

SERVICES COMMITTEE MEETING

Tuesday - October 14, 2014

6:00 P.M.

HAMPDEN TOWN OFFICE

A G E N D A

1. MINUTES 9-08-2014
2. OLD BUSINESS
 - A. Parks/Trails – Maintenance, Improvements & Long Term Planning
 - B. Reserve Use – Recreation – Dept. of Labor Requirements
3. NEW BUSINESS
 - A. Cliff Property Discussion
 - B. Newsletter –
 1. Stipend and printing Questions
 2. Newsletter – October 2014 Edition subjects
4. PUBLIC COMMENTS
5. COMMITTEE MEMBER COMMENTS



SERVICES COMMITTEE MEETING MINUTES
September 8, 2014

Attending:

Councilor Jean Lawlis	Town Manager Sue Lessard
Councilor William Shakespeare	Resident Terry McAvoy
Councilor Tom Brann	Mayor Carol Duprey
Councilor Greg Sirois	

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

1. MINUTES 8-11-2014 – Minutes of the 8-11-14 meeting were reviewed. No changes or corrections were made.
2. OLD BUSINESS
 - A. Papermill Park Update – Chairman Lawlis read an update from Volunteer Jeremy Jones regarding Papermill Park. According to Mr. Jones, the only ongoing issue noted was dog waste not being picked up by owners. Chairman Lawlis indicated that she had talked to a person who was willing to donate a dispenser and bags for pet waste for a possible dog park so she would check with that person to see if they were interested in donating for the Papermill Park site.
 - B. Parks/Trails – Maintenance, Improvements & Long Term Planning – Councilors Brann and Shakespeare and Brann presented an extensive list, including photos, of maintenance and repair deficiencies found when they met on the weekend of 9/6/14 and toured both Papermill Park and Dorothea Dix Park. Both expressed concerns over the poor condition of park facilities, lack of trash containers and poor porta-potty location at Papermill Park, lack of porta-potty at Marina Park, and unmaintained condition of porta-potty, hazard trees, dilapidated grills, peeling picnic tables, piled up brush, unmaintained gardens, and poor trail, empty information kiosk, and road conditions at Dorothea Dix Park. Councilors Brann and Shakespeare requested that this item be included on the next Council meeting agenda to allow time for a presentation of more photos and discussion of what policy the Council wishes to establish in regard to parks and trails maintenance. It was suggested that one individual should be responsible for daily checking of parks for problems, waste disposal, hazards, etc. Some concern was expressed over the potential cost of hiring an additional person or expanding facilities. It was the consensus of the Committee to refer this item to the Council on 9/6/14 for policy direction.
3. NEW BUSINESS
 - A. Candidate Forum – The Town Manager presented information to the Committee that due to the large number of candidates for both School Board and Town Council there would be two Candidate Forums on separate dates. In addition, questions would be provided to all candidates prior to the sessions, the forums will be filmed and rebroadcast, and the same moderator, Annie Gabbianelli, which had done past forums, would be asked to moderate the two for this year.
4. PUBLIC COMMENTS – None

5. COMMITTEE MEMBER COMMENTS – None

Motion by Councilor Sirois, seconded by Councilor Shakespeare to adjourn at 7:25 p.m.
Unanimous vote in favor.

Respectfully submitted,

Susan Lessard
Town Manager

1. 29CFR1910.37(a)(4)

Safeguards designed to protect employees during an emergency (e.g. sprinkler systems, alarm systems, fire doors, exit lighting) must be in proper working order at all times.

- * All emergency lights or exit lights must be operational.
- Emergency light did not function when tested.



DEADLINE FOR CORRECTION: 11/28/2014

A meeting was set up with Chris Carson from Hampden Electric. Chris completed a proposal for replacement of the exit lights (15 total) and all emergency lights (7 total) except one which was previously upgraded to LED. The cost for this work is approximately \$2300.00. A memo was delivered to the Town Manager on 9/15/14, along with the cost estimate of this project, requesting the use of recreation reserve for this project. The Town Manager will include this in information for the next Town Council meeting. I am waiting for the green light to proceed.

2. 29CFR1910.303(g)(1)(i):

Working clearances. Except as required or permitted elsewhere in this subpart, the dimension of the working space in the direction of access to live parts operating at 600 volts or less and likely to require examination, adjustment, servicing or maintenance while alive may not be less than indicated in Table S-1. In addition to the dimensions shown in Table S-1, workspace may not be less than 30 inches wide in front of the electric equipment. Distances shall be measured from the live parts if they are exposed or from the enclosure front or opening if the live parts are enclosed. Concrete, brick, or tile walls are considered to be grounded. Working space isn't required in back of assemblies such as dead-front switchboards or motor control centers where there are no renewable or adjustable parts such as fuses or switches on the back and where all connections are accessible from locations other than the back.

- * All electrical panels and disconnects need a clear work space of 36 inches.
- Circuit breaker panel has rugs/mats stored in front of them.

DEADLINE FOR CORRECTION: 11/28/2014

All rugs/mats were relocated to an interior storage area on 9/10/14.

HAMPDEN ELECTRICAL

72 Sawyer Rd. Hampden, ME 04444
Phone: (207) 942-6255 Fax: (207) 942-5498

September 15, 2014

Hampden Recreation Department
Attn: Mrs. Shelley Abbot
106 Western Ave.
Hampden, ME 04444

RE: Replace emergency lighting

Shelly,

Please accept our proposal for the amount of **\$2,229.00** to perform the electrical scope of work for the above referenced project.

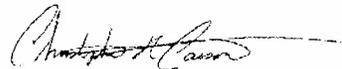
Our proposal Includes

- Provide 15 new LED battery backup exit lights & remove existing.
- Provide 7 new Emergency Battery Units which includes heads and batteries.
- Efficiency Maine paperwork.
 - The Hampden Rec Dept. will be eligible for **\$600** in incentive money from Efficiency Maine.

Our proposal Excludes:

- Night or weekend work.
- State of Maine sales tax.

Sincerely,



Christopher R Carson

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Susan Lessard <manager@hampdenmaine.gov>

Opportunity

1 message

Dean Bennett <economicdevelopment@hampdenmaine.gov>

Wed, Oct 8, 2014 at 11:03 AM

To: "Greg J. Sirois" <siroistowncouncil@hampdenmaine.gov>, Jean Lawlis <lawlistowncouncil@hampdenmaine.gov>, William Shakespeare <shakespearetowncouncil@hampdenmaine.gov>, Carol Duprey <Dupreytowncouncil@hampdenmaine.gov>, David Ryder <rydertowncouncil@hampdenmaine.gov>, "Ivan P. McPike" <mcpiketowncouncil@hampdenmaine.gov>, Tom Brann <tombrann@tds.net>
Cc: Sue Lessard <manager@hampdenmaine.gov>, Robert Osborne <planner@hampdenmaine.gov>, Greg Sirois <gregory.sirois@gmail.com>

Good Morning,

I just met and spoke with Lee Cliff. Lee owns 120 acres along the Bog Road. This extraordinary piece of property with 4 ponds, road access, views, and recreational opportunity is available. Lee will be attending the Services Committee Meeting on Tuesday to explore the towns interest in this property, if any.

There may be great potential in this property to serve the passive/active recreational interests of the community. My understanding is it contains a stand of oak trees and other natural features that would be appealing to the citizens of Hampden.

It is my hope that you will consider contacting Mr. Cliff for a tour of the property, as it is currently gated. He has stated he is available at any time to give you a tour prior to Tuesdays meeting if you would like to see it before hand.

I hope you will consider giving him a call.

Lee Cliff
299-5747

You can do a virtual tour of the property by...

jeanjenkins.com
Select Property Search
Enter MLS # 1151085 at bottom of page
Select View Details

Thanks,
Dean

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Dean L. Bennett
Director of Community and Economic Development
106 Western Avenue
Hampden, Maine 04444
207-862-3034



Susan Lessard <manager@hampdenmaine.gov>

Bog Road Boat Launch and Land For Maine's Future Grant

1 message

Chris Packard <cspackard@gmail.com>

Mon, Sep 22, 2014 at 10:45 AM

To: lawlistowncouncil@hampdenmaine.gov, Susan Lessard <manager@hampdenmaine.gov>, Robert Osborne <planner@hampdenmaine.gov>, siroistowncouncil@hampdenmaine.gov, shakespearetowncouncil@hampdenmaine.gov, ydertowncouncil@hampdenmaine.gov, mcpiketowncouncil@hampdenmaine.gov, dupreytowncouncil@hampdenmaine.gov

Greetings Council Members, Ms. Lessard, and Mr. Osborne,

I am a resident of Hampden at 1014 Western Ave. For many years my family and I have enjoyed using the open to the public private boat launch on Bog Rd. It provides excellent access to the Soudabscook Stream and the only decent access to Hammond Pond. I recently noticed that this lot and the adjoining 120 acres was put up for sale. The property has several man made ponds and Hermon Pond shorefront as well. I am very sadden by the prospect of losing this public access to Hampden's waters. This boat launch is a greta resource for residents and a true asset to the town.

I'm not sure of the appropriate pathway that this project might take but would love it if the town would investigate the acquisition of this resource for the public good. I would also be willing the help in any process of saving this unique resource for the town. I think the property would make an excellent park as well as boat launch and I think it has an excellent chance of being a successful candidate for funding under the state funded, Land For Maine's Future Conservation and Recreation Land's program (<http://www.maine.gov/dacf/lmf/>).

In 2010 I first contacted the program about this property as a preliminary inquiry and found out that it would not qualify for the LMF IF&W Water Access grant because both Hermon Pond and Hammond Pond are warm water fisheries and not managed cold water fisheries, at that time the IF&W recommended that I contact the Dept. of Forestry/Conservation about this project. I did not as the land was not yet for sale and under the program it only works with willing sellers. The lot I originally investigated as Map 11, Lot 010 (see map), but for the recreation and conservation lands program we might want to consider the entire 120 acres.

The property listing can be viewed here:

<http://www.trulia.com/property/3165247570-217-263-Bog-Rd-Hampden-ME-04444>

I hope that you will agree that this property is worth saving. I hope the council or conservation commission might consider the project.

Thanks,
Chris Packard
1014 Western Ave
Hampden, ME 04444

 **CPackard_BogRdArea-1.pdf**
966K

Town of Hampden
106 Western Avenue
Hampden, Maine 04444



Phone: (207) 862-3034
Fax: (207) 862-5067
email: info@hampdenmaine.gov

TO: Services Committee Members
FROM: Sue Lessard, Town Manager
DATE: 10/9/2014
RE: Parks/Trails – Maintenance & Long term planning

In order to help with the discussion, I have included in the packet the information provided recently on parks as well as information related to the Friends of Dorothea Dix Park and the work done a number of years ago on a plan for that facility.

Public Works Director Chip Swan will be there to participate in the discussion and offer his thoughts on some ways in which we can better manage the conditions of our Town parks.

TO: Hampden Town Council
FROM: Sue Lessard, Town Manager
DATE: September 10, 2014
RE: Porta Potties & Other Information

The purpose of this memo is to provide the Council with information about porta potties rented by the Town. Councilor Shakespeare had asked that this information be made available to all Councilors for the Council meeting on 9/15/14. As also requested by Councilor Shakespeare, I have included a copy of a memo I distributed to the Council on 8/18/14 regarding the parks and recreation areas in Hampden.

At the present time, the Town contracts with Frost Septic Service for porta potties at the following locations:

Papermill Park	\$75/Mth
Softball Field on Ballfield Road	\$75/Mth
Rec Area next to the Lura Hoyt Pool	\$80/Mth
*Dorothea Dix Park (as of 9/12/14)	\$80/Mth
Behind Rec Center – for football program	\$75/mth

The porta potty at Dorothea Dix for the bulk of the summer was provided by Lincoln Rental Services. This unit was provided to work off a credit that the Town had with the provider from last year for which they refused to issue a check. In order not to lose the credit, the agreement was for them to provide and maintain the porta potty at Dorothea Dix. Obviously that did not work out well. I have included an email from Rec Director Shelley Abbott on the Porta Potty Credit issue. On Tuesday, September 9th I asked the Recreation Director to contact Lincoln Rentals and have it removed and to have Frost Septic put one in that location for the remainder of the season. That transfer should be complete by Friday, September 12th. I have also asked that a porta potty be put at Marina Park for the remainder of this season.

Also included in this packet are copies of the inspection forms for the parks that were part of the program set up earlier this year for Public Works to take over oversight of the parks as well as a memo from Recreation Director Shelley Abbott about the status of the parks as of this Spring. Clearly this program was not followed this season and I have talked with the Public Works Director about the need to insure that the plan that was set up is followed going forward. However, this plan does not address the policy issues raised by Councilors Shakespeare and Brann at the Services Committee meeting on 9/8/14.

Once the Council determines, beyond regular maintenance, mowing, porta potty placement, trash removal, etc., what level of effort it wants in terms of signage, trail construction, tree removal, etc. I will be happy to research and provide information on costs based on the policy suggested.



