

**HAMPDEN ENVIRONMENTAL TRUST  
SPECIAL COMMITTEE MEETING**

**Tuesday, July 26<sup>th</sup>, 2022**

**1:00 P.M.**

**HAMPDEN TOWN OFFICE**

**AMENDED A G E N D A**

1. Call to Order
2. Review of proposed FY22 costs for reimbursement or payment from Environment Trust, Income
  - a) General Fund payments for Stormwater Management totaling \$21,744.84
3. Removal of Bangor Savings Bank as the Institutional Trustee for the Environmental Trust, after proper notice, and to transfer the entire balance of the Environmental Trust “in-kind” to First Wealth Management as the appointed Institutional Trustee.
4. Setting an annual cap on expenditures from the Environmental Trust for reimbursement to the Town of Hampden for eligible expenses based upon the recommendation of the Town Council.
5. Discussion on the allocation of trust funds.
6. Adjourn



## *Memorandum*

TO: Individual Trustees, Environmental Trust  
FROM: Paula Scott, Town Manager  
DATE: July 19<sup>th</sup>, 2022  
RE: Institutional Trustee

On May 12th the Individual Trustees of the Environmental Trust heard a presentation by First National Wealth Management and made recommendation to Town Council to consider removing Bangor Savings Bank as the Institutional Trustee. Following the presentation, consensus was unanimous for securing the services of First National Wealth Management. Additionally, Individual Trustees recommended consideration of a cap on reimbursements to the Town from the Trust.

On July 18<sup>th</sup>, the Town Council voted unanimously to follow the recommendations put forth regarding both the Institutional Trustee change, as well as setting an annual cap of 4% of the balance. (In researching reimbursements over the past five years, the amount reimbursed to the Town has been an average of \$155,000 – roughly 4% each year).

Although the Trustees made this recommendation originally, there was no formal vote which is required by the indenture, and which is the purpose for this meeting. In order to properly abide by the terms of the document, the Individual Trustees will need to formalize this. If Trustees vote in the affirmative, the Institutional Trustee will be served "proper notice" per the instructions within the Trust and the process of transferring the assets "in-kind" will begin.

Additionally, it is the purview of the Trustees to vote to set a cap on disbursements to the town, to which the Council agreed should remain at the historical 4%.

We are recommending that the Individual Trustees formalize these two items with a vote in the affirmative, following the language contained within the agenda as a guide for the motions.

Eligible Costs Incurred, Proposed for Environmental Trust Reimbursement for FY22

Source of Proposed Reimbursement

Date	Invoice #	Paid	Vendor	Purpose	Expense	Category of Stormwater Management Cost					Principal	Income	Receipt	Date to Env. Trust	Account #
						Maintenance	Compliance Documentation	Supplies	Contracted Services	Training/Travel					
08/06/21	2783	08/11/21	Drumlin Environmental, LLC	Technical Consultant	\$ 4,240.00						\$ 4,240.00		Y	1/6/2022	10-10-22-05
10/25/21	2021-1079	10/27/21	SEE, Inc.	Engineering Consulting	\$ 12,445.70		\$ 12,445.70				\$ 12,445.70		Y	1/6/2022	10-10-22-05
07/31/21	637177	08/11/21	Hughes Bros., Inc.	Coolidge Ave. Repair	\$ 4,150.00	\$ 4,150.00					\$ 4,150.00		Y	5/12/2022	10-10-22-01
08/01/21	78124	08/11/21	Casella Organics	Loom For Pool Parking	\$ 576.00		\$ 576.00				\$ 576.00		Y	5/12/2022	30-10-20-50
09/09/21	4443567	10/12/21	Viking Inc.	Culverts	\$ 2,315.86		\$ 2,315.86				\$ 2,315.86		Y	5/12/2022	10-10-22-01
09/14/21	301293	09/20/21	Bangor Daily News	Legal Notice (Summer St.)	\$ 195.00			\$ 195.00			\$ 195.00		Y	5/12/2022	10-10-22-01
09/16/21	296116		D.J.'s Municipal Supply, Inc.	Grass Seed	\$ 1,139.94		\$ 1,139.94				\$ 1,139.94		Y	5/12/2022	10-10-22-10
09/29/21	1007263	10/12/21	Sargent	Marina Rd. Washout	\$ 669.86		\$ 669.86				\$ 669.86		Y	5/12/2022	10-10-22-01
10/04/21	1007342	10/12/21	Sargent	Pavement For Washouts	\$ 342.95		\$ 342.95				\$ 342.95		Y	5/12/2022	10-10-22-01
10/28/21	22524850	11/9/2021	Viking Inc.	Culvert Repairs	\$ 400.62		\$ 400.62				\$ 400.62		Y	5/12/2022	10-10-22-01
10/28/21	22524870	11/09/21	Viking Inc.	Culvert Repairs	\$ 247.57		\$ 247.57				\$ 247.57		Y	5/12/2022	10-10-22-01
10/29/21	22526515	11/09/21	Viking Inc.	Culvert Repairs	\$ 136.16		\$ 136.16				\$ 136.16		Y	5/12/2022	10-10-22-01
11/10/21	5539	12/01/21	Whitmore Contracting, Inc.	Canaan Rd. Culvert	\$ 5,800.00	\$ 5,800.00					\$ 5,800.00		Y	5/12/2022	10-10-22-01
12/20/21	20211989	12/29/21	Haley Ward	Sucker Brook Survey	\$ 2,000.00		\$ 2,000.00				\$ 2,000.00		Y	5/12/2022	10-10-22-05
12/22/21	29206	12/29/21	Plymouth Engineering, Inc.	Summer St. Storm Drain Design	\$ 2,112.42			\$ 2,112.42			\$ 2,112.42		Y	5/12/2022	10-10-22-01
12/27/21	12506	01/12/22	Allen's Environmental	Storm line repairs	\$ 1,262.50			\$ 1,262.50			\$ 1,262.50		Y	5/12/2022	10-10-22-01
12/31/21	2021-1121	02/16/22	SEE, Inc.	MS4 Compliance	\$ 2,582.90		\$ 2,582.90				\$ 2,582.90		Y	5/12/2022	10-10-22-05
01/18/22	29335	02/02/22	Plymouth Engineering, Inc.	Summer St. Design	\$ 2,111.25			\$ 2,111.25			\$ 2,111.25		Y	5/12/2022	10-10-22-01
02/07/22	1035	02/16/22	Bangor Area Storm Water Group	Annual Dues	\$ 4,000.00		\$ 4,000.00				\$ 4,000.00		Y	5/12/2022	10-10-22-05
03/10/22	29526	03/16/22	Plymouth Engineering, Inc.	Summer St. Stormwater	\$ 382.50			\$ 382.50			\$ 382.50		Y	5/12/2022	10-10-22-01
04/08/22	2890	04/13/22	Drumlin Environmental, LLC	Technical Consultant	\$ 1,000.00					\$ 1,000.00			Y	5/12/2022	10-10-22-05
04/20/22	42243	05/02/22	Jimar Construction Products LLC	Culverts	\$ 363.45			\$ 363.45			\$ 363.45		Y	5/12/2022	10-10-22-01
04/08/22	153246	05/02/22	Buxton Service North, Inc.	Culverts	\$ 500.05		\$ 500.05				\$ 500.05		Y	5/12/2022	10-10-22-01
04/29/22	42308	05/11/22	Jimar Construction Products LLC	Culverts	\$ 275.25		\$ 275.25				\$ 275.25		Y	5/12/2022	10-10-22-01
05/09/22	153246	05/11/22	Buxton Service North, Inc.	Culverts	\$ 500.05		\$ 500.05				\$ 500.05		Y	5/12/2022	10-10-22-01
05/16/22	29737		Plymouth Engineering, Inc.	Summer St. Design	\$ 2,012.50			\$ 2,012.50			\$ 2,012.50		Y	7/12/2022	10-10-22-01
06/16/22	155329		Buxton Service North, Inc.	Culverts	\$ 743.97		\$ 743.97				\$ 743.97		Y	7/12/2022	10-10-22-20
06/20/22	29877		Plymouth Engineering, Inc.	Summer St. Design	\$ 2,976.67			\$ 2,976.67			\$ 2,976.67		Y	7/12/2022	10-10-22-01
06/30/22	2022-1169		SEE, Inc.	MS4 Compliance	\$ 11,011.70		\$ 11,011.70				\$ 11,011.70		Y	7/12/2022	10-10-22-05
06/30/22	2022-1169		SEE, Inc.	MS4 Compliance	\$ 5,000.00			\$ 5,000.00			\$ 5,000.00		Y	7/12/2022	10-10-22-20

1-351-00 R 01-48  
\$ 5,240.00 \$ 66,254.87

YTD reimbursed to General Fund: \$ 44,510.03

Total Proposed for Reimbursement to General Fund 07/26/2022 \$ 21,744.84

Total Proposed in Current Fiscal Year for Reimbursement to General Fund: \$ 66,254.87

	YTD	Deposit to:
Total from Principal	\$ 5,240.00	1-351-00 HCB
Total from Income	\$ 66,254.87	R 01-48 Env Tr Rev
Budgeted revenue	\$ 183,500.00	FY22 Town Budget
Remaining budgeted revenue (FY22)	\$ 117,245.13	

# Plymouth Engineering, Inc.

8 Main Street, Unit C  
Newport, ME 04953

# Invoice

Date	Invoice #
5/16/2022	29737

Bill To
Town of Hampden 106 Western Avenue Hampden, ME 04444

Ship to:

<p><b>WE HAVE MOVED!</b> PLEASE NOTE OUR NEW ADDRESS:</p> <p>8 Main St., Unit C Newport, ME 04953</p>
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PO Number	Terms	Project
	Net 30	21209 Hampden Summer St. Storm Drain

Quantity	Description	Rate	Amount
0.75	Jeffrey L. Hobbs, Project Engineer	65.00	48.75
23.25	Darrell C. Crawford	75.00	1,743.75
1	Scott E. Braley, PE, Principal-in-Charge	120.00	120.00
2	Clerical	50.00	100.00
<p>for progress on drainage system plans including unconstructed cross-country replacement work vs. intended lining work.</p>			
<p>Acct. No. <u>10-10-22-01</u></p> <p>Date <u>5/23/22</u></p> <p>Initials <u>VLS</u></p> <p>Description <u>SUMMER ST. <del>PER</del> EDG</u></p>			

For services through May 1, 2022.

**Total** **\$2,012.50**

SEB

Telephone: (207) 257-2071

www.plymouthengineering.com

Received By:  
JUN 22 2022

**Buxton Service North, Inc.**

P.O. Box 296  
Brooks, ME 04921  
1-207-525-3289  
1-800-499-3289  
Fax 1-207-525-6503

10-10-22-20

COPY

**Bill To:**

Hampden Town of  
106 Western Ave.  
Hampden, ME 04444

Item Name	Item Description	Attribute	Size	Orig Price	Disc %	Type	Qty	Price	Ext Price	Tax
12"x20' Plastic Culvert	CULVERT: 12"x20' Plastic Culvert			\$269.99	8.15%		3	\$247.99	\$743.97	T
Grade Stakes	Hardwood Grade Stakes Per 25			\$26.99			3	\$26.99	\$80.97	T

Subtotal: \$824.94  
 Exempt 0 % Tax: + \$0.00  
**RECEIPT TOTAL: \$824.94**

Account: \$824.94

10-01-30-75

**Signature** \_\_\_\_\_

I agree to pay above amount according to card issuer agreement (merchant agreement if credit voucher).

Total Deposit Taken: \$0.00  
Balance Outstanding: \$0.00

Total Sales Discounts: \$66.00

Previous Account Balance: \$0.00  
Account Balance: \$824.94

From Sales Order #179494

Thanks for shopping with us!  
No Returns After 30 Days



155329

10-10-22-20 - \$743.97 - Copy given to Wanda  
 Acct. No. 10-01-30-75 - \$80.97  
 Date 6.21.22  
 Initials MJ  
 Description Culvert + Grade Stakes

# Plymouth Engineering, Inc.

8 Main Street, Unit C  
Newport, ME 04953

# Invoice

Date	Invoice #
6/20/2022	29877

Bill To
Town of Hampden 106 Western Avenue Hampden, ME 04444

Ship to:

<p><b>WE HAVE MOVED!</b> PLEASE NOTE OUR NEW ADDRESS:</p> <p>8 Main St., Unit C Newport, ME 04953</p>
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PO Number	Terms	Project
	Net 30	21209 Hampden Summer St. Storm Drain

Quantity	Description	Rate	Amount
30.25	Darrell C. Crawford	75.00	2,268.75
1	Clerical	50.00	50.00
5	Scott E. Braley, PE, Principal-in-Charge	120.00	600.00
99	2022 Mileage	0.585	57.92
<p>For progress on plans and specifications including uncontracted cross-country and headwall design and survey.</p>			

**RECEIVED**  
JUN 23 2022  
BY: .....

Acct. No. 16-10-22-01  
Date 6/23/22  
Initials VJS  
Description SUMMER ST. DESIGN

For services through May 29, 2022.	<b>Total</b>	<b>\$2,976.67</b>
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SEB

Telephone: (207) 257-2071

www.plymouthengineering.com



Stillwater Environmental Engineering, Inc.  
PO Box 426 20 Godfrey Drive  
Orono, ME 04473 US  
207-949-0074  
pruck@stillwaterenv.com  
<http://www.stillwaterenv.com>

**BILL TO**

Victor Smith, P.E.  
Public Works Director  
Town of Hampden  
106 Western Avenue  
Hampden, ME 04444

**INVOICE 2022-1169**

**DATE 06/30/2022 TERMS Net 15**

**DUE DATE 07/15/2022**

DATE	ACTIVITY	AMOUNT
06/30/2022	<b>Engineering Consulting Services:Senior Project Manager/Senior Environmental Engineer</b> Tasks: * Client correspondence * Participate in statewide ordinance discussions on behalf of Town (LID and ESC) * Review required plan revisions for new MS4 Permit (O&M, Construction inspection procedures) * Review permit order from MDEP for proposed Stormwater Management Plan * Coordinate with John Field for geomorphic analysis of Sucker Brook * Review and edit SW 101 handout for Council * Client meetings for Sucker Brook 319 Grant (5 separate meetings) * Prepare and submit 319 Grant Application for Sucker Brook Watershed Management Plan * SW Team meetings (2) * Meet w/ Town staff and MDEP at Route 1A on 5/12/22 * Review dry hydrant issue * Review new development issues with Clifton and Ryan * Meet w/ Victor at Marina Road culvert on 6/17/22 * Provide PY9 annual MS4 training to PW staff * Provide PY9 training for Planning Board at workshop meeting * Discuss IDDE issue with staff * Review Sucker Brook monitoring with staff for summer 2022, 32.5 @ \$115.00	3,737.50

Thank you for your business!

DATE	ACTIVITY	AMOUNT
06/30/2022	<b>Engineering Consulting Services:Project Manager</b> Tasks: * Erosion and sediment control ordinance review * LID ordinance language review for SMP * Prepare PY1 budget estimate * Assist with PY9 infrastructure inspection preparation * Review Sucker Brook 319 Watershed Planning grant application * Review O&M Plan updates * Review PY9 SW101 handout * Assist with PY9 PC inspection report, 10 @ \$95.00	950.00
06/30/2022	<b>Engineering Consulting Services:Project Scientist</b> Tasks: * Prepare MDEP correspondence, letter of support LD1801 * Client meetings * MS4 stormwater management plan development and revisions * Assist with MS4 education and outreach requirements * MS4 IDDE investigation * Assist with Sucker Brook 319 grant application preparation * NPS grant RFA * Review model ESC Ordinance on behalf of Town * Attend BASWG on Town's behalf * MS4 O&M plan development and revisions * MS4 PY9 catch basin inspection oversight * Prepare PY9 SW101 Agenda packet for Council * Prepare Construction Inspection Plan for new permit * Complete PY9 PC inspections at Marina Park and Chickadee Lane * Assist with Planning Board workshop preparation * Review and revise Sucker Brook monitoring scope and budget, 102 @ \$80.00	8,160.00
06/30/2022	<b>Engineering Consulting Services:Intern</b> Tasks: * Complete PY9 MS4 catch basin inspections * Complete PY9 open ditch inspections in Sucker Brook watershed * Review catch basin mapping issues with CB * Assist with PY9 catch basin stenciling and stream cleanup * Assist with PY9 SW 101 packet for Council, 48.5 @ \$50.00	2,425.00
06/30/2022	<b>Technology Fee 1</b> Monthly Fulcrum App Charge for January, February, March, April, May, and June, 6 @ \$75.00	450.00
06/30/2022	<b>Travel Expenses</b> Mileage, 368 @ \$0.65	239.20
06/30/2022	<b>Reimbursable Expenses</b> Misc. Supplies for PY9 catch basin stenciling (printed door hangers, paints, etc.), 1 @ \$50.00	50.00

For professional services provided by SEE for the period of January 1 through June 30, 2022.

FY 22

10-10-22-05 \$11,011.70  
VJS 7/21/22

10-10-22-20 \$5,000.00 Thank you for your business!

VJS 7/21/22

MS4 COMPLIANCE

TOTAL DUE

\$16,011.70