

**Minutes  
Hampden Town Council  
Services Committee  
December 15, 2010 @ 5:00pm**

The meeting of the Hampden Town Council Services Committee was called to order at 5:05p.m. on Wednesday, December 15, 2010, at the Hampden Municipal Building by Chairperson Jean Lawlis.

Gretchen Heldmann, GIS/IT Specialist  
Kurt Mathies, Recreation Director  
Councilor Jean Lawlis, Chair  
Councilor Tom Brann  
Councilor Kristen Hornbrook  
Mayor Matt Arnett

Note: Library Circulation Desk was discussed first, then minutes, then subcommittee updates.

**1. Approval of Minutes**

Minutes from September 13, 2010 were motioned for approval and all voted in favor, Councilor Hornbrook abstained because she was not at the September meeting. Minutes from November 8, 2010 were tabled to next meeting pending some questions from Councilor Lawlis that she has not had enough time to investigate.

**2. Old Business**

**A. Subcommittee Updates**

HOTDOG – the group has been on hiatus for the holidays but will be resuming meetings in January.

Tree Bd – the group has not been meeting regularly lately. The Tree City USA recertification application has been sent in. Gretchen is working on moving the harvesting forward.

FoDDix – the group has been on hiatus for the holidays but will be resuming meetings in January. Councilor Brann wishes to see a proposal for installation of a water source at the park this year.

Recreation Committee – the committee is waiting on the acceptance of the work done by the Committee on Committees regarding Committee Handbooks. Kurt wondered what the status is

of this work, and if he can start using the draft handbook or what. The Mayor recommended to Kurt that he should inquire with Councilor Cushing as to the status, and the Mayor will also inquire with Councilor Cushing. The Mayor and Councilor Brann recommended using the draft in the meantime and there were no objections to this recommendation.

Kurt also mentioned that space is running out for recreation programs, and that the Recreation Dept. is in constant struggle with the school regarding gym space, scheduling, and school team practice times. For example, between the Rec Dept, Travel program, and School, there are 37 basketball teams from grades 1 through 12. This discussion regarding lack of space has been going on for 14 years and really is starting to reach a tipping point. The lower grades do not even get any practice time as a team before heading into their first game. There is a real demand for these programs and the Rec Dept has expanded as they can (per budget and Council policy directive) to accommodate the demand but there is always a waiting list.

**B. MSAD22 Trails update**

See attachment from email from Melanie Spencer. Melanie will present at the January meeting.

**C. Library Circulation Desk**

Debbie showed plans for removal, and plans for new installation (attached).

\$25,000 grant to pay for almost all of it - grantors would like to remain ANONYMOUS.

\$4,500 for soil/slab to fill pool

\$2,400 for the interior design work through WBRC

\$5,000 carpet tiles for children's room (over pool slab)

\$10,000 for circulation desk, which is made of modular movable pieces

Debbie had not accounted for rewiring work for electrical, data, and phone lines.

Mayor Arnett moved to endorse and support the plans and improvements to the library. Second by Councilor Brann. All were in favor.

Mayor Arnett moved to have Services recommend to the Council that Debbie is authorized to spend up to \$5,000 from the library reserve for wiring improvements. Any extra leftover grant money should be used first for this purpose. Second by Councilor Brann. All were in favor.

Committee asked Gretchen to tell Sue that the Mayor wants to add Debbie to the Finance and Council agendas for Monday so that Debbie can present the project and move forward.

Gretchen reminded Debbie she would need to speak to Ben Johnson, Code Enforcement Officer, before commencing any work, to determine what building permits and other permits she may need, and to ensure things are done according to the new building code.

**3. New Business**

No new business.

**4. Public Comment**

No public comments.

**5. Committee Member Comments**

No comments.

The next meeting is January 10, 2010 at 6:00pm.

Meeting adjourned at 5:56pm.

