

FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday March 4th, 2019

6:00 P.M.

Hampden Town Office

AGENDA

1. Approval of Minutes
 - a. February 19, 2019
2. Review & Sign Warrants
3. Unfinished Business
 - a. Council rules review – standing item
 - b. Request for Input from Council for the Agenda and Structure of the “Council Goals Setting Session” scheduled for Saturday, March 30, 2019 – *Continued from February 22, 2019*
4. New Business
 - a. Recommend Council authorization for the expenditure of \$1,384.50 from Matching Grant Reserve account (3-731-00) for the Town’s share of a Department of Agriculture grant for the purchase of portable radios and portable GPS unit – *Requested by Lt. Jason Lundstrom*
 - b. Recommend Council authorization for the expenditure of \$8,000 from GIS Reserve account (3-731-00) for the purpose of updating the Town’s aerial photos – *Requested by Kyle Severance, GIS Specialist*
 - c. Recommend Council authorization for the expenditure of \$8,710.50 from the Environmental Trust, Income for the purpose of reimbursement of eligible stormwater - *Recommended by Environmental Trust Committee*
 - d. Recommend award of contract to Nature’s Way for seasonal portable toilet rental services – *Requested by Shelley Abbot, Rec Director*
 - e. Recommend Council pre-authorization to spend FY20 budget funds to pay for the Nature’s Way contract – *Requested by Shelley Abbot, Rec Director*

TOWN OF HAMPDEN
Finance & Administration Committee Meeting
Agenda
March 4th, 2019

- f. Recommend Council adopt the Council Order 2019-02 regarding funding an escrow account in the amount of \$10,000 for emergency pump station service for the Mayo Road pump station – *Referral from Infrastructure Committee*
 - g. Recommendation to Council regarding disposition of tax foreclosed property located at 69 Laskey Lane and further identified as Map 22 Lot 10
 - h. Recommendation to Council regarding disposition of tax foreclosed property located at Hampden Mobile Home Park, lot 47 and further identified as Map 20 Lot 51-47
 - i. Recommendation to Council regarding disposition of tax foreclosed property located at 185 Kennebec Road and further identified as Map 38 Lot 1
-
- 5. Manager's Items
 - 6. Public Comment
 - 7. Committee Member Comments
 - 8. Adjournment

FINANCE & ADMINISTRATION COMMITTEE MEETING

Tuesday, February 19th, 2019
6:00 P.M.
Hampden Town Office

MINUTES

Councilor Wright, Chair
Mayor McPike
Councilor Ryder
Councilor Wilde
Councilor Marble
Councilor Jarvi
Councilor McAvoy

Jim Chandler, Town Manager
Paula Scott, Town Clerk
Kelly Karter, Tax Assessor
Kate Grossman, Attorney
Peggy Brown
News reporter

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

1. Approval of Minutes

- a. **February 4, 2019** – *Councilor Marble made a motion, seconded by Councilor McAvoy, to approve the minutes of Feb. 4th. Unanimous, 7-0.*

Councilor Jarvi made a motion, seconded by Councilor McAvoy, to suspend the rules and move to item 4-a on the agenda. Unanimous, 7-0.

2. Review & Sign Warrants

3. Unfinished Business

- a. **Council rules review – standing item**

- b. **Request for Input from Council for the Agenda and Structure of the “Council Goals Setting Session” scheduled for Saturday, March 30, 2019 – Request of the Town Manager and Staff** – *Council will have agenda items to the Manager by Thursday the 27th for inclusion on the March 4th agenda.*

4. New Business

- a. **Discussion of a request to Council for a potential abatement of personal property taxes for the White House Motel, Inc. – Request of White House Motel, Inc. and Town Assessor Kelly Karter** – *After the Chair’s reading of the item, Councilor Wilde requested to recuse himself from the vote due to a potential conflict of interest with regard to selling insurance to the White House. After discussion, Committee voted 4-2 that*

the recusal was not necessary. Councilor Wilde stated he would abstain. Committee members were given information from Peggy White regarding their request for an abatement and spoke to the Committee. (Attached, Exhibit A) Attorney Grossman who explained the process, the 706 statute and section 841 of Title 36. She answered questions about the appropriateness of Council granting the abatement, citing the elements of the statutes. Assessor Karter was asked to approach the podium after handing out information to the Committee. (Attached, Exhibit B) Committee members asked her to explain BETE and BETR. Mayor McPike questioned the Assessor. Chair Wright called for questioning to cease. After a final statement from Peggy Brown, Chair Wright requested the Committee move on as there is no legal standing for the abatement. Committee consensus was to move on to 4-b.

- b. Recommendation authorizing the Town Manager to enter into a contractual agreement with Coastal Resources of Maine, LLC to accept single-sort recyclables from the Town at the Fiberight facility – Request of the Town Manager and Public Works Director Sean Currier –** *Prior to consideration of this item, Chair Wright requested to recuse herself from the vote citing a potential conflict of interest due to her involvement as the consultant and director of the program. After discussion, Committee stated the recusal was not necessary. Manager Chandler reported that the agreement was reviewed by legal counsel with no concern. Councilor Marble made a motion, seconded by Councilor Jarvi, to recommend Council authorize the Town Manager to sign the agreement with Coastal Resources of Maine as stated. Unanimous, 7-0.*
- c. Recommendation authorizing the Town Manager to enter into a contractual agreement with Maine Department of Transportation regarding the Town's portion of the Federally funded Route 1-A and Grist Mill Bridge project – Request of Public Works Director Sean Currier –** *Councilor Wright made a motion, seconded by Councilor Ryder, to recommend Council authorize the Town Manager to sign the two-party agreement with Maine DOT for the Route 1-A and Grist Mill Bridge project. Unanimous, 7-0*
- d. Report to Council regarding potential acquisition of Foreclosed Properties by the Town – Request of the Town Manager/Treasurer –** *The Town Manager reported the status of properties that are facing foreclosure. There were originally 24 but now only four properties remain. No action needed.*

5. Manager's Items

- a. Public Safety Director Recruitment Announcement and discussion of the selection process – Requested by Mayor McPike -** *Manager Chandler reported on the status of the selection process for the new Public Safety Director*

February 19, 2019

- b. **Update on outstanding legal issue related to 114 Old County Road – Request of the Town Attorney & Town Manager – Manager Chandler reported that the trial management date is scheduled for June 6th.**

 - c. **Budget Review Schedule of Public Sessions for Council Review of Departmental Lines of Business in the FY20 Proposed Budget – Request of the Town Manager – Councilor Jarvi noted a conflict in the schedule on May 15th which is the same date as the RSU final budget meeting. Manager Chandler will revise and report back.**

 - d. **Informational Item, Job Description for the Town Manager – Request of the Councilor Wright - Item passed over**

 - e. **Informational Item, Review of Council-Staff Relations, and structural changes to the Administration, Public Works & Public Safety Departments – Request of the Town Manager – Item passed over**
6. **Public Comment - None**

 7. **Committee Member Comments - None**

 8. **Adjournment – With no other business to attend, the meeting adjourned at 7:00 p.m.**

Respectfully Submitted,



Paula A. Scott, CCM
Town Clerk

Exhibit A

Timeline - For Reference

10-04-2018 - Danny Lafayette, Samantha Blanchard & I, Peggy Brown went into the town office to speak with Kelly Karter. We had recently done an internal review of the personal property taxes for the White House Motel, Inc. and felt they were out of line with our other properties.

Notes from our meeting:

- Kelly Karter informed us that we had not filed a Personal Property Schedule Form - we shared with her that at many of our properties we do not, as other assessors have said they prefer to assess based of building permits and such.
- We asked how she had arrived at our current personal property valuation of \$1,051,500 she said this number is a result of adding 10% each year to the prior year's valuation, and that the law states that if a Personal Property Schedule Form is not submitted annually the town has the "right" to increase by 10% over the previous year. We only went back 6 years and it appears that is exactly what she has done.
- Kelly said that the 10% increase is her practice and she continues to do so until "it catches the eye of the business and they come into complain".
- We asked how many other hotels there were in Hampden for her to compare to and she said none.
- We told her we felt this valuation was very high and she said we could compile a list of our personal property for her, but indicated that she would not allow us to appeal because we had not "filled out the form". She said no hurry as we had 180 days to appeal.
- She said that some properties just send in their depreciation schedule - most furnishing would be depreciated over a 5 - 7 year schedule so looking at the age of ours our valuation would be quite low. Though we do realize that would be unreasonable of us to ask.

10-25-2018 - I, Peggy Brown dropped off an excel spreadsheet with the personal property for the White House Motel, Inc. & Historic Hampden Academy. I also included a cover letter and a 2019 Personal Property Schedule Form.

10-29-2018 - I, Peggy Brown received a letter from Kelly Karter . The letter indicated I had not filled out the proper form - Application For Abatement Of Property Taxes, and went on to once again say it was her "right" to increase our taxes. The letter also said once I had submitted proper info she would have 60 days to respond.

12-20-2018 - I dropped off an appeal letter, Application For Abatement Form as well as back up info to Kelly Karter.

12-20-2018 - I also dropped off an appeal letter to the Town Council - as Kelly had indicated she could only hear our appeal for the prior year, and that the council would have to determine if an abatement was warranted for the prior two years.

1-11-19 - I was speaking with one of the councilors on another matter and asked if he had seen my letter to the council, he indicated he had not - Not sure why it had not been forward when it was dropped off on 12-20-2018.

02-18-2019 received a call from Ivan McPike with some questions as he had not seen anything concerning our appeal. I told him I would get info to him on the 19th. He said I should have received a notice, which I have not.

02-19-2019 - I looked on the Town of Hampden website for info on tonight meeting. I do see a copy of the letter that Kelly Karter has sent, but I have not received. I do not see any of the info I provided to her and the council on 12-20-2018.

I will attend tonight's meeting to answer any questions.

Peggy Brown
White House Motel, Inc
Representative

Town of Hampden
106 Western Avenue
Hampden, Maine 04444



Phone: (207) 862-4500
Fax: (207) 862-5067

February 12, 2019

Ms. Peggy Brown
White House Motel, Inc.
155 Littlefield Avenue
Bangor, Maine 04401

RE: Abatement Request

Dear Ms. Brown,

This notice is in response to your letter dated December 18, 2018 in which you requested abatement of the personal property taxes assessed to the White House Motel, Inc.

As we have discussed, White House Motel has failed to respond to the Town's request for a list of personal property sent pursuant to 36 M.R.S.A. § 706-A within the required thirty-day time period. In that event, also under 36 M.R.S.A. § 706-A, a taxpayer may not apply for an abatement of those taxes unless the taxpayer both submits the requested list *and* "satisfies the assessing authority...that the taxpayer was unable to furnish the list and answers in the time required."

While you did eventually submit the list of requested property, you have not provided any reason, explanation, or evidence to show that you were unable to furnish the list within the time required. Therefore, 36 M.R.S.A. § 706-A bars you from applying for an abatement.

For these reasons, your December 18, 2018 request to abate White House Motel's 2018 personal property taxes is denied.

You have 60 days from the date this notice is received to appeal this decision. An appeal may be taken to the Hampden Board of Assessment Review (mailing address: Hampden Town Office, 106 Western Avenue, Hampden, ME 04444). You may also call the Assessor's office at (207) 862-4500 with any questions.

I have requested that this item be placed on the Finance Committee Agenda as well as the Council Agenda for the meeting February 19th. The Finance Committee Meeting begins at 6:00 PM and the Council Meeting begins at 7:00 PM. Both are open to the public and you are welcome to attend.

Sincerely,



Kelly J. Karter, CMA 2
Hampden Assessor

December 20, 2018

Town of Hampden Council
106 Western Avenue
Hampden, Maine 04444

RECEIVED

DEC 20 2018

TOWN OF HAMPDEN ASSESSING DEPT.

RE: Personal Property Taxes
Map/Lot 09-0-049A

Dear Council Members,

I am writing to request an abatement for the two previous years' personal property taxes for the White House Motel, Inc. Attached you will find my letter to Ms. Karter stating our reason for this request. It is my understanding she is only able to grant an abatement on the current year and any previous years' abatement request would need to be presented to the Council. Our request for abatement for the two previous years' is the same as the current year request.

Thank you in advance for your time and attention to this matter. Should you have any questions I may be reached at 862-8000.

Sincerely,

Peggy Brown
Peggy Brown

White House Motel, Inc



APPLICATION FOR ABATEMENT OF PROPERTY TAXES

36 M.R.S. § 841

See Property Tax Bulletin No. 10 for more information

This application must be signed and filed with the municipal assessor. A separate application should be filed for each separately assessed parcel of real estate claimed to be overvalued.

1. Name of applicant: John & Carla Lafayette
2. Mailing address: 155 Littlefield Ave, Bangor, ME 04401
3. Property address or map/lot: 09-0-049A
4. Telephone number for applicant: 207.862.8000
5. Tax year for which abatement is requested: current year & 2 previous years
6. Assessed valuation of real estate: \$1,316,300
7. Assessed valuation of personal property: \$1,051,500
8. Abatement of real estate valuation requested: —
9. Abatement of personal property valuation requested: \$150,000
10. Reasons for requesting abatement (please be specific, stating grounds for belief that property is overvalued for tax purposes):
Letter attached

To the assessing authority of the Municipality of Hampden

In accordance with the provisions of 36 M.R.S. § 841, I hereby make written application for abatement of property taxes as noted above. The above statements are correct to the best of my knowledge and belief.

12/20/18
Date

Peggy Brown
Signature of Applicant - representative

December 20, 2018

Town of Hampden
Kelly Karter
106 Western Avenue
Hampden, Maine 04444

RE: Personal Property Taxes
Map/Lot 09-0-049A

Dear Ms. Karter,

I am writing to request an abatement to our current year personal property taxes for the White House Motel, Inc, 155 Littlefield Avenue, Bangor, Maine 04401. I will also be requesting that the town council abate the two previous years' personal property taxes.

In your letter you stated that we were not in compliance with Title 36 Section 706a because we did not submit a personal property tax schedule form with a list of items purchased nor did we submit the form and check the box that states we have had no changes. Going forward we will be sure to submit this form each year however our organization has properties in many municipalities in the State of Maine and have generally been informed by the assessor that they would prefer that we not complete the form as it is not necessary. They base any adjustments on improvements that the properties complete based on the local permitting process with the towns. It is for this reason the form was not completed in prior years.

You have stated that if the form is not filled out the town has the right to automatically increase the personal property taxes by 10%. We have found no reference in the State of Maine law that states that a town must perform business valuations under this method. After reviewing our properties located in other municipalities, we have found no evidence that other assessors or municipalities are operating in this manner. We were under the presumption that the town and the assessor were ensuring that our valuations were in alignment with similar properties in the area and our organization was paying a fair and appropriate tax. We have reviewed the prior five (5) years and in that time our personal property tax values have increased by \$398,600 or 61%. The increase is absurd and in no way reflects the operations of our property. It is based solely on an arbitrary method that appears to be isolated to the Town of Hampden. Your letter states that the "practice of the increase is essential in the assessing office as there would be no equity among businesses if reporting entities were taxed and non-reporters were not." This practice may be viewed by assessing officials as essential however it fails to recognize some very key concepts of property valuation including depreciation and obsolescence.

As the White House Motel is the only lodging facility in the town of Hampden, I have taken some time and looked up the personal property value of a few of our competitors in Bangor:

Property	# Guest Rooms	Personal Property Tax	Tax Per Room
Country Inn	95	\$225,000	\$2368
Bangor Motor Inn	103	\$120,200	\$1166
Fairfield Inn	153	\$232,100	\$1516
Comfort Inn	115	\$202,300	\$1759
White House Motel	75	\$1,051,500	\$14,020

These are limited service properties that are similar to the White House. As you can see, the valuation and amount of personal property tax per room far exceed similar properties and competitors located in Bangor. I would like to add that one of our year round coastal properties located right on the beach with 130 guest rooms is assessed at @\$932 per room. This tax amount has actually decreased over time with depreciation. The current methodology used by the Town of Hampden makes it non-competitive with other municipalities in our area.

We have provided a list of office equipment that is utilized at either the White House Motel or by our administrative team at the Historic Hampden Academy site. Please note that the White House property was originally built in 1968. The White House has not had any major improvements since 2005, at that time we added the addition to the property. In 2016 we replaced our guestroom furniture with used furniture we purchased from a coastal property in New Hampshire. The cost per room for the used furniture was \$350.00.

Enclosed you will find my application for abatement of property taxes. I request that our personal property valuation be adjusted to \$150,000.

Thank you in advance for your time and attention to this matter. Should you have any questions I may be reached at 862-8000.

Sincerely,



Peggy Brown
White House Motel, Inc

Best Western White House Inn Personal Property as of October 2018

Property Room Types

- 2 - triple queen bedded rooms
- 17 - king bedded rooms
- 4 - single queen bedded rooms
- 53 - double queen bedded rooms
- 1 - double king bedded room

Mattresses	Item Description	Quantity	Date Acquired	Original Cost New	Price Paid For Used Items	Total
	queen mattress	48	11/98	\$ 391.00		\$ 18,768.00
	king mattress	2	04/11	\$ 521.00		\$ 1,042.00
	king mattress	3	11/98	\$ 414.00		\$ 1,242.00
	queen mattress	35	11/98	\$ 354.00		\$ 12,390.00
	queen mattress	4	12/06	\$ 391.00		\$ 1,564.00
	king mattress	3	12/06	\$ 521.00		\$ 1,563.00
	queen mattress	7	08/16	\$ 391.00		\$ 2,737.00
	king mattress	1	08/16	\$ 581.00		\$ 581.00
	king mattress	1	05/10	\$ 414.00		\$ 414.00
	queen mattress	14	05/10	\$ 379.00		\$ 5,306.00
	king mattress	5	06/06	\$ 390.00		\$ 1,950.00
	queen mattress	6	06/06	\$ 354.00		\$ 2,124.00
	king mattress - theme	4	02/06	\$ 600.00		\$ 2,400.00
	queen mattress - theme	2	02/06	\$ 500.00		\$ 1,000.00

135

Room Furniture

Theme Rooms		5	02/06	\$ 2,317.30		\$ 11,586.50
Executive Rooms		7	07/06	\$ 1,083.80		\$ 7,586.60
Executive Room Chairs		7	06/06	\$ 79.99		\$ 559.93
Traditional Rooms		65	02/16		\$ 350.00	\$ 22,750.00

Televisions

77 - guest room televisions						
2 - lobby televisions	42"	62	08/12	\$ 589.35		\$ 36,539.70
2 - lounge televisions	42"	5	08/11	\$ 622.65		\$ 3,113.25
1 - breakfast room television	55"	5	08/15	\$ 964.00		\$ 4,820.00
1 - fitness room	55"	6	06/17	\$ 720.92		\$ 4,325.52
	55"	6	06/18	\$ 666.57		\$ 3,999.42
	BW required lobby tv	1	08/18	\$ 995.00		\$ 995.00

Microwaves

		16	08/12	\$ 50.46		\$ 807.36
77 - guest room		46	12/12	\$ 50.46		\$ 2,321.16
5 - breakfast room		5	03/14	\$ 59.28		\$ 296.40
1 - lounge		6	02/15	\$ 49.23		\$ 295.38
1 - housekeeping break area		7	06/15	\$ 59.28		\$ 414.96
		4	05/16	\$ 139.00		\$ 556.00

Refrigerators

guestroom refrigerators		7	06/06	\$ 119.86		\$ 839.02
guestroom refrigerators		7	06/15	\$ 138.66		\$ 970.62
guestroom refrigerators		12	06/16	\$ 79.83		\$ 957.96
guestroom refrigerators		10	09/16	\$ 59.00		\$ 590.00
guestroom refrigerators		41	06/12	\$ 59.00		\$ 2,419.00

Room Supplies

Linen - terry	wash cloths, hand towels, bath towels, bath mat	231	08/18	\$ 26.97		\$ 6,230.07
Linen - king bed	skirt, scarf, sheets, mattress pad, blanket & 4 pillows	19	08/18	\$ 144.47		\$ 2,744.93

Linen - queen bed	skirt, scarf, sheets, mattress pad, blanket & 4 pillows	106	08/18	\$ 135.48	\$	14,360.88
extra blanket in closet		77	06/14	\$ 13.95	\$	1,074.15
shower curtain		77		\$ 10.95	\$	843.15
trash can	bathroom	77		\$ 8.99	\$	692.23
	guest room	77		\$ 10.99	\$	846.23
alarm clock		77		\$ 16.90	\$	1,301.30
coffee maker	Keurig	77			Free from vendor	
iron		77		\$ 21.31	\$	1,640.87
ironing board		77		\$ 27.99	\$	2,155.23
hair dryer & bag		77		\$ 19.36	\$	1,490.72
soap dish		77		\$ 1.80	\$	138.60
tissue box		77		\$ 2.80	\$	215.60
Cubie charging station		77		\$ 44.58	\$	3,432.66
telephone		77		\$ 30.99	\$	2,386.23
ice bucket		77		\$ 1.81	\$	139.37
luggage rack		77		\$ 26.65	\$	2,052.05
lights	3 per room	231	04/13	\$ -	Free From Holiday Inn	
chairs	2 per room	130	02/16		Part of \$350.00 room package	
65 - guest rooms	pictures 2 per room	130	03/08	\$ 33.95	\$	4,413.50
65 - full length mirrors		65	09/13	\$ 114.25	\$	7,426.25

Vacuums

		2	08/18	\$ 199.99	\$	399.98
		2	07/18	\$ 129.00	\$	258.00
		2	03/17	\$ 239.99	\$	479.98
		2	08/16	\$ 239.99	\$	479.98
		1	07/16	\$ 239.99	\$	239.99
		1	03/16	\$ 239.99	\$	239.99
		2	08/15	\$ 195.99	\$	391.98
Carpet Shampooer		1	03/17	\$ 698.00	\$	698.00

Breakfast Room

chairs	wooden upholstered	60	10/07	\$ 70.00	\$	4,200.00
tables	round tables	10	10/07	\$ 225.00	\$	2,250.00
Breakfast Set Up	serving dishes, chafing dishes, toaster, counter refrigerator, serving utensils, condiment holders	1	03/12	\$ 4,489.25	\$	4,489.25
Prep Area	work tables	2	10/07	\$ 205.00	\$	410.00
Refrigerator		1	07/14	\$ 552.49	\$	552.49
Shelving	corner rack	1	10/07	\$ 99.88	\$	99.88
Shelving	6 shelf	3	10/07	\$ 99.88	\$	299.64
Plant & Pot		1	12/17	\$ 250.00	\$	250.00
Espresso Machine		1	06/17	\$ 7,437.75	\$	7,437.75

Exercise Room

Nautilus Treadmill w/tv		1	12/06	\$ 5,359.43	\$	5,359.43
Nautilus Elliptical w/tv		1	12/06	\$ 5,177.45	\$	5,177.45
Recumbent Bike w/tv		1	12/06	\$ 3,308.45	\$	3,308.45
Nautilus dumbbells		1	12/06	\$ 490.00	\$	490.00
Nautilus Multi Station		1	12/06	\$ 4,399.20	\$	4,399.20
Water Cooler		1	12/06	\$ 118.00	\$	118.00

Laundry Room

dryer		1	08/14	\$ 3,990.00	\$	3,990.00
washer		1	06/16	\$ 7,475.00	\$	7,475.00
dryer		1	07/08	\$ 6,350.00	\$	6,350.00
washer		1	07/08	\$ 8,940.00	\$	8,940.00
maids carts		8		\$ 249.00	\$	1,992.00
Shelving	6 shelf	12	10/07	\$ 99.88	\$	1,198.56

Cots

	rollaway	6	07/16	\$ 230.78		\$ 1,384.68
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Lounge

Refrigerator		1	07/06	\$ 419.99		\$ 419.99
Refrigerator		1	03/14	\$ 785.98		\$ 785.98
Freezer		1	07/06	\$ 524.99		\$ 524.99
Pizza Oven		1	11/17	\$ 895.00		\$ 895.00
Ice Machine		1	10/00	\$ 1,198.00		\$ 1,198.00
Beer Cooler		1	20+ years			\$ -
chairs	bar stools	8	11/06	\$ 143.35		\$ 1,146.80
couch		2	02/16			Part of \$350.00 room package
tables	side and desk size	11	02/16			Part of \$350.00 room package
chairs	wooden & upholstered	19	02/16			Part of \$350.00 room package
bench	3 church pews		30+ years			\$ -

Mr. Page got from bankrupt church that was 100 years old

Outside

Planters		17	10/14	\$ 114.72		\$ 1,950.24
Trash Cans		3	05/15	\$ 206.99		\$ 620.97
Pool Furniture	3 tables, 12 chairs & 6 loungers		10+ years	\$ 1,500.00		

Office Equipment

Surveillance System		2	10/18	\$ 595.00		\$ 1,190.00
Computers	front desk & back office	4	02/13	\$ 376.65		\$ 1,506.60
Printer	front office	1	07/13	\$ 522.07		\$ 522.07
Desk Chairs		5	10/07	\$ 99.00		\$ 495.00
Printers	back office	3	14-Oct	\$ 289.99		\$ 869.97
File Cabinet	4 drawer	1	10/07	\$ 196.00		\$ 196.00
File Cabinet	2 drawer	3	10/07	\$ 139.00		\$ 417.00
Shelving	4 tier	1	10/07	\$ 14.97		\$ 14.97
Shelving	6 shelf	2	10/07	\$ 99.88		\$ 199.76
Paint Locker		1	04/16	\$ 720.00		\$ 720.00
Paint Locker		2	2013	\$ 720.00		\$ 1,440.00
Cabinet	metal, 4 shelf, 2 door	2	08/17	\$ 318.01		\$ 636.02
Cabinet	metal, 4 shelf, 2 door	13		\$ 179.98		\$ 2,339.74
Folding Table	6 foot	10	05/16	\$ 49.98		\$ 499.80
Portable AC		3	06/14	\$ 299.98		\$ 899.94
Storage Rack	5 shelf	4	08/18	\$ 64.98		\$ 259.92
Storage Rack	5 shelf	4	08/21	\$ 64.98		\$ 259.92
Ping Pong Table		1	07/16	\$ 180.55		\$ 180.55
Refrigerator	22cu	1	03/99	\$ 450.00		\$ 450.00
Refrigerator	3.2 cu	1	2013	\$ 129.99		\$ 129.99
Refrigerator	2.6 cu	1	2013	\$ 99.00		\$ 99.00
microwave		1	2013	\$ 59.00		\$ 59.00
Coffee Maker	Keurig	1	03/18	\$ 99.00		\$ 99.00
Coffee Maker	Mr. Coffee	1	2015	\$ 20.00		\$ 20.00
Shelving	plastic 4 shelf	2	2015	\$ 14.97		\$ 29.94
Shelving	plastic 3 shelf	2	2015	\$ 18.87		\$ 37.74
	4 drawer	10	2017	\$ 196.00		\$ 1,960.00
File Cabinet	4 drawer	78			\$ 20.00	\$ 1,560.00
File Cabinet	2 drawer	11		\$ 139.00		\$ 1,529.00
File Cabinet	5 drawer	3		\$ 329.00		\$ 987.00
Shelving	5 shelf metal	3		\$ 99.00		\$ 297.00
Shelving	wooden	6				\$ -
Shelving	metal, 4 shelf	1		\$ 99.98		\$ 99.98
Desk	metal 5 drawer	6			\$ 20.00	\$ 120.00
Desk	wooden	3			\$ 25.00	\$ 75.00
Desk	table	11				\$ -

many of these we received from a business liquidation

came with building

many of these we received from a business liquidation

many of these we received from a business liquidation

free from Nordic Village

Desk	roll top				\$	-
Desk	small wooden	5			\$	-
Conference Table	wooden	2			\$ 25.00	\$ 50.00
Chairs	wooden	9			\$	-
Chairs	leather conference style	13			\$	-
Chairs	upholstered seat, metal arms	10			\$	-
Chairs	folding	5		\$ 15.00	\$	75.00
Chairs	desk various styles	20			\$ 5.00	\$ 100.00
Portable Heaters	wooden	3	11/17	\$ 104.99	\$	314.97
Portable Heaters	metal	12	11/17	\$ 32.99	\$	395.88
Computers	SJ Rollins	4	10/18	\$ 730.00	\$	2,920.00
Computers	Towers	3	08/18	\$ 424.95	\$	1,274.85
Computers	Tower	13	02/13	\$ 424.95	\$	5,524.35
Scanners		3	11/16	\$ 409.99	\$	1,229.97
Scanners		2	10/15	\$ 414.99	\$	829.98
Printers	check	1	05/17	\$ 475.75	\$	475.75
Printers	check	3	10/15	\$ 209.99	\$	629.97
Printers	black & white	1	10/15	\$ 299.00	\$	299.00
Printer	black & white	2	11/16	\$ 198.99	\$	397.98
Printer	color	1	05/14	\$ 1,049.73	\$	1,049.73
Shredder		1	10/15	\$ 568.00	\$	568.00
Server		1	09/17	\$ 6,000.00	\$	6,000.00
Bounce House		1	01/14	\$ 3,997.67	\$	3,997.67
					\$	-

came with building
free from property
many of these we received from a business liquidation
free from property
free from property
free from property
many of these we received from a business liquidation

Water Heater						
	82 gallon	1	03/15	\$ 6,345.00	\$	6,345.00
	60 gallon	1	04/15	\$ 3,180.00	\$	3,180.00
	60 gallon	1	04/15	\$ 2,846.00	\$	2,846.00

Common Areas						
Window Sheers		25	09/18	\$ 96.30	\$	2,407.50
Hallway Photos	various sizes	125	10+ years		\$	-
Elevator Landings	table & lamp	3	07/14	\$ 125.00	\$	375.00
Ice Machines		2	10+ years	\$ 3,800.00	\$	7,600.00
Buffet w/marble top	old lobby furniture	1	20+ years	\$ 20.00	\$	20.00
Book shelf	old lobby furniture	1	20+ years	\$ 25.00	\$	25.00
Light - stand up	old lobby furniture	1	02/16			Part of \$350.00 room package
couch	old lobby furniture	2	02/16			Part of \$350.00 room package
table	old lobby furniture	1	02/16			Part of \$350.00 room package
chairs	old lobby furniture	4	02/16			Part of \$350.00 room package
chairs - green	lobby	2	12/06	\$ 25.00	\$	50.00
chairs - antique	lobby	2	12/06	\$ 50.00	\$	100.00
chairs - throne	lobby	2	12/06	\$ 1,000.00	\$	2,000.00
couch - antique	lobby	1	12/06	\$ 100.00	\$	100.00
buffet - antique	lobby	1	12/06	\$ 50.00	\$	50.00
side table - antique	lobby	1	12/06	\$ 25.00	\$	25.00
artwork - various	lobby	1	12/06	\$ 1,000.00	\$	1,000.00
plant & pot	lobby	1	12/17	\$ 250.00	\$	250.00

Business Center						
computer		2	07/14	\$ 331.56	\$	663.12
printer		1	06/14	\$ 231.09	\$	231.09
fax machine		1	3/7	\$ 335.99	\$	335.99
Chairs		2	02/16			Part of \$350.00 room package

Gift Shop						
refrigerator		1	12/15	\$ 99.98	\$	99.98
freezer		1	05/09	\$ 639.00	\$	639.00

Items Stored On Site

We are storing furniture that has been paid for by other properties - hope to have off site by spring

re AC Units	White House Inn	5	07/18	\$ 551.00	\$	2,755.00	
	White House Inn	4	01/18	\$ 391.00	\$	1,564.00	
	Fireside Bangor	5	07/18	\$ 551.00	\$	2,755.00	Stored here but paid for by property
	Fireside Belfast	8	07/18	\$ 551.00	\$	4,408.00	Stored here but paid for by property
						\$	380,468.14

Exhibit B

Town of Hampden
106 Western Avenue
Hampden, Maine 04444



Phone: (207) 862-4500
Fax: (207) 862-5067

To: Jim Chandler, Town Manager; Paula Scott, Assistant Town Manager; Council
RE: Lafayette Hotels Personal Property Reporting
From: Kelly Karter, CMA 2, Hampden Assessor
Date: February 19, 2019

This memo is for informational purposes only (the numbers indicate the number of properties owned in that community). I have contacted the follow communities regarding the Personal Property reporting of Lafayette Hotels: Bangor (1), Bar Harbor (2), Auburn (1), Augusta (1), Belfast (1), Boothbay (4), Kennebunk (1), Kennebunkport (1), Ogunquit (3), Old Orchard Beach (3), Portland (2), South Portland (1), and Wells Beach (2).

I received responses from ten of the communities. Of those responses, no Personal Property Reports have been filed by Lafayette Hotels. There were two communities that were using prior owner information and factoring or increasing value to account for annual improvements that are typically made, however other than that, no compliance with 706-A responses was reported.

Also in the response I received as part of the abatement request was a statement that they were told by other assessing offices not to report. No one that I corresponded with validated that statement. In fact, it would behoove them to report as most of the property would be BETE (Business Equipment Tax Exemption) eligible. Most communities (including Hampden) print in the request that information and mail a BETE application with all Personal Property Requests. I have also verified this information with Maine Revenue Services (as the rules change regularly) and they verified that most of the items typically found in a hotel/motel would qualify for BETE except office equipment and furnishings.

I also work with business owners to help them through this process, no matter how long it takes. I have never been asked to assist either the Lafayette's or Peggy Brown in regards to this until October of 2018. They may have a central accounting office that is unaware of this benefit, but it is available to them and the report must be filed annually to continue the exemption of the equipment reported.

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.

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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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.

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.

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

Hampden Public Safety Fire Department

To: Hampden Town Council
From: Lt. Jason Lundstrom
Date: February 19, 2019
Re: 2019 Volunteer Fire Assistance Grant- Department of Agriculture (Forestry)

2019 Volunteer Fire Assistance Grant- Award notification and request to use grant matching funds to purchase awarded equipment.

The Hampden Fire Department has been notified by the Maine Department of Agriculture, Conservation, and Forestry that we have successfully secured grant funding for **(4) Portable Radios with speaker mics, and (1) Portable GPS Unit. The total cost of this project is \$2,769.00 Forest Service share is \$1,384.50. The Town of Hampdens share is \$1,384.50.** If approved by the council, the \$1,384.50 would be funded from the matching grant account. The equipment specified above will greatly increase responder safety and communications when responding to wildland firefighting emergencies. The Fire Department is looking for council approval to move forward with this project.

Current Account Status

G 3-780-00 RESERVE ACCT / MATCHING GR

-19,786.21 = Beg Bal
-67.10 = Adjust

1,748.97 = YTD Net
0.00 = YTD Enc

-18,104.34 = Balance

Per	Jrnl	Check	Date	Vendor-----	Description-----	RCB / Type	Debits	Credits
07	0405		11/08/18		BBA RESERVE INTEREST	B GJ	0.00	67.10
07	0636		07/31/18		JULY INTEREST	R GJ	13.71	0.00
07	0640		07/31/18		JULY INTEREST	C GJ	-13.71	0.00
07	0645		07/31/18		JULY INTEREST	R GJ	0.00	13.71
08	0646		08/31/18		JULY INTEREST	R GJ	0.00	9.49
09	0647		09/30/18		SEPT INTEREST	R GJ	0.00	22.84
10	0299		10/15/18		10/15/2018 C/R	R CR	0.00	703.00
10	0333		10/23/18		10/23/2018 C/R	R CR	0.00	105.00
10	0410		09/30/18		JULY-SEPT INTEREST	R GJ	0.00	32.79
10	0635		09/30/18		JULY-SEPT INTEREST	R GJ	32.79	0.00
10	0650		10/31/18		OCT INTEREST	R GJ	0.00	7.53
11	0420		11/15/18		FITNESS EQUIP BID	R CR	0.00	57.79
11	0458	2021	11/28/18	00481 TOWN OF HAMP	MATCHING GRANT-FITNESS	R AP	1,863.00	0.00
11	0465		11/29/18		FITNESS EQUIP BID	R CR	0.00	125.00
11	0651		11/30/18		NOV INTEREST	R GJ	0.00	19.64
12	0468		12/03/18		FITNESS EQUIP BIDS	R CR	0.00	131.00
12	0501		12/12/18		ROWING MACHINE BID-THOMAS	R CR	0.00	37.00
12	0507	2029	12/12/18	00481 TOWN OF HAMP	EMS VEST/HELMETS	R AP	1,152.00	0.00
12	0652		12/31/18		DEC INTEREST	R GJ	0.00	34.03
01	0643		01/28/19		JULY INTEREST	R GJ	0.00	13.71
01	0644		01/28/19		JULY INTEREST	C GJ	0.00	-13.71
Totals-							3,047.79	1,365.92

Monthly Summary

Month	--Regular Entries--		--Balance Entries--	
	Debits	Credits	Debits	Credits
July	0.00	13.71	0.00	67.10
August	0.00	9.49	0.00	0.00
September	0.00	22.84	0.00	0.00
October	32.79	848.32	0.00	0.00
November	1,863.00	202.43	0.00	0.00
December	1,152.00	202.03	0.00	0.00
Totals	3,047.79	1,298.82	0.00	67.10

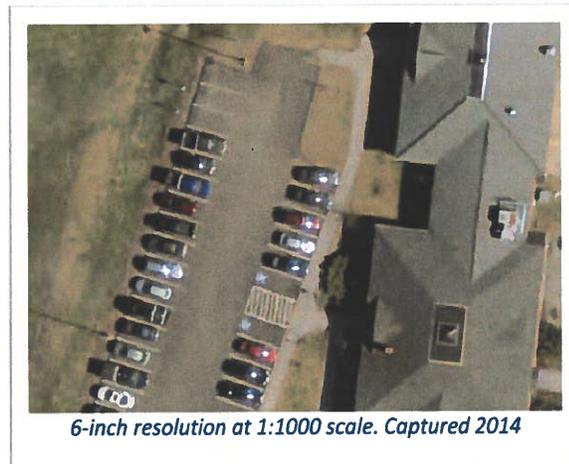


MEMO

To: Jim Chandler, Town Manager & Hampden Town Council
From: Kyle Severance, GIS-IT Specialist
Date: 2/27/19
Re: Request to Use GIS Mapping Reserve for New Town-Wide Aerial Photos

Message:

The purpose of this memo is to request authorization to buy-up 6" resolution aerial photography through participating in the 2019 Maine Orthoimagery Program. In 2014 we did the 6" and it has been an invaluable tool for many town departments – planning, economic development, assessing, code, public works, and of course GIS. We have funds set a side in the GIS reserve for this specific purpose.



The cost of new 6" is \$8,000. Bangor typically does 3" which is slightly better quality, but this option for us costs \$23,000 which I believe is too much for our purposes and greater than what we have available in reserve. If we do nothing we will get standard county 18" which is worse than the 1-foot pictured here:



Requested authorization to expense:

\$8,000 from GIS Mapping Reserve 03-731-00 for Town-wide 6-inch aerial photography

I would be happy to answer any questions you may have. Thank you for your consideration,

Kyle Severance



OneMAP for ME

Map it once, use it many times!

ORTHOIMAGERY PROGRAM 2017 - 2022

State of Maine Orthoimagery Prices

PENOBSCOT COUNTY

County	Tile Area (SqMi)	18" Base Price	State Share	County Price for Increased Resolution		
				12" L1	6" L1	3" L1
Penobscot (No UT's)	2297	\$124,038	\$82,684	\$66,621.27	\$310,103.27	\$1,139,320.27
County Share		\$41,354				

Town	County	Tile Area (SqMi)	12" L1	6" L1	3" L1
Alton	Penobscot	49	N/A	\$8,500	\$25,500
Bangor	Penobscot	40	N/A	\$7,000	\$20,000
Bradford	Penobscot	47	N/A	\$8,500	\$24,000
Bradley	Penobscot	58	N/A	\$10,000	\$29,000
Brewer	Penobscot	20	N/A	\$3,500	\$9,500
Burlington	Penobscot	64	N/A	\$11,000	\$32,000
Carmel	Penobscot	43	N/A	\$7,500	\$21,500
Charleston	Penobscot	47	N/A	\$8,000	\$23,500
Chester	Penobscot	56	N/A	\$9,500	\$27,500
Clifton	Penobscot	42	N/A	\$7,500	\$21,000
Corinna	Penobscot	45	N/A	\$8,000	\$23,000
Corinth	Penobscot	46	N/A	\$8,000	\$23,000
Dexter	Penobscot	43	N/A	\$7,500	\$21,500
Dixmont	Penobscot	42	N/A	\$7,500	\$21,000
East Millinocket	Penobscot	11	N/A	\$2,000	\$5,000
Eddington	Penobscot	34	N/A	\$6,000	\$16,000
Edinburg	Penobscot	42	N/A	\$7,500	\$21,000
Enfield	Penobscot	40	N/A	\$7,000	\$20,000
Etna	Penobscot	30	N/A	\$5,500	\$15,000
Exeter	Penobscot	45	N/A	\$8,000	\$22,500
Garland	Penobscot	44	N/A	\$7,500	\$22,000
Glenburn	Penobscot	35	N/A	\$6,000	\$17,500
Greenbush	Penobscot	54	N/A	\$9,500	\$27,000
Hampden	Penobscot	46	N/A	\$8,000	\$23,000
Hermon	Penobscot	43	N/A	\$7,500	\$21,500
Holden	Penobscot	39	N/A	\$7,000	\$18,900
Howland	Penobscot	43	N/A	\$7,500	\$21,500
Hudson	Penobscot	46	N/A	\$8,000	\$23,000

Indian Island	Penobscot	5	N/A	\$2,000	\$2,500
Kenduskeag	Penobscot	21	N/A	\$4,000	\$10,000
Lagrange	Penobscot	56	N/A	\$10,000	\$28,500
Lakeville	Penobscot	74	N/A	\$13,000	\$37,500
Lee	Penobscot	46	N/A	\$8,000	\$22,800
Levant	Penobscot	36	N/A	\$6,500	\$18,000
Lincoln	Penobscot	85	N/A	\$14,500	\$43,000
Lowell	Penobscot	47	N/A	\$8,500	\$23,500
Mattawamkeag	Penobscot	45	N/A	\$8,000	\$22,500
Maxfield	Penobscot	24	N/A	\$4,500	\$11,500
Medway	Penobscot	50	N/A	\$9,000	\$25,000
Milford	Penobscot	53	N/A	\$9,500	\$26,500
Millinocket	Penobscot	23	N/A	\$4,000	\$11,000
Mount Chase	Penobscot	44	N/A	\$7,500	\$22,000
Newburgh	Penobscot	36	N/A	\$6,500	\$18,000
Newport	Penobscot	43	N/A	\$7,500	\$21,500
Old Town	Penobscot	54	N/A	\$9,500	\$26,500
Orono	Penobscot	25	N/A	\$4,500	\$12,000
Orrington	Penobscot	33	N/A	\$6,000	\$16,000
Passadumkeag	Penobscot	29	N/A	\$5,500	\$14,500
Patten	Penobscot	44	N/A	\$8,000	\$22,000
Plymouth	Penobscot	37	N/A	\$6,500	\$18,000
Springfield	Penobscot	44	N/A	\$8,000	\$22,500
Stacyville	Penobscot	46	N/A	\$8,000	\$23,000
Stetson	Penobscot	42	N/A	\$7,500	\$21,500
Veazie	Penobscot	5	N/A	\$2,000	\$2,500
Winn	Penobscot	51	N/A	\$9,000	\$25,500
Woodville	Penobscot	49	N/A	\$9,000	\$25,000

Current Account Status

G 3-731-00 RESERVE ACCT / GIS MAPPING

-14,135.47 = Beg Bal
-47.94 = Adjust

-79.54 = YTD Net
0.00 = YTD Enc

-14,262.95 = Balance

Per	Jrnl	Check	Date	Vendor-----	Description-----	RCB / Type		Debits	Credits
07	0405		11/08/18		BBA RESERVE INTEREST	B	GJ	0.00	47.94
07	0636		07/31/18		JULY INTEREST	R	GJ	9.79	0.00
07	0640		07/31/18		JULY INTEREST	C	GJ	-9.79	0.00
07	0645		01/28/19		JULY INTEREST	R	GJ	0.00	9.79
08	0646		08/31/18		JULY INTEREST	R	GJ	0.00	6.78
09	0647		09/30/18		SEPT INTEREST	R	GJ	0.00	16.32
10	0410		09/30/18		JULY-SEPT INTEREST	R	GJ	0.00	23.43
10	0635		09/30/18		JULY-SEPT INTEREST	R	GJ	23.43	0.00
10	0650		10/31/18		OCT INTEREST	R	GJ	0.00	5.17
11	0651		11/30/18		NOV INTEREST	R	GJ	0.00	14.67
12	0652		12/31/18		DEC INTEREST	R	GJ	0.00	26.81
01	0643		01/28/19		JULY INTEREST	R	GJ	0.00	9.79
01	0644		01/28/19		JULY INTEREST	C	GJ	0.00	-9.79
Totals-								23.43	150.91

Monthly Summary

Month	--Regular Entries--		--Balance Entries--	
	Debits	Credits	Debits	Credits
July	0.00	9.79	0.00	47.94
August	0.00	6.78	0.00	0.00
September	0.00	16.32	0.00	0.00
October	23.43	28.60	0.00	0.00
November	0.00	14.67	0.00	0.00
December	0.00	26.81	0.00	0.00
Totals	23.43	102.97	0.00	47.94

EXHIBIT A
FORM OF CERTIFICATE OF TOWN

Bangor Savings Bank (Institutional Trustee)
c/o Julie A. Shephard, Account Administrator
5 Senator Way
Augusta, ME 04330

Re: Demand for Funds Pursuant to Trust Indenture Dated As of October 1, 1991 between Town of Hampden, as Grantor and Bangor Savings Bank, as Institutional Trustee (the "Trust Indenture")

Gentlepersons:

This certificate is provided to you pursuant to the above-referenced Trust Indenture. Capitalized terms used herein without definition shall have the meaning set forth in the Trust Indenture.

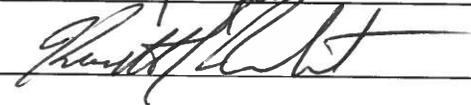
The undersigned do hereby certify:

1. That they are the Individual Trustees of the Trust.
2. The Individual Trustees have approved use of property held in the Fund for purposes set forth in the Trust Indenture, in the amount set forth below.
3. You are hereby directed to pay **from the Environmental Trust, Income** to the Town of Hampden the sum of \$8,710.50.

INDIVIDUAL TRUSTEES







CERTIFICATE OF TOWN CLERK

The undersigned DOES HEREBY CERTIFY:

1. That he/she is the duly appointed and incumbent Clerk of the Town of Hampden, Maine.
2. That the foregoing certificate of the Individual Trustees was duly approved by a majority of the members of the Town Council of the Town of Hampden on 3/4, 2019.



Paula Scott
Clerk, Town of Hampden

cc: Town of Hampden



memo

Town of Hampden-Recreation Department

To: Hampden Town Council
From: Shelley Abbott; Recreation Director
CC: Jim Chandler; Town Manager, Sean Currier; PW Director
Date: 2/27/2019
Re: Portable Toilet Vendor Recommendation and Authorized Spending

Comments:

A RFQ for seasonal portable toilet rentals was sent out to six vendor from the Town of Hampden Vendor Book on February 7, 2019. Seven quotes were returned and compiled on February 21, 2019 (see attached), after our former service provider Casella Waste shared our RFQ. I have contacted three references for the lowest quote vendor, Nature's Way, and the vendor appears to be able to meet the needs for the Town of Hampden's Servicing.

After speaking with the PW Director we agree to recommend Nature's Way Portable Toilets (St. Albans, ME) to be contracted for Portable Toilet services for the 2019 season with an optional 3 year lock in price for additional 3% yearly.

Portable toilet services are required at some location beginning in mid-April and all units are removed from service at the end of October. The RFQ included six service locations with a seventh location possible if Council so chooses to support a unit again at the VFW Drive Basketball Courts. The Recreation Department and Public Works Department are looking for authorization to award this year's contract to Nature's Way and pre-authorize FY 20 budget funds to cover the quoted rental rates for the months of service to include July through October 2019.

Thank you,
Shelley Abbott
Recreation Director

Town of Hampden

2019 RFQ for Portable Toilet Services

February 21, 2019

Quote From	Price Per Regular Unit/monthly	Price Per ADA Unit/monthly	Price Per Additional Cleaning	Extend Pricing for 3 Year Contract	Other
AAA Portable Toilets	\$105.00	\$135.00	\$25.00 *+	Yes	*Service special trip \$100, Monday & Thursday service days
Lincoln Rental Systems	\$82.00	\$98.00	\$25.00	Yes	Monday & Thursday service days
Frost Septic	\$95.00	\$125.00	\$30.00	Yes	
Foss Enterprises	\$25 per week \$100 for 4 weeks	\$42.50 per week \$170 for 4 weeks	\$75.00	Yes	Renter responsible for loss or damage to units; some months would have 5 weekly charges
Ray Plumbing-DNR					
Casella Waste-DNR					
Natures Way-vendor added 2/21/19 on receipt or RFQ	\$75.00	\$95.00	\$18.00	Yes with 3%	Tip overs \$18 each

All vendors were emailed RFQ on 2/7/19 at 12:26 PM

Town of Hampden
106 Western Avenue
Hampden, Maine 04444



Phone: (207) 862-6451
Fax: (207) 862-5067
email: recreation@hampdenmaine.gov

2019 Portable Toilet RFQ

Town of Hampden
106 Western Avenue
Hampden, ME 04444
207-862-6451

Dear Vendor:

The Town of Hampden Recreation Department is requesting written quotes for the provision of portable toilets for various park locations (listed below) in the Town of Hampden. We currently have six locations that will have portables located on site for the noted timeframe, which varies by location. Please read the following site requirements carefully. We are requesting quotes on the monthly cost per unit plus any additional cleanings completed as extra. Quote should include delivery, set up, weekly service, and pick up at the conclusion of the season.

Please return the attached quote form to the Hampden Town Office ATTN: Shelley Abbott, no later than 2:00 PM, February 21, 2019. Quotes should be submitted by mail or in person to:

Town of Hampden
Attn: Shelley Abbott
106 Western Avenue
Hampden, Maine 04444

The Town of Hampden may cancel the agreement at any time for vendor's poor performance, i.e. failure to clean units to satisfactory condition as required. All portable units shall be in "as new" condition. Selection of vendor shall be made based on references, past experiences and cost. For any questions please contact Shelley Abbott, Recreation Director, at the Hampden Recreation Department at recreation@hampdenmaine.gov or by calling 207-862-6451.

Unit/Service Request Address:

Ballfield Road Softball Field Parking Lot	1 Regular Unit (April 16-October 31)
Lura Hoit Pool Field Parking Lot	1 ADA Unit (May 1-October 31)
Dorothea Dix Park Access Road	1 ADA Unit (May 1-October 31)
Marina Park Parking Lot	1 Regular Unit (May 1-October 31)
Papermill Road Park Parking Lot	1 Regular Unit (May 1-October 31)
Skehan Recreation Center Back Lower Field	1 Regular Unit (August 15-October 31)

****Dates are estimates only and may vary slightly****

The quote is not a guarantee for business. Number of units/service requests may be reduced based on unit costs and budgetary allowances.

Contractor Qualifications

All contractors must submit a list of three different references including contact information.

Terms

- The quote shall be valid from the date of February 21, 2019 thru November 1, 2019.
- Units will be invoiced to the Town of Hampden on a monthly basis with a net thirty (30) day term.

Specifications are:

1. Unit delivery and set up at date scheduled after award of supply/service contract
2. Unit anchoring as needed to prevent tip over/vandalism
3. Weekly cleaning, preferred service dates of Fridays
4. Hand Sanitizer provided in each unit-replenished weekly
5. Paper products provided in each unit-replenished weekly



MEMORANDUM

**106 Western Avenue
Hampden, Maine 04444**
Office: 207-862-3034
Facsimile: 207-862-5067

TO: Finance & Administration Committee & Town Council
FROM: Jim Chandler, Town Manager *JNC*
COPY: Sean Currier, Public Works Director
DATE: March 4, 2019
RE: Mayo Road Sewer Pump Station Overflow – Council Resolution to confirm the Town’s Intent and Capability to fund an Escrow Account for Overflow Incidents

This memorandum requests Finance-Administration and Town Council adopt the attached Resolution to establish an escrow fund within the Town’s Sewer Fund. The escrow fund will be restricted to the specific purpose of paying for the pumping of overflow stormwater that enters the sanitary sewer collection system.

Background

Stormwater is entering our sanitary sewer collection system from properties on sections of Mayo Road and Western Avenue during excessive rain-fall or flood events. When this occurs, the flow exceeds the steady-state capacity of that pump station. Town staff has been proactively working to address the situations when rain, snow-melt or other weather events overwhelm the sanitary sewer pump station at Mayo Road & Western Avenue.

The Town is working with our on-call engineering consultant to evaluate a program to study the flow rates in key locations that will inform our program of outreach to residents on the system. The outreach program will systematically identify potential Inflow and Infiltration (I&I) sources so remedial measures may be taken by the property owners to correct inefficient or improperly connected stormwater/groundwater inflow and/or infiltration sources. An I&I study will be required for implementing corrective measures.

Next Steps

- Seek confirmation that the Environmental Trust will support the initial funding of \$10,000 for the escrow account.
- Begin to identify I&I sources and scope corrective measures.
- Enforce existing Sewer Ordinance for the purpose of assessing surcharges on properties confirmed to be sources of illegal discharges into the Town’s collection system.
- These surcharges would be used to fund the escrow account going forward, until corrective measures are completed, and capacity is restored.

Staff Recommendation

Staff recommends Council adopt the accompanying Resolution for the creation of a Mayo Road Pump Station I&I escrow account.

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- 02
Adoption: February 19th, 2019

**ORDER REGARDING FUNDING A MUNICIPAL ESCROW ACCOUNT
FOR EMERGENCY PUMP STATION SERVICE**

WHEREAS the Town of Hampden seeks to promote economic development opportunities in various forms to diversify tax revenues within the Municipality; and

WHEREAS the Town of Hampden acknowledges that the Mayo Road sanitary sewer pump station is challenged by unknown point-sources of inflow and infiltration that create limited periods when operations are not at optimum capacity; and

WHEREAS the Town of Hampden seeks to remedy the inflow and infiltration to the sanitary sewer collections system to promote residential and other appropriate forms of new development in the area of Town served by this pump station;

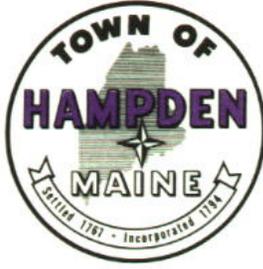
IT IS ORDERED, that the Town of Hampden will fund and maintain a Municipal escrow account in the amount of \$10,000 for emergency pump station service for the Mayo Road pump station until such time as optimum capacity is available within the collection system;

This order is adopted on March 4th, 2019.

Town Clerk:

ORDERED by a majority of the Town Council:

Paula Scott



Memorandum

TO: Finance & Admin Committee, Town Council
CC: Jim Chandler, Town Manager
FROM: Paula Scott, Assistant Town Manager
DATE: Feb. 28th, 2019
RE: Tax Foreclosed Properties

You are being asked to consider the disposition of three properties that the Town has taken possession of due to tax foreclosure. Recommendations for those properties are as follows:

- 185 Kennebec Road, Estate of George Hand -
This property is in an estate and staff has only been able to make contact with one known heir; we cannot be sure there is clear title. If there are other heirs that were never properly notified, we would only have a part ownership/interest in the property and those heirs would have the right to make whole their portion due.

Recommendation: Do nothing with this property for 6 months, which is the length of time municipalities typically wait to try to determine clear title. At the conclusion of a more exhaustive search, Council can then revisit the disposition of this property

- Lot 47 Hampden Mobile Home Park, Mary Ellen Prescott -
The former property owner was in the process of selling it to the owner of the mobile home park. The park owner has contacted us and would like to purchase it from the town for the amount of the taxes owed in order to replace it with a newer trailer with a higher taxable value

Recommendation: Sell this property to the owners of the trailer park for the amount of all taxes owed, including any administrative fees

- 69 Laskey Lane, Jonathan M. Rambo
This property has been foreclosed upon by the town in the past, but the owners were given the opportunity to pay their tax bill with their income tax return.

Recommendation: Sell this property back to the immediate prior owners for the amount of all taxes owed, including any administrative fees

**TOWN OF HAMPDEN
2017 TAX FORECLOSURE LIST**

Acct Name	Location	Mortgage Holder	Due
1817 BUTLER, JAMES <i>paid 02/19/2019</i>	691 Main Rd	Key Bank	4,104.84
1841 BUTLER, JAMES JR <i>paid 02/19/2019</i>	458 Main Rd	Merrill Merchants	1,183.08
1821 BUTLER, JAMES W JR <i>paid 02/19/2019</i>	Land Main Rd	Merrill Merchants	479.73
3306 BUTLER, JAMES W JR 947-5145 <i>paid 02/19/2019</i>	317 Old County Road		561.52
02/14/2019 called will pay			
1958 CLARK, CHARLES C III 299-8679 <i>paid 02/21/2019</i>	41 Sunset Ave	Maine Savings FCU	704.65
02/15/2019 called left message; 2/19/19 called mortgage holder spoke w/Lavern she will try to contact home owner-2/19/19 12:12 Charles called will be in Thursday			
2121 GALLANT, JOHN A JR REPURCHASE AGREEMENT UNTIL 2020			1,668.15
2684 HAND, GEORGE J, ESTATE OF 949-5208	185 Kennebec Rd		1,226.86
02/19/19 spoke with Beverly Carter, she stated she is unable to pay and suggested I contact Robert Steven (neighbor)			
3171 MARTIN, ERIC V <i>paid 02/19/2019</i> 659-2853 (wrong number) 944-0766 02/19/19 spoke w/Eric he will pay today	105 Carmel Rd South		515.87
3091 MURRAY, BARBARA A 862-2584 <i>paid 02/19/2019</i>	1312 Carmel Rd North		137.64
02/15/2019 spoke with Barbara she would like someone to pickup check on Tuesday			
1804 PRESCOTT, MARY ELLEN	Hampden MH Park Lot 47		143.29
02/19/2019 emailed park owner for contact information			
02/20/2019 called Mary Ellen she stated she no long live in trailer and is in the process of selling it to the park owner. I left a message with the park owner. 2/25/2019 park owner informed me they do not plan to pay taxes			
286 PULLEN, RAYMOND M REPURCHASE AGREEMENT UNTIL 2020			636.93
1896 RAMBO, JONATHAN M 307-4990	69 Laskey Lane		922.70
02/19/2019 unable to contact			
2/22/19 Jim visted property with officer, house is vacant. Found number 852-9720 called left message 2/22/19 @ 3 pm?, called 2/25/2019 @ 9:53 am left message; received call from 852-9720 wrong number			
1822 REED, JEFFREY L <i>paid 02/20/2019</i>	669 Main Rd North		1,017.75
02/19/19 unable to contact; sent email to sister			
02/20/19 sister (Lynn Augustine) made payment over the phone			
1712 TWEEDIE, ROBERT 945-3896; 838-9313 <i>paid 02/25/2019</i>	372 Old County Rd		1,143.38
02/15/2019 called Robert will be in before foreclosure date			
923 WILSON, BRANDON S SR <i>paid 02/19/2019</i>	787 Western Ave	Blaine & Carol Harvey	4,060.23
1489 WILSON, BRANDON S SR <i>paid 02/19/2019</i>	83 Fowlers Landings	Blaine & Carol Harvey	1,874.11
3459 WILSON, BRANDON S SR <i>paid 02/19/2019</i>	809 Western Ave	Blaine & Carol Harvey	4,117.26
2/19/19 someone contacted Jess about Wison's properties and will be in Wednesday to pay			
			<u>24,497.99</u>

FORECLOSURE DATE: FEBRUARY 25 6:00 PM
 UPDATED: 02/25/2019 11:37 AM

To whom it may concern,

I'm writing this letter to ask you to reconsider taking my property 69 Haskey lane, and allow me to pay 2017 taxes, and make payments there after to get my taxes current.

Every year I've been able to pay my taxes with my taxes. I was never told that it was the law to take the property on the date of foreclosure and that the town was unable to accept late payments. I have been able to pay within 7 days of the foreclosure date.

I am currently homeless, with 3 kids. I was staying at the property but cannot do so now with the cold weather. I've been working on making that my primary home, but my fiance and I both lost our jobs.

We now have jobs again. Mine only part time but my fiance's job is permanent, full time with profit sharing in which she gets an extra paycheck every month.

We both just started these jobs and now would like to make it a priority to make this home our permanent, primary residence. We have 3 children one of whom has autism, and one toddler.

We've set goals now that we have better jobs. First one is to provide stable housing to our children.

So I'm writing this letter to ask you, to beg you to help my family succeed. Allow us to succeed and remove ourselves from ~~being~~ a part of maines growing homeless statistics.

By giving us one more chance to get our taxes current your giving family a chance to have a permanent home, stability, and a chance for success.

Thank you for your time

Jonathan Kembo



Sherry Murray <sherry@hampdenmaine.gov>

Hampden Mobile Estates lot 47

2 messages

Tristan Thomas <tristan.thomas24@gmail.com>

Thu, Feb 28, 2019 at 1:01 PM

To: sherry@hampdenmaine.gov, Ryan Murdock <ryan.murdock21@gmail.com>

To whom it may concern,

I am acting asset manager of Hampden Mobile Estates. It has been brought to my attention that lot 47 has been foreclosed on by the town. The park is interested in taking ownership of the home and would like to pay the backed taxes in order to do so. We are looking for a quick transaction as we are ready to take over ownership ASAP.

Please feel free to reach out to me at 207-951-1822 with any questions.

I have CC'd park owner, Ryan Murdock, if you need to speak with him directly.

Best,

-Tristan Thomas

Tristan Thomas <tristan.thomas24@gmail.com>

Thu, Feb 28, 2019 at 2:10 PM

To: Ryan Murdock <ryan.murdock21@gmail.com>, sherry@hampdenmaine.gov

Sherry,

I forgot to mention on the phone that typically whoever owns the trailer is in charge of paying lot rent. As of right now the town of Hampden owns lot 47 and therefore would be in charge of paying the \$320/month lot rent due on the first. Obviously we are willing to work with you guys to get this straightened out as we are willing to pay the backed taxes on the home.

Please let me know what you find out.

Thank you!

-Tristan Thomas

[Quoted text hidden]