

FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday, December 18th, 2017

6:00 p.m.

Hampden Town Office

1. Meeting Minutes
 - a. December 4, 2017
2. Review & Sign Warrants
3. Old Business
 - a. Recommend approval of the proposed amendments to the Transfer Station Decal Issuance Policy – *referral from Services Committee*
 - b. Recommend approval of the proposed amendments to the Transfer Station Rules and Regulations – *referral from Services Committee*
4. New Business
 - a. Recommend Council authorization for a budget adjustment of the FY18 budget, to transfer the amount of \$100,000 from Overlay into the Municipal Building Reserve (3-702-00)
 - b. Recommend Council authorization for the expenditure of an amount up to \$100,000 from the Municipal Building Reserve (3-702-00) for the purpose of paying for mold remediation and related expenses
 - c. Recommend Council authorization for waiver, pursuant to Sec. 4(a) of the Bid Procedure for Public Purchasing, to allow for the procurement of mold remediation and related expenses using a quotation system instead of an Invitation for Bids, to reduce the bidding cost and the amount of time needed for completion
 - d. Recommend Council authorization for the expenditure of \$1,000 from the Matching Grant Reserve (3-780-00) for the purpose of paying Hampden's portion of a Safety Enhancement Grant for two SCBA masks – *requested by Lieutenant Lundstrom*
 - e. Recommend Council authorization for the expenditure of \$4,036 from the Environmental Trust, Principal for the purpose of reimbursement of eligible landfill post-closure monitoring expenses – *referral from Environmental Trust Committee*

- f. Recommend Council authorization for the expenditure of \$1,275.95 from the Environmental Trust, Income for the purpose of reimbursement of eligible stormwater management expenses – *referral from Environmental Trust Committee*
- g. Recommend Council authorization for waiver, pursuant to Sec. 4(a) of the Bid Procedure for Public Purchasing, to allow for the procurement of a replacement dock at the Marina using a quotation system instead of an Invitation for Bids, due to a limited number of qualified vendors
- h. Recommendation to Town Council regarding re-appointment of Lowell Sherwood to the Board of Assessment Review
- i. Recommend an abatement of a portion of third quarter sewer charges for resident Seren Bruce at 29 Sunrise Lane

5. Public Comment

6. Committee Member Comments

7. Adjournment

FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday, December 4th, 2017

MINUTES – DRAFT

Hampden Town Office

Attending:

*Councilor Greg Sirois, Chair
Councilor Mark Cormier
Mayor Ivan McPike
Councilor Dennis Marble
Councilor Terry McAvoy
Councilor David Ryder*

*Councilor Stephen Wilde
Town Manager Angus Jennings
Rec Director Shelley Abbott
Pool Director Darcey Peakall
Rec Comm member Jane Jarvi
Auditor Kellie Bowden
Special Counsel Kate Grossman*

Chairman Sirois called the meeting to order at 6:30 p.m.

1. Meeting Minutes

- a. **November 6, 2017** – There was a motion by Councilor McAvoy seconded by Councilor Ryder to approve the minutes. Approved 6-0.
- b. **November 20, 2017** – There was a motion by Councilor McAvoy seconded by Mayor McPike to approve the minutes. Approved 6-0.

2. Review & Sign Warrants – *Warrants were reviewed and signed.*

3. Old Business

- a. **Meeting with Auditor regarding process to complete transition from the enterprise method of accounting to revenue and expense method of accounting in the recreation and pool departments through transfer of funds from clearing accounts to reserve accounts** – *Manager Jennings summarized the materials in the packet, and noted that the Auditor was here and available for questions. Chairman Sirois called for questions. Councilor McAvoy said that putting the funds into reserve as recommended would be inappropriate, referring to the funds in the clearing accounts as “illicit gains.” He said that, had the appropriate accounting practices been in place, these revenues would have offset costs that were borne by taxpayers. He said he thinks the funds should go to the General Fund.*

Councilor Marble said his understanding is that the taxation budget supported core Rec and Pool staff, with the balance of costs covered by program revenues, and revenues coming from there being available for related purposes. He noted that some funds probably came from donations – not program fees – and Councilor McAvoy

said he would have no objection to researching which portion of the revenues came from donations so those could be available for those purposes.

Manager Jennings noted that there is documentation over the years setting out the basic enterprise funding structure, along with the policy intent that any funds above enterprise costs would be made available for those programs. He said that today's Council may or may not agree with the policy objectives of previous Councils that budgeted in this way, but that he thinks based on documentation on record that the previous Councils had their eyes wide open, and intentionally budgeted in this way for that reason.

Chairman Sirois asked if there were questions for the Auditor. Councilor McAvoy asked if this use of enterprise budgeting was an appropriate accounting method. Ms. Bowden said that it was. Councilor McAvoy asked if this use of enterprise budgeting was set up legitimately. Ms. Bowden said that it was.

Councilor McAvoy asked if there are other reserve accounts with the type of balances we're looking at here – a couple of hundred thousand. Ms. Bowden said she thinks that some reserve accounts, such as ambulance and fire truck reserves, reach these levels of funding.

Manager Jennings said that, by making the funds available for future needs through reserve funding, this would insulate property tax payers from absorbing all of these costs. Chairman Sirois said that the large amount of funds that has built up illustrates, in his opinion, that the Town has not invested properly in Rec and Pool facilities.

4. New Business

- a. Recommend Council authorization for the transfer of \$224,665.43, plus any amount added as a result of close-out of the FY17 Audit, from Recreation Clearing Account (1-199-01) to Recreation Area Reserve (3-767-00) –** *Chairman Sirois introduced the item for discussion. Motion by Councilor Marble, seconded by Mayor McPike, to recommend Council authorization for the transfer of \$224,665.43, plus any amount added as a result of close-out of the FY17 Audit, from the Recreation Clearing Account to the Recreation Area Reserve. Mayor McPike asked when that transfer would happen and Manager Jennings said that, if it is authorized, it could be transferred any time afterward. He said this would involve cutting a check from reserve to general fund, and recording it through an accounting journal entry. Chairman Sirois called for public comment*

but there was none. The motion passed 5-1 with Councilor McAvoy opposed.

- b. Recommend Council authorization for the transfer of \$58,452.92, plus any amount added as a result of close-out of the FY17 Audit, from Pool Clearing Account (1-111-05) to Pool Facility Reserve (3-771-00)** – *Chairman Sirois introduced the item for discussion. Motion by Mayor McPike, seconded by Councilor Marble, to recommend Council authorization for the transfer of \$58,452.92, plus any amount added as a result of close-out of the FY17 Audit, from the Pool Clearing Account to the Pool Reserve. Councilor Marble said that it appears that the Rec Department and citizen volunteers have done a better job planning for long-term expenses than the Town has, in some ways. Chairman Sirois called for public comment but there was none. The motion passed 5-1 with Councilor McAvoy opposed.*
- c. Recommend Council authorization for the expenditure of an amount up to \$2,592.00 from the Personnel Reserve Account (3-733-00) for the purpose of offsetting costs associated with payroll expenses for a temporary part-time worker** – *Motion by Mayor McPike seconded by Councilor Marble to recommend Council authorization for the expenditure of an amount up to \$2,592.00 from the Personnel Reserve Account for the purpose of offsetting costs associated with payroll expenses for a temporary part-time worker. Motion passed 6-0.*
- d. Recommend Council authorization for the expenditure of \$2,542.04 from the Municipal Building Reserve Account (3-702-00) for repairs to HVAC at Town Office** – *Motion by Councilor Marble seconded by Mayor McPike to recommend Council authorization of the requested reserve funding. During discussion, Councilor Marble asked how often we re-bid routine building maintenance services. Manager Jennings said that specific projects such as the Library lighting upgrade had been re-bid but that he's continuing to work with several vendors who have worked on the Town buildings in the past. He noted that he thinks it makes sense to re-bid work every 3 years or so but that doing so competes for time against other responsibilities. Councilor Ryder noted that some of the HVAC repairs appear to include work, such as checking blowers, that he thinks staff could perform. Manager Jennings said he would look into it. The motion passed 6-0.*
- e. Recommend Council authorization for the expenditure of \$1,300 from the Municipal Building Reserve Account (3-702-00) for repairs to the leaking roof at Town Office** – *Motion by Councilor*

Marble seconded by Mayor McPike to recommend Council authorization of the requested reserve funding. Motion passed 6-0.

Because Atty. Grossman was present, the Committee agreed to take Item G out of order.

