

# Town of Hampden

## FINANCE & ADMINISTRATION COMMITTEE MEETING

Tuesday January 22, 2019

6:00 P.M.

Hampden Town Office

### AGENDA

1. Approval of Minutes
  - a. December 17, 2018
2. Review & Sign Warrants
3. Unfinished Business
  - a. Council rules review – *standing item*
4. New Business
  - a. Recommendation regarding review and approval of FY19 Service Charges - *Requested by Kelly Karter, Tax Assessor*
  - b. Recommend ratification of the affirmative vote on February 5, 2018 for the approval of a poverty abatement – *Requested by Paula Scott, Town Clerk*
  - c. Recommend referral to public hearing the proposed Disbursement Warrant Ordinance
  - d. Recommendation regarding a request for an application fee waiver for Colonial Heights final subdivision plan – *Requested by The Cushing Family Corporation*
5. Manager's Items
6. Public Comment
7. Committee Member Comments
8. Adjournment

# Town of Hampden

1-a

## FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday December 17, 2018

6:00 P.M.

Hampden Town Office

### MINUTES

*Attending:*

*Chairman McAvoy*

*Mayor McPike*

*Councilor Cormier*

*Councilor Wilde*

*Councilor Marble*

*Councilor Wright*

*Councilor Ryder*

*Town Manager Jim Chandler*

*Town Clerk Paula Scott*

*Attorney Ed Bearor*

*DPW Director Sean Currier*

*CEO Myles Block*

*Eric Jarvi*

*Frank Pergolizzi*

*Chairman McAvoy called the meeting to order at 6:00 p.m.*

1. Approval of Minutes
  - a. December 3, 2018 -*Councilor Marble made a motion, seconded by Mayor McPike, to approve the Dec. 3<sup>rd</sup> minutes.*
2. Review & Sign Warrants – *Committee members reviewed and signed the disbursement warrants.*
3. Unfinished Business
  - a. Recommend authorization for the Town Manager to sign the MDOT/BACTS tri-party agreement regarding Rte. 1-A funding – *Mayor McPike made a motion, seconded by Councilor Ryder, to recommend Council authorize Manager Chandler to sign the tri-party agreement with MDOT/BACTS. Unanimous, 7-0.*
  - b. Council rules review – *standing item – item was passed over*
4. New Business
  - a. FOAA Discussion – *requested by Councilor McAvoy – Councilor McAvoy inquired of Manager Chandler about the security of our email system and to whom FOAA requests are given. He inquired of Attorney Bearor about processes of retention of municipal records and personnel matters.*

## Town of Hampden

- b. Recommendation to Council regarding re-appointment of Walter Cupples to the Board of Appeals – *Councilor Ryder made a motion, seconded by Councilor Wright, to recommend re-appointment of Water Cupples to the Board of Appeals. Unanimous, 7-0.*
- c. Recommendation to Council regarding re-appointment of Eugene Weldon to the Planning Board – *Councilor Wright made a motion, seconded by Councilor Marble to recommend re-appointment of Eugene Weldon to the Planning Board. Unanimous, 7-0.*
- d. Recommendation to Council regarding re-appointment of Peter Weatherbee to the Planning Board – *Councilor Marble made a motion, seconded by Councilor Ryder, to recommend re-appointment of Peter Weatherbee to the Planning Board. Unanimous, 7-0.*
- e. Recommendation to Council regarding re-appointment of Francis Pergolizzi to the Recreation Committee – *Councilor Wilde made a motion, seconded by Mayor McPike to recommend re-appointment of Francis Pergolizzi to the Recreation Committee. Unanimous, 7-0.*
- f. Recommendation to Council regarding re-appointment of Joshua Sargent to the Lura Hoyt Pool Board of Directors – *Councilor Cormier made a motion, seconded by Councilor Wilde, to recommend re-appointment of Joshua Sargent to the Lura Hoyt Pool Board of Directors. Unanimous, 7-0.*
- g. Recommendation to Council regarding the reclassification and appointment of Paula Scott from Town Clerk to Assistant Town Manager/Clerk – *Mayor McPike made a motion, seconded by Councilor Marble, to recommend reclassification and appointment of Paula Scott from Town Clerk to Assistant Town Manager/Clerk. Unanimous, 7-0.*
- h. Recommend Council authorization for the transfer of \$8,160.57 from the Personnel Reserve account (3-733-00) for the reclassification of the Town Clerk to Assistant Town Manager/Clerk – *Councilor Wright made a motion, seconded by Councilor Marble to recommend authorization for the transfer of \$8,160.57 from the Personnel Reserve Account for the reclassification of the Town Clerk to Assistant Town Manager/Clerk. Unanimous, 7-0.*
- i. Recommend Council authorization for the expenditure of \$1,818.20 from Library Reserve account (3-763-00) for installation of new LED lights – *Requested by Library Director Lozito – Mayor McPike made a motion, seconded by Councilor Wilde to recommend authorization for the expenditure of \$1,818.20 from Library Reserve account for installation of new LED lights. Unanimous, 7-0.*

