

Town of Hampden

FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday December 17, 2018

6:00 P.M.

Hampden Town Office

AGENDA

1. Approval of Minutes
 - a. December 3, 2018
2. Review & Sign Warrants
3. Unfinished Business
 - a. Recommend authorization for the Town Manager to sign the MDOT/BACTS tri-party agreement regarding Rte. 1-A funding
 - b. Council rules review – *standing item*
4. New Business
 - a. FOAA Discussion – *requested by Councilor McAvoy*
 - b. Recommendation to Council regarding re-appointment of Walter Cupples to the Board of Appeals
 - c. Recommendation to Council regarding re-appointment of Eugene Weldon to the Planning Board
 - d. Recommendation to Council regarding re-appointment of Peter Weatherbee to the Planning Board
 - e. Recommendation to Council regarding re-appointment of Francis Pergolizzi to the Recreation Committee
 - f. Recommendation to Council regarding re-appointment of Joshua Sargent to the Lura Hoyt Pool Board of Directors
 - g. Recommendation to Council regarding the reclassification and appointment of Paula Scott from Town Clerk to Assistant Town Manager/Clerk

Town of Hampden

- 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
- 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*
- 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*
- 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*

I. MRC Board of Directors Ballot

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

FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday December 3, 2018

6:00 P.M.

Hampden Town Office

MINUTES

Attending:

Chairman McAvoy

Mayor McPike

Councilor Cormier

Councilor Marble

Councilor Wright

Councilor Ryder

Town Manager Jim Chandler

Town Clerk Paula Scott

Eric Jarvi

Gerry Ouellette

1. Approval of Minutes
 - a. November 19th, 2018 – *Councilor Marble made a motion, seconded by Councilor Wright to approve the Nov. 19th minutes. Unanimous, 6-0.*
2. Review & Sign Warrants – *Committee members reviewed and signed the disbursement warrants.*
3. Unfinished Business
 - a. Council rules review – *standing item – Committee members discussed Article 4.5 and 4.6.*
4. New Business
 - a. Recommendation to Council regarding re-appointment of Gerry Ouellette to the Personnel Appeals Board – *Councilor Marble made a motion, seconded by Councilor Ryder, to recommend Council re-appoint Gerry Ouellette to the Personnel Appeals Board. Unanimous, 6-0. Councilor Marble thanked him for his service.*
 - b. Recommend Council authorization for the expenditure of \$1,152 from Matching Grant Reserve account (3-780-00) for the Town's share of the MMA Safety Enhancement Grant – *requested by Lt. Lundstrom – Mayor McPike made a motion, seconded by Councilor Ryder, to recommend authorization for \$1,152 from the Matching Grant Reserve account for the Town's share of the Safety Enhancement Grant. Unanimous, 6-0.*
 - c. Recommend Council adoption of Order 2018-04 Establishing Procedures for the Receipt of Gifts, Donations and Funds from Outside Sources – *pursuant to MRSA 30-A § 5652-5655 – Councilor Wright made a motion,*

Town of Hampden

seconded by Councilor Ryder, to recommend adoption of Order 2018-04. Unanimous, 6-0.

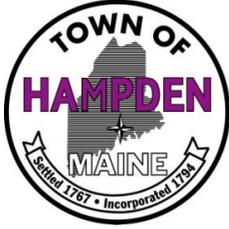
- d. *Recommend Council acceptance of \$250 donation from the Hampden Cub Scouts Pack 41 to the Recreation Reserve account (3-767-00) – requested by Rec Director Shelley Abbott – Mayor McPike made a motion, seconded by Councilor Marble, to recommend acceptance of the gift of \$250 from Cub Scout Pack 41 for the Recreation Reserve account. Unanimous, 6-0.*
 - e. *Recommend Council acceptance of \$966.00 in forfeiture from State v. Rike Guerrier to the police equipment replacement account (05-01-20-01) – requested by Chief Rogers - Councilor Marble made a motion, seconded by Councilor Ryder, to recommend Council acceptance of \$966 in forfeiture from the above referenced court action for the police equipment replacement account. Unanimous, 6-0.*
 - f. *Recommend Council abatement for uncollectable taxes – requested by Barbara Geaghan, Tax Collector Barbara Geaghan – Councilor Marble made a motion, seconded by Councilor Wright, to recommend Council abate the uncollectable taxes for a demolished mobile home. Unanimous, 6-0.*
 - g. *Review of BLS Penalty Decision – Manager Chandler reported on the status of the BLS penalty decision and the reduction of fines.*
5. *Manager's Items – Manager Chandler outlined a request to the Council/Committee for office closure on Dec. 20th from 11:30 – 1:30 for the employee Christmas party, all day closure on Dec. 24th and closure at 3:00 on Dec. 31st. Unanimous consent.*
 6. *Public Comment - None*
 7. *Committee Member Comments - None*
 8. *Adjournment – With no other business to conduct, Chairman McAvoy adjourned the meeting at 6:55 p.m.*

Respectfully Submitted,



Paula A. Scott, CCM

Town Clerk



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

MEMORANDUM

TO: Finance & Administration Committee & Town Council
FROM: Jim Chandler, Town Manager *JNC*
COPY: Sean Currier, Public Works Director / Road Commissioner
Karen Cullen, Town Planner
DATE: December 17, 2018
RE: Authorization to Execute MDOT Route 1A Funding Agreement Modification & Agreement Extension

This memorandum requests approval for the Town Manager to execute a Modification to the previously executed memorandum

Background

In early summer, MDOT notified the Town and BACTS that the Route 1A Rehabilitation Project Cooperative Agreements (originally executed by the Town on April 27, 2016) would require modification due to anticipated cost increases. This matter has been discussed at several prior Infrastructure and Finance & Administration Committee meetings since then. A subsequent Modification was presented to the Town and BACTS for signature that contained the following clauses that were untenable:

- e. The Municipality shall be fully responsible for any and all Project costs exceeding \$5,860,000.00, unless otherwise agreed to in writing by the Parties through a modification to this Agreement.

