

SERVICES COMMITTEE MEETING

Monday, March 14, 2016

6:00 pm

HAMPDEN TOWN OFFICE

A G E N D A

1. MINUTES

- a. January 11, 2016 (page 1 corrected)
- b. February 8, 2016

2. OLD BUSINESS

- a. Status update: Penobscot-Downeast Cable Television Consortium.
- b. Recreation/Conservation Reserve Account (3-769-00). Discussion of eligible uses, and process for budgeting and expenditures.

3. NEW BUSINESS

- a. Discussion of recreation facilities; process for evaluation of Pool site potential for future expansion of facilities and parking.
- b. Update on evaluation of VFW Fields site potential to accommodate additional parking.
- c. Update on initiative to offer online registration and payment option for Recreation and Pool programs.

4. PUBLIC COMMENTS

5. COMMITTEE MEMBER COMMENTS

SERVICES COMMITTEE MEETING

Monday, January 11, 2016

MINUTES

Attending:

Councilor Terry McAvoy, Chair

Mayor David Ryder

Councilor Dennis Marble

*Councilor ~~William Shakespeare~~ **Greg Sirois***

Councilor Stephen Wilde

Councilor Ivan McPike

Town Manager Angus Jennings

Public Safety Director Joe Rogers

Sergeant Chris Bailey

Fire Matthew Thomas

Resident Bill Shakespeare

Chairman McAvoy called the meeting to order at 6 p.m.

- 1. MINUTES – December 14, 2015** – *It was motioned and seconded to approve the minutes of the December 14, 2015 Services Committee meeting. Unanimous vote (6-0) in favor.*

Due to the presence of several people to discuss New Business Items 3a and 3b, the Committee agreed to take up those two items first.

3. NEW BUSINESS

- a. Update on Public Safety Good Neighbor and Telecare Programs – Sergeant Bailey** – *Sergeant Bailey discussed the materials in the meeting packet regarding the Good Neighbor and Telecare Programs. He said that individuals and their families benefit from this free service provided by Public Safety. This can assist people getting back to their homes. The program has gone well. He would like to see more participants than the current ten people enrolled in the program. Sergeant Bailey also discussed Telecare, which has volunteers that call residents at a specified time Monday through Friday and, if no one answers, calls a secondary contact and, if necessary, investigates further. Public Safety has started to advertise this service. There are currently four residents enrolled. He'd like to advertise this through the town website and social media in hopes of getting more people involved.*

Councilor McAvoy suggested making materials regarding the Good Neighbor and Telecare programs available through the Skehan Center and the Pool.

- b. Discussion of concept for Public Safety Advisory Group – Sergeant Bailey** [*Items 3a and 3b were consolidated for discussion purposes*] – *Sergeant Bailey described that he approached the Town Manager to talk about how Public Safety could better connect with the community. Sergeant Bailey suggested a possible citizen advisory group or committee, and he is*

SERVICES COMMITTEE MEETING

Monday, February 8, 2016

MINUTES

Attending:

*Councilor Terry McAvoy, Chair
Mayor David Ryder
Councilor Dennis Marble
Councilor Greg Sirois
Councilor Stephen Wilde*

*Councilor Ivan McPike
Councilor Mark Cormier (partial)
Town Manager Angus Jennings
Recreation Director Shelley Abbott
Resident Jeremy Jones*

Chairman McAvoy called the meeting to order at 6 p.m.

- 1. MINUTES – January 11, 2016** – *It was motioned and seconded to approve the minutes of the January 11, 2016 Services Committee meeting. Unanimous vote (7-0) in favor.*

2. OLD BUSINESS

- a. Review of correspondence to landowner regarding Skehan Center lease**
– *Manager Jennings reported that, following on the Committee's direction at its December meeting, he is working on a letter to the owner of the former Hampden Academy to document issues regarding the heating and electrical costs associated with the Skehan Center lease. He circulated a draft letter for discussion and asked the Committee whether the letter should also include identified concerns regarding parking, and ensuring that the Recreation Department has access to those spaces identified in the lease. The Committee agreed this should be included.*

The Committee asked that the Manager post the executed Skehan Center lease to the Recreation Department website and the Manager agreed he would do so.

3. NEW BUSINESS

- a. Recreation/Conservation Reserve Account (3-769-00), including funds received in lieu of open space: Update on account balance, and discussion of eligible uses** – *In support of the Committee's request at a prior meeting regarding the account balance in the Recreation/Conservation account, and the eligible uses for these funds, Manager Jennings circulated excerpts of the two sections of the Ordinances (one in Zoning, one in Subdivision) that provide for dedication of open space (or payment of funds in lieu of open space) as part of new development. The Committee discussed this language for guidance regarding what uses of these funds would be*

consistent with the language in the ordinances. Sec. 544(3) of the Subdivision Ordinance applies a standard that “Land purchased or developed with these funds shall be located to serve the needs of the residents of the subdivision.” Councilor Marble said he thought that if recreational resources were available to the general public that this would satisfy this language. He noted that, in many cases, there may not be a practical way to apply funds within or in close proximity to a specific subdivision.

[Councilor Cormier arrived.]

Manager Jennings discussed a precedent in his prior work in Massachusetts whereby funds deposited into a “gift account” (which is defined in statute) were deposited for a specific purpose, and could only be expended in a manner consistent with that purpose. If the purpose was general, or if it was for the benefit of a specific location, this would govern eligible uses. He suggested that a similar approach may make sense here, but because there is not a consolidated record of all deposits to this account over the years and any specified purposes (if any), it may be beneficial for the Committee to recommend a framework to define eligible uses and to guide management of this account.

Mayor Ryder noted that several developments set aside land as open space rather than providing funds in lieu. Councilor Marble asked whether such land was for specific use by the residents or open to the general public. Manager Jennings said that it varies depending on the terms of deed restrictions which have been put on specific open space parcels, and noted that in at least one instance the open space within a development was eligible public land for bow hunting (not rifle hunting). He expressed that he hadn’t been totally comfortable granting this request when it came in last fall, but after review of the law and the open space restrictions in that specific location, he did not feel that he could deny the request. He approved it, but advised the hunter to be aware that this is a residential neighborhood and that he should notify residents prior to hunting the back land of the development because, even though it’s publicly owned land, it may be perceived by neighborhood residents as part of their back yards. He used this as an example of how public open space within neighborhoods may not always make sense.

Councilor McAvoy said that he felt that recreation/conservation land should be convenient to the people served. Councilor Wilde noted that the language refers to land “purchase or developed” and that this could include improvements to land or facilities already owned by the public. Manager Jennings agreed with this interpretation, and Mayor Ryder agreed that “developed” would include improvements to existing resources.

Councilor McPike asked for clarification regarding the purpose of tonight’s discussion. Mayor Ryder said that we’re trying to make clear how these funds

can be used. He said that he felt the funds should be used to serve Hampden residents. Councilor Wilde agreed that the funds should result in a public good. Manager Jennings suggested that the issue for consideration is to determine what is within the intent and spirit of the Ordinance that generated the funds.

Councilor McAvoy asked whether the intent is to create an obligation that is greater than the available amount of funds (i.e. to purchase new land). He said he had no problem with putting the funds toward a facility the Town already owns.

Mayor Ryder noted that Dorothea Dix Park needs benches and signs. Papermill Park needs improvements. The VFW land would benefit from parking where the ice rink used to be. All of these are current public facilities. Councilor Marble agreed we should put the funds to public use.

Councilor McPike suggested that a simple one-page policy guiding use of these funds would be helpful, which could be reviewed by the Town Attorney if needed.

Resident Jeremy Jones asked whether, once the Ordinances requiring open space set-asides are repealed, the land would be given back to the developer or to abutters. Mayor Ryder said that, once the open space is no longer required, a developer (or whomever is the owner of the land) would have the option to resubmit the plan removing the open space.

4. PUBLIC COMMENTS – *Manager Jennings brought up an issue that had been brought to his attention earlier in the day by GIS/IT Specialist Severance. He asked the Committee whether they would like staff to file the paperwork for continued recognition of Hampden under the Tree City USA program. There was discussion about the level of effort needed, and whether there were adequate benefits to participation to justify the effort and paperwork. Councilor Wilde made a motion to table this matter, seconded by Councilor McAvoy. There was discussion, and Councilor Wilde withdrew the motion. He made another motion to not pursue the Tree City USA designation this year. Councilor Sirois seconded, and the motion carried by unanimous vote.*

5. COMMITTEE MEMBER COMMENTS – *Councilor McAvoy asked whether the Farmers' Market would go to the Kiwanis. Manager Jennings said that it operates in the Town Office parking lot in the summer and at the Kiwanis building in the winter.*

There being no further business, the meeting was adjourned at 6:46 p.m.

Respectfully submitted –
Angus Jennings, Town Manager



Angus Jennings <townmanager@hampdenmaine.gov>

Penobscot-Downeast Cable Television Consortium

1 message

Angus Jennings <townmanager@hampdenmaine.gov>

Thu, Mar 10, 2016 at 8:19 AM

To: managersasst@cityofbelfast.org, Bangor Legal PDCC <legal@bangormaine.gov>, Bangor PDCC <paul.nicklas@bangormaine.gov>, Bill Mayo <bmayo@old-town.org>, Cornell Knight <manager@barharbormaine.gov>, Don LaGrange <codesouthwest@southwestharbor.org>, Durlin Lunt <manager@mtdesert.org>, Gary Fortier <gfortier@ellsworthmaine.gov>, Jason Ingalls <jingalls@cityofellsworthme.org>, Jeff Hammond <jhammond@bucksportmaine.gov>, Jeff Whalen <JWhalen@emdc.org>, Jennifer Brooks <JBrooks@emdc.org>, Karen Fussell <kfussell@brewermaine.gov>, Mark Leonard <mleonard@veazie.net>, Mary Stuart <mstuart@brewermaine.gov>, Sophie Wilson <sophiew@orono.org>, Steve Cornell <steve@barharbormaine.gov>, Travis Roy <troy@old-town.org>, "Cc: Ned Lightner" <ned.lightner@gmail.com>, "Lessard, Susan" <slessard@bucksportmaine.gov>

Hello all,

I am writing with three requests:

1. I'd like to be added to the distribution list for the Penobscot-Downeast Cable Television Consortium. I began serving as Hampden's Town Manager in late August, replacing Sue Lessard who retired and is now the Interim TM position in Bucksport. (I have included Sue on this circulation list, with her updated email address).
2. I would like to provide our Town Council with an update on any progress toward a new cable franchise agreement. Any information since Thanksgiving or so, when I last spoke with Steve Cornell, would be welcome.
3. If there were responses provided to Manda Cushman's email, below, I'd appreciate it if these could be forwarded to me.

If there is a way for Hampden to be helpful going forward, we're happy to do so.

Thanks in advance!

Angus

----- Forwarded message -----

From: **Manda Cushman** <managersasst@cityofbelfast.org>

Date: Thu, Feb 25, 2016 at 4:01 PM

Subject: Fwd: Penobscot-Downeast Cable Television Consortium

To: mcostigan@bernsteinshur.com, Bangor Legal PDCC <legal@bangormaine.gov>, Bangor PDCC <paul.nicklas@bangormaine.gov>, Bill Mayo <bmayo@old-town.org>, Cornell Knight <manager@barharbormaine.gov>, Don LaGrange <codesouthwest@southwestharbor.org>, Durlin Lunt <manager@mtdesert.org>, Gary Fortier <gfortier@ellsworthmaine.gov>, Jason Ingalls <jingalls@cityofellsworthme.org>, Jeff Hammond <jhammond@bucksportmaine.gov>, Jeff Whalen <JWhalen@emdc.org>, Jennifer Brooks <JBrooks@emdc.org>, Karen Fussell <kfussell@brewermaine.gov>, Mark Leonard <mleonard@veazie.net>, Mary Stuart <mstuart@brewermaine.gov>, Sophie Wilson <sophiew@orono.org>, Steve Cornell <steve@barharbormaine.gov>, Susan Lessard <manager@hampdenmaine.gov>, Travis Roy <troy@old-town.org>

