SERVICES COMMITTEE MEETING

Monday, February 13, 2017

6:00 pm

HAMPDEN TOWN OFFICE

A G E N D A

1. MINUTES

    a. January 9, 2017

2. COMMITTEE APPLICATIONS

    a. Recreation Committee – Todd Hoffert (new appointment)

3. OLD BUSINESS

    a. Status update, Town website refresh
    b. Review of topographic survey results on Pool site.
    c. Review of draft work scope for engineering services, Pool site
    d. Update on Community Connector Bus, including research on ridership
    e. Update on 2017 forum for community and civic organizations

4. NEW BUSINESS

    a. Request from Gateway Seniors Without Walls for sponsorship of reprinting of Senior Yellow Pages
    b. Update on meeting with organizers of Hampden Farmer's Market, review of next steps
    c. Update on proposal from Bronco Travel Soccer Club regarding 2017 soccer camp
    d. Discussion of potential change in FY18 budget structure for Rec and Pool Departments (i.e. "quasi enterprise" or not)

5. PUBLIC COMMENTS

6. COMMITTEE MEMBER COMMENTS

SERVICES COMMITTEE MEETING

Monday, January 9, 2017

6:00 pm

MINUTES – DRAFT

Attending:

Councilor Dennis Marble, Chair
Mayor David Ryder
Councilor Ivan McPike
Councilor Mark Cormier
Councilor Terry McAvoy
Councilor Steven Wilde (arrived late)
Town Manager Angus Jennings
Recreation Director Shelley Abbott
Resident James Dyer
Jeremy Clay, Connector Bus staff

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

1. **MINUTES**

   a. **December 7, 2016** – *Motion by Councilor McPike seconded by Councilor McAvoy to approve the December 7 meeting minutes. Approved 5-0.*

2. **COMMITTEE APPLICATIONS**

   a. **Recreation Committee – James Dyer (new appointment)** – *Mr. Dyer thanked the Committee for the opportunity to be considered and spoke about his experience with athletics. There was a motion by Councilor McPike seconded by Councilor McAvoy to recommend Council appointment of James Dyer to the Recreation Committee. Motion passed 5-0.*

   b. **Recreation Committee – Jason Sharpe (reappointment)** – *There was a motion by Councilor McAvoy seconded by Councilor McPike to recommend Council reappointment of Jason Sharpe to the Recreation Committee. Motion passed 5-0.*

3. **OLD BUSINESS**

   a. **Update on date change for 2017 forum for community and civic organizations** – *Manager Jennings summarized his memo included in the meeting packet regarding a change of date to provide more advance time for outreach and preparation.*

   b. **Update on topographic survey of Pool site** – *Manager Jennings said that the topographic survey results should be received shortly and that the*

next step would be preparing a scope of work to engage an engineer to begin the DEP permitting process. Mayor Ryder questioned the need for an engineer. Councilor McPike said that the basis for the need is permitting. Mayor Ryder said he would like more clarity regarding state DEP requirements and Manager Jennings agreed he would schedule a meeting to include relevant DEP staff.

4. NEW BUSINESS

a. **Update on items from January 5 Recreation Committee meeting** – *There was discussion of the need for an overall department maintenance plan to set out the facilities maintenance needs, frequencies, staff or vendor resources needed, etc. Councilor McAvoy said he's particularly interested in understanding the overall costs of maintaining the Skehan Center.*

b. **Request for allocation of $1,462.50 from Library Reserve fund for trapping and exclusion of squirrels from Library building** – *Manager Jennings summarized the materials in the packet. Mayor Ryder said that the cost looks too high, and said he thought DPW could have helped more with the situation. Motion by Councilor McPike seconded by Councilor Wilde to refer the request to the Finance Committee with a recommendation for authorization of $1,462.50 from the Library Reserve fund for trapping and exclusion of squirrels from the library. Motion passed 5-1 with Mayor Ryder opposed.*

c. **Impact of recent minimum wage increase on Recreation Department (FY17); evaluation of current fee structure** – *Director Abbott summarized her review of the impacts of the voter-approved referendum raising minimum wage. She said she thought she could get by for the remainder of FY17 but estimated this would cost the Recreation Department about $16,000 per year for the next two years. She recommended changing user fees to absorb these additional costs. The proposed fee structure includes a range that would allow adjustment of fees over time as the minimum wage increases step up. Motion by Mayor Ryder seconded by Councilor McAvoy to refer the proposed fee revisions to the Town Council with a recommendation for adoption. Motion carried 6-0.*

d. **Update regarding Community Connector Bus; age of Hampden bus and related maintenance expenses; participation in working group convened by Bangor** – *Manager Jennings summarized the materials in the packet regarding the age and condition of the bus serving the Hampden route, and the need for a decision this year regarding whether to fund a replacement or refurbished bus. Hampden resident and bus staff Jeremy Clay was present for the discussion.*

Councilor McAvoy spoke in favor of eliminating the bus service. Councilor Marble said he'd like to better understand what the costs are based on. Mayor Ryder said we ought to hire someone to ride the bus to report on ridership solely within Hampden. Mr. Clay spoke about the bus financial model and the characteristics of the bus that serves this route. He said a low floor bus (as opposed to the current cutaway bus) would be better for ADA compliance. He said that the Town has the ability to change routes and frequency in order to meet its needs.

Councilor Marble asked if the route could be served by a 12 passenger van but Mr. Clay said that a vehicle that small could not be integrated into the overall system. Councilor McAvoy said that the bus we repair is for the system, not for Hampden. Councilor Wilde said that the bus is integral to our economic growth by providing access to jobs and workers.

Mayor Ryder said he had checked with a vendor about the cost to run a system ourselves, which would intersect with the broader Connector system, but that the estimated costs would be $140,000 a year or more.

Councilor McPike said he wants to understand actual ridership so that decisions can be based on number of riders using the service. Councilor Wilde said the bus is important to some people's independence if they have mobility challenges or don't have access to a car.

Manager Jennings said he would work on securing someone to conduct a ridership review of the bus based on actual ridership and counting riders over a set period of time.

5. **PUBLIC COMMENTS** – *None.*

6. **COMMITTEE MEMBER COMMENTS** – *None.*

There being no further business, the meeting was adjourned at 7:29 PM.

Respectfully submitted –
Angus Jennings, Town Manager

Informational Only
Not an Agenda Item

HAMPDEN CHILDREN'S DAY COMMITTEE
MEETING MINUTES- February 7, 2017

Attendance: Bill Shakespeare, Rachael Shakespeare, Tom Brann, Michael Lynn, Mark Pierce, Heather Cyr, Angus Jennings, Rebecca Smith, Shelley Abbott, Kurt Mathies, and Janet Hughes. Kathy Garnett, Dianne Tapley and Dede Birmingham were absent due to conflicts and sickness.

Introductions: Two new members join us, Rachael Shakespeare and Heather Cyr. Welcome and thank you!

Election of Officers: Election of officers were unanimously voted as follows: William Shakespeare-President, Tom Brann-Vice President, Rebecca Smith-Treasurer, and Janet Hughes-Secretary. Directors were voted as Kurt Mathies and Deedy Birmingham. Becky will prepare paperwork for the President to be the second signer of the checkbook, (in addition to Becky).

Treasurer's Report (Becky): The current balance is $20,141.77. A $100 check was received today and there are four outstanding invoices. One invoice appears uncollectable (closed the business) and the other three are very likely oversights. Rachael is going to make a few friendly phone calls to the other three businesses who collectively owe $250. The Treasurer's Report is attached.

Membership: Bill discussed that we have a great team of people and everyone's contribution has made HCD a success. We work well together and every one of the committee members are an asset. We need to drum up more membership so that we don't place too much burden on any one person. Leah resigned last fall and Kurt may not be available as much during the planning stage. Kurt will fill the role for coordination of the event coordinator as usual, thankfully. Kathy will be stepping back a bit, however will continue to try and make meetings, and will definitely work with John on the Food. In addition to Kathy, Siobhan and Leah were also key people, and we need to try to fill those gaps.

