



Susan Lessard <manager@ham

C-3-a

Agenda Item - Meeting Date

5 messages

Susan Lessard <manager@hampdenmaine.gov>

Thu, Jun 21, 2012 at 1:07 PM

To: Lisa Carter <lisafsa@aol.com>

Good Afternoon,

The purpose of this email is to let you know that at its regular meeting on June 18, 2012, the Town Council cancelled the first regular Council Meeting of July that was scheduled for July 2, 2012. The next Council meeting will be on Monday, July 16th and will include the agenda item related to the Town Manager/Treasurer appointments that you requested.

If this date creates a problem for you, please let me know and I will schedule the agenda item for a meeting date that is more convenient.

Sincerely,

Sue Lessard

Lisa Carter <lisafsa@aol.com>

Thu, Jun 21, 2012 at 2:22 PM

To: Susan Lessard <manager@hampdenmaine.gov>

Sue,

That date is fine. Completely understood as to why the July 2nd meeting would be cancelled.

I am still waiting for the response regarding the "Internal Controls Audit". The last message received from you stated that you forwarded the question on to the CPA. Have they responded yet?

Also, I'm sure you forgot that you were going to send the invoice from Mr. Russell for May once received.

Thank you.

Lisa Carter

[Quoted text hidden]

Susan Lessard <manager@hampdenmaine.gov>

Thu, Jun 21, 2012 at 2:58 PM

To: Lisa Carter <lisafsa@aol.com>

Hi Lisa -

You are correct. I forgot about the May invoice for Tom Russell. It is attached to this email and I apologize.

The entire email chain with the auditor in regard to the internal control audit question is included in this email.
Sue

----- Forwarded Message -----

From: Kellie Bowden <kmhb88@yahoo.com>
Sent: Monday, June 11, 2012 8:18 AM
Subject: Re: Audit

Hi Sue,

I did get your e-mail and have been very busy. Sorry I didn't get back sooner.

As part of the annual audit, we review internal controls and test them.

It is very common to have the town manager be treasurer and tax collector. I don't know of any laws preventing this.

As for the audit, we have everything open right now. We were planning on doing a schedule this week or end of next week. If there is any date you would like, let me know and we can schedule it.

Have a great day,

Kellie M. Bowden, C.P.A.
kellie@wadmancpa.com

James W. Wadman, C.P.A.
295 Main Street
P.O. Box 889
Ellsworth, ME 04605-0889

Phone: 207-667-6500
Fax: 207-667-3636
www.wadmancpa.com

To: Kellie Bowden <kmhb88@yahoo.com>
Sent: Monday, June 11, 2012 6:35 AM
Subject: Fw: Audit

Hi Kellie -
Sorry to bug, but wondered if you got the email I sent last week?
Thank you -
Sue

----- Forwarded Message -----

To: Kellie Bowden <kmhb88@yahoo.com>

Sent: Tuesday, June 5, 2012 5:03 PM

Subject: Audit

Hi Kellie -

I have been asked by a resident whether or not we have had an Internal Control Audit in my tenure as Manager. It was my assumption that our internal controls were reviewed annually.

On a second matter, a person attending our Council meeting last night said that she had talked to a former state official who indicated that the practice of a Town appointing the Town Manager as a Treasurer was unusual. Information that I have obtained from Maine Municipal Association indicates that it is common. In your practice as auditors - do many of your communities who have managers have them appointed as Treasurer or Tax Collector?

Thank you, in advance, for your help.

Also - would you please give me a call so we can schedule the end of the year audit for 2011/2012?

Sue Lessard

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 **May 2012 Tom Russell Bill.pdf**
459K

Lisa Carter <lisafsa@aol.com>

Thu, Jun 21, 2012 at 6:42 PM

To: Susan Lessard <manager@hampdenmaine.gov>

Good Afternoon Sue,

Thank you for the information. A few clarifications;

Your e-mail stated, "she had talked to a former state official who indicated that the practice of a Town appointing the Town Manager as a Treasurer was unusual." Just for clarification, as I indicated at the council meeting, "the former state official" was a former Secretary of State and the statement I referred to was that the former Secretary said the person authorizing payments should not be the same

person writing checks; there's no institutional control in that scenario. As far as the MMA stating that this is common practice, I wonder if they would be able to provide the number of towns that do just that?

Secondly, the CPA indicated that they review internal controls and test them. Is this the same as doing a Report on Internal Controls and if so could I have a copy of the current Report? Also, I assume, that Hampden has received federal dollars via grants that have been discussed. It is my understanding that the firm then doing the Report on Internal Controls must do so according to federal "Yellow Book" audit regulations. I assume the firm below is certified to do these?

Thank you. Have a nice weekend.

Lisa Carter

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<May 2012 Tom Russell Bill.pdf>

Susan Lessard <manager@hampdenmaine.gov>

Mon, Jun 25, 2012 at
11:59 AM

To: Lisa Carter <lisafsa@aol.com>

Good Morning -

I am sorry that I was not more specific with the auditor when I conveyed the question to them. I was not trying to be disrespectful to the the former Secretary of State or to misrepresent what you said. I will convey the additional questions related to audits to the auditor for response and will contact MMA for information that they have relative to town managers holding more than one 'title' (more specifically that of the office of Treasurer). I will forward that to you when I receive it and provide it as part of the packet for the Council meeting of July 16th as well.

I would agree with the former Secretary of State that the person writing the checks should not be the same person approving the payments. Here, all bills received go to the finance officer (Tammy Ewing). She opens and distributes them to department heads for authorization and account coding. After the Department Heads return them, she prepares the warrant with the checks listed and creates the checks. I review that warrant and initial it to indicate that it has been reviewed, and I sign the checks as Treasurer. The Town Council Finance Committee then reviews the warrants which list all the checks and to whom written and signs the warrants, which approves the payment of the bills.

Have a good 4th of July. I will forward your information as soon as it comes back.

Take care-

Sue

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Key to "Additional Job Titles"

Title Code	Title Description	Title Code	Title Description	Title Code	Title Description
14	Manager/Administrator	41	Health Officer	68	Deputy Fire Chief
15	Administrative Assistant to Selectmen	42	Building Inspector	69	Fire Captain
16	Assistant Manager/Administrator	43	Asst. PW Director/Foreman	70	Fire Lieutenant
17	Single Assessor	44	Dir. Solid Waste & Recycling	71	Firefighter
18	Assessor's Assistant/Agent	45	Engineer	72	Fire Dispatcher
19	Finance Director	46	Highway Foreman	73	Paramedic
20	Elected Tax Collector	47	Transfer Station Manager	74	Emergency Medical Technician
21	Appointed Tax Collector	48	Recycling Manager	75	Public Safety Dispatcher
22	Elected Treasurer	49	Transfer Station Attendant	76	Recreation Programmer
23	Appointed Treasurer	50	Garage Foreman/Supervisor	77	Park Foreman
24	Bookkeeper	51	Mechanic	78	Maintenance Laborer
25	Elected Clerk	52	Heavy Equipment Operator	79	Assistant Librarian
26	Appointed Clerk	53	Truck Driver	80	Technical Services Librarian
27	Director of Public Works	54	Light Equipment Operator	81	Reference Librarian
28	Road Commissioner	55	Laborer	82	Children's Librarian
29	Police Chief	56	Solid Waste Equipment Operator	83	Library Aide
30	Fire Chief	57	Deputy Police Chief	84	Manager of Information Systems
31	Personnel Director/HR	58	Police Captain	85	Deputy Tax Collector
32	Welfare/G.A. Director	59	Police Lieutenant	86	Excise Tax Collector
33	Director of Parks & Recreation	60	Police Sergeant	87	Deputy Excise Tax Collector
34	Director of Recreation	61	Police Detective	88	Deputy Treasurer
35	Director of Parks & Facilities	62	Police Officer	89	Deputy Clerk
36	Librarian	63	Constable	90	Registrar of Voters
37	Dir. Community & Economic Development	64	Police Dispatcher	91	Election Clerk
38	Planner	65	Animal Control Officer	92	Executive Secretary
39	Code Enforcement Officer	66	Harbor Master	93	Secretary – General Duty
40	Licensed Plumbing Inspector	67	Shellfish Warden	94	Dept Executive Secretary
100	Superintendent (Wastewater)	103	Engineer (Wastewater)	96	Emergency Medical Svcs Director
101	Assistant Superintendent	104	Scientist (Chemist/Biologist)	106	Lab Technician
102	Chief Operator	105	Maintenance Manager	107	Technical Maintenance

Executive Office

Municipality	County	Pop.	Position	Pay Method	Annual or Hourly Pay	Avg. Hrs	Additional Duties
Portland	Cumberland	63,032	Manager/Administrator	Salary	\$ 143,000.00	40	
Lewiston	Androscoggin	35,756	Manager/Administrator	Salary	116,005.50	37.5	
South Portland	Cumberland	23,746	Manager/Administrator	Salary	109,924.88	37.5	
Auburn	Androscoggin	23,151	Manager/Administrator	Salary	109,061.00	37.5	
Biddeford	York	21,632	Manager/Administrator	Salary	111,634.00	40	
Sanford	York	21,404	Manager/Administrator	Salary	104,356.85	40	
Scarborough	Cumberland	18,832	Manager/Administrator	Salary	110,510.00	40	
Augusta	Kennebec	18,561	Manager/Administrator	Salary	105,997.00	40	
Saco	York	18,147	Manager/Administrator	Salary	110,933.00	37.5	
Windham	Cumberland	16,394	Manager/Administrator	Salary	99,769.00	40	21 (23)
Westbrook	Cumberland	16,131	Manager/Administrator	Salary	112,786.00	-	
Waterville	Kennebec	15,489	Manager/Administrator	Salary	105,185.60	40	
Gorham	Cumberland	15,338	Manager/Administrator	Salary	110,038.00	37.5	21 (23)
York	York	13,556	Manager/Administrator	Salary	113,487.00	40	32
York	York	13,556	Admin. Asst. to Selectmen	Per Hr	20.53	37.5	40
Kennebunk	York	11,427	Manager/Administrator	Salary	100,000.00	35	21
Falmouth	Cumberland	10,996	Manager/Administrator	Per Hr	53.85	40	
Kittery	York	10,236	Manager/Administrator	Salary	98,602.86	40	21 (23)
Wells	York	9,949	Manager/Administrator	Salary	88,695.00	40	21
Topsham	Sagadahoc	9,759	Manager/Administrator	Per Hr	44.71	40	
Orono	Penobscot	9,630	Manager/Administrator	Salary	82,000.00	40	
Lisbon	Androscoggin	9,352	Manager/Administrator	Salary	85,310.00	40	21 (23)
Presque Isle	Aroostook	9,229	Manager/Administrator	Salary	95,000.00	40	
Bath	Sagadahoc	9,090	Manager/Administrator	Salary	95,720.68	40	
Cape Elizabeth	Cumberland	9,040	Manager/Administrator	Salary	107,427.00	40	21 (23)
Caribou	Aroostook	8,187	Manager/Administrator	Salary	81,917.68	40	28
Freeport	Cumberland	8,051	Manager/Administrator	Salary	120,271.00	40	28

Executive Office

Municipality	County	Pop.	Position	Pay		Annual or Hourly Pay	Avg. Hrs	Additional Duties
				Method	Pay			
Winslow	Kennebec	7,892	Manager/Administrator	Salary	73,860.80	40	19	23 31 86
Winslow	Kennebec	7,892	Admin. Asst. to Selectmen	Salary	49,587.20	40	88	89
Rockland	Knox	7,522	Manager/Administrator	Salary	82,400.00	40		
Farmington	Franklin	7,514	Manager/Administrator	Salary	75,731.00	40	21	28 32
Berwick	York	7,337	Manager/Administrator	Per Hr	41.80	37.5	21	23 28 41
Cumberland	Cumberland	7,316	Manager/Administrator	Salary	108,528.00	50	21	23 45
Gray	Cumberland	7,266	Manager/Administrator	Salary	85,000.00	36	21	23 26 28 32 90
Waterboro	York	7,251	Manager/Administrator	Salary	59,897.00	42	26	31 85 88
South Berwick	York	7,210	Manager/Administrator	Salary	85,000.00	40	21	23 28
Ellsworth	Hancock	6,990	Manager/Administrator	Salary	88,743.00	40		
Belfast	Waldo	6,758	Manager/Administrator	Salary	86,095.00	40		
Fairfield	Somerset	6,692	Manager/Administrator	Salary	55,080.00	35	37	
Winthrop	Kennebec	6,463	Manager/Administrator	Salary	70,000.00	40	21	23 28 32
Rumford	Oxford	6,319	Manager/Administrator	Salary	65,000.00	40	31	32 37
Houlton	Aroostook	6,274	Manager/Administrator	Salary	72,049.00	40	31	96
Eliot	York	6,256	Admin. Asst. to Selectmen	Salary	86,715.20	45	32	
Gardiner	Kennebec	6,188	Manager/Administrator	Salary	75,000.00	40	23	
Oakland	Kennebec	6,154	Manager/Administrator	Salary	73,651.00	40		
Turner	Androscoggin	5,482	Manager/Administrator	Salary	63,280.00	40	21	23 26 28 32
New Gloucester	Cumberland	5,393	Manager/Administrator	Salary	68,614.00	40		
Poland	Androscoggin	5,320	Manager/Administrator	Per Hr	34.34	40		
Camden	Knox	5,267	Manager/Administrator	Per Hr	54.43	40	31	
Lincoln	Penobscot	5,182	Manager/Administrator	Salary	73,177.00	40	31	37
Harpwell	Cumberland	5,173	Manager/Administrator	Salary	69,088.00	40	32	
Bridgton	Cumberland	5,126	Manager/Administrator	Salary	79,706.00	55	21	23 31
Bar Harbor	Hancock	5,097	Manager/Administrator	Salary	100,142.00	40		
Waldoboro	Lincoln	5,039	Manager/Administrator	Salary	61,640.00	40	23	
Paris	Oxford	4,940	Manager/Administrator	Per Hr	27.40	40	21	23 28

