return one original to our office.

Please don't hesitate to call if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to be "J. David Hughes", written over a horizontal line.

J. David Hughes

JDH/sa

Enclosure(s)

6 STATE STREET
P. O. BOX 2444
BANGOR, ME 04402-2444

www.epsteincommercial.com

TEL (207) 945-6222

FAX (207) 945-5824



6 State St, P.O. Box 2444
Bangor, ME 04401
Phone: (207) 945-6222
Fax: (207) 945-5824
results@epsteincommercial.com
www.epsteincommercial.com

EXCLUSIVE AUTHORIZATION TO SELL

This Agreement is entered into this 25th day of September 2013, by and between Epstein Commercial Real Estate of 6 State Street, P.O. Box 2444, Bangor, Maine 04402-2444, hereinafter called Broker; and Town of Hampden, 106 Western Ave, Hampden, Maine hereinafter called Owner.

In consideration of Broker's efforts to procure a sale for Owner's real estate as follows:

Lot #2, further described as a 1.46 acre lot as shown on Map 10B, Lot 2 in the Town of Hampden's tax assessor's office and recorded in the Penobscot County Registry of Deeds, Book 7832, Page 274-285;

Lot # 4, further described as a 4.75 acre lot as shown on Map 10B, Lot 4 in the Town of Hampden's tax assessor's office and recorded in the Penobscot County Registry of Deeds, Book 7832, Page 274-285;

Lot #6, further described as a 1.74 acre lot as shown on Map 10B, Lot 6 in the Town of Hampden's tax assessor's office and recorded in the Penobscot County Registry of Deeds, Book 7832, Page 274-285;

Lot #8, further described as a 1.88 acre lot as shown on Map 10B Lot 8 in the Town of Hampden's tax assessor's office and recorded in the Penobscot County Registry of Deeds, Book 7832, Page 274-285;

Lot # 9, further described as a 1.55 acre lot as shown on Map 10B, Lot 9 in the Town of Hampden's tax assessor's office and recorded in the Penobscot County Registry of Deeds, Book 7832, Page 274-285;

Lot #10, further described as a 2.80 acre lot as shown on Map 10B, Lot 10 in the Town of Hampden's tax assessor's office and recorded in the Penobscot County Registry of Deeds, Book 7832, Page 274-285.

Owner hereby grants to Epstein Commercial Real Estate the exclusive authorization to sell the above-mentioned real estate at the following price:

- Lot #2 \$ 80,000
- Lot #4 \$200,000

- Lot #6 \$ 95,000
- Lot #8 \$110,000
- Lot #9 \$100,000
- Lot #10 \$155,000

or at any sale price which is acceptable to Owner. This exclusive authorization shall begin on September 26, 2014 and expire on September 25, 2015.

Broker shall have the exclusive right to sell said property within the time period above and shall be entitled to a commission fee of eight percent (8%) of the sale price. This commission fee shall be paid at the time of each closing. This commission fee shall be due Broker in the event of a sale produced by Broker, Owner, or any other person or entity; all inquiries shall be referred to Broker. If the Property is sold in its entirety (lots 2,4,6,8,9,10) in one transaction to Herb Sargent or an entity in which Herb Sargent has a majority interest, then no commission shall be due.

Should the Owner sell, transfer, convey, lease, exchange or dispose of any portion of said property within six months after the termination of this Agreement to any person, corporation, or entity which the Broker has introduced to the property, and whose name has been furnished to Owner in writing by the Broker during the time period of this Agreement, then in such a case the above commission shall become due and payable to the Broker.

By this Agreement it is understood that Broker is employed and is representing only Owner unless otherwise agreed to in writing. It is further understood that Broker's entitlement to the above commission fee occurs when Broker, Owner, or any other entity finds a purchaser who is ready, willing and able to purchase, and actually purchases, the said above described real estate on the terms herein setout, or on any other terms acceptable to the Owner.

Any dispute or claim arising out of or relating to this Agreement shall be submitted to mediation in accordance with the Maine Residential Real Estate Mediation Rules of the American Arbitration Association. This clause shall survive the expiration of this Agreement.

Agency and Owner each agree that this property is to be offered to any person without regard to race, color, religion, national origin, sex, age or handicap.

SPECIAL CONDITIONS:

1. A "For Sale" sign may be placed on the property. Yes X No ___
2. Broker may advertise the property. Yes X No ___

BUYER'S AGENCY:

This Agency's policy is to cooperate with other agencies acting as Buyer's agents, unless such other brokerage agencies have a general policy which effectively inhibits or

precludes the cooperation and sharing of compensation with other brokerage agencies. This Agency's policy is to share compensation with Buyer's agents.

The undersigned jointly and severally agree to accept telefacsimile copies of the documents which have been sent by either party to the other, or to any other party or agent to this transaction, as original documents.