Susan Lessard <manager@hampdenmaine.gov>

The Story of the Porta Potty Credit

Hampden Recreation Dept. <recreation@hampdenmaine.gov>

Wed, Sep 10, 2014 at 5:24 PM

To: Susan Lessard <manager@hampdenmaine.gov>

Hi Sue,

The Porta Potty at Dorothea Dix is the only unit rented from Lincoln Rentals. The credit was a result of 5 months of charges during the November 2011-March 2012 which the unit was onsite in the park, closed for the winter and was not serviced. I caught this last fall after Kurt's departure and contact them. After many back and forths, what was settled on was a \$300 credit to be used up this season and the remaining covered damage to the unit door that was our responsibility. The unit was installed early in May by Lincoln and the credit was used up in July or August. (Tammy would have exact month)

The handicap units have a very small tank. If there was any type of large event, the unit would fill in one day. Speaking to Charlie Nash today, he said he believes there was a large event this past weekend as there was an immense amount of trash pulled from the cans. I am not sure when the report was made about the condition but Charlie believes that it has not been all summer that they have not been serviced. They are used ALOT!

Currently I have units rented (regular and handicap) at Ballfield Road (regular) Papermill Road (handicap I think) Pool Field (handicap) and for Bronco Football behind Rec Center (regular). I am using Frost Septic as they bought out Clark's in Ellsworth and honored our awesome price Clark's had given to get our business. I am not sure that this price will continue next season but here's to hoping.

I plan to have all units pulled by early November. I don't think it's worth keeping them in place, less risk for vandalism, and it insures we get a fully clean unit each spring. The decision we will need to make going forward is on the use of regular vs handicap units. Cost is only slightly higher but capacity is hugely different. Also, in some locations like DD Park, we have it, but I am not certain someone in a wheelchair could get into the unit due to its placement near to the tree roots.

I have all the emails if you ever want to reread them!

Shelley

[Quoted text hidden]

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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

TO: Hampden Town Council
FROM: Sue Lessard, Town Manager
DATE: August 18, 2014
RE: Town Parks & Recreation Areas

Councilor Shakespeare has requested this item to be on the agenda for 8-18-2014 and the purpose of this memo is to outline the current method of operations related to Town Parks and Recreation Areas and to discuss how future planning might be handled.

Current Use:

Programming:

Recreation programming that utilizes and town parks and recreation areas is coordinated by the Hampden Recreation Department through its Director Shelley Abbott. This includes both activities that are handled by the Town of Hampden and those activities that are performed by affiliate programs such as Little League, Children's Day, and the travel programs for sports including football, soccer, and basketball. The Recreation Department has a Council-appointed Recreation Committee that reviews programming and makes suggestions for improvements to both physical programming and physical plant needs (such as additional playground equipment in parks, etc.) Prior to the addition of the management and operation of the Skehan Center to the responsibilities of the Recreation Director, annual evaluation of parks and fields facilities were also his/her responsibility. Earlier this year, that responsibility was transferred to Buildings & Grounds under the supervision of the Public Works director.

Maintenance & Upkeep

The maintenance and upkeep of Town Parks and Recreation Areas is primarily performed by the crew that works in Buildings and Grounds. This includes mowing of all ball fields, Dorothea Dix Park, the fields and playground adjacent to the Lura Hoit Pool, the fields around the Skehan Center, and areas in Papermill Park as needed. With the addition of Marina Park and the parking lot/trails on Town land on the former LL Bean parcel, necessary maintenance will be performed at those parcels as well. The work done on properties is coordinated with the Recreation Director and the Director contacts public works for any issues that are identified as needing correction.

Part of the work of Buildings and Grounds is to do periodic inspection of fields and recreation areas. In the Spring, this evaluation includes work necessary to be done to 'get them ready' for use. Additional checks are done during the user season and final checks are done in the fall prior to the winter season.

Papermill Park and Dorothea Dix Park also have volunteer 'support groups' who assist with park work in clearing trails and developing future uses for those facilities. The Town has two new areas – Marina Park and the trails system on the former LL Bean parcel that are now in

use also. The first phase of Marina Park has been completed and includes the parking lot and two trails. The whole plan for development of the park has already been done and completion of that plan including the kayak/canoe launch and signage, etc. is dependent on additional grant funding opportunities or tax dollars being raised to complete it. In the interim, Public works has been working on eradicating a serious poison ivy issue at the site. The parking lot to serve the trails located on the former LL Bean parcel is being constructed as a donation by Peter Thornton as part of consideration for the access off Route 202 for the Church project and the future use of the remainder of that parcel for recreation or development rests with the Town Council to determine since the parcel was funded with voter-approved bond issue money that identified its use as being for business/industrial development.

Financing

General maintenance and upkeep of town park and recreation areas is funded through the building and grounds budget for the Town. However, other funding sources have augmented work in obtaining equipment, building trails, and securing property. These include the grant received to plant trees and landscape the area in front of the Lura Hoit Pool, the Chevron grant to secure Marina Park and provide the parking lot and some trails, and the donation of a parking lot by Peter Thornton for the trails on the former LL Bean site. Funds from the Recreation Enterprise account have been used to add playground equipment to the site next to the Lura Hoit Pool, and to repair tennis courts and the basketball courts at the VFW field. Volunteers have donated time to do trails and some maintenance work in Papermill and Dorothea Dix Park.

Future Facilities/Use

The Town Council Services Committee has traditionally been the committee that has reviewed items related to recreation and parks. It was the one that worked on the comprehensive policy to cover public use of town park and recreation areas and the one to work with Recreation on the expansion of the playground adjacent to the Lura Hoit Pool. The Committee also provided information to staff from the City of Bangor related to the Rural Active Living Assessment that was focused primarily on the number biking/walking/recreational opportunities in the community.

Recently, the Planning & Development Committee has taken on some of these tasks through its discussion with a developer (Peter Thornton) who was interested in obtaining access off Route 202 for a construction project on his property, and the agreement by the developer to provide a parking lot to access trails on town-owned property. In addition, I believe that Planning & Development has added the Marina Park development to its agendas also.

If the Council wishes to develop a more comprehensive way of dealing with management and development of its active and passive recreational properties, I would suggest that this be directed to the Services Committee for work in discussing what they believe needs to be changed in the current management of these resources and how the Council wishes to pursue additional parks, trails, and recreational fields, how they wish to fund such additions.

