

**Minutes
Hampden Town Council
Services Committee
February 14, 2011 @ 6:00pm**

The meeting of the Hampden Town Council Services Committee was called to order at 6:05p.m. on Monday, February 14, 2011, at the Hampden Municipal Building by Chairperson Jean Lawlis.

Gretchen Heldmann, GIS/IT Specialist
Kurt Mathies, Recreation Director
Councilor Jean Lawlis, Chair
Mayor Matt Arnett
Councilor Tom Brann
Councilor Kristen Hornbrook
Darcey Peakall, Pool Director

Note: Agenda was rearranged to accommodate Mayor Arnett and Councilor Hornbrook, who both had to leave at 7pm, and also to accommodate the Pool Director. Item 3A was discussed first, followed by 3C, 1, all items in order under 2, and then 3B.

1. Approval of Minutes

Mayor Arnett moved to approve the minutes as written and all voted in favor.

2. Old Business

A. MSAD22 Trails Grant

Melanie was not able to be at this meeting, so there was minimal discussion. Gretchen will send a reminder to review the proposed MOU, and to send all comments to her to compile to send to the town attorney. Item will be on next agenda.

B. Subcommittee Updates

Tree Board – Gretchen reported that the Board now did not have enough members to conduct business. She had one interested person email her, in response to a short article she placed in the latest quarterly newsletter that as usual, was mailed to every household. She responded back to the interested person but had not heard anything since. The committee asked Gretchen to inquire of the Tree Board members if they were willing to share why they resigned or did not seek reappointment, if it was truly due to overload of other commitments, or if it was in response to frustration or something else about the town process.

HOTDOG – The group is trying to decide if they need a more detailed engineered plan or not. They are planning on holding an abutters meeting, before they go to the Planning Board. Councilor Brann had someone ask him why there's no dog park planned for next to the municipal building, so that way the police are nearby if needed. Kurt responded that beyond the grass area (which may not be large enough to encompass a dog area and additional parking), the terrain drops off significantly and gets wet.

FoDDix – The group is working on a proposal to establish water in the park, which they hope to bring to the March Services meeting, April at the latest. Kurt was contacted by a women's group that is looking for stops on a proposed women's history trail they are trying to put together. The woman that contacted Kurt asked questions about Dorothea Dix, Dorothea Dix Park, places nearby to eat and stay, etc. Kurt doesn't know if any monies would be involved, but there would certainly be some advertising through this group for the local lodging and restaurants. Councilor Brann suggested that the group do the research for local lodging and restaurants, or else we could charge a fee to come up with that list. There was general agreement about that. This led to a related short discussion about listing businesses on the town website, and Gretchen noted that she and Dean had updated a bunch of stuff, and took another look at that. The town has always taken the policy of not doing a business list, because of the issues related to maintaining a current list, making sure everyone is included, maintaining active and working hyperlinks, etc. Gretchen suggested that this could be managed with a simple disclaimer statement on the website stating that any business that wants to be listed needs to email the town with the name of business and website address, and inform the town of any changes as needed. She also thought it would be better suited for either the Communications Committee or Planning & Development Committee to hash out. All present agreed the Communications Committee should work on this.

Recreation Committee – Kurt again brought up the Committee on Committees work, in relation to the draft handbooks that committee had put together, to guide the operation of committees in town. It is the wishes of the Recreation Committee and the Recreation Department to approve these handbooks so they can be used and officially sanctioned. The Committee told Kurt to bring the drafts to the next Services meeting for review and recommendation to the full Council.

Children's Day – Children's Day is not a committee of the town, but is an Affiliated Program with the town through the Recreation Department. Traditionally, the Recreation Director has been involved in helping to coordinate the event. Kurt stated that they are their own 501c3 organization and keep their own financial records; what the town provides is liability insurance for the day of the event. The previous Treasurer for Children's Day did not do a great job at keeping the paper check register in the check book, and instead relied on the online banking system to get an idea of the balance of the account. This unfortunately lead to a lower starting balance for this year than the group is previously accustomed to – this year they are starting with about \$700.00 instead of about \$2,500.00. All of the paperwork has been accounted for,

and everything balances out, so there was no misappropriation of money. Kurt is now the Assistant Treasurer for the group, which just means he is the co-signer for all checks written. The Committee asked what happens if Children's Day runs out of money, and the answer was so be it – again, they are free-standing and they are their own financial entity. Kurt reported that he is working with the fireworks company to try and extend the deposit deadline so that the group can do some more fundraising first. The group may ask the town for a loan, to be paid back in full. The Committee questioned what exactly should be the role of the Recreation Director or Recreation Department, and asked Kurt to speak with the Town Manager about it to obtain clarification.

