

FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday February 6th, 2017

6:00 p.m.

Hampden Town Office

1. Meeting Minutes – January 17th, 2017
2. Review & Sign Warrants
3. Old Business
4. New Business
 - a. Executive Session – Pursuant to 1 M.R.S.A. §405(6)(A) – Personnel Matters
 - b. Request for authorization for the expenditure of \$1,447.36 out of Matching Grant Reserve funds for the purpose of purchasing rescue equipment– *requested by Lt. Jason Lundstrom*
 - c. Request for authorization for the expenditure of \$195.83 out of Municipal Building Reserve funds for the purpose of paying Penobscot Temperature Controls for boiler repair
 - d. Request for authorization for the expenditure of \$481.00 out of Municipal Building Reserve funds for the purpose of paying PDQ Door for fire bay door repair
 - e. Discussion on the process for municipal officers to consider poverty or hardship tax abatement requests pursuant to Title 36, §841
 - f. Request for authorization for the expenditure of \$4,870.00 out of the Environmental Trust – Principal funds for the purpose of reimbursing Host Community Benefit account for December 2016 expenditure in that amount for Drumlin, LLC landfill post closure monitoring – *referral from the Environmental Trust Committee*
 - g. Discussion and nomination of the recipient of the 2017 Hampden Spirit of America Foundation Tribute for outstanding community

service

- h. Request from MRC Board for Town contribution toward costs of water line extension on Coldbrook Rd

5. Public Comment

6. Committee Member Comments

7. Adjournment

EXECUTIVE SESSION STATUTES

The eight subjects permitted to be discussed in Executive Session are as follows:

- PERSONNEL MATTERS: 1 M.R.S.A. § 405(6)(A)
- SCHOOL STUDENT SUSPENSIONS/EXPULSIONS: 1 M.R.S.A. § 405(6)(B)
- REAL ESTATE; ECONOMIC DEVELOPMENT: 1 M.R.S.A. § 405(6)(C)
- LABOR CONTRACTS/NEGOTIATIONS: 1 M.R.S.A. § 405(6)(D)
- ATTORNEY-CLIENT CONSULTATIONS: 1 M.R.S.A. § 405(6)(E)
- CONFIDENTIAL RECORDS: 1 M.R.S.A. § 405(6)(F)
- EMPLOYMENT EXAMINATIONS: 1 M.R.S.A. § 405(6)(G)
- CODE ENFORCEMENT CONSULTATIONS: 1 M.R.S.A. § 405(6)(H)

Maine Revised Statutes
Title 1: GENERAL PROVISIONS
Chapter 13: PUBLIC RECORDS AND PROCEEDINGS

§405. EXECUTIVE SESSIONS

Those bodies or agencies falling within this subchapter may hold executive sessions subject to the following conditions. [1975, c. 758, (NEW).]

1. Not to defeat purposes of subchapter. An executive session may not be used to defeat the purposes of this subchapter as stated in section 401.

[2009, c. 240, §2 (AMD) .]

2. Final approval of certain items prohibited. An ordinance, order, rule, resolution, regulation, contract, appointment or other official action may not be finally approved at an executive session.

[2009, c. 240, §2 (AMD) .]

3. Procedure for calling of executive session. An executive session may be called only by a public, recorded vote of 3/5 of the members, present and voting, of such bodies or agencies.

[2009, c. 240, §2 (AMD) .]

4. Motion contents. A motion to go into executive session must indicate the precise nature of the business of the executive session and include a citation of one or more sources of statutory or other authority that permits an executive session for that business. Failure to state all authorities justifying the executive session does not constitute a violation of this subchapter if one or more of the authorities are accurately cited in the motion. An inaccurate citation of authority for an executive session does not violate this subchapter if valid authority that permits the executive session exists and the failure to cite the valid authority was inadvertent.

[2003, c. 709, §1 (AMD) .]

5. Matters not contained in motion prohibited. Matters other than those identified in the motion to go into executive session may not be considered in that particular executive session.

[2009, c. 240, §2 (AMD) .]

6. Permitted deliberation. Deliberations on only the following matters may be conducted during an executive session:

A. Discussion or consideration of the employment, appointment, assignment, duties, promotion, demotion, compensation, evaluation, disciplining, resignation or dismissal of an individual or group of public officials, appointees or employees of the body or agency or the investigation or hearing of charges or complaints against a person or persons subject to the following conditions:

- (1) An executive session may be held only if public discussion could be reasonably expected to cause damage to the individual's reputation or the individual's right to privacy would be violated;
- (2) Any person charged or investigated must be permitted to be present at an executive session if that person so desires;

(3) Any person charged or investigated may request in writing that the investigation or hearing of charges or complaints against that person be conducted in open session. A request, if made to the agency, must be honored; and

(4) Any person bringing charges, complaints or allegations of misconduct against the individual under discussion must be permitted to be present.

