

SERVICES COMMITTEE MEETING

Monday, September 12, 2016

6:00 pm

HAMPDEN TOWN OFFICE

A G E N D A

1. MINUTES

- a. August 8, 2016

2. OLD BUSINESS

- a. Broadband research update, including regarding EMDC pilot program and pending Hampden grant application for participation in ConnectME Broadband Pilot Study
- b. Discussion of future policy regarding facilities maintenance cost sharing with Recreation Affiliated Programs
- c. Update on research re Town Building / Pool site and potential for additional field space

3. NEW BUSINESS

4. PUBLIC COMMENTS

5. COMMITTEE MEMBER COMMENTS

Request for Proposals

**Community Participation in a Broadband Pilot Study For
Eastern Maine Development Corporation**

August 2016

Overview

Eastern Maine Development Corporation (EMDC) has been awarded a planning grant from the State of Maine ConnectME Authority to launch a pilot project in four communities or partnership of communities supporting the expansion of digital capacity in Eastern Maine. This work will build on activities and planning EMDC and their regional partners recently completed through a strategic planning process, "Re-engineering the Region" that identified better broadband connectivity and adoption as essential to our region's growth and increasing employment/education opportunities.

This project will consist of the selection of four (4) communities (or a partnership of communities representing one application for a county), who are well-positioned to begin the digital planning process, building the necessary "template" to identify their next steps and to expand the model to other communities. Communities need to understand their gaps and best solutions before moving forward on a broadband expansion implementation plan. The final plan will include digital planning that incorporates infrastructure and the current capacity of digital literacy/training, gaps, and solutions to address the gaps.

The grant contains financial resources to be used for this project. Approximately \$40,000 will be available for developing four (4) community(s) digital plans. In addition, each community needs to be prepared to commit up to \$5,000 as a match to the awarded funds from ConnectME. The level of cash commitment will not be an evaluation factor when selecting the successful bids.

Bidders Conference

A Bidders Conference will be held from 9:00 – 11:00am on Thursday, August 25, 2016 at the EMDC offices on 40 Harlow Street, Bangor ME. The conference will be an opportunity for applicants to ask questions about eligibility and clarification on the application contents/format. Those partnerships thinking about submitting an application in response to this RFP are strongly encouraged to attend as well as communities that are new to broadband planning. Please notify EMDC (vrusbult@emdc.org) if you plan to attend.

Submission Requirements

Communities (or a partnership of communities) interested in being selected to participate in this project are asked to complete the RFP application. Submissions may be sent electronically via e-mail or by mail on paper or on a CD-ROM.

Proposals will be accepted until Monday, September 12, 2016 at 3:00 p.m.

Send email submissions, one (1) PDF and with the subject line "*Company Name*: EMDC's Broadband Pilot Project RFP" to

vrusbult@emdc.org or, preferably,

One (1) original and one (1) copy of the proposal to:

Vicki L. Rusbult, EdD, MPA
Director, Re-Engineering the Region & Planning
Eastern Maine Development Corporation
40 Harlow Street
Bangor, ME 04401

Please direct questions regarding this RFP to: Vicki Rusbult at (207) 942-6389, or e-mail vrusbult@emdc.org.

Eastern Maine Development Corporation reserves the right to accept or reject any/or all proposals in total or in part and to waive any informalities.

Purpose of Proposal

EMDC and Axiom Technologies will partner with four (4) communities (or a partnership of communities under one application) in the Eastern Maine region of Hancock, Penobscot, Piscataquis and Waldo counties for this pilot project. *One community will be selected from each county.* This is a critical first step that addresses an important cross-cutting strategy identified in the “Re-Engineering the Region” strategic planning effort – expansion of broadband infrastructure and bridging the digital divide is critical as we work to spur economic growth and revitalization. This strategy, along with building a learning economy and supporting entrepreneurship, is needed to be competitive in the existing and new economies. This project will provide the framework to create a template for building similar technology/digital plans in other communities in Eastern Maine. As a result of this work, we will be arming communities with the information needed to efficiently and cost-effectively expand broadband infrastructure and digital literacy specific to each community’s needs.

