

SERVICES COMMITTEE MEETING

Tuesday, October 10, 2017

6:00 pm

HAMPDEN TOWN OFFICE

A G E N D A

1. MINUTES

- a. September 11, 2017

2. COMMITTEE APPLICATIONS

3. OLD BUSINESS

- a. Discussion of potential next steps in Pool site evaluation and design; potential referral of one or more phases of concept plan(s) to Town Council for authorization of continued work toward engineering and site permitting for parking and potential expanded recreational facilities on Lura Hoit Pool and Municipal Building Site
- b. Discussion of Town role in Hampden Children's Day and recommended changes for 2018

4. NEW BUSINESS

- a. Eagle Scout Service Project Proposal: bocce court and two benches at VFW complex to benefit the Town of Hampden and the Special Olympics of Maine – *Levi Husson, Eagle Scout Candidate*

5. PUBLIC AND STAFF COMMENTS

6. COMMITTEE MEMBER COMMENTS

SERVICES COMMITTEE MEETING**Monday, September 11, 2017****MINUTES – DRAFT**

Attending:

<i>Councilor Dennis Marble, Chair</i>	<i>Rec Director Shelley Abbott</i>
<i>Mayor David Ryder</i>	<i>GIS/IT Kyle Severance</i>
<i>Councilor Stephen Wilde</i>	<i>Debbie Lozito, Library Director</i>
<i>Councilor Ivan McPike</i>	<i>Jim Wilson, P.E., Woodard & Curran</i>
<i>Councilor Terry McAvoy</i>	<i>Jim Beyer, Recreation Committee</i>
<i>Councilor Mark Cormier</i>	<i>Resident Lisa Carter</i>
<i>Councilor Greg Sirois</i>	<i>Resident Allison Berube</i>
<i>Town Manager Angus Jennings</i>	<i>Other residents</i>

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

1. MINUTES

- a. **August 14, 2017** – *Motion by Councilor Sirois seconded by Councilor McAvoy to approve the meeting minutes. Approved 5-0.*

2. COMMITTEE APPLICATIONS

- a. **Susan Witt, Library Board of Trustees** – *There was a motion by Councilor Sirois seconded by Councilor McAvoy to recommend Council appointment of Susan Witt to serve on the Library Board of Trustees. Motion passed 6-0.*

3. OLD BUSINESS

- a. **Update on broadband grant** – *Kyle Severance, GIS/IT Specialist – Mr. Severance presented a map showing varying access to broadband coverage, and provided an update on work under the grant that was received last fall. He said that the public survey had received a roughly 10% response rate. Councilor McAvoy said that some people may expect towns to throw a lot of money at improving broadband coverage. Mr. Severance said that the end product of the grant will set out options regarding what financing strategies may be available to improve coverage. Resident Allison Berube asked what is the plan to fill gaps in coverage. Mr. Severance said that one vendor, TDS, is currently proposing upgrades that will improve coverage for its customers, and that this would affect the data presented on the map. The Committee thanked Mr. Severance for his updates.*

- b. Meeting with Woodard & Curran regarding August 22 and (upcoming) September 28 public workshops regarding design for parking and potential expanded recreational facilities on Lura Hoyt Pool Site – Jim Wilson, P.E. – Engineering consultant** *Mr. Wilson began by recapping his work scope and the project approach. He said that part of his marching orders were to not do anything to the site now that would limit the Town's options down the road. He said that one of the biggest questions to emerge has been whether there is room on the site for a potential future community center, or whether the focus was just on parking and outdoor recreation. He clarified that option 1 does not seem to be the option that wants to be done because it doesn't address future potential. It would be better to illustrate by showing a master plan of a future buildout and fade out everything that doesn't need to be taken on right now, but leave on the parking improvements that may be wanted right now. The most important thing for him to hear for the next step is whether to focus on a plan that includes potential indoor recreation or to focus solely on outdoor recreation. This will allow him to provide the town with a more detailed plan.*

Councilor Sirois said that he favored creating an opportunity for future growth, and that a community center is a future need. He said that he favors a combination of the second and third concept layouts.

It was discussed whether action is to be taken tonight ahead of the next public meeting as from the agenda description this was to be an informational item. Mr. Wilson stated that he is open to the direction the Committee would like to take whether it be decisions made tonight to refine concept plans or to wait until after the next public meeting.

Mr. Wilson noted that there has been limited public feedback received. He said that the plans produced so far are concepts, and that if the Town decides to proceed the next step would be schematic plans for permitting. Councilor Sirois said it will be important to have information about costs, stating that he thinks there is a lot of misinformation out there.

Councilor Cormier said he thinks we are getting ahead of ourselves because we do not have DEP permitting complete yet and we're spending taxpayers' dollars in advance of knowing if anything can even be done to the site.

Mayor Ryder said that, in order to increase parking, a stormwater plan will be needed for DEP permitting, even if nothing else is done. He said we may never have a community center, but if the Town does pursue this 20 years down the road the stormwater plan should take that into account so there wouldn't be additional cost at that time to retrofit stormwater infrastructure.

Chairman Marble said that the first issue is public safety vis a vis parking, and the second issue is “over planning” by trying to think ahead into the future regarding what might be proposed in the future.

Councilor McPike said that the Committee is trying to be proactive, not reactive, and that he’s fully in favor of knowing what we can and cannot do.

Councilor McAvoy said he has no objection to pre-planning towards future use, but he does object to a 47-65,000 sq. ft. building. He said that once it’s shown on a plan it can be misinterpreted in the future and that, if the goal is to plan for stormwater effects, the area shown as a potential building should instead be shown as potential parking.

Mr. Wilson was asked whether it would affect the stormwater design if the area in question were calculated as parking rather than a building. He responded that it is a different design, but from a “could you or couldn’t you do it” perspective, impervious surface is impervious surface.

Mayor Ryder stated that his goal is to get a plan done so future Councils, whether it be 10 years down the road, don’t have to go through this same process again which would cost more money.

Councilor McAvoy said that if the Town may or may not do it ever, why do it now?

Resident Lisa Carter asked what did the Council vote on? Chairman Marble said that the Council voted to get engineering to allow DEP permitting.

Mr. Wilson said that, from what he’s heard, his understanding is that the Committee’s preference is to consider the possibility of a future building in its work to design stormwater systems. On this basis, he would focus on layout 3. He also offered to have a third public meeting if needed.

Manager Jennings expressed the need to get more public input as well as give the public a better idea of the costs in order to formulate an opinion. Cost estimates will be presented at the second public workshop on September 28.

Councilor Sirois said he would prefer to see layout 3 showing 2 fields in the location that currently shows 1 field. Mayor Ryder said that he liked the segregated location of parking on layout 2 for better traffic / public safety. Mr. Wilson noted that there is physical space right now for three fields but that only two fields are used concurrently due to inadequate parking. He is going to come up with two options that look like option 3 with variations on

fields. One option on how things can be done now to address parking and stormwater, and one to further increase parking, as well as pricing for both options.

Chairman Marble invited public comment. Ms. Berube said she didn't hear about the first public meeting in August. She referred to roughly 35 acres being on the site and that the challenge is to maximize the space. She asked about land across from her house on Main Road North that she has heard would be proposed as soccer fields. She said she is upset because the water in the pool is too cold and that the pool is not being adequately supported by the Town. She said we need to support what facilities we have now before we add more. She would like to see a big picture plan that does not mess up the 30 acres for future development when we do not know what those future needs will be in 10 years.

Ms. Carter said it is hard to get people out to a public meeting. She said there was a huge debate about the original 80 or 90 thousand dollars that was going to be spent to see if there was going to be a DEP permit to see what could be done to that site. At the meeting in August she had expected a presentation on what could be done but instead was presented with many plans and no costs. The 80k study became plans and the public didn't know it was going that way.

Chairman Marble stated that all votes of the council are at public meetings. There are many various opinions of members of the public which are all valid and the Council is tasked with figuring out the best interest of the taxpayers for an outcome that makes sense to the most, over time, not all at once, and not as a surprise. This has been an open process of dialogue.

Manager Jennings clarified that cost of the study in question is less than 15 thousand and not 80 thousand. Eighty thousand was put into reserve in the FY17 budget including 30 thousand earmarked toward planning and permitting to address parking – of which less than 20 thousand has been spent to date. He stated that MDEP advised the town that it would be in its best interest to think ahead because the site development permitting process is costly and should consider future uses of the site.

A person from the public spoke to his involvements with MDEP permitting and how costs can double if five years down the road you decide to do something else which the site that wasn't in the original plan. He attended the meeting today because heard about a 30 million dollar building being built.

Councilor Sirois expressed the importance of having Mr. Wilson come back with cost figures. He stated that we do not need a community center

right now, but we don't know what is going to happen in the future. None of these discussions have happened with the public in the dark.

Chairman Marble stated that a mailing was sent to every residence in Hampden inviting them to the meeting on the 28th as an act of due diligence. He does not know the motivation behind robocalls that have been occurring but believes it is important to continue these discussions towards the collective best interest. The next public discussion will take place on September 28th.

Ms. Carter stated that a survey had been sent to residents from the previous Town Manager to see if the public wanted the site developed and the answer had come back 'no'.

Discussion took place on specific plan layout elements to guide Mr. Wilson on revising plans to be presented at the 28th meeting.

Discussion took place on traffic flow concerns.

Councilor McAvoy stated he had voted to put in a parking lot but that this has grown. He said the Skehan Center is costing us up to \$100,000 above the revenues it generates and is not simply a \$1 lease.

Ms. Carter asked about walking trails on the plans. Mr. Wilson responded that the walking trails were one option that was shown on all the plans with two different types and will display the cost at the meeting on the 28th. Discussion took place on the post office lease on town land as it may or may not apply to increasing parking. Mr. Wilson explained the history and impervious threshold of the site.

Councilor McAvoy asked what would happen if no option was chosen by the public.

Mayor Ryder responded that the MDEP permit would be in place in the event of future decisions.

Discussion took place on how MDEP permitting is determined, as well as the duration and renewal of the permit.

Ms. Berube said that by adding any parking spots, it was creating new stormwater management costs.

Mr. Wilson said that cost estimates would be broken down so people could see what cost corresponded to what work on site.

Ms. Carter asked for clarification on whether or not the site is currently out of compliance with MDEP impervious cover.

Manager Jennings responded that he believes the site is currently in compliance as it applies to the 3 acre threshold in site location and redevelopment law. However, he said that no additional impervious surface could be added without a DEP Site Location of Development permit.

- c. Discussion of Recreation Affiliated Agreements – status of program and Committee direction regarding how to proceed – Shelley Abbott, Recreation Director – Chairman Marble recapped the Committee’s prior direction on this topic, and said he understands that work is ongoing to create a town-wide facilities maintenance plan which would provide the underpinning for potential proposed allocation of responsibilities for maintenance (or the costs thereof). Manager Jennings summarized the work that was underway, but said it will take some time to finalize. He said that the former Hampden Academy Athletic Director had provided preference to Affiliated Programs for use of RSU-22 facilities, but that this had not been put in writing and that Director Abbott has verified with the new Athletic Director that requests for use of facilities will not be subject to such hierarchy. Councilor Sirois asked to verify that a program not formally “affiliated” would not be penalized relative to other groups seeking to use RSU-22 facilities and Manager Jennings verified this was correct. No Committee action was taken since the work to create a town-wide facilities maintenance plan is still underway.**
- d. Discussion of Town role in Hampden Children’s Day (prior to Hampden Children’s Day Committee 2017 wrap-up meeting to take place Tuesday, Sept. 12 at 6 PM at Skehan Center) – Manager Jennings said that the Committee had taken a position at its August meeting to limit Town staff involvement with Children’s Day to the Parade and parade-related work. Since Director Abbott had not been present for the August meeting this item was on the agenda again in order to verify the Committee’s direction and allow for any clarification, if needed, with Director Abbott. Councilor McAvoy said he would like to see Town staff do less. Councilor Sirois said he’d like Town staff focused only on the parade, and planning the parade, and Councilor Cormier agreed. The Committee expressed, by unanimous consent, that they’d like Town staff to limit its obligations to the parade and parade-related planning.**

4. NEW BUSINESS

- a. Proposed amendments to Library Ordinance – Debbie Lozito, Library Director – Manager Jennings said that the proposed amendments were**

intended to bring the ordinance in alignments with current and past practice. There was a motion by Councilor Sirois seconded by Mayor Ryder to refer the proposed amendments to the Town Council. Motion passed 7-0.

- b. Meeting agenda and packet for Library Board of Trustees Annual Meeting on September 13, 2017** – *Debbie Lozito, Library Director – There was no discussion on this informational item.*

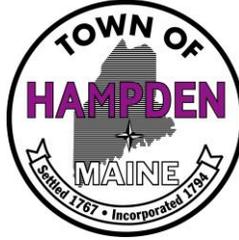
- 5. PUBLIC AND STAFF COMMENTS** – *Resident Renee Clark made reference to comments that were made tonight regarding voting for the public's interest. She said she votes for her own interests, not the public.*

- 6. COMMITTEE MEMBER COMMENTS** – *Councilor McAvoy asked Mr. Wilson what communities in the region have a 45-60,000 sq. ft. facility. Mr. Wilson said that Waterville is one he can think of.*

There being no further business, the meeting was adjourned at 7:52 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: October 5, 2017
RE: Next steps in Pool site evaluation and planning

All presentation materials from the September 28 public workshop, including updated concept plans and accompanying cost estimates, are enclosed. These materials, as well as the video recording of the workshops, have also been posted to the project webpage: www.hampdenmaine.gov/recplanning

Questions were raised at both public workshops, and in public correspondence, regarding results of prior surveys the Town has conducted that have addressed public recreation. A review of archived and current files found public survey results in 2005, 2013 and 2015. All results and the survey forms on which they are based have also been added to the project site above. Needless to say, survey methodologies, response rates etc. vary, but this information is available for public review to the extent it may be helpful.

Building on work to date, I see a few questions that face the Committee:

1. Will the Committee recommend to Council a plan, or one or more phases of a plan, in order that funding may be appropriated to advance the plan to engineering and permitting? If so, subject to what if any modifications?
2. If the Committee favors proceeding to engineering and permitting, would you favor extending the existing contract with Woodard & Curran Coor re-bidding the next phase of work? (My recommendation would be to extend the current contract. However, the RFP that began this process specifically provides the Town with both options).
3. If the Committee favors proceeding to engineering and permitting, will you consent to the Finance Committee being the referring Committee with regard to project scope and budget for the next phase of work?

In addition to these questions, there are a couple of items that have arisen broadly and consistently enough that I recommend they would benefit from discussion by the Committee.

1. Community Center. It is my understanding from the Committee's prior discussions and direction that a footprint of a potential future building is included on the concept plan so that this area could be included in the consultant's calculation of potential impervious surface, so that stormwater management infrastructure can be designed to accommodate the potential addition of a building or other impervious cover to this area in the future. However, there

appears to be some conflicting understanding among some residents. I think it will be helpful to the process if the Committee will reaffirm, and clarify if necessary, its position on this question.

2. Public Referendum. On a couple of occasions, the questions has been asked “Under what circumstances would this initiative go to referendum?” When asked a variation of this question on September 28, I said that I was not able to answer definitively because, at this point, the Council has not endorsed a specific proposal or plan. I affirmed that any proposed borrowing would, per Town Charter, require voter approval by referendum. However, I believe it is premature to speculate about whether the Council will endorse a proposal or plan, and if so what that proposal or plan may include. If/when the Council does endorse a proposal or plan, I would begin my work as Treasurer, working with other Finance personnel and with the Council’s Finance Committee, to think through potential financing options, which would obviously vary greatly depending on the specifics of any proposal including the anticipated timeline for implementation. As you know, the Town Charter requires some amount of engineering and cost estimating, including O&M cost estimating, in order to place a project on the Capital Program. If the Council endorses a proposal or plan that would require funding over multiple budget cycles, I will recommend using the Capital Program as the vehicle to plan out specific project financing.



memo

Town of Hampden-Recreation Department

To: Hampden Town Council-Services Committee
From: Shelley Abbott; Recreation Director
CC: Angus Jennings; Town Manager
Date: 10/5/2017
Re: LHP Parking and Fields

Comments:

Upon presentation of the Recreation plan in the fall of 2015, the Hampden Town Council prioritized parking as the #1 action needing attention. Over the past two fall seasons the Recreation Department has worked to reprogram and reschedule fall events at the Lura Hoit Fields to reduce parking safety concerns, however, in order to maximize use levels and future needs for our community this is not a long term solution.

Currently, the department is hosting 194 students (PK-grade 5) for Fall Soccer programming and 22 students (grade K-2) for Flag Football programming on Saturdays this fall (7 total). Rec Saturdays begin at 8 am and end at 4 pm, and currently one staff works the entire shift from 7:15 am through 4:15 pm including set up and clean up. The schedule allows 2 games to be held concurrently every hour with a 15 minute buffer between hourly games to allow vehicles to exit and enter for the next game. There are 42 designated (marked) Rec spaces at the facility.

This fall we are only able to utilize approximately 1/3 of the field space available each hour, as a new program set up with smaller field sizes was a program change implemented this year. Planning for attendance/parking needs is often difficult as additional parking needs result when other unknown factors are present on any given Saturday, such as first days, warm days, or additional spectators (grandparents, etc.) More parking would allow our field to be fully utilized, and would potentially allow for program expansion of current services or new opportunities for programs within the same program season.



memo

With current participation levels, current parking availability, and hours of fall daylight, we have maximized allowable usage for LHP for fall Saturdays. Any further current program enrollment growth would most certainly create further logistical hurdles for planning and execution which may result in the need to add additional weekend hours for staffing, the creation of program enrollment limits, and/or dividing up programming to different locations or different weekend days for program groups with associated staffing and equipment implications being needed. A program format change to multiple fields may also create hardships for families with multiple children participating who may need to be at two different locations at the same time to accommodate play schedules.

I urge your support in moving forward with the permitting process for the LHP complex as well as identifying potential funding sources so that construction for additional parking at the very minimum can begin during the 2018 season. These steps would help provide resolution to a recognized public safety concern during peak field use and would work toward meeting the goals and objectives contained within the 2015 Recreation Plan.

Lastly, it is imperative that as we move through any possible future processes or development that the Recreation Department is able to continue to utilize existing field and parking spaces uninterrupted, at all times, as to continue to provide the best possible recreational experience for people of all ages in the Town of Hampden and its surrounding communities as stated in our department mission.

Town Building and Pool Site

Site Analysis & Planning Workshop

Thursday, September 28, 2017

6 PM



Goals for Tonight's Workshop

- Welcome and background
 - Why are we here?
 - What work has been done so far?
 - What has been budgeted and spent toward this work?
- Introduction of project team
- Presentation of updated designs and cost estimates
- Public comments, discussion
- Review of next steps



Background: Why are we here?

- The 2015 Hampden Recreation Plan priorities include:
 - Develop additional parking for LHP complex including permitting. Formalize plans for potential future development of additional field space.
 - Ensure adequate indoor recreation space either through the Skehan Center or an alternative recreation space.
 - Develop a Facilities Maintenance Plan to gain understanding of tasks, fees, and department responsibilities for parks, Skehan Center, and sports fields/facilities. (*in process*)

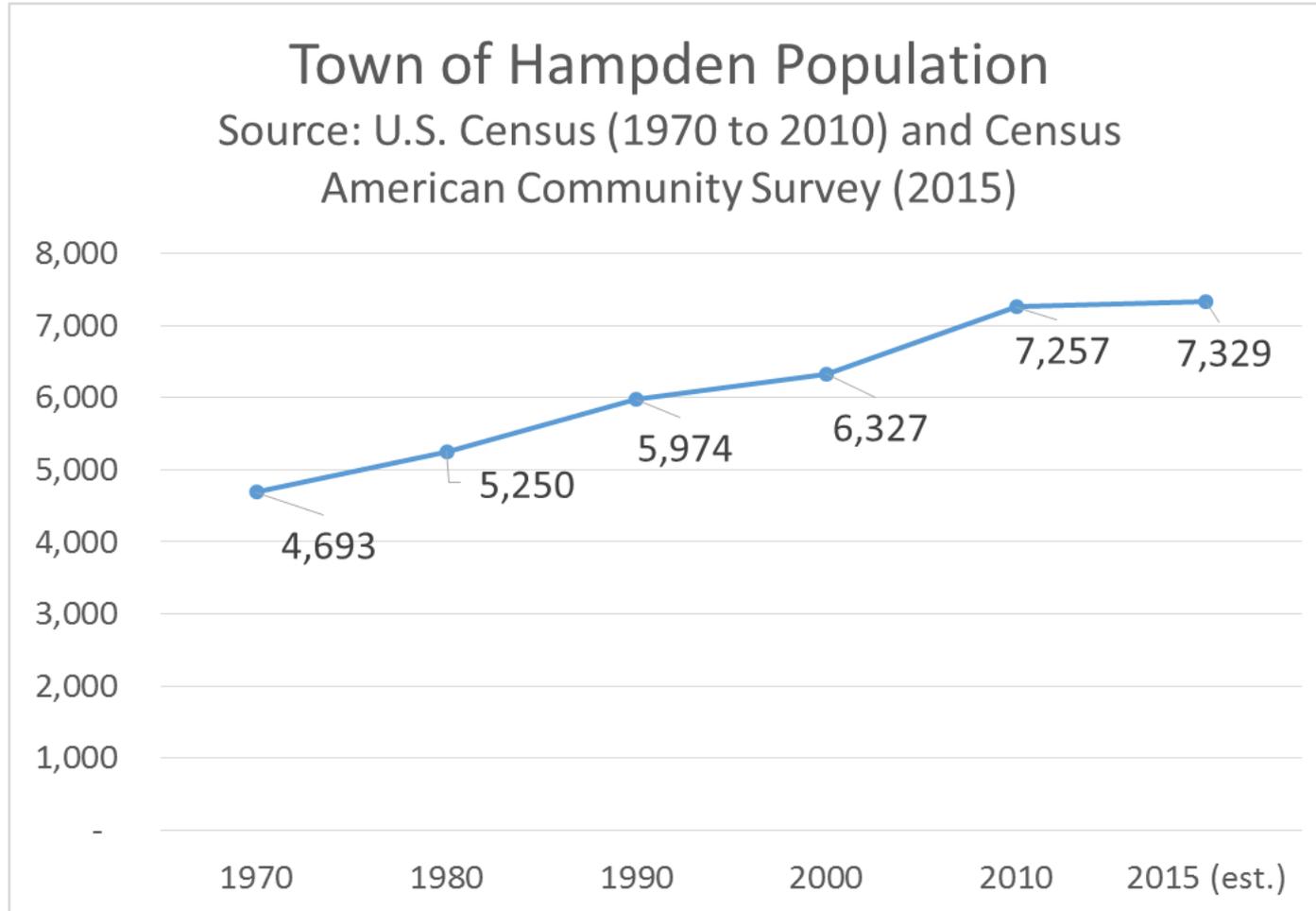


Background: Why are we here?

- The Pool site typically supports the following uses:
 - Spring Tee/Baseball May to June
 - Fall Soccer Sept. to October
- Field maintenance has been “as needed” but has required more resources to handle increased use and to avoid grubs
- Lack of water infrastructure to facilitate ongoing fields maintenance



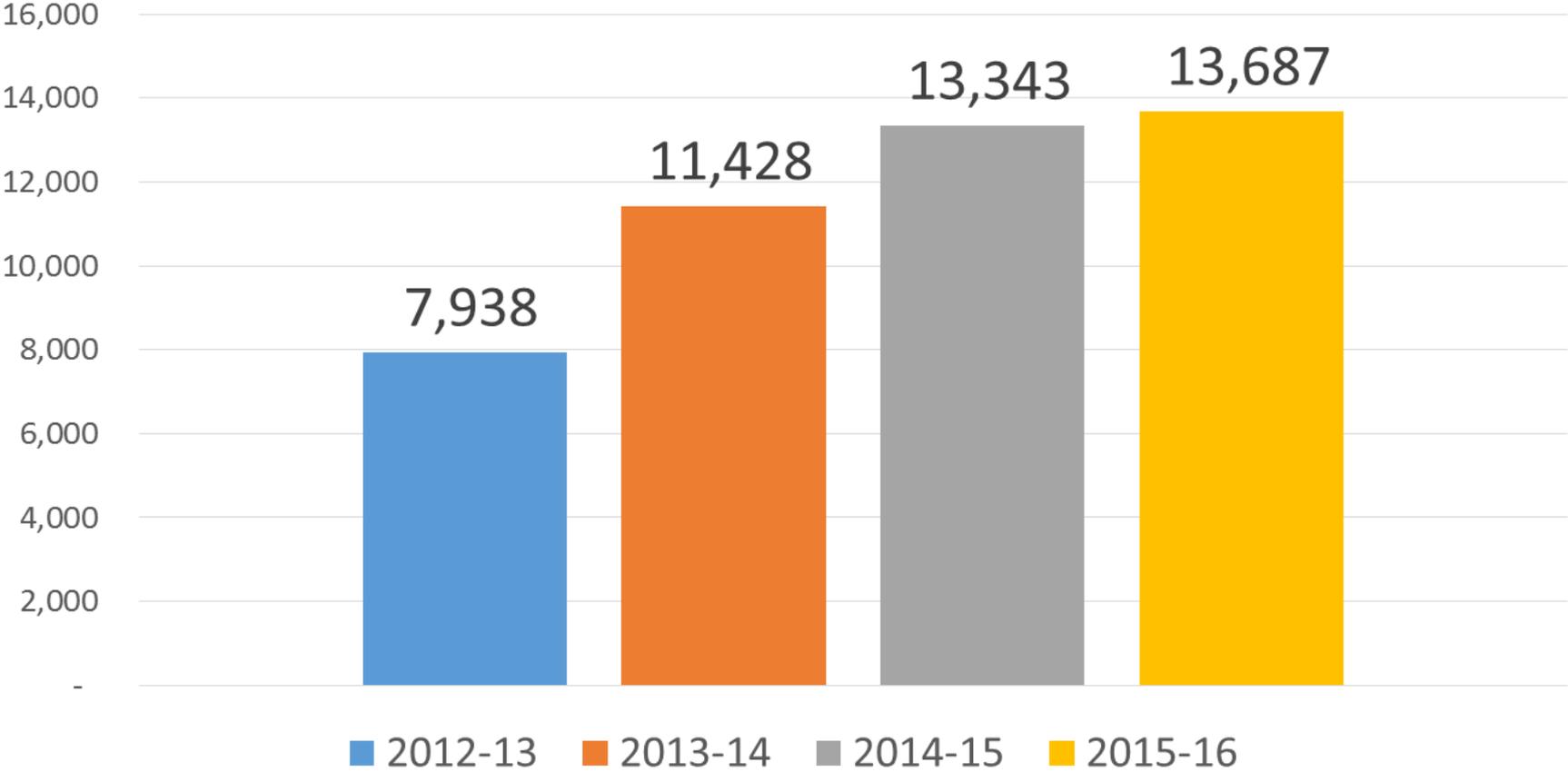
Hampden Demographic Trends



An estimated 35.4% of Hampden households have children under 18.



Hampden Recreation Department Program Participation, 2012 to 2016



Background: Why are we here?



- Increasing usage of fields at Lura Hoit Pool
- Parking concerns arose in Fall 2015, leading to staggered scheduling (to reduce parking shortages) since then
- Periodic (election related) parking shortages at Town Bldg

Background: Why are we here?

- The Rec Department also offers indoor programs, many at the Skehan Center:
 - Full-day programming options, including programming for many demographics
 - Busiest season November to March
- The Town leases the Skehan Center
- Limitations include parking, office space, building overhead costs
- Current initiative includes the question: does the Town need/want a community center?



Background:

What has been done so far?

- Current impervious site cover will require Maine DEP permitting for any new paving
- Survey of site wetlands and environmental constraints – summer 2016
- Topographic survey – fall/winter 2016-17
- Periodic conversations with Maine DEP to understand permitting requirements
- Engaged Woodard & Curran spring 2017 to advance site planning and begin permitting



Budgeted Projects Costs

Budget Year	Amount	Purpose(s)
FY16	\$2,779.58	Council authorized funds from Conservation/Rec reserve account for wetlands delineation
FY17	\$80,000.00	Soft costs for Pool site wetlands delineation and DEP permitting (\$30k). Add'l field space (\$50k).
FY18	\$10,000.00	Toward add'l parking for Pool site
TOTAL:	\$92,779.58	



Projects Costs – Incurred To Date

Vendor	Amount	Purpose
Moyse Environmental	\$2,779.58	Wetlands delineation
CES, Inc.	\$9,801.60	Site and topo survey
Bangor Daily News	\$277.00	Legal ad for eng. RFP
Woodard & Curran	\$8,417.75	Eng. Work (paid to date)
U.S. Postal Service	\$646.89	Postage for town-wide and neighbor mailings
Snowman, Inc.	\$568.50	Printing of town-wide mailing
Woodard & Curran	\$7,052.25	Eng. Work (contracted but not yet invoiced)
TOTAL (expended):	\$22,491.32	Actually paid
TOTAL (committed):	\$29,543.57	Contracted
Budgeted (prior slide):	\$92,779.58	
Budgeted, not incurred:	\$63,236.01	Reserve Funds – require Council authorization



Introduction of Project Team

- Town Council
- Recreation Committee
- Town Staff
 - Shelley Abbott, Recreation Director
 - Sean Carrier, DPW Director
 - Angus Jennings, Town Manager
- Consultants
 - Jim Wilson, P.E.
 - Sarah Nicholson, P.E.



Presentation of Updated Site Plans

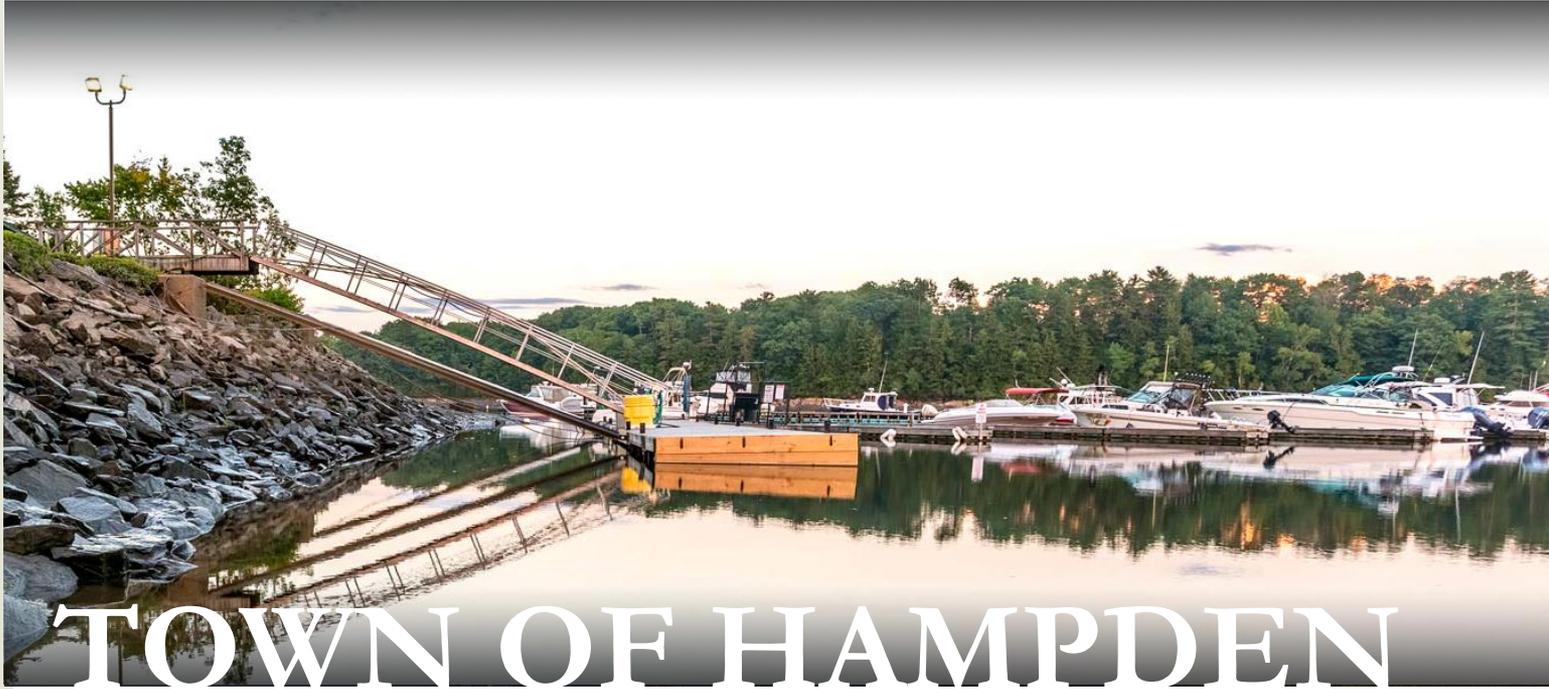
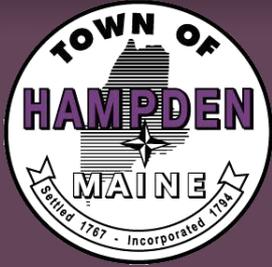
- Revised based on feedback at/since last workshop
- Plan concepts provide range of scenarios:
 - Parking and traffic flow improvements only
 - Future “full build” potential
 - Future “full build” potential with connector road
- Plans break out sections that could be stand-alone projects, or phase(s) of larger project



Public Comments

- Verbal comments presented tonight
- Comment cards
- Correspondence received at Town Office – via email, phone calls, social media
- Contact Town Office and/or your elected Town Councilors





TOWN OF HAMPDEN

MUNICIPAL BUILDING AND POOL SITE PRESENTATION



Presented by Jim Wilson, P.E.
and Sarah Nicholson, P.E.

September 28, 2017



Goals

- Identify solution to recreation parking issues
- Solutions should improve safety
- Consider future opportunities for growth of recreational use
- Solutions should not interfere with future growth





Re-Cap

- Collected information to identify site constraints
- Interviewed key staff to establish program needs/goals
- Public Presentation #1
 - Parking improvements only
 - Parking and field improvements
 - Parking and field improvements with space reserved for future building construction
- Services Committee Feedback



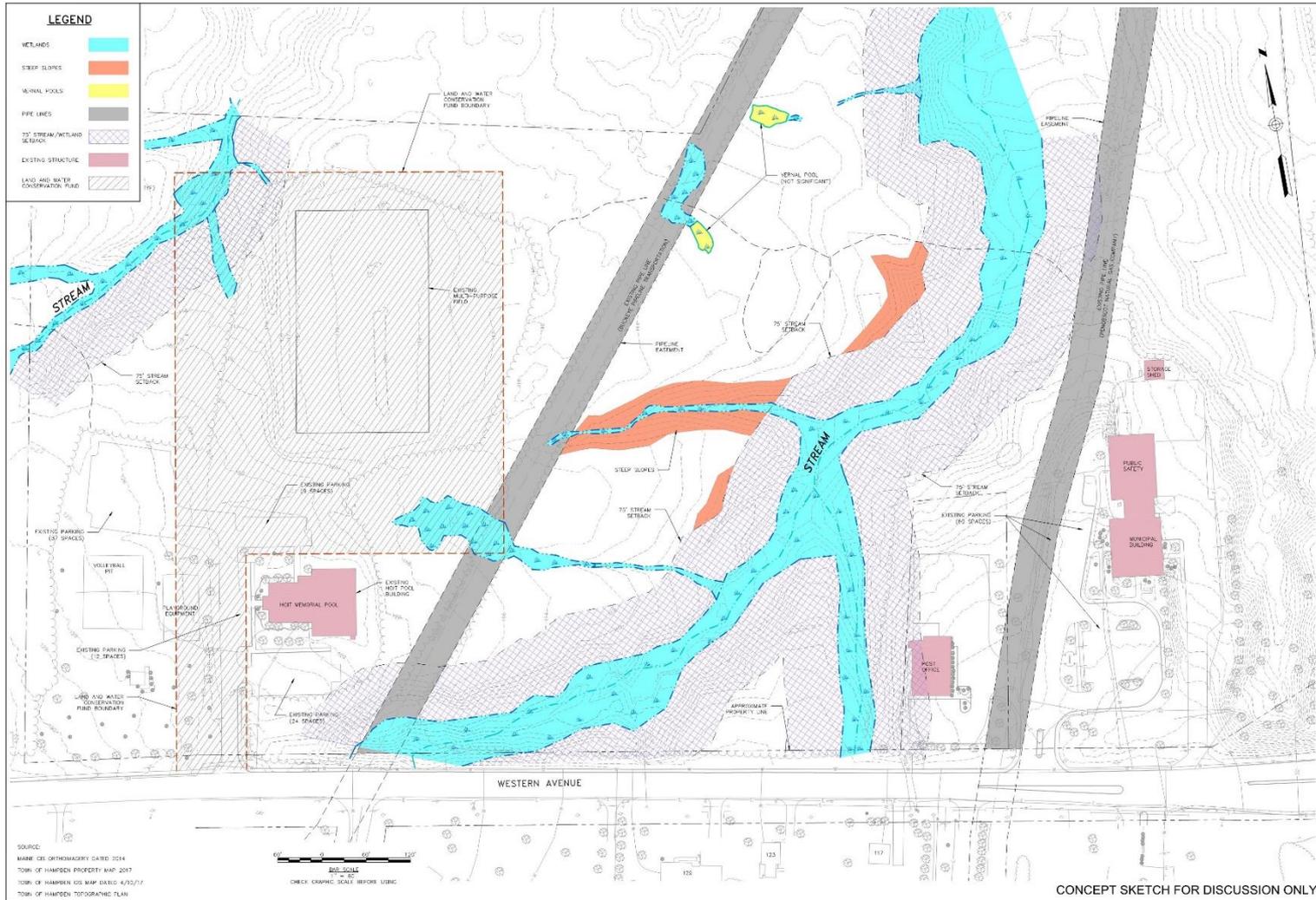


Tonight's Presentation

- Review Parking Only Option
- Review a Future Full Build-Out Plan
- Review Budget Costs
- Public Comment



Site Constraints

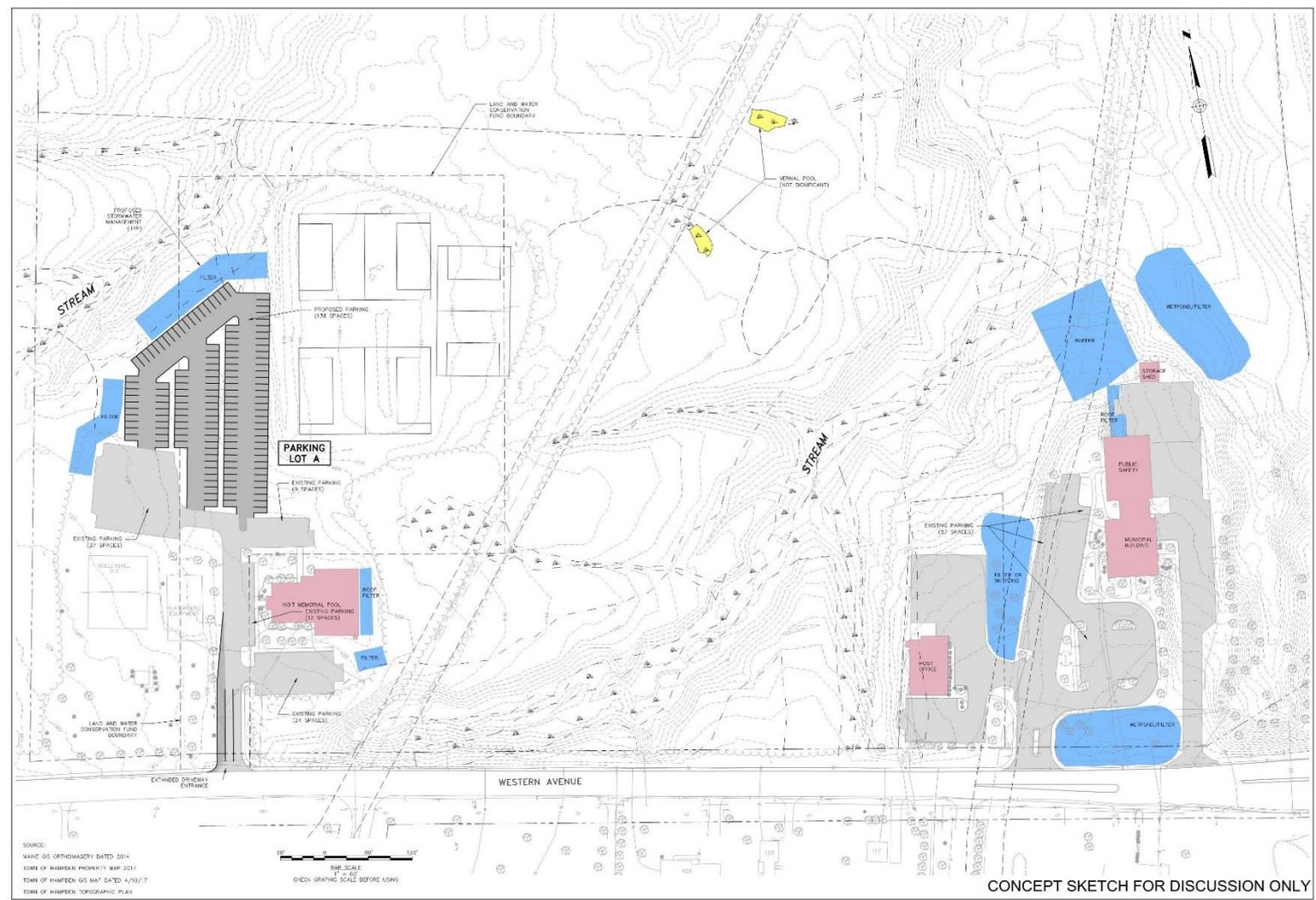


CONCEPT SKETCH FOR DISCUSSION ONLY





Potential Phase 1 Plan



SOURCE:
 MAINE GIS ORTHOREGISTRY DATED 2014
 TOWN OF HAMPDEN PROPERTY MAP 2017
 TOWN OF HAMPDEN GIS MAP DATED 4/10/17
 TOWN OF HAMPDEN TOPOGRAPHIC PLAN

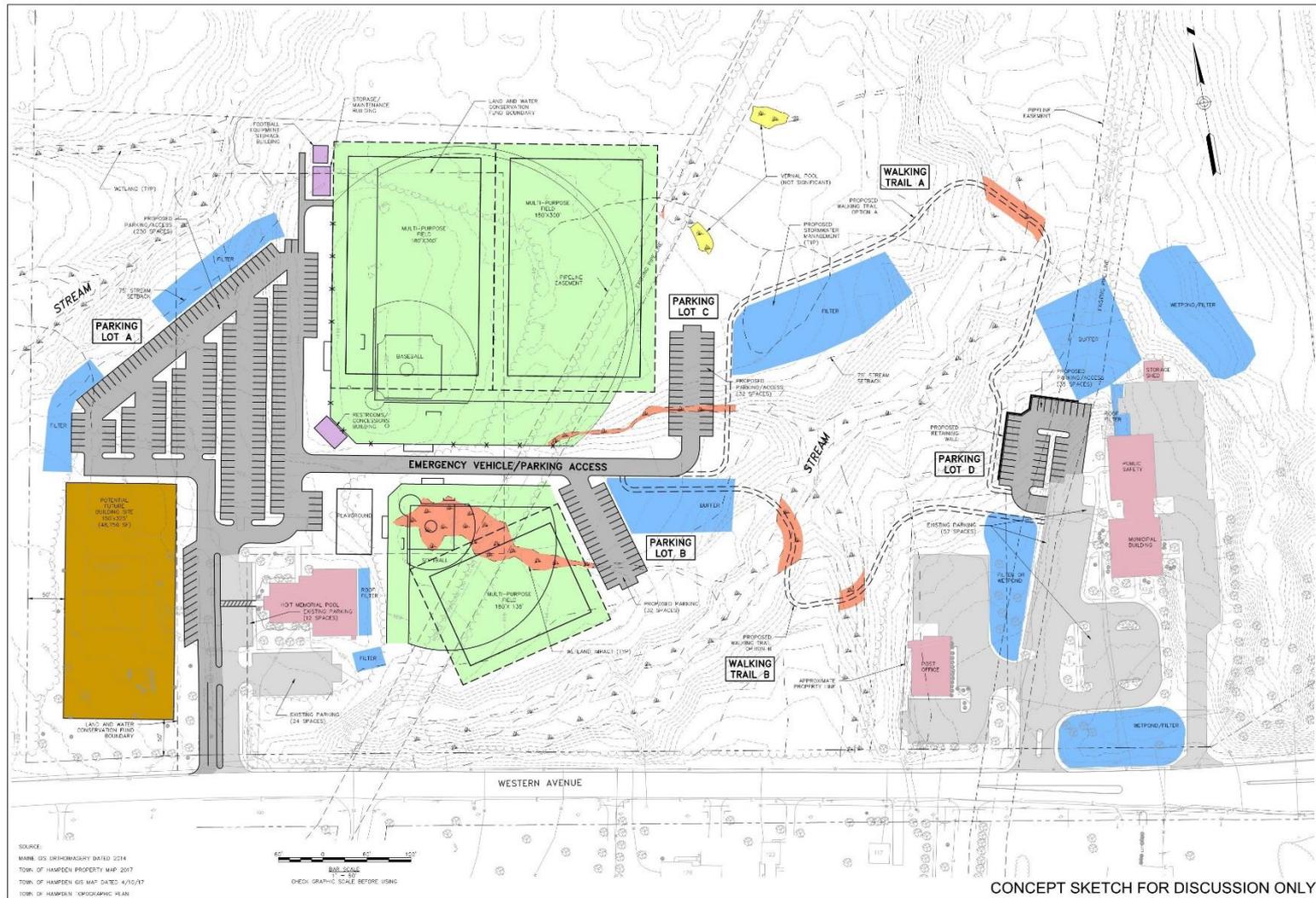
GRAPHIC SCALE
 1" = 50'
 CHECK GRAPHIC SCALE BEFORE USING

CONCEPT SKETCH FOR DISCUSSION ONLY





Full Build Out Potential



CONCEPT SKETCH FOR DISCUSSION ONLY





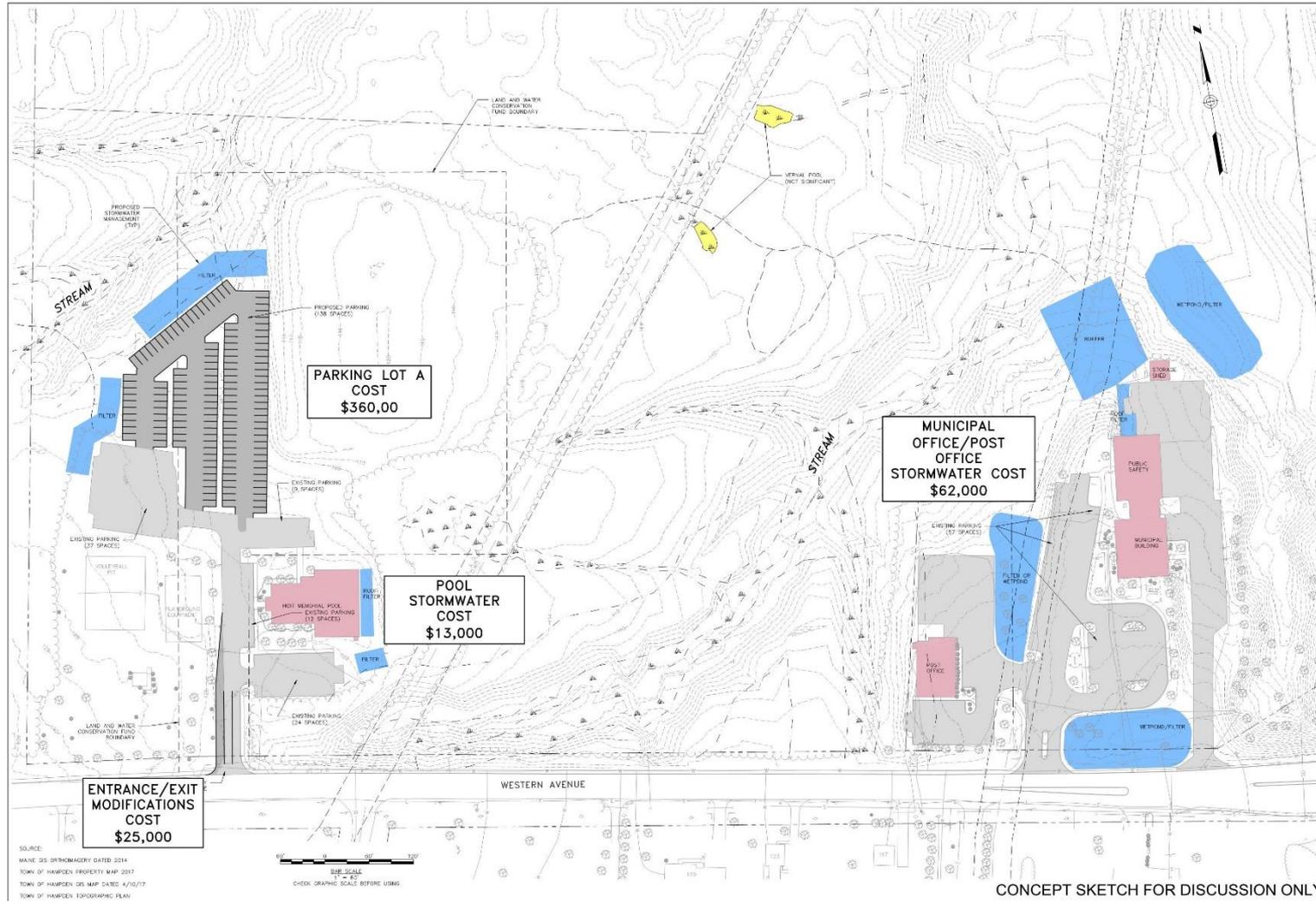
Budget Cost Analysis

- Intended to provide concept level budgets for a variety of elements of the plans
- Developed estimates based on current Public Bid Procurement methods
- Intended to provide the community and decision makers data to make informed decisions





Phase 1 Plan Cost

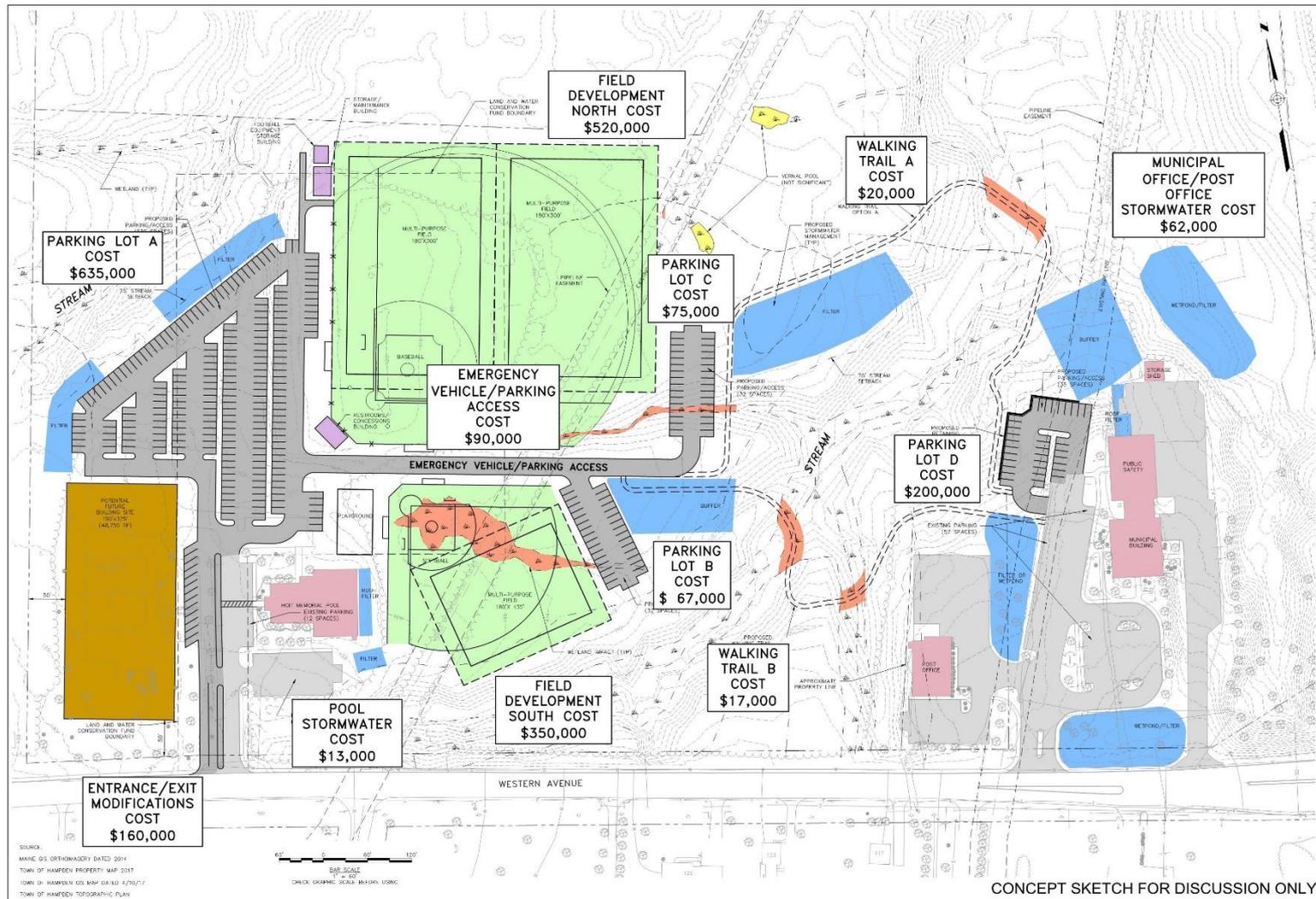


SOURCE:
MAINE GIS ORTHOREGISTRY DATED 2014
TOWN OF HAMPDEN PROPERTY MAP 2013
TOWN OF HAMPDEN GIS MAP DATED 4/10/17
TOWN OF HAMPDEN TOPOGRAPHIC PLAN

GRAPHIC SCALE
1" = 40'
CHECK GRAPHIC SCALE BEFORE USING

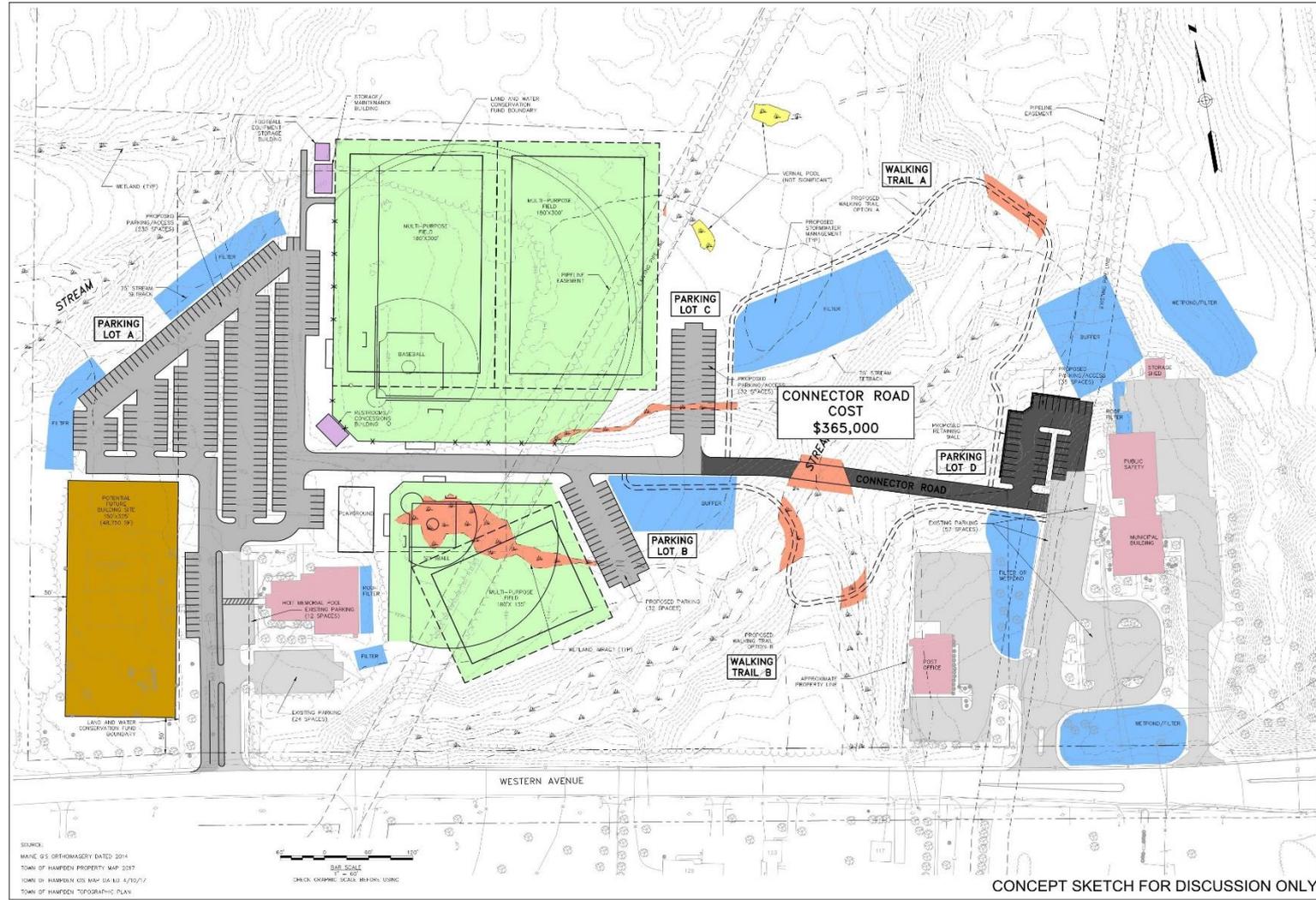


Full Build Out Plan Cost





Inter-Connected Road Option Cost



SOURCE:
 MAINE GIS ORTHOMOGRAPHY DATED 2014
 TOWN OF HAMPDEN PROPERTY MAP 2017
 TOWN OF HAMPDEN GIS MAP EX-10 4/15/17
 TOWN OF HAMPDEN TOPOGRAPHIC PLAN

SCALE
 1" = 40'
 CHECK GRAPHIC SCALE BEFORE USING

CONCEPT SKETCH FOR DISCUSSION ONLY

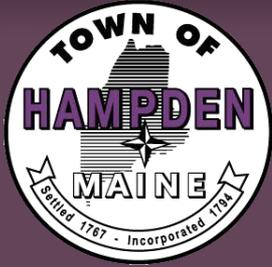




Range of Costs

\$465,000	\$3,000,000
Parking / Entrance Improvements	Complete Build-Out
<ul style="list-style-type: none"> ▪ Parking Lot A \$360k ▪ Entrance Modifications \$25k ▪ Pool Stormwater Features \$13k ▪ Town Office / Post Office Stormwater Features \$62k 	<ul style="list-style-type: none"> ▪ Parking Expansion \$977k ▪ Entrance Modifications \$160k ▪ Pool Stormwater Features \$13k ▪ Town Office / Post Office Stormwater Features \$62k ▪ Emergency/Parking Access \$90k ▪ Field Development \$870k ▪ Trails \$37k ▪ Miscellaneous Improvements \$790k





THANK YOU!

QUESTIONS?



Review of Next Steps

- Listen to comments received tonight
- Town Council Services Committee on Tuesday, Oct. 10 at 6 PM to review tonight's meeting and discuss next steps
- Continuation of work on engineering and permitting will require Council authorization
- Prior to consideration by the Town Council, recommendations would be forward by a Committee (Services; and Finance)



Review of Next Steps (cont'd)

- If the Town Council endorses a direction for site permitting, a specific scope and budget would be determined. Permitting could begin this fall and continue into the winter
- Goal is to improve parking next year (2018)
- MDEP permitting expected to include requirements for stormwater infrastructure for new impervious cover, as well as prior development on the site



Review of Next Steps (cont'd)

- Periodic public updates will be provided at meetings of Town Council, Services Committee and Recreation Committee
- Updates also via email list, Town website, Facebook



Questions? Comments? Concerns?

Contact information for Town Councilors included on handouts

Angus Jennings, Town Manager

862-3034 or townmanager@hampdenmaine.gov

Shelley Abbott, Recreation Director

862-6451 or recreation@hampdenmaine.gov





**COMMITMENT & INTEGRITY
DRIVE RESULTS**

One Merchants Plaza |
Suite 501
Bangor, Maine 04401

T 800.564.2333
T 207.945.5105
F 207.945.5492

**Town of Hampden
Municipal Building and Pool Site Conceptual Layout
DRAFT Budgetary Analysis
September 28, 2017**

Full Build-Out						
	No.	Description	Unit	Unit Price	Estimated Quantity	Value
Field Development North	1	Clearing & Grubbing (including disposal)	ACRE	\$10,000.00	6.0	\$60,000.00
	2	Geotextile Fabric	SY	\$1.50	22000	\$33,000.00
	3	6" Sand	CY	\$20.00	3700	\$74,000.00
	4	Strip, Amend, Replace Loam, Establish Turf	SY	\$3.50	22000	\$77,000.00
	5	Infield Mix	CY	\$60.00	150	\$9,000.00
	6	Perimeter Drain	LF	\$30.00	1680	\$50,400.00
	7	Flat Drain Underdrain	LF	\$4.00	10000	\$40,000.00
	8	Misc Fill	CY	\$15.00	3700	\$55,500.00
	9	4' Foul Fencing	LF	\$20.00	350	\$7,000.00
	10	Backstop	LS	\$8,000.00	1	\$8,000.00
	11	Misc. Athletic Equipment (Bases, plates, fence rail protection)	LS	\$2,500.00	1	\$2,500.00
SUBTOTAL=						\$416,400.00
10% PERMITTING/DESIGN =						\$41,700.00
CONTINGENCY (15%)=						\$62,500.00
TOTAL =						\$520,600.00
Field Development South	12	Clearing & Grubbing (including disposal)	ACRE	\$10,000.00	0.5	\$5,000.00
	13	Geotextile Fabric	SY	\$1.50	12000	\$18,000.00
	14	6" Sand	CY	\$20.00	2000	\$40,000.00
	15	Strip, Amend, Replace Loam, Establish Turf	SY	\$3.50	12000	\$42,000.00
	16	Infield Mix	CY	\$60.00	100	\$6,000.00
	17	Perimeter Drain	LF	\$30.00	1050	\$31,500.00
	18	Flat Drain Underdrain	LF	\$4.00	5500	\$22,000.00
	19	Misc Fill	CY	\$15.00	5000	\$75,000.00
	20	4' Foul Fencing	LF	\$20.00	240	\$4,800.00
	21	Backstop	LS	\$4,000.00	1	\$4,000.00
	22	Misc. Athletic Equipment (Bases, plates, fence rail protection)	LS	\$1,500.00	1	\$1,500.00
	23	In lieu Permit Fee	SF	\$3.00	9232	\$27,696.00
	SUBTOTAL=					
10% PERMITTING/DESIGN =						\$27,800.00
CONTINGENCY (15%)=						\$41,700.00
TOTAL =						\$346,996.00

Full Build-Out (cont'd)

	Parking & Access					
	No.	Description	Unit	Unit Price	Estimated Quantity	Value
	23	Lot A (230 Spaces)	SY	\$36.00	11000	\$396,000.00
		Misc. Fill	CY	\$15.00	1500	\$22,500.00
		Slip Form Conc Curb	LF	\$16.00	2200	\$35,200.00
		Stormwater Collection/Treatment	SY	\$5.00	11000	\$55,000.00
	24	Lot B (32 Spaces)	SY	\$36.00	1200	\$43,200.00
		Geotextile fabric	SY	\$1.50	1200	\$1,800.00
		Misc. Fill	CY	\$15.00	200	\$3,000.00
		Stormwater Collection/Treatment	SY	\$5.00	1100	\$5,500.00
	25	Lot C (32 Spaces)	SY	\$36.00	1200	\$43,200.00
		Misc. Fill	CY	\$15.00	400	\$6,000.00
		Stormwater Collection/Treatment	SY	\$5.00	1100	\$5,500.00
		In lieu permit fee (not included in total)	SF	\$3.00	1763	\$5,289.00
	26	Lot D (35 Spaces)	SY	\$36.00	2300	\$82,800.00
		Retaining Wall System	LF	\$300.00	215	\$64,500.00
		Stormwater Collection/Treatment	SY	\$5.00	2200	\$11,000.00
	27	Emergency Vehicle/Parking Access Road	SY	\$36.00	1500	\$54,000.00
		Geotextile fabric	SY	\$1.50	1500	\$2,250.00
		Misc. Fill	CY	\$15.00	400	\$6,000.00
		Stormwater Collection/Treatment	SY	\$5.00	1500	\$7,500.00
	28	Connector Road (To Municipal Offices)	SY	\$36.00	1200	\$43,200.00
		Granular Base	CY	\$20.00	5800	\$116,000.00
		Precast Box Culverts (2 @8X6)	LS	\$20,000.00	1	\$20,000.00
		Rip Rap Slopes	SY	\$100.00	700	\$70,000.00
		Guard Rail	LF	\$50.00	600	\$30,000.00
		In lieu permit fee	SF	\$3.00	3250	\$9,750.00
	29	Entrance/Exit Modifications	SY	\$36.00	2600	\$93,600.00
		Strip and reserve Loam	CY	\$3.00	400	\$1,200.00
		Granular base	CY	\$20.00	100	\$2,000.00
	30	Misc Loam & Seed	SY	\$3.00	20000	\$60,000.00
SUBTOTAL=						\$1,295,989.00
10% PERMITTING/DESIGN =						\$129,600.00
CONTINGENCY (15%)=						\$194,400.00
TOTAL =						\$1,619,989.00

Full Build-Out (cont'd)

Misc. Improvements	No.	Description	Unit	Unit Price	Estimated Quantity	Value
	31	Relocate Playground	LS	\$20,000.00	1	\$20,000.00
	32	Football Equipment Storage Building	SF	\$40.00	500	\$20,000.00
	33	Recreation Storage Building	SF	\$40.00	960	\$38,400.00
	34	Restrooms/Concessions Building (including utility extensions)	SF	\$100.00	960	\$96,000.00
	35	Walking Path (Option A)	LF	\$8.00	1050	\$8,400.00
		In lieu permit fee	SF	\$3.00	2613	\$7,839.00
	36	Walking Path (Option B)	LF	\$8.00	550	\$4,400.00
		In lieu permit fee	SF	\$3.00	3311	\$9,933.00
	37	Municipal Offices/Post Office Stormwater Improvements	LS	\$50,000.00	1	\$50,000.00
	38	Lura Hoit Pool Stormwater Improvements	LS	\$10,000.00	1	\$10,000.00
	39	Field Irrigation System (extend 4" main~500LF, with 1" PE laterals)	LF	\$25.00	6350	\$158,750.00
	40	Field Lighting	LS	\$250,000.00	1	\$250,000.00
SUBTOTAL (Including Path A) =						\$651,550.00
10% PERMITTING/DESIGN =						\$65,200.00
CONTINGENCY (15%)=						\$97,800.00
TOTAL =						\$814,550.00
SUBTOTAL FULL BUILD OUT (NO ROAD EXTENSION, Item 28) =						\$2,362,235.00
10% PERMITTING/DESIGN =						\$236,300.00
CONTINGENCY (15%)=						\$354,400.00
TOTAL =						\$2,952,935.00

Conceptual Phase I Recreation Parking Improvements Option

Phase I Parking Improvements	No.	Description	Unit	Unit Price	Estimated Quantity	Value	
	1	Lot A (138 Spaces)	SY	\$36.00	4800	\$172,800.00	
		Misc. Fill	CY	\$15.00	1500	\$22,500.00	
		Slip Form Conc Curb	LF	\$16.00	2200	\$35,200.00	
		Stormwater Collection/Treatment	SY	\$10.00	4800	\$48,000.00	
	2	Entrance/Exit Modifications	SY	\$36.00	500	\$18,000.00	
		Strip and reserve Loam	CY	\$3.00	25	\$75.00	
		Granular base	CY	\$20.00	45	\$900.00	
	3	Municipal Offices/Post Office Stormwater Improvements	LS	\$50,000.00	1	\$50,000.00	
	4	Lura Hoit Pool Stormwater Improvements	LS	\$10,000.00	1	\$10,000.00	
	SUBTOTAL =						\$357,475.00
	15% PERMITTING/DESIGN =						\$53,700.00
	CONTINGENCY (15%)=						\$53,700.00
TOTAL =						\$464,875.00	

Town of Hampden
106 Western Avenue
Hampden, Maine 04444



Phone: (207) 862-3034
Fax: (207) 862-5067
Email:
townmanager@hampdenmaine.gov

TO: Services Committee
FROM: Angus Jennings, Town Manager
DATE: October 5, 2017
RE: Town role in Children's Day

Following on the Committee's direction at its September meeting, Director Abbott and I attended the meeting of the Hampden Children's Day Committee on September 12. Councilor McAvoy was also in attendance, as well as a quorum of Committee members.

We communicated the Committee's direction that, for 2018, the Town's intent is to scale back its' staff involvement to the parade, related planning and oversight, and its coordination with other Children's Day activities.

At that meeting we agreed it would be productive for staff to prepare a detailed list of tasks undertaken leading up to, at and following the 2017 Children's Day. The goal is to arrive at as specific a division of labor as possible to minimize potential for critical event planning functions to fall through the cracks.

Following on this staff work, on October 3 Chairman Marble and I met with Janet Hughes and Tom Brann, representing the HCD Committee, to review the division of labor, both as it had been in the early years of the event, and as it has continued to change over many years.

At the meeting, the HCD Committee representatives presented the attached proposed division of labor.

It was agreed that there are some things the Town has traditionally done to support Children's Day – such as being a point of sale for boat raffle tickets – but which is not directly parade-related. The overall task list to prepare and run the event, if broken down to detail, includes hundreds of tasks over the course of the year.

Therefore, I expect it will take some time to work out every detail. However, this work is underway and we expect to get everything clarified by the end of the calendar year so that the HCD Committee will have the information it needs to ensure that functions that town staff will no longer be performing are otherwise addressed.

We will also continue to put out calls for volunteer support throughout the community.

Proposed Town support of Hampden Children's Day

1. Liason of Town with HCD Committee. Monthly meetings from April to Sept. (6 – 10 meetings).
2. Use of Town of Hampden facilities for meeting location.
3. Provide parade annually as part of the HCD event.
 - Advertising for entries (HCD can help)
 - Form entries (currently prepared but adjust as needed)
 - Coordination with parade entries
 - Coordination of Poster Contest at School in cooperation with HCD Committee
 - Parade Judging by HCD if part of program.
 - Solicitation and coordination with paid vendors of Parade such as Shriner activities.
 - Magnetic signs and Cars for poster winners or Grand Marshall to be provided by HCD Committee.
 - Coordination with Hampden Public Safety for traffic detour.
 - Provide coordination, line up, and management of the parade during the Event.
4. Insurance Donation, requested annually.
5. HCD support and involvement during the event to ensure a successful event.
6. Town council support and recognition that the HCD Committee was formed as a non-profit group established as an avenue to raise moneys to support and only support this one single annual community event. The Town's respect and involvement are an integral part of the event.
7. Help HCD develop a new mission statement as to the need and/or purpose of the Event.

Eagle Scout Service Project Proposal

Project Description and Benefit

Eagle Scout candidate: Levi Husson

Briefly describe the project. Attach sketches or "before" photographs if these will help others visualize it.

Building a 60 ft. by 12 ft. bocce ball court and 2 benches to benefit the town of Hampden, as well as the Special Olympics of Maine.

Tell how your project will be helpful to the beneficiary. Why is it needed?

My project will provide a place to play bocce in Hampden, which there currently is none, and it will be giving the Special Olympics of Maine a place to play bocce as well.

When do you plan to begin work on the project? I plan to begin working during the Spring of 2018

How long do you think it will take to complete? This project will take 4-6 weeks to complete

Giving Leadership

Approximately how many people will be needed to help on your project? 20 to 25 people

Where will you recruit them (unit members, friends, neighbors, family, others)? Explain:

I plan to utilize friends, troop members, family, parents, and some professionals. I will recruit at scout meetings and I will approach businesses/the town to level the ground.

What do you think will be most difficult about leading them?

I think the hardest part will be keeping everyone focused and keeping up a steady work flow. Another hard part will be coordinating what each person will be doing, as well as making and keeping a common goal.

Materials

(Materials are things that become part of the finished project, such as lumber, nails, and paint)

What types of materials, if any, will you need? You do not yet need a detailed list of exact quantities, but you must show you have a reasonable idea of what is required.

wood/composite material
stone dust/fine gravel
2x6 bolts
Wood Screws
1ft. stakes
paver base- 6.61 sq yards

Supplies

(Supplies are things you use up, such as masking tape, tarps, and garbage bags)

What kinds of supplies, if any, will you need? You do not yet need a detailed list or exact quantities, but you must show you have a reasonable idea of what is required.

Trash bags
work gloves
safety glasses
dust masks
Bocce Ball set

Eagle Scout Service Project Proposal

Tools

What kinds of tools, if any, will you need?

Saws, Earth moving tools: Shovels, Rakes, etc., screwdrivers, grade stakes, level lines, levels, drills, sander/sand paper, paint brushes, buckets, sod cutter.

Permits and Permissions

(Note that property owners normally secure permits.)

Will you need to secure permissions or permits (for example, building permits)? Who will obtain them?

How much will they cost? How long will it take to secure them?

The town will obtain all permits, no other permits required.

Preliminary Cost Estimate

(You do not need exact costs. Reviewers will just want to see if you can reasonably expect to raise enough money to cover an initial estimate of expenses.)

(Enter your estimated expenses) **Fundraising** Explain where you will get the money for total costs indicated below, left.

Items	Cost	Contact businesses to seek donations, and fundraise (bottle drives, yard sales, cleanups, etc.)
Materials	\$700	
Supplies	\$100	
Tools	\$100	
Other*	\$50	
Total costs:	950	

*Such costs as food, water, gasoline, parking, permits, equipment rental, sales tax, etc.

Project Phases

Think of your project in terms of phases and list what they might be. The first might be to complete your final plan. Others might include fundraising, preparation, execution, and reporting. You may have as many phases as you want, but it is not necessary to become overly complicated.

1. Plan Project and complete proposal

2. Fundraise and seek donations

3. Purchase tools and materials

4. Recruit help

5. Level Area

6. Build base and walls

7. Lay top layer on

8. Build benches

Logistics

(A Tour Plan has also been called a "Tour Permit." Check with your council service center to determine if one is required.)

How will you handle transportation of materials, supplies, tools, and helpers? Will you need a Tour Plan?

Transport materials in pickup trucks, etc.

Contact volunteers about transportation and any personal tools

No tour plan, everyone arriving in family vehicle

Eagle Scout Service Project Proposal, continued

Safety Issues

(The Guide to Safe Scouting is an important resource in considering safety issues.)

Describe the hazards and safety concerns you and your helpers should be aware of as this project is conducted.

Sun protection, Lifting Materials, Hydration,
Stain and paint-Ventilation, Sawdust-Breathing masks and eye protection,
Power Tools- Only Adults can use power tools

Further Planning

(You do not have to list every step, but it must be enough to show you have a reasonable idea of how to complete a final plan.)

List some action steps you will take to complete a final plan. For example, "Complete a more detailed set of drawings."

Take before and after photos
Complete a more detailed set of drawings
Complete a more detailed list of tools and materials
Put together a more complete schedule, including dates and times

Candidate's Promise

(Signed before approvals below are granted)

On my honor as a Scout, I have read this entire workbook, including the "Message to Scouts and Parents or Guardians" on page 21. I promise to be the leader of this project, and to do my best to carry it out for the maximum benefit to the religious institution, school, or community I have chosen as beneficiary.

Signed _____ Date _____

Unit Leader Approval*

I have reviewed this proposal and discussed it with the candidate. I believe it provides impact worthy of an Eagle Scout service project, and will involve planning, development, and leadership. I am comfortable the Scout understands what to do, and how to lead the effort. I will see that the project is monitored, and that adults or others present will not overshadow him.

Signed _____ Date _____

Unit Committee Approval*

This Eagle Scout candidate is a Life Scout, and registered in our unit. I have reviewed this proposal, I am comfortable the project is feasible, and I will do everything I can to see that our unit measures up to the level of support we have agreed to provide (if any). I certify that I have been authorized by our unit committee to provide its approval for this proposal.

Signed _____ Date _____

Beneficiary Approval*

This service project will provide significant benefit, and we will do all we can to see it through. We realize funding on our part is not required, but we have informed the Scout of the financial support (if any) that we have agreed to. We understand any fundraising he conducts will be in our name and that funds left over will come to us. We will provide receipts to donors as required.

Signed _____ Date _____

Council or District Approval

I have read sections 9.0.2.0 through 9.0.2.15, regarding the Eagle Scout Service Project, in the Guide to Advancement, No. 33088. I agree on my honor to apply the procedures as written, and in compliance with the policy on "Unauthorized Changes to Advancement." Accordingly, I approve this proposal. I will encourage the candidate to complete a final plan and further encourage him to share it with a project coach.

Signed _____ Date _____

**While it makes sense to obtain them in the order they appear, there shall be no required sequence for the order of obtaining approvals marked with an asterisk (*). However, council or district approval must come after the others.*