This paragraph does not apply to discussion of a budget or budget proposal; [2009, c. 240, §2 (AMD).]

B. Discussion or consideration by a school board of suspension or expulsion of a public school student or a student at a private school, the cost of whose education is paid from public funds, as long as:

(1) The student and legal counsel and, if the student is a minor, the student's parents or legal guardians are permitted to be present at an executive session if the student, parents or guardians so desire; [2009, c. 240, §2 (AMD).]

C. Discussion or consideration of the condition, acquisition or the use of real or personal property permanently attached to real property or interests therein or disposition of publicly held property or economic development only if premature disclosures of the information would prejudice the competitive or bargaining position of the body or agency; [1987, c. 477, §3 (AMD).]

D. Discussion of labor contracts and proposals and meetings between a public agency and its negotiators. The parties must be named before the body or agency may go into executive session. Negotiations between the representatives of a public employer and public employees may be open to the public if both parties agree to conduct negotiations in open sessions; [1999, c. 144, §1 (RPR).]

E. Consultations between a body or agency and its attorney concerning the legal rights and duties of the body or agency, pending or contemplated litigation, settlement offers and matters where the duties of the public body's or agency's counsel to the attorney's client pursuant to the code of professional responsibility clearly conflict with this subchapter or where premature general public knowledge would clearly place the State, municipality or other public agency or person at a substantial disadvantage; [2009, c. 240, §2 (AMD).]

F. Discussions of information contained in records made, maintained or received by a body or agency when access by the general public to those records is prohibited by statute; [1999, c. 180, §1 (AMD).]

G. Discussion or approval of the content of examinations administered by a body or agency for licensing, permitting or employment purposes; consultation between a body or agency and any entity that provides examination services to that body or agency regarding the content of an examination; and review of examinations with the person examined; and [1999, c. 180, §2 (AMD).]

H. Consultations between municipal officers and a code enforcement officer representing the municipality pursuant to Title 30-A, section 4452, subsection 1, paragraph C in the prosecution of an enforcement matter pending in District Court when the consultation relates to that pending enforcement matter. [1999, c. 180, §3 (NEW).]

[2009, c. 240, §2 (AMD).]

SECTION HISTORY

1975, c. 758, (RPR). 1979, c. 541, §A3 (AMD). 1987, c. 477, §§2,3 (AMD). 1987, c. 769, §A1 (AMD). 1999, c. 40, §§1,2 (AMD). 1999, c. 144, §1 (AMD). 1999, c. 180, §§1-3 (AMD). 2003, c. 709, §1 (AMD). 2009, c. 240, §2 (AMD).

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PAUL R. LE PAGE
GOVERNOR

STATE OF MAINE
DEPARTMENT OF AGRICULTURE, CONSERVATION & FORESTRY
MAINE FOREST SERVICE
22 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0022

WALTER E. WHITCOMB
COMMISSIONER

4-6

January 4, 2017

Jason Lundstrom
Hampden Fire Department
106 Western Ave.
Hampden, ME 04444

Dear Lt. Lundstrom,

The Maine Fire Chief's Forestry Committee met on December 28, 2016 to review applications for Volunteer Fire Assistance (VFA) grants for FY-2016. We are pleased to inform you that the Committee awarded the Hampden Fire Department \$1447.36 in grant funds, to be used with an equal share of local funds, to purchase the following items:

Item:	Quantity:	Approved Unit Cost:
portable pump	1	\$1,394.00
1 1/2" suction hose	1	\$70.75
1 1/2" foot valve strainer	1	\$103.00
backboard with carrying straps for pump	1	\$73.75
shovels	2	\$54.99
shovel combo tool	2	\$108.39
mcloud tool	2	\$93.99
1 1/2" gated wye	1	\$415.59
shutoff clamp	2	\$47.59
head lamp	6	\$37.95

We received a lot of applications this year, but the USDA Forest Service funding for this program remained near the same level as 2016. Due to this limited funding, the Committee may not have approved all requested items, may have reduced the number of items requested, and in some cases, may have reduced the per item cost based on guidance provided in the grant announcement.

I have enclosed the original "Agreement for State Assistance" and "Assurances" forms for your review and signature. Please return these forms to my attention at the address above no later than March 15, 2017. These forms now require a Federal DUNS number and must be on file before we can process your reimbursement. Read the "Agreement for State Assistance" carefully. The agreement specifically states that you must complete the project before submitting your invoices for reimbursement. The agreement also states that "if the recipient is unable to meet the deadline of the aforementioned date, written notification must be made to the State Supervisor, Forest Protection Unit, at least seven (7) days prior to June 30, 2017.

REIMBURSEMENTS

DOUGLAS P. DENICO
DIRECTOR

18 ELKINS LANE, HARLOW BUILDING
AUGUSTA, ME 04330
www.maineforestservice.gov

PHONE: 207-287-2791
OR: 800-367-0223
FAX: 207-287-8422

Current Account Status

G 3-780-00 RESERVE ACCT / MATCHING GR

-15,073.87 = Beg Bal 2,094.47 = YTD Net -12,979.40 = Balance
 0.00 = Adjust 0.00 = YTD Enc

Per	Jrnl	Check	Date	Vendor-----	Description-----	RCB / Type	Debits	Credits
07	0037	1811	07/13/16	00481 TOWN OF HAMP	MATCHING FUNDS EXTRACTOR	R AP	818.00	0.00
09	0247	1831	09/21/16	00481 TOWN OF HAMP	BALLISTIC SHIELD	R AP	571.66	0.00
11	0393	1835	11/16/16	00481 TOWN OF HAMP	MATCHING GRANT FUNDS FOR	R AP	704.81	0.00
Totals-							2,094.47	0.00

Monthly Summary

Month	--Regular Entries--		--Balance Entries--	
	Debits	Credits	Debits	Credits
July	818.00	0.00	0.00	0.00
September	571.66	0.00	0.00	0.00
November	704.81	0.00	0.00	0.00
Totals	2,094.47	0.00	0.00	0.00

4-c

Penobscot Temperature Controls, Inc.
54 Nadine's Way
Hampden, ME 04444 US
(207) 945-9350
pentemp@myfairpoint.net



INVOICE 5228

DATE 01/10/2017 TERMS NET 30 Days

DUE DATE 02/09/2017

BILL TO
Town of Hampden
106 Western Avenue
Hampden, ME 04444

ORDERED BY
Fire Dept.

LOCATION
Town Office, Boiler Room.

ITEM	DESCRIPTION	QTY	UNIT PRICE	AMOUNT
Labor - Dana	12-26-16; Hot water is down. Tested and found oil valve wheel had failed closed. Replaced and heater start up. Need to come back to replace flex oil line connector.	1	58.00	58.00
Truck charge		1	18.00	18.00
Oil valve Wheel		1	6.38	6.38
Labor - Terry	12-28-16; Replaced flexible oil line on hot water boiler. Cycled heater and check out.	1:30	58.00	87.00
Oil Flex 1/4 " Lines		1	26.45	26.45

Acct. No. _____

TOTAL DUE \$195.83

DEPARTMENT HEAD SIGNATURE _____
DATE _____

RECEIVED
JAN 17 2017

BY:.....

Thank-you for your business!!!!

Current Account Status

G 3-702-00 RESERVE ACCT / MUNIC BLD

-15,521.93 = Beg Bal
0.00 = Adjust

-17,584.28 = YTD Net
0.00 = YTD Enc

-33,106.21 = Balance

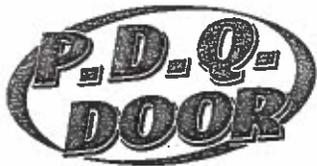
Per	Jrnl	Check	Date	Vendor-----	Description-----	RCB / Type	Debits	Credits
08	0151	1818	08/24/16	00392 P D Q DOOR C	BUILDING MATERIAL	R AP	1,000.00	0.00
09	0222	1825	09/14/16	00141 E.J.PRESCOTT	BLDG DRAINAGE SUPPLIES	R AP	840.72	0.00
10	0298		10/06/16		10/06/2016 C/R	R CR	0.00	20,000.00
11	0393	1834	11/16/16	00392 P D Q DOOR C	COUNTER SHUTTER DOOR	R AP	129.00	0.00
11	0393	1834	11/16/16	00392 P D Q DOOR C	HPD GARAGE DOOR MOTOR	R AP	158.00	0.00
11	0424	1837	11/23/16	00271 LAWSON'S LOC	LEVERSET	R AP	288.00	0.00
Totals-							2,415.72	20,000.00

Monthly Summary

Month	--Regular Entries--		--Balance Entries--	
	Debits	Credits	Debits	Credits
August	1,000.00	0.00	0.00	0.00
September	840.72	0.00	0.00	0.00
October	0.00	20,000.00	0.00	0.00
November	575.00	0.00	0.00	0.00
Totals	2,415.72	20,000.00	0.00	0.00

4-d

REMIT TO OUR MAIN OFFICE:



589 Main Road North
Hampden, ME 04444
207-947-1899
800-734-1401
Fax: 207-947-1839

www.pdqdoor.com

INVOICE

DATE 12/28/2016 INVOICE # H127465

BILL TO:

Town of Hampden
106 Western Avenue
Hampden, ME 04444

Job Location:

Fire Department



P.O. NUMBER TERMS REP CONTACT

NET 10 Cara 267-4961

QUANTITY DESCRIPTION AMOUNT

1	Torsion Springs	228.00
2	Center Bearings	9.00
2	Bearing Forks	28.00
0.5	P.D.Q. Lube 14 OZ	6.00
1	Commercial Service 1 Man Bay 5 - fire - Second bay from left. Broken torsion spring. Need asap. Eric 12/22/16 Travel .5 On Site .75 Blockied & wound Derek & Robert 12/27/16 Travel .5 On Site 1.0 Replaced springs, bearings, forks & lubed springs.	210.00

Acct No. _____

DEPARTMENT HEAD SIGNATURE _____

DATE _____

RECEIVED
JAN 03 2017

BY:

Work has been completed to my satisfaction. I understand that I will be charged 1 1/2% interest per month as well as reasonable collection costs for any overdue balance.



Additional Convenient Locations:

209A State Road West Bath, ME 04530 207-443-7426 888-559-3667 Fax: 207-443-6152	10 Rockport Park Center Rockport, ME 04856 207-230-0808 877-230-0809 Fax: 207-230-0888	50 Airport Road Waterville, ME 04901 207-872-7711 866-570-7711 Fax: 207-872-7713	P.O. Box 1543 331 North Street Houlton, ME 04730 207-532-0808 877-529-3719 Fax: 207-532-0880	78 Industrial Street Presque Isle, ME 04769 207-764-0213
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TOTAL	\$481.00
Payments/Credits	\$0.00
Balance Due	\$481.00

Current Account Status

G 3-702-00 RESERVE ACCT / MUNIC BLD

-15,521.93 = Beg Bal
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11	0393	1834	11/16/16	00392 P D Q DOOR C	HPD GARAGE DOOR MOTOR	R AP	158.00	0.00
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October	0.00	20,000.00	0.00	0.00
November	575.00	0.00	0.00	0.00
Totals	2,415.72	20,000.00	0.00	0.00

4-e

Town of Hampden
106 Western Avenue
Hampden, Maine 04444



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

TO: Finance Committee
FROM: Angus Jennings, Town Manager
DATE: February 2, 2017
RE: Application for hardship or poverty abatement

We have received an application for hardship or poverty abatement from a local resident. Unlike other abatements, responsibility to process this request rests with the municipal officers (the Town Council). At Monday's meeting, Tax Collector Barbara Geaghan will review with the Committee the basic legal framework for this request. The request itself will be placed on the February 21 Finance and Council agendas in order that it may be timely processed within the 30-day requirement for decision.

cc: Tax Collector; Assessor; Town Clerk

TITLE 36: TAXATION, PART 2

§803. Sheriff's duty in respect to warrant; alias warrant

On each execution or warrant of distress issued in accordance with sections 891 and 895, and delivered to a sheriff or his deputy, he shall make return of his doings to such treasurer, with such money, if any, that he has received by virtue thereof. If he neglects to comply with any direction of such warrant or execution, he shall pay the whole sum mentioned therein. When it is returned unsatisfied, or satisfied in part only, such treasurer may issue an alias for the sum remaining due on the return of the first; and so on, as often as occasion occurs.

An officer executing an alias warrant against a delinquent tax collector may arrest the tax collector and proceed as on execution for debt. Such delinquent tax collector shall have the same rights and privileges as a debtor arrested or committed on execution in favor of a private creditor.

SUBCHAPTER 8 ABATEMENT

§841. Abatement procedures

1. Error or mistake. The assessors, either upon written application filed within 185 days from commitment stating the grounds for an abatement or on their own initiative within one year from commitment, may make such reasonable abatement as they consider proper to correct any illegality, error or irregularity in assessment, provided that the taxpayer has complied with section 706.

The municipal officers, either upon written application filed after one year but within 3 years from commitment stating the grounds for an abatement or on their own initiative within that time period, may make such reasonable abatement as they consider proper to correct any illegality, error or irregularity in assessment, provided the taxpayer has complied with section 706. The municipal officers may not grant an abatement to correct an error in the valuation of property.

2. Hardship or poverty. The municipal officers, or the State Tax Assessor for the unorganized territory, within 3 years from commitment, may, on their own knowledge or on written application, make such abatements as they believe reasonable on the real and personal taxes on the primary residence of any person who, by reason of hardship or poverty, is in their judgment unable to contribute to the public charges. The municipal officers, or the State Tax Assessor for the unorganized territory, may extend the 3-year period within which they may make abatements under this subsection.

Municipal officers or the State Tax Assessor for the unorganized territory shall:

- A. Provide that any person indicating an inability to pay all or part of taxes that have been assessed because of hardship or poverty be informed of the right to make application under this subsection;
- B. Assist individuals in making application for abatement;
- C. Make available application forms for requesting an abatement based on hardship or poverty and provide that those forms contain notice that a written decision will be made within 30 days of the date of application;
- D. Provide that persons are given the opportunity to apply for an abatement during normal business hours;
- E. Provide that all applications, information submitted in support of the application, files and communications relating to an application for abatement and the determination on the application for abatement are confidential. Hearings and proceedings held pursuant to this subsection must be in executive session;
- F. Provide to any person applying for abatement under this subsection, notice in writing of their decision within 30 days of application; and
- G. Provide that any decision made under this subsection include the specific reason or reasons for the decision and inform the applicant of the right to appeal and the procedure for requesting an appeal.

For the purpose of this subsection, the municipal officers may set off or otherwise treat as available benefits provided to an applicant under chapter 907 when determining if the applicant is able to contribute to the public charges.

3. Inability to pay after 2 years. If after 2 years from the date of assessment a collector is satisfied that a tax upon real or personal property committed to him for collection cannot be collected by reason of the death, absence, poverty, insolvency, bankruptcy or other inability of the person assessed to pay, he shall notify the municipal officers thereof in writing, under oath, stating the reason why that tax cannot be collected. The municipal officers, after due inquiry, may abate that tax or any part thereof.

TITLE 36: TAXATION, PART 2

4. **Veteran's widow or widower or minor child.** Notwithstanding failure to comply with section 706, the assessors, on written application within one year from the date of commitment, may make such abatement as they think proper in the case of the unmarried widow or widower or the minor child of a veteran, if the widow, widower or child would be entitled to an exemption under section 653, subsection 1, paragraph D, except for the failure of the widow, widower or child to make application and file proof within the time set by section 653, subsection 1, paragraph G, if the veteran died during the 12-month period preceding the April 1st for which the tax was committed.

5. **Certification; record.** Whenever an abatement is made, other than by the State Tax Assessor, the abating authority shall certify it in writing to the collector, and that certificate shall discharge the collector from further obligation to collect the tax so abated. When the abatement is made, other than an abatement made under subsection 2, a record setting forth the name of the party or parties benefited, the amount of the abatement and the reasons for the abatement shall, within 30 days, be made and kept in suitable book form open to the public at reasonable times. A report of the abatement shall be made to the municipality at its annual meeting or to the mayor and aldermen of cities by the first Monday in each March.

6. **Appeals.** The decision of a chief assessor of a primary assessing area or the State Tax Assessor shall not be deemed "final agency action" under the Maine Administrative Procedure Act, Title 5, chapter 375.

7. **Assessors defined.** For the purposes of this subchapter the word "assessors" includes assessor, chief assessor of a primary assessing area and State Tax Assessor for the unorganized territory.

8. **Approval of the Governor.** The State Tax Assessor may abate taxes under this section only with the approval of the Governor or the Governor's designee.

§841-A. **Abatement by municipal officers; procedure [Repealed]**

§841-B. **Land Classification Appeals Board; purpose; composition [Repealed]**

§841-C. **Hearing [Repealed]**

§842. **Notice of decision**

The assessors or municipal officers shall give to any person applying to them for an abatement of taxes notice in writing of their decision upon the application within 10 days after they take final action thereon. The notice of decision must include the reason or reasons supporting the decision to approve or deny the abatement request and state that the applicant has 60 days from the date the notice is received to appeal the decision. It must also identify the board or agency designated by law to hear the appeal. If the assessors or municipal officers, before whom an application in writing for the abatement of a tax is pending, fail to give written notice of their decision within 60 days from the date of filing of the application, the application is deemed to have been denied, and the applicant may appeal as provided in sections 843 and 844, unless the applicant has in writing consented to further delay. Denial in this manner is final action for the purposes of notification under this section but failure to send notice of decision does not affect the applicant's right of appeal. This section does not apply to applications for abatement made under section 841, subsection 2.

§843. **Appeals**

1. **Municipalities.** If a municipality has adopted a board of assessment review and the assessors or the municipal officers refuse to make the abatement asked for, the applicant may apply in writing to the board of assessment review within 60 days after notice of the decision from which the appeal is being taken or after the application is deemed to have been denied, and, if the board thinks the applicant is over-assessed, the applicant is granted such reasonable abatement as the board thinks proper. Except with regard to nonresidential property or properties with an equalized municipal valuation of \$1,000,000 or greater either separately or in the aggregate, either party may appeal from the decision of the board of assessment review directly to the Superior Court, in accordance with Rule 80B of the Maine Rules of Civil Procedure. If the board of assessment review fails to give written notice of its decision within 60 days of the date the application is filed, unless the applicant agrees in writing to further delay, the application is deemed denied and the applicant may appeal to Superior Court as if there had been a written denial.

1-A. **Nonresidential property of \$1,000,000 or greater.** With regard to nonresidential property or properties with an equalized municipal valuation of \$1,000,000 or greater either separately or in the aggregate, either party may appeal the decision of the local board of assessment review or the primary assessing area board of assessment review to the State Board of Property Tax Review within 60 days after notice of the decision from which the appeal is taken or after the application is deemed to be denied, as provided in subsections 1 and 2. The board shall hold a hearing de novo. If the board thinks that the applicant is over-assessed, it shall grant such reasonable abatement as the board thinks proper. For the purposes of this section, "nonresidential property" means property that is used primarily for commercial, industrial or business purposes, excluding unimproved land that is not associated with a commercial, industrial or business use.

4-f

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: February 2, 2017

RE: Referral of proposed expenditure from Environmental Trust

At their meeting on February 2, the Environmental Trust Committee voted to authorize payment of \$4,870.00 from the Environmental Trust (Principal) to the Town of Hampden's Host Community Benefit account in reimbursement for the Town's payment of Drumlin, LLC's recent invoice for post closure monitoring of the landfill. Town Council approval will also be required in order for the Institutional Trustee (Bangor Savings Bank) to process this request. A copy of the relevant invoice is attached.



Drumlin Environmental, LLC

P.O. Box 392
Portland, ME
04112-0392

Invoice

Town of Hampden
RECEIVED

DEC 21 2016

Office of the
Town Manager

DATE	INVOICE #
12/21/2016	2084

BILL TO
Town of Hampden Angus Jennings, Town Manager 106 Western Avenue Hampden, Maine 04444

REF NO.	PROJECT
Des. Technical Consultant	04-009PTL

DESCRIPTION	AMOUNT
HAMPDEN TECHNICAL CONSULTANT (5/2 to 12/21/16)	
-- Review 2015 Annual Report and Evaluate Water Quality and Engineering Data	
-- Prepare November Updated Review Letter to Town of Hampden	
-- Review October 2016 Water Monitoring Data	
-- Prepare Presentation for December 19 Meeting of the Hampden Town Council	
-- Present Engineering and Water Quality Review to the Town Council	
Drumlin Professional Services - Environmental and Water Quality Review	3,780.00
Soil Metrics Professional Services - Geotechnical Review	1,090.00
Total	\$4,870.00

EXHIBIT A
FORM OF CERTIFICATE OF TOWN

Bangor Savings Bank
Attn: Suzanne Moffatt
P. O. Box 930
Bangor, Maine 04402

[Trustee]

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

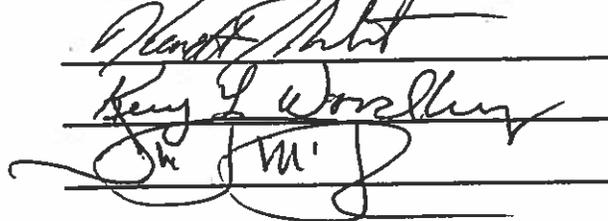
Gentlepersons:

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 the sum
of \$4,870.

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



Angus Jennings <townmanager@hampdenmaine.gov>

For Town Council: 2017 Hampden Spirit of America Tribute

1 message

Bruce Flaherty <bwflah@gmail.com>
To: townmanager@hampdenmaine.gov

Mon, Jan 16, 2017 at 2:39 PM

Dear Angus & Other Hampden Officials,

Hope you're enjoying a great 2017!

Invitation:

Your Town Council is asked to pick the local person, project or group to receive the 2017 Hampden Spirit of America Foundation Tribute for outstanding community service using your own criteria and to honor the recipient (presumably with a resolution or proclamation) at a Council meeting in April (National Volunteer Month). We'll need to know (see end of this e-mail) about the recipient to facilitate an anticipated Fall event honoring all 2017 Spirit of America award winners throughout Penobscot County.

Best/simplest strategy for most communities: choose the one to whom your annual town report is dedicated as Spirit of America winner and honor them (perhaps posthumously) at the annual town meeting – it's a well-attended event (great publicity for those honored) & is a nice tradition to which folks will look forward!

Your Council may choose and honor the town's Spirit of America recipient each year without waiting to hear from us.

County event:

The 2017 privilege granted to Maine municipalities to choose Spirit of America Foundation Tribute winners expires on June 30. For any municipality not informing us of its Spirit of America recipient by 6/30, its county officials have permission to pick the 2017 winner. That sensible arrangement gives towns plenty of time to make a selection, helps counties with planning/preparing certificates for their annual Spirit of America event, and could ensure the county ceremony publicizes community service for each town.

Twelve Maine counties have hosted ceremonies honoring their towns' recipients of the 2016 Spirit of America Foundation Tribute – go to site <http://wglgreeneme.pegcentral.com/player.php?video=52b27782b533bdd1f279d93c70b03f7a> to watch Androscoggin County's affair or to Maine County Commissioners Association site http://www.mainecounties.org/uploads/1/8/8/6/18869398/mcca_newsletter_november_2016.pdf to see Oxford County's event photo – a ceremony honoring Franklin County's winners is scheduled for Jan. 24 & all Spirit of America winners in the other three counties were recognized at a tri-county event in October. We're hoping every county will host a ceremony honoring its 2017 Spirit of America recipients!

Background:

Spirit of America Foundation is a 501(c)(3) public charity established in Augusta, ME to encourage volunteerism & it allows the Spirit of America Foundation Tribute to be presented in the name of any Maine municipality. There is no fee involved, and local officials chose their community's 2016 Spirit of America winner in 100+ towns!

The first Spirit of America Foundation award was presented to Alma Jones by Augusta Mayor William Burney on Nov. 26, 1991. Maine Governors John Baldacci and Angus King and Maine Municipal Association Director Chris Lockwood are among many who have played key roles at one of the 500+ Spirit of America ceremonies over the years. You can find more info about the Foundation on website <http://spiroaf.com> (where the 'Municipal Resolution' page has sample resolutions, and the 'Honored Ever' page lists towns' previous winners).

A municipality may achieve Spirit of America's Gold Distinction by presenting the Spirit of America Foundation Tribute at the annual town meeting or inauguration, during an annual community festival, or during National Volunteer Month (April). Qualifying towns are listed on the 'Gold Distinction' page on website <http://spiroaf.com> (and you may find links to this site in Maine Municipal Association's Dec. 2016 'MMA This Month' e-mail newsletter & on its <http://memun.org> website under 'Recent Announcements').

2016 Gold Distinction towns included: Appleton, Bath, Belgrade, Benton, Bowdoinham, Cambridge, Canaan, Casco, Chelsea, Cherryfield, China, Damariscotta, Detroit, Dixfield, Dresden, Durham, Eastport, Edgecomb, Embden, Fairfield, Farmingdale, Fayette, Freedom, Georgetown, Greene, Guilford, Hallowell, Harmony, Hartland, Hiram, Kingfield, Leeds, Lewiston, Livermore, Madison, Manchester, Marshfield, Mechanic Falls, Mercer, Minot, Monroe, Montville, Mount Chase, Mount Vernon, Norridgewock, North Berwick, Oakland, Orland, Palmyra, Paris, Phippsburg, Pittsfield, Pittston, Poland, Readfield, Richmond, Ripley, Rome, Roxbury, Sangerville, Searsmont, Searsport, Sebec, Shirley, Sidney, Skowhegan, Solon, Somerville, Starks, Stockton Springs, Troy, Union, Waldoboro, Washington, Waterville, Wayne, West Bath, West Gardiner, Whitefield, Windham, Winslow, Winterport, Woolwich.

Hoping you tell us by Feb. 28 the name, mailing address and an accomplishment of Hampden's 2017 Spirit of America recipient and also the occasion of your local award ceremony (see end of this e-mail) – will publicize your town as a 'Pacesetter' if you do! Thanks for your immense help to volunteerism!

Bruce Flaherty, President
Maine Spirit of America
(a chapter of Spirit of America Foundation)
622-7311

We anticipate the most common 2017 scenario will be that towns present a resolution (and the 'Municipal Resolution' page at spiroaf.com has samples) to their Spirit of America winner at the annual town meeting.

After your town selects its 2017 winner, please visit website <http://spiroaft.com/soatd> (note the 'spiroaft.com' spelling) & follow these steps to enter the info we need from 'you':

Click 'Login' link at top right, enter 'So-222' for both Username and Password, then click 'Log in' button, click 'Home'.

1/17/2017

Town of Hampden Mail - For Town Council: 2017 Hampden Spirit of America Tribute

Enter 'Town', 'Winner Name', 'Winner Mailing Address', 'Winner Accomplishments' (15-25 words), Occasion of award presentation/'Distinction', 'Dedication', 'Name of Committee Choosing Winner', 'Your Name', 'Your Title', 'County', then click 'Submit'.

Thank you so much for your help!

4 h

Town of Hampden
106 Western Avenue
Hampden, Maine 04444



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

TO: Finance Committee
FROM: Angus Jennings, Town Manager
DATE: February 2, 2017
RE: Consideration of MRC request for funds toward water infrastructure

As you know, the MRC Board has requested contribution of funds from the Town of Hampden in order to assist them in filling a gap in infrastructure financing. MRC has requested that the Town consider contributing \$167,000 (or more) toward the cost of a 12" ductile iron pipe and related infrastructure along Coldbrook Road.

The Planning and Development Committee will consider the merits of this request at their meeting this evening (Feb. 2). (Related correspondence, attached). If the Committee recommends that the Town provide a contribution, I recommend that the Finance Committee review potential funding sources to do so.

No final action will be taken by the Finance Committee on Monday evening, so this item was not included on the Feb. 6 Council agenda. My recommendation is that the Committee begin its consideration on Monday and, at its option, may continue this item to its February 21 agenda. At Monday's meeting I'll be prepared to present to the Committee potential funding options, as well as associated potential trade-offs.

Town of Hampden
106 Western Avenue
Hampden, Maine 04444



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

TO: Planning & Development Committee
FROM: Angus Jennings, Town Manager
DATE: January 30, 2017
RE: Potential contribution to costs for water extension on Coldbrook Road

As you know, the route for water infrastructure to serve the proposed Fiberight facility and surrounding land, as well as the method for financing this infrastructure, has been the subject of continued focus.

This past Wednesday HWD Superintendent Jamie Holyoke and I both attended the meeting of the MRC Board of Directors. A follow-up meeting was held on Friday including HWD staff and two Board members; HWD consultants from Woodard & Curran; MRC Exec. Dir. Greg Lounder; MRC consultant from CES; and me.

At an Executive Session last Wednesday, the MRC Board directed Greg to request a contribution of funds from the Town of Hampden in order to assist them in filling a gap in financing. MRC has requested that the Town consider contributing \$167,000 (or more) toward the cost of a 12" ductile iron pipe and related infrastructure along Coldbrook Road. MRC has said that this requested amount is based on the additional cost to install 12" pipe (as opposed to 6" pipe).

In previous discussions with the Council or its Committees, the following were stated as conditions under which the Council could consider making a contribution:

1. The construction standards of the HWD must be met (i.e. 12" ductile iron along Coldbrook Road).
2. The need for Town financial contribution would need to be demonstrated so the Town understands MRC's budgeted, expended and anticipated costs that have led (or will lead) to the financing gap.
3. The Town would need security that, if it makes a contribution, the water infrastructure would be constructed regardless of whether the Fiberight facility is completed (or, alternatively, that any Town funds contributed would be refunded in full in the event that the infrastructure were not completed).
4. The Town would expect MRC to waive its right to cost recovery pursuant to Ch. 65 to allow future private party tie-ins within 10 years at no cost.
5. The Town would like to recoup any funds contributed once the Fiberight facility is up and running (such as through reduced tipping fees or otherwise).
6. The Town would like to receive assurance that additional Town contributions would not be requested.

At Wednesday's P&D meeting, I will recommend that the Committee take the following two actions:

Authorize a letter to be written to the MRC on the Council's (or Committee's) behalf setting out the conditions above (if/as modified by the Committee or Council); and

Refer the MRC request to the Finance & Administration Committee with a recommendation from P&D regarding whether the P&D Committee supports Council consideration of the request (but leaving to the Finance Committee the source(s) and timing of any such contribution.

As you know, I have preliminarily reviewed potential funding options, if so supported by the Council, and will be prepared to discuss these potential options at Wednesday's meeting.