Ballfield Road Softball Field
Inspection Checklist

Date: _____ Time: _____

Name of Inspector: _____

Signature of Inspector: _____

	Pass	Fail	Problem	Solution	Resolution Date	Need Immediate Attention
Field free of debris and obstructions						
Dugouts clean and in good working order						
Concession Stand building doors secured						
Concession Stand and Dugout Roofs leaking						
Concession Stand appliances working properly						
Concession still on blocks						

	Pass	Fail	Problem	Solution	Resolution Date	Need Immediate Attention
Base sleeves not broken or with sharp edges						
Fences in good repair and without sharp edges						
Score board in good working order with no hazards						
Portable toilet clean and working properly						
Parking areas and driveways free of potholes or exposed hazards						
Trash cans placed throughout and not over flowing or destroyed						
Lights all working and safety shields not broken						
Light poles have no dangling wires or are broken						
Bleachers are in good repair with no broken, cracked or missing wood						

Dorothea Dix Park
Inspection Checklist

Date: _____ Time: _____

Name of Inspector: _____

Signature of Inspector: _____

Playground Area	Pass	Fail	Problem	Solution	Resolution Date	Need Immediate Attention
Playground Area Free of litter and debris						
Equipment not damaged or vandalized						
Adequate depth of surface under and around Equipment (12 inches of wood chips and sand)						
Surface not compacted or deteriorating						
Equipment free of sharp points, corners or edges						
Protective caps or plugs not missing or damaged						

	Pass	Fail	Problem	Solution	Resolution Date	Need Immediate Attention
Playground containment area no exposed nails or screws and without splinters or major cracks						
Equipment free of rust or cracks						
Chips level under swings adequate						
Sand free of debris and hazards and has adequate amount of sand						
Porta-potti building without graffiti and no broken or cracked wood						
Trails						
Trail free of fallen trees						
No debris, trash or vandalism						
No exposed roots or hazards from under the surface						
Tree branches or dead trees hanging over trail						

	Pass	Fail	Problem	Solution	Resolution Date	Need Immediate Attention
Vegetation not impeding on the trail						
Vegetation along trail should not include poison ivy, prickly bushes or other potentially harmful plants						
Signs of moderate to severe erosion						
Picnic Area						
Picnic Tables without rotten boards, broken boards or loose hardware						
Covered picnic area structures without broken or rotten wood, rough posts or missing/broken hardware						
Covered picnic area structure roofs not missing shingles or having signs of leaks						
Trash cans placed throughout and not over flowing or destroyed						
Grass lawn areas free of debris and hazards						
Hibachis secured to posted, cleaned and with all working parts						

Driveway and General Areas	Pass	Fail	Problem	Solution	Resolution Date	Need Immediate Attention
Flag pole, flag and light all in good working order						
Driveway free of debris, obstacles and obstructions						
Parking areas and driveways free of potholes or exposed hazards						
Rock wall in good repair and without loose or dangerous stones						
Signboards without broken or cracked wood, graffiti or broken glass						

Dorothea Dix Park

There is a committee of area residents that meet and have done 1-2 work days on clean up and trail reconstruction.

Garden Club takes care of the flower plantings along the rock wall, they have access to the water at a small shell built by Maurice Cyr and delivered a few years ago

Rec replaced the roofs of the cover picnic area in the last few year...I think the covered sign board still needs to be re-roofed with cedar...we have the cedar shakes in the pool shed.

Playground needs sand, plug for the sand play unit, and cedar playground grade chips

Porta-Potty was delivered by Lincoln Rentals on May 5. I ordered it. There is a credit of \$300 towards the unit for the season, due to over charge winter of 12/13. I believe the bill should be \$75 per month...so the credit will last the majority of the summer season. I don't believe the unit needs to be left there once the park closes...vandalism is I guess our issue to cover if it happens.

Public Works covered the new water fountain last fall and it will need to be turned on and water tested by Water District before it can be a public drinking supply this spring, in the fall it needs to be recovered and lines blown out...I think last fall Public works and Water District did this together when they did the cemeteries.

The picnic tables and grills probably need attention or replacement. Grills were rusting out, and tables often need board replacement or repair, and painting/staining.

There is often wash out in the driveway circle each year which should be leveled.

\$1500 in tree work was completed in the summer of 2013 by Larry Bruen's Tree Service.

Papermill Road Rec Area

There are a few abutting neighbors who volunteer maintain the park along with Boy Scout use on 1-2 x per year.

Last year Kurt installed a porta-potty at the barrier gate area. The neighbors wanted a porta-potty unit that is green in color to blend with the natural elements. After speaking with Jeremy Jones this winter, a project goal of this spring was to level of a gravel area for the unit this year before the unit is installed. I contacted Mr. Jones on May 1st via email to ask for his assistance

with staking out the area for the gravel delivery. I have not heard back from Mr. Jones, and I visited the site on 5/6/14 and nothing was marked out at the area around the parking gate.

The park has an extensive issue with Poison Ivy. It was sprayed last year by Natural Lawn to "kill" it. After speaking with Mr. Jones this winter, he felt that the efforts to eradicate were unsuccessful due to the misidentification of what was actually trying to be eradicated. This was the second application by Natural Lawn in the last probably 5 years...The first application seemed to alleviate the intense growth for about 3 years. I am not sure if there is any guarantee with the product applied or not.

Some work was done last year by summer rec. staff and Mr. Jones to cut back some overgrowth, and I believe lay down some wood chips in "trail" areas. I really do not have a handle on the amount accomplished or location of the work. Mr. Jones and Matt Madore would be good resources.

There is often a lot of cutting work that needs to be done in the spring due to the large pine growth and winter damage to limbs.

Other Areas

Ballfield Road

I think the second dugout roof was completed last summer...(it may not have been though)

Concession/Storage Building has fallen off its block footings into the ground and damaged at least one side of the building siding. It also has tightened the electrical feed line to the building significantly.

Steps to the shed (back storage portion) are in bad disrepair. They are to the point of sponginess. I have budget \$250 for their repair this summer if Little League does not take care of it on their own.

Public Works dismantled the bleachers this spring for us and hauled them away for dispose. The set had become a safety concern after being hit by the plow for the Water District clearing the hydrant out. Little League asked for financial assistance in purchasing a new set. I didn't feel we had the funds and so I offered up the set we had at the Pool Field location for their use. They are fairly portable, can be moved to a better location for winter storage. Public works transferred them between locations.

Fencing around the fields and dugouts needs to be monitored for safety issues.

Lights need to be monitored for outage and or vandal damage.

Little League uses the field extensively from late April through the end of June.

Recreation uses the field from July through early October for summer softball and rentals.

VFW Recreation Area

Little League Fields (2), Outdoor Basketball Courts (3), Tennis Courts (2), former hockey rink swamp

Little League Fields

Both sets of dugouts had roofs replaced 2 summers ago.

Fencing around the fields and dugouts needs to be monitored for safety issues.

Little League takes care of opening and closing concession building yearly and utilities with it.

Little League uses the fields extensively from late April through the end of June.

Additional pressbox built probably 4 years ago. There is a desire to bring water into that building from the area of the old hockey rink. Cost is the deterrent from moving forward at the present time.

Two sets of wooden bleachers between the fields are in good shape. Metal bleachers on outsides of both fields need attention.

Fencing on dugout nearest to Canoe Club needs attention.

Began work on 5/5/14 to look at possibility of moving the batting cages from the side of the road at VFW Drive to a strip of land next to the old hockey rink. Meeting set up with Bob, Ben, and Little League on 5/13 to discuss in person.

Tennis Courts

Crack repair needs...cost estimate in hand to make needed filler repair. Financially there is no money available to make the repairs.

Net need to be monitored for condition (and replaced periodically) and tightness. Nets should be taken down seasonally to prevent unnecessary weight on the standards from the snow/ice load. I forgot to do this this past winter...

Fencing around the courts needs to be monitored for safety issues.

Lights need to be monitored for outage and or vandal damage.

Bench seating needs to be monitored for condition and safety.

User group approached me in late April about installation of a back board at the VFW courts. I have explored options, costs, and received feedback from others about this type of project. It is of value and would increase individual use. I applied for a review by the USTA to be considered for an application of a grant to help with 50% of this cost. I should hear something from them if the project is eligible for the application within 30 days.

Outdoor Basketball Courts

Replace nets as needed

Crack filler or resurface and reline cracks. The courts have significant crack issues, which continue to be a problem, and may be due to the ground underneath.

Monitor for graffiti, or wood debris from skateboarders

Additional barriers were installed in summer of 2013 to prevent cars from driving on the courts

Ground is leveled at where it meets land around court to prevent injuries by those using when leaving ball or retrieving playable ball

Straighten poles to backboards as needed

Western Avenue Recreation Area

Volleyball nets up and sand free of weeds

Playground chips are at satisfactory level for fall protection

Porta Potty is ordered and removed seasonally. I ordered this year's from Clark's Portable Toilets which have since been sold out to Frost Septic. I have budgeted for the in the recreation budget.

Gazebo building, roof and ramp is in good repair.

Monitor for graffiti.

Storage building and roofs in good repair.

Trails to town office are free from fallen trees, and chipped paths are maintained and added to as needed.

Trail Bridge is in place after spring runoff. Bridge is repositioned if needed.

Monitor grub damage yearly and address as needed.

Handicap bridges are splinter free, in good repair, and slip resistant material is in place. Replace board materials and restrain as needed.

VFW Recreation Area
Inspection Checklist

Date: _____ Time: _____

Name of Inspector: _____

Signature of Inspector: _____

	Pass	Fail	Problem	Solution	Resolution Date	Need Immediate Attention
Little League Fields						
Fields free of debris and obstructions						
Dugouts clean and in good working order						
Concession Stand building doors secured						
Concession Stand Roof leaking						
Concession Stand appliances working properly						
Bathroom Clean						

	Pass	Fail	Problem	Solution	Resolution Date	Need Immediate Attention
Bleachers are in good repair with no broken, cracked or missing wood						
Bathroom Fixtures in good working order						
Water and Electric turned on/off						
Picnic Tables without rotten boards, broken boards or loose hardware						
Score board in good working order with no hazards						
Base sleeves not broken or with sharp edges						
Common area structures such as flag pole, VFW monument, etc... are free of vandalism are not in disrepair						
Battling cage poles and netting are in good working order with no hazards apparent and no debris						
Basketball Courts						
Edges level with pavement						
No obstructions within 5 feet of the edge of pavement						

	Pass	Fail	Problem	Solution	Resolution Date	Need Immediate Attention
Surface free of debris and obstructions						
Graffiti on courts						
Hoops, backboards, nets and poles						
Surface has no uneven cracks or cracks larger than 1 inch						
Light poles have no dangling wires or are broken						
Barriers are in place and keeping automobiles in the parking areas						
Tennis Courts						
Surface free of debris and obstructions						
Fences maintained						
Benches not broken, free of splinters and rot						
Lights all working and safety shields not broken						

	Pass	Fail	Problem	Solution	Resolution Date	Need Immediate Attention
Tennis nets are tight and in good condition						
General Areas						
Lawn area free of hazards such as debris, glass or any dangerous items						
Surface has no uneven cracks or cracks larger than 1 inch						
Parking Lots free of debris and obstructions. Is in good working order						
Trash cans placed throughout and not over flowing or destroyed						
Bridge between basketball parking and little league fields painted and without hazards						
Parking areas and driveways free of potholes or exposed hazards						

Western Ave. Recreation Area
Inspection Checklist

Date: _____ Time: _____

Name of Inspector: _____

Signature of Inspector: _____

Park Area	Pass	Fail	Problem	Solution	Resolution Date	Need Immediate Attention
Volleyball area free of debris and vegetation						
Volleyball standards and nets in good working order						
Gazebo roof, railings ramp, steps and floor without damage or in need of repair						
Gazebo area free of wasp, bees and other insect nests						
Gutters clean and working properly						

	Pass	Fail	Problem	Solution	Resolution Date
Lights over volleyball pit and playground in good working order					
Picnic Tables without rotten boards, loose hardware or broken boards					
Any tree branches hanging or broken within the park					
Signboards without broken or cracked wood, graffiti or broken glass					
Gazebo garden free of debris and weeds					
Sheds secured, undamaged, no graffiti					
Shed roofs without loose shingles or signs of leaks					
Volleyball standards and nets properly installed (part year)					
Volleyball standard sleeves properly capped (part year)					
Porta-potti building without graffiti and no broken or cracked wood					

	Pass	Fail	Problem	Solution	Resolution Date	Need Immediate Attention
Drainage catch basins level with ground and not damaged						
Electric junction box covered and undamaged						
Trash cans placed throughout and not overflowing or destroyed						
Benches at Volleyball courts with no broken or split wood, no missing hardware and apparent hazards						
Handicap bridges to multi purpose field in good repair with no missing or damaged wood or hardware						
Goal nets properly fastened and anchored						
Playground Area						
Playground Area Free of litter and debris						
Equipment not damaged or vandalized						

	Pass	Fail	Problem	Solution	Resolution Date	Need Immediate Attention
Surface not compacted or deteriorating						
Equipment free of sharp points, corners or edges						
Adequate depth of surface under and around Equipment (12 inches of wood chips and sand)						
Chips level under slide adequate						
Protective caps or plugs not missing or damaged						
Equipment free of rust or cracks						
Playground containment area no exposed nails or screws and without splinters or major cracks						
Trails						
Trail free of fallen trees						

	Pass	Fail	Problem	Solution	Resolution Date	Need Immediate Attention
No exposed roots or hazards from under the surface						
Tree branches or dead trees hanging over trail						
Bridge secure with smooth transitions between ground and bridge						
Parking Areas						
Parking lots clear of obstructions and debris						
Lines clearly marking parking spaces and handicap spaces along with signs						
Bike rack in good working order and proper location with sign clearly visible						

Charter
Friends of Dorothea Dix Park
Hampden, Maine

- 1) Friends of Dorothea Dix Park established: The Town of Hampden hereby establishes the Friends of Dorothea Dix Park for the following purpose:
 - a) To raise awareness of the community of the unique historical resource which the park offers to the Town of Hampden;
 - b) To assure the on-going care and support of the park by providing the organizations of the Town of Hampden and the School Administrative District¹ with information and focus on the park to use in their course of business;
 - c) To advance the history, natural environment, and educational value of the park within the Town of Hampden;
 - d) To facilitate the development of Dorothea Dix Park as an educational facility for the whole community;
 - e) To encourage active and passive recreation opportunities in a natural environment.
- 2) The Friends of Dorothea Dix Park shall collaborate with and work through the Town of Hampden Tree Board
- 3) Membership: It is desired that the Friends of Dorothea Dix Park be comprised of individuals who are appointed through the Town of Hampden appointment process and shall include:
 - a) A representative of the Planning Board;
 - b) A representative of the Tree Board;
 - c) A representative of the Community Services Committee;
 - d) A representative from SAD #22;
 - e) A representative of the Recreation Department;
 - f) A representative from the Town of Hampden staff, appointed by the Town Manager;
 - g) A representative of the Hampden Historical Society;
 - h) A representative of the Hampden Historic Preservation Commission;
 - i) A representative of the Hampden Garden Club;
 - j) Representatives of the community at large.
- 4) Leadership: The Friends of Dorothea Dix Park shall elect a chair and vice-chair to serve for one year term of office.
- 5) Meetings of the Friends of Dorothea Dix Park shall typically coincide with the meetings of the Tree Board.
- 6) Staff support for the Friends of Dorothea Dix Park shall be provided the Town staff as requested.
- 7) Expenditure requests shall be directed to the Town of Hampden through appropriate Town Departments and Committees.

¹ Town Council, Hampden Planning Board, Hampden Community Services Committee, Hampden Tree Board, Hampden Recreation Committee, SAD #22 Board of Directors and Schools

12074

KNOW ALL MEN BY THESE PRESENTS

That the STATE OF MAINE, by the Director of the Bureau of Parks and Recreation, under the authority of Section 602, Title 12, Revised Statutes, and with the consent of the Governor in consideration of one dollar and other valuable consideration paid by the Inhabitants of the Town of Hampden, a body politic being situate in the County of Penobscot, State of Maine,

the receipt whereof it does hereby acknowledge, does hereby remise, release, bargain, sell and convey, and forever quitclaim unto the said Inhabitants of the Town of Hampden, its successors and assigns forever, two certain lots or parcels of land situated in said Hampden and bounded and described as follows:

PARCEL NO. 1: A certain lot of land in said Hampden lying on the easterly side of the U.S. Highway No. 1A, leading from Hampden Lower Corner to Winterport, and bounded as follows: Beginning at a spotted cedar post in the fence on the south line of land formerly owned by heirs of Ezekiel Hopkins near two apple trees; thence easterly in the south line of said Hopkins heirs land to the Penobscot River; thence southerly by said river about one hundred and eighty-two feet to a stake; thence westerly parallel with the first bound to a stake standing in the open field; thence northerly at right angles, about one hundred and eighty-two feet to the point begun at. Also a right-of-way from the land above conveyed to said U.S. Highway No. 1A, said right-of-way to be on the northerly side of land owned in 1899 by Thomas C. Lennan lying between the land above conveyed and said U.S. Highway No. 1A. Being the same premises conveyed to the Dorothea Dix Memorial Association by the said Thomas C. Lennan by his deed dated June 24, 1899, and recorded in Penobscot County Registry of Deeds in Volume 690, Page 463.

PARCEL No. 2: Another certain lot or parcel of land situated on the easterly side of said U.S. Highway No. 1A, the same being a part of what was formerly the Hopkins pasture situated in Hampden aforesaid, and bounded as follows, to wit: Beginning at a stake on the easterly side of said U.S. Highway No. 1A, leading from Hampden Lower Corner to Winterport at the northwest corner of land formerly of A.J. Nicholson; thence north 40° east by said highway twenty-one rods and six links to a cedar post in the southwest corner of land formerly of heirs of Patrick Ryan and formerly land of Ezekiel Hopkins; thence south $85^{\circ}15'$ east to a spotted stake in the south line of land formerly of heirs of Ezekiel Hopkins; thence southerly about one hundred and eighty-two feet to a stake; thence easterly to the Penobscot River; thence southerly by said river to the north line of land formerly owned by David Baker in 1900; thence north $85^{\circ}15'$ west thirty-five rods; thence north 14° east eight rods and four links to the northeast corner of land owned by one Elder in 1900; thence north 85° west on line of Elder lot, ninety-three rods and twenty links to a cedar post; thence westerly about twenty-nine rods and eighteen links to said U.S. Highway No. 1A and the point begun at. Being the same premises conveyed to the Dorothea Dix Memorial Association by the said Thomas C. Lennan by his deed dated April 16, 1900 and recorded in said Registry of Deeds in Volume 697, Page 312.

This conveyance is subject to the condition that said premises shall be forever used for public recreational purposes and shall be forever kept as a sanctuary for wild beasts and birds.

Meaning and intending to convey to the herein Grantee all and the same premises acquired by the Grantor by deed of the Dorothea Dix Memorial Association dated March 23, 1953, to be recorded concurrently herewith.

TO HAVE AND TO HOLD the aforegranted premises, with all the privileges and appurtenances thereunto belonging, to the said Inhabitants of the Town of Hampden, its successors and assigns forever.

IN WITNESS WHEREOF, the said STATE OF MAINE by Herbert Hartman, Director of its Bureau of Parks and Recreation, has caused this instrument to be sealed with the Great Seal of the State of Maine and signed in its name by Herbert Hartman, its Director of Parks and Recreation,

thereunto duly authorized this 3rd day of July in the year one thousand nine hundred and eighty.

SIGNED, SEALED and DELIVERED
IN PRESENCE OF

STATE OF MAINE

Ruth Willette

By *Herbert Hartman*
Herbert Hartman, Director
Bureau of Parks and
Recreation

STATE OF MAINE)
Kennebec) ss.

July 3, 1980.

Personally appeared the above named HERBERT HARTMAN, and acknowledged the foregoing instrument to be his free act and deed in his said capacity, and the free act and deed of said STATE OF MAINE.

Before me,

[Signature]
~~Justice of the Peace~~
Notary Public



TOWN OF HAMPDEN
TOWN COUNCIL
APRIL 7, 1980

general taxation and the lateral sewers to be financed by user fees. Mr. Willey moved that this amendment be added to the February 11 minutes which was seconded by Mr. Prescott. Roll call vote - all in favor - motion carried.

#7 - APPOINTMENTS

Manager Bone submitted his recommendations for appointments and asked the council's approval. (Said list attached hereto and made a part hereof). He advised that the only change from the prior year was the appointment of Mrs. Clewley as Health Nurse rather than Louise Smith. Mr. Prescott moved that the appointments be approved which was seconded by Mr. Willey. Roll call vote - all in favor - the chair did not vote - motion carried.

The chair also submitted council committee appointments. As Mrs. Chiaparas was still chairwoman of the nominations committee, she advised that they would hold a meeting and have some recommendations for various boards and committees at the next council meeting.

#8 - NEW BUSINESS

A. REPAIR OF PRIVATE WAY - MR. GARCIA

As Mr. Garcia was not present, the chair referred this matter to the town manager. Manager Bone informed the council that this matter had been resolved. Mr. Ellingwood moved that this item be indefinitely postponed which was seconded by Mr. McClure. Roll call vote - all in favor - the chair did not vote - motion carried.

B. DOT - DISCONTINUANCE OF DOROTHEA DIX PARK

Manager Bone advised that DOT was having financial difficulties and they would be forced to close the local park. The town did have the option of taking it over and maintaining same. Query was raised as to whether this takeover needed legislative action. It was noted that Representative Sandra Prescott had offered to sponsor this and assist in any way to make the transition. Manager Bone advised that the recreation committee were in favor of the town taking over Dorothea Six Park. Mr. McClure noted that he had talked with the police department and they saw no problem as long as only the front part of the park is used. After further consideration, Mr. McClure moved that the town manager be directed to proceed with this transition of the town taking over and maintaining Dorothea Dix Park with the stipulation that only the front part of the park will be utilized which was seconded by Mr. Willey. Mr. Ellingwood asked how much this transition would cost. Manager Bone stated that no money was involved, but he had requested some extra items. Query was also raised as to who would maintain the area. Manager Bone stated that the cemetery crew could make this area a part of their duties. Roll call vote - Mr. Ellingwood voted "no", all the rest "yes" - the chair did not vote - motion carried.

C. REQUEST FOR VARIANCE ON BID PROCEDURE FOR BACKHOE REPAIRS, CALCIUM CHLORIDE, HOTTOPPING AND ROAD SALT.

Manager Bone explained that he was asking for the variance on these items as there is only one dealer for the item or it was the lowest price quoted on a particular item. Now would be the ideal time to start negotiating for these items. Mr. McClure questioned why the roof repair on the public safety building had not been included. Manager Bone replied that item would be processed

TOWN OF HAMPDEN

TOWN COUNCIL

AGENDA

TOWN COUNCIL MEETING - TOWN HALL - MONDAY, MAY 5, 1980 - 7:00 P.M.

CONSENT AGENDA

1. SIGNATURES
 - A. TREASURER'S WARRANTS
 - B. POLE PERMITS - BANGOR HYDRO ELECTRIC CO. - MONROE ROAD
2. SECRETARY'S REPORTS (3-10-80 & 3-24-80)
3. COMMUNICATIONS
 - A. OFFICE OF ENERGY RESOURCES
 - B. MITCHELL & STEARNS, RE: TOWN OF HAMPDEN vs. WHITCOMB
 - C. D.O.T., RE: DOROTHEA DIX PARK
 - D. D.O.T., RE: STATE AID UNITS
 - E. STATE PLANNING OFFICE, RE: GRANT AWARD
4. REPORTS
5. ACCEPTANCE OF RESIGNATION, PLANNING BOARD APPOINTMENT

POLICY AGENDA

- PUBLIC COMMENTS --
6. APPOINTMENT, PLANNING BOARD
 - A. REGULAR MEMBER
 - B. ASSOCIATE MEMBER
 7. PUBLIC HEARING, FIRE DEPARTMENT ORDINANCE
 8. OLD BUSINESS
 - A. RATIFICATION OF H.P.S.E.A. CONTRACT - TOWN MANAGER
 - B. STATE AID - EMERSON MILL ROAD - TOWN MANAGER
 - C. APPROVAL OF 1980 MUNICIPAL BUDGET
 9. NEW BUSINESS
 - A. MUNICIPAL FEES (COUNCIL ACTION)
 - B. COMMUNITY PRIORITIES - CHAIRMAN JENKINS
 - C. COASTAL ENERGY IMPACT GRANT - TOWN MANAGER
 10. TOWN MANAGER'S REPORT
 11. COUNCIL COMMITTEE REPORTS
 12. COUNCIL EVALUATION - MANAGER'S RESPONSE - (EXECUTIVE SESSION)

11. Town Manager's Report

Mrs. Baker advised that the only matter manager Bone wished to report at this time was the fact that Dorothea Dix Park was open for the public. Councilors questioned when the State's signs would be removed.

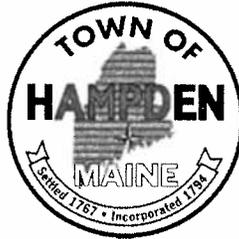
12. Council Committee Reports

There were none.

The agenda being completed, the chair passed the gavel. Some discussion was had on the new road being built in George Homstead's subdivision. It was noted that this would be an agenda item for the next regularly scheduled council meeting; query was raised as to the status of the third bridge and the situation with the Street Sweeper; an extremely bad pothole at the intersection of Route#9 and Route#1A and also the terrible condition of the new section of the Emerson Mill Road was brought up; gross wages for town employees was mentioned; a break in at the town garage and the recovery of stolen items was reported - it was suggested that all serial numbers be listed and identifying marks be made; a seminar for elected officials coming up and a chamber of commerce meeting to be held were commented on; a ditching project on Elm Street West, which needed some attention was reported; and the request for sweeping of the intersection of the Mayo Road/Route#9 was noted. There being no further business, the meeting adjourned at 8:20P.M.

