

SERVICES COMMITTEE MEETING

March 10, 2014

6:00 P.M.

HAMPDEN TOWN OFFICE

A G E N D A

1. MINUTES 2-10-2014
2. OLD BUSINESS
 - A. Trails/parking lot – LL Bean Parcel Access Update
3. NEW BUSINESS
 - A. Farmer's Market – Update – Location search
 - B. New Appointment – Johnathan Perry – Recreation Committee
 - C. New Appointment – Nancy Fenders – Recreation Committee
 - D. New Appointment – Nancy Foster – Recreation Committee
 - E. New Appointment – Jessica O'Neill – Recreation Committee
 - F. New Appointment – Jason Sharpe – Recreation Committee
 - G. New Appointment – Matt Collier – Recreation Committee
 - H. New Appointment – Stephanie Shayne – Recreation Committee
 - I. New Appointment – Jaric Fontaine – Recreation Committee
4. PUBLIC COMMENTS
5. COMMITTEE MEMBER COMMENTS

SERVICES COMMITTEE MEETING
February 10, 2014

Attending:

| | |
|-------------------------------|-----------------------------------------------|
| Councilor Jean Lawlis | Councilor Ivan McPike |
| Councilor William Shakespeare | Councilor Tom Brann |
| Councilor David Ryder | Town Manager Susan Lessard |
| Councilor Greg Sirois | Jeremy Jones, Papermill Park Vol. Coordinator |
| Mayor Carol Duprey | Residents |

The meeting was opened at 6:03 p.m. by Chairman Lawlis.

1. MINUTES 1-13-2014 – The minutes of 1-13-14 were reviewed and no changes or additions were made.
2. OLD BUSINESS
 - A. Papermill Park – vegetation management, including possible removal of nuisance poplar trees – Volunteer Coordinator Jeremy Jones presented an outline for vegetation management at Papermill Park. Committee members expressed appreciation for his efforts, but had concerns related to the limited volume of waste wood available for cutting, the difficulty for a contractor to harvest it, and confusion over actual park borders. It was the consensus of the Committee that a group comprised of interested volunteers, committee representatives, the Town's GIS/IT specialist, and a biologist should do a site visit to mark trees to be removed and after that the Committee would decide how best to have them removed.
 - B. Video Streaming/Taping of all Meetings – Motion by Councilor McPike, seconded by Councilor Brann to recommend to the Town Council that steps be taken to insure that all those attending meetings can hear what is being said and leave the Committee meeting record-keeping as it is. Vote 4-3 (Sirois, Ryder, Duprey opposed).
Motion by Councilor Ryder, seconded by Councilor Duprey to recommend to the Council that all Committee meetings be audiotaped. Vote 4-3 (McPike, Brann, Shakespeare opposed).
Motion by Mayor Duprey to video record and live stream all Town Committee meetings. Motion died for lack of a second.
 - C. Council Chambers Sound System – The Town is anticipating the receipt of funds from Time Warner in the coming year associated with a renewal of the franchise agreement that would provide the ability to improve the speaker and microphone system for the Council Chambers.
3. NEW BUSINESS
 - A. Farmer's Market – Request to use Town Office Parking Lot on Fridays May – October – Representatives of the Farmer's Market that operated in the parking lot of the old Hampden Academy attended to request permission to use the Town Office parking lot on Fridays since the office is currently closed on that

date. Due to discussions held at the Council planning session in February, the Town Office schedule may change in the coming year to be open on Fridays and closed on Mondays. Alternatives suggested were the Kiwanis Hall, the Church of the Open Door, and the Catholic Church. Representatives were asked to look into some of the alternatives suggested and come back to the next meeting to further discuss a location.

- All candidate applications were tabled until the next meeting so that they can be invited to attend and meet Committee members.
 - B. New Appointment – Johnathan Perry – Recreation Committee
 - C. New Appointment – Nancy Fenders – Recreation Committee
 - D. New Appointment – Nancy Foster – Recreation Committee
 - E. New Appointment – Jessica O’Neill – Recreation Committee
 - F. New Appointment – Jason Sharpe – Recreation Committee
 - G. New Appointment – Matt Collier – Recreation Committee
- 4. PUBLIC COMMENTS – Lisa Carter, Western Avenue stated that if anyone wanted to video record committee meetings they could do so.
- 5. COMMITTEE MEMBER COMMENTS – None.