## Town of Hampden

- j. Recommend Council approval for the expenditure of \$3,717.30 from the Environmental Trust, Income for the purpose of reimbursement of eligible stormwater management expenses – *referral from Environmental Trust Committee – Councilor Marble made a motion, seconded by Councilor Wilde, to recommend approval of \$3,717.30 for the reimbursement of eligible stormwater expenses from the Environmental Trust. Unanimous, 7-0. Unanimous, 7-0.*
  - k. Recommend Council approval for the expenditure of \$6,778.20 from the Environmental Trust, Income for the purpose of reimbursement of eligible stormwater management expenses – *referral from Environmental Trust Committee- Councilor Marble made a motion, seconded by Councilor Wilde, to recommend approval of \$6,778.20 for the reimbursement of eligible stormwater expenses from the Environmental Trust. Unanimous, 7-0. Unanimous, 7-0.*
  - l. MRC Board of Directors Ballot – *Mayor McPike made a motion, seconded by Councilor Marble, to elect Karen Frazelle of Brewer for the MRC Board of Directors. Motion carried, 6-0-1, with Councilor Wright abstaining.*
- 5. Manager's Items – *Manager Chandler spoke in appreciation of the Council's support for the reclassification that was discussed earlier.*
  - 6. Public Comment - *None*
  - 7. Committee Member Comments - *None*
  - 8. Adjournment – *With no other business to conduct, the meeting adjourned at 6:45 p.m.*

*Respectfully Submitted,*



*Paula A. Scott, CCM  
Town Clerk*

## HAMPDEN TOWN COUNCIL RULES

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

### **A Simple Three Way Test**

Is it the truth?

Is it fair to all concerned?

Will it be beneficial for the Town?

### **The Hampden Councilor...**

Will not act out of spite, bias, or favoritism

Will contribute to a climate of mutual trust and respect

Has the courage of his/her convictions

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

Will understand and demonstrate the elements of teams and teamwork

Will clearly define roles and relationships

Will establish and abide by a Council-staff partnership

And will allocate Council time and energy appropriately.

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

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

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

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

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

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

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

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

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

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

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Adopted by Town Council: May 21, 2012

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

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

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

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And will allocate Council time and energy appropriately.

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

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

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

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

### **ARTICLE 2 Council**

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

### **ARTICLE 3 Agenda**

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

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

### I. Adjournment

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

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

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

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

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

### **ARTICLE 5 Motions**

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

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

### **ARTICLE 6 Public Participation**

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

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

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

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

### **ARTICLE 7 Council Committees**

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

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

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

### **ARTICLE 8 Sanctions**

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

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

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Adopted by Town Council: May 21, 2012

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

Town of Hampden  
106 Western Avenue  
Hampden, Maine 04444



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

To: Jim Chandler, Town Manager and Council Members  
From: Kelly J. Karter, Town Assessor *Kelly*  
RE: Service Charge Accounts  
Date: January 22, 2019

As you know, annually, I calculate the Service Charges that are assessed to residential property that is exempt from taxation, but receiving rental income. The Housing Foundation has filed its' financial documents and I have calculated the full amount of their service charge and noted the amount due after those adjustments. One entity, EMMC, renting their facility to Spurwink School will not be billed this year per our attorney's advice. We need to update our current ordinance before we address this issue again.

As a reminder, these Service Charges are levied by the Municipal Officers per Section 5 of the Service Charge Ordinance. The assessor's function is the mathematical calculation of that charge.

The Service Charges are as follows:

The Housing Foundation:	\$ 7,133.00 (see adjustment)
Penquis Mental Health	\$ 2,324.06
OHI George Street	\$ 2,531.84
OHI Patterson Road	\$ 1,938.78
New Communities Inc.	\$ 6,286.94
Community Housing of Maine	\$ 2,513.95
 TOTAL	 \$22,728.54

TOWN OF HAMPDEN

SERVICE CHARGE ORDINANCE

Sec. 1. Authority. This Ordinance is enacted pursuant to 30-A M.R.S.A. § 3001 and 36 M.R.S.A. § 652(1)(L).

Sec. 2. Purpose. The purpose of this Ordinance is to establish an annual service charge to recover the cost of providing municipal services, other than education and general assistance, to owners and/or occupants of certain institutional and organizational real property which is otherwise exempt from state or municipal taxation.

Sec. 3. Creation of Service Charge. An annual service charge is hereby established, effective with the municipal fiscal year commencing on July 1, 1992. The service charge shall be levied by the municipal officers against all residential property owned by an organization or institution if the property is otherwise totally exempt from property taxation and is used to provide rental income. The service charge shall not apply to student housing or parsonages.

