

# Town of Hampden

## FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday, February 4th, 2019

6:00 P.M.

Hampden Town Office

### AGENDA

1. Approval of Minutes
  - a. January 22, 2019,
2. Review & Sign Warrants
3. Unfinished Business
  - a. Council rules review – *standing item*
  - b. Designation of signatories for payroll and state fees warrants
4. New Business
  - a. Recommendation regarding a request for a street light on the entry pole at the intersection of 1A and Highland Ridge - *Requested by Chief Joe Rogers*
  - b. Recommendation regarding a request for a street light on Carey Drive Extension and Webb Drive - *Requested by Chief Joe Rogers*
  - c. Recommend Council authorization for the expenditure of \$ 10,323 from Recreation Area Reserve (3-767-00) for the fee associated with filing a Site Location of Development Act permit for Western Avenue municipal parking
  - d. Confirmation of date and time of the Council's annual Goals & Objectives session – Initial Proposal is Saturday, March 23<sup>rd</sup> from 8:30 – Noon
5. Manager's Items
  - a. Informational Item, Executive Job Description for Assistant Town Manager – *Requested by Councilor Wright*
6. Public Comment
7. Committee Member Comments
8. Adjournment

# Town of Hampden

1-a

## FINANCE & ADMINISTRATION COMMITTEE MEETING

Tuesday January 22, 2019

6:00 P.M.

Hampden Town Office

### MINUTES

#### Attending:

*Chairperson Wright*

*Mayor McPike*

*Councilor Ryder*

*Councilor Marble*

*Councilor Jarvi*

*Councilor McAvoy*

*Councilor Wilde (arrived at 6:45\*)*

*Town Manager Jim Chandler*

*Town Clerk Paula Scott*

*Chairperson Wright called the meeting to order at 6:00 p.m.*

#### 1. Approval of Minutes

- a. **December 17, 2018** – *Councilor Marble made a motion, seconded by Councilor Ryder, to approve the December 17<sup>th</sup>, 2018 minutes. Unanimous, 6-0*

#### 2. Review & Sign Warrants – *Committee members reviewed and signed the disbursement warrants.*

#### 3. Unfinished Business

- a. **Council rules review – standing item** – *Consensus to take up at end of business portion.*

#### 4. New Business

- a. **Recommendation regarding review and approval of FY19 Service Charges - Requested by Kelly Karter, Tax Assessor** – *Manager Chandler recapped the proposed billing of non-profit residential entities the Service Charge in lieu of taxes. Councilor Jarvi pointed out a typographical error on the summary; amount listed as \$7,133 for The Housing Foundation should have been \$7,113, thereby making the total amount to bill \$22,708.54. Mayor McPike made a motion, seconded by Councilor McAvoy to recommend the approval of Service Charges in the amount of \$22,708.54. Unanimous, 6-0.*

## Town of Hampden

- b. Recommend ratification of the affirmative vote on February 5, 2018 for the approval of a poverty abatement – Requested by Paula Scott, Town Clerk – Councilor Marble made a motion, seconded by Councilor Ryder, to ratify the affirmative vote on February 5<sup>th</sup>, 2018 for the approval of a poverty abatement. Unanimous, 6-0**
  - c. Recommend referral to public hearing the proposed Disbursement Warrant Ordinance – Mayor McPike made a motion, seconded by Councilor Marble, to recommend referring the proposed Disbursement Warrant Ordinance to Public Hearing. Unanimous, 6-0.**
  - d. Recommendation regarding a request for an application fee waiver for Colonial Heights final subdivision plan – Requested by The Cushing Family Corporation – Councilor Marble made a motion, seconded by Councilor Wright, to recommend to Council the waiver request of the application fee. Mayor McPike made a motion, seconded by Councilor Marble to amend the motion to be a reduction to \$400 and not a waiver. The motion to amend passed, 7-0\*. Mayor McPike made a motion, seconded by Councilor Marble, to recommend Council reduce the application fee to \$400. Unanimous, 7-0\*.**
- 5. Manager's Items – Manager Chandler stated that he was asked by a Councilor to report on how many interactions he has had with individual Councilors and what the nature of the interactions were. He was also asked to report on those same types of interactions between Councilors and staff. He suggested that this be an agenda item at a future Committee or Council meeting. Consensus of the Committee is to add it to the next agenda.**
  - 6. Public Comment - None**
  - 7. Committee Member Comments - None**
  - 8. Adjournment With no further business to conduct, the Chair adjourned the meeting at 6:55 p.m.**

*Respectfully Submitted,*



Paula A. Scott, CCM  
Town Clerk

## HAMPDEN TOWN COUNCIL RULES

**Introduction & Statement of Purpose** - Public Service, even at the local level, can be challenging. As elected officials' sphere of influence and relationship with citizens ebbs and flows according to issues and policy topics, it is sometimes challenging for said officials to be even-handed and broad minded in the sense of the whole community. This is why government service at all levels is guided by core values and ethical standards. In keeping with that idea, the following defines the way in which Hampden elected officials shall approach the matters that come before them: *(Added 2/1/2016)*

### A Simple Three Way Test

Is it the truth?

Is it fair to all concerned?

Will it be beneficial for the Town?

### The Hampden Councilor...

Will not act out of spite, bias, or favoritism

Will contribute to a climate of mutual trust and respect

Has the courage of his/her convictions

Never forgets that he/she is working for the people – all of the people

Will understand and demonstrate the elements of teams and teamwork

Will clearly define roles and relationships

Will establish and abide by a Council-staff partnership

And will allocate Council time and energy appropriately.

1. The Town Council shall only act by ordinance, order, or resolve. All ordinances, orders, and resolves shall be confined to one subject, which shall be clearly expressed in the title. All orders and resolves shall be dated, numbered, and signed by the Town Clerk and the Town Councilors will receive a copy. No action of the Council shall be binding or valid unless adopted by the majority vote of those present. *(Amended 9/19/2016)*
2. In all motions of command, the form of expression shall be 'ordered' and in all motions concerning principles, facts, or purposes, the form shall be 'resolved'.
3. The name of the Council member or other person, persons, or group requesting an item on the agenda will be indicated on the agenda with the said item.
4. As a matter of courtesy, conduct for all Council and Committee meetings shall be as follows:
  - a. Cell phones shall be silenced during Council & Committee meetings by Town Councilors, staff, and the general public.
  - b. Councilors and staff shall refrain from texting or emailing during all Council or Committee meetings.

- c. Cell phone use, texting, and email may be done during breaks in regular or special Council meetings or committee meetings.
5. Town Councilors shall participate in Freedom of Access Act training within 120 days of being sworn in as a Town Councilor and documentation of that training shall be filed with the Town Clerk.
6. Town Councilors shall participate in Elected Officials training offered by the Maine Municipal Association within the first year of office. If a Councilor is unable to complete this training within the first year, the deadline may be extended upon petition by the Councilor and assent of a majority of the Council. *(Amended 2/1/2016)*
7. A New Councilor orientation packet shall be provided to all Councilors at the time they are sworn in.
8. The Mayor shall take the chair at the appointed time for the meeting, call the members to order, and proceed to the following order of business:  
*(Amended 1/21/2014; 4/7/2014; 5/19/14)*
  - A. Pledge of Allegiance
  - B. Consent Agenda
    1. Signatures – Treasurer's Warrants, etc
    2. Secretary's Report
    3. Communications
    4. Reports
  - C. Public Comments
  - D. Policy Agenda
    1. News, Presentations & Awards
    2. Public Hearings
    3. Nominations-Appointments – Elections
    4. Unfinished Business
    5. New Business
  - E. Committee Reports
  - F. Manager's Report
  - G. Councilor Comments
  - H. Adjournment
9. In the absence of the Mayor, the Deputy Mayor shall preside over the Town Council meeting. In the absence of the Deputy Mayor, the Mayor shall appoint, in advance, another Councilor to chair the meeting. *(Amended 9/19/2016)*
10. When a question is under debate, the only motions that the Mayor shall entertain will be a motion to adjourn, or a motion to lay on the table the previous question, or to postpone the previous question to a day certain, or to refer the previous question to a committee or some administrative official or to amend, or a motion to postpone the previous question indefinitely. Motions shall have precedence in order in which they are introduced. *(Amended 9/19/2016)*
11. When a vote is passed, it shall be in order for any member who voted in the majority, or in the negative on a tie vote, to move a reconsideration thereof at the same, or the next stated meeting, but not afterwards; and

when a motion of reconsideration is decided, that vote shall not be reconsidered.

12. When any member is about to speak, they shall respectfully address the Mayor, confine themselves to the question under debate, and avoid personalities. No member speaking shall be interrupted by another but by a call to order, or to correct a mistake.
13. Every member present, when a question is put, shall give their vote, unless the Council, for special reasons, shall excuse them. Application to be so excused must be made before debate on the issue and the decision on the application shall be made by a majority vote of the council without debate.
14. The rules cannot be dispensed with or suspended if one or more members of the council shall object. No rule or order shall be amended or repealed without notice, in writing, being given at the preceding meeting.
15. Any person wishing to address the Town Council will be given the opportunity to do so in accordance with the following procedure:
  - a. Persons wishing to address the Council on an item which appears on the agenda shall wait until the Mayor announces the consideration of such item, at which time they may address the Council on that particular item. There shall be a five minute limit on such comments per person, per item. In the event that a large number of persons wish to speak on an issue, this limit may be changed to insure that all who wish to speak have the opportunity to do so. Once public comment on an item has closed and a motion and second has been made by members of the Town Council, further public comment is only allowed if approved by a unanimous vote of the Town Council.
  - b. Any person wishing to address the Council on an item not appearing on the agenda shall be allowed to do so only in that section of the agenda referred to as "Public Comments". There shall be a five minute limit on such comments per person per subject raised. Items heard during Public Comment may be agendaed for a subsequent meeting or referred to a Committee or staff member for discussion/action. No votes may be taken by the Council on a subject raised during Public Comment without a vote by the Council to set aside the rules and add it to the regular agenda for consideration.
  - c. Any person wishing to address the Council shall signify their desire by raising their hand and, when recognized by the Mayor, such person shall thereupon request permission to address the Council, giving their name and the name of the road on which they live and then designating the subject matter on which they desire to address the Council. *(Amended 2/1/2016)*
16. At the commencement of the Calendar year, or as soon thereafter as possible, there shall be chosen the following Committees, each Committee to consist of three (3) or four (4) members of the Council as the Mayor may designate, or, upon a motion, the Council may ballot. *(Amended 2/1/2016)*

- a. Finance & Administration – The purpose of this Committee shall be to review all items related to their fiscal impact on the Town as well as all matters that pertain to items of administrative procedures. This committee will also have the responsibility for the review and signature of all payment warrants. *(Amended 9/19/2016)*
  - b. Services Committee – The purpose of this Committee shall be to review all matters related to services provided by the Town related to recreation, parks, trails, the library, the pool, communications and other items related to non-emergency or public works services provided in the community. *(Amended 2/1/2016, 9/19/2016)*
  - c. Infrastructure – The purpose of this Committee shall be to review all matters pertaining to public infrastructure including buildings, roads, and all town capital equipment.
  - d. Planning & Development – The purpose of this Committee shall be to review all matters related to all ordinances of the Town and all proposals for economic & community development.
17. Committee procedure shall be governed as follows:
- a. All Committees will be required to post an agenda at least 48 hours prior to the meeting and no issue may be voted on unless it is agendaed.
  - b. It shall be the responsibility of the Committee Chair to discuss the development of the meeting agenda with the assigned staff person at least 24 hours before the meeting is required to be posted.
  - c. The assigned staff member shall prepare and post the agenda.
  - d. Draft minutes of each meeting will be prepared by the staff member supporting the committee within three business days.
  - e. Committee meeting minutes shall be posted on the Town website following their voted approval by the Committee.
  - f. Non-committee Council members attending a Committee meeting will have voting rights if they have been present for the entire discussion of an issue, providing that at least two of the three appointed members of the committee are present.
  - g. Two appointed members of the Committee shall constitute a quorum.
  - h. The Mayor shall serve as a member of all Committees for quorum purposes. *(Amended 2/1/2016)*
18. The Mayor may appoint members of the Council and/or citizens of the Town to special committees as authorized by the Council. *(Amended 2/1/2016)*
19. In all cases where the parliamentary proceedings are not determined by the foregoing rules and orders, “Roberts Rules of Order” shall be taken as authority to decide the course of proceedings.
20. The first and third Mondays of each month are designated as ‘regular’ Council meetings with the provision that a unanimous vote of the Councilors present would cancel or reschedule a meeting. Whenever a regular meeting falls on a legal holiday, such meeting will take place the following day except upon unanimous vote of the Councilors present to cancel or reschedule the meeting. *(Amended 9/19/2016)*

21. Special meetings of the Town Council may be scheduled for other dates for special purposes. The agendas for such meetings shall be posted at the Post Office, Town Office, Town Bulletin Board, on the Town website, no less than 72 hours in advance of the meeting (unless an emergency meeting is needed for the purpose of dealing with an unanticipated Town emergency, in which case posting shall be to all normal posting locations and via email to local print media as soon as it is identified that a meeting will be held). The agenda for a Special Meeting shall be prepared as follows;

- A. Call to order
- B. Subject(s) for meeting
- C. Adjourn

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

22. Any item on the consent agenda can be set aside for discussion at the request of any Councilor, prior to a motion on the remainder of the consent agenda.
23. Council Meetings shall not extend beyond 10 p.m. without an affirmative vote of the Town Council.
24. The Councilor Comment section of the agenda is reserved for the purpose of enabling any Council member to discuss matters not previously mentioned on the agenda. No official Council action can be taken at this time.
25. Sanctions – Council members who intentionally and repeatedly do not follow council rules may be reprimanded or formally censured by the Council. Serious infractions of Council Rules could lead to other sanctions as deemed appropriate by the Town Council. *(Added 2/1/2016)*

This policy replaces the Council Rules last updated February 1, 2016.

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Adopted by Town Council: May 21, 2012

Amended: January 21, 2014  
April 7, 2014  
May 19, 2014  
February 1, 2016  
September 19, 2016

## **HAMPDEN TOWN COUNCIL RULES OF PROCEDURE**

**Introduction & Statement of Purpose** - Public Service, even at the local level, can be challenging. As elected officials' sphere of influence and relationship with citizens ebbs and flows according to issues and policy topics, it is sometimes challenging for said officials to be even-handed and broad minded in the sense of the whole community. This is why government service at all levels is guided by core values and ethical standards. In keeping with that idea, the following defines the way in which Hampden elected officials shall approach the matters that come before them:

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Will clearly define roles and relationships

Will establish and abide by a Council-staff partnership

And will allocate Council time and energy appropriately.

## **ARTICLE 1 Mayor/Deputy Mayor**

1. At the commencement of the Calendar year, and pursuant to Section 204 of the Town Charter, the town's attorney shall preside over the town council's election of one of its members as Mayor for the ensuing year. The Mayor shall preside over all meetings of the Council at which he or she is present.
2. After the election of the Mayor, he or she shall preside over the election of Deputy Mayor. The Deputy Mayor shall serve as the presiding officer at any meeting at which the Mayor is absent and shall assume all duties of the Mayor until the Mayor is present. In the absence of the Deputy Mayor, the Mayor shall appoint, in advance, another Councilor to chair the meeting.
3. The Mayor shall recognize any Councilor who wishes to speak, shall state all motions that are before the assembly, rule on questions of parliamentary procedure and carry out all duties incumbent upon him under the laws of the State, the Town Charter, Town Ordinances, and the Rules of Procedure.

## **HAMPDEN TOWN COUNCIL RULES OF PROCEDURE**

4. The Mayor shall take the chair at the appointed time for the meeting, call the members to order, and proceed with the order of business.

### **ARTICLE 2 Council**

1. The Town Council shall only act by ordinance, order, or resolve. All ordinances, orders, and resolves shall be confined to one subject, which shall be clearly expressed in the title. All orders and resolves shall be dated, numbered, and signed by the Town Clerk and the Town Councilors will receive a copy. No action of the Council shall be binding or valid unless adopted by the majority vote of those present.
2. In all motions of command, the form of expression shall be 'ordered' and in all motions concerning principles, facts, or purposes, the form shall be 'resolved'.
3. Town Councilors shall, pursuant to 1 MRSA § 412, participate in Freedom of Access Act training through the Maine Municipal Association's Elected Officials Course within 120 days of being sworn in as a Town Councilor. Documentation of that training shall be filed with the Town Clerk.
4. A New Councilor orientation packet shall be provided to all Councilors at the time they are sworn in.

### **ARTICLE 3 Agenda**

1. The Town Council meetings shall be guided by a written agenda in the order of the following items:
  - A. Pledge of Allegiance
  - B. Approval of Agenda
  - C. Consent Agenda
    1. Signatures – Treasurer's Warrants, etc.
    2. Secretary's ~~Report~~ Minutes
    3. Communications
    4. ~~Reports~~ Committee minutes
  - D. Public Comments
  - E. Policy Agenda
    1. News, Presentations & Awards
    2. Public Hearings
    3. Nominations-Appointments – Elections
    4. ~~Old~~ Unfinished Business
    5. New Business
  - F. Committee Reports
  - G. Manager's Report
  - H. Councilor Comments

## **HAMPDEN TOWN COUNCIL RULES OF PROCEDURE**

### I. Adjournment

5. Any subject may be placed on the agenda for a council meeting by a councilor, the town manager or at the request of any citizen. Any subject presented by a citizen must be received at the town office at least 5 calendar days prior to the council meeting. The agenda shall be prepared and posted in the town office at least one business day prior to a scheduled council meeting. The name of the Council member or other person, persons, or group requesting an item on the agenda will be indicated on the agenda with the item.
- ~~2.~~ An item on the agenda may be taken up out of order by ~~unanimous consent.~~ a majority of those present.
3. A non-agenda item may be added to the agenda on the night of the meeting by unanimous consent of all Councilors present.
4. Any item on the consent agenda can be set aside for discussion at the request of any Councilor, prior to a motion on the remainder of the consent agenda.
5. Special Town Council meetings, as defined under Article 4, shall be guided by a written agenda in the order of the following items:
  - a. Call to Order
  - b. Topic(s) of the Meeting
  - c. Adjourn

### **ARTICLE 4 Meetings and Decorum**

1. The first and third Mondays of each month are designated as 'regular' Council meetings with the provision that a unanimous vote of the Councilors present would cancel or reschedule a meeting. Whenever a regular meeting falls on a legal holiday, such meeting will take place the following day except upon unanimous vote of the Councilors present to cancel or reschedule the meeting.
2. Special meetings of the Town Council may be scheduled for other dates for special purposes. The agendas for such meetings shall be posted at the Post Office, Town Office, Town Sign Board, and on the Town website, no less than 72 hours in advance of the meeting (unless an emergency meeting is needed for the purpose of dealing with an unanticipated Town emergency, in which case posting shall be to all normal posting locations and via email to local print media as soon as it is identified that a meeting will be held).

## **HAMPDEN TOWN COUNCIL RULES OF PROCEDURE**

3. As a matter of courtesy, conduct for all Council and Committee meetings shall be as follows:
  - i. Cell phones shall be silenced during Council & Committee meetings by Town Councilors, staff, and the public.
  - ii. Councilors and staff shall refrain from texting or emailing during all Council or Committee meetings.
  - iii. Cell phone use, texting, and email may be done during breaks in regular or special Council meetings or committee meetings.
4. In all cases where the parliamentary proceedings are not determined by the foregoing rules and orders, "Roberts Rules of Order" shall be taken as authority to decide the course of proceedings
5. When any Councilor is about to speak, they shall respectfully address the Mayor, confine themselves to the question under debate, and avoid personalities. No member speaking shall be interrupted by another but by a call to order, or to correct a mistake. [\\*\\*discussion ended here on 9/17](#)
6. When any Councilor speaks to staff, consultants, or to members of the public who are in attendance, they shall do so in a respectful and professional manner, shall confine themselves to the question under debate, and avoid conduct unbecoming an elected representative of the Town.
7. Every member present, when a question is put, shall give their vote, unless the Council, for special reasons, shall excuse them. Application to be recused must be made before debate on the issue and the decision on the application shall be made by a majority vote of the council without debate. [\\*\\*discussion ended here on 12/3 with no clear consensus of this item number](#)
8. The rules cannot be dispensed with or suspended if one or more members of the council shall object. No rule or order shall be amended or repealed without notice, in writing, being given at the preceding meeting.
9. Council Meetings shall not extend beyond 10 p.m. without an affirmative vote of the Town Council.
10. The Councilor Comment section of the agenda is reserved for any Council member to discuss matters not previously mentioned on the agenda. No official Council action can be taken during this portion of the meeting.

### **ARTICLE 5 Motions**

## **HAMPDEN TOWN COUNCIL RULES OF PROCEDURE**

1. The following motions do not require a second:
  - a. Nominations
  - b. Point of information
  - c. Point of order
  - d. Questions of privilege
  - e. Leave to withdraw a motion
  
2. The following motions are non-debatable:
  - a. Adjourn
  - b. Lay on the table
  - c. Filling in the blank
  - d. Point of information
  - e. Point of order
  - f. Question of privilege
  - g. Leave to withdraw a motion
  
3. When a question is under debate, the only motions that the Mayor shall entertain will be a motion to adjourn, or a motion to lay on the table the previous question, or to postpone the previous question to a date certain, or to refer the previous question to a committee or some administrative official or to amend, or a motion to postpone the previous question indefinitely. Motions shall have precedence in order in which they are introduced.
  
4. When a vote is passed, it shall be in order for any member who voted in the majority, or in the negative on a tie vote, to move a reconsideration thereof at the same, or the next stated meeting, but not afterwards; and when a motion of reconsideration is decided, that vote shall not be reconsidered.

### **ARTICLE 6 Public Participation**

1. Any person wishing to address the Town Council will be given the opportunity to do so in accordance with the following procedure:
  - a. Persons wishing to address the Council on an item which appears on the agenda shall wait until the Mayor announces the consideration of such item, at which time they may address the Council on that particular item. There shall be a five-minute limit on such comments per person, per item. In the event that a large number of persons wish to speak on an issue, this limit may be changed to ensure that all who wish to speak have the opportunity

## **HAMPDEN TOWN COUNCIL RULES OF PROCEDURE**

to do so. Once public comment on an item has closed and a motion and second has been made by members of the Town Council, further public comment is only allowed if approved by a unanimous vote of the Town Council.

- b. Any person wishing to address the Council on an item not appearing on the agenda shall be allowed to do so only in that section of the agenda referred to as "Public Comments". There shall be a five-minute limit on such comments per person per subject raised. Items heard during Public Comment may be agendaed for a subsequent meeting or referred to a Committee or staff member for discussion/action. No votes may be taken by the Council on a subject raised during Public Comment without a vote by the Council to set aside the rules and add it to the regular agenda for consideration.
- c. Any person wishing to address the Council shall signify their desire by raising their hand and, when recognized by the Mayor, such person shall thereupon request permission to address the Council, giving their name and the name of the road on which they live and then designating the subject matter on which they desire to address the Council.
- d. The general public shall be allowed to comment on subjects at Special meetings in the same manner as for Regular Council meetings. There shall be no general Public Comment section for items not contained on the agenda for Special Council meetings

### **ARTICLE 7 Council Committees**

1. At the commencement of the Calendar year, or as soon thereafter as possible, there shall be chosen the following Committees, each Committee to consist of three (3) or four (4) members of the Council as the Mayor may designate, or, upon a motion, the Council may ballot.
  - a. Finance & Administration – The purpose of this Committee shall be to review all items related to their fiscal impact on the Town as well as all matters that pertain to items of administrative procedures. This committee will also have the responsibility for the review and signature of all payment warrants.
  - b. Services Committee – The purpose of this Committee shall be to review all matters related to services provided by the Town related to recreation, parks, trails, the library, the pool, communications and other items related to non-emergency or public works services provided in the community.
  - c. Infrastructure – The purpose of this Committee shall be to review all matters pertaining to public infrastructure including buildings, roads, and all town capital equipment.

## **HAMPDEN TOWN COUNCIL RULES OF PROCEDURE**

- d. Planning & Development – The purpose of this Committee shall be to review all matters related to all ordinances of the Town and all proposals for economic & community development.
2. Committee procedure shall be governed as follows:
    - a. All Committees will be required to post an agenda at least 48 hours prior to the meeting
    - b. It shall be the responsibility of the Committee Chair to discuss the development of the meeting agenda with the assigned staff person at least 24 hours before the meeting is required to be posted.
    - c. The assigned staff member shall prepare and post the agenda.
    - d. Draft minutes of each meeting will be prepared by the staff member supporting the committee within a reasonable time.
    - e. Committee meeting minutes shall be posted on the Town website following their approval by the Committee.
    - f. Non-committee Council members attending a Committee meeting will have voting rights if they have been present for the entire discussion of an issue, providing that at least two of the three appointed members of the committee are present. Voting rights shall encompass the ability to make a motion or to second any motion.
    - g. Two appointed members of the Committee shall constitute a quorum.
    - h. The Mayor shall serve as a member of all Committees for quorum purposes.
    - i. The Mayor may appoint members of the Council and/or citizens of the Town to special committees as authorized by the Council.

### **ARTICLE 8 Sanctions**

1. Council members who intentionally and repeatedly do not follow council rules, or whose conduct is that unbecoming an elected official, may be reprimanded or formally censured by the Council. Serious infractions of Council Rules could lead to other sanctions as deemed appropriate by the Town Council.

This policy replaces the Council Rules last updated September 19, 2016.

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Adopted by Town Council: May 21, 2012

Amended: January 21, 2014  
April 7, 2014  
May 19, 2014  
February 1, 2016  
September 19, 2016  
**Date 2018**

Ivan P. McPike (Mayor, A/L)  
Stephen L. Wilde (1)  
Dennis R. Marble (2)

**TOWN OF HAMPDEN**  
IN THE TOWN COUNCIL

Terry McAvoy (3)  
David I. Ryder (4)  
Eric Jarvi (A/L)  
Shelby Wright (A/L)

**Order 2019-01**

**Adoption: February 4<sup>th</sup>, 2019**

**ORDER PERMITTING DISBURSEMENT OF EMPLOYEE WAGES AND STATE FEES**

**ORDERED**, that it shall be the policy of the Hampden Town Council to permit the disbursement of employee wages and benefits and money due the Department of Motor Vehicles, on a disbursement warrant signed by one Councilor. No disbursement other than wages and benefits, and Motor Vehicle fees may be made until a majority of Councilors, acting in the capacity of the Finance & Administration Committee, have signed the disbursement warrant.

**IT IS FURTHER ORDERED**, that the Hampden Town Council, by their vote, designate Councilor \_\_\_\_\_ or Councilor \_\_\_\_\_ to sign the payroll and benefit/Department of Motor Vehicle warrant. This order shall be filed with the Municipal Clerk and Municipal Treasurer and must be renewed annually by vote of the Town Council.

Authorizing statute: M RSA 30-A Section 5603, 2-A

This order is adopted on February 4<sup>th</sup>, 2019.

Town Clerk:

ORDERED by a majority of the Town Council:

\_\_\_\_\_  
Paula Scott

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sgt. T.D. Stewart  
Sgt. Chris Bailey  
Ofc. J.D. Burke  
Ofc. Shawn Devine  
Ofc. Wm. Miller  
Ofc. Tony Lorenz

Sgt. Scott Webber  
Inv. Joel Small  
Ofc. Ben Eyles  
Ofc. Marc Egan  
Ofc. David Mushrall  
Ofc. Jeff Rice



Lt. Dan Pugsley, Jr.  
Lt. Jason Lundstrom  
FF Jared LeBarnes  
FF Shaun McNally  
FF Matt Roope  
FF Gavin Webb  
FF Larry Hayward  
FF Ken Roy  
FF Oliver Bianchi

4-a&b  
Lt. Matt St.Pierre  
CH. Joe Dinton  
FF Matt Thomas  
CEO Myles Block  
FF Chris Liepold  
FF Ed Gardella  
FF Dani Green  
FF Chad Spann  
FF Wm. Auger

Kandy McCullough, Office Manager  
Chief Joseph L. Rogers, Director of Public Safety

**POLICE**

**FIRE**

**EMS**

**CODE ENFORCEMENT**

**LOCAL HEALTH OFFICE**

TO: James Chandler, Town Manager  
FROM: Joe Rogers, Director of Public Safety  
RE: Streetlights  
DATE: January 23, 2019

Pursuant to the Town of Hampden ordinance on streetlights, I have received two requests for installation of new streetlights.

1. Highland Ridge and Rt.1A

This request is a continuation of last year's request. An LED light was installed on the utility pole across the street from this intersection. The light does not adequately illuminate the intersection for motorists traveling north on 1A. The Highland Ridge group renewed its request that a streetlight be installed on the entry pole at the intersection of 1A and Highland Ridge. I would support this request.

2. Hampden Business and Commerce Park

The Sargent Corporation has requested that the Town install streetlights on the recently completed Carey Drive Extension and Webb Drive. I would recommend that the Town install streetlights on these roads in the same configuration as the existing Carey Drive.

**Town of Hampden  
106 Western Avenue  
Hampden, Maine 04444**



**Phone: (207) 862-3034 4-c  
Fax: (207) 862-5067  
Email:  
townmanager@hampdenmaine.gov**

**NOTICE OF INTENT TO FILE**

Please take notice that The Town of Hampden, with a mailing address of 106 Western Avenue, Hampden, Maine 04444, telephone 207-862-3034 is intending to file a Site Location of Development Act permit with the Maine Department of Environmental Protection pursuant to the provisions of 38 M.R.S.A § 481 thru 490 on or about February 15, 2019. The application is for a 100-space parking lot by the recreation fields, widened entrance driveway to the Lura Hoit Pool, and storm water treatment BMP's for developed areas constructed since 1975 at the municipal complex, Western Avenue. A public information meeting will be held at 9:00 AM, February 14, 2019 in the Town Council Room, Municipal Building, 106 Western Avenue, Hampden, Maine.

A request for a public hearing or a request that the Board of Environmental Protection assume jurisdiction over the application must be received by the Department in writing, no later than 20 days after the application is found by the Department to be complete and is accepted for processing. A public hearing may or may not be held at the discretion of the Commissioner or Board of Environmental Protection. Public comment on the application will be accepted throughout the processing of the application.

The application will be filed for public inspection at the Department of Environmental Protection's off at 106 Hogan Road, Bangor during normal working hours. A copy of the application may also be seen at the Planning Office, City of Brewer, Maine. Written public comments may be sent to the regional office in Bangor where the application is filed for public inspection.

You have received this letter because you are an abutter to the above property. You are invited to attend the hearing to learn more about the application, ask questions, and comment on the proposal. You can view the application at the Town Office, M – Th from 7:30 a.m. – 6:00 p.m.

Respectfully,

Jim Chandler  
Town Manager

### Current Account Status

#### G 3-767-00 RESERVE ACCT / REC AREA RES

-405,838.87 = Beg Bal  
-1,376.35 = Adjust

28,978.70 = YTD Net  
0.00 = YTD Enc

-378,236.52 = Balance

| Per            | Jrnl | Check | Date     | Vendor-----        | Description-----          | RCB / Type | Debits           | Credits         |
|----------------|------|-------|----------|--------------------|---------------------------|------------|------------------|-----------------|
| 07             | 0405 |       | 11/08/18 |                    | BBA RESERVE INTEREST      | B GJ       | 0.00             | 1,376.35        |
| 07             | 0636 |       | 07/31/18 |                    | JULY INTEREST             | R GJ       | 281.14           | 0.00            |
| 07             | 0640 |       | 07/31/18 |                    | JULY INTEREST             | C GJ       | -281.14          | 0.00            |
| 07             | 0645 |       | 07/31/18 |                    | JULY INTEREST             | R GJ       | 0.00             | 281.14          |
| 08             | 0646 |       | 08/31/18 |                    | JULY INTEREST             | R GJ       | 0.00             | 194.58          |
| 09             | 0210 | 1990  | 09/12/18 | 00000 VERMONT TENN | 3 BBALL/2 TENNIS CT. REPA | R AP       | 19,522.00        | 0.00            |
| 09             | 0647 |       | 09/30/18 |                    | SEPT INTEREST             | R GJ       | 0.00             | 446.05          |
| 10             | 0323 | 2006  | 10/19/18 | 00539 WOODARD & CU | RFQ ASSIST-REC AREA       | R AP       | 1,021.00         | 0.00            |
| 10             | 0366 |       | 10/30/18 |                    | 10/30/2018 C/R            | R CR       | 0.00             | 562.00          |
| 10             | 0410 |       | 09/30/18 |                    | JULY-SEPT INTEREST        | R GJ       | 0.00             | 640.36          |
| 10             | 0635 |       | 09/30/18 |                    | JULY-SEPT INTEREST        | R GJ       | 640.36           | 0.00            |
| 10             | 0650 |       | 10/31/18 |                    | OCT INTEREST              | R GJ       | 0.00             | 141.22          |
| 11             | 0430 |       | 11/20/18 |                    | BOY SCOUT DONATION        | R CR       | 0.00             | 250.00          |
| 11             | 0651 |       | 11/30/18 |                    | NOV INTEREST              | R GJ       | 0.00             | 400.88          |
| 12             | 0485 | 2024  | 12/05/18 | 00539 WOODARD & CU | MUNI BLDG & POOL SITE     | R AP       | 405.00           | 0.00            |
| 12             | 0485 | 2023  | 12/05/18 | 00000 PLYMOTH ENGI | KICK-OFF MTG&DATA ACQUISI | R AP       | 2,720.36         | 0.00            |
| 12             | 0485 | 2022  | 12/05/18 | 00960 MOYSE, DAVID | RESOURCE ID & MAPPING     | R AP       | 1,194.16         | 0.00            |
| 12             | 0652 |       | 12/31/18 |                    | DEC INTEREST              | R GJ       | 0.00             | 724.28          |
| 01             | 0529 | 2033  | 01/03/19 | 00000 PLYMOUTH ENG | REC PARKING               | R AP       | 7,316.33         | 0.00            |
| 01             | 0643 |       | 01/28/19 |                    | JULY INTEREST             | R GJ       | 0.00             | 281.14          |
| 01             | 0644 |       | 01/28/19 |                    | JULY INTEREST             | C GJ       | 0.00             | -281.14         |
| 01             | 0663 |       | 01/30/19 |                    | DONATION-SCOUT PACK 41    | R CR       | 0.00             | 200.00          |
| <b>Totals-</b> |      |       |          |                    |                           |            | <b>32,819.21</b> | <b>5,216.86</b> |

#### Monthly Summary

| Month         | --Regular Entries-- |                 | --Balance Entries-- |                 |
|---------------|---------------------|-----------------|---------------------|-----------------|
|               | Debits              | Credits         | Debits              | Credits         |
| July          | 0.00                | 281.14          | 0.00                | 1,376.35        |
| August        | 0.00                | 194.58          | 0.00                | 0.00            |
| September     | 19,522.00           | 446.05          | 0.00                | 0.00            |
| October       | 1,661.36            | 1,343.58        | 0.00                | 0.00            |
| November      | 0.00                | 650.88          | 0.00                | 0.00            |
| December      | 4,319.52            | 724.28          | 0.00                | 0.00            |
| January       | 7,316.33            | 200.00          | 0.00                | 0.00            |
| <b>Totals</b> | <b>32,819.21</b>    | <b>3,840.51</b> | <b>0.00</b>         | <b>1,376.35</b> |