There are communities that have plans underway to perform this type of investigation independently; this project is intended for those communities who are not equipped to launch a broadband effort on their own.

Work through this pilot effort will combine conversation + data collection and analysis + action to meet project goals. For each pilot participant, those goals will include:

- Needs assessment, inventory, gaps analysis, and mapping of existing infrastructure
- Meetings with municipal officials to discuss public infrastructure needs, and map private infrastructure (if available)
- Interview 10-15 key businesses and community anchor institutions
- Convene community meetings for input
- Through interviews and surveys, define local broadband needs and goals
- Create a Digital Literacy and Inclusion roadmap specific to the Community’s needs. The roadmap will include a description of options for Affordable Internet, Affordable Equipment, Digital Literacy Training Plan (business, community/municipal leaders, residential), Public Computer Access, and tentative training schedule.
- Produce a final Community Technology report with key findings and recommendations

Completion of this pilot project will provide the necessary data to inform the Community(s), EMDC, and Axiom Technologies about the recommendations for expansion of broadband capacity. Included in the final product will be the identification of current capacity, gaps of service and training, and real-world solutions to expanding broadband for businesses and residents alike.

This process will also inform other broadband stakeholders who are working to develop short and longer-range plans for increasing the supply and demand for high speed internet access and adoption as a strategy to accelerate economic growth and enhance the quality of life of residents.

Project Schedule

EMDC will review proposals and select the four (4) pilot participants on or about the week of September 12, 2016. If additional information is required, EMDC will contact the community leadership before that date. All bids need to align with requirements of the application process as outlined in this Request for Proposals.

Record Keeping

Records will be completed and retained by EMDC and Axiom Technologies, LL. However, it is recommended that the selected communities retain copies for their formal town records.

Proposal Terms

EMDC reserves the right to reject any and/or all proposals received as a result of the Request for Proposals (RFP) and to waive any informalities. If a proposal is selected, it will be the most advantageous regarding the compliance with RFP eligibility conditions and the capability and the commitment of the community to actively engage in the assessment process. EMDC reserves the right to consider proposals for modification at any time before a contract would be awarded, and negotiations would be undertaken with the Community whose proposal is deemed to best meet EMDC's specifications and needs.

Each bidder must be able to provide a matching contribution of up to \$5,000. The amount of the match will not be a determining factor in the selection of the four final participants. Rather, the financial contribution will represent the Community's commitment to engage and support this pilot effort. Please note that communities partnering to submit one application must provide a match to supplement the ConnectME investment of \$10,000 per community to equal \$10,000 for each partnering community.

In the event that it becomes necessary to revise any part of this RFP, an addendum will be provided. Deadlines for submissions of RFP's may be adjusted to allow for revisions. The entire proposal document with any amendments should be returned. To be considered, a pdf of the revised proposal must be emailed to vrusbult@emdc.org on or before the date and time specified.

Proposals should be prepared simply and economically by providing a straightforward, concise description of the Community's ability to meet the requirements of the RFP.

All proposals will become the property of EMDC. Information in the proposal will become public property and subject to disclosure laws and EMDC policies and procedures after bid award.

Applicants must prepare a proposal in the format described in this RFP. The format will allow the selection committee to fairly review, compare, and evaluate proposals. Failure to follow the format used in this RFP may result in the proposal being disqualified from consideration.

EMDC will not be liable for any costs associated with the preparation, transmittal, or presentation of any material submitted in response to this RFP.

Proposal Specifications

The proposal shall include all of the following information. Failure to include all information could result in disqualification.

1. Description of Community or partnership of Communities including the geographic and socio-economic landscape, and current broadband efforts. Include a statement that the Community(s) understands the objectives and goals of this pilot project.
2. Description of Broadband Team including primary/key point of contact.
3. Ability to communicate broadband expansion to community-at-large.
4. Identification of Community(s) match up or equal to \$5,000. For a partnership of Communities submitting one application, the match will need to supplement the project-allocated \$10,000 per pilot site to equal \$10,000/Community (i.e., if 4 Communities are partnering under one application, the full match will need to equal \$30,000 to support a full assessment of each Community identified in the partnership).
5. Ability and commitment for full collaboration with EMDC and Axiom Technologies to meet project requirements.
6. Readiness of Community(s) to launch broadband project in the Fall of 2016.