The meeting was adjourned at 7:55 p.m.

Respectfully submitted,

Susan Lessard
Town Manager



Check One: Initial Application
 Reappointment Application

TOWN OF HAMPDEN
APPLICATION FOR TOWN BOARDS AND COMMITTEES

NAME: Fenders Nancy A
LAST FIRST MI

ADDRESS: 407 Old County Rd, Hampden 04444
STREET TOWN ZIP

MAILING ADDRESS (if different): _____

TELEPHONE: 944-2806 941-7153
HOME WORK

EMAIL: NFenders@gmail.com

OCCUPATION: University Registrar (Husson University)

BOARD OR COMMITTEE PREFERENCE:
FIRST CHOICE: Recreation Committee

SECOND CHOICE (OPTIONAL): _____

How would your experience, education and/or occupation be a benefit to this board or committee? Educational planning, space allocation, course

registrations and record keeping are some of my professional skills, children have been using Rec services for 5 years and I have volunteered as a coach

Are there any issues you feel this board or committee should address, or should continue to address? _____

- CONSERVATION COMMITTEE
- BOARD OF ASSESSMENT REVIEW
- PERSONNEL APPEALS BOARD
- LURA HOIT MEMORIAL POOL
- ECONOMIC DEVELOPMENT COMMITTEE
- FRIENDS OF DOROTHEA DIX PARK

3 YEAR

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

5 YEAR
PLANNING BOARD

| | | |
|-----------------------------------|----------------------------------------|-----------------------------------------------|
| FOR TOWN USE ONLY | | Date Application Received: <u>JAN 27 2014</u> |
| COUNCIL COMMITTEE ACTION: _____ | DATE: _____ | |
| COUNCIL ACTION: _____ | DATE: _____ | |
| <input type="checkbox"/> NEW APPT | <input type="checkbox"/> REAPPOINTMENT | DATE APPOINTMENT EXPIRES: _____ |

2/13/14



Check One: Initial Application Reappointment Application

3D

TOWN OF HAMPDEN
APPLICATION FOR TOWN BOARDS AND COMMITTEES

NAME: Foster Nancy
LAST FIRST MI
ADDRESS: 50 Daisy Lane Hampden ME 04444
STREET TOWN ZIP

MAILING ADDRESS (if different):

TELEPHONE: 266-6234
HOME WORK

EMAIL: Nancy.Foster@Maine.edu

OCCUPATION: Professor - Univ. of Maine

BOARD OR COMMITTEE PREFERENCE:
FIRST CHOICE: Recreation Committee

SECOND CHOICE (OPTIONAL):

How would your experience, education and/or occupation be a benefit to this board or committee? I'm an Active Adult and like what the Hampden rep. does.

I enjoy working as a team, I love kids (I have a 5 year old son) and think exercise and sports are very important and an integral part of young childrens development.

Are there any issues you feel this board or committee should address, or should continue to address? Continue to offer new and exciting programs for the children residents of Hampden.

- CONSERVATION COMMITTEE
BOARD OF ASSESSMENT REVIEW
PERSONNEL APPEALS BOARD
LURA HOIT MEMORIAL POOL
ECONOMIC DEVELOPMENT COMMITTEE
FRIENDS OF DOROTHEA DIX PARK

3 YEAR

- DYER LIBRARY
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HISTORIC PRESERVATION COMMITTEE
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5 YEAR
PLANNING BOARD

FOR TOWN USE ONLY
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COUNCIL COMMITTEE ACTION: DATE:
COUNCIL ACTION: DATE:
NEW APPT REAPPOINTMENT DATE APPOINTMENT EXPIRES:



Check One: Initial Application
 Reappointment Application

TOWN OF HAMPDEN
APPLICATION FOR TOWN BOARDS AND COMMITTEES

NAME: O'Neill Jessica L
LAST FIRST MI
ADDRESS: 2629 Western Ave. Newburgh 04444
STREET TOWN ZIP

MAILING ADDRESS (if different): _____

TELEPHONE: 207-234-7374 207-989-8354
HOME WORK

EMAIL: joneill@machiassavings.com

OCCUPATION: Cash Management Solutions Advisor

BOARD OR COMMITTEE PREFERENCE:

FIRST CHOICE: Recreation Committee

SECOND CHOICE (OPTIONAL): _____

How would your experience, education and/or occupation be a benefit to this board or committee? I believe I will bring an energetic approach with new ideas to the Committee. I have been with

the bank for five years in a sales role currently. I like building relationships and have great customer service!