Marie G. Baker
Marie G. Baker, Secretary

Town of Hampden
106 Western Avenue
Hampden, Maine 04444



Phone: (207) 862-3034
Fax: (207) 862-5067
email: info@hampdenmaine.gov

TO: Services Committee
FROM: Sue Lessard, Town Manager
DATE: October 9, 2014
RE: Newsletter – Stipend & Printing Questions

The purpose of this email is to transmit information related to the newsletter stipend and the selection of the printer for the newsletter. The documentation of the past five years of expenditures for the newsletter includes the stipends paid and to whom, the printing costs paid and to whom, and the mailing costs.

I am researching information from 2005 forward related to the editor position and will have that for the Committee at the meeting. At the time in 2011 that Councilor Shakespeare asked about this, I told him it was the stipend that was paid to the editor of the newsletter and at no time did he ever ask if it was appropriate or suggest that it was not. It has appeared as that on warrants since the newsletter was started. There has never been any attempt to hide it or call it something else. Since the issue of appropriateness for the payment of this stipend was raised in the Finance Committee, I have repaid the town the amount received from that stipend. Until the Committee reviews all of the information related to this item I do not want Councilors or the public to have concerns that this was not done properly.

As to the selection of a printer for the newsletter, the Town has utilized Snowman's Printing as the newsletter printer since the first newsletter was printed in 2005. Councilor Shakespeare asked me in 2011 about the use of Snowman's for printing and I explained at that time that Snowman's was not only competitive price-wise to other area printers, they were very responsive to the Town in terms of delivery and deadlines and patient with last minute changes. In addition, the owners of Snowman's were both Hampden residents and whenever price was competitive, the Town tried to keep its business local.

The amounts paid on an annual basis for the printing of the newsletter are below the bid amounts set by the Council and are within my authority to award, however, If the Committee wishes to look at bundling all the Town's printing in order to bring it over the bid amount, we can do that. The cost of the bid process is approximately \$1,000.

I am happy to review this information with the Committee. When I was asked for a copy of my contract by Councilor Shakespeare and I supplied him with it, he indicated that he was not 'out to get me', and when I asked if there was something specific he was looking for in the contract, he said no – that he just wanted to look it over because the Council would have to decide before next June whether to renew it. Had he asked if the stipend was cited in the contract, I would have told him no and explained its origin. If he

then wanted it on the agenda for Services because he disagreed with it, I would have been happy to do so. I am sorry if my reaction in the Finance Committee was out of line.



Susan Lessard <manager@hampdenmaine.gov>

Newsletter Expenses

1 message

Susan Lessard <manager@hampdenmaine.gov>

Mon, Oct 6, 2014 at 1:47 PM

To: Bill Shakespeare <shakespearetowncouncil@hampdenmaine.gov>, Carol Duprey <dupreytowncouncil@hampdenmaine.gov>, David Ryder <fubdub01@tds.net>, Denise <clerk@hampdenmaine.gov>, Gregory Sirois <gregory.sirois@gmail.com>, Ivan McPike <mcpiketowncouncil@hampdenmaine.gov>, Jean Lawlis <lawlistowncouncil@hampdenmaine.gov>, "Thomas A. Russell" <tar@frrlegal.com>

Good afternoon-

Attached please find the 5 years of newsletter related expenses requested by Councilor Shakespeare for tonight's finance committee meeting. Since the newsletter falls under the Services committee and the Project Inspection services falls under Public Works and the Infrastructure Committee I would anticipate that the Chairs of both committees would want the policies/practices for both subjects on their next agendas?

Susan

--

Sue Lessard
Town Manager

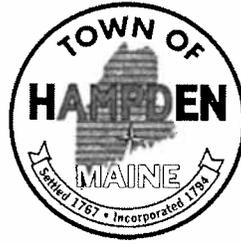
Town of Hampden
106 Western Avenue
Hampden, ME 04444
(207)-862-3034
manager@hampdenmaine.gov

 **Newsletter Expenses.PDF**
36K

Newsletter Expenses
2008/09 -2013/14

Year	Entity	Editor	Layout	Printing	Postage
2008/09	Annie O'Reilly	\$ 1,532.52			
	Valerie Williams		\$ 1,250.00		
	Snowman's Printing			\$ 7,583.96	
	US Post Office				\$ 1,716.61
2009/2010	Annie O'Reilly	\$ 1,500.00			
	Valerie Williams		\$ 750.00		
	Snowman's Printing			\$ 7,419.03	
	US Post Office				\$ 1,779.20
2010/2011	Annie O'Reilly	\$ 750.00			
	Susan Lessard	\$ 600.00			
	Valerie Ireland		\$ 1,000.00		
	Snowman's Printing			\$ 7,656.47	
	US Post Office				\$ 1,771.01
2011/2012	Susan Lessard	\$ 1,200.00			
	Valerie Ireland		\$ 500.00		
	Snowman's Printing			\$ 5,419.70	
	US Post Office				\$ 1,349.29
2012/13	Susan Lessard	\$ 900.00	\$ 250.00		
	Valerie Ireland		\$ 250.00		
	FastForms Printing (survey)			\$ 930.00	
	Snowman's Printing			\$ 3,599.02	
	US Post Office				\$ 921.60
2013/14	Susan Lessard	\$ 975.00	\$ 250.00		
	Val Ireland		\$ 200.00		
	Snowman's Printing			\$ 1,635.22	
	US Postmaster				\$ 504.90

Town of Hampden
106 Western Avenue
Hampden, Maine 04444



Phone: (207) 862-3034
Fax: (207) 862-5067
email: info@hampdenmaine.gov

TO: Services Committee Members
FROM: Sue Lessard, Town Manager
DATE: October 9, 2014
RE: October 2014 Newsletter Subjects

The purpose of this memo is to supply a list of article topics for the October 2014 Newsletter that should go to the printer at the end of next week. If there are other subjects that you wish to have included, please let me know.

1. Candidate Profiles- This article will include a 100 word-or-less blurb from each candidate for Town Council and the School Board as well as a photo of each candidate. With a total of 15 candidates between the two, this will consume a large amount of the newsletter space in this edition.
2. Garden Club Article
3. Library Article – annual fundraising drive for the endowment/programs
4. Public Safety Article – Public Safety picks a topic – with October being Domestic Violence Awareness month it is likely that will be the subject
5. Zero Sort Article – An update on how we are doing with Zero Sort in terms of tonnage and usage
6. Administrative Updates Article – due dates/meeting information/etc.
7. Recreation Article – Skehan Center use/programs
8. Pool Article – help wanted/program information
9. Clerk Updates (Dog licenses, election information, etc.)
10. Economic Development Update on what projects the Town is working on