Cc: Ned Lightner <ned.lightner@gmail.com>

Hello All,

Ned Lightner, the City of Belfast's TV Program Director who I am certain has a much greater understanding of what it means to run and broadcast local programming than I ever will put forward the request below for technical

assistance due to recent concerns from citizens and his own personal frustrations with getting the best public access available to those who wish to have it in our area. I am doing what I can to get as much information as possible on how our citizens can easily access these adapters from Time Warner and will be working with Ned to figure out the best way to help get the word out to the public, but the City Manager Joseph Slocum and I thought it would be appropriate to send Ned's email along to each of you and see if you had any thoughts or ideas that might help Ned and myself tackle the issues we are facing.

I have cc'd Ned on this email as well, like I said when it comes to our local broadcasting and the technical side of things he is our go to person here in Belfast.

Thanks for any thoughts, ideas or comments you may contribute.

Best,
Manda

----- Forwarded message -----

From: **Ned Lightner** <ned.lightner@gmail.com>

Date: Sat, Feb 20, 2016 at 11:06 AM

Subject: Penobscot-Downeast Cable Television Consortium

To: Manda Cushman <mcushman@cityofbelfast.org>, Manda Cushman <managersasst@cityofbelfast.org>

Cc: Joseph Slocum <citymanager@cityofbelfast.org>

Hi Manda,

I had an opportunity to review the by-laws of the PCT Consortium and was interested to read in the "purpose" section of the by-laws that the organizations offers "technical assistance and advice on utilization of the capital support provided for access equipment and facilities" This benefit would be helpful to me. How might I be able to access such support?

My primary purpose in wanting assistance from the consortium has to do with my ongoing frustration in the access channels not being readily available to cable subscribers and that the signal sent to cable homes is often distorted. Ever since the cable company moved the access channels to a digital signal, I have had many local people tell me they no longer can watch the public stations. When we were told by Time Warner that a special small digital converter box was required to watch the access channels, I was concerned that subscribers might not take the initiative to get those boxes. Indeed the cable company did not make it easy for folks in Belfast to get the boxes, requiring either a trip to Rockland or paying about \$10 to have those boxes delivered by mail. I was told by Time/Warner that within a year all the other channels would be moved to digital signal and that would be the motivation for subscriber to acquire the converter boxes. It has been over a year and a half and to date when I connect to cable without one of the boxes, I see programming on other channels but the access channels are blank. Additionally, the cable company began instituting a monthly fee to use the converter boxes. This is having a negative impact on viewership of our local stations. The consortium should advocate on our behalf to at the very least remove the monthly fee for the converter boxes. Franchises in many communities require that PEG channels be available to all cable subscribers, and policies of our cable company are certainly not making that a reality. I also would like the public to know that without the converter box, they are missing all sorts of local programming. The consortium should advocate to place a public service message within the ad insertion channels to be shown in all communities with access channels as to how subscriber can obtain converter boxes. Those boxes must be easily available in the communities. For example in Belfast those boxes should be available in Belfast and should not require a drive to Rockland. Another option is that boxes could be delivered without a fee and boxes would be installed at no cost if the subscriber requested assistance. The cable company could use this opportunity to market its services while making house calls. Finally I would like some technical assistance from the cable company to ensure that the cable signal that I send out via our fiber transmitter comes in clearly to subscriber homes. We bought both audio and video processing equipment to ensure a good signal is provided to the cable company, yet I have heard from subscriber and witnessed on our TV at my office the break up and occasional sound and image distortion as well as a "low signal level" message. Given my effort to provide quality programming to our viewers, I would very much like to solve this problem. A trusted cable company technician told me in confidence that the cable company had decided that the access channels would be transmitted at a frequency that was the least favorable for a quality signal. I would like technical advice on this matter from the consortium since my own knowledge on what happens to our signal leaves our facility is deficient. If it is confirmed that the cable company is not providing a good signal to cable subscribers, I would like the consortium to advocate on our behalf to correct this problem. I don't know what measures I can take to help us make a quality signal available to all cable subscribers, but I would be happy to meet with the consortium people if that would be helpful. I also would be happy to speak with

whoever the city communicates concerns to at Time/Warner.

Thank you for your help,

Ned

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Ned Lightner
207-323-2430
ned.lightner@gmail.com
insightme.com
PO Box 775
Belfast, ME 04915

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Manda Cushman
Administrative Assistant to the City Manager
Belfast, ME
mcushman@cityofbelfast.org
managersasst@cityofbelfast.org
p) 338-3370 x 10
f) 338-2419

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Angus Jennings
Town Manager

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townmanager@hampdenmaine.gov

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Angus Jennings <townmanager@hampdenmaine.gov>

RE: Penobscot Downeast Cable Television Consortium

1 message

Steve Cornell <steve@barharbormaine.gov>
Reply-To: steve@barharbormaine.gov
To: Angus Jennings <townmanager@hampdenmaine.gov>

Thu, Mar 10, 2016 at 11:29 AM

That sounds great, a lot of the towns have two pp.

From: Angus Jennings [mailto:townmanager@hampdenmaine.gov]
Sent: Thursday, March 10, 2016 10:52 AM
To: Steve Cornell <steve@barharbormaine.gov>
Subject: Re: Penobscot Downeast Cable Television Consortium

Great, thanks. When the time comes I'd probably include our GIS/IT specialist Kyle Severance in the meeting so we have some redundancy for future meeting attendance.

On Thu, Mar 10, 2016 at 10:05 AM, Steve Cornell <steve@barharbormaine.gov> wrote:

I'm trying to get a PDCC meeting together. You have not been left out of anything.

From: Angus Jennings [mailto:townmanager@hampdenmaine.gov]
Sent: Thursday, March 10, 2016 8:12 AM
To: steve@barharbormaine.gov
Subject: Re: Penobscot Downeast Cable Television Consortium

Hi Steve,

Has there been any progress since our last correspondence? I'm looking to provide an update to my Council (even if the update is "no progress"). I'll also send a note to the group.

Thanks,

Angus

On Tue, Nov 17, 2015 at 7:46 AM, Steve Cornell <steve@barharbormaine.gov> wrote:

Agreed. It's currently a stall on TWC's part. At this point, it's on us to get this going. I've been extremely busy the last week since Shelley replied, and I'm leaving for a (much needed) vacation end of the week,

so it will need to be after that.

If you'd like, feel free to call me for a brief overview.

Steve Cornell

Technical Systems Admin

PH 207.288.1799 | Fax 288-3032

From: Angus Jennings [mailto:townmanager@hampdenmaine.gov]

Sent: Monday, November 16, 2015 4:56 PM

To: steve@barharbormaine.gov

Subject: Re: Penobscot Downeast Cable Television Consortium

Thanks! In the earlier email thread there was a note from Sue to the group expressing the Council's impatience with the slow-ness of the process. These five months later, their impatience hasn't lessened...

Let me know if/how I can best plug into the effort -

Thanks again,

Angus

On Mon, Nov 16, 2015 at 4:52 PM, Steve Cornell <steve@barharbormaine.gov> wrote:

Angus,

I added you to the list.

There has been limited correspondence since July. I am awaiting a recommendation from Mary Costigan on next steps, we just got a reply from Shelley to follow up on.

Steve Cornell

Technical Systems Admin

PH 207.288.1799 | Fax 288-3032

From: Angus Jennings [mailto:townmanager@hampdenmaine.gov]

Sent: Monday, November 16, 2015 4:31 PM

To: steve@barharbormaine.gov; legal@bangormaine.gov; paul.nicklas@bangormaine.gov; bmayo@old-town.org; codesouthwest@southwestharbor.org; manager@mtdesert.org; gfortier@ellsworthmaine.gov; jingalls@cityofellsworthme.org; jhammond@bucksportmaine.gov; kfussell@brewermaine.gov; managersasst@cityofbelfast.org; mleonard@veazie.net; mstuart@brewermaine.gov; sophiew@orono.org; troy@old-town.org

Cc: JBrooks@emdc.org; mcostigan@bernsteinshur.com

Subject: Penobscot Downeast Cable Television Consortium

Hello,

I am writing to request to be added to the distribution list for the PDCC. I began serving as Hampden's Town Manager in late August, replacing Sue Lessard who retired and has since accepted the Interim TM position in Bucksport.

I have reviewed a series of 2015 email correspondences related to the PDCC and TWC, but the information I have ends on July 15. In addition to adding me to the regular distribution list, if someone wouldn't mind forwarding any substantive correspondence or updates since that date, I would appreciate it. I have also left a phone message for Shelley Winchenbach.

Thanks!

Angus

--

Angus Jennings
Town Manager

Town of Hampden

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townmanager@hampdenmaine.gov*

Under Maine's Freedom of Access ("Right to Know") law, all e-mail and e-mail attachments received or prepared for use in matters concerning Town Business or containing information relating to Town business are likely to be regarded as public records which may be inspected by any person upon request, unless otherwise made confidential by law. If you have received this message in error, please notify us immediately by return email. Thank you for your cooperation.

Town of Hampden Conservation/Recreation Fund Policy

Whereas, the Town of Hampden has received, over the course of years, funds in lieu of open space that would otherwise have been required pursuant to Town Ordinances. Said funds are held in a Conservation/Recreation (C/R) General Ledger Account.

Whereas, the Town Council desires to maximize the potential public benefit that may result from expenditure of said funds in a manner that is not inconsistent with the purposes for which the funds were provided.

The Town Council hereby establishes the following policy for use of Conservation/Recreation funds from the C/R General Ledger Account:

1. The policy of the Town Council is that funds may be properly expended toward the purchase of land, or for the development or improvement of conservation or recreational land or facilities already owned by the Town.
2. Some portion of the C/R funds was provided pursuant to Sec. 544(3) of the Subdivision Ordinance which applies a standard that "Land purchased or developed with these funds shall be located to serve the needs of the residents of the subdivision."
3. Funds expended toward the purchase or development or improvement of land or facilities that are open to the general public shall be considered to benefit all Hampden residents, including those residing in any particular subdivision.
4. Expenditure of funds from the C/R Account shall follow the same procedures as those followed for Reserve Accounts: namely, that the Town Council shall authorize in advance any such expenditure.
5. Expenditure of funds from the C/R Account shall be governed by all other policies and procedures applicable to expenditure of Town funds, including but not limited to the Hampden Town Council Bid Procedure Guidelines.

Review Draft of March 10, 2016

Recreation Conservation Reserve Account 3-769-00

Potential Uses

Prepared by Sean Currier (DPW) and Shelley Abbott (REC), February 18, 2016

1. Tennis Court Rehab VFW Drive (cost estimate \$15,300 by Vermont Tennis).
2. Hockey Rink Transition to Parking (winter project only possible labor/trucking donation; DPW materials cost).
3. Dorothea Dix Park Upgrades 3 Picnic Tables (materials cost built by DPW) \$450, Metal Trail Signage estimate \$500, Porta Potty Enclosure replacement \$300.
4. Marina Park Upgrades 2 Picnic Tables (materials cost built by DPW) \$300, Porta Potty Enclosure-new \$350.
5. Papermill Road Park Upgrades Porta Potty Enclosure – new \$350.
6. Ballfield Road Softball Field Porta Potty Enclosure – new \$350.
7. Lura Hoyt Pool Field Upgrades Porta Potty Enclosure replacement \$300, PT edging replacement for playground space and sand volleyball courts \$1500 (outside contractor), Gazebo Work-replacement of roof gables, roof decking, shingles, misc. other repairs \$2000 (outside contractor), additional sand added to sand volleyball court to bring up to level (4" over 80x100 court surface 115 yards estimate) \$1600 delivered (DPW leveling/labor). *(Note: Projects will depend upon future master planning for the Western Avenue Recreation Area).*

