

SERVICES COMMITTEE MEETING

Monday, May 9, 2016

6:00 pm

HAMPDEN TOWN OFFICE

A G E N D A

1. MINUTES

a. April 11, 2016

2. OLD BUSINESS

- a. Greater Penobscot Cable Consortium – update – Councilor McAvoy
- b. Vendor requests to set up at Municipal Building concurrent with Hampden Farmers Market

3. NEW BUSINESS

- a. Update from MMA Technology Conference regarding municipal broadband / high speed internet options – Kyle Severance, GIS/IT Specialist

4. PUBLIC COMMENTS

5. COMMITTEE MEMBER COMMENTS

SERVICES COMMITTEE MEETING

Monday, April 11, 2016

MINUTES – DRAFT

Attending:

*Councilor Terry McAvoy, Chair
Mayor David Ryder
Councilor Ivan McPike
Town Manager Angus Jennings*

*Recreation Director Shelley Abbott
DPW Director Sean Currier
Danny and Carla Lafayette
Resident Peggy (with HHA, LLC)*

Chairman McAvoy called the meeting to order at 6 p.m.

- 1. MINUTES – March 14, 2016** – *It was motioned and seconded to approve the minutes of the March 14, 2016 Services Committee meeting. Motion by Mayor Ryder, seconded by Councilor McAvoy to approve the minutes, approved 3-0.*

2. OLD BUSINESS

- a. Correspondence regarding Skehan Center lease; discussion of next steps** – *Manager Jennings summarized his correspondence to Historic Hampden Academy, LLC and the response received. It was agreed that the items in the memo could be discussed one at a time, and the discussion began with parking.*

Manager Jennings referred to the lease providing for 21 dedicated spaces available to the Skehan Center. Because all parties understand – and understood at the time of the lease – that this number is lower than the actual need at times, it is important to ensure that this number is available. He suggested that, while the building owner can't control parking of patrons of businesses, it would be reasonable to expect that employees of businesses would be notified of this dedicated parking for the Skehan Center.

The discussion addressed the language in the lease regarding the installation of a new energy efficient boiler within 18 months of lease execution. Mr. Lafayette discussed the amount of investment that Hampden Properties LLC has made in the property since its acquisition, and said that the property is contributing property taxes for the first time in 200 years (since it was formerly publicly owned). He said that the furnace serving the Skehan Center is the newest in the building. He reported that, since receiving the letter from the Town Manager, changes have been made to separate the electrical to reflect the lease area division, and that the heat to the band room has been shut off.

Councilor McAvoy said his biggest concern regarding the electrical is whether we know which circuits we're paying for. Mr. Lafayette said that it would be very expensive for Emera to install separate services, but that an electrician was brought in to better divide the costs. He said he had thought that the electrical had already been separated.

On Councilor McAvoy's request, Director Abbott summarized how the water service charges are split.

Mr. and Mrs. Lafayette said they would like to see the Town's lease extended, but they did not wish for the Town to be part of a lease if it decides it would like to go in a different direction. Councilor McAvoy said he does not feel that the lease is worthwhile.

Manager Jennings said that there are clear benefits to the public from the Skehan Center, but that there are also costs, and that the Committee is working to evaluate both the costs and benefits.

3. NEW BUSINESS

- a. Update on recent property damage and maintenance costs** – *Director Abbott reported to the Committee regarding recent damage to Recreation properties including storm and wind damage to the Ballfield Road fence and utility pole; damage to a Skehan Center LED light that was hit by a ball, and to the floor; and grub damage to the VFW fields. The costs of damage were summarized, as well as the status of claims filed with the Town's property & casualty insurance.*

- b. Recreation Department Affiliated Programs: updates and discussion of expectations regarding property maintenance and municipal level of service** – *Manager Jennings provided background regarding the Recreation Department's guidelines for Affiliated Programs such as Bronco Travel Soccer, Little League, Children's Day, etc. He commended Director Abbott for her successful efforts to secure written agreements with all six Affiliated Programs this year, which is the first time all have signed. He said that there appear to be expectations on the part of one or more of the groups for a level of support and maintenance that is not presently budgeted on the Town side, and said that it will be helpful to continue to work toward establishing clear expectations among all parties.*

Director Abbott reported that either she or the Assistant Director Jill McLaughlin attend the meetings of each of the six Affiliated Programs. She said that the loss of the Bouchard Fields has led to increased demand for use of the Pool soccer fields, and that this will erode that resource over time if not properly maintained.

