

## SERVICES COMMITTEE MEETING

Monday, September 11, 2017

6:00 pm

### HAMPDEN TOWN OFFICE

### A G E N D A

#### 1. MINUTES

- a. August 14, 2017

#### 2. COMMITTEE APPLICATIONS

- a. Susan Witt, Library Board of Trustees

#### 3. OLD BUSINESS

- a. Update on broadband grant – *Kyle Severance, GIS/IT Specialist*
- b. Meeting with Woodard & Curran regarding August 22 and (upcoming) September 28 public workshops regarding design for parking and potential expanded recreational facilities on Lura Hoyt Pool Site – *Jim Wilson, P.E.*
- c. Discussion of Recreation Affiliated Agreements – status of program and Committee direction regarding how to proceed – *Shelley Abbott, Recreation Director*
- d. Discussion of Town role in Hampden Children's Day (prior to Hampden Children's Day Committee 2017 wrap-up meeting to take place Tuesday, Sept. 12 at 6 PM at Skehan Center)

#### 4. NEW BUSINESS

- a. Proposed amendments to Library Ordinance – *Debbie Lozito, Library Director*
- b. Meeting agenda and packet for Library Board of Trustees Annual Meeting on September 13, 2017 – *Debbie Lozito, Library Director*

#### 5. PUBLIC AND STAFF COMMENTS

#### 6. COMMITTEE MEMBER COMMENTS

## SERVICES COMMITTEE MEETING

Monday, August 14, 2017

### MINUTES – DRAFT

Attending:

*Councilor Dennis Marble, Chair  
Mayor David Ryder  
Councilor Stephen Wilde  
Councilor Ivan McPike  
Councilor Terry McAvoy*

*Councilor Mark Cormier  
Councilor Greg Sirois  
Town Manager Angus Jennings  
Curt Slininger, Kiwanis Club*

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

#### 1. MINUTES

- a. **July 10, 2017** – *Motion by Councilor Sirois seconded by Councilor McAvoy to approve the meeting minutes. Approved 6-0.*

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

#### 3. OLD BUSINESS

- a. **Update on Hampden Children’s Day 2017** – *Manager Jennings provided an update regarding Saturday’s event and said, looking ahead to 2018, he’d like Committee direction regarding whether the Town’s level of involvement should change or stay the same. Several Councilors said that the current Town role – providing staff support through the Rec Department and limited financial support – was appropriate, along with the Town’s direct sponsorship and organization of the parade. Councilors said that funds should be requested as part of the annual budget process, consistent with the Outside Organizations Funding policy. Chairman Marble said the parade was very well organized and successful this year.*
- 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** – *Manager Jennings summarized draft revisions to the Kiwanis lease. Councilor McAvoy said he supported it for one year, not two, and that any extension should be brought forward and considered within next year’s budget process. During discussion, Curt Slininger said the Cub Scouts would continue to mow the grass, so this would not need to be taken over. Mayor Ryder asked if we would use the same fuel oil vendor as we do for other Town buildings and Manager Jennings said yes. Councilor McPike said that many groups need a place to go and meet, and they use the*

*Kiwanis Civic Center, and that's part of what makes a community. He said he's fully in favor for a year. Motion by Councilor McPike seconded by Councilor Sirois to refer to Finance the proposal to modify the Kiwanis lease. Motion passed 6-1 with Councilor McAvoy opposed.*

- c. **Preview of August 22 public workshop regarding design for parking and potential expanded recreational facilities on Lura Hoyt Pool Site** – *Manager Jennings referred to the two public mailers that were included in the packet, and discussed the format and objectives of the public workshop. He said it will be important to clarify for attendees that the purpose of the meeting is public input, and that it is not the time the Councilors would be deliberating or voting recommendations. Depending on the feedback received at the first workshop, the consultants will prepare revised plans for the September 28 workshop.*

#### **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** – *Motion by Councilor Sirois seconded by Councilor McPike to recommend to Finance Committee the 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. Motion passed 7-0.*

#### **5. PUBLIC AND STAFF COMMENTS** – *None.*

6. **COMMITTEE MEMBER COMMENTS** – *It was asked that the Town Manager verify that the paving contractor would be addressing low shoulders that don't line up with driveways.*

*There being no further business, the meeting was adjourned at 6:49 PM.*

*Respectfully submitted –  
Angus Jennings, Town Manager*



Check One:  Initial Application  
 Reappointment Application

TOWN OF HAMPDEN  
APPLICATION FOR TOWN BOARDS AND COMMITTEES

NAME: WITT SUSAN E  
LAST FIRST MI  
ADDRESS: 352 MONROE RD HAMPDEN 04444  
STREET TOWN ZIP

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

TELEPHONE: 862-2811 \_\_\_\_\_  
HOME WORK

EMAIL: heysuet@tds.net

OCCUPATION: Substitute Teacher RSU 22

BOARD OR COMMITTEE PREFERENCE:

FIRST CHOICE: Library Board

SECOND CHOICE (OPTIONAL): \_\_\_\_\_

How would your experience, education and/or occupation be a benefit to this board or committee? I have been a school library volunteer for about 9 years I have also subbed in the school library. I am a frequent visitor to EDL and participate in a book club there's well as other activities.

Are there any issues you feel this board or committee should address, or should continue to address? Budget, growth, use of space

3 YEAR

- BOARD OF ASSESSMENT REVIEW
- PERSONNEL APPEALS BOARD
- LURA HOIT MEMORIAL POOL
- HARBOR COMMITTEE

- DYER LIBRARY
- RECREATION COMMITTEE
- BOARD OF APPEALS
- HISTORIC PRESERVATION COMMISSION

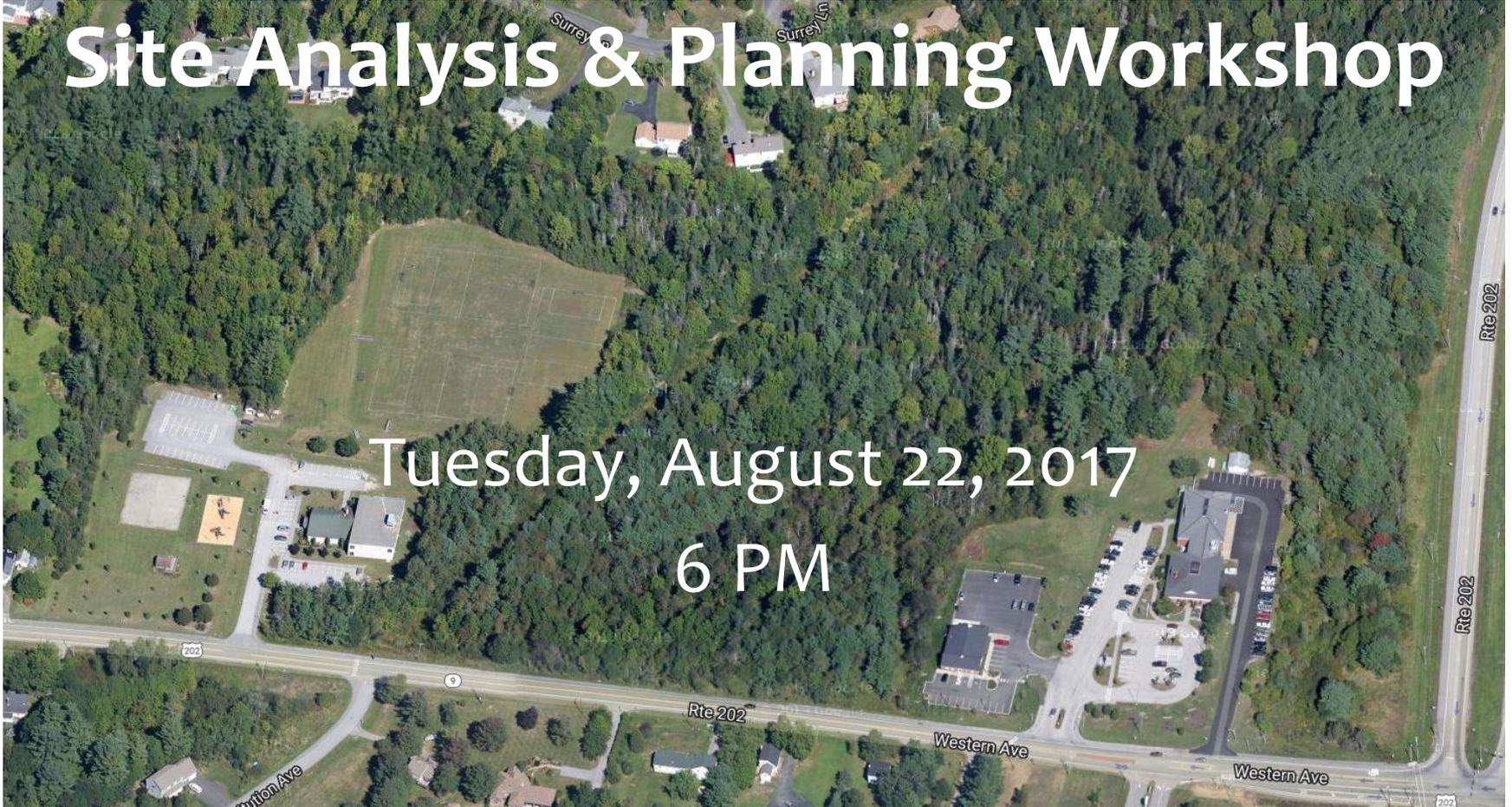
5 YEAR  
PLANNING BOARD

<b>FOR TOWN USE ONLY</b>		Date Application Received: <u>AUG 14 2017</u>
COUNCIL COMMITTEE ACTION: <u>Services</u>	DATE: <u>9/10/17</u>	
COUNCIL ACTION: _____	DATE: _____	
<input type="checkbox"/> NEW APPT	<input type="checkbox"/> REAPPOINTMENT	DATE APPOINTMENT EXPIRES: _____

# Town Building and Pool Site

## Site Analysis & Planning Workshop

Tuesday, August 22, 2017  
6 PM



# Goals for Tonight's Workshop

- Welcome and background
  - Why are we here?
  - What work has been done so far?
- Introduction of project team
- Presentation of site conceptual designs
- Public comments, discussion
- Review of next steps



# Background: Why are we here?

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



# Background: Why are we here?

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



# Background: Why are we here?



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



# Background: Why are we here?

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



# Background:

## What has been done so far?

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



# Introduction of Project Team

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



# Presentation of Site Concept Plans

- Three categories of plan concepts:
  - Parking and traffic flow improvements only  
(Layout 1)
  - Community Center and additional outdoor recreation opportunities (Layouts 2 & 3)
  - Additional outdoor recreation opportunities  
(Layouts 4 & 5)





# GOALS

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1. Address Parking
2. Improve Safety (vehicle, pedestrian, and emergency vehicles)
3. Consider max. possible build-out for Community growth
4. Phasing / Budgeting
5. Program Opportunities
  - Pre-K – U3 Soccer
  - Practice Football
  - Adult & Youth Softball
  - Lacrosse
  - Maintain Playground
  - Future Community Center
  - Walking Path
  - Restrooms / Concessions
  - Storage



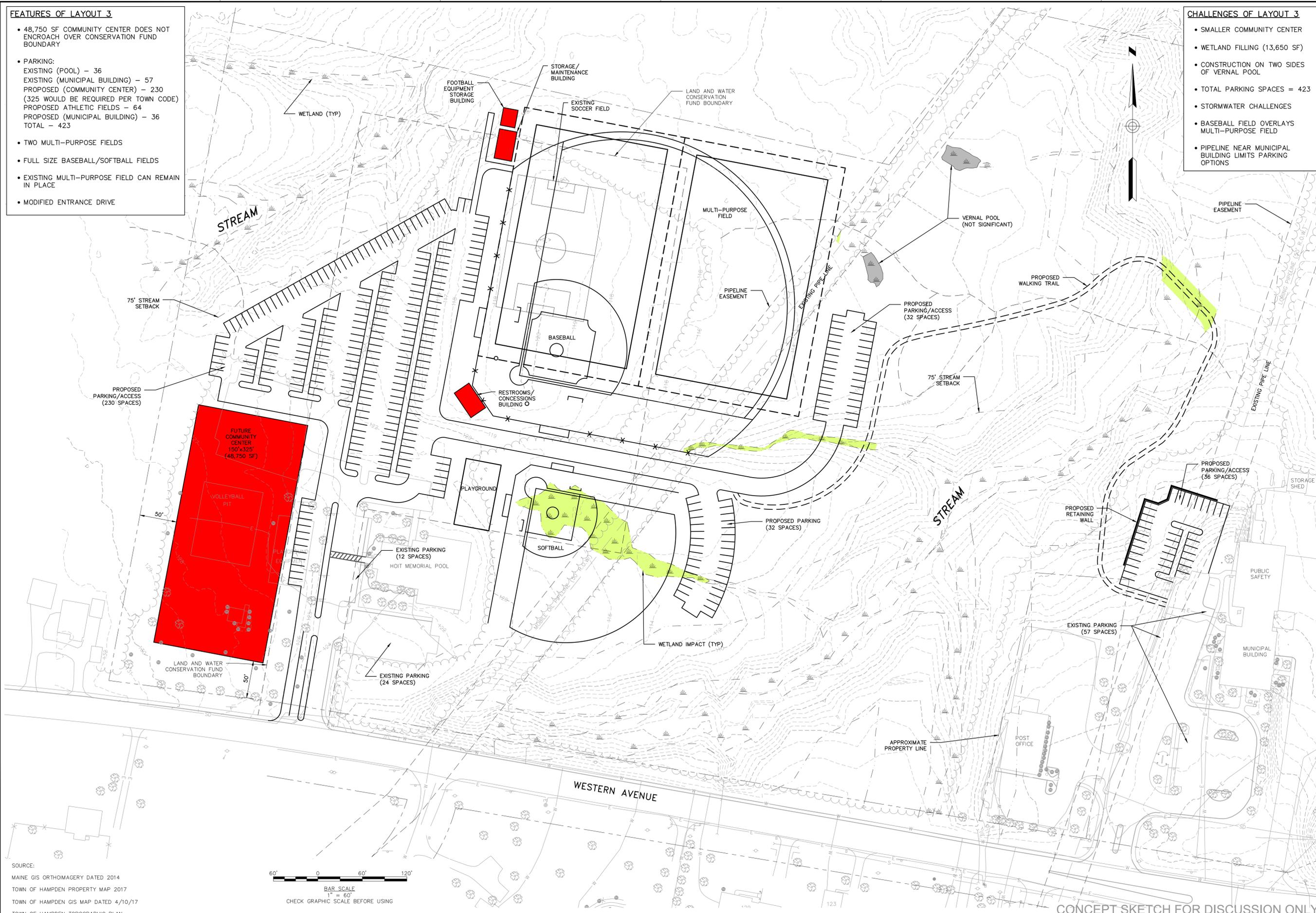






- FEATURES OF LAYOUT 3**
- 48,750 SF COMMUNITY CENTER DOES NOT ENCR OACH OVER CONSERVATION FUND BOUNDARY
  - PARKING:  
EXISTING (POOL) - 36  
EXISTING (MUNICIPAL BUILDING) - 57  
PROPOSED (COMMUNITY CENTER) - 230  
(325 WOULD BE REQUIRED PER TOWN CODE)  
PROPOSED ATHLETIC FIELDS - 64  
PROPOSED (MUNICIPAL BUILDING) - 36  
TOTAL - 423
  - TWO MULTI-PURPOSE FIELDS
  - FULL SIZE BASEBALL/SOFTBALL FIELDS
  - EXISTING MULTI-PURPOSE FIELD CAN REMAIN IN PLACE
  - MODIFIED ENTRANCE DRIVE

- CHALLENGES OF LAYOUT 3**
- SMALLER COMMUNITY CENTER
  - WETLAND FILLING (13,650 SF)
  - CONSTRUCTION ON TWO SIDES OF VERNAL POOL
  - TOTAL PARKING SPACES = 423
  - STORMWATER CHALLENGES
  - BASEBALL FIELD OVERLAYS MULTI-PURPOSE FIELD
  - PIPELINE NEAR MUNICIPAL BUILDING LIMITS PARKING OPTIONS



One Merchants Plaza, Suite 501  
Bangor, Maine 04401  
800.564.2333 | www.woodardcurran.com

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REV.	DESCRIPTION	DATE

DESIGNED BY: JDW  
CHECKED BY: JDW  
DRAWN BY: JDE  
23078600-C-103.dwg

LAYOUT 3

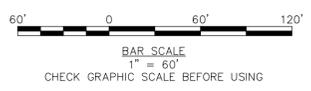
TOWN OF HAMPDEN, MAINE

MUNICIPAL BUILDING AND POOL SITE

JOB NO.: 0230786.00  
DATE: AUGUST, 2017  
SCALE: 1"=60'  
SHEET: 4 OF

**C-103**

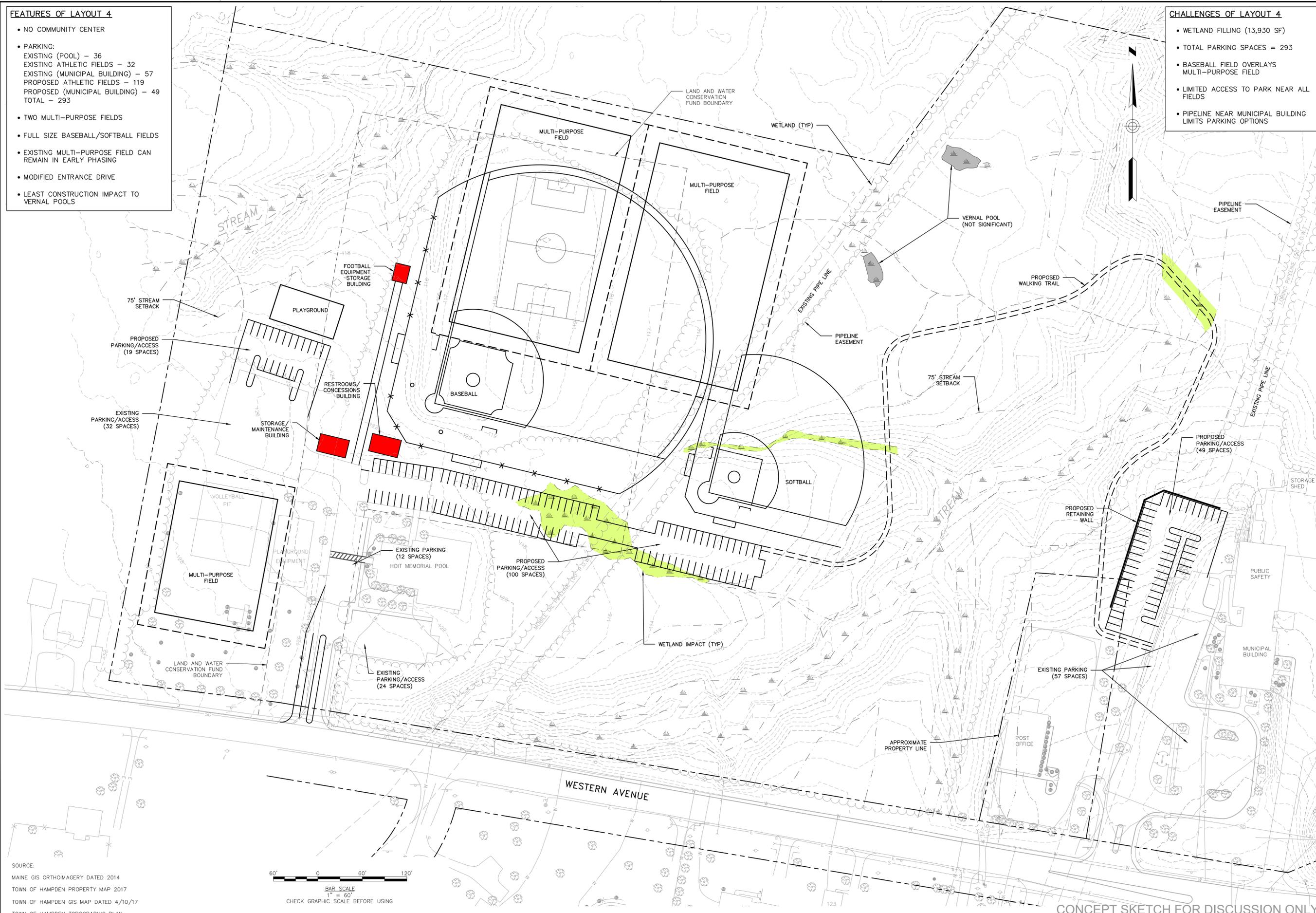
SOURCE:  
MAINE GIS ORTHOMAGERY DATED 2014  
TOWN OF HAMPDEN PROPERTY MAP 2017  
TOWN OF HAMPDEN GIS MAP DATED 4/10/17  
TOWN OF HAMPDEN TOPOGRAPHIC PLAN



CONCEPT SKETCH FOR DISCUSSION ONLY

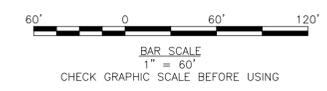
- FEATURES OF LAYOUT 4**
- NO COMMUNITY CENTER
  - PARKING:  
EXISTING (POOL) - 36  
EXISTING (MUNICIPAL BUILDING) - 32  
PROPOSED (MUNICIPAL BUILDING) - 119  
PROPOSED (ATHLETIC BUILDING) - 49  
TOTAL - 293
  - TWO MULTI-PURPOSE FIELDS
  - FULL SIZE BASEBALL/SOFTBALL FIELDS
  - EXISTING MULTI-PURPOSE FIELD CAN REMAIN IN EARLY PHASING
  - MODIFIED ENTRANCE DRIVE
  - LEAST CONSTRUCTION IMPACT TO VERNAL POOLS

- CHALLENGES OF LAYOUT 4**
- WETLAND FILLING (13,930 SF)
  - TOTAL PARKING SPACES = 293
  - BASEBALL FIELD OVERLAYS MULTI-PURPOSE FIELD
  - LIMITED ACCESS TO PARK NEAR ALL FIELDS
  - PIPELINE NEAR MUNICIPAL BUILDING LIMITS PARKING OPTIONS



WOODARD & CURRAN, INC. PROJECTS \Shared\Projects\0230786.00 Hampden ME Muni Building Pool Site Eng\wp\Drawings\Civil\23078600-C-104.dwg, Aug 22, 2017 - 1:14pm

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



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REV.	DESCRIPTION	DATE
DESIGNED BY: JDW <td></td> <td>23078600-C-104.dwg</td>		23078600-C-104.dwg
CHECKED BY: JDW		
DRAWN BY: JDE		

**LAYOUT 4**

TOWN OF HAMPDEN, MAINE  
MUNICIPAL BUILDING AND POOL SITE

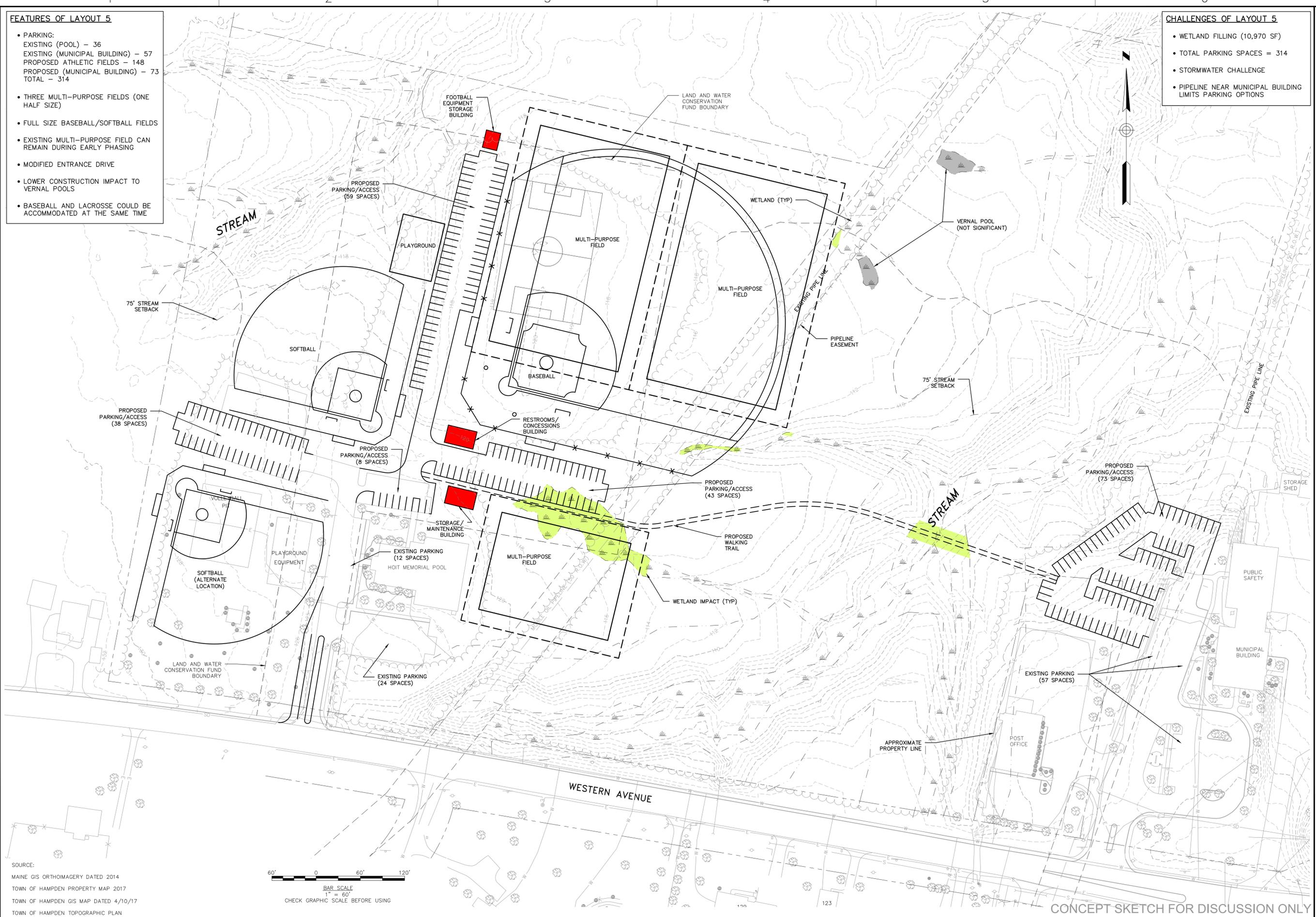
JOB NO.: 0230786.00  
DATE: AUGUST, 2017  
SCALE: 1"=60'  
SHEET: 5 OF

**C-104**

CONCEPT SKETCH FOR DISCUSSION ONLY

- FEATURES OF LAYOUT 5**
- PARKING:  
EXISTING (POOL) - 36  
EXISTING (MUNICIPAL BUILDING) - 57  
PROPOSED ATHLETIC FIELDS - 148  
PROPOSED (MUNICIPAL BUILDING) - 73  
TOTAL - 314
  - THREE MULTI-PURPOSE FIELDS (ONE HALF SIZE)
  - FULL SIZE BASEBALL/SOFTBALL FIELDS
  - EXISTING MULTI-PURPOSE FIELD CAN REMAIN DURING EARLY PHASING
  - MODIFIED ENTRANCE DRIVE
  - LOWER CONSTRUCTION IMPACT TO VERNAL POOLS
  - BASEBALL AND LACROSSE COULD BE ACCOMMODATED AT THE SAME TIME

- CHALLENGES OF LAYOUT 5**
- WETLAND FILLING (10,970 SF)
  - TOTAL PARKING SPACES = 314
  - STORMWATER CHALLENGE
  - PIPELINE NEAR MUNICIPAL BUILDING LIMITS PARKING OPTIONS



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

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REV.	DESCRIPTION	DATE
DESIGNED BY: JDW		
CHECKED BY: JDW		
DRAWN BY: JDE		
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**LAYOUT 5**

TOWN OF HAMPDEN, MAINE

**MUNICIPAL BUILDING AND POOL SITE**

JOB NO.: 0230786.00  
DATE: AUGUST, 2017  
SCALE: 1" = 60'  
SHEET: 6 OF

**C-105**

CONCEPT SKETCH FOR DISCUSSION ONLY

# Public Comment

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



# Review of Next Steps

- Listen to comments received tonight
- Town Council Services Committee on Sept. 11 at 6 PM to review tonight's meeting and preview the next public workshop
- Public Workshop on Thurs., Sept. 28 at 6 PM
- Second Workshop will present a “short list” of concept plans – including more detail, and cost estimates – to inform consideration. Concepts will be “scored” by attendees.



# Review of Next Steps (cont'd)

- In October, Town Council will set a direction for site permitting, expected to begin this fall and continue into the winter
- Goal is to improve parking next year (2018)
- However, MDEP permitting expected to include requirements for stormwater infrastructure – which could be costly
- Funds approved to date expected to cover costs of permitting and some amount of site work; total costs will depend on proposal



# Review of Next Steps (cont'd)

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



# Questions? Comments? Concerns?

Contact information for Town Councilors included on handouts

Angus Jennings, Town Manager

862-3034 or [townmanager@hampdenmaine.gov](mailto:townmanager@hampdenmaine.gov)

Shelley Abbott, Recreation Director

862-6451 or [recreation@hampdenmaine.gov](mailto:recreation@hampdenmaine.gov)





Angus Jennings <townmanager@hampdenmaine.gov>

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## Notes from Pool site workshop #1

1 message

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Angus Jennings <townmanager@hampdenmaine.gov>

Thu, Aug 24, 2017 at 8:59 AM

To: "Jim Wilson, P.E." <jwilson@woodardcurran.com>, Sarah Nicholson <snicholson@woodardcurran.com>

Cc: Shelley Abbott <recreation@hampdenmaine.gov>, Sean Currier <publicworks@hampdenmaine.gov>, Darcey Peakall <lurahoitpool@hampdenmaine.gov>, Debbie Lozito <debbie.lozito@edythedyer.lib.me.us>, Paula Scott <clerk@hampdenmaine.gov>, Kyle Severance <gisit@hampdenmaine.gov>

- The video recording of Tuesday's workshop will be posted online in the coming days; Kyle, once this is online please post to Town Facebook and send around a link to those copied here so this can be further shared.
- Find attached the sign-in sheet from Tuesday night. My office will prepare and maintain an email list of people who have requested future notifications. If you have names/emails to be added to this list please send them to Gigi ([gigi@hampdenmaine.gov](mailto:gigi@hampdenmaine.gov))
- Find attached the two public comment forms submitted on Tuesday night.
- Yesterday morning we posted the conceptual plans with an invitation for public comments on the Town Facebook page at <https://www.facebook.com/townofhampden/>. All should continue to solicit resident comments through your various networks, whether via Facebook, email, letter, phone call or visit. As comments are received they should be shared with me and with W&C so we all have a consolidated set of comments received.
- Other comments received Tuesday, and recorded on the wall sheet Sarah kept and/or in my notes, include:
  - Mayor Ryder suggested adding another multi-purpose field in the baseball/softball outfields (Layout 2)
  - Surrey Lane resident spoke in favor of fencing along the property boundary between the site and Surrey Lane properties.
  - Surrey Lane resident spoke against the installation of lighting on tall poles, and raised concern about potential for visual impact on abutting homes.
  - Public comment in favor of keeping the playground (whether in current or new location) away from vehicular travel lanes.
  - Surrey Lane resident raised concern about hours of activity on the site and potential noise issues late at night. After the meeting he and I spoke and I let him know that the Outdoor Facilities Ordinance (online [here](#)) has restrictions on alcohol, tobacco (and vaping), and hours of operation, among other things. I also explained that, like any ordinance, this could change over time. (As I re-review it I note the reference in Sec. 6.1 suggesting that hours of operation may differ for facilities with artificial lighting... although the "Outdoor Facilities Rules & Regulations" cited here were never actually adopted and it remains on the Services Committee's work list to get these finalized and clarified).
- Jane Jarvi asked whether the 2009 Canopy Grant awarded to the Town would restrict the potential cutting of trees in this area. I've reviewed our records and confirmed that the grant was received and supported the planting of just under 50 trees and shrubs at the Western Avenue Recreation Area. The grant materials we have on file in our grants book are attached. I do not find any restriction in these materials against future removal of the trees, only that they must survive 3 years after planting. However I left a phone message for the Project Canopy program administrator Jan Ames Santerre (who was also the administrator at the time the grant was awarded) to see if there are any restrictions.

--

Angus Jennings  
Town Manager

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

Please check out our new website: [www.hampdenmaine.gov](http://www.hampdenmaine.gov)

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### 3 attachments



**Public comment sheets from Workshop #1.pdf**

89K



**Sign-in sheet for Pool site workshop #1.pdf**

174K



**Project Canopy Grant materials 2009.pdf**

421K



# Town of Hampden Pool Site Planning Workshop

August 22<sup>nd</sup>, 2017 at 6 PM

## Participant Comment Form:

Attendees are invited to offer comments regarding the Pool site planning initiative.

- \* Expand scope of usage to include winter sports  
ie, hockey rink, groomed cross country skiing trail, snowshoeing.
- \* Hiking, nature trails - include signage + education, ie, bird watching, vernal pools
- \* Are there any restrictions from the canopy grant that precluded all  
the trees and planting for the park area by the volleyball pit
- \* Expense of additional parking behind city hall for presidential election  
every 4 yrs. is very high. Less expensive would be to run a shuttle bus  
from pool parking +/or Bangor Savings Parking (leased for 1 day)

Name (OPTIONAL): Jane Jarvi

Address (OPTIONAL): \_\_\_\_\_

Email (OPTIONAL): jarvijane1@gmail.com



# Town of Hampden Pool Site Planning Workshop

August 22<sup>nd</sup>, 2017 at 6 PM

## Participant Comment Form:

*Attendees are invited to offer comments regarding the Pool site planning initiative.*

I think this is the time to build for the next 30-50 years. I feel that too much parking would be a better problem to have than not enough. Since the site has so many physical limitations I would prefer to see as much parking as possible with sports fields and an expanded pool. Although none of the plans enlarged the pool, the addition of extra locker rooms and interior space such as poolside seating would help in the future. I would vote for a community center but I do not think this is the best site.

Name (OPTIONAL): \_\_\_\_\_

Address (OPTIONAL): \_\_\_\_\_

Email (OPTIONAL): \_\_\_\_\_



Angus Jennings <townmanager@hampdenmaine.gov>

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## Re: Notes from Pool site workshop #1

1 message

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**Angus Jennings** <townmanager@hampdenmaine.gov>

Wed, Sep 6, 2017 at 10:16 AM

To: Kyle Severance <gisit@hampdenmaine.gov>

Cc: "Jim Wilson, P.E." <jwilson@woodardcurran.com>, Sarah Nicholson <snicholson@woodardcurran.com>, Shelley Abbott <recreation@hampdenmaine.gov>, Sean Currier <publicworks@hampdenmaine.gov>, Darcey Peakall <lurahoitpool@hampdenmaine.gov>, Debbie Lozito <debbie.lozito@edythedyer.lib.me.us>, Paula Scott <clerk@hampdenmaine.gov>

Thanks Kyle. I provided those files to Jan Santerre and, in turn, she was able to find some additional detail in her files which I have attached here. W&C, I believe this should give us everything needed re what plantings were grant supported, so we can pay special attention to potential avoidance/relocation/or cutting/removal if other approaches infeasible/impractical.

**Jim/Sarah, was an ftp server set up, or otherwise accessible online storage for project files? Forgive me if I overlooked this. Thanks**

----- Forwarded message -----

From: **Santerre, Jan** <Jan.Santerre@maine.gov>

Date: Wed, Sep 6, 2017 at 10:08 AM

Subject: RE: Hampden Western Ave site

To: Angus Jennings <townmanager@hampdenmaine.gov>

Thanks Angus, I figured given the players at the time, there would be some more maps. I did find the files in archives, and just scanned them. There is one more landscape drawing showing the plantings by the soccer field, as well as the plant list. I will forward those momentarily.

Jan Ames Santerre

Project Canopy Coordinator

Maine Forest Service

22 State House Station

Augusta, ME 04333

Desk: [207-287-4987](tel:207-287-4987)

Mobile: [207-557-2305](tel:207-557-2305)

[www.projectcanopy.me](http://www.projectcanopy.me)

**From:** Angus Jennings [mailto:[townmanager@hampdenmaine.gov](mailto:townmanager@hampdenmaine.gov)]  
**Sent:** Wednesday, September 06, 2017 10:03 AM  
**To:** Santerre, Jan <[Jan.Santerre@maine.gov](mailto:Jan.Santerre@maine.gov)>  
**Subject:** Hampden Western Ave site

Jan,

Following on our call yesterday, someone on staff was able to track down more detailed exhibits giving us a clear picture of which site plantings were grant supported.

The attached are provided for your project files, and have been provided to our engineers at Woodard & Curran with direction to consider preserving and/or relocating plantings if/as feasible.

Thanks,

Angus

--

On Wed, Sep 6, 2017 at 9:57 AM, Kyle Severance <[gisit@hampdenmaine.gov](mailto:gisit@hampdenmaine.gov)> wrote:

I did some digging through my predecessor's archives and was able to find some useful information on the 2009 Project Canopy. Please find attached the powerpoint with the planting map and a grant report narrative from 2010.

**Kyle Severance**  
*GIS/IT Specialist*  
*E911 Addressing Officer*  
*Town of Hampden, Maine*

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

On Tue, Sep 5, 2017 at 10:03 AM, Angus Jennings <[townmanager@hampdenmaine.gov](mailto:townmanager@hampdenmaine.gov)> wrote:

I was able to connect with Jan Santerre re the 2009 Project Canopy grant.

There is no State recapture of grant funds provided that the plantings achieved a 90% survival rate 3 years after the grant, which has long since passed. However she did caution that, if grant funded trees are removed as part of this current process, it would likely hurt the Town's chances for future such grant funds. I discussed with Jan the many changes in the community in the past decade, the increasing and projected usage of fields, limited options etc.

We have not yet found any exhibit in our files to illustrate which plantings were supported by the grant (other than a reference in meeting minutes to "nearly 50"). Jan is reviewing her files further to see if more detail can be learned about which plantings were grant supported so site design can take this into account with consideration for preserving and/or relocating plantings if/as feasible. However, there is no absolute constraint on affecting the trees, nor State permission required to do so.

Thanks,  
Angus

On Thu, Aug 24, 2017 at 8:59 AM, Angus Jennings <[townmanager@hampdenmaine.gov](mailto:townmanager@hampdenmaine.gov)> wrote:

- The video recording of Tuesday's workshop will be posted online in the coming days; Kyle, once this is online please post to Town Facebook and send around a link to those copied here so this can be further shared.
- Find attached the sign-in sheet from Tuesday night. My office will prepare and maintain an email list of people who have requested future notifications. If you have names/emails to be added to this list please send them to Gigi ([gigi@hampdenmaine.gov](mailto:gigi@hampdenmaine.gov))
- Find attached the two public comment forms submitted on Tuesday night.
- Yesterday morning we posted the conceptual plans with an invitation for public comments on the Town Facebook page at <https://www.facebook.com/townofhampden/>. All should continue to solicit resident comments through your various networks, whether via Facebook, email, letter, phone call or visit. As

# Hampden Tree Board

Project Canopy Grant Proposal  
Services Committee

3-9-09

# Western Ave Recreation Area

Summer 2006

Site Preparation and Parking Lot Improvements



# Western Ave Recreation Area

Spring 2007

Sand Volleyball Court

Playground



# Western Ave Recreation Area

Summer 2008

Gazebo



Winter 08-09

Skating Area w/ Gazebo



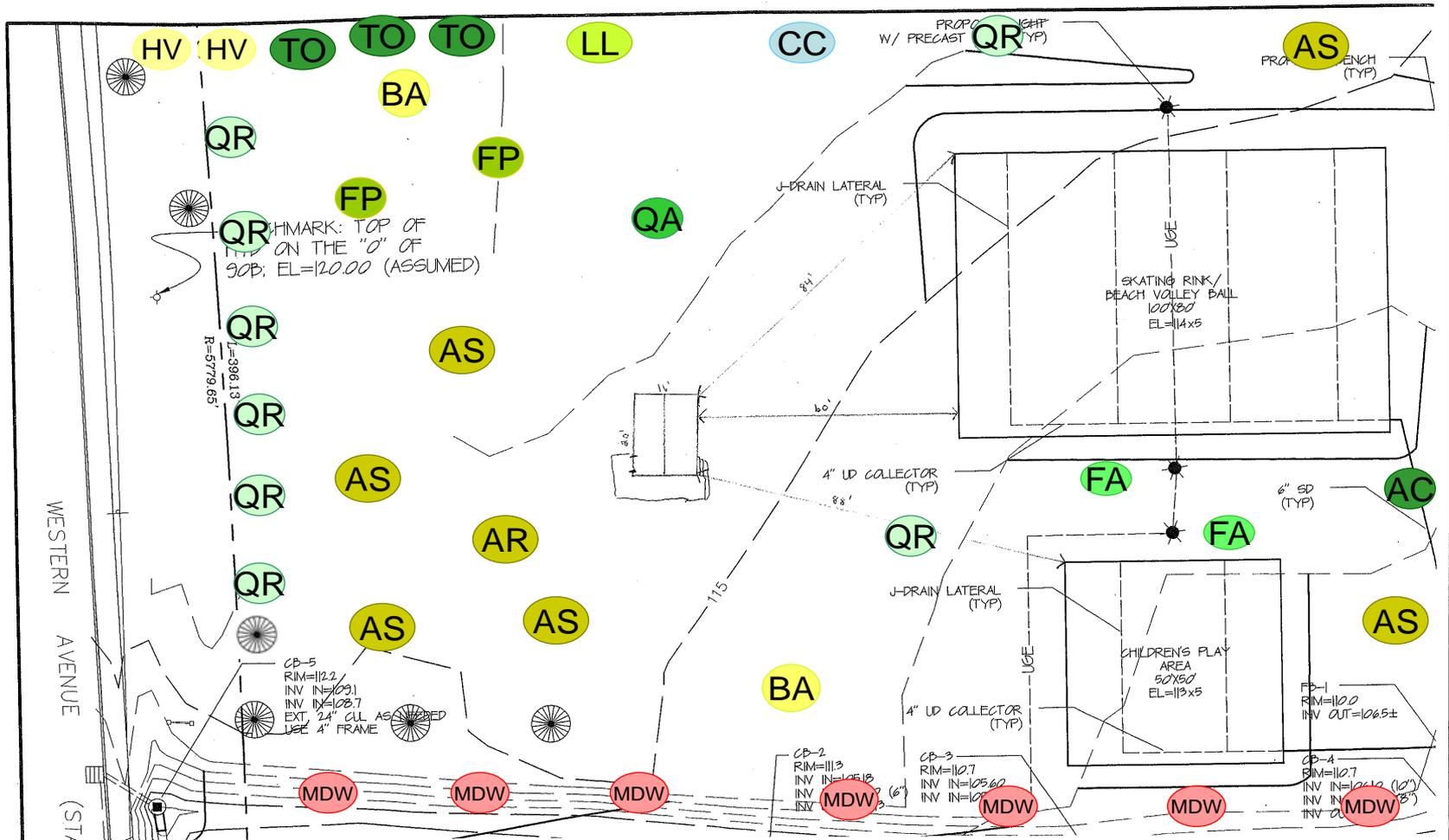
# Project Canopy Overview

- Project Canopy is a project of the Maine Forest Service and the USDA.
- Every year, Project Canopy awards 50-50 matching grants to towns and organizational forestry projects that fall into three categories:
  - Planting & Maintenance
  - Planning & Education
  - Inner City Improvements
- Application Deadline for grant proposals is April 10<sup>th</sup>.

# Hampden Tree Board Proposal

The Planting & Maintenance of  
44 native trees and shrubs in  
the Western Ave Recreation  
Area adjacent to the Lura Hoit  
Pool.

# Planting Map



# Border Trees



MDW Crabapple



AC White Fir



Rhododendron



Serviceberry



HV Witch Hazel



Rhododendron

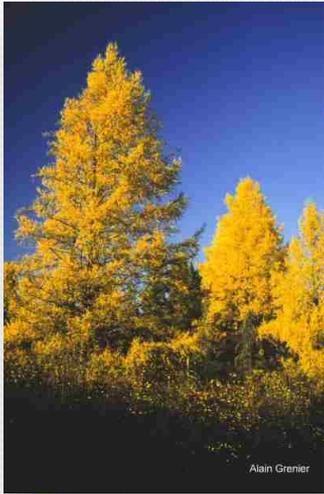


CC Hornbeam



TO White Cedar

# Shade Trees



LL Tamarack



FP Green Ash



AS Sugar Maple



FA White Ash



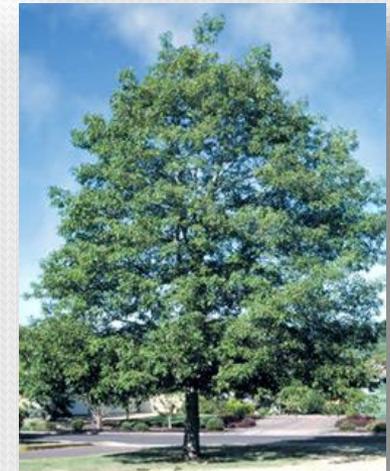
AR Red Maple



BA Yellow Birch



QR Red Oak



QA White Oak

# Google Earth View



Image © 2009 Maine GeoLibrary  
© 2009 Tele Atlas

Google

44°44'46.43" N 68°51'09.32" W

elev 124 ft

Eye alt 280 ft

# Benefits to Town & Community

- Enhances our rural aesthetic
- Creates a more attractive area for families
- Increases attractiveness of Hampden to visitors, potential residents and businesses
- Encourages community collaboration
- Promotes organizational buy-in & ownership
- Builds community support for other forestry projects
- Increases chances of funding for other projects

# Preliminary Budget

## Grant Request

Tree Species	\$ 6250
Mulch, supplies, etc.	\$ 750
Labor	<u>\$ 1000</u>

Total Grant Request = \$ 8,000

## Local Match

---	In-Kind Contributions
---	Donations
---	Volunteer Labor
---	Equipment
---	1 year Maintenance

\$ 8,000 = Total Match Request

## Town of Hampden

06/2010

### Grant Report Narrative

The first goal stated in our grant application narrative was to plant approximately 50 tree and shrub species at the Western Avenue Recreation Area. We planted 40 trees, 7 large shrubs, and a myriad of perennial plants (in the garden around the gazebo). We were able to keep pretty close to the original proposed planting list, and what changes were made, were approved beforehand through communication with Jan Santerre. Details on what was proposed and what was actually planted are on the attached planting list.

Some of the broader goals included in our original narrative touched on the need to provide shade for the area, further our efforts to engage the community in the town's Tree City activities, serve as an educational project, and serve as a commitment to preserving green space in town. While it is difficult to assess those objectives in the span of one year, we still feel that we are moving positively in those directions through this project. We did successfully demonstrate proper planting technique to all volunteers at the beginning of the day. As indicated in the original narrative, a plan for a future project to create a tree walk and identification map of the area is still a goal.

One particular goal stated that we wanted to engage other community groups to help with this project. As can be seen on the attached volunteer list, we were successful in garnering support from various Boy and Girl Scout troops, resident volunteers, the Hampden Garden Club, Kiwanis, Town Council members, Tree Board members, and other town staff (some of whom are also residents).

Town staff have continued to monitor the condition of all trees and mulch rings throughout the year since the trees were planted. Over the last couple of months we have reshaped mulch rings, re-dug and replanted some of the trees that rose or sank a lot due to the extreme rainfall, and we installed bark protectors around the bases of most trees to ensure they do not get inadvertently weed-whacked. The protectors are the long white tubes that came with the trees, but cut down to 6-inch lengths so they are more acceptable aesthetically.

The project was managed primarily by town staff members Gretchen Heldmann (GIS/IT Specialist and Intern Forester) and Kurt Mathies (Recreation Director). Gretchen selected almost all the trees and the shrubs. The plants were provided as a donation by members of the Hampden Garden Club. Kurt and his staff prepped the site in conjunction with a couple of Public Works employees as far as marking location for holes to be dug, ensuring items were delivered to the proper locations on the site so as not to obstruct regular pool business, and

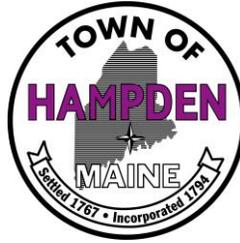
ensuring trees were maintained after the planting date with regards to watering, maintaining the mulch rings, and re-doing some of the trees that rose or sunk due to extreme weather conditions.

The main difficulty we encountered in doing this project was the inordinate amount of rainfall we had last year. The holes were dug a day ahead of time, and the water table was so high that they had all filled in by the morning of the day of planting. All holes had to be baled out. We then had another few weeks of nearly constant rain. Some of the trees drowned and died. Others sunk because the holes were so wet it was hard to determine proper planting level. A few trees had so much water in the holes that when winter came they froze and rose up out of the ground. The soil is partly to blame as well, as we realized that it was very high in clay content. Even with these difficulties, this year (2010) we replaced all the dead trees with what grant money we had yet to allocate, and we fixed as best we could the trees that had risen or sank. We did change some of the species and locations to better suit the soil conditions. For example, we had planted a red oak in an area that ended up being wet even on the driest day – so we replaced that with a willow this year. We also had a couple sugar maples die from drowning, and we replaced those with red maples.

We cannot think of any recommendations for the state on how to improve this program, other than more time/timing of grant announcement, deadline, and award – which we recognize is largely out of the state's control anyway.

We thank you for this opportunity and look forward to submitting our next Project Canopy grant application.

**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: September 7, 2017  
RE: Discussion of future policy regarding Recreation Affiliated Programs

As you know, the Committee has previously reviewed and discussed the Recreation Department's Affiliated Program Guidelines (see esp. April 11, August 8, Sept. 12, and Oct. 11, 2016).

The most detailed and relevant discussion, I think, is reflected in the minutes of the October 11, 2016 Services Committee meeting, an excerpt of which is attached.

The primary direction agreed at that meeting was that the Town Manager and Rec Director would work with DPW Director toward an overall recreational facilities maintenance plan, and associated costs, and then look at reasonable cost sharing proposals between the taxpayers, user fees, Affiliated Programs, and sponsorship revenues. It was agreed that, if cost shares were to be proposed with Affiliated Programs, this should be within the context of an overall plan, with costs, so that proposed allocations could be based on a comprehensive framework.

It was understood at the time that this type of facilities maintenance plan is a major work item, and would take time to prepare. This was reflected in the Committee's discussion of work plan and priorities this past spring, with the following items included as Important/Future:

1. Establish facilities operations and maintenance plan for public recreational facilities, including library, in coordination with partnering user groups and taxpayers
2. Recreation Affiliated Programs - clarify terms of agreements incl. cost sharing

Item 1 must precede Item 2 in order to achieve the goal. Both items are within the FY18/future work program, and staff work to date on Item 1 will continue until there is a draft ready for Committee review. There is still a significant amount of work to reach this point.

Likewise, we have done a fairly significant amount of work toward Item 2; so far this year Shelley and I have circulated multiple working draft revisions of the existing Affiliated Guidelines, and Chairman Marble is apprised of this work. However, we don't yet have a proposal that is ready for Committee review; and any cost-sharing to be proposed should await completion of Item 1. Further, because the Guidelines may

apply to up to six organizations [Bronco Travel Basketball; Coldbrook Travel Soccer (formerly Bronco Travel Soccer); Bronco Little League; Bronco Youth Football; Hampden Children's Day; and Hampden Seniors' Club], we anticipate that a significant amount of time may be needed for correspondence and meetings in order to work with these organizations to arrive at agreement on revised Guidelines.

Just as the Council recently replaced the Bid Procedure Guidelines with modified procedures through a Town Council Order, when the time comes I will also recommend that the Council adopt an Order in order to provide clear authority for the Town to enter into such agreements – rather than “Guidelines” which are not included in the Town Charter’s authorization of Council actions (by Ordinance, Order, or Resolution).

Given our present workload, I do not have an estimate of how long it will take – on the calendar – for all of this to happen. I know it will not be soon.

However, this matter is before the Committee now as we consider recent requests from Coldbrook Travel Soccer to re-execute the prior Affiliated Agreement. That agreement, along with the other organizations’ agreements, was executed in October 2015 for a term of one year. The agreements were not executed in fall 2016 due to the Committee’s involvement and the increasingly complex nature of the work. This led the Committee to endorse the policy direction summarized above.

It is our understanding that Coldbrook Travel Soccer’s primary interest in re-executing an Affiliated Agreement is to secure priority (below RSU-22 and Town use, but above non-Affiliated programs) for use of RSU-22 facilities. However, while the former RSU-22 Athletic Director did place priority on Affiliated Programs relative to non-affiliated programs, the new AD has advised Director Abbott that an affiliated agreement is not necessary in order for a program to secure use of RSU-22 facilities. Director Abbott has advised Coldbrook Travel Soccer that the RSU ultimately decides who they allow to use their facilities and in which order of priority, and that the Town does not have a say in this.

A major reason for the Affiliated Guidelines in the first place was to recognize the value that accrues to Hampden residents by virtue of non-Town organizations offering recreational programming that supplements Town offerings, including catering to different age tiers. This value is acknowledged in different ways for different programs, based on the specifics of each, but includes benefits such as facility access, reduced rental costs (for Skehan Center), and Town staff time toward Affiliated programs.

We would like to be helpful to Affiliated Programs (whether there are formal agreements in place or not), but do not want to create false expectations regarding how quickly we can realistically complete the two work items summarized above. This is therefore introduced for Committee discussion at Monday’s meeting so that, whatever direction we proceed, we can keep these organizations apprised of what to expect.

## SERVICES COMMITTEE MEETING

Tuesday, October 11, 2016

### MINUTES

Attending:

*Councilor Terry McAvoy, Chair  
Councilor Ivan McPike  
Councilor Mark Cormier  
Councilor Greg Sirois  
Councilor Stephen Wilde  
Councilor Dennis Marble  
Town Manager Angus Jennings*

*Recreation Director Shelley Abbott  
Resident Jeremy Jones, Esq.  
Resident Cindy Philbrick  
Resident Lisa Carter  
Resident Bill Shakespeare  
Resident Tom Brann*

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

#### 1. MINUTES

- a. **August 8, 2016**
- b. **September 12, 2016**

*Motion by Councilor Wilde seconded by Councilor McPike to approve the August 8 and September 12 meeting minutes. Approved 6-0.*

#### 2. OLD BUSINESS

- a. **Update on DPW research regarding maintenance costs for athletic fields** – *Manager Jennings presented the research in the meeting packet regarding DPW staff time and vehicles used for fields maintenance. He said that this research responded to the Committee's prior requests to document costs associated with recreational facilities. Chairman McAvoy said that this work relates to the discussion of Affiliated Programs. Manager Jennings agreed, and this issue was included for discussion in the next agenda item.*

- b. **Discussion of future policy regarding facilities maintenance cost sharing with Recreation Affiliated Programs** – *Chairman McAvoy said that costs should be pro rated among the Town and user groups proportional to the amount of field usage. Councilor Sirois asked if he was suggesting that we approach Little League to start charging them for use of the VFW fields.*

*Councilor Marble said that he'd like to understand the history of who's using what fields for what purposes. He said these questions relate to*

*what kind of community do we want to be, and what do we want our kids to have?*

*Jeremy Jones asked whether a resident such as him could rent a field, just as an Affiliated Program does. Director Abbott said yes.*

*Councilor Marble asked if there is a 2-pager that describes how many leagues there are and what their contributions are to field maintenance. Director Abbott said that this information has been included in prior meeting packets and Manager Jennings referred to the summary map that had been circulated last winter. This information could be updated as needed.*

*Councilor Sirois noted that Little League put up the batting cages at the VFW fields. Director Abbott said that the poles and labor were donated, and the Town brought this through permitting.*

*Councilor Wilde referred to photos he had circulated via email of fields, and said he'd been researching maintenance costs for both natural grass and artificial turf fields. Director Abbott noted that current maintenance needs exceed staff capacity and budget.*

*Councilor Sirois said that all coaches and assistant coaches for Affiliated Programs are volunteers. Chairman McAvoy asked what it costs for someone to participate in softball, and Director Abbott summarized the fee schedule. Chairman McAvoy asked if the Rec Department receives any of that money and Director Abbott said no but that Affiliated Programs contribute in other ways.*

*Mr. Brann said that if Affiliated Programs are charged, their expectations for services will go up. He said that Hampden has survived over the years because of volunteerism. Councilor McPike said that we have Affiliated Programs because they provide programs that go beyond what our staff has the capacity to provide; their teams fill the void between Rec Department youth programs and the High School, and become feeders for the Hampden Academy teams. Councilor Marble said that we need to support families, and that Hampden has done relatively better than other towns in this region in retaining and attracting families in part because of its recreational services. Councilor Sirois asked whether adding new programs and handling the administration of those programs would require additional staff and Director Abbott said that it would.*

*Manager Jennings referred to the earlier agenda item and the research into costs for fields maintenance, and asked whether the majority of the Committee thought that Affiliated Programs should offset those costs which we would incur anyway or only those additional costs that result*

*from their field usage. He said it is important for him and Director Abbott to have a clear framework to negotiate with the Affiliated Programs. He said that he'd like to work with Director Abbott and Director Currier toward an overall facilities maintenance plan, and associated costs, and then look at reasonable cost sharing proposals between the taxpayers, user fees, Affiliated Programs, and sponsorship revenues.*

*Chairman McAvoy made a motion to direct the Town Manager to negotiate fees with Affiliated Programs whereby costs are allocated that can be attributed to a particular organization. Councilor Cormier seconded the motion. Councilor Marble said that it sounds like we don't have all of the information we need. Manager Jennings said we can work with what we know but that adding dollar amounts to the agreements with Affiliated Programs will continue to be a challenge. Councilor Sirois said that conversations with the Affiliated Programs would be good and Manager Jennings agreed. The motion carried 4-2 with Councilors Wilde and Sirois opposed.*

### **3. NEW BUSINESS**

- a. Services Committee role as Tree Board under Tree Ordinance –**  
*Manager Jennings said that this item was brought forward to ensure that the Committee understands its role to serve as the Tree Board unless and until a new Tree Board is established. Chairman McAvoy said he did not see that the Tree Board has a role in permitting, etc. Resident Tom Brann said that the purpose of the Tree Board was to inform decisions about how trees should be properly managed. Chairman McAvoy said that the Committee doesn't have the expertise that the Tree Ordinance calls for. Mr. Brann said that the Tree Board ought to have an arborist, forester and soil conservation scientist. In the past a Tree Board was constituted but that its members eventually left because they were villainized. It was established to meet a requirement for Tree City USA designation and to control cutting of trees around wires by utility companies.*

*Councilor McPike asked why this item was on the agenda and Manager Jennings said it was brought to his attention in the context of recent discussions about cutting trees on Town property. He is seeking direction regarding whether to change practices to match what the ordinance requires or to change the ordinance to match today's policy objectives. He agreed with Chairman McAvoy that the Tree Board does not have review authority.*

*Mr. Brann said that the Conservation Commission, which is also dormant, has more review authority. He said that the volunteers who had been on that Commission also dropped off because they "got tired of the*

**TOWN OF HAMPDEN**

The Town of Hampden Hereby Ordains

Proposed Amendments to the Edythe L. Dyer Community Library Ordinance

Deletions are ~~Strikethrough~~ Additions Double Underlined

**TOWN OF HAMPDEN**

**EDYTHER L. DYER COMMUNITY LIBRARY ORDINANCE**

**Adopted**

**May 16, 1983**

**TOWN OF HAMPDEN, MAINE**  
**EDYTHE L. DYER COMMUNITY LIBRARY ORDINANCE**

CERTIFIED BY:

\_\_\_\_\_  
Paula Scott, Town Clerk

Town Clerk  
Affix Seal

ADOPTED: Hampden Town Council, May 16, 1983  
Effective Date, June 15, 1983

AMENDED: October 20, 1986 Section: 2.2.a  
Effective Date, November 20, 1986

AMENDED: October XX, 2017 Section: 2.1a, 2.1b, 2.1c  
Effective Date, Section: 2.2a, 2.2b

	ENACTMENT .....	1
SECTION I	ESTABLISHMENT .....	1
SECTION II	ORGANIZATION AND ADMINISTRATION .....	1
SECTION III	VALIDITY; REPEALER AND EFFECTIVE DATE .....	3

## EDYTHE L. DYER COMMUNITY LIBRARY ORDINANCE

Enactment: Pursuant to the provisions of the charter of the Town of Hampden, Article II, Section 212, and Article III, Section 302, THE TOWN OF HAMPDEN HEREBY ORDAINS that there is established a public library, to be known as the Edythe L. Dyer Community Library, to be organized, administered and governed in accordance with the following provisions:

### SECTION I - ESTABLISHMENT

The Edythe L. Dyer Community Library is established as a department of the town, and shall be administered consistent with its role as such.

### SECTION II - ORGANIZATION AND ADMINISTRATION

#### Section 2.1 – ~~Town Librarian~~ Library Director

- a. Position - There is hereby authorized and established the position of ~~Town Librarian~~ Library Director. This position shall be included in the Personnel Classification and Compensation Plan for the Town of Hampden.
- b. Appointment – The ~~Town Librarian~~ Library Director shall be appointed by the Town Manager in consultation with the Board of Trustees, subject to confirmation by the Town Council and consistent with the personnel rules of the Town and the Town Charter.
- c. Duties – The ~~Town Librarian~~ Library Director shall have the responsibility for the daily operation and management of the Library as a department of the Town and consistent with the personnel rules of the Town and the Town Charter. The ~~Town Librarian~~ Library Director shall make a periodic report to the Town Manager at such frequency as ~~he~~ directs ~~directed~~ as to the business of the Library for the period since the last report. The ~~town library~~ Library shall be operated and managed subject to the directives of the Town Manager and consistent with the policies and rules and regulations promulgated by the Board of Trustees.

The ~~Town Librarian~~ Library Director shall be a member, ex-officio of the Board of Trustees.

#### Section 2.2 - Board of Trustees

- a. Appointment Term - The Board of Trustees of the library shall consist of ~~15~~ 9 persons, ~~at least eleven of whom shall be residents of the Town of Hampden,~~ appointed by the Town Council. The trustees shall serve staggered three (3) year terms, ~~except that the members of the first board shall be appointed to the following terms: four members shall serve one year terms; three members shall serve two year terms; and four members shall serve three years terms.~~ No member of the Town Council may serve on the Board of Trustees.
- b. Duties; Function - The Board of Trustees shall have the responsibility for establishing Library policies, authorizing the expenditures of Library funds and, consistent with the position of the Library as a town department, shall otherwise assume responsibility for operation and administration of the Library. The Board of Trustees shall have the power

to adopt such reasonable rules and regulations for the management and administration of the Library as it deems appropriate, including the power to establish fines and penalties for violation of said rules and regulations. The Board shall meet regularly. The Board shall adopt its own bylaws and at an annual meeting shall elect a ~~Chairman~~, Vice-Chairman, ~~Secretary~~ and Treasurer. The Board may also create an Executive Committee, consisting of three members of the Board of Trustees, one of which shall be ~~Chairman~~, to which certain of the responsibilities of the Board may be delegated. Such rules or regulations for management and administration of the Library as the Board adopts shall be promptly reported to the Town Manager. The Town Manager and Town Mayor are members ex-officio of the Board of Trustees, and in the event the Board chooses to create an Executive Committee, the Town Manager shall be an ex-officio member of said committee. The Board of Trustees shall also make recommendations to the Town Manager as to nominations for membership to the Board. The Board of Trustees shall have the authority to name various persons to the Board of Trustees as honorary members of the Board as it deems appropriate, but only by a majority vote of the membership of the entire Board. Honorary Trustees may participate in meetings of the full Board of Trustees but may not vote and shall have no authority as to the administration of the Library, which is hereby granted to the Board of Trustees. ~~At least once a year, or at the request of the Town Manager, the Board of Trustees shall file report with the Town Council containing an itemized statement of the previous year's expenditures and the expenses anticipated for the coming year, together with such other information as the Town Council or the Town Manager may require.~~ The Board of Trustees may also accept gifts and donations to the Library either in trust or outright, and may act as trustee of any donations or gifts in trust. In the event the Board accepts any gifts or donations in trust it shall at all times be consistent with the terms of the trust or gift. The responsibility of the Board for gifts or donations in trust may not be delegated to a lesser committee of the Board.

### **SECTION III - VALIDITY, REPEALER AND EFFECTIVE DATE**

#### **Section 3.1 - Validity; Conflict of Laws; Effective Date**

- a. Validity - Should any section or provisions of this ordinance be declared by a court of competent jurisdiction to be invalid, such determination of invalidity shall not invalidate or affect any other section or provision of this ordinance, and to that end the provisions of this ordinance are declared to be severable.
- b. Repealer - All ordinances, resolutions, orders and votes of the Town of Hampden, by whatever governing body enacted, and which relate to the creation of a public library in the Town of Hampden, are hereby repealed to the extent they are inconsistent with this ordinance.
- c. Effective Date - The effective date of this ordinance shall be thirty (30) days after adoption by the Town Council.

Edythe L. Dyer Community Library  
Annual Meeting of the  
Board of Trustees  
Wednesday September 13, 2017  
At 7:30 a.m. at the Library  
Agenda

- A. Call to Order
- B. Minutes
- C. Reports
  - a. financial
  - b. circulation
  - c. director's
- D. Committee reports
  - a. Finance committee
- E. Unfinished business
- F. New business
  - a. Update of Library Ordinance
- G. Adjournment



*Edythe L. Dyer Community Library*  
269 Main Road North, Hampden, Maine 04444 • (207) 862-3550

Edythe Dyer Community Library  
Board of Trustees' Meeting  
May 10, 2017  
Minutes

- A. Call to order:** The meeting of the Board of Trustees of the Edythe Dyer Community Library, Hampden, Maine was called to order at 7:35 a.m.  
**Members present:** Dave Barrett, Cindy Gardella, Jane Jarvi, Yvonne Lambert, Tony Mourkas, Ted Sherwood, Pat Russell, Debbie Lozito (Library director)  
**Members absent:** Nicole Aronowitz, Maggie Frazier
- B. Approval of minutes:** Ted/Dave moved acceptance
- C. Library reports**  
a. financial  
b. circulation  
c. director's
- D. Unfinished business**  
a. ad hoc investment committee report. Dave, on behalf of the ad hoc investment committee, made a motion to move management of the Endowment to Means Investment. Unanimously approved  
b. Endowment Investment Policy Dave, on behalf of the ad hoc investment committee moved that the board create an investment policy unanimously approved  
c. Creation of a standing finance committee Dave, on behalf of the ad hoc investment committee, moved creation of a standing finance committee. Unanimously approved current members will be Ted, Dave, and Tony.
- E. New business**  
a. Tony/Yvonne made a motion to begin sending packets electronically (PDF) at the September meeting. Unanimously approved
- F. Adjournment at 8:34 a.m.**

The next meeting will be the annual meeting on Wednesday September 13, 2017 at 7:30 a.m.

Debbie Lozito

Recording Secretary

Date of approval \_\_\_\_\_



# Wealth Management

A division of RBC Capital Markets, LLC, Member NYSE/FINRA/SIPC.

0007403 02 AV 0.370 02 TR 00033 01CDDN01 000000  
EDYTHE DYER COMMUNITY LIBRARY 0108G  
269 MAIN ROAD NORTH Y9K  
HAMPDEN ME 04444-1659



## YOUR INFORMATION

### Non-Profit Account

#### Your Financial Advisor

Matthew Shannon/Jevon Owens  
RBC Wealth Management  
Key Plaza - Suite 303  
23 Water Street  
Bangor ME 04401

Telephone: [REDACTED]

E-mail: [REDACTED]

Web: [www.rbcwm-usa.com](http://www.rbcwm-usa.com)

**Branch Director:** Jevon H Owens

Telephone: (207) 942-8257

#### Complex Director

Brian Katz  
75 State ST  
Suite 1700  
Boston MA 02109

Telephone: [REDACTED]



## RBC ADVISOR ACCOUNT STATEMENT

MAY 1, 2017 - MAY 31, 2017

Account number: [REDACTED]

Page 1 of 10

## ACCOUNT VALUE SUMMARY

	THIS PERIOD	THIS YEAR
Beginning account value	\$402,080.80	\$388,430.79
Withdrawals	-4,001.37	-6,168.76
Taxable Income	718.90	3,389.73
Taxes withheld	-21.06	-55.16
Change in asset value	1,778.38	14,959.05
Ending account value	\$400,555.65	\$400,555.65

## YOUR MESSAGE BOARD

*Whether you want to build, preserve, enjoy, or share your hard-earned wealth, we're here to help. For questions about your account, please contact your financial advisor, who will be happy to assist you.*

INVESTMENT REPORT  
June 8, 2017 - June 30, 2017

Envelope # BDFRWHBBBBRHT

0003410 02 AV 0.370 02 TR 00021 FIEP1B01 000000  
TOWN OF HAMPDEN  
EDYTHE DYER COMMUNITY LIBRARY  
269 MAIN RD N  
HAMPDEN ME 04444-1659



Your Advisor/Agent

MEANS WEALTH MANAGEMENT  
802 STILLWATER AVE  
BANGOR ME 04401

Phone: [REDACTED]

Brokerage TOWN OF HAMPDEN

▶ Account Number: [REDACTED]

Your Account Value: **\$399,181.50**

Change from Last Period: <sup>A</sup> \$399,181.50

	This Period	Year-to-Date
Beginning Account Value	-	-
Additions	402,396.08	402,396.08
Subtractions	-5.16	-5.16
Change in Investment Value *	-3,209.42	-3,209.42
<b>Ending Account Value **</b>	<b>\$399,181.50</b>	<b>\$399,181.50</b>
Accrued Interest (AI)	0.00	
<b>Ending Account Value Incl. AI</b>	<b>\$399,181.50</b>	

\* Appreciation or depreciation of your holdings due to price changes plus any distribution and income earned during the statement period.  
\*\* Excludes unpriced securities.

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	Checkouts May, 2017	Renewals May, 2017	Total	Previous yr circ May, 2016	Cardholders	2017	2016
<b>Adult</b>							
Graphic Novels; Fiction; Large type	1295	369	1664	1622	Resident	1877	1870
Nonfiction; Biography; Maine books	145	65	210	184	Non-resident	205	207
Magazine	199	39	238	233	Library use	10	9
CD	281	132	413	378	ILL	197	193
DVD	526	134	660	589	<b>Total</b>	<b>2289</b>	<b>2279</b>
<b>Adult total</b>	<b>2446</b>	<b>739</b>	<b>3185</b>	<b>3006</b>			
					<b>New cards # per town</b>		
Youth					Hampden	-41	1877
Picture books; Board books	823	196	1019	911	Bangor	1	16
Juvenile fiction; graphic novels; beginner readers	411	281	692	607	Hermon	2	24
Juvenile nonfiction; Juvenile biography	154	4	158	200	Newburgh	0	50
Juvenile CD	63	39	102	85	Winterport	-1	80
Juvenile DVD	176	52	228	174	Other	0	35
Young adult; Graphic Novels	134	70	204	273	Library use	1	10
<b>Youth total</b>	<b>1761</b>	<b>642</b>	<b>2403</b>	<b>2250</b>	ILL	1	197
<b>Laptop</b>	<b>34</b>	<b>0</b>	<b>34</b>	<b>78</b>	<b>Total</b>	<b>-37</b>	<b>2289</b>
<b>InstaFlex</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>n/a</b>			
<b>Cloud Library</b>	<b>173</b>	<b>0</b>	<b>173</b>	<b>242</b>			
*Minerva ILL in	0	0	0	630			
*Minerva ILL out	0	0	0	546	People in EDL	2017	2016
						<b>2234</b>	<b>2072</b>
<b>Monthly Circ</b>	<b>4415</b>	<b>1381</b>	<b>5796</b>	<b>5576</b>			
YTD previous month	44769	15554	60323	62531			
YTD FY	49184	16935	66119	68107			
* in circ report							
<b>Programs</b>	<b>May, 2017</b>			<b>May, 2017</b>			
	# of progra	Attendance		Public Access			
Youth Services	13	101 children; 51 adults		15			
Teen	0	0		wireless not included			
Adult	11	61					

Edythe Dyer Community Library  
May, 2017

	Checkouts	Renewals	Total	Previous yr circ		2017	2016
	Jun. 2017	Jun. 2017		Jun. 2016	Cardholders		
<b>Adult</b>							
Graphic Novels; Fiction; Large type	1315		380	1695	1834	Resident	1892
Nonfiction; Biography; Maine books	179		86	265	190	Non -resident	204
Magazine	214		33	247	238	Library use	10
CD	319		118	437	418	ILL	197
DVD	590		124	714	520	<b>Total</b>	<b>2303</b>
<b>Adult total</b>	<b>2617</b>		<b>741</b>	<b>3358</b>	<b>3200</b>		<b>2227</b>
						<b>New cards # per town</b>	
<b>Youth</b>						Hampden	15
Picture books; Board books	719		228	947	1127	Bangor	-1
Juvenile fiction; graphic novels; beginner readers	806		251	1057	1128	Hermon	1
Juvenile nonfiction; Juvenile biography	218		60	278	258	Newburgh	0
Juvenile CD	90		54	144	91	Winterport	-1
Juvenile DVD	217		73	290	287	Other	0
Young adult; Graphic Novels	266		86	352	385	Library use	0
<b>Youth total</b>	<b>2316</b>		<b>752</b>	<b>3068</b>	<b>3276</b>	ILL	0
<b>Laptop</b>	<b>54</b>		<b>0</b>	<b>54</b>	<b>75</b>	Total	14
<b>InstaFlex</b>	<b>1</b>		<b>0</b>	<b>223</b>	<b>247</b>		
<b>CloudLibrary</b>	<b>223</b>		<b>0</b>	<b>690</b>	<b>679</b>		
*Minerva ILL in	690		0	542	580	People in EDL	2017
*Minerva ILL out	542		0	542	580		2016
							<b>2522</b>
							<b>2647</b>
<b>Monthly Circ</b>	<b>5210</b>		<b>1493</b>	<b>6703</b>	<b>6798</b>		
YTD previous month	49214		16935	66119	68107		
YTD FY	54424		18428	72852	74905		
* in circ report							
<b>Programs</b>	<b>Jun. 2017</b>				<b>Jun. 2017</b>		
	# of progra	Attendance			Public Access		
Youth Services	19	220 children; 161 adults			26		
Teen	0		0		wireless not included		
Adult	12		83				

	Checkouts	Renewals	Total	Previous yr circ		2017	2016
	Jul. 2017	Jul. 2017		Jul. 2016	Cardholders		
<b>Adult</b>							
Graphic Novels; Fiction; Large type	1392		376 1768	1814	Resident	1901	1825
Nonfiction; Biography; Maine books	173		120 293	180	Non -resident	200	200
Magazine	206		33 239	229	Library use	10	9
CD	351		112 463	363	ILL	197	193
DVD	511		114 625	561	<b>Total</b>	<b>2308</b>	<b>2227</b>
<b>Adult total</b>	<b>2633</b>		<b>755 3388</b>	<b>3147</b>			
						<b>New cards # per town</b>	
Youth					Hampden	9	1901
Picture books; Board books	699		185 884	931	Bangor	0	15
Juvenile fiction; graphic novels; beginner readers	735		295 1030	1179	Hermon	0	25
Juvenile nonfiction; Juvenile biography	206		57 263	221	Newburgh	-4	46
Juvenile CD	62		41 103	129	Winterport	0	79
Juvenile DVD	162		42 204	217	Other	0	35
Young adult; Graphic Novels	313		123 436	367	Library use	0	10
<b>Youth total</b>	<b>2177</b>		<b>743 2920</b>	<b>3044</b>	ILL	0	197
<b>Laptop</b>	<b>35</b>		<b>0 35</b>	<b>68</b>	<b>Total</b>	<b>5</b>	<b>2308</b>
<b>InstaFlix</b>	<b>1</b>		<b>1</b>	<b>n/a</b>			
<b>Cloud Library</b>	<b>53</b>		<b>0 53</b>	<b>292</b>			
*Minerva ILL in	670		0 670	720			
*Minerva ILL out	567		0 567	523	<b>People in EDL</b>	<b>2017</b>	<b>2016</b>
						<b>2518</b>	<b>2647</b>
<b>Monthly Circ</b>	<b>4899</b>		<b>1498 6397</b>	<b>6551</b>			
YTD previous month	0		0 0	0			
YTD FY	4899		1498 6397	6551			
* in circ report							
<b>Programs</b>	<b>Jul. 2017</b>			<b>Jul. 2017</b>			
	# of progra	Attendance		Public Access			
Youth Services	24	223 children; 124 adults		5			
Teen	2	15		wireless not included			
Adult	7	40					

Edythe Dyer Community Library  
July, 2017  
Circulation statistics

	Checkout/ Renewals		Total	Previous yr circ		2017	2016	
	Aug. 2017	Aug. 2017		Aug. 2017	Cardholders			
<b>Adult</b>								
Graphic Novels; Fiction; Large type	1428		447	1875	2275	Resident	1916	1822
Nonfiction; Biography; Maine books	178		101	279	209	Non -resident	191	193
Magazine	206		31	237	240	Library use	10	9
CD	346		136	482	439	ILL	197	193
DVD	528		173	701	535	<b>Total</b>	<b>2314</b>	<b>2217</b>
<b>Adult total</b>	<b>2686</b>		<b>888</b>	<b>3574</b>	<b>3698</b>			
						<b>New cards# per town</b>		
Youth						Hampden	15	1916
Picture books; Board books	815		212	1027	1108	Bangor	-4	11
Juvenile fiction; graphic novels; beginner readers	599		307	906	785	Hermon	-1	24
Juvenile nonfiction; Juvenile biography	200		85	285	235	Newburgh	-3	43
Juvenile CD	46		41	87	136	Winterport	-2	77
Juvenile DVD	204		84	288	275	Other	1	36
Young adult; Graphic Novels	265		112	377	365	Library use	0	10
<b>Youth total</b>	<b>2129</b>		<b>841</b>	<b>2970</b>	<b>2904</b>	ILL	0	197
<b>Laptop</b>	<b>63</b>		<b>0</b>	<b>63</b>	<b>93</b>	Total	6	2314
<b>InstaFlex</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>n/a</b>			
<b>CloudLibrary</b>	<b>292</b>		<b>0</b>	<b>292</b>	<b>297</b>			
*Minerva ILL in	747		0	747	707			
*Minerva ILL out	631		0	631	545	<b>People in EDL</b>	<b>2017</b>	<b>2016</b>
							<b>2717</b>	<b>2618</b>
<b>Monthly Circ</b>	<b>5170</b>		<b>1729</b>	<b>6899</b>	<b>6992</b>			
YTD previous month	4899		1497	6397	6551			
YTD FY	10069		3226	13296	13543			
* in circ report								
<b>Programs</b>	<b>Aug. 2017</b>				<b>Aug. 2017</b>			
	# of progra	Attendance			Public Access			
Youth Services	27	236 children; 177 adults			24			
Teen	0	0			wireless not included			
Adult	10	50						
Edythe Dyer Community Library August, 2017 Circulation Statistics								