- f. If the Project Estimate or associated financial allocations are adjusted to reflect updated costs, MaineDOT will consult with BACTS and the Municipality before such adjustments are approved and implemented.

After discussions and meetings with Rob Kenerson, BACTS Executive Director, and various MDOT representatives, the Town proposed edits to the Modification #1 that clarified the Town's funding obligations as the project moved toward bidding and award. Attached is the edited version that includes the edits requested by the Town and supported by BACTS. These edits limit the Town's funding obligation to the standard Local Share of 10% of future cost increases; and requires written authorization from all three signatories (MDOT, BACTS and Town of Hampden) prior to any project cost increases being approved by MDOT.

Staff Recommendation

Based upon review of the attached Modification # 1 and Extension # 1 documents, staff recommends Council authorize the Town Manager to execute the Agreements on behalf of the Town.



Internal Use Only

TEDOCS #: _____
AMS Advantage #: DOT0516-35915 BACTS & DOT0516-35916 Hampden
CSN#: 35915 BACTS & 35916 Hampden

**MAINE DEPARTMENT OF TRANSPORTATION
MODIFICATION # 1 TO THREE-PARTY PARTNERSHIP AGREEMENT**

Project Location: Hampden
State W.I.N. #: 011577.00
Federal W.I.N. #: STP-1157(700)X
Customer ID#: BACTS
Customer ID#: HAMPDEN

Original Agreement Maximum Amount: \$4,650,000.00
Current Agreement Maximum Amount: \$4,650,000.00
Modified Agreement Maximum Amount: \$5,860,000.00
Current Agreement Expiration Date: 06/30/2018
Modified Agreement Expiration Date: 08/30/2023 N/A

This Modification hereby amends a three-party Partnership Agreement that was executed by MaineDOT on May 10, 2016, with the Bangor Area Comprehensive Transportation System (BACTS) and the Municipality of Hampden (Municipality) hereinafter the "Parties" for the rehabilitation of Route 1A/9 extending northerly 1.3 miles to Mt. View Road (Project) as follows:

- Increased Agreement Maximum Amount.** The maximum amount of the Agreement shall be increased by: \$1,210,000.00 from \$4,650,000.00 to \$5,860,000.00.
- Expiration Date.** The Expiration Date of the Agreement shall be extended from 06/30/2018 to 08/30/2023. Reason: Project is still in design and construction has yet to start.

The following attachments are hereby incorporated into this Modification:

- Appendix A – Agreement Revisions**

All other terms and conditions of the original Agreement shall remain in effect. This Modification hereby becomes part of the Agreement. The Parties, by their duly authorized representatives, have executed this modification to said original Agreement, which shall become effective on the date last signed below.

**BANGOR AREA COMPREHENSIVE
TRANSPORTATION SYSTEM**

By: _____ *
Robert Kenerson, Director

Date

MAINE DEPARTMENT OF TRANSPORTATION

By: _____ *
Andrew T. Bickmore, Acting Director
Bureau of Planning

Date

MUNICIPALITY OF HAMPDEN

By: _____ *
James N. Chandler, Town Manager

Date

**I certify that the foregoing signature is true and accurate, and if electronic, I further certify that it (a) is intended to have the same force as a manual signature, (b) is unique to myself, (c) is capable of verification, (d) is under the sole control of myself, and (e) is linked to data in such a manner that it is invalidated if the data are changed. 10 M.R.S.A. §9502, et seq.*

APPENDIX A

Replace the 5th “Whereas” on Page 1 with the following:

Whereas, initial work has been completed in the preliminary engineering and right of way phases of the Project. Expenditures for this initial work totals \$218,879.45 the Municipality will not be responsible for contributing to this portion of the work; and

Replace Section 1 on Page 2 with the following:

1. The Total Estimated Project Cost of the Project through all phases, as outlined in table 1.c. below is \$5,860,000.00 (the “Project Estimate”). The Parties agree to share in and allocate the associated costs of each phase as outlined in this section for the total cost of the project.

a. Work Completed in the PE and Right of Way Phases.

Work Phase	Expended Federal Share	Expended State Share	Expended Local Share	Expended Total Project Cost
Preliminary Engineering	\$173,054.21	\$42,509.08	\$0.00	\$215,563.29
Right of Way	\$2,662.22	\$653.94	\$0.00	\$3,316.16
Construction	\$0.00	\$0.00	\$0.00	\$0.00
Construction Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Total Project Share	\$175,716.43	\$43,163.02	\$0.00	\$218,879.45

b. Remaining work to be completed.

Work Phase	Estimated Federal Share New	Estimated State Share New	Estimated Local Share New	Estimated Total New
Preliminary Engineering	\$215,452.92	\$26,931.62	\$27,052.17	\$269,436.71
Right of Way	\$277,347.08	\$34,668.38	\$34,668.38	\$346,683.84
Construction	\$3,359,200.00	\$419,900.00	\$720,900.00	\$4,500,000.00
Construction Engineering	\$420,000.00	\$52,500.00	\$52,500.00	\$525,000.00
Total Project Share	\$4,272,000.00	\$534,000.00	\$835,120.55	\$5,641,120.55

c. Total Estimated Project Cost.

Work Phase	Estimated Federal Share	Estimated State Share	Estimated Local Share	Estimated Total Project Cost
Preliminary Engineering	\$388,507.13	\$69,440.70	\$27,052.17	\$485,000.00
Right of Way	\$280,009.30	\$35,322.32	\$34,668.38	\$350,000.00
Construction	\$3,359,200.00	\$419,900.00	\$720,900.00	\$4,500,000.00
Construction Engineering	\$420,000.00	\$52,500.00	\$52,500.00	\$525,000.00
Total Project Share	\$4,447,716.43	\$577,163.02	\$835,120.55	\$5,860,000.00

d. Estimated allocations, table 1.b. are further identified as follows:

- i. **Federal share** (BACTS funds through MaineDOT) is – \$4,447,716.43.
- ii. **State share** (BACTS funds through MaineDOT) is – \$577,163.02.
- iii. **Local share** (through the Municipality) –is estimated at \$835,120.55, plus 100% of any additional costs incurred in accordance with Section 1.e. below.

- e. The Municipality shall be fully responsible for any and all Project costs exceeding \$5,860,000.00 that are directly related to locally requested project design elements. As Project Partners, BACTS shall be responsible for up to 90% and the Municipality shall be responsible for up to 10% respectively of the other additional costs unless otherwise agreed to in writing by the Parties through a modification to this Agreement.

- f. If the Project Estimate or associated financial allocations are adjusted to reflect updated costs, MaineDOT will consult with BACTS and the Municipality and any adjustments to financial allocations shall be agreed to in writing by the Parties through a modification to this Agreement, before such adjustments are approved and implemented.



<p style="text-align: center;"><i>Internal Use Only</i></p> <p style="text-align: center;">TEDOCS # _____</p> <p style="text-align: center;">CSN#: 35915 BACTS & 35916 Hampden</p> <p style="text-align: center;">DOT GENERATED #: DOT0516-35915 BACTS & DOT0516-35916 Hampden</p>
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**MAINE DEPARTMENT OF TRANSPORTATION
 MODIFICATION #1 TO THREE-PARTY PARTNERSHIP AGREEMENT
 011577.00: (HAMPDEN, REHABILITATION OF ROUTE 1A/9)**

This Modification hereby amends a Three-Party Partnership Agreement (Agreement) that was executed by MaineDOT on 05/10/2016, with **Bangor Area Comprehensive Transportation System (BACTS)** and the **Town of Hampden** for Rehabilitation of Route 1A/9 for the above referenced project as follows:

Expiration Date. The Expiration Date of the Agreement shall be extended from 06/30/2018 to 06/30/2022 due to pending Construction.

All other terms and conditions of the original Agreement shall remain in effect. This Modification hereby becomes part of the original Agreement. MaineDOT, BACTS, and Hampden, by their duly authorized representatives, have executed this modification to said original Agreement, which shall become effective on the date last signed below.

_____ Date _____
 Rob Kenerson, Director
 Bangor Area Comprehensive Transportation System
I certify that the signature above is true and accurate. I further certify that the signature, if electronic: (a) is intended to have the same force as a manual signature; (b) is unique to myself; (c) is capable of verification; and (d) is under the sole control of myself.

_____ Date _____
 James N. Chandler, Town Manager
 Municipality of Hampden
I certify that the signature above is true and accurate. I further certify that the signature, if electronic: (a) is intended to have the same force as a manual signature; (b) is unique to myself; (c) is capable of verification; and (d) is under the sole control of myself.

_____ Date _____
 Herb Thomson, Director, Bureau of Planning
 Maine Department of Transportation
I certify that the signature above is true and accurate. I further certify that the signature, if electronic: (a) is intended to have the same force as a manual signature; (b) is unique to myself; (c) is capable of verification; and (d) is under the sole control of myself.

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:

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.

ARTICLE 1 Mayor/Deputy Mayor

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

HAMPDEN TOWN COUNCIL RULES OF PROCEDURE

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

ARTICLE 2 Council

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

ARTICLE 3 Agenda

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

HAMPDEN TOWN COUNCIL RULES OF PROCEDURE

I. Adjournment

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

ARTICLE 4 Meetings and Decorum

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

HAMPDEN TOWN COUNCIL RULES OF PROCEDURE

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

ARTICLE 5 Motions

HAMPDEN TOWN COUNCIL RULES OF PROCEDURE

1. The following motions do not require a second:
 - a. Nominations
 - b. Point of information
 - c. Point of order
 - d. Questions of privilege
 - e. Leave to withdraw a motion

2. The following motions are non-debatable:
 - a. Adjourn
 - b. Lay on the table
 - c. Filling in the blank
 - d. Point of information
 - e. Point of order
 - f. Question of privilege
 - g. Leave to withdraw a motion

3. When a question is under debate, the only motions that the Mayor shall entertain will be a motion to adjourn, or a motion to lay on the table the previous question, or to postpone the previous question to a date certain, or to refer the previous question to a committee or some administrative official or to amend, or a motion to postpone the previous question indefinitely. Motions shall have precedence in order in which they are introduced.

4. When a vote is passed, it shall be in order for any member who voted in the majority, or in the negative on a tie vote, to move a reconsideration thereof at the same, or the next stated meeting, but not afterwards; and when a motion of reconsideration is decided, that vote shall not be reconsidered.

ARTICLE 6 Public Participation

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

HAMPDEN TOWN COUNCIL RULES OF PROCEDURE

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

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

ARTICLE 7 Council Committees

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

HAMPDEN TOWN COUNCIL RULES OF PROCEDURE

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

ARTICLE 8 Sanctions

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

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

Adopted by Town Council: May 21, 2012

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

HAMPDEN TOWN COUNCIL RULES

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

A Simple Three Way Test

Is it the truth?