Manager Jennings said that it is important for the Committee to be aware of the Affiliated Program guidelines and agreements since these programs are of interest to many community members and it's important to ensure that staff actions reflect the policy intent of the Council. Councilor McAvoy said that he would support more maintenance costs being absorbed by non-town groups that charge fees for participation and that benefit from these resources.

Councilor McPike said he supports whatever we can do to get kids active.

- c. Update on planning for Children's Day** – *Director Abbott reported that there have been a couple of organizing meetings held. Children's Day is scheduled for Saturday, August 20, and the theme for this year's event is Hampden Olympics. The next organizing meeting is scheduled for April 26 at 6PM at the Skehan Center.*

4. PUBLIC COMMENTS – *None.*

- 5. COMMITTEE MEMBER COMMENTS** – *Councilor McAvoy requested that the Greater Penobscot Cable Consortium be included on the next agenda of the Services Committee.*

There being no further business, the meeting was adjourned at 8:03 PM.

Respectfully submitted –

Angus Jennings
Town Manager



Angus Jennings <townmanager@hampdenmaine.gov>

Reusable Bag Program-Hampden Hannaford

1 message

Hampden Recreation Dept. <recreation@hampdenmaine.gov>

Fri, May 6, 2016 at 11:40 AM

To: kellym@bags4mycause.com, sbray@hannaford.com

Cc: Angus Jennings <townmanager@hampdenmaine.gov>

Good Morning:

Thank you for selecting us for the June 2016 recipient for the Reusable Bag Program donations! We are excited the begin to share this opportunity of support with the wonderful people we serve.

The Skehan Recreation Center houses indoor recreation programs for folks age 3 through 100! In addition, it is the office home for the Hampden Recreation Department. This facility serves the needs of the community of Hampden and many surrounding area towns. The Skehan Center is 100% funded through user fees. We appreciate Hannaford's support in bringing recreation opportunities to the Hampden area!

Please let us know if there is anything additional we need to do. Thank you again for your support!

Sincerely,
Shelley Abbott
Recreation Director

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

ph. [207-862-6451](tel:207-862-6451)
fx. [207-862-5067](tel:207-862-5067)
www.hampdenmaine.gov



Welcome!
You are a chosen recipient for the
Hannaford Helps Reusable Bag Program.

Dear Executive Director,

As an important local Cause in the community, Skehan Recreation Center has been chosen by the Hannaford Store Leadership as the next beneficiary for the *Hannaford Helps Reusable Bag* program! Let me share with you why this is great news:

For the month of June, Skehan Recreation Center will receive a \$1 direct donation from each purchase of the blue *Hannaford Helps Reusable Bag* at the Hannaford store located at:

77 Western Avenue Hampden, ME

With Hannaford's long-standing history of supporting local communities, this program is designed to help bring funds to Causes like yours in support of all the work you do! The blue reusable bag with the good karma message sells for \$2.29 and can be found at the reusable bag rack and various registers throughout the checkout area.

What's next? It's time to get the word out! Email your supporters, post to social media and share in your next newsletter! In partnership with Hannaford, Bags 4 My Cause has created a Cause Marketing Toolkit designed to make sharing the news as seamless and easy as possible.

Visit www.hannaford.bags4mycause.com for access to the Toolkit as well as a full explanation of the program, regularly updated bag sales, and donation facts/figures. Effective outreach will result in more *Hannaford Helps Reusable Bag* purchases, which equates to a larger total donation for you!

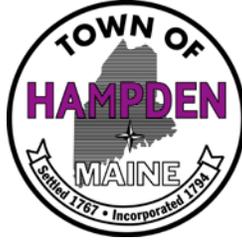
We would love to hear from you to confirm that you have received this exciting news! Feel free to send me an email and tell me a bit about your Cause and the work you do in the community. In the coming weeks, we will send program updates and information including ways to help in your outreach efforts.

Congratulations again for being chosen and we look forward to seeing your success with the *Hannaford Helps Reusable Bag* program at the Hannaford Store listed above, and the significant donations provided to Skehan Recreation Center!

Best Regards,


Kelly Morgan
Bags 4 My Cause
KellyM@Bags4MyCause.com
207.361.3391 X106

Town of Hampden
106 Western Avenue
Hampden, Maine 04444



Phone: (207) 862-3034
Fax: (207) 862-5067
Email:
townmanager@hampdenmaine.gov

TO: Service Committee

FROM: Angus Jennings, Town Manager

DATE: May 7, 2016

RE: Items on May 9 Services Committee agenda

Greater Penobscot Cable Consortium – update – Councilor McAvoy

Councilor McAvoy has undertaken additional research regarding this matter since the last meeting (see April 11 meeting minutes), and will provide an update at Monday's meeting.

Vendor requests to set up at Municipal Building concurrent with Hampden Farmers Market

At the April 25 Infrastructure Committee meeting, the Committee recommended declining the request by Wild Cow Creamery, a locally operated business, to set up at the Lura Hoit Pool site this summer due to concerns about parking capacity and the lack of a policy to govern such requests. However, the Committee also expressed interest in supporting locally based businesses, and expressed concern that the Hampden Farmers Market does not provide local preference in its consideration of potential participating vendors.

Since that time, Paula Scott and I met with Amanda Dandro and Emily Buswell, the two lead organizers of the Hampden Farmers Market. We agreed that we would revisit the present agreement prior to their selection of vendors for the 2017 market, and they are aware that the Council may wish to modify that agreement to ensure opportunities for local vendors. Their deadline for applications for the 2016 market passed on March 1.

At the meeting, we also discussed the potential for Wild Cow Creamery and one or more other local vendors to set up in the Municipal Building parking lot concurrent with the Farmers Market, even though they would not be formally part of the Farmers Market. (The Farmers Market requires dues, insurance etc. of its members to cover costs associated with marketing, etc.). Since the request from Wild Cow Creamery was received, a second request has been received from Maine Heritage Farms, a Hampden based business. The organizers were amenable to this suggestion.

At Monday's meeting, the Services Committee will be asked to consider whether to recommend authorization of local vendors to participate in this manner. I have enclosed Paula's memo regarding this subject since, if we are to proceed, I will recommend that we establish a finite number of potential participants. Just as is the case for the Farmers Market, insurance would also be required.

Update regarding municipal broadband / high speed internet options

On May 5, GIS/IT Specialist Kyle Severance, attended the Maine Municipal Association Technology Conference. He will attend Monday's meeting to update the Committee regarding options available to municipalities to enhance municipal broadband and internet for local residents and businesses.



Angus Jennings <townmanager@hampdenmaine.gov>

Hampden Farmers Market

1 message

meheritagefarm <meheritagefarm@gmail.com>

Fri, May 6, 2016 at 10:04 AM

To: townmanager@hampdenmaine.gov

Dear Sir,

We would like to request to sell at the town farmers market on Fridays for the 2016 season. We are residents of Hampden that live and farm at 389 Meadow Road. We run a small business called Maine Heritage Farm & Landscape. Our business is fully insured through Ohio Mutual insurance company and can provide proof if needed.

Please let us know if there are any questions or concerns and if we are able to participate in the market.

Thank you,

Kellen & Amy Hutchins

Sent from my U.S. Cellular® Smartphone

Hampden Town Clerk
Paula A. Scott
106 Western Avenue
Hampden, Maine 04444



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

To: Mayor Ryder, Councilors, Manager Jennings,

Regarding mobile food vendors, some key points have been brought to the fore front in recent days. These points are the following:

1. Do they require a town victualer's license?
2. Should they be allowed on town property?
3. If allowed on town property, what are the rules?
4. What about the current practice of allowing the Farmer's Market in the parking lot? Should they get a Victualer's license?

In trying to find something comparable from which to model a policy, I first looked at the City of Waterville's process which is quite simple really. Their code states that a mobile vendor may be allowed on public property with permission by a city official. In the ordinance, a definitive area, marked by certain streets was delineated and prohibited. I contacted Patty Dubois, Waterville City Clerk and asked who determines what area is approved for mobile vendors. She stated that the entire business district is a prohibited area, *as is 250' from any business selling the same product*. She stated that technically, the only time mobile food vendors are allowed on public property is in conjunction with an event, such as a concert, or an outdoor festival in which they have received a permit from Parks & Rec. If the event intends on having or allowing food vendors, those vendors are sent to city hall to obtain a permit that is good for no more than 90 days. There is no deadline to apply, but the application requires this:

1. Name, address, phone number of applicant, business name
2. Type of food to be sold
3. Location where food is to be sold. If it is on private property, application must be accompanied by written permission from the owner of the property.
4. Length of time requested
5. Copy of all necessary current, valid state licenses pertaining to the operating of vehicles or the operation of a mobile food vendor
6. Payment of the fees. (non-profits and charities are exempt) Fees are \$120.00 for 90 days, \$45.00 for 7 days and \$30.00 for 1 day.

If the Town of Hampden is going to consider licensing mobile food vendors in a different manner than the Victualer's process, this information is a good jumping off point.

When this question first came up, I reviewed our Victualer's ordinance and my thought was that while perhaps not specifically enumerated under Section 2, the fact that the

ordinance states "Any person who owns or operates a place *where food is prepared and served to the public as a profit-making venture for consumption on or off the premises*, including but not limited to a restaurant, motel and hotel, deli, movie theater, soda fountain, bakery, sandwich shop, convenience store, *or outdoor facility*, shall be licensed annually as a victualer in order to operate within the Town." would cover a mobile vendor. While we may want to amend the ordinance to specifically include a mobile unit, I am not sure we would need to, unless the council would like to add other requirements, such as a requirement to prove state licensing under Section 5. A (The application process) or to allow for a mobile license to have an expiration shorter than one year as in Section 5.C. If the Council wants to prohibit mobile food vendors from public property, a separate policy could be written to go along with the ordinance, and handed out to applicants, or it could possibly be written into the current ordinance as an exception.

Now about the Farmer's Market.... It should be noted first of all that Farmer's Markets are not just a collection of transient sellers. In fact, the name "Farmer's Market" is protected by statute, and only those that have met the statutory requirements may call themselves that. The vendors are dues paying members of a larger umbrella under which they are operating as a non-profit. They are mandated to pay insurance and the proof of that insurance should be required of all vendors within the market. There are statutory licensing requirements for each vendor depending on what it is they are producing or selling. They are required by law to obtain state mobile vendor licenses which would cover home food processing, commercial food processing, small bird flocks and milk distributors to name a few. Different state agencies are the regulators of these different areas of husbandry, from the Department of Human Services to the Department of Forestry. Some items, such as pickles, are required to be tested by the University of Maine.

In thinking about the Farmer's Market and our agreement with them that permits them to operate on public property, in my opinion, the thought process has to be that they are philosophically different than a typical mobile food vendor. In as much the same way that libraries and museums are inherently often times operating more like a charitable organization rather than a revenue producing facet of a municipality, Farmer's Markets that are endorsed by a town and supported by a town will often help a town define itself as a town that tries to enhance quality of life. Often times other markets and shopping areas will themselves endorse the presence of a Farmer's Market because people tend to shop at other local stores and shops if they have already taken the time to drive to the market. There is also the whole issue of food security and promoting eating healthy locally produced food which is a huge initiative state wide, but that topic is too much for here!

Sources: *City of Waterville*
MRSA Title 7, Ch 101, §415
Maine Federation of Farmers Markets

In a nutshell, in considering how to proceed with the discussions on a policy, or the reworking of the Victualer's ordinance, some points to consider are these:

- Does the Town want or need a separate policy regarding mobile food vendors?
- Does the Town want to amend the victualer's ordinance to specifically include mobile food vendors?
- Does the Town want to grant short season licenses for mobile food vendors?
- If we add mobile food vendors to our ordinance, should we mandate a deadline for their application for a victualer's license?
- Should the Town require proof of state licensure for all victualer's license holders?
- If so, should the proof accompany only the initial application?
- Should the Code office be checking with each establishment for proof of a current state license at each renewal inspection?
- Should the Town prohibit *for-profit* mobile food vendors from public property?
- If the Town allows mobile food vendors on public property, which properties?
- Should the Town prohibit *any* for-profit venture on town property, food or otherwise?
- Should the Town amend the ordinance to state that mobile food vendors must not be within a certain amount of feet to another establishment selling like food?
- Does the current agreement with the Farmer's Market suffice in protecting the Town's liability?
- Have there been issues and complaints that we need to address?

Town of Hampden
106 Western Avenue
Hampden, Maine 04444



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

**AGREEMENT BETWEEN THE TOWN OF HAMPDEN AND
THE HAMPDEN FARMER'S MARKET**

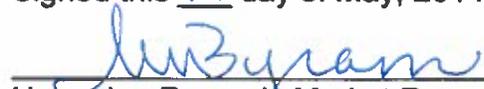
Per vote of the Hampden Town Council taken on April 22, 2014, the Hampden Farmer's Market has permission to operate its Farmer's Market in the upper parking lot of the Hampden Municipal Building at 106 Western Avenue, Hampden, ME on Friday afternoons from May 23, 2014 through the market season for 2014. Unless unforeseen circumstances occur, the permission shall be continued on an annual basis for subsequent years. The Farmer's Market shall coordinate its activities for start-up, insurance certificates, and end of season with the Town Manager.

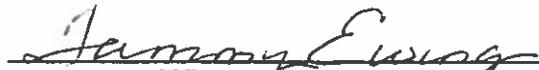
No fee is required from the Farmer's Market for the use of the property.

The following conditions shall apply to all vendors who participate in the Farmer's Market:

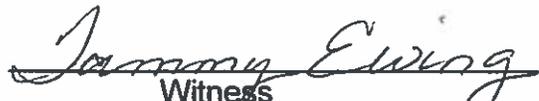
1. All vendors shall provide proof of insurance that names the Town as an additional insured
2. The property will be left in a clean condition after each market.
3. There shall be no damage to any portion of municipal property by any vendor/customer of the Farmer's Market. Any damages will be the responsibility of the Hampden Farmer's Market to repair/replace.
4. All vendors shall be in compliance with all applicable state/local laws and regulations in regard to the sale of their goods.
5. The Hampden Farmer's Market will set up vendors so as not to impede access to the Hampden Public Safety entrance at the back of the Municipal Building.
6. Failure of the Hampden Farmer's Market to comply with the terms of this agreement may result in termination of the use of the facility.

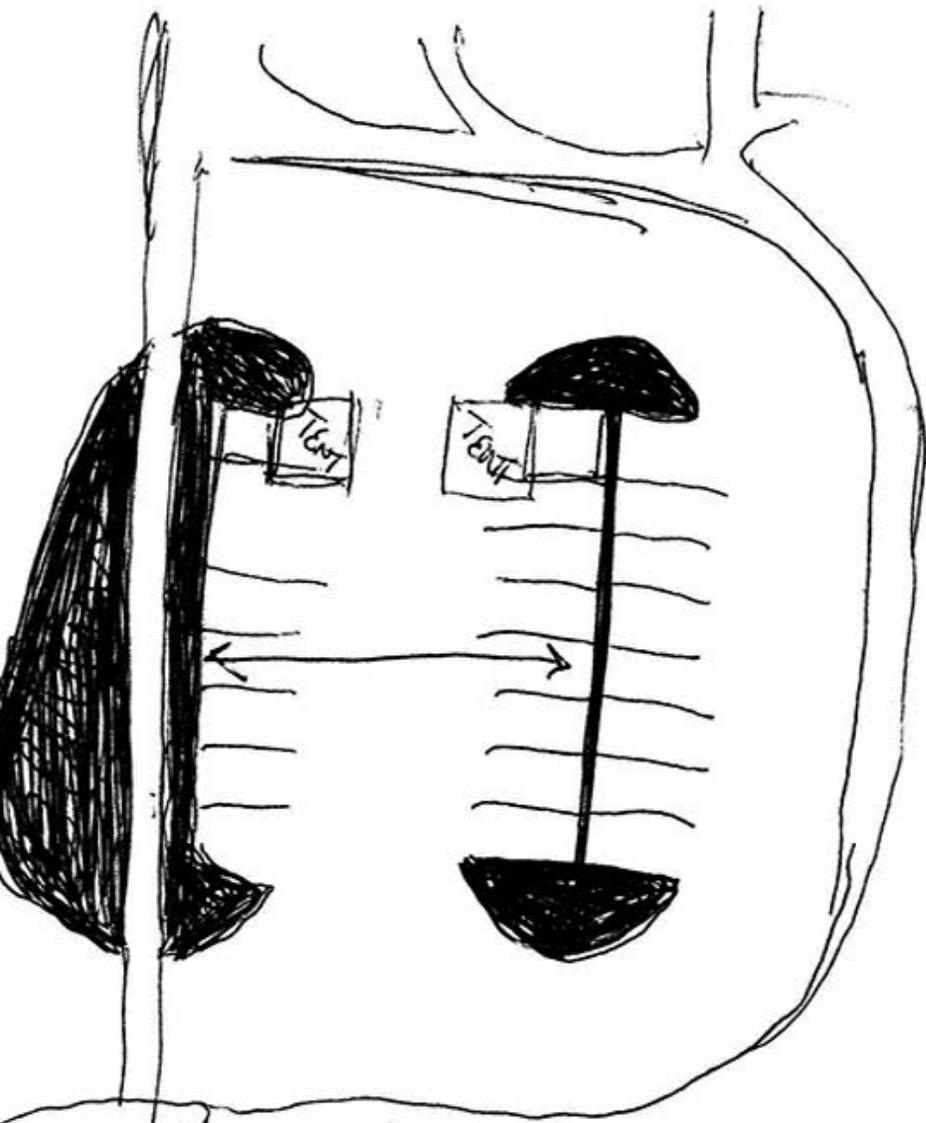
Signed this 21st day of May, 2014.


Hampden Farmer's Market Representative

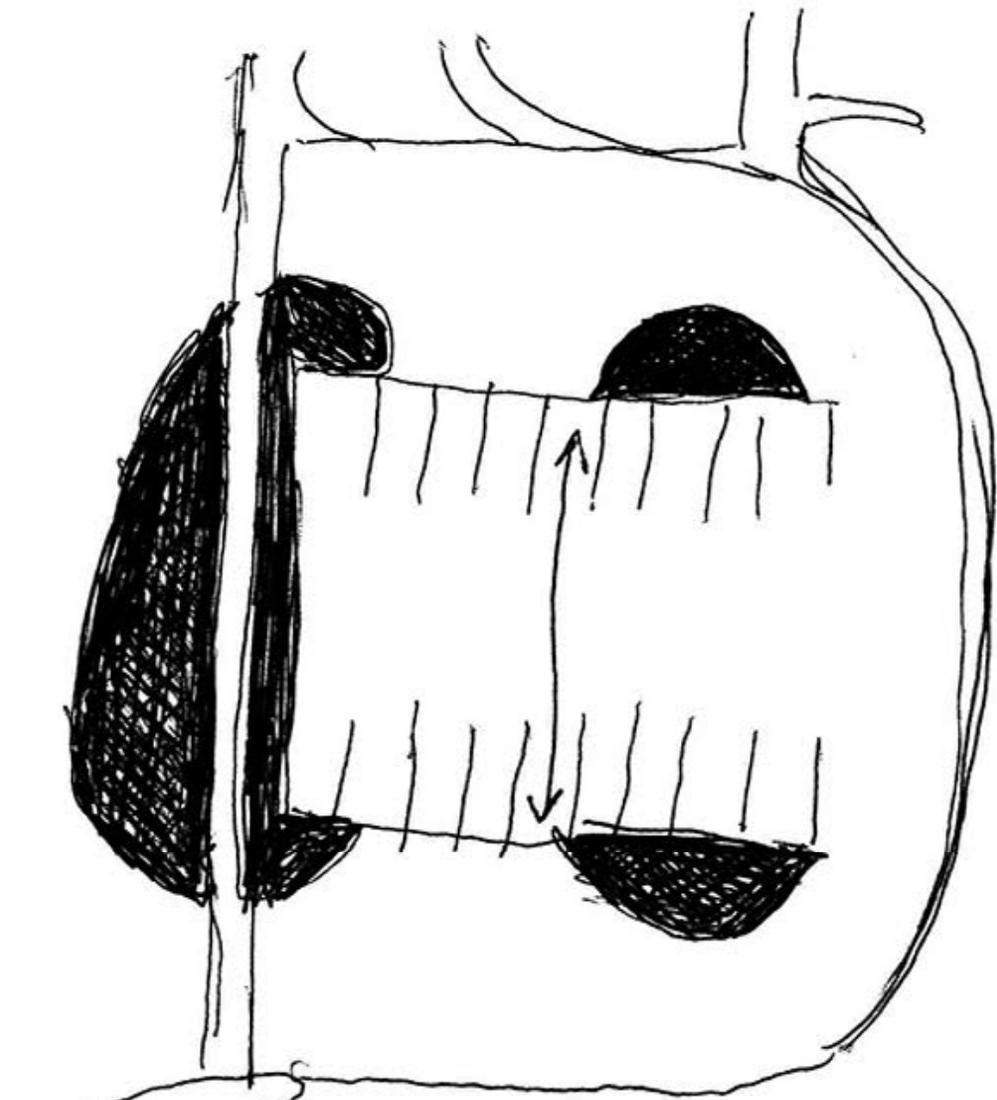

Witness


Susan Lessard, Town Manager

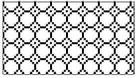

Witness



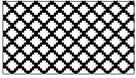
OLD Set-up



Proposed Set-up



PARKING ALLOWED



PARKING NOT ALLOWED



PUBLIC SAFETY/
COMMUNITY ROOM
ENTRANCE



PUBLIC
SAFETY

TOWN
OFFICE

POST
OFFICE

ROUTE 9 / WESTERN AVENUE



WWW.HAMPDENFARMERSMARKET.COM
FIND US ON FACEBOOK!

FRIDAYS 2-5:30PM
MAY 20 - OCT. 28

AT THE TOWN OFFICE PARKING LOT
106 WESTERN AVENUE



JOIN US IN CELEBRATING
ALL THAT YOUR LOCAL
FARMERS AND ARTISANS
HAVE TO OFFER. BE SURE
TO CHECK OUR WEBSITE
FOR SPECIAL EVENTS!

NOW ACCEPTING
SNAP/EBT

USE SNAP/EBT AND GET

BONUS

FRUITS AND VEGETABLES!

VISIT US AT THE
WELCOME TENT FOR
MORE DETAILS!



wholesome
wave



MEET YOUR VENDORS:

BIRCH HILL POTTERY AND SABI PRESS

BANGOR-HANDMADE POTTERY AND CARDS

BOYD BROOK FARMING

FRANKFORT-GRASS FED BEEF AND BAKED GOODS

CEDAR MILL FARM

EXETER-MIXED VEGGIES, HERBS, FLOWERS, FIBER

CITIZENS OF MAINE

HAMPDEN-FINE ART AND CRAFTS

CORSON FARMS

PITTSFIELD-MAPLE SYRUP AND MAPLE SYRUP PRODUCTS

FARM HOUSE COFFEE ROASTERS

WINTERPORT-LOCALLY ROASTED COFFEE

FIORE ARTISAN OLIVE OILS

AND VINEGARS

BAR HARBOR-OLIVE OILS AND BALSAMIC VINEGARS

GENTLE MEADOW GOAT FARM

WINTERPORT-HOMESTEAD GOAT MILK SOAP

HEALD FARM

TROY-MIXED VEGGIES, SWEET CORN, POTATOES

HERITAGE FARM

WINTERPORT-PASTURE RAISED PORK, POULTRY, MUSHROOMS

ISLAND FARM KITCHEN

LEVANT-BAKED GOODS AND PREPARED FOODS

KENONA FARM

OSBORN-GOAT CHEESE, GOAT MILK FUDGE, BERRIES, PICKLES

MOODYTOWN GARDENS

PALMYRA-MIXED VEGGIES, PORK

MURPHY FAMILY FARM

FREEDOM-FRUITS, MIXED VEGGIES, PELTS

STRAWHOUSE BAKERY

OTIS-BAKED GOODS

WORCESTER'S WILD BLUEBERRIES

ORNEVILLE TWP-BLUEBERRIES AND OVER 15
PRODUCTS MADE FROM BLUEBERRIES!

ENTER TO WIN A BAG OF MARKET GOODIES!
NAME _____
PHONE# _____
E-MAIL _____
JUST FILL OUT THIS COUPON AND BRING TO MARKET!