Sec. 4. Calculation of Service Charge. The service charge shall be calculated according to the actual cost of providing municipal services to the property in question and the persons who use that property. Municipal services shall include, without limitation, the following: fire protection, police protection, road maintenance and construction, traffic control, snow and ice removal, sewer service, sanitation services, and any other services. For the purpose of this Ordinance, municipal services shall not include education and general assistance. The service charge for each property shall be determined in accordance with the following formula:

$$\frac{B}{V} \times JV = SC$$

where:

B = Budget for the current fiscal year for municipal services, except education and general assistance

V = Total taxable valuation of municipality for the current fiscal year

JV = Just Value of property in question

SC = Service Charge of property in question.

The Assessor shall provide the municipal officers with the following information at the time of the annual tax commitment: (1) list of property to which a service charge is applicable under this ordinance, (2) total taxable valuation of the municipality for the current fiscal year, and (3) the just value of the properties in question. The Town Manager shall provide the municipal officers with the amount of the budget for municipal services for the current fiscal year, along with a proposed service charge for each property based on the foregoing formula.

Sec. 5. Levy of Service Charge. The municipal officers shall levy the annual service charge on the tax exempt property subject to a service charge under this Ordinance, and shall establish a due date for payment of the same. The Treasurer shall send a statement to every affected property owner setting forth the amount of the service charge levied on the subject property.

Sec. 6. Limitation on Service Charges. The total service charges levied by the municipal officers under this Ordinance against any institution or organization shall not exceed 2% of the gross annual revenues of that institution or organization. Provided, however, that in order to qualify for the foregoing limitation, the institution or organization shall file with the municipal officers an audit of the revenues of the institution or organization for its last fiscal year which ended immediately prior to the municipal fiscal year for which the service charge was levied. The municipal officers shall abate the service charge amount that is in excess of 2% of the gross annual revenues.

Sec. 7. Collection. Unpaid service charges shall be collected in any manner available to the municipality, including, without limitation, the procedure provided in 38 M.R.S.A. § 1208, as may be amended from time to time.

Sec. 8. Use of Revenues. Revenues accrued from service charges shall be used, as much as possible, to fund the cost of providing the municipal services which were considered in calculating the service charges.

Sec. 9. Appeals. Any institution or organization may challenge the decision of the municipal officers to levy a particular service charge or the amount of a particular service charge by filing an appeal with the Board of Assessment Review. Such appeals shall be filed in writing with the Town Clerk within 60 days of the date on which notice is provided to the institution or organization by the Treasurer under Sec. 5 above indicating the amount of the service charge levied by the municipal officers. The Board of Assessment Review shall conduct a public hearing on the appeal and shall issue a written decision thereon within 60 days of the date that the appeal was filed with the Town Clerk. Failure to issue a decision on an appeal within 60 days of the date the application was filed shall be deemed to

be a denial thereof. The appeal shall be processed in accordance with all applicable laws or ordinances, and such rules of procedure as may be established by or for the Board of Assessment Review. Any decision by the Board may be appealed to Superior Court by an aggrieved party pursuant to Rule 80B of the Maine Rules of Civil Procedure.

Sec. 10. Severability. Should any provisions of this Ordinance be declared invalid by the Courts, such decision shall not invalidate any other provision of this Ordinance.

*Approved by Council 5-18-92*  
*Effective 6-17-92*

Town of Hampden  
106 Western Avenue  
Hampden, Maine 04444



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

To: Jim Chandler, Town Manager  
From: Kelly Karter, Assessor  
RE: Service Charge Calculation  
Subject: The Housing Foundation, Roe Village

---

In accordance with the Service Charge Ordinance approved by the Hampden Town Council on May 18, 1992, the council approved the following Service Charge fee for the fiscal year 2018/2019 on January 22, 2019.

When you have completed your financial information for the year ending June 30, 2018, please submit your gross income if you feel the fee exceeds 2% of your gross income. This information should be submitted to the Town Manager for review by the Hampden Town Council.

Property Owner:           The Housing Foundation  
                                  113 Western Avenue

Legal Description:       Map 31 Lot 008

2018/2019 Municipal Budget     \$ 9,305,157 (original budget less general assistance)

Divided by Total Valuation       \$675,871,553

Mil Rate applied                   .01376 (Municipal only rate)

Times the Just Value             \$1,908,800

Service Charge Calculation       \$26,265.08

After Adjustment w/financials    \$ 7,113.00

Hampden  
 Name: HOUSING FOUNDATION THE  
 (ROE VILLAGE - HAMPDEN)

**Valuation Report**

01/02/2019

Page 1

Account: 2413 Card: 1 of 1

Map/Lot:

31-0-008

Location:

113 WESTERN AVE

Neighborhood 21 Residential B

Zoning/Use Residential B  
 Topography /Level  
 Utilities /All Public  
 Street Paved

Reference 1  
 Reference 2  
 Tran/Land/Bldg 1 1 67  
 X Coordinate 0 Y Coordinate 0  
 Exemption(s) 66 0 0 Land Schedule 4

Land Description							
Units	Method - Description	Price/Unit	Total	Fctr	Influence	Value	
2.50	Acres-Improved Site	54,945.00	137,363	100%		137,363	
1.50	Acres-Rear Land 1	3,300.00	4,950	100%		4,950	
Total Acres 4						Land Total	142,313

Commercial Description						
Occupancy Type	Apartments					
Class & Quality	Frame.....Exc.					
# Dwelling Units	30					
Exterior	Vinyl					
Stories & Height	1 STORY @ 8'					
Heating/Cooling	Hot Water/Radiant					
Built	1991					
Remodeled	0					
Base Cost/Sqft	58.77					
Heat-Cool/Sqft	+					
Total	65.69					
Size Factor	X					
Adjusted Cost/Sqft	0.957					
Total Square Feet	X					
Replacement Cost	17,980					
Condition	Very Good					
% Good Physical	X					
Functional	X					
Subtotal	1,028,667					
Economic Factor	X 1.650					
Total Value						1,697,301

1.908 \* 800 \* X  
 0.01376 =  
 26,265 \* 0.01376 \*

Outbuildings/Additions/Improvements										
Description	Year	Units	Grade	RCN	Cond	Percent Good			Value	
						Phy	Func	Econ	Rcnld	
Slab	1991	4495	C 100	11372	V.G.	91%	100%	165%	17,076	
Slab	1991	4495	C 100	11372	V.G.	91%	100%	165%	17,076	
Slab	1991	4495	C 100	11372	V.G.	91%	100%	165%	17,076	
Slab	1991	4495	C 100	11372	V.G.	91%	100%	165%	17,076	
Slab	1997	240	C 100	607	Avq.	92%	100%	165%	921	
17,980 SF	98.25 = \$/SF (4)								Outbuilding Total	69,225

**Calc. Land** 142,300 **Calc. Bldg** 1,766,500 **Total** 1,908,800

Town of Hampden

----- Receipt -----

WE LOVE OUR TOWN!

\*\*\* REPRINT \*\*\*

09/18/18 1:46 PM ID:BAG #4406-1

TYPE----- REF--- AMOUNT

\*\*Roe Village

ADMIN-MISC

Total 7,113.00\*

Paid By: Roe Village

\*\*\* REPRINT \*\*\*

2019 DOG LICENSES AVAILABLE

Check : 7,113.00

606073 - 7,113.00

7,113.00

Town of Hampden  
106 Western Avenue  
Hampden, Maine 04444



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

To: Jim Chandler, Town Manager  
From: Kelly Karter, Assessor  
RE: Service Charge Calculation  
Subject: Penquis Mental Health Association

---

In accordance with the Service Charge Ordinance approved by the Hampden Town Council on May 18, 1992, the council approved the following Service Charge fee for the fiscal year 2018/2019 on January 22, 2019.

When you have completed your financial information for the year ending June 30, 2018, please submit your gross income if you feel the fee exceeds 2% of your gross income. This information should be submitted to the Town Manager for review by the Hampden Town Council.

Property Owner: Penquis Mental Health  
Property Location: 1012 Carmel Road North

Legal Description: Map 1 Lot 31-A

2018/2019 Municipal Budget \$ 9,305,157 (original budget less general assistance)

Divided by Total Valuation \$675,871,553

Mil Rate applied .01376 (Municipal only rate)

Times the Just Value \$168,900

Service Charge Calculation \$2,324.06

Account: 67 Card: 1 of 1

Location:

1012 CARMEL RD NO

Neighborhood 63 Business Rural

Zoning/Use Business Rural Rural  
Topography /Level  
Utilities Drilled Well/Septic System  
Street Paved

**Sale Data**  
Sale Date 8/7/2009  
Sale Price 160,000  
Sale Type Land & Bldg  
Financing Unknown  
Verified Public Record  
Validity Arms Length Sale

Reference 1  
Reference 2  
Tran/Land/Bldg 1 2 1  
X Coordinate 0 Y Coordinate 0  
Exemption(s) 47 0 0 Land Schedule 1

**Land Description**

Units	Method - Description	Price/Unit	Total Fctr	Influence	Value
2.00	Acres-ImprovSite(Frac)	43,350.00	43,350 100%		43,350
Total Acres 2			Land Total		43,350

**Dwelling Description**

**Replacement Cost New**

Ranch	One Story	1,360 Sqft	Grade B 100	Base	75,066
Exterior	Wood Siding	Masonry Trim	None	Trim	0
Dwelling Units	1 OTHER Units-0	Roof Cover	Asphalt Shingles	Roof	0
					0
Foundation	Concrete	Basement	Dry Full Bmt	Basement	0
Fin. Basement Area	168 Sqft, Grade D	Basement Gar	None	Fin Bsmt	1,394
Heating	100% Hot Water BB	Cooling	0% None	Heat	0
Rooms	6				
Bedrooms	3	Add Fixtures	0		
Baths	2	Half Baths	0	Plumbing	2,631
Attic	None			Attic	0
FirePlaces	1			Fireplace	3,508
Insulation	Full			Insulation	0
Unfin. Living Area	NONE			Unfinished	0

