

Town of Hampden

SERVICES COMMITTEE MEETING

Monday, June 10, 2019

6:00 P.M.

HAMPDEN TOWN OFFICE

AGENDA

1. Welcome & Reception of Town Committee and Board Members
2. Call to Order of the Services Committee Meeting
3. Approval of Minutes
 - a. April 29, 2019 Meeting (This meeting rescheduled and no May Meeting held due to Budget Review)
4. Committee Applications & Citizen Initiatives
 - a. Recognition of Eagle Scout Project for Levi Husson – *Recreation Director Shelley Abbott*
 - b. Souadabscook Stream Access – *Chris Packard*
 - c. Children’s Day – Update on 2019 40th Anniversary Planning Activities by Volunteer Committee Members & Recreation Staff – *Janet Hughes, Committee Chair & Recreation Director Shelley Abbott*
 - *Includes Formal Council Requests for 2019 Financial Support*
 1. *Event Insurance Coverage Reimbursement*
 2. *Fire Works Celebration*
5. Unfinished Business
 - a. Western Avenue Municipal Properties Stormwater Permit Issued, Next Steps Discussion – *Requested by Councilor Marble & Manager Chandler*
6. New Business
 - a. Outdoor Facilities Ordinance, and Request for Reserve Funds referral to Finance-Administration & Council for use of Recreation/Conservation Account # 3-769-00 to purchase new facility signage – *Recreation Director Shelley Abbott*
 - b. Discussion about the future of Kiwanis Building Management (No Background Memo) – *Councilor Marble*
7. Staff Updates & Town Manager Items
8. Public Comments
9. Committee Member Comments
10. Adjourn

Town of Hampden

SERVICES COMMITTEE MEETING

Monday, April 29, 2019

6:00 pm

HAMPDEN TOWN OFFICE

MINUTES - DRAFT

Attending:

Chairman Marble
Councilor Jarvi
Councilor McPike
Councilor McAvoy

Town Manager – Jim Chandler
Shelley Abbott – Recreation Director
Jill McLaughlin – Recreation Deputy Director
Guest – Chris Packard

Meeting was called to order by Chairman Marble at 6:00pm

1. MINUTES

- a. **February 11, 2019** – Councilor McPike made a motion, seconded by Councilor Jarvi to accept the minutes as presented. Councilor McAvoy reminded all that Meeting Minutes should not capture the level of detail presented here, and should only present on any votes, actions taken, or referrals made. Unanimous vote in favor, 4-0.

2. COMMITTEE APPLICATIONS & CITIZEN INITIATIVES

a. Vafiades Landing – Update

Chris reported on his recent progress on obtaining a 'fair-market-value' appraisal, and it was suggested to be \$59,000 as-is and up to \$75,000 if the dilapidated building were removed by current owner prior to sale. These are both lower than the current asking price of \$109,000. The Town's tax assessed value was \$51,700 for the land and actually \$54,000 for the building. Discussion ended with the idea that the private efforts would continue to move towards obtaining matching funds for potential grant awards for private purchase.

3. UNFINISHED BUSINESS – NONE

4. NEW BUSINESS - None

5. STAFF UPDATES & MANAGER ITEMS.

- a. **Changes to Kids Korner – Recreation Director Abbott & Assistant Jill McLaughlin**
Shelley provided a brief historical perspective on the program's contribution to the community, and especially the RSU 22. Discussion and questions centered around the viability of continuing the program and what that would entail if moved to the Skehan Center. Biggest challenge is transportation.

- b. **Outdoor Facilities Ordinance – Recreation Director Abbott**

Town of Hampden

Shelley discussed the complaints about kids at the VFW basketball courts and the need to consider amending the current Ordinance as presented in draft form in members packets. It was referred to Council for further consideration with a Motion by Councilor McPike and a 2nd from Councilor McAvoy, with a request for abutter notifications of the matter and a request for Public Safety to be involved in future discussions.

c. Outdoor Facilities Ordinance – Manager Chandler, on behalf of the Town Planner

Reminder about the upcoming annual event to have volunteers work on stream valley litter removal, with a town-sponsored cookout to follow at the Town Office.

6. PUBLIC COMMENTS – None

7. COMMITTEE MEMBER COMMENTS – None

8. ADJOURN

*With no further business, the meeting adjourned
Respectfully submitted, Jim Chandler*



memo

Town of Hampden-Recreation Department

To: Hampden Town Council-Services Committee
From: Shelley Abbott; Recreation Director
CC: Jim Chandler; Town Manager
Sean Currier; Public Works Director
Date: 5/23/2019
Re: Acknowledgement of Bocce Ball Court Completion-Eagle Scout Levi Husson

Comments:

On April 13, Eagle Scout Levi Husson, held a dedication for the new Bocce Ball Court in memory Daniel Scott, that he built for his Eagle Scout Program. Levi is a member of Hampden's Scout Troop #41. This court is located adjacent to the dirt parking lot at VFW Recreation Area located off VFW Road in Hampden.

The court is in memory of Daniel Scott, a well-known Special Olympian from the Bangor Area, and Eagle Scout himself, who was an avid Bocce Ball player, and had qualified for the Special Olympics National Games in Seattle in 2018 competing in Bocce. Unfortunately, Daniel passed in the spring of 2018, and this court will honor his memory and love for the game. Daniel's mom Edna, was able to attend the dedication in April.

Levi was also recognized by Special Olympics Maine and Representative David Haggan at the State House on May 7, with a Sentiment Award for his achievement of Eagle Scout and the project he completed for the benefit of Special Olympics Maine.

The Husson family has purchased two set of bocce balls for loaner use for the courts that will be housed at the Recreation Department/Skehan Recreation Center. A policy for loaning equipment will be developed and the Recreation Department will begin advertising the facility and equipment for borrowed use this summer.

Thank you Levi for your dedication and hard work to provide this opportunity for the community of Hampden!





MEMORANDUM

106 Western Avenue
Hampden, Maine 04444
Office: 207-862-3034
Facsimile: 207-862-5067

TO: Services Committee
FROM: Jim Chandler, Town Manager-Treasurer *JNC*
COPY: Shelley Abbott, Recreation Director
Sean Currier, Public Works Director
DATE: June 10, 2019
RE: Western Avenue Municipal Properties Stormwater & Athletic Field Parking Project
Status Update – Next Steps Discussion

This memorandum provides the Services Committee with a status update on the multi-year effort to restore full use of the existing athletic fields on Western Avenue and, bring the Town into compliance with stormwater management rules for its municipal properties. No action requested at this time.

Background

The Town began an internal planning process in late 2016 for pursuing the Maine Department of Environmental Protection (MDEP) Site Location of Development (SLODA) permit required to construct additional parking needed to fully utilize existing athletic fields on Western Avenue. An extensive public outreach process followed, and the services of on-call Town Engineer Woodard & Curran were engaged, supplemented with field work by Moyses Environmental, to begin a full project scoping process that resulted in preliminary concept designs. That process was suspended in late 2017 due to concerns about the proposed cost for securing the permit(s).

Town staff renewed the process in July 2018 and in August issued a Request of Qualifications to select a consultant to complete the SLODA permit application process. Four firms submitted proposals and Council selected Plymouth Engineering in October 2018. The awarded Scope was more tightly focused – with the effort limited to developing the permit-level (about 70%) site plans needed to design limited additional parking solutions to restore full use of the existing athletic fields behind the Lura Hoit Pool building; and to achieve compliance with the MDEP for required stormwater facilities on the Western Avenue municipal properties.

A summary of activities to-date (since the Notice to Proceed was issued to Plymouth Engineering) and the project work restarted, includes the following:

October – December 2018

- Plymouth Engineering and Town staff held several meetings to:
 - Review previously completed concept designs
 - Review new/refined Scope of Work (relative to previously unsuccessful planning efforts)
 - Review existing site conditions as they related to the *revised* project goals
- Plymouth Engineering confirmed the need for anticipated additional field/soil/wetland analysis and Moyses Environmental was engaged to complete this work
 - Wetland and stream locations were ‘ground-truthed’ and verified
 - Town crew dug soil test pits for the consultant’s use
 - Additional soil samples obtained, and analyses completed

- Federal Land & Water Conservation Grant constraints were identified and discussed, and a letter of opinion was obtained to allow the proposed work to go forward
- Plymouth Engineering and Town staff met with MDEP staff to obtain preliminary approvals for concepts being considered, and to review tentatively proposed stormwater solutions
 - Preliminary approvals granted for types of stormwater drainage basins, berms and related design concepts being proposed

January – February 2019

- Plymouth Engineering met formally with MDEP for the SLODA Permit Pre-Application submission requirement
- Plymouth Engineering and Town staff presented a recommended site plan to Services Committee for consideration and submission to MDEP
- Plymouth Engineering and Town staff presented a recommended site plan to the General Public in an Advertised (required by permit) Public Meeting for consideration and comment prior to submission to MDEP (on February 14, 2019 in Town Office)
- Council approved the Funding Capacity Resolution required for the permit at its February 19, 2019 regular meeting
- Plymouth Engineering submitted SLODA Permit to MDEP

March – June 2019

- Plymouth Engineering coordinated questions and queries from MDEP Engineers as the permit was reviewed, including:
 - Noise concerns for on-site generators
 - Chemical containment strategies for existing storage at pool and public safety buildings
 - Ownership and dates of construction of existing buildings, particularly the leased US Post Office building were confirmed
- Plymouth Engineering and Town staff submitted the Maine Department of Transportation (MDOT) road opening permit for the proposed additional exit lane from the Lura Hoit Pool
- SLODA Permit # L- 27716-28-A-N issued to the Town on 3 June 2019 for project implementation
- Plymouth Engineering submitted the Major Site Plan Application to the Town Planning Board, and the Town Planner indicates a Public Hearing will be scheduled on the July 10th PB Agenda

NEXT STEPS & ALTERNATIVE OPTIONS – July 2019 & Beyond

- Plymouth Engineering will complete the process of obtaining the approvals required from the Town of Hampden Planning Board – *this will conclude their existing Scope of Work*
- Town staff will evaluate the Permit Conditions and determine a proposed work program for submission to Services & Council for approval, to include:
 - Review Permit's Standard Conditions
 - Develop staff-level recommended priorities for implementation (parking versus stormwater facilities versus exit lane) for presentation at a future Services Committee Meeting
 - Evaluate components of each specific project to determine the tasks necessary for accomplishing progress, to satisfy the 'starting date requirement' of the SLODA Permit, as some level of effort needs to commence within 12 months to achieve initial compliance
 - Present Services Committee with a prioritized list of recommendations for potential tasks that may be accomplished by staff, volunteers or donated contractor/civic

organization services

- Pending FY20 Budget Approval and a final determination on staffing proposals, evaluate the advantages for having a consultant (Plymouth Engineering or other) advance the 70% site plan design and specifications to Bid Documents – versus *potentially* having a future staff person perform this work in-house
 - Would need to evaluate timing and return on investment of decisions relative to project implementation goals

Fiscal Impacts

The Town initiated this process in 2017 and appropriated a total of \$ 90,000 over two fiscal years for obtaining the permit. When the project was re-initiated in July 2018 the remaining available and unencumbered balance was \$ 63,236.01 and a summary of expenses to-date for the recent efforts is provided below.

Breakdown of the current fiscal year’s expenditures to date:

- Plymouth Engineering \$ 32,165
- Moyse Environmental \$ 6,835
- MDEP Permit Fee \$ 10,323
- Misc Legal/Advertising \$ 409

After accounting for the above project costs, there remains an unencumbered balance of \$ 10,032.15 appropriated by Council for this effort. Totals and balances associated with the Reserve Account from which this project is funded are presented in the table below. It’s worth noting that the FY20 proposed budget includes a recommended \$50,000 contribution to this account specifically intended for Western Avenue Athletic Field Parking.

Recreation Area Reserve Acct 3-767-00	Amount	Comments
Trio Balance	\$ 338,631.17	June 7, 2019
Current Encumbered Balance	\$ 11,866.54	
Remaining Plymouth Engineering Contract	1,834.39	June 7, 2019
Remaining Project Encumbered Balance	\$ 10,032.15	GL balances carry into FY20
Remaining Available Balance	\$ 293,228.33	

Staff Recommendation

No formal recommendation, future actions are pending Hampden Planning Board approval, staff review of potential opportunities for in-house task completion, and Town Council direction.



MEMORANDUM

106 Western Avenue
Hampden, Maine 04444
Office: 207-862-3034
Facsimile: 207-862-5067

TO: Services Committee
FROM: Jim Chandler, Town Manager *JNC*
COPY: Shelley Abbott, Recreation Director
DATE: June 10, 2019
RE: Outdoor Facilities Ordinance Signage – Recreation/Conservation Reserve Request

This memorandum requests the Services Committee refer for approval the expenditure of available Recreation/Conservation Reserve Funds to the June 17th Finance & Administration Committee and Town Council Meetings, for purposes described below.

Background

The Town updated the Outdoor Facilities Ordinance in May 2019 to reflect changes in the allowed use of certain parks and recreation facilities. Specifically, the amended ordinance establishes defined (and in some cases more restrictive) access to public use of various park and recreation areas. This action requires signs be installed that inform the public of the newly defined hours of operation.

Recreation Director Abbott has prepared the attached memorandum and the associated proofs for the new signs and this memo conveys this information related to the specific signs being ordered from the same vendor previously used by the Town in 2017. A total of thirteen signs are being ordered for six different park and recreation facilities, including:

- Turtlehead Cove Marina
- Western Avenue Athletic Fields
- VFW Ballfields and Facilities
- Ballfield Road Athletic Field
- Dorothea Dix Park
- Papermill Park

Fiscal Impacts

Per the attached memo from Recreation Director Abbott, the signs are \$29.99 each, totaling \$389.95 and Goodwin Glass has provided the specific proofs for thirteen (13) signs.

Recreation / Conservation Reserve Acct 3-769-00	Amount	Comments
Trio Balance	\$ 5,589.11	June 7, 2019
Current Unencumbered Balance	\$ 2,143.80	\$ 3,445.31 in Prior Fiscal Year Obligations
13 Outdoor Ordinance Signs	\$ 389.95	
Remaining Available Balance	\$ 1,753.85	

Staff Recommendation

Staff requests positive referral from committee for the expenditure not to exceed \$389.95 in funds from the Recreation/ Conservation Reserve Account # 3-769-00 for the purchase of thirteen Outdoor Ordinance signs. (NOTE: it's the intent upon direction from the Auditors and Council back in FY18 to spend down this Reserve Account before dissolving it.)



Recreation Department-Skehan Recreation Center

To: Hampden Town Council Services Committee
Town Manager Jim Chandler *JAC*

From: Recreation Director Shelley Abbott

CC: PW Director Sean Carrier

Date: 6/6/2019

Re: C/R Account 3-769-00

Comments: I am requesting authorization to use Conservation/Recreation account number 3-769-00 for the purpose of the following items:

12"x18" Metal signs with updated facility hours Outdoor Facility Ordinance Changes
May 2019-13 total

(not to exceed) \$389.95

Signage will be added to existing signage at all Outdoor Facilities with specific details on Hours of Use and Season or Year Round Access as a result of changes in May 2019 to the Outdoor Facilities Ordinance

Total Request from C/R Account 3-769-00 (not to exceed) \$389.95



Shelley Abbott <recreation@hampdenmaine.gov>

Signage Needed

jen@goodwinglass.com <jen@goodwinglass.com>
 Reply-To: jen@goodwinglass.com
 To: Shelley Abbott <recreation@hampdenmaine.gov>

Wed, Jun 5, 2019 at 12:53 PM

Hi Shelley,

Attached are the proofs for the signs. These are \$29.99 each – the total for all 13 would be \$389.95. Look this over and let me know if this is okay to go ahead with or whether any changes are necessary.

Thanks,

Have a great day!

Jen

From: Shelley Abbott

Sent: Tuesday, May 21, 2019 3:25 PM

To: Chris Goodwin

Subject: Signage Needed

Good Morning Jen,

I am looking to get some signage made in the same color/set up as the signs we did back in 2017 (see attachment sample below). Information would be as follows for these new signs.

Would 12" x 18" work for these also? (seperate signs for each facility-13 total)

Please let me know or forward proofs when complete if it all work and makes sense.

Thanks,

Shelley Abbott

Recreation Director

Marina Park Need 2

Seasonal Access Permitted April 1-November 1 (Conditions Permitting)

Park Hours: 1/2 hour before dawn until 11 pm.

After dark use limited to boat launch and parking lot.

Per Town of Hampden Outdoor Facilities Ordinance
 Ordinance Enforced by Hampden Police Department

Western Avenue Recreation Area Need 2

Year-Round Access Permitted

Park Hours: 1/2 hour before dawn until 10 pm.

After dark use limited to playground, sand volleyball court and parking lot.

Per Town of Hampden Outdoor Facilities Ordinance
 Ordinance Enforced by Hampden Police Department

VFW Recreation Area Need 5

Seasonal Access Permitted April 1-November 1 (Conditions Permitting)

Park Hours: 1/2 half hour before dawn until 10 pm.

After dark use limited to tennis court, basketball court and adjacent parking lots.

Per Town of Hampden Outdoor Facilities Ordinance

Ordinance Enforced by Hampden Police Department

Ballfield Road Softball Field Need 2

Seasonal Access Permitted April 1-November 1 (Concitions Permitting)

Park Hours: 1/2 hour before dawn until 11 pm.

After dark fee based use limited to ball field and parking lot.

Per Town of Hampden Outdoor Facilities Ordinance

Ordinance Enforced by Hampden Police Department

Dorothea Dix Park Need 1

Seasonal Access Permitted April 1-November 1 (Conditions Permitting)

Park Hours: 1/2 hour before dawn until an hour after sunset.

Per Town of Hampden Outdoor Facilities Ordinance

Ordinance Enforced by Hampden Police Department

Papermill Park Need 1

Seasonal Access Permitted April 1-November 1 (Conditions Permitting)

Park Hours: 1/2 hour before dawn until an hour after sunset.

Per Town of Hampden Outdoor Facilities Ordinance

Ordinance Enforced by Hampden Police Department

Hampden Recreation Department
Town of Hampden
106 Western Avenue (mailing)
[1 Main Road North](#) (physical)
Hampden, ME 04444

ph. 207-862-6451
fx. 207-862-5067
www.hampdenmaine.gov

5 attachments



BallfieldRdOOsign.jpg
608K

Ballfield Rd - Qt. 2

Ordinance Enforced by Hampden Police Department

Ballfield Road Softball Field Need 2

Seasonal Access Permitted April 1-November 1 (Conditions Permitting)

Park Hours: 1/2 hour before dawn until 11 pm.

After dark fee based use limited to ball field and parking lot.

Per Town of Hampden Outdoor Facilities Ordinance
Ordinance Enforced by Hampden Police Department

Dorothea Dix Park Need 1

Seasonal Access Permitted April 1-November 1 (Conditions Permitting)

Park Hours: 1/2 hour before dawn until an hour after sunset.

Per Town of Hampden Outdoor Facilities Ordinance
Ordinance Enforced by Hampden Police Department

Papermill Park Need 1

Seasonal Access Permitted April 1-November 1 (Conditions Permitting)

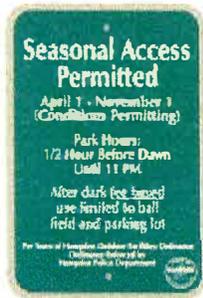
Park Hours: 1/2 hour before dawn until an hour after sunset.

Per Town of Hampden Outdoor Facilities Ordinance
Ordinance Enforced by Hampden Police Department

Hampden Recreation Department
Town of Hampden
106 Western Avenue (mailing)
[1 Main Road North](#) (physical)
Hampden, ME 04444

ph. 207-862-6451
fx. 207-862-5067
www.hampdenmaine.gov

5 attachments



BallfieldRdOOsign.jpg
608K

Ballfield Rd - Qt. 2



MarinaOOSign.jpg
611K

Marina Park - Qty. 2



PapermillDorotheaDixOOSigns.jpg
600K

Papermill - Qty. 1
Dorothea Dix - Qty. 1



VFWOOSign.jpg
643K

VFW - Qty. 5



WesternAveOOSign.jpg
598K

Western Ave - Qty. 2

Year-Round Access Permitted

Park Hours:
1/2 Hour Before Dawn
Until 10 PM

After dark use limited
to playground,
sand volleyball court
and parking lot

Per Town of Hampden Outdoor Facilities Ordinance
Ordinance Enforced by
Hampden Police Department



Western Ave - Qty. 2

Seasonal Access Permitted

April 1 - November 1
(Conditions Permitting)

Park Hours:
1/2 Hour Before Dawn
Until 11 PM

After dark use limited
to boat launch
and parking lot

Per Town of Hampden Outdoor Facilities Ordinance
Ordinance Enforced by
Hampden Police Department



Marina Park - Qty. 2

Seasonal Access Permitted

April 1 - November 1
(Conditions Permitting)

**Park Hours:
1/2 Hour Before
Dawn Until An
Hour After Sunset**

Per Town of Hampden Outdoor Facilities Ordinance
Ordinance Enforced by
Hampden Police Department



Papermill - Qty. 1
Dorothea Dix - Qty. 1

Seasonal Access Permitted

April 1 - November 1
(Conditions Permitting)

Park Hours:
1/2 Hour Before Dawn
Until 10 PM

After dark use limited to
tennis court, basketball
court and adjacent
parking lot

Per Town of Hampden Outdoor Facilities Ordinance
Ordinance Enforced by
Hampden Police Department



VFW - Qty. 5

Seasonal Access Permitted

April 1 - November 1
(Conditions Permitting)

Park Hours:
1/2 Hour Before Dawn
Until 11 PM

After dark fee based
use limited to ball
field and parking lot

Per Town of Hampden Outdoor Facilities Ordinance
Ordinance Enforced by
Hampden Police Department



Ballfield Rd - Qt. 2