

SERVICES COMMITTEE MEETING
Monday, July 13, 2015
6:00 pm
HAMPDEN TOWN OFFICE

A G E N D A

1. MINUTES – June 8, 2015
2. OLD BUSINESS
 - a. Parks Update
 - b. David Barrett - Re-appointment To Library Board of Trustees
3. NEW BUSINESS
 - a. Equipment Donation – Skehan Center
4. PUBLIC COMMENTS
5. COMMITTEE MEMBER COMMENTS

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SERVICES COMMITTEE MEETING MINUTES
Monday, June 8, 2015

Attending:

Councilor Terry McAvoy	Mayor David Ryder
Councilor Stephen Wilde	Councilor Dennis Marble
Councilor William Shakespeare	Town Manager Susan Lessard
Rec. Dir. Shelley Abbott	Residents Alex & Darla King
Tom Brann	Papermill Park Vol. Coordinator Jeremy Jones

The meeting was called to order at 6 p.m. by Chairman McAvoy.

Item 2a was moved to the end of the agenda for discussion.

1. MINUTES – May 11, 2015 – Motion by Mayor Ryder, seconded by Councilor Marble to approve the minutes of May 11, 2015. Unanimous vote in favor.
2. OLD BUSINESS
 - a. Discussion of Town Enterprise Accounts – Councilor McAvoy – Councilor McAvoy presented information that he had received from Legal Services at the Maine Municipal Association in regard to the establishment of Enterprise or User Fee based accounts. He has strong concerns that the Town is not operating its Recreation Enterprise account appropriately because the Kid's Korner before and after school program generates more revenue than that individual program needs to operate and according to information he obtained, user fee account monies are only supposed to cover the cost of whatever service is provided. He is also concerned that the Skehan Center is not self-sufficient in terms of funding and that Recreation Enterprise funds from programming should not be used to cover that deficit. The Manager explained that the Town had set up the Recreation Enterprise account back in the mid-1990's so that program fees paid for everything to do with Recreation except for one full time person and benefits. That was changed in the early 2000's to two full time people and benefits from taxation and all other programming costs from fees. The addition of the Skehan as a recreation center was seen as a legitimate use of recreation enterprise funds because it is a recreational facility. It is accounted for separately from Recreation enterprise only because the Council had asked to see it accounted for as a discrete entity so it could easily tell how close it could come to being self-supporting through programs. Resident Tom Brann discussed his knowledge of this process since he was a Councilor at the time that the Town took these steps in the mid-1990's. Residents Alex and Darla King spoke in favor of this type of funding for recreation and questioned why Councilor McAvoy was against it. Councilor McAvoy indicated that he believed that the Kid's Korner program had an unfair competitive advantage over other local daycare providers since the school provided the facilities for it to be held in at no cost to the Town. Resident Jeremy Jones cited an example of fee-based programming at the State level with his wife's job as Director of Marine

Resources for the facility in Boothbay Harbor and for Burnt Island Lighthouse. Councilor Wilde offered to assist the Manager in preparing a spreadsheet that would help clarify numbers. After extended discussion, it was the consensus of the Committee that the manner in which the Recreation Enterprise, Skehan Center, and Pool Enterprise accounts were functioning was appropriate.

- b. Ballfield Road Survey Update – The Town Manager presented the results of the Ballfield Road Survey:
 - A deed to one of the lots that comprises the ballfield itself was never turned over to the Town by the Jaycees. The Town Attorney is in the process of filing paperwork with the State of Maine to allow this deed to be obtained.
 - Some light poles and part of the fence around the ballfield are on Water District property. The Town Attorney is preparing an easement with the Water District to allow those items to stay in place as long as the Town utilizes the lot as a ballfield but will expire if the Town changes the use or sells the property.
 - The dugout and fence along the road is in the right of way of the road and not on the lot. This does not create a problem as long as the Town owns the lot across the road. If that status should change the town would have to remove the dugout and fence.
 - The proposed location of the batting cages by the Little League would be in a back area of the lot across the road from the field and there are no problems with the location of any items on that parcel.

3. NEW BUSINESS

- a. Souadabscook Pump Station – Pump grinder replacement – The Town Manager presented an estimate received from the City of Bangor for \$13,636.69 for replacement of the grinder portion of a pump at the Souadabscook pump station. They are keeping it working at the moment but the Manager wanted the Council to know that this replacement will be necessary in the very near future.
- b. Property & Casualty Insurance Bids – Review – The Town Manager presented a comparison of the bids from Kyes Insurance and the Maine Municipal Association (copy attached). This item will be on the Finance and Council agendas but the Maine Municipal Association net bid price of \$47,413 is the low bid and will be the Manager's recommendation.

4. PUBLIC COMMENTS – Jeremy Jones reported on work done by volunteers in Turtlehead Park and Papermill Park. He thanked Tom Brann and Councilor Shakespeare for putting up the flags on the telephone poles. He asked that cribbing from 'wash ups' next to Turtlehead park be saved for use in trail work and barriers for steep places at that park. Tom Brann spoke in favor of an engineered development plan for Turtlehead Park to assist in the ability of the town to apply for grants. He also questioned the liability to the town of the fuel float since that is on a public float. The Manager will check into that subject and report back to the Committee.

5. COMMITTEE MEMBER COMMENTS – Councilor Shakespeare reported that Councilor McAvoy had made new holders for the flags on the poles and that the Manager had ordered twenty new flags for them.

Motion by Councilor Shakespeare, seconded by Councilor Ryder to adjourn at 7:20 p.m.

Respectfully submitted,

Susan Lessard
Town Manager



Check One: Initial Application Reappointment Application

TOWN OF HAMPDEN APPLICATION FOR TOWN BOARDS AND COMMITTEES

NAME: Barrett David J
LAST FIRST MI
ADDRESS: 5 Independence Street Hampden 04444
STREET TOWN ZIP
MAILING ADDRESS (if different):
TELEPHONE: 862 3685 551 1978
HOME WORK
EMAIL: dbarrette.maine.edu
OCCUPATION: Professor

BOARD OR COMMITTEE PREFERENCE:
FIRST CHOICE: Library
SECOND CHOICE (OPTIONAL):

How would your experience, education and/or occupation be a benefit to this board or committee?
CPA (smiley face)

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: MAR 09 2015
COUNCIL COMMITTEE ACTION: DATE:
COUNCIL ACTION: DATE:
NEW APPT REAPPOINTMENT DATE APPOINTMENT EXPIRES:

Town of Hampden
Attn: Susan Lessard,

June 11, 2015

The Iron Bakery will move its weights, benches, and rack to the Hampden Academy gym that the Town of Hampden rents for \$1.00 per year. The weights will be placed in the old Hampden Academy weight room. The weights, benches, and rack will be maintained by the Town of Hampden. The Town of Hampden and somebody from Lafayette Hotels will take pictures of the equipment, racks, weights, etc. at the time they are delivered.

The Town of Hampden does not own these weights, benches, and racks. They are the property of the Iron Bakery.

Danny Lafayette will give a \$500 donation, in 2015 only, and will provide a list of about 25 to 30 people who donated weights and would be allowed to use them when the weight room is open. This will be instead of them having to pay a fee.

If the Town of Hampden ever wants the weights taken out, they must give Danny Lafayette at least a 30 day written notice to remove the weights. None of the weights, benches, racks, etc., can be destroyed or thrown away without notifying someone at Lafayette Hotels, either Danny Lafayette, Jackie Rawcliffe, Brock Bradford, or Carla Lafayette, at 862-8000.

It is hoped that lending these weights and equipment, which cost thousands of dollars, will improve the health of the citizens of Hampden, Maine.

The Town of Hampden will take care of the weights and equipment and will allow the people of Hampden and Hampden Academy to use them for their customary fee when the gym is open and available to the public.

The Lafayettes and the Iron Bakery will have no liability whatsoever for the condition of the weights and equipment, or any other matter related to the weights and equipment.

Danny Lafayette 6/11/2015

Danny Lafayette

Date

Susan Lessard

Date

Lafayette Hotels and Iron Bakery

Town of Hampden



Susan Lessard <manager@hampdenmaine.gov>

weight equipment donation - Skehan Center

Thomas A. Russell <tar@frrlegal.com>

Wed, Jun 17, 2015 at 10:11 AM

To: Susan Lessard <manager@hampdenmaine.gov>

Sue: I offer the following comments:

1. The Town should make sure that the equipment is safe, and properly installed. Will Danny's crew be setting it up?
2. The document states that the equipment must be available for use "when the gym is open and available to the public". Seems to me that the Town should have the discretion to set the hours.
3. The document does not require the Town to indemnify or defend Lafayette Hotels or Iron Bakery, so that is good.
4. Perhaps you should check with the MMA Risk Pool for any coverage issues.
5. Are you comfortable with the 25-30 people using it without a fee?

Tom

From: Susan Lessard [mailto:manager@hampdenmaine.gov]

Sent: Monday, June 15, 2015 10:57 AM

To: Thomas A. Russell

Subject: weight equipment donation - Skehan Center

[Quoted text hidden]

Thoughts for a Skehan Center Fitness Facility....

Surveillance for safety...room has no sight lines, solid doors, stationary window, broken window, no means of egress other than through gym.

Hours of operation, currently we only operate evening and weekend hours when a program or event is scheduled. March through October these hours are most limiting. Would the cost of staffing, building utilities exceed income for fitness equipment users?

Location of room vs. proximity to gym/access to enter through gym only...disruption of gym programming and/or safety of entering and exiting in such cases as Roller Derby practices.

Pricing....membership vs. drop in fee...

Waiver of Liability, Training or Orientation for proper use, Posting of Use at Own Risk

Staff expectations providing assistance in an emergency ie....weight pinning lifter, or injury, or cardiac event

Expectations for behavior in language, audibility of nature of the activity, clothing choices for a "family friendly environment"-need code of conduct and dress code

Showers for Weight Room Users

Cleaning of the Weight Room...Machine Cleaning, Floor Cleaning, Equipment Sanitation...chalking or powdering issues, need for a different vacuum system for the rubber floor

Storage of Personal Items in weight room, Distance between locker rooms and weight room-location issue

Towels service or locker rentals

Free Weight Equipment Research

Maine

Bucksport- Use at own risk, must sign release, attend an orientation offered by rec staff (not certified) on how to use machines, have cardio and free weights. Center located in school not available evenings or weekends. During school hours 7:30-5 PM. Busy in January, February, core small group uses year round. Rates \$20.00 to \$40.00 month (dependent on residence location), Seniors are ½ cost.

Contact Barbara Ames 469-3518

Skowhegan-Use at your own risk, release part of registration form (separate forms for youth or adult), free weights and cardio equipment, age 14-17 can use afterschool, under 14 with a DR. note and parent onsite supervising, No certified staff, each machine has flyers for use, no windows in room, security camera to main desk, room checked by staff every 15 minutes, open anytime building open, rates are resident no fee, non-residents Youth and adult pricing 6 Mo. \$50/\$70, Yr. \$95/\$135.

Contact Tim Crockett

Cape Elizabeth-Use at own risk, free weights and cardio, membership includes key access swipe system, staff onsite part of the day (5:30 am-12 pm), unstaffed part of the day (12-8 pm), waiver acknowledges unstaffed and use at own risk, has 2 cameras for surveillance, allows use along for age 12+, local fitness center is convenient-cannot compete in price type of facility may break even, but doesn't make money or allow monies for cost of equipment replacement, \$33/month, \$80/quarter, \$273/year.

Contact Russell Packett

Wiscasset-Use at own risk, free weights and cardio, Membership required, fitness center open when building open (may close for some large events facility wide), do not require a orientation or training session, do have on staff certified trainers, Over age 14 allowed to use alone, under 14 use requires DR note and parent supervision, open 5 am to 9 pm, not always staffed, waiver is included in membership form, safety equipment like stoppers on racks in place, membership pricing includes pool, gym, fitness center and some program discounts...rates for resident (called Community Partner) and Non Resident (called Standard for families, adults, seniors, couples.

Contact Todd Souza 882-8230

UMM Center For Lifelong Learning-Machias waiver for minor and adult sample, 14 and under accompanied by adult, 12 and under not allowed, 12-14 direct supervision by adult, \$5 day passes, membership 1 month, 3 month, annual, rates for individual, couple, and children, facility posts hours on calendar on webpage, offers personal training at additional cost

Contact Leigh Ann Garstecki 255-1408

UMaine New Balance Recreation Center-Orono general liability waiver sample, hours for academic year and summer, membership levels for 12 month from date of purchase, perpetual until cancelled in writing, or semester, photo ID required for age 14+, day passes \$7 adult/\$5 student, free towel service, free day use lockers, and locker rentals.

Contact Caitlin Chojnacki 581-3482