**Dwelling Condition**

Built	Renovated	Kitchens	Baths	Condition	Layout	Total
1973	0	Typical	Typical	Below Average	Typical	82,599
<b>Functional Obsolescence</b>				<b>Phys. %</b>	<b>Func. %</b>	<b>Econ. %</b>
None				78%	100%	170%
						109,526

**Outbuildings/Additions/Improvements**

Description	Year	Units	Grade	RCN	Cond	Percent Good			Value Rcnld
						Phy	Func	Econ	
Frame Garage	1973	624	C 100	8318	Avq-	78%	100%	170%	11,030
Wood Deck	1973	144	D 100	678	Fair	72%	100%	170%	830
Encl Frame Porch	1973	272	D 100	2622	Fair	72%	100%	170%	3,210
Pole Barn/Shed	1973	200	D 100	754	Fair	72%	100%	170%	923
1,360 SFLA		80.53 = \$/SFLA (4)							
						Outbuilding Total			15,993

Calc. Land 43,400 Calc. Bldg 125,500 Total 168,900

168,900 \* x = \*  
 0 \* 01376  
 0 \* 324 \* 06000

Town of Hampden  
106 Western Avenue  
Hampden, Maine 04444



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

To: Jim Chandler, Town Manager  
From: Kelly Karter, Assessor  
RE: Service Charge Calculation  
Subject: OHI 35 George Street

---

In accordance with the Service Charge Ordinance approved by the Hampden Town Council on May 18, 1992, the council approved the following Service Charge fee for the fiscal year 2018/2019 on January 22, 2019.

When you have completed your financial information for the year ending June 30, 2018, please submit your gross income if you feel the fee exceeds 2% of your gross income. This information should be submitted to the Town Manager for review by the Hampden Town Council.

Property Owner:           OHI  
                                      35 George Street

Legal Description:       Map 20 Lot 70-C

2018/2019 Municipal Budget assistance)	\$ 9,305,157 (original budget less general
Divided by Total Valuation	<u>\$675,871,553</u>
Mil Rate applied	.01376 (Municipal only rate)
Times the Just Value	\$184,000
Service Charge Calculation	\$2,531.84

Hampden  
Name: OHI

**Valuation Report**

01/02/2019

Page 1

Account: 1975 Card: 1 of 1

Map/Lot:  
Location:

23-0-070-C  
35 GEORGE ST

Neighborhood 10 Westbrook Terr.

Zoning/Use Residential A  
Topography /Rolling  
Utilities All Public/  
Street Paved

**Sale Data**  
Sale Date 6/24/2004  
Sale Price 179,000  
Sale Type Land & Bldg  
Financing Unknown  
Verified Public Record  
Validity Arms Length Sale

Reference 1  
Reference 2  
Tran/Land/Bldg 1 1 1  
X Coordinate 0 Y Coordinate 0  
Exemption(s) 66 0 0 Land Schedule 3

Units		Method - Description		Price/Unit	Total	Fctr	Influence	Value
0.20		Acres-ImprovSite(Frac)		65,410.00	29,252	100%		29,252
Total Acres	.2						Land Total	29,252

Dwelling Description				Replacement Cost New			
Garrison	Two Story	936 Sqft	Grade B 105	Base			92,248
Exterior	Vinyl or Alum.	Masonry Trim	None	Trim			0
Dwelling Units	1 OTHER Units-0	Roof Cover	Asphalt Shingles	Roof			0
							0
Foundation	Concrete	Basement	Dry Full Bmt	Basement			0
Fin. Basement Area	468 Sqft, Grade C	Basement Gar	None	Fin Bsmt			4,736
Heating	100% Hot Water BB	Cooling	0% None	Heat			0
Rooms	8						
Bedrooms	4	Add Fixtures	0				
Baths	2	Half Baths	1	Plumbing			4,604
Attic	None			Attic			0
FirePlaces	0			Fireplace			0
Insulation	Full			Insulation			0
Unfin. Living Area	NONE			Unfinished			0

Dwelling Condition									
Built	Renovated	Kitchens	Baths	Condition	Layout	Total			
1986	0	Typical	Typical	Above Average	Typical	101,588			
Functional Obsolescence	Economic Obsolescence	Phys. %	Func. %	Econ. %	Value(Rcnld)				
None	None	89%	100%	155%	140,141				
Outbuildings/Additions/Improvements									
Description	Year	Units	Grade	RCN	Cond	Phy	Func	Econ	Value Rcnld
Frame Garage	1986	576	B 100	9547	Avq.	87%	100%	155%	12,874
Wood Deck	1988	180	B 100	1263	Avq.	88%	100%	155%	1,722
1,872 SFLA		74.86 = \$/SFLA (4)					Outbuilding Total		14,596
<b>Calc. Land</b>		29,300		<b>Calc. Bldg</b>		154,700		<b>Total</b>	184,000

184,000 \*  
 0.01376 =  
 2,531.84000 \*

Town of Hampden  
106 Western Avenue  
Hampden, Maine 04444



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

To: Jim Chandler, Town Manager  
From: Kelly Karter, Assessor  
RE: Service Charge Calculation  
Subject: OHI

---

In accordance with the Service Charge Ordinance approved by the Hampden Town Council on May 18, 1992, the council approved the following Service Charge fee for the fiscal year 2018/2019 on January 22, 2019.

When you have completed your financial information for the year ending June 30, 2018, please submit your gross income if you feel the fee exceeds 2% of your gross income. This information should be submitted to the Town Manager for review by the Hampden Town Council.

Property Owner: OHI  
143 Patterson Road

Legal Description: Map 5 Lot 39

2018/2019 Municipal Budget \$ 9,305,157 (original budget less general assistance)

Divided by Total Valuation \$675,871,553

Mil Rate applied .01376 (Municipal only rate)

Times the Just Value \$140,900

Service Charge Calculation \$1,938.78



Town of Hampden  
106 Western Avenue  
Hampden, Maine 04444



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

To: Jim Chandler, Town Manager  
From: Kelly Karter, Assessor  
RE: Service Charge Calculation  
Subject: New Communities Inc.

---

In accordance with the Service Charge Ordinance approved by the Hampden Town Council on May 18, 1992, the council approved the following Service Charge fee for the fiscal year 2018/2019 on January 22, 2019.

When you have completed your financial information for the year ending June 30, 2018, please submit your gross income if you feel the fee exceeds 2% of your gross income. This information should be submitted to the Town Manager for review by the Hampden Town Council.

Property Owner:           New Communities Inc.  
  1282 Kennebec Road

Legal Description:       Map 1 Lot 23-A

2018/2019 Municipal Budget       \$ 9,305,157 (original budget less general assistance)

Divided by Total Valuation       \$675,871,553

Mil Rate applied                   .01376 (Municipal only rate)

Times the Just Value               \$456,000

Service Charge Calculation       \$6,286.94

**Valuation Report**

Account: 275 Card: 1 of 1

Map/Lot:  
Location:

01-0-023-A  
1282 KENNEBEC RD

Neighborhood 48 South Rural

Zoning/Use Rural  
Topography /Level  
Utilities Drilled Well/Septic System  
Street Paved

**Sale Data**  
Sale Date 7/3/2017  
Sale Price  
Sale Type Land & Blding  
Financing Unknown  
Verified Public Record  
Validity Related Parties

Reference 1  
Reference 2

Tran/Land/Bldg 1 2 29

X Coordinate 0 Y Coordinate 0

Exemption(s) 66 0 0 Land Schedule 1

Units		Method - Description	Price/Unit	Total	Fctr	Influence	Value
2.00		Acres-ImprovSite(Frac)	43,350.00	43,350	100%		43,350
2.00		Acres-Rear Land 1	4,080.00	8,160	100%		8,160
3.29		Acres-Rear Land 2	1,700.00	5,593	100%		5,593
Total Acres		7.29		Land Total			57,103

Dwelling Description				Replacement Cost New		
Ranch	One Story	5,666 Sqft	Grade A 100	Base		288,390
Exterior	Vinyl or Alum.	Masonry Trim	None	Trim		0
Dwelling Units	1 OTHER Units-0	Roof Cover	Asphalt Shingles	Roof		0
						0
Foundation	Concrete Slab	Basement	None	Basement		-60,052
Fin. Basement Area	None	Basement Gar	None	Fin Bsmt		0
Heating	100% Hot Water BB	Cooling	0% None	Heat		0
Rooms	20					
Bedrooms	8	Add Fixtures	1			
Baths	4	Half Baths	1	Plumbing		12,938
Attic	None			Attic		0
FirePlaces	0			Fireplace		0
Insulation	Heavy			Insulation		7,330
Unfin. Living Area	NONE			Unfinished		0

Built		Renovated	Kitchens	Baths	Condition	Layout			Total
1995	0	Modern	Modern	Good	Typical				248,606
Functional Obsolescence		Economic Obsolescence		Phys. %	Func. %	Econ. %	Value(Rcnld)		
None		None		93%	100%	170%	393,046		
Outbuildings/Additions/Improvements				Condition		Percent Good			Value
Description	Year	Units	Grade	RCN	Cond	Phy	Func	Econ	Rcnld
Frame Shed	1995	120	C 100	1070	Avq-	87%	100%	170%	1,583
Open Frame Porch	1995	288	B 100	3334	Avq.	91%	100%	170%	5,158
5,666 SFLA		69.37 = \$/SFLA (4)				Outbuilding Total			6,741
<b>Calc. Land</b>		57,100		<b>Calc. Bldg</b>		399,800		<b>Total</b>	456,900

0.000000 +  
 456,900 \* X  
 0.01376 =  
 6,286,94000 \*

Town of Hampden  
106 Western Avenue  
Hampden, Maine 04444



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

To: Jim Chandler, Town Manager  
From: Kelly Karter, Assessor  
RE: Service Charge Calculation  
Subject: Community Housing of Maine Inc.

---

In accordance with the Service Charge Ordinance approved by the Hampden Town Council on May 18, 1992, the council approved the following Service Charge fee for the fiscal year 2018/2019 on January 22, 2019.

When you have completed your financial information for the year ending June 30, 2018, please submit your gross income if you feel the fee exceeds 2% of your gross income. This information should be submitted to the Town Manager for review by the Hampden Town Council.

Property Owner: Community Housing of Maine Inc.  
Property Location: 177 Canaan Road, Hampden, Me 04444

Legal Description: Map 5 Lot 27-A  
Book 10137 Page 137

2018/2019 Municipal Budget	\$9,305,157 (original budget less general assistance)
Divided by Total Valuation	<u>\$675,871,553</u>
Mil Rate applied	.01376 (Municipal only rate)
Times the Just Value	\$182,700
Service Charge Calculation	\$2,513.95

Account: 3338 Card: 1 of 1

Map/Lot:

Location:

177 CANAAN RD

Neighborhood 49 Central Rural

Zoning/Use Rural  
Topography /Rolling  
Utilities Drilled Well/Septic System  
Street Paved

**Sale Data**  
Sale Date 10/12/2005  
Sale Price 185,000  
Sale Type Land & Bldg  
Financing Unknown  
Verified Public Record  
Validity Arms Length Sale

Reference 1  
Reference 2  
Tran/Land/Bldg 1 2 2  
X Coordinate 0 Y Coordinate 0  
Exemption(s) 66 0 0 Land Schedule 1

Units		Method - Description		Price/Unit	Total	Fctr	Influence	Value
2.00		Acres-ImprovSite(Frac)		39,525.00	39,525	90%	Topography	35,573
0.80		Acres-Rear Land 1		3,720.00	2,976	90%	Topography	2,678
Total Acres 2.8							Land Total	38,251

Dwelling Description				Replacement Cost New		
Ranch	One Story	2,016 Sqft	Grade B 120	Base		119,237
Exterior	Vinyl or Alum.	Masonry Trim	None	Trim		0
Dwelling Units	2 OTHER Units-0	Roof Cover	Asphalt Shingles	Roof		0
						0
Foundation	Concrete Slab	Basement	None	Basement		-23,891
Fin. Basement Area	None	Basement Gar	None	Fin Bsmt		0
Heating	100% Radiant Floor	Cooling	0% None	Heat		679
Rooms	8					
Bedrooms	4	Add Fixtures	0			
Baths	2	Half Baths	0	Plumbing		4,209
Attic	None			Attic		0
FirePlaces	0			Fireplace		0
Insulation	Full			Insulation		0
Unfin. Living Area	NONE			Unfinished		0

Dwelling Condition									
Built	Renovated	Kitchens	Baths	Condition	Layout	Total			
2000	0	Typical	Typical	Good	Typical	100,234			
Functional Obsolescence		Economic Obsolescence		Phys. %	Func. %	Econ. %	Value(Rcnld)		
None		None		94%	100%	150%	141,330		
Outbuildings/Additions/Improvements									
Description	Year	Units	Grade	RCN	Cond	Phy	Func	Econ	Value Rcnld
Frame Shed	2004	240	C 100	2139	Avg.	95%	100%	150%	3,048
2,016 SFLA		70.10 = \$/SFLA (4)							
						Outbuilding Total			3,048
Calc. Land			38,300	Calc. Bldg		144,400	Total		182,700

0.000000+  
 182,700 \*  
 0.01376 =  
 2,513.952000 \*



**Memorandum**

TO: Finance & Admin Committee, Town Council  
CC: Jim Chandler, Town Manager  
FROM: Paula Scott, Town Clerk  
DATE: January 7, 2019  
RE: Ratification vote

---

At the February 5, 2018 Finance & Administration meeting, the Finance Committee members, along with all other Councilors in attendance, entered Executive Session to consider a poverty abatement request. Although the Town Council came out of Executive Session and afterwards informed the Tax Collector that the abatement request was granted, (and which was subsequently processed on February 6<sup>th</sup>, 2018), there was no public vote made after the Committee exited the Executive Session. This error was revealed during the Town's audit and as such, the affirmative action needs to be ratified by this Committee and Council.

**TOWN OF HAMPDEN**

The Town of Hampden Hereby Ordains  
Proposed [DISBURSEMENT WARRANT ORDINANCE] Ordinance

Deletions are ~~Strikethrough~~ Additions Double Underlined

**TABLE OF CONTENTS**

Section 1.	Purpose	Pg. 1
Section 2.	Authority	Pg. 1
Section 3.	Procedure for Approval	Pg. 2
Section 4.	Designation	Pg. 2

Adopted: \_\_\_\_\_ / \_\_\_\_\_ /2019  
Effective: \_\_\_\_\_ / \_\_\_\_\_ /2019

**CERTIFIED BY:** \_\_\_\_\_  
Paula A. Scott  
Town Clerk

**AFFIX SEAL**

**Section 1. Purpose**

The purpose of this ordinance is to provide an alternative to the statutory procedure for approval of warrants authorizing the treasurer to disburse money.

**Section 2. Authority**

This ordinance is enacted pursuant to 30-A MRSA § 3001 and 5603(2)(A).

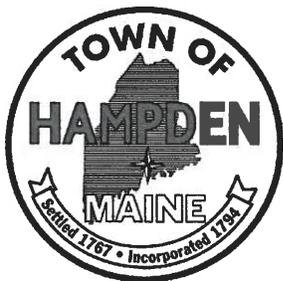
Section 3. Procedure for Approval

The treasurer may disburse money only on the authority of a warrant drawn for the purposes set out either;

- a. Affirmatively voted and signed by a majority of the municipal officers at a duly called public meeting,
- b. Seen and signed by a majority of the municipal officers acting individually and separately,
- c. Signed as otherwise provided by law for the disbursement of employees' wages and benefits and payment of municipal education,
- d. Signed as otherwise provided by law for the disbursement of licensing or registration fees to state agencies
- e. Signed as provided by law under home rule authority for the disbursement of debt service payments due from the municipality and payments to all other approved vendors.

Section 4. Designation

The Hampden Town Council grants the approval of disbursement warrants to be through the designated municipal officers acting in the capacity of the Finance & Administration Committee and which number of signatories shall be that which constitutes a majority of the Town Council.



Town of Hampden  
Land & Building Services

Memorandum

To: Jim Chandler, Town Manager  
From: Karen M. Cullen, AICP, Town Planner *KMC*  
Date: January 17, 2019  
RE: Request for Application Fee Waiver – The Cushing Family Corporation

In August of 2017, the Planning Board approved the final subdivision plan for the Cushing Family Corporation, for Phase 3 of the Colonial Heights development (Freedom Avenue). The Board signed the mylar that night. The mylar was not recorded until January of 2018, more than 90 days after the approval. Section 322.1.11 of the Subdivision Ordinance requires that the plan must be recorded at the Registry of Deeds within 90 days of the approval, and provides for up to two extensions of 90 days each. No request was made for an extension. This error was discovered during title search work for a recent sale of lots on Freedom Ave. As you know, the Town Council accepted Freedom Avenue in December of 2018.

In order to correct this error, our town attorney had advised us that the applicant would need to submit a new subdivision plan, and based on our ordinance could submit just the final plan. The Planning Board approved the final subdivision plan at their meeting on January 9, 2019, signed the mylars, and gave Andre Cushing the plan for recording at the registry of deeds. The plan was recorded on January 10<sup>th</sup>, the plan reference is 2019-2.

The applicant has requested a waiver to the application fee of \$1,050, which has been deposited as normal practice. Per Section 610 of the Subdivision Ordinance, the Planning Board may waive or reduce a fee only if the Town Council approves such waiver or reduction. The Planning Board discussed this request on January 9<sup>th</sup> and decided to recommend to Town Council that rather than a full waiver of the fee, it is acceptable to reduce it to at minimum cover all the administrative costs for processing this final subdivision plan application (staff time and attorney cost). Staff estimates this to be \$400.

Andre Cushing has submitted the following:

“We are submitting this request to waive the fee for the application for a final subdivision approval to the town of Hampden. We were required to pursue this process as the plot plan was not filed with the registry of deeds within the required 90 days of it being signed as approved by the planning board. A delay in securing the letter of credit to

secure the completion of subdivision from our lender held up the release of the signed plan. This resulted in a delay until late November, the plan was picked up by our engineer taken to the registry and filed but, there was no mechanism to identify at the filing that it was in excess of the 90-day window required. It was discovered by an attorney for the buyers of some lots in the new phase when we were getting ready to close in December of 2018 and brought to our attention.

The town attorney recommended it be submitted as a major subdivision for reapproval which required a higher fee. Under Hampden's ordinance fee structure a major subdivision fee is higher predicated I believe on there not being a fee paid for preliminary subdivision review, we had paid the fee related for a preliminary plan approval and for final approval in August of 2017. We feel that while the process was assisted by town staff the additional fee is somewhat burdensome due to the minor amount of staff time required to process the re application.

We respectfully request the council to wave this additional filing fee as we have completed the subdivision work, the Town council has accepted the road and the town also accepted the conservation easement, all of which was covered by prior application fees and or funds we placed in escrow with the town for these purposes.”

On behalf of the Planning Board, I respectfully request that the Town Council consider granting a reduction in the amount of the application fee for the final subdivision plan for Colonial Heights Phase 3 from \$1,050 to \$400, an amount sufficient to cover the administrative costs of processing this application, based upon the unique circumstances of this application. This reduction should in no way be considered as setting a precedent for any future applications to the Planning Board.