

SERVICES COMMITTEE MEETING

Monday, January 9, 2017

6:00 pm

HAMPDEN TOWN OFFICE

A G E N D A

1. MINUTES

- a. December 7, 2016

2. COMMITTEE APPLICATIONS

- a. Recreation Committee – James Dyer (new appointment)
- b. Recreation Committee – Jason Sharpe (reappointment)

3. OLD BUSINESS

- a. Update on date change for 2017 forum for community and civic organizations
- b. Update on topographic survey of Pool site

4. NEW BUSINESS

- a. Update on items from January 5 Recreation Committee meeting
- b. Request for allocation of \$1,462.50 from Library Reserve fund for trapping and exclusion of squirrels from Library building
- c. Impact of recent minimum wage increase on Recreation Department (FY17); evaluation of current fee structure
- d. Update regarding Community Connector Bus; age of Hampden bus and related maintenance expenses; participation in working group convened by Bangor

5. PUBLIC COMMENTS

6. COMMITTEE MEMBER COMMENTS

SERVICES COMMITTEE MEETING

Wednesday, December 7, 2016

6:00 pm

MINUTES – DRAFT

Attending:

<i>Councilor Terry McAvoy, Chair</i>	<i>Resident Bill Shakespeare</i>
<i>Mayor David Ryder</i>	<i>Resident Pam Ivey</i>
<i>Councilor Ivan McPike</i>	<i>Carmel Resident Kate Waning</i>
<i>Councilor Mark Cormier</i>	<i>Resident Nicole Aronowitz</i>
<i>Councilor Stephen Wilde</i>	<i>Resident Margaret Frazier</i>
<i>Councilor Dennis Marble</i>	<i>Recreation Director Shelley Abbott</i>
<i>Councilor Greg Sirois (arr. 6:20)</i>	
<i>Town Manager Angus Jennings</i>	

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

1. MINUTES

- a. **November 15, 2016** – *Motion by Councilor Marble seconded by Councilor McPike to approve the November 15 meeting minutes. Approved 6-0.*

2. OLD BUSINESS

- a. **Pool Board applicants**
 - i. **Pamela Ivey**
 - ii. **Kate Waning**

Ms. Ivey and Ms. Waning appeared before the Committee. Ms. Ivey said it is a lovely pool, well run, and that the young people are respectful. Ms. Waning said that, if there is not an opening for a full Pool Board member, she would be interested in being considered for appointment as an alternate member. There was a motion by Councilor McAvoy seconded by Councilor Wilde to recommend Council appointment of Pamela Ivey to the Pool Board. Motion passed 6-0. There was a motion by Councilor McAvoy seconded by Councilor Wilde to recommend Council appointment of Kate Waning to the Pool Board. Motion passed 6-0.

3. NEW BUSINESS

- a. **Library Board applicants**
 - i. **Nicole Aronowitz**
 - ii. **Margaret Frazier**

Ms. Aronowitz and Ms. Frazier appeared before the Committee. There was a motion by Councilor McAvoy seconded by Councilor Marble to recommend Council appointment of Nicole Aronowitz to the Library Board. Motion passed 6-0. There was a motion by Councilor McAvoy seconded by Councilor Marble to recommend Council appointment of Margaret Frazier to the Library Board. Motion passed 6-0.

b. Pool Board applicants for reappointment

- i. Benjamin Curtis**
- ii. Sam Manhart**

There was a motion by Councilor McAvoy seconded by Councilor Marble to recommend Council reappointment of Benjamin Curtis to the Pool Board. Motion passed 7-0. There was a motion by Councilor McAvoy seconded by Councilor Marble to recommend Council reappointment of Sam Manhart to the Pool Board. Motion passed 7-0.

c. Recreation Committee applicant for reappointment

- i. Nancy Fenders**

Ms. Fenders appeared before the Committee. There was a motion by Councilor McAvoy seconded by Councilor Marble to recommend Council appointment of Nancy Fenders to the Recreation Committee. Motion passed 7-0.

d. Discussion of Conservation Ordinance and the role of the Conservation Commission; consideration of repeal of Conservation Ordinance

Chairman McAvoy noted that the Commission hadn't met since around 2010, and said he sees no reason to keep a Commission active. Manager Jennings reported on his outreach to prior Commissioners regarding the Commission's roles and responsibilities in the past, and summarized his conversations with several former Commissioners. Chairman McAvoy said that he'd like to think the Council could call on the expertise of specialists as needed in the future, and that perhaps an ad hoc committee would be needed when the Town's Comprehensive Plan is next updated. Councilor Marble said that some people are very interested in conservation, including things like public access to the river. The Committee considered tabling the discussion, but several members said they did not see the Town actively seeking conservation lands in the future. There was a motion to recommend that the Council repeal the Conservation Ordinance, and it was passed 5-2 with Councilors Sirois and Marble opposed.

- e. **Conservation Commission applicants**
 - i. **Tom Brann**
 - ii. **William Shakespeare**

Manager Jennings reported that Mr. Brann and Mr. Shakespeare both withdrew their applications earlier in the day, so no action was taken by the Committee.

- f. **Proposed amendments to Sewer Ordinance – abatement policy, summer meters, testing standards etc. (cont'd from 11/28 Infrastructure Comm.)**

The Committee reviewed the Ordinance including the draft redlined revisions and raised the following questions:

- 4.2.4. Is a backwater valve installed inside the house? Who inspects it?*
- 4.7. Find the wording confusing about the elevation and location of sewer.*
- 4.8. Reference to "any building drain." Should this be revised so it's clear that things like storm drains can't tie in to sewer?*
- 4.13.1. The phrase "except that such interceptors shall be required for private living quarters or dwelling units." Is this supposed to say shall not be required?*
- 5.3.4. There was a question about the need for spreading the bedding material over the entire width between the trench walls.*
- 5.3.6. Why would riser rings be prohibited? Is this only on initial construction or permanently? These have been used when repaving, etc.*
- 5.6.1. The need for the filing of an annual report was questioned. This was seen as a burden both on the private party and on the Town, and the language is seen as setting up both sides to fail. There should not be a requirement that we don't have the capacity/ability to enforce.*

4. PUBLIC COMMENTS – None.

- 5. COMMITTEE MEMBER COMMENTS –** *Manager Jennings reported that there has been interest from a couple of citizens in being appointed to the Historical Commission.*

There being no further business, the meeting was adjourned at 6:58 PM.