- g. Informational update from Special Counsel Kate Grossman, Esq., of Farrell, Rosenblatt & Russell regarding litigation with Acadia Hospital Corp. regarding applicability of Service Charge Ordinance** – *Manager Jennings introduced Atty. Grossman, noting that he had engaged special counsel because of Rudman Winchell's representation of Acadia Hospital. Atty. Grossman summarized the basic legal question related to the definition of student housing, but also noted that the Court may not find that the actual use of the property by the non-owner tenant is relevant to the applicability of the Service Charge Ordinance. Councilor McAvoy asked about potential outcomes based on a Court decision and Atty. Grossman cautioned that the case is very fact specific and that she expects that the Court would make a very narrow ruling based on the particular facts of the case. Manager Jennings noted that the Council has discussed potential transition away from the Ordinance in favor of voluntary PILOT agreements with specific property owners, and there was discussion among the Committee about this. Councilor Marble said that, if a PILOT program is explored, he'd like to see it based on a clear mission statement beyond simply raising revenue.*
- f. Update on RSU-22 proposed February 2018 Referendum regarding replacement of artificial turf field at Hampden Academy** – *Manager Jennings summarized the materials in the packet, and noted that the RSU-22 personnel are coordinating the details of the proposed referendum through the Town Clerk's office.*

- 5. Public Comment** – *Chairman Sirois called for public comments and Recreation Committee member Jane Jarvi asked about the composition of the Council's Committees and whether motions and seconds should be made only by those on each Committee. She said she is looking for clarification to understand the Committee process. Chairman Sirois said that motions and seconds have been accepted by any Councilor present, and Mayor McPike noted that non-Committee members in attendance do not contribute for the purpose of establishing a quorum of the Committee. Councilor Marble said that Ms. Jarvi's question warrants more consideration. Ms. Jarvi asked what is the purpose of Committees if any Councilor can vote? She said that the Councilors each invest a great deal of time, and that she thinks the Committee process was initially intended to conserve members' time. Mayor McPike said the Committee process benefits every Councilor so that they are part of each issue from the beginning. Chairman Sirois said that, because of*

the work in Committees, Council meetings tend to be quick and efficient. Manager Jennings noted that the Council Rules would be reviewed at the first meeting in January.

6. Committee Member Comments – None.

7. Adjournment

There being no further business, the meeting was adjourned at 6:46 PM.

Respectfully submitted –
Angus Jennings, Town Manager

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

TOWN OF HAMPDEN
 IN THE TOWN COUNCIL

Terry McAvoy (3)
 David I. Ryder (4)
 Mark S. Cormier (A/L)
 Gregory J. Sirois (A/L)

Order 2017-07

Adoption: December XX, 2017

ORDER ADOPTING UPDATED TRANSFER STATION DECAL POLICY

ORDERED, that the Town Council hereby approves an updated Transfer Station Decal Issuance Policy, to read as written below. Text additions from the previous version of the Policy are shown as underlined text; text deletions are marked with ~~strikethrough~~.

TRANSFER STATION DECAL ISSUANCE POLICY

The Hampden Transfer Station is for the use of Hampden residential property owners and renters ~~who occupy single family residential units or a residence in a multi-unit development of four or fewer units.~~ No vehicle will be allowed entry to the Transfer Station without a current decal. A grace period is provided for vehicles with a valid decal from the prior year, which will be allowed entry during the month of January only. Decals may be purchased at the Town Office during normal business hours at a cost specified in the Town of Hampden Fees Ordinance.

1. The vehicle registration of the vehicle on which the decal will go must be presented at the time of ~~sticker~~ decal issuance.
2. To qualify for a residential decal, ~~a vehicle must be registered~~ applicants must provide proof of current residence in Hampden. Residents who otherwise qualify for a ~~sticker~~ decal but who have company-owned vehicles not registered in Hampden, ~~without the company name or logo on the vehicle,~~ may receive a ~~paper pass for that vehicle for the year for the \$10 fee~~ residential decal pursuant to Section 4 below.
3. ~~Seasonal Non-r~~ Resident applicants must own ~~single family residential~~ property not used solely for rental purposes ~~and provide proof of vehicle registration.~~ An owner-occupant of property that includes one or more residential rental units will be eligible to purchase a decal.
4. Businesses are not generally eligible to purchase decals or utilize the Transfer Station. ~~No stickers~~ Decals will only be issued for ~~commercial construction/contractor~~ vehicles registered to a business, and/or with company name or logo on the vehicle, if the vehicle is owned by an eligible resident of Hampden or serves as the resident's personal vehicle. In this situation, the owner of the vehicle will be required to provide documentation that the company has a current commercial waste disposal contract. The requirement to document a commercial waste disposal contract may be waived for companies that do not generate commercial waste in the normal course of business (i.e. accountants, realtors). ~~regardless of place of registration.~~

5. Stickers-Decals will not be issued to trucks other than pickups with a regular pick-up bed of no more than 8 feet.
6. Transfer station decals must be permanently affixed to the inside of the windshield on the driver's side of the vehicle for which it was issued. Plate numbers on the decal must match the plate number on the vehicle.
7. Vehicles without a decal or ~~appropriate paper pass~~ a Temporary Vehicle Pass will not be allowed access to the transfer station.
8. Decals are non-refundable. A replacement decal will not be provided unless the original decal purchased is returned to the Town Office. A refund for Refrigerant Disposal Stickers will not be provided unless the original sticker purchased is returned to the Town Office in saleable condition.
9. A Temporary Vehicle Pass usable only on dates specified on the Pass will be sold to seasonal residents, and non-resident caretakers of local residents, at a cost specified in the Town of Hampden Fees Ordinance. Seasonal residents seeking a Temporary Vehicle Pass will be required to provide documentation of the term of local rental. Non-resident caretakers of local residents will be required to provide documentation of their relationship to the local resident(s) under their care. Upon documentation of local residence (or seasonal occupancy), a Temporary Vehicle Pass may be issued for a rental car.
10. A Temporary Vehicle Pass may be issued to a non-Hampden resident living locally only upon documentation that the person is living in Hampden on a temporary basis due to displacement from their primary residence resulting from fire, mold remediation, etc.
- 7.11. The holder of a Temporary Vehicle Pass must accompany the vehicle for which the Pass was obtained. Commercial vehicles or contractor vehicles or larger than a full-sized pick-up are not eligible for a Temporary Vehicle Pass.

This policy was amended by the Hampden Town Council on 2/17/2009, ~~and on~~ 10/5/2015 ~~and on~~ 12/XX/2017. The effective date of the revised policy is December XX, 2017.

Town Clerk: _____ ORDERED by a majority of the Town Council:

 Paula Scott

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

TOWN OF HAMPDEN
IN THE TOWN COUNCIL

Terry McAvoy (3)
David I. Ryder (4)
Mark S. Cormier (A/L)
Gregory J. Sirois (A/L)

Order 2017-08

Adoption: December XX, 2017

ORDER ADOPTING UPDATED TRANSFER STATION RULES & REGULATIONS

ORDERED, that the Town Council hereby approves updated Transfer Station Rules and Regulations, to read as written on the attached pages. Text additions from the previous version of the Rules & Regulations are shown as underlined text; text deletions are marked with ~~striketrough~~.

This policy was amended by the Hampden Town Council on 10/5/2015 and on 12/XX/2017. The effective date of the revised policy is December XX, 2017.

Town Clerk:

ORDERED by a majority of the Town Council:

Paula Scott

TOWN OF HAMPDEN
SOLID WASTE TRANSFER STATION RULES & REGULATIONS

The Town of Hampden has a Solid Waste Transfer Station located at the Public Works Facility on the Canaan Road. This facility is for disposal of Hampden residential trash only.

- No Commercial Haulers allowed
- No Contractor vehicles allowed

PERMIT/TRANSFER STATION DECALS

A permit-decal on the vehicle is required for access to the facility. Permits-Decals are available at the Town Office at a cost specified in the Town of Hampden Fees Ordinance of \$10 per sticker per vehicle per calendar year. **A current vehicle registration must be presented annually in order to obtain a sticker-decal.** Eligibility requirements are specified in the Transfer Station Decal Issuance Policy. ~~Only year round residents or seasonal residents who do not use their property for rental purposes are eligible to purchase stickers. Businesses and residents of apartment or private complexes with more than four units are not eligible to purchase stickers or utilize the Transfer Station.~~ No vehicle will be allowed entry to the Transfer Station after February 1st of each year without a current decal. A grace period is provided for vehicles with a valid decal from the prior year, which will be allowed entry during the month of January only.

~~A one-day permit~~ Temporary Vehicle Pass is available ~~for a resident to obtain in order to use a borrowed vehicle. To acquire this, bring the number of your existing permit to the Town Office and ask for a Temporary Vehicle Permit. The permit is available at no charge and is valid for one day only. You must accompany the vehicle for which you obtained the permit and the vehicle cannot be a commercial or contractor vehicle or larger than a full-sized pick up based on eligibility and requirements specified in the Transfer Station Decal Policy.~~

HOURS OF OPERATION

MONDAY – CLOSED
TUESDAY – CLOSED
WEDNESDAY – 10 A.M. – 6 P.M.
THURSDAY – 10 A.M. – 6 P.M.
FRIDAY – 10 A.M. – 6 P.M.
SATURDAY – 8 A.M. – 4 P.M.
SUNDAY – 8 A.M. – 4 P.M.