Are there any issues you feel this board or committee should address, or should continue to address? I would like to see more programs offered or extended.

- CONSERVATION COMMITTEE
- BOARD OF ASSESSMENT REVIEW
- PERSONNEL APPEALS BOARD
- LURA HOIT MEMORIAL POOL
- ECONOMIC DEVELOPMENT COMMITTEE
- FRIENDS OF DOROTHEA DIX PARK

3 YEAR

- DYER LIBRARY
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- BOARD OF APPEALS
- HISTORIC PRESERVATION COMMITTEE
- TREE BOARD

5 YEAR
PLANNING BOARD

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| COUNCIL COMMITTEE ACTION: _____ | DATE: _____ | |
| COUNCIL ACTION: _____ | DATE: _____ | |
| <input type="checkbox"/> NEW APPT | <input type="checkbox"/> REAPPOINTMENT | DATE APPOINTMENT EXPIRES: _____ |

Consent Agenda 2/3/14

3F



Check One: Initial Application
 Reappointment Application

TOWN OF HAMPDEN
APPLICATION FOR TOWN BOARDS AND COMMITTEES

NAME: Sharpe Jason F
LAST FIRST MI

ADDRESS: 29 Deer Hill Lane Hampden 04444
STREET TOWN ZIP

MAILING ADDRESS (if different): _____

TELEPHONE: 207 862 6189 207 323 2704 (work cell)
HOME WORK

EMAIL: jasonfsharpe@aol.com

OCCUPATION: Senior Operations Project Manager; Bank of America

BOARD OR COMMITTEE PREFERENCE:

FIRST CHOICE: Recreation Committee

SECOND CHOICE (OPTIONAL): _____

How would your experience, education and/or occupation be a benefit to this board or committee? I think the combination of my years of experience

as a Youth Coach and my experience as a leader/manager,

over the last ten years at Bank of America, would make me a valuable

member of the Board. I am also a life long resident of Hampden and have extensive

Are there any issues you feel this board or committee should address, or should continue to address? I think the main focus should be on continuing to

build up our current Rec offerings and maximizing the Rec + Town

Resources we have available a 3 YEAR Council.

- CONSERVATION COMMITTEE
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5 YEAR
PLANNING BOARD

FOR TOWN USE ONLY Date Application Received: JAN 28 2014

COUNCIL COMMITTEE ACTION: _____ DATE: _____

COUNCIL ACTION: _____ DATE: _____

NEW APPT REAPPOINTMENT DATE APPOINTMENT EXPIRES: _____

Rev. 12/09



Check One: Initial Application
 Reappointment Application

TOWN OF HAMPDEN
APPLICATION FOR TOWN BOARDS AND COMMITTEES

NAME: Shayne Stephanie
LAST FIRST MI

ADDRESS: 8 Daisy Lane Hampden 04444
STREET TOWN ZIP

MAILING ADDRESS (if different): _____

TELEPHONE: 862-8095 404-5632
HOME WORK

EMAIL: Shaynes@husson.edu

OCCUPATION: Professor @ Husson University

BOARD OR COMMITTEE PREFERENCE:

FIRST CHOICE: Recreation Committee

SECOND CHOICE (OPTIONAL): _____

How would your experience, education and/or occupation be a benefit to this board or committee? I have a business background and am comfortable with financial information and budgets. I also have experience with the strategic planning process. (Resume attached)

Are there any issues you feel this board or committee should address, or should continue to address? We have been very pleased with the Rec. Dept programming since moving to Hampden in 2009 and I want to ensure that it continues. Effective use of the Skehan Center should continue to be addressed.

- CONSERVATION COMMITTEE
- BOARD OF ASSESSMENT REVIEW
- PERSONNEL APPEALS BOARD
- LURA HOIT MEMORIAL POOL
- ECONOMIC DEVELOPMENT COMMITTEE
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- DYER LIBRARY
- RECREATION COMMITTEE
- BOARD OF APPEALS
- HISTORIC PRESERVATION COMMITTEE
- TREE BOARD

5 YEAR
PLANNING BOARD

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|-----------------------------------|----------------------------------------|----------------------------------------------|
| FOR TOWN USE ONLY | | Date Application Received JAN 30 2014 |
| COUNCIL COMMITTEE ACTION: _____ | DATE: _____ | |
| COUNCIL ACTION: _____ | DATE: _____ | |
| <input type="checkbox"/> NEW APPT | <input type="checkbox"/> REAPPOINTMENT | DATE APPOINTMENT EXPIRES: _____ |

STEPHANIE SHAYNE

8 Daisy Lane

Hampden, ME 04444

(207) 862-8095 (h) / (207) 216-0843 (c) / (207) 404-5632 (w)

shaynes@husson.edu / sshayne@roadrunner.com

Experience

- 2009 – Present **HUSSON UNIVERSITY**, Bangor, ME
- 2011 – Present: **Director – Graduate & Online Programs – College of Business**
- 2011 – Present: **Assistant Professor – College of Business**
- 2009 - 2011: **Adjunct Instructor – College of Business**
- Director for Master's in Business Administration Program. Responsible for all aspects of the MBA program including; budgeting, advising students, teaching, scheduling courses, hiring instructors, curriculum development, and developing new online course offerings
 - Responsible for strategic planning and implementation of online course offerings at the graduate level within the College of Business
 - Teach several economics and business courses at both the graduate and undergraduate level. Courses include; Microeconomics, Macroeconomics and Managerial Economics, Introduction to Business, and Business Strategy. Courses taught in both online and traditional classroom settings.
 - Director for Canadian Public Community College Diploma to Degree Program – an online program allowing graduates from public community colleges in Canada to earn bachelor's degrees through online coursework. Oversee all aspects of the program including; admissions, curriculum development and planning, hiring instructors, advising, and teaching
 - Serve as an advisor to approximately 140 students each semester in a variety of programs
 - Serve on several College of Business and University-wide committees including: Compensation Committee; Academic Affairs Committee; Online Development Committee; Assessment Committee; Graduate Academic Affairs Committee; and Graduate Council
- 2010 – 2013 **UPPER IOWA UNIVERSITY**, Iowa
- Adjunct Faculty – Accounting**
- Taught online Principles of Accounting I course
- 2006-2011 **TIDEWATER COMMUNITY COLLEGE**, Virginia Beach & Chesapeake, VA
- Adjunct Faculty – Business Administration**
- Taught several courses in the business administration curriculum including; Financial Management, Introduction to Business, Organizational Behavior, and Applied Management Principles.
 - Experience teaching in both classroom and online settings.
- 2001-2011 **COASTAL CAROLINA COMMUNITY COLLEGE**, Jacksonville, NC
- Adjunct Faculty – Accounting & Business Administration**
- Taught accounting and business courses including; Human Resource Management, Marketing, Business Finance, Principles of Financial Accounting, Principles of Managerial Accounting, Payroll Accounting, Cost Accounting, Intermediate Accounting, Accounting Software Applications, Accounting Spreadsheets, Introduction to Business, Retailing, and Principles of Management. Class sizes ranged from 10-30 students.
 - Courses taught in both classroom and online settings.
- 2000–2001 & Summer 1999 **DELOITTE CONSULTING**, Atlanta, GA
- Senior Consultant**
- Provided consulting services to clients in the financial services and healthcare industries*
- **Financial Services** – Worked as part of a distributed international team to develop a global operating model and information technology (IT) strategy for a large financial services company growing rapidly through global acquisitions. Responsibilities included an analysis of the asset management operations of the European and Asia Pacific subsidiaries including an assessment of current operations, process mapping, a review of ongoing and planned initiatives, and an assessment of current IT infrastructure and applications.
 - **Financial Services** – Conducted extensive research in various areas of the financial services industry. Sample topics include online banking and brokerage and online insurance.
 - **Healthcare** – Performed analyses to identify opportunities for improvement in the referrals management process of a large health system; performed segmentation and pricing analyses and formulated an integrated business plan framework as part of a project team working to design and introduce a new healthcare IT product.

1995 - 1998

HORST, FRISCH, CLOWERY & FINAN, INC., Washington, DC

Research Analyst

HFC&F Inc. is a consulting firm specializing in international tax and trade issues.

Analyzed various economic and accounting issues involving the valuation of intercompany transfers of tangible and intangible property. Performed cost of capital, financial statement and industry analyses for multinational clients in a wide range of industries.

- Worked on project teams that assisted multinational corporations in preparing documentation necessary to satisfy requirements of the Internal Revenue Code.

Education

1998-2000

THE FUQUA SCHOOL OF BUSINESS, DUKE UNIVERSITY, Durham, NC

Master of Business Administration May, 2000

Awarded Fuqua Fellowship. GMAT 720. GPA 3.7. Career Services Advisory Board. Mentor in 1st-Year Mentor/Mentee Program. Teaching Assistant for Financial Accounting. Consulting Club. Sports and Entertainment Business Assoc. Integrated Health Sciences and Services Club. Intramural Sports.

1991-1995

COLBY COLLEGE, Waterville, ME

Bachelor of Arts in Economics, minor in Mathematics, May 1995

Magna Cum Laude. Phi Beta Kappa. GPA 3.7. Dean's List 1991-1995. Economics Faculty Prize for outstanding contribution to the department, April 1995. Junior Mathematics/Computer Science Departmental Prize, April 1994. Varsity Softball. Economics/Calculus tutor.

Additional Information

- Currently a member of the Bangor Region Leadership Institute Class of 2014. The institute brings together 24 people from various organizations in the surrounding community to work on a 9-month project for a non-profit organization. This year we are creating a strategic fundraising plan for our chosen non-profit.
- Served on the Financial Review Team for United Way of Eastern Maine in their bi-annual grant approval process – Fall 2013
- Have provided reviews for several new economics textbooks being offered by Cengage Learning and Pearson
- Additional graduate accounting courses completed at SUNY Institute of Technology and George Washington University
- Completed Level I of the CFA Exam (Chartered Financial Analyst Exam)
- Completed the 1997, 2000, 2004, 2008 & 2012 Marine Corps Marathons
- Member of Bangor Sub5 Track Club
- Team manager for Maine Jr. Black Bears Mites Navy youth hockey team 2013-2014

References

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Dean – College of Business
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HansenM@husson.edu

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One College Circle
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(207) 992-4918
CoyoganL@husson.edu

Paul Morrow
Instructor – Economics
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(207) 941-7179
MorrowP@husson.edu

Ron Nykiel
Provost & Vice President
University of Maryland Eastern Shore
John T. Williams Hall
11868 Academic Oval
Princess Anne, MD 21853
rnykiel@umes.edu
(410) 651-6508

Ginger Tuton
Division Chair, Business, Technology and Legal Services
Coastal Carolina Community College
444 Western Blvd
Jacksonville, NC 28546
(910) 938-6384
tutong@coastalcarolina.edu



Check One: Initial Application Reappointment Application

31

TOWN OF HAMPDEN
APPLICATION FOR TOWN BOARDS AND COMMITTEES

NAME: fontaine Janic

ADDRESS: 64 Main Road South Hampden 04444

MAILING ADDRESS (if different):

TELEPHONE: 207-713-3598

EMAIL: Solitas777@yahoo.com

OCCUPATION: Nurse, BHP, Case Coordinator

BOARD OR COMMITTEE PREFERENCE:

FIRST CHOICE: Hampden Recreation Committee

SECOND CHOICE (OPTIONAL):

How would your experience, education and/or occupation be a benefit to this board or committee? I have actively run and help with civic recreational activities. As a nurse I arranged for elderly people to engage in positive play activity.

Are there any issues you feel this board or committee should address, or should continue to address? The lack of a known place for people to exercise in.

- CONSERVATION COMMITTEE
BOARD OF ASSESSMENT REVIEW
PERSONNEL APPEALS BOARD
LURA HOIT MEMORIAL POOL
ECONOMIC DEVELOPMENT COMMITTEE
FRIENDS OF DOROTHEA DIX PARK
3 YEAR
DYER LIBRARY
RECREATION COMMITTEE
BOARD OF APPEALS
HISTORIC PRESERVATION COMMITTEE
TREE BOARD

5 YEAR
PLANNING BOARD

FOR TOWN USE ONLY
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COUNCIL COMMITTEE ACTION: DATE:
COUNCIL ACTION: DATE:
NEW APPT REAPPOINTMENT DATE APPOINTMENT EXPIRES: