

## SERVICES COMMITTEE MEETING

Monday, April 10, 2017

6:00 pm

### HAMPDEN TOWN OFFICE

#### A G E N D A

##### 1. MINUTES

- a. March 13, 2017

##### 2. COMMITTEE APPLICATIONS

- a. Jane Jarvi – Application to Library Board of Trustees
- b. Patricia Russell – Application to Library Board of Trustees

##### 3. OLD BUSINESS

- a. Report on yesterday's (April 9, 2017) Volunteer Open House and Community Forum – *Angus Jennings, Town Manager*
- b. Meeting with Bangor representative(s) of Community Connector Bus regarding projected operating and vehicle (new bus) costs and timing – *Michael Crooker, Assistant City Manager*
- c. Presentation of statement from Bronco Travel Soccer Club regarding their plans for 2017 Soccer Camp and potential to work together next year

##### 4. NEW BUSINESS

- a. Update on status of Request for Bid Proposal for Design, Engineering and Permitting for Pool and Municipal Building Site, including report on pre-bid meeting held with prospective vendors on Friday, April 7 – *Angus Jennings, Town Manager*
- b. Discussion of potential policy to limit membership on Town Boards and Committees to Town residents – *request of Councilor McAvoy*
- c. Review of new Marina Park signage, accurate property survey boundaries, and proposed signage installation – *Angus Jennings, Town Manager*

##### 5. PUBLIC AND STAFF COMMENTS

##### 6. COMMITTEE MEMBER COMMENTS

## SERVICES COMMITTEE MEETING

Monday, March 13, 2017

### MINUTES – DRAFT

Attending:

*Councilor Dennis Marble, Chair  
Mayor David Ryder  
Councilor Steven Wilde  
Councilor Mark Cormier  
Councilor Terry McAvoy*

*Town Manager Angus Jennings  
Recreation Director Shelley Abbott  
Kyle Severance, GIS/IT Specialist*

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

#### 1. MINUTES

- a. **February 16, 2017** – *Motion by Councilor McAvoy seconded by Mayor Ryder to approve the meeting minutes. Approved 5-0.*

#### 2. COMMITTEE APPLICATIONS – *None.*

#### 3. OLD BUSINESS

- a. **Status update, broadband grant** – *Kyle Severance, GIS/IT summarized his memo in the meeting packet. He reported on his recent “windshield survey” of the community with the consultant and noted that Hampden’s demographic profile indicates strong demand for high speed connectivity. Councilor McAvoy introduced the topic of the Cable Franchise Agreement and noted that he does not see how the Town of Hampden benefits from such an agreement.*
- b. **Discussion of Skehan Center lease (in effect through September 2018), and potential to propose changes to terms of lease prior to date of automatic lease extension (September 2017)** – *Manager Jennings reported that, based on prior direction from this Committee, his understanding is that the Town’s intent is to proposed to extend the current Skehan Center lease for one year past the current expiration date, and that certain changes to the terms of the lease may be proposed either by the Town, the property owner, or both. This will be reviewed further at a future meeting.*
- c. **Update on Community Connector Bus meeting on March 3, and update on ridership research** – *Manager Jennings provided an update on the recent meeting in Bangor and noted that one or more Bangor representatives of the Bus would attend the April meeting. Councilor*

*McPike is looking into whether college students may be available to assist in executing the work scope to research the number of Hampden bus riders.*

- d. Update on April 9, 2017 Volunteer Open House and Community Forum** – *Manager Jennings provided an update on preparations for this event.*

#### **4. NEW BUSINESS**

- a. Proposed designation of “Safe Zone” recommended by Public Safety Citizen Advisory Committee** – *GIS/IT Specialist Severance summarized his memo in the packet regarding establishing a “safe zone” now that new video monitoring cameras will be installed. The Committee agreed this was a good initiative. Manager Jennings will oversee language on any related signage to make it clear that the video recording is not under continuous monitoring (so as to not create a false sense of security). Councilor McAvoy asked what records retention requirements apply to the footage from security cameras and Mr. Severance said that the records retention policy would be followed and amended if needed.*
- b. Proposed expenses for Conservation/Recreation account** – *Manager Jennings summarized the proposed items in the meeting packet and recommended these items for funding from this account:*

##### *Parks Improvements*

- *Additional sand added to the volleyball courts (incl. delivery)*
- *Playground pressure treated edging replacement*
- *VFW fields parking area: Two temporary/portable rubber 12' speed bumps; delivered and secured by DPW*
- *Replacement of Electric Panel and Light Timers at VFW Tennis Courts*
- *Playground Chip Replenishment*
- *LHP Field Bridge Replacement*
- *Poison Ivy Treatment at Marina and Papermill Parks*

##### *Signage*

- *On-site signage, Papermill Park*
- *Double-faced directional signage toward Papermill Park from Coldbrook Road*
- *Signage needed at all new outdoor facilities/ball fields for updated outdoor facility ordinance language; and "Go Slow" signs for VFW*

##### *Grubs*

- *Grub prevention, Dorothea Dix Park*
- *Grub prevention, Rec fields.*
- *Grub prevention, front lawn area at Lura Hoyt Pool.*

*It was noted that the Lura Hoit Pool bridges may be repaired by DPW and this was the lowest priority item, to be funded only if funds remain after other items are complete. There was a motion by Mayor Ryder seconded by Councilor McAvoy to recommend Council authorization of \$14,643.95 from the Conservation/Recreation Account in support of the proposed improvements. Approved 5-0.*

- c. Updates on potential creation of scholarship fund for Recreation Department programs, and potential use of Rec/Pool online registration system to solicit contributions** – *Recreation Director Abbott summarized this initiative. Manager Jennings said an inquiry was pending with the Town Attorney to ensure that there is no problem with soliciting voluntary contributions to a scholarship fund via the MyRec.com website. The Committee agreed this was a good initiative.*
- d. Informational update on Kiwanis Civic Center building maintenance costs** – *Manager Jennings provided information regarding the Kiwanis Club's costs to maintain the building, which is their obligation under the terms of their lease of this Town-owned building. The costs represent a major share of the organization's annual budget. He said that DPW Director Currier would visit the site to advise them regarding potential areas for cost savings.*
- e. Goodwill Riders Snowmobile Club request for funds toward trail maintenance costs** – *The Committee reviewed the request for funding to offset the Club's costs to maintain and improve the trails network. It was noted that the trails can be used by hikers as well as for snowmobiling. Councilor Wilde made a motion to refer to the Finance Committee a recommendation to support funding in the amount of \$2,000 and Mayor Ryder seconded the motion. The motion carried 4-1 with Councilor McAvoy opposed. Councilor Wilde directed Manager Jennings to make sure the Club is aware that this year's snowmobile registration funds were lower than last year's and lower than had been projected in the budget.*
- f. Status update, review of number of resident and non-resident Pool drop-in patrons** – *Councilor McAvoy said that a simple check mark at the point of sale would be adequate to establish data regarding how many Pool patrons are from Hampden or from out of town. He noted that almost half of family memberships are out of town, and said there should be a bigger price difference between local and out of town fees to recognize the contribution Hampden taxpayers make toward the facility. Mayor Ryder asked what is the goal of such tracking, and noted that the Pool Director was hired to bring revenues in to the Pool and that out of town patrons support this goal. Councilor McAvoy said this is a service that is too costly for a Town the size of Hampden. Councilor Wilde said that services such as the Pool and Library are part of what make us Hampden.*

**5. PUBLIC COMMENTS** – *Director Abbott said that the Children’s Day Committee meets tomorrow night at 6 at the Skehan Center, and that they will vote to change the date of the 2017 event to August 12<sup>th</sup> (the second Saturday) in order to avoid conflicts with other programming. She also reported that the Recreation Committee will meet on March 21 at 6:30 pm. She reported that the Town is now serving as the fiscal agent for Bronco Little League.*

**6. COMMITTEE MEMBER COMMENTS** – *Councilor McAvoy raised a concern about the propriety of appointing non-Hampden residents to Town Boards and Committees. He said he would like to see a policy to limit such appointments to Town residents.*

*There being no further business, the meeting was adjourned at 7:48 PM.*

*Respectfully submitted –  
Angus Jennings, Town Manager*



2-a

Check One:  Initial Application  
 Reappointment Application

Town of Hampden  
RECEIVED

### TOWN OF HAMPDEN APPLICATION FOR TOWN BOARDS AND COMMITTEES

APR 05 2017

Office of the  
Town Clerk

NAME: Jarvi Jane L.  
LAST FIRST MI

ADDRESS: 10 Sophie Lane Hampden 04444  
STREET TOWN ZIP

MAILING ADDRESS (if different): \_\_\_\_\_

TELEPHONE: 862-8016 \_\_\_\_\_  
HOME WORK

EMAIL: jane.jarvi1@gmail.com

OCCUPATION: retired

#### BOARD OR COMMITTEE PREFERENCE:

FIRST CHOICE: Library

SECOND CHOICE (OPTIONAL): -serving on Rec Boards

How would your experience, education and/or occupation be a benefit to this board or committee? Currently work with friends of the library (7 yrs): I would be a liaison between the friends & the board.

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

APR 05 2017

<b>FOR TOWN USE ONLY</b>		Date Application Received: _____
COUNCIL COMMITTEE ACTION: <u>Services</u>	DATE: <u>4/10/17</u>	
COUNCIL ACTION: _____	DATE: _____	
<input type="checkbox"/> NEW APPT	<input type="checkbox"/> REAPPOINTMENT	DATE APPOINTMENT EXPIRES: _____



Check One:  Initial Application  Reappointment Application

Town of Hampden RECEIVED APR 05 2017

TOWN OF HAMPDEN APPLICATION FOR TOWN BOARDS AND COMMITTEES

NAME: Russell Patricia LAST FIRST MI ADDRESS: 122 Heather Way Hampden 04444 STREET TOWN ZIP

MAILING ADDRESS (if different):

TELEPHONE: 207-944-1934 HOME WORK

EMAIL: prussell40@hotmail.com

OCCUPATION: Retired

BOARD OR COMMITTEE PREFERENCE: FIRST CHOICE: Library SECOND CHOICE (OPTIONAL):

How would your experience, education and/or occupation be a benefit to this board or committee? Served on this board ~ 2000-2004, Millinocket Board (Library, Millinocket Planning Board, Lifelong reader & Teacher. Strong interest in Dyer Library's functions and Asset To Community.

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: APR 05 2017 COUNCIL COMMITTEE ACTION: Services DATE: 4/10/17 COUNCIL ACTION: DATE: NEW APPT REAPPOINTMENT DATE APPOINTMENT EXPIRES:



# HAMPDEN VOLUNTEER OPEN HOUSE AND COMMUNITY FORUM

**SUNDAY, APRIL 9, 2017**

Hampden Academy's  
David Greenier Dining Commons

89 Western Avenue  
Hampden

**This Volunteer Open House will provide opportunities to bring together leadership, members, supporters, and friends of Hampden's civic organizations for an afternoon in order to make acquaintance, share information, and hopefully expand our collective knowledge of interested volunteers.**

**Sponsored by the Town of Hampden in partnership with the Hampden Business Association**

**Join Us!**

**Find out how you can make a difference in our community!**

### Schedule

1-2 PM Informational  
Tables/Open House

2-3 PM Brief Verbal  
Organizational Presentations

3-4 PM Informational  
Tables/Open House

*Light refreshments will be served*

### **FOR MORE INFORMATION CONTACT**

Town Manager Angus Jennings

207-862-3034

[townmanager@hampdenmaine.gov](mailto:townmanager@hampdenmaine.gov)

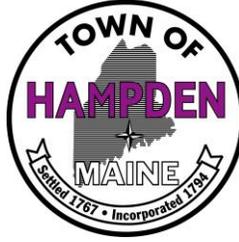


# Volunteer Open House & Community Forum Participant Guidelines

*We would like to thank all the Civic and Community organizations that have agreed to participate in this first Volunteer Open House & Community Forum sponsored by the Town of Hampden and the Hampden Business Association. Below are some guidelines that we hope will help you have a successful day of showcasing your organization.*

- Hours are 1:00 p.m. to 4:00 p.m. at Hampden Academy.
- Between 11:30 a.m. and noon, town staff will be on site doing general set up. Organizations may begin setting up any time after 11:30 a.m. If you need assistance, town staff will be available after noon to give you a hand. We also have a hand cart available.
- From 1:00 p.m. – 2:00 p.m. will be an informational Open House style. At about 2:00 p.m. we will begin a series of brief (2-3 minute) presentations by representatives of each organization: Who you are, what you do and how new volunteers can help. The Town Manager, Angus Jennings will emcee this portion of the event and will introduce the speakers. Order of speakers will be determined in advance based upon random draw. At about 3:00 p.m. we will return to Open House format.
- If you have any A/V presentation (slides, video, etc) this must be provided to the Town Office no later than Thursday at 6:00 p.m. If you need assistance, such as compiling photos into a slide presentation we can help with that.
- If your organization has a poster or banner that needs to be printed, depending on dimensions, we may be able to help. Contact Kyle at [gisit@hampdenmaine.gov](mailto:gisit@hampdenmaine.gov)
- Break-down begins at 4:00 p.m. Please refrain from breaking down your booth before that time.
- Participants will be provided a table, chairs, a “table tent” stating the name of your organization and a name badge. If an organization needs access to electricity, please let us know so that we may place you near an outlet. You must provide your own extension cord.
- Internet access will be available for those that need it.
- For organizations that would like to participate, our audio/video specialist will be on site doing Q & A style organizational profiles to be compiled after the event into a program to be run on local cable.
- Light refreshments will be provided by Angler’s Restaurant, courtesy of the Hampden Business Association.

**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:** April 5, 2017  
**RE:** Connector Bus operating and vehicle costs and timing

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Bangor Assistance City Manager Mike Crooker, and Laurie Linscott, will both be present at Monday's Services Committee meeting to provide the latest available information regarding projected FY18 operating costs, and costs associated with potential replacement of the bus serving Hampden's line.

Although there will be some variables because the Bangor City Council is also engaged in its budget and capital planning process, it does appear that there may be an option available to secure an "end-of-life rehab" bus for substantially less money than had previously been estimated.

Input received from Bangor and from the Committee at Monday's discussion will inform my preparation of a proposed FY18 budget related to the Bus.

On Mon, Apr 3, 2017 at 12:13 PM, Angus Jennings <[townmanager@hampdenmaine.gov](mailto:townmanager@hampdenmaine.gov)> wrote:

Nichole,

Your correspondence, including the BTSC Board's statement to be read into the meeting minutes, will be included on the Services Committee agenda next Monday 4/10 at 6 pm.

I checked with Shelley and she has since contacted Mike Bisson to remove the Rec Department's "hold" on the week of June 19. The Rec Department does not intend to program that facility that week, so BTSC should feel free to go with either the 6/19 or 6/26 week.

Once the BTSC program materials are set the Town and Rec Dept will be happy to promote the 2017 soccer camp via social media etc.

Thanks,  
Angus

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From: **Nichole Sirois** <[nicholeks@roadrunner.com](mailto:nicholeks@roadrunner.com)>  
Date: Mon, Apr 3, 2017 at 11:27 AM  
Subject: Re: Summer Soccer Camp  
To: Angus Jennings <[townmanager@hampdenmaine.gov](mailto:townmanager@hampdenmaine.gov)>, David Ryder <[rydertowncouncil@hampdenmaine.gov](mailto:rydertowncouncil@hampdenmaine.gov)>  
Cc: MJ Ball <[mjball517@gmail.com](mailto:mjball517@gmail.com)>, epoh82@aol.com

Good morning Angus and Mayor Ryder,  
The Bronco Travel Soccer Club board met this past Thursday; on the agenda was the summer soccer camp. The board had a very lengthy discussion around our next steps based on all of the conversations we have had with the town to date. Ultimately, the board voted not to partner with the town for the 2017 soccer camp. We did not come to this decision lightly, in fact, the camp has been a topic for our last three board meetings. However, the time it has taken for all of this to be finalized was the deciding factor - back in January, my original email with the camp offer cited that we were trying to avoid the back and forth negotiations that have occurred the past few years; yet, we have ended up here again.

All of this being said, BTSC had previously reserved fields at HA for the weeks of 6/19 and 6/26 several months ago when we started camp planning. It is my understanding that the Rec has also submitted a request for the same fields for camp the week of 6/19; since the town takes precedence over BTSC for field scheduling, we will plan to run our camp the week of 6/26.

We as a board still want to actively improve our relationship between our club and the town. Because of this, if we want to revisit the camp partnership in 2018, we are open to it. I would also like to make the recommendation that we meet prior to the start of the fall travel season to avoid the noise we saw last year regarding the affiliated agreement (i.e grub costs) for field use.

On behalf of the board, I would appreciate if you could please read the following statement at the next Services meeting to be included in the meeting minutes:

"The Bronco Travel Soccer Club board has decided not to partner with the Hampden Recreation Department this year for the annual summer soccer camp. This decision was driven by the

amount of time it has taken to attempt to come to a contract agreement between both parties. Over the course of the past two and half months, when the original contract was first provided to the town, negotiations have not progressed leaving BTSC no other option than to run a camp on their own due to the time constraints we are under to finalize camp preparations. In the future, BTSC continues to be open to a future partnership with the town regarding summer camp, but negotiations need to occur in a more timely manner. Thank you for your time over the past few months as camp discussions have occurred. We as a board look forward to strengthening our relationship with the town."

Please feel free to reach out with any questions.

Nichole Sirois

Sent from my iPad

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On Mon, Mar 13, 2017 at 4:04 PM, Angus Jennings <[townmanager@hampdenmaine.gov](mailto:townmanager@hampdenmaine.gov)> wrote:  
Nichole,

I was able to get a hold of Chairman Marble, copied here. He advised that, because it is unlikely there would be a unanimous vote to add this item to tonight's agenda, you may either provide comments during the Public Comments portion of tonight's meeting; or attend the next meeting. I understand that a month delay would not be workable so if you would like this considered sooner I can see whether they'd consider scheduling a special meeting. Alternatively, they may be open to referring the matter to the Finance/Administration Committee (which meets more often). However I have not seen this happen on other issues during my time here and don't know whether the Committee would consider such referral a "vote" which - as per prior - can't occur without unanimous agreement to add it to the agenda.

Since my prior email the Town Clerk and I were able to connect by phone with our insurer regarding your email of noon today, and I am forwarding below the advice they provided. This is consistent with their prior advice, and with their requirements for other such events. We went through a fairly intensive process last year with the Hampden Children's Day Committee which ended with HCD securing its own insurance and (successfully) requesting Town contribution to offset their cost. Both the Town and HCD (which exists as its own non-profit) agreed this was the better outcome in that case, and that is how we're proceeding for 2017.

Since BTSC is also proposing to continue past practice of the Town actually employing Soccer Camp staff, additional layers of Town oversight would be required as discussed previously discussed and outlined below. If BTSC would like to pursue referral by the Services Committee to Finance/Admin Committee - or instead to seek a special meeting of the Services Committee (rather than wait until April), I recommend that we meet prior to that time in order to review the requirements together.

Thanks,  
Angus

On Mon, Mar 13, 2017 at 2:29 PM, Michelle Pelletier <[mpelletier@memun.org](mailto:mpelletier@memun.org)> wrote:  
Thank you for taking the time to discuss the Town's coverage with me. Below is an explanation of the minimum general requirements of a Town sponsored Committee/Entity or Activity.

In some instances a question arises as to whether a particular entity will be eligible to receive coverage benefits by being treated as an arm of the municipality. In order for an entity to be considered part of a municipality, the following minimum criteria must be met:

- 1. The Board of Selectmen, Council, or a designated municipal administrator must appoint or confirm, or the citizens of the municipality must elect, the individuals responsible for planning, organizing, and staffing the activity.**
- 2. The Board of Selectmen or Council must have ultimate authority and oversight over the activity. The Board or Council, or a municipal manager appointed by the Board or Council, or an elected municipal official must have jurisdiction over hiring, safety issues, and cash management policies and procedures.**
- 3. All funds that are collected and disbursed for the activity must be accounted for in the municipality's annual audit and overseen by the municipal treasurer.**
- 4. The entity must not be a separate legal entity apart from the municipality, such as a non-profit corporation.**

Keep in mind as well that if you choose to make the soccer program a town sponsored program, all employees will need baseline employee training. Hope that you find this information useful. If I can be of further assistance please contact me anytime. As always I thank you for your time and consideration.

---

**Michelle Pelletier, CPCU, AU**  
Underwriting Manager  
*Risk Management Services*  
Maine Municipal Association  
60 Community Drive  
Augusta, ME 04330  
[\(207\) 626-5583 x 2236](tel:(207)626-5583x2236)  
**FAX** [\(207\) 626-0153](tel:(207)626-0153)  
[www.memun.org](http://www.memun.org)

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On Mon, Mar 13, 2017 at 1:11 PM, Angus Jennings <[townmanager@hampdenmaine.gov](mailto:townmanager@hampdenmaine.gov)> wrote:

Nichole,

Tonight's Services Committee agenda and packet (online) was posted on Thursday, and the BTSC Soccer Camp is not on the agenda. Under the Town Council Rules "All Committees will be required to post an agenda at least 48 hours prior to the meeting and no issue may be voted on unless it is agendaed." The Rules do provide flexibility for a Committee to dispense with or suspend the Rules but this requires a unanimous vote.

I have reached out to Chairman Marble to see how he'd like BTSC's request handled. This could be discussed during "public comments" but if a single Councilor objects it could not be added to the agenda and no vote could be taken. I will be back in touch once I can connect with him.

Thanks,  
Angus

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On Mon, Mar 13, 2017 at 12:13 PM, Angus Jennings <[townmanager@hampdenmaine.gov](mailto:townmanager@hampdenmaine.gov)> wrote:

Chairman Marble,

See below. As you know, per the Council Rules "All Committees will be required to post an agenda at least 48 hours prior to the meeting and no issue may be voted on unless it is agendaed." The Rules also provide that "The rules cannot be dispensed with or suspended if one or more members of the council shall object." and I do not expect there would be a unanimous vote to dispense with the Rules for purposes of adding this item to tonight's agenda.

Please let me know if BTSC should be advised to appear to offer comments during "public comments" understanding that no vote could be taken.

Thanks,  
Angus

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On Mar 13, 2017, at 12:01 PM, Nichole Kelley Sirois <[nicholeks@roadrunner.com](mailto:nicholeks@roadrunner.com)> wrote:

Good morning Angus,

The BTSC board recently met to discuss the email trail below as well as the dialog from the last Services meeting.

Based on Mayor Ryder's comments, we are open to having a Rec staff member involved in the hiring and training of the camp staff. We just ask that MJ Ball, the paid camp director, have the final say in hiring based on his soccer expertise and experience.

To reiterate my comments at the Services meeting, this would not change our monetary offer.

I wanted to ensure you had this today as I know that you have the Services meeting tonight. Will this need a vote again?

As a side note, I do want to clarify one of the comments in your email trail below. Regarding the August 16th meeting that Hope and I cancelled - we did that because at that point, we had

already agreed to pay the town \$1000 for the grub control. Had either Hope or I known that you wanted to discuss camp feedback, we never would have cancelled that meeting. Again, I am clarifying this because we as a club are sensitive to how we are portrayed to the town, and by the town to the public, regarding conversations that have transpired. I am sure you can appreciate that.

Also, per the email trail, can we please receive the referenced camp complaints in writing?

Thank you and please let me know if you need anything else from us.

Nichole Sirois  
BTSC President

Sent from my iPhone

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On Mar 1, 2017, at 5:56 PM, Angus Jennings <[townmanager@hampdenmaine.gov](mailto:townmanager@hampdenmaine.gov)> wrote:

MJ,

Let me first offer that I made no comment that, in my opinion, could or should have been construed as damaging to your or BTSC's reputation. As you know receiving feedback of all kinds is inherent to running a program of any kind. My focus, as I'll elaborate, is on the future, and what I and the Town's insurer would need to see if the Town were to be a partner on the camp in the future.

At the Feb 16 meeting of the Services Committee, I advised the Committee that the revenue share proposed by BTSC did not meet the Town's FY17 revenue projections, which were based on prior years' revenues and what had been negotiated for 2016; and that all participating parties' revenues would fall short of projections due to the impact of the minimum wage increase. As BTSC is aware, the "enterprise" funding structure of the Rec Dept, which has been in place for many years, creates an imperative for the Rec Director and my office to focus on costs and revenues within the department more than may be the case in other municipalities. (As an aside, I'm pleased to report that we've secured Council support to move away from the "enterprise" structure for the FY18 budget, which – though it won't eliminate the consideration of funding – will reduce pressure on both Rec and Pool to "run like a business." At the Manager and Staff level we recommended this change.)

In my memo to the Committee regarding BTSC (packet pg. 41, online [here](#)), I advised that revenue should not, in my opinion, be the sole determinant of whether the Town would accept BTSC's proposal. In my verbal comments to the Committee that evening I advised that, if the Town were to consider accepting the proposal, the structure of the relationship would need to change somewhat as the Town would need to exercise oversight of camp staff hiring, training and programming. My advice was based on sound management and, by ensuring that staff hired by the Town would receive the same training that is provided to all Recreation Department employees, limiting the Town's liability. In fact, the Town's general liability insurer has specifically recommended against hiring staff for the soccer camp. (They also advised, if we were to take a similar role to past years, that we require BTSC to name the Town as additional insured for workers compensation exposure). It is my opinion that, if changes in the Town's role in hiring, training and programming were made, our insurer could find that the camp employees would properly be hired as Town staff; however I am not certain of this (they would need to

understand the details). I also recognize that the nature of changes that would be needed would have significant impact on both BTSC and the Town relative to past practice. I am not certain that either party would embrace these changes, but they would be necessary in order for the Town to actually employ camp staffers and provide insurance coverage.

My focus has been on the prospect of a 2017 camp rather than looking backward. However, as I indicated at the 2/16 meeting, the Rec Department has received periodic feedback on prior years' camps since they have been in collaboration with the Town and some have seen the Town as the primary point of contact. Rec has maintained files on the camp including both positive feedback and complaints, and over three years has received both. Any time-sensitive complaints received related to the 2016 camp were conveyed to you, as you noted.

There was some broader constructive feedback that Shelley and I intended to provide during a meeting we had scheduled with Nichole and Hope last August as part of 2016 camp wrap-up and related to some fall 2016 BTSC programming issues. However BTSC cancelled that Monday morning meeting via email at 9pm the night before it was scheduled to take place, and at that time expressed that BTSC did not feel that a meeting would be necessary. We therefore did not take it further, and shifted focus exclusively to the fall 2016 items and BTSC's Affiliated Program status.

I am sorry for what appears to have been a misunderstanding. As far as I can tell the camp has been overwhelmingly viewed as a positive experience for campers over the years.

The Town wishes you and BTSC every success both in your individual ventures, and in anticipated future collaboration with the Town. If you or BTSC feel it would be of benefit, my offer to meet still stands.

Thank you,  
Angus

-----  
On Tue, Feb 28, 2017 at 7:48 PM, MJ Ball <[mjball517@gmail.com](mailto:mjball517@gmail.com)> wrote:  
Hi Angus, Shelley and Nichole,

Thanks for including me in the discussion about the summer soccer camp. I take great pride in running an all inclusive camp where we cater to the general population with players of all abilities. It is crucial to find and train a coaching staff so that each coach has the ability to run general sessions and deal with behavior and safety issues. I try to recruit former players who have gone through the Bronco Travel Club program and in a sense it is a way for them to come full circle with when their playing days started. When those avenues are exhausted, I reach out to former players of mine or current coaches in the area. I feel like we have one of the best staff in the area, a staff that truly care about the campers, enjoy what they are doing which really adds to the long week. Our goal is to have each player feel like they left the camp as a better player and more confident person and in general felt safe and had fun.

We have been able to run a great camp with hundreds of happy kids and parents. I document all problems with campers, staff etc. and was shocked and concerned when a statement was made at the services committee meeting in a public place that said there were "complaints" about the camp. I looked back at my notes from this past year and the only complaints that were brought to my attention were:

1. Movement from training groups (either ability or to be with friends)

2. Sun burn - could we make sure that the kids are reapplying
3. Trash after lunch - make sure before we start games that campers are cleaning up after themselves
4. No injuries reported except for a few bad tummies, not feeling well or typical soccer knocks (ball to face, shin kicked etc.)
5. Reminder to campers not to climb on wall near fence

What also concerns me is that this camp was run over 7 months ago, yet this is the first time I am hearing of any complaints other than the ones I listed. My name is associated with this camp and my reputation is very important to me and to my position in the community. A passing comment in a public place can be very damaging even if not true. Please remember that.

Please email me the complaints so that I can address or take under advisement.

Respectfully,

MJ

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On Sat, Feb 18, 2017 at 3:47 PM, Angus Jennings <[townmanager@hampdenmaine.gov](mailto:townmanager@hampdenmaine.gov)> wrote:  
Nichole,

This is something I'd be happy to discuss in person, if you are amenable. I will share what I know and in general think a meeting would be helpful in many respects.

Alternatively, if coordination becomes a challenge I could instead meet just with MJ.

Let me know what you think.

Thanks,  
Angus

--

Angus Jennings  
*Town Manager*

Sent from mobile device

*Town of Hampden*  
106 Western Avenue  
Hampden, ME 04444  
[\(207\)-862-3034](tel:(207)862-3034)  
[townmanager@hampdenmaine.gov](mailto: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.

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On Sat, Feb 18, 2017 at 7:23 AM, Nichole Sirois <[nicholeks@roadrunner.com](mailto:nicholeks@roadrunner.com)> wrote:  
Good morning Angus,

As I was thinking about the camp conversation from Thursday night, I realized that there was a question I meant to ask you as clarification. You repeatedly mentioned complaints you had received from camp. I have been attempting to remember what you would be referencing from last summer; I recall one incident that was brought to our attention, but I do not remember anything else. I am copying MJ, who was our camp director, to see if he recalls anything. Any clarification is appreciated so that we can account for that in this year's camp planning.

Thank you - Nichole

Sent from my iPad  
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On Tue, Feb 14, 2017 at 10:36 AM, Angus Jennings <[townmanager@hampdenmaine.gov](mailto:townmanager@hampdenmaine.gov)> wrote:

It was re-posted for Thursday evening based on the greatest availability of Committee members. It sounds like this timing won't work well for you, which is unfortunate; the weather, including tomorrow's forecast storm, is causing disruptions.

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On Tue, Feb 14, 2017 at 10:17 AM, Nichole Kelley Sirois <[nicholeks@roadrunner.com](mailto:nicholeks@roadrunner.com)> wrote:

Good morning Angus. Has the Services meeting been rescheduled to this evening? We have a board meeting tomorrow night and I am hoping we can have a final decision from the town so that we can move forward with camp planning. Thank you.

Sent from my iPhone  
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On Mon, Feb 13, 2017 at 5:56 PM, Angus Jennings <[townmanager@hampdenmaine.gov](mailto:townmanager@hampdenmaine.gov)> wrote:

The Services Committee meeting scheduled for tonight but postponed due to snow will be held on Thursday, 2/16 at 6 PM at the Town Offices.

Thanks,

Angus  
-----

From: Angus Jennings <[townmanager@hampdenmaine.gov](mailto:townmanager@hampdenmaine.gov)>  
Date: Fri, Feb 10, 2017 at 5:02 PM

Subject: Re: 2017 Soccer Camp  
To: Bronco Travel Soccer Club <info@broncotravelsoccer.com>

BTSC Board,

At a staff level, and in consultation with Chairman Marble, we have reviewed the BTSC proposal in detail taking into account both financial and operational considerations.

Town staff values its relationship with BTSC and recognizes that, although the proposed financial terms do not meet the Town's projected revenues for this program, there are other considerations to take into account. I do not wish to make a decision without consultation with the full Committee. Therefore this proposal will be discussed at the Services Committee Monday 2/13 at 6 pm.

If this delayed response has caused any inconvenience on BTSC's part I am sorry for that. However I believe it is important that decisions such as this reflect consideration by elected officials in a public forum.

BTSC's participation in Monday's meeting is of course welcome, and I expect would add value to the Committee's consideration. In any case, you can expect to hear from me on Tuesday (barring any weather-related delays, which we're hoping against).

Thanks,  
Angus

-----  
On Mon, Jan 30, 2017 at 9:19 AM, Angus Jennings <[townmanager@hampdenmaine.gov](mailto:townmanager@hampdenmaine.gov)> wrote:

Nichole,

I did receive it and am in the process of reviewing it with staff and the Services Committee Chair Dennis Marble, including relative to projected costs and revenues for FY17. The timeline for response included in the email received did not provide adequate time for this review. We are working to provide a response this week.

Thank you,  
Angus

-----

On Mon, Jan 23, 2017 at 2:21 PM, Bronco Travel Soccer Club <[info@broncotravelsoccer.com](mailto:info@broncotravelsoccer.com)> wrote:

Dear Angus,

The Bronco Travel Soccer Club (BTSC) board recently met to discuss 2017 initiatives, with the annual soccer camp being one of the key topics. As you may recall from previous discussions, this camp serves as the board's primary fundraiser since we are a certified 501 (3)(c) non profit organization; any player fees we collect during the year cover the costs of tournaments and Soccer Maine dues. As a result, we rely heavily on the soccer camp revenue to purchase necessary equipment such as balls, training materials, and to replace aging and broken equipment. The revenue from the last two years' camps allowed us to purchase three much needed sets of goals in 2016, something we never would have been able to afford prior to the establishment of the camp.

As we evaluated last year's camp and discussed plans for 2017, there were some key things we had to consider: the increase in minimum wage for camp counselors, stipend for a camp director, and just overall expected cost increase for shirts, balls etc. All of this leads to a decreasing revenue margin for the camp. Couple this with additional costs the club now has to budget for such as field use, upkeep fees and expenses, we had to re-evaluate the agreement we had with the town of Hampden last year for camp. Despite some of the rhetoric that has occurred over the past year between our two organizations, we feel strongly about still maintaining relations with the town.

As a board, we would like to offer the following for consideration for camp if our two organizations partner again this year:

150 campers - town would receive \$2250  
175 campers - town would receive \$2625  
200 campers - town would receive \$3000

For all of the scenarios above, BTSC is providing coaches and necessary training, paying for a camp director as well as the kits (ball, t-shirt, water bottle).

This is with the expectation that the town would still provide program registration services, insurance coverage, payroll and W-2 services.

This will be the only offer our board considers if our organizations partner again this year. We feel this is a fair agreement; as we researched what other town/camp partnerships in the area receive, it typically is only 10-20% of the overall revenue. As we reflected back on what did and didn't work the past three years, we all agreed that the lengthy and drawn out back and forth negotiations were frustrating and not helpful for anyone involved, hence our single offer for this year.

So that planning for the camp can move forward, can you please respond back by January 27th, 2017. Thank you in advance for your consideration of our offer.

Sincerely,  
The Bronco Travel Soccer Club Board of Directors

Kate Airey, MJ Ball, Keith Bourgoïn, Hannah and Bill Castrucci, Megan Clough, Hope Gabric, Chad Jewell, Nichole Kelley-Sirois, Kim Ross, Stephanie Shayne, Amy Sidell, Dave Small, Tim Tardie, Jon Withee

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On Mon, Jan 30, 2017 at 8:56 AM, Nichole Sirois <[nicholeks@roadrunner.com](mailto:nicholeks@roadrunner.com)> wrote:

Hi Angus - last Monday, the board sent an email to you regarding Soccer camp. Did you receive it? I wanted to check as I was notified over the weekend that we had not received a response back. Thank you.

Nichole

Sent from my iPad

On Jan 12, 2017, at 6:42 PM, Hope Gabric <[epoh82@aol.com](mailto:epoh82@aol.com)> wrote:

Np. Wasn't planning on it.



Sent from my Verizon, Samsung Galaxy smartphone

----- Original message -----

From: Nichole Kelley Sirois <[nicholeks@roadrunner.com](mailto:nicholeks@roadrunner.com)>

Date: 1/12/17 4:30 PM (GMT-05:00)

To: Hope Gabric <[epoh82@aol.com](mailto:epoh82@aol.com)>

Subject: Fwd: Summer soccer camp

Hope, please do not respond yet

Sent from my iPhone

Begin forwarded message:

**From:** Angus Jennings <[townmanager@hampdenmaine.gov](mailto:townmanager@hampdenmaine.gov)>  
**Date:** January 12, 2017 at 4:14:55 PM EST  
**To:** Nichole Kelley Sirois <[nicholeks@roadrunner.com](mailto:nicholeks@roadrunner.com)>, Hope Gabric <[epoh82@aol.com](mailto:epoh82@aol.com)>  
**Subject:** Summer soccer camp

Nichole, Hope,

I'd like to find a time to speak with either or both of you, or to meet, if that's convenient, to learn about BTSC's thinking regarding the 2017 soccer camp. The Recreation Committee met recently and we'd like to get clarity on the direction this will take to assist all parties in planning.

My calendar next week is pretty tight but next Thursday is an option; and things open up a bit the weeks of 1/23 or 1/30. Please let me know.

Thanks,

Angus

--

Angus Jennings  
*Town Manager*

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

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**Town of Hampden**  
106 Western Avenue  
Hampden, Maine 04444



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

## **Request for Bid Proposals**

### Design, Engineering and Permitting Services for Municipal Building and Pool Site

The Town of Hampden is seeking bid proposals for design, engineering and permitting services for the Town-owned site at 106 and 146 Western Avenue which includes the Municipal Building, the Lura Hoit Pool, athletic fields and undeveloped land. An existing conditions plan with recent topographic survey and wetlands delineation is attached to this Request for Bid Proposals. Services requested are detailed in the enclosed Scope of Services.

Prospective bidders who wish to be considered for the project are expected to be represented at a **pre-bid informational meeting on Friday, April 7, 2017 at 1 PM** at the Skehan Center (Town Recreation Department), 1 Main Road North, Hampden, ME.

Prospective bidders may submit written questions regarding this Request for Bid Proposals to the Town Manager on or before Wednesday, April 12 at noon. Questions may be submitted at the Municipal Building, Monday through Thursday from 7:30 AM until 6 PM, or via email to the Town Clerk [clerk@hampdenmaine.gov](mailto:clerk@hampdenmaine.gov). The Town will prepare written responses to all questions received, and will provide responses in an Addenda to all prospective bidders that participate in the pre-bid meeting, or who notify the Town Clerk in writing that they wish to be considered a prospective bidder.

Sealed bids, clearly marked "Bid Proposal: Design, Engineering and Permitting Services, Town Building & Pool Site" must be received **no later than Thursday, April 20 at 3 PM** addressed to:

Town Manager  
Town of Hampden  
106 Western Avenue  
Hampden, ME 04444

Bids will be publicly opened at the Hampden Municipal Building Conference Room at that time. A Statement of Bidders Qualifications (Attachment A) must be submitted with the Bid Proposal. All bids shall be submitted on the bid form supplied by the Town (Attachment B). Any bid received after the date and time of opening will be rejected and returned unopened to the bidder. Bids may not be submitted by email.

Bidders shall adhere to items specified in General Information to Bidders, attached.

Bids shall include a statement of proposed price to complete the work including sufficient detail for the Town to understand the basis of the costs, as well as any assumptions or limitations. Exceptions to the specifications are to be listed separately, attached to and submitted with Bidder's proposal.

Town of Hampden Request for Bid Proposals:  
Design, Engineering and Permitting Services for Municipal Building and Pool Site

The Town's Consultant Review Team will include the Public Works Director, Recreation Director, Town Planner, and the Town Manager. Upon review of bids and qualifications the Town anticipates conducting interviews with two or more firms. The successful vendor will be selected based on the following criteria:

- 1) Demonstrated successful completion of projects of comparable scope.
- 2) Established competence and experience of proposed project team members.
- 3) History of client satisfaction based on reference checks.
- 4) Ability of the proposing vendor to meet the Town's scheduling goals.
- 5) Ability to provide realistic constructed cost estimates for prevailing wage procurements.
- 6) Proposed compensation terms and budget.

The Town Manager shall recommend a vendor and budget to the Finance Committee, or in the alternative may recommend two or more vendors for interview by the Finance Committee. The Finance Committee will make a recommendation to the Town Council, which would vote to award a contract. The anticipated date of contract award is Monday, May 1, 2017. Upon Council authorization of budgeted Reserve Funds, the Town Manager will execute a contract with the selected vendor and will schedule the work.

Prior to execution of a contract, the vendor must provide proof of workers compensation insurance, and of liability insurance with a \$400,000 minimum coverage, and shall provide a certificate naming the Town of Hampden as additionally insured.

The Town of Hampden reserves the right to reject any and all proposals, in whole or in part, and to negotiate the terms and conditions with any proposer and to accept any proposal, in whole or in part, which the Town deems, in its sole opinion, to be in the best interest of the Town of Hampden.

Town of Hampden Request for Bid Proposals:  
Design, Engineering and Permitting Services for Municipal Building and Pool Site

Project Overview

The 2015 Hampden Recreation Plan prioritizes the identification of land for additional playing fields, development of additional fields, and increased parking at the Lura Hoit Pool site. The identification of a location for recreational field space is also identified as an implementation strategy in the Town's 2010 Comprehensive Plan. Funds to advance these efforts were approved through the allocation of funding to the Recreation Area Reserve account within the FY17 budget.

The Town Council's Services Committee has led an effort to identify such land, to evaluate suitability for field space, and to evaluate potential to expand parking at the Pool site. Wetlands delineation was completed and presented in summer 2016, and a conceptual plan for additional field space and parking was reviewed in September. Since that time, the Town secured topographic survey services for the parcel at a mixture of 1' and 2' contours. A copy of the topographic survey, which includes wetlands delineations, is attached as Exhibit 1.

The subject property is Hampden Assessors Parcel 09-0-018 located at 106 and 146 Western Ave. (Online GIS mapping at <http://www.axisgis.com/hampdenme/>).

Through this Request for Bid Proposals, the Town seeks to endorse a conceptual design which could then be advanced to a level of engineering design, including relative to stormwater management, necessary to bring the project through DEP Site Location of Development permitting that would be required in order to add impervious area to the site. Additional local, and possibly State and Federal, permitting would be required, and part of this Scope includes advising the Town regarding these requirements as the scope of the project becomes clear.

(The parcel, which includes the Town Offices, Pool building, Post Office and associated parking for each, has ~3.1 acres of impervious surface so will require DEP permitting to add any new parking or other impervious surface. The Post Office site is owned by the Town but is subject to a multi-year lease for use as the Post Office. The Town has been advised that DEP will consider the Post Office in its review of a Site Location of Development Permit.)

The initial project scope tasks includes the conceptual design of multipurpose athletic field(s), parking, landscaping, fencing, drainage, site utilities and related amenities. Engineering and permitting would be accomplished in a subsequent tasks as detailed below. The Town is interested in adding parking to the site as soon as is practicable, subject to satisfying regulatory requirements, in order to serve current uses on the site, and this addition of parking is expected to be part of or all of the first phase of project implementation.

Once designed and permitted, the Town Council anticipates implementing the work in phases, with the goal of matching implementation to available resources, and preserving the Town's flexibility on project implementation based on resources if and as they become available in the future. The Council's goal is that each phase would result in a stable interim outcome, since full project implementation is expected to be a **multi-phase, multi-year** undertaking which would require future identification of resources. In short, if an interim phase is complete, and the full plan is never realized, the project should be designed in a way to ensure that any constructed phase(s) would stand alone in a manner that is stable and functional.

This expectation of a phased approach to project implementation should be reflected in the vendor's approach to project design and permitting.

Town of Hampden Request for Bid Proposals:  
Design, Engineering and Permitting Services for Municipal Building and Pool Site

Scope of Services:

1. Background Investigation and Site Assessment.
  - a. Review all documents related to conceptual work previously completed for and by the Town of Hampden for the layout and design of the Municipal Building and Pool site.
  - b. Participate in initial scope clarification meeting with representatives of the Town of Hampden.
  - c. Review Zoning Ordinance and previous permitting on the site (i.e. Pool building, Public Safety expansion of Municipal Building etc.) with Town Planner, Code Enforcement Officer and DPW Director; determine local permitting needs. Prepare a memo summarizing required permitting.
2. Schematic Design.
  - a. Prepare at least two alternative schematic layouts for athletic fields, parking and other potential facilities based on input received in a public forum (anticipated to include at least two public meetings).
  - b. Prepare schematic plans for stormwater management for current facilities on the site (Municipal Building, Lura Hoit Pool, Post Office) based on what is expected to be required for DEP permitting.
  - c. Present the project concepts with recommendations, including to assist the Town in understanding and evaluating potential phasing.
  - d. On the basis of direction from the Town of Hampden, revise the preferred the schematic layout as appropriate, and incorporating proposed phasing.
  - e. Prepare preliminary construction cost estimates, broken down by phase.
  - f. Present updated schematic design at a public meeting. Work with the Town to establish priorities regarding project phasing.
  - g. Participate, with Town of Hampden representatives, in a Site Location of Development Pre-Application Meeting with MaineDEP focused on initial phase(s) based on priorities established by the Town.
  - h. Prepare a colored rendering of preferred schematic layout(s) for presentation purposes.

**Following the completion of Tasks 1 and 2, above, the Town will decide whether to proceed with the subsequent Tasks, and on what schedule, based on advance agreement to scope and budget. The Town reserves the right to solicit new bids for Tasks 3 and 4, or to award this work to the vendor selected for Tasks 1 and 2.**

3. Boundary Survey, Detailed Design Development and Preparation of Construction Cost Estimates. On the basis of the preferred schematic plan and phasing, and after determining applicable regulatory and permitting requirements, the selected consultant will work with the Town to prepare a detailed scope and budget for project permitting. Tasks may include but will not necessarily be limited to:
  - a. Provide certified property boundary survey with deed references.
  - b. Provide a soil survey, mapping and Class B report (if needed for DEP permitting).
  - c. Design stormwater management facilities for the entire parcel including watershed pre and post development hydrology modeling and plans, design of

Town of Hampden Request for Bid Proposals:  
Design, Engineering and Permitting Services for Municipal Building and Pool Site

drainage structure and channels, and design of treatment and detention features. Design work should specify phases of construction determined in consultation with the Town of Hampden.

- d. Conduct borings, test pits and ledge probings as necessary and prepare a geotechnical report providing design information and criteria for parking, utility and stormwater facilities designs.
  - e. Provide detailed design of all proposed new and upgraded existing parking lots and recreational fields including plan, profile and detail drawings, grading plans, signage/pavement marking plans and lighting plans. Design work should specify phases of construction determined in consultation with the Town of Hampden.
  - f. Design and detail utilities including public water and sanitary sewer. Coordinate with local power and phone utilities and show proposed pole layout, if any.
  - g. Prepare an Engineer's construction cost estimate for the project, broken down by phases determined in consultation with the Town of Hampden.
  - h. During design development, conduct and facilitate monthly project progress meetings with Town of Hampden representatives at Hampden Town Offices.
4. Permitting Services
- a. Prepare and submit an application for (including all applicable plans, agency letters and exhibits) and facilitate approval of a Maine DEP Site Location of Development Permit.<sup>1</sup>
  - b. If necessary, prepare and submit applications for and facilitate approval of Natural Resources Protection Act (NRPA) and Army Corps of Engineers permits including functional assessment, alternatives analysis, mitigation/compensation plans, and all other required exhibits, reports and analyses.
  - c. If necessary, file an application for Site Plan Approval with the Planning Board and attend required meetings or public hearings regarding same.

On an ongoing basis throughout the assignment, the consultant may be asked to assist the Town in public communications regarding this initiative.

Deliverables: Provide digital files to the Town of all plans (Autocad and PDF format), maps (ArcGIS shapefile and PDF format), studies (PDF), applications (Word and PDF) and documents (PDF).

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<sup>1</sup> Prior to the Town completing wetlands and survey work on the subject property, Town staff had conducted alternative site analyses of other Hampden properties regarding potential suitability. Town staff will assist in documenting prior consideration of alternative sites as may be required within the DEP permitting process.

Town of Hampden Request for Bid Proposals:  
Design, Engineering and Permitting Services for Municipal Building and Pool Site

Anticipated Project Timeline:

Contract Award (anticipated):	Monday, May 1, 2017
Contract Execution (estimated):	Wednesday, May 10, 2017
Project Update to Town Council Services Committee:	Monday, June 12, 2017
First Public Forum (tentative):	Monday, July 10, 2017
Second Public Forum (tentative):	Monday, August 14, 2017

The Town wishes to initiate this work as soon as practicable, with the goal of completing Tasks 1 and 2 within 12 to 16 weeks of contract execution.

Minimum Town Selection Criteria:

The Town intends to engage a consultant with significant experience in the planning, design, permitting, and construction administration of projects involving recreational facilities, or comparable municipal projects, subject to Maine public bidding and construction regulations. To be considered, firms must meet the following minimum criteria:

1. The proposing firm or team must have completed at least three (3) projects involving the design and permitting of athletic fields, or comparable municipal projects.
2. At least two (2) of the projects must have been subject to Maine public bidding regulations.

Each proposal shall provide examples of representative projects demonstrating compliance with these criteria along with reference and current phone numbers. Firms will indicate members of the project team proposed who contributed significantly to each of the project examples cited in the proposal.

Comparative Review Criteria:

The Town of Hampden will consider firms meeting the minimum selection criteria above based on comparative review criteria to include:

1. Demonstrated successful completion of projects of comparable scope.
2. Established competence and experience of proposed project team members.
3. History of client satisfaction based on reference checks.
4. Ability of the proposing vendor to meet the Town's scheduling goals.
5. Ability to provide realistic constructed cost estimates for prevailing wage procurements.
6. Proposed compensation terms and budget.

The Town of Hampden reserves the right to reject any and all proposals, in whole or in part, and to negotiate the terms and conditions with any proposer and to accept any proposal, in whole or in part, which the Town deems, in its sole opinion, to be in the best interest of the Town of Hampden.

**ATTACHMENT A**

**STATEMENT OF BIDDER'S QUALIFICATIONS**

1. Name of Bidder: \_\_\_\_\_

Bidder is: Corporation ( ) Partnership ( ) Individual ( )

2. Permanent Main Office Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Federal ID Number (Employer's ID No.): \_\_\_\_\_

4. If a corporation, where incorporated? \_\_\_\_\_

5. How many years have you been engaged in business under your present firm or trade name?

\_\_\_\_\_

6. Similar projects (including DEP Site Location of Development, NRPA and Army Corps. of Engineers permitting) completed or in process, including client name and contact information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. Names, qualifications, and billing rates of all proposed personnel for the project.

8. Company names and qualifications summary for all proposed sub-consultants for the project.

9. A detailed list of all included services summarized by major tasks.

10. An estimated schedule for starting and completing the project.

11. Any other information you feel would help the Town of Hampden assess the Bidder's ability and reliability.

Town of Hampden Request for Bid Proposals:  
Design, Engineering and Permitting Services for Municipal Building and Pool Site

The Undersigned hereby authorizes and requests any person, firm, or corporation to furnish any information requested by the Town of Hampden in verification of the recitals comprising this Statement of Bidder's Qualifications.

Name of Bidder: \_\_\_\_\_

Attested By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Town of Hampden Request for Bid Proposals:  
Design, Engineering and Permitting Services for Municipal Building and Pool Site

**ATTACHMENT B**

**BID FORM**

Deadline: \_\_\_\_\_

Submit to: Town Manager  
Town of Hampden  
106 Western Avenue  
Hampden, Maine 04444

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone/Fax: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

The following bid is submitted in response to the Request for Bid Proposals for the Design, Engineering and Permitting Services for Municipal Building and Pool Site at 106 and 146 Western Ave.

The undersigned certifies that the information provided on the Bid Form is correct and that the bid meets or exceeds the specifications.

Have all specifications been met: \_\_\_\_\_ Yes \_\_\_\_\_ No  
If no, have all deviations been listed on a separate page attached to this Bid Form?  
\_\_\_\_\_ Yes \_\_\_\_\_ No

Respondents are required to a detailed explanation of proposed compensation terms and an estimated budget for Tasks 1 and 2 only. Following the completion of Tasks 1 and 2, the Town will decide whether to proceed with the subsequent Tasks, and on what schedule, based on advance agreement to scope and budget. The Town reserves the right to solicit new bids for Tasks 3 and 4, or to award this work to the vendor selected for Tasks 1 and 2.

Vendors may propose lump sum prices, or may submit Time & Materials prices with a range of anticipated costs. Vendors should state clearly any assumptions which are a basis of proposed or anticipated costs. In either case billing rates for all proposed personnel are required to be provided.

Town of Hampden Request for Bid Proposals:  
Design, Engineering and Permitting Services for Municipal Building and Pool Site

**Base Price Bid:**

1. Background Investigation, Facility Assessment and Survey \$ \_\_\_\_\_
2. Schematic Design \$ \_\_\_\_\_
3. Detailed Design Development and Preparation of Construction Cost  
Estimates
4. Permitting Services
5. Bid Award and Construction Period Services

**Add/Alternate (if any):** \$ \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

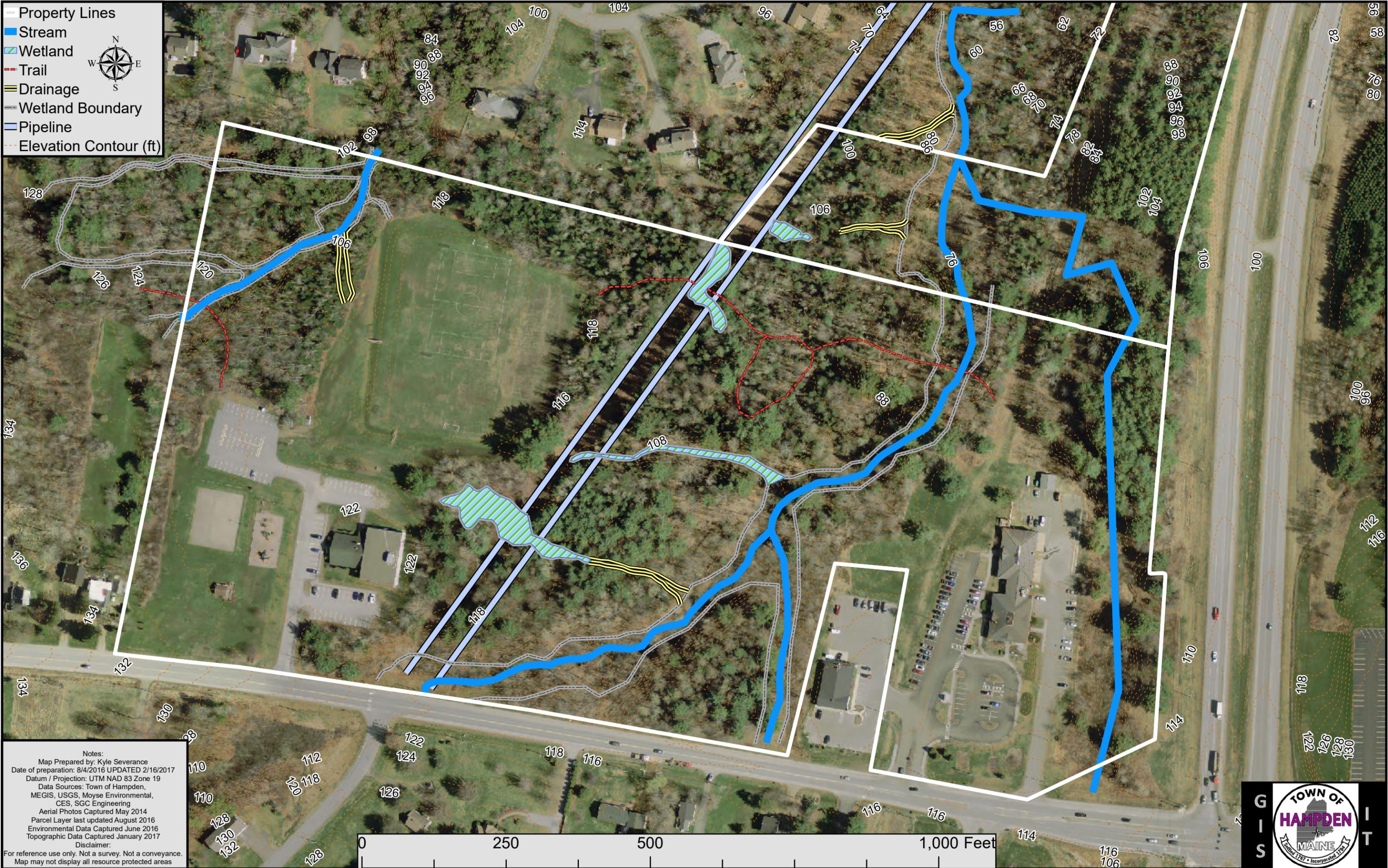
***By affixing my signature I certify that I have the authority to submit this bid and further certify that this bid meets or exceeds all requirements of the bid.***

Town of Hampden Request for Bid Proposals:  
Design, Engineering and Permitting Services for Municipal Building and Pool Site

**ATTACHMENT C**

EXISTING CONDITIONS PLAN

-  Property Lines
-  Stream
-  Wetland
-  Trail
-  Drainage
-  Wetland Boundary
-  Pipeline
-  Elevation Contour (ft)



Notes:  
 Map Prepared by: Kyle Severance  
 Date of preparation: 8/4/2016 UPDATED 2/16/2017  
 Datum / Projection: UTM NAD 83 Zone 19  
 Data Sources: Town of Hampden,  
 MEGIS, USGS, Moyses Environmental,  
 CES, SGC Engineering  
 Aerial Photos Captured May 2014  
 Parcel Layer last updated August 2016  
 Environmental Data Captured June 2016  
 Topographic Data Captured January 2017  
 Disclaimer:  
 For reference use only. Not a survey. Not a conveyance.  
 Map may not display all resource protected areas



Town of Hampden Request for Bid Proposals:  
Design, Engineering and Permitting Services for Municipal Building and Pool Site

**ATTACHMENT D**

GENERAL INFORMATION FOR BIDDERS



**Town of Hampden**  
106 Western Avenue  
Hampden, Maine 04444

### **General Information for Bidders**

**Note:** The following terms, conditions and instructions apply to all Town of Hampden solicitations whether they are bids, proposals, requests for information, requests for qualifications, etc. The term “bidder” is used generally to describe the bidder, proposer, vendor, contractor, consultant or any other term applying for someone responding to a request from the Town. Any response by a vendor to requests from the Town means that the vendor intends to adhere to the following:

1. Acceptance  
The Town will select the offer deemed most advantageous, appropriate and beneficial to the Town.
2. Addenda  
In the event that an addendum to a solicitation is issued, all solicitation terms and conditions shall remain in effect unless they are specifically changed by the addendum. Offers shall include acknowledgement of all addenda or be subject to rejection. The Town shall email the addendum to all bidders whom have received a bid package, or who notify the Town Manager in writing that they wish to be considered a prospective bidder.
3. Independent Contractor  
Successful bidder will serve in the capacity of independent contractor and shall not be deemed an employee or representative of the Town. Successful bidder understands and agrees that he/she is an Independent Contractor for whom no Federal or State Income Tax will be deducted by the Town, and for whom no insurance or other benefits available to Town employees will accrue. Successful Bidder further understands that annual information returns as required by the Internal Revenue Code and/or Maine law will be furnished to the Successful Bidder for his/her tax records.
4. Assignment/Subcontracting  
The bidder shall not assign or subcontract any agreement, sublet or subcontract any portion of the work without the written consent of the Town. The bidder shall bind all subcontractors approved by the Town to all the terms and conditions of the contract.
5. Award/Results  
As soon as practicable after evaluation, the Town shall make available the award decision and a tabulation of all bids/proposals received.
6. Compliance with Laws  
The bidder is assumed to be familiar with and agrees to observe and comply with all Federal, State and local laws, statutes, ordinances and regulations. The bidder shall fully indemnify, save harmless and protect the Town, their successors, assigns, agents, customers, affiliates, agents and employees against any loss, claim liability damage, and expense arising from the bidder’s actual or alleged noncompliance with such laws and regulations.

7. Deliveries  
All deliveries shall be to the designated Town property stated in the solicitation and must be Freight on board (FOB) Hampden, Maine with all delivery, handling, surcharges and other changes included in the offered price. Failure to do so may cause rejection of bid. The Town will not pay additional surcharges.
8. Equal Employment Opportunity  
Bidders agree not to discriminate against any employee or applicant for employment because of age, race, color, religion, sex, sexual orientation or national origin. Bidders shall comply with applicable laws, executive orders, and regulations concerning nondiscrimination in employment, including the Equal Opportunity Clause of Section 202, Executive Order 11246, as amended, which is hereby incorporated by reference.
9. Freedom of Access Act (FOAA)  
Under Maine's Freedom of Access Act, all records in possession of the Town and related to the transaction of its business are public, unless designated by law as confidential, privileged, or otherwise exempt. Accordingly, any documents you submit may be available to the public.
10. Incurring Cost  
All costs incurred in the preparation and submission of an offer will be borne by the bidder.
11. Informalities  
The Town reserves the right to waive informalities, irregularities or minor defects in an offer response or variation from the exact requirements of the solicitation provided that the defects or variations do not affect the price, quality, quantity or delivery of the service.
12. Inspections/Examination of Documents  
The bidder is responsible for thoroughly inspecting the site of the proposed work, carefully examining the solicitation and for becoming completely familiar with any circumstances under which the work will be performed or equipment, material etc. to be provided. Each bidder shall make his/her own examinations and estimates and shall not hold the Town, its agents or employees responsible for any information received from them.
13. Late Bids  
It is the responsibility of the bidder to see that their offers have sufficient time to be received by the Town of Hampden before the submittal deadline. Any offer, portion of an offer, or unrequested revision received at the Town Office after the time and date specified, will not be considered.
14. Permits  
In connection with any work to be performed, the bidders shall procure all necessary permits and licenses applicable (State, Federal, Local or otherwise) to the performance of work contained in the solicitation.
15. Materials  
All material submitted becomes the property of the Town of Hampden and shall become public information.
16. Questions  
All questions must be directed to the specified person from the Town of Hampden in the solicitation.

17. Rejection

The Town of Hampden reserves the right to reject any and all offers or to accept a higher cost offer if it is deemed to be in the best interest of the Town of Hampden. The Town also reserves the right to negotiate with the lowest cost responsive Bidder. Rejection of any proposal shall be construed as meaning simply that the Town does not deem the offer to be acceptable or that another offer is deemed to be more advantageous to the Town for the particular services offered.

18. Taxes

The Town of Hampden is exempt from paying sales or use tax by the State of Maine Statute and has been issued a permanent Exemption Certification by the State of Maine.

Permanent Exemption Certificate Number: **E45923**

Federal Identification Number: **01600019000**

19. Termination

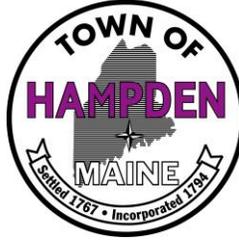
a. Termination for Convenience: The Town may terminate any contract, in whole or in part, whenever the Town determines that such termination is in the best interest of the Town, without showing cause, upon giving written notice to the bidder.

b. Termination for Default: When the bidder has not performed or has unsatisfactorily performed the work, the Town may terminate the contract for default. Upon termination for default, payment may be withheld at the discretion of the Town. Failure on the part of the bidder to fulfill contractual obligations shall be considered just cause for termination.

20. Withdrawal

No bidder may withdraw his/her offer for a period of sixty (60) days from date of opening. All offers will be subject to acceptance by the Town during that time.

**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:** April 5, 2017  
**RE:** New signage for Marina Park

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As you know, this past September we received a Partnership in Community Health grant from the Northern Maine Rural Collaborative, via the City of Bangor Department of Public Health and Community Services. The grant supported the design and purchase of park signage at Dorothea Dix Park and the Marina Park. The Marina Park signage, which we have held off on installing until spring arrives, is the subject of this memo. The design is attached (Exhibit 1, and also in the October 17, 2016 Council packet).

The map design was based on field verification of trails location by mobile GPS, with our Town GIS data serving as the base layer. At that time, the property boundary information in the Town GIS was somewhat inaccurate, and as a result the sign appears to show that the marina ramp and other land is privately owned, when in fact it is Town owned. The attached Exhibit 2 illustrates the accurate property boundary information, based on a 2013 property survey performed by CES, Inc., which has now been incorporated into the Town's GIS data layer.<sup>1</sup>

It should be noted that the amount of time between when we learned of (and applied for) the grant last August, and the September 30 deadline to expend grant funds, was very short. Until recently, we did not have the CES survey on file to update the property line GIS data layer (and, because we perform this work in house, there is a constant backlog of GIS data edits to keep up with ongoing changes to mapped features).

A resident raised concern about the inaccuracy of the map's depiction of property boundaries this past fall, after the new signage was featured in the *Hampden Highlights* newsletter. At that time I directed staff to affix by permanent decal a disclaimer, prior to installation, noting that the map is conceptual only, and not based on survey.

Based on the same resident's concern, most recently expressed at the April 3 Town Council meeting, I have also discussed with staff the potential to affix another permanent decal (or decals), shaped by exacto knife, to best approximate the actual property boundaries. We think this would be feasible and, combined with the disclaimer, would be a reasonable (and no cost) resolution to this matter. We will proceed in this manner unless the Committee prefers a different approach.

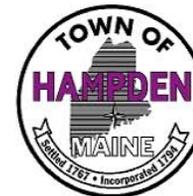
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<sup>1</sup> However, please note that the online GIS data viewer on the Town website is only updated annually, so will not reflect the updated property boundary until August 2017.

# Turtle Head Park



-  Picnic Area
-  Parking
-  Restrooms



Signage supported by grant funding from:



**PLAN REFERENCE:**

"CITY OF BANGOR AND COLE PROPERTIES LAND AT TURTLE-HEAD-HAMPDEN, ME", PREPARED BY THE CITY OF BANGOR ENGINEERING DEPARTMENT, DATED NOV. 25, 1980 AND FILED IN THE PENOBSCOT COUNTY REGISTRY OF DEEDS IN PLAN FILE D35-82

**UTILITIES NOTE:**

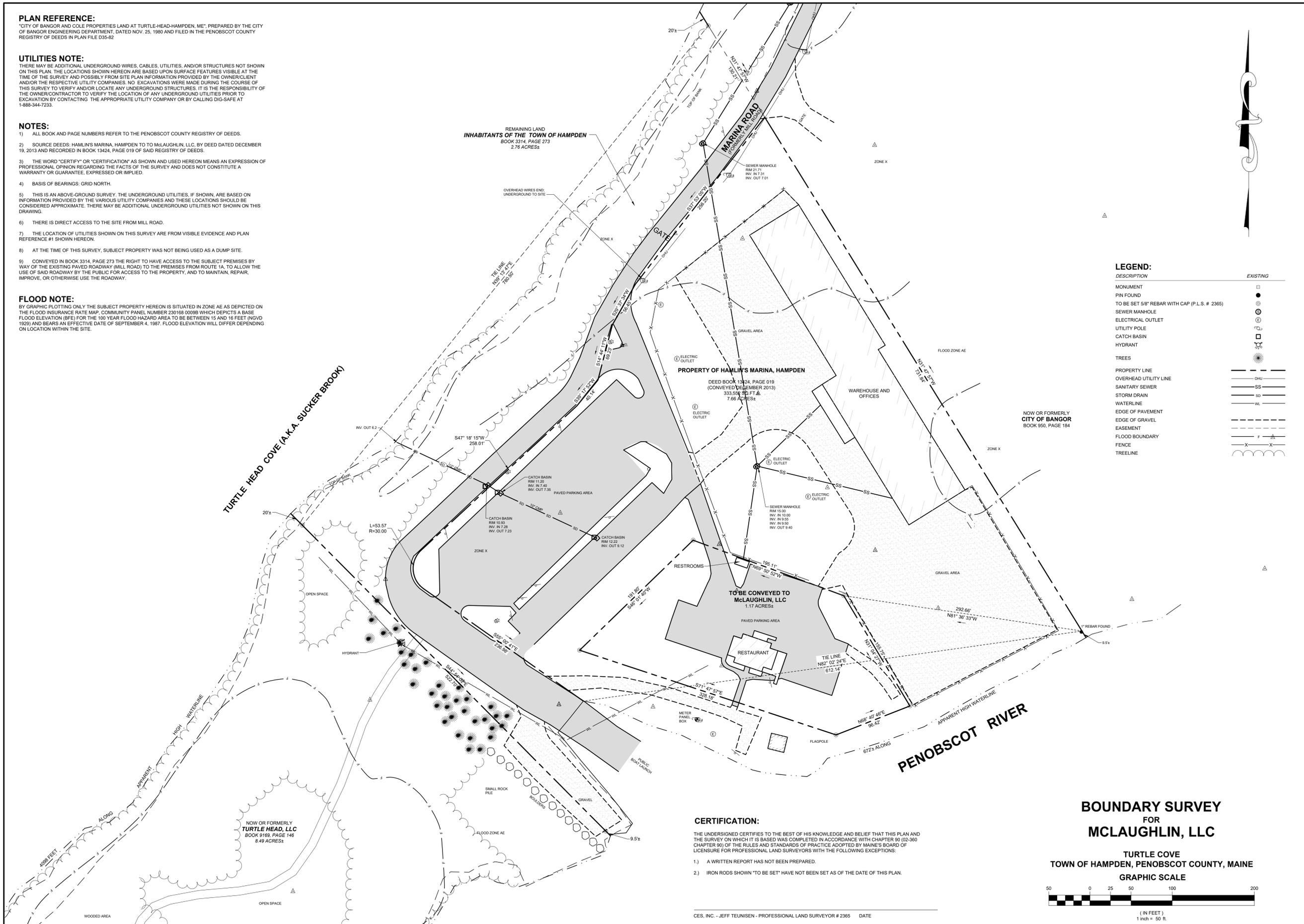
THERE MAY BE ADDITIONAL UNDERGROUND WIRES, CABLES, UTILITIES, AND/OR STRUCTURES NOT SHOWN ON THIS PLAN. THE LOCATIONS SHOWN HEREON ARE BASED UPON SURFACE FEATURES VISIBLE AT THE TIME OF THE SURVEY AND POSSIBLY FROM SITE PLAN INFORMATION PROVIDED BY THE OWNER/CLIENT AND/OR THE RESPECTIVE UTILITY COMPANIES. NO EXCAVATIONS WERE MADE DURING THE COURSE OF THIS SURVEY TO VERIFY AND/OR LOCATE ANY UNDERGROUND STRUCTURES. IT IS THE RESPONSIBILITY OF THE OWNER/CONTRACTOR TO VERIFY THE LOCATION OF ANY UNDERGROUND UTILITIES PRIOR TO EXCAVATION BY CONTACTING THE APPROPRIATE UTILITY COMPANY OR BY CALLING DIG-SAFE AT 1-888-344-7233.

**NOTES:**

- 1) ALL BOOK AND PAGE NUMBERS REFER TO THE PENOBSCOT COUNTY REGISTRY OF DEEDS.
- 2) SOURCE DEEDS: HAMLIN'S MARINA, HAMPDEN TO McLAUGHLIN, LLC, BY DEED DATED DECEMBER 19, 2013 AND RECORDED IN BOOK 13424, PAGE 019 OF SAID REGISTRY OF DEEDS.
- 3) THE WORD "CERTIFY" OR "CERTIFICATION" AS SHOWN AND USED HEREON MEANS AN EXPRESSION OF PROFESSIONAL OPINION REGARDING THE FACTS OF THE SURVEY AND DOES NOT CONSTITUTE A WARRANTY OR GUARANTEE, EXPRESSED OR IMPLIED.
- 4) BASIS OF BEARINGS: GRID NORTH.
- 5) THIS IS AN ABOVE-GROUND SURVEY. THE UNDERGROUND UTILITIES, IF SHOWN, ARE BASED ON INFORMATION PROVIDED BY THE VARIOUS UTILITY COMPANIES AND THESE LOCATIONS SHOULD BE CONSIDERED APPROXIMATE. THERE MAY BE ADDITIONAL UNDERGROUND UTILITIES NOT SHOWN ON THIS DRAWING.
- 6) THERE IS DIRECT ACCESS TO THE SITE FROM MILL ROAD.
- 7) THE LOCATION OF UTILITIES SHOWN ON THIS SURVEY ARE FROM VISIBLE EVIDENCE AND PLAN REFERENCE #1 SHOWN HEREON.
- 8) AT THE TIME OF THIS SURVEY, SUBJECT PROPERTY WAS NOT BEING USED AS A DUMP SITE.
- 9) CONVEYED IN BOOK 3314, PAGE 273 THE RIGHT TO HAVE ACCESS TO THE SUBJECT PREMISES BY WAY OF THE EXISTING PAVED ROADWAY (MILL ROAD) TO THE PREMISES FROM ROUTE 1A, TO ALLOW THE USE OF SAID ROADWAY BY THE PUBLIC FOR ACCESS TO THE PROPERTY, AND TO MAINTAIN, REPAIR, IMPROVE, OR OTHERWISE USE THE ROADWAY.

**FLOOD NOTE:**

BY GRAPHIC PLOTTING ONLY THE SUBJECT PROPERTY HEREON IS SITUATED IN ZONE AE AS DEPICTED ON THE FLOOD INSURANCE RATE MAP, COMMUNITY PANEL NUMBER 230168.00098 WHICH DEPICTS A BASE FLOOD ELEVATION (BFE) FOR THE 100 YEAR FLOOD HAZARD AREA TO BE BETWEEN 15 AND 16 FEET (NGVD 1929) AND BEARS AN EFFECTIVE DATE OF SEPTEMBER 4, 1987. FLOOD ELEVATION WILL DIFFER DEPENDING ON LOCATION WITHIN THE SITE.



**LEGEND:**

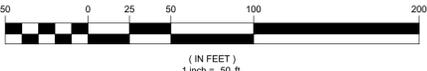
DESCRIPTION	EXISTING
MONUMENT	□
PIN FOUND	●
TO BE SET 5/8" REBAR WITH CAP (P.L.S. # 2365)	○
SEWER MANHOLE	⊙
ELECTRICAL OUTLET	⊕
UTILITY POLE	⊙
CATCH BASIN	⊙
HYDRANT	⊙
TREES	⊙
PROPERTY LINE	---
OVERHEAD UTILITY LINE	OHU
SANITARY SEWER	SS
STORM DRAIN	SD
WATERLINE	WL
EDGE OF PAVEMENT	---
EDGE OF GRAVEL	---
EASEMENT	---
FLOOD BOUNDARY	---
FENCE	X-X
TREELINE	---

**CERTIFICATION:**

THE UNDERSIGNED CERTIFIES TO THE BEST OF HIS KNOWLEDGE AND BELIEF THAT THIS PLAN AND THE SURVEY ON WHICH IT IS BASED WAS COMPLETED IN ACCORDANCE WITH CHAPTER 90 (02-360 CHAPTER 90) OF THE RULES AND STANDARDS OF PRACTICE ADOPTED BY MAINE'S BOARD OF LICENSURE FOR PROFESSIONAL LAND SURVEYORS WITH THE FOLLOWING EXCEPTIONS:

- 1.) A WRITTEN REPORT HAS NOT BEEN PREPARED.
- 2.) IRON RODS SHOWN "TO BE SET" HAVE NOT BEEN SET AS OF THE DATE OF THIS PLAN.

**BOUNDARY SURVEY FOR MCLAUGHLIN, LLC**  
**TURTLE COVE**  
**TOWN OF HAMPDEN, PENOBSCOT COUNTY, MAINE**  
**GRAPHIC SCALE**



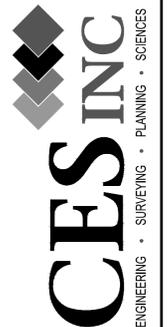
CES, INC. - JEFF TEUNISEN - PROFESSIONAL LAND SURVEYOR # 2365 DATE

Topsham  
 2 Main Street  
 Topsham, ME  
 T 207-437-4130  
 F 207-437-6199

Brewer  
 466 So Main Street  
 Brewer, ME  
 T 207-889-4824  
 F 207-889-4851

Machias  
 100 West  
 Machias, ME 04959  
 T 207-298-0987  
 F 207-298-0988

www.ces-maine.com



PROJECT FILE: MCLAUGHLIN, LLC TURTLE COVE, TOWN OF HAMPDEN, PENOBSCOT COUNTY, MAINE  
 DATE FILED: 2013-12-18

**BOUNDARY SURVEY**

NO.	REV.	DATE	DESCRIPTION	BY	CHKD BY

SCALE	1"=50'
DATE	2013-12-18
DRAWN BY	BTH
CHECKED BY	MHL/JAT
DESIGNED BY	APPROVED BY
JOB NUMBER	5479
DRAWING NUMBER	V101





Angus Jennings <townmanager@hampdenmaine.gov>

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## Re: Turtle Head Boundaries

1 message

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

Wed, Apr 5, 2017 at 1:48 PM

To: Kyle Severance <gisit@hampdenmaine.gov>

Cc: Angus Jennings <townmanager@hampdenmaine.gov>, Karen Cullen <planner@hampdenmaine.gov>, Kelly Karter <assessor@hampdenmaine.gov>, JJ Hampden <dynatec@midmaine.com>, Sean Currier <publicworks@hampdenmaine.gov>, Myles Block <codeenforcement@hampdenmaine.gov>

Thank you for the clarification.

You can see how it would be disconcerting to discover two new survey pins defining a line that cuts the Turtlehead Park in half with the boat ramp on the "wrong" side. We are happy to be shown that there are actually Two properties that make up Turtlehead Park and that Public and Private concerns are secure.

The point of the signage showing an Incorrect Boundary still stands.

The request is to;

- Not post the erroneous sign.
- Make a New sign that shows the True boundary extents, with the central line Removed.
- Also, the contrast on the sign could be improved to make it better defined.

Thank you.

Sincerely,

Jeremy W. Jones, et al  
Papermill Park Patriots

> To Whom It Concerns,

>

> I contacted CES for the latest boundary survey of Turtle Head in order to

> update the Town's parcel layer in GIS and also get resolution on current land ownership.

>

> Please find the survey attached. I used this to update the Town's parcel layer which gets pushed out to online GIS annually (in August).

>

> \*Kyle Severance\*

> \*GIS/IT Specialist\*\* |Town of Hampden, Maine\*

> O: (207)862-4500 ext 142 | M: (207)217-0072 | F: (207)862-5067

>