Executive Office

Municipality	County	Pop.	Position	Pay Method	Annual or		Additional Duties
					Hourly Pay	Avg. Hrs	
Hermon	Penobscot	4,923	Manager/Administrator	Salary	78,000.00	50	(23) 28 31 32
Bucksport	Hancock	4,892	Manager/Administrator	Salary	89,192.00	40	21 (23) 32
Jay	Franklin	4,845	Manager/Administrator	Salary	62,724.00	40	28
North Berwick	York	4,757	Manager/Administrator	Salary	91,025.00	40	21 (23) 28 31 84
Warren	Knox	4,678	Manager/Administrator	Salary	54,200.00	40	21 (23) 28 31 32
Madison	Somerset	4,581	Manager/Administrator	Salary	65,000.00	40	88
Millinocket	Penobscot	4,536	Manager/Administrator	Per Hr	37.96	40	
Greene	Androscoggin	4,388	Manager/Administrator	Salary	64,575.00	40	
Madawaska	Aroostook	4,369	Manager/Administrator	Salary	64,168.00	40	
Glenburn	Penobscot	4,368	Manager/Administrator	Salary	63,500.00	50	(23) 28
Vassalboro	Kennebec	4,320	Manager/Administrator	Salary	62,000.00	40	21 (23) 32
Wilton	Franklin	4,189	Manager/Administrator	Salary	51,000.00	40	(23) 28 32 86 90
Sidney	Kennebec	4,002	Admin. Asst. to Selectmen	Per Hr	15.00	40	15 17 32
Durham	Androscoggin	3,965	Admin. Asst. to Selectmen	Salary	45,000.00	30	32 85 88 89
Kennebunkport	York	3,956	Manager/Administrator	Per Hr	48.81	40	21 88
Arundel	York	3,940	Manager/Administrator	Salary	63,000.00	40	(23) 28 31
Monmouth	Kennebec	3,866	Manager/Administrator	Salary	67,500.00	40	21 (23) 26 28 31 32
Wiscasset	Lincoln	3,827	Manager/Administrator	Salary	87,500.00	40	
Dexter	Penobscot	3,782	Manager/Administrator	Salary	53,800.00	50	(23)
Winterport	Waldo	3,756	Manager/Administrator	Salary	48,500.00	50	21 (23) 28 32 41
Orrington	Penobscot	3,704	Manager/Administrator	Salary	55,080.00	45	(23) 28 31 32
Limington	York	3,695	Admin. Asst. to Selectmen	Salary	23,296.00	30	24
Rockport	Knox	3,512	Manager/Administrator	Salary	89,655.00	40	21 (23) 28
Fort Fairfield	Aroostook	3,500	Manager/Administrator	Salary	67,000.00	40	41
North Yarmouth	Cumberland	3,500	Admin. Asst. to Selectmen	Salary	66,357.00	50	21 (23) 28 32 89
Clinton	Kennebec	3,448	Manager/Administrator	Salary	43,264.00	40	(23) 28 31
Litchfield	Kennebec	3,378	Manager/Administrator	Salary	58,500.00	36	19 21 (23)
Richmond	Sagadahoc	3,348	Manager/Administrator	Salary	68,000.00	40	28

Executive Office

Municipality	County	Pop.	Position	Pay Method	Annual or Avg.		Additional Duties
					Hourly Pay	Hrs	
Norridgewock	Somerset	3,288	Manager/Administrator	Salary	46,228.00	40	19 21 28 31 32
Mechanic Falls	Androscoggin	3,274	Manager/Administrator	Salary	60,085.00	40	21 (23) 28 31 32
Thomaston	Knox	3,266	Manager/Administrator	Salary	67,773.68	40	21 (23) 32 28
Calais	Washington	3,242	Manager/Administrator	Salary	57,916.00	40	21
Boothbay	Lincoln	3,222	Manager/Administrator	Salary	62,000.00	40	21 (23) 28 31 32
Livemore Falls	Androscoggin	3,216	Manager/Administrator	Salary	53,000.00	40	
Belgrade	Kennebec	3,195	Manager/Administrator	Salary	50,000.00	40	19 32
Newport	Penobscot	3,134	Manager/Administrator	Salary	70,200.00	40	
Holden	Penobscot	3,000	Manager/Administrator	Salary	69,758.00	40	(23) 26 28
Bowdoinham	Sagadahoc	2,929	Manager/Administrator	Salary	61,000.00	-	21 (23) 28 32
Mexico	Oxford	2,913	Manager/Administrator	Salary	59,987.20	40	21 28 32
Woolwich	Sagadahoc	2,898	Manager/Administrator	Salary	42,558.00	45	(23)
Farmingdale	Kennebec	2,857	Admin. Asst. to Selectmen	Salary	40,628.56	35	21 (23) 26 32 86
Alfred	York	2,847	Admin. Asst. to Selectmen	Salary	45,000.00	40	18 31 32
Bristol	Lincoln	2,757	Manager/Administrator	Salary	49,250.00	35	21 (23) 26 32 90
Searsport	Waldo	2,675	Manager/Administrator	Salary	50,000.00	40	21 (23) 28
Saint George	Knox	2,672	Manager/Administrator	Salary	78,950.56	60	23 26 31 32 41
Carmel	Penobscot	2,639	Manager/Administrator	Salary	45,000.00	40	21 (23) 26 28 32
Minot	Androscoggin	2,610	Manager/Administrator	Salary	49,980.00	40	28
Anson	Somerset	2,540	Manager/Administrator	Salary	54,550.00	40	18 (23) 32 89 90
Bethel	Oxford	2,539	Manager/Administrator	Salary	55,500.00	45	21 (23) 28 31 32
Dixfield	Oxford	2,531	Manager/Administrator	Salary	45,000.00	36	21 (23) 26 28
Readfield	Kennebec	2,523	Manager/Administrator	Salary	58,011.00	40	21 (23) 28 32 47
Hallowell	Kennebec	2,501	Manager/Administrator	Salary	62,500.00	40	21 28
Levant	Penobscot	2,466	Manager/Administrator	Salary	45,000.00	20	21 (23) 25 28 34 41
Van Buren	Aroostook	2,439	Manager/Administrator	Salary	52,312.00	-	21 (23) 28 32
Union	Knox	2,330	Manager/Administrator	Salary	54,060.00	50	28 31 32 84 88
Corinna	Penobscot	2,288	Manager/Administrator	Salary	47,000.00	40	

Executive Office

Municipality	County	Pop.	Position	Pay Method	Annual or Avg.		Additional Duties
					Hourly Pay	Hrs	
Lincolnville	Waldo	2,273	Manager/Administrator	Salary	75,429.00	40	21 23 26 90
Hancock	Hancock	2,268	Admin. Asst. to Selectmen	Per Hr	20.01	40	21 23 89
Phippsburg	Sagadahoc	2,213	Admin. Asst. to Selectmen	Salary	44,760.00	-	32 85 87 88 89 90
Machias	Washington	2,182	Manager/Administrator	Salary	49,000.00	40	21 23 28 32 66
Mount Desert	Hancock	2,176	Manager/Administrator	Salary	72,800.00	40	28 32
Livermore	Androscoggin	2,172	Manager/Administrator	Salary	50,776.00	-	21 22
Leeds	Androscoggin	2,131	Admin. Asst. to Selectmen	Salary	37,700.00	40	21 26 32 88 90
Palmyra	Somerset	2,048	Admin. Asst. to Selectmen	Per Hr	15.05	40	23 32 89
Albion	Kennebec	2,046	Admin. Asst. to Selectmen	Salary	14,000.00	12	
Gouldsboro	Hancock	2,002	Manager/Administrator	Salary	57,295.00	-	21 23 26
Unity	Waldo	1,973	Admin. Asst. to Selectmen	Salary	40,183.00	32	21 23 26 90
Damariscotta	Lincoln	1,961	Manager/Administrator	Salary	80,000.00	40	21 23 31 32
Hartland	Somerset	1,873	Manager/Administrator	Salary	44,000.00	50	21 23
Saint Albans	Somerset	1,863	Manager/Administrator	Salary	49,009.00	40	21 23 31 32 41 86
Veazie	Penobscot	1,842	Manager/Administrator	Salary	67,011.00	40	21 23 26 28 32
West Bath	Sagadahoc	1,832	Manager/Administrator	Salary	60,344.00	40	
Buckfield	Oxford	1,813	Manager/Administrator	Salary	46,800.00	45	28 32 39 41 44 84
West Paris	Oxford	1,734	Manager/Administrator	Salary	47,528.00	40	21 23 26 28 32
East Millinocket	Penobscot	1,721	Admin. Asst. to Selectmen	Salary	49,975.00	42	32 37
Dresden	Lincoln	1,692	Manager/Administrator	Per Hr	20.00	35	18 24 32 41 85 88
Owls Head	Knox	1,629	Admin. Asst. to Selectmen	Salary	26,010.00	30	
Lamoine	Hancock	1,622	Admin. Asst. to Selectmen	Salary	46,650.00	40	23 68 85 87 89
Tremont	Hancock	1,610	Manager/Administrator	Salary	62,029.00	45	21 23 28 32
Pownal	Cumberland	1,609	Admin. Asst. to Selectmen	Salary	40,000.00	40	21 23 26 32 90
Stockton Springs	Waldo	1,608	Manager/Administrator	Salary	45,000.00	40	21 23 28 31 32
Enfield	Penobscot	1,583	Manager/Administrator	Salary	43,500.00	-	23 39 40
Sebago	Cumberland	1,540	Manager/Administrator	Salary	53,040.00	40	
Northport	Waldo	1,520	Manager/Administrator	Salary	45,000.00	40	31 32 91

Executive Office

Municipality	County	Pop.	Position	Pay Method	Annual or		Additional Duties
					Hourly Pay	Avg. Hrs	
Guilford	Piscataquis	1,516	Manager/Administrator	Salary	54,800.00	50	21 28 32 33 41 63
South Thomaston	Knox	1,512	Admin. Asst. to Selectmen	Salary	44,151.00	-	21 23 26 32 90
Newfield	York	1,505	Admin. Asst. to Selectmen	Salary	16,707.00	25	22
Eastport	Washington	1,482	Manager/Administrator	Salary	54,496.00	40	
Dedham	Hancock	1,472	Admin. Asst. to Selectmen	Salary	51,000.00	42	21 23 32 41. 86 89
Trenton	Hancock	1,471	Admin. Asst. to Selectmen	Salary	36,500.00	40	21 23 26 32 90
Charleston	Penobscot	1,471	Admin. Asst. to Selectmen	Per Hr	18.94	30	21 23 26 32 86 90
Greenbush	Penobscot	1,470	Manager/Administrator	Salary	40,000.00	35	21 23 26 28 32 39
Ashland	Aroostook	1,460	Manager/Administrator	Salary	56,200.00	40	21 23 28 41
Medway	Penobscot	1,444	Admin. Asst. to Selectmen	Per Hr	18.09	36	26 32 88
Hope	Knox	1,442	Manager/Administrator	Salary	46,818.00	40	23 32 39 40
Jonesport	Washington	1,422	Admin. Asst. to Selectmen	Per Hr	11.00	33	32
Castine	Hancock	1,416	Manager/Administrator	Salary	70,400.00	-	32
Cornish	York	1,381	Admin. Asst. to Selectmen	Per Hr	15.00	31	24 85 88 89 90
Woodstock	Oxford	1,353	Manager/Administrator	Salary	48,000.00	45	21 23 24 26 28 31
Vinalhaven	Knox	1,327	Manager/Administrator	Salary	64,595.00	40	21 23 32 86 89
Bradley	Penobscot	1,322	Manager/Administrator	Salary	42,740.00	40	21 23 26 28 31 32
Milbridge	Washington	1,315	Manager/Administrator	Salary	52,000.00	40	23 29 32 39
Ogunquit	York	1,243	Manager/Administrator	Salary	99,000.00	40	21 28 32
Easton	Aroostook	1,202	Manager/Administrator	Salary	58,000.00	40	21 23 28 29 32 41
Frenchville	Aroostook	1,172	Manager/Administrator	Salary	43,000.00	40	21 23 26 32 100
Burnham	Waldo	1,154	Admin. Asst. to Selectmen	Per Hr	13.50	40	21 24 26 32 86 90
Wayne	Kennebec	1,144	Manager/Administrator	Salary	38,750.00	35	28
Fayette	Kennebec	1,109	Manager/Administrator	Salary	52,360.00	40	21 23 26 28 32
Denmark	Oxford	1,097	Manager/Administrator	Salary	54,000.00	50	32
Brooks	Waldo	1,088	Admin. Asst. to Selectmen	Salary	20,000.00	20	21 26 88
Georgetown	Sagadahoc	1,082	Admin. Asst. to Selectmen	Salary	26,850.00	31	22 24 32
Exeter	Penobscot	1,062	Manager/Administrator	Salary	38,500.00	40	21 23 28 32 89
Phillips	Franklin	1,015	Manager/Administrator	Salary	36,000.00	45	19 21 23 31 32

Executive Office

Municipality	County	Pop.	Position	Pay Method	Annual or		Additional Duties
					Hourly Pay	Avg. Hrs	
Montville	Waldo	1,008	Admin. Asst. to Selectmen	Salary	15,000.00	13	
Winter Harbor	Hancock	969	Manager/Administrator	Salary	39,015.00	40	21 (23) 26 28 32
Smithfield	Somerset	957	Admin. Asst. to Selectmen	Per Hr	15.66	37.5	24 31 32 84 93
Harrington	Washington	919	Admin. Asst. to Selectmen	Salary	34,000.00	40	21 (23) 24 26 31 32
South Bristol	Lincoln	914	Admin. Asst. to Selectmen	Per Hr	19.40	24	32 85 88
Belmont	Waldo	872	Admin. Asst. to Selectmen	Per Hr	13.50	20	20 22 89
Brooksville	Hancock	854	Admin. Asst. to Selectmen	Per Hr	20.00	20	
Saint Agatha	Aroostook	814	Manager/Administrator	Salary	40,000.00	37.5	19 (23) 31 32 41
Mattawamkeag	Penobscot	794	Admin. Asst. to Selectmen	Salary	31,075.72	40	32 41
Westport Island	Lincoln	782	Admin. Asst. to Selectmen	Salary	27,144.00	35	21 (23)
Jackman	Somerset	705	Manager/Administrator	Salary	45,915.00	40	(23) 28 32 41
Oakfield	Aroostook	700	Manager/Administrator	Salary	42,000.00	40	19 21 26 32 37 41
Danforth	Washington	596	Manager/Administrator	Salary	24,000.00	40	21 (23) 32 90
New Sweden	Aroostook	590	Admin. Asst. to Selectmen	Per Hr	18.72	40	21 (23) 24 26 32 86
Bridgewater	Aroostook	580	Manager/Administrator	Salary	24,360.00	-	21 (23) 26 32 90
Wallagrass	Aroostook	547	Manager/Administrator	Salary	34,320.00	40	21 (23) 26 32
Jackson	Waldo	526	Admin. Asst. to Selectmen	Stipend	300.00	1	
Mariaville	Hancock	494	Admin. Asst. to Selectmen	Salary	34,000.00	-	21 (23) 89
Whiting	Washington	467	Admin. Asst. to Selectmen	Per Hr	14.00	27	21 (23) 26 90
Carrabassett Valley	Franklin	440	Manager/Administrator	Salary	68,200.00	40	28 32 88
Columbia	Washington	432	Admin. Asst. to Selectmen	Per Hr	13.00	32	21 (23) 26 32 90
Ludlow	Aroostook	415	Manager/Administrator	Per Hr	20.00	27	21 26 32 41 88 90
North Haven	Knox	384	Manager/Administrator	Per Hr	33.00	24	32
North Haven	Knox	384	Admin. Asst. to Selectmen	Per Hr	22.00	40	21 88
Roxbury	Oxford	382	Admin. Asst. to Selectmen	Per Hr	10.30	24	25 90
Sweden	Oxford	358	Admin. Asst. to Selectmen	Salary	16,798.00	-	
Newry	Oxford	357	Manager/Administrator	Salary	54,569.00	40	21 (23) 26 90
Masardis	Aroostook	262	Manager/Administrator	Salary/Stipend	11,000.00	16	
Allagash	Aroostook	255	Admin. Asst. to Selectmen	Salary/Stipend	2,500.00	-	28 65

Executive Office

Municipality	County	Pop.	Position	Pay Method	Annual or		Additional Duties
					Hourly Pay	Avg. Hrs	
Dallas Plantation	Franklin	241	Admin. Asst. to Selectmen	Salary	32,760.00	50	23 32 90
Dyer Brook	Aroostook	188	Manager/Administrator	Per Hr	15.00	17	21 32 86
Winterville Plantation	Aroostook	187	Admin. Asst. to Selectmen	Salary/Stipend	8,000.00	12	32
Haynesville	Aroostook	122	Manager/Administrator	Salary/Stipend	10,000.00	20	21 23 24 26 32 86
Beaver Cove	Piscataquis	87	Admin. Asst. to Selectmen	Salary/Stipend	11,000.00	10	88 89
Westmanland	Aroostook	71	Admin. Asst. to Selectmen	Salary/Stipend	17,000.00	15	21 23 26 32 41 86
Matinicus Isle Plantation	Knox	52	Admin. Asst. to Selectmen	Salary/Stipend	6,000.00	10	22
Portland	Cumberland	63,032	Asst. Manager/Administrator	Salary	93,453.00	37.5	
Lewiston	Androscoggin	35,756	Asst. Manager/Administrator	Salary	91,260.00	37.5	31
South Portland	Cumberland	23,746	Asst. Manager/Administrator	Salary	78,273.00	37.5	37
Windham	Cumberland	16,394	Asst. Manager/Administrator	Salary	57,554.00	40	31
Falmouth	Cumberland	10,996	Asst. Manager/Administrator	Per Hr	34.60	40	31
Orono	Penobscot	9,630	Asst. Manager/Administrator	Salary	63,752.00	40	
Cape Elizabeth	Cumberland	9,040	Asst. Manager/Administrator	Salary	81,947.00	40	26
Freeport	Cumberland	8,051	Asst. Manager/Administrator	Salary	50,300.00	32.5	89
Old Town	Penobscot	7,730	Asst. Manager/Administrator	Salary	15,449.72	-	17
Waterboro	York	7,251	Asst. Manager/Administrator	Per Hr	19.00	35	
South Berwick	York	7,210	Asst. Manager/Administrator	Salary	57,138.00	40	84
Harpwell	Cumberland	5,173	Asst. Manager/Administrator	Salary	53,302.00	40	41 84
Greene	Androscoggin	4,388	Asst. Manager/Administrator	Per Hr	15.73	40	86 88 89
Wilton	Franklin	4,189	Asst. Manager/Administrator	Per Hr	17.40	40	85 87 88
Litchfield	Kennebec	3,378	Asst. Manager/Administrator	Per Hr	16.95	39	31 85 88 89
Calais	Washington	3,242	Asst. Manager/Administrator	Salary	45,832.00	40	39 40 42
Bristol	Lincoln	2,757	Asst. Manager/Administrator	Per Hr	19.35	30	
Saint George	Knox	2,672	Asst. Manager/Administrator	Salary	67,115.36	60	28
Carmel	Penobscot	2,639	Asst. Manager/Administrator	Per Hr	15.75	40	85 88 89 90

TO: Hampden Town Council
FROM: Sue Lessard, Town Manager
DATE: April 20, 2010
RE: Security Procedures

The purpose of this letter is to discuss the security procedures that have been implemented at the Town Office during the past ten years to protect against problems such as those that have recently come to light in the Town of Newburgh. In addition, I have spoke to the auditors for the Town and they will be more than happy to meet with the Council to discuss the financial recordkeeping procedures that the Town follows and the history of their audits with the Town whenever you decide you would like that to happen.

First, the Town has implemented all auditor suggestions in regard to handling of all funds, check writing, bank reconciliations, daily cash ups, recreation and pool receipts, etc. These include _

Recreation & Pool

These programs use numbered receipts that can be reconciled to total participants in each program. Monies are turned in to the Town Office daily and deposited daily.

Planning & Development

All funds received for projects are receipted through the front office. Accounts for development projects are maintained individually to insure that each project's expenses are appropriately tracked.

Transfer Station

No funds are accepted at the Transfer Station and no employees are allowed to take any material from the Transfer Station for resale.

Front Office

- All staff takes at least a week off annually.
- Daily cash up is done in teams of two people and a third reviews it to insure that the deposit is correct before it goes to the bank. The combination of who does what changes from day to day.

- Checks for any kinds of payment to the Town are scanned directly to our bank on the day they are received. The town does not hold or accept postdated checks.
- Debit card amounts are tracked and a posting date for the funds maintained to assist with checking account reconciliation and to insure that the Town receives the funds.
- Check signing and check writing authority does not rest with the same person.
- Check writing and checking account reconciliation are not performed by the same person. All voided checks are maintained in the checking account reconciliation file for the month in which the void occurred for ease of reference by the auditors when they come to review the records.
- Checking accounts are reconciled monthly, as are all reserve accounts, tax, sewer, lien, motor vehicle, hunting/fishing, boat and atv accounts. Reconciliation always involves at least two parties – the one that maintains the subsidiary accounts and the one who maintains the general ledger to which these subsidiary accounts must balance.
- Budget expense and revenue reports are provided to Department Heads on a monthly basis for review. The Town Manager receives a full set of expense and revenue reports for all departments and reviews them with the Department Heads periodically.
- All motor vehicle forms are pre-numbered and retained in an alpha file by registrant as well as a separate file by date performed. Voided forms are kept by the Motor Vehicle agent for review by the Town's auditor who verifies that the numbers are all accounted for.
- All transactions have a computer generated receipt that shows the amount paid, by whom, the date, and the account to which it was credited.
- All journal entries to the general ledger include backup documentation to show the rationale for the adjustment (such as a bill being paid from the wrong account, interest to be posted that was accrued on a checking account, etc.)
- Payroll records are maintained by department and signed off by department heads prior to submission for payment. Payroll and regular bill payment warrants are reviewed by the Treasurer prior to payment.
- After warrants are prepared, reviewed by the Treasurer, and signed by the Finance Committee, they are maintained in order by date for review by the Auditors who verify that appropriate signatures are on all documents. No changes are made to warrants once prepared and signed by the Treasurer and the Town Council.

- Use of Reserve Funds requires Council Approval and a record of the date of each approval is maintained with bills paid from reserve accounts so that the approval and amount may be verified by the auditors during their annual review.
- Reserve account balances reflect the actual fair market value of each at the end of each month. Reconciliation to market value is an audit requirement and one that is verified by the auditors annually.

These items highlight the procedures used to insure that there are adequate fiscal controls on Town funds. Ten years ago there were seven pages of audit findings that expressed concern over the manner in which these items were addressed. There was never a suggestion that anything was wrong in terms of fiscal matters – only that protocols were not in place to prevent such things from occurring. Although it took a number of years to get all items addressed, we have done so.



Susan Lessard <manager@hamj

C-3-b

Schedule today14 messages

Susan Lessard <manager@hampdenmaine.gov>Wed, Jun 20, 2012 at
5:53 AM

To: Andre Cushing <andrec@roadrunner.com>, Denise <clerk@hampdenmaine.gov>, Janet Hughes <hughestowncouncil@hampdenmaine.gov>, Jean Lawlis <lawlistowncouncil@hampdenmaine.gov>, Jeremy Williams <jeremy@renegadeair.com>, Jeremy Williams <williamstowncouncil@hampdenmaine.gov>, Kristen L Hornbrook <hornbrooktowncouncil@hampdenmaine.gov>, Shelby Wright <wrighttowncouncil@gmail.com>, "Thomas A. Russell" <tar@frrlegal.com>, Tom Brann <branntowncouncil@hampdenmaine.gov>

Good Morning -

I will be in Augusta for an environmental Board meeting at 8 this morning and then going on to western Maine for a trip with the Board to a wind farm. I am scheduled to be back in Hampden by 5:30 - which is in time for the Special Services Committee meeting. If I run a few minutes late - Jean, you all have all the information on the revised draft as well as the information from Tom Russell and the map. I will do my best NOT to be late!

Take care all - we are due for some very hot weather.

See you later on -
Sue

Kristen Hornbrook <hornbrooktowncouncil@hampdenmaine.gov>Fri, Jun 22, 2012 at
10:29 AM

To: Susan Lessard <manager@hampdenmaine.gov>

Good morning Susan,

Two questions:

First, were you paid your regular salary for your position as Manager/Treasurer for the day you were away (wed June 20th) in Augusta and western Maine? Or did you use vacation time?

Second, we have just over a week left of June and so far there are no meetings other than Services Committee on the July calendar on line. Do you do that or does Denise? When will all the other meetings for the month of July be posted?

Thank you,
Councilor Kristen Hornbrook

[Quoted text hidden]

Susan Lessard <manager@hampdenmaine.gov>

Mon, Jun 25, 2012 at
8:31 AM

To: Kristen Hornbrook <hornbrooktowncouncil@hampdenmaine.gov>
Cc: Denise <clerk@hampdenmaine.gov>, Janet Hughes
<hughestowncouncil@hampdenmaine.gov>, Jean Lawlis
<lawlistowncouncil@hampdenmaine.gov>, Jeremy Williams <jeremy@renegadeair.com>,
Jeremy Williams <williamstowncouncil@hampdenmaine.gov>, Shelby Wright
<wrighttowncouncil@gmail.com>, "Thomas A. Russell" <tar@frrlegal.com>, Tom Brann
<branntowncouncil@hampdenmaine.gov>, Andre Cushing <andre@andrecushing.com>

Good Morning Councilor Hornbrook -

I did not use vacation time for the BEP meeting and trip to Western Maine to the Record Hill Wind Farm on Wednesday of last week. Since I was appointed to the Board in June of 2007, the 'regular' monthly meetings (two days a month unless the calendar is light, and then sometimes just one) have not been used as vacation time. I had a discussion of this at the time with the Town Council when I was nominated in 2007 to see if the Council had objections to it. At that time, they did not. They likened it to the time that I was out of the office when I was on the Maine Municipal Association Executive Committee (2000-2001) and when I served as its vice president then president (2002-2003) and had several days a month out of the office for that service. These types of service actually were considered an asset to the community at that time - an honor to be both elected to the offices for the MMA and appointed by the Governor for the BEP position. The calendar of the Board has been very light since last fall when LD1 revamped the composition of the board in terms of numbers of members and the responsibilities of the board were reduced as well. Any BEP meetings I attended between January and March while I was working part time were not included in time submitted to the Town for work. Since April there have been 3 meetings, one on April 11th, one on May 3rd and then the one on June 20th. There is one meeting scheduled for July on the 19th. Meetings generally do not last all day unless there are hearings scheduled and I am at the office both before I go and after the meeting is over. This subject of my participation on the Board and whether I should take vacation time for that service has not been discussed since there was significant change in council membership and I would be happy to put it on the agenda for consideration if you wish.

July meetings will be posted to the calendar today.

Take care-
Susan

[Quoted text hidden]

Janet Hughes <hughestowncouncil@hampdenmaine.gov> Mon, Jun 25, 2012 at 8:46 AM
To: Susan Lessard <manager@hampdenmaine.gov>

Hi Sue,

My grandson is here from Illinois, and It is his last day here. So..
with the light Agenda for Infrastructure tonight, I will not be attending.

Janet

[Quoted text hidden]

tar@frrlegal.com <tar@frrlegal.com>
To: manager@hampdenmaine.gov

Mon, Jun 25, 2012 at 8:39 AM

Please be advised that I will be out of the office until Monday, June 25th.

If you need immediate assistance, please forward your email to my assistant Kathleen at kab@frrlegal.com or call her at the office at 990-3314.

Kristen Hornbrook
<hornbrooktowncouncil@hampdenmaine.gov>
To: Susan Lessard <manager@hampdenmaine.gov>

Mon, Jun 25, 2012 at 5:20 PM

Thank you Susan,

Could you please forward the minutes from the 2007 meeting where this happened. As you know I was not on Council at that time.

Councilor Kristen Hornbrook

[Quoted text hidden]

Kristen Hornbrook
<hornbrooktowncouncil@hampdenmaine.gov>
To: Susan Lessard <manager@hampdenmaine.gov>

Wed, Jun 27, 2012 at 7:52 AM

Good morning Susan,

I am re-sending this since I have not heard from you. Could you please provide the minutes requested? Thank you,

Councilor Kristen Hornbrook

[Quoted text hidden]

Susan Lessard <manager@hampdenmaine.gov>
To: Kristen Hornbrook <hornbrooktowncouncil@hampdenmaine.gov>
Cc: Denise <clerk@hampdenmaine.gov>, Janet Hughes <hughestowncouncil@hampdenmaine.gov>, Jean Lawlis <lawlistowncouncil@hampdenmaine.gov>, Jeremy Williams <jeremy@renegadeair.com>, Jeremy Williams <williamstowncouncil@hampdenmaine.gov>, "Thomas A. Russell"

Wed, Jun 27, 2012 at 8:06 AM

<tar@frrlegal.com>, Tom Brann <branntowncouncil@hampdenmaine.gov>, Andre Cushing <andre@andrecushing.com>

Kristen -

It was not an agenda item on which the Council voted. It was a discussion that took place as part of the Manager's Report at several meetings between 2007 and 2010. I will provide copies of those reports and also copies of the DVD's where the discussions took place but it will take some time to locate that information. This week is not only the end of the month, but the end of the fiscal year and I have other duties that have to be done first. I will have the information to you by the beginning of next week at the latest.

Susan

[Quoted text hidden]

Kristen Hornbrook <hornbrooktowncouncil@hampdenmaine.gov>

Wed, Jun 27, 2012
at 12:45 PM

To: Susan Lessard <manager@hampdenmaine.gov>

Susan,

I confess it's getting confusing now.

The reason residents were asking for confirmation that you had used vacation time for your work for BEP and your trip to western Maine on June 20th was because you did tell the Council and the residents at a Council meeting a while back that you did use vacation time for this work.

Was that not one of the reasons the Governor decided you would be able to remain on the board of BEP and remain in your position as Manager/Treasurer? Initially it was reported that you had been asked to make a decision between town Manager/Treasurer and your position on BEP due to conflict of interests between the two positions.

Are you now saying that you no longer use your personal vacation time for your work on the board of the BEP?

Would that not constitute a conflict of interest now?

Thank you,
Councilor Kristen Hornbrook

[Quoted text hidden]

Susan Lessard <manager@hampdenmaine.gov>

Wed, Jun 27, 2012 at
1:23 PM

To: Kristen Hornbrook <hornbrooktowncouncil@hampdenmaine.gov>

Cc: Denise <clerk@hampdenmaine.gov>, Janet Hughes

<hughestowncouncil@hampdenmaine.gov>, Jean Lawlis

<lawlistowncouncil@hampdenmaine.gov>, Jeremy Williams <jeremy@renegadeair.com>,

Jeremy Williams <williamstowncouncil@hampdenmaine.gov>, "Thomas A. Russell"

<tar@frrlegal.com>, Tom Brann <branntowncouncil@hampdenmaine.gov>, Andre Cushing <andre@andrecushing.com>

Councilor Hornbrook,

Attached are the minutes of the meeting of November 17, 2008 when my appointment as Chair of the BEP was part of my manager's report - which is part of the minutes of that meeting. In that report I stated that when there were meetings/hearings outside of the normal two meetings a month I would take vacation to attend them so as not to impact my work here. In the minutes, following my Manager's Report, a motion was made and seconded and unanimously approved to formally support my appointment as BEP Chair.

Also attached is a second Manager's report from January 19, 2010 that discusses the Holtra Chem hearings held by the BEP and the fact that I was using vacation time for them beyond the monthly board meeting requirement, which is consistent with what was discussed with the Council in November of 2008..

Meetings prior to September of 2007 are on VHS tapes so I have to take them home to locate discussions of my original appointment to the Board and I will do that this weekend.

Discussions about conflict that took place last year were related to criteria evaluated by the AG's office of all Board Members after the appointment of Darryl Brown as DEP Commissioner raised questions across the board about both DEP appointments and appointments to the BEP as well. The BEP held no meetings while the AG's office evaluated the status of each of the Board members - including me - for conflict. The conflict for me was related to the fact that the Town of Hampden has two stormwater licenses. The resolution of that conflict was legislation introduced and passed in Maine that made Maine law consistent with Federal law in terms of the NPDES laws. That allows me to serve but I have to recuse myself from matters involving NPDES licenses.

I hope this helps. I will provide the information from 2007 once I have had a chance to look at VHS tapes from that time period.

Sue

[Quoted text hidden]

2 attachments

 **November 17 2008 Minutes.pdf**
944K

 **January 19 2010 Managers Report.pdf**
231K

Kristen Hornbrook <hornbrooktowncouncil@hampdenmaine.gov>

Thu, Jun 28, 2012
at 11:21 AM

To: Susan Lessard <manager@hampdenmaine.gov>

Cc: Denise <clerk@hampdenmaine.gov>, Janet Hughes

<highestowncouncil@hampdenmaine.gov>, Jean Lawlis

<lawlistowncouncil@hampdenmaine.gov>, Jeremy Williams <jeremy@renegadeair.com>,

Jeremy Williams <williamstowncouncil@hampdenmaine.gov>, "Thomas A. Russell"

<tar@frrlegal.com>, Tom Brann <branntowncouncil@hampdenmaine.gov>, Andre Cushing

<andre@andrecushing.com>

Susan,

It is good to see that my memory does serve me well. As I recalled the discussion was that you used vacation time for the BEP meetings. What I apparently missed was the detail that your vacation time was used only after the 2 monthly meetings.

It is so hard to try to keep up with all the little details especially when this was apparently decided prior to my involvement (and others as well) on the Council.

Although I in no way want to appear as discouraging people from being in voluntary positions, I believe it is extremely important that it be done on their own time. Most people do not have the luxury of volunteering for a board position and serving on that board during work hours and also getting paid as if they were at work.

I agree with Council Chair that we are in very difficult economic times and what was allowed or done in the past just doesn't make the cut at the present time.

Susan, please put this issue on the next Council meeting agenda. I believe that the current Council needs to make the decision if this policy should continue. It seems that each Council should be accountable to the citizens of Hampden for decisions such as this.

Thank you for the clarification below, it has been very helpful.

Councilor Kristen Hornbrook

[Quoted text hidden]

Susan Lessard <manager@hampdenmaine.gov>

Thu, Jun 28, 2012 at 11:28 AM

To: Kristen Hornbrook <hornbrooktowncouncil@hampdenmaine.gov>

Cc: Denise <clerk@hampdenmaine.gov>, Janet Hughes <hughestowncouncil@hampdenmaine.gov>, Jean Lawlis <lawlistowncouncil@hampdenmaine.gov>, Jeremy Williams <jeremy@renegadeair.com>, Jeremy Williams <williamstowncouncil@hampdenmaine.gov>, Shelby Wright <wrighttowncouncil@gmail.com>, "Thomas A. Russell" <tar@frrlegal.com>, Tom Brann <branntowncouncil@hampdenmaine.gov>, Andre Cushing <andre@andrecushing.com>

Councilor Hornbrook,

I will put this on the next agenda for a decision by the Council as to how they wish me to handle BEP activity going forward, and whether there is still support for the appointment itself. Do you still want me to go back to the 2007 information and provide that as part of this discussion or is what has already been provided sufficient?

Sue

[Quoted text hidden]

Kristen Hornbrook <hornbrooktowncouncil@hampdenmaine.gov>

Thu, Jun 28, 2012 at 11:34 AM

To: Susan Lessard <manager@hampdenmaine.gov>

Susan,

Thank you for putting that on the agenda. I believe it is an important discussion for this Council.

If you have time, I believe any information would be helpful to those of us who were not on the Council at that time.
Thank you,

Councilor Kristen Hornbrook

[Quoted text hidden]

Susan Lessard <manager@hampdenmaine.gov>

Thu, Jun 28, 2012 at 11:41 AM

To: Kristen Hornbrook <hornbrooktowncouncil@hampdenmaine.gov>
Cc: Denise <clerk@hampdenmaine.gov>, Janet Hughes <hughestowncouncil@hampdenmaine.gov>, Jean Lawlis <lawlistowncouncil@hampdenmaine.gov>, Jeremy Williams <jeremy@renegadeair.com>, Jeremy Williams <williamstowncouncil@hampdenmaine.gov>, Shelby Wright <wrighttowncouncil@gmail.com>, "Thomas A. Russell" <tar@frrlegal.com>, Tom Brann <branntowncouncil@hampdenmaine.gov>, Andre Cushing <andre@andrecushing.com>

Councilor Hornbrook,

I will take the VHS tapes home and review them this weekend. I will get the information to you and the rest of the Council for its consideration for that agenda item.

Sue

[Quoted text hidden]



Susan Lessard <manager@hampdenmaine.gov>

Schedule today

14 messages

Susan Lessard <manager@hampdenmaine.gov>

Wed, Jun 20, 2012 at
5:53 AM

To: Andre Cushing <andrec@roadrunner.com>, Denise <clerk@hampdenmaine.gov>, Janet Hughes <hughestowncouncil@hampdenmaine.gov>, Jean Lawlis <lawlistowncouncil@hampdenmaine.gov>, Jeremy Williams <jeremy@renegadeair.com>, Jeremy Williams <williamstowncouncil@hampdenmaine.gov>, Kristen L Hornbrook <hornbrooktowncouncil@hampdenmaine.gov>, Shelby Wright <wrighttowncouncil@gmail.com>, "Thomas A. Russell" <tar@frrlegal.com>, Tom Brann <branntowncouncil@hampdenmaine.gov>

Good Morning -

I will be in Augusta for an environmental Board meeting at 8 this morning and then going on to western Maine for a trip with the Board to a wind farm. I am scheduled to be back in Hampden by 5:30 - which is in time for the Special Services Committee meeting. If I run a few minutes late - Jean, you all have all the information on the revised draft as well as the information from Tom Russell and the map. I will do my best NOT to be late!

Take care all - we are due for some very hot weather.

See you later on -
Sue

Kristen Hornbrook <hornbrooktowncouncil@hampdenmaine.gov>

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10:29 AM

To: Susan Lessard <manager@hampdenmaine.gov>

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Councilor Kristen Hornbrook

[Quoted text hidden]

Susan Lessard <manager@hampdenmaine.gov>

Mon, Jun 25, 2012 at
8:31 AM

To: Kristen Hornbrook <hornbrooktowncouncil@hampdenmaine.gov>
Cc: Denise <clerk@hampdenmaine.gov>, Janet Hughes
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<wrighttowncouncil@gmail.com>, "Thomas A. Russell" <tar@frrlegal.com>, Tom Brann
<branntowncouncil@hampdenmaine.gov>, Andre Cushing <andre@andrecushing.com>

Good Morning Councilor Hornbrook -

I did not use vacation time for the BEP meeting and trip to Western Maine to the Record Hill Wind Farm on Wednesday of last week. Since I was appointed to the Board in June of 2007, the 'regular' monthly meetings (two days a month unless the calendar is light, and then sometimes just one) have not been used as vacation time. I had a discussion of this at the time with the Town Council when I was nominated in 2007 to see if the Council had objections to it. At that time, they did not. They likened it to the time that I was out of the office when I was on the Maine Municipal Association Executive Committee (2000-2001) and when I served as its vice president then president (2002-2003) and had several days a month out of the office for that service. These types of service actually were considered an asset to the community at that time - an honor to be both elected to the offices for the MMA and appointed by the Governor for the BEP position. The calendar of the Board has been very light since last fall when LD1 revamped the composition of the board in terms of numbers of members and the responsibilities of the board were reduced as well. Any BEP meetings I attended between January and March while I was working part time were not included in time submitted to the Town for work. Since April there have been 3 meetings, one on April 11th, one on May 3rd and then the one on June 20th. There is one meeting scheduled for July on the 19th. Meetings generally do not last all day unless there are hearings scheduled and I am at the office both before I go and after the meeting is over. This subject of my participation on the Board and whether I should take vacation time for that service has not been discussed since there was significant change in council membership and I would be happy to put it on the agenda for consideration if you wish.

July meetings will be posted to the calendar today.

Take care-
Susan

[Quoted text hidden]

Janet Hughes <hughestowncouncil@hampdenmaine.gov> Mon, Jun 25, 2012 at 8:46 AM
To: Susan Lessard <manager@hampdenmaine.gov>

Hi Sue,

My grandson is here from Illinois, and It is his last day here. So..
with the light Agenda for Infrastructure tonight, I will not be attending.

Janet

[Quoted text hidden]

tar@frrlegal.com <tar@frrlegal.com>
To: manager@hampdenmaine.gov

Mon, Jun 25, 2012 at 8:39 AM

Please be advised that I will be out of the office until Monday, June 25th.

If you need immediate assistance, please forward your email to my assistant Kathleen at kab@frrlegal.com or call her at the office at 990-3314.

Kristen Hornbrook
<hornbrooktowncouncil@hampdenmaine.gov>
To: Susan Lessard <manager@hampdenmaine.gov>

Mon, Jun 25, 2012 at 5:20 PM

Thank you Susan,

Could you please forward the minutes from the 2007 meeting where this happened. As you know I was not on Council at that time.

Councilor Kristen Hornbrook

[Quoted text hidden]

Kristen Hornbrook
<hornbrooktowncouncil@hampdenmaine.gov>
To: Susan Lessard <manager@hampdenmaine.gov>

Wed, Jun 27, 2012 at 7:52 AM

Good morning Susan,

I am re-sending this since I have not heard from you. Could you please provide the minutes requested? Thank you,

Councilor Kristen Hornbrook

[Quoted text hidden]

Susan Lessard <manager@hampdenmaine.gov>

Wed, Jun 27, 2012 at 8:06 AM

To: Kristen Hornbrook <hornbrooktowncouncil@hampdenmaine.gov>

Cc: Denise <clerk@hampdenmaine.gov>, Janet Hughes

<hughestowncouncil@hampdenmaine.gov>, Jean Lawlis

<lawlistowncouncil@hampdenmaine.gov>, Jeremy Williams <jeremy@renegadeair.com>,

Jeremy Williams <williamstowncouncil@hampdenmaine.gov>, "Thomas A. Russell"

<tar@frrlegal.com>, Tom Brann <branntowncouncil@hampdenmaine.gov>, Andre Cushing <andre@andrecushing.com>

Kristen -

It was not an agenda item on which the Council voted. It was a discussion that took place as part of the Manager's Report at several meetings between 2007 and 2010. I will provide copies of those reports and also copies of the DVD's where the discussions took place but it will take some time to locate that information. This week is not only the end of the month, but the end of the fiscal year and I have other duties that have to be done first. I will have the information to you by the beginning of next week at the latest.

Susan

[Quoted text hidden]

Kristen Hornbrook <hornbrooktowncouncil@hampdenmaine.gov>

Wed, Jun 27, 2012
at 12:45 PM

To: Susan Lessard <manager@hampdenmaine.gov>

Susan,

I confess it's getting confusing now.

The reason residents were asking for confirmation that you had used vacation time for your work for BEP and your trip to western Maine on June 20th was because you did tell the Council and the residents at a Council meeting a while back that you did use vacation time for this work.

Was that not one of the reasons the Governor decided you would be able to remain on the board of BEP and remain in your position as Manager/Treasurer? Initially it was reported that you had been asked to make a decision between town Manager/Treasurer and your position on BEP due to conflict of interests between the two positions.

Are you now saying that you no longer use your personal vacation time for your work on the board of the BEP?

Would that not constitute a conflict of interest now?

Thank you,
Councilor Kristen Hornbrook

[Quoted text hidden]

Susan Lessard <manager@hampdenmaine.gov>

Wed, Jun 27, 2012 at
1:23 PM

To: Kristen Hornbrook <hornbrooktowncouncil@hampdenmaine.gov>

Cc: Denise <clerk@hampdenmaine.gov>, Janet Hughes

<hughestowncouncil@hampdenmaine.gov>, Jean Lawlis

<lawlistowncouncil@hampdenmaine.gov>, Jeremy Williams <jeremy@renegadeair.com>,

Jeremy Williams <williamstowncouncil@hampdenmaine.gov>, "Thomas A. Russell"

<tar@frrlegal.com>, Tom Brann <branntowncouncil@hampdenmaine.gov>, Andre Cushing

<andre@andrecushing.com>

Councilor Hornbrook,

Attached are the minutes of the meeting of November 17, 2008 when my appointment as Chair of the BEP was part of my manager's report - which is part of the minutes of that meeting. In that report I stated that when there were meetings/hearings outside of the normal two meetings a month I would take vacation to attend them so as not to impact my work here. In the minutes, following my Manager's Report, a motion was made and seconded and unanimously approved to formally support my appointment as BEP Chair.

Also attached is a second Manager's report from January 19, 2010 that discusses the Holtra Chem hearings held by the BEP and the fact that I was using vacation time for them beyond the monthly board meeting requirement, which is consistent with what was discussed with the Council in November of 2008..

Meetings prior to September of 2007 are on VHS tapes so I have to take them home to locate discussions of my original appointment to the Board and I will do that this weekend.

Discussions about conflict that took place last year were related to criteria evaluated by the AG's office of all Board Members after the appointment of Darryl Brown as DEP Commissioner raised questions across the board about both DEP appointments and appointments to the BEP as well. The BEP held no meetings while the AG's office evaluated the status of each of the Board members - including me - for conflict. The conflict for me was related to the fact that the Town of Hampden has two stormwater licenses. The resolution of that conflict was legislation introduced and passed in Maine that made Maine law consistent with Federal law in terms of the NPDES laws. That allows me to serve but I have to recuse myself from matters involving NPDES licenses.

I hope this helps. I will provide the information from 2007 once I have had a chance to look at VHS tapes from that time period.

Sue

[Quoted text hidden]

2 attachments



November 17 2008 Minutes.pdf

944K



January 19 2010 Managers Report.pdf

231K

Kristen Hornbrook <hornbrooktowncouncil@hampdenmaine.gov>

Thu, Jun 28, 2012
at 11:21 AM

To: Susan Lessard <manager@hampdenmaine.gov>

Cc: Denise <clerk@hampdenmaine.gov>, Janet Hughes

<hughtestowncouncil@hampdenmaine.gov>, Jean Lawlis

<lawlistowncouncil@hampdenmaine.gov>, Jeremy Williams <jeremy@renegadeair.com>,

Jeremy Williams <williamstowncouncil@hampdenmaine.gov>, "Thomas A. Russell"

<tar@frrlegal.com>, Tom Brann <branntowncouncil@hampdenmaine.gov>, Andre Cushing <andre@andrecushing.com>

Susan,

It is good to see that my memory does serve me well. As I recalled the discussion was that you used vacation time for the BEP meetings. What I apparently missed was the detail that your vacation time was used only after the 2 monthly meetings.

It is so hard to try to keep up with all the little details especially when this was apparently decided prior to my involvement (and others as well) on the Council.

Although I in no way want to appear as discouraging people from being in voluntary positions, I believe it is extremely important that it be done on their own time. Most people do not have the luxury of volunteering for a board position and serving on that board during work hours and also getting paid as if they were at work.

I agree with Council Chair that we are in very difficult economic times and what was allowed or done in the past just doesn't make the cut at the present time.

Susan, please put this issue on the next Council meeting agenda. I believe that the current Council needs to make the decision if this policy should continue. It seems that each Council should be accountable to the citizens of Hampden for decisions such as this.

Thank you for the clarification below, it has been very helpful.

Councilor Kristen Hornbrook

[Quoted text hidden]

Susan Lessard <manager@hampdenmaine.gov>

Thu, Jun 28, 2012 at 11:28 AM

To: Kristen Hornbrook <hornbrooktowncouncil@hampdenmaine.gov>

Cc: Denise <clerk@hampdenmaine.gov>, Janet Hughes <hughestowncouncil@hampdenmaine.gov>, Jean Lawlis <lawlistowncouncil@hampdenmaine.gov>, Jeremy Williams <jeremy@renegadeair.com>, Jeremy Williams <williamstowncouncil@hampdenmaine.gov>, Shelby Wright <wrighttowncouncil@gmail.com>, "Thomas A. Russell" <tar@frrlegal.com>, Tom Brann <branntowncouncil@hampdenmaine.gov>, Andre Cushing <andre@andrecushing.com>

Councilor Hornbrook,

I will put this on the next agenda for a decision by the Council as to how they wish me to handle BEP activity going forward, and whether there is still support for the appointment itself. Do you still want me to go back to the 2007 information and provide that as part of this discussion or is what has already been provided sufficient?

Sue

[Quoted text hidden]

Kristen Hornbrook <hornbrooktowncouncil@hampdenmaine.gov>

Thu, Jun 28, 2012 at 11:34 AM

To: Susan Lessard <manager@hampdenmaine.gov>

Susan,

Thank you for putting that on the agenda. I believe it is an important discussion for this Council.

If you have time, I believe any information would be helpful to those of us who were not on the Council at that time.

Thank you,

Councilor Kristen Hornbrook

[Quoted text hidden]

Susan Lessard <manager@hampdenmaine.gov>

Thu, Jun 28, 2012 at 11:41 AM

To: Kristen Hornbrook <hornbrooktowncouncil@hampdenmaine.gov>

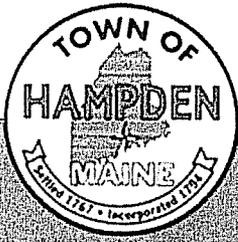
Cc: Denise <clerk@hampdenmaine.gov>, Janet Hughes <hughestowncouncil@hampdenmaine.gov>, Jean Lawlis <lawlistowncouncil@hampdenmaine.gov>, Jeremy Williams <jeremy@renegadeair.com>, Jeremy Williams <williamstowncouncil@hampdenmaine.gov>, Shelby Wright <wrighttowncouncil@gmail.com>, "Thomas A. Russell" <tar@frrlegal.com>, Tom Brann <branntowncouncil@hampdenmaine.gov>, Andre Cushing <andre@andrecushing.com>

Councilor Hornbrook,

I will take the VHS tapes home and review them this weekend. I will get the information to you and the rest of the Council for its consideration for that agenda item.

Sue

[Quoted text hidden]



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Lura Hoyt Pool

Public Safety

Public Works

Recreation

Town Clerk

May 21, 2007

MANAGER'S REPORT MAY 21, 2007

Public Works Director Hiring Process – I am now in the evaluation and background-checking phase of the hiring process for a replacement for the current public works director. Many thanks to the Public Works and Solid Waste Committee members and the Mayor for participating in this process as well.

Hampden Business Association Meeting – The HBA will be meeting again on Tuesday, May 29th from 7:30 – 8:30 a.m. at Maine Savings. The topic for the meeting will be "The Economic Needs of Our Hampden Businesses".

HBA Annual Dinner – A reminder to those who signed up – the HBA annual dinner is on Wednesday night, May 23rd at 6 p.m. at the Spectacular Events Center.

Public Safety Awards Dinner – The Second Annual Public Safety Awards Dinner is being held by the department on Tuesday, May 22nd. The Historical Society will be doing the keynote address this year on the history of Hampden.

Welcome to Hampden Bags – The subcommittee of the Communications committee charged with the Welcome to Hampden Project spent the afternoon of the sixteenth stuffing Welcome to Hampden Bags for distribution shortly to new property owners.

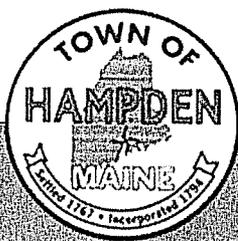
BEP Nomination Hearing – I will be attending a meeting of the Natural Resources Committee tomorrow in regard to my nomination to the Board of Environmental Protection. I am really looking forward to this opportunity.

Communications Intern – Councilor Amett, Town Clerk Denise Hodsdon, and I interviewed an intern candidate for the summer intern position. I am in the process of reference and background checking in that effort.

Project Status – The stub road construction in the Business Park is nearly complete, the gravel roads project finish work is underway, and Sargent has mobilized for completion of the Route 1A/Westbrook Terrace sewer line replacement.

Stream Clean Up – The stream clean up project was postponed this past weekend due to inclement weather. It will be held on Saturday, June 2nd from 8 a.m. – 12 p.m. Interested persons should contact Planner Robert Osborne at 862-4500 or meet at the Marina Parking Lot on that day.

Walk for the Homeless Shelter – Walter Cupples was in to discuss plans for next year's walk for the homeless that benefits the Bangor Homeless Shelter. I participated along with a large

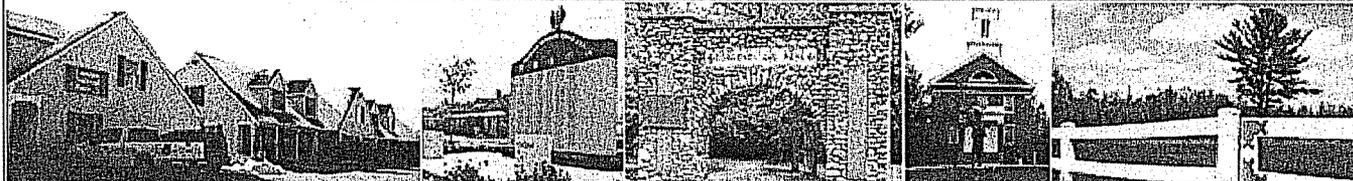


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June 4, 2007

MANAGER'S REPORT

6/4/07

Lakeview Cemetery – We extend our thanks to Mr. Newcomb and Hampden Explorer Troop 1776 for the new flagpole at Lakeview Cemetery.

Dorothea Dix Playground Equipment – I would also like to recognize Jason Edwards for completion of his Eagle Scout project. He raised money, installed playground equipment, and other improvements at Dorothea Park this Spring.

Hampden Academy Outdoor Graduation – We received a call from the group that was raising money for the outdoor graduation. They raised \$6500 and requested that the Town provide the \$3000 match promised. Congratulations to the class on its efforts.

Hampden Highlights Work has already begun on the July edition of Hampden Highlights. The front office staff will be the featured department for the quarter. Our summer communications intern has been with us for three days and already has done some great work in getting information together for our website update and covering the stream clean up.

Stream Clean-Up - Thank you to Bob Osborne for coordinating the stream clean up on Saturday, June 2nd and for all the participants who helped. We had 23 volunteers who assisted in the project this year. The Town received a plaque from the Bangor Area Stormwater Group for participating again this year.

Waste Stream Change – As of June 1, 2007, the incoming waste stream for the Pine Tree Landfill has changed per the closure agreement signed last September. From this point forward only construction and demolition debris and cover materials are being accepted. No more 'vector attracting putrescible waste'!

Tanker Truck Inspection – We took the tanker truck for inspection last week to the same place that issued the list of things that were questionable about it. It passed. We are continuing to get prices for repairing the items that were in question, but obviously they were not enough in question to prevent the company from putting a sticker on the truck. We will, however, be getting them completed.

General Assistance Director – G.A. Director Cheryl Johnson received her certification as a Director for an additional three years from the Maine Welfare Director's Association. She also served as group facilitator at the recent Spring training meeting.

BEP Appointment – I am pleased to notify you that my appointment by the Governor to the Board of Environmental Protection was reviewed by the Joint Standing Committee on Natural Resources on May 22nd and confirmed by the Senate on May 24th. My first meeting with the Board will be in July.

TOWN COUNCIL MINUTES

NOVEMBER 17, 2008

The regularly scheduled meeting of the Hampden Town Council was held on Monday, November 17, 2008. The meeting was held at the municipal building council chambers and was called to order by Mayor Briggs at 7:00 p.m.

Attendance: **Councilors:** Mayor Rick Briggs, Matthew Arnett, Thomas Brann, Andre Cushing, Shannon Cox and Edward Murphy; Andrew Colford was excused

Town Manager: Susan Lessard

Town Counsel: Thomas Russell

Department Heads/Staff: Public Works Director Chip Swan

Councilor-Elect Janet Hughes, Brian Duprey and Citizens

Mayor Briggs noted that Councilor Colford was unable to attend the meeting and had requested an excused absence. Motion by Councilor Cushing, seconded by Councilor Arnett to excuse Councilor Colford – unanimous vote in favor.

A. CONSENT AGENDA

Treasurer's Warrants were circulated for approval and signatures of the Finance Committee. Councilor Arnett requested that Item A.1.b. be set aside. Motion by Councilor Cushing, seconded by Councilor Brann to accept the balance of the Consent Agenda – unanimous vote in favor.

A.1.b. TREASURER'S REPORT

Councilor Arnett asked Manager Lessard to briefly discuss the Treasurer's Report. Manager Lessard noted that the report includes a Revenue Summary and Expense Summary which illustrates that we are on target with both. She also included an Account Balance sheet for all town accounts and she will be providing this information to the Council on a monthly basis. Motion by Councilor Arnett, seconded by Councilor Cushing to accept the Treasurer's Report – unanimous vote in favor.

B. PUBLIC COMMENTS

There were none.

C. POLICY AGENDA

1. PUBLIC HEARINGS

a. GENERAL ASSISTANCE ORDINANCE – ADOPTION OF REVISED APPENDIXES A, B and C

Mayor Briggs explained that these are amended guidelines set annually by the State.

Mayor Briggs opened the hearing. Proponents – None; Opponents – None; General Questions or Comments – None. The hearing was closed.

Motion by Councilor Brann, seconded by Councilor Murphy to adopt Appendices A, B, and C – unanimous vote in favor.

b. APPLICATION FOR RENEWAL OF A VICTUALER'S LICENSE RECEIVED FROM KLITON XHEMALI, d/b/a ANGELO'S PIZZA AT 102 MAIN ROAD SOUTH

Mayor Briggs pointed out that the Department Report from Fire/Building Inspector Keith Barnhard notes a violation of the hood system, but the owner is in the process of correcting the problem. It was Keith's recommendation to issue the license with the condition that the hood system be brought up to code in the next couple of weeks.

Mayor Briggs opened the hearing. Proponents – None; Opponents – None; General Questions or Comments – None. The hearing was closed.

Councilor Murphy said he was uncomfortable granting a license until the repairs are complete and asked when the current license is due to expire. The license is due to expire in two days and Mayor Briggs asked Attorney Russell if it is possible to grant an extension of the existing license. Attorney Russell advised that the ordinance does not provide for that, and he pointed out that the ordinance requires that the facility has to be in compliance with all codes to qualify for a license. He expressed concern about granting a license with the condition that they come into compliance at some time in the future and suggested continuing the public hearing.

Motion by Councilor Arnett, seconded by Councilor Cox to continue the hearing until the next meeting. During discussion Councilor Brann expressed concern with closing down a business given the time period involved. The Council has not had a meeting for a month and if the Council had held a regular meeting at the beginning of November, there may have been time for the applicant to complete the work before the license was due to expire. He wondered if it would be possible to make a special exception in this case. Mayor Briggs pointed out that this a safety issue that should be in place at all times, not just at the time of renewal and he would prefer to see the violation corrected before the Council issues the license. Vote on the motion was 4-2 (Brann and Cushing opposed) – motion carried.

Following the Manager's Report, Councilor Brann requested that the Council reconsider this item. Motion by Councilor Arnett, seconded by

Councilor Cushing to reconsider Item C.1.b., the application for a Victualer's License – unanimous vote in favor.

Councilor Brann moved to authorize the Town Manager to issue the Victualer's License for Angelo's Pizza when the Fire/Building Inspector can certify them as being in full compliance. Attorney Russell advised that it is not proper to delegate authority to an administrative official when the Council is the licensing authority. Attorney Russell further advised that technically if they continue to operate without the license, they will be violating the ordinance, but there is such a thing as prosecutorial discretion. If he is taking active steps to come into compliance, the enforcement staff has the discretion to not seek a court order to shut him down. He said he would rather see the Council go with that approach. Councilor Brann withdrew his motion and then moved to continue the hearing until the next Council meeting. Councilor Arnett seconded the motion and vote was unanimously in favor.

2. NOMINATIONS-APPOINTMENTS-ELECTIONS

a. NOVEMBER 4, 2008 ELECTION RESULTS – TOWN CLERK

Town Clerk Denise Hodsdon reported the results for the Election and asked that the Council sign the Official Return of Votes, which was circulated for signatures of the Council.

3. UNFINISHED BUSINESS

a. HAMPDEN ACADEMY RE-USE COMMITTEE

SAD #22 is in the process of organizing a committee to consider re-use for the existing Hampden Academy campus and buildings and has asked the Town to appoint a representative to serve on that committee. Councilor Brann suggested that the Chair of the Ordinance Committee should serve as the Town's representative. As Ordinance Committee Chair, Councilor Arnett said he would be happy to serve on the re-use committee. Motion by Councilor Cushing, seconded by Councilor Brann to appoint Matt Arnett as Hampden's representative to the SAD #22 re-use committee – unanimous vote in favor. Councilor Cushing also felt it would be beneficial for Community & Economic Development Specialist Dean Bennett to be involved in the planning process.

b. SEWER PROJECT APPROVED AT REFERENDUM – REQUEST TO BID

Public Works Director Chip Swan has received an engineering estimate from Woodard & Curran in the amount of \$167,500 to survey, design and put out the bid documents for this project. Chip informed the Council that there may be some grant money available as part of the federal stimulus package for infrastructure work, but the project has to be ready to go.

Motion by Councilor Murphy, seconded by Councilor Cushing to allow the Town Manager and Public Works Director to seek bids on this project – unanimous vote in favor.

c. 510 BACK WINTERPORT ROAD – PURCHASE OFFER

Manager Lessard reported that she has met with Don Pelletier, the person who purchased the other two parcels which were part of the George Perkins property tax foreclosure on the Back Winterport Road. This property has been in foreclosure since 2004 and the outstanding principal balance is \$9,518.33. However, if the Town had taken possession at the time of foreclosure, which would have stopped the taxes from accruing, the outstanding principal balance would have been \$3,228.36. Mr. Pelletier has offered \$3,000 for the lot with issuance of a quitclaim deed. She recommended that the Council accept this price and abate the remainder.

Motion by Councilor Brann, seconded by Councilor Cushing to sell the property for \$3,000.00 to Don Pelletier – unanimous vote in favor.

Motion by Councilor Cushing, seconded by Councilor Brann to abate taxes over \$3,000.00 – unanimous vote in favor.

d. LIBRARY ROOF REPAIRS

Manager Lessard requested that this item be postponed until the next meeting. Councilor Cushing so moved; Councilor Brann seconded the motion and vote was unanimously in favor.

4. NEW BUSINESS

**a. CONSIDERATION OF COUNCIL PUBLIC SAFETY AWARD –
REFERRAL TO PUBLIC SAFETY COMMITTEE**

The Public Safety Department would like to discuss with the Public Safety Committee the possibility of publicly recognizing an 8-year old girl whose actions were key in saving her family from danger in a fire at their home back in July. Motion by Councilor Cushing, seconded by Councilor Brann to forward this to the Public Safety Committee – unanimous vote in favor.

**b. REQUEST TO ADD PRE-PAID LEGAL AS AN EMPLOYEE-PAID
BENEFIT**

Pre-Paid Legal Services, Inc. has requested Council authorization to present information to Town employees about a voluntary benefit that would provide access to legal assistance. The cost of the benefit would be deducted through payroll, but there would be no cost or other involvement on the town's part. Motion by Councilor Cushing, seconded by Councilor Brann to provide an opportunity for employees to participate in the Pre-Paid Legal program through payroll deduction – unanimous vote in favor.

c. MRC BOARD OF DIRECTORS ELECTION BALLOT

There were four candidates on the ballot and Manager Lessard recommended a vote for Sophia Wilson of Brownville who is a current member of the MRC. Motion by Councilor Arnett, seconded by Councilor Cushing to support the recommendation and cast a vote for Sophia Wilson – unanimous vote in favor.

d. SEWER COMMITMENT – 3RD QUARTER 2008

Motion by Councilor Brann, seconded by Councilor Cushing to sign the commitment – unanimous vote in favor.

**e. COUNCIL RULES CHANGE REQUEST – INCLUSION OF
TREASURER'S REPORT WITH AGENDA – COUNCILOR ARNETT**

Councilor Arnett said he would like to see the Treasurer's Report included as an item on the Council's Consent Agenda once a month. He suggested amending Item #4.A of the Council Rules to incorporate the Treasurer's report. He moved that the Council expand the Consent Agenda to include the Treasurer's Report as Item 4.A.3. and re-number Communications and Reports to Items A.4.4 and A.4.5 respectively. Councilor Murphy seconded the motion and vote was unanimously in favor.

D. COMMITTEE REPORTS

Councilor Cox reported that the next meeting of the Community Services Committee will be at 6:30 pm on December 2nd.

Councilor Arnett reported that the Communications Committee will be meeting on Wednesday at 7:00 pm.

E. MANAGER'S REPORT

A copy of the Manager's Report is attached.

Manager Lessard also noted that the day after Christmas is a Friday this year and asked if it is the pleasure of the Council to close town services on that day. Motion by Councilor Brann, seconded by Councilor Cox to close on the day after Christmas – unanimous vote in favor.

Motion by Councilor Brann, seconded by Councilor Cushing that the Town Council formally support the appointment of Susan Lessard as Chair of the BEP – unanimous vote in favor.

MANAGER'S REPORT

November 17, 2008

BEP Chairmanship – As noted in the consent agenda, the Governor has appointed me as the new Chair of the State Board of Environmental Protection. I have served on that board for about a year and a half. There are two meetings a month of the Board in most months, although when there is not enough for a full agenda, in some months there is only one meeting. When there are any meetings or hearings outside these normal two, I take vacation time to attend so as to not unduly impact my work here. That has only been necessary on one occasion since June of 2007. I am honored by the opportunity and hope to do a good job in this capacity. I think it also is a positive for the Town of Hampden for me to serve in this capacity.

Post Election Catch-up – The office has been busy catching up on work that was set aside during the pre-Election craziness that we experienced. I am happy to note that most everything is now back to normal, although the Clerk still has additional reports to file.

Town Office Roof – The roofing project for original municipal building is underway and should be completed within another week. Things have gone smoothly thus far.

New Councilor Packets – I distributed new Councilor packets to the three incoming Councilors who have not served before. These contained the Charter and Council Rules and some additional information on projects. The Town Clerk will provide them with the larger 'ordinance book' before their terms start.

Comprehensive Plan Meeting Cancellation – Our Economic Development Specialist has recommended that the meeting scheduled for Tuesday, November 18th be cancelled since the Committee has not received the information from EMDC that was to be reviewed and discussed. Even if the information was received today – and so far it has not been – there would not be time to review it comprehensively before Tuesday.

New Computer Server – Our IT/GIS person, Gretchen, spent most of the weekend installing the new computer server for the facility and transferring the appropriate files. The old server was nearly ~~ten~~^{five} years old and not entirely dependable. She is also working on the installation by our vendor of hardware to create a 'wireless' environment for the entire facility. That access will be entirely separate from the network on which the Town's programs, both administrative and public safety, operate.

Municipal Review Committee – I will be resigning as a board member of the Municipal Review Committee at the end of the year. Although there is no direct conflict of interest with my new duties as Chair of the BEP, it is likely that there will be a number of solid waste related issues to come before the BEP and since the MRC is part owner in PERC and they have long-term waste disposal agreements with Juniper Ridge Landfill, there

could be a perception of a conflict. The long term waste disposal needs of Hampden are important to the Town and I have asked our Community and Economic Development Specialist to attend those quarterly meetings so that we can stay apprised and participatory in regard to developments in that area beyond 2018.

Customer Appreciation Letter – Attached is a letter I received today from a taxpayer in regard to the service they received from the front office staff. I know that you all appreciate their efforts but think it is important that you recognize that others appreciate them as well.

CITIZENS OF MAINE, LLC

10 Dudley Street
Hampden, ME 04444

Phone: 207-217-4839
E-mail: cofme@adelphia.net

November 17, 2008

Dear Hampden Town Office,

I am writing to give sincere thanks and appreciation to the staff at the Hampden Town Office. I have had reason to utilize the town office's services several times this past year, and have always had a positive experience. On three particular occasions, I went to the town office to register motor vehicles and was provided exceptional service. During one of those occasions, I had to complete part of the registration process through the Bangor Bureau of Motor Vehicles. There I was met with resistance, unprofessionalism, and was turned away with no advise or direction. I returned to the Hampden Town Office very frustrated. The ladies at the town office went above and beyond the call of duty to take care of my situation and did so with a smile throughout.

Hampden may have a small "downtown", but it's a large town and many, many people go in and out of the Hampden Town Office every day. The fact that we can walk into that office and be greeted with a friendly manner and are known by name, is a true testament to the commitment these ladies have to providing extraordinary customer service.

Thank you again!

Sincerely,



Julie A. Helwig, President
Citizens of Maine, LLC



F. COUNCILOR'S COMMENTS

Councilor Cox reminded the Council that it needs to establish guidelines and policy for standardizing the process of handling outside agency requests.

Councilor Cushing reported that he attended the Penobscot County Budget meeting and there are some substantive changes coming through in the County budget due to the jail consolidation. The County was required to bring their fiscal year in line with the State's, which will result in a 6-month county budget bill in addition to a 12-month county bill. They have made contingencies in the law to permit towns to either pay it when they receive the bill or finance it for up to five years.

Mayor Briggs said he appreciates the letter received from our citizen regarding the Town Office staff. He said he agrees with all of her comments and expressed appreciation for her taking the time to write the letter.

Councilor Brann echoed Mayor Brigg's comments and noted that even though we are a large town, we maintain a small-town attitude and concern for each of our citizens. He said the staff works very hard and are honestly caring and very concerned about the well-being of every one of our citizens. He said he finds that amazing. Councilor Brann also pointed out that the packet included a letter of appreciation to GIS/IT Specialist Gretchen Heldmann and noted that Gretchen is doing an excellent job and we are extremely lucky to have her.

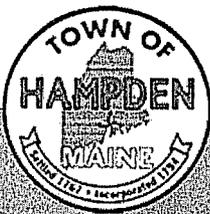
Councilor Arnett reinforced Mayor Brigg's and Councilor Brann's comments and added that we have a good team and a lot of credit for that goes not only to them, but to the Town Manager as well.

G. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:58 p.m.



Denise Hodsdon
Town Clerk



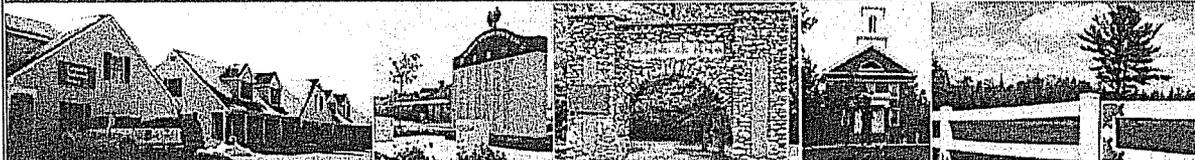
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GO

Hampden

MAINE

The Community of Choice in Central Maine



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Official Greeter

Town Planner

January 19, 2010

MANAGER'S REPORT
1-19-2010

Newsletter – The January edition of the newsletter was delivered this past weekend. The next edition will be distributed in April 2010.

Transfer Station Decals – A reminder that the Council policy for the issuance of transfer station decals is that vehicles without current year decals will be turned away until they get a new decal as of January 31st.

School Board Meeting Cancellation – The RSU 22 School Board Meeting scheduled for this Wednesday has been cancelled.

Water District Trustees Meeting – I received a copy in the mail today of the Water District Trustees Meeting Agenda for Thursday, January 21st at 4 p.m. That agenda contains an 'action item' relative to "Meter Reading and Cost Sharing with Town". I called the District Superintendent to ask what that was in relation to and he told me that he had been instructed to put it on the agenda by the Board of Trustees along with background information. He indicated that it was related the information that had been shared with the Council in May of 2009 related to the Town picking up half the cost of the District's expense for meter reading for the district - our 'share' being in excess of \$25,000. That information was also on the agenda when the Council met with the Trustees later in 2009, but was not discussed in any detail because the issue of the Town plowing out the hydrants was before the Council. I have a call in to John Quesnel, who the superintendent indicated would likely be the Chair of the Trustees elected at the meeting on Wednesday to ask about this.

Holtra Chem Clean Up Proceeding – The Board of Environmental Protection will be holding the hearing on the appeal of the DEP cleanup order issued in November of 2008 during the last week of January and the first week of February. As the Board Chair, I will be the presiding officer for the hearings, which has been in the planning process for nearly a year. I will still be available by phone for the staff and will make sure that the agenda for the first meeting in February is prepared. I will use vacation time for time taken beyond the normal monthly board meeting requirement.

Dog Park Brochure – Attached is a copy of the brochure designed by Councilor Lawlis for fund-raising for the proposed dog park in Hampden.

**TOWN OF HAMPDEN, MAINE
OUTDOOR FACILITIES ORDINANCE**

C-3-C

ENACTED DATE: MONTH, XX, 2012
EFFECTIVE DATE: MONTH, XX, 2012

CERTIFIED BY: _____
Name

Title Affix Seal

**TOWN OF HAMPDEN, MAINE
OUTDOOR FACILITIES ORDINANCE
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**THE TOWN OF HAMPDEN HEREBY ORDAINS THAT THE FOLLOWING
ORDINANCE BE ADOPTED.**

**ARTICLE I.
PURPOSE**

1.1 Purpose. The purpose of this Ordinance is to provide rules and regulations for the use of and conduct in outdoor facilities situated in Hampden. This Ordinance hereby repeals the Dorothea Dix Park Ordinance (adopted 10/16/89) and Papermill Road Recreation Area Ordinance (last amended 5/18/09).

**ARTICLE II.
AUTHORITY**

2.1 Authority. Pursuant to the provisions of Title 30-A M.R.S. Sections 3001 and 3281-3284 and the Charter of the Town of Hampden, Article II, Section 212, and Article III, Section 302, there is hereby established an Outdoor Facilities Ordinance to be organized, administered and governed in accordance with the following provisions.

**ARTICLE III.
APPLICABILITY**

3.1 Applicability. This Ordinance provides full power and authority over all outdoor facilities within the Town.

**ARTICLE IV.
DEFINITIONS**

4.1 Definitions. Unless specifically defined below, words and phrases used in this Ordinance shall have the customary dictionary definitions that give this Ordinance its most reasonable application. Words used in the present tense include the future, the singular number includes the plural, and the plural number includes the singular. The word “may” is permissive; “shall” is mandatory and not discretionary.

Alcoholic Beverage: any beverage containing any amount of alcohol as regulated under state law.

Controlled Substance: any legal or illegal drug, narcotic, hallucinogen, opiate, prescription drug, or any other such substance regulated by state or federal law.

Motorized Vehicle: any vehicle that is propelled by an engine, including but not limited to: cars, trucks, motorcycles, snowmobiles, ATVs, OHVs, dune buggies, dirt bikes, three-wheelers, go-karts, and golf carts.

Outdoor Facility: any park, sports field, forest, wooded area, field, playground, or other property for which the Town of Hampden is the deeded owner.

Parks: Includes the following outdoor facilities: Dorothea Dix Park, Papermill Road Recreation Area, Western Avenue Recreation Area, or other areas designated as such.

Public Safety Department: Includes Police, Fire, and Emergency Medical Services (EMS) Departments.

Sports Fields: Includes the following outdoor facilities: Ball Field Road Ball Field, VFW Recreation Area, Western Avenue Recreation Area, or other areas formally designated as such by the Town Council.

Tobacco Products: cigars, cigarettes, chewing tobacco, snuff, or any other product containing tobacco as regulated under state law.

ARTICLE V. PROHIBITIONS

5.1 Camping. No person shall set up tents, shacks, or any other temporary shelter for the purpose of overnight camping in outdoor facilities, nor shall any person leave in outdoor facilities after closing hours, any movable structures or special vehicle that could be used for such purposes. Upon prior approval of a law enforcement officer of the Town of Hampden, overnight camping may be permitted in situations involving unique circumstances.

5.2 Discharge of Firearms. No person shall discharge a firearm within parks or sports fields as defined herein.

5.2.1 Exceptions – The foregoing prohibition on the discharge of firearms shall not apply to the firing or discharge of firearms at any military exercise or review; nor to any military personnel or law enforcement officers in the performance of their duties or authorized training; nor to any person in the lawful defense of his or her person, family, or property.

5.3 Fires. No person shall kindle, build, maintain or use a fire except in areas designated for such purposes. All fires shall be properly extinguished before the person utilizing the same leaves the outdoor facility. Any fires shall be continuously under the care and supervision of a competent person from the time it is kindled until it is extinguished. Fires may be prohibited by the Recreation Director, Town Forester, and or employees of the Public Safety Department when, in his or her judgment, the conditions are such that any fire would represent a safety hazard.

5.4 Wood. No person shall cut any wood on any outdoor facility without a prior permit from the Town Forester, who shall have the discretion to deny any application for such a permit if he or she determines that the proposed activity is inconsistent with the goals of the forest management plan for the property.

5.5 Alcoholic Beverages. No person shall consume or be under the influence of alcoholic beverages in any outdoor facility.

5.6 Tobacco Products. No person shall consume or use tobacco products within any outdoor facility.

5.7 Controlled Substances. No person shall consume or use any controlled substance legal or illegal while within any outdoor facility, unless the person has a labeled container and proof of prescription.

5.8 Trash. No person shall scatter, drop or leave any debris trash or other rubbish within any outdoor facility except in receptacles provided for that purpose.

5.9 Animals. All animals brought to any outdoor facility shall be under the owner's control at all times so as to not interfere with the enjoyment of the outdoor facility by other members of the public, if present. No animal shall be off a leash at any time at any sports field as defined herein, or at any part of the Western Avenue Recreation Area. Owners shall pick up after their animals.

5.10 Motor Vehicle Access. Access to outdoor facilities by motor vehicles shall be governed by the rules for that facility contained in the Recreation Department policy document "Outdoor Facilities Rules and Regulations." Upon prior approval of a law enforcement officer of the Town of Hampden, motor vehicle access may be permitted in situations involving unique circumstances. For specific restrictions for each outdoor facility, please refer to the Recreation Department policy document "Outdoor Facilities Rules and Regulations." Motor vehicle access to a facility's parking area is allowed, as this section is meant to address access to parts of facilities that are not meant for motor vehicles.

5.11 Other Vehicles Prohibited. No person shall operate a trail bike, all terrain vehicle, snowmobile, or any other motorized recreational vehicle within any outdoor facility except for on designated trails or areas, or for purposes of maintenance or rescue.

ARTICLE VI. OPERATION

6.1 Hours & Dates of Operation. Outdoor facilities shall be open to the public from a half hour before dawn to an hour after sunset. Outdoor facilities are open 365 days a year as weather allows. For information on reservations, which facilities are plowed during the winter, and closing times for areas with artificial lighting, please see the Recreation Department policy document "Outdoor Facilities Rules and Regulations." Snowmobiles are permitted after dark on designated trails.

ARTICLE VII. ENFORCEMENT

7.1 Law Enforcement. Any law enforcement officer of the Town of Hampden shall have the authority to enforce the provisions of this Ordinance and revoke the permission of any individual

to use an outdoor facility when the officer observes, or has probable cause to believe, that such individual has violated any provisions of this Ordinance, committed a civil infraction within the facility, or has violated any provision of the laws and Ordinances of the State of Maine or the Town of Hampden within the facility. The Recreation Department, Town Forester and Code Enforcement Officer also have the authority to revoke the permission of any individual to use an outdoor facility if they are found to have violated the provisions of this Ordinance.

7.2 Enforcement Mechanism. This Ordinance may be enforced by the institution of legal or equitable proceedings in court, including proceedings pursuant to 30-A M.R.S. §4452.

**ARTICLE VIII.
PENALTIES**

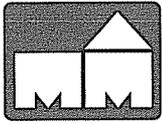
8.1 Penalties. Any person, firm or corporation violating any provisions of this Ordinance shall be fined not less than Twenty-Five Dollars (\$25.00) nor more than One Hundred Fifty Dollars (\$150.00) for each violation. Each day that such violation is committed or permitted to continue shall constitute a separate offense and shall be punishable as such. Any fines recovered shall inure to the benefit of the Town of Hampden.

**ARTICLE IX.
SEVERABILITY**

9.1 Severability. If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such provision shall be deemed as a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions hereof.

**ARTICLE X.
EFFECTIVE DATE**

10.1 Effective Date. Pursuant to Section 213(c) of the Town Charter, this Ordinance shall become effective at the expiration of 30 days after its adoption by the Town Council.



Maine Municipal Association

60 COMMUNITY DRIVE
AUGUSTA, MAINE 04330-9486
(207) 623-8428
www.memun.org

C-4-a

TO: Key Municipal Officials of MMA Member Cities, Towns and Plantations

FROM: Sophia Wilson, MMA President
Town Manager, Town of Orono

DATE: July 3, 2012

SUBJECT: MMA Annual Election - Vice President and Executive Committee Members

Deadline: Friday, August 10, 2012 by 12:00 noon

Each year member municipalities have an opportunity to vote on the election of the proposed MMA Vice President and municipal officials to serve on the MMA Executive Committee. A five-member Nominating Committee is appointed to review nominations submitted by municipal officials and conduct interviews with those municipal officials qualifying and interested in serving as the MMA Vice President. The MMA Nominating Committee completed its task to put forth a Proposed Slate of Nominees for 2013. This information was mailed to member municipalities along with information on the petition process as established in the MMA Bylaws. ***It is now time for each member municipality to cast its official vote.***

Enclosed you will find the MMA Voting Ballot which includes the Slate of Nominees to serve on the MMA Executive Committee as proposed by the MMA Nominating Committee. There were no municipal officials nominated by petition. A brief biographical sketch on each nominee listed on the MMA Voting Ballot is enclosed for your reference.

The MMA Voting Ballot must be signed by a majority of the municipal officers or a municipal official designated by a majority of the municipal officers, and received by the Maine Municipal Association as noted above. We have enclosed a self-addressed self-stamped envelope for your convenience. The MMA Voting Ballots will be counted and the election results confirmed under my direction as President of the Association.

Election results will be available by contacting the MMA Executive Office or by visiting the MMA website at www.memun.org on Friday, August 10, after 4:00 p.m. A formal announcement of the election results will be made at the MMA Annual Business Meeting being held ***Wednesday, October 3, at 1:45 p.m., at the Augusta Civic Center.*** Newly elected Executive Committee members will be introduced at the MMA Annual Business Meeting and formally take office on January 1, 2013.

If you have any questions on this information or the election process, please contact Theresa Chavarie at 1-800-452-8786 or in the Augusta area at 623-8428, or by e-mail at tchavarie@memun.org. Thank you.



MAINE MUNICIPAL ASSOCIATION
VOTING BALLOT

Election of Vice President and Executive Committee Members
Deadline for Receipt of Voting Ballots – 12:00 noon on Friday, August 10, 2012



VICE-PRESIDENT - 1 YEAR TERM

Vote for One

Proposed by MMA Nominating Committee:

Peter Nielsen, Town Manager, Town of Oakland

DIRECTORS - 3 YEAR TERM

Vote for Three

Proposed by MMA Nominating Committee:

John Butler, Jr., Councilor, City of Lewiston

Michael Crooker, Town Manager, Town of Glenburn

Marianne Moore, Councilor, City of Calais

PLEASE NOTE: The Voting Ballot may be cast by a majority of the municipal officers, or a municipal official designated by a majority of the municipal officers of each Municipal member.

Date: _____ **Municipality:** _____

Signed by a Municipal Official designated by a majority of Municipal Officers:

Print Name: _____ **Signature:** _____

Position: _____

OR Signed by a Majority of Municipal Officers **Current # of Municipal Officers:** _____

Print Names:

Signatures:

MMA Annual Election
Maine Municipal Association
60 Community Drive
Augusta, Maine 04330
FAX: (207) 626-3358 or 626-5947

**MAINE MUNICIPAL ASSOCIATION
EXECUTIVE COMMITTEE**

**BIOGRAPHICAL SKETCH OF
PROPOSED SLATE OF NOMINEES FOR 2013**

MMA VICE PRESIDENT (1-Year Term)

PETER NIELSEN

- Town Manager, Town of Oakland (2008 – present)
- Town Manager, Town of Wilton (2002 – 2008)
- Town Manager, Town of Wayne (1996 – 2002)
- Town Manager, Town of Clinton (1990 – 1994)
- Member, Maine Town and City Management Association (1990-present)
- Councilor, Town of Winthrop (1985 – 1990)
- Member, Windham Zoning Board of Appeals (1975 – 1978)
- Member, Maine Municipal Association Executive Committee (2009 – present)
- Member, MMA Workers Compensation Fund Board of Trustees (2009 – present)
- Member, MMA Property & Casualty Pool Board of Directors (2009 – present)
- Member, MMA Strategic & Finance Committee (2010); Chair (2011 – present)
- Member, MMA Legislative Policy Committee (2004 – 2008; 1998 – 2000; 1992 – 1994)
- Member, MMA Legislative Policy Committee – Subcommittee for Natural Resources
- Member, MMA Legislative Policy Committee – Subcommittee for State & Local Government
- Member, MMA Legislative Policy Committee – Ad Hoc Committee on Forestry Initiatives
- Member, Kennebec County Budget Committee (2010-present)
- Member, First Park Legal and Finance Committee (2009-present)
- Member, Wayne Cemetery Committee (1998 – 2002)
- Helen Hicks Healy Award, Wayne Maine (2000)
- Barry Blunt Award, University of Maine at Orono (2001)
- BA, Political Science, University of Maine at Orono (1974)
- MPA, University of Maine at Orono (2001)
- 26 years as seasonal boat and car storage and service business (1982-2008)

MMA EXECUTIVE COMMITTEE MEMBERS (Three 3-Year Terms)

JOHN BUTLER, JR.

- Councilor, City of Lewiston (2009 - present)
- Member, Lewiston School Board (16 years)
- Member, Maine Municipal Association Executive Committee (2011 – present)
- Member, MMA Workers Compensation Fund Board of Trustees (2011 – present)
- Member, MMA Property & Casualty Pool Board of Directors (2011 – present)
- Member, MMA Strategic & Finance Committee (present);
- Outside Salesperson, Butler Brothers (local family industrial distribution business that has been in business since 1952)
- Saint Michaels College graduate (1981) - Majored in political science
- Lewiston High School graduate (1977)

MICHAEL CROOKER

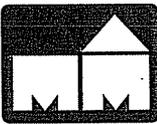
- Town Manager/Treasurer/Road Commissioner, Town of Glenburn (2006 - present)
- Town Manager, Town of Bradley (1998 – 2004)
- Member, Maine Municipal Association Legislative Policy Committee (2002-2004; 2004-2006; 2010-2012)
- Adjunct Professor, University of Maine Department of Public Administration (2003 – present)
- Executive Director, River Coalition, Inc. (2004 – 2006)
- Graduate Teaching Assistance (1998)
- Substitute Teacher, Maine School Administrative District 22 (1994 – 1998)
- Projectionist and Supervisor, Bangor Mall Cinemas (1988 – 1998)
- Masters in Public Administration, University of Maine
- BA in Political Science, University of Maine
- AS in Legal Technology, University of Maine
- Member, Maine Town and City Management Association; 2002 “Rookie Manager of the Year”
- Barrie E. Blunt Outstanding Graduate Student Memorial Award
- Edward F. Dow Scholarship Recipient
- Pi Sigma Alpha (National Political Science Honor Society)
- Presidential Achievement Award for Academic Excellence
- Maine Criminal Justice Academy’s Pre-service/Part-time Law Enforcement Training
- State of Maine Animal Control Officer Training
- Graduate of The Grant Institute
- President, Penobscot Valley Council of Governments
- Board Member, Eastern Maine Development Corporation
- Member, State of Maine Animal Welfare Advisory Council
- Member, Governor’s Interagency Task Force on Invasive Aquatic Species
- Board Member, Penquis CAP
- Advisory Board Member, Penquis CAP
- Board of Directors, Maine Resource Recovery Association
- Board Member, Penobscot River Tourism Association
- Board Member, Bangor Region Partners for Health
- Vice President, Penobscot Health Communities Board of Directors
- President, Graduate Association of Public Administrators (GAPA)
- Notary Public, State of Maine

MARIANNE MOORE

- Councilor, City of Calais (2002 – 2008; 2009 – present)
- Owner/Manager, Calais Curves for Women Fitness Center (2004 – present)
- Leader, Weight Watchers, Inc., Calais (August 2001 – present)
- Member, Maine Municipal Association Executive Committee (2011 – present)
- Member, MMA Workers Compensation Fund Board of Trustees (2011 – present)
- Member, MMA Property & Casualty Pool Board of Directors (2011 – present)
- Instructor, Washington Community College (2001 – 2004)
- Adjunct Instructor, Washington Community College (2005 - present)
- Interim Dean, CEIS (Fall, 2002)
- Board of Trustees, St. Croix Valley Healthy Communities
- Washington One: One Community Health & Wellness Co-Chair
- Executive Board, St. Croix Valley Chamber of Commerce
- Executive Board (Vice-President), Washington Hancock Community Agency
- Executive Board, Washington County Development Authority

MARIANNE MOORE *(continued)*

- Executive Board, Washington County Extension Association
- Board of Managers, St. Stephen's Presbyterian Church
- Climbed to summit of Mt. Kilimanjaro in Africa (June 2002)
- Climbed to Base Camp of Mt. Everest (October 2004)
- Moved to Calais, Maine (April 2001)
- Retired from Southwestern Bell Telephone Company (November 2000)
- Managerial positions, Southwestern Bell Telephone Company; San Antonio/Austin/Dallas, Texas (1969 - 2000);
- Cleveland Clinic Exercise Science and Weight Management Certification (September 2011)
- Cooper Institute Circuit Training and Weight Management Certification (June 2005)
- Masters of Business Administration, Southern Methodist University; Major in Management Information Systems (1998)
- Bachelor of Applied Arts & Sciences, Dallas Baptist University; Major in Computer Science/Business Management (1992 Magna Cum Laude);
- Graduate, High School in San Antonio, Texas (1970)



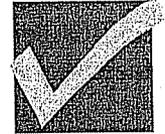
Maine Municipal Association

60 COMMUNITY DRIVE
AUGUSTA, MAINE 04330-9486
(207) 623-8428
www.memun.org

C-4-b

Memorandum

To: Key Municipal Officials of MMA's Member Municipalities
From: Sophia Wilson, President, Maine Municipal Association
Date: June 20, 2012
Re: Ballots for Election to MMA'S Legislative Policy Committee



MMA's member municipalities have made their nominations for the 2010-2012 Legislative Policy Committee (LPC). It is now time to elect your representatives to serve on the Committee. The election ballot is enclosed. The ballot must be completed by the Board of Selectmen or Town or City Council of your municipality.

Number of votes

Most municipalities are asked to vote for two candidates, because there are two elected LPC members for most districts. Some municipalities only vote for one candidate, because the other LPC member in that district is appointed. *You are instructed on the ballot (above the list of candidates) whether to vote for two candidates or just one.*

Candidate profiles

If you are not familiar with any of the candidates, please review the Candidate Profiles on the back of the ballot. Feel free, also, to contact the candidates directly.

Write-in candidates

In addition to the candidates listed on the ballot, you may vote for a candidate whose name you write in. The write-in candidate need not be from your municipality, but must be an elected or appointed official from a municipality in your Senate/LPC district. *Check to be sure the write-in candidate is willing to serve if elected!* Write-in candidates should be communicating their interest in serving among the municipal officers within their district.

If you are instructed to vote for two candidates and only one candidate is on the ballot, please use the "write-in" line for your second vote if you know of someone who is willing to serve.

Deadline for returning ballot

Return ballot by 5:00 p.m. on July 31, 2012 to:

State and Federal Relations Dept.
Maine Municipal Association
60 Community Drive, Augusta, ME 04330
FAX: 624-0129

Your participation is important - Thank You!

OFFICIAL BALLOT – District 33

Maine Municipal Association's Legislative Policy Committee
July 1, 2012 – June 30, 2014

VOTE FOR TWO:

Michael Crooker, Manager, Town of Glenburn (✍ write in)

(name) (position) (municipality)

Candidate Profiles Are On Reverse Side

MUNICIPALITY: _____ DATE: _____

✍ BY SELECTMEN/COUNCILORS:

_____	_____
signature	print name
_____	_____
signature	print name
_____	_____
signature	print name
_____	_____
signature	print name
_____	_____
signature	print name

Return by 5:00 p.m., July 31, 2012, to:

Laura Veilleux, Maine Municipal Association
60 Community Drive, Augusta, ME 04330
Fax: 624-0129

(over)

LPC Senate District 33

Carmel	Etna	Levant
Charleston	Exeter	Newburgh
Corinna	Garland	Newport
Corinth	Glenburn	Plymouth
Dexter	Hampden	Stetson
Dixmont	Kenduskeag	

Candidate Profile:

Michael Crooker has served as the Manager in the Town of Glenburn for the past six years. He has also served as Manager in the Town of Bradley and also held the titles of Tax Collector, Treasurer, Clerk, General Assistance Administrator, Registrar of Voters, Personnel Director, Animal Control Officer and Road Commissioner. Prior to that he worked in education. Michael's public service includes nomination by MMA as Member of the Maine Animal Welfare Advisory Council, Member of Governor's Interagency Task Force, Board of Directors of Penquis CAP, Board of Directors Maine Resource Recovery Association, Board Member Penobscot River Tourism Association, President of Graduate Association of Public Administrators and Notary Public. He has diligently served the Towns in his District on the LPC and would like to continue to do so to make sure that the interests of municipalities throughout Maine, both large and small, are protected and heard by the Legislature.

C-4-C

MAINE DEPARTMENT OF TRANSPORTATION
URBAN - RURAL INITIATIVE PROGRAM (URIP)
CERTIFICATION 2012-2013 (FY 13)
MUNICIPALITY 19280 Hampden

To be eligible to receive FY-13 URIP funds, each Municipality must **certify that the Urban Initiative funds will be used only for maintenance or improvement to public roads** and **Rural Initiative funds will be used "only for Capital improvement of public roads"**. Effective July 1, 2000, as defined by Title 23, §1803-B.1.A (2), funds must be used for capital improvements to local roads and/or State Aid Minor Collector roads, or as provided by 2002 PL 565, if eligible. Effective July 1, 2008 municipalities must provide information on what capital improvements were done with the FY-12 (July 1, 2011 to June 30, 2012) URIP funds received by the municipality. See back side of form.

It is estimated that the municipality of **Hampden**, will receive **\$78,787** for the fiscal year beginning July 1, 2012. The Estimated Quarterly installments will be in the amount of: September 2012 = **\$19,696**; December 2012 = **\$19,696**; March 2013 = **\$ 19,696**; June 2013 = **\$19,696**.

The Urban Initiative funds total **\$0** for this fiscal year.

The Rural Initiative funds total **\$78,787** for this fiscal year.

The above amounts include **\$10,243** from the Transit Bonus Payment Program.

Notification will be made in the event of any change. Designated amounts may be adjusted if your municipality participated in the Transit Bonus Program or Collector Road Development Awards (CRDA) Program several years ago.

Beginning in 2001, municipalities receive a percentage of MaineDOT's portion of the Highway Fund (about 9.6% this year), rather than the former flat rate of \$600 per lane-mile. This means that the disbursements to municipalities rise and fall with MaineDOT's budget.

We, the undersigned municipal officers or designee (i.e. Town Manager) of the municipality of **Hampden**, do hereby certify that funds received from the Urban-Rural Initiative Program for the fiscal year 2012-2013 will be used only for uses as stated above. *We also certify that the previous year's funds were spent on the projects listed on the back of this form.*

Signed _____ Date ___/___/___ Signed _____ Date ___/___/___

Signed _____ Date ___/___/___ Signed _____ Date ___/___/___

Municipal E-mail Address (general delivery): _____

Municipal official to contact for information on Public Road Mileage: (Please print)

Name: _____ Title: _____ Tel: _____

If your community's mailing address for the quarterly checks has changed in the last 6 months [and you have NOT signed up for electronic fund transfer (EFT)], what is the new address?

Address: _____

Town: _____ State: _____ Zip Code: _____

Prior to August 1, 2012, (see cover letter) please return this Completed Form BOTH SIDES) to:

Mr. Peter Coughlan
MaineDOT- Community Services Division
16 State House Station
Augusta, Maine 04333-0016
Tel. (207) 624-3266 or peter.coughlan@maine.gov

NO URIP payments can be made until a completed form (BOTH SIDES) is received by MaineDOT- Community Services Division.

Please make a copy for your records.

Over please

FY 12 Capital Improvement Expenditures URIP Funds of \$77,812 (Urban \$0), (Rural \$77,812)

As a result of 2007 Legislative inquiries and discussions centered around URIP, MaineDOT needs to collect additional information on the uses of URIP funding by 502 Maine municipalities, counties, and Indian reservations. This is intended to be simple and provide an easy method to collect information on the use of over \$22 million per year by local agencies.

As noted on the front side of this form, URIP funding can only be spent on capital improvements in most Maine towns, except for urban compact towns/cities where urban funds can be used for maintenance or improvement to public roads.

A **capital improvement** is defined as “any work on a road or bridge which has a life expectancy of at least ten years and restores the load-carrying capacity”. Examples of eligible “capital” activities are defined as follows:

1. Medium to heavy overlays which improve the strength and ride quality (minimum 1 inch lift on a shimmed surface), pavement and/or base recycling, pavement cold planing and resurfacing
2. Road reconstruction or rehabilitation
3. Gravel road grade-raising or paving
4. Single culvert replacements or a series of drainage improvements
5. * Traffic signal or sign installation and/or replacements
6. * Sidewalk construction or reconstruction
7. * Heavy ditching, under drain and catch basin installation or total system replacement, permanent erosion control
8. * Wetland mitigation
9. * Guardrail installation
10. Bridge or minor span replacement and rehabilitation
11. Any bridge repair activities with a ten year life
12. Local share of a Municipal Partnership Initiative (MPI) project on a state road
13. Debt financing/bond repayment for past capital improvements to public roads
14. The urban match component of any federal-aid project
15. “Banking it” to save up for a future project
16. Other (explain) _____

* Some of the categories of work (# 6, 7, 8, 9 & 10) qualify as capital improvements, but must be done in conjunction with roadway reconstruction/rehabilitation.

The “funds spent” must add up to at least the amount of your FY-12 URIP payments (shown above) from 7/1/11 to 6/30/12.

1. Road Name: _____ Funds spent on Capital Improvements: \$ _____

Type of Capital Improvement: see above, list all numbers that apply: _____

Length of Capital improvement (miles or feet): _____ miles or _____ feet

2. Road Name: _____ Funds spent on Capital Improvements: \$ _____

Type of Capital Improvement: see above, list all numbers that apply: _____

Length of Capital improvement (miles or feet): _____ miles or _____ feet

3. Road Name: _____ Funds spent on Capital Improvements: \$ _____

Type of Capital Improvement: see above, list all numbers that apply: _____

Length of Capital improvement (miles or feet): _____ miles or _____ feet

4. Urban funds (if any) used for maintenance: \$ _____

OPTIONAL: In addition to the above information, what is your municipality’s TOTAL SUMMER CAPITAL IMPROVEMENT EXPENSES (including FY-12 URIP payments) \$ _____



STATE OF MAINE
 DEPARTMENT OF TRANSPORTATION
 16 STATE HOUSE STATION
 AUGUSTA, MAINE 04333-0016

Paul R. LePage
 GOVERNOR

David Bernhardt
 COMMISSIONER

COMMUNITY SERVICES DIVISION
1-800-498-9133

<http://www.maine.gov/mdot/community-programs/uri-program.php>

June 26, 2012

We are notifying you about the “Urban/Rural Initiative Program” (URIP) for the fiscal year beginning July 1, 2012.

When the Legislature passed the budget, it decreased MaineDOT’s Highway Budget and consequently the amount that is allocated to URIP for the new Fiscal Year. That amount is about \$700,000 less than last year. **Many towns will see no decrease as they are below their FY 99 “hold harmless” amount and many others will see decreases up to several thousands of dollars.**

As in the previous three years, all URIP recipients must provide information on how URIP funds were expended from the previous fiscal year. The information collected on the back side of the Certification Form is used to chart the progress of improving public roads by the 502 Maine municipalities, counties, and Indian reservations that receive funding from this program. If this information is not provided when you return the form, we will return it to you for completion before any payments can be made this year.

Please submit the completed **Certification Form** for Fiscal Year 2013 (July 1, 2012 to June 30, 2013) either by US mail or by scanning and emailing it to us. The law says it must be received by August 1, 2012 or earlier so we can assure your September 1st payment. In reality, if we have it back by August 15th, then we can include it in the September 1st payment. If it comes in after August 15th, then we will process it shortly after its receipt. **No payments of URIP funds can be made until this certification is received with all of the information requested completed.**

If your town has not done so already, we are also encouraging municipalities to sign up for electronic transfer (Direct Deposit) of URIP funds from the State to their financial institution to reduce costs, and provide a speedy and secure service. With electronic fund transfers (EFT) your quarterly payment is transferred to your account and there is 1) earlier deposit in your account, 2) no waiting for the mail, 3) no misplaced or lost checks and 4) no trip to the bank to deposit the check. If you are interested in Electronic Fund Transfer, you can contact the Office of the Controller for the State of Maine at 626-8420 or visit their web site at <http://www.maine.gov/osc/accounting/ddefst.shtml> . There is no cost for this option.

One last note..... in the coming year, the “URIP” name will return to its former name “LRAP” (Local Road Assistance Program) due to legislative action.

If you have any questions, please feel free to contact me at 624-3266 or peter.coughlan@maine.gov

Sincerely,

Peter M. Coughlan, Director



PRINTED ON RECYCLED PAPER

C-4-d



Denise Hodsdon <clerk

Town Council Item from P&D Committee

1 message

Dean Bennett <economicdevelopment@hampdenmaine.gov>

Thu, Jun 21, 2012 at 10:03 AM

To: Denise Hodsdon <clerk@hampdenmaine.gov>

Cc: Sue Lessard <manager@hampdenmaine.gov>

Good Morning,

Per action of the Planning and Development Committee, I offer the following to be included in the next Town Council Agenda.

3. Model Excise Tax Ordinance

Committee Action: Committee voted to forward the draft Ordinance "Exempting Eligible Active Duty Military Personnel from Vehicle Excise Tax" to the Council for their consideration with recommendation to approve Vote 3-0.

I have attached the draft model that was approved as presented by the Committee.

Thanks,

Dean

Dean L. Bennett
Director of Community and Economic Development
106 Western Avenue
Hampden, Maine 04444
207-862-3034

Model Excise Tax Ordinance.pdf
92K

(SAMPLE)

MUNICIPALITY OF _____, MAINE

ORDINANCE
EXEMPTING ELIGIBLE ACTIVE DUTY MILITARY PERSONNEL
FROM VEHICLE EXCISE TAX

Section 1. Authority.

This ordinance is enacted pursuant to 36 M.R.S.A. § 1483-A, which expressly authorizes such ordinances.

Section 2. Excise tax exemption; qualifications.

Vehicles owned by a resident of this municipality who is on active duty serving in the United States Armed Forces and who is either permanently stationed at a military or naval post, station or base outside this State or deployed for military service for a period of more than 180 days and who desires to register that resident's vehicle(s) in this State are hereby exempted from the annual excise tax imposed pursuant to 36 M.R.S.A. § 1482.

To apply for this exemption, the resident must present to the municipal excise tax collector certification from the commander of the resident's post, station or base, or from the commander's designated agent, that the resident is permanently stationed at that post, station or base or is deployed for military service for a period of more than 180 days.

For purposes of this section, "United States Armed Forces" includes the National Guard and the Reserves of the United States Armed Forces.

For purposes of this section, "deployed for military service" has the same meaning as in 26 M.R.S.A. § 814(1)(A).

For purposes of this section, "vehicle" has the same meaning as in 36 M.R.S.A. § 1481(5) and does not include any snowmobiles as defined in 12 M.R.S.A. § 13001.

Section 3. Effective date; duration.

This ordinance shall take effect immediately upon enactment by the municipal legislative body unless otherwise provided and shall remain in effect unless and until it or 36 M.R.S.A. § 1483-A is repealed.

7-11-12

For;
E. Dyer Library
269 Main Rd,
Hamden Me.

This estimate is to repair approximately 22 feet of framing around the front corner under the back deck - Fire escape and new hand rail system, paint caulk
we estimate this work for \$1250.⁰⁰

Signed
R. Higgins