HAMPDEN TOWN COUNCIL MEETING
HAMPDEN MUNICIPAL BUILDING

AGENDA

MONDAY DECEMBER 1, 2025 6:00 P.M.

A. PLEDGE OF ALLEGIANCE

B. APPROVAL OF THE AGENDA

C. CONSENT AGENDA

1. SIGNATURES

2. COUNCIL MINUTES

a. 10/6/2025 Council Meeting
b. 10/15/2025 Council Workshop
c. 10/20/2025 Council Meeting
d. 10/27/2025 Council Workshop
e. 11/03/2025 Council Meeting

3. COMMUNICATIONS

4. COMMITTEE MINUTES

D. PUBLIC COMMENT

E. POLICY AGENDA

1. NEWS, PRESENTATIONS & AWARDS

a. Reading of a Proclamation celebrating the Hampden Fire Department's 100th Anniversary

2. PUBLIC HEARINGS

3. NOMINATIONS – APPOINTMENTS – ELECTIONS

F. COMMITTEE REPORTS

G. UNFINISHED BUSINESS

H. NEW BUSINESS

a. Proposed amendment to the Town Council Rules of Procedure, *referred from the November 17th Council meeting.*

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

MONDAY DECEMBER 1, 2025 6:00 P.M.
AGENDA

I. MANAGER'S REPORT

J. COUNCILOR'S COMMENTS

K. Executive Session pursuant to 1 MRSA § 405(6)(A) Personnel Matters, to include the Town Manager

L. ADJOURNMENT

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

INFORMATION FOR THOSE WHO WISH TO JOIN IN THE HAMPDEN TOWN COUNCIL MEETING REMOTELY:

YOU MAY PHONE IN USING THE NUMBER BELOW (FOLLOWED BY THE PIN #)

OR

FROM A LAPTOP OR A DESKTOP YOU MAY GO TO VIDEO CALL LINK

Town Council Meeting
Monday, December 1, 2025 6:00 p.m.

Google Meet joining info: https://meet.google.com/ptw-xzef-mor

Video call link: +1 402-789-6984 PIN: 870 543 529#

Or dial: (US)

INSTRUCTIONS ARE POSTED WITH THE AGENDA AND SEPARATELY ON THE TOWN CALENDAR AT 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

C-2-a

HAMPDEN TOWN COUNCIL MEETING
HAMPDEN MUNICIPAL BUILDING

MINUTES

MONDAY OCTOBER 6, 2025 6:00 P.M.

In attendance:

Chair Matthew LaChance
Vice Chair Mark Cormier
Councilor Peter Erickson
Councilor John Swalec
Councilor Dennis Marble

Christian Bailey, PSD
Gayle Decker, Town Clerk
Jill McLaughlin, Recreation Director
Other Members of the Public

Chair LaChance called the meeting to order at 6:00 p.m.

A. PLEDGE OF ALLEGIANCE

Chair LaChance led the Pledge of Allegiance

B. APPROVAL OF THE AGENDA

Motion: *Councilor Marble so moved approval of the agenda, seconded by Councilor Cormier. Roll call vote 5-0*

Resolution: 2025 - 199

C. CONSENT AGENDA

Motion: *Councilor Marble so moved approval of the consent agenda, seconded by Councilor Cormier. Roll call vote 5-0*

Resolution: 2025 - 200

1. SIGNATURES

2. COUNCIL MINUTES

   a. 9/2/2025 Council Minutes
   b. 9/8/2025 Council Workshop
   c. 9/15/2025 Council Meeting

3. COMMUNICATIONS

   a. Notification of Upcoming Public Hearing for Carey Circle – Map/Lot 10-B-026
   b. Public Safety Monthly Report – September 2025
   c. Finance Department Monthly Report – September 2025

4. COMMITTEE MINUTES

D. PUBLIC COMMENT

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

E. POLICY AGENDA

1. NEWS, PRESENTATIONS & AWARDS

a. Presentation of three Phoenix Awards to Hampden's Fire Department staff by Maine EMS.

Jason Oko from Maine Emergency Medical Services delivered the presentation of the Phoenix Awards. The Maine EMS Phoenix award celebrates the extraordinary efforts of EMS clinicians and Emergency Medical Dispatchers who have successfully resuscitated patients experiencing out of hospital cardiac arrests, ensuring they remain neurologically intact and can continue to lead normal lives. The crew honored for this life saving intervention are firefighter paramedic Andrew Rioux, Derek Hawes and Christopher Liepold.

2. PUBLIC HEARINGS

a. Proposed Amendment to the Town of Hampden Fees Ordinance

Motion: *Councilor Marble moved to open the public hearing on Proposed Amendment to the Town of Hampden Fees Ordinance, seconded by Councilor Cormier. Roll call vote 5-0*

Resolution: 2025 – 201

Motion: *Councilor Marble moved to close the public hearing, seconded by Councilor Cormier. Roll call vote 5-0*

Resolution: 2025 – 202

Motion: *Councilor Marble moved to accept the Proposed Amendment to the Town of Hampden Fees Ordinance, seconded by Councilor Cormier. Roll call vote 5-0*

Resolution: 2025 - 203

b. Proposed Amendment to the General Assistance Ordinance.

Motion: *Councilor Marble moved to open the public hearing on the Proposed Amendment to the General Assistance Ordinance, seconded by Councilor Cormier. Roll call vote 5-0*

Resolution: 2025 – 204

Motion: *Councilor Marble moved to close the public hearing, seconded by Councilor Cormier. Roll call vote 5-0*

Resolution: 2025 – 205

Motion: *Councilor Marble moved to accept the Proposed Amendment to the General Assistance Ordinance, seconded by Councilor Cormier. Roll call vote 5-0*

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

Resolution: 2025 - 206

3. NOMINATIONS – APPOINTMENTS – ELECTIONS

a. Reappointment of Sherwood Lowell, Jr to the Edythe L. Dyer Community Library Board for a three-year term.

Motion: Council Marble moved reappointment of Sherwood Lowell, Jr. to the Edythe L. Dyer Library Board for a three-year term, seconded by Councilor Erickson. Roll call vote 5-0.

Resolution: 2025 - 207

b. Reappointment of Cynthia Gardella to the Edythe L. Dyer Community Library Board for a three-year term.

Motion: *Council Marble moved reappointment of Cynthia Gardella to the Edythe L. Dyer Library Board for a three-year term, seconded by Councilor Erickson. Roll call vote 5-0.*

Resolution: 2025 - 208

c. Reappointment of Susan C. O'Brien to the Lura E. Hoit Memorial Pool Board for a three-year term.

Motion: *Councilor Marble moved reappointment of Susan C. O'Brien to the Lura E. Hoit Memorial Pool Board for a three-year term, seconded by Councilor Cormier. Roll call vote 5-0*

Resolution: 2025 - 209

d. Reappointment of Rickey A. Montes to the Lura E. Hoit Memorial Pool Board for a three-year term.

Motion: *Councilor Marble moved reappointment of Rickey A. Montes to the Lura E. Hoit Memorial Pool Board for a three-year term, seconded by Councilor Cormiier. Roll call vote 5-0*

Resolution: 2025 - 210

e. Reappointment of Marsha Richardson to the Lura E. Hoit Memorial Pool for a three-year term.

Motion: *Councilor Marble moved reappointment of Marsha Richardson to the Lura E. Hoit Memorial Pool Board, seconded by Councilor Cormier. Roll call vote 5-0*

Resolution: 2025 - 211

f. Warrant and Notice of RSU #22 Budget Validation Referendum to be held on November 4, 2025, for Council signatures.

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

F. COMMITTEE REPORTS

G. UNFINISHED BUSINESS

H. NEW BUSINESS

a. Council award of the bid for engineering and design services for the Western Ave recreation area to Plymouth Engineering Inc. for $15,250.00, *requested by Jill McLaughlin, Recreation Director.*

Motion: *Councilor Marble moved to table and take to next Council Workshop for further discussion, seconded by Councilor Cormier. Roll call vote 5-0.*

Resolution: 2025 - 212

b. Council authorization for the expenditure of an amount not to exceed $15,250.00 from Recreation Area Reserve Account # 3-767-00 to pay for the Western Ave recreation area design services, *requested by Jill McLaughlin, Recreation Director.*

This agenda item passed over.

c. Council Resolution to Reassign Bond Counsel for the Town of Hampden from Eaton Peabody to Rudman Winchell.

Motion: *Councilor Marble so moved Council Resolution to Reassign Bond Counsel for the Town of Hampden from Eaton Peabody to Rudman Winchell, seconded by Councilor Cormier. Roll call vote 5-0.*

Resolution: 2025 - 213

d. Council consideration of representation on the Penobscot County Budget Committee for FY26.

Motion: *Councilor Marble moved for Councilor LaChance representation on the Penobscot County Budget Committee for FY26, seconded by Councilor Erickson. Roll call vote 4-0. (Councilor Swalec was away from dais)*

Resolution: 2025 - 214

e. Update on the residential well testing program in the area near the landfill and update on new extraction well, *informational only.*

Town resident Bill Lippincott spoke with an update on the residential well testing program in the area near the landfill and update on new wxtraction well.

I. MANAGER'S REPORT

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

J. COUNCILOR'S COMMENTS

Councilor Swalec – Goodnight Hampden.
Councilor Erickson – Goodnight Hampden.
Councilor Cormier – No comment
Councilor Marble – Goodnight.

Councilor LaChance - I just have one. I just want to say thank you to Jill and the Hampden Rec Department for putting on a wonderful Fall Festival yesterday. It was a fantastic opportunity for the people of Hampden and the surrounding communities to come out and spend time with each other and meet their neighbors. It was beautiful weather, and it was stuff that's really going to show our community what community is all about. And I thank you for that and encourage people to get out and get involved anytime Hampden Rec does something like that. It's really good stuff. Thank you. Goodnight Hampden.

K. ADJOURNMENT

Motion: *Councilor Marble moved to adjourn the meeting, seconded by Councilor Erickson. Roll call vote 5-0*

Resolution: 2025 - 215

The meeting adjourned at 7:15 p.m.

Respectfully submitted,
Gayle C. Decker, Town Clerk

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

C-2-b

HAMPDEN TOWN COUNCIL WORKSHOP

HAMPDEN MUNICIPAL BUILDING

MINUTES

MONDAY OCTOBER 14, 2025 6:00 P.M.

In attendance:

Chair Matthew LaChance
Vice Chair Mark Cormier
Councilor John Swalec
Councilor Dennis Marble
Councilor Christine Cubberley

Paula Scott, Town Manager
Patrick Lyons, Town Attorney
Other Members of the Public

A. CALL TO ORDER

Chair Lachance called the meeting to order at 6:00 p.m.

B. PLANNING & CED STATUS REPORT

C. UNFINISHED BUSINESS

D. NEW BUSINESS

a. EXECUTIVE SESSION – Pursuant to 1 M.R.S.A. § 405(6)(E) Attorney-Client to include the Town Manager, and Town Attorney Patrick Lyons.

Motion: *Councilor Cubberley so moved to go into Executive Session– Pursuant to 1 M.R.S.A. § 405(6)(E) Attorney-Client to include the Town Manager, and Town Attorney Patrick Lyons, seconded by Councilor Cormier. Roll call vote 4-0*

Resolution: 2025 - 216

Motion: Councilor Marble moved to come out of Executive Session, seconded by Councilor Swalec. Roll call vote 4-0

Resolution: 2025 - 217

Executive session ended at 6:56 p.m. with no votes taken.

b. Discussion on the possibility of creating a town policy or ordinance to stabilize property taxes for seniors on fixed income, *requested by Councilor LaChance.*

1. Public comment

2. Council discussion

The Town Council discussed creating a policy to stabilize property taxes for seniors on fixed incomes. Councilor LaChance proposed a homestead exemption extension. Paula detailed the state's Property Tax Fairness Credit Program, which provides up to $2,000 rebates for seniors with income taxes over 4% of their income. She also mentioned similar programs in South Portland, Portland, and Scarborough, which offer

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

up to $500 rebates. The council considered funding options, including TIF programs and municipal revenue sharing. They agreed to gather more information and revisit the issue in future workshops.

E. ADJOURNMENT

The meeting adjourned at 7:20 p.m.

Respectfully submitted,
Gayle C. Decker, Town Clerk

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

C-2-C

HAMPDEN TOWN COUNCIL MEETING
HAMPDEN MUNICIPAL BUILDING
MINUTES

MONDAY OCTOBER 20, 2025 6:00 P.M.

In attendance:

Chair Matthew LaChance
Vice Chair Mark Cormier
Councilor John Swalec
Councilor Dennis Marble
Councilor Peter Erickson
Councilor Christine Cubberley

Paula Scott, Town Manager
Jon Clements, PWD
Other Members of the Public

Chair LaChance called the meeting to order at 6:00 p.m.

A. PLEDGE OF ALLEGIANCE

Chair LaChance led the Pledge of Allegiance.

B. APPROVAL OF THE AGENDA

Motion: *Councilor Cubberley so moved approval of the agenda with one added ite H-b Request for Authorization for an expenditure from solid waste reserve for an electrical upgrade at the transfer station, seconded by Councilor Marble. Roll call vote 6-0*

Resolution: 2025- 218

C. CONSENT AGENDA

Motion: *Councilor Cubberley so moved approval of the Consent Agenda, seconded by Councilor Marble. Roll call vote 6-0*

Resolution: 2025 – 219

1. SIGNATURES
2. COUNCIL MINUTES
3. COMMUNICATIONS
   a. CEO Monthly Report – September 2025
4. COMMITTEE MINUTES

D. PUBLIC COMMENT

E. POLICY AGENDA

1. NEWS, PRESENTATIONS & AWARDS

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

2. PUBLIC HEARINGS

3. NOMINATIONS – APPOINTMENTS – ELECTIONS

a. Memorandum on the November 4, 2025 Municipal Election, *informational purposes only.*

b. Reappointment of Clarissa Edelston to the Edythe L. Dyer Community Library Board for a three-year term.

Motion: *Councilor Cubbeley so moved reappointment of Clarissa Edelston to the Edythe L. Dyer Community Library Board for a three-year term, seconded by Councilor Erickson. Roll call vote 6-0*

Resolution: 2025 - 220

c. Reappointment of Benjamin Curtis to the Lura E. Hoit Memorial Pool Board for a three-year term.

Motion: *Councilor Cubberley so moved reappointment of Benjamin Curtis to the Lura E. Hoit Memorial Pool Board for a three-year term, seconded by Councilor Marble. Roll call vote 6-0*

Resolution: 2025 - 221

F. COMMITTEE REPORTS

Vice Chair Cormier reported on the October 14, 2025 Council Workshop.

G. UNFINISHED BUSINESS

H. NEW BUSINESS

a. Council approval for the Tax Assessor to send a Supplemental Tax Bill to Hampden Realty Group for missed billing for FY24 and FY25, *requested by Rick Thibodeau, Tax Assessor.*

Motion: *Councilor Cubberley so moved Council approval for the Tax Assessor to send a Supplemental Tax Bill to Hampden Realty Group for missed billing for FY24 and FY25, seconded by Councilor Marble. Roll call vote 6-0*

Resolution: 2025 - 222

b. Request for authorization for an expenditure of an amount not to exceed $63,656.51 from solid waste reserve acct# 3-777-00 for the electrical upgrade at the transfer station. (this item was added to the agenda under agenda item B.)

Motion: *Councilor Cubberley so moved authorization for an expenditure of an amount not to exceed $63,656.51 from solid waste reserve acct# 3-777-00 for the electrical upgrade at the transfer station, seconded by Councilor Marble. Roll call vote 6-0*

Resolution: 2025 - 223

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

I. MANAGER'S REPORT

The Town Manager's Report is attached to minutes as Exhibit A.

J. COUNCILOR'S COMMENTS

Councilor Swalec – Goodnight Hampden, don't forget to vote.

Councilor Erickson – I don't know if this is the right format for this, but the Erickson family had a pretty unique opportunity to purchase a cool piece of property in Newburgh, and it's closing on the second, so I'm not going to be a resident of Hampden after the second of November. Still heavily vested in the town and hope for its success, and I'd love to continue working on it, but as I won't be a resident come the second, I won't be here. Goodnight Hampden.

Councilor Cormier – No comment.

Councilor Marble - Yeah, how do you follow that? First of all, thanks for your service. Secondly, good luck to you on the new move. And third, we're going to end up back with a council of six. What I was going to say was just a couple things. One, again, I like taking the opportunity to thank town staff for their professionalism. It's actually reassuring when relatively minor mistakes are made that are corrected and you get the straight story about what happened, and that's both regarding the missed property tax bill, sorry, John, as as well as the other things, but the speed with which you responded not being here when we discussed the state DEP letter to what you've already done is is noteworthy. So thank you for that. Personally, I want to confess that while I try to think I'm competent, I learned in this process that my wife and I were missing a chunk of money through state taxes that we were due, and have amended our returns for 24 and 25. This main property tax fairness credit is something that was never on my radar. I was familiar with the homestead exemption, which I think most people are, but this is different. And you don't have to be retired, but if you're 65 or older, the benefit is increased, and it is, in essence, a ratio between how much you pay in property taxes compared to adjusted income after deductions. So if there are people in this town who feel they're on a fixed or relatively low income, paying property taxes, and you've had maybe a nephew, do your tax return or, you know, I'm not going to judge anything, but if folks think they should review their returns, please follow up and check in, because it's a significant possible benefit. And I'm really happy to hear that we're mentioning that. I think you put it on the website as well. It will be on the Town Website. Thank you very much and goodnight.

Councilor Cubberley – Thank you for your service Pete, we served for many years together. I believe we were elected the same year. So I appreciated you and what you have done here over the years. Goodnight Hampden.

Councilor LaChance - Yes, thank you, Pete, you will be missed. You will be missed. Really appreciate your service here, and you've been a tremendous asset to this council over the years, and congratulations on your acquisition of property in Newburgh. I'd also like to remind everyone that there is a meeting in the library tomorrow at Hampden Academy to discuss the upcoming referendum question for the new administration building. If anyone is interested in participating in that, it'll be at the AJ library at 7pm tomorrow night, and it'll also be live on Zoom, they've posted the link on their website and on social media, the RSU 22. So get out

and ask questions and pay attention to that and talk to your neighbors and get out and vote Goodnight Hampden.

K. ADJOURNMENT

***Motion** : Councilor Cubberley moved to adjourn the meeting, seconded by Councilor Erickson. Roll call vote 6-0*

Resolution: 2025 – 224

The meeting adjourned at 6:35 p.m.

Respectfully submitted,
Gayle C. *Decker, Town Clerk*

Exhibit A

Memorandum

TO: Town Council
FROM: Paula Scott, Town Manager
DATE: October 20th, 2025

RE: Manager's Report

The following is a quick update on a couple of items noted below:

- The renovation at the library has not been without angst for us as we have had to deal sharply with the contractor over the past month. Two weeks prior to both mine and Jon's vacations, a hole in the roof, which was due to work being done, was not covered properly on a day in which we had a very heavy and predicted rainstorm. Our Building foreman Matt had to go to the library, after hours during the rainstorm and button up the building. Even though the rain did come in and ruin the carpet in the room below it, thankfully, they had the foresight to cover the media stacks with tarps, just in case so the books did not get destroyed. The carpet had to be pulled out, and Matt spent a lot of time in the basement which is where the bulk of the water ended up, cleaning and drying the floor. After we met with the owner of the company he understood that he was going to have to pay for the carpet and staff time. Since then, a new crew was sent to the site and things are progressing better, albeit slowly. More rot was discovered but we will be negotiating, leveraging out what they owe us against what we would owe them for the change order. The piers for the deck are set, they have been working on the additional rot repair and working on the soffit. Windows have been ordered and are still about 2 weeks out, having had a 6-week lead time at time of ordering. Because the siding has to be installed at a certain temperature, if it turns sharply cold, we may have to go through the winter with Typar on the building and finish the siding in the spring. I will keep you posted.

- The DPW Facility is coming along with all the groundwork, footings, piping in the concrete and other peripherals completed as of the week of the 6th. The contractor will now be able to begin construction on the remainder.

- As a follow up to last week's discussion regarding a tax relief program for the elderly, I want to let Council and the public know that we have the Schedule PTFC (Property Tax Fairness Credit) at the town office for anyone who qualifies. The Assessing Department and the front office staff have been handing them to those who have inquired. While we are researching the feasibility of any program that we might consider starting, it is important for Council to

understand that by law, we would also have to extend it to renters as well if their rent is beyond the percentage allowed by the program. We will be adding this to our website for the public.

- The annual audit started on October 14th and all in-office work has been completed as the 16th. The auditor will be finishing on a few items remotely before it is finalized, but according to conversations with her, this was a smooth audit, there seems to be no issues, and is likely the best audit to date based upon longevity and experience of staff, our systems, and our services. One large contributing factor is the implementation of the new sewer software Muni-link which Nikole and Dave spent months on working through a conversion. I want to thank the Finance Department and the office staff for their diligence and hard work.

- Letters and the flyer from the DEP regarding the private well-testing program have been mailed to over 300 residents who live within the one-mile radius of the Pine Tree Landfill. I have also sent the information to the Town of Hermon as some of the abutting property owners live in Hermon. It will be up to them as to whether or not they wish to do a mailing for their residents. This will be added to the website as well.

- This is the last Council meeting before the November election at which I would include a manager's report, so I want to remind everyone that voting is at the Skehan Recreation Department and the polls open at 8:00 and close at 8:00. As we previously discussed, there is a correctible error on the ballots in which all ballots were printed with the Councilor seat for District 3 rather than a segregated District 3 ballot. As stated, we have spoken with legal, and this will be corrected with a small sticker that will cover the voting indicators on the ballots that will be issued to at-large voters. Additionally, as a reminder, the office will be closed for business on election day so that staff can assist in election administration. This was necessary anyway because Gayle was having a hard time finding election workers who were available to work, but this hiccup will need extra hands-on-deck as voters who do not hear this message may have questions about their ballot.

C-2-d

HAMPDEN TOWN COUNCIL WORKSHOP

HAMPDEN MUNICIPAL BUILDING

MINUTES

MONDAY OCTOBER 27, 2025 6:00 P.M.

In attendance:

Chair Matthew LaChance
Vice Chair Mark Cormier
Councilor John Swalec
Councilor Dennis Marble
Councilor Christine Cubberley

Paula Scott, Town Manager
Gayle C Decker, Town Clerk
Amy Ryder, EDD
Victor Smith, TE
Other Members of the Public

A. CALL TO ORDER

Vice Chair Cormier called the meeting to order at 6:00 p.m.

B. PLANNING & CED STATUS REPORT

C. UNFINISHED BUSINESS

a. Council award of the bid for engineering and design services for the Western Ave recreation area to Plymouth Engineering Inc. for $15,250.00, referred from the October 6th Council meeting

1. Public comment

Town resident Eric Jarvi spoke in favor of moving forward with the project, highlighting its budget allocation and suggested that council review the final work of the planner and consider advancing the project based on its merits.

2. Council discussion

Council discussed the importance of public transparency and making sure all necessary background information was available before approval. Given the thorough information now provided and the merits of the project the council consensus is to support moving forward with the project at the next Council Meeting.

b. Letter to abutters of the Pine Tree Landfill –*Informational only*

D. NEW BUSINESS

a. Presentation of the final Transportation & Streetscape Improvement Study and discussion on improvement priorities.

1. Public comment

2. Council discussion

Victor Smith TE, presented the final Transportation & Street scape Improvement Study

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

and he and Amy led the discussion on improvement priorities. During the presentation the Council and staff discussed the results of a year-long study focused on improving safety, accessibility and the overall condition of the town's transportation infrastructure. Discussed the priorities for the project, including pedestrian safety, sidewalk improvements and bike lanes. Discussed a practical prioritizing process based on public safety concerns, current/future traffic, and the cost effectiveness of targeted improvements. Advising that while the full set of improvements would take years to complete, smaller, high-impact projects could proceed as funding becomes available. The next steps included seeking council direction on prioritizing and incorporating the recommendations in the town's upcoming goals, objectives and budgeting processes.

b. Council discussion on setting the date for a special election to fill a vacancy

1. Public comment

2. Council discussion

During Council discussion of a special election, the council addressed the need to fill a council vacancy. They reviewed the required process; the town charter mandates a special election if the vacancy occurs more than six months before the next regular election. The council considered and supported using a shortened nomination period so the election could be held as soon as possible, potentially in February and the importance of filling the vacancy as soon as possible. The Council confirmed that the election will be for the remaining period of the unexpired term, which expires in November 2027. The Council consensus is to formally accept the resignation that created the vacancy at the next council meeting, then direct staff on the special election's timeline and process.

E. ADJOURNMENT

The meeting adjourned at 6:50 p.m.

Respectfully submitted,
Gayle C. Decker, Town Clerk

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

C-2-e

HAMPDEN TOWN COUNCIL MEETING
HAMPDEN MUNICIPAL BUILDING

MINUTES

MONDAY NOVEMBER 03, 2025 6:00 P.M.

In attendance:

Chair Matthew LaChance
Vice Chair Mark Cormier
Councilor John Swalec
Councilor Dennis Marble
Councilor Christine Cubberley

Paula Scott, Town Manager

Jill McLaughlin, Recreation Director
Other Members of the Public

Chair LaChance called the meeting to order at 6:00

A. PLEDGE OF ALLEGIANCE

Chair LaChance led the Pledge of Allegiance.

B. APPROVAL OF THE AGENDA

Motion: *Councilor Cubberley so moved approval of the agenda, seconded by Councilor Marble. Roll call vote 5-0*

Resolution: 2025 – 225

C. CONSENT AGENDA

Motion: Councilor Cubberley so moved approval of the consent agenda, seconded by Councilor Marble. Roll call vote 5-0

Resolution: 2025 – 226

1. SIGNATURES
2. COUNCIL MINUTES
3. COMMUNICATIONS
   a. Public Safety Report for September
4. COMMITTEE MINUTES

D. PUBLIC COMMENT

E. POLICY AGENDA

1. NEWS, PRESENTATIONS & AWARDS
2. PUBLIC HEARINGS

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

3. NOMINATIONS – APPOINTMENTS – ELECTIONS

F. COMMITTEE REPORTS

Vice Chair Cormier reported on the October 27, 2025 Council Workshop. Councilor Marble reported on the October 28, 2025 Sucker Brook Watershed Management Plan Stirring Committee Meeting.

G. UNFINISHED BUSINESS

H. NEW BUSINESS

a. Council award of the bid for engineering and design services for the Western Ave recreation area to Plymouth Engineering Inc. for $15,250.00, *requested by Jill McLaughlin, Recreation Director.*

Motion: *Councilor Cubberley so moved Council award of the bid for engineering and design services for the Western Ave recreation area to Plymouth Engineering Inc. for $15,250.00, seconded by Councilor Marble. Roll call vote 5-0*

Resolution: 2025 - 227

b. Council authorization for the expenditure of an amount not to exceed $15,250.00 from Recreation Area Reserve Account # 3-767-00 to pay for the Western Ave recreation area design services, *requested by Jill McLaughlin, Recreation Director.*

Motion*: Councilor moved Council authorization for the expenditure of an amount not to exceed $15,250.00 from Recreation Area Reserve Account # 3-767-00 to pay for the Western Ave recreation area design services, seconded by Councilor Marble. Roll call vote 5-0.*

Resolution: 2025 - 228

c. Council acceptance of resignation of Councilor Erickson.

Motion: *Councilor Cubberley moved Council acceptance of resignation of Councilor Erickson, seconded by Councilor Marble. Roll call vote 5-0*

Resolution: 2025 - 229

d. Council approval to shorten the nomination period and set the date of a Special Municipal Election to fill the vacancy, *per Sec. 207 of the Town of Hampden Charter*

Motion: *Councilor Cubberley moved Council approval to shorten the nomination period and set the date of a Special Municipal Election to fill the vacancy, seconded by Councilor Marble. Roll call vote 5-0*

Resolution: 2025 - 230

I. MANAGER'S REPORT

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

Town Manager's Report attached to minutes as Exhibit A.

J. COUNCILOR'S COMMENTS

Councilor Swalec – Goodnight Hampden.

Councilor Cormier – No comment.

Councilor Marble - Just a predictable reminder for everybody to remember to vote tomorrow. I wish I had something insightful and wise about the appearance of all races and forms of taxation facing everybody in the community and the county, and I don't. But it is a call for more people to self educate about what's going on and what is driving costs and increases and an increase in participation in local government. So we don't all feel backed into a corner that we're afraid of and angry about and start throwing stuff back and forth, then, that's not the time to deal with it. The county budget increasing 22% more or less, even with flatlining is that's a big thing, especially at the same time trying to sell the public on what I believe is a very defensible case for a new jail. So I think we all need to listen to each other. I think we need to share accurate information, and I think we need to connect on all of this, because it all affects all of us. So goodnight.

Councilor Cubberely – I am really saddened about the news of Gayle leaving. She was extraordinary and she will be sorely missed. Goodnight.

Councilor LaChance – Yes, that's shocking. Gayle was a tremendous assest to our town staff and will absolutely be missed. Some big shoes to fill, and I wish you luck and your search to fill those shoes. Paula, good luck. And well said Councilor Marble, that's much needed,a much needed message going out there tonight, thank you for that. Some prepared comments I had. First off, I would like to thank Hampden public safety for, once again, going over and above this year to provide safe crossing and traffic control during the Halloween festivities at the pool and constitution Ave crossing. Another year of memories, photographs and community fellowship was enjoyed by hundreds of families, and it was done safely thanks to the efforts of our outstanding public safety team. Big congratulations goes out to the Hampden Academy boys cross country team for earning the 2025 class a Maine state championship this past Saturday. Well done, boys. That was not an easy feat, I'm sure. Also some sad news last week, Hampden, brave, smiling warrior, Colby Annis lost his battle with brain cancer after putting up a fight unlike a fight ever seen before. He impacted the lives of so many during his time here on earth, and his memory will be held in the hearts of friends and family for eternity. There will be a celebration of life at the Discover Church, 270 Main Road North tomorrow at 4 pm and I will continue to pray for peace for his family.

K. ADJOURNMENT

Motion: *Councilor Cubberley moved to adjourn the meeting, seconded by Councilor Marble. Roll call vote 5-0.*

Resolution: 2025 – 231

The Meeting adjourned at 6:30 p.m.

Respectfully Submitted,
Gayle C. Decker, Town Clerk

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

EXHIBIT A

Memorandum

TO: Town Council
FROM: Paula Scott, Town Manager
DATE: November 3rd, 2025

RE: Manager's Report

The following is a quick update on a couple of items noted below:

- Siding work at the library has started, while crews are simultaneously repairing the newfound rot around the front door and the tower. The upper deck has been built, and the windows have arrived. Due to the race against time with the weather, we have had no choice but to close the library from Tuesday, November 4th, until Friday, November 7th so the windows can be installed. We will continue to announce any further closures or service interruptions on both the Town and the Library websites and social media pages.

- All foundational elements at the DPW Facility have been completed and construction crew is on site ready to start on the framing.

- As many of you have read about, or heard, the Penobscot County Commissioners have identified a nearly $4 million budget deficit in this current year. While the Commissioners have held out hope that the state would increase jail funding, that has not been the case; in spite of various proposed legislation that supporters have tried to get passed mandating more funding be given to the jail system and not just the prison system. In the last few years, the county has funded the deficit from undesignated fund balance which has affected their cash flow, causing them to have to take out tax anticipation notes in order to operate. The fund balance has been depleted to the point that funding the budget shortfalls is now unsustainable. Manager's in Penobscot County have been actively participating in meetings at both municipal and county level and hope to be able to be seated on some type of advisory board in order to be able to ascertain these types of issues before it becomes critical in the future. Next year's county budget, which is funded by the amount of taxes that it has to collect from all the municipalities, is expected to increase by 22.82% as of last week.

- I want to remind everyone that voting is at the Skehan Recreation Department and the polls open at 8:00 and close at 8:00. As we previously discussed, the office will be closed for business on election day so that staff can assist in

election administration.

- Finally, it is with regret that I have accepted the resignation of our Town Clerk, Gayle Decker, whose last day for us will be November 30th. This is a huge loss for the town, but I wish her well in her impending retirement.

C-2-f

HAMPDEN TOWN COUNCIL MEETING
HAMPDEN MUNICIPAL BUILDING

MINUTES

MONDAY NOVEMBER 17, 2025 6:00 P.M.

In attendance:

Chair Matthew LaChance
Vice Chair Mark Cormier
Councilor John Swalec
Councilor Dennis Marble
Councilor Christine Cubberley
Councilor Walter Jakubas

Paula Scott, Town Manager
Gayle C Decker, Town Clerk
Timothy Pease, Town Attorney

Town Attorney Timothy Pease called the meeting to order at 6:00 p.m.

A. PLEDGE OF ALLEGIANCE

Councilor Marble led the Pledge of Allegiance.

B. COUNCIL REORGANIZATION

1. OATH OF OFFICE FOR COUNCILOR-ELECT – *Administered by Town Clerk, Gayle Decker in accordance with Sec. 209, Town Charter.*

   Newly elected Town Councilor Walter Jakubas was sworn into office by Town Clerk Gayle Decker.

2. COUNCIL ELECTION OF CHAIR – *Presided over by the Town Attorney in accordance with Sec. 204, Town Charter.*

   Town Attorney Timothy Pease presided over the election of the Councilor Chair and asked for nominations. Councilor Marble nominated Councilor Matthew LaChance. With no further nominations Attorney Pease called for a vote. Roll in favor of Councilor LaChance 6-0.

   Resolution: 2025 - 232

3. ELECTION OF DEPUTY CHAIR – *Presided over by the newly elected Chair in accordance with Sec. 204, Town Charter*

   Chair LaChance called for nominations for Vice Chair. Councilor Cubberley nominated Councilor Mark Cormier. With no further nominations Chair LaChance called for a vote. Roll call vote in favor of Councilor Cormier 6-0.

   Resolution: 2025 – 233

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

C. APPROVAL OF THE AGENDA

Motion: *Councilor Cubberley moved approval of the agenda with removing item J – Executive Session and postponing it until the December 1st Council Meeting, seconded by Councilor Marble. Roll call vote 6-0*

Resolution: 2025 – 234

D. CONSENT AGENDA

Motion: *Councilor Cubberley moved approval of the Consent Agenda, seconded by Councilor Marble. Roll call vote 6-0*

Resolution: 2025 – 235

1. SIGNATURES
2. COUNCIL MINUTES
3. COMMUNICATIONS
   a. Code Enforcement October 2025 Monthly Report .
4. COMMITTEE MINUTES

E. PUBLIC COMMENTS

F. POLICY AGENDA

1. NEWS, PRESENTATIONS & AWARDS
2. PUBLIC HEARINGS
3. NOMINATIONS – APPOINTMENTS – ELECTIONS
   a. Return of Votes Cast Hampden Municipal Election November 4, 2025; and State of Maine Referendum Election November 4, 2025 - *Informational purposes only*

G. COMMITTEE REPORTS

H. UNFINISHED BUSINESS

I. NEW BUSINESS

a. Council approval of a renewal liquor license for White House Motel Inc., – located at 155 Littlefield Ave, Applicant John D. Lafayette III and Carla J. Lafayette.

Motion: *Councilor Cubberley moved Council approval of a renewal liquor license for White House Motel Inc., seconded by Councilor Marble. Roll call vote 6-0*

Resolution: 2025 - 236

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

b. Counicil approval for a memorial plaque and tree in honor of Colby Annis to be placed on municipal property near the Department of Public Safety

***Motion**: Councilor Cubberley moved Counicil approval for a memorial plaque and tree in honor of Colby Annis to be placed municipal property near the Department of Public Safety, seconded by Councilor Marble. Roll call vote 6-0*

Resolution: 2025 -237

I. MANAGER'S REPORT

J. Executive Session pursuant to 1 MRSA § 405(6)(A) Personnel Matters, to include the Town Manager

K. COUNCILOR'S COMMENTS

Councilor Swalec – Happy Holidays, Happy Thanksgiving. Congratulations on you election and swearing in and hope things will go smoothly going forward after these two recent losses of Councilors, that's it.

Councilor Jakubas – Happy Holidays, Hampden and than you for letting me serve.

Councilor Cormier – No comment.

Councilor Marble – Goodnight and welcome to Wally. Glad you're here and we hope it stays just as calm and productive as it's been.

Councilor Cubberley - Yes, congratulations Walter welcome, appreciate you willing to step forward and join Council and represent the people of Hampden. Greatly appreciated. Thank you very much. I'd like to thank Gayle, she's getting ready to retire. This is going to be her last meeting tonight, and she's been a tremendous asset to the town and to the town staff, and she'll be greatly missed. She's been adored for years, and it's going to be tough to replace, but we wish you luck and well wishes in your retirement, and hope you do all kinds of fun things and go on lots of happy adventures. You'll be greatly missed. Thank you. I want to say thank you again for your vote of confidence and selecting me as the chair of this wonderful Council. Hope we continue to be productive and joyful. Have a have a Happy Holiday Hampden, goodnight.

L. ADJOURNMENT

***Motion**: Councilor Cubberley moved to adjourn the meeting, seconded by Councilor Marble. Roll call vote 5-0.*

Resolution: 2025 – 238

The meeting adjourned at 6:25 p.m.

Respectfully Submitted,
Gayle C. Decker, Town Clerk

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

EXHIBIT A

Memorandum

TO: Town Council
FROM: Paula Scott, Town Manager
DATE: November 17th, 2025

RE: Manager's Report

The following is a quick update on a couple of items noted below:

- Siding work at the library is well underway after the newly discovered areas of rot were repaired. We have had to close the library over a series of days while the windows were being installed, but that is now complete. Although we have been concerned with the status relative to the weather, the project is tracking well at this point. We will continue to announce any further closures or service interruptions on both the Town and the Library websites and social media pages.

- The roof and framing are in process at the DPW facility. While this project is about a month behind our ambitious schedule, it is moving along with a small crew working on the framing.

- As I was going through paperwork, it occurred to me that I never reported on the completion of the Sawyer Rd. Bridge at the end of September. For those that have traveled that way, you would already be aware, but for the rest of the Council and the public, the bridge was completed on time with the in-water work.

- I just received the reports from the air quality study and the noise level study for the Lura Hoit Pool, and Public Works, respectively. While there are some additional measures we have to take in both locations, I am able to respond to OSHA with those changes to our policies and procedures and remain in the SHAPE program.

- We received our $2 million in bond proceeds last week for the various sewer projects that were identified some of which are a part of the ten-year plan that you voted on for us to proceed with. We paid off the Bond Anticipation Note funds that we have been using for the design work prior to the bond.

- As this is the last meeting before the upcoming holiday, I want to wish everyone a Happy Thanksgiving and to remind everyone that we will be closed for the holiday.

C-3-9

TOWN OF HAMPDEN

DEPARTMENT OF PUBLIC WORKS

106 WESTERN AVE.
HAMPDEN, ME 04444

TEL 862-3337 FAX 862-5067

November 25, 2025

To: Paula Scott
From: Jon Clements
Subject: October 2025 Monthly Report – Public Works Department

The Public Works departments have had a very busy month of October. Early this month, the Highway Department continued screening and hauling winter sand to the stockpile for next year. More shoulder repairs were performed and a gravel spill on Kennebec Road was cleaned up. The entire department was sent to a snow and ice control training offered from the State of Maine for a refresher of best tips and tricks to continue to perform excellence for the Town. For large projects this month, The Highway Department was able to get all the subgrade excavated and replaced at the Lura Hoit pool for the small playground equipment removed this summer. We plan to let that settle for the winter prior to reinstallation of the playground in the spring. Our other large project this month was hydro excavating pier holes at the library (thanks to the Sewer Department) and the installation of the new piers for the deck at the library. This was tedious and important work that turned out perfect due to the dedication of our team. A few other notable mentions this month were stormwater repairs at Icabod Lane and Pleasant Street, and watering our newly placed slabs and fresh grass on the leech field for the new Public Works building.

Our Buildings department also had a busy month. A faucet was replaced at the Town Office, a new white board installed for Code and met with Midcoast fence to plan a fence repair from a subcontractor at the Transfer Station. Outside of these tasks was all things Library. Water damage / renovation was continued in the large print room where carpet is now being replaced, hydronic heating has been moved, new electrical has been installed for light switches, new ceiling lights installed, and new pocket door installed. Upstairs in the teen room the new bathroom has been framed, new exhaust fan has been installed, and we are waiting for the installation of new window & door in this space to continue with the renovation. Lastly, new signage was installed at the library.

Our Sewer department also had a very productive month. Repetitive tasks like pumpstation rounds, dig safes, and home inspections are being completed. Our Sewer Department also assisted in the hydro excavating of the pier holes at the library and keeping the shop slabs and leech field watered daily. All pumpstation generator tanks were checked for fuel levels and service was conducted on all the generators to prepare for winter storms. Wall heaters inside pump station building were checked with a few needing replacements as well. Flow meters were installed in various locations downtown to monitor flows in trouble areas of our Sewer system. Also this month, the Sewer Department located and marked all cross culverts on Rt. 1A from Winterport to Bangor so that they can be easily found during high water events.

Our Cemetery and Grounds department has been busy with fall mowing and trimming all municipal grounds around Town, selling cemetery lots, checking and clearing walking trails, and performing full and partial burials. Also this month, pot holes in cemetery roads were repaired, leaf blowing at facility and parks has begun, and ash sampling has been taken to the lab for the transfer station profile.

Public Works management has been busy with our capital projects. The library project has continued this month with less than desirable results. Our contractor's work has been anything but satisfactory. Luckily, he has hired a subcontractor that we are happy with to continue the siding and metal work with vastly different results. Windows arrived late this month and multiple were ordered the wrong size causing us to move one window around and having to reframe several of them to make them fit. At this point, we are racing against time to close the library in for the winter, but I unfortunately believe that there will be some rework in the Spring/Summer of 2026.
Our Public Works building is advancing with framing commencing this month. Unfortunately, the subcontractor hired for framing has had staffing issues and we are currently tracking about a Month behind schedule.

We continue to work diligently every day to improve the safety and appearance of Hampden for all of those that live and work here.

Thank you,

Jon Clements
Public Works Director

C-3-b

TOWN OF HAMPDEN

DEPARTMENT OF PUBLIC WORKS

106 WESTERN AVE.
HAMPDEN, ME 04444

TEL 862-3337 FAX 862-5067

November 25, 2025

To: Paula Scott
From: Jon Clements
Subject: September 2025 Monthly Report – Public Works Department

The Public Works departments have had a very busy month of September. Early this month, the Highways focus was on screening material from the pit to prepare for roadside shouldering and winter sand for material stock. The new Public Works building also kept the Highway department busy this month as we backfilled foundation walls, dug and backfilled for interior plumbing, fine graded slab areas, completed the leech field and bank fill required for stabilization and got this seeded, and graded around the building. The hard work and dedication from this crew towards this new building has been incredible. Other notable mentions this month from the Highway department are cutting brush, fixing shoulders and potholes, sign replacements, mowing retention ponds, and cleaning up down trees. One last project this month was the walkway repair at the library and the creation of the "rock garden" beside the new walking path we created at the library. More to come in the Spring!

Our Buildings department also had a busy month. The gate at the tennis court was repaired, lights were fixed at the VFW, a cabinet repair at the Rec center, a door repair at the Town Office, a floor and wall repair at the pool, and various projects for the new Public Works building. Outside of this, our Buildings foreman has been leading the charge at the library. Unfortunately, at the start of the project, our contractor did not prepare adequately for overnight rain which created a mess inside that has had to be dealt with. Matt has done so much to assist us with this project and unfortunately the contractor hired for this renovation are a 1 step forward 3 steps backward kind of contractor, so we are (unfortunately) limping our way along with this project.

Our Sewer department also had a very productive month. Repetitive tasks like pumpstation rounds, dig safes, home inspections are being completed. The force main from Bouchard way to Ammo Park was marked along with manhole structures along Western Ave. All pumpstations were cleaned this month with our people and equipment (a previously hired task). Steps were rebuilt at multiple stations from rotten lumber. Lastly, our pumpstation on Marina Road went down this month and with assistance from FCS, that station was diagnosed, cleaned and put back in service.

Our Cemetery and Grounds department has been busy with fall mowing and trimming all municipal grounds around Town, selling cemetery lots, and performing full and partial burials. Also this month, we took delivery of our 2 new X590 lawn mowers for grounds maintenance. Other notable mentions this month were winterizing our grounds with the water district, replacing a few trash barrels, and a few last painting projects on crosswalks.

Public Works management has been busy with our capital projects. The library project has kicked off this month with a shaky start. Our contractor failed to weather tight in our roof at the library and we suffered interior water damage that we are working with the contractor on rectifying. Exterior rot repair has begun and the roof over the large print room is being fixed. Our Public Works building is advancing with subgrade utilities going in and fine grade and back fill being completed. Final touches on the floor drain are being completed with slab placement planning for early October. The work on the Sawyer Road bridge is now complete and the subcontractor is demobilized, and construction was accepted by the Town.

We continue to work diligently every day to improve the safety and appearance of Hampden for all of those that live and work here.

Thank you,

Jon Clements
Public Works Director

E-1-a

Proclamation
In Recognition of the Hampden Fire Department's 100th Anniversary

WHEREAS, The Hampden Fire Department was organized in 1924 when the townspeople raised and appropriated two thousand dollars at the annual Town Meeting for the purchase of the town's first motorized fire apparatus; and

WHEREAS, the townspeople also raised and appropriated one thousand six hundred dollars for the purchase of supplies, material, and labor to provide fire service and build the first fire station which was completed in 1925, and

WHEREAS, the Department's original firefighters were paid Fire Wardens prior to 1925 and the first fire engine built for the Department nicknamed "The Jewel" was purchased in 1941; and

WHEREAS, the Department was restructured in 1948 to become the Hampden Volunteer Fire Department Association becoming a member of the National Fire Protection Association; and

WHEREAS, a new station was built in 1958 located on Main Road South, the first full-time fire fighter was hired in 1958, the Hampden Volunteer Ambulance Service was formed in 1968 featuring personnel trained in basic first aid and extrication, and in 1994 the Department was combined with Police and EMS becoming a single Public Safety Department; and

WHEREAS, the Department has served its community with unwavering dedication, valor, and professionalism for 100 years, standing as a beacon of safety and service since its founding; now

THEREFORE, BE IT RESOLVED, that the Hampden Town Council do hereby recognize and honor the Hampden Fire Department's 100th Anniversary of exemplary service, expressing profound gratitude for the members' courage, sacrifice, and dedication to the well-being of the community, and on behalf of all community members, thank those that have served and those who continue to serve.

Dated: December 1st, 2025

Matthew LaChance, Council Chair

Paula A. Scott, Town Manager

H-a

TOWN OF HAMPDEN
TOWN COUNCIL RULES OF PROCEDURE

ARTICLE 1 – Chair/Vice Chair	Section 1.1 - At the ~~commencement of the Calendar year~~second Council meeting in November, 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 Chair for the ensuing year. The Chair shall preside over all meetings of the Council at which he or she is present.
	Section 1.2 - After the election, the Chair shall preside over the election of Vice Chair. The Vice Chair shall serve as the presiding officer at Council Workshop meetings, at any meeting at which the Chair is absent, and shall assume all duties of the Chair until the Chair is present. In the absence of the Vice Chair, the Chair shall appoint, in advance, another Councilor to chair the meeting.
	Section 1.3 - The Chair/Vice Chair 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.
ARTICLE 2 - Council	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.
ARTICLE 3 – Agenda	Section 3.1- Town Council meetings shall be guided by a written agenda in the following order. (a) Pledge of Allegiance (b) Approval of Agenda (c) Consent agenda (i) Signatures (ii) Council Minutes (iii)Communications (iv) Committee Minutes

	(d) Public Comments (e) Policy Agenda (i) News, Presentations and Awards (ii) Public Hearings (iii) Nominations, Appointments, Elections (f) Unfinished Business (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. (h) Manager's Report (i) Councilor Comments (j) Adjournment
	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.
	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.
	Section 3.4 - An item may be added to the agenda prior to the Approval of Agenda by unanimous consent of all Councilors present.
	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.
	Section 3.6 - Any agenda item may be taken up out of order by consent of a majority of Councilors present.
	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. (a) Call to order (b) Topic(s) of the meeting (c) Adjournment
ARTICLE 4 - Meetings	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.

	Section 4.2 - The second and fourth Monday of each month are designated as workshop sessions (open to the public and televised) and are chaired by the Vice Chair (or Chair designee). (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 from council members, committees and staff that might be considered at later Town Council meetings. (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. The only formal vote(s) that may be taken at a workshop is a vote to enter into and exit out of executive session as may be required in order for confidential discussions at a workshop (c) Workshop discussion requires no formal motion as it is intended to promote interaction and the building of ideas and consensus without debate. (d) The workshop meeting held on the fourth Monday is primarily devoted to matters involving planning, economic development and infrastructure. Section 4.3 – Attendance by Council at workshops is optional but will be counted toward attendance for those Councilors who are present
	Section 4.4– The Chair may call the Council together for a special meeting (open to the public and televised). The agenda for a special meeting 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).
	Section 4.5 – The Chair 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.
ARTICLE 5 – Meeting Decorum	Section 5.1 - As a matter of courtesy, conduct for all Council members shall be as follows. (a) All cell phones shall be silenced during Council and Committee meetings;

	(b) Councilors and staff shall refrain from texting or emailing during all Council or Committee meetings; (c) cell phone use, texting and email should be done during breaks in meetings.
	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.
	Section 5.3 - When any Councilor is about to speak, they shall respectfully address the Chair, confine themselves to the question under debate, and avoid personalities. No member speaking shall be interrupted by another but by a call to order.
	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.
	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.
	Section 5.6 - No vote can be taken without a motion on the floor. Votes will be by roll call and of the form: (a) all in favor; (b) all opposed; (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 Councilor will be excused from the dais, may not participate in debate, and the action will be binding on that motion.) The Chair will announce the outcome and voting results.
	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.
	Section 5.8 - Council meetings shall not extend beyond 10 p.m. without a unanimous vote of the Town Council.
	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.
ARTICLE 6 - Motions	Section 6.1 - "Rule of motion before discussion" - Until a motion is made and seconded, no discussion is in order. The Chair should refuse a motion that is out of order or conflicts with statute, ordinance, laws or bylaws.
	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 Chair, although members who have not spoken yet get preference over those who have. When possible, the Chair alternates between someone in favor and someone against the motion.
	Section 6.3 - The following motions do not require a second: (a) nominations; (b) point of information; (c) point of order; (d) question of privilege; or (e) leave to withdraw a motion
	Section 6.4 - The following motions are non-debatable: (a) adjourn; (b) lay on the table; (c) filling in the blank; (d) point of information; (e) point of order; (f) question of privilege; or (g) leave to withdraw a motion
	Section 6.5 - When a motion is under debate, the only motions that the Chair shall entertain will be: (a) to adjourn; (b) to lay on the table; (c) the previous question; (d) to postpone debate/action on the motion to a certain date; (e) to refer the motion to a committee or administrative official; (f) to amend the motion, or (g) to postpone debate/action on the motion indefinitely. Motions shall have precedence in order in which they are introduced.
	Section 6.6 - Once a vote is decided 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.

Rules of Procedure:

Adopted: January 22, 2020

Amended: October 4, 2021

Amended: July 18, 2022

Amended: November 21, 2022

Amended: January 16, 2024

Amended: August 4th, 2025

Amended: December 1st, 2025

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