Fundraising:

- **Boat Raffle (Tom & Bill)**: Tom reached out to Hamlin Marine and Hamlin will be providing a similar boat this year ($5k-$6K). Sam's Club has agreed to 10 days to sell raffle tickets. Becky to look into the potential for accepting debit and credit cards. Town will continue to sell tickets and we will again look to Angler's. Tom will talk to Snowman Printing to see if

we can get tickets run soon. Tom would like to drop the bike and keep the grill as a second prize. People don't seem too excited about the bike, so we might as well save that money. Committee was in agreement.

- **Program Booklet (Janet & Mark):** Janet & Mark will continue to work on the booklet this year. Janet will prepare donation/ad solicitation forms. They should go out by May 1. Mark will begin solicitation on ads by June 1. We need to have ads to Fast Forms by July 1. Bill would like to see the Thank you photo and a photo of last year's boat winner in the book. He will get Janet the electronic copy of the boat winner photo.

- **Solicitation of Donations/Sponsorships:** Janet will contact Emera and Walmart early this year, and see if we can get some success there. Donation solicitation mailing to go out on or before May 1. Tom will contact Target. Dollar General was also suggested.

- **Bowl-A-Thon and/or mini-golf tournament**: It was decided to postpone or cancel the Bowl-A-Thon this year. There is no one to lead this event, not enough time to get teams together by mid-March, and the last two years it has not been well attended. Possibly we were not prepared for it. It was discussed that we might consider changing it back to Sports Arena to see if teams enjoyed it more there, and have food and drink. Kurt will contact Family Fun Bowling to cancel and/or reschedule, or consider alternatives. Regardless the event should be no later than April. It was suggested that a mini-golf tournament for the kids, early this summer might be a good fund raising event and/or alternative. Tom and Kurt will meet this Friday for further discussions. We made $700 in 2015 and $800 in 2016 which is significant enough, however, we made much more historically.

- **Thank you notes:** Thank you photo cards and labels of last year's contributors were printed and Rachael will be sending them out soon.

Committee Assignments/Event Planning

- **Event Date:** There was considerable discussion regarding the potential for changing the date of the event to the 2nd Saturday in August. Champion of the Cure is that weekend and many people want to participate, leaving the parade lightly attended. We would need to check with the Fireworks company and RSU22. Bill to contact Rick Lyons.

- **Parade (Shelley)**: Shelley will lead the parade, but is thinking that parades appear to be less attended more and more. We may want to consider alternative ideas. She feels that the judging is too much for the limited volunteers that we have. Further discussion next meeting.

- **Events/Entertainment**: (Kurt, ___?___, __?____): Discuss at the next meeting.

- **Food (Cathy & John):** Discuss at next meeting. We didn't make much on the food, however, a success.

- **Fireworks:** Shelley to make contact and see if the 2nd Saturday in August would work, if we decide to take that route.

- **Issues (Shriners, Food, etc**): Shriners can't participate in the parade this year due to a national event. If we move the date perhaps that would change.

Other:

- **Theme Contest**: There has not been good participation in the Theme Contest. It was discussed that perhaps Kids Korner and Highland Pre-school, and/or other groups or locations could be considered. (Ie. Dunkin Donuts, Coffee Shop, Anglers). Further discussion next meeting.
-
- **Liability Insurance (Janet):** Janet will get another quote similar to last time for the "event" liability insurance. She will request funds from the Town Council, after a quote is received.
-
- **Facebook Site**: Leah and Becky manned the Facebook site and email. It was voted to take down the Facebook "Friends" page, and maintain the Facebook "Fans" page. Janet and Angus agreed to be administrators in addition to Becky to help keep notices and activity going. Becky will continue to manage Facebook with some help by Janet, Angus, and others.
-
- **Email Address**: Janet agreed to manage the email. Becky suggests shutting down the email and starting a new gmail account. Angus suggested that we maintain the email account with an automated message reply to direct to the new account. All agreed. Becky will forward information to Janet at some point. There is not much activity currently but very much so later on in the year.

Next Meeting Date: The next meeting date is planned for Tuesday, March 14th @ 6:00 PM at the Hampden Rec Center.

2-a

Check One: ____ Initial Application
____ Reappointment Application

TOWN OF HAMPDEN

APPLICATION FOR TOWN BOARDS AND COMMITTEES

NAME: HOFFERT (LAST) TODD (FIRST) A (MI)

ADDRESS: 45 CANAAN ROAD (STREET) HAMPDEN (TOWN) 04444 (ZIP)

MAILING ADDRESS (if different): _____

TELEPHONE: 207 852 2404 (HOME) _____ (WORK)

EMAIL: todd.a.hoffert@gmail.com

OCCUPATION: RESEARCH COORDINATOR

BOARD OR COMMITTEE PREFERENCE:

FIRST CHOICE: RECREATION COMMITTEE

SECOND CHOICE (OPTIONAL): _____

How would your experience, education and/or occupation be a benefit to this board or committee? My experience coaching in Hampden in addition to my project management skills should allow me to be a productive member of this committee

Are there any issues you feel this board or committee should address, or should continue to address? Greater availability of fields / sports for the people and especially youth of Hampden.

3 YEAR

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

5 YEAR

PLANNING BOARD

FOR TOWN USE ONLY Date Application Received: _____

COUNCIL COMMITTEE ACTION: _____ DATE: _____

COUNCIL ACTION: _____ DATE: _____

_____ NEW APPT _____ REAPPOINTMENT DATE APPOINTMENT EXPIRES: _____

Rev. 12/09

Town of Hampden
106 Western Avenue
Hampden, Maine 04444

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

TO: Services Committee
FROM: Angus Jennings, Town Manager
DATE: February 9, 2017
RE: Update on Town website refresh

Work is well underway on the Town website refresh. Kyle is leading this effort with participation from department heads.

The working draft of the new website front page is on the following page. The image in the center can be changed on an as-needed basis (such as for important announcements) and will rotate five images.

The URL to the live development site is http://design249.cmsdev.avenet.net/#

The content beneath the home page will be migrated over from the current site, but the homepage has been designed so that most content will now be accessible with one or two clicks from the homepage. The “Latest News” feed which is currently the central feature of the homepage will be moved to the “Town News” section in the lower left of the homepage to help make the site more visually appealing. The Community Calendar will be more prominent, and will include the names of posted meetings rather than the stars on the current site (which must be clicked or hovered over in order for the user to know which meeting is posted).

We anticipate that the new site will go live around the end of February, or possibly early March.

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- Subscribe to Email Updates

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- Online Payments
- Budget Information
- Town TV Channel
- Applications
- Maps
- Newsletters
- Pool/Rec. Registration Website

Town News

Lorem Ipsum Sunday, November 09, 2014 at 12:10 PM

Headline News Thursday, October 09, 2014 at 12:10 PM

Today's Top Story Wednesday, October 01, 2014 at 12:10 PM

Town Calendar

February 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17 Meeting Day; Meeting Day; Meeting Day	18
19	20	21	22	23 Meeting Day	24	25
26	27 Meeting Day; Meeting Day	28	1	2	3	4

< Jan Mar >

Read All

Local Weather

Hampden

Weather

30.2 °F SSW Wind

Mostly Cloudy 5.7mph

16 °F 45 °F

THU	FRI	SAT
3 / 17	-4 / 11	13 / 21

12:54 PM WillyWeather

How to Find Us

Official Website of the Town of Hampden, Maine

Town Office Hours: Monday - Thursday from 7:30 a.m. to 6:00 p.m. Office Address: 106 Western Ave Hampden, ME 04444
Phone: (207) 862-3034 Fax: (207) 862-5067 Email: townoffice@hampdenmaine.gov

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LEGEND:

	EXISTING
MONUMENT	
PIN FOUND	
PIPE FOUND	
SEWER MANHOLE	
UTILITY POLE	
CATCH BASIN	
HYDRANT	
TREES	
PROPERTY LINE	
PROPERTY LINE	

DESCRIPTION	EXISTING
UNDERGROUND UTILITY LINE	UGU
EDGE OF PAVEMENT	
EDGE OF GRAVEL	
CENTERLINE	
TIE / REFERENCE LINE	
STONE WALL	
FENCE	X X
TREELINE	
MINOR FOOT CONTOUR	98
MAJOR FOOT CONTOUR	100

NOTES:

1) THIS IS NOT A STANDARD BOUNDARY SURVEY. PROPERTY LINES SHOWN HEREON ARE CONSIDERED APPROXIMATE.