C. Outdoor Facilities Ordinance

Discussion was tabled to next meeting.

3. New Business

A. Susan Abraham scholarship fund & MOU

The current scholarship MOU as written is limited to children within SAD22 only, and is based on financial need. People submit an application, which Darcey reviews to see if they qualify. Financial need is defined as qualifying for some other Federal, State, or Local assistance program. No income information is ever submitted. The scholarship fund's interest is what is used each year to fund the scholarship – never the core amount – but the full amount is not being used each year. Darcey and the Pool Board have come up with three options/suggestions on how to open up the fund to more people:

1: open up the fund to folks from other towns – Hermon, Carmel, Bucksport, for example, all have frequent users.

2: open up the fund to family memberships

3: open up the fund to pay for academic scholarships to college for pool staff

Councilor Brann is against broadening the application to outside SAD22, because they are not taxpayers or SAD22 students, which was the original intent of the fund. He suggested figuring out a way to open it to more Hampden residents, because they are the taxpayers that fund the pool. Mayor Arnett agreed. Councilor Brann also thinks it is not necessary to spend all of the interest every year, that perhaps 80% is a better goal, with the remainder going back into the principal, to build the fund over time and therefore have a bigger interest amount each year.

It was asked if there are current fundraisers for this fund, and Darcey said no, at the request of the parents. She pointed out that the original intent of the fund is swim lessons for kids. Darcey pointed out that every year, she advertises it at local churches, school guidance departments, and more, but just does not garner enough interest and applications. Councilor Brann suggested that since it is financial need based, a lot of people would not apply simply out of pride. He suggested an option of a flat rate for families based on the number of children, with declining rates per additional child. Mayor Arnett suggested the Pool Board take another look

at it and figure out the number of children where Councilor Brann's scenario makes sense. Darcey noted she does not have a computer database where she keeps track of past pool participants, so she could only do total numbers or use the current session's participant sheets – so she would not be able to pull up siblings, ages, etc and do that sort of comparison. It was suggested that she talk to Gretchen and Kurt about setting up a database to keep track going into the future. The families option could be set up as first come, first serve and not be based on financial need, just number of children enrolled.

The Committee asked Darcey to come back in April with new suggestions. Councilors Brann and Lawlis noted they were not in favor of option three (above). Councilor Hornbrook suggested offering free swim lessons for the first 10 or 20 that apply for real youngsters in order to get them hooked into the pool program and offerings. This might encourage parents that had not thought of it to get their children to swim. This would also not be based on financial need. Darcey pointed out that current lessons cost a Hampden resident \$32.00 for seven weeks, or \$50.00 for ten weeks. Darcey also pointed out that she start losing older children, not younger children. All present agreed that all future options suggested should be kept within the town of Hampden. There was general agreement to try and service more children through free lessons using the fund, or use the fund to offer more classes (Darcey stated the schedule was full), or to just forget it and let it ride.

Gretchen will email out the latest MOU in reply to the recent email she sent that covered this matter and referred to minutes from specific meetings where this was last discussed. Mayor Arnett and Councilor Brann expressed disappointment with staff for leaving the MOU unfinished and unsigned for so long. Gretchen pointed out that at the January 2010 Services Committee meeting, this committee directed staff to table the MOU and related pool documents until the Committee on Committees work was completed, which it still is not, to no fault of staff.

B. "Trails Committee"

Discussion was tabled to next meeting.

C. Sub-committee reappointment recommendations

After discussion and recommendation of the Recreation Director and Pool Director, both of whom had committee members up for reappointment, Councilor Brann moved to forward the Recreation Committee and Pool Board reappointments to the full Council for approval. Mayor Arnett had the second, and the Mayor, Councilor Brann, and Councilor Lawlis voted in favor. Councilor Hornbrook abstained. The committee agreed they needed some sort of assertion or statement from Debbie (Library Director) that the Library Board applicants either should or should not be recommended for reappointment. Councilor Brann made a motion to edition the Appointment application form to include both a statement from the staff to the

board/committee under consideration, and also a statement from the board/committee itself, regarding reappointment of the applicant. Mayor Arnett had the second. All voted in favor.

4. Public Comment

No public comments.

5. Committee Member Comments

Councilor Brann asked about harvesting in Dorothea Dix. Gretchen reported she has been working on it, but it is a busy time of year and she has had some trouble getting in touch with folks, so no answers yet.

The next meeting is March 14, 2011 at 6:00pm.

The meeting was adjourned at 7:08pm.

Respectfully submitted,

Gretchen Heldmann
GIS/IT Specialist

Board Meeting Minutes ~ 1/11/11

Cedena McAvoy brought the meeting to order at 7:01 pm.

Those present: Cedena McAvoy, Greg Hawkins, Karen Brooks, John Weinmann, Jim Feverston, Mary Ellen Conner, Pat Foley, Norm Stern, Darcey Peakall, and Julie Macleod.
Not present: David Hawkins

The secretary's minutes were accepted as presented.

The Director's Report:

~ The number of participants in December was down 355 people and daily receipts were up \$70 compared to last year. For the year, the total number of people was down 1,310 participants and total income was down \$10,283.

~ The pool rental income in December was down \$631 compared to last year and down \$2,779 total for the year.

~ The monthly fuel usage went down 205 gallons compared to last year. The exhaust damper on the air handler has been fixed and that is why the oil amount was so high last month.

The rental totals and income are down due to SAD 22 adaptive PE program being cut from two hours a week to one half-hour a week time slot and swim team has 20 less people participating this season; 20 people times 5 days a week is 100 less people a week during their rental time.

Cedena has some orders for t-shirts and needs Jim to cut her a check for \$28.25 to pay Brandywine Graphics.

Norm and Mary Ellen need to renew their board position with the town office.

The board reviewed the Memorandum of Understanding. Darcey proposed that the board look at expanding the criteria of the distribution of funds since they are not being spent. The board came up with three options that they would like to be explored. Option 1: Expand outside the SAD 22 borders to offer swim lessons to all towns. Option 2: Allow for family memberships. Option 3: Allow pool staff to apply for an academic performance and leadership college scholarship that will be given to one or more staff members depending on the amount still left in the Susan Abraham account at the end of each year. The board would still like to have the first two options be based on the financial criteria previously set. Cedena will research how the scholarships work through the schools.

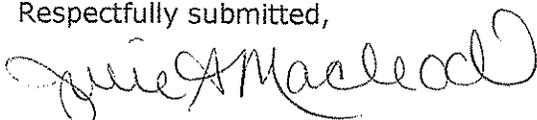
A motion was made to have Darcey approach the Town about the possibilities of extending the scholarship guidelines. Motion was passed 8-0.

The treasurer's report was accepted as presented.

Cedena would like the board to start thinking about other fundraising options and bring ideas to the next board meeting.

Meeting adjourned at 7:50pm.

Respectfully submitted,



Julie A. Macleod



A-3-d-2

Check One: Initial Application
 Reappointment Application

TOWN OF HAMPDEN
APPLICATION FOR TOWN BOARDS AND COMMITTEES

NAME: SKELHAN JOHN W.
LAST FIRST MI

ADDRESS: 22 Mountain View Drive Hampden 04444
STREET TOWN ZIP

MAILING ADDRESS (if different): _____

TELEPHONE: 945-9652 NA
HOME WORK

EMAIL: profske@roadrunner.com

OCCUPATION: Retired College Professor

BOARD OR COMMITTEE PREFERENCE:

FIRST CHOICE: Dyer Library

SECOND CHOICE (OPTIONAL): _____

How would your experience, education and/or occupation be a benefit to this board or committee? Several years on the library board

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>JAN 10 2011</u>
COUNCIL COMMITTEE ACTION: _____	DATE: _____	
COUNCIL ACTION: _____	DATE: _____	
<input type="checkbox"/> NEW APPT	<input type="checkbox"/> REAPPOINTMENT	DATE APPOINTMENT EXPIRES: _____



A-3-d-3

Check One: Initial Application
 Reappointment Application

TOWN OF HAMPDEN APPLICATION FOR TOWN BOARDS AND COMMITTEES

NAME: Stearns Ruth G.
LAST FIRST MI

ADDRESS: 180 Main Road North 04444
STREET TOWN ZIP

MAILING ADDRESS (if different): Hampden

TELEPHONE: 207 942 0396 Cell 207 902 0348
HOME WORK

EMAIL: r.stearns15@roadrunner.com

OCCUPATION: Retired - Teacher - Mother

BOARD OR COMMITTEE PREFERENCE:

FIRST CHOICE: Where I could be the most help.

SECOND CHOICE (OPTIONAL): If another younger person would be willing to work on the Board, I would give up the appointment.

How would your experience, education and/or occupation be a benefit to this board or committee? In providing material to read & study, you want ^{gone} knowledge of what has past - present - and future, to be able to make choices, and be able to discuss finance with some knowledge.

Are there any issues you feel this board or committee should address, or should continue to address? We have discussed a large facility. We are crowded and do not have enough room for all the patients and wouldn't have room if we could have it.
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: JAN 05 2011
COUNCIL COMMITTEE ACTION:	_____	DATE: _____
COUNCIL ACTION:	_____	DATE: _____
<input type="checkbox"/> NEW APPT	<input type="checkbox"/> REAPPOINTMENT	DATE APPOINTMENT EXPIRES: _____



A-3-d-5

Check One: Initial Application
 Reappointment Application

TOWN OF HAMPDEN
APPLICATION FOR TOWN BOARDS AND COMMITTEES

NAME: Bear Terry A.
LAST FIRST MI

ADDRESS: 387 Old County Rd Hampden 04444
STREET TOWN ZIP

MAILING ADDRESS (if different): _____

TELEPHONE: 990-3339 941-2610
HOME WORK

EMAIL: bearte@ge.com

OCCUPATION: Production Control

BOARD OR COMMITTEE PREFERENCE:
FIRST CHOICE: Rec Committee

SECOND CHOICE (OPTIONAL): Economic Development

How would your experience, education and/or occupation be a benefit to this board or committee? I have been on the board for several years
Now, would like to help see through the new
school.

Are there any issues you feel this board or committee should address, or should continue to address? There is a real need for sports fields and
extra gym space.

- | | | |
|--|----------------------|---|
| <ul style="list-style-type: none"> CONSERVATION COMMITTEE BOARD OF ASSESSMENT REVIEW PERSONNEL APPEALS BOARD LURA HOIT MEMORIAL POOL ECONOMIC DEVELOPMENT COMMITTEE FRIENDS OF DOROTHEA DIX PARK | <p><u>3 YEAR</u></p> | <ul style="list-style-type: none"> DYER LIBRARY RECREATION COMMITTEE BOARD OF APPEALS HISTORIC PRESERVATION COMMITTEE TREE BOARD |
|--|----------------------|---|

5 YEAR
PLANNING BOARD

FOR TOWN USE ONLY	Date Application Received: <u>1/3/2011</u>
COUNCIL COMMITTEE ACTION: _____	DATE: _____
COUNCIL ACTION: _____	DATE: _____
<input type="checkbox"/> NEW APPT <input type="checkbox"/> REAPPOINTMENT	DATE APPOINTMENT EXPIRES: _____



Check One: Initial Application
 Reappointment Application

A-3-d-6

TOWN OF HAMPDEN APPLICATION FOR TOWN BOARDS AND COMMITTEES

NAME: Mahoney LAST Tracey FIRST P MI

ADDRESS: 59 Surrey Ln STREET Hampden TOWN 04444 ZIP

MAILING ADDRESS (if different): _____

TELEPHONE: 862-4575 HOME 299-4575 WORK

EMAIL: tmahoney@wans.net

OCCUPATION: medical communications consultant

BOARD OR COMMITTEE PREFERENCE:

FIRST CHOICE: Recreation committee

SECOND CHOICE (OPTIONAL): _____

How would your experience, education and/or occupation be a benefit to this board or committee? I have been on this committee for the past 2+ years.

Are there any issues you feel this board or committee should address, or should continue to address? The town of Hampden needs its own dedicated ^{indoor} recreation facility.

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: JAN 05 2011

COUNCIL COMMITTEE ACTION: _____ DATE: _____

COUNCIL ACTION: _____ DATE: _____

NEW APPT REAPPOINTMENT DATE APPOINTMENT EXPIRES: _____



A-3-b

Check One: Initial Application Reappointment Application

TOWN OF HAMPDEN
APPLICATION FOR TOWN BOARDS AND COMMITTEES

NAME: CONNER MARY ELLEN
ADDRESS: 10 South Rd Brewer 04412

MAILING ADDRESS (if different):

TELEPHONE: 207-989-2434 HOME WORK

EMAIL:

OCCUPATION: RETIRED

BOARD OR COMMITTEE PREFERENCE:
FIRST CHOICE: LURA HOIT POOL

SECOND CHOICE (OPTIONAL):

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

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

- 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: JAN 24 2011
COUNCIL COMMITTEE ACTION: DATE:
COUNCIL ACTION: DATE:
NEW APPT REAPPOINTMENT DATE APPOINTMENT EXPIRES: