

# Town of Hampden

## FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday, July 15th, 2019

**6:00 P.M.**

Hampden Town Office

### AGENDA

1. Approval of Minutes
  - a. June 17, 2019
2. Review & Sign Warrants
3. Unfinished Business
  - a. Status update of Council rules – *requested by Councilor Marble*
4. New Business
  - a. Review and discussion of the Town of Hampden's Public Officials liability coverage – *requested by Councilor Wilde*
  - b. Recommend award of the Public Safety utility pick-up bid to Hight Ford of Skowhegan – *recommended by Public Safety Director Bailey*
  - c. Recommend authorization for the expenditure of an amount up to \$15,000 from Lura Hoit Pool reserve account 3-771-00 for the purpose of repairing or replacing the HVAC system's motherboard at the Lura Hoit Pool – *requested by Darcey Peakall, Pool Director*
  - d. Recommend authorization for the Interim Manager to sign the addendum to the Memorandum of Understanding of August 9, 2017 for the recoupment of funds – *requested by Paula Scott, Interim Manager*
  - e. Recommend interest rate to be applied on abatements
  - f. Discussion and recommendation regarding compensation for the Interim Town Manager – *requested by Councilor Wright*
  - g. Recommend approval for pre-scheduled vacation time for the Interim Town Manager – *requested by Paula Scott, Interim Manager*
  - h. Review and discussion of the 2018 Audit – *presented by James Wadman, CPA*

**TOWN OF HAMPDEN**  
**Finance & Administration Committee Meeting**  
**07-15-2019**

5. **Manager's Items**
6. **Public Comment**
7. **Committee Member Comments**
8. **Adjournment**

**Town of Hampden**

**FINANCE & ADMINISTRATION COMMITTEE MEETING**

Monday, June 17<sup>th</sup>, 2019

**6:30 P.M.**

Hampden Town Office

**MINUTES**

*Attending:*

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

*Town Manager Jim Chandler  
Town Clerk Paula Scott  
DPW Director Sean Currier  
Foreman Dudley Carter  
Rec Director Shelley Abbot  
Library Director Debbie Lozito  
Scott Alley  
Jim Dyer*

*Chair Wright called the meeting to order at 6:30 p.m.*

**1. Approval of Minutes**

- a. *May 20, 2019 – Councilor Marble made a motion, seconded by Mayor McPike, to approve the May 20<sup>th</sup>, 2019 minutes. Unanimous, 7-0.*
- b. *June 3, 2019 - Councilor Marble made a motion, seconded by Councilor Jarvi, to approve the June 3<sup>rd</sup>, 2019 minutes. Unanimous, 7-0.*

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

**3. Unfinished Business - None**

**4. New Business**

- a. *Recommend authorization for the expenditure of \$ 389.95 from Recreation Conservation Reserve account (3-769-00) for purchase of new Outdoor Facility Ordinance signs at six park and recreation locations – referral from Services Committee – Councilor Marble made a motion to recommend authorization for up to \$400 from Recreation Conservation Reserve to purchase signs at six park and rec locations. Unanimous, 7-0.*
- b. *Recommend authorization for the expenditure of up to \$ 2,800 from Recreation Conservation Reserve account (3-769-00) for reimbursement to the Hampden Children’s Day Committee for purchase 2019 event insurance coverage and a contribution toward the 40<sup>th</sup> Anniversary/225<sup>th</sup> Town Anniversary fireworks display – referral from Services Committee –*

TOWN OF HAMPDEN  
Finance & Administration Committee Meeting  
06-03-2019  
Minutes

*Councilor Marble made a motion, seconded by Councilor Jarvi, to recommend authorization for the expenditure of up to \$2,800 from Recreation Conservation Reserve for reimbursement to the Hampden Children's Day Committee for insurance coverage and a contribution toward the fireworks display. Unanimous, 7-0.*

- c. Review of Town Job Descriptions, including the Town Manager and outlines for proposed Community & Economic Development Director and Capital Projects Manager positions – *requested by Councilor Wright – Committee members reviewed job descriptions and discussed various aspects of qualifications and responsibilities.*
  
5. Manager's Items – *Manager Chandler stated that he has requested resources of Rhobe Moulton of DOT to share with the public for the Route 1A project and recommends holding that informational meeting during Infrastructure Committee. Consensus of Committee members was to proceed with that idea after discussing it further with Mr. Moulton.*
  
6. Public Comment - *None*
  
7. Committee Member Comments - *None*
  
8. Adjournment – *With no further business, the meeting adjourned at 6:55 p.m.*

*Respectfully Submitted,*



*Paula A. Scott, CCM  
Town Clerk*



**Memorandum**

TO: Finance & Admin Committee  
FROM: Paula Scott, Interim Manager  
DATE: July 9, 2019  
RE: Public Officials Liability Coverage

Regarding the question of whether or not the Town of Hampden has D & O (Directors & Officers) liability insurance coverage, as reported previously, the Town of Hampden has its equivalent in the Public Officials liability agreement coverage.

I spoke with Marcus Balou, the underwriting manager at Maine Municipal who assured me that the limits for this coverage exceed the D & O in that it is typically \$1 million/occurrence and ours is \$2 million/occurrence. Additionally, our agreement also includes Employment Practices liability coverages. The Public Officials liability covers decision making and governance. Perhaps more importantly, the Employment Practices portion covers how those decisions are administered, e.g. discrimination, civil rights, harassment, etc.

Through our insurance, we are also a part of the Employment Practices Assistance Program which is by way of a separate and independent global employment law firm, Litner Law Offices, located in Portland. This is free to the municipality in the event that a situation arises involving employment issues which may arise in a claim, and to which the municipality needs to ask legal advice. MMA is not a party to the inquiry or the advice so that attorney-client confidentiality is maintained. They just simply pay the bill on our behalf.

I have included the portion of our coverage certificate with the relevant section highlighted. If there are any further questions you would like answered, and if I cannot obtain those answers for you, Marcus is happy to come and speak to this committee.

# Maine Municipal Association Property & Casualty Pool

60 Community Drive  
Augusta, Maine 04330

## MEMBER COVERAGE CERTIFICATE

Named Member: Town of Hampden Certificate No. P19280PC2019  
Mailing Address: 106 Western Ave, Hampden, ME, 04444-1428

\* \* \* \* \*

Coverage Period: 07/01/2019 to 07/01/2020 at 12:01 A.M. prevailing time at Augusta, Maine.

This Member Coverage Certificate is comprised of the General Declarations and Limits and Section I-Common Certificate Terms and Conditions, Section II-Property Coverage, Section III-Liability Coverage, Section IV-Uninsured Motorist and Section V-Crime Coverage, and further includes any Forms and Endorsements made a part hereof.

### General Declarations and Limits

IN RETURN FOR THE PAYMENT OF THE ANNUAL CONTRIBUTION, AND SUBJECT TO ALL THE TERMS, CONDITIONS AND EXCLUSIONS CONTAINED HEREIN, AS WELL AS TO THE MEMBERSHIP AGREEMENT, WE AGREE WITH YOU TO PROVIDE THE COVERAGE AS STATED IN THIS CERTIFICATE. THE COVERAGE AFFORDED IS ONLY WITH RESPECT TO SUCH OF THE FOLLOWING COVERAGES AS ARE INDICATED BY SPECIFIC CONTRIBUTIONS, OR INDICATED AS COVERED WITHOUT ADDITIONAL CONTRIBUTION. THE LIMIT OF THE POOL'S LIABILITY AGAINST EACH SUCH COVERAGE SHALL BE SUBJECT TO ALL THE TERMS AND CONDITIONS AS STATED HEREIN, AND SHALL ONLY BE FOR THOSE AMOUNTS IN EXCESS OF THE DEDUCTIBLE FOR EACH SUCH COVERAGE. THIS CERTIFICATE SHALL SERVE AS THE STATEMENT OF COVERAGE PROVIDED BY THE MAINE MUNICIPAL ASSOCIATION PROPERTY & CASUALTY POOL REQUIRED BY 30A M.R.S.A. § 2255(1)(A).

PROPERTY COVERAGE	LIMITS	DEDUCTIBLE	CONTRIBUTIONS
	(unless modified by Extensions)		
Building & Personal Property	Per Schedule	Per Schedule	\$6,533
Mobile Equipment	Per Schedule	Per Schedule	\$2,114
Electronic Data Processing	\$180,000	Per Schedule	\$772
Valuable Papers and Records	\$100,000	\$1,000	Included
Accounts Receivable	\$100,000	\$1,000	Included
Transit	\$100,000	\$1,000	Included
Extra Expense	\$100,000	\$1,000	Included
Loss of Rent	\$100,000	\$1,000	Included
Loss of Business Income	\$100,000	\$1,000	Included
Fine Arts	\$50,000	\$1,000	Included
Flood	Per Extension	Per Schedule	Included
Earthquake	Per Extension	Per Schedule	Included
Forest Fire Suppression Coverage	\$50,000	\$500	\$0
Automobile Physical Damage	Per Schedule	Per Schedule	\$10,297
Equipment Breakdown	Per Extension	\$1,000	\$1,804

Named Member: Town of Hampden

Certificate No. P19280PC2019

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<b>LINES OF LIABILITY</b>	<b>DEDUCTIBLE</b>	<b>CONTRIBUTIONS</b>
General Liability	\$0	\$9,361
Ambulance/Nurse Malpractice Liability	\$1,000	\$1,879
Law Enforcement Liability	\$2,500	\$6,099
Cyber Liability	\$1,000	Included
Host Liquor Liability	\$0	Included
Firefighters Legal Liability	\$0	Included
Automobile Liability	\$0	\$9,037
Public Officials and Employment Practices Liability	\$2,500	\$6,666

**LIMITS OF LIABILITY:**

\$400,000 per occurrence combined single limit of liability for causes of action seeking tort damages pursuant to the provisions of the Maine Tort Claims Act (14 M.R.S.A 8101, et seq.). Coverage is limited to those areas for which governmental immunity has been expressly waived by 14 M.R.S.A. 8104-A, as limited by 14 M.R.S.A. 8104-B, and 14 M.R.S.A. 8111. Coverage amounts for causes of action seeking tort damages pursuant to the provisions of the Maine Tort Claims Act are limited to those specified in 14 M.R.S.A. 8105 and 8104-D. Liability coverage shall not be deemed a waiver of any immunities or limitation of damages available under the Maine Tort Claims Act, other Maine statutory law, judicial precedent, or common law. This coverage limitation for causes of action seeking tort damages pursuant to the provisions of the Maine Tort Claims Act shall serve as the written statement required pursuant to 14 M.R.S.A. 8116.

\$2,000,000 per occurrence combined single limit of liability for all causes of action seeking tort damages pursuant to federal law or state law for which immunity or limitation of damages is not provided by the provision of the Maine Tort Claims Act (14 M.R.S.A. 8101, et seq.). The total limit of liability for any one occurrence is \$2,000,000, regardless of the number or types of claims or suits made, the number of persons or organizations making such claims, or the number of Members against whom such claims or suits are made, subject to the restrictions in this and the preceding paragraph.

\$2,000,000 combined single limit of liability for each wrongful act or series of continuous, repeated or interrelated wrongful acts for all causes of action seeking damages pursuant to federal law or state law for which immunity or limitation of damages is not provided by the provision of the Maine Tort Claims Act (14 M.R.S.A 8101, et seq.), regardless of the number or types of claims or suits made, when such claims or suits are made, the number of persons or organizations making such claims or suits, or the number of Members against whom such claims or suits are made. Subject to the preceding sentence, \$4,000,000 aggregate for all wrongful acts during the period of this Certificate.

The applicability of more than one line of coverage to any occurrence or wrongful act shall NOT increase the total limit of liability under this Certificate to an amount greater than the highest limit of liability in any one of the applicable lines of coverage. The limits of liability of the lines of coverage shall not be added together, combined or stacked in any manner

D/C Scott Webber  
Inv. Joel Small  
Ofc. Ben Eyles  
Ofc. Marc Egan  
Ofc. David Mushrall  
Ofc. Monic Christian

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



4-6  
L. Pierre  
L. Dunton  
FF Jared LeBarnes  
FF Shaun McNally  
FF Matt Roope  
FF Gavin Webb  
FF Ken Roy  
FF Oliver Bianchi  
FF Matt Thomas  
CEO Myles Block  
FF Chris Liepold  
FF Ed Gardella  
FF Chad Sparr  
FF Mike Simmons

Kandy McCullough, Office Manager  
Chief Christian Bailey, Director of Public Safety

POLICE FIRE EMS CODE ENFORCEMENT LOCAL HEALTH OFFICE

## MEMORANDUM

TO: Paula Scott, Town Manager  
FROM: Christian Bailey, Public Safety Director  
RE: Public Safety Utility Pickup-Request to Award Bid  
DATE: July 3, 2019

There were two bids submitted for a Ford F-250 to replace the existing Ford F-350 currently in service. The following bid amounts were submitted:

- **Quirk Ford of Augusta- \$36,715.00 with a 5-year warranty**
- **Hight Ford of Skowhegan- \$38,200.00 with a 5-year warranty**

After comparing the bids and contacting the dealerships, it was determined that Quirk Ford of Augusta would need to order the vehicle with an estimated minimum time frame for delivery of 12 weeks. Hight Ford of Skowhegan stated they could deliver the vehicle in two weeks. Firefighter Joe Dunton, our vehicle maintenance person, advised he felt the 5-year warranty wasn't needed and that the standard warranty would be sufficient. The following are the bid amounts with the standard Ford warranty (3-year 36,000-mile bumper-bumper warranty, (5) year 60,000-mile powertrain warranty, and (5) year 60,000-mile roadside assist warranty)

- **Quirk Ford of Augusta- \$33,840.00**
- **Hight Ford of Skowhegan- \$36,500.00**

The current Ford F-350 has been in service for 15 years and is in dire condition. The inspection sticker also expires in August of 2019. Firefighter Dunton stated the vehicle would need extensive work to obtain an inspection sticker. Our recommendation is to award the bid to Hight Ford of Skowhegan in the amount of \$36,500 due to their ability to deliver the vehicle in two weeks. (The difference between the two bids is \$2,660) This would allow us to avoid additional costs associated with obtaining an inspection sticker. We feel the delivery time is a significant factor in awarding this bid given the status of the current vehicle.

**Memorandum**

TO: Finance & Admin Committee, Town Council  
FROM: Paula Scott, Interim Manager  
DATE: July 11, 2019  
RE: Lura Hoit Pool HVAC motherboard

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During the thunder and lightning storm that occurred on Saturday, July 6<sup>th</sup>, the pool lost power which resulted in a power surge causing the HVAC system's motherboard to short out. The HVAC system is still operational, however the controls for it are not. Penobscot Temperature Controls was contacted and was able to do a temporary fix by exhausting out of the upper windows so that the chlorine fumes can be vented.

Staff has contacted two different HVAC companies to request quotes for the repair of the motherboard, but due to the short window prior to the Council meeting, at this time we do not have a firm price. We have a verbal estimate only, stating repairs should be no more than \$15,000 but are still waiting for written quotes which is why there is a "not to exceed price" on the agenda. If we are lucky enough to obtain these quotes by the requested date of Monday, the motion can simply be made for the recommended amount.

**Current Account Status**

**G 3-771-00 RESERVE ACCT / POOL FACILITY**

-170,393.48 = Beg Bal                      0.00 = YTD Net                      -170,588.02 = Balance  
 -194.54 = Adjust                              0.00 = YTD Enc

Per	Jrnl	Check	Date	Vendor-----	Description-----	RCB / Type	Debits	Credits
07	0004		07/02/19		BBA RESEVE INT/FMV CHANGE	B GJ	0.00	194.54
<b>Totals-</b>							<b>0.00</b>	<b>194.54</b>

**Monthly Summary**

Month	--Regular Entries--		--Balance Entries--	
	Debits	Credits	Debits	Credits
July	0.00	0.00	0.00	194.54
<b>Totals</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>194.54</b>

**ADDENDUM TO MEMORANDUM OF UNDERSTANDING  
of AUGUST 9, 2017**

This Addendum to the Memorandum of Understanding(the "MOU") dated August 9, 2017 is made by and among the **Town of Hampden, Maine** (the "Town"), **Municipal Review Committee, Inc.**, a Maine nonprofit corporation (the "MRC"), and **Fiberight, LLC**, a Delaware limited liability company ("Fiberight"), for the purpose of updating the MOU with respect to Section 5 "Recoupment of Funds."

The parties to the Addendum hereby acknowledge the updated terms and schedule of payments to be made to the Town by Fiberight, or its successor in interest, to recoup the financial contribution of \$167,000 paid on or before November 1, 2017 by the Town for the construction of a 12" ductile iron pipeline and related infrastructure along the Coldbrook Road within the borders of the Town.

**1. Fiberight Commitment.**

- a. Fiberight agrees to repay to the Town all amounts contributed by Town under Section 2 of the MOU over a period not to exceed five (5) years to be measured from July 1, 2019 or the date of Commercial Operations which ever is later. In the event that the Fiberight Facility does not achieve commercial operations as a viable means of solid waste disposal for MRC member communities, MRC agrees to repay to Town all amounts contributed by Town under Section 2 of the MOU five (5) years measured from July 1, 2019, payment being made in up to sixty (60) equal monthly installments.
- b. Payments are a partial rebate of tip fees paid to the Fiberight Facility (or successor.)
- c. Total amount of payments will equal \$167,000 with installments of \$8,350.00 paid quarterly.

**2. Other Provisions.** Each party agrees that this Memorandum is intended to be contractually binding and hereby represents and warrants that the terms hereof are enforceable against it and that the person executing this Addendum on its behalf is authorized to do so. This Addendum may be modified only in a written document signed by the party against which any such modification is to be enforced.

Witness our hands and seals as of this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

**Town of Hampden**

By \_\_\_\_\_  
Its

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Print or type name as signed

**Municipal Review Committee**

\_\_\_\_\_  
Witness

By \_\_\_\_\_  
Its

\_\_\_\_\_  
Print or type as signed

**Fiberight, LLC**

\_\_\_\_\_  
Witness

By \_\_\_\_\_  
Its

\_\_\_\_\_  
Print or type as signed

**Coastal Resources of Maine, LLC ("Coastal" )**, as successor in interest to the rights of Fiberight under a certain Master Waste Supply Agreement between Fiberight and the MRC dated as of January 1, 2016, as thereafter amended , hereby acknowledges and affirms that it has assumed, and hereby agrees to perform, the obligations of Fiberight as set forth in Section 1 above.

**COASTAL RESOURCES OF MAINE, LLC**

By \_\_\_\_\_

Its \_\_\_\_\_

ORIGINAL

## MEMORANDUM OF UNDERSTANDING

This Memorandum is made by and among the **Town of Hampden, Maine** (the "Town"), **Municipal Review Committee, Inc.**, a Maine nonprofit corporation (the "MRC"), and **Fiberight, LLC**, a Delaware limited liability company ("Fiberight"), for the purpose of evidencing their agreement with respect to a financial contribution to be made by the Town to the construction of a 12" ductile iron pipeline and related infrastructure along the Coldbrook Road within the borders of the Town.

1. **Background.** Fiberight is planning to construct a waste processing facility (the "Fiberight Facility") on a project site located in the Town off Coldbrook Road (the "Project Site"). The Fiberight Facility will service the waste disposal needs of member municipalities of the MRC, including the Town. The MRC is obligated to provide certain utilities, including a water line, to serve the Project Site. The Town acknowledges that the provision of a 12" diameter water line along Coldbrook Road (the "Line Extension") is consistent with the economic development objectives of the Town, including further development along the Coldbrook Road, and that the Line Extension will further those objectives. Accordingly, the Town has agreed, subject to the conditions specified below, to contribute funds toward the cost of installing the proposed ductile iron pipe to be laid along Coldbrook Road in order to advance the broader economic development objectives of the Town.

The parties to this Agreement hereby acknowledge for themselves, their successors and assigns, that this Agreement is entered into for the exclusive purpose of memorializing the terms and conditions of a contribution by Town to further the foregoing objectives. The Town's participation in this Agreement shall not support, establish or create any precedent, policy or pattern on its part nor any expectation in MRC or Fiberight or any other party that such a contribution will be made toward this or other infrastructure in the future.

2. **Town Commitment.** The Town agrees to contribute the amount of \$167,000 toward the estimated cost of the Line Extension (the "Town Contribution"). The Town Contribution shall be made in two installments with \$67,000 to be paid to the MRC on or before May 1, 2017 and the balance to be paid on or before November 1, 2017.

3. **Conditions to Town Commitment.** The commitment of the Town to make the Town Contribution is subject to the following conditions:

- a. The pipe to be laid must be a 12" ductile iron pipe and must otherwise meet applicable standards of the Hampden Water District.
- b. The MRC shall present to the Town documentation demonstrating the cost of the proposed 12" diameter pipe.

c. The MRC agrees that, in the event the Fiberight Facility is not constructed, the MRC nonetheless will proceed to construct the Line Extension and related infrastructure substantially as contemplated hereby, or in the alternative, will refund to the Town the Town Contribution. In the event that the MRC elects not to complete the Line Extension, it shall promptly refund the Town Contribution.

4. **Waiver of Cost Recovery.** In exchange for the Town Contribution, the MRC hereby waives its right to cost recovery pursuant to 65-407 C.M.R. ch. 65, §3(D) in the event that additional customers are connected to the proposed pipe extension.

5. **Recoupment of Funds.** Fiberight agrees that the Town shall be entitled to recoup from Fiberight, or its successor in interest, the Town Contribution through a partial rebate of tip fees paid to the Fiberight Facility (or successor), such recoupment to occur over a period not to exceed five (5) years to be measured from April 1, 2018. In the event that the Fiberight Facility is not constructed or does not achieve commercial operations as a viable means of solid waste disposal for MRC member communities, MRC agrees to repay to Town all amounts contributed by Town under Paragraph 2 herein within five (5) years measured from April 1, 2018, payment being made in up to sixty (60) equal monthly installments.

6. **Additional Contributions.** The MRC agrees that it shall not be entitled to any additional contribution of funds from the Town in connection with the Line Extension other than the Town Contribution as described herein. The Town agrees that there will be no further expectation of additional benefit as a result of the Line Extension, Project Site and Fiberight Facility being located within the borders of the Town other than as described herein.

7. **Other Provisions.** Each party agrees that this Memorandum is intended to be contractually binding and hereby represents and warrants that the terms hereof are enforceable against it and that the person executing this Memorandum on its behalf is authorized to do so. This Memorandum may be modified only in a written document signed by the party against which any such modification is to be enforced.

Witness our hands and seals as of this 9<sup>th</sup> day of August, 2017.

Hammy Ewing  
Witness

Town of Hampden

By [Signature]  
Its Town Manager  
Angus Jennings  
Print or type name as signed

**Municipal Review Committee**

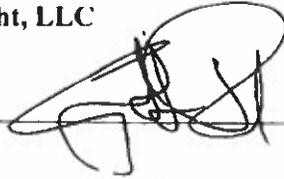
\_\_\_\_\_  
Witness

By \_\_\_\_\_  
Its \_\_\_\_\_

\_\_\_\_\_  
Print or type name as signed

**Fiberight, LLC**

*Craig M. Stuart-Paul*  
\_\_\_\_\_  
Witness

By   
Its \_\_\_\_\_

*CRAIG STUART-PAUL*  
\_\_\_\_\_  
Print or type name as signed

**Coastal Resources of Maine, LLC** ("Coastal"), as successor in interest to the rights of Fiberight under a certain Master Waste Supply Agreement between Fiberight and the MRC dated as of January 1, 2016, as thereafter amended, hereby acknowledges and affirms that it has assumed, and hereby agrees to perform, the obligations of Fiberight as set forth in Section 5 above.

**COASTAL RESOURCES OF MAINE, LLC**

By   
Its *MANAGING PARTNER*

4-e

Town of Hampden  
106 Western Avenue  
Hampden, Maine 04444



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

To: Paula Scott, Interim Town Manager, Council Members, Finance Office, Tax Collector Office  
From: Kelly J. Karter, Assessor *Karter*  
RE: Abatements  
Date: July 2, 2019

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For informational purposes, I have attached the memo I issued on April 3, 2019 listing the abatements and supplemental bills that were issued during the year. None of these abatements would have qualified for interest as they were either abated prior to the first or second half due dates or abated completely.

This issue was raised and finance, collection and assessing staff is aware of the requirement to pay interest on abatements when required.

Town of Hampden  
106 Western Avenue  
Hampden, Maine 04444



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

TO: TOWN MANAGER, JIM CHANDER, ASSISTANT MANAGER, PAULA SCOTT, AND COUNCIL  
FROM: KELLY KARTER, ASSESSOR  
RE: ABATEMENTS AND SUPPLEMENTALS ISSUED TO DATE  
DATE: APRIL 3, 2019

Just for background on August 21, 2018 we issued 3,767 tax bills in the total tax amount of \$13,247,082.44. Those bills only included accounts that owed taxes. It does not reflect pre-paid accounts, exempt entities, etc. As of today I have issued the following abatements and supplemental bills along with the reason.

ABATEMENT #	AMOUNT	REASON
#13 Sky Villa	\$1714.88	Property condition adjusted (2017/2018) issued after June 30 but prior to August- came out of current overlay.
#1 Perry	\$ 623.28	Lots combined base lot not removed.
#2 Ryder	\$ 509.60	Widow did not appear on property but was on deed. Credited for HE and VE that she was entitled to.
#3 Wuestenberg	\$2032.52	Interior incomplete adjusted to 75%.
#4 Bourgoin	\$1085.84	Priced with basement/only frost wall/slab.
#5 D & D	\$ 746.76	Billed wrong owner, supplemented correct owner.
#6 Dolan	\$1775.76	Town owned through foreclosure.
#7 Lead Mnt	\$ 280.28	Duplicate Personal Property Bill.
#8 Taylor	\$ 392.00	HE filed but not entered into system.
#9 West Branch	\$ 380.24	Adjusted condition of multi-unit.
#10 Gill	\$ 415.52	Pool and Deck removed prior to purchase.
#11 West Branch	\$ 45.51	Never was a pole barn on site.
#12 Hand	\$1191.68	To correct bill from "Estate" to "Heirs" Supplemented

SUPPLEMENTAL #	AMOUNT	REASON
#1 M & D	\$ 746.76	To correct ownership.
#2 Roope	\$ 392.00	Removed HE per owner request.
#3 Cushing	\$ 327.32	Subdivision Lot identified as Open Space, but was an Actual subdivision lot.

\*\*\*\*The Three Supplemental bills for the Hand property will be issued for \$3,420.60 once the paperwork is recorded at the Registry of Deeds.

The period for appeal deadline was February 23, 2019. I don't anticipate any more abatements at this time.

**Memorandum**

TO: Finance & Admin Committee, Town Council  
FROM: Paula Scott, Interim Manager  
DATE: July 10, 2019  
RE: Vacation time

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Typically, Town Manager contracts have a clause that require prior approval of vacation time when that vacation time extends beyond 8 days. Prior to my appointment as Interim Manager, I had requested vacation time from Manager Chandler as I had accumulated time on the books and I had to "use it or lose it". Manager Chandler approved a two-week period, from August 12<sup>th</sup> through August 23<sup>rd</sup>. Because I have already purchased tickets for events during that time frame and have plans that will take me out of state for a portion of it, I am respectfully requesting that Council also approve this pre-scheduled vacation time. I have spoken with PSD Bailey, and as is past-practice, will appoint him as acting Manager in my absence, and as always, will be available by phone.

Thank you for your consideration.