2) THIS PLAN DEPICTS TOPOGRAPHY AS FOUND AND SURVEYED BY CES, INC. DURING DECEMBER OF 2016.

3) ELEVATIONS REFER TO THE NORTH AMERICAN VERTICAL DATUM OF 1988 (NAVD88).

4) WETLAND INFORMATION SHOWN HEREON WAS PROVIDED BY MOYSE ENVIRONMENTAL.

UTILITIES NOTE:

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EXISTING SITE PLAN
FOR
TOWN OF HAMPDEN
TOWN OFFICE SITE, HAMPDEN, PENOBSCOT COUNTY, MAINE

GRAPHIC SCALE

40 0 20 40 80 160

(IN FEET)
1 inch = 40 ft.

CES INC
Engineers • Environmental Scientists • Surveyors

Bangor
468 South Main Street
PO Box 639
Brewer, ME 04412
T 207-989-4824
F 207-989-4851

Presque Isle
549 Main Street
PO Box 627
Presque Isle, ME
T 207-764-9412
F 207-764-8414

Waterville
44 Main Street
Suite 204
Waterville, ME
T 207-660-2202
F 207-660-2204

Machias
6 Water Street
PO Box 587
Machias, ME 04654
F 207-255-8387

Bar Harbor
1385 Bar Harbor Hwy 102
Bar Harbor, ME
T 207-288-3981
F 207-288-3988

Lewiston
1 Main Street
Lewiston, ME
T 207-795-6129
F 207-795-6139

PROJECT TITLE
TOWN OF HAMPDEN
TOWN OFFICE SITE, HAMPDEN, PENOBSCOT COUNTY, MAINE

SHEET TITLE
EXISTING SITE PLAN

REV	DESCRIPTION	DATE	DRAWN BY	CHECKED BY
R2				
R1				
R0				

ISSUE STATUS

SCALE	1"=40'
DATE	1-5-2017
DRAWN BY	NC
CHECKED BY	JAT
DESIGNED BY	
APPROVED BY	JAT
JOB NUMBER	10038.003
DRAWING NUMBER	1 OF 3

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LEGEND:

DESCRIPTION	EXISTING
MONUMENT	
PIN FOUND	
PIPE FOUND	
SEWER MANHOLE	
UTILITY POLE	
CATCH BASIN	
HYDRANT	
TREES	
PROPERTY LINE	
PROPERTY LINE	

DESCRIPTION	EXISTING
UNDERGROUND UTILITY LINE	UGU
EDGE OF PAVEMENT	
EDGE OF GRAVEL	
CENTERLINE	
TIE / REFERENCE LINE	
STONE WALL	
FENCE	X X
TREELINE	
MINOR FOOT CONTOUR	98
MAJOR FOOT CONTOUR	100

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TOWN OFFICE SITE, HAMPDEN, PENOBSCOT COUNTY, MAINE

GRAPHIC SCALE

40 0 20 40 80 160

(IN FEET)
1 inch = 40 ft.

CES INC
Engineers • Environmental Scientists • Surveyors

Brewer
469 South Main Street
PO Box 639
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F 207-989-4851

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F 207-288-0368

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F 207-795-6129

PROJECT TITLE
TOWN OF HAMPDEN
TOWN OFFICE SITE, HAMPDEN, PENOBSCOT COUNTY, MAINE

SHEET TITLE
EXISTING SITE PLAN

REV	DESCRIPTION	DATE	DRAWN BY	CHECKED BY
01				
02				
03				
04				
05				
06				
07				

ISSUE STATUS

SCALE	1"=40'
DATE	1-5-2017
DRAWN BY NC	CHECKED BY JAT
DESIGNED BY	APPROVED BY JAT
JOB NUMBER	10038.003
DRAWING NUMBER	2 OF 3

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LEGEND:

	EXISTING
MONUMENT	
PIN FOUND	
PIPE FOUND	
SEWER MANHOLE	
UTILITY POLE	
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FOR
TOWN OF HAMPDEN
TOWN OFFICE SITE, HAMPDEN, PENOBSCOT COUNTY, MAINE

GRAPHIC SCALE

60 0 30 60 120 240

(IN FEET)
1 inch = 60 ft.

CES INC
Engineers • Environmental Scientists • Surveyors

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465 South Main Street
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T 207-989-4824
F 207-989-4851

Presque Isle
549 Main Street
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Presque Isle, ME
T 207-764-9412
F 207-764-8414

Waterville
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Suite 204
Waterville, ME
T 207-680-2202
F 207-680-2204

Machias
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Machias, ME 04654
F 207-255-8387

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Bar Harbor, ME
T 207-288-3388
F 207-288-3389

Lewiston
64 Main Street
Lewiston, ME
T 207-795-6129
F 207-795-6139

PROJECT TITLE
TOWN OF HAMPDEN
TOWN OFFICE SITE, HAMPDEN, PENOBSCOT COUNTY, MAINE

SHEET TITLE
EXISTING SITE PLAN

REV	DESCRIPTION	DATE	DRAWN BY	CHECKED BY
R7				
R6				
R5				
R4				
R3				
R2				
R1				

ISSUE STATUS

SCALE	1"=60'
DATE	1-5-2017
DRAWN BY: NC	CHECKED BY JAT
DESIGNED BY	APPROVED BY JAT
JOB NUMBER	10038.003
DRAWING NUMBER	3 OF 3

P:\10038-HAMPDEN_TOWN_OF\003-TOWN OFFICE TOPO-JAT\03-CAD_DRAWINGS\SURVEY\DLT\10038.003 V-XP JAT.DWG, 1/18/2017 1:48 PM

Town of Hampden
106 Western Avenue
Hampden, Maine 04444

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

TO: Services Committee
FROM: Angus Jennings, Town Manager
DATE: February 10, 2017
RE: Discussion of draft work scope for engineering services, Pool site

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We are proceeding with due diligence regarding potential additional parking and potential additional fields at the Lura Hoit Pool site as outlined in my October 17, 2016 memo, attached.

Having completed the wetlands survey (summer 2016) and topographic survey (winter 2016-17), the next step is to retain an engineering firm to bring concept plans to engineered design, and to assist the Town in navigating required permitting processes (including MDEP Site Location of Development and, potentially, Army Corps of Engineers).

In order to reinforce our understanding of what to expect from the permitting process, a meeting with DEP Division of Land Resources staff (and Hampden resident) Ken Libbey was held earlier this week including DPW Director Currier, Councilor Marble, Mayor Ryder and me. Mr. Libbey reiterated his advice to Sean and me when we met last fall that the Town proceed with permitting for the full scope of what is proposed on the site, rather than incrementally. We asked in a few different ways whether there may be an opportunity to “fast track” permitting for a portion of site development – namely, the addition of parking to serve current uses – but this does not appear feasible. If the Town pursued DEP permitting for parking, but concurrently advanced planning for broader development of the site, DEP could be expected to pull the full scope of potential improvements into its review. He also advised that designing the entire site is recommended in order to properly engineer stormwater management, and that doing so would avoid the need for subsequent permit amendments and, potentially, required changes to then-already constructed stormwater structures, which could be costly.

I am preparing a draft work scope for Committee review. I would like to ensure majority agreement that the work scope is appropriate prior to soliciting bids. I will have a draft for review at Monday’s meeting and, if possible, will circulate in advance of then.

The current account balance in the Recreation Area Reserve account (3-767-00) is $70,198.40 which reflects the $80,000 allocated in the FY17 budget net of the costs of the topographic survey. Of that amount, a balance of $20,198.40 was earmarked for “soft costs for Pool site wetlands delineation and DEP permitting” with the remaining $50,000 earmarked toward additional field space.

Town of Hampden
106 Western Avenue
Hampden, Maine 04444

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

TO: Town Council and Hampden Residents

FROM: Angus Jennings, Town Manager

DATE: October 17, 2016

RE: Statement regarding due diligence for potential fields at Lura Hoit Pool site

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Following the vote of the Town Council at its October 3 meeting, my office plans to undertake or oversee the following next steps:

1. Prepare work scope and solicit bids for topographic survey of Lura Hoit Pool site.

2. Based on review of applicable regulations of MaineDEP, Army Corps of Engineers, and others (as applicable), prepare work scope and solicit bids for engineering support as needed for the preparation of documents needed for permitting.

Both of these steps will be needed in order to get permitted to add any impervious surface (i.e. parking) to the site.

Upon completion of these processes, I anticipate bringing forward recommendation of specific vendors along with requests for Council allocation of reserve funding consistent with purposes authorized in the approved budget. Due to the time it will take to complete this work, as well as the competing demands on staff time, I expect that completing these bid processes may take two months or more. Once an engineering firm is retained and the DEP permitting process is underway, DEP has advised that their permitting process could take six months or more.

No site work will take place until specifically authorized and funded, and until my office signs a contract for work.

We will continue to provide periodic updates on this initiative and, in the upcoming Town Manager newsletter, will share information regarding what is under consideration and how Hampden residents can share their opinions, ideas and concerns.

This statement is intended to clarify for Hampden residents that no changes to the site are imminent, and that any future changes, if any, would follow deliberation and votes within public meetings.

DEP FACT SHEET

Site Location of Development Pre-Application Meetings

issued: June 2001 **contact: (207) 287-2111**

Background

Department Rules (*Chapter Two: Rules Concerning the Processing of Applications*) require that pre-application and pre-submission meetings be held for *all* new Site Location of Development projects, *other than* residential subdivisions with 20 or fewer developable lots. These meetings are not strictly required for amendments to existing Site licenses (projects for which significant changes are being proposed), but they are available to applicants upon request. If the project amendment is complex or the law or rules have significantly changed since the project was first approved, the meetings are advisable.

DEP's Division of Land Resource Regulation (DLRR) has a process, outlined below, for scheduling pre-application meetings between applicants for Site Location permits and DLRR project managers. The goal is to help applicants design a project that will meet the standards of the Site Law and to help applicants prepare and submit complete, comprehensive applications.

Purpose

The purpose of a pre-application meeting is to ensure that the initial design of a proposed project appears to meet Site Location standards and that there are no obvious areas of concern that which could greatly inhibit the applicant's ability to receive approval.

Pre-application meetings: (1) encourage information exchange about the proposed project early in the planning stages; (2) help the applicant understand the permitting process, his or her responsibilities in that process, and the environmental issues that may need to be addressed as part of the application; and (3) provide an opportunity to identify aspects of the proposal that may make the application difficult to approve.

Process

To schedule a pre-application meeting:

(1) Confirm that the project will require a Site Location permit. Familiarize yourself with the Site Location statute, the rules associated with it, and the Site application guidelines. You may obtain copies of the law, rules, and application guidelines by calling the nearest DEP regional office and talking to the staff member "on-call." You can also download the statute, rules, and other applicable documents through the DEP's website at janus.state.me.us/dep

(2) Compile the following:

- preliminary site plan
- location map
- brief project description
- soils information (if project will not be served by public sewer/water)

(3) Send three copies of the above information to the DEP office nearest to the project site:

ATTN: Division of Land Resource Regulation, Licensing Supervisor
Bureau of Land and Water Quality
Maine Department of Environmental Protection

- Augusta 17 State House Station, Augusta, ME 04333
  (207) 287-2111
- Bangor 106 Hogan Rd., Bangor, ME 04401
  (207) 941-4570
- Portland 312 Canco Rd., Portland, ME 04103
  (207) 822-6300
- Presque Isle 1235 Central Dr., Presque Isle, ME 04769
  (207) 764-0477

(4) Prepare for a meeting with DLRR staff. The meeting will include the project manager assigned to your project, an engineer to discuss stormwater issues, and possibly a geologist to review soils, wastewater disposal, and blasting issues, if your project warrants this. Following receipt and review of your preliminary information, a DLRR project manager will contact you to arrange a mutually convenient meeting time.

Note: If your project proposes potential impacts to protected natural resources, it may require a concurrent Natural Resources Protection Act (NRPA) approval. NRPA permitting is also done through the DLRR. This will be discussed at the pre-application meeting. If your project requires a permit from more than one of the DEP's Bureaus and you wish to schedule a pre-application meeting for all the applications at one time, contact the Office of the Commissioner (located in Augusta) at (207) 287-2812.

Outcome

To ensure that a meaningful dialogue takes place and that the pre-application meeting is productive, come to the meeting prepared to discuss all aspects of the project. Prior to the meeting, you should have reviewed the Site Location law, its regulations, and the application in order to identify any questions you may want to raise about the process. The same is true for projects that may require N.R.P.A. review and approval. During the pre-application meeting, the applicant or their representative should be prepared to describe the proposed project. The project manager will review the proposed application and briefly discuss each issue to be addressed, such as solid waste, soils, water supply, wastewater disposal, groundwater, visual quality, stormwater management, etc.

Applicants proposing Site Location projects should be prepared to discuss alternative locations, designs, size, and construction options that may help the project meet Site Location and NRPA standards. From the outset, it is important that all involved have accurate expectations and a clear understanding of each party's responsibility during the application review process.

Town of Hampden
106 Western Avenue
Hampden, Maine 04444

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

TO: Services Committee
FROM: Angus Jennings, Town Manager
DATE: February 9, 2017
RE: Update on Community Connector Bus, including research on ridership

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Following on the Committee's direction at the prior meeting, I prepared the attached scope of work; met with a prospective candidate who expressed interest and availability to complete the work; and drafted a letter agreement to move forward. Unfortunately, the individual has secured other employment and is unable to proceed.

At Monday's meeting I'll seek direction about how best to proceed.

I have also attached the meeting minutes from the January 27 meeting in Bangor regarding the Community Connector Bus, which Councilor Marble attended.

Scope of Work: Ridership Inventory for Hampden line of Community Connector Bus

Objective: Based on observation during a fixed time period, estimate number of rides on the Hampden line originate or terminate in Hampden.

Background: The Town Council's Services Committee is actively debating whether to continue contributing to the costs of the Community Connector Bus. Overall ridership information for the Hampden line is maintained by the Bus administrators, but the Committee is interested in how many of the rides counted represent Hampden customers (i.e. people either living or working in Hampden), as opposed to riders who both board and disembark the Bus within Bangor (i.e. Pickering Square to the Cross Center, for instance). This information has been unavailable, and the goal of this work is to provide a sample of data that can be extrapolated to provide reasonable estimates of Hampden ridership.

Scope of Work:

- Ride Hampden line of Connector Bus based on schedule agreed in advance by Town Manager. The goal is to secure two complete weeks of data. Because there are twelve one-hour runs per weekday, data collection will likely be spread over four (or more) weeks' time. All data collection and associated reporting to be completed on or before Wednesday, March 8, 2017.
- During each ride, log:
    - Each time bus stops for passenger drop-off/pick-up (including both fixed stop locations and flag stops), record stop location and time.
    - Maintain complete inventory (head count) of passengers boarding at each stop.
    - Maintain complete inventory (head count) of passengers disembarking at each stop.
- At end of each day, prepare summary of day's observations using format provided.
- Present findings at meeting of the Town Council Services Committee scheduled for Monday, March 13 at 6 PM.

Budget:

- Researcher's time to be paid at $9.00/hour, measured in ¼ hour increments. Compensable time includes time riding the Bus, time writing up the results of the research, and time to attend one or more meetings of the Council's Services Committee (by request of Town Manager).
- Town to fund the researcher's direct expenses for Bus fare and parking fees during the term of the research.

