

**FINANCE & ADMINISTRATION COMMITTEE MEETING  
AGENDA**

Tuesday, January 21st, 2020

6:00 p.m.

Hampden Town Office

1. Meeting Minutes – 01/06/2020
2. Review & Sign Warrants
3. Unfinished Business
  - a. Adoption of Council Rules of Procedure
4. New Business
  - a. Recommendation for the re-appointment of Susan O'Brien to the Lura Hoit Pool Board of Trustees
  - c. Recommendation for the re-appointment of Jennifer Lowe to the Lura Hoit Pool Board of Trustees
  - d. Recommendation for the re-appointment of Benjamin Curtis to the Lura Hoit Pool Board of Trustees
  - e. Recommendation for Council to direct the Treasurer to put out to bid the tax foreclosed property located at 69 Laskey Lane and further identified as Map 22 Lot 10 with a minimum bid amount of \$5,411.50 - *requested by Paula Scott, Interim Treasurer*
  - f. Recommendation for the abatement of taxes assessed to IJE Limited Partnership, located at 681 Main Rd. North and further identified as Map 20 Lot 51-45 – *requested by Sherry Murray, Tax Collector*
  - g. Recommendation for the expenditure of an amount not to exceed \$18,000 from Municipal Building Reserve account (3-702-00) for the installation of vinyl siding, including necessary electrical work, on the exterior of the municipal building – *requested by Sean Currier, DPW Director*

- h. Recommendation for the expenditure of \$4,540 from the Matching Grant Reserve account (3-780-00) for the purpose of obtaining four portable radios and four chest packs through the Dep't of Agriculture Volunteer Fire Assistance Grant – *requested by Lt. Jason Lundstrom*
- i. Recommendation for the receipt of \$1,270 into the Matching Grant Reserve account (3-780-00) upon reimbursement of a 50% match from the Dep't of Agriculture Volunteer Fire Assistance Grant – *requested by Lt. Jason Lundstrom*
- j. Request for preliminary support to apply for an additional officer under the COPS Hiring Program – *requested by Chief Bailey*
- k. Recommendation for proposed amendments to the Councilor Compensation Ordinance – *requested by Councilor Jarvi*

5. Committee Member Comments

6. Manager's Comments

7. Adjourn

**FINANCE & ADMINISTRATION COMMITTEE MEETING  
MINUTES**

Monday, January 6<sup>th</sup>, 2020

6:00 p.m.

Hampden Town Office

**Attending:**

**Mayor McPike  
Councilor Jarvi  
Councilor Wright  
Councilor McAvoy  
Councilor Marble  
Councilor Wilde**

**Paula Scott, Interim Town Manager/Clerk  
Jessica Albee, Recording Clerk**

1. Meeting Minutes – 12/16/2019  
Motion by Councilor Marble, seconded by Councilor Jarvi; Vote was 6/1/0
2. Review & Sign Warrants
3. Unfinished Business
  - a. Council rules  
The Council rules were discussed in detail.
4. New Business
  - a. Recommendation for the Re-appointment of Brent Wells to the Planning Board  
Motion by Councilor Wright, seconded by Councilor Marble; Vote was unanimous 7-0-0.
  - b. Recommendation for the Re-appointment of Brittany Goetting to the Historic Preservation Commission  
  
Motion by Councilor Marble, seconded by Councilor Jarvi; Vote was unanimous 7-0-0.

- c. Recommendation to Council for a request for excise tax reimbursement  
– requested by Donald Hayward

Motion to send to Council by Councilor Wright, seconded by  
Councilor McAvoy; Motion failed 0/7/0.

5. Committee Member Comments - None
6. Manager's Comments - None
7. Adjourn – The meeting adjourned at 6:55 pm.

Respectfully Submitted,

Jess Rickman, Recording Clerk

<b>ARTICLE 1 – Mayor/Deputy Mayor</b>	Section 1.1 - 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.
	Section 1.2 - After the election, the Mayor shall preside over the election of Deputy Mayor. The Deputy Mayor shall serve as the presiding officer at Council Workshop meetings, 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.
	Section 1.3 - The Mayor/Deputy 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.
<b>ARTICLE 2 - Council</b>	Section 2.1 - 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.
	Section 2.2 - 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’.
	Section 2.3 - All Town Councilors shall participate in 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.
	Section 2.4 - A new councilor orientation packet shall be provided to all Councilors at the time they are sworn in and they shall sign and date receipt of the orientation packet which will also be recorded in the minutes of the next Council meeting.
<b>ARTICLE 3 – Agenda</b>	Section 3.1- Town Council meetings shall be guided by a written agenda in the following order. <ul style="list-style-type: none"> <li>(a) Pledge of Allegiance</li> <li>(b) Approval of Agenda</li> <li>(c) Consent agenda <ul style="list-style-type: none"> <li>(i) Signatures</li> <li>(ii) Council Minutes</li> <li>(iii) Communications</li> </ul> </li> <li>(d) Public Comments</li> <li>(e) Policy Agenda <ul style="list-style-type: none"> <li>(i) News, Presentations and Awards</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>(ii) Public Hearings</li> <li>(iii) Nominations, Appointments, Elections</li> <li>(f) Unfinished Business</li> <li>(g) New Business - No new business will be acted on at its first reading and will be automatically tabled except by a majority vote of Council to suspend this rule.</li> <li>(h) Manager's Report</li> <li>(i) Councilor Comments</li> <li>(j) Adjournment</li> </ul> <p>Section 3.2 - Any subject may be placed on the agenda for a council meeting by a council member, 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 four business days prior to the council meeting. The name of the Councilor or other person(s) or group requesting an item on the agenda will be indicated on the agenda as part of the requested item.</p> <p>Section 3.3 - The agenda shall be prepared and posted to the town website at least two business days prior to a scheduled council meeting.</p> <p>Section 3.4 - An item may be added to the agenda prior to the Approval of Agenda by unanimous consent of all Councilors present.</p> <p>Section 3.5 - 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.</p> <p>Section 3.6 - Any agenda item may be taken up out of order by consent of a majority of Councilors present.</p> <p>Section 3.7 - Workshops, special meetings, and ad hoc meetings as defined under Article 4, shall be guided by a written agenda in the following order.</p> <ul style="list-style-type: none"> <li>(a) Call to order</li> <li>(b) Topic(s) of the meeting</li> <li>(c) Adjournment</li> </ul>
<p><b>ARTICLE 4 - Meetings</b></p>	<p>Section 4.1 - The first and third Mondays of each month are designated as regular Council meetings (open to the public and televised) with the provision that a unanimous vote of the Councilors present would cancel or reschedule a meeting. Whenever a 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.</p> <p>Section 4.2 - The second Monday of each month is designated as a workshop session (open to the public and televised) and is chaired by the Deputy Mayor (or Mayor designate).</p> <ul style="list-style-type: none"> <li>(a) A workshop meeting is devoted exclusively to a matter(s) in which the interchange of information is deemed essential and may involve reports and proposals</li> </ul>

	<p>from council members, committees and staff that might be considered at later Town Council meetings.</p> <p>(b) The Town Council may give guidance to the Town Manager and to staff at workshop meetings, but no decisions may be made that require formal voting.</p> <p>(c) Workshop discussion requires no formal motion as it is intended to promote interaction and the building of ideas and consensus without debate.</p> <p>Section 4.3 – The Mayor may call the Council together for a special meeting (open to the public and televised). The agenda for a special 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).</p> <p>Section 4.4 – The Mayor may convene an ad hoc committee (meetings open to the public) as required to address a specific issue. An ad hoc committee exists in an advisory capacity to Council and therefore has no decision making authority; will be approved by a majority vote of Council; will be limited to a specific charge; will exist for a specified period of time; and will have defined reporting/deliverable obligations as set forth by the Council.</p>
<p><b>ARTICLE 5 – Meeting Decorum</b></p>	<p>Section 5.1 - As a matter of courtesy, conduct for all Council members shall be as follows.</p> <p>(a) All cell phones shall be silenced during Council and Committee meetings;</p> <p>(b) Councilors and staff shall refrain from texting or emailing during all Council or Committee meetings;</p> <p>(c) cell phone use, texting and email should be done during breaks in meetings.</p> <p>Section 5.2 - In all cases where the parliamentary proceedings are not determined by these rules of procedure, “Roberts Rules of Order” shall be taken as authority to decide the course of proceedings.</p> <p>Section 5.3 - 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.</p> <p>Section 5.4 - 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.</p>

	<p>Section 5.5 - No business can be conducted without a quorum (representing the number personally present and not the number voting) defined as a simple majority of the Council (4). Consideration may be given to 'table' important or controversial issues when only a simple majority is present.</p>
	<p>Section 5.6 - No vote can be taken without a motion on the floor and the vote will be of the form:</p> <ul style="list-style-type: none"> <li>(a) all in favor;</li> <li>(b) all opposed;</li> <li>(c) those present. (In accepting public office, Councilors enter into a civic covenant with the electorate to participate in all proceedings unless otherwise disqualified from doing so. If a Councilor intends to vote present because of conflict of interest, bias, or other disqualification, the declaration will be made before debate begins, the Council will be excused from the dais, may not participate in debate, and the action will be binding on that motion.)</li> </ul> <p>The Mayor will announce the outcome and voting results.</p>
	<p>Section 5.7 - These rules cannot be dispensed with or suspended if any member of the council shall object. No rule or order shall be amended or repealed without notice, in writing, being given at the preceding meeting.</p>
	<p>Section 5.8 - Council meetings shall not extend beyond 10 p.m. without a unanimous vote of the Town Council.</p>
	<p>Section 5.9 - 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.</p>
<p><b>ARTICLE 6 - Motions</b></p>	<p>Section 6.1 - "Rule of motion before discussion" - Until a motion is made and seconded, no discussion is in order. The Mayor should refuse a motion that is out of order or conflicts with statute, ordinance, laws or bylaws.</p>
	<p>Section 6.2 - The member who made the motion is entitled to speak first in debate. Then members are called on in the order in which they are recognized by the Mayor, although members who have not spoken yet get preference over those who have. When possible, the Mayor alternates between someone in favor and someone against the motion.</p>
	<p>Section 6.3 - The following motions do not require a second:</p> <ul style="list-style-type: none"> <li>(a) nominations;</li> <li>(b) point of information;</li> <li>(c) point of order;</li> <li>(d) question of privilege; or</li> <li>(e) leave to withdraw a motion</li> </ul>
	<p>Section 6.4 - The following motions are non-debatable:</p> <ul style="list-style-type: none"> <li>(a) adjourn;</li> </ul>

	<ul style="list-style-type: none"> <li>(b) lay on the table;</li> <li>(c) filling in the blank;</li> <li>(d) point of information;</li> <li>(e) point of order;</li> <li>(f) question of privilege; or</li> <li>(g) leave to withdraw a motion</li> </ul>
	<p>Section 6.5 - When a motion is under debate, the only motions that the Mayor shall entertain will be:</p> <ul style="list-style-type: none"> <li>(a) to adjourn;</li> <li>(b) to lay on the table;</li> <li>(c) the previous question;</li> <li>(d) to postpone debate/action on the motion to a certain date;</li> <li>(e) to refer the motion to a committee or administrative official;</li> <li>(f) to amend the motion, or</li> <li>(g) to postpone debate/action on the motion indefinitely.</li> </ul> <p>Motions shall have precedence in order in which they are introduced.</p>
	<p>Section 6.6 - 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.</p>



Check One:  Initial Application  Reappointment Application

4-a

TOWN OF HAMPDEN
APPLICATION FOR TOWN BOARDS AND COMMITTEES

NAME: O'Brien Susan C
LAST FIRST MI
ADDRESS: 277 Monroe Rd. Hampden ME
STREET TOWN ZIP

MAILING ADDRESS (if different):

TELEPHONE: 207-356-4862 (cell)
HOME WORK

EMAIL: susanobrien88@gmail.com

OCCUPATION: teacher

BOARD OR COMMITTEE PREFERENCE:

FIRST CHOICE: Pool Board

SECOND CHOICE (OPTIONAL):

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

teaching / Pool interest / sports
6 yrs experience

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

Continue to support Patrons

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: 1/15/20
COUNCIL COMMITTEE ACTION: DATE: 1/21/20
COUNCIL ACTION: DATE:
NEW APPT [X] REAPPOINTMENT DATE APPOINTMENT EXPIRES:



Check One:  Initial Application  Reappointment Application

4-C

TOWN OF HAMPDEN
APPLICATION FOR TOWN BOARDS AND COMMITTEES

NAME: LOWE JENNIFER B.
LAST FIRST MI
ADDRESS: 1039 CARMEL ROAD NORTH HAMPDEN ME 04444
STREET TOWN ZIP

MAILING ADDRESS (if different):

TELEPHONE: (207) 299-8604 (207) 907-1810
HOME WORK

EMAIL: JENNIFER\_LOWE10@YAHOO.COM

OCCUPATION: REGISTERED NURSE

BOARD OR COMMITTEE PREFERENCE:

FIRST CHOICE: POOL BOARD

SECOND CHOICE (OPTIONAL): N/A

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

PROFESSIONAL IN THE MEDICAL FIELD, CHILDREN THAT UTILIZE RECREATION IN HAMPDEN, HAMPDEN RESIDENT, PRIOR POOL BOARD MEMBER FOR THE PAST 2 YEARS.

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

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: 1/15/20
COUNCIL COMMITTEE ACTION: DATE: 1/21/20
COUNCIL ACTION: DATE:
NEW APPT [X] REAPPOINTMENT DATE APPOINTMENT EXPIRES:



4-d

Check One:  Initial Application  Reappointment Application

TOWN OF HAMPDEN
APPLICATION FOR TOWN BOARDS AND COMMITTEES

NAME: CURTIS Benjamin J
LAST FIRST MI
ADDRESS: 1181 Kennebec rd Hampden 04444
STREET TOWN ZIP

MAILING ADDRESS (if different):

TELEPHONE: HOME WORK 207-478-6379

EMAIL: curtisbjamn@live.com

OCCUPATION: estimator

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? Past experience on this board

Are there any issues you feel this board or committee should address, or should continue to address? No

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: 11/5/20
COUNCIL COMMITTEE ACTION: DATE:
COUNCIL ACTION: DATE:
NEW APPT REAPPOINTMENT DATE APPOINTMENT EXPIRES:



## Memorandum

TO: Town Council  
FROM: Paula Scott, Town Manager/Treasurer  
DATE: January 16, 2020  
RE: 69 Laskey Lane

I am asking Council to support the referral from Planning & Development Committee to allow me to place the tax foreclosed property located at 69 Laskey Lane out for public bid, but with stipulation.

This house became property of the Town of Hampden in February of 2019 after Council granted extra time for the former owner to redeem the property upon receipt of their income tax return. This never happened. The former owners moved their personal property from the building after foreclosure and the house has been vacant since the Town took ownership.

During the summer of 2019, I asked CEO Block to perform an inspection so that we could add it to our insurance policy. He expressed concerns with regard to the Shoreland Zone, and also possibly more stringent septic system requirements due to the river being tidal. I walked a bit of the property in June of 2019 to try to determine if the location might lend itself to becoming a park of some sort for the Town, or perhaps an access point to the river for canoeists or kayakers. Due to the steep bank, and rocky streambed, neither would be a viable option.

In December of 2019, I was contacted by Deborah McCullough who wished to repurchase the home for the amount of taxes owed (attached), although at this point, there is no mechanism for her to purchase the building except through a public bid process. Because I wanted to determine the viability of the house once again becoming habitable, I asked CEO Carey to assess the condition of the building. His findings are in the attached memo. Upon receiving CEO Carey's findings, I asked Public Works to board up the building so no one could gain access and get hurt in a town owned building.

Due to the complexity of the repairs needed, the non-conforming lot issue, and the inability for a purchaser to purchase, permit, and then rebuild in the same footprint, I would like to put the house out for public bid with a minimum bid amount of \$5,411.50 to cover town costs and with the stipulation that the building would need to be removed.

Town of Hampden  
RECEIVED

DEC 09 2019

Office of the  
Town Clerk

December 6, 2019

Town of Hampden

Attn: Paula Scott

106 Western Ave.

Hampden, ME 04444

RE: 69 Laskey Lane

Dear Paula,

I am writing you today because I have been made aware that the house on 69 Laskey Lane was recently taken by the Town of Hampden. The house on 69 Laskey Lane was owned by my daughter's fiancé, Jonathan Rambo. My daughter's name is Felicia Torrez and I know that she was in touch regarding the property but ultimately was unable to fulfill the obligation of paying the past due taxes. I am writing to ask that I be allowed to pay the past due taxes and get a quit claim deed to the property. I have seen, first hand, the struggles that Jonathan and Felicia are trying to overcome and even though they are on their way to becoming financially independent again, they are still a long way away. They are living in my rented apartment along with 2 grandchildren and it is becoming challenging at times for all of us in a small living space. I would like to take over the property and restore it to a liveable home so that I can live there until the time that Felicia is financially able to live there and maintain the home. I know that it will take time to restore the house to the point where it can be inhabited and by that time, I am hopeful that Felicia is at a place where she can afford to keep up the home and the taxes. I want her and the grandchildren to have a place that they can call theirs. I know that Felicia was devastated when they lost the house. I would have done something sooner, but I was unaware of the situation until my sister-in-law Kandy told me that it was lost to the town.

I hope that you will consider helping our family at this time before the property is sent to auction. I have rented my entire adult life and it would be nice to know that, by stepping in to help my daughter and Jonathan and their children preserve the property given to them by Jonathan's mother, we could have our own home.

Thank you for your time. I hope to hear from you soon.

Respectfully,



Deborah McCullough

Town of Hampden  
106 Western Avenue  
Hampden, Maine 04444



Phone: (207) 862-8427  
Fax: (207) 862-5067  
email: Code@hampdenmaine.gov

## MEMORANDUM

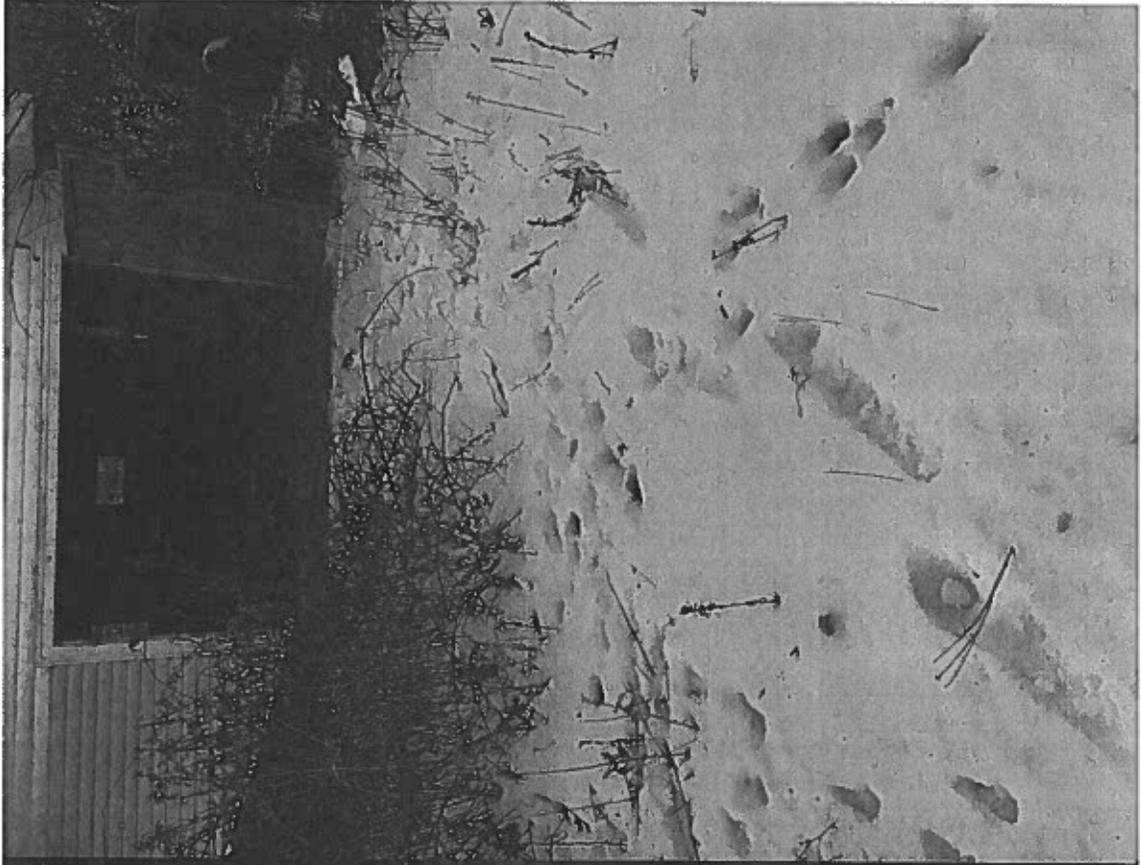
Date: 12/26/2019  
Re: 69 Laskey Lane  
To: Paula Scott  
From: Ryan M. Carey

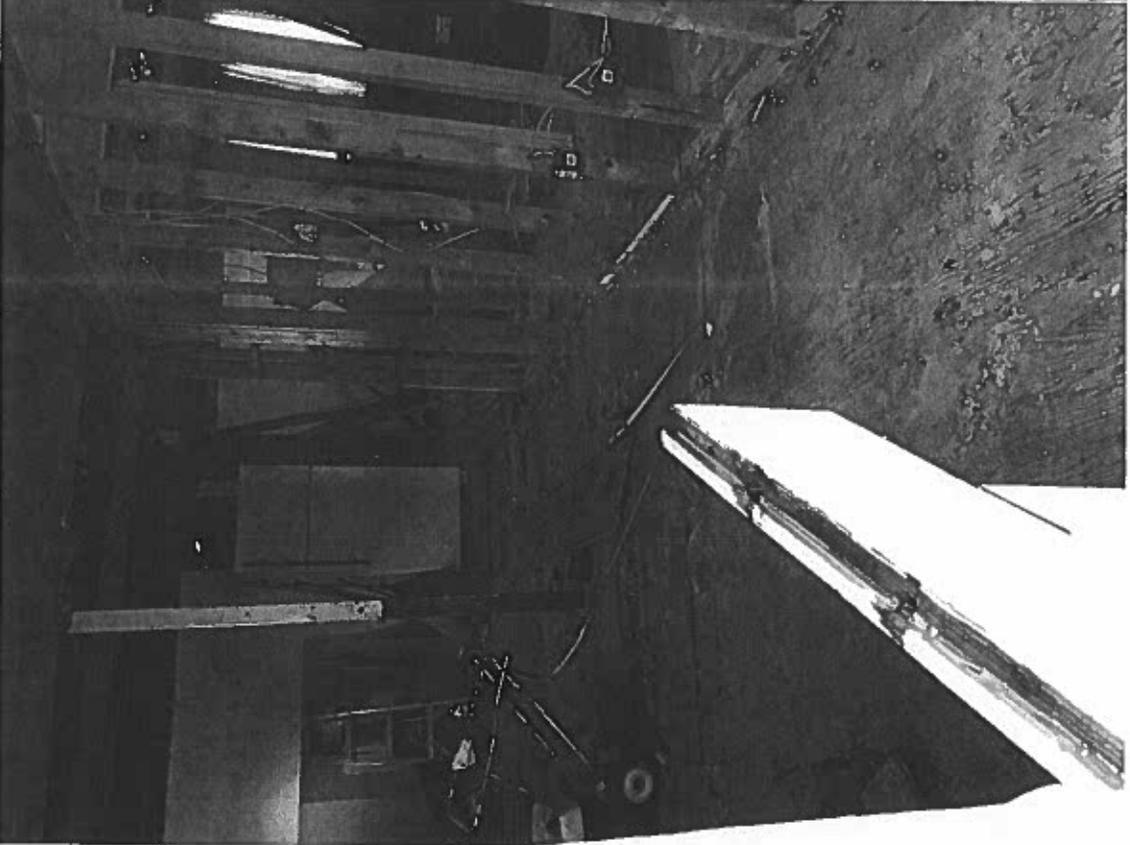
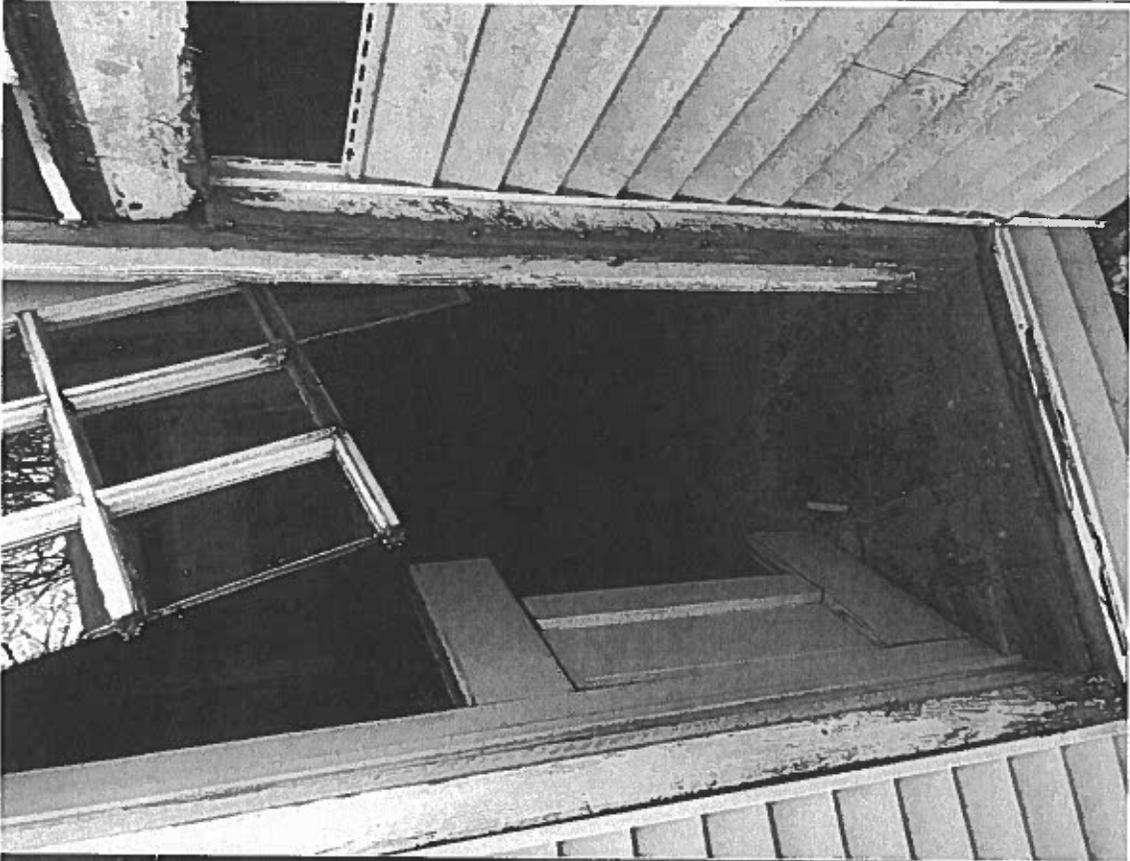
I visited 69 Laskey Lane today in an effort to determine the condition of the building since its acquisition by the town. The building appears to be in an advanced state of decay and deterioration. There are numerous broken windows, missing doors, penetrations through the roof, and a foundation which is collapsing.

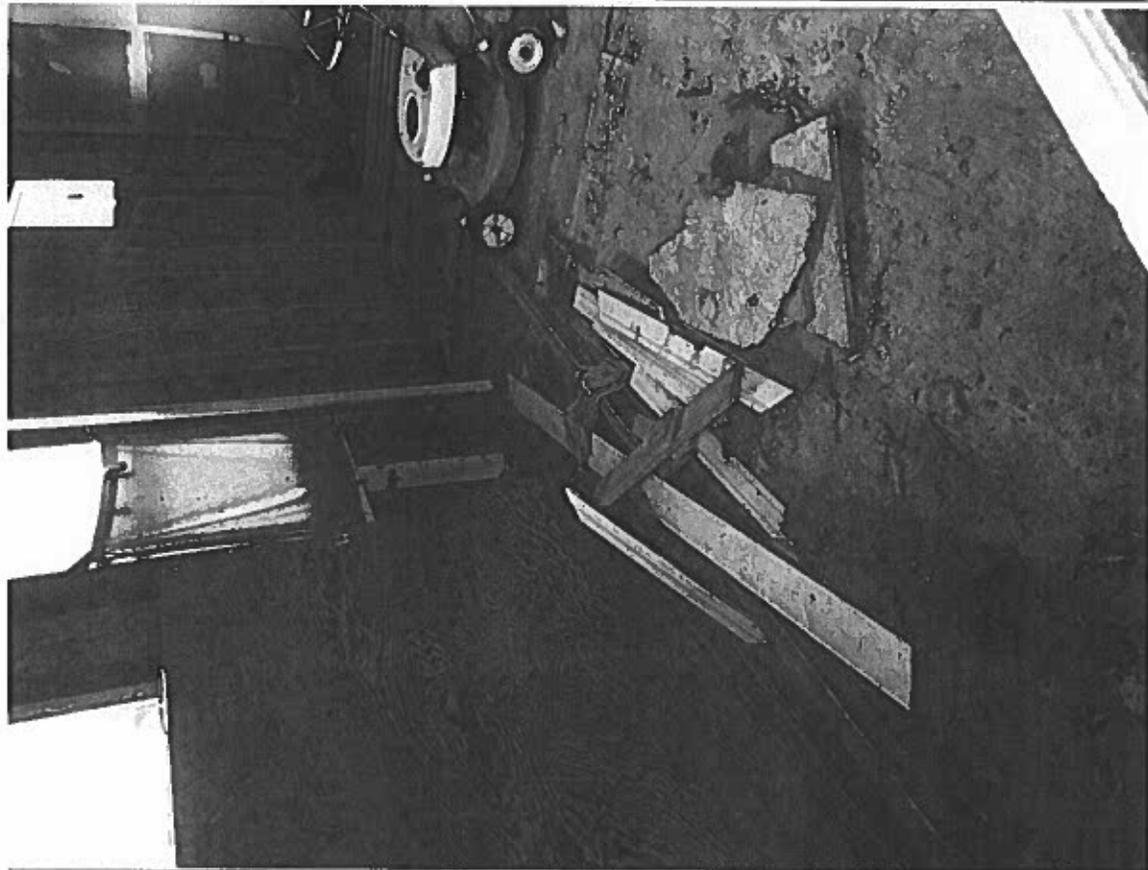
The main structure of the house seems to have already been gutted, as indicated by the missing interior wall coverings. Although the floor appears to be solid inside the house, the integrity of the foundation implies that the joists may not be supported enough to allow safe entry into the structure. The garage on the property is in poor condition. The concrete floor is cracked and shifted beyond the point of financially-feasible repair.

Another issue associated with this property is the fact that it is a non-conforming lot (due to the inability to achieve the 30' setback from the roadway), and in the Shoreland zone. Both put an additional burden on a buyer interested in this lot. Shoreland zoning requires that, if the structure is to be repaired, that all permitting be complete within 12 months *of the date of damage*. Given that the town has been aware of the structural damage since June, a buyer would be unlikely to complete the permitting process by the deadline. The only option a buyer would have would be to file an appeal. The board, however would likely be required to deny a variance due to the buyer purchasing the property with the deadline attached. It is for these reasons that the town's planner and I agree that the building should be sold as an unbuildable lot with the buyer responsible for removal of the structure.

CC: File (22-0-010)









**RE Account 1896 Detail**  
**as of 03/31/2020**

Name: TOWN OF HAMPDEN  
Location: 69 LASKEY LN  
Acreage: 0.75 Map/Lot: 22-0-010  
Book Page: B11057P254, B14182P279, B14586P345

Land: 27,400  
Building: 18,200  
Exempt: 0  
Total: 45,600

2020-1 Period Due:  
1) 485.88  
2) 465.12

Ref1: REPURCHASE AGREEMENT  
Mailing: C/O RAMBO, JONATHAN M II TENANT  
Address: IN POSSESSION  
19 MARCH STREET, APT. #2  
BANGOR ME 04401

Year	Date	Reference	P C	Principal	Interest	Costs	Total
2020-1	R			930.24	20.76	0.00	951.00
2019-1	R			893.76	88.93	0.00	982.69
2018-1	L	*		839.04	131.62	60.70	1,031.36
2017-1	L	*		819.00	185.65	67.26	1,071.91
2016-1	L	*		0.00	0.00	0.00	0.00
2015-1	L	*		0.00	0.00	0.00	0.00
2014-1	R			0.00	0.00	0.00	0.00
2013-1	R			0.00	0.00	0.00	0.00
2012-1	R			0.00	0.00	0.00	0.00
2011-1	R			0.00	0.00	0.00	0.00
2010-1	R			0.00	0.00	0.00	0.00
2009-1	R			0.00	0.00	0.00	0.00
2008-1	R			0.00	0.00	0.00	0.00
2007-1	R			0.00	0.00	0.00	0.00
2006-1	L	*		0.00	0.00	0.00	0.00
2005-1	R			0.00	0.00	0.00	0.00
2004-1	R			0.00	0.00	0.00	0.00
2003-1	L	*		0.00	0.00	0.00	0.00
Account Totals as of 03/31/2020				3,482.04	426.96	127.96	4,036.96

	Per Diem
2020-1	0.1147
2019-1	0.1959
2018-1	0.1609
2017-1	0.1571
Total	0.6286

*Estimated*  
*2021 Taxes*  
*\$951.00*  
Note: f  
values a BDN Ad fee  
represent \$ 250.00



Hampden Hardware

6 Western Ave. P.O. 336  
Hampden, ME 04444  
Ph: (207) 862-3200

12/26/2019 10:53:38

Invoice No.: 609100

Code: HAMPT

Name: TOWN OF HAMPDEN

Address: 106 WESTERN AVE  
HAMPDEN  
ME 04444

Tax No: TAX EXEMPT

Cashier: ralph

Register Name: Register 1

Order No: 69 laske lane

3014 "NO TRESPASSING" PLASTIC SIGN

54320 EA  
4 @ 1.79 /EA \$7.16

Tax: N

Sub Total: \$7.16  
Sales Tax: \$0.00  
Total: \$7.16

Signed: \_\_\_\_\_

PH:862-3200 FAX:862-3201

Please reimburse  
once sale of Lasker  
is complete. Ty.

Acct. No. 01-10-20-35

Date 1/8/20

Initials JRC

Description 69 Lasker Lane

# Memo

**To:** Paula Scott, Town Manager  
**From:** Sherry Murray, Tax Collector  
**Date:** January 16, 2020  
**Re:** Tax abatement

---

In reviewing the delinquent tax accounts, I discovered that a mobile home assessed to IJE Limited Partnership located at 681 Main Road North, is a vacant lot. Please request that Council abate the 2018 tax balance, interest and cost in the amount of \$107.00.

**RE Account 1802 Detail  
as of 08/23/2018**

Name: THOMAS, TRISTAN  
Location: 681 MAIN RD NO  
Acreage: 0 Map/Lot: 20-0-051-45  
Book Page:

Land: 0  
Building: 0  
Exempt: 0  

---

Total:

2020-1 Period Due:

Ref1:  
Mailing  
Address: 681 MAIN ROAD NORTH LOT 45  
HAMPDEN ME 04444

Year	Date	Reference	P	C	Principal	Interest	Costs	Total
2020-1	R				0.00	0.00	0.00	0.00
2019-1	R				0.00	0.00	0.00	0.00
2018-1	L	*			45.08	1.22	60.70	107.00
2017-1	R				0.00	0.00	0.00	0.00
2016-1	R				0.00	0.00	0.00	0.00
2015-1	R				0.00	0.00	0.00	0.00
2014-1	R				0.00	0.00	0.00	0.00
2013-1	R				0.00	0.00	0.00	0.00
2012-1	R				0.00	0.00	0.00	0.00
2011-1	R				0.00	0.00	0.00	0.00
2010-1	R				0.00	0.00	0.00	0.00
2009-1	R				0.00	0.00	0.00	0.00
2008-1	R				0.00	0.00	0.00	0.00
2007-1	R				0.00	0.00	0.00	0.00
2006-1	R				0.00	0.00	0.00	0.00
2005-1	R				0.00	0.00	0.00	0.00
2004-1	R				0.00	0.00	0.00	0.00
2003-1	R				0.00	0.00	0.00	0.00
Account Totals as of 08/23/2018					45.08	1.22	60.70	107.00

Note: Payments will be reflected as positive values and charges to the account will be represented as negative values.



**TOWN OF HAMPDEN**  
**DEPARTMENT OF PUBLIC WORKS**

106 WESTERN AVE.  
HAMPDEN, ME 04444

TEL 862-3337

FAX 862-5067

January 16, 2020

To: Paula Scott  
From: Sean Currier  
Subject: 2020 Municipal Building Reserve Request – 3-702-00

During the FY20 budget process, staff had requested funds to install vinyl siding on the municipal building between the brick and soffit to prevent degradation of the exposed wood. The amount of \$18,000.00 was set aside in the municipal reserve budget for this purpose by Council.

Public Works posted a request for bid on the Public Notices and Bids section of the Hampden website and alerted several contractors of the bid request. Two bids were received by the due date and time specified. Maine Highlands Contracting submitted a bid in the amount of \$49,450.00 and Gates Construction submitted a bid in the amount of \$14,500.00. Both quotes include materials, labor and equipment (lift) to complete the work.

I would like to request expenditure of funds from the Municipal Building reserve account, 3-702-00 in the amount not to exceed \$18,000.00 for installation of new vinyl siding on the exterior of the building as budgeted. The balance (\$3,500.00) would be utilized for the electrical portion of the work and any unforeseen materials needed to complete the electrical work. Multiple lights, sensors and security features will need to be temporarily moved and reinstalled for the vinyl siding as well as electrical preparations made for the installation of the new back lit led signs at (3) three door locations approved by Council in the current year operating budget.

Thank you for your consideration,

A handwritten signature in black ink, appearing to read "Sean Currier".

Sean Currier

**Current Account Status**

**G 3-702-00 RESERVE ACCT / MUNIC BLD**

-128,762.47 = Beg Bal                      -103,520.00 = YTD Net                      -192,498.66 = Balance  
 39,783.81 = Adjust                              0.00 = YTD Enc

Per	Jrnl	Check	Date	Vendor-----	Description-----	RCB / Type	Debits	Credits
07	0004		07/02/19		BBA RESEVE INT/FMV CHANGE	B GJ	0.00	147.09
07	0006		07/02/19		BBA CORRECT RESERVE INT.	B GJ	0.00	69.10
07	0057		07/16/19		BBA CORRECT J#1207	B GJ	40,000.00	0.00
10	0394		10/22/19		FY20 APPROPRIATIONS	R CR	0.00	103,520.00
<b>Totals-</b>							<b>40,000.00</b>	<b>103,736.19</b>

**Monthly Summary**

Month	--Regular Entries--		--Balance Entries--	
	Debits	Credits	Debits	Credits
July	0.00	0.00	40,000.00	216.19
October	0.00	103,520.00	0.00	0.00
<b>Totals</b>	<b>0.00</b>	<b>103,520.00</b>	<b>40,000.00</b>	<b>216.19</b>

4-h e i

## Hampden Public Safety Fire Department

**To:** Hampden Town Council  
**From:** Deputy Fire Chief- Jason Lundstrom  
**Date:** January 9, 2020  
**Re:** 2020 Volunteer Fire Assistance Grant- Department of Agriculture (Forestry)

---

### **2020 Volunteer Fire Assistance Grant- Award notification and request to use grant matching funds to purchase awarded equipment.**

The Hampden Fire Department has been notified by the Maine Department of Agriculture, Conservation, and Forestry that we have successfully secured grant funding for **(4) Portable Radios with speaker mics, and (4) Radio Chest Packs. The total cost of this project is \$2,540.00. Forest Service share is \$1,270.00. The Town of Hampdens share is \$1,270.00.** If approved by the council, \$2,540.00 would be withdrawn from the matching grant account. The Town of Hampden would then be reimbursed 50% of the project cost (\$1270.00), which would be placed back in the matching grant account. The equipment specified above will greatly increase responder safety and communications when responding to wildland firefighting emergencies. The Fire Department is looking for council approval to move forward with this project.

**Current Account Status**

**G 3-780-00 RESERVE ACCT / MATCHING GR**

-16,861.78 = Beg Bal                      1,421.00 = YTD Net                      -15,460.03 = Balance  
 -19.25 = Adjust                              0.00 = YTD Enc

Per	Jrnl	Check	Date	Vendor-----	Description-----	RCB / Type	Debits	Credits
07	0004		07/02/19		BBA RESEVE INT/FMV CHANGE	B GJ	0.00	19.25
08	0116	2069	08/14/19	00481 TOWN OF HAMP	MMA GRANT	R AP	1,421.00	0.00
<b>Totals-</b>							<b>1,421.00</b>	<b>19.25</b>

**Monthly Summary**

Month	--Regular Entries--		--Balance Entries--	
	Debits	Credits	Debits	Credits
July	0.00	0.00	0.00	19.25
August	1,421.00	0.00	0.00	0.00
<b>Totals</b>	<b>1,421.00</b>	<b>0.00</b>	<b>0.00</b>	<b>19.25</b>

D/C Scott Webber      Sgt. T.D. Stewart  
 Sgt. Joel Small      Ofc. J.D. Burke  
 Ofc. Ben Eyles      Ofc. Shawn Devine  
 Ofc. Marc Egan      Ofc. William Miller  
 Ofc. David Mushrall      Ofc. Monic Christian  
 Ofc. Tony Lorenz



D/C Jason Lundstrom      Lt. Matt St.Pierre  
 Lt. Dan Pugsley, Jr.      CH. Joe Dunton  
 FF Shaun McNally      FF Matt Thomas  
 FF Jared LeBarnes      CEO Myles Block  
 FF Matt Roope      FF Chris Liepold  
 FF Gavin Webb      FF Ed Gardella  
 FF Ken Roy      FF Chad Spann  
 FF Oliver Bianchi      FF Mike Simmons

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

**POLICE      FIRE      EMS      CODE ENFORCEMENT      LOCAL HEALTH OFFICE**

**MEMORANDUM**

**TO:** Paula Scott, Town Manager  
**FROM:** Christian Bailey, Public Safety Director  
**RE:** COPS Hiring Program  
**DATE:** January 16, 2020

I'm writing to request support to initiate the process of applying for one additional police officer under the COPS Hiring Program. (CHP) The CHP is a competitive federal grant process that provides 75% of entry-level salaries and fringe benefits to newly hired and/or rehired full-time police officers-up to \$125,000 per position-over a 36-month period. The recipient must retain the position for 12-months after the expiration of the grant. The current cost of an additional officer with an entry-level salary and benefits is approximately \$77,750 per year. With a 2% cost of living increase along with step increases, the total cost for 36-months would be approximately \$246,292. The Town commitment would be approximately \$121,292 or \$40,430 per year. This number would increase if the officer was hired at a rate above the entry-level salary. We currently supplement the weekend day shifts with full-time officers at overtime rate. The current potential overtime commitment without fringe benefits is approximately \$32,384 per year.

The additional police officer would allow us to have two scheduled full-time police officers on the weekend day shifts (we currently have one) along with providing more time for the investigator to perform "investigative" functions. The current investigator has a dual role of performing day-to-day patrol functions along with handling serious, complex and time-consuming criminal cases. The amount of time needed to investigate criminal activity has increased, particularly with the onset and accelerated use of social media and electronics. This opportunity would fulfill our current strategic plan objective of increasing our staffing to twelve along with moving us closer to a future goal of having two people on duty 24 hours a day.

Thank-you for considering this request.

TOWN OF HAMPDEN

The Town of Hampden Hereby Ordains  
Proposed Amendments to the Town Council Compensation Ordinance

Deletions are ~~Strikethrough~~ Additions Double Underlined

The Town of Hampden hereby ordains that the following ordinance be enacted.

Section 1. Pursuant to Sec. 203 of the Town Charter, the Hampden Town Council hereby determines that the annual salary of the chairman and councilors shall be as follows:

Chairman	<del>\$35.00</del> / <u>\$55.00</u> meeting
Other Councilors	<del>\$30.00</del> / <u>\$50.00</u> meeting

- Formatted: Strikethrough
- Formatted: Double underline
- Formatted: Strikethrough
- Formatted: Double underline

Section 2. For the purposes of this Ordinance, a meeting shall include all regular or special meetings of the Town Council, as well as the meetings of its Committees provided, however, that if a Committee meeting takes place on the same date as and immediately prior to or following a meeting of the Town Council, the two adjacent meetings shall be considered a single meeting for the purposes of compensation. In order to be eligible for compensation for a meeting, the chairman or councilor must have been present at the meeting.

Section 3. Pursuant to Sec. 203 of the Town Charter, the foregoing increase in salary shall become effective as of the first regularly scheduled meeting in ~~January 2006, January 2021~~ \* said meeting being the commencement of the terms of councilors elected at the next regular election scheduled for November ~~8, 2005, November 10, 2020,~~

- Formatted: Font color: Dark Red, Strikethrough
- Formatted: Double underline
- Formatted: Font color: Dark Red, Strikethrough
- Formatted: Double underline
- Formatted: Font color: Dark Red

Adopted by Town Council: 9/19/2005  
Effective: 1/01/2006  
Amended: 08/21/2017  
Amended: / /  
Effective:1/1/2021

\*Compensation clause Art. II Section 203, excerpted: Sec. 203 Compensation - The Town Council may determine the annual salary of the chairman and councilors by ordinance, but no ordinance increasing such salary shall become effective until the commencement of the terms of councilors elected at the next regular election. Salaries of councilors shall be paid on a quarterly

- Formatted: Font: 10 pt

basis for services performed in the preceding quarter. Councilors elected in a special election shall be paid on a pro rata basis for the time they shall actually serve. Initially annual salaries shall be twenty dollars (\$20.00) per meeting for each councilor and town counselor and twenty-five dollars (\$25.00) per meeting for council mayor. (Amended: June 8, 1982)

**Formatted:** Font color: Dark Red