

**Minutes
Hampden Town Council
Services Committee
March 09, 2009 @ 6:00pm**

The meeting of the Hampden Town Council Services Committee was called to order at 6:12p.m. on Monday, March 09, 2009, at the Hampden Municipal Building by Chairperson Shannon Cox.

Gretchen Heldmann, GIS/IT Specialist
Kurt Mathies, Recreation Director
Councilor Shannon Cox
Councilor Matt Arnett
Councilor Tom Brann
Councilor Andre Cushing, arrived at 6:30pm
Jim Feverston
Nancy Chaiyabhat
Jane Jarvi
Shelby Wright

1. Approval of Minutes

Minutes for 02/09/2009 were motioned for approval by Mayor Arnett with a second by Councilor Brann. All voted in favor, minutes approved.

2. Old Business

A. Recreation Update

- Kurt Mathies reported that the Recreation Committee decided at their last meeting to table the changes Services requested they make to their bylaws.
- The rec dept has almost completed the design and adoption of a logo to be copyrighted and used on publications, t-shirts, and more.
- Kurt reported that although economic times are hard, enrollment has increased. He suspects this is due to families looking for local more inexpensive recreation alternatives than sending their kids to a camp or going on a family vacation.
- Nancy Chaiyabhat passed on a compliment she had heard today from an Orono resident. She said the person stated they thought Hampden had the best rec program in the area and that other towns look to Hampden as a guide.

B. D.Dix Update

- Kurt reported that they had planned on having an informational meeting on 3/4/09 but it was postponed due to the pending discussion with the owners of the 20ft strip.
- The meeting with the landowners will be soon hopefully, now that they are back in town. The Mayor will keep us updated.
- Gretchen reported that Denise was contacted by a teacher in Alaska who has a student working on a project about Dorothea Dix and the teacher wanted to know if we had any information about her or her homestead. Denise gave her some information and Gretchen's email address because she has additional information that could be shared.
- Kurt noted he would talk to Dick Newcomb to see what he has for additional info about D.Dix or the park.

C. Gazebo Update

Gretchen Heldmann passed around the certificate she had created and also passed around the paper she and Kurt picked out. All present agreed the certificate wording and paper were good choices. She will print the certificates on the paper and will purchase frames this weekend.

D. Mission Statement Revision Discussion

- After brief discussion and recap of last meeting, it was agreed that Gretchen would put the mission statement into a word doc as well as Google Docs and email it out for people to review prior to the next meeting. Revisions should be emailed to Gretchen in time for the April meeting. Councilors Arnett and Cox will meet with Gretchen to work on revising the statement with any emailed input considered.
- The previous ComCom work will be subbed out again to a sub committee much like how FoDDix or Tree Bd operates. Mayor Arnett motioned and Councilor Brann seconded that Councilor Cushing should lead the effort to regenerate citizen interest in this proposed sub committee. All voted in favor and the motion was approved.
- Councilor Cushing motioned and Mayor Arnett seconded that a Citizens Communication Committee should be formed as a sub committee of Services Committee with all actions to be approved by Services Committee. All voted in favor and the motion was approved.
- Gretchen will put a request for citizen interest in the new committee on the website.

3. New Business

All present agreed to rearrange the New Business agenda items. The order below reflects that change. Jim Feverston requested a new item be added to the agenda, Street Tree Inventory, and his request was approved.

A. Tree Board/Membership

- Jim Feverston reported that Shelby Wright was voted in as a new member of the Tree Board. Services approved the membership with the condition that Shelby must fill out an application using the regular form (there was some question as to how that works with the new committee structure). Shelby told the committee a little about herself.
- Mayor Arnett suggested that the TreeBd could write an article for the newsletter advertising for more members, or tack it on the end of the already-submitted Big Ol' Trees article.
- Jim questioned if it was okay to have Larry Bruen on the board, as he is interested but is an arborist and has and does work for Public Works so was concerned about conflict of interest. Councilors Arnett and Brann noted that any arborist would have a conflict of interest, so they just could not be involved in any contract decisions. Jim stated he would talk to Larry again about becoming a member.
- Miscellaneous Tree Bd update: Gretchen reported that all the VHS tapes Jim had borrowed from the state had now been converted to DVD by the media interns. She also noted that for a few extra membership dollars she sent in for an Arbor Day binder and it now contains the newsletters and bulletins the town receives in the mail; the binder is in her office for those who wish to review it.

B. Tree Board/Street Tree Inventory

Jim requested that the committee entertain the idea of hiring a summer intern to do a street tree inventory. The information to be collected would include species, DBH, height, etc and the trees would be GPS located. He suggested Residential A & B zones to start. Councilor Cushing questioned how this project fits into the towns current priorities. Jim stated various reasons: promoting businesses by knowing what areas are bare and need some plantings to spruce them up (1A near Marina Rd), adhering to the requirements of being a Tree City USA, and more. Councilor Cox suggested that this project may fall under the scope of historic preservation and there may be grant money available. Shelby is a grant writer and could research this. The Councilors present recommended that the Tree Bd put together a scope of the project and submit the proposal to the committee for consideration to bring to the Council. Councilor Cushing modified this recommendation and stated it should be presented as an overall wish list and what phases it could be broken into for consideration. All present agreed that was a good idea.

C. Tree Board/Project Canopy

- Jim reported that three people attended the Project Canopy grant workshop held in early February. From there, the three that attended have worked steadily on gathering information to write the grant, with help from Tree Bd members. Nancy has gathered tree quotes, Jane has facilitated collaboration with other groups, and Shelby has pulled it together and will write the grant. Shelby also noted that she recently got a commitment of a donation demo tractor to use for the day of planting.
- Shelby presented a PowerPoint that summarized the Project Canopy grant process, work done to date, and the monetary request needed to match the grant. The grant is a 50/50 match but the town can use in-kind services and materials as match instead of straight cash. The grant is also a reimbursement grant, whereby the town would expend the entire amount, do the project, then receive a check from the state within 4-6 weeks for up to \$8,000 for this category. The project should be completed within 12 months of the announcement date of 05/31/09. The project team noted that Hampden would be looked on favorably during the scoring process because we are a Tree City USA. Winning this grant would also help towards the cost of the required budgetary amount TCU status requires be expended each year. The team noted that the Tree Bd would hold training sessions with Public Works staff to try to ensure the newly planted trees are not mowed or weed whacked to death.

The following action items were made:

- Wages for staff would be calculated at the fully-burdened rate (hourly wage plus estimated benefits) – Gretchen
- Motion was made to ask for the expenditure of \$9,000, Town Manager Sue Lessard to sign the grant, and ask for the advance cash match. Mayor Arnett motioned and Councilor Cushing seconded, all were in favor and the motion passed.
- A visual five-minute presentation should be made at the next Council meeting on 3/16. – Shelby & Kurt
- One page summary sheet should be typed up to include in the Council packets by noon Thursday – Shelby

One additional side note: the Tree Bd should approach MSAD22 and ask them about their planting plans for the entrance to the new high school.

D. Pool Board/Scholarship Guidelines

Jim reported that the Pool Board has established some general and specific guidelines for establishing a scholarship fund at the pool. The documents have not had a legal review yet, with components pulled from community college websites guidelines for scholarship establishment. The documents distinguish between how to accept a new

scholarship vs handle an existing scholarship. Currently the pool holds \$25,000 in a CD at Maine Savings earning 5%, the interest to be used for scholarships for swimming lessons. Councilor Cushing motioned to bring the documents to Sue to be passed to the town attorney for review, Mayor Arnett seconded, and all were in favor so the motion carried. Jane Jarvi had a general question: who does the investing for the town? The Town Manager who is also the Town Treasurer; the town has assets located all over in a well balanced portfolio. There was a suggestion to put a certain % of the interest earnings back into the principal of the CD to combat inflation over the years.

E. MSAD22 Discussion

Shannon stated that she would like to see the committee develop a process or course of action that MSAD22 must follow when requesting things from the town. Their requests seem to be immediate and there must be a process in place that allows for the story to be understandable to the entire Council and not just a given committee or staff meeting. Councilor Cushing suggested they follow the process being developed by the “development staff” (CEO, Planning, Econ. Dev., GIS, Fire Inspector, Pub. Wks.). Gretchen noted that so far those processes have only been to guide Site Plan and Subdivision processes, neither of which have applied to MSAD22 requests. Gretchen stated that the process could be: MSAD22 meet with development staff and submit their request. Development staff would then refer the request to the appropriate Council Committee, and the Council Committee would then recommend taking the request to the full Council or Planning Board or not. Mayor Arnett made Gretchen’s idea a motion, Councilor Cushing seconded, all were in favor, and the motion carried. It was noted that if MSAD22 attempts to bypass this process and rush straight to Council, the Council needs to be firm in saying NO, with no debate, and referring MSAD22 to the appropriate Council Committee. Gretchen will draft a memo to Sue with this information so she can share it with the appropriate contacts at MSAD22. Gretchen will also send the memo to the other development staff members.

4. Public Comment

No public comments.

5. Committee Member Comments

No additional comments.

The next meeting is April 13th.

The meeting was adjourned at 8:08pm with a motion by Councilor Cushing, second by Mayor Arnett and all voted in favor.

Respectfully submitted,

Gretchen Heldmann
GIS/IT Specialist