

SERVICES COMMITTEE MEETING

Monday, August 8, 2016

6:00 pm

HAMPDEN TOWN OFFICE

A G E N D A

1. MINUTES

a. July 11, 2016

2. OLD BUSINESS

3. NEW BUSINESS

- a. Review of comparative data regarding other communities' spending on library books and collections – Debbie Lozito, Library Director
- b. Update on agreement with Bronco Travel Soccer Club for use of Lura Hoit fields in fall 2016, and discussion of future policy regarding facilities maintenance cost sharing with Recreation Affiliated Programs
- c. Update on wetlands survey of Town Building / Pool site

4. PUBLIC COMMENTS

5. COMMITTEE MEMBER COMMENTS

SERVICES COMMITTEE MEETING

Monday, July 11, 2016

MINUTES – DRAFT

Attending:

Councilor Terry McAvoy, Chair

Mayor David Ryder

Councilor Ivan McPike

Councilor Mark Cormier

Councilor Dennis Marble

Councilor Greg Sirois

Councilor Stephen Wilde (arrived 6:04)

Town Manager Angus Jennings

Resident Bill Shakespeare

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

1. MINUTES

- a. **Minutes from June 6, 2016** – *Motion by Councilor Marble seconded by Mayor Ryder to approve the June 6 meeting minutes. Approved 6-0.*

2. OLD BUSINESS

3. NEW BUSINESS

- a. **Update regarding Cable Franchise Agreement negotiations and next steps from June 23 meeting of Penobscot Downeast Cable Television Consortium** – *Manager Jennings summarized the meeting that he and GIS/IT Specialist Severance attended with the Consortium, noting that it was the Consortium's first meeting in more than a year. He reported that, following the meeting, Severance had volunteered to sit on the Consortium's negotiating committee regarding an updated franchise agreement and that Manager Jennings supported this participation.*

Chairman McAvoy asked whether the capital improvement monies that Hampden received to offset the costs of the Council Chambers AV upgrades had come from fees Hampden's customers had paid. He also asked about the impact of Time Warner Cable now becoming Charter Communications. He also asked what is the benefit of having a franchise agreement, noting that cable customers pay a franchise fee. Manager Jennings said that staff would look into these questions.

- b. **Discussion of Town objectives for flags in Town Center** – *Chairman McAvoy invited Resident Shakespeare to present to the Committee based on*

his written correspondence to the Committee. Resident Shakespeare said that the issue comes down to money. He noted that he and Resident Tom Brann have been hanging and taking down flags for two years. He said there is routine damage and it is a constant effort. He expressed his opinion that there do not need to be so many flags, and that a flag at the Municipal Building may be adequate. He expressed disappointment that representatives from the VFW were not in attendance tonight.

Councilor Sirois said that new flags and holders were needed, and a plan needed to be in place to put them up and take them down. He said the VFW is losing membership and doesn't have the resources to do this work, and (being a member of VFW) he offered to meet with Terry Bean to discuss it.

Manager Jennings asked Resident Shakespeare how many locations flags are displayed and Shakespeare estimated about 25. Chairman McAvoy asked when the Town got involved with hanging the flags. There was discussion about the life of the flags, noting that they begin to deteriorate after a year and have a maximum 2 year life, then must be retired properly. There was discussion of costs and vendors of flags and brackets. Resident Shakespeare said he is willing to help but cannot do it alone. Manager Jennings said that one option would be to display flags but only during a shorter time window, such as from Memorial Day through the 4th of July, and again around Veterans Day.

Chairman McAvoy said he doesn't think the town should getting into maintaining 25 flags. Mayor Ryder said we should wait to find out what it costs. Councilor McPike said that if we're going to do it we need to devote the resources to do it right, and Councilor Wilde agreed.

Chairman McAvoy said that this is another example of a program someone else started that then became the Town's obligation.

Councilor McPike asked about whether permissions from Emera were needed to hang the flags and Shakespeare said that VFW got permission in the past and that flags should only be displayed on poles with streetlights.

Chairman McAvoy said we should find out what funds VFW may have available, and Councilor Sirois said we need to find out costs.

c. Discussion of work plan and priorities for FY17 – Members of the Committee spoke about their priorities for work in FY17.

Councilor McAvoy said he'd like to looking at eliminating the BAT Bus. He'd like to get a real-time tally of ridership. He'd like to increase fees at the Skehan Center and Pool in order to get those facilities as close to being financially self-supporting as possible.

Councilor McPike said he'd like to focus on the issue of recreational fields, and whether there is adequate field space or, if not, where and how it could be added. Councilor Sirois agreed, and said he'd like to look at fields in the near term and over the longer term look at a potential community center.

Councilor McPike said it's important to focus on broadband: where we stand as a community and what improved service might do to stimulate economic development. He is also interested in the Bus, and better understanding who rides the Bus. He said we ought to look at whether we can run our own bus. Finally, he said we ought to be looking at what we're spending on books, whether we can rely more on the Library Trust to offset this cost, and to better understand our obligations in this regard.

Councilor Marble said we need to understand who rides the Bus. He is interested in thinking about how it affects the Town's position in the regional economy. Regarding the Marina, he said we need to establish protocols and responsibilities. He thinks that a plan for the Town Center is important.

Councilor Cormier said we need to focus on the Transfer Station.

Mayor Ryder said that in order to really understand Bus ridership a survey – or a rider counting ridership – would need to happen for a week or more and would need to be while the schools and colleges are in session.

Resident Shakespeare said that some residents rely on the Bus but that it's mostly empty. He asked what is our responsibility to those individuals, and noted that it's mighty expensive. Regarding the Transfer Station, he said he relies on C&D weekends. He noted that no one seems to be checking stickers anymore, and that someone ought to be doing this.

4. PUBLIC COMMENTS – None.

5. COMMITTEE MEMBER COMMENTS – Mayor Ryder said that senior citizens are reporting that the water at the pool is cold.

There being no further business, the meeting was adjourned at 6:48 PM.

Respectfully submitted –
Angus Jennings, Town Manager

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: August 4, 2016
RE: Review of comparative data regarding other communities' spending on library books and collections

At the July meeting of the Services Committee, a question was asked about how Hampden's spending on library books and educational materials compares with other communities. A similar question was raised during the May 2016 budget meeting regarding the Library.

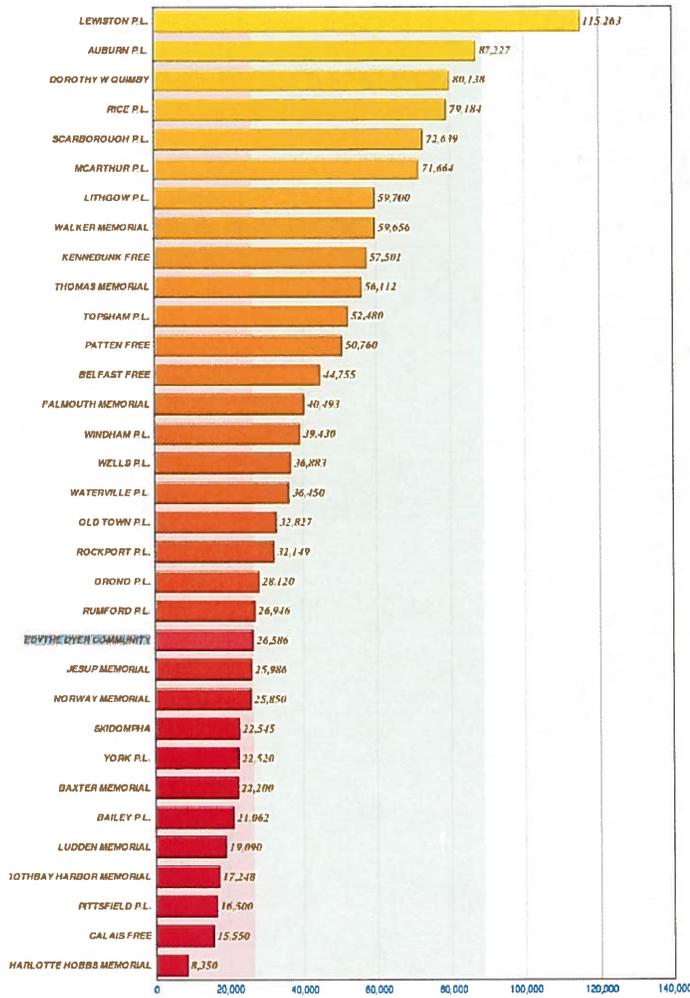
The information below summarizes budget trends for library books, publications and periodicals:

Account Number	Account Name	11/12 Budget	12/13 Budget	2013/2014 Budget	2014/2015 Budget	2015/16 Budget	2016/17 Budget	Notes
20-10	Dyer Library							
20-10-10-15	Books/Publications	\$14,752	\$15,000	\$15,000	\$15,450	\$15,450	\$15,914	Used to purchase books, audio and video materials. The Library's Endowment Fund supplements this line.
20-10-10-16	Periodicals	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	This line pays for journal and magazine subscriptions. The Library's Endowment Fund supplements this line.
		\$16,252	\$16,500	\$16,500	\$16,950	\$16,950	\$17,414	

Director Lozito provided the attached information including Hampden's spending along with many other Maine communities, along with demographic information, and per capita library holdings. The reported spending includes both Town budgeted expense lines as well as supplemental spending from the library Endowment Fund. Director Lozito will be in attendance at Monday's meeting to discuss this information.

In my review of the paper files, I found a historical document from a prior fundraising effort, as well as a guide provided to volunteers who supported that fundraiser. Because these documents discuss the relationship between the Endowment Fund and taxpayer supported spending, I found these documents relevant and of interest.

3.14 Total Collection Expenditures - Collection



Town of Hampden
 RECEIVED
 JUL 14 2016
 Office of the
 Town Manager

Collection Expenditures - Minerva Libraries- Revised 2016-07-14

FY14 data

Town of Hampden
RECEIVED

JUL 14 2016

Library	Population LSA	Local Gov Rev	Print Expenditu	Electronic Expe	AV Expenditures	Total	Office of the Town Manager Holdings Per Page
AUBURN PUBLIC LIBRARY	25,502	\$948,237	\$70,153	\$5,012	\$12,062	\$87,227	4
BAILEY PUBLIC LIBRARY (Winslow)	5,987	\$258,790	\$16,493	\$650	\$3,919	\$21,062	7
BAXTER MEMORIAL LIBRARY (Gorham)	17,024	\$435,970	\$15,700	\$0	\$6,500	\$22,200	3
BELFAST FREE LIBRARY	9,598	\$546,549	\$37,300	\$3,455	\$4,000	\$44,755	7
BOOTHBAY HARBOR MEMORIAL LIBRARY	6,507	\$94,000	\$13,169	\$650	\$3,429	\$17,248	6
CALAIS FREE LIBRARY	3,004	\$143,988	\$13,359	\$350	\$1,841	\$15,550	18
CHARLOTTE HOBBS (Lovell)	2,173	\$46,750	\$7,460	\$390	\$500	\$8,350	16
DOROTHY W QUIMBY LIBRARY (Unity)	5,021	\$3,553	\$22,300	\$53,915	\$3,923	\$80,138	15
EDYTHE DYER COMMUNITY LIBRARY	7,392	\$239,627	\$18,753	\$650	\$7,183	\$26,586	5
FALMOUTH MEMORIAL LIBRARY	11,734	\$413,461	\$28,543	\$6,378	\$5,572	\$40,493	5
JESUP MEMORIAL LIBRARY (Bar Harbor)	5,308	\$19,009	\$21,703	\$3,025	\$1,258	\$25,986	10
KENNEBUNK FREE LIBRARY	15,287	\$521,834	\$42,615	\$1,200	\$13,686	\$57,501	4
LEWISTON PUBLIC LIBRARY	36,299	\$1,226,424	\$75,192	\$18,158	\$21,913	\$115,263	5
LITHGOW PUBLIC LIBRARY	18,705	\$627,005	\$46,500	\$1,200	\$12,000	\$59,700	4
LUDDEN MEMORIAL LIBRARY	5,531	\$135,473	\$16,672	\$350	\$2,068	\$19,090	6
MCARTHUR PUBLIC LIBRARY (Biddeford)	21,337	\$410,000	\$43,731	\$5,938	\$21,995	\$71,664	4
NORWAY MEMORIAL LIBRARY	4,942	\$251,348	\$18,000	\$350	\$7,500	\$25,850	11
OLD TOWN PUBLIC LIBRARY	10,730	\$291,459	\$23,120	\$2,150	\$7,557	\$32,827	4
ORONO PUBLIC LIBRARY	10,670	\$269,201	\$21,494	\$650	\$5,976	\$28,120	5
PATTEN FREE LIBRARY (Brunswick)	14,744	\$239,158	\$40,446	\$2,700	\$7,614	\$50,760	5
PITTSFIELD PUBLIC LIBRARY	4,092	\$166,039	\$13,150	\$350	\$3,000	\$16,500	9
RICE PUBLIC LIBRARY (Kittery)	9,649	\$434,400	\$44,368	\$18,596	\$16,220	\$79,184	8
ROCKPORT PUBLIC LIBRARY	3,360	\$245,977	\$25,373	\$700	\$6,076	\$32,149	15
RUMFORD PUBLIC LIBRARY	6,452	\$226,480	\$22,318	\$650	\$3,978	\$26,946	10
SCARBOROUGH PUBLIC LIBRARY	19,524	\$891,884	\$53,528	\$5,500	\$13,611	\$72,639	5
SKIDOMPHA LIBRARY (Damariscotta)	5,573	\$49,641	\$16,985	\$2,228	\$3,332	\$22,545	9
THOMAS MEMORIAL LIBRARY	9,185	\$658,117	\$43,854	\$4,767	\$7,491	\$56,112	8
TOPSHAM PUBLIC LIBRARY	8,715	\$402,744	\$29,298	\$8,325	\$14,857	\$52,480	6
WALKER MEMORIAL LIBRARY	17,886	\$475,117	\$36,362	\$8,798	\$14,496	\$59,656	3
WATERVILLE PUBLIC LIBRARY	16,182	\$448,350	\$28,900	\$1,000	\$6,550	\$36,450	6
WELLS PUBLIC LIBRARY	10,009	\$379,817	\$21,807	\$2,200	\$12,876	\$36,883	5
WINDHAM PUBLIC LIBRARY	17,589	\$356,565	\$28,630	\$1,200	\$9,600	\$39,430	3
YORK PUBLIC LIBRARY	12,803	\$462,906	\$15,950	\$4,000	\$2,570	\$22,520	6

CAMPAIGNING FOR GENERATIONS TO COME



*AN ENDOWMENT CAMPAIGN
FOR THE
EDYTHE L. DYER
COMMUNITY LIBRARY*

HAMPDEN, MAINE

*EDYTHE L. R. DYER COMMUNITY LIBRARY
269 MAIN ROAD NORTH
HAMPDEN, MAINE 04444*

269 Main Road North, Hampden, Maine 04444 (207) 862-3550

A DREAM COME TRUE

Almost twenty years ago, a group of thoughtful Hampden residents came together to explore the possibility of establishing a public library for their Town. The group worked tirelessly to generate interest in the idea and undertook several successful fund-raising projects.

In a spirit of cooperation which marked much of the library's development, School Administrative District #22 invited the fledging library to share the facilities of the existing Hampden Academy Library. The resulting Hampden Regional Library opened its doors in September of 1971. Under the direction of a part-time librarian, 4,800 books were circulated during the library's first year of operation.

In 1983, Edythe L. Dyer donated her home to the Town of Hampden for use as a library. The 5,000 square foot structure, overlooking the Penobscot River, had been designed several years earlier with this ultimate purpose in mind. Mrs. Dyer, an avid reader, was one of the original founding trustees of the Library that now bears her name.

It was always the hope of Mrs. Dyer that the Library would become a special place for the children who lived in Hampden and the surrounding communities of Winterport and Newburgh. In keeping with her wishes, the Board of Trustees and Library employees have placed special emphasis on children's books, programming and activities.

Today, as a result of the efforts of so many concerned citizens, the Edythe L. Dyer Community Library has become an integral component of community life in the towns of Hampden, Winterport and Newburgh. The Library is open six days a week, including evening and Saturday hours for the enjoyment of its patrons.



Edythe L. Dyer Community
Library, 1983



The Hawks of Maine
Library's Program with Universal Appeal



Mother and Child Enjoy a
Book and the Scenic Grounds

A LAND OF ASPIRATIONS & EXPANDED HORIZONS

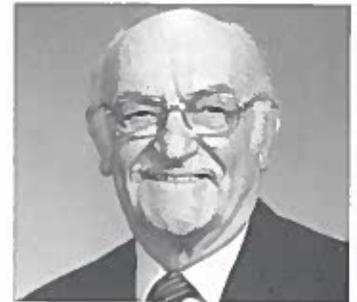


"The Dyer Community Library has become a focal point of the Town of Hampden. Visitors to our Town frequently have heard about the Library and ask to see it. We must now be sure that this outstanding facility has the best possible programming, equipment, reference books and resources. A permanent endowment would allow us to make this possible."

Kathy W. Walker
Honorary Co-Chair

"We are fortunate to have a facility such as the Dyer Library in a town this size — any town would be proud to have it. Our Library has a good foundation, but we can't depend entirely on taxation to support the purchase of all the books, equipment and programming necessary for Hampden's growing population. Private support is needed through an Endowment Fund."

Ralph M. Willey
Honorary Co-Chair



"Our hope is to make our Library a dream land of aspirations and expanded horizons, and broaden the world of knowledge of our citizenry. The diversity of interests within our community points to the need for expanded services for both children and adults. Income from the Endowment Fund will help supplement book purchases and Library programming in addressing these special needs."

Bion A. Foster
Campaign Chairman



Friends of the Library
Discuss Fundraising
Projects for the
Endowment
Campaign.

The Tower -
A Favorite Spot for
Relaxed Reading.



CAMPAIGNING FOR GENERATIONS TO COME — A STATEMENT OF NEED

Since the move to the Edythe L. Dyer home in 1983, the Library's circulation has increased by 47% to its current level of 44,000 books per year. The number of books in the Library's collection has more than doubled, from 7,000 volumes in 1983 to almost 16,000 volumes in 1988.

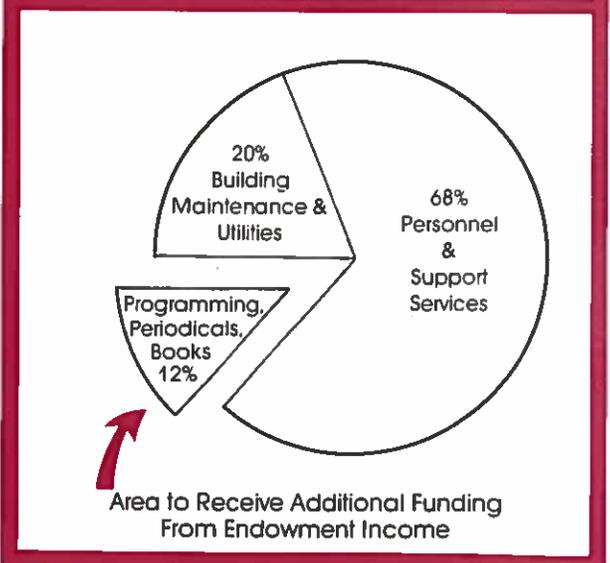
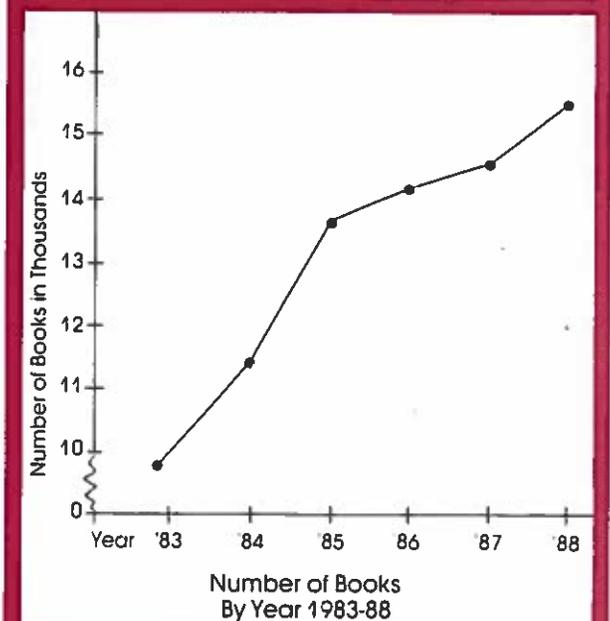
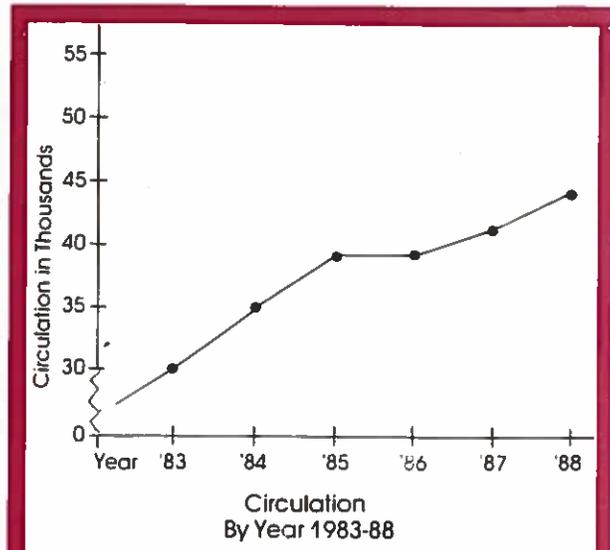
Additionally, there has been a substantial increase in the number of cardholders throughout the service area of Hampden, Winterport, and Newburgh. The increase in demand for services by the Library's 2,600 cardholders has resulted in an urgent need for more funding for books, periodicals and juvenile and adult programming.

The Edythe L. Dyer Community Library Board of Trustees is responsible for preserving and enhancing the quality of library services both for present and for future generations. With that responsibility in mind, the Board is undertaking a major fundraising campaign to raise \$200,000 in endowment funds for the Library.

Through the establishment of a permanent \$200,000 endowment fund the Library will be better able to provide much needed books and programming to serve present and future generations. Income from an endowment will not replace tax supported services, but it will complement and enhance funding for programming, as well as for the purchase of new books and periodicals.

The Town of Hampden provides funding for the operations and basic needs of the Library. Income from an endowment fund would permit the purchase of much needed periodicals, reference materials and special interest publications, as well as necessary audio-visual and technical equipment.

The Library conducts a number of special programs and activities. Free programs are offered in live theatre, music, magic, story telling and puppetry. These programs have such universal appeal that they are enjoyed by adults as well as by children. The Library has funding now to offer only a limited number of these performances. The income from an endowment would allow the library to provide significantly more programs of general community interest.



WAYS OF GIVING TO YOUR LIBRARY

The following paragraphs explain some of the numerous ways in which thoughtful people can help to ensure the excellence of their community library. Many methods of giving offer substantial tax benefits to the donor while providing much needed support to the Edythe L. Dyer Community Library. This information is intended only as a general guide. For advice and assistance in specific cases, please check with your tax professionals.

Cash Gifts. Cash gifts are the most common form of charitable giving to non-profit institutions. In endowment campaigns of this type, gifts are generally pledged over a three year period. The Library staff will send reminders periodically as specified by you on your pledge card. Cash gifts are tax deductible in the year they are made.

Appreciated Stock, Securities, or Life Insurance. Stocks, many bonds, and other publicly traded securities often make excellent gifts. If you give a gift of securities to the Library, it is suggested that you do not sell them yourself as you could incur a reportable and perhaps sizeable capital gain. This gain may be avoided by gifting the securities outright. You may also want to designate the Library as a beneficiary in a life insurance policy.

Charitable Bequests In A Will. Under present law, outright bequests to the Edythe L. Dyer Community Library are entirely exempt from federal estate taxes. Often a donor would like to make a significant gift to a favorite charity during his or her lifetime, but is unable to do so. A bequest provides an opportunity for an individual to make that gift. Just as charitable deductions during a lifetime can produce sizeable savings in income taxes, donations made through a will can reduce estate taxes, especially for people not eligible for the marital deduction.

DONOR RECOGNITION

All donors to the Edythe L. Dyer Community Library Endowment Campaign of \$1,000 or more over a three year pledge period will be recognized on a plaque hung in a prominent location in the Library. All gifts to the campaign will be entered into a permanent book of record which will be on display. The Library welcomes gifts in the memory of a loved one or in honor of a special friend or family member. Donors will be recognized as follows:

Benefactor's Circle	\$10,000 and Up
Trustees' Circle	5,000 - 9,999
Founders' Club	1,000 - 4,999
Century Club	500 - 999
Friend	Up to 499

Commemorative Opportunities

Commemorative opportunities will be available for services and programming beginning at gifts of \$10,000.

EDYTHE L. DYER COMMUNITY LIBRARY CAMPAIGN STEERING COMMITTEE

Kathy W. Walker, Honorary Co-Chair	Bion A. Foster, Chairman	Rebecca M. Foster
Ralph M. Willey, Honorary Co-Chair		Beverly E. Lambert
John P. Bishop		Andrew J. Pease, Jr.
Patricia A. Bishop		Laura S. Poll
Thomas M. Brown		Wayne E. Reilly

EDYTHE L. DYER COMMUNITY LIBRARY TRUSTEES

Bion A. Foster, Chairman	Willard N. Hillier	Andrew J. Pease, Jr.
Jessie S. Boivin	Joan S. Johnson	Wayne E. Reilly
Daniel N. Brooks	Sandra L. Johnson	Peter M. Weatherbee
Thomas M. Brown	Yvonne M. Lambert	Marie G. Baker, Ex Officio
John B. Dyer	David B. MacDonald	Ralph M. Willey, Ex Officio
Joan M. Hardy	Mary Jane MacKenzie	

Concerns About Giving It is not uncommon for a prospect to have questions or concerns about giving to a campaign. To assist you in the solicitation of your prospects, typical concerns about the campaign are presented here in question/answer format.

Q. What do you mean by an endowment campaign?

A. The purpose of an endowment campaign is to raise a sum of money to be invested for income. The income is used to augment other monies that the non-profit institution may have for operating purposes. The money in the endowment is held in perpetuity for the benefit of the institution. It is common for a set amount of the income to be reinvested in the endowment for growth purposes.

In the case of the Library, a total of \$200,000 is to be raised through private gifts. Eighty percent (80%) of the income from the endowment will be used to supplement the Library's budget for books, periodicals, equipment and programming. Twenty percent (20%) of the income will be reinvested in the fund so that the endowment will grow. It is hoped that additional gifts will be made to the endowment through gifts and bequests over the years.

Q. But don't I already pay for the Library through my taxes?

A. Yes, we all do. The important thing to remember is that those tax dollars support only the basics for the Library. We can't depend on them entirely to meet the needs of a growing Hampden area population. Income from an endowment would permit the purchase of much needed periodicals, expanded programming, reference materials, books, special interest publications as well as additional audio-visual and technical equipment.

Q. But I don't use the Library, why should I give?

A. The Library plays an important role in the community - it is part of what makes the Hampden area a good place to live, raise a family, own a business or retire. A quality library has become an expected part of the infrastructure of a desirable community. The Library provides community-wide programming, along with special activities for children and adults.

Q. I'm already giving a lot to Bangor and church campaigns, why should I do more?

A. It is doubtful that there is any family in the Hampden area that hasn't been touched by some campaign. People in the community have always been generous, and we hope we can still count on you. The Library, unlike Bangor or church charities, is a common thread throughout the community, and it benefits virtually everyone. A gift to the endowment is unique in that it will go on serving the community for years to come. "Campaigning For Generations To Come" provides an opportunity to benefit our children, grandchildren and great-grandchildren.

- Q Does having income from an endowment mean that the Town of Hampden will eventually withdraw its support of the Library?
- A. Absolutely not! The Town Council has stated publicly that the Town will continue to support the basic needs of the Library, as it presently does. The Council is very supportive of the Endowment Campaign and its stated purpose of supplementing the basic budget.
- Q. What will happen if the Town outgrows this Library?
- A. The Board of Trustees of the Library has looked carefully at anticipated growth over the next ten years, and believes that the space available will be sufficient. One exception might be finding the space for programming which tends to draw a lot of interest. It is anticipated that some programs might have to be held in the conference room of a larger facility such as the Town Hall.
- Q. Does the Town of Hampden own the Library building?
- A. Yes, the Library is owned by the Town in exactly the same way as the Town owns the Fire Department, the Police Department and the Town Hall.

COPY

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: August 4, 2016

RE: Update on agreement with Bronco Travel Soccer Club for use of Lura Hoit fields in fall 2016, and discussion of future policy regarding facilities maintenance cost sharing with Recreation Affiliated Programs

The Recreation Department is presently working to execute an agreement with the Bronco Travel Soccer Club regarding their use of the Lura Hoit soccer fields this fall. The agreement is largely in place, but one remaining point of discussion is agreeing to an appropriate cost contribution to offset the Town's out-of-pocket costs related to field maintenance. My attached correspondence to the leadership of the BTSC, enclosed, summarizes the situation.

At the April 11 meeting, the Services Committee discussed the Affiliated Programs – of which BTSC is one of six – and it was acknowledged that the work to establish terms with each group will be ongoing. For example, there is expected to be a review of the Town's relationship with Hampden Children's Day – another Affiliated Program – this fall after what we hope and expect will be another successful event on August 20.

This item is included on Monday's agenda with the intent to advance the Committee's consideration of these matters. The agreement with BTSC for fall programs is not put to the Committee for action, but is included in the packet for informational purposes to illustrate the degree of effort and consideration that the Recreation Department puts in to these relationships. I have also included materials from the April 11 meeting packet.

This fall, once some near-term time-sensitive issues are resolved, it is my hope to work with the Committee and, eventually, the full Council to establish policy to guide these relationships in the future. Revisiting agreements on such a frequent basis is not time efficient for Town staff or for our Affiliated Program partners. I think all parties will benefit from a clear policy framework that will provide more efficiency and predictability.

Securing commitments toward maintenance will also help as we continue ongoing efforts, within budget, to improve management of the Town's recreational facilities.



Angus Jennings <townmanager@hampdenmaine.gov>

Agreement for BTSC use of Lura Hoit fields

1 message

Angus Jennings <townmanager@hampdenmaine.gov>

Thu, Aug 4, 2016 at 2:49 PM

To: Nichole Kelley Sirois <nicholeks@roadrunner.com>, epoh82@aol.com

Cc: Shelley Abbott <recreation@hampdenmaine.gov>

Hello,

I'm writing in regard to BTSC's draft agreement for use of the Lura Hoit fields this fall. It's my understanding that all terms are agreed with the exception of the amount of contribution to field maintenance direct expenses.

The annual out of pocket cost of the grub treatment is \$2,195, and the proposed amount of BTSC contribution was \$1,000. This amount was proposed based on proportional usage, understanding that the Rec Department only programs this resource for about 14 weeks a year. We have also received a contractor cost estimate of \$3,365/year for other field maintenance including aeration, over seeding, fertilization and weed control. These costs are only for the Lura Hoit site, and would represent a major share of the \$10,000 budgeted for rec facilities maintenance town-wide. This does not, of course, take into account staff and overhead costs that are expended toward facilities maintenance, although we are working toward estimating these costs and the Council will take these costs into account in establishing policy. For fall 2016, we are not proposing that BTSC participate in cost sharing other than for grub treatment.

As I have discussed with Nichole, we are working at the Council's direction to better itemize the costs of maintaining town recreation facilities. These costs are not incorporated into the taxpayer supported expense budget, and instead are paid directly from revenues generated by recreation programs; we need to minimize costs to the extent feasible. In fact, the current FY17 budget is the first budget in memory that includes any budgeted costs for direct expenses for maintenance. In this context, I think that the proposed \$1,000 contribution is fair and reasonable.

We are working with the Town Council to establish clear policy regarding appropriate cost sharing with Affiliated Programs, including BTSC, and will continue that discussion at the Services Committee meeting this coming Monday at 6. However, this process will take some time and we don't wish to delay the process of finalizing an agreement for this fall.

In the absence of clear policy, we would therefore request that you review what amount above \$500 - even if less than \$1,000 - can be absorbed within the BTSC budget. Every dollar we can offset with partners' contributions will improve our ability to adequately maintain town facilities.

Also, I hope that BTSC will be a participant, along with other Affiliated Programs, in the consideration of an appropriate policy framework for the future. Once in place, this can provide more predictability for all parties for future collaboration. In addition to Monday's meeting, this item will extend into what will probably be a series of Committee meetings this fall prior to Council action to enact a policy.

Please feel free to contact me or Shelley at any time. We appreciate your consideration.

Thanks,
Angus

--

Angus Jennings
Town Manager

Town of Hampden
106 Western Avenue
Hampden, ME 04444
(207)-862-3034
townmanager@hampdenmaine.gov

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



Angus Jennings <townmanager@hampdenmaine.gov>

Fwd: BTSC Board

1 message

Hampden Recreation Dept. <recreation@hampdenmaine.gov>
To: Angus Jennings <townmanager@hampdenmaine.gov>

Mon, Aug 1, 2016 at 5:06 PM

—— Forwarded message ——

From: Hope Gabric <[REDACTED]>
Date: Monday, August 1, 2016
Subject: BTSC Board
To: [REDACTED] <recreation@hampdenmaine.gov>

Good Afternoon,

No, this is correct. I have nothing further to add.

Thank you,
Hope

——Original Message——

From: Nichole Kelley Sirois <[REDACTED]>
To: Hampden Recreation Dept. <recreation@hampdenmaine.gov>
Cc: Hope Gabric <[REDACTED]>
Sent: Mon, Aug 1, 2016 8:20 am
Subject: Re: BTSC Board

GM Shelley -

As you know the board met last week and discussed the field usage contract that you, Hope and I discussed. I was not present at the board meeting, however, Hope facilitated it in my absence and was able to convey the outcomes from our meeting to me.

The board countered regarding the amount for BTSC to pay for the grub control. They have requested the \$1000 amount be reduced to \$500. The primary reason is based purely on the amount of usage BTSC has with the Lura Hoit fields. Unlike little league who consistently uses the town's fields several months a year, BTSC uses Lura Hoit for a month and five weekend days. (August and game weekends). To put that in perspective when you consider that the Lura Hoit fields are used May - end of October, the board did not feel it justified us assuming half of the field costs, hence our counter proposal of the \$500.

Hope - please weigh in if there were additional discussion points that I missed.

Shelley - please let me know if this makes sense. We can sign the revised contract for you today.

Thank you - Nichole

Sent from my iPhone

On Jul 13, 2016, at 7:12 PM, Hampden Recreation Dept. <recreation@hampdenmaine.gov> wrote:

Let's aim for Thursday 7/21 @ 7 pm at the Skehan Center. If anything changes that this won't work let me know.
Shelley

On Wednesday, July 13, 2016, Hope Gabric <[REDACTED]> wrote:

Ok..it will need to be 5:30 or later cause I get out of work at 5. Doesn't matter what day between next Wednesday- Friday.

July 2016

Bronco Travel Soccer Facility and Field Use Agreement

Location: Lura Hoit Pool Fields 146 Western Avenue, Hampden, ME 04444

Facility Owner: Town of Hampden, Maine; Facility Controller-Recreation Department

Other Information

Currently Reserved Use Dates for Recreation Department:

Rec Fall Soccer Tuesday, September 6-Saturday, October 22 (7 Saturdays of games)

Practices Weeknights 4:30-7:30 pm (Daylight Savings November 6, Sunset on October 22 is 5:38 PM)

Rec Soccer Deadline will be in early September, and any excess practice space/time can be verified and used with permission after September 15, 2016.

Travel Soccer is welcome to use the Pool Field until Labor Day Weekend. At this point the recreation department does not have any programming scheduled at that location.

Rec Football Saturdays, afternoon to late afternoon, exact time TBD, September 10-October 22, 2016 (7 Saturday games)

Recreation needs 2 soccer fields lined for use. They are 40 x 60 ft fields. *This is a change for 2016 due to parking constraints and the Hampden Town Council requesting parking on Western Avenue no longer being available due to safety concerns for the public.*

Other Town/RSU Field(s) Reserved Use Information:

Bronco Little League needs for Fall Ball League have not been confirmed. Request for notice of needs emailed 6/23/16.

Turf reserved for Bronco Youth Football Sundays, 9/4-10/30/16, 11 a-6 pm; Bronco Youth Football meets Sunday 8/28, at Skehan to prepare season game schedule with other communities

School Use:

RSU 22 requires school use forms approved for use of their facilities/fields. If the Town of Hampden is the insuring agent, the Recreation Director has to sign the forms for school use.

Goals Onsite:

Goals-Rec has 3+ sets of 12' W x 7' H x 4' D (approximate) in addition to one full size set of goals. All goals in usable condition currently have nets on them. The condition of the nets on the full size goals are fair. There are no plans to purchase any additional nets for the full size goals should they render unusable. If BTSC needs full size goals, the club will be responsible to purchase any additional nets at their own expense.

Terms of Agreement

Use is contingent upon receipt of a signed contract, and payment of any fees required in advance of the season use.

Scheduling Field Use with Recreation Department:

Bronco Soccer Schedule Contact: Please limit to one point of contact if possible and notify me of the contact by August 15, 2016. Requests for field use and or scheduling of games must be done in writing via email to recreation@hampdenmaine.gov.

A season schedule for use should be provided after confirmation is received along with any team contact information should the need arise to make changes or cancellations.

Field Impact Due to Weather Conditions:

The Town of Hampden/Hampden Recreation Department makes no claims whatsoever as to the playability of the field due to weather conditions. The Town reserves the right to restrict use of the facility during or following extreme weather conditions. Use of the fields is at user's own risk.

Parking at Lura Hoit Fields/Facility:

There are currently 44 designated parking spots and 2 handicap parking spots available for patron use at the Lura Hoit Field Complex. All parking in front of the Lura Hoit Pool and the road lot next to Western Avenue is reserved exclusively for pool patron use only. There is to be no parking in the grass, along Western Avenue, or in the fire lanes. This needs to be controlled by BTSC per request of the Town and as directed by the Hampden Town Council. Games should be scheduled so that expected parking needs are 40 spaces or less at all times.

Restroom Facilities at Lura Hoit Fields/Facility:

BTSC is required to place an additional portable toilet rental onsite at Lura Hoit Fields (please place on concrete pad to the right of the new enclosure) at the club's own expense for the duration of the season of use at the Lura Hoit Pool Fields. BTSC will not be allowed to access restroom facilities at the Lura Hoit Pool, and BTSC should notify visiting teams that restroom access for the facility is use of a portable toilet and requests to use pool facilities will be denied. Portable toilet should be maintained by the service provider of your choosing on a regular weekly basis.

Signage:

BTSC must provide facility signage at their own expense to identify proper parking areas (Rec Field Parking Only Signs), eliminate parking on the grass or in the fire lanes (No Parking Signs), and refer patrons for any overflow parking needs to be at the Hampden Town Office parking lot not on Western Avenue. In addition some sort of signage should be included to eliminate the public from requesting restroom facility use at the Lura Hoit Pool which is not allowed.

Storage:

BTSC storage is limited to the small shed building already located onsite at this facility (moved onsite in August 2015). Current State permitting requirements prevent any further structures or impervious surfacing to be placed on this town site. All BTSC property should be properly stowed daily/nightly, and locked up (as available). The Town of Hampden is not responsible for any lost, stolen, or destroyed property.

Any goals stored onsite should be tipped downward at the end of the day/night of play to eliminate any hazards with them tipping over. Goal weights should be removed at the end of the day/night to help the mowing crew and stored appropriately off the playing field surface. At the end of the season goals should be moved to the edges of the complex/tree line and stowed off any mow-able surface.

Please be aware that snow sleds use this area frequently in the winter and the best location to protect your smaller goals is to relocate them up next to the sheds nearest the parking lots. Please place in the tree line as much as possible to allow town plowing crews to effectively maintain the parking lot and access drive during the winter months.

Safety:

All BTSC equipment and goals should be in in good working condition and should not pose any hazards to the general public who enjoy these facilities.

At the current time, one set of BTSC goals are onsite (in the trees near the back of the pool building) that have a broken crossbar. These should be satisfactorily repaired to eliminate the jagged metal edge hazard or removed from the facility immediately.

Goals should be weighted down at all times to prevent hazards associated with tip over. Weights should be removed at the end of the day/night and stowed appropriately. Goals should be never be left upright unweighted.

The canvas bags that were utilized by the club in the fall of 2015 have disintegrated and no longer useable and must be replaced with a more durable option for this upcoming season.

Field Lining:

BTSC will be responsible for identifying field markers placed last season by BTSC volunteers, and laying out fields for the fall season for use by the Recreation Department and BTSC. Recreation needs 2 soccer fields lined for use. They are 40 x 60 ft fields. Any overlap in field lining should be done with two different colors. All lining must be performed/maintained during the full fall season (August-October 22, 2016) by BTSC, with any needed paint supplies being provided by BTSC at their own expense. Lines should be clearly visible for use by the Recreation Department by 8 am on Saturday morning (7 weeks September 10-October 22, 2016).

Field Maintenance/Betterment:

BTSC will be responsible to patrol the facility at the conclusion of use for trash and articles left behind at the facility. All trash should be stowed in covered cans. Any items for disposal that do not fit in the covered can shall be removed by BTSC to prevent issues with animals in the trash. Any articles left behind may be stowed by the club or brought to the Skehan Recreation Center to be placed in lost or found.

BTSC will work jointly with the Recreation Department to complete field maintenance items/field betterment projects that will benefit both programs. This may include dealing with compaction, aeration and over-seeding needs, fertilization, weed control, or grub/animal/insect damages. Support may be solicited financially or through equipment or manpower needs to complete necessary items. A joint comprehensive coordinated approach to field maintenance and field betterment will ultimately benefit both BTSC and the Town of Hampden and the patrons we serve.

The Town of Hampden Department of Public Works will be responsible for all mowing, trimming, and parking lot area maintenance at the Lura Hoit Facility/Fields. At this time, the field does not have any regular maintenance routine other than mowing, and trimming.

The Lura Hoit Fields experienced an infestation of grubs in early spring 2016, which were professionally treated to head off further damages to the playing surface. This service cost \$2195.00 to complete and will be a necessary maintenance item yearly to prevent re-infestation each spring. BTSC will contribute \$1000 towards this ongoing necessary expense at the beginning of the 2016 season.

Facility Use Policy:

The user group has read and understands the information provided for the use of the facility requested. The user group will follow the rules and regulations therein contained, and the rules and regulations provided by the Hampden Recreation Department as part of the Affiliated Program Guidelines.

Club Insurance:

BTSC must provide the Town of Hampden/Hampden Recreation Department with a Certificate of Insurance naming the Town of Hampden as a covered party prior to any use. The Certificate Holder should be designated as Town of Hampden, 106 Western Avenue, Hampden, ME 04444. The field location would be 146 Western Avenue, Hampden, ME 04444

Right to Revoke or Cancel:

The Town of Hampden/Hampden Recreation Department reserves the right to revoke and cancel this agreement if any of the conditions are not abided by with a minimal 5 calendar day notice to the President of BTSC.

Assumption of Risk:

The user group assumes all risks normal and incidental to the nature of the activity planned at the Lura Hoit Pool Field facility, including those risks which are not specifically foreseeable.

Liability for Injury and Damages:

Release of Claims, Indemnity and Hold Harmless Agreement

******Please read this section thoroughly before completing and signing******

I, _____, acknowledge that participation in this volunteer activity may involve risk of injury or death. I hereby waive and release all rights and claims against the Town of Hampden, its officers, employees, agents, volunteers and supervisors ("Releasees") from all losses, injury, damages, fees and other expenses that may arise, directly or indirectly, from participation in the activity on Town land.

I hereby further covenant for myself, my personal representative, heirs and assigns, not to sue the Releasees, on account of any such claim, action, demand or liability. I further acknowledge that my acts are voluntary and may expose me or my property to injury, damage or risks. I therefore am deciding to participate assuming all risk of injury (or death) to my person or damage to my property arising from

said activities and assume and agree to pay all damages and costs that occur as a result of my acts. I am fully aware that by signing this document I am releasing the Releasees from any and all liability.

I further agree to indemnify, reimburse, defend and hold harmless the Releasees against any and all legal claims and proceedings of any description that may be asserted, directly or indirectly, including damages, costs and attorneys' fees, arising from personal injuries (or death) to myself or others, and/or property damage resulting from said activity on Town land.

I AM FULLY AWARE THAT BY SIGNING THIS DOCUMENT I AM RELEASING THE RELEASEES FROM ANY AND ALL LIABILITY THAT MAY ARISE AS A RESULT OF INTENTIONAL OR NEGLIGENT ACTS OF

RELEASEES. Additionally, it is my intent to release the Releasees from all liability and to defend and indemnify the Releasees for liability relating to any accident, property damage, injuries and/or death that may occur as a result of said activity on Town land.

This document shall be governed by and construed under the Laws of the State of Maine.

The foregoing is executed by _____, duly authorized by the user group who assent to the terms and conditions contained herein.

Name of Organization: _____

Signature of Signatory Capacity: _____

Position of Signatory Capacity: _____

Date: _____ Period of Coverage: _____

Signature of Town Official: _____

Position of Town Official: _____ Date: _____



memo

Town of Hampden-Recreation Department

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

Comments:

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

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

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

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

Bronco Travel Basketball

Staff (Jill) on board

Town fiscal agent

Town Insuring agent

Skehan Center at reduced rental rate (half)

Town provided background screening

Bronco Travel Soccer

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

Town field use at Lura Hoit Fields

Shared Revenue/Expense Summer Soccer Camp

Fiscal agent for week long summer soccer camp

Town Field Maintenance-mowing and trimming

Skehan Center banquet use at no cost (some years)

Bronco Little League

Town Field Use at VFW Drive and Ballfield Road

Town Field Maintenance-mowing and trimming, fence issues

Town Insured Facilities/Buildings

Electricity Costs and Repair Paid by Town

Skehan Center at reduced rental rate (half)

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

Bronco Youth Football

Staff on board (Shelley)

Town fiscal agent

Town insuring agent

Town provided background screening

Skehan Center banquet use at no cost

BTBC uses RSU 22 facilities primarily

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

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

Registration fee: \$75.00 pp; retained by club

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

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

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

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

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

Collects sponsorship signage on field fence, retained by club

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

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

Hampden Seniors Club

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

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

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

Hampden Children's Day

Staff on board (Shelley)

Town insuring agent

Provides meeting space for group at no charge

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

Hampden Garden Club?

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

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

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

Guidelines For Affiliated Programs
Hampden Recreation
Town of Hampden, Maine

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

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

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

President/Chairperson (s) _____ Affiliated Program _____

Signature (s) _____ Date: _____

_____ Date: _____

Town Of Hampden Official _____ Title: _____

Signature _____ Date: _____

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

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: August 3, 2016

RE: Update on wetlands survey of Town Building / Pool site

As you know, the Town contracted with Moyses Environmental this spring to map the wetlands and vernal pools on the town / pool site. This site evaluation is one part of feasibility analysis, including understanding permitting requirements, for potential addition of impervious surface and potential future uses of the site. There have been preliminary discussions of whether additional field space and/or a community center - if such an initiative is ultimately supported and financed - could be accommodated on the site.

We recently received Moyses' results and we have integrated this data into our GIS. The resulting map is attached.

On request of Chairman McAvoy, an update on this work is included on Monday's Services Committee agenda. I hope to limit the discussion to a progress update on the wetlands survey, rather than the bigger picture policy discussion of whether a community center is or is not supported. Until a baseline level of work is done, including this site analysis; review of permitting implications for various potential options; construction cost estimating; and consideration of the operating costs / staffing implications of a potential new town facility, it is my opinion that we're nowhere near ready for broad consideration of the broader policy matter.

As we have discussed, I've recommended that we plan to hold a series of broadly advertised public meetings beginning this fall and extending into next spring. The goal of the series of meetings would be to arrive at a consensus, or at least a majority opinion, regarding policy direction that is informed by public input. Whatever direction results would then inform future operational planning and budgeting.

Legend

	Property Line		Wetland Boundary
	limitofmapping		Stream
	Wetland		Pipeline
	Vernal Pool		Elevation Contour (ft)
	Trail		
	Drainage		

Notes:
 Map Prepared by: Kyle Severance
 Date of preparation: 8/4/2016
 Datum / Projection: NAD 83 Zone 19
 Data Sources: Town of Hampden, MEGIS, USGS, Moysse Environmental
 Aerial Photos Captured May 2014
 Parcel Layer last updated August 2015
 Environmental Data Captured June 2016
 Disclaimer:
 For reference use only. Not a survey. Not a conveyance.
 Map may not display all resource protected areas
Map may not display all resource protected areas

LHP Wetlands Mapping

