



HAMPDEN TOWN COUNCIL
HAMPDEN MUNICIPAL BUILDING
AGENDA

MONDAY

JULY 27, 2020

6:30 P.M.

- A. PLEDGE OF ALLEGIANCE
- B. APPROVAL OF AGENDA
- C. CONSENT AGENDA
 - 1. SIGNATURES
 - 2. COUNCIL MINUTES
 - 3. COMMUNICATIONS
 - 4. COMMITTEE MINUTES
- D. PUBLIC COMMENTS
- E. POLICY AGENDA
 - 1. NEWS, PRESENTATIONS & AWARDS
 - 2. PUBLIC HEARINGS
 - a. Proposed Amendment to the Town of Hampden Fees Ordinance, Article 6 Recreation.
 - b. Consideration of a new Victualer's license application for Energy North Incorporated, located at 98 Coldbrook Road, Hampden (Tradewinds).
 - c. Proposed Town of Hampden FY21 Budget public hearing, including Sewer Budget and Capital Program.
 - 3. NOMINATIONS – APPOINTMENTS – ELECTIONS
- F. COMMITTEE REPORTS
- G. UNFINISHED BUSINESS
- H. NEW BUSINESS
- I. MANAGER'S REPORT
- J. COUNCILOR'S COMMENTS
- L. ADJOURNMENT

Note: Council will take a five-minute recess at 8:00 p.m.

FOR THOSE THAT WISH TO PARTICIPATE IN THE REMOTE HAMPDEN TOWN COUNCIL MEETING AND PUBLIC HEARINGS ON JULY 27, 2020, AT 6:30 PM YOU MAY PHONE IN USING THE FOLLOWING NUMBER (FOLLOWED BY THE PIN #)

1-541-900-5061 PIN 295 446 139#

OR-

FROM A LAPTOP OR A DESKTOP, YOU MAY GO TO THIS URL: <https://meet.google.com/ekq-qaof-zpu?hs=122&authuser=0> AND JOIN US THAT WAY

INSTRUCTIONS ARE POSTED WITH THE AGENDA AND SEPARATELY ON THE TOWN CALENDAR AT WWW.HAMPDENMAINE.GOV

Using Google Meet to Participate in Hampden Town Council Remote Meetings

How to join:

1. Town Council members will receive an email or a Google Calendar Invite with a link to join the meeting.
2. People interested in joining will need to go to the link posted on the town events calendar at www.hampdenmaine.gov.
3. Anyone can also join for audio-only participation by calling the number provided on the town events calendar and then entering the PIN provided followed by the # symbol.

Protocols for Remote Meetings:

1. Log in or call in at least 5 minutes before scheduled start of meeting.
2. For the audio portion, use either your phone or your computer microphone, not both.
3. Mute your phone or computer mic unless speaking. Remember to un-mute if you want to speak. To mute or unmute in Google Meet, click on the little microphone icon at the bottom of the screen; note you may need to move your mouse pointer around the bottom of your screen to get the bottom bar to appear.
4. Speak up if using a computer microphone or if using the speaker function on your telephone.
5. Do not rustle papers in front of your mic unless it's muted. Please minimize background noise.
6. If you're referring to a document, identify it including page or sheet number.
7. If using the video function, have a light source in front of you if possible. Try to avoid backlighting.
8. If you want to look good, have your camera mounted at eye level or above. Look at yourself on screen to check the lighting, camera position, what's in the background, etc. In Google Meet, you can do this "video check" when you open the program before you join the meeting.
9. If you are participating by audio only, identify yourself when speaking.
10. ALL votes will be by roll call.
11. After the meeting is adjourned, click on the red phone icon on the bottom bar to leave the meeting, or (obviously) just hang up the phone if that is how you are participating.

For detailed instructions on using Google Meet, please refer to their website:

support.google.com/a/users/answer/9282720?hl=en



memo

E-2-a

Town of Hampden-Recreation Department

To: Paula Scott, Town Manager
From: Shelley Abbott; Recreation Director
CC: Gayle Decker, Town Clerk
Date: 6/3/2020
Re: Fee Ordinance Update-Recreation Department for Public Hearing

Please find attached a draft for recommendations for the Article 6 RECREATION Fees Ordinance to be placed on an upcoming Council Agenda for consideration and referral to Public Hearing in late July. The draft has been updated to reflect current fees and additional new fees that have necessitated out of increases in operational costs and department procedures as a result of the COVID-19 pandemic.

TOWN OF HAMPDEN

The Town of Hampden Hereby Ordains
Proposed Amendments to the Recreation Ordinance

Deletions are ~~Strikethrough~~ Additions Double Underlined

ARTICLE 6
RECREATION
Amended July _ 2020

6.1. ~~*Recreation Fee Waiver Policy:*~~ *Fee Assistance Policy:* Any person interested in any Hampden Recreation program that feels they do not have the financial means to afford the full fee shall receive a waiver at the sole discretion of the Recreation Director apply for a program scholarship. Full or partial fee waivers may be given as determined by financial need and the recreation program for which the waiver is requested.

Requests for financial assistance will be reviewed by the Recreation Director on a case by case basis. Scholarship assistance may be available and be provided to those who might not be able to participate because of family income. The Recreation Scholarship Fund is solely supported by community donations and fund availability is based upon use and donation levels. A formal confidential application is required for those requesting assistance in advance of program registration.

6.2. ***Program Fees:***

6.2.1. Kids Kamp (full week)	\$140.00 \$160.00
\$160-\$180	
6.2.2 Kids Kamp (day)	\$40.00 \$50.00
6.2.3. Kids Korner AM Program (day)	\$8.00 \$11.00 \$9-\$12
6.2.4. Kids Korner PM Program (day)	\$12.00 \$15.00 \$13-
\$16	
6.2.5. Kids Korner Half Day Program (12- 5:30 PM) (day)	\$25.00 \$30.00 \$30-
\$40	
6.2.6. Kids Korner Full Day Program (7 AM- 5:30 PM) (day)	\$40.00 \$45.00 \$45-
\$55	
6.2.7. Team Sport-Resident (depend on session length)	\$40.00 \$50.00 \$45-
\$55	
6.2.8. Team Sport-Non Resident (depend on session length)	\$45.00 \$55.00 \$50-
\$60	
6.7.9. Program Registration Late Fee (per person, per program)	\$10.00

6.3. ***Skehan Recreation Center Fees:***

(all requests are subject to availability and require advance written reservation contract, payment, and proof of insurance where applicable)

6.3.1. Gymnasium Rental-1/2 Gym	\$25.00-\$40.00/hour
\$30-\$45/hour	
6.3.2. Gymnasium Rental-Full Gym	\$50.00-\$75.00/hour
\$60-\$80/hour	
6.3.3. Allen Fitness Room Rental	\$25.00-\$40.00/hour
\$30-\$45/hour	
6.3.4. Interior Classroom Rental	\$25.00-\$40.00/hour
\$30-\$45/hour	
6.3.5. Gymnasium Rental Full Day	negotiated at contract
6.3.6. Allen Fitness Room Rental Full Day	negotiated at contract
6.3.7. Interior Classroom Rental Full Day	negotiated at contract
6.3.8. Affiliated Program Rental 1/2 Gym	negotiated at contract
6.3.9. Affiliated Program Rental Full Gym	negotiated at contract
6.3.10. Gymnasium Rental-Multi Day/Multi Week	negotiated at contract
6.3.11. Private Party Rental	\$100.00-\$150.00
\$120-\$150/event	

2 hours full gym includes classroom for any food consumed

6.3.12. Set Up Fee Skehan Center (day)	\$50.00
6.3.13. Sanitizing Fee (day-depending on use area and needs frequency)	\$50.00-\$250.00

6.4. **RESERVED Outdoor Play Field/Space Rental Fees:** Ball Field or Soccer Field
(all requests are subject to availability and require advance written reservation contract, payment, and proof of insurance where applicable)

6.4.1. Single Field/Single Game-Resident	\$25.00
6.4.2. Single Field/Full Day-Resident	\$50.00
6.4.3. Single Field-Multi Day/Multi Week-Resident	negotiated at contract
6.4.4. Affiliated Program Rental	negotiated at contract
6.4.5. Single Field/Single Game-Non Resident	\$50.00
6.4.6. Single Field/Full Day- Non Resident	\$100.00
6.4.7. Single Field-Multi Day/Multi Week-Non Res.	negotiated at contract
6.4.8. Single Field-Light Use (per day/event)	\$15.00 \$25
6.4.9. Set Up Fee/Field Prep Fee (day)	\$50.00-\$250.00
6.4.10. Sanitizing Fee (day-depending on use area and needs frequency)	\$50.00-\$250.00

E-2-B

WOODMAN EDMANDS DANYLIK AUSTIN
SMITH & JACQUES, P.A.

ATTORNEYS-AT-LAW

ROBERT B. WOODMAN
THOMAS DANYLIK
RALPH W. AUSTIN
JAMES B. SMITH
KEITH R. JACQUES
HARRY B. CENTER II
SANDRA L. GUAY
AMY McNALLY
JOY S. NAIFEH

234 MAIN STREET
P.O. BOX 468
BIDDEFORD, ME 04005-0468
TELEPHONE: 207-284-4581
FAX: 207-284-2078
E-MAIL: JSN@woodedlaw.com

Retired
PETER L. EDMANDS
MICHAEL J. O'TOOLE

July 6, 2020

Town of Hampden
Attn: Gayle Decker, Town Clerk
106 Western Avenue
Hampden, ME 04444

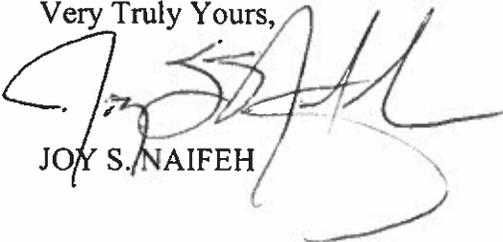
Re: Victualer's License Application
Energy North Incorporated
98 Coldbrook Road, Hampden

Dear Ms. Decker:

Enclosed please find a Victualer's License Application submitted by Energy North Incorporated for the above-referenced property, together with a check for fees in the amount of \$150.00. Energy North will begin operating this establishment on or about September 1, 2020, so I would appreciate this item being placed on the next available Town Council agenda.

Thank you for your attention to this matter.

Very Truly Yours,



JOY S. NAIFEH

JSN/lb
Enclosures
Copy to: Energy North Inc.

TOWN OF HAMPDEN, MAINE

APPLICATION FOR NEW VICTUALER'S LICENSE

DATE: 7/2/20 PHONE NUMBER: 978-640-1100

NAME(S): Energy North Incorporated

ADDRESS: 2 International Way, Lawrence, MA 01843

NAME OF BUSINESS: Tradewinds ENI #2332

LOCATION OF BUSINESS: 98 Coldbrook Rd, Hampden, ME 04444

SIGNATURE: 

(FOR TOWN USE ONLY)

*This facility has been inspected and meets ordinance criteria.

Code Enforcement Officer

Fire Inspector/Building Inspector

*All sewer user fees and personal property taxes are paid in full to date.

Tax Collector

Town Treasurer

Please return completed form to: **Town Clerk
Town of Hampden
106 Western Avenue
Hampden, ME 04444**

LICENSE FEE: \$150.00 Date Received/Fee Paid: _____ / _____
(Fee Includes Notice of Public Hearing)

AUTHORIZATION

I, Chuck Lawrence, on behalf of myself and my company Southstreet Development Company, LLC, hereby authorize Energy North Incorporated d/b/a Tradewinds ENI #2332 and its attorneys and/or agents, to apply for any and all Hampden business license applications with regard to the property located at 98 Coldbrook Road.

7/10/2020

DATED: July __, 2020

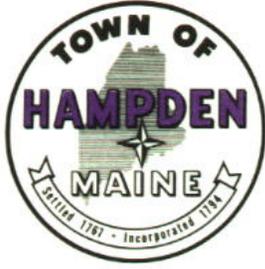
Southstreet Development
Company, LLC

DocuSigned by:

Chuck Lawrence

By: Chuck Lawrence

Its: Member



Memorandum

TO: Town Council
FROM: Paula Scott, Town Manager
DATE: July 23, 2020
RE: Budget

All Councilors have been provided updated sheets to the budget whenever specific items changed during budget discussions. Understanding that becomes confusing at times, I thought it might be beneficial for you to have the complete budget document to which you may refer if you have any new questions regarding the proposed FY21 budget. Just click on the link below.

[Proposed FY21 Budget](#)