

FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday September 19th, 2016

6:00 p.m.

Hampden Town Office

1. Meeting Minutes – September 8th, 2016
2. Review & Sign Warrants
3. Old Business
 - a. Consideration of amendments to Town Council Rules
4. New Business
 - a. Consideration of the nomination of Cynthia Gardella to the Dyer Library Board of Trustees
 - b. Consideration of ratifying the Environmental Trust Committee's appointment of Ken White as the Neutral Member of the Environmental Trust Committee
 - c. Tax assessment and valuation report for the Skehan Center – requested by Councilor McAvoy
 - d. MRC Board of Directors Election – Candidate nomination form
 - e. Consideration of request for authorization to designate Manager Jennings as the voting delegate for the Town of Hampden at the Maine Municipal Association Annual Business meeting.
 - f. Consideration of request to use Matching Grant Reserve funds in the amount of \$571.66 as the Town's share of an MMA Safety Grant award of \$1,142.41 for the purchase of a ballistic shield.
 - g. Consideration of request for authorization for cutting, stumping, grinding, permitting and site preparation on the Lura Hoit Pool site for the purpose of additional recreational fields and parking – referral from Services Committee
 - h. Consideration of request to use Recreation Area reserve funds (account number 3-767-00), for the purpose of site work for additional recreational fields (up to \$50,000) and wetlands delineation and DEP permitting for additional parking (up to \$50,000), both at the Lura Hoit Pool site
 - i. Request for Council waiver of the bid procedure guidelines for authorized activities at the Lura Hoit Pool site

5. Public Comment

6. Committee Member Comments

7. Adjournment

FINANCE & ADMINISTRATION COMMITTEE MEETING

Thursday September 8th, 2016

MINUTES – DRAFT

Hampden Town Office

Attending:

Mayor David Ryder

Councilor Ivan McPike

Councilor Mark Cormier

Councilor Terry McAvoy

Councilor Stephen Wilde

Town Manager Angus Jennings

Police Sergeant Scott Webber

Mayor Ryder called the meeting to order at 6 p.m.

1. **Meeting Minutes – August 15th, 2016** – *Motion by Councilor Marble seconded by Councilor McAvoy to approve the minutes as written. Approved 5-0.*
2. **Review & Sign Warrants** – *Warrants were reviewed and signed by Committee members.*
3. **Old Business**
 - a. **Work plan and priorities for FY17** – *This item was tabled for discussion until after New Business.*
 - b. **Council Rules** – *This item was tabled for discussion until after New Business.*
4. **New Business**
 - a. **Recommendation of the Public Works Director for 2016 grub prevention as quoted by Scotts Lawn Service and authorization to use Cemetery Reserve funds to complete the perpetual care requirement.** *Two bids were received by the DPW Director for this work. There was a motion by Councilor Marble seconded by Councilor McAvoy to recommend Council approval to expend \$5,655.00 from the*

Cemetery Reserve to contract with low bidder Scott's Lawn Service for grub preventative treatment. The motion passed 5-0.

- b. Request for authorization to use Cemetery Reserve funds in the amount of \$750.00 to repair the chain link fence at the Locust Grove Cemetery.** *There was a motion by Councilor McPike seconded by Councilor McAvoy to recommend Council approval to expend \$750.00 from the Cemetery Reserve to contract with Allen Farm Fence to repair the fence. The motion passed 5-0.*
- c. Request for authorization to use Municipal Building Reserve funds to purchase the parts and supplies necessary to improve the foundation and storm drain system and to try to prevent leaking on the West side of the Public Safety Building.** *There was a motion by Councilor McPike seconded by Councilor McAvoy to recommend Council approval to expend \$840.72 from the Municipal Building Reserve to pay direct expenses associated with DPW's repair of the drainage problems affecting the Public Safety building. The motion passed 5-0.*
- d. Recommendation of the Public Safety Director for the 2016 Police Department vehicle as bid by Quirk Auto Group on August 18, 2016 and request for authorization to use reserve funds for its purchase.** *Sergeant Webber appeared on behalf of the Public Safety Director to present the request to purchase a new vehicle in keeping with the standard two-year rotation for new vehicle purchase. He described the bidding process and spoke in detail about the two lowest bids. He said that the Department recommending purchasing the 2016 vehicle, rather than the 2017, because it would save money, and because the features on the 2017 model that are not on the 2016 model are not features the Department needs. Councilor McAvoy asked whether the new purchased vehicle would replace an existing vehicle. Sgt. Webber said that the oldest Tahoe would be taken out of service by Public Safety, but still would be owned by the Town and would be made available for use by DPW. Councilor McAvoy asked Manager Jennings whether the vehicle's use by DPW would reduce the amount of mileage paid for DPW's use of personal vehicles, and Manager Jennings said that it would. There was a motion by Councilor McPike seconded by Councilor Marble to recommend Council approval to expend \$27,053.00 from the Police Cruiser Reserve to purchase the 2016 Ford Police Interceptor Explorer. The motion passed 5-0.*

Item 3a. Work plan and priorities for FY17

Manager Jennings resumed discussion on this item which was postponed from earlier in the meeting. He circulated an updated matrix

of active and identified projects, with a separate list for projects already completed and a third list of projects that he is taking on but that wouldn't require specific action of the Council or Committees. He said that, by taking these two categories of projects out of the matrix, he hoped it would assist the Committees and Council to focus on only those projects they will need to be involved with. The Committee agreed that the process of establishing formal priorities would continue in future meetings. Councilor Marble noted that the marina sign issue, and a broad public process relative to the transfer station, were priorities for FY17. Mayor Ryder noted that the recent staffing changes in the Administration office would cause some amount of inefficiency, initially, while staff are being trained. Councilor Cormier noted that he thinks we're worlds ahead of where we were on project management, and Mayor Ryder agreed.

Item 3b. Council Rules

The Committee reviewed the Town Council Rules. Members of the Finance Committee recommended several amendments to the Council Rules, including to section 9 (change "Council" to "Councilor"), section 10 (rewrite for improved clarity), section 20 (provide option for Council to reschedule – rather than cancel – a meeting. A question was raised regarding whether a Council vote required a majority of the Council to vote in the affirmative, or a majority of the Councilors present. [It was later clarified, based on language in the Town Charter, that is it a majority of Councilors present.] Manager Jennings stated that the amendments discussed tonight would be brought forward at the next Finance Committee and Council meeting for review and adoption.

5. Public Comment – None.

6. Committee Member Comments – None.

7. Adjournment

There being no further business, the meeting was adjourned at 6:51 p.m.

Respectfully submitted –
Angus Jennings, Town Manager

HAMPDEN TOWN COUNCIL RULES

Introduction & Statement of Purpose - Public Service, even at the local level, can be challenging. As elected officials' sphere of influence and relationship with citizens ebbs and flows according to issues and policy topics, it is sometimes challenging for said officials to be even-handed and broad minded in the sense of the whole community. This is why government service at all levels is guided by core values and ethical standards. In keeping with that idea, the following defines the way in which Hampden elected officials shall approach the matters that come before them: *(Added 2/1/2016)*

A Simple Three Way Test

- Is it the truth?
- Is it fair to all concerned?
- Will it be beneficial for the Town?

The Hampden Councilor...

- Will not act out of spite, bias, or favoritism
- Will contribute to a climate of mutual trust and respect
- Has the courage of his/her convictions
- Never forgets that he/she is working for the people – all of the people
- Will understand and demonstrate the elements of teams and teamwork
- Will clearly define roles and relationships
- Will establish and abide by a Council-staff partnership
- And will allocate Council time and energy appropriately.

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. *(Amended 9/19/2016)*
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'.
3. The name of the Council member or other person, persons, or group requesting an item on the agenda will be indicated on the agenda with the said item.
4. As a matter of courtesy, conduct for all Council and Committee meetings shall be as follows:
 - a. Cell phones shall be silenced during Council & Committee meetings by Town Councilors, staff, and the general public.
 - b. Councilors and staff shall refrain from texting or emailing during all Council or Committee meetings.

Commented [AJ1]: Note: this language was not discussed at the previous meeting, but is recommended for addition here. It is excerpted directly from the Town Charter Sec. 211(e), and is intended to clarify what constitutes a majority vote.

- c. Cell phone use, texting, and email may be done during breaks in regular or special Council meetings or committee meetings.
5. Town Councilors shall participate in Freedom of Access Act training within 120 days of being sworn in as a Town Councilor and documentation of that training shall be filed with the Town Clerk.
 6. Town Councilors shall participate in Elected Officials training offered by the Maine Municipal Association within the first year of office. If a Councilor is unable to complete this training within the first year, the deadline may be extended upon petition by the Councilor and assent of a majority of the Council. *(Amended 2/1/2016)*
 7. A New Councilor orientation packet shall be provided to all Councilors at the time they are sworn in.
 8. The Mayor shall take the chair at the appointed time for the meeting, call the members to order, and proceed to the following order of business:
(Amended 1/21/2014; 4/7/2014; 5/19/14)
 - A. Pledge of Allegiance
 - B. Consent Agenda
 1. Signatures – Treasurer’s Warrants, etc
 2. Secretary’s Report
 3. Communications
 4. Reports
 - C. Public Comments
 - D. Policy Agenda
 1. News, Presentations & Awards
 2. Public Hearings
 3. Nominations-Appointments – Elections
 4. Unfinished Business
 5. New Business
 - E. Committee Reports
 - F. Manager’s Report
 - G. Councilor Comments
 - H. Adjournment
 9. In the absence of the Mayor, the Deputy Mayor shall preside over the Town Council meeting. In the absence of the Deputy Mayor, the Mayor shall appoint, in advance, another Councilor to chair the meeting. *(Amended 9/19/2016)*
 10. When a question is under debate, the only motions that the Mayor shall entertain will be a receive no motion but to adjourn, or a motion for the previous question, to lay on the table the previous question, or to postpone the previous question to a day certain, or to refer the previous question to a committee or some administrative official or to amend, or a motion to postpone the previous question indefinitely; ~~which several m~~ Motions shall have precedence in order in which they are introduced stand arranged. *(Amended 9/19/2016)*
 11. When a vote is passed, 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.

12. When any member is about to speak, they shall respectfully address the Mayor, confine themselves to the question under debate, and avoid personalities. No member speaking shall be interrupted by another but by a call to order, or to correct a mistake.
13. Every member present, when a question is put, shall give their vote, unless the Council, for special reasons, shall excuse them. Application to be so excused must be made before debate on the issue and the decision on the application shall be made by a majority vote of the council without debate.
14. The rules cannot be dispensed with or suspended if one or more members of the council shall object. No rule or order shall be amended or repealed without notice, in writing, being given at the preceding meeting.
15. Any person wishing to address the Town Council will be given the opportunity to do so in accordance with the following procedure:
 - a. Persons wishing to address the Council on an item which appears on the agenda shall wait until the Mayor announces the consideration of such item, at which time they may address the Council on that particular item. There shall be a five minute limit on such comments per person, per item. In the event that a large number of persons wish to speak on an issue, this limit may be changed to insure that all who wish to speak have the opportunity to do so. Once public comment on an item has closed and a motion and second has been made by members of the Town Council, further public comment is only allowed if approved by a unanimous vote of the Town Council.
 - b. Any person wishing to address the Council on an item not appearing on the agenda shall be allowed to do so only in that section of the agenda referred to as "Public Comments". There shall be a five minute limit on such comments per person per subject raised. Items heard during Public Comment may be agendaed for a subsequent meeting or referred to a Committee or staff member for discussion/action. No votes may be taken by the Council on a subject raised during Public Comment without a vote by the Council to set aside the rules and add it to the regular agenda for consideration.
 - c. Any person wishing to address the Council shall signify their desire by raising their hand and, when recognized by the Mayor, such person shall thereupon request permission to address the Council, giving their name and the name of the road on which they live and then designating the subject matter on which they desire to address the Council. *(Amended 2/1/2016)*
16. At the commencement of the Calendar year, or as soon thereafter as possible, there shall be chosen the following Committees, each Committee to consist of three (3) or four (4) members of the Council as the Mayor may designate, or, upon a motion, the Council may ballot. *(Amended 2/1/2016)*

- a. Finance & Administration – The purpose of this e Committee shall be to review all items related to their fiscal impact on the Town as well as all matters that pertain to items of administrative procedures. This committee will also have the responsibility for the review and signature of all payment warrants. *(Amended 9/19/2016)*
 - b. Services Committee – The purpose of this e Committee shall be to review all matters related to services provided by the Town related to recreation, parks, trails, the library, the pool, communications and other items related to non-emergency or public works services provided in the community. *(Amended 2/1/2016, 9/19/2016)*
 - c. Infrastructure – The purpose of this Committee shall be to review all matters pertaining to public infrastructure including buildings, roads, and all town capital equipment.
 - d. Planning & Development – The purpose of this Committee shall be to review all matters related to all ordinances of the Town and all proposals for economic & community development.
17. Committee procedure shall be governed as follows:
- a. All Committees will be required to post an agenda at least 48 hours prior to the meeting and no issue may be voted on unless it is agendaed.
 - b. It shall be the responsibility of the Committee Chair to discuss the development of the meeting agenda with the assigned staff person at least 24 hours before the meeting is required to be posted.
 - c. The assigned staff member shall prepare and post the agenda.
 - d. Draft minutes of each meeting will be prepared by the staff member supporting the committee within three business days.
 - e. Committee meeting minutes shall be posted on the Town website following their voted approval by the Committee.
 - f. Non-committee Council members attending a Committee meeting will have voting rights if they have been present for the entire discussion of an issue, providing that at least two of the three appointed members of the committee are present.
 - g. Two appointed members of the Committee shall constitute a quorum.
 - h. The Mayor shall serve as a member of all Committees for quorum purposes. *(Amended 2/1/2016)*
18. The Mayor may appoint members of the Council and/or citizens of the Town to special committees as authorized by the Council. *(Amended 2/1/2016)*
19. In all cases where the parliamentary proceedings are not determined by the foregoing rules and orders, “Roberts Rules of Order” shall be taken as authority to decide the course of proceedings.
20. The first and third Mondays of each month are designated as ‘regular’ e Council meetings with the provision that a unanimous vote of the e Councilors present would cancel or reschedule a meeting. Whenever a regular 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. *(Amended 9/19/2016)*

21. Special meetings of the Town Council may be scheduled for other dates for special purposes. The agendas for such meetings shall be posted at the Post Office, Town Office, Town Bulletin Board, 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). The agenda for a Special Meeting shall be prepared as follows;

- A. Call to order
- B. Subject(s) for meeting
- C. Adjourn

The general public shall be allowed to comment on subjects at Special meetings in the same manner as for Regular Council meetings. There shall be no general Public Comment section for items not contained on the agenda for Special Council meetings.

22. 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.
23. Council Meetings shall not extend beyond 10 p.m. without an affirmative vote of the Town Council.
24. The Councilor Comment section of the agenda is reserved for the purpose of enabling any Council member to discuss matters not previously mentioned on the agenda. No official Council action can be taken at this time.
25. Sanctions – Council members who intentionally and repeatedly do not follow council rules may be reprimanded or formally censured by the Council. Serious infractions of Council Rules could lead to other sanctions as deemed appropriate by the Town Council. *(Added 2/1/2016)*

This policy replaces the Council Rules last updated ~~February 19, 2008~~
September 19, 2016.

Adopted by Town Council: May 21, 2012

Amended: January 21, 2014
April ~~7~~ 7, 2014
May 19, 2014
February 1, 2016
September 19, 2016



Check One: Initial Application

Finance 4-a

TOWN OF HAMPDEN

APPLICATION FOR TOWN BOARDS AND COMMITTEES

NAME: Gardella Cynthia E.
LAST FIRST MI

ADDRESS: 36 Aarons Way Hampden 04444
STREET TOWN ZIP

MAILING ADDRESS (if different): _____

TELEPHONE: (207) 862-2474 (207) 581-2040
HOME WORK

EMAIL: cynthia.erdley@umit.maine.edu

OCCUPATION: professor

BOARD OR COMMITTEE PREFERENCE:

FIRST CHOICE: Edythe Dyer Library

SECOND CHOICE (OPTIONAL): _____

How would your experience, education and/or occupation be a benefit to this board or committee? As a professor of developmental psychology, I have a strong knowledge of the interests and needs of different age groups. My family members are long-time patrons of the library, and I am very interested in helping the library continue to grow and improve.

Are there any issues you feel this board or committee should address, or should continue to address? programming/materials for children and teens, library expansion

- CONSERVATION COMMITTEE
- BOARD OF ASSESSMENT REVIEW
- PERSONNEL APPEALS BOARD
- LURA HOIT MEMORIAL POOL
- ECONOMIC DEVELOPMENT COMMITTEE
- FRIENDS OF DOROTHEA DIX PARK

3 YEAR

- DYER LIBRARY
- RECREATION COMMITTEE
- BOARD OF APPEALS
- HISTORIC PRESERVATION COMMITTEE
- TREE BOARD

5 YEAR
PLANNING BOARD

Town of Hampden
RECEIVED
AUG 04 2016

FOR TOWN USE ONLY		Date Application Received: _____
COUNCIL COMMITTEE ACTION: <u>9/12/16</u> <u>9/19/16</u>	DATE: _____	Office of the Town Clerk
COUNCIL ACTION: _____	DATE: _____	
<input checked="" type="checkbox"/> NEW APPT	<input type="checkbox"/> REAPPOINTMENT	DATE APPOINTMENT EXPIRES: _____

Town of Hampden
106 Western Avenue
Hampden, Maine 04444



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

TO: Town Council
FROM: Angus Jennings, Town Manager
DATE: September 15, 2016
RE: Appointment of Environmental Trust Committee

The membership of the Hampden Environmental Trust Committee is defined as "the Committee described in Section 19 of the DEP Trust." That reference refers to the following section of the Private Landfill Closure Trust, which was executed concurrent with the Environmental Trust:

19. Committee.

(a) Members. The Committee shall consist of three (3) members, who shall act by majority and are identified as follows:

(1) One member shall be appointed by the chair of the Town Council of the Town of Hampden, Maine (the "Town Member"),

(2) One member shall be the Chief Executive Officer of the Grantor, or its successor, or a person designated in writing by such Chief Executive Officer. After delivery of the certificate described in section 8, Grantor may delegate (in writing) the power to appoint a Committee member to another entity (the "SERF Member"),

(3) A third member who shall be chosen by agreement of the Town Member and the SERF Member (the "Neutral Member").

The Town Member and the SERF Member shall serve at the pleasure of the party appointing the same and may be removed or replaced upon written notice to the Chair of the Committee. The Neutral Member shall serve for a term of five (5) years and may be reappointed by agreement of the Town Member and the SERF Member any number of times. The Neutral Member may be removed only by agreement of the Town Member and the SERF Member. Committee action shall require a quorum of three (3) members.

As you know, the Committee has not been active for several years, but its appointment and re-activation is important to several Town policy objectives. The Council has recently ratified Mayor Ryder's appointment of Councilor McPike as the Town Member and Casella's appointment of Kerry Woodbury as the SERF Member.

The Committee held its first meeting and has appointed Hampden resident and business man Ken White to serve as the Neutral Member. This appointment is brought to the Council for ratification. Once all members are appointed and sworn in, the Committee can begin its work.

HAMPDEN ENVIRONMENTAL TRUST COMMITTEE

MEETING

Wednesday September 7th, 2016

8:45 A.M.

HAMPDEN TOWN OFFICE

MINUTES-Draft

1. **Introductions** – *Councilor Ivan McPike, SERF member Kerry Woodbury and Town Manager Angus Jennings were present along with the Town Clerk. No introductions were needed as all members knew one another.*
2. **Background regarding Environmental Trust – Angus Jennings, Town Manager** – *As there were no members of the public present and the potential nominee was not present, the background information did not need to be shared with those present.*
3. **Consideration of potential appointment of Neutral Member by Town Member (Ivan McPike) and SERF Member (Kerry Woodbury)** – *Councilor McPike nominated Ken White as the neutral member of the committee. He runs F. A. Peabody Insurance and hails from a family that has been in Hampden for many years. Kerry Woodbury seconded the nomination. By unanimous consent it was agreed upon to appoint Ken White to the Environmental Trust Committee.*
4. **Review of next steps** – *Manager Jennings stated that it was too late to get the confirmation of Ken White on the agenda for the 8th, but it will be on the agenda for the Council meeting to be held September 19th. After Council confirmation we can arrange to have Ken sworn in the following day and then the members can schedule the first meeting that will also tentatively include bank representatives and their in house attorney.*
5. **Adjourn** – *By unanimous consent the meeting adjourned at 8:51 a.m.*

Respectfully Submitted,

Paula A. Scott, Town Clerk

Account: 2667 Card: 1 of 2

Map/Lot:
 Location:

1 MAIN RD NO

Neighborhood 62 Village Comm II

Zoning/Use Village Comm.
 Topography Level/
 Utilities All Public/
 Street Paved

Sale Data
 Sale Date 9/6/2013
 Sale Price 60,000
 Sale Type Land & Bldg
 Financing Unknown
 Verified Public Record
 Validity Other Non Valid

Reference 1
 Reference 2
 Tran/Land/Bldg 0 3 19
 X Coordinate 0 Y Coordinate 0
 Exemption(s) Land Schedule 20

Land Description		Price/Unit	Total	Fctr	Influence	Value
Units	Method - Description					
2.00	Acres-ImprovSite(Frac)	37,500.00	106,066	100%		106,066
4.20	Acres-Rear Land 1	6,250.00	26,250	100%		26,250
Total Acres	6.2				Land Total	132,316

Commercial Description					
Occupancy Type	School		School		
Class & Quality	Masonry.....Good		Frame.....Good		
# Dwelling Units	1		1		
Exterior	Brick/Stone		Brick/Stone		
Stories & Height	1 STORY @ 10'		2 STORY @ 12'		
Heating/Cooling	Forced Warm Air		Forced Warm Air		
Built	1950		1900		
Remodeled	0		0		
Base Cost/Sqft		63.45			57.39
Heat-Cool/Sqft	+	5.77			5.77
Total		69.22			63.16
Size Factor	X	0.898			1.076
Adjusted Cost/Sqft		62.16			67.96
Total Square Feet	X	72,014			3,088
Replacement Cost		4,476,390			209,860
Condition	Fair		Fair		
% Good Physical	X	.30			.30
Functional	X	0.20			0.15
Subtotal		268,583			9,444
Economic Factor	X 0.125		Total Value		34,753

Outbuildings/Additions/Improvements				Percent Good			Value		
Description	Year	Units	Grade	RCN	Cond	Phy	Func	Econ	Rcnld
Frame Shed	1900	864	B 100	9394	Fair	30%	20%	12%	70
Open Frame Porch	1900	142	B 100	1751	Fair	30%	20%	12%	13
Com. Unf Bsmt.	1900	1544	B 100	16247	Fair	30%	20%	12%	122
75,102 SF		0.47 = \$/SF (4)							205
Calc. Land			132,000	Calc. Bldg		35,000	Total		167,000

Account: 2667 Card: 2 of 2

Map/Lot:
 Location:

1 MAIN RD NO

Neighborhood 24 Main Rd & Kennebec Rd.

Zoning/Use Residential B
 Topography /Rolling
 Utilities /All Public
 Street Paved

Sale Data
 Sale Date 9/6/2013
 Sale Price 60,000
 Sale Type Land & Bldg
 Financing Unknown
 Verified Public Record
 Validity Other Non Valid

Reference 1 B2175P428 B6190P108 -36-0-076

Reference 2

Tran/Land/Bldg 0 1 65

X Coordinate 0 Y Coordinate 0

Exemption(s) Land Schedule 4

Commercial Description

Occupancy Type Gymnasium
 Class & Quality Masonry.....Good
 # Dwelling Units 1
 Exterior Brick/Stone
 Stories & Height 1 STORY @ 20'
 Heating/Cooling Forced Warm Air
 Built 1975
 Remodeled 0
 Base Cost/Sqft 61.58
 Heat-Cool/Sqft + 5.77
 Total 67.35
 Size Factor X 1.105
 Adjusted Cost/Sqft 74.42
 Total Square Feet X 23,993
 Replacement Cost 1,785,559
 Condition Fair
 % Good Physical X .75
 Functional X 0.20
 Subtotal 267,834

Economic Factor X 0.165 Total Value 44,193

Outbuildings/Additions/Improvements

Description	Year	Units	Grade	RCN	Cond	Phy	Func	Econ	Value Rcnld
One Story Frame	2004	192	C 100	4663	Fair	75%	20%	16%	115
24,185 SF		1.83 = \$/SF (4)							115
						Outbuilding Total			115

Calc. Land 0 Calc. Bldg 44,000 Total 44,000

Valuation Report

Account: 2667

Map/Lot:
 Location:

Card	Land	Calculated Building	Calc. Total	Land	Correlated Building	Total
1	132,000	35,000	167,000	132,000	35,000	167,000
2	0	44,000	44,000	0	44,000	44,000
TOTAL	132,000	79,000	211,000	132,000	79,000	211,000

527,000.00G+

211,000.00 +

66,000.00 +

28,000.00 +

205,000.00 x

0.0175 =

5,337.50 *

Hampden
 Name: HISTORIC HAMPDEN ACADEMY, LLC

Valuation Report

09/13/2016

Page 1

41-0-004

Account: 2753 Card: 1 of 1

Map/Lot:
 Location:

1 MAIN RD NO

Neighborhood 62 Village Comm II

Sale Data

Zoning/Use Village Comm.
 Topography Rolling/Below Street
 Utilities /None
 Street None

Sale Date 9/6/2013
 Sale Price
 Sale Type Land
 Financing Unknown
 Verified Public Record
 Validity Other Non Valid

Reference 1

Reference 2

Tran/Land/Bldg 0 3 65

X Coordinate 0 Y Coordinate 0

Exemption(s) Land Schedule 20

Land Description

Units	Method - Description	Price/Unit	Total	Fctr	Influence	Value
10.50	Acres-Rear Land 1	6,250.00	65,625	100%		65,625
Total Acres	10.5				Land Total	65,625

Calc. Land	66,000	Calc. Bldg	0	Total	66,000
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Hampden
 Name: HISTORIC HAMPDEN ACADEMY, LLC

Valuation Report

09/13/2016

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41-0-005

Account: 1592 Card: 1 of 1

Map/Lot:

Location:

1 MAIN RD NO

Neighborhood 62 Village Comm II

Zoning/Use Village Comm.
 Topography /Rolling
 Utilities /All Public
 Street Paved

Sale Data	
Sale Date	9/6/2013
Sale Price	
Sale Type	Land
Financing	Unknown
Verified	Public Record
Validity	Other Non Valid

Reference 1

Reference 2

Tran/Land/Bldg 0 1 65

X Coordinate 0 Y Coordinate 0

Exemption(s) Land Schedule 20

		Land Description					
Units	Method - Description	Price/Unit	Total	Fctr	Influence	Value	
4.50	Acres-Rear Land 1	6,250.00	28,125	100%		28,125	
Total Acres	4.5			Land Total		28,125	
Calc. Land		28,000	Calc. Bldg	0	Total	28,000	

Current Valuations

Hampden
Name: HISTORIC HAMPDEN ACADEMY, LLC

Valuation Report

09/13/2016

Page 1

36-0-076

Account: 2667 Card: 1 of 2

Map/Lot:
Location:

1 MAIN RD NO

Neighborhood 62 Village Comm II

Sale Data

Zoning/Use Village Comm.
Topography Level/
Utilities All Public/
Street Paved

Sale Date 9/6/2013
Sale Price 60,000
Sale Type Land & Bldg
Financing Unknown
Verified Public Record
Validity Other Non Valid

Reference 1

Reference 2

Tran/Land/Bldg 0 3 19

X Coordinate 0 Y Coordinate 0

Exemption(s) Land Schedule 20

Land Description

Units	Method - Description	Price/Unit	Total	Fctr	Influence	Value
2.00	Acres-ImprovSite(Frac)	37,500.00	106,066	100%		106,066
4.20	Acres-Rear Land 1	6,250.00	26,250	100%		26,250
Total Acres 6.2			Land Total			132,316

Commercial Description

Occupancy Type	School	School		
Class & Quality	Masonry.....Good	Frame.....Good		
# Dwelling Units	1	1		
Exterior	Brick/Stone	Brick/Stone		
Stories & Height	1 STORY @ 10'	2 STORY @ 12'		
Heating/Cooling	Forced Warm Air	Forced Warm Air		
Built	1950	1900		
Remodeled	0	0		
Base Cost/Sqft		63.45		57.39
Heat-Cool/Sqft	+	5.77		5.77
Total		69.22		63.16
Size Factor	X	0.898		1.076
Adjusted Cost/Sqft		62.16		67.96
Total Square Feet	X	72,014		3,088
Replacement Cost		4,476,390		209,860
Condition	Fair	Fair		
% Good Physical	X	.30		.30
Functional	X	0.50		0.15
Subtotal		671,458		9,444
Economic Factor	X 0.375		Total Value	255,338

Outbuildings/Additions/Improvements

Description	Year	Units	Grade	RCN	Cond	Percent Good			Value Rcnld	
						Phy	Func	Econ		
Frame Shed	1900	864	B 100	9394	Fair	30%	50%	38%	528	
Open Frame Porch	1900	142	B 100	1751	Fair	30%	50%	38%	98	
Com. Unf Bsmt.	1900	1544	B 100	16247	Fair	30%	50%	38%	914	
75,102 SF		3.42 = \$/SF (4)					Outbuilding Total			1,540

Calc. Land 132,000 Calc. Bldg 257,000 Total 389,000

Account: 2667 Card: 2 of 2

Neighborhood 24 Main Rd & Kennebec Rd.

Zoning/Use Residential B
Topography /Rolling
Utilities /All Public
Street Paved

Sale Data
Sale Date 9/6/2013
Sale Price 60,000
Sale Type Land & Bldg
Financing Unknown
Verified Public Record
Validity Other Non Valid

Reference 1 B2175P428 B6190P108 -36-0-076

Reference 2

Tran/Land/Bldg 0 1 65

X Coordinate 0 Y Coordinate 0

Exemption(s) Land Schedule 4

Commercial Description

Occupancy Type Gymnasium
Class & Quality Masonry.....Good
Dwelling Units 1
Exterior Brick/Stone
Stories & Height 1 STORY @ 20'
Heating/Cooling Forced Warm Air
Built 1975
Remodeled 0
Base Cost/Sqft 61.58
Heat-Cool/Sqft + 5.77
Total 67.35
Size Factor X 1.105
Adjusted Cost/Sqft 74.42
Total Square Feet X 23,993
Replacement Cost 1,785,559
Condition Fair
% Good Physical X .75
Functional X 0.20
Subtotal 267,834

Economic Factor X 0.165 Total Value 44,193

Outbuildings/Additions/Improvements							Percent Good			Value
Description	Year	Units	Grade	RCN	Cond	Phy	Func	Econ	Rcnld	
One Story Frame	2004	192	C 100	4663	Fair	75%	20%	16%	115	
24,185 SF		1.83 = \$/SF (4)				Outbuilding Total			115	
Calc. Land				0 Calc. Bldg		44,000 Total			44,000	

Hampden
Name: HISTORIC HAMPDEN ACADEMY, LLC

Valuation Report

09/13/2016
Page 3
36-0-076
1 MAIN RD NO

Account: 2667

Map/Lot:
Location:

Card	Land	Calculated Building	Calc. Total	Land	Correlated Building	Total
1	132,000	257,000	389,000	132,000	257,000	389,000
2	0	44,000	44,000	0	44,000	44,000
TOTAL	132,000	301,000	433,000	132,000	301,000	433,000

0.00G+

0.00G+

433,000.00 +
66,000.00 +
28,000.00 +
527,000.00 x
0.0182 =
9,591.40 *

Finance 4-d

■ 395 State Street
■ Ellsworth, ME 04605
■ www.mrcmaine.org



MRC

Municipal Review Committee, Inc.

866-254-3507
207-664-1700 ■ Voice
207-667-2099 ■ Fax
glounder@mrcmaine.org ■ E-mail

To: MRC Member Communities
From: Greg Louder, MRC Clerk *GL*
Date: September 12, 2016
Subject: MRC Board of Directors Election – Candidate Nomination Form

Town of Hampden
RECEIVED

SEP 14 2016

Office of the
Town Manager

Please find enclosed a nomination form for candidates to serve on the MRC Board of Directors. Candidates receiving the three highest numbers of votes in the upcoming election will fill three seats whose terms expire on December 31, 2016. The three-year terms of office will run from January 1, 2017 through December 31, 2019.

This year, following acceptance of a resignation of a board member serving a 3 year term from January 1, 2016 through December 31, 2018, the MRC Board acted to fill the vacancy for the remainder of 2016. The candidate in the 2016 election with the fourth highest number of votes will be seated for the two remaining years of this seat from January 1, 2017 through December 31, 2018.

The MRC Bylaws limit the slate of candidates to the first nine nominations received. Nominees are placed on a slate of candidates for election by a vote of the MRC membership. MRC Board members are elected to serve the membership at large. Current MRC Board members whose terms expire are eligible to be nominated.

Please complete and return the enclosed form if your municipality wishes to nominate an individual for consideration of placement on the slate of candidates. The Board of Directors is a highly active decision and policy-making body for the organization. **We highly encourage you to discuss, with potential nominees, the level of Board of Directors activity described below.**

The Board of Directors meets, at a minimum, six times annually. Regular board meetings are at least four hours long. In light of the substantial volume of work associated with the implementation phase of the Post 2018 Planning process, there will be a number of additional duties and time commitments including special meetings, sub-committee assignments and general oversight of the transition of the organization's business.

Regular and Special board meetings are held in the greater Bangor area, with Regular meetings typically held on the 4th Wednesday in January, April, July and October from 10:00 AM to 2:00 PM. The Annual Meeting is usually held the second week of December. If potential candidates have questions concerning the Board of Directors' duties, please contact a current member of the MRC Board of Directors (contact list enclosed) or Greg Louder (866-254-3507 or 664-1700).

The deadline for submitting a nomination form is October 19, 2016. An annual election ballot with the final slate of candidates will be prepared and mailed to all MRC Members on or before October 30, 2015. The results of the election will be announced at the MRC Annual Meeting to be held in the second or third week of December of 2016.

Enclosures: Nomination Form
2016 Board of Directors Contact Information

**MUNICIPAL REVIEW COMMITTEE, INC.
2016 Election – BOARD OF DIRECTORS
NOMINATION FORM**

Submitted by MRC Member: _____
(Town/city/county/regional association)

Nominee Name: _____

Circle and list all that apply to Nominee for questions 1. through 3. below:

1. YES / NO - Legal Resident of MRC Member: _____
2. YES / NO - Elected or Appointed Official of MRC Member: _____
3. YES / NO – Employee of MRC Member: _____

Mailing Address: _____

Telephone: _____ FAX: _____ Email: _____

The below provided biographical information is to be provided by the nominee. The information, as provided, will accompany the voting ballot provided for the MRC membership's consideration.

Biography:

REMINDER: The final slate is limited to the first nine (9) nominations received

Please return this form by mail on or before October 19, 2016 to:
Municipal Review Committee, Inc.
395 State Street
Ellsworth, Maine 04605

Delivery via FAX is permitted at: (207) 667-2099 Attn: Greg Lounder or via email attachment to: glounder@mrcmaine.org

**Municipal Review
Committee, Inc.
2016**

Board of Directors & Officers

**January 2016* to December
2018**

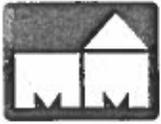
<p>Catherine Conlow City Manager City of Bangor 73 Harlow Street Bangor, Maine 04401</p> <p>Voice: 992-4200 FAX: 945-4449 cathy.conlow@bangormaine.gov</p>	<p>Karen Fussell Finance Director City of Brewer 80 North Main Street Brewer, Maine 04412</p> <p>Voice: 989-8440 FAX: 989-8435 kfussell@brewermaine.gov</p>	<p>Tony Smith Public Works Director PO Box 248 Northeast Harbor, Maine 04662</p> <p>Voice: 276-5743 FAX: 276-5742 director@mtdesert.org</p> <p>*MRC Board seated Mr. Smith to fill vacancy for the remainder of 2016</p>
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January 2014 to December 2016

<p>Elery Keene Executive Director, KVCOG (retired) 3 Pat Street Winslow, Maine 04901</p> <p>Voice: 872-5231 [no fax] wekeene@me.acadia.net</p>	<p>Jim Guerra – Vice President Manager Mid Coast Solid Waste Corp 90 Union Street P.O. Box 1016 Rockport, Maine 04856</p> <p>Voice: 236-2467 FAX: mcswc@roadrunner.com</p>	<p>Chip Reeves - President Director of Public Works 50 Public Works Way Bar Harbor, Maine 04609</p> <p>Voice: 288-1026 FAX: 288-0961 chip@barharbormaine.gov</p>
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January 2015 to December 2017

<p>Ken Fletcher Town Councilor Town of Winslow 382 Garland Road Winslow, Maine 04901</p> <p>Voice: 872-6760 [no FAX] fletcher2@roadrunner.com</p>	<p>Mike Roy City Manager City of Waterville One Common Street Waterville, Maine 04901-6699</p> <p>Voice: 680-4204 FAX: 680-4249 mroy@waterville-me.gov</p>	<p>Sophia Wilson - Treasurer Town Manager Town of Orono 59 Main Street Orono, Maine 04473</p> <p>Voice: 889-6905 FAX: 866-5053 sophiew@oronogov.org</p>
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Maine Municipal Association

60 COMMUNITY DRIVE
AUGUSTA, MAINE 04330-9486
(207) 623-8428
www.memun.org

Finance 4-e

Office of Hampden
RECEIVED
SEP 06 2016
Office of the
Town Manager

MEMORANDUM

TO: Key Municipal Officials of MMA Member Cities, Towns and Plantations

FROM: Stephen W. Gove, Executive Director

DATE: September 1, 2016

SUBJECT: Voting Credentials for MMA Annual Business Meeting

The Maine Municipal Association Annual Business Meeting is being held in conjunction with the MMA Annual Convention and will take place on **Wednesday, October 5, 2016, at 1:30 p.m. in Ballroom 5 at the Cross Insurance Center in Bangor, Maine.** The MMA Bylaws entitle each member community to one (1) voting representative.

Enclosed please find the *MMA Voting Delegates Credential Form* on which the municipal officers may designate their municipality's voting representative and alternate. We have also attached the Proposed Agenda for the MMA Annual Business Meeting for your reference. The current MMA Bylaws as adopted in 2013 will be available at the MMA Annual Business Meeting or may be viewed on the MMA website at

<http://www.memun.org/public/MMA/Gov/bylaws.pdf>.

Please note that the MMA Executive Committee is not putting forth any proposed amendments to the MMA bylaws for this year. If you plan to be at the MMA Annual Convention and would like to have a Voting Delegate represent your municipality, please complete the MMA Voting Delegate Credential Form and return to our office by **Tuesday, October 4, 2016** or bring it with you to the MMA Annual Business Meeting. We have provided a self-addressed, self-stamped envelope for your convenience.

We look forward to seeing you at this year's MMA Annual Convention in the City of Bangor. If you have any questions on this information, please contact Theresa Chavarie at 1-800-452-8786 ext. 2211 or in the Augusta area at 623-8428.

**Maine Municipal Association
Annual Business Meeting
Wednesday, October 5, 2016
1:30 – 2:15 p.m.
Cross Insurance Center, Bangor, Maine
Ballroom 5**

PROPOSED AGENDA

1. **Introductions and Welcoming Remarks** – MMA President Stephan Bunker
(Selectperson, Town of Farmington)
2. **Approval of 2015 MMA Annual Business Meeting Minutes** – Stephan Bunker
3. **MMA President’s Report** – Stephan Bunker
4. **Update on Development of MMA’s Legislative Agenda** – Laurie Smith, MMA
Vice President and Chair of Legislative Policy Committee
5. **Announcement of Election Results for MMA Executive Committee and
Introduction of New Executive Committee Members** – Stephan Bunker
6. **Executive Director’s Report** - Stephen Gove, MMA Executive Director
7. **Other Business** (*comments from the floor*)
8. **Adjournment**

MAINE MUNICIPAL ASSOCIATION
VOTING DELEGATE CREDENTIALS

_____ is hereby designated as the official Voting Delegate and
(name)
_____ as the alternate voting delegate for _____
(name) (municipality)
to the Maine Municipal Association Annual Business Meeting which is scheduled to be held,
Wednesday, October 5, 2016, 1:30 p.m., at the Cross Insurance Center, Bangor Maine.

The Voting Delegate Credentials may be cast by a majority of the municipal officers, or a municipal official designated by a majority of the municipal officers of each Municipal member.

Date: _____ Municipality: _____

Signed by a Municipal Official designated by a majority of Municipal Officers:

Name: _____ Position: _____

Or Signed by a Majority of Municipal Officers:

_____	_____
_____	_____
_____	_____
_____	_____

Please return this form no later than **Tuesday, October 4, 2016** or bring it with you to the MMA Annual Business Meeting. If mailing, send to:

*MMA Annual Business Meeting
Maine Municipal Association
60 Community Drive
Augusta, Maine 04330
FAX: 207-626-3358*

Hampden Public Safety

Finance 4-f

Emergency Services Working Together

106 Western Avenue
Hampden, ME 04444

Phone: 207-862-4000

Email: publicsafety@hampdenmaine.gov

<http://www.hampdenmaine.gov/>

<https://www.facebook.com/hampdenpublicsafety>

Police—Fire—EMS

Code Enforcement
Building Inspection
Fire Inspection

Local Health Office

Joseph L. Rogers
Director of Public Safety
Kandy A. McCullough
Admin. Office Manager

Police

T. Daniel Stewart
Sergeant/SRO

Scott A. Webber
Sergeant

Christian D. Bailey
Sergeant

Joel Small
Investigator

Joseph D. Burke
Patrol Officer

Benson G. Eyles
Patrol Officer

Shawn F. Devine
Patrol Officer

Marc Egan
Patrol Officer

William Miller
Patrol Officer

Jeffrey L. Rice
Patrol Officer

Fire

Jason Lundstrom
Lieutenant/Pre Inspector

Daniel Pagsley, Jr.
Lieutenant/Paramedic

Matthew St. Pierre
Lieutenant/Paramedic

Myles Block
CEO/Paramedic

Jared LeBarnes
Building Inspector/Paramedic

Joseph Danton
Paramedic/Chaplain

Matthew Thomas
FF/Paramedic

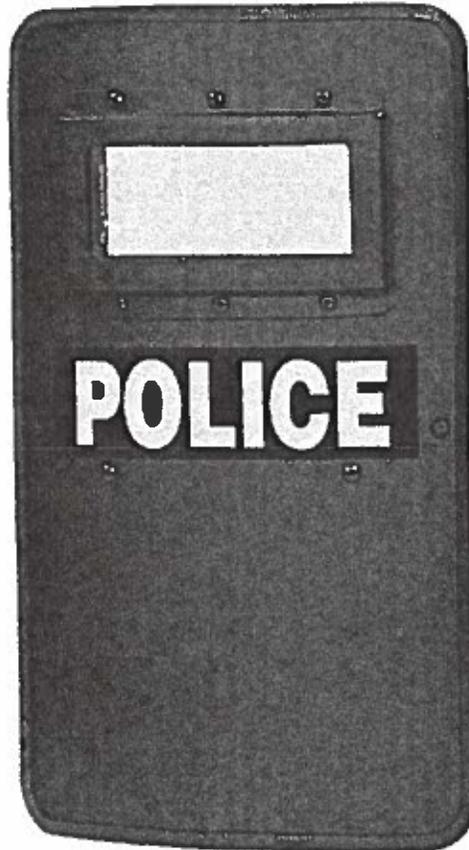
Shawn McNally
FF/Paramedic

Matthew Roope
FF/Paramedic

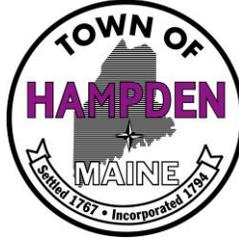
Chris Liepold
FF/Paramedic

TO: Angus Jennings, Town Manager
FROM: Joe Rogers, PSD
RE: Request for Matching Grant Approval
DATE: September 15, 2016

An MMA Grant was received in the amount of \$1142.41 for the purchase of an entry shield. I am requesting approval of matching funds in the amount of \$571.66 from the appropriate reserve account to complete the purchase. The shield is intended to be used for protection of police or fire personnel during high risk incidents.



Town of Hampden
106 Western Avenue
Hampden, Maine 04444



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

TO: Finance Committee & Town Council
FROM: Angus Jennings, Town Manager
DATE: September 15, 2016
RE: Requests for Committee and Council approvals re Lura Hoit Pool site

As you know, the 2015 Recreation Plan (excerpted attached) prioritizes the identification of land for additional playing fields, development of additional fields, and increased parking at the Lura Hoit Pool site. The identification of a location for recreational field space is also identified as an implementation strategy in the 2010 Comprehensive Plan. Resources toward these efforts were approved through the allocation of funding to the Recreation Area Reserve account within the FY17 budget. The amounts of said allocations were based on amounts in Items R-1 and R-2 within the Capital Program (online at <http://www.hampdenmaine.gov/budget>).

Working with the Services Committee, Mayor Ryder has led an effort to identify such land, to evaluate suitability for field space, and to evaluate potential to expand parking at the Pool site. He has also met with, and conducted site walks with, prospective contractors and volunteers, as has been reported to the Services Committee. Wetlands delineation was completed and presented at the August Services Committee meeting, and at the September 12 meeting the Committee was presented with a concept plan for additional field space and parking. A copy of the concept plan, which includes the wetlands delineations, is attached.

At its September 12 meeting, the Services Committee referred to Council (by a vote of 5-1, with Councilor McAvoy opposed) a recommendation to authorize tree cutting, stumping and grinding on the Lura Hoit Pool site based on the concept plan. This matter is also brought to the Finance Committee and Council as a request for authorization to use budgeted Recreation Area Reserve funds for this purpose, as well as in support of DEP permitting and related activities that would be required under the Site Location Law in order to add impervious area to the site.

The Services Committee favored an incremental approach to this project, rather than completing full engineering plans and costing out the entire project, with the goal of reducing project costs, and preserving flexibility on project implementation based on resources if and as they become available in the future. The Committee discussed the need to proceed incrementally such that each "phase" would result in a stable interim outcome, understanding that full project implementation would be a multi-phase, multi-year undertaking the completion of which would require future identification of resources. In short, if an interim phase is complete, and the full plan is never realized,

the project would be undertaken in a way to ensure that the interim phase would stand alone in a manner that is stable and functional.

In order to bring this project forward, the Town will require support services from independent contractors in several areas, which may include (but is not necessarily limited to) survey, civil engineering, stormwater management, forestry, site work including grading and erosion controls, and construction (i.e. paving, field space, fencing etc., but not including new structures). The work would proceed in sequence, and based on advance preparation of an overall project management plan establishing scopes of work and scheduling for the various parties (including in-house Town resources) involved with the project.

In the interest of facilitating project management given the number of variables inherent in moving from concept plan to project execution, a request is also presented to waive the Bid Procedure Guidelines pursuant to Section 4 ("unusual circumstances"). If this authorization is approved, contractor selection would proceed under a quotation system handled by the Town Manager, through which work scopes would be provided to multiple vendors, with solicitation of qualifications submittals and "apples to apples" cost proposals.

If this project is authorized, my office would lead an effort to bring greater public attention to this initiative, both on an informational basis and in solicitation of community support. (It is believed that pro bono resources may also become available which could reduce direct expenses). Limits of clearing would be established and marked in the field prior to work going forward. Just as was done prior to the tree cutting in Dorothea Dix Park last September, we would also notify site abutters prior to any field work taking place. In short, Town staff, under my oversight, would work diligently to apply best management practices to the work we would undertake.

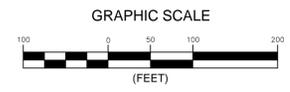
We are also corresponding with DEP, and have a meeting scheduled, in order to ensure that we navigate all State permitting as required.



- NOTES:**
1. WETLAND/STREAM DATA PROVIDED BY TOWN OF HAMPDEN.
 2. EXISTING CONDITIONS INFORMATION BASED ON PUBLICLY AVAILABLE DATA (E.G. MEGIS)
 3. PROPERTY LINES BASED ON TAX MAP DATA ONLY.

LEGEND:

	TRAIL
	TREELINE
	STREAM
	NATURAL GAS PIPELINE
	WETLAND BOUNDARY
	WETLAND



ISSUED FOR DISCUSSION

THE INFORMATION CONTAINED HEREIN IS STRICTLY CONFIDENTIAL AND IS THE SOLE PROPERTY OF THE PROJECT OWNER.

DATE: SEPTEMBER 9, 2016 SCALE: 1"=100' DRAWN: SJF DESIGN: TMH APPROVER: TMH

ONLY VALID WITH ORIGINAL STAMP

NO.	REVISIONS:	APPD:	DATE:
A	ISSUED FOR DISCUSSION	TMH	XXX

TITLE:	PRELIMINARY LAYOUT
PROJECT:	TOWN OF HAMPDEN RECREATIONAL FIELDS
CLIENT:	TOWN OF HAMPDEN HAMPDEN, MAINE

SGC PROJECT NUMBER	
DRAWING NUMBER	SK-001
REVISION	
SHEET NUMBER	1 OF 1

The project list is not a fixed element and reflects both committee input, staff input, and survey result input. Future circumstances, especially availability of funding may change priorities or require reprioritization of items. The Action Program is shown in a table format at the end of this section.

Financing Potential Improvements

Funding for recreation and parks maintenance, and capital improvements can come from a range of sources including user fees, local, state, and federal grant monies, private donors, business sponsorships, and department reserve funds. In addition, some projects may receive assistance in other forms such as volunteer services, equipment services, or donation of supplies.

In order to avoid liability issues due to poor maintenance, the Town of Hampden may wish to consider due diligence for existing field and facilities needs.

Action Item	Priority Level	Relates to Goal #	Justification
Land identification and acquisition for 50+ acres for future field and facility development	1	1/2	Current participation levels and future growth of programs and participant levels depend on the ability to “house” these users for their chosen activity. Currently two Affiliated programs are utilizing private lands to accommodate their program, and the department is leasing space for offices, indoor department programming, and department storage. Provisions should be made to accommodate growing needs for services.
Increase Parking at the Lura Hoyt Pool Fields (Recreation portion of shared parking lot)	3	1/2	Current participation levels exceed the number of vehicles able to be accommodated in the parking lot with overflow for the recreation parking on Western Avenue. On a Saturday game parked cars on Western Avenue typically stretch from Evergreen Drive to the Town Office, and safety is a real concern for driver visibility and traffic flow.
Develop Additional Sports Field(s) for Soccer and Football Programming	1	1	Field space needs to satisfy current program participation levels with potential loss of HO Bouchard complex due to development (end of 2015) and other privately owned field spaces that could become unavailable for use in the future.
Negotiate Lease extension with HHA LLC for Skehan Recreation Center space back to 5 years, then renewable yearly, with opt out clause with one year notice by either party	1	1/2	Currently the Town is half way through the current lease agreement period of 5 years. The Skehan Center space has been successful in supporting indoor program opportunities paid entirely through user and rental fees of the Recreation Department. In consideration with the 2015 Recreation Planning Survey results over 80% of the respondents felt and indoor facility was of some importance or more to the future of recreation opportunities in Hampden.
Address facility maintenance and safety issues at VFW Recreation facility to provide safe recreation experience for user groups	2	1/2	2 Tennis Courts and 3 Outdoor Basketball Courts located at the VFW Recreation facility need resurfacing and relining to fill in large cracking on play surface. In addition, fill should be added to the parking lot side of the Outdoor Basketball Courts to even out the elevation between the parking lot and the court surface.
Creation and adoption of a	3	1/3	In order to plan for budgeting of maintenance items, safety

long term written maintenance plan for facilities and park areas			concerns of facilities and park areas, and regular maintenance and upkeep items that will potentially avoid costly repairs.
Promotion of available parks/trails, and the amenities that can be accessed onsite	4	3	The 2015 Recreation Plan showed a high priority for need for parks/trails maintenance/upgrade/expansion, but low user levels or lack of knowledge of available areas for use.
Research park and trail opportunities for assistance with park/trail maintenance, and/or park trail creation. This would include grant funding or manpower to complete these opportunities.	5	3	Gaining the knowledge and understanding of what opportunities exist for assistance with town parks and trails will help with feasibility for these type of projects for the future of Hampden. Many grant opportunities have set criteria to apply and may require proposals that identify matching fund sources. In addition, grant funding cycles are lengthy and oftentimes prospective projects must be submitted well in advance of actual project occurring.
Reestablishment of a third full time department position with benefits to assist with current department services and growth, paid exclusively from the department enterprise budget.	2	2	Additional program offerings and additional department revenue may be possible with the addition of a full time position. Currently, the taxation budget pays for two full time positions with benefits (Department Director and Assistant Director) with much of the responsibilities of these positions being administrative and supervisory. An additional full time position with benefits would be attractive to securing a quality employee who understands the time demands for a recreational position, and has interest in gaining hands on experience in department programming and operations.