

FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday, June 13, 2016

MINUTES

Hampden Town Office

Attending:

Mayor David Ryder

Councilor Greg Sirois, Chair

Councilor Ivan McPike

Councilor Mark Cormier

Councilor Terry McAvoy

Councilor Dennis Marble

Councilor Stephen Wilde

Town Manager Angus Jennings

GIS/IT Specialist Kyle Severance

DPW Director Sean Currier

CEO Myles Block

Fire Inspector Jason Lundstrom

Building Inspector Jared LeBarnes

Resident James Butler

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

- 1. Meeting Minutes – May 16th, 2016** – *There was a motion and a second to approve the May 2, 2016 minutes as written. Approved 7-0.*
- 2. Review & Sign Warrants** – *Warrants were reviewed and signed by Committee members.*
- 3. Old Business**
 - a. Status of Dangerous Building Order issued by Town Council on April 19, 2016 for property located at 758 North Main Street** – *Lt. Lundstrom reported that the subject property was jacked up and is more stable than it was, but that the building owner did not seek nor receive a permit for this work. The property owner has now applied for a building permit to shore up the foundation and this included a two-page memo from Plymouth Engineering regarding what work would be needed. Lt. Lundstrom said that either a plan (drawing) stamped by an engineer would be needed, or an engineer would need to complete inspections and sign off that the work was completed according to the plan. In response to a question from the Committee, CEO Block said that the Zoning provides for work to begin within six months of issuance of a building permit, and that the work must be complete within two years.*

Mr. James Butler, the building owner, said that he would like the building permit to be issued and that he will need the Stop Work Order lifted in order to do the work. He objected to the requirement to have plans prepared, noting that plans are expensive.

Lt. Lundstrom said that it has been the department's past practice to require drawings, and that what is being required is not different from what would be required from other applicants. Mr. Butler said he would not be opposed to having Plymouth Engineering look at the work once it's complete. Councilor Marble asked what would be needed for the property to receive a Certificate of Occupancy, and noted that he would like to see progress.

Mr. Butler said he assumed that it would be less costly for Plymouth Engineering to conduct the inspections than it would be to prepare drawings. He asked whether he as the property owner could submit a foundation drawing (instead of the engineer). CEO Block said that this would not meet the requirement because Mr. Butler is not an engineer.

Chairman Sirois said that the property owner has two alternatives: the engineer can provide the drawings as part of the building permit application, or the engineer can conduct the inspections of the work. Mayor Ryder noted that, for a project such as this, inspections would be needed at several different steps of the construction process. Officer LeBarnes agreed and said that he isn't sure that inspections by the engineer would be less costly than preparation of drawings.

Motion by Councilor Sirois seconded by Councilor Wilde that the property owner must either have engineered plans (drawings) prepared as part of the building permit application or that the engineer must undertake inspections of the construction. Motion carried 6-1 (Mayor Ryder opposed).

- b. Update on DEP/Chevron consent decree** – *Manager Jennings noted the article in the recent Bangor Daily News regarding the Chevron consent decree, and said that the Town has communicated to DEP its interest in being a part of any planning process regarding how potential additional funds could be used to enhance the natural environment along the Penobscot River. GIS/IT Specialist Severance reported on his communications with DEP, and noted that it is expected that Trustees will be appointed to oversee use of funds. Councilor Marble asked whether the Town would have the opportunity to appoint a Trustee, and it was agreed that staff would look into this.*

4. New Business

- a. **Appointment of Peter Neal as Harbor Master – referral from Planning & Development Committee** – *Motion by Councilor McPike seconded by Councilor Wilde to recommend that the Council appoint Peter Neal as Harbor Master. Motion approved 7-0.*
- b. **Designation of one or more members of Council to participate in Town Planner interview process** – *Councilors McPike, Wilde and McAvoy expressed interest in participating in the interview process for the Town Planner position.*
- c. **Request for authorization to use Information Technology reserve funds in the amount of \$3,295.00 for the GIS Trimble unit** – *Councilor Sirois asked whether the unit requested for funding was adequate to serve the Town's needs, and GIS/IT Specialist Severance said that it was. (The requested amount is from the GIS – not the IT – reserve). Motion by Councilor Marble seconded by Councilor Cormier to recommend Council authorization of \$3,295 from the GIS Reserve account to purchase a new Trimble GPS unit.*
- d. **Storm Water workshop** – *Phil Ruck, P.E., Stillwater Environmental Engineering, Inc. presented a Powerpoint slide presentation to the Committee summarizing the storm water management requirements applicable to the Town of Hampden as a designated MS4 community, and summarized the ongoing work of Town personnel to ensure compliance with the Town's MS4 permit issued by DEP. Mr. Ruck noted that a new statewide MS4 permit was recently issued by EPA for Massachusetts, and that a new permit for Maine is anticipated in the future. As part of his work as a consultant to the Town, Mr. Ruck will keep Hampden apprised regarding any new or modified requirements that may come into effect in the future. Overall, he said that the Town is doing a good job meeting its requirements, and that the recent DEP audit of the Town's storm water permit compliance was positive. He specifically recognized the work of DPW Director Currier, GIS/IT Specialist Severance, and Code Enforcement personnel. He noted that continued work on GIS mapping will be important to compliance with current and future requirements.*

5. Public Comment – None.

6. Committee Member Comments – None.

There being no further business, the meeting was adjourned at 7:04 p.m.

Respectfully submitted –
Angus Jennings, Town Manager