

SERVICES COMMITTEE MEETING

Monday, November 10, 2014

6:00 P.M.

HAMPDEN TOWN OFFICE

A G E N D A

1. MINUTES 10-14-2014
2. OLD BUSINESS
 - A. Parks/Trails
 1. Committee Formation
 2. Discussion of Charge/Schedule
 - B. Community Room Use – Hampden Farmer’s Market
3. NEW BUSINESS
4. PUBLIC COMMENTS
5. COMMITTEE MEMBER COMMENTS

SERVICES COMMITTEE MEETING
Tuesday - October 14, 2014

Attending:

Councilor Jean Lawlis	Town Manager Susan Lessard
Councilor William Shakespeare	Resident Rich Armstrong
Councilor Tom Brann	Resident Terry McAvoy
Councilor Greg Sirois	Resident Alex King
Councilor Ivan McPike	Lee Cliff & Real Estate Agent
Councilor David Ryder	Public Works Director Chip Swan
Resident Jeremy Jones	

The meeting was opened at 6 p.m. by Chairman Lawlis.

1. MINUTES 9-08-2014 – The minutes of the 9-08-14 meeting were reviewed and approved.
2. OLD BUSINESS
 - A. Parks/Trails – Maintenance, Improvements & Long Term Planning – Considerable discussion took place surrounding how to best manage the parks and how to develop a plan for their long-term care, expansion, etc. A number of suggestions were made for community assistance for parks including businesses ‘adopting’ a park”, boy scouts assisting with parks, and the formation of a committee including interested residents to work on a long term plan concerning parks.

Questions related to the day to day maintenance of the parks by Buildings and Grounds staff were asked. The Manager explained that checklists had been distributed early in the year as the maintenance of some areas transitioned from the Recreation Department to Building & Grounds and the Public Works Director stated that it was a ‘work in progress’ and that the crew would carry out whatever policy the Council established.

It was suggested that an article be put in the upcoming newsletter seeking volunteers who wish to be part of helping to develop a long term policy for parks and that interested persons would be encouraged to attend the November meeting of Services Committee. Councilor Brann expressed concern that once-a-month meetings would not result in a good policy.

Resident Jeremy Jones who acts as the volunteer coordinator for the Papermill Park group reported on what had been accomplished at the park so far and what the plan was moving forward. Other meeting attendees offered suggestions that the parks all needed at least a minimum of trash disposal and porta potties and mowing, that there are many people in the community willing to assist, and that a plan could be developed over the winter for implementation in the Spring.

- B. Reserve Use – Recreation – Dept. of Labor Requirements – The Manager explained that the Recreation Director was requesting replacement of exit lighting at the Skehan Center. This item was noted as a deficiency in a recent visit

by the Maine Department of Labor. Councilor Brann expressed concern over this as a safety item that should be monitored on an ongoing basis. The estimate from Hampden Electrical is \$2,229 with a \$600 rebate from Efficiency Maine. Motion by Councilor Ryder seconded by Councilor Sirois to recommend to the full Council the replacement of the exit lighting and battery backup systems at the Skehan Center and to refer funding of the project to the Finance Committee for a recommendation. Unanimous vote in favor.

3. NEW BUSINESS

A. Cliff Property Discussion – Property owner Lee Cliff presented information regarding the 120 acre parcel that owns that includes multiple ponds and the access to Vafiades Landing for the public. It is the family’s intent to sell the property and Mr. Cliff was interested in finding out if the Town had any interest in acquiring it. Councilor Ryder was not interested at this time, Councilors Lawlis, Brann, Sirois and McPike talked about funding options such as long-term financing, use of Host Community Benefit monies, or working with a developer who might wish to purchase the property on conservation easements that would continue to allow public access. Councilor Shakespeare expressed support but concern that the Town does not have money to consider such a project with all the other needs the town has.

B. Newsletter –

1. Stipend and printing Questions – The Town Manager presented information on the stipend paid for the newsletter editor position, and also notified Committee members that she had refunded the total \$3,850 to the town for the stipend paid to her from 2011 to date due to the fact that the appropriateness of the stipend payment was questioned. Councilor Brann noted that this stipend should have been added to the Manager’s contract at the time it was started, which was when Annie O’Reilly stopped acting in that capacity. The Manager indicated that the Town had a number of options in regard to the newsletter. It could find another editor, assign it as a duty to the Town Manager without additional compensation, or add it to the Manager’s contract as a stipend. Motion by Councilor Sirois, seconded by Councilor McPike to refund the money to the Town Manager that had been paid back to the town for prior newsletter stipends and add the newsletter stipend to the Manager’s contract. Unanimous vote in favor.

The question of newsletter printing was due to the fact that the total cost of the newsletter printing annually approaches \$8,000 and Councilor Brann questioned whether the Town should look at its overall printing (including tax and sewer bills) as one printing contract. The Manager explained that the printing contract for the newsletter and the printing contract for sewer and tax bills were completely separate. In using Snowman’s for the newsletter, the Town not only received competitive pricing, but also was able to make last minute changes, get quick turnaround time at no extra charge and usually delivery by the owner and the owners were Hampden residents.

Since the total cost of the newsletter is under the amount required for going out to bid, and the cost of putting it out to bid would be nearly \$1,000, it had not made sense to do so. Councilor Brann reiterated that he was trying to be proactive in looking at Town expenditures to make sure that questions could not be raised over why the Town had taken the actions that it had in this regard when the total amount for all printing done by Snowman's for the Town exceeded the \$10,000 bid amount. It was the consensus of the Committee that the newsletter project was a separate printing project than sewer and tax billing and there was not a need to go to bid at this time.

2. Newsletter – October 2014 Edition subjects – The Committee reviewed the list provided and added an article related to establishment of a committee for developing park policy and one related to the new Turtlehead Park.
4. PUBLIC COMMENTS – Jeremy Jones reported on work done at Papermill Road as well as work that he did at Turtlehead Park. He recommended that someone in-house for the town be licensed as an applicator for eradicating poison ivy which is a problem at several parks. He also noted that beaver damage is a problem at Turtlehead Park.
5. COMMITTEE MEMBER COMMENTS – None

The meeting was adjourned at 7:55 p.m.

Respectfully submitted,

Susan Lessard
Town Manager