CLOSED ALL LEGAL HOLIDAYS

New Year’s Day	Labor Day
Martin Luther King Day	Columbus Day
President’s Day	Veteran’s Day
Patriot’s Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
4 th of July	Christmas Day

EARLY CLOSURES

December 24 (close at noon)
December 31 (close at 2 pm)

WEATHER RELATED CLOSURES

During severe winter weather, the DPW Director may close the Transfer Station on a temporary basis to direct available personnel resources toward weather-related needs. All such temporary closures will be posted to the Town’s website and Facebook page with as much prior notice as possible.

DISPOSAL SCHEDULE

SOLID WASTE -

ACCEPTED ON ANY DAY THAT THE TRANSFER STATION IS OPEN.

SHARPS DISPOSAL –

ACCEPTED ON ANY DAY THAT THE TRANSFER STATION IS OPEN. THERE IS A SEPARATE RECEPTACLE AT THE TRANSFER STATION FOR SHARPS DISPOSAL

SWAP SHOP ITEMS –

ARE ACCEPTED AT THE ‘SWAP SHOP’ ON ANY DAY THAT THE TRANSFER STATION IS OPEN, AND MAY BE TAKEN FROM THE ‘SWAP SHOP’ ON ANY DAY THAT THE TRANSFER STATION IS OPEN.

RECYCLABLES –

ACCEPTED ON ANY DAY THAT THE TRANSFER STATION IS OPEN.

CONSTRUCTION & DEMOLITION DEBRIS, WOOD, METAL, APPLIANCES AND ASPHALT SHINGLES –

THESE ITEMS ARE ACCEPTED ON THE 2ND AND 4TH WEEKEND OF EACH MONTH **ONLY**.

REFRIGERANT DISPOSAL FEE –

There is a \$15 fee for the disposal of any appliance with refrigerant (refrigerators, freezers, some air conditioners). A permit sticker for the disposal of such items must be picked up at the Town Office prior to disposal, and these items can only be taken to the transfer station on the second and fourth weekends of each month. Permit stickers must be affixed to the item.

BEFORE YOU GO TO THE TRANSFER STATION DISPOSAL TIPS...

TELEVISIONS, COMPUTER PARTS and FLUORESCENT LAMPS are accepted any time the Transfer Station is open.

TIRES all must have rims removed. No more than four tires will be accepted.

PAINT CANS must be empty and rinsed out with lids removed.

METAL BARRELS, 5, 30, AND 55 GALLON DRUMS must have at least one end removed and they must be washed out.

LEAVES, GRASS, AND YARD AND GARDEN CLIPPINGS must be bagged and disposed of in the trash compactors along with solid waste.

TREE LIMBS AND BRANCHES – Must not exceed 10’ in length and are acceptable only on the 2nd and 4th weekends of each month.

ZERO-SORT RECYCLING

The Town of Hampden operates a Zero-Sort recycling program at the Transfer Station. There is a separate compactor at the facility in which many recyclables are deposited. There is no need to separate these recyclable materials, however, if they are disposed of in a bag, the bag must be clear plastic in order to be placed in the compactor.

Recyclable materials that can be deposited in the Zero-Sort Compactor include:

Magazines & Books	Newspaper
File folders & office paper	Mail & Greeting cards
Corrugated cardboard	Paperboard boxes
Paper Cartons	Plastic Containers
Large Rigid Plastics	Metal cans
Glass bottles	

Non-recyclable items that **cannot be deposited in the Zero-Sort compactor include:**

Plastic bags	Mirrors
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Window Glass
Dishes
Ceramics
Facial tissue
Recyclables containing food waste
Oils
Needles
VCR tapes
Scrap Metal

Light bulbs
Pyrex
Paper Towels
Styrofoam
Paints
Hazardous material
Syringes
CD's/DVD's
Pots or Pans

UNACCEPTABLE WASTES

- AUTOMOTIVE PARTS containing hazardous fluids including batteries, engines, transmissions, etc. These items should be disposed of in a salvage yard.
- STUMPS will not be accepted.
- HAZARDOUS WASTE will not be accepted. This includes paint thinners, cleaners, poisons, asbestos, chemicals, and petroleum products such as gas, oil and kerosene.

COMPOSTING

The Town of Hampden is making every effort to protect our environment and to keep waste disposal costs as low as possible. In addition to observing the guidelines above, you can help reduce the amount of waste that you produce in your home. Home composting, for example, is easy to do and not only reduces the waste stream, but produces usable garden fertilizer. The Town participates annually in the State Planning Office Home Composter Program by subsidizing the cost of home composters for interested Hampden residents. To find out more about home composting and when the next composter order will be placed - call [Rosemary the Department of Public Works](#) at 862-3337.

QUESTIONS? CALL [ROSEMARY-THE DEPARTMENT OF PUBLIC WORKS](#) AT 862-3337.

Town of Hampden
106 Western Avenue
Hampden, Maine 04444



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

TO: Finance Committee and Town Council
FROM: Angus Jennings, Town Manager
DATE: December 13, 2017
RE: Mold in the Public Safety and Town Office building

Following up on staff concerns, expressed over time, regarding interior air quality in the Public Safety building, we hired a building inspector to conduct an inspection and run some samples of what appeared to be mold. We received the enclosed report on Nov. 30 which confirms the presence of mold in many locations. The report recommends that a licensed mold remediation company be retained to address the issue.

The exercise room on the lower level has been closed due to the presence of black mold.

The initial scope of review was limited to the Public Safety building, not the Town Offices, and we wanted to look at remediation of the entire building. We initially requested a proposal for additional investigation and recommendations by a separate firm, with the intent that this would lead to a specific scope of work that could be put out to bid. However, the cost proposal was nearly \$7,000 and, upon contacting a licensed mold remediation vendor, we decided to provide them access to the building so they could evaluate the problem and propose remediation based on their findings.

On Friday, December 8, we met with Eastern Mold Remediation, who spent over 6 hours reviewing the building and have since provided us a proposal for remediation. The proposal is 30 pages, quite detailed, including measurements of each room's dimensions, specific proposed remediation for each room, indoor humidity testing, etc., at a proposed cost of nearly \$95,000.¹ This is more than triple what we have available in the Municipal Building Reserve, and is not the complete cost since other post-remediation work would be needed (electrical, replacing carpet, replacing floor tile, etc.).

Based on the orders of magnitude costs, I see two potential options to ensure that we receive competitive pricing:

1. Prepare a detailed scope, then seek bids. We do not have the expertise on staff to do so, and this would require some cost in order to manage the scoping and bidding process.
2. Alternatively, we could prepare a more limited description of the problem, include the McClarie report as an attachment, and invite each prospective vendor to perform their own inspections based on the same access to the building that was

¹ I have not included the Eastern Mold proposal in the meeting packet so as not to potentially disadvantage them within a future purchasing process.

provided to Eastern Mold, and propose their own approach to remediation. Each prospective vendor would be invited to propose both a scope and budget. This would not result in an “apples to apples” comparison, because different vendors may recommend different remediation. However, this is the recommended approach to purchasing, in order to move forward more quickly and to avoid the need for up-front costs.

I therefore request Council authorization to waive the Bid Procedures for Public Purchasing pursuant to Sec. 4(a), to allow us to solicit quotations from at least three prospective vendors, rather than preparing a detailed scope and formal RFP. Due to the anticipated cost of the work, the award of a contract to a specific vendor would come back before the Council for approval.

I also seek Council approval of a budget adjustment in order to transfer \$100,000 from FY18 Overlay to the Municipal Building Reserve for the purpose of mold remediation and related expenses. The FY18 mil rate resulted in an overlay amount of \$234,508 which would be reduced by the requested budget adjustment. By leaving the current balance in the Municipal Building Reserve (\$31,598) intact, this would not reduce the funds available for other anticipated reserve funding projects including the public safety flooring (\$20k of the balance is earmarked for this purpose) and \$5k earmarked for future roof replacement.

Finally, I request Council authorization of Municipal Building Reserve funds in the amount of \$100,000. This is not expected to cover the complete costs of remediation, but would allow us to proceed in good faith with inviting vendor proposals.

The authorized reserve funding would also be eligible for costs related to mold remediation, many if not all would probably not be included in the primary work scope. A preliminary list of potential (or known) related costs follows:

Other Costs related to Mold Remediation

- Duct cleaning
- HVAC system cleaning
- Additional ventilation in lower level (new ceiling fans)
- Replace stained or damaged ceiling tiles (included in proposed Eastern scope)
- Electrical services to swap out motion sensor switches for improved ventilation
- Staff overtime as necessary to prepare the building for remediation, remove all files and re-file, etc.
- Potential security company or staff time to monitor the building during contractor work. (Eastern’s proposal was based on their weekend and 24-hour shift rate).
- Contractor to remove floor tiles, carpet, base molding, etc.
- Materials
 - o Floor tile, carpet etc.
 - o Replacement equipment (treadmill, TV, mattresses, mattress covers, fans)
- Possible future dehumidification
- Plastic totes for all existing files
- Potential housing for live-in – fire intern
- Cost of potential closure of town office during anti-microbial treatment

If any of these related costs would exceed \$10,000, the Council may be requested to separately authorize purchasing via a quotation system in favor of an RFP.

We expect some disruption of Town operations will be unavoidable to accommodate the work, which may include limited closure of the building or certain departments. Once a vendor is selected we would put together a schedule with the goal of getting the work done efficiently while minimizing disruptions.

We have submitted information to our Property/Casualty Insurer, MMA, and we expect that insurance may cover up to \$50,000 of costs. We hope to have more definitive information on the insurance coverage before Monday's meeting.

McClarie Building Inspections, LLC

P.O.Box 2684

Bangor, ME 04402

Tel: 207-735-8800

Town of Hampden
RECEIVED

NOV 30 2017

Office of the
Town Manager

November 27, 2017

Mold Inspection Report

Client: Town of Hampden

Inspection Site: Hampden Public Safety Building

Hampden, ME 04444

Summary

At the request of the client, a mold inspection was performed at the above property on November 17, 2017. Air samples were taken outside of the front and back doors to establish a baseline for the site. This is done because there are no set guidelines for mold from the EPA like there is for radon. Air samples were taken inside the building in the following areas: at the back of the fire bay, men's locker room, right bedroom on the lower level, women's locker room, fitness room, dispatch, end of hall by the bedrooms on the main level, and in Chief Rogers office. Tape lift samples were taken in the following areas: above the ceiling in the fire bay, the air vent at the top of the ramp from the fire bay, the air vent in the men's locker room, the wall in the women's locker room, the water stain on the ceiling of the fitness room, the water stain on the ceiling of Chief Roger's office, the air vent in the dispatch area, and the air vent in the lobby. Conditions during the sampling were as follows; outside temperature was 45 degrees. Relative humidity outside was 62%. Indoor temperatures were between 65 degrees and 70 degrees. Relative humidity inside was 31-36 %. All samples were sent to Northeast Labs for analysis. A copy of the lab report is attached to this report. Also included with the report are a Fungal and Mold Glossary, and a page from the Home Health Standard with formulas on determining whether fungal reservoirs exist in the building.

Following are some bullet points from the air sampling and tape lift results:

- The primary areas with the heaviest mold spore counts were the men's locker room, the women's locker room, and the fitness room.
- Cladosporium counts (air samples) were high in the women's locker room, the fitness room, and very high in the men's locker room.
- The only site where Chaetomium was found was in the fitness room.
- Chaetomium can grow under the same conditions as Stachybotrys (Black mold), and when they are detected in amplified quantities in the indoor air, it might be a sign that conditions exist conducive to Stachybotrys growth.
- Stachybotrys (black mold) was found on a tape lift sample taken from a stain on the fitness room ceiling.
- Cladosporium, Alternaria, and Ulocladium are considered major indoor allergens which can lead to symptoms ranging from hay fever to asthma. All three of these were found in many tape lifts and air samples.

After reading the lab report and researching the types of molds present, it is recommended that a licensed mold remediation company be consulted and/or hired to further investigate and do whatever is necessary to make the building safe for occupancy.

Inspected by: *Steven C. McClarie* 11/27/17

Steven C. McClarie

InterNACHI Inspector # NACHI11010101

McClarie Building Inspections, LLC

Client: McClarie Building Inspections
Address: 15 Eighteenth St
Bangor, ME 04401

Date Sampled: 11/17/2017
Date Received: 11/20/2017
Date Reported: 11/22/2017
Project Name: Hampton
Project Number: 14058

1-800-244-8378 Phone
1-207-873-7022 FAX
227 China Rd., Winslow,
Maine 04901
www.NeLabServices.com
NEL report ID 101707257-74

S.O.P 4.3.24

Sample Type: SPORE TRAP

Analysis Report - Spore Trap Direct Exam

Sample Description	1 Side Entrance		2 Lower Entrance		3 Back Wall of Bay		4 Mens Locker Room		5 Right Bedroom	
Sample Number	101707257		101707258		101707259		101707260		101707261	
Volume Sampled	150		150		150		150		150	
Background Debris	1		1		4		3		4	
	Raw Ct.	Ct./m3	Raw Ct.	Ct./m3	Raw Ct.	Ct./m3	Raw Ct.	Ct./m3	Raw Ct.	Ct./m3
Total Mold Spores & Fragments	32	850	36	960	5	130	68	1,800	5	130
Alternaria					1	27			1	27
Ascospores	13	350	16	430						
Basidiospores	18	480	12	320	2	53				
Chaetomium							55	1,500		
Cladosporium			4	110			7	190		
Mycelial Fragments							6	160		
Myxomycetes/Smuts			2	53	1	27			1	27
Ulocladium									3	80
Unknown Spores	1	27	2	53	1	27				
Comments										

(1) Debris Rating Scale: 0 = No trace visible; 5 = Contiguous debris. Background debris levels greater than 3 indicate poor visibility for the analyst reading the slide, which can result in under-counting of small spores such as those from members of the Aspergillus/Penicillium-like group.
Note: Values may not appear to be additive due to rounding of numbers. 100% of Sample Trace examined for anomolies, spore clusters and Stachybotrys / Memnionella spores.
Reporting limits vary depending on amount of air sampled. 30L - 133 counts/m³, 75L - 53 counts/m³, 150L - 27 counts/m³.

No discernable field blank was submitted with these samples.

Report Reviewed By:



Brett Goodrich, Manager, Environmental Microbiology Dept.

Analytical results and reports are generated by NEL at the request of and for the exclusive use of the person or entity (client) named on this report. Results, reports or copies of same will not be released by NEL to any third party without the prior express written consent from the client named in this report. This report applies only to those samples taken at the time, place and location referenced by the client. This report makes no express or implied warranty or guarantee as to the sample methodology used by the individual performing the sampling unless sampling was performed by NEL. The client is solely responsible for the use and interpretation of these results and NEL makes no express or implied warranties as to such use or interpretation. NEL is not able to make and does not make a determination as to the soundness or safety of a product, environment or property from only the samples sent to their laboratory for analysis. Unless otherwise specified by the Client, NEL reserves the right to dispose of all samples after the testing of such samples is sufficiently completed or after a thirty-day period, whichever period is greater. Samples for Microbiology that degrade rapidly or pass their hold times will be retained for shorter periods or not at all. NEL liability extends only to the cost of the testing. Sample(s) received in good condition unless otherwise noted.

Client: McClarie Building Inspections
 Address: 15 Eighteenth St
 Bangor, ME 04401

Date Sampled: 11/17/2017
 Date Received: 11/20/2017
 Date Reported: 11/22/2017
 Project Name: Hampton
 Project Number: 14058

1-800-244-8378 Phone
 1-207-873-7022 FAX
 227 China Rd., Winslow,
 Maine 04901
 www.NeLabServices.com
 NEL report ID 101707257-74

S.O.P 4.3.24

Sample Type: SPORE TRAP

Analysis Report - Spore Trap Direct Exam

Sample Description	6 Womans Locker Room		7 Fitness Room		8 Dispatch		9 End of Hall By BR's		10 Chiefs Office	
	Raw Ct.	Ct./m3	Raw Ct.	Ct./m3	Raw Ct.	Ct./m3	Raw Ct.	Ct./m3	Raw Ct.	Ct./m3
Sample Number	101707262		101707263		101707264		101707265		101707266	
Volume Sampled	150		150		150		150		150	
Background Debris	3		3		4		3		4	
Total Mold Spores & Fragments	41	1,100	19	510	6	160	3	80	9	240
Alternaria	1	27								
Ascospores	1	27	4	110						
Basidiospores	13	350	2	53						
Chaetomium			1	27						
Cladosporium	20	530	6	160	1	27				
Mycelial Fragments			2	53	1	27			6	160
Myxomycetes/Smuts										
Ulocladium	2	53	1	27	1	27	1	27	1	27
Unknown Spores	4	110	3	80	3	80	2	53	2	53
Comments										

(1) Debris Rating Scale: 0 = No trace visible; 5 = Contiguous debris. Background debris levels greater than 3 indicate poor visibility for the analyst reading the slide, which can result in under-counting of small spores such as those from members of the Aspergillus/Penicillium-like group.
 Note: Values may not appear to be additive due to rounding of numbers. 100% of Sample Trace examined for anomolies, spore clusters and Stachybotrys / Memnionella spores.
 Reporting limits vary depending on amount of air sampled. 30L - 133 counts/m³, 75L - 53 counts/m³, 150L - 27 counts/m³.
 No discernable field blank was submitted with these samples.

Report Reviewed By: Brett Goodrich
 Brett Goodrich, Manager, Environmental Microbiology Dept.

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**Analysis Report
Direct Microscopic Exam**

Client: McClarie Building Inspections
Address: 15 Eighteenth St
Bangor, ME 04401

Date Sampled: 11/17/2017
Date Received: 11/20/2017
Date Reported: 11/22/2017
Project Number: 14058
Project: Hampton
NEL report ID 101707257-74

SOP: Tape 4.3.25 Swab 4.3.26 Bulk 4.3.27

Lab Number	Sample Type	Description	Background Debris (1)	Mold Growth (2)	Comments
101707267	TAPE LIFT	1 Ceiling In Bays	3	4 Ulocladium	
101707268	TAPE LIFT	2 Vent At Top Of Ramp	2	4 Cladosporium	
101707269	TAPE LIFT	3 Vent In Locker Room	3	5 Cladosporium	

Qualitative Scale: ND = Not Detected; 1 = Lowest (Trace); 5 = Highest (Heavy or Highly Abundant Presence)
*= Spores only, no growth structures present.

- (1) Background particles include organic and inorganic debris from a variety of sources, and generally occur as a result of settling from an airborne state.
- (2) Mold observed with associated vegetative structures (unless otherwise indicated). In addition to a relative numerical abundance rating, molds present are identified to the highest level possible. Mold growing at level 4 or above could obscure the visibility of other, smaller mold growing under and/or within the heavily growing mold.

Report Reviewed By:



Brett Goodrich, Manager, Environmental Microbiology Dept.

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**Analysis Report
Direct Microscopic Exam**

Client: McClarie Building Inspections
Address: 15 Eighteenth St
Bangor, ME 04401

SOP: Tape 4.3.25 Swab 4.3.26 Bulk 4.3.27

Date Sampled: 11/17/2017
Date Received: 11/20/2017
Date Reported: 11/22/2017
Project Number: 14058
Project: Hampton
NEL report ID 101707257-74

Lab Number	Sample Type	Description	Background Debris (1)	Mold Growth (2)	Comments
101707270	TAPE LIFT	4 Womens Locker Room	2	4 Cladosporium	
101707271	TAPE LIFT	5 Ceiling In Fitness Room	2	4 Stachybotrys	
101707272	TAPE LIFT	6 Chiefs Office Ceiling	3	3 Ulocladium	

Qualitative Scale: ND = Not Detected; 1 = Lowest (Trace); 5 = Highest (Heavy or Highly Abundant Presence)
* = Spores only, no growth structures present.

- (1) Background particles include organic and inorganic debris from a variety of sources, and generally occur as a result of settling from an airborne state.
- (2) Mold observed with associated vegetative structures (unless otherwise indicated). In addition to a relative numerical abundance rating, molds present are identified to the highest level possible. Mold growing at level 4 or above could obscure the visibility of other, smaller mold growing under and/or within the heavily growing mold.

Report Reviewed By:



Brett Goodrich, Manager, Environmental Microbiology Dept.

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**Analysis Report
Direct Microscopic Exam**

Client: McClarie Building Inspections
Address: 15 Eighteenth St
Bangor, ME 04401

Date Sampled: 11/17/2017
Date Received: 11/20/2017
Date Reported: 11/22/2017
Project Number: 14058
Project: Hampton
NEL report ID 101707257-74

SOP: Tape 4.3.25 Swab 4.3.26 Bulk 4.3.27

Lab Number	Sample Type	Description	Background Debris (1)	Mold Growth (2)	Comments
101707273	TAPE LIFT	7 Vent in Dispatch	3	N.D.	
101707274	TAPE LIFT	8 Vent In Lobby	4	N.D.	

Qualitative Scale: N.D. = Not Detected; 1 = Lowest (Trace); 5 = Highest (Heavy or Highly Abundant Presence)
*= Spores only, no growth structures present.

- (1) Background particles include organic and inorganic debris from a variety of sources, and generally occur as a result of settling from an airborne state.
- (2) Mold observed with associated vegetative structures (unless otherwise indicated). In addition to a relative numerical abundance rating, molds present are identified to the highest level possible. Mold growing at level 4 or above could obscure the visibility of other, smaller mold growing under and/or within the heavily growing mold.

Report Reviewed By: Brett Goodrich
Brett Goodrich, Manager, Environmental Microbiology Dept.

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Ship samples to: Phone: 1(800) 244-8378
 227 China Road Email: info@nelabservices.com
 Winslow, Maine 04901 Website: www.nelabservices.com

Chain of Custody Record Environmental Microbiology Analysis

Client: <i>MCClarke Building Inspections</i>					Lab Use Only	
Address: <i>P.O. Box 2684</i>						
City, State, Zip: <i>Bangor, ME 04402</i>						
Contact: <i>Steve McClarne</i>						
Phone: <i>735-8800</i> Fax: _____						
Email: <i>mccclarkebuildinginspections@gmail.com</i>					Project #: <i>14058</i>	Project Name: <i>Hampden</i>
Sampled by: <i>Steve McClarne</i>					Report by: Fax <input type="checkbox"/>	Email <input checked="" type="checkbox"/> Regular Mail only <input type="checkbox"/>
Turnaround*: <input checked="" type="checkbox"/> Standard (2-Day)			Next Day (as available)		RUSH - Same Day (surcharge applies)	
Sample Type Codes						
AC = Air Culture Plate		BS = Bulk Solid		RCS = RCS Air Strip		ST = Spore Trap
AND = Anderson Plate		BURK = Burkard/Allergenco Slide		SAS = SAS Plate		T = Tape Lift
AOC = Air-O-Cell Cassette		D = Dust		S = Surface Swab		W = Water
				WC = Wall Cavity (air)		WP = Wipe
						O = Other (describe)
Sample Information						
Lab No.	Sample Identification	Type	Date/Time	Volume/Area	Analysis Requested**	
<i>101707257</i>	<i>1) Side Entrance</i>	<i>AOC</i>	<i>11/17 9:16</i>	<i>150 L</i>	<i>Mold</i>	
<i>58</i>	<i>2) Lower Entrance</i>	<i>AOC</i>	<i>11/17 9:21</i>	<i>150 L</i>	<i>Mold</i>	
<i>59</i>	<i>3) Back Wall of Bay</i>	<i>AOC</i>	<i>11/17 9:42</i>	<i>150 L</i>	<i>Mold</i>	
<i>60</i>	<i>4) Mens Locker Room</i>	<i>AOC</i>	<i>11/17 10:10</i>	<i>150 L</i>	<i>Mold</i>	
<i>61</i>	<i>5) Right Bedroom</i>	<i>AOC</i>	<i>11/17 10:55</i>	<i>150 L</i>	<i>Mold</i>	
<i>62</i>	<i>6) Womens Locker Room</i>	<i>AOC</i>	<i>11/17 10:58</i>	<i>150 L</i>	<i>Mold</i>	
<i>63</i>	<i>7) Fitness Room</i>	<i>AOC</i>	<i>11/17 11:16</i>	<i>150 L</i>	<i>Mold</i>	
<i>64</i>	<i>8) Dispatch</i>	<i>AOC</i>	<i>11/17 11:43</i>	<i>150 L</i>	<i>Mold</i>	
<i>65</i>	<i>9) End of Hall by BES</i>	<i>AOC</i>	<i>11/17 11:58</i>	<i>150 L</i>	<i>Mold</i>	
<i>66</i>	<i>10) Chiefs Office</i>	<i>AOC</i>	<i>11/17 12:10</i>	<i>150 L</i>	<i>Mold</i>	
Spore Traps - Brand & Type (e.g. Cyclex slide, AirOO-Cell Cassette, Laro-100, etc.):						
Air Culture Plates - Sampler & Type (e.g. Anderson N6, SAS-100, etc.):						
Special sample information, testing or reporting instructions:						

Custody Record				
Date	Time	Samples relinquished by:	Samples received by:	Comments
<i>11/18/17</i>	<i>9:00</i>	<i>Steve McClarne</i>	<i>Bangor Post Office</i>	
			<i>11/20/17 10:30 EWL</i>	

*Turnaround times are for Direct-Exam analysis only and are contingent on daily workload; culture sample turnaround is 5-6 business days. Please contact NEL prior to submitting samples for same-day turnaround.
 **Analysis Requested. Please describe or use NEL Analysis Code.



Ship samples to: Phone: 1(800) 244-8378
 227 China Road Email: info@nelabservices.com
 Winslow, Maine 04901 Website: www.nelabservices.com

Chain of Custody Record Environmental Microbiology Analysis

Client: <i>McClure Building Inspections</i>		Lab Use Only			
Address: <i>P.O. Box 2684</i>					
City, State, Zip: <i>Bangor, ME 04402</i>					
Contact: <i>Steve McClure</i>					
Phone: <i>235-5800</i> Fax: _____					
Email: <i>mcclurebuildinginspections@gmail.com</i>		Project #: <i>14058</i>		Project Name: <i>Hampton</i>	
Sampled by: <i>Steve McClure</i>		Report by: Fax <input type="checkbox"/> Email <input checked="" type="checkbox"/> Regular Mail only			
Turnaround*: <input checked="" type="checkbox"/> Standard (2-Day)		Next Day (as available)		RUSH - Same Day (surcharge applies)	
Sample Type Codes					
AC = Air Culture Plate		BS = Bulk Solid		RCS = RCS Air Strip	
AND = Anderson Plate		BURK = Burkard/Allegenco Slide		ST = Spore Trap	
AOC = Air-O-Cell Cassette		D = Dust		SAS = SAS Plate	
				T = Tape Lift	
				W = Water	
				WC = Wall Cavity (air)	
				WP = Wipe	
				O = Other (describe)	
Sample Information					
Lab No.	Sample Identification	Type	Date/Time	Volume/Area	Analysis Requested**
10170 7267	1) Ceiling in Boys	T	11/17		Mold
68	2) Vent at top of ramp	T	11/17		Mold
69	3) Vent in locker room	T	11/17		Mold
70	4) Womens locker room	T	11/17		Mold
71	5) Ceiling in fitness room	T	11/17		Mold
72	6) Chiefs Office Ceiling	T	11/17		Mold
73	7) Vent in dispatch	T	11/17		Mold
74	8) Vent in lobby	T	11/17		Mold
Spore Traps - Brand & Type (e.g. Cyclax slide, AirO-Cell Cassette, Laro-100, etc.):					
Air Culture Plates - Sampler & Type (e.g. Anderson N6, SAS-100, etc.):					
Special sample information, testing or reporting instructions:					

Custody Record				
Date	Time	Samples relinquished by:	Samples received by:	Comments
11/18/17	9:20am	Steve McClure	Bangor Port Office	
			11/20/17 10:30 FWL	

*Turnaround times are for Direct-Exam analysis only and are contingent on daily workload; culture sample turnaround is 5-6 business days. Please contact NEL prior to submitting samples for same-day turnaround.
 **Analysis Requested. Please describe or use NEL Analysis Code.

NORTHEAST LABORATORY SERVICES
SAMPLE RECEIPT CONDITION REPORT

Client: McClaire Building Inspections

NEL Sample Number/Range: 101707257-74

Project: Hampton

Tracking Number: 9505 5137 6519 7322 1406 25

Date/Time Received: ^{EWL 11/20/17} 11/20/17 1030 Initials: EWL

Rush? Yes No TAT

INDOOR AIR QUALITY

- | | Yes | No |
|------------------------------------|-------------------------------------|--------------------------|
| 1. Is the COC properly filled out? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2. Do sample labels match the COC? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 3. Are samples in good condition? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Comments: _____

CONTROLLED

Data Interpretation

Non-Viable Sampling Data

The following table is used for assessing, based on non-viable sampling if there is a reservoir of mold contamination indoors. This is done by comparing spore types detected in indoor samples to the outdoor samples. Based on the test data from the laboratory, determine which category the sampling results fall into. Where multiple samples are taken at different locations in a home, use the worst case results for determining how many points a house gets in grading sheet section of this document. Note: The test results from each sampling location are to be averaged and then compared to determine the worst case location.

Spore Types	Indoor Fungal Reservoir Unlikely	Cannot Exclude Indoor Fungal Reservoir	Indoor Fungal Reservoir Likely
Outdoor spore types	IA < 1.2X total OA	IA < 2X total OA	IA > 2X total OA
Penicillium/Aspergillus	IA < OA + 300	IA < OA + 800	IA > OA + 800
Stachybotrys	IA < OA	IA < OA +10	IA > OA + 10
Chaetomium	IA < OA	IA < OA +20	IA > OA + 20
Mycelium fragments	IA < OA + 150	IA < OA + 300	IA > OA + 300
Σ Diverse spores	IA < OA + 400	IA < OA + 800	IA > OA + 800

Values are in spores/m³

IA = indoor air OA = outdoor air

Reference: *Spore trap matrix*, German government's mold assessment and remediation guideline presented the 10th annual VDB fungal conference. Cited in *Indoor Environment Connections* by Peter Sierck.

Viable Sampling Data

The following matrix is used for assessing indoor environments based on viable mold sampling following the direction under Non-viable sampling data.

Indoor Fungal Reservoir Unlikely	Cannot Exclude Indoor Fungal Reservoir	Indoor Fungal Reservoir Likely
<p>With the exception of <i>Cladosporium</i>, no individual organism > 50 CFU/ M³ of the total</p> <p>Average of indoor samples <300 CFU/M³</p>	<p>With the exception of <i>Cladosporium</i>, no individual organism > 50 CFU/ M³ of the total</p> <p>Average of indoor samples >300 CFU/M³</p>	<p><i>Stachybotrys</i> is detected</p> <p>or</p> <p><i>Aspergillus</i>, <i>Penicillium</i> or other water-damage indicator type molds > 50 CFU/ M³ outdoor levels</p> <p>or</p> <p>A species of mold detected indoors in amounts ≥10x outdoor level of same species</p> <p>or</p> <p>Average of indoor samples 1000 CFU/m³</p>

Reference: The Indoor Air Quality Association (IAQA) has a guideline of 300 CFU/m³ maximum for culturable fungi. However, the >300 CFU/m³ is not intended to represent a threshold value having a medical or health significance, nor is it necessarily representative of an unacceptable indoor environment. Rather, it is intended to be a "reactionary threshold" to incite further investigation as to the cause of what is considered to be an above average concentration for culturable indoor fungi.

Hampden Public Safety Fire Department

To: Hampden Town Council

From: Hampden Fire Department

Date: December 6, 2017

Re: Maine Municipal Association Safety Enhancement Grant- Award Notification

Maine Municipal Association Safety Enhancement Grant- Award notification and request to use grant matching funds to purchase awarded equipment.

The Hampden Fire Department has been notified by Maine Municipal Association that we have successfully secured grant funding for (2) Scott Sight SCBA masks with built in thermal imaging camera. **The total cost of this project is \$3,000.00 MMA's share is \$2,000.00. The Town of Hampdens share is \$1,000.00.** If approved by the council, the \$1000.00 would be funded from the matching grant account. The Fire Department is looking for council approval to move forward with this project as it will be a huge asset to our operation.



*The Ed MacDonald
Safety Enhancement Grant Application*

Name: Jason Lundstrom Title: Lieutenant
 Entity (City/Town etc.): Hampden Department: Fire Department
 Mailing Address: 106 Western Ave City: Hampden ME Zip: 04444
 Phone: (207) 974-9783 Cell Phone: Same

STOP If you have not read all of the instructions, please do so now!

Please describe the safety equipment/services you are considering purchasing. Include the intended purchase, installation or completion date for your project.

Why is this safety equipment/service needed? (You are welcome to attach additional sheets). If this is to replace old or obsolete equipment please attach photos. *Photos are required for ergonomic equipment requests.*

How will this safety equipment/service help to reduce workplace injuries and provide your entity with a safer work environment? (Use additional page if necessary)

Cost (or quote) of equipment/service. (Attach to application).

Have you committed funds for your portion of this activity? Yes No

Have you applied for or received grants or funding from other sources for this endeavor? Yes No

If Yes, from whom: _____ Amount (\$): _____

Jason Lundstrom Date _____
 Applicant Signature Date
Jason Lundstrom
 Print Name
Lieutenant
 Title

Angus Jennings Date 2/26/17
 Key Official Signature Date
 (City/Town Mgr./Selectperson)
Angus Jennings
 Print Name
Town Manager
 Title

For further information regarding this program, please contact our:
Loss Control Technician at 1-800-590-5583
 Please send the completed application & supporting documents via **email** to safetygrants@memun.org, or fax to **207-624-0127** or
mail to:
Maine Municipal Association, Risk Management Services
Attn: Loss Control Department
60 Community Drive, PO Box 9109, Augusta, ME 04332-9109
 (Please keep a copy for your records)



HAMPDEN PUBLIC SAFETY

Police - Fire - EMS
106 Western Avenue
Hampden, Maine 04444
Phone 207-862-4000



MMA Safety Enhancement Grant Hampden Fire Department

The Hampden Fire Department is considering the purchase of (2) Scott Sight SCBA masks. Our purchase would include the following:

- (2) Scott Sight SCBA Masks with built in thermal imaging camera



- **Total Project Cost- \$3000.00**
- **Town of Hampden Share- \$1000.00**
- **MMA Safety Enhancement Share- \$2000.00**
- The purchase of this equipment would be made within 30 days of receiving grant funds for this project.

Why is the requested equipment needed and how will it reduce the frequency and/or severity of workplace injuries?

The Hampden Fire Department recognizes the safety of their employees as a top priority. We specifically chose Scott Sight SCBA masks as our focus for this project as we know that the use of the masks will directly reduce the occurrence of workplace injury and increase life safety. By purchasing SCBA masks with built in thermal imaging capability we are enabling our firefighters to rapidly locate downed firefighters in zero visibility conditions. All of our firefighters wear the same size SCBA mask, meaning that the requested equipment can be worn by all members of the department at different times stretching the grant funds to benefit the entire department. In addition to being able to locate downed firefighters, we will be able to locate fire in walls and void spaces otherwise not visible to the human eye. Another benefit of the Scott Sight mask is the ability to work hands free. With the thermal camera located in the SCBA mask firefighters can work with both hands making rescues enhancing the overall safety of the firefighter and the victim being rescued.

The Hampden Fire Department responds as the Rapid Intervention Team (RIT Team) to many mutual aid departments. The goal of the RIT team is to rescue downed firefighters. If awarded, our plan is to place one mask in service in our rapid intervention pack to be worn by the leader of the RIT team. This will increase the proficiency and the overall safety of our firefighters and is directly tied to improving life safety. The second mask would be placed in a protective SCBA mask bag and would be assigned to the Fire Officer on duty. We carefully considered how we would use the masks before submitting this proposal. We are very confident that the proposed product will enhance the overall safety of our firefighters. This product drastically enhances our situational awareness and allows us to operate safer than we ever have before.

In conclusion, the proposed Scott Sight SCBA masks will undoubtedly help to minimize the potential for injury and lost time on the job. Firefighting is an inherently dangerous job, but with the right tools we can drastically reduce the risk to our firefighters. We sincerely appreciate your consideration and ask you to look favorably on our request.

****Included in this application is a product informational sheet from Scott Safety as well as a quote for the requested equipment.

Quote



Industrial Protection Services, LLC

220 Ballardvale St, Wilmington, MA 01887

125 Roberts Rd Ste 4, South Portland, ME 04106

www.ipp-ips.com

Date: 27-Sep-2017

Bill To: Chief Joseph Rogers
Hampden Fire Department
106 Western Avenue
Hampden, Me 04444
207-862-4586
N/A

Ship to: Chief Joseph Rogers
Hampden Fire Department
106 Western Avenue
Hampden
Me 04444
207-862-4586

Salesperson	Shipping Method	Purchase Order No		
Jon Marshall	UPS Gnd	Required		
Qty	Item #	Description	Each Price	Line Total
2	201582-01	Scott Sight-Full Kit Medium 5-Strap	\$1,500.00	\$3,000.00

Jon Marshall

Email: jmarshall@ipp-ips.com

Cell: 207-751-5945 Fax: 978-658-0257

Quoted Freight Charges

Total \$ 3,000.00

SCOTT SIGHT

When you wear Scott Sight, you get more than constant thermal vision. You get your hands back. That's because unlike other hand held thermal imaging cameras, Scott Sight combines a camera with a display in the face piece without the need for reaching down and lifting a camera up. Firefighters now have both hands free for effective communication, victim extraction and carrying tools.

Firefighters have used hand-held thermal imaging cameras since the 1990s to see through the thick smoke often encountered during fires. Advancements in thermal imaging technology have now reduced the size of the components and enabled new applications. Scott Sight's revolutionary design integrates a lightweight camera and display in the firefighter's mask, keeping the thermal image in view at all times.



[Share](#) [Where To Buy](#) [Print](#)

[LOGIN](#) [REGISTER](#)

[DISTRIBUTORS](#)

[SERVICE](#)

[Login](#)

[Register](#)

Scott Sight Mobile Configuration Application

Available for download on IOS or Android - Configures IMD to customize brightness, icon layouts, temperature displays and display colors.

NEW! Simultaneous Power Off - Power off both the In-Mask Display (IMD) & TIC by a single button press on the IMD.

NEW! IMD instantaneous On - Power the IMD on with a one second push on the IMD power button.

NEW! Standby Mode - Activate Standby Mode with a single push of the TIC power button.

Enhanced situational awareness - improved hot zone accountability.

Powerful and light - At 8 1/2 ounces you won't even know it's there.

Fits any AV-3000 HT facepiece - Buy altogether as a completed kit or upgrade your current AV-3000 HT facepiece.

In-mask display - See a clear image unobstructed by the environment.

Adjustable display - Configurable to your line of sight.

Minimum four-hour battery life - Powered by simple, everyday AAA batteries.

NIOSH Certified to NFPA 1981, 2013 ed, NIOSH 42CFR Part 84, UL 913 6th ed, ATEX, IECEx and IP 66/67

[Documents](#) [Additional Information](#) [Related Products](#)

Additional Product Information

Scott Sight in the News:

Design Week - New firefighter's mask design lets wearers battle blazes better.
Digital Trends - In-mask thermal imaging helps firefighters find victims trapped in burning buildings.
Engadget - Firefighter mask offers hands-free thermal imaging.
Fire Apparatus Magazine - Editor Chris Molisone checks out the new Scott Sight.
Firefighter Nation - Breakthrough show for Scott Safety at FDIC 2016.
Fox News (Local) - Raytown fire department gets new masks with built-in thermal imaging cameras.
Fox News (National) - In-mask thermal imaging helps firefighters find victims trapped in burning buildings.
Gizmodo - This thermal imaging helmet gives firefighters Predator vision.
Gizmag - Scott Sight mask gives firefighters hands-free vision.
Popular Mechanics - New mask puts thermal imaging right in a firefighter's field of view.
The Science Explorer - Newly developed firefighter mask contains built-in thermal imaging.
Trend Hunter Tech - The Scott Sight mask allows for hands-free thermal imaging.

EXHIBIT A
FORM OF CERTIFICATE OF TOWN

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

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

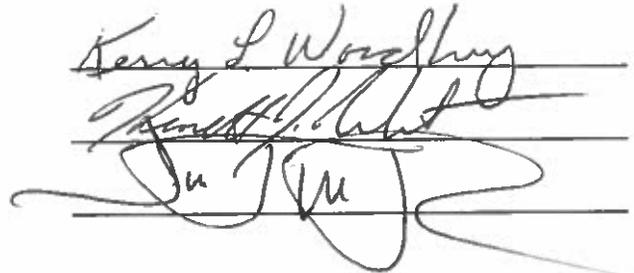
Gentlepersons:

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

The undersigned do hereby certify:

1. That they are the Individual Trustees of the Trust.
2. The Individual Trustees have approved use of property held in the Fund for purposes set forth in the Trust Indenture, in the amount set forth below.
3. You are hereby directed pay to **Town of Hampden, General Fund** the sum of \$4,036.00 from Environmental Trust, Principal.

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 _____, _____.

Printed Name: _____
Clerk, Town of Hampden

cc: Town of Hampden

Eligible Costs Incurred, Proposed for Environmental Trust Reimbursement

Date	Paid	Vendor	Purpose	Expense	Category of Stormwater Management Cost					Source of Proposed Reimbursement			Date to Env. Trust
					Maintenance	Compliance Documentation	Supplies	Contracted Services	Training/Travel	Principal	Income	Receipt	
07/01/17	08/16/17	Bangor Area Stormwater Group	2017-18 membership dues	\$ 4,000.00		\$ 4,000.00					\$ 4,000.00	Y	9/12/2017
06/14/17	07/19/17	National Stormwater Center	Training fees for 2 employees to attend 2-day training	\$ 1,548.00				\$ 1,548.00			\$ 1,548.00	Y	9/12/2017
07/12/17	08/02/17	E.J. Prescott	Pipe/materials for culverts	\$ 180.00	\$ 180.00						\$ 180.00	Y	9/12/2017
07/19/17	08/09/17	E.J. Prescott	MDOT blanket	\$ 720.00		\$ 720.00					\$ 720.00	Y	9/12/2017
07/21/17	08/09/17	Whitmore Contracting Inc.	Griffin Ave culvert replacement	\$ 4,185.00			\$ 4,185.00				\$ 4,185.00	Y	9/12/2017
07/21/17	08/09/17	E.J. Prescott	MDOT blanket	\$ 540.00		\$ 540.00					\$ 540.00	Y	9/12/2017
08/15/17	09/13/17	E.J. Prescott	Materials for stormdrain ditch lining erosion control	\$ 813.60		\$ 813.60					\$ 813.60	Y	9/12/2017
08/22/17	09/13/17	E.J. Prescott	Materials for stormdrain ditch lining erosion control	\$ 813.60		\$ 813.60					\$ 813.60	Y	9/12/2017
09/04/17	09/06/17	Sean Currier	Mileage and expenses for DPW Director and Code Enf. Officer to attend 2-day stormwater training, Portland	\$ 340.77				\$ 340.77			\$ 340.77	Y	9/12/2017
06/14/17	07/19/17	National Stormwater Center	Training fees for 2 employees to attend 2-day training	\$ (1,548.00)				\$ (1,548.00)			\$ (1,548.00)	N/A ¹	12/12/2017
08/09/17	09/13/17	NASCO	Write-on bags for sampling	\$ 62.15		\$ 62.15					\$ 62.15	Y	12/12/2017
08/22/17	09/28/17	Harriman Sons	Digging out Patterson Rd culvert	\$ 900.00			\$ 900.00				\$ 900.00	Y	12/12/2017
09/14/17	09/20/17	00134 Drumlin LLC	TECHNICAL CONSULTANT	\$ 4,036.00						\$ 4,036.00		Y	12/12/2017
10/03/17	10/25/17	E.J. Prescott	Pipe/materials for culverts	\$ 838.40	\$ 838.40						\$ 838.40	Y	12/12/2017
10/04/17	10/25/17	E.J. Prescott	Pipe/materials for culverts	\$ 419.20	\$ 419.20						\$ 419.20	Y	12/12/2017
11/01/17	11/15/17	State of Maine	MS4 General Permit fee for Plan Year 5	\$ 185.00		\$ 185.00					\$ 185.00	Y	12/12/2017
11/09/17	11/29/17	E.J. Prescott	Pipe/materials for culverts	\$ 419.20	\$ 419.20						\$ 419.20	Y	12/12/2017
YTD reimbursed to General Fund:											\$ 13,140.97		
Total proposed for reimbursement to General Fund (12/12/17):											\$ 5,311.95		
Total proposed for reimbursement to General Fund:											\$ 18,452.92		
											YTD	For 12/12/17	
Total from Principal											\$ 4,036.00	\$ 4,036.00	
Total from Income											\$ 14,416.92	\$ 1,275.95	
Budgeted revenue											\$ 72,345.00	<i>FY18 Town Budget</i>	
Remaining budgeted revenue (FY18)											\$ 53,892.08		

¹ Note: This expense was reimbursed by the Trust Committee at its 9/12/17 meeting. However it was reclassified as an FY17 expense, so the amount reimbursed is credited against the current reimbursement request.

Source: Angus Jennings, Town Manager
12/7/2017

EXHIBIT A
FORM OF CERTIFICATE OF TOWN

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

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

Gentlepersons:

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

The undersigned do hereby certify:

- 4. That they are the Individual Trustees of the Trust.
- 5. 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.
- 6. You are hereby directed pay to **Town of Hampden, General Fund** the sum of \$1,275.95 from Environmental Trust, Income.

INDIVIDUAL TRUSTEES

Kerry L. Woodbury

[Signature]

[Signature]

CERTIFICATE OF TOWN CLERK

The undersigned DOES HEREBY CERTIFY:

- 3. That he/she is the duly appointed and incumbent Clerk of the Town of Hampden, Maine.
- 4. 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 _____, _____.

Printed Name: _____
Clerk, Town of Hampden

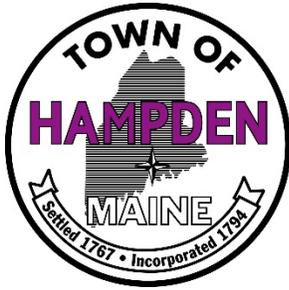
cc: Town of Hampden

Eligible Costs Incurred, Proposed for Environmental Trust Reimbursement

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<hr/>													
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¹ Note: This expense was reimbursed by the Trust Committee at its 9/12/17 meeting. However it was reclassified as an FY17 expense, so the amount reimbursed is credited against the current reimbursement request.

Source: Angus Jennings, Town Manager
12/7/2017



Town of Hampden
Land & Building Services

Memorandum

To: Angus Jennings, Town Manager
From: Karen M. Cullen, AICP, Town Planner *KMC*
Date: December 14, 2017
RE: Acquisition of Floating Dock – Request for Waiver of Purchasing Procedures

This request is to waive the purchasing requirements under the Town Public Purchasing Procedures for the purchase of the floating docks for the public boat landing on the Penobscot River, located adjacent to the marina. This waiver is sought because there is only one vendor we can find that we feel confident can provide floating docks within our timeframe (installation in spring 2018) that can withstand the varying tides and challenging currents in this location. When preparing the grant application for this project, our partner Hamlin's Marine had contacted Custom Float Service to obtain cost information for this floating dock. Hamlin's Marine has advised us that they have the most confidence in this company to get the job done well, in budget, and on time because they have significant experience working with municipalities, they have the capacity to complete the job in time for installation this spring, they build a very robust dock system that will probably last twice as long as the current floating docks, and they specialize in dock systems (they do not do general marine or boat yard work).



4-h

Check One: Initial Application Reappointment Application

TOWN OF HAMPDEN
APPLICATION FOR TOWN BOARDS AND COMMITTEES

NAME: Sheewood Lowell T, Jr
LAST FIRST MI

ADDRESS: 63 Griffin Ave Hampden 04444
STREET TOWN ZIP

MAILING ADDRESS (if different): Same

TELEPHONE: 745-7932-261 HOME WORK

EMAIL: tsmhs@acik.com

OCCUPATION: Retired

BOARD OR COMMITTEE PREFERENCE:
FIRST CHOICE: Bd of Assessment Review

SECOND CHOICE (OPTIONAL): None

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

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

3 YEAR

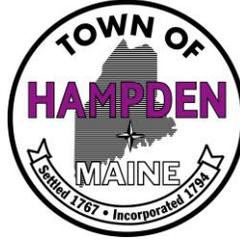
- BOARD OF ASSESSMENT REVIEW
PERSONNEL APPEALS BOARD
LURA HOIT MEMORIAL POOL
HARBOR COMMITTEE

- DYER LIBRARY
RECREATION COMMITTEE
BOARD OF APPEALS
HISTORIC PRESERVATION COMMISSION

5 YEAR PLANNING BOARD

FOR TOWN USE ONLY
Date Application Received: DEC 04 2017
COUNCIL COMMITTEE ACTION: Finance + Admin DATE: 12/18/17
COUNCIL ACTION: DATE:
NEW APPT REAPPOINTMENT DATE APPOINTMENT EXPIRES:

Town of Hampden
106 Western Avenue
Hampden, Maine 04444



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

TO: Finance Committee and Town Council
FROM: Angus Jennings, Town Manager
DATE: December 13, 2017
RE: Recommended sewer abatement, 29 Sunrise Lane

Please find enclosed a resident's request for sewer abatement.

The sewer abatement process has worked well since the Sewer Ordinance was amended in January 2017 to define a process for considering abatements. However, the present situation is not addressed by the Ordinance, which includes a "look back" at the property's prior water consumption as a basis for allowable abatement.

This request relates to a newly constructed home with no water consumption history. However, we are aware that the homes on Sunrise Lane did not initially have lawns, and the resident's account of heavy lawn watering for a period of months makes sense.

This situation would typically justify an abatement since a portion of the water usage reflected on the water bill (which is the basis for sewer billing) was never discharged into the sewer system and, therefore, did not add to the Town's sewer costs.

Hampden Sewer Ordinance, Sec. 10.3. Abatements: Abatements for use of water for lawn sprinklers, garden hoses, filling of swimming pools, or other uses of significant volumes of water, which do not enter the public sewer, may be made on application to the Town.

The adjusted billing determined shall not be less than the highest billing or adjusted billing applicable to the property during the previous three quarters. The Town shall require verification of the significant sewer usage which is cause for the requested abatement.

The Town Manager or his/her designee shall approve or deny abatements. No more than one (1) abatement can be given in one (1) calendar year except upon petition to the Town Council.

To estimate a reasonable "baseline" water usage for the property, we looked at three other sewer accounts for homes occupied by a single resident. Records for the three "comp" properties for the prior three quarters showed water consumption of 900-900-900, 500-400-500, and 700-600-600 (all in CF).

The Ordinance provides that abatements shall not reduce the billed amount below the highest of the previous three quarters. If 900 CF is used as the baseline, this would support an abatement of 4,900 CF on the bill for 29 Sunrise Lane, which would translate to a bill reduction of \$568.40 (from \$672.80 reduced to \$104.40).

I would typically approve an abatement based on the facts presented. However, based on the unusual circumstance in this case, and the methodology which doesn't track exactly to the Ordinance language, I am presenting it to the Council for action.



Angus Jennings <townmanager@hampdenmaine.gov>

Request for Sewer Abatement

1 message

Seren Bruce [REDACTED]
To: townmanager@hampdenmaine.gov

Mon, Nov 20, 2017 at 12:04 PM

Dear Town Manager,

Danielle instructed me to write to you and request an abatement on my sewer bill.

I purchased 29 Sunrise Lane on June 29th of this year and moved in on June 30th. My lawn had just been put in about a week or so before I moved in and required daily watering. I ran 2 hoses with sprinklers at full force daily for approximately 2 hours a day on days when we did not receive rain. This was daily for July, August and September, about 2 times weekly for October. I estimate that for the first 3 months I watered 5 out of 7 days each week as we had a terribly dry summer. My lot is just under .5 acres.

I wasn't aware of the summer meter until late in the season at which time I purchased one. At that point I was watering infrequently. My meter currently reads 700.

I am a retired widow, living alone in my new home. Hope this info helps in estimating an abatement! Let me know if there is any other information I can provide.

Thank you for your consideration,

Seren Bruce
29 Sunrise Lane
Hampden, ME

Sewer Abatement Calculation Worksheet

DRAFT

Customer	Seren Bruce
Account	8985
Prior 3 quarters	900
	900
	900
Avg usage	900
Highest usage	900
Billed usage	5800
Difference (from highest prior 3)	4900
Rate per 100 CF \$	11.60
Value \$	568.40
Amount of bill \$	672.80
Approved abatement \$	568.40
Adjusted bill \$	104.40

Hampden Sewer Ordinance

Section 10.3. Abatements: Abatements for use of water for lawn sprinklers, garden hoses, filling of swimming pools, or other uses of significant volumes of water, which do not enter the public sewer, may be made on application to the Town.

The adjusted billing determined shall not be less than the highest billing or adjusted billing applicable to the property during the previous three quarters. The Town shall require verification of the significant sewer usage which is cause for the requested abatement.

The Town Manager or his/her designee shall approve or deny abatements. No more than one (1) abatement can be given in one (1) calendar year except upon petition to the Town Council.

Approved by: _____
 Angus Jennings, Town Manager

_____ Date