Connector Bus Ridership Research

Complete below for each day of observations:

Day and Date: _____

Observations began at (time): _____

Observations began at (location): _____

Number of passengers on Bus at beginning: _____

Observations ended at (time): _____

Observations ended at (location): _____

Number of passengers on Bus at ending: _____

Weather:

Complete below and following pages for each route observed:

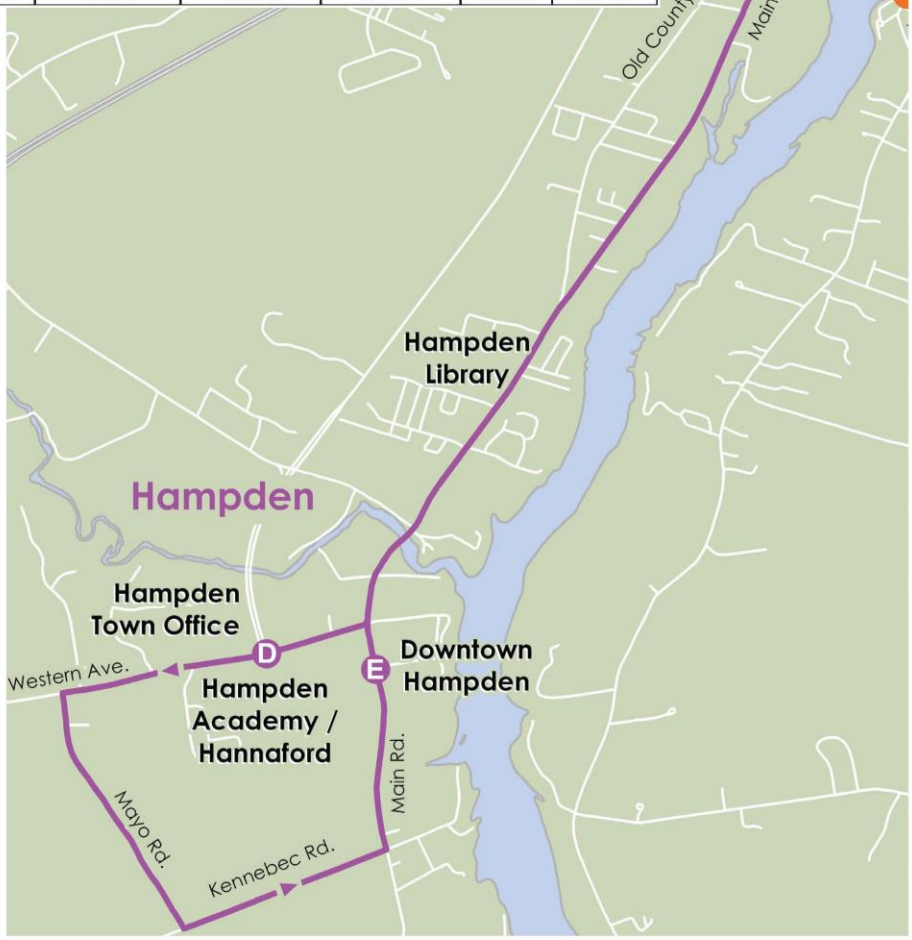
Route (1 through 12): _____

Number and location of stops (mark on map):

Hampden

Monday Through Friday

	A	B	C	D	E	D	B	A
	Bangor Depot	Shaws	Beal College	Hannaford/ Hampden Academy	Downtown Hampden	Hannaford/ Hampden Academy	Shaws	Bangor Depot
1	6:15	6:20	6:23	6:35	6:45	6:48	7:00	7:10
2	7:15	7:20	7:23	7:35	7:45	7:48	8:00	8:10
3	8:15	8:20	8:23	8:35	8:45	8:48	9:00	9:10
4	9:15	9:20	9:23	9:35	9:45	9:48	10:00	10:10
5	10:15	10:20	10:23	10:35	10:45	10:48	11:00	11:10
6	11:15	11:20	11:23	11:35	11:45	11:48	**12:00**	**12:10**
7	**12:15**	**12:20**	**12:23**	**12:35**	**12:45**	**12:48**	**1:00**	**1:10**
8	**1:15**	**1:20**	**1:23**	**1:35**	**1:45**	**1:48**	**2:00**	**2:10**
9	**2:15**	**2:20**	**2:23**	**2:35**	**2:45**	**2:48**	**3:00**	**3:10**
10	**3:15**	**3:20**	**3:23**	**3:35**	**3:45**	**3:48**	**4:00**	**4:10**
11	**4:15**	**4:20**	**4:23**	**4:35**	**4:45**	**4:48**	**5:00**	**5:10**
12	**5:15**	**5:20**	**5:23**	**5:35**	**5:45**	**5:48**	**6:00**	**6:10**



Day and Date: _____ Route (1 through 12): _____

Stop A. Time: _____ Location (circle one): Bangor Hampden
Number of passengers boarding: _____

Number of passengers disembarking: _____

Stop B. Time: _____ Location (circle one): Bangor Hampden
Number of passengers boarding: _____

Number of passengers disembarking: _____

Stop C. Time: _____ Location (circle one): Bangor Hampden
Number of passengers boarding: _____

Number of passengers disembarking: _____

Stop D. Time: _____ Location (circle one): Bangor Hampden
Number of passengers boarding: _____

Number of passengers disembarking: _____

Stop E. Time: _____ Location (circle one): Bangor Hampden
Number of passengers boarding: _____

Number of passengers disembarking: _____

Stop F. Time: _____ Location (circle one): Bangor Hampden
Number of passengers boarding: _____

Number of passengers disembarking: _____

Stop G. Time: _____ Location (circle one): Bangor Hampden
Number of passengers boarding: _____

Number of passengers disembarking: _____

Stop H. Time: _____ Location (circle one): Bangor Hampden
Number of passengers boarding: _____

Number of passengers disembarking: _____

Stop I. Time: _____ Location (circle one): Bangor Hampden
Number of passengers boarding: _____

Number of passengers disembarking: _____

Stop J. Time: _____ Location (circle one): Bangor Hampden
Number of passengers boarding: _____

Number of passengers disembarking: _____

Stop K. Time: _____ Location (circle one): Bangor Hampden
Number of passengers boarding: _____

Number of passengers disembarking: _____

Stop L. Time: _____ Location (circle one): Bangor Hampden
Number of passengers boarding: _____

Number of passengers disembarking: _____

Stop M. Time: _____ Location (circle one): Bangor Hampden
Number of passengers boarding: _____

Number of passengers disembarking: _____

Stop N. Time: _____ Location (circle one): Bangor Hampden
Number of passengers boarding: _____

Number of passengers disembarking: _____

Stop O. Time: _____ Location (circle one): Bangor Hampden
Number of passengers boarding: _____

Number of passengers disembarking: _____

Stop P. Time: _____ Location (circle one): Bangor Hampden
Number of passengers boarding: _____

Number of passengers disembarking: _____

Stop Q. Time: _____ Location (circle one): Bangor Hampden
Number of passengers boarding: _____

Number of passengers disembarking: _____

Stop R. Time: _____ Location (circle one): Bangor Hampden
Number of passengers boarding: _____

Number of passengers disembarking: _____

Stop S. Time: _____ Location (circle one): Bangor Hampden
Number of passengers boarding: _____

Number of passengers disembarking: _____

Stop T. Time: _____ Location (circle one): Bangor Hampden
Number of passengers boarding: _____

Number of passengers disembarking: _____

Community Connector Working Group Meeting
Friday, January 27, 2017 @ 10:30
Minutes

Introduction

1. Goals Discussion/ Update

If anyone has things to add/change to the list we made last meeting, please submit to Mike Crooker asap, they will be incorporated within 30 days. We are on a timeline, as the capital plan needs to move forward.

2. Pickering Square Discussion/ Follow Up

Cathy took time to address the working group about having meaningful and all-encompassing conversations about the bus. This has been a process and suggestions have been accepted and reviewed. From that three concepts have been developed.

Confidential Conversation about the options. Have reviewed all potential sites, many meetings about potential problems, impacts, usefulness, etc. All were scored. Cost, challenges, will be presented to Council. Seeking an additional feedback.

3. Contracts/ Bus Rehab Update

Good news- inspections are going well. We will have two new rehabbed buses over the next few weeks. There was a snafu with MMA and capital planning was affected by MMA and their capabilities, etc. As a result, the contract was reassigned from MMA to Loring. We are a little behind as a result but we are now on track.

4. Bus Maintenance Discussion w/ Eric Willett, Fleet Supervisor

The bus fleet is old and is challenging. Average age of the buses is 13, with some at 21. The newest ones are six and are already going through midlife rehab. We keep up with preventative maintenance and have a system in place. We are currently 90% on time or before services are due. It is the break down maintenance that causes trouble. All buses have 300k miles or more. We don't have a garage big enough to do body work which is why they are shipped out.

Cost of buses- the total cost last year in maintenance labor and cost was about 652k. Most buses should've been replaced 10 yrs ago. Scheduling can be tricky because you can only pull so many buses and turn around has to be quick. The new buses from Loring will help alleviate this.

Fleet maintenance can't be expanded because the mechanics wouldn't have the necessary space. Also, adding a third shift would significantly increase payroll, lack of space is another obstacle, plus there is a safety aspect to consider. Currently, there are four hours a night to do as much as possible from when the buses come off the road and the mechanic leave, not much time for work. However, if necessary people do stay late, we always make sure the buses are safe for the road. However, service takes a long time.

Important to keep in mind that Fleet does more than just buses. They have police, public works, etc. The only time priority jumps ahead of buses- snow plows, etc. PW has 188 vehicles, Community Connector has 22. Hard to move around due to lack of space.

Replacement of garage would be top priority in hypothetical wish list. To replace it would be $10 million or more. Training for new vehicles/systems is incorporated in contracts when new vehicles are purchased.

FAST grant- we want to stretch the money as much as possible. We would like to actually have spares to allow more leeway for maintenance. Ideally, 10% of your fleet should be spare but that's less of a problem when we get/have good buses.

Cleaning- We do have a staffing company that performs thorough cleanings on weekends. Takes a few hours to get through one bus, longer if there's a lot of salt. We try to get to each bus in once a month, or two, when possible. However, with 22, it can be challenging. Concerns about the cleaning of the inside, particularly of bodily fluids were brought up. In the morning, seats, windows and rails are done every day by the driver with sanitary/Clorox wipes and at night, buses are swept out. Laurie will follow up with her drivers.

Expect to circle back next month. Feb. 24th.

Town of Hampden
106 Western Avenue
Hampden, Maine 04444

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

TO: Services Committee

FROM: Angus Jennings, Town Manager

DATE: February 9, 2017

RE: Update on 2017 forum for community and civic organizations

---

As discussed at the November and January meetings, my office is working with various organizations to sponsor a forum intended to increase knowledge of and participation in local community and civic organizations.

Due to competing priorities, the date we had reserved at RSU-22 (Jan. 29, with snow date Feb. 12) was postponed. This continues to be a priority of mine, in response to many requests I have received from community organizations for the Town to provide leadership in supporting their efforts to increase their visibility and, hopefully, their pool of volunteers. The initiative has been received with enthusiasm during meetings with some organizations. Outreach to all local community and civic organizations is ongoing.

Pending confirmation from RSU-22 that the date remains available, we are looking to confirm Sunday, April 9 for this event. In advance of then, I plan to circulate another Hampden Highlights newsletter (in part) to promote the event.

Town of Hampden
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Phone: **(207) 862-3034**
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Email:
townmanager@hampdenmaine.gov

TO: Services Committee
FROM: Angus Jennings, Town Manager
DATE: February 9, 2017
RE: Request from Gateway Seniors Without Walls for sponsorship of reprinting of Senior Yellow Pages

---

Please review the attached request. I have reviewed this with Library Director Lozito, who reports that the ~65 copies of the first printing that were provided to the Library went like hotcakes, and are popular among seniors. I have also reviewed this with Sgt. Chris Bailey, who coordinates the Public Safety Advisory Committee, and he has found the publication of great value and relevance to Hampden's senior community.

I am looking for Committee input regarding whether there is support to allocate some amount of Host Community Benefit funds toward Hampden sponsorship of a second printing of the publication, which would include an opportunity to advertise within the publication. Alternatively, or in addition, I am reviewing budgeted expense lines to determine whether sponsorship at some level can be provided. Library Director Lozito and Public Safety Director Rogers have each indicated that they support allocating costs from their respective budgets as part of an overall Town sponsorship.

GATEWAY SENIORS
without walls IN AFFILIATION WITH Center on Aging

9 Chestnut Court Orono, Maine 04473 (207) 889-3031

January 23, 2017

Angus Jennings
Town Manager, Hampden
106 Western Avenue
Hampden, Maine 04444

Town of Hampden
RECEIVED
JAN 31 2017
Office of the
Town Manager

Dear Mr. Jennings,

Gateway Seniors Without Walls, a Maine licensed 501 (c)(3) charity, affiliated with the University of Maine Center on Aging, developed the Senior Yellow Pages (SYP) with assistance from students and staff at the Center on Aging, staff at the Eastern Area Agency on Aging, and students at the University of Maine. The 250+ page manual covers services for the elderly—local and state—in the Greater Bangor area. The listing is comprehensive; and the listed services include both contact information and special features. There are introductions to complex topics. The large type used throughout makes this manual user-friendly for older people. A Table of Contents and Index allow people to find resources by name or by category. A spiral binding guarantees that the manual opens flat. The SYP is distributed free of charge to families, seniors, social service agencies, and other users. Many area libraries have retained reference copies for use by their patrons.

The Senior Yellow Pages was born in 2013 after Gateway Seniors analyzed data from focus groups that explored unmet community needs. Many focus group participants voiced confusion about what services were available in Greater Bangor and expressed the hope that Gateway Seniors would work on a remedy. The Senior Yellow Pages is our remedy. Ultimately, the manual provides seniors, their families, and their counselors with information about resources in Greater Bangor, making it more likely that seniors will be able to remain in their communities as they age and their needs change.

OVER >>>

Email: gatewayseniorswithoutwalls@roadrunner.com
Websites: www.gatewayseniorswithoutwalls.org www.senioryellowpages.org

A thousand copies of the Senior Yellow Pages were printed in September 2016 and were placed at varied distribution centers throughout Greater Bangor (libraries, town offices, subsidized housing units, retirement communities, and social service agencies); those copies lasted only a few weeks. Gateway Seniors again has a long waiting list for the SYP; moreover, libraries, social service agencies, and churches throughout Greater Bangor have asked for many more copies to distribute.

We are writing to ask for your support for a second printing of the manual. A thousand copies are scheduled for printing at the end of February, 2017, and we are seeking commitments from donors to meet that schedule. In return for a donation, you may receive an ad in full color and copies of the Senior Yellow Pages to distribute.

Two articles about the Senior Yellow Pages appeared in the BDN; and the SYP has received widespread praise, including the following comments:

- "We received a few boxes of the Senior Yellow Pages. They are amazing! You did a great job." Administrator, HACOT, Old Town

- "I love the Senior Yellow Pages. Great work, much needed." Senior, Bangor

- "Your resource book for the greater Bangor area is FABULOUS! Could you please send me 10 more." Rehabilitation Manager, Maine Veterans Home

- "This is a great resource, thank you for all your hard work!" Librarian, Orono Public Library

- "I just finished going through your wonderful Senior Yellow Pages for edits and I must say you have done some incredible work! Kudos! I think this resource guide will be very helpful to those who use it, including the many helpers who look for resources on other people's behalf." Social Worker, PCHC

We ask you to let us know before February 15, 2017, if possible, whether (or not) you can help us out with the second printing of the Senior Yellow Pages. Please give us a call if you have questions (207-889-3031 or 207-866-8641). We'd be happy to talk with you further about any issues.

Best,

Ann Davidoff, Ph.D.

Fact Sheet

GATEWAY SENIORS *without walls* IN AFFILIATION WITH Center on Aging

General Information:

- 501 (c) (3) charitable organization
- Affiliate, University of Maine Center on Aging
- Currently serves 500 older people in the Greater Bangor area, from as far away as Bucksport, Winterport, Dedham, and Ellsworth
- No exclusions; everyone welcome
- Two objectives: (1) daily, diverse activity programs with comradery and (2) the publicizing and expanding of local services
- Close ties to Eastern Area Agency on Aging (EAAA), AARP, Alzheimer's Association, and local senior clubs and organizations
- Accessible: no membership fees, activities free or at cost
- Activities held throughout Bangor, Old Town, Orono, Veazie, Bradley, and Brewer
- Works closely with Old Town, Veazie, Orono Public Library, Veazie Public Library, Recreation Center, University of Maine; encourages alliances, partnerships, and collaborations

Service projects include:

- "Senior Yellow Pages," a comprehensive manual of local and state services for seniors in Greater Bangor; first printing October 2016, second printing planned for March 2017
- Financing a study of transportation needs in Orono, Old Town, and Veazie with help from John T. Cyr and Sons
- Supervising and mentoring diverse groups of students at University of Maine engaged in assisting with our projects
- Extending services to frail elderly via subsidized housing and the Milford, Old Town, Orono, and Veazie Thriving in Place grant, administered by the Eastern Area Agency on Aging
- With the support of the EAAA, developing expert panel to discuss community resources for caregivers of people with dementia
- With the collaboration of the Alzheimer's Association, extending services to early stage dementia patients and their caregivers

Needs for funding include:

- Printing the "Senior Yellow Pages"
- Part-time activity coordinator
- Website
- Publicity for activities

Directory gives seniors freedom to age in place

BY MEG HASKELL
BDN STAFF

Ann Davidoff (right) opens a box containing copies of "Senior Yellow Pages: Local and State Services for Seniors in Greater Bangor" at PrintBangor on Central Street.

MEG HASKELL | BDN

It's a conundrum for many seniors, especially those in the upper reaches of their golden years. The internet promises virtually unlimited information and connection to services, but many seniors either don't have access to a computer or are distrustful of the medium, cautious of becoming vulnerable to scammers and fraud. Others find the deluge of information overwhelming and lack the ability to sort and filter search results to find what they're looking for.

"Many, many seniors are not savvy about using computers, even for email," said Ann Davidoff, 74, of the Orono-based nonprofit organization Gateway Seniors Without Walls. "Many don't even own a computer. They're much more comfortable on the phone."

So while there's a fast-growing business and nonprofit sector aimed at helping aging Mainers stay healthy and active in their homes, the population they seek to serve is often unaware of what's available, she said.

"We held a series of focus groups to find out what services and activities older people needed most," she said. "The No. 1 issue we heard was that people were confused about what services were available in the area."

In-home health care, legal assistance, meal delivery, transportation, affordable housing, financial services and much more are what the participants were looking for, she said. It was clear that many people were not comfortable using computer technology to track down the information they needed.

So Gateway Seniors, a nonprofit organization established in 2013, set to work, compiling a more familiar resource: the Senior Yellow Pages, a 220-page resource in large type with more than 30 headings, alphabetically arranged from "Abuse and Neglect" to "Work, see Employment Opportunities."

Hot off the presses on Sept. 12, "Senior Yellow Pages: Local and State Services for Seniors in Greater Bangor" is available free of charge to Bangor-area individuals and families, community groups and public facilities like libraries and town offices. Funded in part

See Directory, Page C7

Directory

Continued from Page C1

by the Bangor-based Eastern Area Agency on Aging with additional support from the former Hammond Street Senior Center and other sponsors, the compiled businesses and service providers are all based in Bangor and 15 communities in the surrounding area.

It took nearly three years to complete the project, Davidoff said, and the combined efforts of Gateway Senior volunteers, the University of Maine Center on Aging and various student groups from UMaine, who earned academic credit for their involvement. For the most part, she said, appropriate entries and supporting information were compiled using online searches.

Of course, one benefit of online information over print is the ability to keep it up to date. Won't the Senior Yellow Pages be quickly outdated? Yes, Davidoff agreed — that's why the group has decided to post the information online as well, where it can easily be refreshed as needed.

"It'll be on the web in October," Davidoff said, at www.senioryellowpages.org, which is not yet active. She anticipates there will be future paper editions as well but would not predict when.

Davidoff is not aware of any other local senior advocacy groups, in Maine or beyond, that have undertaken a similar project. If other groups are interested in compiling a Senior Yellow Pages for their own regions, she said, Gateway Seniors will be glad to share their experience.

At Eastern Area Agency on Aging, Executive Director Dyan Walsh said the Senior Yellow Pages fills an important niche in the area, providing essential information to non-computer-savvy seniors who prefer to contact a business directly, by phone, rather than working through a clearinghouse service like EAAA or the statewide 2-1-1 program.

EAAA has already compiled a list of area residents who are waiting to get their hands on the new Senior Yellow Pages. Others who would like a copy may contact the agency at 207-941-2865 or contact their local library.

Gateway Seniors Without Walls was founded in 2013 in affiliation with the University of Maine Center on Aging. Its mission is twofold: to sponsor a variety of social activities, including films, lectures and fitness classes, and to publicize community services for seniors.

Senior Yellow Pages are a golden resource

Senior Beat
Carol Higgins Taylor

You know what frustrates me? Well, one of the things? Trying to find information and being unsuccessful. I am pretty good at investigating resources but it is not always easy.

Ann Davidoff, one of the founders of Gateway Seniors Without Walls, an organization that takes the concept of a senior center out to the community, understood the anxiety and has a solution.

GSWW is a center "without walls," so instead of a brick and mortar structure, it offers programs in spaces, offered without charge, such as libraries, community centers, churches, university classrooms, homes, wildlife refuges, among others, and that are convenient to local seniors.

Gateway Seniors Without Walls is a nonprofit organization completely staffed by volunteers who continually strive to serve the needs of seniors.

"Ultimately, we hope to supplement and extend the resources that are currently available to older people within our community," said Davidoff. "Our goal is that our programs will improve their quality of life and keep them active, healthy, and aging in place." Although seniors are the primary focus, people of all ages are welcome to participate in their programs.

What does GSWW have to do with researching resources?

"I was hearing from seniors that they just couldn't find a resource they needed or didn't know exactly what a particular agency does," said Davidoff.

Gateway conducted focus groups in 2013 to learn more about community needs. A continuing theme of the meetings was confusion from the participants regarding what services were available in the community and how to access them.

"The group repeatedly expressed the hope that Gateway Seniors would work on a remedy," said Davidoff. "So, the Senior Yellow Pages was born." The book was done in collaboration with the UMaine Center on Aging, Eastern Area Agency on Aging and the partnering agencies of the MOOV Penobscot Thriving in Place Project, an organization that supports senior resources in Milford, Orono, Old Town and Veazie. That's the MOOV part.

A labor of love to be sure, the Senior Yellow Pages took several years to complete. Then the search was on to find enough grant funds and donations to get the book printed. At 250 pages, it was a process. The endeavor proved to be successful, however. A thousand books were printed and all but a few have been distributed. The search is now on again to find additional funding to reprint.

The Senior Yellow Pages contains the most up-to-date listing of local and state services for seniors in the Greater Bangor area.

"Occasionally, things change quickly," said Davidoff. "Consequently, we can't guarantee the total accuracy of the information in the Senior Yellow Pages. We are just doing our best." By way of disclaimer, the GSWW is also not responsible for any errors that may have occurred or any claims, damages or losses that may result. Again, it is a labor of love and they all did their best.

While most of the copies have been taken, the book is available online on the GSWW website. Visit www.gatewayseniorswithoutwalls.org for the link to the Senior Yellow Pages. Just look at the categories listed on the left and click on the one you need. If you have questions about a specific agency or problem you are having, just enter a word or two in the search bar and you will see the results.

