

SERVICES COMMITTEE MEETING

Tuesday, November 15, 2016

6:00 pm

HAMPDEN TOWN OFFICE

A G E N D A

1. MINUTES

- a. October 11, 2016

2. OLD BUSINESS

- a. Update on Broadband grant pilot project, broadband conference – *Kyle Severance, GIS/IT Specialist*

3. NEW BUSINESS

- a. Pool Board applicants
 - i. Joseph Bethony
 - ii. Pamela Ivey
 - iii. Jennifer Lowe
 - iv. Kate Waning
- b. Tree Board Committee applicants
 - i. Tom Brann
 - ii. William Shakespeare
- c. Referral to Council of request for up to \$2,975.00 from IT Reserve fund for Town website redesign – *Kyle Severance, GIS/IT Specialist*
- d. Communications budget / use of A/V system for recordings of Committee meetings – *request of Chairman McAvoy*
- e. Discussion of public access to Souadabscook Stream off Bog Road
- f. Update on planning for Community Volunteer Forum, January 29, 2017

4. PUBLIC COMMENTS

5. COMMITTEE MEMBER COMMENTS

SERVICES COMMITTEE MEETING**Tuesday, October 11, 2016****MINUTES – DRAFT**

Attending:

*Councilor Terry McAvoy, Chair
Councilor Ivan McPike
Councilor Mark Cormier
Councilor Greg Sirois
Councilor Stephen Wilde
Councilor Dennis Marble
Town Manager Angus Jennings*

*Recreation Director Shelley Abbott
Resident Jeremy Jones, Esq.
Resident Cindy Philbrick
Resident Lisa Carter
Resident Bill Shakespeare
Resident Tom Brann*

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

1. MINUTES

- a. August 8, 2016**
- b. September 12, 2016**

Motion by Councilor Wilde seconded by Councilor McPike to approve the August 8 and September 12 meeting minutes. Approved 6-0.

2. OLD BUSINESS

- a. Update on DPW research regarding maintenance costs for athletic fields** – *Manager Jennings presented the research in the meeting packet regarding DPW staff time and vehicles used for fields maintenance. He said that this research responded to the Committee's prior requests to document costs associated with recreational facilities. Chairman McAvoy said that this work relates to the discussion of Affiliated Programs. Manager Jennings agreed, and this issue was included for discussion in the next agenda item.*
- b. Discussion of future policy regarding facilities maintenance cost sharing with Recreation Affiliated Programs** – *Chairman McAvoy said that costs should be pro rated among the Town and user groups proportional to the amount of field usage. Councilor Sirois asked if he was suggesting that we approach Little League to start charging them for use of the VFW fields.*

Councilor Marble said that he'd like to understand the history of who's using what fields for what purposes. He said these questions relate to

what kind of community do we want to be, and what do we want our kids to have?

Jeremy Jones asked whether a resident such as him could rent a field, just as an Affiliated Program does. Director Abbott said yes.

Councilor Marble asked if there is a 2-pager that describes how many leagues there are and what their contributions are to field maintenance. Director Abbott said that this information has been included in prior meeting packets and Manager Jennings referred to the summary map that had been circulated last winter. This information could be updated as needed.

Councilor Sirois noted that Little League put up the batting cages at the VFW fields. Director Abbott said that the poles and labor were donated, and the Town brought this through permitting.

Councilor Wilde referred to photos he had circulated via email of fields, and said he'd been researching maintenance costs for both natural grass and artificial turf fields. Director Abbott noted that current maintenance needs exceed staff capacity and budget.

Councilor Sirois said that all coaches and assistant coaches for Affiliated Programs are volunteers. Chairman McAvoy asked what it costs for someone to participate in softball, and Director Abbott summarized the fee schedule. Chairman McAvoy asked if the Rec Department receives any of that money and Director Abbott said no but that Affiliated Programs contribute in other ways.

Mr. Brann said that if Affiliated Programs are charged, their expectations for services will go up. He said that Hampden has survived over the years because of volunteerism. Councilor McPike said that we have Affiliated Programs because they provide programs that go beyond what our staff has the capacity to provide; their teams fill the void between Rec Department youth programs and the High School, and become feeders for the Hampden Academy teams. Councilor Marble said that we need to support families, and that Hampden has done relatively better than other towns in this region in retaining and attracting families in part because of its recreational services. Councilor Sirois asked whether adding new programs and handling the administration of those programs would require additional staff and Director Abbott said that it would.

Manager Jennings referred to the earlier agenda item and the research into costs for fields maintenance, and asked whether the majority of the Committee thought that Affiliated Programs should offset those costs which we would incur anyway or only those additional costs that result

from their field usage. He said it is important for him and Director Abbott to have a clear framework to negotiate with the Affiliated Programs. He said that he'd like to work with Director Abbott and Director Currier toward an overall facilities maintenance plan, and associated costs, and then look at reasonable cost sharing proposals between the taxpayers, user fees, Affiliated Programs, and sponsorship revenues.

Chairman McAvoy made a motion to direct the Town Manager to negotiate fees with Affiliated Programs whereby costs are allocated that can be attributed to a particular organization. Councilor Cormier seconded the motion. Councilor Marble said that it sounds like we don't have all of the information we need. Manager Jennings said we can work with what we know but that adding dollar amounts to the agreements with Affiliated Programs will continue to be a challenge. Councilor Sirois said that conversations with the Affiliated Programs would be good and Manager Jennings agreed. The motion carried 4-2 with Councilors Wilde and Sirois opposed.

3. NEW BUSINESS

- a. Services Committee role as Tree Board under Tree Ordinance –**
Manager Jennings said that this item was brought forward to ensure that the Committee understands its role to serve as the Tree Board unless and until a new Tree Board is established. Chairman McAvoy said he did not see that the Tree Board has a role in permitting, etc. Resident Tom Brann said that the purpose of the Tree Board was to inform decisions about how trees should be properly managed. Chairman McAvoy said that the Committee doesn't have the expertise that the Tree Ordinance calls for. Mr. Brann said that the Tree Board ought to have an arborist, forester and soil conservation scientist. In the past a Tree Board was constituted but that its members eventually left because they were villainized. It was established to meet a requirement for Tree City USA designation and to control cutting of trees around wires by utility companies.

Councilor McPike asked why this item was on the agenda and Manager Jennings said it was brought to his attention in the context of recent discussions about cutting trees on Town property. He is seeking direction regarding whether to change practices to match what the ordinance requires or to change the ordinance to match today's policy objectives. He agreed with Chairman McAvoy that the Tree Board does not have review authority.

Mr. Brann said that the Conservation Commission, which is also dormant, has more review authority. He said that the volunteers who had been on that Commission also dropped off because they "got tired of the

mudslinging.” He said the Council needs to either appoint a Conservation Commission or get rid of the ordinance.

Councilor Wilde said that he had initially brought up the Tree Ordinance. He said that the Council has many priorities and needs to communicate to the public what we’re trying to do. We need to think about where we want to go as a community.

Chairman McAvoy asked do we or do we not reestablish a Tree Board? Councilor Marble made a motion that we attempt to reconstitute the Tree Board and Councilor Sirois seconded. The motion carried 5-1 with Councilor Cormier opposed. Manager Jennings said that unless amended the ordinance would be enforced as written.

- b. Proposed addition of “vaping” to Outdoor Facilities Ordinance –** *Director Abbott said that with increased “vaping” she wanted to get ahead of this issue. A resident had recently complained about a viewer vaping during a game at the Pool soccer fields. She noted that Bangor changed their ordinance in the way proposed, and that people at public facilities expect a healthy environment where their health is not at risk. Councilor Cormier said he’d be interested in seeing the resident complaint and Director Abbott said she would share this. Manager Jennings, referring to Director Abbott’s memo included in the meeting packet, said he preferred Option 1. Councilor McAvoy said he didn’t want kids watching adults smoking (or vaping). Councilor McPike made a motion to refer the “Option 1” amendments in Director Abbott’s memo to Council for referral to a public hearing. Councilor Wilde seconded the motion, and the motion passed 6-0.*
- c. Notification of upcoming Region 3 Transit Workshop –** *This correspondence regarding the upcoming workshop was acknowledged.*

4. PUBLIC COMMENTS – *None.*

5. COMMITTEE MEMBER COMMENTS – *Councilor Marble said he would like to see more information regarding public hearing procedure. Councilor Sirois said he thinks we need to see more support for Recreation programs and that he would hate to see participation drop off because of inadequate staffing or facilities. He said that he would like to see another full-time equivalent staff member in favor of many part-time staffers in order to improve the Rec Department’s ability to offer more programs.*

There being no further business, the meeting was adjourned at 7:43 PM.

*Respectfully submitted –
Angus Jennings, Town Manager*



Check One: Initial Application
 Reappointment App

3-a

TOWN OF HAMPDEN APPLICATION FOR TOWN BOARDS AND COMMITTEES

NAME: Bethony Joseph U
LAST FIRST MI
ADDRESS: 14 Liberty Ave Hampden 04444
STREET TOWN ZIP

MAILING ADDRESS (if different): _____

TELEPHONE: 990-2193 942-4644
HOME WORK

EMAIL: ymbethony@gmail.com

OCCUPATION: Attorney

BOARD OR COMMITTEE PREFERENCE:

FIRST CHOICE: Lura Hoit Pool Board

SECOND CHOICE (OPTIONAL): _____

How would your experience, education and/or occupation be a benefit to this board or committee? I have served on committees and, through my work, have advised boards and committees. Also, I am a managing partner at my law firm.

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

- 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

FOR TOWN USE ONLY		Date Application Received: <u>10/24/16</u>
COUNCIL COMMITTEE ACTION: _____	DATE: <u>11/15/16</u>	
COUNCIL ACTION: _____	DATE: _____	
<input checked="" type="checkbox"/> NEW APPT	<input type="checkbox"/> REAPPOINTMENT	DATE APPOINTMENT EXPIRES: _____



Check One: Initial Application
 Reappointment Application

TOWN OF HAMPDEN
APPLICATION FOR TOWN BOARDS AND COMMITTEES

NAME:

Ivey Pamela B
LAST FIRST MI

ADDRESS: 236 Partridge Lane Hermon, ME 04401
STREET TOWN ZIP

MAILING ADDRESS (if different): _____

TELEPHONE: (207)-214-9424 (207)-941-8200
HOME WORK

EMAIL: pamela.b.ivey@gmail.com

OCCUPATION: Medical Staff Secretary

BOARD OR COMMITTEE PREFERENCE:

FIRST CHOICE: Fundraising - Pool

SECOND CHOICE:(OPTIONAL): _____

How would your experience, education and/or occupation be a benefit to this board or committee? I've worked at Calais Regional Hospital for 35 years, during that time, the last 15 years I worked in Administration, and was a member of the "Events Committee". (explain upon interview). I am presently employed at Dahl-Chase Diagnostic Services.

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

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

3YEAR

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

5YEAR
PLANNING BOARD

FORTOWN USE ONLY

Date Application Received: 10/27/16

COUNCIL COMMITTEE ACTION: _____ DATE: 11/15/16

COUNCIL ACTION: _____ DATE: - - -

NEWAPPT REAPPOINTMENT DATE APPOINTMENT EXPIRES: _____

HEREFORE I FEEL THAT I WOULD BE AN EXCELLENT CANDIDATE
D SERVE ON THE POOL BOARD AS I NOT ONLY HAVE THE
KNOWLEDGE AND BACKGROUND IN THE MEDICAL PROFESSION AND
AS A LIFEGUARD/SWIM INSTRUCTOR BUT I ALSO HAVE THE
INSIGHT INTO WHAT SATISFIES PARENTS AND FAMILIES IN THE
COMMUNITY.



Town of Hampden
RECEIVED

OCT 31 2016

Check One: Initial Application
 Reappointment Application

Office of the
Town Clerk

TOWN OF HAMPDEN

APPLICATION FOR TOWN BOARDS AND COMMITTEES

NAME: Waning Kate M
LAST FIRST MI

ADDRESS: 210 Bemis Rd Carmel 04419
STREET TOWN ZIP

MAILING ADDRESS (if different): Same

TELEPHONE: 207-318-5677 207-947-5337
HOME WORK

EMAIL: Katewaning@gmail.com

OCCUPATION: Director of Finance & operations

BOARD OR COMMITTEE PREFERENCE:
 FIRST CHOICE: Lura Hoyt Memorial Pool
 SECOND CHOICE (OPTIONAL): _____

How would your experience, education and/or occupation be a benefit to this board or committee? I work for a non-profit and understand how the work of the organization needs to meet the mission. I have experience with fundraising, donor solicitation and events. I have volunteer experience with Carmel Elementary PTO (currently serving as President) and Carmel Recreation programs.

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

None at this time

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: <u>10/31/16</u>
COUNCIL COMMITTEE ACTION: _____	DATE: _____	
COUNCIL ACTION: _____	DATE: _____	
<input type="checkbox"/> NEW APPT	<input type="checkbox"/> REAPPOINTMENT	DATE APPOINTMENT EXPIRES: _____



3-b

Check One: Initial Application
 Reappointment Application

TOWN OF HAMPDEN APPLICATION FOR TOWN BOARDS AND COMMITTEES

NAME: BRAWN Dr. Thomas B
LAST FIRST MI

ADDRESS: 262 Western Ave Hampden 04444
STREET TOWN ZIP

MAILING ADDRESS (if different): _____

TELEPHONE: 951-0442 _____
HOME WORK

EMAIL: _____

OCCUPATION: Retired

BOARD OR COMMITTEE PREFERENCE:
FIRST CHOICE: Tree Board & Conservation Comm.

SECOND CHOICE (OPTIONAL): _____

How would your experience, education and/or occupation be a benefit to this board or committee?
50 years exp as a registered Forester
Conservation education, Town Planning Board, Hampden Mayor,
Town Council,

Are there any issues you feel this board or committee should address, or should continue to address?
The Committees, ie Tree Board, Conservation Commission
are constituted and should be fully appointed

- 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

FOR TOWN USE ONLY		Date Application Received: <u>10/5/16</u>
COUNCIL COMMITTEE ACTION: _____	DATE: <u>11/15/16</u>	
COUNCIL ACTION: _____	DATE: _____	
<input checked="" type="checkbox"/> NEW APPT	<input type="checkbox"/> REAPPOINTMENT	DATE APPOINTMENT EXPIRES: _____



Check One: Initial Application
 Reappointment Application

TOWN OF HAMPDEN
APPLICATION FOR TOWN BOARDS AND COMMITTEES

NAME: Shakespeare William W.
LAST FIRST MI
ADDRESS: 1060 Western Ave Hampden 04444
STREET TOWN ZIP

MAILING ADDRESS (if different): _____

TELEPHONE: 862-4375 Same
HOME WORK

EMAIL: Wm Shakespeare @ Hotmail.com

OCCUPATION: Electrician - Self

BOARD OR COMMITTEE PREFERENCE:
FIRST CHOICE: Tree Board & Conservation Comm

SECOND CHOICE (OPTIONAL): _____

How would your experience, education and/or occupation be a benefit to this board or committee?
6 years on town Council - Retired Army Officer
BS in BA Business Admin

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

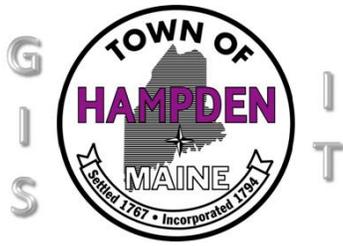
- ~~CONSERVATION COMMITTEE~~
- BOARD OF ASSESSMENT REVIEW
- PERSONNEL APPEALS BOARD
- LURA HOIT MEMORIAL POOL
- ECONOMIC DEVELOPMENT COMMITTEE
- FRIENDS OF DOROTHEA DIX PARK

3 YEAR

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

5 YEAR
PLANNING BOARD

FOR TOWN USE ONLY		Date Application Received: <u>10/5/16</u>
COUNCIL COMMITTEE ACTION: _____	DATE: <u>11/15/16</u>	
COUNCIL ACTION: _____	DATE: _____	
<input checked="" type="checkbox"/> NEW APPT	<input type="checkbox"/> REAPPOINTMENT	DATE APPOINTMENT EXPIRES: _____



3-c

MEMO

To: Angus Jennings
From: Kyle Severance
Date: 11/8/16
Re: IT Reserve Purchase Request – Website Refresh – 03-711-00

Message:

The purpose of this memo is to request approval to fund a refresh of the current Town of Hampden website – www.hampdenmaine.gov. A website refresh is done to give the site a more modern look, easier functionality, provide better mobile device compatibility, and to make sure all the information is correct. The last time our website was refreshed was in 2007. According to GovOffice (our webhosting provider), most local governments do a refresh every 5 or 6 years.

So far, in preparation for a refresh, I have met with GovOffice twice at the two previous MMA Technology Conferences. After reviewing various sites and pulling in staff members responsible for updating the website we selected a design we would recommend following for the new site – please see FIGURE 1 for a screenshot of the site. I also gathered pictures of Hampden from a local professional photographer. Please find examples of the pictures in FIGURE 2. I'm currently going through the complete site map to determine who is responsible for each section of the website.

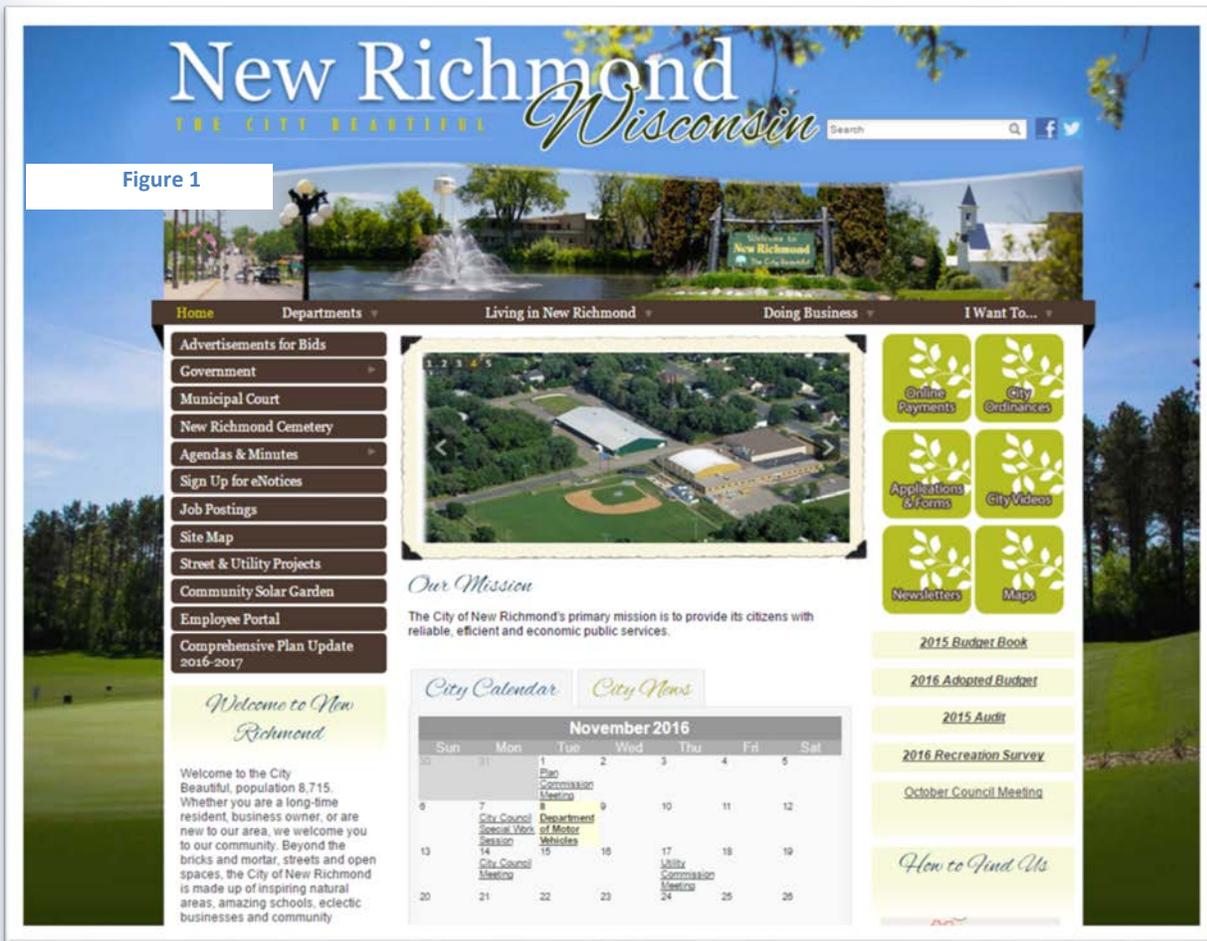
Staying with GovOffice is recommended due to the staff familiarity with administrating the site, ease of use, and included unlimited support.

The one time cost for the favored redesign would normally be \$6395, but GovOffice has a 3-year payment plan option that I feel is a much better deal. We currently budget \$1800 per year in the communications budget for GovOffice annual web hosting. The cost per year for the payment plan would be \$2975 and includes the web hosting. We also get a refresh for no additional cost at the end of the three years if renewing the contract.

\$2,975 is being requested from the IT Reserve budget 03-711-00 to be used for the first year payment to refresh the www.hampdenmaine.gov website through the hosting company GovOffice.

Questions and/or suggestions are welcomed. Thank you for your consideration,

Kyle Severance
GIS/IT Specialist, Town of Hampden



Current Account Status

G 3-711-00 RESERVE ACCT / COMPUTER

-68,101.36 = Beg Bal
0.00 = Adjust

1,558.14 = YTD Net
0.00 = YTD Enc

-66,543.22 = Balance

Per	Jrnl	Check	Date	Vendor-----	Description-----	RCB / Type	Debits	Credits
07	0002		07/05/16		07/05/2016 C/R	R CR	0.00	1.00
07	0011		07/06/16		07/06/2016 C/R	R CR	0.00	3.75
07	0016		07/07/16		07/07/2016 C/R	R CR	0.00	4.25
07	0022		07/11/16		07/11/2016 C/R	R CR	0.00	8.00
07	0028		07/12/16		07/12/2016 C/R	R CR	0.00	2.00
07	0035		07/13/16		07/13/2016 C/R	R CR	0.00	1.50
07	0039		07/14/16		07/14/2016 C/R	R CR	0.00	39.75
07	0040		07/18/16		07/18/2016 C/R	R CR	0.00	2.25
07	0051		07/19/16		07/19/2016 C/R	R CR	0.00	4.00
07	0059		07/21/16		07/21/2016 C/R	R CR	0.00	4.00
07	0062		07/25/16		07/25/2016 C/R	R CR	0.00	1.00
07	0067		07/26/16		07/26/2016 C/R	R CR	0.00	4.00
07	0079		07/28/16		07/28/2016 C/R	R CR	0.00	30.00
08	0082		08/01/16		08/01/2016 C/R	R CR	0.00	1.00
08	0091		08/04/16		08/04/2016 C/R	R CR	0.00	25.75
08	0100		08/08/16		08/08/2016 C/R	R CR	0.00	8.25
08	0109		08/09/16		08/09/2016 C/R	R CR	0.00	6.00
08	0115		08/11/16		08/11/2016 C/R	R CR	0.00	15.25
08	0122		08/15/16		08/15/2016 C/R	R CR	0.00	30.00
08	0123		08/16/16		08/16/2016 C/R	R CR	0.00	1.00
08	0132		08/17/16		08/17/2016 C/R	R CR	0.00	4.00
08	0129	1815	08/17/16	00329 MAINE SAVING	PHOTOSHOP/MOUSE/MOUSEPAD	R AP	85.82	0.00
08	0129	1815	08/17/16	00329 MAINE SAVING	POWER SUPPLY	R AP	57.34	0.00
08	0129	1814	08/17/16	00811 CDW GOVERNME	ACER WIDE LED	R AP	115.43	0.00
08	0129	1814	08/17/16	00811 CDW GOVERNME	HP 800 16GB	R AP	1,564.56	0.00
08	0129	1814	08/17/16	00811 CDW GOVERNME	ACER WIDE LED, MOUNT, ETC	R AP	250.74	0.00
08	0133		08/18/16		08/18/2016 C/R	R CR	0.00	7.50
08	0143		08/22/16		08/22/2016 C/R	R CR	0.00	2.00
08	0152		08/24/16		08/24/2016 C/R	R CR	0.00	1.00
08	0154		08/25/16		08/25/2016 C/R	R CR	0.00	15.25
08	0159		08/29/16		08/29/2016 C/R	R CR	0.00	8.50
08	0166		08/30/16		08/30/2016 C/R	R CR	0.00	1.00
08	0180		08/31/16		08/31/2016 C/R	R CR	0.00	30.50
09	0183		09/01/16		09/01/2016 C/R	R CR	0.00	4.00
09	0187		09/06/16		09/06/2016 C/R	R CR	0.00	1.00
09	0192		09/07/16		09/07/2016 C/R	R CR	0.00	1.00
09	0197		09/08/16		09/08/2016 C/R	R CR	0.00	11.25
09	0213		09/13/16		09/13/2016 C/R	R CR	0.00	3.00
09	0219		09/14/16		09/14/2016 C/R	R CR	0.00	2.00
09	0229		09/15/16		09/15/2016 C/R	R CR	0.00	27.00
09	0230		09/15/16		09/15/2016 C/R	R CR	0.00	2.00
09	0239		09/19/16		09/19/2016 C/R	R CR	0.00	9.00
09	0244		09/20/16		09/20/2016 C/R	R CR	0.00	7.00
09	0249		09/21/16		09/21/2016 C/R	R CR	0.00	7.00
09	0255		09/22/16		09/22/2016 C/R	R CR	0.00	3.50
09	0260		09/26/16		09/26/2016 C/R	R CR	0.00	1.00
09	0273		09/29/16		09/29/2016 C/R	R CR	0.00	6.25

Current Account Status

G 3-711-00 RESERVE ACCT / COMPUTER

-68,101.36 = Beg Bal
0.00 = Adjust

1,558.14 = YTD Net
0.00 = YTD Enc

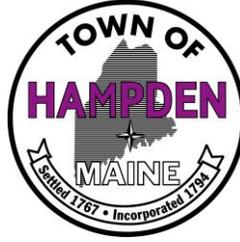
-66,543.22 = Balance

Per	Jrnl	Check	Date	Vendor-----	Description-----	RCB / Type	Debits	Credits
10	0277		10/03/16		10/03/2016 C/R	R CR	0.00	5.00
10	0298		10/06/16		10/06/2016 C/R	R CR	0.00	72.00
10	0304		10/11/16		10/11/2016 C/R	R CR	0.00	5.25
10	0318		10/13/16		10/13/2016 C/R	R CR	0.00	13.75
10	0321		10/17/16		10/17/2016 C/R	R CR	0.00	3.00
10	0329		10/18/16		10/18/2016 C/R	R CR	0.00	7.00
10	0332		10/19/16		10/19/2016 C/R	R CR	0.00	10.00
10	0334		10/20/16		10/20/2016 C/R	R CR	0.00	17.00
10	0345		10/25/16		10/25/2016 C/R	R CR	0.00	1.00
10	0353		10/27/16		10/27/2016 C/R	R CR	0.00	9.75
10	0361		10/31/16		10/31/2016 C/R	R CR	0.00	6.25
11	0369		11/01/16		11/01/2016 C/R	R CR	0.00	3.00
11	0375		11/03/16		11/03/2016 C/R	R CR	0.00	2.00
11	0383		11/07/16		11/07/2016 C/R	R CR	0.00	13.25
Totals-							2,073.89	515.75

Monthly Summary

Month	--Regular Entries--		--Balance Entries--	
	Debits	Credits	Debits	Credits
July	0.00	105.50	0.00	0.00
August	2,073.89	157.00	0.00	0.00
September	0.00	85.00	0.00	0.00
October	0.00	150.00	0.00	0.00
November	0.00	18.25	0.00	0.00
Totals	2,073.89	515.75	0.00	0.00

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: November 8, 2016
RE: Communications budget / AV recordings of meetings

Chairman McAvoy requested this item for inclusion on the agenda. The approved FY17 Communications budget is attached. In addition to related issues he may wish to introduce, I would like to bring the Committee’s attention to a few related issues:

1. Following direction from members of the Council last winter, we arranged for A/V recording of the RSU-22 School Board meetings related to the FY17 budget. Shortly after the start of FY17, the Superintendent contacted me to express the School Board’s interest in having all of their meetings recorded. After reviewing our budget, the overall number of meetings to be recorded, and the availability of our A/V recorder Ken D’Errico, I met with Superintendent Lyons to let him know we do have the capacity to record these meetings. He and I agreed that the RSU-22 Board would contribute \$1,500.00 to offset the Town’s FY17 costs to do so, and the School Board recently voted to authorize this funding.

2. At \$15/hr and an assumed average meeting duration of 3 hours, the FY17 Communications staffing budget will support 140 meetings (420 hours). The meetings that are currently “programmed” for recording in FY17 are as follows:

Town Council (regular)	24 meetings
Town Council (special/budget)	12 meetings
School Board	24 meetings
Planning Board	12 meetings

In addition to these 72 assumed meetings, the budget will support additional A/V time toward special programming, such as related to specific planning efforts, outreach and education for stormwater management, etc. Kyle, Ken and I have had some discussions about opportunities for special programming, with the understanding that this can be advanced if/as time allows in the future.

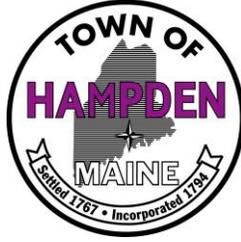
3. The Town Council now has excellent A/V equipment. However, due to inadequate recording equipment, the audio on the School Board meetings is a problem that needs solving and will require an investment in equipment. We've fielded some complaints from the public about the poor quality of the audio. Kyle has been working with the RSU-22 IT person to offer recommendations.

4. As per above, the funding supports the meetings that we've already committed to record. However, the recording creates additional demands on professional staff time – in particular Kyle, whose time as IT/GIS Coordinator is very valuable to the Town – but also to Paula (who assists in scheduling Ken's time, including keeping current with schedule changes etc.). The time Kyle spends uploading the recordings to YouTube, and managing the scheduling of program airings on Channel 7, is not insignificant. He has also provided coverage of meetings when Ken is unavailable due to his primary work responsibilities, sickness, etc. The impact on his time in the past couple of months since we have started recording both Planning Board and School Board, has been noticeable. My goal is to reduce the time impact on our professional staff so the frequency of meetings does not unnecessarily cut into productivity on other matters. This is a work in progress, and my intent at this time is simply to update the Committee.

Approved FY17 Communications Budget:

Account Number	Account Name	2016/17 Proposed (Council)	Notes
Number			
01-03	COMMUNICATIONS		
01-03-01-05	Cable TV Wages	\$6,300.00	Covers approx. 140 recorded meetings; incl. upload to Ch. 7, YouTube.
01-03-05-01	FICA/MED	\$482.00	7.65% of wages
01-03-05-10	Worker's Comp	\$50.50	Workers comp increase of 1.5% effective 1/1/16
01-03-10-01	Office Supplies	\$500.00	Supplies for production of videos, copying.
01-03-15-01	Internet Costs	\$6,209.64	Annual GovOffice Fee for website; Time Warner Cable.
01-03-16-01	Special Events	\$500.00	Costs associated with hosting meetings, programs.
01-03-20-05	Equipment Maint.	\$0.00	Repairs to A/V equipment
01-03-30-30	Printing/Publications	\$5,440.00	Newsletter layout, printing and postage (twice/year).
	Total 01-03	\$19,482.14	
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <i>Analysis of relative affect of personnel and non-personnel changes on overall Town Council budget proposal</i> </div>			
			<i>Proposed</i>

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: November 8, 2016

RE: Public access to Souadabscook Stream off of Bog Road

Land on the Bog Road that was recently subdivided includes an access point to the Souadabscook Stream. Following on direction from Mayor Ryder, the Town Planner and I have been corresponding with the landowner regarding potential scenarios whereby long-term public access could be secured. This is at the very early stages, but is introduced for discussion. We have looked into potential grant opportunities to support this effort, and with the support of the Committee will continue these efforts.

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TO: Services Committee
FROM: Angus Jennings, Town Manager
DATE: November 8, 2016
RE: Community Volunteer Forum

My office is working with many community and civic organizations to organize a community forum to bring attention to volunteer opportunities with local Committees and Commissions, as well as many civic organizations such as Kiwanis, VFW, Hampden Business Association, Historical Society etc.

The event will take place at the RSU-22 facilities on Jan. 29, 2017 (snow date Feb. 12) and will run from 1-4pm (with an hour for setup and an hour for cleanup).

Participating organizations (including Town Committees as well as local civic groups) will have informational tables set up in the school lobby. There will be an hour of "open house" followed by brief presentations from participating organizations in the School Auditorium, followed by a final hour also in the "open house" format where attendees can visit different tables to learn about the organization's activities and any volunteer opportunities.

At Tuesday's meeting we can discuss this further. We are still in the fairly early stages of planning, but there is a lot of enthusiasm around the idea, and we're optimistic this can be part of an effort to broaden participation and community support of Hampden's many valuable organizations.

USE OF SCHOOL FACILITIES
MAINE SCHOOL ADMINISTRATIVE DISTRICT NO. 22

Town of Hampden _____ Hampden Academy Perf. Arts Ctr.
wishes to use the _____ and David Greenier Dining Commons

Name of Organization _____ Name of School _____ (setup 12-1,
Jan. 29, 2017
on (Snow Date Feb. 12, 2017) from 12 noon to 5:00 PM breakdown 4-5
date of event _____

Community Forum for Hampden civic organizations and Town
for the purpose of Committees and Commissions. Volunteer recruitment event.

Person making request Angus Jennings, Town Mgr Gymnasium _____
Address 106 Western Ave., Hampden Cafeteria/stage X
Phone numbers 862-3034 Kitchen _____
Classroom _____

Comments: Participating organizations will have informational tables set
up from 1-4. From 2-3, event will move to PAC to hear presenters.

DATE _____

Building Principal's Signature _____

This request is approved _____ /disapproved _____ with the following charges and/or
stipulations: _____

Total Cost: _____

Signature of Superintendent of Schools _____

OFFICE USE

Invoice sent _____ Fee paid _____ Initials _____

Date Date

RELEASE

In consideration of the use of premises of Maine School Administrative District No. 22, and specifically those
premises defined as: H.A. PAC and Dining Commons the undersigned, acting for
or on behalf of (Name of Group/Organization individual) Town of Hampden hereby releases M.S.A.D. #22,
its officers, directors, and employees from any and all liability arising from, or associated with the existence of
hazards of the buildings or premises, including the ways immediately adjoining and parking lots, and any and all
liability associated with the activities or operations which are to be conducted by or on behalf of the above named
individual, group or organization.

NOTES: 1) Requesting organizations must obtain \$1,000,000 general liability insurance policy.
2) Please obtain certificate of insurance indicating policy coverage and stating that M.S.A.D. #22 is an
additional insured regarding use of facilities by (organization) Town of Hampden,
for the purpose of (event) Community Forum on (dates) 1/29/17 (snow date 2/12/17)

Date: Nov. 8, 2016

By: Angus Jennings
Angus Jennings

Title: Town Manager