Is it fair to all concerned?

Will it be beneficial for the Town?

The Hampden Councilor...

Will not act out of spite, bias, or favoritism

Will contribute to a climate of mutual trust and respect

Has the courage of his/her convictions

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

Will understand and demonstrate the elements of teams and teamwork

Will clearly define roles and relationships

Will establish and abide by a Council-staff partnership

And will allocate Council time and energy appropriately.

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

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

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

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

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

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

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

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

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

Adopted by Town Council: May 21, 2012

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



Check One: Initial Application
 Reappointment Application

TOWN OF HAMPDEN
APPLICATION FOR TOWN BOARDS AND COMMITTEES

Her 10/22/18

NAME: CUPPLES, Walter 12
LAST FIRST MI

ADDRESS: 213 Crown Rd. Hampden 04444
STREET TOWN ZIP

MAILING ADDRESS (if different): _____

TELEPHONE: _____
HOME WORK

EMAIL: Walter.Cupples@hampdenmaine.com

OCCUPATION: RETIRED

BOARD OR COMMITTEE PREFERENCE:

FIRST CHOICE: BOARD OF APPEALS

SECOND CHOICE (OPTIONAL): _____

How would your experience, education and/or occupation be a benefit to this board or committee? Time On BOA Previous - One Term

Are there any issues you feel this board or committee should address, or should continue to address? We should encourage growth and development

3 YEAR

BOARD OF ASSESSMENT REVIEW
PERSONNEL APPEALS BOARD
LURA E. HOIT MEMORIAL POOL
HARBOR COMMITTEE

EDYTHE L. DYER LIBRARY
RECREATION COMMITTEE
BOARD OF APPEALS
HISTORIC PRESERVATION COMMISSION

5 YEAR
PLANNING BOARD

FOR TOWN USE ONLY		Date Application Received: <u>10/30/18</u>
COUNCIL COMMITTEE ACTION: <u>P & D</u>	DATE: <u>11/7/18</u>	
COUNCIL ACTION: _____	DATE: _____	
<input type="checkbox"/> NEW APPT	<input type="checkbox"/> REAPPOINTMENT	DATE APPOINTMENT EXPIRES: _____



Check One: Initial Application Reappointment Application

TOWN OF HAMPDEN
APPLICATION FOR TOWN BOARDS AND COMMITTEES

NAME: Weldon LAST Eugene FIRST P MI
ADDRESS: 1062 Carmel Road N. Hampden STREET TOWN ZIP 04444

MAILING ADDRESS (if different): _____

TELEPHONE: _____ HOME _____ WORK _____

EMAIL: epweldon@laneconstruct.com

OCCUPATION: Environmental Manager

BOARD OR COMMITTEE PREFERENCE:

FIRST CHOICE: Planning Board

SECOND CHOICE (OPTIONAL): _____

How would your experience, education and/or occupation be a benefit to this board or committee?

Are there any issues you feel this board or committee should address, or should continue to address?

3 YEAR

BOARD OF ASSESSMENT REVIEW
PERSONNEL APPEALS BOARD
LURA E. HOIT MEMORIAL POOL
HARBOR COMMITTEE

EDYTHE L. DYER LIBRARY
RECREATION COMMITTEE
BOARD OF APPEALS
HISTORIC PRESERVATION COMMISSION

5 YEAR PLANNING BOARD

FOR TOWN USE ONLY		Date Application Received: <u>11/20/18</u>
COUNCIL COMMITTEE ACTION: <u>R&D Finance + Admin</u>	DATE: <u>12/5/18</u>	<u>12/17/18</u>
COUNCIL ACTION: _____	DATE: _____	
<input type="checkbox"/> NEW APPT	<input type="checkbox"/> REAPPOINTMENT	DATE APPOINTMENT EXPIRES: _____

Check One: Initial Application
 Reappointment Application



TOWN OF HAMPDEN
APPLICATION FOR TOWN BOARDS AND COMMITTEES

NAME: WEATHERS PETER M
LAST FIRST MI

ADDRESS: 28 KENNEDY ROAD HAMPDEN 04444
STREET TOWN ZIP

MAILING ADDRESS (if different): _____

TELEPHONE: _____

EMAIL: PETER@WEATHERBELAW.COM
HOME WORK

OCCUPATION: LAWYER

BOARD OR COMMITTEE PREFERENCE: _____

FIRST CHOICE: PLANNING

SECOND CHOICE (OPTIONAL): _____

How would your experience, education and/or occupation be a benefit to this board or committee?
PRIOR EXPERIENCE

Are there any issues you feel this board or committee should address, or should continue to address?

3 YEAR

BOARD OF ASSESSMENT REVIEW
PERSONNEL APPEALS BOARD
LURA E. HOIT MEMORIAL POOL
HARBOR COMMITTEE

EDYTHE L. DYER LIBRARY
RECREATION COMMITTEE
BOARD OF APPEALS
HISTORIC PRESERVATION COMMISSION

5 YEAR
PLANNING BOARD

FOR TOWN USE ONLY		Date Application Received: <u>12/3/18</u>
COUNCIL COMMITTEE ACTION: <u>Finance & Admin</u>	DATE: <u>12/17/18</u>	
COUNCIL ACTION: _____	DATE: _____	
<input type="checkbox"/> NEW APPT	<input type="checkbox"/> REAPPOINTMENT	DATE APPOINTMENT EXPIRES: _____



Check One: Initial Application
 Reappointment Application

TOWN OF HAMPDEN APPLICATION FOR TOWN BOARDS AND COMMITTEES

NAME: Sargent Joshua
LAST FIRST MI

ADDRESS: 291 Meadow Rd Hampden 04444
STREET TOWN ZIP

MAILING ADDRESS (if different): _____

TELEPHONE: _____
HOME WORK

EMAIL: admiraljfs@hotmail.com

OCCUPATION: _____

BOARD OR COMMITTEE PREFERENCE:

FIRST CHOICE: Pool

SECOND CHOICE (OPTIONAL): _____

How would your experience, education and/or occupation be a benefit to this board or committee?
Current board Treasurer. Would like to
continue serving

Are there any issues you feel this board or committee should address, or should continue to address?

3 YEAR

BOARD OF ASSESSMENT REVIEW
PERSONNEL APPEALS BOARD
LURA E. HOIT MEMORIAL POOL
HARBOR COMMITTEE

EDYTHE L. DYER LIBRARY
RECREATION COMMITTEE
BOARD OF APPEALS
HISTORIC PRESERVATION COMMISSION

5 YEAR
PLANNING BOARD

FOR TOWN USE ONLY		Date Application Received: <u>12/13/18</u>
COUNCIL COMMITTEE ACTION: <u>Finance + Admin</u>	DATE: <u>12/17/18</u>	
COUNCIL ACTION: _____	DATE: _____	
<input type="checkbox"/> NEW APPT	<input type="checkbox"/> REAPPOINTMENT	DATE APPOINTMENT EXPIRES: _____



Item 4. g.

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

MEMORANDUM

TO: Finance & Administration Committee & Town Council
FROM: Jim Chandler, Town Manager *JNC*
COPY: Paula Scott, Clerk
DATE: December 17, 2018
RE: Appointment of Clerk as Assistant Town Manager

This memorandum requests Council confirm the appointment of Paula Scott, Town Clerk, to the position of Assistant Town Manager / Clerk, with immediate effect.

Background & Justification

The Town has consistently grown in both residential and corporate citizen population in the past several decades. With that growth, the demand for and expectation of our citizens for increased levels of government services has required the Town's programs, resources and workforce to keep pace. Council has focused a renewed effort on diversifying its sources for tax revenues, particularly in the Hampden Business & Commerce Park and other areas suitable for commercial development. Capital Improvements are a priority as well, with numerous multimillion-dollar projects being implemented in the coming years. These changes have required that the Town Manager's role in community and economic development increase and justifies a greater sharing of internal leadership responsibilities.

The Clerk position has historically provided various levels of leadership and support to the administrative workforce. Paula has demonstrated excellent leadership, knowledge and skills, and proved herself to be a trusted resource on a wide variety of municipal management challenges. She is generally considered by many department heads to be an accessible 'go-to' person for guidance. As the Secretary to the Council for the past three years, she has earned the trust and respect of its Members. The Town will benefit from the reclassification of her position from Clerk to Assistant Town Manager/Clerk in many ways.

Reporting Relationships & Authority

The Assistant Town Manager will act as the immediate supervisor for select Administrative staff, and as the overall organizational 'second-in-command' in supporting leadership and guidance to all departments. Additionally, this position will support the Town Manager in representing the Town at community and other events/meetings, etc., with or in-place-of the Manager; and, will serve on the Manager's senior leadership team. The reporting relationships are displayed on the attached Org Chart.

Fiscal Impacts

The details of the salary change are included in the accompanying reserve transfer request, subject to this confirmation, and will be effective on December 17, 2018.

Staff Recommendation

Staff recommends the Committee refer this appointment to full Council for approval.



HAMPDEN CITIZENS

TOWN COUNCIL

**Town Manager[^]
/ Treasurer & HR Director*
Community-Economic Dev Coordinator**

Community Relations

Town Attorney
Rudman Winchell

Intergovernmental Relations

Economic Development

**Public Safety
Director[^]**

Police Fire - EMS

Code Enforcement Building Inspections

**Public Works
Director[^]**

Highway Sewer

Buildings & Grounds Transfer Development Review

Capital Projects

**Assistant Town Manager[^]
/ Clerk[!]**

**Community
Development / Land
& Building Services**

Planner Assessor
Info Tech - GIS Admin Support

Tax Collector[#]

Deputy Tax Collector[#]

Deputy Clerk[#]

**Finance Director^{*^}
/ HR Officer**

Deputy Treasurer^{*}

Dyer Library

Skehan Center

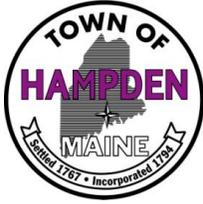
Hoit Pool

Capital Projects Management

Asset Management Plan for Town Infrastructure	Hampden Business Park Water
Fiscal Sustainability Plan	Western Ave Sidewalk
Rt 1A Road, Stormwater, Sidewalk	Grist Mill Bridge Sewer
Western Avenue Stormwater Permitting & Construction	

Town of Hampden Organization

[^] Senior Leadership Team
*** Finance / HR Team**
Counter Customer Services Team
! Secretary to Town Council



Item 4. h.

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

MEMORANDUM

TO: Finance & Administration Committee & Town Council
FROM: Jim Chandler, Town Manager *JNC*
COPY: Tammy Ewing, Finance Director
DATE: December 17, 2018
RE: Personnel Reserve Request – Clerk to Assistant Town Manager Reclassification

This memorandum requests approval of the expenditure of Reserve Funds, as described below.

Background

Based upon positive confirmation by Council for the appointment of Paula Scott, Town Clerk, to be reclassified as Assistant Town Manager / Clerk, the change in position warrants an increase in salary.

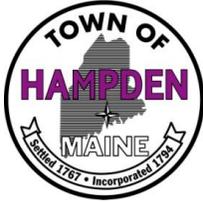
Fiscal Impacts

The salary adjustment recommended for this reclassification moves Paula from a 15-E to a 22-B position within the Town's Pay Scale, and changes the position from hourly to salaried, with eligibility for comprehensive time earned, but no overtime paid. The change in salary is effective with the approval of this transfer, on December 17, 2018.

Personnel Reserve	Amount	Applicable Account Numbers
Beginning Unencumbered Balance	\$ 51,883.81	3-733-00
Salary Adjustment	\$ 6,936.61	01-01-01-01
FICA Adjustment	\$ 530.64	01-01-05-01
MSRS Adjustment	\$ 693.63	01-01-05-05
Remaining Balance (Unaudited)	\$ 43,723.24	3-733-00

Staff Recommendation

Staff recommends the Finance & Administration Committee refer this to Council for approval of transferring \$ 8,160.57 in Personnel Reserve Funds for increased salary and benefits – as requested above for the reclassification of the Clerk as Assistant Town Manager / Clerk.



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

MEMORANDUM

TO: Finance & Administration Committee & Town Council
FROM: Jim Chandler, Town Manager-Treasurer *JNC*
COPY: Tammy Ewing, Finance Director
Debbie Lozito, Librarian
DATE: December 17, 2018
RE: Library Reserve Request – Parking Lot Light Repair/Replacement

This memorandum requests approval of the expenditure of Reserve Funds, as described below.

Background

Email from Librarian, Debbie Lozito, on December 4, 2018: “In mid-November one of the lower parking lot lights went out. Hampden Electrical planned to replace the bulb – but determined that the fixture was too old and rusted to get the bulb out. I was concerned for safety of patrons and staff in that parking lot with reduced lighting, so we decided to install new LED lights in both the upper and lower parking lots. Upper lot lights were the same type and age, so replacing seemed prudent at this time. Cost for that service was \$1,818.20 and was not a budgeted expense, so I am requesting Library Reserve funds for invoice # 44002 from Hampden Electrical.”

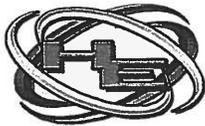
Fiscal Impacts

Cost of replacing and upgrading of the aged/obsolete light fixtures for the Library Parking lot. Use of the Reserve Account is recommended for this type of capital/major maintenance expense – in lieu of overspending the Library General Fund’s Building Maintenance account – as this was not an anticipated expense.

Personnel Reserve	Amount	Applicable Account Numbers
Beginning Unencumbered Balance	\$ 23,938.03	3-763-00
Hampden Electric Invoice (attached)	\$ 1,818.20	Same
Remaining Available Balance	\$ 22,119.83	3-733-00

Staff Recommendation

Staff recommends the Finance & Administration Committee refer this to Council for approval of the expenditure of \$1,818.20 in Library Reserve funds for the Parking Lot LED Light replacement.



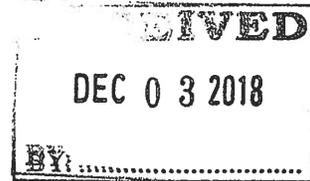
**HAMPDEN
ELECTRICAL**

337 Perry Road, Suite 1 * Bangor, Maine 04401

Phone (207) 942-6255 Fax (207) 942-5498

INVOICE

SERVICE FOR: *Hampden Library*



BILL TO: *Hampden Town Office*
106 Western Ave
Hampden, Maine 04444

Salesperson:	Date:	11/23/2018
Invoice number: 44002	Service number:	
Cost estimate:	Date completed:	

PARTS AND MATERIALS

PART NO.	QTY.	PARTS DESCRIPTION	PRICE EACH	AMOUNT
	1	Material <i>G-3-743-00</i> Acct. No. <i>G-3-796-00</i> <i>\$1818.20</i> DEPARTMENT HEAD SIGNATURE DATE <i>12/5/18</i>	1,405.70	1,405.70

Total parts and materials: 1,405.70

LABOR

Tax rate: 0.00 % Tax:

SERVICE PERSON	HOURS		RATE/HOUR	AMOUNT
FM, BM	5	Removed old lights and installed (4) new LED lights on poles.	60.00	300.00
	2.5	Bucket Truck	45.00	112.50

Total labor: 412.50

Tax rate: _____ % Tax:

Amount due: 1,818.20

COMMENTS

Current Account Status

G 3-763-00 RESERVE ACCT / LIBRARY

-23,817.79 = Beg Bal
-80.77 = Adjust

-39.47 = YTD Net
0.00 = YTD Enc

-23,938.03 = Balance

Per	Jrnl	Check	Date	Vendor-----	Description-----	RCB / Type	Debits	Credits
07	0405		11/08/18		BBA RESERVE INTEREST	B GJ	0.00	80.77
10	0410		09/30/18		JULY-SEPT INTEREST	R GJ	0.00	39.47
Totals-							0.00	120.24

Monthly Summary

Month	--Regular Entries--		--Balance Entries--	
	Debits	Credits	Debits	Credits
July	0.00	0.00	0.00	80.77
October	0.00	39.47	0.00	0.00
Totals	0.00	39.47	0.00	80.77

EXHIBIT A
FORM OF CERTIFICATE OF TOWN

Item 4-k

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

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

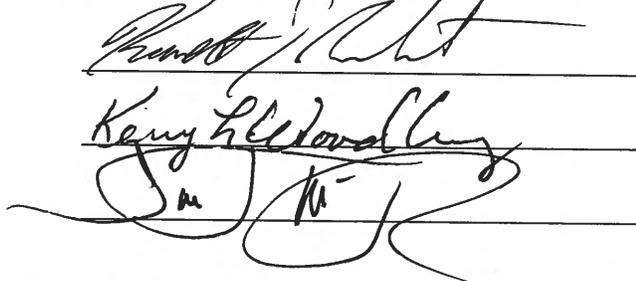
Gentlepersons:

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

The undersigned do hereby certify:

1. That they are the Individual Trustees of the Trust.
2. The Individual Trustees have approved use of property held in the Fund for purposes set forth in the Trust Indenture, in the amount set forth below.
3. You are hereby directed pay **from the Environmental Trust, Income** to the Town of Hampden the sum of \$6,778.20.

INDIVIDUAL TRUSTEES



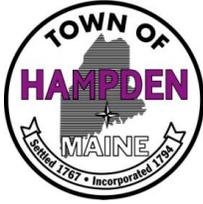
CERTIFICATE OF TOWN CLERK

The undersigned DOES HEREBY CERTIFY:

1. That he/she is the duly appointed and incumbent Clerk of the Town of Hampden, Maine.
2. That the foregoing certificate of the Individual Trustees was duly approved by a majority of the members of the Town Council of the Town of Hampden on _____, 2018.

Paula Scott
Clerk, Town of Hampden

cc: Town of Hampden



MEMORANDUM

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

TO: Finance & Administration Committee & Town Council
FROM: Jim Chandler, Town Manager *JNC*
DATE: December 17, 2018
RE: Municipal Review Committee – Board Member Selection

This memorandum conveys the attached documentation submitted from the Municipal Review Committee (MRC) regarding the selection of the Board of Directors for the coming year.

Background

Hampden is a member of the MRC. The Board is made up of nine members elected at-large to staggered terms of three-years. Current Members include the following individuals, with their board position, affiliation and term expiration – as noted below:

Chip Reeves, President – 2019
Bar Harbor Public Works Director

Gary Bowman – 2019
Oakland Town Manager

Karen Fussell, Vice President – 2018
Brewer Finance Director

Irene Belanger – 2018
China Selectboard Member

Sophie Wilson, Treasurer – 2020
Orono Town Manager

Kevin Howell – 2020
Carmel Town Manager

Tony Smith – 2019
Mount Desert Public Works Director

Ralph Saucier – 2020
Millinocket Public Works Director

Cathy Conlow – 2018
Bangor City Manager

The selection process is described on the materials provided, but in summary – each member jurisdiction is asked to cast a ballot for one-of-four nominated candidates. All four candidates will be seated on the board, with the top three being elected to three-year terms, and the fourth being elected to a one-year term.

Action Requested

Staff requests Council select one of the four individuals nominated so Hampden’s selection may be conveyed to MRC.

To: MRC Membership
From: Greg Louder, MRC Clerk
Date: November 29, 2018
RE: MRC Board of Directors Election Ballot

Please find enclosed a MRC Board of Directors election ballot. Ballots cast in this election will determine the election of three (3) Directors to serve on the MRC Board of Directors for three-year terms from January 1, 2019 through December 31, 2021 and one (1) Director from January 1, 2019 to December 31, 2019. Biographical descriptions of the candidates, as provided by the candidates, are also enclosed for your information.

Ballots must be returned to MRC before 5:00 PM, December 27, 2018.

The election results will be read via conference call on Friday, December 28 at 10:00 AM. The details to participate will be announced prior to the meeting.

Note: Vote must be cast for one candidate only.

Please contact Greg Louder at 664-1700 or 866-254-3507 with any questions.

Voting Ballot

- ◆ To fill three positions for a three-year term from January 1, 2019 to December 31, 2021
(3 highest vote totals)
- ◆ To fill a vacancy from January 1, 2019 to December 31, 2019
(Fourth highest vote total)

The Charter Municipality of _____ casts its vote for the following *individual* to serve on the Municipal Review Committee Board of Directors for the above stated term.

Note: Candidates are listed alphabetically. Biographies provided by each candidate are attached.

VOTE FOR ONE INDIVIDUAL ONLY

→ More than one checked box will invalidate the ballot ←

Irene L. Belanger – China

Catherine M. Conlow - Bangor

Karen Fussell – Brewer

Dana Wrigley Sr. - Oakland

Please return this ballot no later than 5:00 P.M., DECEMBER 27, 2018 to:

Municipal Review Committee, Inc.

395 State Street

Ellsworth, Maine 04605

Or

FAX: (207) 667-2099 EMAIL ATTACHMENT: gloUNDER@mrcmaine.org

**RESULTS OF THIS ELECTION WILL BE READ DECEMBER 28, 2018 AT 10:00 AM
VIA TELECONFERENCE CALL CONTINUED FROM THE MRC ANNUAL
MEETING HELD DECEMBER 12, 2018**

Nominees for MRC Board of Directors

Irene L. Belanger (Town of China)

- Over 12 years China Select Board
- Over 14 years China Planning Board
- Transfer station coordinator several years
- Transfer station committee five years
- MRC approximately one year
- Serves currently on 8 plus town committees
- Over 30 years real estate agent/broker
- Real Estate Commissioner (State of Maine)
- PTC mom
- MRRA Board of Directors 4 years

Catherine M. Conlow (City of Bangor)

Cathy was appointed as the Bangor City Manager in November 2010. Prior to that Cathy served more than 20 years in local government including 7 years as Town Manager in Orono, Maine, 3 years as the Public Services Director in Blaine, Minnesota, and 12 years in Jackson County, Oregon.

In Oregon, Cathy served as the Solid Waste Coordinator for Jackson County. As Solid Waste Coordinator, Cathy was responsible for oversight of Franchise Agreements and rates with Haulers, Oversight and Regulation of Disposal Operators at County owned Landfills, and responsibility for devising plan to obtain 50% recycling in accordance with State and Federal Law.

Cathy holds a Bachelor of Science Degree from Shippensburg University of Pennsylvania, a Master's Degree in Public Administration from George Washington University, and is a certified Economic Development Professional through the Economic Development Council. Cathy is member and past President of the Maine Town and City Manager's Association and a member of the International City/County Manager's Association.

Cathy has served for the past 6 years as a member of the MRC Board of Directors.

Also attached is a brief resume for review.

Karen Fussell (City of Brewer)

In addition to serving the past six years on the MRC Board of Directors-the last year as Vice President-Karen Fussell has been the Finance Director for the City of Brewer for 18 years. She is a Certified Internal Auditor and has dual master's degrees in Public Policy and Urban Planning from the Kennedy School of Government at Harvard University. Karen has worked for the U.S. Congressional Budget Office, the City and County of San Francisco's Controller's Office and as an Environmental Planner for the California Department of Transportation. Karen has been interested and involved in solid waste issues for well over 25 years and was instrumental in implementing Brewer's highly successful pay as you throw and Zero-Sort recycling programs. Karen chairs the MRC Communications Committee and has worked actively to ensure that MRC continues to meet its mission to provide affordable, long term, and environmentally sound disposal of municipal solid waste for its members.

Dana Wigley Sr. (Oakland)

- Born in Oakland
- 77 years old
- Graduate of Williams High School and Southern Maine Vocational Technical Institute
- Retired from Central Maine Power as Manager of Sub-Stations
- 37 years at CMP
- 25 years on Oakland Budget Advisory Committee
- 12 years Town Councilor
- Oakland Transfer Station Steering Committee 2 years

Catherine M. Conlow
(207) 299-8556
conlowcm@gmail.com

Profile: An experienced local government manager with a proven record of accomplishment in collaborative leadership for community development, infrastructure, facility development, local government finance, capital planning, and human relations.

Bangor, Maine (33,000) – City Manager

November 2010 – Present

- Manage all aspects of a service center community, which includes over 600 employees in 11 Bargaining Units providing a variety of services including Public Works, Police, Fire, Public Health, Parks and Recreation, Transit, Utilities, Planning and Development, Airport, and Arena and Convention Center.
- Planned, organized and evaluated the work of all City departments to ensure that operations and services comply with the policies and direction set by the City Council.
- Responsible for development and implementation of a \$100 million dollar budget for services described above as well as education.
- Directed the development of the capital improvement plan budget for approval by the Council as well as monitored the implementation of adopted budgets.
- Facilitated internal and external communication throughout all levels of the organization, and conducted meetings with department heads and key management staff.
- Performed financial and managerial analyses for the City Council pertaining to City operations and programs under consideration.
- Represented the City Council, and the City at various meetings, functions, and events: served as a liaison to various civic or governmental organizations and committees, taskforces, boards, and commissions. Specifically, I represent the City on a number of advocacy/legislative groups. I am the Board Representative to the Municipal Review Committee (MRC), which is responsible for development and oversight of a regional trash disposal facility. In 2019, the MRC will open a state of the art Metabolic Trash

Orono, Maine (10,000) – Town Manager

January 2004-November 2010

- Manage all aspects of a full service community, which includes 70+ employees providing a variety of services including police, fire, public works, planning and development, library, parks, and others.
- Responsible for development and implementation of the municipal budget
- Developed financial policies and implemented savings that resulted in a bond rating upgrade and a removal of a negative outlook.
- Worked with stakeholders to develop consistent vision for development of Orono. Resulted in the hiring of the first planner, improved zoning ordinances for several areas of town.
- Work with staff and council to implement a downtown bus shuttle, redevelopment of the destroyed mill into condominium units; development of a waterfront trail; development of a dilapidated and burned downtown building to a plaza and bank, completed financing and construction of a new library.

Blaine, Minnesota (50,000+) – Public Services Director May 2001 – December 2003

- Responsible for management of public services including Planning and Economic Development, Building Codes, Engineering, Public Works, Utilities and Parks and Recreation in one of the fastest growing municipalities in the Twin Cities.
- Facilitated completion of a comprehensive plan which provided for the development of thousands of new residential units, infrastructure, and parks.
- Facilitated planning and negotiations for a development of a 15 acre "Town Square."
- Completed a capital improvement and financing plan for the water facilities that included treatment.

Jackson County, Oregon (250,000), Director, Analyst, Intern, June 1989 – April 2001

- Managed all aspects of redevelopment of an unincorporated area of the county including capital development, planning, and financing. Project included more than \$30 million in residential infrastructure projects. The result of this project increased assessed value in the area by more than \$400 million.
- Completed negotiations for re-location or expansion of several industrial plants including 3M, Eastman Kodak, GEC Alston, Boise Cascade, and Certainteed Building. Resulted in several hundred jobs and \$200 million in new assessed value.
- Managed all aspects of development of town center including and integrated social service facility, library, and town square masterplan.
- **Responsible for managing solid waste collection and disposal contracts for county owned landfill and oversight of franchise agreements. Responsible for developing a compliance plan to meet statewide recycling goal of 50%. Resulted in approvals for single sort recycling facility and organics composting.**

Education

- Shippensburg University of Pennsylvania, BS, Public Administration May, 1987
- George Washington University, Masters of Public Administration May, 1989

Affiliations

- Bangor Region YMCA, Board Member March 2015- Present
- Municipal Review Committee, Board Member January 2013-Present
- President, Board Member, Maine Town and City Managers 2006-2011
- President/Board Member, Oregon Association of Redevelopment Authorities 1996-2001
- Certified Economic Development Finance Professional (EDFP) 1998