*Respectfully submitted –
Angus Jennings, Town Manager*



Check One: Initial Application
 Reappointment Application

TOWN OF HAMPDEN APPLICATION FOR TOWN BOARDS AND COMMITTEES

NAME: DYER JAMES F.
LAST FIRST MI

ADDRESS: 37 LIBERTY AVENUE HAMPDEN 04444
STREET TOWN ZIP

MAILING ADDRESS (if different): _____

TELEPHONE: 862-8035 570-3864
HOME WORK

EMAIL: jamesfdyere@gmail.com

OCCUPATION: RETIRED

BOARD OR COMMITTEE PREFERENCE:

FIRST CHOICE: RECREATION COMMITTEE

SECOND CHOICE (OPTIONAL): _____

How would your experience, education and/or occupation be a benefit to this board or committee? _____

PLEASE SEE ATTACHED SHEET

Are there any issues you feel this board or committee should address, or should continue to address? CONTINUE TO MAINTAIN, AND WHERE/WHEN PRUDENT AND REASONABLE, ENHANCE RECREATIONAL FACILITIES.

- 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

FOR TOWN USE ONLY

Date Application Received: DEC 15 2016

COUNCIL COMMITTEE ACTION: _____ DATE: _____ Office of the Town Clerk

COUNCIL ACTION: _____ DATE: _____

____ NEW APPT ____ REAPPOINTMENT DATE APPOINTMENT EXPIRES: _____

James Dyer

37 Liberty Avenue
Hampden, Maine 04444

Home Phone: (207) 862-8035
Cell Phone: (207) 570-3864

Extensive administrative, leadership, and supervisory experience in athletics, camps and intramurals/ recreation which could add perspective to discussions about recreational opportunities and experiences for the residents of Hampden.

- College Coaching Experience: 31 years
 - University of Maine
 - Eastern Connecticut State University

- College administrative experience: 18 years
 - Director of Athletics; Maine Maritime Academy
 - Assistant Director of Athletics; University of Maine

- Various conference, regional, and national committee assignments
 - Chairman, Athletic Director's Council; North Atlantic Conference
 - Competition and Championships Committee; America East Conference
 - Board of Directors; National Soccer Coaches Association of America
 - Chairman, NCAA Men's Soccer Committee

- Athletic Consultant
 - Offer services in administrative, coaching and leadership areas
 - Specialist in Event Management and Sportsmanship

- Education
 - M.A. Sport Studies; University of Connecticut
 - B.S. Physical Education; University of Connecticut



Check One: Initial Application Reappointment Application

TOWN OF HAMPDEN
APPLICATION FOR TOWN BOARDS AND COMMITTEES

NAME: Sharpe Jason F
LAST FIRST MI
ADDRESS: 29 Deer Hill Lane Hampden ME 04444
STREET TOWN ZIP

MAILING ADDRESS (if different):

TELEPHONE: (207) 862-6189 (207) 478-1214
HOME WORK

EMAIL: jasonfsharpe@aol.com

OCCUPATION: Banker

BOARD OR COMMITTEE PREFERENCE:

FIRST CHOICE: Recreation Committee

SECOND CHOICE (OPTIONAL):

How would your experience, education and/or occupation be a benefit to this board or committee? My previous 3 years on the Recreation Committee have provided me the experience necessary to continue as a committee member.

Are there any issues you feel this board or committee should address, or should continue to address? N/A

3 YEAR

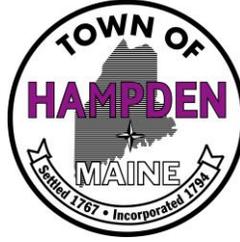
- CONSERVATION COMMITTEE
BOARD OF ASSESSMENT REVIEW
PERSONNEL APPEALS BOARD
LURA HOIT MEMORIAL POOL
ECONOMIC DEVELOPMENT COMMITTEE
FRIENDS OF DOROTHEA DIX PARK

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

5 YEAR
PLANNING BOARD

FOR TOWN USE ONLY
Date Application Received: 12/28/17
COUNCIL COMMITTEE ACTION: Svc. Com. DATE: 1/9/18
COUNCIL ACTION: DATE:
NEW APPT [X] 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: Services Committee

FROM: Angus Jennings, Town Manager

DATE: January 5, 2017

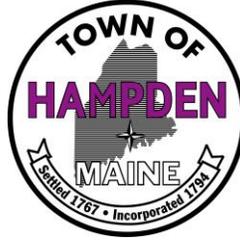
RE: Update on 2017 forum for community and civic organizations

As discussed at the November meeting, my office is working with various organizations to sponsor a forum intended to increase knowledge of and participation in local community and civic organizations.

Due to competing priorities, I have postponed the date we had reserved at RSU-22 (Jan. 29, with snow date Feb. 12). This continues to be a priority of mine, but I do not plan to confirm a date until I have a better sense of when we'll be able to complete the lead-up activities, including extensive outreach to organizations as well as circulation of another Hampden Highlights newsletter (in part) to promote the event.

3-b

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: January 5, 2017

RE: Update on topographic survey of Pool site

The survey project manager at CES, Inc. has advised us that there is one day of field work needed, which will happen next Monday, and we expect to have the results of their work (hard copy and GIS format) by the end of next week. More broadly, the 10/17 memo (attached) remains an accurate statement of status and next steps of this initiative.

Town of Hampden
106 Western Avenue
Hampden, Maine 04444



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

TO: Town Council and Hampden Residents

FROM: Angus Jennings, Town Manager

DATE: October 17, 2016

RE: Statement regarding due diligence for potential fields at Lura Hoit Pool site

Following the vote of the Town Council at its October 3 meeting, my office plans to undertake or oversee the following next steps:

1. Prepare work scope and solicit bids for topographic survey of Lura Hoit Pool site.
2. Based on review of applicable regulations of MaineDEP, Army Corps of Engineers, and others (as applicable), prepare work scope and solicit bids for engineering support as needed for the preparation of documents needed for permitting.

Both of these steps will be needed in order to get permitted to add any impervious surface (i.e. parking) to the site.

Upon completion of these processes, I anticipate bringing forward recommendation of specific vendors along with requests for Council allocation of reserve funding consistent with purposes authorized in the approved budget. Due to the time it will take to complete this work, as well as the competing demands on staff time, I expect that completing these bid processes may take two months or more. Once an engineering firm is retained and the DEP permitting process is underway, DEP has advised that their permitting process could take six months or more.

No site work will take place until specifically authorized and funded, and until my office signs a contract for work.

We will continue to provide periodic updates on this initiative and, in the upcoming Town Manager newsletter, will share information regarding what is under consideration and how Hampden residents can share their opinions, ideas and concerns.

This statement is intended to clarify for Hampden residents that no changes to the site are imminent, and that any future changes, if any, would follow deliberation and votes within public meetings.

HAMPDEN RECREATION COMMITTEE

MEETING AGENDA

Date: January 5, 2017— Skehan Recreation Center
Time: 6:30 PM

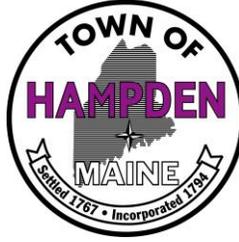
Committee Members: Jane Jarvi (2018), Francis Pergolizzi (2018), Stephanie Shayne (2018), Jason Sharpe (2016-reappointment), Jessica Giles (2016), Jonathan Perry (2016), and Nancy Fenders (2016-reappointment)

Agenda:

- I. Call to Order, Roll Call
 - II. Approval of Agenda
 - III. Public Comments
 - IV. Approval of Minutes from previous meeting (September 2016)
 - V. Directors Update/Report
 - A. Fall/Winter I Program #'s
 - B. Department/Skehan Center updates
 - VI. Unfinished Business
 - A. 2017/2018 Budget
 - B. Affiliate Program Framework Discussion
 - C. Summer Soccer Camp
 - VII. New Business
 - A. Western Avenue Recreation Area Work
 - B. Recreation Committee Member Update
 - C. Minimum Wage Increase
 - D. Town Audit
 - E. Community Organization Fair-January 29
 - F. Development of Department Maintenance Plan
 - VIII. Next Meeting: TBD
 - IX. Adjournment
-

4-b

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: January 5, 2017

RE: Request for Library Reserve funds for squirrel trapping and exclusion

Grey squirrels have established residence under the eaves of the library. Please find attached an estimate to trap and remove the squirrels, and install mesh sealing to prevent re-entry. This unbudgeted expense is recommended for payment from the Library Reserve fund (current account balance \$25,125.80).

We checked with our property/casualty insurance provider to see if that would cover costs above the \$1,000 deductible, but rodent and vermin damage is not covered under our policy unless the infestation causes a fire, or causes a collapse of that portion of the building.

Maine Wildlife Management
PO Box 165 Hampden, Me 04444
207-852-2559

I, Debbie Lozito, et al, resident or landowner of property at: Edythe L Dyer Community Library 269 Main Road North, Hampden, Maine 04444, agree to allow Maine Wildlife Management to service this address by using the following methods for control and / or prevention of wildlife damage beginning Jan 1, 2017/TBD.

Trapping: Beginning Jan 1, 2016

-Due to numerous entry points, history of squirrel presence, and evidence of squirrels in multiple locations on the property the trapping and removal may take longer than 2 weeks.

-All squirrels including red, gray, and flying will be captured and removed from the building.

-Maine Wildlife Management reserves the right to euthanize animals if it is felt that relocating would cause undue suffer and/or lead to death. Every attempt is made to minimize stress and suffering to the animals, at the immediate capture site, as well as potential hardships they may encounter after relocation.

Total for Trapping and Removal: **\$450.00**

Exclusion: TBD/After Squirrels are Removed

-Primary entrance appears to be on south side of the tower. However, there are multiple squirrel entry points over the entire building(20+). The building is in great condition structurally other than the soffits under the eaves. The ventilation consists of lightweight window screening that have allowed squirrels easy access to all parts of the building.

-Permanent sealing to keep squirrels from re-entry will include covering all eaves and sealing with vinyl coated hardware cloth. It is a welded wire mesh that is coated with vinyl to prevent corrosion and weatherization. (Same material they use on lobster traps) The roof will still be able to breathe and ventilate properly, yet long term squirrels will not be able to reenter.

-270ft of eaves @ \$3.75/ft = \$1012.50

Total exclusion work: **\$1012.50**

Both Removal and Full Exclusion: **\$1462.50**

Warranty:

Maine Wildlife Management offers a full one year warranty on all work performed, from the date it is started. This warranty covers the immediate animals in the house, as well as work performed by Maine Wildlife Management. New problems, that are not a result of anything done by MWM, are not covered by this warranty. For example, if a squirrel chews a hole through your front door, which was previously secure before any work was performed, then that is a new situation not covered under the warranty.

The vast majority of animals do not try that hard to get into homes. However, there are extreme circumstances when animals will attempt to exploit even solid sections of a home. One example is mothers looking for a secure den to have young. Overpopulation in the neighborhood that is above carrying capacity for available denning sites as fall sets in, forcing them to look for alternative places like attics or homes. A determined animal may try exceptionally hard to enter a home, and sometimes succeed. Any animals that gain entry into the home through anything that MWM has sealed is covered by the warranty.

There is a \$150 service call fee for being called back to the property, and no animals are present or damage has taken place. Sometimes squirrels may have run across the roof, or the side of the house, or a tree brushes against the house, etc. It's possible they may not actually have gained access back into the house. If however, you suspect that they have returned, call us and we will be glad to help you out.

Name:

Signed: _____ Date _____

Name: Randy Canarr, MWM

Signed: _____ Date: _____

Maine Minimum Wage Increase-January 2017

Hampden Recreation Department

\$7.50/hour to \$9.00 per hour Jan1-December 31, 2017, with additional \$1.00 increments approved through 2020 (approved Question 4, November 8, 2016)

January 2018-December 2018 \$10.00/hour

January 2019-December 2019 \$11.00/hour

January 2020-December 2020 \$12.00/hour

Current Staffing Kids Korner (as of 11/16/16)

Kids Korner has 16 part time employees to staff the program. The program operates Monday through Friday from 7 am to 8:30 am and 3-6 pm (4.5 hours/day) following the school calendar. Currently, paid staff hours are 5.25 hours/day. Morning staff has been difficult to find employees to cover a 1.5 hour shift so the incentive for morning employees is to pay them for 2 full hours of work. Afternoon paid hours include a mandatory daily meeting for all staff .25 prior to shift beginning.

Kids Korner regularly hires for staff positions due to employee turnover and employee availability due to schedule changes of student employees.

Kids Korner operates two facilities in the am and pm. The following illustrates enrollment and staffing as of 11/16/16. Kids Korner maintains a staff to participant ration of 1:8. Kids Korner is open approximately 175 school days per year. Kids Korner is closed on school vacations, holidays, and snow days. Most half days and school in-service days we are also closed, due to staffing and space challenges.

	Current Enrollment					Max Enrollment	Staffing Required (for current enrollment)		
	Mon.	Tues.	Wed.	Thurs.	Fri.		Supervisor	Counselor	Floater
AM-McGraw	23	23	25	25	25	25	1	2	1*
PM-McGraw	27	29	26	30	23	25	1	3	1*
AM-Weatherbee	21	21	22	22	22	30	1	2	
PM-Weatherbee	26	23	26	24	23	30	1	2**	

*Floater fills in for any call outs as needed, and moves between the two program buildings and is of the most senior authority on shift

**Reduction in 1 staff from earlier in school year due to low enrollment at Weatherbee in PM

Current/Planned Kid's Kamp Staffing (for summer 2017)

Kid's Kamp has 11 seasonal part time/full time staff to cover the program. The program is held at the Reeds Brook Middle School gym and cafeteria. The program is held Monday-Friday (with the exception of July 4th) from 7:30 am to 5:30 pm. The camp programmed activities take place approximately between 8:30-4:30 pm. The hour prior and after programming are free play time as participants arrive and await pick up. The number of weeks offered of summer camp vary from summer to summer (typically between 6-8 weeks), and are dependent upon the anticipated end of the school year and school teacher work completion days, and school readying for the upcoming school year in August. The Kid's Kamp program is often displaced from areas of the school as janitorial staff work to complete summer maintenance items. Most summers in the past several years, the Kid's Kamp program has lost use of the gym space due to floor maintenance and dry time for up to the final two weeks of the camp program. The space constraints put great pressure to reorganize plans to fit the spaces available to the program. Further pressure is felt if rainy weather is present or if outdoor field or playground maintenance is also present.

Kid's Kamp's enrollment is limited to 48 students per week entering grades 1-6. This enrollment is limited by the capacity of the facility as maintenance tasks occur, and bus capacity as the camp does offer some bus trips as part of the program.

Kid's Kamp's reputation is outstanding as a well programmed opportunity to keep students busy and active for several weeks during the summer. However, an ongoing issue for the camp that is continually brought up is the fact that there is no regular opportunity for participants to utilize a pool to cool in the summer heat. The program has tried to offer swim opportunities with the Lura Hoit Pool, however the mile hike to and from along with swimming in hot indoor temperatures is not feasible with small children. Busing at this point is not an option due to being cost prohibitive (\$70-75/hr.)

Kid's Kamp's direct competition is Camp Pierce Webber offered by the Bangor Y on the Emerson Mill Road. Camp Pierce Webber does have an onsite swimming pool and offers similar program options and a slightly more cost. When considering any changes in pricing to the Kid's Kamp program we must be mindful of competition to limit any loss in potential participation.

Current Other Part Time Department Staffing (as of 11/16/16)

Quasi-Enterprise Budget Employees (20-05)

Aside from Kid's Korner and Kid's Kamp, the other wages in the 20-05 Quasi-Enterprise budget include program support or instructors. In the current FY 17 budget, pay rates for these positions requiring responsibilities of supervision or elevated program knowledge or coaching experience are at, or slightly above, the rate of pay of the newly vote minimum rate wage increase. For the current FY completion, any necessary adjustments to wages foreseeable at this time would be in the payment of Soccer Camp employees and the organization of that program, and the Rec Department role in it for next summer, is still being determined. Future budget proposals will include incremental adjustments to the rate of pay in the wages line item to for these positions requiring additional skill set.

When at all possible, current Skehan Center budget staff (20-07) are utilized to complete necessary tasks as part of their normal scheduled work hours. This may include facility maintenance items, and

supervision of programs located outside of Skehan Center, thus reducing wage expenses in the 20-05 budget.

Skehan Center Budget Employees (20-07)

Programmer- currently held by 3 month employee approaching 90 day performance review (due 12/16), rate or pay \$8.50.

Building Supervisor- currently held by 4 year employee. Rate of pay is \$9.00

Programmer/Building Supervisor- currently held by 6 month employee currently approaching 6 month performance review (due 11/16), rate of pay \$9.50

Rec Basketball Program Staff- Figures used in current approved budget should appropriately offset the increase in the number of program weeks and increase in Maine minimum wage for a portion of the program season for the current FY.

Due to high employee turnover in the part time positions at the Skehan Center, recently hired positions were started at a rate of pay lower/or equal to the new minimum wage rate. The rate of pay approved in the current FY budget allows an equitable incremental increase for these positions as a result of the raise in minimum wage and the job responsibility expected not being that of an entry level worker. My recommendation would be to raise their rate of pay (with acceptable performance review) at the new calendar year while still remaining within the approved FY 17 budget line amounts.

Other

Any increases to approved wage line items in the Quasi Enterprise (20-05) and Skehan Center (20-07) budgets will also affect the Fica/Medicare line items proportionally at a multiplier of .0765.

Currently, the Recreation Department is the only town department where employee wages are being paid through user fees not town taxation budgets.

For future budget years what is the possibility of moving all part time personnel expenses (payroll and FICA) to taxation budget as is the case with all other town departments?

Possible Solutions without a rate increase/or to slow needed increases?

1. Reduction in programs
2. Reduction in staff
3. Increase program enrollments including changes to program layout/format
4. Increase staff to participant ratio
5. Try to reduce other department expenses to work the 6 month wage increase within current approved budget levels

Rate Increase January 1 (est). Challenges

1. Currently the online software that is being utilized for programming does not allow for a price change partially through a program. In order to rectify this, all participants would have to be re-enrolled into a new program at a new rate, or all accounts would have to be manually adjusted by the weekly rate charged with an “additional charge” added. This process would be extremely labor intensive for staff, and will further complicate the payment process for parents making online payments. In addition, some family’s accounts are paid far in advance and we would be making requests for additional monies to cover items they thought have been paid in full.
2. Proper advance notification to the public of Fee Increase.

My suggestion would be at this point to try to maintain a transparent level of service for the remainder of FY 17. The department will try to make up the increase in wages and Fica/Medicare within current approved department budgets, with the understanding that the department will look to reduce or put off until next fiscal year any expenses that we are able. Despite the loss of a few anticipated revenue sources for the department budget, an increase in drop-in fees for programs offered at the Skehan Center should help provide additional revenues that could help with the 6 month wage increase. Any unforeseen major expenses could be approved with requests of Council to use reserve account funding.

The next step would be to thoughtfully, move through a review of the fee ordinances for the Recreation Department and establish a new structure with a reasonable fee range to allow appropriate service pricing based on known factors. A range would also allow incremental increases as a result of these factors without the need to continually revisit the fee ordinance and required hearing process.

**ARTICLE 6
RECREATION**

6.1. **Recreation Fee Waiver Policy:** Any person interested in any Hampden Recreation program that feels they do not have the financial means to afford the full fee shall receive a waiver at the sole discretion of the Recreation Director. Full or partial fee waivers may be given as determined by financial need and the recreation program for which the waiver is requested.

6.2. **Program Fees:**

6.2.1.	Kids Kamp	\$140.00/full week
6.2.2.	Kids Korner AM Program	\$8.00/day
6.2.3.	Kids Korner PM Program	\$12.00/day
6.2.4.	Kids Korner Half Day Program (12-6 PM)	\$25.00/day
6.2.5.	Kids Korner Full Day Program (7 AM-6 PM)	\$40.00/day
6.2.6.	Team Sport-Resident (depend on session length)	\$35.00-\$40.00
6.2.7.	Team Sport-Non Resident (depend on session length)	\$40.00-\$45.00
6.7.8.	Program Registration Late Fee (per person, per program)	\$10.00

6.3. **Skehan Recreation Center Fees:**

(all requests are subject to availability and require advance written reservation contract and payment)

6.3.1.	Gymnasium Rental-1/2 Gym	\$25.00/hour
6.3.2.	Gymnasium Rental-Full Gym	\$50.00/hour
6.3.3.	Allen Fitness Room Rental	\$25.00/hour
6.3.4.	Interior Classroom Rental	\$25.00/hour
6.3.5.	Gymnasium Rental Full Day	negotiated at contract
6.3.6.	Allen Fitness Room Rental Full Day	negotiated at contract
6.3.7.	Interior Classroom Rental Full Day	negotiated at contract
6.3.8.	Affiliated Program Rental 1/2 Gym	negotiated at contract
6.3.9.	Affiliated Program Rental Full Gym	negotiated at contract
6.3.10.	Gymnasium Rental-Multi Day/Multi Week	negotiated at contract
6.3.11.	Private Party Rental	\$100.00
	2 hours full gym includes classroom for any food consumed	

6.4. **RESERVED Outdoor Play Field/Space Rental Fees:** Ball Field or Soccer Field

(all requests are subject to availability and require advance written reservation contract and payment)

6.4.1.	Single Field/Single Game-Resident	\$25.00
6.4.2.	Single Field/Full Day-Resident	\$50.00
6.4.3.	Single Field-Multi Day/Multi Week-Resident	negotiated at contract
6.4.4.	Affiliated Program Rental	negotiated at contract
6.4.5.	Single Field/Single Game-Non Resident	\$50.00
6.4.6.	Single Field/Full Day- Non Resident	\$100.00
6.4.7.	Single Field-Mult Day/Multi Week-Non Res.	negotiated at contract
6.4.8.	Single Field-Light Use	\$15.00 per event

AMENDED: Hampden Town Council, September 8, 2016
Effective October 8, 2016

Article 6.3.8, 6.3.9, and 6.4.4

Proposed Changes

ARTICLE 6 RECREATION

6.1. **Recreation Fee Waiver Policy:** Any person interested in any Hampden Recreation program that feels they do not have the financial means to afford the full fee shall receive a waiver at the sole discretion of the Recreation Director. Full or partial fee waivers may be given as determined by financial need and the recreation program for which the waiver is requested.

6.2. **Program Fees:**

6.2.1.	Kids Kamp (full week)	\$140.00-\$160.00
6.2.2.	Kids Korner AM Program (day)	\$8.00-\$11.00
6.2.3.	Kids Korner PM Program (day)	\$12.00-\$15.00
6.2.4.	Kids Korner Half Day Program (12-6 PM) (day)	\$25.00-\$30.00
6.2.5.	Kids Korner Full Day Program (7 AM-6 PM) (day)	\$40.00-\$45.00
6.2.6.	Team Sport-Resident (depend on session length)	\$40.00-\$50.00
6.2.7.	Team Sport-Non Resident (depend on session length)	\$45.00-\$55.00
6.7.8.	Program Registration Late Fee (per person, per program)	\$10.00

6.3. **Skehan Recreation Center Fees:**

(all requests are subject to availability and require advance written reservation contract and payment)

6.3.1.	Gymnasium Rental-1/2 Gym	\$25.00-\$40.00/hour
6.3.2.	Gymnasium Rental-Full Gym	\$50.00-\$75.00/hour
6.3.3.	Allen Fitness Room Rental	\$25.00-\$40.00/hour
6.3.4.	Interior Classroom Rental	\$25.00-\$40.00/hour
6.3.5.	Gymnasium Rental Full Day	negotiated at contract
6.3.6.	Allen Fitness Room Rental Full Day	negotiated at contract
6.3.7.	Interior Classroom Rental Full Day	negotiated at contract
6.3.8.	Affiliated Program Rental 1/2 Gym	negotiated at contract
6.3.9.	Affiliated Program Rental Full Gym	negotiated at contract
6.3.10.	Gymnasium Rental-Multi Day/Multi Week	negotiated at contract
6.3.11.	Private Party Rental	\$100.00-\$150.00

2 hours full gym includes classroom for any food consumed

6.4. **RESERVED Outdoor Play Field/Space Rental Fees:** Ball Field or Soccer Field

(all requests are subject to availability and require advance written reservation contract and payment)

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6.4.8.	Single Field-Light Use	\$15.00 per event

Maine Department of Labor (<http://www.maine.gov/labor/index.shtml>)

[Home \(../index.shtml\)](#) → [News & Events \(index.shtml\)](#) → New Minimum Wage and Overtime-Exempt Minimum Salary Take Effect in Maine Jan. 7

New Minimum Wage and Overtime-Exempt Minimum Salary Take Effect in Maine Jan. 7

7 

(<http://www.addthis.com/bookmark.php?v=250&pub=mainelabor>)

December 15, 2016

FOR IMMEDIATE RELEASE: December 15, 2016

MEDIA CONTACT: Julie Rabinowitz, 207-621-5009

Labor Department will take temporary non-enforcement position on tip credit and minimum overtime-exempt salary pending legislative or federal action

AUGUSTA—The Maine Department of Labor advises employers of their legal obligations to workers related to the passage of changes to the state minimum wage via the ballot initiative Question 4.

“Many employers and employees are unaware of the relationship between the minimum wage in Maine and the minimum salary that an exempt worker must be paid, and many legislators have announced a bill to restore the tip credit,” said Governor Paul R. LePage. “It is entirely appropriate for the Department of Labor to take time to help employers and workers understand and comply with the law without taking them to task.”

“Of course we expect employers to comply with the law,” explained Commissioner of Labor Jeanne Paquette. “However, as we have seen with the federal overtime-exempt rule announced this year, employers did a lot of work to comply, and then the injunction put everything on hold, creating confusion for both workers and employers. We want to avoid a similar situation under state law.”

Here is what employers need to know about the minimum wage law in Maine.

Effective date: Jan. 7, 2017 (30 days after the Governor has certified the election results).

Employers affected: Maine statutes incorporate by reference the salary requirements under the Fair Labor Standards Act (FLSA). The FLSA has “enterprise and individual coverages” to determine whether a business is subject to the law; however, Maine labor laws do not have such thresholds. Any business operating in the state with one employee is automatically covered by state law. This includes all public and private employers regardless of profit or size.

Minimum Wage for overtime-eligible employees: \$9 per hour. These employees can be paid by several different methods, including by salary. See the guidance here

http://www.maine.gov/labor/labor_laws/overtime.html

(http://www.maine.gov/labor/labor_laws/overtime.html) regarding different pay methods allowed under state and federal law. Employers have the right to allow or deny overtime, but if overtime is worked, it must be paid at 1.5 times the regular rate of pay. Compensatory or “comp” time cannot be used by private-sector employers, although private-sector employers can allow employees to flex their time within the work week (but not the pay period if the pay period is longer than a seven day cycle).

Minimum Salary for overtime-exempt employees: The new minimum salary requirement will be \$519.24 per week, up from the federal minimum of \$455 per week. State law requires that overtime-exempt employees be paid an annual salary that “exceeds 3,000 times the State’s minimum hourly wage or the annualized rate established by the United States Department of Labor under the federal FLSA, whichever is higher” (26 MRS \diamond 663(3)(K)). Salary is only one factor in determining whether a worker is exempt from overtime under federal or state law. The duties of each worker must be considered as part of this analysis. Failure to adhere to both requirements—meeting the duties test and the weekly salary threshold—will result in violations of both federal or state law or of one jurisdiction or the other depending on the discrepancies in the laws.

Tip Credit: Starting Jan. 7, 2017, the minimum direct service wage for tipped employees must be increased from one-half the minimum wage (currently \$3.75) to \$5 per hour and increased by an additional \$1 per hour each year until it reaches the same amount as the annually adjusted state minimum wage. The tip credit an employer may take in 2017 for service employees who customarily earn more than \$30 a month in tips will be \$4.

Municipal Minimum Wage Ordinances: Employers with employees who work in Bangor and/or Portland may be subject to additional regulations and should check with municipal officials.

Poster Requirements: All employers are required to post the most recent federal, state, and any applicable minimum wage poster. The department provides the mandatory and optional posters through its website <http://www.maine.gov/labor/posters/index.html> (<http://www.maine.gov/labor/posters/index.html>) at no charge with links to the federal posters as well. These posters can be printed off and posted in either color or black and white.

Temporary Non-Enforcement Position of the Maine Department of Labor Regarding Specific Elements of the Laws Related to the Minimum Wage: After careful consideration, the Maine Department of Labor has decided to adopt a time-limited, non-enforcement policy. This approach will best serve the goals of providing the legislature time to address the changes relating to the minimum wage referendum that are being proposed while not disrupting business operations of Maine’s employers.

From Jan. 7, 2017, when the new minimum wage law is scheduled to go into effect, and until Jan. 31, 2017, the department will not bring enforcement actions against any employer who fails to comply with the change in the tip credit or the minimum salary requirement for overtime-

exempt workers. Employers are expected to follow the law and pay the minimum hourly wage of \$9.

Note, however, that as of the effective date, although the department may not bring enforcement actions, employers may be subject to a private right of action by an employee who believes she or he has been harmed by the employers' actions; such lawsuits may result in the award of back wages, treble damages, attorney's fees and court costs to an affected worker. Employers should consult an attorney to have a more complete understanding of the interplay between this non-enforcement position and employees' private right of action.

The department will continue to provide robust compliance and technical assistance to both employers and workers in understanding the ramifications and intersection of these changes.

The Department of Labor enforces state wage and hour laws. Employers with questions about the law should visit the department's webpage on the minimum wage at

<http://www.maine.gov/labor/laborlaws/minimumwagefaq.html>

(http://www.maine.gov/labor/labor_laws/minimum_wage_faq.html) and *overtime exemptions at*

<http://www.maine.gov/labor/labor> (http://www.maine.gov/labor/labor_laws/overtime.html)

http://www.maine.gov/labor/labor_laws/overtime.html (http://www.maine.gov/labor/labor_laws/overtime.html) or call (207) 623-7900.

-end-

Supporting documents

[Minimum Wage and Minimum Overtime Exempt Salary Chart \(PDF version\)](#)

(<http://www.maine.gov/tools/whatsnew/attach.php?id=723943&an=1>)

[Minimum Wage and Minimum Overtime Exempt Salary Chart \(MS Word version\)](#)

(<http://www.maine.gov/tools/whatsnew/attach.php?id=723943&an=2>)

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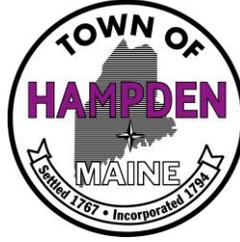
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Credits

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Town of Hampden
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TO: Services Committee
FROM: Angus Jennings, Town Manager
DATE: January 5, 2017
RE: Update regarding Community Connector Bus

As you may recall, we receive the fourth quarter invoice for The Bus in mid- to late-fall to close out that expense line from the prior fiscal year. The first three quarters' invoices are based on The Bus' best estimates of cost as of the spring prior to budget adoption (i.e. FY16 costs based on spring 2015 estimates). The fourth quarter invoice may be lower or higher than earlier estimates, based on actual costs. (A summary of the funding structure was provided last year at this time, and is included for reference).

The fourth quarter FY16 invoice exceeded estimates, bringing total FY16 costs to \$89,771.52. This exceeded the (amended) budgeted amount of \$82,000.¹ We requested backup to understand this overage, and received the following information from Bus Superintendent Laurie Linscott:

"The local share is an estimate as you know and the 4th quarter is actual. This year maintenance and fuel were much higher than the budget. The fleet is aging and maintenance has been harder and harder to estimate. We lost 4 engines this past year. There is really no way of foreseeing that experience. The cost for an engine is between \$20-30K.

I want to show you the breakdown of revenue. I want you to know maintenance was higher for Community Connector over all, not just for Hampden. We really have to think about replacing the Hampden bus very soon. One way to help [offset] local share is promoting ridership and receiving more fare box. Advertising on the bus [will] help offset the local share as well. The overage in local share was \$10,028.63. The quarterly billing were \$19,939.36 each making the 4th quarter \$29,951.52. Looking at the maintenance and fuel and which was over budget by \$44,314.56 together however, I was able to adjust the federal grants budget amount a little higher to help cover more of the overage.

¹ An FY16 budget adjustment was approved to reduce The Bus budget, originally approved at \$92,000, by \$10,000 due to then-anticipated savings due to elimination of Saturday bus service (which was in effect in FY16 but had not been reflected in that year's budgeting). The \$10,000 was transferred to stormwater management.

Revenues:		
Fed Oper	\$ 33,000.00	\$ 41,417.16
Fed PM	\$ 7,500.00	\$ 9,619.11
Fares	\$ 36,500.00	\$ 35,479.88
Fed ADA	\$ 10,000.00	\$ 11,226.37
Advertising	\$ 5,000.00	\$ 4,732.49
	\$ 92,000.00	\$ 102,475.01
Expenses:		
Fleet Maint	\$ 12,500.00	\$ 51,975.45
Fleet Fuel	\$ 11,928.00	\$ 16,923.94
ADA	\$ 12,500.00	\$ 14,685.03
	\$ 36,928.00	\$ 83,584.42
<i>Source: Laurie Linscott</i>		

I hope this explains the overages enough so you can explain it to the council. I would be happy to talk to you anytime. Thanks, Laurie”

I have since spoken with Laurie about the age and condition of the bus that services Hampden, and the effect this has had (and is expected to continue to have) on bus maintenance costs. She has emphasized her recommendation that the Hampden bus be replaced within the next year or so. There is currently a balance of \$64,546 in a Bus reserve account maintained by the City of Bangor which can be used toward a new bus.

The Bangor City Manager and Finance Director have convened a couple of working group meetings to evaluate potential changes to how The Bus would be funded in future years, including a potential shift away from participating municipalities responsibility for their particular bus in favor of centralized budgeting for fleet depreciation and replacement. This may come into effect in the coming years, and I plan to attend the next working meeting later this winter. However, the long-time and current funding system relies on each community paying for its own bus.

The cost of a new bus is prohibitive (~\$424,000), but Laurie is lining up two potential alternative options involving rehabbed an older bus, or an older bus with very low mileage (~3,000 miles), either of which would bring the costs much lower (est. ~\$120-150,000). In one scenario, there is potential to establish a lease/purchase arrangement whereby the current reserve funds could be paid up front, with the balance paid over the time (in the form of a surcharge on Hampden’s share of bus expenses). More detailed information regarding these potential options will be available in the coming months.

I do not expect a decision to be made on Monday, and understand that there are deep divisions regarding whether to make a continued investment in bus service generally. However, this issue is raised for discussion, and in hopes of at least establishing a majority position on whether or how we may wish to proceed regarding the age and condition of the current bus servicing Hampden.

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TO: Services Committee, Terry McAvoy, Chair

FROM: Angus Jennings, Town Manager

DATE: January 7, 2016

RE: Update on meeting re The Connector Bus

Prior memo, for reference

Following on direction from the Council to open a dialogue regarding the cost structure for The Bus (see excerpt of 11/9/15 Minutes, enclosed), I met with The Bus Superintendent Laurie Linscott on December 16. This memo summarizes my notes from that meeting, and is intended to advance the process of evaluating this service and associated costs leading up to FY17 budgeting.

The Bus is governed by the Federal Transit Authority and receives FTA funding for Small Transit Intensive Communities (STIC). Funding is based on ridership, but data in the National Transit Database runs 2-3 years behind, so it takes some time for increases in ridership to translate into more funding. The Bus had over 1 million passengers in 2013, and expects to start to see increased funding from that year in the next funding round. Additional revenue sources include advertising, fares, and municipal contributions. Efforts are underway to expand advertising revenues.

The allocation of costs among municipalities is as follows: Bangor 70%, VOOT (Veazie Orono Old Town) 15%, Brewer 10%, and Hampden 5%. These percentages have not changed since around 2011. No upward adjustment to Hampden's share was made when Saturday service was added in 2011, and no downward adjustment was made when Saturday service was discontinued.

Revenues from the sale of monthly passes are allocated toward the different communities' costs proportionally to these percentages. Fare revenues collected for riders on the Hampden route, such as from passengers boarding the Bus at the Casino bound for Hampden, are fully credited toward Hampden.

Costs for each section of the route are apportioned based on the actual maintenance, fuel and personnel costs for that route. Bus drivers are unionized, so drivers with more seniority receive

greater pay. If, for instance, the driver on the Hampden route has longer tenure, this would translate to relatively greater costs to cover this pay. Each community, including Hampden, also pays fuel and maintenance for the Bus that serves that route.

The age and condition of the Bus fleet varies significantly. Bangor recently bonded the purchase of two buses (~\$450,000/each), and The Bus secured five old buses for free from Westchester County, which then received an “end of life resuscitation” (~\$126,000). However, there are other buses in the fleet that have 800,000 miles on them. At one point in the past Hampden purchased Bus 9, but that bus is long since gone.

Recent ridership data shows the following breakdown among the routes:

	<u>Ridership</u>	<u>Percent</u>
Hampden	43,545	4.9%
VOOT	155,136	17.6%
Brewer	110,000	12.4%
Bangor	<u>575,000</u>	65.1%
	883,681	

Laurie said that there used to be more ridership from Hampden Academy students, and she suggested ways that ridership could be increased through route modifications. She emphasized that the route is entirely within the Town of Hampden’s ability to determine, and she offered to fund a mailing to properties within proximity to the Bus if that would be helpful to get public input to determine how the route or schedule could be changed to improve service.

I conveyed to Laurie the Council’s concern about the costs, and that this line item in the budget would be examined closely within the FY17 budgeting process.

Community Connector Meeting
Friday, November 18 @ 10:30
Minutes

- I. Good news- there was increase in ridership on the Ride for Free - Election Day. Another date Tuesday, November 22 was added to promote awareness, shopping local, and gain ridership.
- II. Eastern Area on Agency is very interested in public transit but they have limited resources. However, they are interested in working with CC and Transportation for All and they could use the materials as well.
- III. Ride the Bus Month Outreach- If anyone in Old Town (and other communities) wants to promote the bus that would be great. More outreach with more lead time next year is planned. Also sending information to Hannah at Bangor Public Library (and others) to publicize is another supportive resource.
- IV. Federal Funding- Metropolitan Planning Organization (MPO) which is BACTs for our area requires a plan. Don Cooper will go through what is existing. Once additional items of what we would like to see happen are identified, staff will try to put some numbers to it and come back after the first of the year with a loose plan.
 - A. Summary- Don Cooper- the plan is mostly a narrative of history. Routes that have changed, which ones exist, etc. It's not super specific and can be found online. Plan is done every 5 years and it's supposed to be for 20, so a lot of changes occur and are expected. For example, our aging population and what will that mean.

In different parts of the country it is very comprehensive such as cable cars, metro, etc. We have a simple public transportation system. When we accept federal money- it becomes complicated because of legislation and regulation.

Important part of the legislation piece is ADA. Two big impacts- 1. All vehicles must be ADA accessible such as number of steps, ramps, lifts, etc. All vehicles have been accessible but does cost more to operate and maintain. 2. Despite more accessibility, there will always be people who can't ride fixed route transit buses- unable to navigate the plan.

ADA paratransit system, must operate same number of hours and geographically must run same places. ADA extends to three quarters of a mile from the fixed route. CC contracts that work out to Penquis. Requests come in to CC and forwarded to Penquis for them to schedule the ride. Eligibility process includes interview, assessment, once determined then they are in the system and can call moving forward for the ride. No discrimination for the basis of the ride. The paratransit that Penquis operates for itself, has been cobbled together based on lots of other sources of funding. But what is under contract is tied to CC and is funded by FTA along with matching funds and must follow the same rules. Paratransit is a scheduled service for \$3.00. If they needed, they could take the regular bus for 75 cents. Doesn't matter where you live because you just need to get yourself to a starting point (within three quarters of a mile from the fixed route) and then utilize the paratransit service.

All of these things, and more, have an impact on the budget and require looking for trends in order to make forecasts and estimates of costs. We only receive Federal money if there is a deficit. Budget is based on an estimate of cost of fares, advertisements, etc. that will allow you to calculate the deficit. Once you have the deficit and then you determine how much will be paid with by Federal money and how much of local (any nonfederal). For example, you could say that half of the deficit will be paid by feds and the other half by local but for every federal dollar, there must be evidence of a local dollar being spent. If the deficit grows so big there isn't enough federal- then you are required to come up with the rest in local money but we try not to do this. If the local community cannot match the federal, you wouldn't accept it. This does provide for a limit of the size of deficit you can run.

Once how much federal and local money will be used is calculated, invoices go to the municipal partners are sent. Numbers based on estimates must have mechanism for adjusting invoices. The final invoice is considered the clean up because it makes sense and accounts for any irregularities that have taken place.

We get fixed pot of money, so we can't switch things around too much but there are mechanisms to change funding. 5307 is transit money and it can be used for capital, operating, ADA paratransit, preventive maintenance. Our system uses it primarily for operating. Choice as to how you spread the money between the different activities is done during TIP development. Transportation Improvement Plan (TIP) and MPO have to produce this information as a way for the funding for all improvements to be allocated and accounted for. This includes roads (not bridges or airports in Maine), transit, and pedestrian improvements. Every metro area has a TIP and all TIPs are put together in a Statewide Transportation Improvement Plan (STIP). The STIP includes everything. The rules are- if something is not included in the TIP for Bangor areas, it won't be included in the STIP. If it's not in the STIP, then it's not sent to FTA for approval and the money can't be used that way. This process is about checks and balances. Once the STIP is approved- federal funds can be drawn down as the local funds are used. This is checked by Debbie Cyr, Finance Director. It is essentially a reimbursement of matching funds because the local money must be spent first. TRAMS is the FTA accounting system that is complex and things you must do to prove yourself, etc.

- V. List of items we would like to include in the 20 year plan. Once the full list is created, three sub-lists will be created: a short list of things that can be done easily, another list that costs a little more but can still be done, and then a list of those items that will cost a lot more but can be done over time.

Question: Is there connectivity between our system and others such as Bar Harbor? There is a little overlapping in terms of them meeting up at a mutual location but otherwise, no. However, there has been discussions about bringing together transportation folks from all areas to table to see what can be done to increase connectivity.

Long range plan- must include intermodal piece

1. Better connection to neighboring systems
2. Extending hours

3. Better online trip planning - we do have someone working on Google transit that will improve this greatly. So we are really close to this. Will be able to click bus and get the route and has times. Waiting on submission from google.
4. Better provision for bike users- great they have bike racks but they can only hold two. (Problem on VOOT run with that- accommodate when possible, can be brought on when there is space.)
5. Regular cleaning of buses on consistent basis- expanded services- monitoring of quality control
6. Perception that bus stop is not safe at Pickering.
7. TLC for bus shelters (Bangor)
8. Identify designated stops? May discourage but also reduces the number of stops and saves time and maintenance. Careful of certain demographics walking a ways on one street would look different. May work in some areas.
9. More consistent marketing. Kiosks in grocery stores and other identifiable places where bus route flyers can be easily picked up. This is done for many places but we can't force them to put them out.
10. Use municipal partners/ universities for marketing/ promoting with larger employers
11. Trolley dealing with waterfront concerts, Hollywood Casino, businesses, etc. entertainment piece.
12. Dedicated/increased maintenance to prevent buses breaking down- would like Eric W. to come in and speak to it. Maintenance is preventative and we do a lot of repairs. Example, shocks aren't replaced until they are broken. Developing a system for this would be helpful.
13. Change machine at Pickering
14. Senior pass
15. There is no organized way to speak to those that actually ride the bus. Hope that we will have a process for including the public and those that know it the best.
16. Route changes- Express run for VOOT? Can cost it out and review timing out, etc. Tweaks of Old Town route that would help people but wouldn't require a huge change.
17. Extending hours. Haven't asked municipal partners how they feel about it but cooperation needs to come from everyone. How does Veazie, Brewer, etc feel about it? Karen- Brewer hasn't heard any requests but would evaluate if it became an option. State level and more flexibility would be helpful with this topic.
18. Expansion of services- and how we would implement new plan in the future. Would need to review and be on board. Important part is that the bus may not be the best way for everyone. Need to be sustainable and thoughtful about building within the system. Improve rideshare opportunities might fill the gap. But that is beyond the scope of the community connector.
 - Go Maine ride sharing organization that you subscribe to- it matches people up who are doing similar trips. Works well for regular riders in places like Portland and Augusta because there are a lot of people going to work at the same time. However, we don't have the people. We have some fairly large employers but they haven't shown any interest in doing something like that. In the past, EMMC was approached but was informed by a nurse that they all work different shifts so we have to be careful about what we suggest. Our population is declining but

public transit should draw people here. Maine has fixed stagnant population. Hoping this changes over time.

- VI. Wrap Up: Staff will review suggestions and work to put a number on them, so we have a plan that can be incorporated into the budget.

New ideas about Pickering square will be forthcoming and will be seen first by the City Council. It has not been scheduled yet, but Courtney will email the group when it does come forward. The funds for that comes out of TIF money.

Bus shelters: have heard requests but the City and the CC doesn't have the resources to maintain them, issue becomes if they are privately held or if PW must take care of new ones. Old town, Orono, and Veazie Public Works departments have an agreement with Community Connector to take care of theirs but there aren't a whole lot. There are specific ones that need extra attention.