DATE: _____

OWNER: _____

11-20-14

DATE: _____

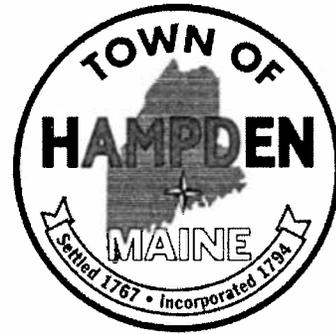

BROKER: _____

EPSTEIN COMMERCIAL REAL ESTATE

D-5-b

MEMO

G
I
S



I
T

To: Sue Lessard
From: Kyle Severance
Date: 12/08/2014
Re: Request to spend from Tech Reserve 3-711-00

Message:

A portion of the money that has been set aside for years in the Tech Reserve has been designated to replace the councils' laptops with tablets. According to my records, the current laptops are six years old and on a replacement cycle to be replaced every four years. There is a new council starting next month which makes for a perfect time to smoothly transition from laptops to tablets. Tablets are more user-friendly, less prone to viruses, and generally less expensive compared to Windows 8 laptops (when combining cost of software licensing). There is a total of \$3500 set aside in the reserve to be used towards the replacement. This will allow for seven iPad Air WIFI tablets with keyboard/case. For an additional \$30 per tablet I would highly recommend screen protection. A total of \$3710 is being requested for this replacement. Thank you for your consideration.

If you have questions, please let me know.

Thank you,

Kyle

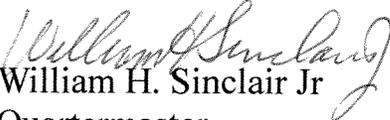
D-5-C

December 10, 2014
Susan Lessard
Hampden Town Manager

Dear Ms. Lessard,

The purpose of this letter is to ask permission from the Hampden Town Council to allow the Whitcomb-Baker VFW Post 4633 to obtain their annual license for bingo and game of chance for the up coming year of 2015. The license renewal would be from January 1, 2015 to December 31, 2015. If you could please add this to your list of topics to be discussed at the next regular council meeting. The VFW would greatly appreciate it. Thank you for your continued support .

Sincerely,


William H. Sinclair Jr
Quartermaster

Town of Hampden
106 Western Avenue
Hampden, Maine 04444



Phone: (207) 862-3034
Fax: (207) 862-5067
email:
manager@hampdenmaine.gov

December 16, 2014

Lt. Patrick Fleming
Gaming and Weapons Section
Maine State Police
State House Station 164
Augusta, ME 04333-0164

Dear Lt. Fleming,

The purpose of this letter is to serve as authorization from the Hampden Town Council to allow the Whitcomb-Baker VFW Post 4633 to obtain their annual license for bingo and games of chance. This license is to run from January 1, 2015 through December 31, 2015. The authorization was formally approved by the Town Council at the December 15, 2014 regular council meeting.

If you have questions or require further information, please call.

Sincerely,

Susan Lessard
Town Manager

D-5-d

Kiwanis
Hampden, Maine

December 11, 2014

Hampden Town Council

Poker Tournaments are one of the three major fund raisers for the Hampden Kiwanis Club. Attached please find a copy of the application to the State of Maine for the Kiwanis Club to hold poker tournaments on the 21 designated dates for the year 2015. As part of this application, municipal officers must indicate consent by signing under section 13 on the back of the application form. Thank you for your consideration.

Respectfully Submitted,

Keith Ociepka
Hampden Kiwanis
Tournament Chairman



DEPARTMENT OF PUBLIC SAFETY
 MAINE STATE POLICE
 SPECIAL INVESTIGATIONS UNIT
 164 STATE HOUSE STATION, AUGUSTA, MAINE 04333-0164
 (207) 624-7210

Application for a License to Operate Beano/Bingo or a Game of Chance

The Special Investigations Unit must receive this application at least eight days before Beano or a Game of Chance may begin

For what license are you applying (please check one): BEANO OR GAME OF CHANCE

IF YOU CHECKED GAMES OF CHANCE:

Organization Name: Hampden Kiwanis

Name of Game: No-Limit-Holdem

Organization Number: 1594

Number of Games: 1

Federal Tax ID # (EIN): 01-6018-699

Open to Public? Yes No

Business Address: 55 Main Rd N. Hampden, Me

Mailing Address: P.O. Box 498 Hampden, Me 04444 Phone: _____

Current Officers:

William Bruns Pres 1786 Union St Bangor 04401 947-3467 9/30/15
 NAME & TITLE ADDRESS CITY/ZIP PHONE DATE TERM EXPIRES

David Jordan V Pres 20 Blue Hill Way Bangor 04401 944-7434 9/30/15
 NAME & TITLE ADDRESS CITY/ZIP PHONE DATE TERM EXPIRES

John Torrance III Sec. 47 Pleasant St Hampden 04444 867-4106 9/30/15
 NAME & TITLE ADDRESS CITY/ZIP PHONE DATE TERM EXPIRES

Al Pitche Treas. Fuller Rd Hermon Me 04401 848-7117 9/30/15
 NAME & TITLE ADDRESS CITY/ZIP PHONE DATE TERM EXPIRES

Location where Beano/Bingo or Game of Chance is to be conducted:

Hampden Kiwanis Civic Center 55 Main Rd N. Hampden 04444
 BUILDING ADDRESS CITY/ZIP

Person responsible for operation of Beano or Games of Chance:

Keith Kociekka (207) 356-9949 Both
 NAME DAYTIME PHONE & EVENING PHONE

Name & Address where Licenses will be sent: Keith Kociekka 104 Main Trail Hampden, Me 04444

E-Mail Address: kociekka@roadrunner.com

Circle the days of the week you expect to operate: Mon Tue Wed Thu Fri Sat Sun

What are the hours of operation? 11:00 am until Complete Approx 4:00 PM

For Tournaments and Beano Only:

What time do the doors open? 10:30 am What time does the game start? 11: am

Dates to be licensed - Please specify weeks (Monday through Sunday) or full months. You may apply in advance for up to 6 months of licenses for Beano and 12 months for Games of Chance. See back of this form for rates.

<u>01/10/15</u>	<u>02/14/14 + 02/28/14</u>	<u>03/14/15 + 03/28/15</u>
<u>04/11/15 + 04/25/15</u>	<u>05/09/15 + 05/23/15</u>	<u>06/13/15 + 06/27/15</u>
<u>07/11/15</u>	<u>08/08/15</u>	<u>09/12/15 + 09/26/15</u>
<u>10/10/15 + 10/24/15</u>	<u>11/14/15 + 11/28/15</u>	<u>12/12/15 + 12/26/15</u>

15 (09/13) - Previous Editions are Obsolete

FOR OFFICE USE ONLY	
Check # _____	Amount \$ _____

9. Does the organization own all the equipment used in operating this amusement? Yes No

If "NO", please explain the circumstances under which the equipment was acquired:

10. Has any current officer of this organization or association ever been convicted of or have any charges currently pending for violating the gambling or lottery laws of the United States or the State of Maine? Yes No

If "YES" give the person's name, address, and date and place of conviction or date and location of pending charge:

11. If the Applicant is a Fair Association, attach a list of the names and home addresses of the persons operating or assisting in the licensed activity. Please write your organization name and number on the list.

APPLICANT SIGNATURE

12. The applicant agrees to obey the laws of the State of Maine and the United States and the rules and regulations governing Beano or Game of Chance promulgated by the Chief of the State Police. The applicant warrants the truth of the foregoing statements on penalty of perjury.

Signed: Keith L. Cierpka Age 18 or older: Yes No
Name: Keith L. Cierpka Title: Tournament Chairman Date: 12/11/15
(Please print - must be duly authorized officer of this organization - title is required)

BLANKET LETTER

13. The following consent must be completed by the municipal officers of the city or town where the Beano/Bingo or Game of Chance will take place unless a separate "Blanket Letter of Approval" is filed with the Chief of the State Police.

- Check here if you have previously filed a "Blanket Letter of Approval" with us, which is still valid
- Check here if you have attached a "Blanket Letter of Approval".

CONSENT

The undersigned being municipal officers of the City/Town of _____ hereby certify that we consent to this application for a license to operate Beano/Bingo or a Game of Chance in accordance with the provisions of 17 M.R.S.A. Chapter 13-A (Beano) or Chapter 62 (Games of Chance) and in accordance with the Rules and Regulations promulgated by the Chief of the State Police governing the operating of Beano/Bingo or Games of Chance.

Name: _____ Date: _____
Name: _____ Date: _____

FEEES

Beano/Bingo: \$5.00/Special Per Game License; \$12/Week; \$36/Month; \$400/Year

Game of Chance: \$15/Week; \$60/Month; \$700/Year Video Poker: \$15/Week or \$60/Month Card / Cribbage: \$30 Per Calendar Year

Tournament Game (up to 100 players): \$75.00/Per Tournament; \$200.00/Month (Two Tournaments per Month); \$1,500/Year (Two Tournaments per Month)

Make check payable to Treasurer, State of Maine

TO: Hampden Town Council
 FROM: Susan Lessard, Town Manager
 DATE: December 11, 2014
 RE: Annual Report – 2014

The purpose of this report is to update the Town Council on the activities of the Town for the 2014 year. This report is submitted each December to the Council for review, questions, and comments as required by my employment contract with the Town of Hampden.

Goals & Objectives Discussion – February 2014

On February 8, 2014, the Town Council held a meeting to discuss goals and objectives for the 2014 year. I have inserted the portion of the minutes of that meeting related to ideas discussed by the Council into this document along with an identification under each item of what, if any, action has been taken in relation to it. The minutes are in bold and the action(s) taken are in italics for easy reference.

Possible areas of focus for 2014/15 cited by Councilors:

1. **Public Safety** – *Retained Fire Inspector position at the time of a firefighter retirement due to volume of work and flexibility in having trained paramedic/firefighter coverage available.*
2. **Public Works** – *The 2014/15 budget reduced staffing by one full time person as of January 2015, cemetery maintenance operations are being put out to bid for 2015-2018, and GPS units are being put in public works vehicles to better track use and efficiency*
3. **Economic Development** – *Items related to this are cited after the Goals and Objectives section*
4. **Transfer Station** – *Collection weekends for c&d and wood were expanded to include Fridays to improve service and reduce congestion, after reviewing how wood waste was handled, the Town no longer pays a disposal fee for wood/brush saving \$17-\$20,000 per year. Instituted Zero Sort Recycling which improves our recycling rate and makes it easier for residents to participate in the recycling program*
5. **Paving** – *Limited to sidewalk repair and Littlefield Avenue this year*
6. **RSU 22 – Education of the public as to the property tax cost of education** – *The Town Council authorized articles to be printed in the Town newsletter that discussed the impact of educational costs on the local mil rate, and the Council also discussed at both Finance & Administration and Council meetings what the impacts were from the cumulative \$1,000,000 + per year local share increase since 2009 for RSU #22 for the Town of Hampden.*
7. **Recreation** – *Changes in 2014 included the appointment of a new Recreation Director, Shelley Abbott after the resignation of long-term director Kurt Mathies, and reorganization of the department and operation out of the Skehan Center for all programs.*
8. **Recreation Fields** – *This item was not addressed in 2014 beyond discussion of use of existing facilities.*
9. **Budget Pressures** – *These were identified as additional loss of revenue sharing, loss of personal property value by the closure of Bangor Publishing building, large increases*

in the local share for RSU #22, increases in the County tax, the need to fund paving, building maintenance needs, and predicted utility increases.

10. Administrative Departments

11. Penobscot County – *The Town worked with the County Commissioners to consider regional assessing but the County decided not to pursue it at this time.*

12. Bus Service – *Saturday bus service was retained for the 2014/15 year. This item is further discussed as part of the areas discussed in greater length below.*

13. Benefit Structure – *This discussion will be held as part of contract negotiations in the Spring of 2015.*

14. Spending on Outside Agencies – *There has been no budget for outside agencies for the past two years and there is none for 2014/15.*

15. Capital Budget (Reserves) – *The Council Finance & Administration Committee reviewed existing reserve accounts and consolidated some that were no longer needed as well as discussed the fact that fully funding reserve accounts for all needs was not possible at this time due to revenue losses and increased costs for school, county, and municipal operations.*

16. Facilities Maintenance – *The Infrastructure Committee discussed projects related to the Skehan Center (air handling, heating, floor), the Town Garage (lighting), the Municipal Building (floor replacement, painting), a site plan for the municipal building/pool lot to allow for parking expansion and Services is working on long term policy for parks and trail.*

17. Council Pay Structure – ***The Council considered elimination of pay for Town Councilors but the final decision was for Councilor pay to remain the same. However, the stipend for internet service for Councilors was eliminated in the 2014/15 budget***

18. LL Bean Property – *Peter Thornton, Ammo Park owner has constructed a parking lot to allow persons to have a place to park to walk on the LL Bean parcel on the approximately 2 miles of trails that exist as a result of former military construction. In addition, the Council approved a policy that allows the use of part of the LLBean parcel as wetland mitigation that may be necessary for development of the business park. Also, the Council approved the implementation of a harvest plan for the LL Bean property that was developed by Prentice & Carlisle in 2008.*

19. Town Garage and other buildings – energy efficiency (Lighting) – *The Town is in the process of having energy audits done on all town buildings to determine possible savings in electricity and heating systems*

Areas discussed in greater depth:

Economic Development

- **Ammo Park, H.O. Bouchard, and Phase 2 of business park get water, sewer, natural gas** – *The Council has authorized a study for natural gas options for Hampden and is currently working with Sargent Corp. for the business park, Peter Thornton for Ammo Park, and a private developer for Bouchard property that would bring sewer and water to the Coldbrook Road.*
- **Create additional access off Route 202** – *The Town Council approved access off Route 202 to property owned by Peter Thornton (Ammo Park) on which a Church is currently being constructed. That access also has the ability in the future to access the Ammo Park itself and will be available to owners of property abutting that development.*

- **Develop financial implications of business development (TIF's, etc.)** – *The Planning & Development Committee has worked on options for Tax Increment Financing that would allow for infrastructure cost repayment, subsidizing the cost of local economic development staffing, and acting as an incentive for developers of Town property (Sargent Corp and the Business Park).*
- **Workshop on business attraction/retention incentives** – *This item has not been completed, however, the Economic Development Director has worked with the business community through the Hampden Business Association and the Council through the Planning & Development Committee to provide information on the possible 'tools' that the Town can use to attract and retain investment in the community.*
- **Attain certification for 'Business Friendly' by the State of Maine by September-** *Current impediments to this are primarily due to some ordinances that are stricter than required by State law. The Council Planning & Development Committee is in the process of reviewing ordinances to bring them in line with state standards or to provide more flexibility.*
- **Consider incentives for Economic Development Director to incentivize performance** – *Although discussed, implementing any kind of 'bonus' system in an organization that is funded by taxpayer dollars creates some difficulties. The Planning and Development Committee has, however, proposed use of some Tax Increment Financing monies to offset the cost of staffing for Economic Development in the future.*
- **Continue full-time position since the Town is at a critical point in development of the business park, Ammo Park and the Bouchard property** - *The Economic Development Director position is budgeted as a full-time position for the 2014/15 year.*
- **The council should develop guidelines/goals for the economic development director and use to assess performance** – *The Town Manager has supervisory authority over all employees, however, the Council, primarily through its Planning & Development Committee, is setting development priorities for the Town and those priorities will be the 'baseline' for evaluation of the Economic Development Director.*
- **Departments should work together better to facilitate business location** – *The Code Officer, Fire Inspector, Public Works Director, GIS/IT Specialist, Economic Development Director, Planner, Assessor, and Administrative Assistant comprise the Development Review team that meets with all commercial/industrial developers and with major subdivision applicants as well. The Committee purpose is to work with applicants to make sure that they know up front what is expected in the permitting process and to provide assistance as needed. This has worked effectively.*

RSU 22 – Education of the public

- **Add a page to the tax bill explaining the large percentage of property taxes that go to pay for RSU 22 or do a separate mailing prior to the RSU 22 budget vote** – *A letter was included with the 2014/2015 property tax bill explaining the mil rate increase and the increases in the school and County budgets.*
- **Council members should attend School Board and School Budget meetings** – *Councilor McPike attended and participated in School Budget review meetings and advocated for the Board to consider the fiscal impact to the RSU member communities*

when doing the budget. The Town Manager attended the Budget Adoption Hearing and gave testimony related to the impact of school budget increases to the mil rate.

- **Budget for the cost of videotaping school board and budget meetings for airing on Channel 7** – The Town Council approved the video taping of all School Board and School Budget meetings and the Town appropriated sufficient funding to perform those activities. The video of each meeting is uploaded to the You Tube account established by the Town for School Board meetings.
- **List School Board meetings on the Town Website Calendar** - School Board meetings are posted on the RSU #22 website and meeting videos are posted on the Town of Hampden You Tube site, which has a link to the front page of the Town of Hampden website.

Administrative Departments

- **Consider Tuesday – Friday hours beginning in July or September instead of Monday-Thursday** – The Town Council discussed the idea of changing the hours of the Town Office, and after review and discussion of this item decided to leave them as Monday through Thursday from 7:30 a.m. to 6 p.m. to continue to offer hours for people before and after work.
- **As an alternative, consider Monday through Thursday plus a half day on Friday** – See above response.
- **Vacation time should not accrue until after the first year of employment** – It was explained that vacation time accrues on a monthly basis from the start of employment which allows an employee to have some time available without waiting for an entire year. In essence, however, if the Town only allowed vacation to be used after 1 year – it would still have accrued during the first year of employment – the same as it currently accrues in the first year of employment.
- **Consider less expensive options/plans for health insurance and increased cost to employee for self and dependent coverage** – The Town Council discussed this item and decided to consider possible changes to plans coinciding with the negotiation of the next labor contracts for Police and Fire so that all employees would be subject to the same conditions. Those negotiations will occur in the spring of 2015.
- **Work to eliminate permitting restrictions that are stricter than State regulations** – As cited earlier, the Council Planning & Development Committee is in the process of reviewing zoning and subdivision ordinances to identify areas that need correction. Thus far, the Shoreland Zoning Ordinance has been amended to be consistent with state regulations, open space requirements have been removed for small subdivisions in the Rural zone as well as for rural cluster housing in the zoning ordinance. Changes have been made to permitted and conditional uses in Residential B and other zones to allow property owners more flexibility in the use of their property.
- **The Planner and Assessor positions can be made part time or contract positions in the 2014/15 budget** – The Town Manager participated in discussions at the County level regarding a regional approach to assessing. Those discussions fell through when the City of Bangor decided not to participate at this time. Discussions were also held with the Town of Hermon about the possibility of a shared assessor but Hermon is currently contracted for coverage with the City of Bangor. The Planner position was funded at +/- 28 hours per week beginning in January of 2015.
- **Hold workshop on organizational structure** – A separate meeting to discuss organizational structure has not been held however the subject has been discussed as

part of Finance & Administration meetings as well as part of Services and Infrastructure as questions regarding operations and management have occurred.

- **Explore cost/benefits of issuing license plates at the Town Office** – This item was last discussed by the Council several years ago and it was determined from a storage and staffing viewpoint that it was not a viable option but was not discussed as part of the work plan this year.

Public Works

- **Paving** – The Council approved a sidewalk repair project done by the Town Crew this year after bids as part of the State 1A renovation were more than anticipated. The Town did the repairs for approximately \$5,000 –which was \$62,000 less than budgeted for the renovation project with the State. In addition, the Council appropriated sufficient funding for paving to be done in the 2015 year since there was none done other than Littlefield Avenue, which was part of a project with Hermon and the owner of the White House Motel and involved road repair as well as paving.
- **Staffing/contracting portions of department services** – The Council voted to seek bids for cemetery maintenance operations early in 2014 but decided to stay with the regular operations to allow the Public Works Director the opportunity to better track specific costs for that activity. After doing so, the Director recommended to the Council that Cemetery maintenance operations be put out to bid for a three year contract beginning with the 2015 year. The Council approved that recommendation.

Capital Budget

- **Review replacement schedules** –
 1. **Public works trucks and loaders** - The Council Infrastructure Committee is now reviewing equipment replacement requests based on use, current condition, and need instead of on an every-so-many-years basis.
 2. **Buildings & Grounds – mowers** – Fewer will be needed if the Cemetery maintenance is contracted to an outside firm. The only remaining need would be for mowers for parks and athletic fields
 3. **Public Safety – Cruisers and Fire Trucks and Ambulances** – Cruiser replacement has been expanded to an every-other-year basis instead of an every-year basis.
 4. **Maintenance schedules for all buildings** – The condition of the municipal building has been reviewed and bids put out for replacement of the vinyl floors which are in bad repair, and interior painting was done for the first time since the building was built in 1990. The Skehan Center floors were refinished and air handling/heating systems were addressed to reduce heating and electric cost for that building, the pool continues to do annual maintenance on showers, painting, and equipment and a new roof was put on the pitched roof portion of it this year as well. The Library, through grants over the past several years, has had a new boiler installed, new circulation desk installed, new wiring for internet capacity, and air conditioning installed. In addition, the Town is pursuing energy audits of all buildings to determine savings that could be obtained by changes in lighting, heating, etc.
- **Inventory buildings owned by the Town and develop cost/benefit for retaining (Kiwanis, Snowmobile Club, and Old Fire Station)** – All three leases for the use of these buildings were reviewed this year. The Infrastructure Committee met with representatives of the Kiwanis, the Snowmobile Club, and RSU #22 in regard to use of the buildings. After extensive discussions, the Committee recommended and the

Council subsequently approved renewal of leases with all three organizations for a period of ten years.

Recreation/Fields

- **Larger percentage of pool budget to be covered by fees** – An additional \$20,000 of pool expenses were budgeted to be covered by fees for the 2014/15 year, bringing to \$127,535 the portion of operating expenses covered by fees as well as \$10,000 per year covered by fees per year for the pool reserve account and \$10,000 per year from pool fees in repayment to the General Fund for funds used to install a new air handling system at the pool.
- **Skehan Center – Goals for % of operation of department from fees** – The Council Services Committee reviewed the financial statements for both the Skehan Center operation and the Recreation Enterprise account which funds all programs from fees. There is an annual operational loss from the Skehan Center, and a surplus in the Recreation Enterprise account that offsets that operational loss and still allows funding to be carried forward annually for use in such projects as playground equipment, tennis court repair, fields maintenance, etc. Although it was not a unanimous decision, the consensus of the Council is to continue to operate the Skehan Center and the Recreation Enterprise accounts as complementary and allow the surplus in one to offset any loss in the other.
- **User fees – what we charge should relate to the cost of operations** – The Council increased pool fees, ambulance fees, some recreation fees and some police/fire fees this year as part of its Fee Ordinance revisions in order to stay current as much as practicable with costs.
- **What priority is town-sponsored recreation?** – The Council spent a good deal of time during the budget as well as in Service Committee meetings discussing the role of town-sponsored recreation. It was the consensus of the majority of the Council that the current division of cost between taxation that pays for 2 full time employees, and fees that pay for all other staffing, the Skehan Center operation, and all programs – as well as for playground development and facilities repairs, was a cost effective way to provide recreational opportunities to people of all ages in the Town of Hampden.
- **Kid's Korner competes with private business** - Some Councilors have expressed concern over this issue but the majority of the Town Council continues to support the Kid's Korner program because it provides positive recreational activity for kids before and after school at the school itself, is heavily supported by local parents, and provides funding that is used to make recreation programming available in Hampden.
- **Location of floating dock at Marina needs to be addressed** – Signage issues related to the public portion of the landing and floats has been addressed.
- **Town Rec Center – a long term look at where it might best be located** – The Town has a five year lease for \$1 per year plus operation and maintenance building costs on the Skehan Center. Ongoing evaluation of the operation by the Services Committee will track whether this is going to be successful long-term or if the Town would be better served to seek another location.
- **Land for fields needs to be addressed, particularly if Bouchard develops his property off Coldbrook Road** – There have been no discussions this year about locating new recreation fields.
- **No reserve is set up for the artificial turf football field** – This field is part of the RSU #22 infrastructure even though it was paid for with private funds. The Town currently has no plans to reserve funding for this field.

Budget

- **Keep % distribution between school, county, and town proportion of tax dollar use** – *The % distribution of the tax dollar for the 2014/15 year remained approximately the same as prior years at 57% for school, 36% for Town and 7% for County.*
- **Consider using County coverage for Police** – *It was the decision of the Council not to pursue this during this fiscal year.*

Bus Service

- **Services Committee should reassess cost/return for Saturday bus service** – *The Town Council went through the formal public hearing process to determine whether to end Saturday bus service in Hampden due to the discontinuation of the transit subsidy from the state and the potential savings of \$28,000 if the service was ended. After a process which included a public hearing and testimony in Hampden as well as a public meeting and testimony in Bangor held by the BAT system, the Council voted 4-3 to retain Saturday bus service for the 2014/15 fiscal year.*

Other

- **Council and School Board meeting should be set up in the near future to discuss pressures on the mil rate** – *While the Council and the School Board have not had a joint meeting, representatives from the School administration have attended meetings to discuss concerns and a representative from the Council – Councilor McPike – participated in the budget hearings for RSU 22 and informed them of the consequences of continued large local share increases.*
- **Department heads should attend Council meetings to explain what their departments do** – *As the largest departments, representing the largest budgets and the largest number of employees, Public Works and Public Safety directors attended Council meetings and gave an overview of their department activities. The Recreation Director, Pool Director, Librarian, GIS/IT Specialist and Economic Development Director have discussed their department activities in Council Committee meetings.*

Additional Work Supporting Council Policy

Beyond work on goals and objectives identified at the February 2014 meeting, other work started/completed in 2014 included

Development & Regulations

- Approved development plan for second half of the business park
- Working with Ammo Park owner on obtaining utilities and connectivity through the Business Park to increase business opportunities in Hampden
- 2 new businesses in the Old Hampden Academy since the Town transferred ownership
- Removed open space requirement for minor rural subdivisions and removal of that requirement for rural cluster subdivisions is in progress
- Amended Shoreland zoning ordinance to bring it in line with state law by not having more requirements than exists at that level

- Amended the zoning ordinance to better serve residents/businesses on Western Avenue
- Allowed the Hampden Farmer's Market to use the Municipal Office parking lot for Friday markets
- Planning & Development Committee currently reviewing subdivision regulations and making recommendations for changes to reduce requirements that are more stringent than state law.

Infrastructure

- Route 1A Sewer line replacement and rebuild of two pump stations
- Completed first phase of Turtlehead Park paid for primarily with a grant from Chevron
- Street/Stream clean up conducted with over 50 volunteers
- Re-roofed the Pool entrance,
- Located new fuel tanks at the town garage
- Installed town-owned propane tanks to allow for more competitive bidding for propane contracts
- Repainted the Town Offices for the first time in 24 years
- Request for proposal prepared for replacement of tile floors in Public Safety building
- Replaced a dangerous major culvert on Elm Street East
- Repaired sidewalks on Route 1A from Kennebec Road to Western Avenue using town employees and saving the town more than \$62,000
- Added a snow blower attachment to the trackless sidewalk plow that prevented the need for a new machine
- Eliminated expense for wood disposal saving between \$17,000 and \$20,000/year
- Used grant funds to locate emergency responder signs on significant intersections of streets
- The Town participated with Bangor and other communities in the region to complete an assessment of local recreational opportunities in Hampden

Personnel

- Reduced staffing public works department by 1 full-time employee
- Reduced staffing in transfer station by ½ time person
- Reduced staffing in building & grounds by 1 seasonal employee for 2014
- Reduced Planner position from full-time to part time effective January 1, 2015
- Replaced GIS/IT Specialist due to resignation
- Replaced Utility Billing clerk due to retirement
- Replaced Firefighter/Paramedic due to retirement
- Replaced Code Enforcement Officer due to resignation – new person also fully trained as a paramedic/firefighter which enhances our emergency response capacity
- In the process of replacing assistant pool director due to resignation
- Implemented interim Director program for public works upon resignation of Director to allow for department review prior to advertising and hiring and replacement of Director

- Promoted Assistant Recreation Director to Director and Kids Korner Staff member to Assistant Director after resignation of former Director and six month evaluation period for new staffing pattern. Recreation Enterprise reduced one full-time position to a part time position in the transition.
- Council appointed School Board member to replace one who resigned.
- Council appointed Water District Trustee to replace one who resigned
- Council in the process of appointing a Water District Trustee due to the fact that no one ran for the position in the 2014 November election.

Administration

- The Town Council is having all of the Town's ordinances codified so that residents/businesses can more easily find and understand the 'rules' that govern Hampden, contract signed with General Code to perform this task
- Reviewed and proposed amendments to the Town Charter to correct portions that were outdated and not in compliance with state law
- Began taping and re-broadcast of RSU 22 School Board meetings as a way of bringing more information to the public
- Began video streaming of Cable Channel 7 to allow any resident with a computer/internet connection to see all of the public broadcasting from Hampden
- Established You Tube sites for school board and Council meetings
- Established a Town Twitter account for increased communications
- Replace the town's antiquated phone system, upgraded the internet capacity at the municipal building, and continued used of the municipal building as a free wireless site
- Completed Redistricting to allow districts to continue in Hampden and to insure that there was equal representation
- Changed animal shelter contracts, saving the town more than \$6,000 per year
- Instituted zero sort recycling which improves the town's recycling rate, makes it easier for residents, and saves money in solid waste disposal fees
- Decreased the taxation support of the Lura Hoit Pool by funding a larger portion from user fees
- Participated in local bid contract for salt, reducing the per town cost over prior years by \$4 per ton
- Participated in Maine Power Options bid program for propane and fuel oil, resulting in reduced pricing from prior years
- Participated in Maine Power Options bid for medium user electric accounts to lock in lower rate than upcoming standard offer for the municipal building, pool, and sewer pump stations.
- Worked with taxpayers/sewer users to retain property after foreclosure of liens.

Grants Received

- FEMA Grant - Fire Department - SCBA (self-contained breathing apparatus) fill system - \$40,000
- Highway Safety Grant – Police Department – Seat Belt Grant - \$2,830

- Safety Enhancement Grant – Police Department – Cones, Vests, Signs, Gloves, Lights - \$2,776
- Volunteer Fire Assistance Grant – Fire Department – Nomex Shirts, pants, helmet, gloves, goggles - \$7280
- Bureau of Highway Safety - Speed Enforcement Grant – Police Department - \$7,620
- Bureau of Highway Safety – Drive Sober Grant – Police Department - \$4,930
- Rudman Grant – Mad Science Program – Library - \$702
- Safety Enhancement Grant – Fire Department – Wireless Headsets - \$2,000
- Chevron Grant – Reimbursement for costs associated with Turtlehead Park - \$260,000

In addition to the items above, Town departments continued to provide excellent public services. Monthly reports are submitted to the Council that identify, by department, statistics ranging from the number of dogs and automobiles registered to the number of police, fire, and ambulance calls to which we respond – and everything in between. I have not restated those numbers here but as part of the preparation of the next budget, an annual compilation by department of these statistics will be provided in order to provide context for budget considerations.

During the past year the Town of Hampden has received a number of positive recognitions including the best community in Maine to raise a family by one national organization, the 7th safest community in Maine in which to live by a national safety organization, and the 6th best place to live in Maine by DownEast Magazine. These recognitions are a reflection of the excellent schools, public services, local businesses, median household income, and private investment in the community. With population growth of nearly 14% between 2000 and 2010, Hampden is one of the few communities north of Portland to see consistent increases in population and valuation.

As I write this report, it is the 14th anniversary of my employment with the Town of Hampden. It is a wonderful community and I am honored to hold the position of Town Manager here. The Town is blessed with a talented, capable, hard-working staff that seeks to provide excellent town services. These staff members are complemented by an equally excellent and hard-working group of volunteers who serve on boards and committees for the Town as well as volunteer coaches and supporters of local recreation programs. I would like to thank each and every one of them for their service to the town. I would also like to thank the residents of Hampden for their support of their local services. Finally, I would like to thank the Town Council for the opportunity to work here. While the process has not always been pretty, it is clear from this report that the Town of Hampden has accomplished many things and that it has many more in process. All of those stem from policies set by the Town Council.