

SERVICES COMMITTEE MEETING

Monday, May 11, 2015

6:00 pm

HAMPDEN TOWN OFFICE

A G E N D A

1. MINUTES – April 13, 2015
2. OLD BUSINESS
 - a. Parks Update
 - b. Cable TV Equipment Update
 - c. Children's Day Status Update – Councilor Shakespeare
 - d. Veteran's Memorial – Draft Policy for Memorial
 - e. Saturday Bus Service
 - f. Recreation Fields
3. NEW BUSINESS
4. PUBLIC COMMENTS
5. COMMITTEE MEMBER COMMENTS

SERVICES COMMITTEE MEETING
Monday, April 13, 2015

Attending:

Councilor Dennis Marble
Councilor Stephen Wilde
Councilor Terry McAvoy
Mayor David Ryder
Eagle Scout Connor Roy
Resident Alex King

Councilor William Shakespeare
Councilor Carol Duprey
Councilor Greg Sirois
Town Manager Sue Lessard
Resident Rich Armstrong
Marcia Larkin, Penquis CAP Lynx

The meeting was opened at 6 p.m. by Chairman Councilor McAvoy.

1. MINUTES – 3-9-15 – Motion by Mayor Ryder, seconded by Councilor Marble to approve the 3-9-15 minutes as presented. Unanimous vote in favor.
2. OLD BUSINESS
 - a. Parks Update – Connor Roy, Eagle Scout, attended the meeting along with Rich Armstrong, Snowmobile Club president, to request permission from the Town to rebuild the snowmobile bridge over the Souadabscook Stream that borders on land owned by Lane and by the Town of Hampden. The project is an ambitious one that will require engineering assistance, and significant donations of money, time, and materials. Motion by Mayor Ryder, seconded by Councilor Wilde to recommend approval of this project to the Town Council. Unanimous vote in favor.
Also under this item, resident Jeremy Jones submitted an email indicating that he believes that the Town should license someone for herbicide application to control poison ivy and other invasive species in the Town Parks. The Manager also informed the Committee that 6 picnic tables had been completed by the public works department and six more were under construction. In addition, requests for bids on a porta-potty contract for the town have also been sent out.
 - b. Cable TV Equipment Update – The Town Manager presented the final cost information on the rebuild of the audio/video system for Cable Channel 7 and video streaming. Committee members questioned when the Town might receive the fee from Time Warner related to signing a new contract. She informed the Committee that the Cable Consortium was meeting on April 22nd and would have more information on the topic after that. It was suggested that this item be put on the Finance Committee meeting agenda for May 4th.
 - c. Children’s Day Status – The Manager reported that this item had been voted on at the 4-6-15 Council meeting for the Town to continue to support Children’s Day.
 - d. Veteran’s Memorial – Request for Town to assume – Additional Information – The Manager presented answers to questions asked previously by committee members related to the costs/revenue associated with the Memorial Project. The Manager will be meeting with Craig Snow on Tuesday, April 14th to discuss the records that have been maintained by the memorial committee as

well as how they have handled the ongoing updating of the memorial. Motion by Councilor Marble, seconded by Mayor Ryder to have the Town Manager come back to the Services Committee at the next meeting with a draft proposal of the process the Town should have to take over the Memorial. Unanimous vote in favor.

3. NEW BUSINESS

- a. Saturday Bus Service – Following the presentation and question and answer session with Ms. Larkin from Penquis, the Committee discussed concerns related to the cost of Saturday bus service related to the actual number of Hampden residents served. Several Committee members indicated that service numbers for Hampden residents were impossible to know since part of the Hampden 'route' also serves City of Bangor residents. Other Committee members thought that Monday – Friday should be sufficient because that is when people have such things as doctor appointments or when they attend classes. Based on information from Ms. Larkin it may be possible to use some sort of contracted service for Saturday service in place of Saturday service with the Community Connector. The Manager reminded Councilors that any change considered would require a public hearing both in the town of Hampden and in Bangor by the Community Connector program. Councilor Marble cited the difference in populations served by the two different entities, with the Lynx being a social service operation and the Community Connector being public transportation. He had concerns that there not be any 'stigma' attached to the use of public transportation.

Resident Jeremy Jones submitted information related to this item via email and indicated that he believed that Saturday bus service should be discontinued because it is too expensive and that other alternatives should be explored.

This item will be discussed at the next Services Committee meeting once the additional information is received from Ms. Larkin with Lynx.

- b. Penquis CAP Lynx- Marcia Larkin – Marcia Larkin presented information to the Committee on the services provided by the Lynx transportation system. These included transportation to Mainecare appointments, service to those who are low-income according to DHHS guidelines, a Freedom Program which has no income guidelines but does require that the person using the service must have a disability. There is also a one-day-per-week general public transit program but only for communities not served by the Bangor Community Connector. 2 business days' notice is required to make an appointment for service and some programs have a minimal cost each way of the trip. Lynx serves all of Penobscot and Piscataquis Counties and has 12 vehicles owned by the system and utilizes over 100 private vehicles with volunteer drivers. Statistics for Hampden from October 2014 through March 31, 2015 were for 4,206 trips for a total of 92,525 miles. Committee members asked how many people that represented and Ms. Larkin indicated she would

get that information. Since the Lynx program also distributes bus tickets as one option for providing service, the Manager asked what percentage of the total rides provided those tickets covered and Ms. Larkin indicated that she would get that information as well. She also indicated that some entities had service agreements with the Lynx program to serve their constituents. It was suggested that if the Town stopped Saturday bus service perhaps they could use some of the savings to pay for a service contract with Lynx to pick up the Saturday riderships from Hampden. Councilor Wilde indicated that he had had good experience with the Lynx system and heard the same from others.

4. PUBLIC COMMENTS – None
5. COMMITTEE MEMBER COMMENTS - Councilor Shakespeare asked if the Town Manager had been in contact with the VFW Ladies Auxiliary regarding a donation to the flag program that is being taken over by the Town. The Manager indicated that she had spoken with a member of the Auxiliary who had indicated that the decision on whether or not the Auxiliary was going to be disbanded had not yet been made, but referred her to the Auxiliary president for further information.

The meeting was adjourned at 7:25 p.m.

Respectfully submitted,

Susan Lessard
Town Manager

2A



Susan Lessard <manager@hampdenmaine.gov>

Park Spring Trash Clean-Up

dynatec@midmaine.com <dynatec@midmaine.com>

Fri, May 1, 2015 at 9:51 PM

To: mcavoytowncouncil@hampdenmaine.gov, shakespearetowncouncil@hampdenmaine.gov,
dupreytowncouncil@hampdenmaine.gov, rydertowncouncil@hampdenmaine.gov,
marbletowncouncil@hampdenmaine.gov, siroistowncouncil@hampdenmaine.gov,
wildetowncouncil@hampdenmaine.gov, manager@hampdenmaine.gov

Park Spring Trash Clean-Up

Just letting you know that Volunteers have picked up Spring trash at some of our parks.

Papermill Park - Both sides of road from South culvert to approximate North boundary and main areas of the park interior.

Also cleared winter debris and dead fall from the new loop trail.

Turtlehead Park - From the stream, down on both sides of road, around the parking lot, the Boat launch area and down the main point trail.

Regards,
Jeremy W. Jones

TO: Services Committee
FROM: Sue Lessard, Town Manager
DATE: May 7, 2015
RE: Cable TV Update

The purpose of this memo is to update the Committee on actions since the last meeting related to the Cable TV contract. Time Warner requested detailed information on what each community intended to do with the PEG grant that is associated with the contract. I forwarded them the detailed equipment list that we have from NESCOM. The next meeting is on May 27th and I am in hopes that resolution of these contracts will follow within 30-60 days.

Hampden Veteran's Memorial - DRAFT

1. Applications
2. Sale of Pavers
3. Recordkeeping

Applications:

1. Application Form for Inclusion on Memorial – The application form for inclusion on the Hampden Veterans Memorial will include, at a minimum, the name of the veteran, the residence address at the time the veteran entered the service, the dates of service, the branch of the military, a contact person with a current address and phone number. Documentation of military service will be required, either as a DD214 for veterans who are no longer in the service, or a Service statement from the Commanding Officer of a person who is still in the military. Only those who entered military service from the Town of Hampden, as verified by supporting documentation will have names engraved on the monument. There will be no charge for this service.
2. The Town of Hampden will advertise this opportunity on the Town website, at RSU #22, and on the local cable channel. The Town will accept applications from July 1st of each year through June 30th of the following year. Engraving will be ordered for any names submitted in that time period to be completed prior to November of that year.

Sale of Pavers

1. The Town of Hampden will advertise the sale of pavers for engraving on the Town website, and the local cable channel.
2. The price for small pavers will be \$250 and the price for large pavers will be \$500.
3. Pavers sold from July 1st of each year through June 30th of the following year. Engraving will be ordered for all pavers sold in that time period to be completed prior to November of that year.
4. Funds from the sale of pavers will be maintained in an account for the sole purposes of maintaining the Hampden Veteran's Memorial and engraving names on it as received.

Recordkeeping

1. Applications for veteran names included on the Monument shall be kept on file in alphabetical order by last name of veteran in a file in the Town Office.
2. A database of all veteran information submitted shall be maintained by the Town of Hampden
3. Records of applications for paver purchase shall be maintained in a database at the Town Office.

Responsibility

1. Paver sale applications will be processed at the Hampden Town Office.

2. Applications for name inclusion on the Memorial will be turned in to the Hampden Town Office.
 3. The Public Works Director or his/her designee will be responsible for ordering the annual engraving of names on the Memorial.
 4. The Public Works Director or his/her designee will be responsible for ordering engraving on pavers
 5. Invoices for engraving shall be turned in to the Finance Officer for payment.
 6. The Town Treasurer shall be responsible for maintaining information related to the financial balance in the Veteran's Memorial Account on a monthly basis.
-