Evaluation Criteria

Community(s) selection criteria will include a description of the current capacity, alignment with past broadband efforts including the 3-ring binder,

The criteria used in evaluation of the proposals will include:

- Clarity of the proposal, understanding of the project objectives, and responsiveness to the work program.
- Identification of the Community's or partnership of Communities Broadband Team and key point of contact
- Overview of existing efforts
- Identification of potential Community(s) anchor institutions (i.e., schools, libraries, hospitals, etc.)
- Inclusion of a Community(s) match (evaluated not on amount of match but rather inclusion and commitment to providing a match)

Standard Provisions for Contracts

If selected, the pilot participant will be required to adhere to a set of general provisions which will become part of any formal agreement. The provisions are general principles which adhere to the stipulations of the ConnectME grant award including full engagement of Community stakeholders, adherence to the pilot project timeline, and accessibility to EMDC and Axiom Technologies to perform project work.

Indemnification Agreement

The Community(s) will protect, defend, and indemnify EMDC and Axiom Technologies, its officers, agents, volunteers, and employees from any and all liabilities, claims, liens, fines, demands and costs, including legal fees, of whatsoever kind and nature which may result in injury or death to any persons, including the Community's own employees, and for loss or damage to any property, including property owned or in the care, custody or control of EMDC or Axiom Technologies in connection with or in any way incident to or arising out of the occupancy, use, service, operations, performance or non-performance of work in connection with this pilot project resulting in whole or in part from negligent acts or omissions of the Community(s) or any employee.

Compliance with Laws and Regulations

The Community(s) will comply with all federal, state, and local regulations, including but not limited to all applicable Occupational Safety and Health Administration/Maine Department of Labor (OSHA/MDOL) requirements and the Americans with Disabilities Act.

Fair Share Goals

Consideration of all applicants, regardless of size of community, current capacity and financial match, will be made in the selection process. EMDC will exercise appropriate measures to ensure good faith efforts are made during the selection process, with no undue preference given to any applicant.

Ownership of Documents and Publications

Upon completion of the broadband assessment, the final report will be the property of the Community(s) with copies retained by EMDC and Axiom Technologies. The final report may not be copyrighted by the Community. Any use of the information by the Community(s) should reference the sponsorship by EMDC and Axiom Technologies through the pilot project. Any publication of the information by EMDC and Axiom Technologies is allowed through the Community's participation on the pilot project.

Termination of Contract

Either party may terminate the contract by giving thirty (30) day written notice to the other party.

Change in Scope or Schedule of Services

Changes mutually agreed upon by EMDC, Axiom Technologies or the Community(s) will be incorporated into the contract by written amendments signed by all parties.

Format of Technical Proposals

Proposal content and completeness are most important. Proposals should be on recycled paper (if submitted via regular mail), 8.5 x11 inches, in size 12 font. The proposal should not exceed 10 pages in length. In order to simplify the review process and obtain the maximum degree of comparability, all proposals shall be organized in the following manner:

1. Signature Page - The signature page should be signed by an official authorized to bind the Community. It should have the RFP title, name of the partnership/Community local address, voice and fax telephone numbers, name of contact person, email, and website.
2. Overview and Summary - This section should clearly convey that the Community(s) understands the nature of the work, provides a clear overview of the applicant's broadband efforts to date, and identifies the goals for expanding broadband services including infrastructure and digital literacy/training of residents. Identify any perceived barriers that could impact this project from successful completion. A succinct general description of the Community(s) should also be provided.
3. Description of Broadband Capacity – A Pre-Certification Checklist (see next page), modeled after that used by ConnectME, should be completed and attached to the back of the application. Please note that no funds will be available directly from EMDC and/or ConnectME to the Community(s).

4. Schedule – The applicant must indicate that they will be ready to begin the pilot project no later than September 15, 2016, with the goal of completing all pilot project activities by February 2017.

5. Identification of Community(s) Match – a match of up to or equal to \$5,000 must be included in the narrative (or in the case of a community partnership, a match that equals \$10,000 per participating Community).

Precertification Checklist

The RFP applicant must answer each of these items to be certified for the broadband planning process. A “no” answer is perfectly acceptable; this is a stakeholder and information gathering process. Once certified, a applicant will be eligible to participate in the competitive process to receive services from EMDC/Axiom for a broadband assessment project.

I. Create a Community Broadband Team

- Provide a list of members, including name and title:
 - Must include at least one representative from municipal government for each community seeking certification.
 - If it is known that a non-profit or economic development entity will ultimately be seeking selection for the pilot project using this precertification, it should include one member of that non-profit.
 - Members could include residents and representatives with experience in health care, business, and education.
- Must designate a single point person for communications with EMDC/Axiom for certification process; provide email address to EMDC/Axiom

II. Hold at least one Community Broadband Meeting

- Send emails to broadband providers currently serving your community and invite them to the community meeting.
- Share results of ConnectME Mapping for this community.
- Questions for attendees:
 - Which providers are currently serving your community?
 - Which provider(s) attended your meeting?
 - How do the mapping results compare with members’ actual experience?
 - Does existing broadband access meet your needs?
 - If it is inadequate in what ways does it fall short?
 - If you have broadband, how do you use it now?
- Provide documentation showing meeting dates, agenda and number of attendees, emails to providers and responses to the questions above.
- [EMDC/Axiom may need to provide guidance/suggestions on how to address areas of this section]

III. Identify Key Documents/Existing Efforts

- Does the community use broadband to deliver municipal services? Describe the services, and how broadband is used to deliver these services (e.g., town office has broadband connection it uses to submit information to state government, police department uses broadband to communicate with state or federal

databases or assessors' office make access to property records and maps available to the general public)

- Is there local or regional economic development plans in which broadband could play a role? If so, provide a list of these documents.
- Does the town(s) have a cable franchise agreement?
- Are there any on-going community projects focusing on the digital divide or information technology (public access through schools or libraries, training, improving access to broadband, etc.)?
- Is there a TIF or other economic development grant for all or part of the area to be served?
- Does the town(s) have a municipal electric company? If not, what electric utilities serve the area?
- [EMDC/Axiom may need to provide guidance/suggestions on how to address areas of this section]

IV. Identify Potential Community Anchor Institutions

- Provide a list of potential community anchor institutions
- Community anchor institutions are entities such as schools, libraries, hospitals and other medical providers, public safety entities, institutions of higher education. Anchor institutions can also be community support organizations that facilitate greater use of broadband by vulnerable populations, including low-income, the unemployed, and the aged.
- Provide a list of commercial institutions that could benefit from lower cost, higher bandwidth, and/or improved reliability of broadband.

V. Create a Vision Statement

- A Vision Statement is created by Community Broadband Team with input from the public at the Community Broadband Meeting, with the goal to take a first step toward being able to set a direction for the community's future broadband efforts.
- The statement should describe the role broadband would play in this community's future, using input from the other steps in the precertification process.
 - Identify specific priority areas (e.g., connecting community anchor institutions, ensuring older citizens can age in place, closing the "homework gap", providing affordable high speed connections to a business park).
- Explain how this effort conforms to other planning documents/published visioning efforts on other issues in your community.

Broadband Application Outline

1. Signature Page
 - a. Need Angus's signature for this
2. Overview and Summary
 - a. General description of Hampden
 - i. Population, median household income
 - ii. Location, percentage of geographic area outside the urban area
 - b. Summary of efforts to date
 - i. Meetings with TDS and TWC account managers
 - ii. ConnectME site appears inaccurate for available services in the rural areas
 1. Public Works garage example
 2. Resident's example of degraded service letter and no options
 - iii. Municipal building fiber run and 3-ring binder unbalance
 - iv. Recently determined Town center location for purposes of planning potential zoning changes
 - c. Goals
 - i. Infrastructure expansion options
 - ii. Digital Literacy for Residents
 - iii. Economic development opportunities
 - d. Barriers
 - i. Not knowing what is actually available
 - ii. Seemingly uncooperative ISPs (TWC and TDS)
 1. TWC uncertainty with transition to Frontier
 2. TDS degraded service for the Town
 3. Are there others??
 - iii. Residents claim that the ISPs have told them they couldn't extend service to their location because of some kind of agreement with the Town. We don't know what they are referring to. Does this have something to do with the cable franchise agreement?
 - iv. Limited Town resources (staff time and budgetary)
3. Pre-certification Checklist
 - a. Community Broadband Team
 - i. Point of Contact: Kyle Severance, GIS/IT Specialist, Town of Hampden
 1. Background, expertise, MMA conferences, Cable Consortium subcommittee
 - ii. Karen Cullin, Planner, Town of Hampden
 - iii. Matt Thomas, Firefighter/Paramedic, Resident, Town of Hampden
 - iv. Debbie Lozito, Director Edythe Dye Library
 - v. RSU 22 member – Undetermined
 - vi. Hampden Business Association member – Kevin Bellerose, Computer Doctor of Hampden, resident

- b. Hold Community Broadband Meeting
 - i. Ability to communicate with community
 - 1. Social media (facebook)
 - 2. Cable access channel 7
 - 3. Use GIS to mail residents in certain area or certain real estate categories
 - 4. Ability to hold large meetings (council chambers and community room)
 - 5. Regular newsletters
 - 6. Survey Monkey / Google surveys
 - ii. Need guidance from EMDC/Axiom on conducting the initials survey
- c. Identify Key Documents / Existing Efforts
 - i. Town Office
 - 1. Live video streaming of council meetings
 - 2. Public access webGIS site with maps and documents available
 - 3. CCTV system for entire building (12 cameras)
 - 4. Public WIFI
 - 5. VOIP system – reliability issues
 - ii. Public Safety – communication with County
 - 1. HD camera surveillance from police cruisers gets uploaded when back in the station
 - 2. Ambulances stream vital monitoring information to hospital in Bangor over the internet
 - 3. First Response program for fire/paramedics stream over internet
 - iii. Other Municipal facilities:
 - 1. Pool – Same service as Municipal building
 - 2. Public Works – lacks service
 - 3. Library – 3 ring binder service (fiber)
 - 4. Recreation – TWC service, challenging building for wireless
 - 5. Three town parks – no service
 - iv. No known town documents or plans pertain to broadband (closest to it is the cable franchise agreement) or focus on narrowing digital divide
 - v. Current involvement looking at municipal broadband
 - 1. MMA conference with ConnectME
 - 2. Presentation to Town Council
 - a. ConnectME map inaccuracies
 - b. Should broadband be treated as a utility?
 - i. Public or private?
 - 3. Tie into Town Center?
 - vi. Broadband falls under economic development which is eligible for TIF funds
 - vii. Bangor Hydro serves the town for electrical utility
- d. Potential Community Anchor Institutions
 - 1. Hampden Academy
 - 2. Edythe Dyer Library

3. Municipal Building (Town Office/Public Safety)
 4. Lura Hoit Pool
 - ii. Businesses – **Will attach list to application**
 1. Maine Savings
 2. Hannaford
 3. Rite Aid
 4. Katadhin Trust
 5. Dennis Paper
 6. Central Maine Diesel
 7. Clean Harbors
 8. Good Sheppard Food Bank
 9. Emera Maine
 10. Hampden Country Club (rural)
 - iii. Potential Areas in Need
 1. Roe Village (low income senior living)
 2. Avalon Village (retirement community)
 3. Galway Rd (mobile home park)
 4. Triangle Properties (low income apartments)
 - e. Vision Statement – to be created by the community broadband team
4. Schedule – We are willing to commit to the pilot project begin date of September 15,2016. The council was briefed on the grant opportunity by the GIS/IT specialist at a town council services committee meeting on 6/6/16 (**Attach memo to application**) and the council supported to investigate the grant opportunity:

“Update from MMA Technology Conference regarding municipal broadband / high speed internet options – Kyle Severance, GIS/IT Specialist – Mr. Severance reported on his attendance at a recent conference regarding municipal broadband. He said ConnectME offers strategic planning grants and that he would recommend that Hampden pursue a grant, but said there is work that would need to be done ahead of time in order to be competitive for a grant. He said there should be a Community Broadband Team. Councilor McAvoy asked what level of service is now available along Route 1A. Mr. Severance said that service levels drop off west of the railroad tracks and that he has been in touch with Time Warner Cable and with TDS Telecom. The internet speed at the DPW Garage is inadequate to support VOIP. Councilor Marble said the Town ought to have a clearer sense of what is available to businesses for the purposes of attracting economic development, and that a Broadband Team would help give residents a voice. He asked whether this could be looked at regionally. Mr. Severance said that Orono and Old Town worked together on a fiber initiative. He said that municipal ownership of broadband infrastructure carries risks, but he said Rockport, Ellsworth, Portland and South Portland have made investments to develop their own networks. Mr. Shakespeare said he can’t envision the

town investing in infrastructure for the less developed areas. Manager Jennings asked about the timing of a potential grant application and Mr. Severance reported this would probably be due in February. Manager Jennings suggested that we see about getting a working group appointed to begin work over the course of the fall leading up to a grant application.”

5. Community Match – Assuming eligibility of TIF funds, and council approval, the full \$5000 match can be supported by the Town of Hampden

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: September 8, 2016

RE: Discussion of future policy regarding facilities maintenance cost sharing with Recreation Affiliated Programs

At the April 11 meeting, the Services Committee discussed the Affiliated Programs. The Committee discussed the objective of establishing a more formal, and predictable, framework regarding level of service and method of funding for/from Affiliated Programs. At that time it was acknowledged that the work to establish terms with each group will be ongoing. This issue was further discussed at the August 8 meeting.

Following on those discussions, this item is included on Monday's agenda with the intent to advance the Committee's consideration of these matters.

Based on my engagement in the negotiations with Affiliated Programs, I am concerned that there is not broad understanding of the unique budget structure under which Hampden's recreation programs operate. Representatives of Affiliated Programs have at times contrasted Hampden's approach to cooperative cost sharing with levels of service provided in nearby communities. In my opinion, it is apples to oranges to compare Hampden to communities whose recreation programs are 100% funded by taxpayer dollars. Their budgets are set for the fiscal year and, like other departments, they then can operate within their approved budgets.

In Hampden, our enterprise fund-type structure dictates that both Rec and Pool must generate revenues through user fees, concessions sales, sponsorships, and contributions from Affiliated Programs in order to operate. In FY17, the Recreation budget will receive 30.5% of its total funding from tax dollars. The remaining 69.5% of Hampden's programs rely on non taxpayer funds. This means that our Rec Director bears major administrative and financial management responsibilities that are simply not part of the job in other communities.

Whether a particular Affiliated Program agrees with this structure or not, as an Affiliated Program, it is absolutely essential, in my view, that the structure – and its impact – is

understood. I'm concerned that comparisons to entirely taxpayer-funded recreation programs in other communities may be perpetuating misinformation and misunderstandings within the community.

I believe that, once there is better understanding of the framework within which we operate, and the constraints this can cause, there will be recognition that we are providing the best possible level of service within the available resources.

It is my hope to work with the Committee, Affiliated Programs and other interested parties and, eventually, the full Council, to establish policy to guide these relationships in the future. Revisiting agreements on a frequent basis, which is becoming common, is not time efficient for Town staff or for our Affiliated Program partners. I think all parties will benefit from a clear policy framework that will provide more efficiency and predictability. Securing commitments toward maintenance will also help as we continue ongoing efforts, within budget, to improve management of the Town's recreational facilities.

The Recreation Director has been keeping the Recreation Committee apprised of these discussions, and this issue was on the Committee's agenda for its meeting on September 1. In addition to some outreach that I have conducted, the Recreation Director also sent correspondence to representatives of the Affiliated Programs notifying them of Monday's discussion, and inviting their participation.



memo

Town of Hampden-Recreation Department

To: Hampden Town Council-Services Committee
From: Shelley Abbott; Recreation Director
CC: Angus Jennings; Town Manager
Date: 4/6/2016
Re: Affiliated Program Discussion Services Committee Meeting 4/11/16

Comments:

Please find attached information regarding Affiliated Programs of the Hampden Recreation Department and the Town of Hampden. Currently, six programs, which are governed by their own boards, have agreed to Affiliated Program Status for the 2016 year. Those six programs are: Bronco Travel Soccer, Bronco Little League, Bronco Youth Football, Bronco Travel Basketball, Hampden Children's Day, and the Hampden Senior Citizens Club.

Attached are the Affiliated Program Guidelines that were updated with the assistance of the Recreation Committee in March of 2015. In addition, I have provided a document with other information to help you understand program by program how each is supported by the Recreation Department and the Town of Hampden, along with other program registration fee information I was able to find.

During preparation of the FY 17 budget I took a serious look at expenses and how Affiliated Programs were supported. My proposals include cuts to Bronco Little League (\$975.00) and the Hampden Senior Citizens Club (reduction of \$600, from \$1500 to \$900).

At least two current Affiliated Programs have expressed concerns with the level of services the Town provides not meeting their program's expectations. In response to those concerns, the Manager plans to place this on the Services Committee Agenda on Monday, April 11, 2016, for discussion.

Bronco Travel Basketball

Staff (Jill) on board

Town fiscal agent

Town Insuring agent

Skehan Center at reduced rental rate (half)

Town provided background screening

Bronco Travel Soccer

Rec Committee member (Jason Sharpe) on board (March 2016 resigned)

Town field use at Lura Hoit Fields

Shared Revenue/Expense Summer Soccer Camp

Fiscal agent for week long summer soccer camp

Town Field Maintenance-mowing and trimming

Skehan Center banquet use at no cost (some years)

Bronco Little League

Town Field Use at VFW Drive and Ballfield Road

Town Field Maintenance-mowing and trimming, fence issues

Town Insured Facilities/Buildings

Electricity Costs and Repair Paid by Town

Skehan Center at reduced rental rate (half)

Town had paid \$975 towards required LL insurance (eliminated in FY 17 budget)

Bronco Youth Football

Staff on board (Shelley)

Town fiscal agent

Town insuring agent

Town provided background screening

Skehan Center banquet use at no cost

BTBC uses RSU 22 facilities primarily

BTBC supports HA scholarships, equipment needs, and freshman basketball at HA

BTBC provides rental income at Skehan for annual February tourney (2 weekends)

Registration fee: \$75.00 pp; retained by club

BTSC used Bouchard fields (last season 2015) and Lura Hoit fields in 2015

BTSC provides field lining services and paint supplies, tentative field maintenance items spring 2016 (aeration/over seed)-which is being challenged by club from fall 2015 season

Registration fee: \$140 first/\$130 each additional, retained by club

BLL pays water and sewer charges at the VFW facility, winterization of the snack shack annually, reimburses porta potty rental at Ballfield Road for May and June, supplies field mix, and annual field work days

Registration fee: \$45 first/\$35 each additional, Jr/Sr league \$80, retained by club

Collects sponsorship signage on field fence, retained by club

BYF used fields owned by Lafayette at old HA and RSU 22 turf field

Registration fee: \$125 first/\$75 each additional, retained by club

Hampden Seniors Club

Town provided \$1500 for senior bus trips in 2015 (bussing cost) (reduced to \$900 in FY 17 budget)

Bus has had pick up in Bangor and Old Town in (2015) participants were charged fees to cover items

Annual Membership Dues are required. (? \$10)

Hampden Children's Day

Staff on board (Shelley)

Town insuring agent

Provides meeting space for group at no charge

Town provides event day staffing Fri PM, Saturday (7 a-10 p), and additional details by Public Safety and Public Works

Hampden Garden Club?

Town typically provides mulch/compost for town garden space at municipal building, pool gazebo garden

Rec department provides staff to assist with edging at pool gazebo garden, and provides staff for mulch movement, and end of season plant trimming

All Affiliated Programs have completed their agreements for the 2016 year and these are filed at the Town Office

Guidelines For Affiliated Programs
Hampden Recreation
Town of Hampden, Maine

All Teams, Organizations, Boards, Committees, etc.... wishing to be sanctioned by the Town of Hampden and the Hampden Recreation Department for purposes of insurance, facilities, or monetary contribution must adhere to the following regulations:

- Any group that has a committee or governing board must have a representative of the town as a **voting** member of that board. A representative of the town will include a Town Councilor, a Recreation Committee Member or an employee of the Recreation Department. The representative **cannot** be an officer of the committee or governing board.
- All groups that have any coaches, must have a formal coaching training session whether by recreation department staff or by a national coaching certificate. Also, all coaches/ instructors must complete a Town of Hampden issued background check with acceptable results being received prior to having any contact with the participants.
- All groups will make every attempt to be as inclusive as possible. All who wish to participate shall be eligible to participate regardless of age, gender, race, talent or ability to pay unless the program has specific criteria for that activity (i.e. being 55 years old to be in a senior citizen program). Any group using RSU 22 facilities will include residents of Newburgh, Frankfort, and Winterport as eligible for tryouts and **cannot** cut them from the program on that basis. For activities using town owned facilities, residents have priority over other non-residents - even those attending RSU 22.
- All groups wishing to use **Town of Hampden** or **RSU 22** facilities must fill out a facilities request form. If a RSU 22 facilities request form is being submitted and the group is using the Town's insurance, the form must be signed by the Recreation Director or Assistant Recreation Director before submission to RSU 22.
- School and town programs and activities take space and time priority over affiliated programs in RSU 22 facilities.
- Any teams where there is the potential for cuts, must hold a tryout where prospective participants are given in writing an invitation through all RSU 22 schools at least two weeks in advance of the tryout date.
- All Affiliated Programs need to supply minutes on a minimum of a quarterly basis and copies of any by-laws, or by-law changes to the Recreation Department to be kept in the town's vault of the organization's ongoing board activities. Schedules should also be provided prior to events, leagues, or programs to assist with inquiries from the public.
- Any program using Town of Hampden or RSU 22 equipment and/or facilities are responsible for the upkeep and cleanliness of facilities and the proper return of equipment. Failure to do so may result in suspension of affiliated program status. Organizations will be billed for any lost or destroyed equipment.
- The Town of Hampden shall be compensated for any employee that needs to be present at any function run by an Affiliated Program. The compensation shall be equal to the salary of that employee.

- The Town of Hampden Recreation Department reserves the right to deny or cancel any group from Affiliated Program status and its benefits from Affiliate Program status if guidelines are not being followed. All groups must apply to the Hampden Recreation Director annually for affiliated program status and sign a form stating that all guidelines will be met.
- Any group using RSU 22 facilities may be required to have a RSU 22 faculty member or a Town of Hampden employee on site. If there is a cost for that requirement, the fee shall be paid by the Affiliated Program.
- Any Affiliated Program using Town of Hampden Skehan Recreation Center facilities on a space available basis will be granted use at a 50% reduced rental rate of current rental rates. These monies will be used to support expenses related to staffing and miscellaneous building expenses. The Town of Hampden will not issue keys to our facilities, or allow use without an employee onsite.
- RSU 22 has established protocols for facility reservations and key holder expectations. Key holders should not be entering the facilities without advance approved insured reservations by RSU 22. All facilities should be left clean and secured at the end of use. Some RSU 22 facilities may require the completion of paperwork and signing out of a numbered key for seasonal facility use. Key holders should abide by all requirements established by RSU 22.

President/Chairperson (s) _____ Affiliated Program _____

Signature (s) _____ Date: _____

_____ Date: _____

Town Of Hampden Official _____ Title: _____

Signature _____ Date: _____

Adopted 9/14/2009
 Updated 2/19/2015
 Approved Revisions 3/3/15 Recreation Committee