Total Project Estimates Cost \$23,300 + parking lot costs at VFW on site of former hockey rink



Angus Jennings <townmanager@hampdenmaine.gov>

Council

1 message

Hampden Recreation Dept. <recreation@hampdenmaine.gov>

Mon, Nov 2, 2015 at 6:05 PM

To: Angus Jennings <townmanager@hampdenmaine.gov>

Cc: Sean Currier <publicworks@hampdenmaine.gov>

 [vfwcourts.zip](#)

Good Evening Angus:

Please find attached the follow up on planning for Fall Soccer 2016 as requested by the Infrastructure Committee on September 28th for the committee's review. The document includes some background information, preliminary plans for Fall 2016, and also addresses some of the suggestions made by Councilors at the meeting.

Also attached is some information and photos (zip file) for the VFW Tennis and Outdoor Basketball Courts. This area has had little to no upkeep on the playing surfaces over the last several years and both facilities have fallen into disrepair. I had the opportunity to meet with a representative from Vermont Tennis (the company who last did the work to the courts in 2006 I believe) in early October to review condition and look at options necessary to rehab them. The conditions are very poor at both facilities and my concerns are for the public's safety with use and the town's liability for someone's injury due to our neglect of maintenance. Currently, the tennis courts would be the first priority of the two, as the court closest to the dirt parking lot is actually falling in on itself. This court needs to be reinforced under the cracking surface to prevent further drop in elevation of the two sections of the playing court.

I would request that council take a serious look at these areas, and consider fund allocation to provide for necessary maintenance to these two areas in the spring of 2016. I know that the timing of this request may be off with the change in councilors and the season, however, I wanted to put this out there as a priority and perhaps folks might have a chance to investigate it in person before the snow flies.

Thank you,
Shelley Abbott
Recreation Director

—
Hampden Recreation Department
Town of Hampden
106 Western Avenue (mailing)
1 Main Road North (physical)
Hampden, ME 04444

ph. [207-862-6451](tel:207-862-6451)
fx. [207-862-5067](tel:207-862-5067)
www.hampdenmaine.gov

2 attachments

**Fall Soccer Programming Change 2016.docx**

18K

**vfwrepairs.pdf**

8767K

Meeting 10/7/15 Vermont Tennis-Ray Greenleaf

VFW Tennis Courts and Outdoor Basketball Court Maintenance Site Visit

Last maintenance done by Vermont Tennis in 2008

Crack Measured Length on 10/7/15 Needing Repair

1. Tennis Court approximately 578 ft.
2. Basketball Courts approximately 577 ft.

Currently, the inspector sees no sign of repair remaining from the 2006 repair.

Advise

1. Get on a 6-8 year regular maintenance cycle; the current conditions are a result of cracks being neglected since 2006.
2. Currently the tennis courts are in the worse shape of the two. There is cracking on the front court nearest to the entrance door that the level is starting to drop between the cracks as a result of the collapsing under the surface. This needs immediate attention to head off full court replacement being the next solution.

Options for Maintenance

1. Clean, Fill Crack with product-lowest cost, should be done early in the year Mid May to Mid June to see best results in longevity, should take about two days to complete Basketball Courts, will need to be re-done every 2-3 years, hairline cracks will probably appear the following season
2. Membrane Repair(12-14" membrane over cracks)-high cost about most effective for cracks smaller than 2" in width, should be completed in later June, July or Augusts, and is a temperature based repair, has 2 year warranty, but current conditions at the Outdoor Basketball Courts has cracks 2.5-3" wide which may not be warrantied, costs about \$25 per foot
3. Replacement
Estimates for replacement costs for 2 tennis courts to rebuild \$95,000-110,000, 3 basketball courts to rebuild \$130,000-150,000. I inquired about a simple overlay which is not an advisable solution as reflective cracking problems result from the bottom court.

Product Used-Hard Acrylic Concrete Product; 100% Silca Sand, Pure Latex, and Portland Cement as a Hardener; Hot Rubber is no longer used because it sinks down in the summer heat, and becomes a liquid causing damage to shoes, and courts.

Other contractors who preform services needed on these to facilities:
Maine Tennis-Gray, ME
Capesland Tennis-MA
BeaverBrook-ME

VFW Tennis and Outdoor Basketball Courts

Repair Comparison

Facility	Repair Type	Quoted Cost		
		2011	2013	2015
3 Outdoor Basketball Courts	Standard Repair	\$4,681.00	\$9,823.00	\$10,960.00
2 Tennis Courts	Standard Repair	\$4,183.00	\$3,194.00	\$10,475.00
3 Basketball/2 Tennis	Standard Repair	\$6,687.00	\$13,017.00	\$13,455.00
3 Outdoor Basketball Courts	Guardian Membrane Repair	\$9,448.00	\$19,966.00	\$18,901.00
2 Tennis Courts	Guardian Membrane Repair	\$8,694.00		\$15,296.00
3 Basketball/2 Tennis	Guardian Membrane Repair	\$17,122.00		
3 Outdoor Basketball Courts	Amount of Feet Needing Repair	525 ft	564 ft	577 ft
2 Tennis Courts	Amount of Feet Needing Repair	483 ft	574 ft	580 ft
<u>repairs quoted by Vermont Tennis Court Surfacing</u>				
			2014	2015
3 Basketball/2 Tennis	Standard Repair		\$6,000.00	\$6,000.00
price does not include removal or reinstallation of tennis court fencing for machine to gain access				
<u>repairs quoted by Wilson's Ground Maintenance</u>				



Angus Jennings <townmanager@hampdenmaine.gov>

Re: Hockey Pond Price

1 message

Sean Currier <publicworks@hampdenmaine.gov>

Tue, Mar 8, 2016 at 7:35 AM

To: Angus Jennings <townmanager@hampdenmaine.gov>, David Ryder <rydertowncouncil@hampdenmaine.gov>

I misspoke about scope for Maine Earth. We would be installing the tailings as well as loading the trucks at this rate.

Sean

Sean Currier
Public Works Director
Town of Hampden
106 Western Avenue
Hampden, ME 04444
[\(207\)862-3337](tel:(207)862-3337)

On Tue, Mar 8, 2016 at 7:10 AM, Sean Currier <publicworks@hampdenmaine.gov> wrote:

Gents, The quote below from Maine Earth is to excavate the old hockey rink and start the process of additional parking at the VFW ball fields.

Maine Earth:

Excavate (grub) area and place excavation in the side slope of new parking area at VFW Ball fields.

Haul 1165 yds of tailings from our pit back to parking and put in place.

Public Works:

Will put geotextile fabric over the tailings and a foot of gravel when we have the resources to haul this summer.

Install a drain pipe from the old hockey rink to the drainage ditch across the tennis court access drive.

Install silt fence where necessary and erosion control measures to insure no sediment leaves the site.

Mulch and seed any disturbed area outside of gravel parking.

Additional geotextile fabric is approximately \$1800 and will not be part of the original scope of the contractor.

Some sort of barrier will need to be installed between the parking and the basket ball courts upon completion. I recommend \$3500 as place holder for barrier.

Total estimate of costs for parking area by contractor and public works input:

\$16,000.00

Please let me know if you would like to proceed (once the ground is frozen or the road posted signage is lifted) or if you would like me to solicit additional bids.

Sean

Sean Currier
Public Works Director
Town of Hampden
106 Western Avenue
Hampden, ME 04444
[\(207\)862-3337](tel:(207)862-3337)

----- Forwarded message -----

From: **James McCarthy** <jmccarthy@maineearth.com>
Date: Mon, Mar 7, 2016 at 3:35 PM
Subject: Hockey Pond Price
To: "publicworks@hampdenmaine.gov" <publicworks@hampdenmaine.gov>

Sean,

To grub out the pond one foot and truck in 1,165 yds of tailing (allows for 1' gravel parking with 1% slope in both directions to drainage pipe) it will cost \$9,443.00. This is based on the grubblings being placed behind the pond or used in the side slopes of the parking area. It is our understanding that the town is going to install the drainage pipe in the northeast corner.

James McCarthy, P.E.

MAINE
EARTH

283 Western Ave

Hampden, Maine 04444

Ph [207.862.4300](tel:207.862.4300)

Fx [207.862.4339](tel:207.862.4339)

SARGENT

C O R P O R A T I O N

Excellence for Generations.

AN EMPLOYEE OWNED COMPANY

March 9, 2016

Mr. Sean Currier
Town of Hampden – Public Works
106 Western Ave.
Hampden, ME 04444

Re: Canoe Club Road Parking Lot

Sean,

As requested, here is the pricing for the site preparation for the Canoe Club Road parking lot.

1. Provide an excavator, operator and foreman to grub the proposed parking lot footprint to the 1% slope as described during our site visit. Grubbing materials will remain onsite and used to construct a berm along the southern edge of the parking area. One Lump Sum - \$2,240
2. Provide three (3) tri-axle dump trucks to import approximately 1,200 cubic yards of tailings from the town's Canaan Road pit. Tailings provided and loaded by the Town of Hampden. One Lump Sum - \$2,840
3. Provide a bulldozer with an operator to place approximately 1,200 cubic yards of tailings. One Lump Sum - \$1,576
4. Provide a loader with an operator to load the tailings at the Canaan Road pit. One Lump Sum - \$1,280

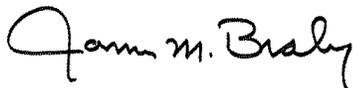
Mobilization and demobilization are included in the above prices.

Exclusions:

- Seed and mulch
- Permits
- Drain pipe and installation

Feel free to call with any questions, 207-990-1735.

Sincerely,



James M. Braley
Project Manager

Main Office
378 Bennoch Road
P.O. Box 435
Stillwater, Maine 04489
Phone: (207) 827-4435
Fax: (207) 827-6150

Bangor Regional Office
489 Odlin Road
Suite 101
Bangor, ME 04401
Phone: (207) 990-1735
Fax: (207) 990-2432

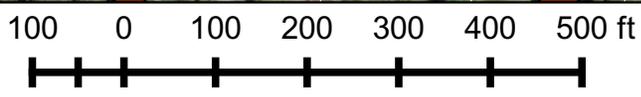
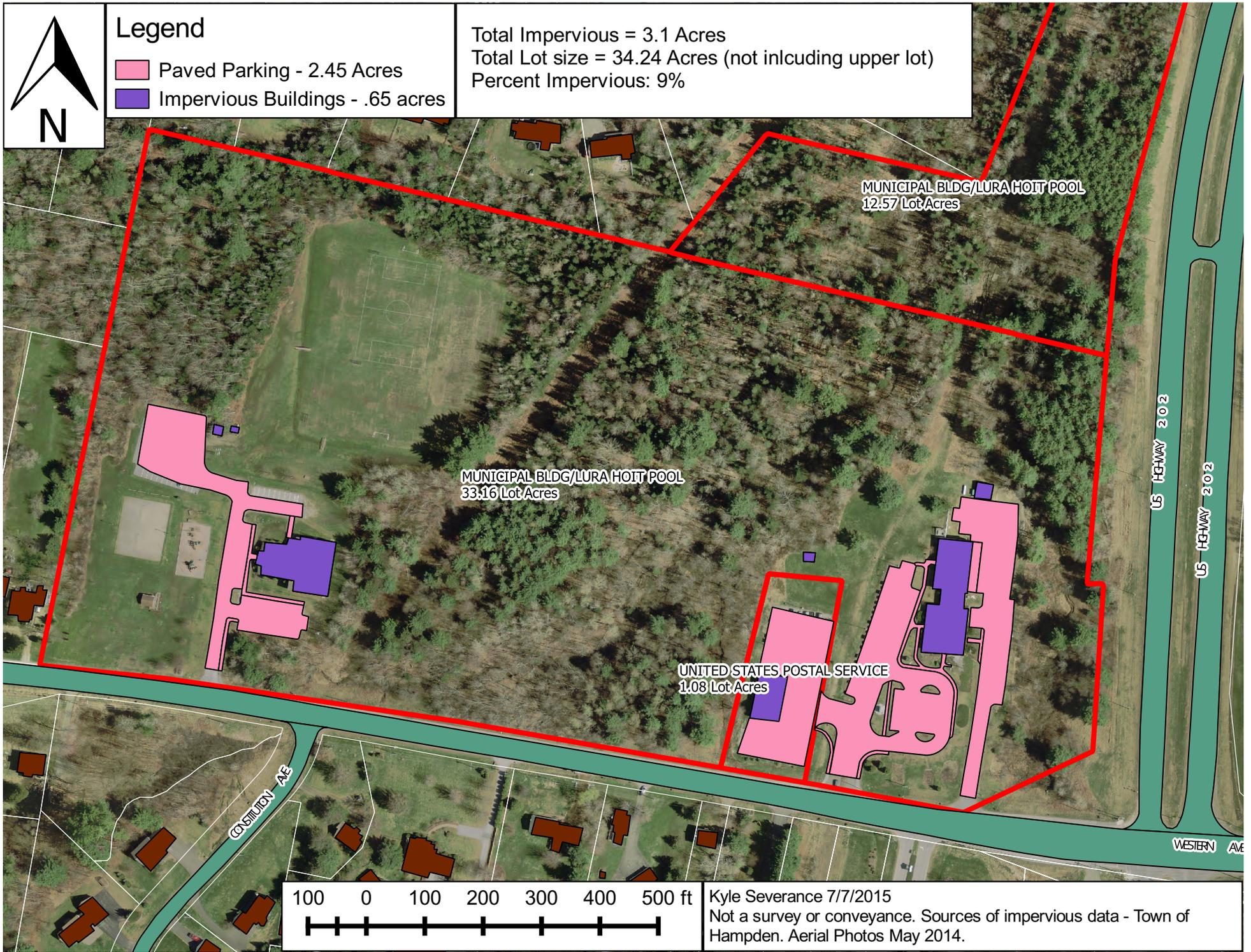
Mid-Atlantic Regional Office
11139 Air Park Road
Suite 1
Ashland, VA 23005
Phone: (804) 368-7118
Fax: (804) 368-7387



Legend

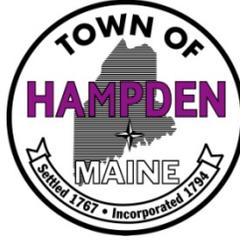
- Paved Parking - 2.45 Acres
- Impervious Buildings - .65 acres

Total Impervious = 3.1 Acres
Total Lot size = 34.24 Acres (not including upper lot)
Percent Impervious: 9%



Kyle Severance 7/7/2015
Not a survey or conveyance. Sources of impervious data - Town of Hampden. Aerial Photos May 2014.

Town of Hampden
106 Western Avenue
Hampden, Maine 04444



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

TO: Services Committee
FROM: Angus Jennings, Town Manager
DATE: March 10, 2016
RE: Online registration and payment for Recreation and Pool programs

Over the past couple of months, I have been working with Shelley, Darcey and Kyle to investigate the potential to offer an online registration and payment option for Recreation and Pool programs. We are in agreement that this transition would:

- improve public service (relative to current paper-based registration, with payment by cash or check only);
- reduce staff administrative burden resulting from data entry, allowing more staff time to go toward programming and public service; and
- in all likelihood, increase program revenues due to greater public convenience, including for out-of-town customers (such as for potential facility rentals).

Following background research, we solicited a proposal from MyRec.com (attached), and we met at length with the Rec Department staff in Bangor to review their experiences with this vendor. Their reviews were overwhelmingly positive, and we were very impressed by their demonstration of the Bangor site (www.bangorparksandrec.com).

We have been working through logistical issues associated with offering in-person registration through the online system, and believe we can provide this service in both the Pool and Recreation locations using existing surplus laptops repurposed for this use, with the addition of credit/debit card readers that can be purchased at modest cost. Kyle has suggested that the IT budget could be used in support of up-front costs, perhaps including the MyRec software.

There is a per transaction cost associated with acceptance of credit and debit cards, and we are currently researching multiple vendors to determine the best available option. At Monday's meeting, we'll provide more information regarding this issue. I anticipate recommending changes to the Fees Ordinance to allow these costs to be absorbed within user registration fees, while ensuring that our fees structure remains price competitive and fair.

It is our hope to move forward fairly quickly, building on work to date, in order to provide this service in time for the Summer 2016 program registration. Shelley and Darcey will both be in attendance for this portion of Monday's discussion.



Angus Jennings <townmanager@hampdenmaine.gov>

Fwd: MyRec.com: nice talking with everyone

1 message

Hampden Recreation Dept. <recreation@hampdenmaine.gov>

Fri, Feb 26, 2016 at 12:28 PM

To: Angus Jennings <townmanager@hampdenmaine.gov>, Lura Hoit Pool <lurahoitpool@hampdenmaine.gov>

Attached... Service Agreement requested in phone conference yesterday. Shelley

----- Forwarded message -----

From: **Ray Foley** <ray@myrec.com>

Date: Thu, Feb 25, 2016 at 7:56 PM

Subject: MyRec.com: nice talking with everyone

To: recreation@hampdenmaine.govCc: hampdenplay@hotmail.com

Hi Shelley,

Please be sure to thank everyone for taking time to review the MyRec.com system. Contact me anytime as questions come. I'll get back to you in a few weeks unless I hear from you sooner. We should have no problem getting up and fully function in time for your spring/summer registrations...long as we can get started in the 2 or 3 weeks.

I've attached the service agreement.

How easy is the transition to MyRec.com?

We take the "scary" aspects out of starting new software;

1. By entering all your data - allowing you to become familiar with the software as its being used.
2. By keeping the training brief - no long drawn out training sessions.
3. And by providing a user friendly public side to your system where your customers can easily open their accounts for you...and they do!

How much does MyRec.com cost?

The attached service agreement contains the fees

Who else is using MyRec.com?

Here are a few recreation departments in Maine using our software. To see more go to http://myrec.com/rec_search.aspx.

- www.KennebunkRec.com, Brian Costello, 207-985-6890
- www.OldTownRec.com, Kevin McPhee, 207-827-3961
- www.BiddefordRec.com, Carl Walsh, 207-283-0841
- www.SacoRec.com, Kevin Lombard, 207-283-3139 X103
- www.StandishRec.com, Jen DeRice, 207-642-2875

MyRec.com security information:

MyRec is PCI level 2 compliant and is in compliance with FACT. No credit card numbers are stored on MyRec servers. Cards are handled by an external third party merchant, Authorize.net. The database server itself is not accessible from the outside world. Any sensitive information stored is encrypted as is any communication with servers. We run monthly PCI scans on the portion of our site that transmits credit card information to the chosen credit card gateway. In addition to this, we confirm security against discovered vulnerabilities in the virtual world such as the Bleeding Heart exploit and various forms of SQL injection as each case arises. In most cases, we have already addressed the issue. All data within the site is protected by an SSL certificate and passed in coded format. Personal information may only be accessed by those with a password to the account or staff-side of the software.

Ray Foley

866-GoMyRec ([866-466-9732](tel:866-466-9732))

ray@myrec.com

www.MyRec.com

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

<https://twitter.com/myrecdept>

This email has been sent from a virus-free computer protected by Avast.

www.avast.com

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Hampden Recreation Department
Town of Hampden
106 Western Avenue (mailing)
1 Main Road North (physical)
Hampden, ME 04444

ph. [207-862-6451](tel:207-862-6451)

fx. [207-862-5067](tel:207-862-5067)

www.hampdenmaine.gov



HampdenME_Service Agreement.doc

188K

MyRec.com Recreation Management Software STANDARD AGREEMENT

This Agreement is made this 25th day of February, 2016 between:

Business Name ("Client"): Hampden Recreation

Having its principal place of business at:

Address: 106 Western Ave.

City: Hampden State: ME Zip: 04444

Phone: (207) 862-6451

And

Business Name: MyRec.com

Having its principal place of business at:

PO Box 302

City: Killington State: VT Zip: 05751

Phone: 866-466-9732 Fax: 802-440-3074

Email: info@myrec.com

In consideration of Client retaining MyRec.com to provide recreation management software with online registration for Client, it is agreed as follows:

1. Compensation and Term

The above named Client retains MyRec.com, and MyRec.com agrees to perform the following services: Recreation management software with online registration. Client is solely responsible for all data entered into the software. Term shall be March 1, 2016 to February 28, 2017 The following fees shall apply:

Core Prices

Annual System Fees

Fee	Annual Revenue Minimum	Annual Revenue Maximum	Level
\$2,895	\$0.00	\$50K	1
\$3,295	\$50K	\$100K	2
\$3,595	\$100K	\$200K	3
\$3,995	\$200K	\$300K	4
\$195	For each \$100K over \$300K		5+

Fee of \$3,595 Includes:

Web based software with unlimited training & support, program management, online registration portal/website, facility scheduling, reservations, memberships with card scanning, financial reporting, team management, email marketing, after school/camp programming, point of sale inventory, domain, hosting, SSL, and more. **There are no other annual software fees.**

One-time Fees

Fee: Using Preferred Processor*	Fee: Using Own Processor	Item
\$0.00	\$995	Data Entry and Training
\$500 (optional)	\$500 (optional)	Design Option: Customized Site Look

* Preferred processor is Priority Payment Systems

2. Warranties by MyRec.com

MyRec.com represents and warrants to Client that it has the experience and ability to perform the services required by this Agreement; that it will perform said services in a professional and competent manner; that it has the power to enter into and perform this Agreement; . However, Client will not determine or exercise control as to general procedures, formats or sub-contracting necessary to have these services meet Client's satisfaction.

3. Independent Contractor

MyRec.com acknowledges that the services rendered under this Agreement shall be solely as an independent contractor. It is expressly understood that this undertaking is not a joint venture.

4. Confidentiality

MyRec.com recognizes and acknowledges that this Agreement creates a confidential relationship between MyRec.com and Client and that information concerning Client's business affairs, customers, vendors, finances, properties, methods of operation, computer programs, and documentation, and other such information, whether written, oral, or otherwise, is confidential in nature. All such information concerning Client is hereinafter collectively referred to as "Confidential Information."

5. Non-Disclosure

MyRec.com agrees that, except as directed by Client, it will not at any time during or after the term of this Agreement disclose any Confidential Information to any person whatsoever and that upon the termination of this Agreement it will turn over to Client all documents, papers, and other matter in its possession or control that relate to Client.

6. Grant

Client agrees that copyrights to MyRec.com's work product produced in the performance of this Agreement shall remain the exclusive property of MyRec.com, and that it will not sell, transfer, publish, disclose or otherwise make the work product available to third parties without MyRec.com's prior written consent. Any rights granted to Client under this Agreement shall not affect MyRec.com's exclusive ownership of the work copyright.

IN WITNESS WHEREOF, Client and MyRec.com have duly executed this Agreement as of the day and year first above written.

MyRec.com

Name: Ray Foley

Title: President

Date: 2/15/2016

Signature:

Hampden Recreation

Name:

Title:

Date:

Signature: