

SERVICES COMMITTEE MEETING

Wednesday, August 13, 2018

6:00 pm

HAMPDEN TOWN OFFICE

A G E N D A

1. MINUTES

- a. July 18, 2018

2. COMMITTEE APPLICATIONS

3. UNFINISHED BUSINESS

- a. Youth Recreational Field Parking & Stormwater Permitting
 - i. Draft RFQ Language for Review
- b. Souadabscook Stream Boat Launch at Vafiades Landing
- c. Marina – Harbor Master Ordinance Changes
 - i. Still Awaiting Legal Opinion – Recommend Tabling to September

4. NEW BUSINESS

- a. Discussion of Community Connector Bus Route & Schedule Modifications, Additional Saturday Services and Cost Savings – *Requested by Staff and Committee Chair Dennis Marble*

5. PUBLIC AND STAFF COMMENTS

6. COMMITTEE MEMBER COMMENTS

SERVICES COMMITTEE MEETING

Monday, July 18, 2018

6:00 pm

HAMPDEN TOWN OFFICE

MINUTES - DRAFT

Attending:

*Chairman Marble
Councilor McAvoy
Councilor Ryder
Councilor McPike
Councilor Wilde
Councilor Wright*

*Town Manager Jim Chandler
Rec Director Shelley Abbot
Peter Neal
Jane Jarvi
Chris Packard
Members of the Public*

1. MINUTES

- a. **March 12, 2018** – *Councilor McAvoy made a motion, seconded by Councilor Ryder to accept. Unanimous vote in favor, 6-0.*

2. COMMITTEE APPLICATIONS – *None*

Chairman Marble opted to take item 4 c. out of order - taking this item first.

- c. **Review and approval of recommendation to Council for Public Hearing the proposed amendments to the Harbor Ordinance – request of Harbor Master Peter Neal**

Peter Neal, Town's Harbor Master stated his additions to the Harbor Ordinance. Peter has some safety concerns about the children swimming off the boat ramp, and riding bikes down the launch ramp. A safer swimming area for the children was discussed. The phenomenon of electronic shock drowning was explained by Peter which is caused by improperly grounded generators or electric stanchions with improper wiring. The kids get shocked, can't move, and then drown. The south side of the boat launch would be a safer area for the kids to swim. It's a non-motorized launch area. Two grants for studying improvements to the water front for maybe adding more parking for vehicles and boats, better public use, and re-building cribwork was discussed; as well as Chevron settlement funds. The disbursement of Chevron funds is still being negotiated.

Councilor McAvoy had questions on the authority of the Harbor Master regarding the enforcement of the Harbor Ordinance. Peter explained that he has

statutory authority. Manager Chandler stated that if the Council appoints someone, that person is empowered to enforce all laws and ordinances pertaining to regulation. Councilor Marble suggested that the discussion on the ordinance be tabled until questions can be answered with legal. Shelley Abbott asked about safety equipment. Peter stated that a life ring was installed this year at the boat launch.

3. OLD BUSINESS

a. Youth Recreational Field and Parking Permitting

Chairman Marble gave a summary of the history up to this point with the recreational fields and parking. Chairman Marble explained that Committee looked at this three years ago. Parking overflow and safety issues on Western Avenue when fields were in use on Saturdays was a concern. Services have been reduced to achieve safety. The Town Manager looked for guidance and public input on possible parking expansion.

The Town Manager prepared an RFQ on the stormwater design for the parking addition. At an earlier committee meeting Town resident and DEP employee, Ken Libby advised that the parcel as whole be permitted, not in pieces. The Stormwater plan for the parking addition pushed the Town parcel over the threshold for impervious surface and there needed to be engineering for stormwater. The DEP requires Site Law permitting at this point. Councilor Wright asked what the total acres was. It is a contiguous 37-acre parcel, that includes the pool site and Town office site (including post office) Woodard & Curran were retained and provided conceptual drawings for different scenarios on just parking or adding fields. An environmental & topographical survey was completed. The public was invited to come to two meetings to discuss the options provided in the drawings. An unfortunate robocall was launched and mis-information was spread amongst the residents of Hampden.

Chairman Marble suggested a reset to get the project moving forward again. Councilor Wilde wanted feedback from the Hampden Residents, on whether this was something they supported. He stated all the fields in Hampden are not being used. He pointed out the High School fields, are not being used. Councilor Wilde explained about a survey that was done showing residents did not want additional fields. He spoke about a survey that was done in the past that indicated that residents did not want it. Members asked what survey Councilor Wilde was talking about. Councilor Wright spoke about the questionnaire done several years ago when the Historic Hampden Academy was purchased by Danny Lafayette. There was going to be soccer fields down back and shop fronts. The opinion of residents on the use of recreational field addition was that they

supported it. Councilor Wilde stated he could support it if the residents support it. He stated that making comments that you wanted to clear cut all the wood was not conducive.

Chairman Marble reminded Councilors it was not productive to bring up old sore spots, to inflame old arguments.

Councilor Wilde and Councilor Ryder got into a heated discussion over the clear cutting of wood from the parcel proposed for recreational fields.

Councilor Wright injected "point of order" several times.

Councilor Wright asked what as a committee do we need to do to move this forward, so we can open it up to public comments.

Councilor Ryder stated it has had public comment, before. Woodard & Curran was hired to design it. They figured it for the maximum amount of money to build it which was never the intent of Council. So, at the public meeting, it was presented as a grand design.

Jane Jarvi stated that before a reset discussion there is a need to re-identify the objective and move forward. She stated that there still is a safety issue today. The Recreation Director reworked schedules so that programs can go forward by maximizing the time that people come and go, which cut into programs. The programs have now reached maximum capacity. Feedback from the community from a non-binding question at the election, or a survey needs to happen. There are no available fields for adults to play soccer or softball or any other sports. We cannot use the school fields because they have their own programs going on. Jane agreed with Councilor Marble in doing a reset.

Councilor Wright asked what the sports are that are suffering capacity issues. Shelley Abbott stated that the over capacity is with the fall season, soccer and flag football. All games are held on Saturdays right now. Baseball can have as much as 60 kids enrolled and only 41 parking spaces.

Chairman Marble stated the Town is growing, and recreation is in demand. The Recreational Committee planning study cited this kind of thing coming.

Councilor McAvoy clarified that the initial problem was safety & parking. He stated that he supported the addition of parking only, but then all this other stuff got added. He asked if the parking was there today would you have plenty of fields? Shelley Abbott stated that we could get back to the programs we offered two years ago, if we could get back to using three fields every hour that would take away the pressure of limiting students.

Councilor McAvoy stated that to move this forward, if we stick to just the parking he would support it. Then five options were presented. Parking only was the first option and it was shot down.

Shelley Abbott stated that there is need for additional fields, the Town is growing so are the needs for recreational fields.

Nancy Fenders, resident of Hampden, added that we can't add additional sports unless we have additional fields.

Manager Chandler asked if the study done a few years ago still existed. Shelley stated that yes, there is a study. She also explained that Bronco football uses the field behind the Skehan Center. The only program Rec offers is flag football.

Councilor McAvoy explained that one of the questions on the survey was do you support the Town taking over the Skehan Center if there is no tax money spent to support it. He stated that there is a history of not following the tax payer's wishes. Chairman Marble asked if anyone has an idea on how to move this project forward.

Councilor McAvoy stated if the objective is for adding additional parking, he is for it. Councilor Ryder stated if we continue the permitting for additional parking we would still have to do it for this site (Town office) and the fields at the pool site.

Councilor Wilde asked what the numbers are that we are talking about spending and why they cannot be used. Councilor Ryder stated he feels it can be done cheaper even on the parking. He reiterated that even for just parking, the permitting needs to be done before we can even consider the cost of adding parking.

Jane Jarvi asked Councilor McAvoy to clarify if he supports the parking, and if so, does he support the permit to achieve the additional parking?

Councilor McAvoy stated that yes, if the permitting is just for the parking. If the permit is based on the additional parking at the pool site, then he supports it.

Jim Dyer spoke about the engineer that met with the Recreation Committee, who informed them that there are 3 different sites on the one parcel which houses the municipal building, the post office, and the pool. There was never stormwater permitting done prior to them being built because it was not required then, but now, permitting must be like no building exists. It must be done for existing conditions.

Mayor McPike stated that an RFQ went out to engineering firms to get their estimate for the cost of permitting the stormwater. It cost absolutely nothing to do that and it got shot down because it was a 3 to 3 tie. He stated that whether one parking spot or one hundred fields, we still had to do stormwater permitting. It cost nothing. There was some heated discussion between Councilors on why it did not get any further than trying to get an RFQ out.

Jason Sharp stated his opinion is 1) reset is not happening, 2) no consensus on putting it on a referendum 3) perhaps a council discussion with residents would help.

Councilor Ryder made a motion to recommend to Council that the town manager issue an RFQ for stormwater permitting for potential additional parking on the Lura Hoit Pool site and update the stormwater plan for the Town office site. This motion was seconded by Mayor McPike. Councilor McAvoy would like to see the RFQ draft before it goes out. There was some discussion on the RFQ and what it covers. Vote was unanimous, 6-0.

4. NEW BUSINESS

a. Discussion of the Souadabscook Stream boat launch

Chris Packard explained about the Bog Road privately owned but publicly accessed boat launch that's been there a very long time. Commonly referred to as Vafiades Landing. As a house lot has been on the market over 600 days. The Seller approached the previous town manager about purchasing the launch. He stated it is a valuable resource for the public and the only access to the lower Souadabscook and is the only access to Hammond Pond. He stated his concerns about the Town possible losing this access. Chris stated he has been working with Landmark Heritage Trust, Wes Headland, who manages the conservation easement for Turtlehead Park. He stated that he is speaking as a concerned Hampden citizen who is concerned over the potential loss of access for the public if this gets sold to another party who might close off that access.

Chairman Marble stated that over a year ago, this came up with the previous Town Manager, and Town Planner to look for possible grant opportunities (this was not pursued) and to solicited public input. One of the issues was the Town did not want to take on the responsibility of managing the site, especially at tax payer cost. Chairman Marble discussed other issues stating that the Town walked away from the idea of purchasing the boat launch.

Jim stated he met with the owners on site and while there, several cars and people were there using the boat launch.

Chairman Marble stated that if there was a way for the Town to purchase the site, he believes that it would have to be citizen driven. His inclination is to ask Manager Chandler to study the issue and funding sources and perhaps the Trust could help. Chris Packard feels that this resource needs to be protected from private ownership, so the Town does not lose access to this boat launch.

Councilor McAvoy stated he would not support this. There was some debate over private versus public property.

Councilor Ryder stated that the price is lower than first put up for sale. Current listing price is around \$119,000.

Manager Chandler will see if staff resources will be available, to do a quick analysis to see the viability of the property to the Town.

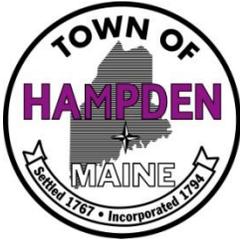
- b. Discussion of access and recreational use of the LL Bean parcel**
Tabled.

5. PUBLIC AND STAFF COMMENTS

6. COMMITTEE MEMBER COMMENTS

With no further business, the meeting adjourned at 7:43 p.m.

*Respectfully submitted,
Rosemary Bezanson, Administrative Assistant*



106 Western Avenue
Hampden, Maine 04444

Office: 207-862-3034
townmanager@hampdenmaine.gov

DRAFT – Request for Qualifications – DRAFT

Stormwater Permitting Services for Western Avenue Municipal Properties

The Town of Hampden seeks consulting services for stormwater infrastructure permitting on properties owned by the Town, to expand parking capacity at the existing municipal building, post office, and recreational facilities. Required permitting includes MDEP Site Location of Development (SLOD) and local Site Plan Review before the Hampden Planning Board. The existing buildings and associated hardscape were constructed before SLOD permits were required; therefore, stormwater infrastructure for any potential future expansion requires stormwater be accommodated for the existing development and permitted as part of any additional impervious surfaces being proposed at this location.

Prior planning efforts resulted in alternatives for different levels of proposed development to complement the existing infrastructure on Town-owned sites at 106 and 146 Western Avenue, which includes the Municipal Building, the Lura Hoit Pool, adjacent athletic fields and undeveloped land. The immediate goal is the provision of additional parking to support full utilization of existing facilities.

Additional stormwater infrastructure may be considered, if economical and appropriate for inclusion in this scope of work, for the permitting of potential longer-term site features that may include planning and location of additional multi-purpose recreational fields, practice space, walking trails, support building(s) for maintenance and restrooms and associated (if required) parking. If additional permitting is desired as the project moves forward, this would be addressed through an amendment to the project scope and budget and based on advance agreement to terms and subject to additional Town approval.

The Town invites letters of interest and statement qualifications from qualified environmental planning firms, landscape architects, and/or engineering firms licensed to do business in the State of Maine. Submittals shall include four (4) complete copies of the following:

- 1) A statement of qualifications for all personnel who would be assigned to the project, including all prior experience preparing plans for SLOD approvals.
- 2) Based on review of existing project materials, including use of already completed site analyses of existing conditions (online at _____), a proposed approach for how the project team would develop and accomplish a scope of work to secure the required permitting, including:
 - a. Proposal should include a proposed schedule, staffing plan, and use of sub-contractors (if any) identifying specific roles and responsibilities.
 - b. Scope of work shall include preparation of construction cost estimates for each feature of the permitted site improvements.
- 3) A statement of any assumptions the proposal relies upon in terms of work to be completed by others (Town or its agents); number of public meetings; number of public hearings (for Site Plan Approval); adequacy of base data (i.e. wetlands delineations, site topo, etc.) to secure permitting without additional field survey etc..

Prospective individuals/firms that wish to be considered for the project are expected to be represented at a **pre-submission informational meeting on XXXXXday, XXXXX 99, 2018 at __ PM** at the Hampden Municipal Building, 106 Western Ave., Hampden, Maine.

Prospective firms may submit written questions regarding this Request for Qualifications to the Town Manager on or before XXXXXday, _____ at _____. Questions may be submitted at the Municipal Building, Monday through Thursday from 7:30 AM until 6:00 PM, or via email to the Town Manager townmanager@hampdenmaine.gov. The Town will prepare written responses to all questions received and provide responses in an Addenda to all prospective firms or individuals that participate in the pre-submission meeting, or who notify the Town Manager in writing that they wish to be considered a prospective submitter.

Sealed proposals, clearly marked "Qualifications: Permitting Services for Western Avenue Municipal Properties" must include four (4) copies of all materials included for review, and be received **no later than _____, _____ at _____ pm** addressed to:

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

Proposals will be publicly opened at the Hampden Municipal Building Conference Room at that time. A Statement of Qualifications (Attachment A) must be included in the proposal package, in addition to four (4) copies of all other supporting materials that constitute a proposal package. Any proposal received after the date and time of opening will be rejected and returned unopened to the submitting firm or individual. Proposals may not be submitted by email.

Initial review of the proposals will be conducted by a Selection Committee led by the Town Manager, to include: Director of Recreation, Director of Public Works, Director of Public Safety and potentially members of State agencies and/or representatives from the Town's on-call engineering firm. Upon narrowing of the candidates to two or more firms, the Town Manager shall recommend interviews with at least two firms to be conducted by the Town Council's Services Committee. The Selection Committee recommendations to the Council's Services Committee will be based on:

- 1) Demonstrated successful completion of projects of comparable scope, including prior experience preparing plans for SLOD approvals.
- 2) Established competence and experience of proposed project team members.
- 3) Ability to provide a reasonable Scope of Work that clearly articulates steps required to achieve stated goal of permitting stormwater infrastructure to allow for expanded parking capacity at existing facilities.
- 4) Estimates of time/scope for alternatives discussed, based upon previously developed options.
- 5) History of client satisfaction based on reference checks.

Based on the Town Manager's recommendation, following interviews with the Services Committee, a finalist may be referred to the Finance Committee. At this time the Finance Committee will negotiate terms for a potential contract – based upon an agreed final Scope of Work. If agreeable terms are negotiated, the Finance Committee will consider a recommendation to the Town Council, which would vote to award a contract.

The anticipated date of contract award is _____, 2018. Upon Council authorization of budgeted Reserve Funds, the Town Manager will execute a contract with the selected vendor and will schedule the work. Prior to execution of a contract, the vendor must provide proof of workers compensation insurance, and of liability insurance with a \$400,000 minimum coverage, and shall provide a certificate naming the Town of Hampden as additionally insured.

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

ATTACHMENT A

STATEMENT OF QUALIFICATIONS

1. Name of Proposer's Firm/Individual: _____

Submitter is: Corporation () Partnership () Individual ()

2. Permanent Main Office Address: _____

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

4. If a corporation, where incorporated? _____

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

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

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

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

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

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

11. Any other information you feel would help the Town of Hampden assess the Proposer(s) ability and reliability.

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

Name of Principal: _____

Attested By: _____

Title: _____

Date: _____

DRAFT