

SERVICES COMMITTEE MEETING

Monday, August 14, 2017

6:00 pm

HAMPDEN TOWN OFFICE

A G E N D A

1. MINUTES

- a. July 10, 2017

2. COMMITTEE APPLICATIONS

3. OLD BUSINESS

- a. Update on Hampden Children's Day 2017
- b. Update on potential lease modification and budgeting related to Town potentially taking over temporary responsibility for operations and maintenance costs of Town-owned Kiwanis Civic Center
- c. Preview of August 22 public workshop regarding design for parking and potential expanded recreational facilities on Lura Hoit Pool Site

4. NEW BUSINESS

- a. Request for authorization of \$1,215.39 from Rec Area Reserve (3-767-00) for printing and postage costs associated with promotion of Pool Site Study and upcoming public workshops

5. PUBLIC AND STAFF COMMENTS

6. COMMITTEE MEMBER COMMENTS

SERVICES COMMITTEE MEETING**Monday, July 10, 2017****MINUTES – DRAFT***Attending:*

*Councilor Dennis Marble, Chair
Mayor David Ryder
Councilor Greg Sirois
Councilor Ivan McPike
Councilor Mark Cormier
Councilor Stephen Wilde
Councilor Terry McAvoy*

*Harbor Master Peter Neal
GIS-IT Specialist Kyle Severance
Recreation Director Shelley Abbott
Town Planner Karen Cullen
Janet Hughes, Children's Day Committee*

1. MINUTES

a. June 12, 2017 – *Motion by McAvoy seconded by Councilor Sirois to approve the meeting minutes. Motion carried 7-0.*

2. COMMITTEE APPLICATIONS – *None.***3. OLD BUSINESS**

a. Update on broadband grant – Kyle Severance, GIS/IT Specialist – *Mr. Severance presented information on the status of the broadband pilot study including the community survey, reduction of the Municipal building internet cost, and dates of future meetings. Public participation encouraged.*

4. NEW BUSINESS

a. Request for authorization for \$12,700.00 from Marina Reserve as local match to Submerged Lands Grant awarded by the Maine Department of Agriculture, Conservation & Forestry for the replacement of 120' floating dock at Town Marina – *Karen Cullen, Town Planner explained the reserve account that was budgeted for this purpose and sought council approval for the use of the funds. Councilor Sirois motioned to refer the purchase authorization to the Finance and Administration Committee, Councilor McPike seconded. Motion carried 7-0.*

b. Request for Town funding to offset cost of event insurance coverage for Hampden Children's Day 2017 – *Representative of the Children's Day Committee, Janet Hughes, requested that the Town pay the cost of the insurance for the event because the town always has in the past. The*

amount is not to exceed \$800.00. Discussion took place on the history of Hampden Children's Day, vendor policy, and operating budget of the organization. Councilor McPike motioned to refer the purchase authorization to the Finance and Administration Committee, Councilor Wilde seconded. Councilors Marble, McPike, Wilde, Ryder in favor; McAvoy, Sirois, Cormier opposed. Motion carried 4-3.

- c. Update on Town contract with Seacoast Soccer to offer soccer programming in summer and fall 2017** – Recreation Director Shelley Abbott explained that this community partnership will be the first in this area. The goal is to develop soccer skills in younger children that can later be expanded into older age groups. It is a free program this season for the Town as the Seacoast organization hopes to attract participants to other seasons which do have cost.

5. PUBLIC AND STAFF COMMENTS –

Recreation Director Shelley Abbott – The August Services Committee Meeting will have the Skehan Center lease as a topic on the agenda.

Town Planner Karen Cullen – There is a grant opportunity for the Lafayette landing off the Bog Rd which would take approximately 30-40 hours staff to complete the application and involves a 50 percent match from the Town. Councilor Marble offered to assist with the grant writing. He stated that many people enjoy the use of this landing.

GIS-IT Specialist Kyle Severance – The safe exchange zone is now available in the front of public safety.

Recreation Director Shelley Abbott – Bocce ball is an increasingly popular activity in Hampden and Director Abbott will keep the Committee updated on this topic.

6. COMMITTEE MEMBER COMMENTS –

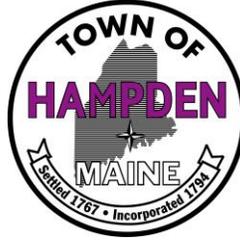
Councilor Sirois – Brought attention to a bent basketball hoop rim on the VFW Field courts and advised that Public Works could fix this.

Councilor McAvoy – Question for Town Planner Karen Cullen regarding the marina floats to whether the old floats will be removed. Planner Cullen clarified that the existing floats are to be removed and replaced by the new floats.

There being no further business, the meeting was adjourned at 6:46PM.

*Respectfully submitted –
Kyle Severance, GIS/IT Specialist*

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: August 10, 2017
RE: Update on budgeting for Kiwanis Civic Center operations & maintenance

Since the Committee's prior consideration of this matter at its May and June meetings, I have continued to work with Kiwanis in order to both verify/update the estimated costs I think the Town could expect to incur if it takes over the operating and maintenance costs for one year; and, more recently, with the Town Attorney to think through how best to modify the terms of the current lease.

For your reference, I have included in this packet the lease, as well as the May and June meeting materials.

Costs

The cost estimates I provided in June were based on Kiwanis' prior and current year operating budgets (included in the May packet but not here). We are working with Kiwanis to verify the account numbers, vendor names (where not known), and vendor scopes of work. I have met with their representative on several occasions, but the organization's Treasurer no longer lives in Hampden and travels often for work, so it has been tough to verify all the details. However, I'll attend their meeting later this evening and have again advised them that I require this information as soon as possible in order to facilitate the Committee's timely consideration of their request. I expect to have all necessary information before Monday's meeting; but, I have no reason to expect that my June cost estimates (~\$8,500 to 9,500) are not accurate for budgeting purposes.

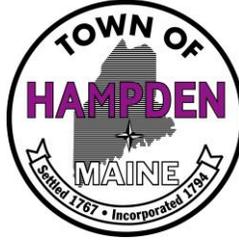
Lease Terms

I have asked the Town Attorney for advice on whether, given the proposed nature of the lease change, whether he feels that the Town would be better served by a new lease; modifications to the current lease; or a separate addendum to the current lease.

I have also asked him whether this should be set up to automatically revert to the current terms after a year, or instead to provide a mechanism (i.e. Council vote) to extend the modified terms past the first year if Kiwanis' membership doesn't rebound and if the then-Council so chooses. As with Kiwanis, I am still awaiting response from the Town Attorney, but expect to have more information on Monday.

My goal is to outline a proposed approach on Monday for Committee consideration. Depending on your direction, we would proceed with the logistics of lease modifications and preparing to transfer accounts from Kiwanis to the Town so we can move quickly if this change is authorized by the Council in September.

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Hampden, Maine 04444



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

TO: Services Committee
FROM: Angus Jennings, Town Manager
DATE: June 8, 2017
RE: Update on budgeting for Kiwanis Civic Center operations & maintenance

At the Committee's May meeting, in response to the request from the Hampden Kiwanis Club, Committee direction was given to propose incorporating the operations and maintenance costs of the Kiwanis Civic Center into the Town's FY18 budget.

In addition to reviewing the prior and current years' Kiwanis operating budgets (included in the May meeting packet) and attending the May 18 Kiwanis meeting, I have been corresponding with Kiwanis Treasurer Joe Dowling regarding this potential transition.

The Kiwanis fiscal year begins on October 1, and our shared expectation is that, if the Town makes funds available, the Town would take over financial responsibilities as of that date, for an initial term of one year. In spring 2018, the parties would convene to determine whether Town responsibility would continue or whether the Club will by then be in a position to resume the lease based on past and current terms. During this period of time, Kiwanis would continue to manage the building's use, including coordinating the times and entry/departure of other organizations that utilize the building. While it is understood that most organizations that use the building do so at no cost, to the extent that any fees are generated these would continue to accrue to Kiwanis.

The attached draft budget represents my best estimate, at this time, of anticipated operating costs. Because costs would be for 75% of the Town fiscal year, some costs are pro-rated downward (while others, which would be incurred solely in winter, were not). There would be some legal costs associated with revising the lease terms to reflect a new agreement, but these would be absorbed in the Administration legal budget.

The proposed FY18 Budget does not include these costs. There was not time to adequately prepare estimated costs in time to fit in to the budget process.

While the Council may choose to revise the FY18 Budget to incorporate these costs (as may be further refined), my recommendation is to pay resulting costs from the Host Community Benefit account.

Once replenished with Environmental Trust monies (from 2009-2016 expenses), the account balance will be close to \$500,000. Because this arrangement is, for now anyway, understood to be temporary, I see this as more straightforward, and fully in line with the intent of the HCB funds. Also, because this transition would not take effect until October 1, it would provide a bit more time to work through the details.

Draft Operating Budget for Kiwanis Civic Center, Oct. 2017 to Oct. 2018

<u>Expense</u>	<u>FY16 (Kiwanis Budget)</u>	<u>FY16 (Kiwanis actual)</u>	<u>FY17 (Kiwanis Budget)</u>	<u>FY17 (Kiwanis YTD of 5/1/17)</u>	<u>Est. Annual Cost</u>	<u>Est. FY18 cost</u>	<u>Notes</u>
Emera	\$ 2,200.00	\$ 2,145.70	\$ 2,200.00	\$ 1,297.23	\$ 2,100.00	\$ 1,890.00	
Trash service	\$ 850.00	\$ 825.96	\$ 850.00	\$ 482.84	\$ 850.00	\$ 680.00	
Water	\$ 350.00	\$ 429.00	\$ 350.00	\$ 199.19	\$ 350.00	\$ 280.00	
Sewer	\$ 200.00	\$ 163.11	\$ 200.00	\$ 166.98	\$ 300.00	\$ 240.00	Reflects updated rates
Propane	\$ 100.00	\$ 51.24	\$ 100.00	\$ 377.29	\$ 400.00	\$ 320.00	
Fuel Oil	\$ 1,500.00	\$ 578.05	\$ 1,500.00	\$ 707.58	\$ 1,200.00	\$ 1,200.00	
Housekeeping	\$ 1,500.00	\$ 2,834.28	\$ 1,500.00	\$ 750.29	\$ 1,500.00	\$ 1,200.00	Would review current Kiwanis vendor and look at other vendors
Insurance (building contents)	\$ 525.00	\$ 400.00	\$ 525.00	\$ 410.00	\$ -	\$ -	Building already on Town insurance; Kiwanis would maintain for bldg contents.
Snow removal	\$ 2,500.00	\$ 1,250.00	\$ 2,500.00	\$ 935.00	\$ 1,200.00	\$ 1,200.00	Spoke with contractor; he would continue to offer favorable cost (he is Kiwanis member)
Grass cutting	(included in snow number)						Would be added to DPW rotation
Telephone	\$ 10.00	\$ -	\$ 10.00	\$ 10.00	\$ 10.00	\$ 8.00	
Miscellaneous	\$ 1,000.00	\$ 5.00	\$ 1,000.00	\$ 48.08	\$ 1,000.00	\$ 1,000.00	Improved insulation, etc.
	<u>\$ 10,735.00</u>	<u>\$ 8,682.34</u>	<u>\$ 10,735.00</u>	<u>\$ 5,384.48</u>	<u>\$ 8,910.00</u>	<u>\$ 8,018.00</u>	

Town of Hampden
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Hampden, Maine 04444



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

TO: Services Committee
FROM: Angus Jennings, Town Manager
DATE: May 5, 2017
RE: Kiwanis Civic Center

The Kiwanis Club currently leases the Town-owned Civic Center next to Irving (lease attached). In addition to their use of the building for their regular meetings, they make the building available for the following regular and periodic uses:

- Meals on Wheels (at least once a week)
- Hampden Seniors' Club (every Thursday luncheon; and their monthly meeting)
- Farmers' Market (every Friday through the winter months)
- Levi Rounders square dancers (Monday night)
- Boy Scouts (every Wednesday)
- Cub Scouts (some Tuesdays)
- AA group (every Sunday)
- Kiwanis Bean Suppers (monthly on Saturdays)
- Girl Scouts (as needed)
- Community suppers/fundraisers (misc.)

In addition to Kiwanis, some of the organizations such as Boy Scouts also rely on this space for equipment and materials storage. Over the term of its lease (which was most recently extended in 2014 but which dates back many years), Kiwanis has made many improvements to building flooring, kitchen, lighting, heating, windows etc.

Due to declining membership in Kiwanis, over the past few years the annual building operating costs (~\$8,500 to \$9,500) have comprised roughly half or more of the Club's total annual revenues. (Their current and past couple of budget reports are attached).

At their meeting last night, the Club members voted unanimously to request that the Town agree to amend their lease terms such that, for a period of one year (FY18), the Town would absorb the O&M costs for the building, during which time the Club would redouble its ongoing efforts to expand its membership and its capacity to get its fundraising back to where it was in past years. During this time, the Club would continue to oversee the building's physical upkeep, booking of reservations, making sure doors are unlocked, lot is plowed, building is secure after events, etc. Periodic check-ins would take place during this "bridge year" to see if Kiwanis Club will be on track to resume the current lease terms or whether longer term changes could be proposed.

I have met with Kiwanis on a few occasions in order to talk about budgeting and operational implications if the current lease is modified (or, at some point, terminated). At Monday's meeting we will review based on Committee direction whether financial or operational changes should be taken into account in the Town's FY18 budget.

LEASE AGREEMENT

AGREEMENT OF LEASE made this 17th of November, 2014, by and between the INHABITANTS OF THE TOWN OF HAMPDEN, a municipal corporation situated in Penobscot County and State of Maine (hereinafter Lessor), and the KIWANIS CLUB OF HAMPDEN, a corporation without capital stock located in Hampden, County of Penobscot and State of Maine (hereinafter Lessee).

RECITALS

1. Lessor is the sole owner of the premises described as Parcel Two in the deed of School Administrative District #22 to The Inhabitants of the Town of Hampden, dated April 20, 1969, recorded in the Penobscot Registry of Deeds, Volume 2183, page 31 (the demised premises), and desires to lease the premises to a suitable lessee.
2. Lessee desires to lease the subject premises for the purposes to which its charter is dedicated, being all non-profit purposes.
3. The parties hereto desire to enter into a lease agreement defining their rights, duties and liabilities relating to the demised premises.

Therefore, in consideration of the mutual covenants contained herein, the parties agree as follows:

SECTION ONE SUBJECT AND PURPOSE

Lessor leases the land and buildings situated in Hampden, Maine as described hereinabove, to Lessee for the purposes to which its charter is dedicated, to wit: activities of a civic, social, educational, and otherwise non-profit nature.

SECTION TWO TERM AND RENT

Lessor demises the subject premises to Lessee for a term of ten (10) years, commencing November 17, 2014 and terminating ten (10) years thereafter, to wit November 17, 2024, at the annual rental rate of One Dollar (\$1.00). Rental payments shall be due and payable on the first day of June of each year. Lessee shall have the option to renew this lease for one additional ten year term, unless Lessor provides Lessee with a written notice at least 60 days prior to the original termination date that the Lease may not be renewed.

SECTION THREE
ALTERATIONS, ADDITIONS AND IMPROVEMENTS

Subject to the limitation that no substantial portion of the demised premises shall be demolished or removed by Lessee without the prior consent of Lessor, Lessee may, at its own expense, make any alterations, additions, or improvements in and to the demised premises. All alterations, additions and improvements shall be performed in a workmanlike manner, and shall be in compliance with all applicable laws, regulations, rules or ordinances.

All alterations, additions and improvements on or in the demised premises at the commencement of the lease term, and that may be erected or installed during the term shall, except as otherwise provided herein, become part of the demised premises and the property of Lessor.

SECTION FOUR
REPAIRS

Lessee shall, at all times during the lease and at its own cost and expense, repair, replace, and maintain in good condition the demised premises and shall use reasonable precaution to prevent waste, damage or injury to the demised premises.

SECTION FIVE
UTILITIES AND TAXES

All applications and connections for necessary utilities on the demised premises shall be made in the name of the Lessee only, and Lessee shall be solely liable for all utility charges, including but not limited to gas, electricity, telephone services, water, sewer, heating costs and the costs of snow removal.

SECTION SIX
PERMITS

It shall be the sole responsibility of the Lessee to obtain all necessary Federal, State and Municipal permits such as may be necessary to the occupancy and use of the demised premises by the Lessee.

SECTION SEVEN
LEASEHOLD AS SECURITY

Lessee agrees to permit Lessee to pledge the leasehold and/or any fixtures owned by Lessee as security for any loan(s) made by lending institutions, provided, however, that the loan shall be repaid by the end of the lease term and the said loan(s) shall be used solely for the purpose of making leasehold improvements.

SECTION EIGHT DEFAULT

In the event Lessee shall fail to make rental payments on the due dates specified herein, or shall otherwise fail to comply with the obligations of Lessee under this Agreement at any time during the term of this Agreement, and shall continue to fail to make said rental payments or correct said failure to comply with this Agreement for a period of ten (10) days after receiving notice from Lessor of said default or breach, Lessor may at its option terminate the Lease Agreement by giving Lessee thirty (30) days written notice of said termination.

SECTION NINE INDEMINIFICATION

During the original term or renewal term of this Lease, Lessor shall not be responsible or liable for any damage or injury to any property or to any one or more persons at any time on or about the demised premises arising from any cause whatsoever. Lessee shall not hold Lessor in any way responsible or liable therefor, and hereby releases and remises Lessor therefrom. Lessee shall defend, indemnify, and hold Lessor harmless from and against (i) any and all claims, liabilities, penalties, damages, expenses, and judgments arising from injury to persons or property of any nature in or upon the demised premises and (ii) any and all of the foregoing arising from Lessee's occupation of, and its conduct of activities upon, the demised premises.

SECTION TEN INSURANCE

- (A) Lessee agrees to provide insurance coverage at its own cost for all personal property, building contents, and Lessee-owned fixtures.
- (B) Lessee shall, at its sole cost and expense, and for the benefit of the Lessor, carry and maintain comprehensive public liability insurance, including property damage, insuring Lessor and Lessee against liability for injury or damage to persons or property occurring in or about the demised premises arising out of the ownership, maintenance, use or occupancy thereof. The liability under such circumstances shall not be less than: (i) \$1,000,000.00 for any one person injured or killed, (ii) \$1,000,000.00 for any one accident, and (iii) \$100,000 for personal property damage per accident. Such insurance shall be in a form, and maintained with carriers, satisfactory to Lessor, and shall contain an agreement by the insurer that the policy shall not be cancelled without at least ten (10) days prior written notice to Lessor and Lessee. Lessee shall annually deliver to Lessor a certificate of insurance evidencing the required coverage. If Lessee fails to provide the insurance, and in addition to the remedies for default under Section Eight, Lessor shall have the immediate right to (i) obtain the aforesaid insurance coverage, (ii) pay the premium therefor, and (iii) collect the amounts paid for the premium

from the Lessee. Lessee shall pay said amounts within 20 days of Lessor mailing an invoice therefor to Lessee.

(C) Lessor agrees to provide casualty insurance for the land, building structure and Lessor-owned fixtures.

SECTION ELEVEN
RIGHT TO SUBLET

Lessee agrees not to sublet or assign this lease or any portion of the leasehold, other than to a financial institution for purposes of an improvement loan mortgage (Section Seven) without the prior express written consent of a duly authorized agent of Lessor. Said improvement loan mortgage(s), however, shall be subordinate to the interest of the Lessor in the demised premises.

SECTION TWELVE
QUIET ENJOYMENT

Lessor warrants that Lessee shall be granted peaceable and quiet enjoyment of the demised premises free from any eviction or interference by Lessor if Lessee faithfully abides by the terms and conditions of this lease agreement.

SECTION THIRTEEN
NOTICE

All notices shall be given in writing, and may be made by first class mail sent to the party and addresses as follows:

LESSOR:

Inhabitants of the Town of Hampden
c/o Town Manager
Hampden Town Office
106 Western Avenue
Hampden, ME 04444

Or at such other place as Lessor may designate in writing

LESSEE

:

Hampden Kiwanis
55 Main Road North
P.O. Box 498

Or at such other place as Lessee may designate in writing

In Witness Whereof, the parties have caused this instrument to be duly executed on their behalf under seal this 28th day of November, 2014.

Denise Godson
Witness

Inhabitants of the Town of Hampden

By: *Susan M. Lessard*
Susan M. Lessard
Its Town Manager duly authorized

Lessor

John W. Monahan
Witness

Pamela A. Gow

Kiwanis Club of Hampden

By: *William Brooks*
Printed Name: William Brooks
Its President duly authorized
Lessee

PAMELA A. GOW
Notary Public • State of Maine
My Commission Expires May 7, 2015

MEMORANDUM OF LEASE

Lessor: Inhabitants of the Town of Hampden
c/o Town Manager
Hampden Town Office
106 Western Avenue
Hampden, ME 04444

Lessee: Kiwanis Club of Hampden
55 Main Road North
P.O. Box 498
Hampden, ME 04444

Date of Lease:

Term of Lease:

Option of Renew: Ten year renewal option available at the sole discretion of Lessor.

Property Description: The premises situated in the Town of Hampden, County of Penobscot and State of Maine and more particularly described as Parcel Two in the deed of School Administrative District No. 22 to The Inhabitants of the Town of Hampden, dated April 20, 1969, recorded in Penobscot Registry of Deeds, Volume 2183, Page 31.

INHABITANTS OF THE TOWN OF HAMPDEN

Dated: November 19, 2014

By



Susan M. Lessard
Its Town Manager

Dated: November 28, 2014

KIWANIS CLUB OF HAMPDEN

By



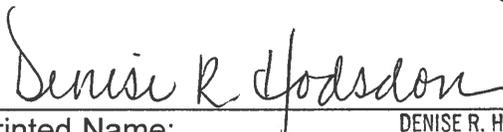
Printed name: William Bruce
Its President

STATE OF MAINE

Penobscot, ss.

November 19, 2014

Personally appeared before me the above named Susan M. Lessard, Town Manager of the Town of Hampden and acknowledged the foregoing instrument to be his/her free act and deed in said capacity and the free act and deed of said Municipal Corporation, and a true and accurate memorandum of the lease agreement described hereinabove.

Before me, 
Printed Name: DENISE R. HODSDON
Notary Public NOTARY PUBLIC, MAINE
MY COMMISSION EXPIRES
MARCH 3, 2016

Personally appeared before me the above named William Bryns, President of Kiwanis Club of Hampden and acknowledge the foregoing instrument to be his/her free act and deed in said capacity and the free act and deed of said organization, and a true and accurate memorandum of the lease agreement described hereinabove.

Before me, 
Printed Name: Pamela Gow
Notary Public November 28, 2014

PAMELA A. GOW
Notary Public • State of Maine
My Commission Expires May 7, 2015



The 2015 Hampden Recreation Plan prioritizes the need for land for additional playing fields, development of additional fields, and increased parking at the Lura Hoit Pool site.

This spring, the Town Council hired design and engineering consultants to evaluate the Lura Hoit Pool and Municipal Building site to assist in securing required Maine DEP permitting for additional parking, and to determine potential expanded uses of the site.

Public workshops for this phase of the project will happen on August 22 and September 28, 2017. More details inside!

Town of Hampden

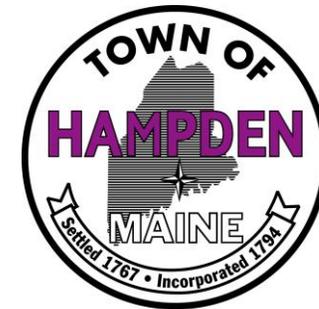
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POSTAL CUSTOMER
HAMPDEN, ME 04444

Town of Hampden

Public notice of two upcoming workshops regarding Lura Hoit Pool and Municipal Building site – parking and recreational fields





Pool site "overflow" parking, Fall 2015

What's been happening?

The Town Council recognizes the need for additional parking to serve the current uses on site. Permitting by Maine DEP will be needed to add any new parking.

Following the recommendations in the Hampden Recreation Plan, the Council is also evaluating whether the site could accommodate additional recreational uses in the future.

A design and engineering firm has been hired to assist the Town in understanding what is possible on the site, and arriving at key decisions regarding whether and to what extent additional uses may be needed (or desired) to accommodate the Town's mid- and long-range goals. And, they will assist in understanding the cost implications of different use scenarios – including both up-front costs and longer-term operations and maintenance.

What questions does the Town face?

The Council unanimously recognizes the need for additional parking – but how much parking, and how it's configured, needs to be determined.

The Council is actively debating whether additional recreational uses of the site are needed, wanted, and/or worth the cost. Some Councilors support additional recreational uses, others do not.

Decisions ahead include:

- » Whether current uses will be expanded, and/or new uses added?
- » If so, what uses (i.e. ballfields, access roads/paths, concession stand, public restrooms, etc.)?
- » How would any work be phased, and over what time period?
- » How would any costs be financed, and over what time period?

Public discussion will also consider how planning for this site may affect *(cont'd)*



...longer-term plans for current public facilities such as the Skehan Center (currently under lease), the Ballfield Road site, and/or the Edythe Dyer Library.

How do I weigh in?

Public workshops will take place on:

- » **Tuesday, August 22**
- » **Thursday, September 28**

Both workshops will begin at 6 PM in the Public Safety Training Room at the Hampden Municipal Building.

Three site concepts will be presented in August, with public discussion of the pros and cons of each. Building on this public input, the consultants will present a revised site concept in September.

DEP permitting for parking is expected to begin this fall. The Town Council will determine whether other improvements will be proposed, taking into account policy objectives, site development feasibility, costs, and public participation.

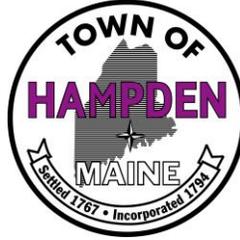
Contact Us

Town of Hampden
106 Western Avenue
Hampden, ME 04444

207-862-3034
townmanager@hampdenmaine.gov

Visit us on the Web:
hampdenmaine.gov/recreation

Town of Hampden
106 Western Avenue
Hampden, Maine 04444



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

TO: Neighbors to Lura Hoit Pool site
FROM: Angus Jennings, Town Manager
DATE: August 3, 2017
RE: Public Workshop regarding Lura Hoit Pool site

The Hampden Town Council is considering the addition of parking and potential new recreational uses to the Lura Hoit Pool site located at 146 Western Avenue. Site work could begin as early as spring 2018.

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. This spring, the Town Council hired site design and engineering consultants to evaluate the Lura Hoit Pool and Municipal Building site to assist in securing required Maine DEP permitting for additional parking, and to determine potential expanded uses of the site. (A map of the site is on the reverse page).

I'm sharing this information with you directly and to invite you, as an abutter to the property, **to a public workshop on Tuesday, August 22 at 6 PM** in the Public Safety Training Room at the Hampden Municipal Building. The workshop will include presentation of three site concepts, and discussion of the pros and cons of the different alternatives. Each site concept will be "rated" by participants based on several factors, and the consultants will incorporate this feedback into a revised concept plan to be brought forward at another public workshop in September.

The Town Council is unanimous in recognizing that additional parking is needed to properly serve the current uses on the site. Some members of the Council support potential investments in additional recreational uses on the site which could include ballfields, a concession stand, public restrooms, equipment and maintenance storage, access roads/paths, and, in the longer term, a potential community center. Other members of the Council only support additional parking for current uses, with no expansion of current recreational uses at this location. Other than their agreement to expand parking, no decisions have been made regarding the scope of improvements that may go forward.

The Town is still in the early stages of this process, and the decisions regarding whether to proceed, and to what extent, will be made over the course of the next year or more. This is an excellent opportunity for public participation in this process, and **we hope you will join the conversation.**

The potential expansion of the current uses on this site would be implemented in phases, likely over several years or more. Phasing would preserve flexibility on implementation based on resources if and as they become available in the future. Phasing would be designed to result in a stable interim outcome after each phase. That way, if the full plan takes many years (or is never realized), the interim phase(s) would stand alone in a way that is stable and functional.

As noted, this will be the first of two workshops during this phase of work, with a second meeting to be held on Thursday, September 28 at 6 PM. If you are interested, but unable to attend, we invite you to provide input by mail, email, by phone or in person. Thank you for your attention.

Project information and periodic updates available at www.hampdenmaine.gov/recreation

Lura Hoit Pool and Municipal Building Site



Note: Post Office lot is owned by the Town of Hampden (leased to the U.S. Postal Service). Impervious cover on the Post Office site will be considered by Maine DEP within permitting and is included in the consultant study area.

Disclaimer: Map is provided for informational purposes only. Lot lines are not based on survey. The Town of Hampden is not responsible for any use for other purposes or misuse or misrepresentation of this site.

Town of Hampden
106 Western Avenue
Hampden, ME 04444
207-862-3034

4-a

PAID
AUG 02 2017
BY: *[Signature]*

Check Request

Date:	<u>8/2/17</u>	Vendor #:	_____
Payee:	<u>U.S. Postal Service</u>		
Address:	_____ _____		
Reason For Check:	<u>neighbor mailings for Pool site public workshops</u>		
Charge Account #:	<u>3-767-00</u>		
Amount: \$	<u>62.23</u>	Person Making Request:	<u><i>[Signature]</i></u>
Department Head Initial For Approval:	<u><i>[Signature]</i> *</u>		

~~127~~ stamps
$$\begin{array}{r} 127 \\ \times .49 \\ \hline 62.23 \end{array}$$

* For Council vote 8/21 along with other printing and postage costs, once those are known.



INVOICE

Invoice #	Invoice Date
107033	08/08/2017
Sales Rep: FIT	
Customer#: 4983	
Page: 1	

1 Printers Drive Hermon, Maine 04401
 207.848.7300 Fax: 207.848.7400

RA-COC-005902
 Tax Exempt: TOWN

BILL TO:

SHIP TO:

TOWN OF HAMPDEN
 106 WESTERN AVE
 C/O NORMA BISHOP
 HAMPDEN, ME 04444

TOWN OF HAMPDEN
 106 WESTERN AVE
 C/O NORMA BISHOP
 HAMPDEN, ME 04444

Attn:

Ref/PO#

Customer's Terms	Customer's Phone	Customer's Fax	Customer Contact	Purchase Order #	Customer Service Rep.
1% 10 NET 30	(207) 862-4586	207	Angus Jennings	Angus Jennings	DAN

Quantity	Description	Tax	Sub-Total
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3,600	LETTER - Lura Hoit Pool Site 60# SPRINGHILL Green 8.5000 x 11.0000 Printed 2/Sides	N	568.50
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PREPRESS/GRAPHICS	PREFLIGHT FILES
CUTTING	PRESS TO FINAL (2OUT
FOLDING	FOLD LETTER
PACKAGING DEPT	BOX (2500/BOX)
TABBING	2 TABS SINGLE PASS
OLD JOB TICKET]	Adjustment

Sub-Total	568.50
Tax	
Freight	0.00
Deposit	0.00
Amount Due \$	568.50

Thank You



Amount Due \$

568.50