

**Hampden Town Clerk**  
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## **Boards and Committees of The Town of Hampden**

Board of Appeals

Board of Assessment Review

Edythe L. Dyer Community Library Trustees

Environmental Trust Committee

Historical Preservation Commission

Lura E. Hoit Memorial Pool Trustees

Personnel Appeals Committee

Planning Board

Recreation Committee

## **Board of Appeals**

Format: Board consisting of 5 members and 2 alternate members

Intent/Purpose:

Hear appeals from decisions made under Codes and Ordinances of the Town.

Duties:

- Hear and decide, on a de novo basis, an administrative appeal alleging error in an order, requirement, decision or determination by permitting officials
- Hear and decide, on an appellate basis, an administrative appeal
- Undertake its own independent analysis of evidence presented, and the law during an appeal
- Authorize variances in specific cases
- Interpret provisions of a Code or Ordinance called into question

Appointment: Members are appointed by Town Council

Vacancies: 3 Regular members, 2 Alternates

## **Board of Assessment Review**

Format: Board consisting of 5 members

Intent/Purpose:

The Board of Assessment Review shall have the power to grant property tax abatements pursuant to State law and to determine the tax-exempt status of real and personal property.

Duties:

- Hold public hearings on tax abatement requests.
- Make findings of fact and conclusions of law in accordance with state law, and issue written decisions setting forth their findings and conclusions.
- Must be able to determine the value of real and personal property.
- Must be familiar with the geographical areas of the town.

Appointment: Members appointed by Town Council

**Vacancies: 2 Associate members**

## **Edythe L. Dyer Community Library**

Format: Board of Trustees consisting of 9 members  
(The Library is a Department of the Town)

### Intent and Purpose:

Serve as an Advisory Board to the Library Director in matters related to the services, programs and needs of the library.

### Duties:

- Prepare for and attend regular board meetings.
- Become familiar with Maine library law, as well as standards, principles and practices for libraries.
- Oversee management of the Edythe L. Dyer Community Library Endowment Fund.
- Work with the Council to obtain adequate library funding.
- Participate in the development and approval of library policies and review policies on a regular, systematic schedule.
- Study the needs and interests of the community and see that they are addressed, as appropriate, by the library.
- Act as an advocate for the library through contacts with civic groups and public officials.

Appointment: Trustees appointed by Town Council

### **Environmental Trust Committee**

Format: Committee consisting of 3 members

Intent/Purpose:

Trustees shall be responsible for determining the appropriate application of principal and income in the Environmental Trust to purposes consistent with the express purposes of the Trust.

Duties:

- Direct the use of Trust funds for environmental study, testing, protection, preservation and remediation measures as may be necessary.
- Direct the principal of the fund solely for Air and Water Quality Protection in the Town of Hampden.
- May solicit donations from any persons desirous of promoting the purposes of the Trust.

Appointment: Members appointed by Town Council based on procedures established in the Trust Indenture.

## **Historical Preservation Commission**

Format: Commission consisting of 5 members

### Intent and Purpose:

Preserve, protect and enhance buildings and places or areas within the Town which possess particular historical, cultural or architectural significance in order to promote the educational, cultural and economic welfare of the residents and visitors to the town.

### Duties:

- Make recommendations for establishing historic districts, or historic landmarks to the appropriate local governing body.
- Review all proposed additions, reconstruction, alterations, construction, relocations or demolition of the properties designated under the jurisdiction of the Historic Preservation Ordinance.
- Review all proposed National Register nominations for properties within its jurisdiction.
- Serve an advisory role to local government officials regarding local historical and cultural resources, and act as a liaison between local government and those persons and organizations concerned with historical preservation.
- Conduct or cause to be conducted a continuing of local historical and cultural resources, in accordance with Maine Preservation Commission guidelines.
- Work to provide continuing education on historical issues to local citizens.
- Attend training workshops.
- Provide Annual Report.

Appointment: Members appointed by the Town Council.

Vacancies: 1 Regular member, 1 Alternate

### **Lura E. Hoit Memorial Pool**

Format: Board of Trustees consisting of 12 members  
(The Pool is a Department of the Town)

Intent and Purpose:

Serve as an Advisory Board to the Pool Director in matters related to the services, programs and needs of the facility.

Duties:

- Attend regular board meetings.
- Receive suggestions and recommendations from citizens relating to facility/service.
- Refer complaints, compliments and suggestions to the director.
- Know how the facility/service is organized and functions.
- Know the staff and the activities of the facility to communicate knowledgeably with citizens and with elected officials.
- Determine who may serve as an honorary member through majority vote.
- Oversee an investment account and pool endowment account.
- Participate in public fundraising activities to help purchase equipment and/or supplies to benefit the patrons.

Appointment: Trustees appointed by the Town Council

**Personnel Appeals Committee**

Format: Board consisting of 3 members

Intent/Purpose:  
To hear matters of personnel grievances.

Duties:

- Conduct a hearing within 14 days of a written grievance or request for appeal given to the Town Clerk.
- Render a written recommendation of its findings within 7 days from the conclusion of the hearing.

Appointment: Members appointed by Town Council

Vacancies: 1 Regular member

## **Planning Board**

Format: Board consisting of 7 full members and 2 alternate members

### Intent/Purpose:

The Planning Board is responsible for planning the future development of the Town.

### Duties:

- Establish timely permitting procedures.
- Prevent inappropriate development in natural hazard areas, including flood plains and areas of high erosion.
- Develop and maintain a comprehensive plan.
- Make recommendations for approval or denial for any proposed zoning change.
- Hold public hearings to solicit and encourage citizen input pertaining to proposed land use initiatives, including zoning amendments.
- Review and act on applications for development, ensuring compliance with the zoning ordinance, shoreland zoning ordinance, and subdivision ordinance as appropriate.
- Other duties as set out in Title 30-A, Chapter 187, Planning and Land Use Regulation.

Appointment: Members appointed by Town Council

**Vacancies: 2 Regular members, 2 Alternates**

## **Recreation Committee**

Format: Committee consisting of 9 members  
(Recreation is a Department of the Town)

### Intent and Purpose:

Serve as an Advisory Board to the Recreation Director in matters related to the services, programs and needs of the recreation department.

### Duties:

- Attend regular board meetings.
- Participate in studies and surveys that are of interest to the betterment of the program.
- Consult and advise on recreational programs when they are submitted for consideration.
- Assist the Recreation Director and the Recreation Program Coordinators in advocating for communication plans, programs, activities and needs, both present and future, to the Town Manager, the Town Council and local citizens.
- Assist the Recreation staff in obtaining State and Federal funds.
- Oversee the Recreation Program Scholarship process and assist staff in securing donations for recreational scholarship purposes.

Appointment: Members appointed by Town Council