Respectfully submitted,  
Gretchen Heldmann, GIS/IT Specialist

**Hampden Recreational Trail Project**  
**Status and Tasks to Complete Grant Applications**  
**November, 2010**

Status:

This grant project for a recreational trail was initiated in July became two grant applications in August as a result of recommendations from grants manager Mick Rogers of the Bureau of Parks and Lands. Since August, we've made a lot of progress toward submittal of two grant applications. We have a comprehensive trail route, an energetic trail project advisory group, and have completed (or nearly completed) many of the required items for submittal.

However, several challenges have impeded our progress:

- Uncertainty on the needed size (width) of the trail to meet end user needs.
- Lack of trust and collaboration between town and District, resulting in obstacles to a successful project partnership.
- Confusion over the necessary procedures to obtain official town approval and support.
- Questions regarding the trail's infringement on wetlands and necessary requirements.
- Lack of a committed applicant for the bridge grant.

As a result, the decision was made to re-evaluate the project as a whole and develop a plan for submittal in November, 2011. The major drawback to a later submission is the possibility that grant funding will not be offered in 2011. The potential benefits to a later submission are: resolution of town/district issues for greater collaboration; clarification on procedures for town approval and on implications of the proposed route; greater community engagement and support; more opportunities to secure matching funds, complementary grant funding and/or donations; and stronger applications overall.

Major Tasks Completed to Date:

Letter of Intent & Site Visit

Clearances from Maine Natural Areas Program Review, Bureau of Resource Management and Maine Historic Preservation Commission

Letters of support from PVSC, Nordic Ski Club, & HA Cross Country Team (commitments from 6 others)

Resolution from HEAT (trail applicant)

Trail mapped and flagged, with GPS points and landmarks

Preliminary estimates from HE Sargent, AIT Bridges, WBRC, Caron signs

Parts 1 & 4 of trail application drafted

Part 1 of bridge application drafted

### Tasks to Complete Both Applications by November, 2011 Deadline

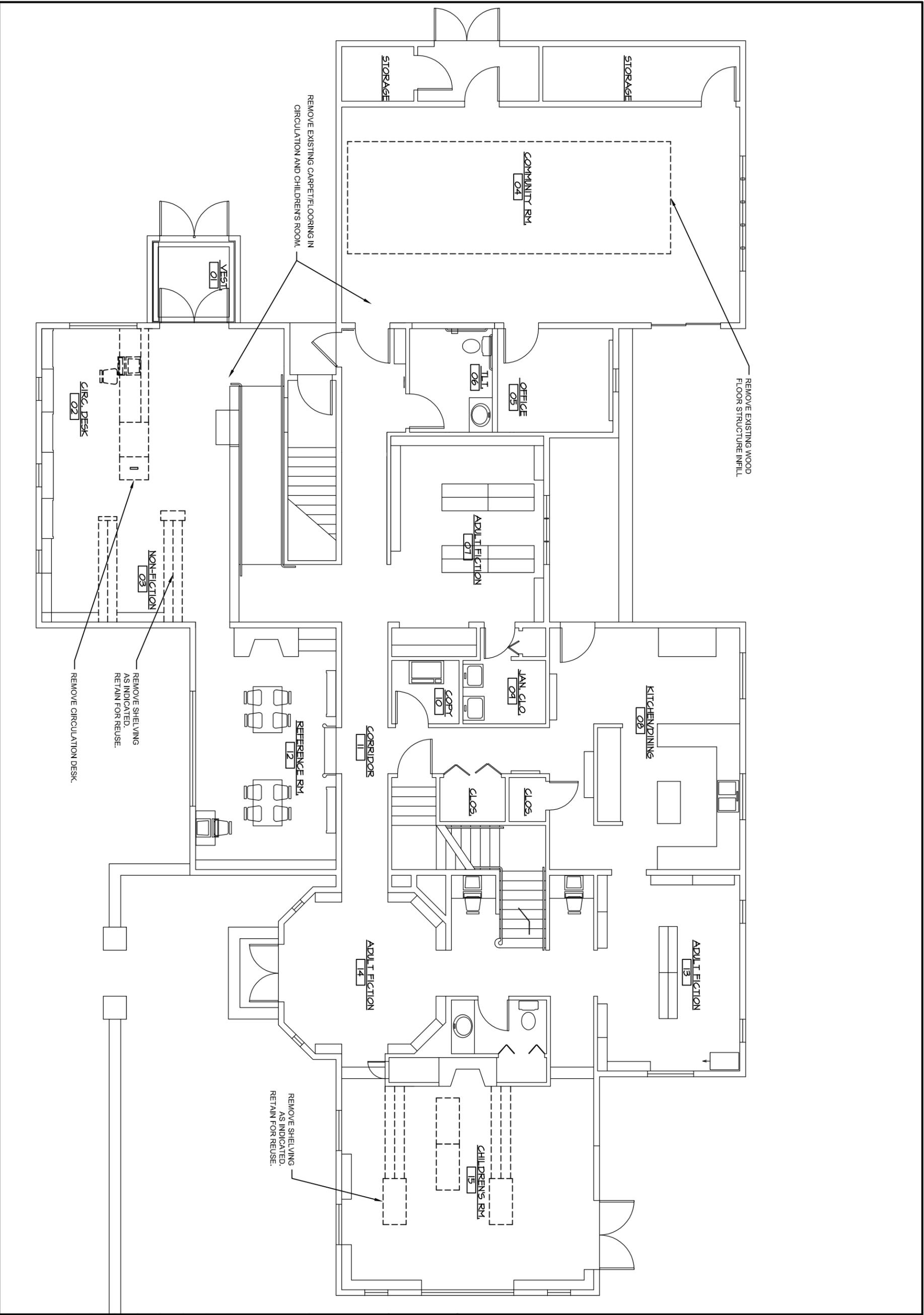
1. Obtain Memorandum of Understanding, approved by Town Council and Superintendent (5 hours – i.e. 4 meetings with Services Committee/Town Council/Planning Board?, correspondence with lawyers, meeting with Rick Lyons/School Board?)
2. Locate applicant for bridge grant, obtain resolution, documentation of non-profit status and other necessary applicant background (4 hours)
3. Finalize size (width) of trail and bridge crossings. (1 hour)
4. Finalize budget estimates for both applications, determine source of match funds and document commitment of match (5 hours)
5. Obtain private land/wetlands map with proposed trail overlay, determine wetlands infringement, culvert requirements, permit requirements and costs (3 hours)
6. Determine maintenance agreements and document (3 hours)
7. Obtain signed statement from Town that project meets local plans, ordinances (2 hours)
8. Draft final applications, have applicants review and approve, prepare transmittal letters, complete and deliver packets (5 hours)

Total time for tasks above: 28 hours

### Additional Tasks to Strengthen Applications

1. Solicit additional partners and research alternative funding to meet match requirements. Applicants would have more opportunities to generate matching funds and support through fund-raising events.
2. Develop additional community partnerships and support (i.e. Bangor Land Trust, abutting landowners, Penobscot Valley Community Greenprint/EMDC, Maine Trail Finders, Hampden Garden Club, etc.) Activities might include a community-wide meeting, media coverage.
3. Develop additional educational uses for trail, and document these for applications (nature trail, science classes, outdoor lab or classroom, physical education, par course, etc.)

MJSpencer 11/30/10



PROJECT:  
**EDYTHE DYER  
 COMMUNITY  
 LIBRARY**

SHEET TITLE:  
**REMOVAL  
 DRAWING**

SCALE: 1/8" = 1'-0"

WBRC CAD FILE:

PROJECT No. 3627.00

JOB CAP/DRAW: LMC

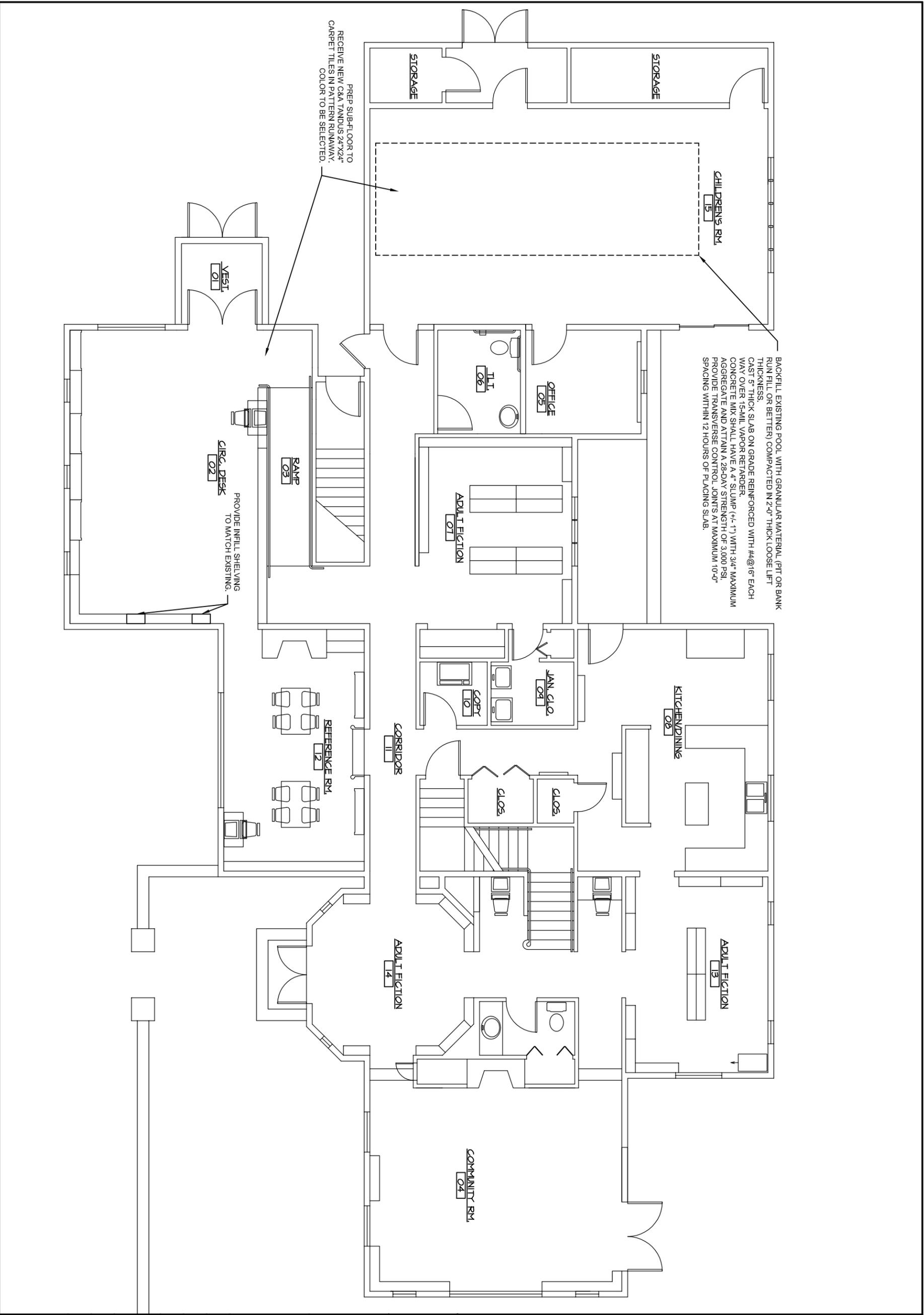
PM:

CHECKED BY: LMC

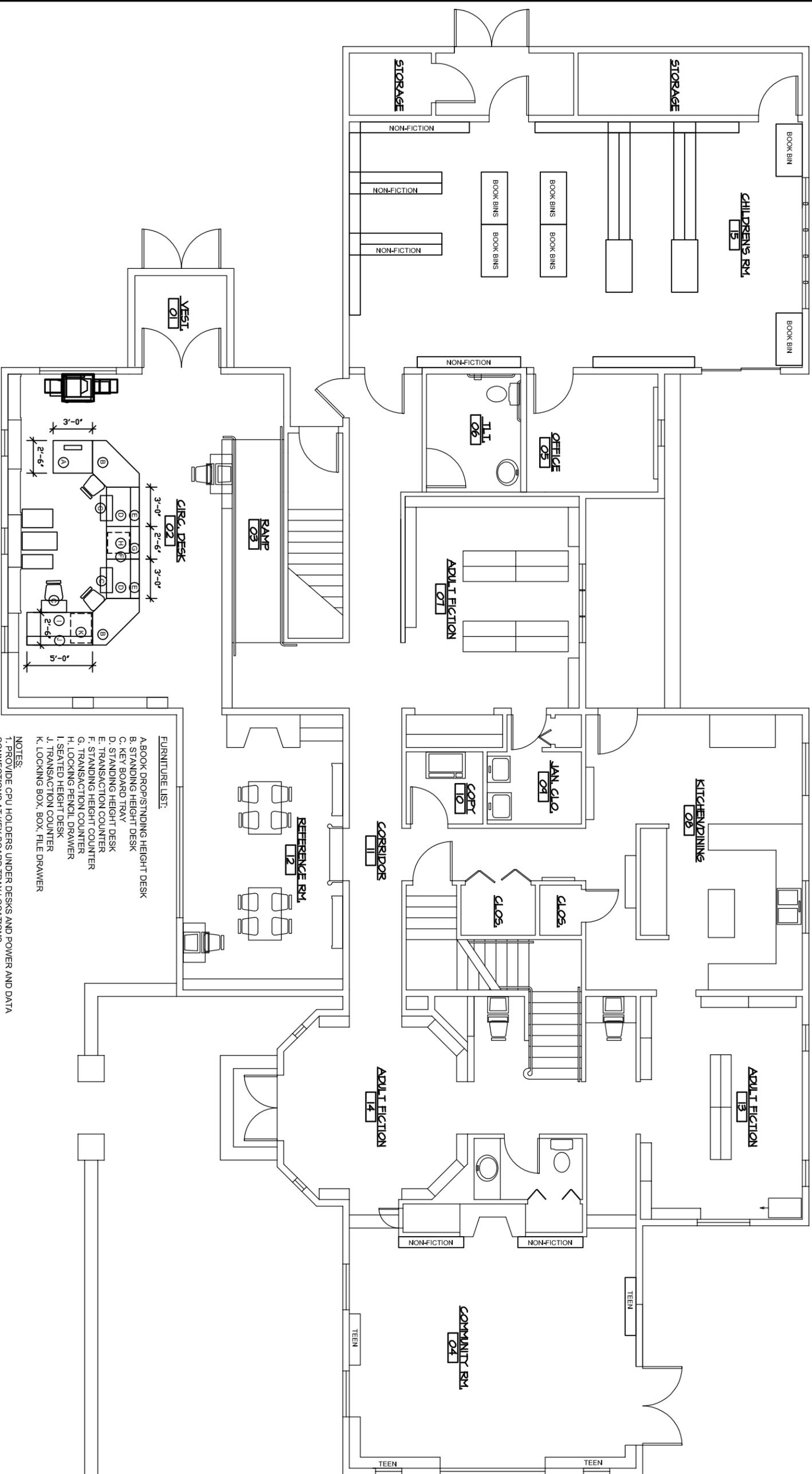
DATE: 11-16-2010

SHEET No.

**AD101**



	
<b>PROJECT:</b> EDYTHE DYER COMMUNITY LIBRARY	
<b>SHEET TITLE:</b> CONCEPT PLAN	
<b>SCALE:</b> 1/8" = 1'-0"	<b>WBRC CAD FILE:</b> 3627.00
<b>PROJECT No.:</b> 3627.00	<b>JOB CAP/DRAW:</b> LMC
<b>PM:</b>	<b>CHECKED BY:</b> LMC
<b>DATE:</b> 11-16-2010	<b>SHEET No.:</b> AE101
<small>© COPYRIGHT 2010 WBRC</small>	



PROJECT:  
**EDYTHE DYER  
COMMUNITY LIBRARY**

SHEET TITLE:  
**FURNITURE  
PLAN**

SCALE:	1/8" = 1'-0"
WBRC CAD FILE:	3627.00
PROJECT No.	3627.00
JOB CAP/DRAW:	LMC
PM:	
CHECKED BY:	LMC
DATE:	11-16-2010
SHEET No.	

**AF101**