You will also find information about Gateway. This organization began as the dream child of a few people who wanted to provide seniors with activities that would enhance their lives, and now there are too many activities and projects to count. Hats off to the organizers. You should be proud.

For more information on the Senior Yellow Pages or to put you name on the waiting list for a copy of the book when it is reprinted, call Gateway Seniors Without Walls at 889-3031.

Carol Higgins Taylor is an advocate for seniors and owns Bryant Street Public Relations in Bangor. Email her at seniorbeat@gmail.com.

Ad Size
Template

HALF-SHEET
8" X 5.125"
$ 1,000
(– $150)

QUARTER-SHEET
3.875" X 5.125"
$ 600
(– $100)

EIGHTH-SHEET
3.875" X 2.5"
$ 250
(– $50)

FULL-SHEET
8" X 10.5"
$ 2,000
(– $200)

PrintBangor

Town of Hampden
106 Western Avenue
Hampden, Maine 04444

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

TO: Services Committee
FROM: Angus Jennings, Town Manager
DATE: February 9, 2017
RE: Update on meeting with organizers of Hampden Farmer's Market, review of next steps

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On Monday the Town Clerk and I will meet with the organizers of the Hampden Farmer's Market. They recently held their annual meeting, and their new member meeting (where applicants give presentations and are voted on by members) is March 16th. New applications are due March 1st. The Farmer's Market is advertising for the areas they are looking to fill. We will provide an update on Monday evening.

For reference, I have enclosed the current agreement with the Farmer's Market, as well as the template agreement with non-Farmer's Market vendors. One such agreement was executed for the 2016 season.

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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

Town of Hampden
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AGREEMENT BETWEEN THE TOWN OF HAMPDEN AND

_____
(Name of Vendor)

As authorized by vote of the Hampden Town Council taken on_____, this agreement permits _____(vendor) to operate in the upper parking lot of the Hampden Municipal Building at 106 Western Avenue, Hampden, ME on Friday afternoons from _____ through _____, concurrent with the Hampden Farmers Market. In addition to the Farmers Market, there shall be a limit of four vendors permitted at the Municipal Building during the 2016 season, approved on a "first come, first served" basis. The Town Manager reserves the right to not approve any vendor whose items for sale do not align with the mission of the Town and its goals and objectives. No fee to the Town of Hampden is required from the vendor for the use of the property.

The following conditions shall apply to all vendors who participate in selling their wares on municipal property:

1. All vendors shall provide proof of insurance that names the Town as an additional insured. Insurance certificates must be provided to the Town Clerk.
2. All vendors shall provide complete contact information demonstrating a home and/or business address in Hampden. Contact and cell phone information shall be provided for the person or persons who will be responsible for operations pursuant to this agreement.
3. All activities must be pre-approved by the Town Manager, and the location and setup area for the vendor shall be agreed in advance with the Town Manager. Vendor set up shall not impede access to the entrance of the Hampden Public Safety facility.
4. The property shall be left in a clean condition after each sales event.
5. There shall be no damage to any portion of municipal property by any vendor/customer of the vendor. Any damages will be the responsibility of the vendor to repair/replace.
6. All vendors shall be in compliance with all applicable state/local laws and regulations in regard to the sale of their goods including, if applicable, receipt of a Victualer's License.
7. Failure to comply with the terms of this agreement may result in termination of the use of the property.

This agreement may be revoked by the Town Council at any time for cause.

Signed this _____ day of _____, 2016

_____ _____
Vendor Witness

_____ _____
Angus Jennings, Town Manager Witness

SERVICES COMMITTEE MEETING
Monday, May 9, 2016

MINUTES

Attending:

Councilor Terry McAvoy, Chair
Mayor David Ryder
Councilor Ivan McPike
Councilor Mark Cormier
Councilor Stephen Wilde
Councilor Dennis Marble
Town Manager Angus Jennings
Resident Bill Shakespeare
Resident Tom Brann
Resident Alex King

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

1. **MINUTES**

   a. **April 11, 2016 –** *Motion by Councilor McPike seconded by Mayor Ryder to approve the minutes as written. Approved 6-0.*

2. **OLD BUSINESS**

   a. **Greater Penobscot Cable Consortium – update –** *Councilor McAvoy reported on research he has undertaken regarding the Consortium and the status of negotiations for an updated Cable Franchise Agreement. He spoke with Steve Cornell, the IT Director in Bar Harbor. Franchise fees may be up to 5% and tend to be between 3-5%. He noted that it's not really a franchise fee that the company is subject to, because the company simply passes those costs along to the consumer through a surcharge on bills. He said it's a hidden tax. The company is getting benefit of access to the public domain, and he questioned why rate payers should have to pay this. Councilor McPike noted that, even if the Town didn't include a 3% franchise fee he thinks the service provider may still charge customers. Councilor McAvoy said no, the fee is set by municipalities. Resident Tom Brann recalled that the Consortium was formed when Frontier came in, in order to support local cable channels. He said he thinks that local subscribers benefit from local channels. Councilor McAvoy said that now programming can be viewed through online streaming, but Councilor McPike and Resident Brann noted that not everyone has cable internet needed to stream content. Manager Jennings noted his understanding that work toward an updated franchise agreement stalled last summer, and Councilor McAvoy confirmed this saying there are no good faith negotiations toward an agreement. Councilor Marble noted that it doesn't feel like we have any leverage to get an updated agreement.*

   b. **Vendor requests to set up at Municipal Building concurrent with Hampden Farmers Market** – *Manager Jennings provided background on*

requests that have been received from multiple locally-based vendors who would or may like to set up in the town building parking lot concurrent with the Farmers Market. Councilor McAvoy said he is opposed to any private business set up on town property. He referred to the state statute defining Farmers Markets and noted that at least 75% of products need to be grown or processed by or under oversight of farmers. He said members of the Farmers Market are part of a larger umbrella organization, the Maine Federation of Farmers Markets, and he wondered about their organizational status (i.e. dba, corporation, non-profit etc). He noted that they have dues, rules and regulations. Manager Jennings noted that they Town Clerk has received certificates of insurance from all scheduled participants in the Hampden Farmers Market, as is required under that agreement. Mayor Ryder noted that the only problem with last year's Farmers Market was regarding the issue of who gets to be in it and who doesn't. Councilor Marble said that the Farmers Market operates under the umbrella of a non-profit, that the event brings the community together to buy fresh produce, and he wondered what the concern is about. Councilor McAvoy said his sole concern is regarding its set up on town property.

Councilor Marble said that he thinks we ought to allow the additional vendors to set up concurrent with the Farmers Market. Councilor McAvoy asked whether we would require that the Hampden Farmers Market be a not-for-profit. Councilor Wilde asked what is the main concern. Councilor McAvoy said it is a private business set up on town property. Councilor Wilde said these vendors aren't making much money and that they participate because they enjoy it. Mayor Ryder made a motion to accept up to four local vendors to set up concurrent with the Farmers Market. Councilor Marble seconded. Councilor McPike clarified that the vendors would need to be agricultural or "farmers markety" and Mayor Ryder and Councilor Marble agreed that was a friendly amendment to the motion. The Committee voted 5-1 in favor with Councilor McAvoy opposed. Councilor McAvoy noted that the town should have a policy in place for such requests in the future.

3. **NEW BUSINESS**

   a. **Update from MMA Technology Conference regarding municipal broadband / high speed internet options – Kyle Severance, GIS/IT Specialist** – *Manager Jennings noted that Kyle is out sick today and suggested that this issue could be taken up at next month's meeting. He said that it's his understanding that a broadband feasibility study would be a next step in the process, and Councilor McPike said this could help business. Manager Jennings said he'd look into whether a map could be prepared to indicate which parts of town have different types of internet service. It was agreed that this item would be included on the next agenda.*

4. **PUBLIC COMMENTS** – *None.*

4-c

Angus Jennings <townmanager@hampdenmaine.gov>

2017 Soccer Camp

1 message

Bronco Travel Soccer Club <info@broncotravelsoccer.com> Mon, Jan 23, 2017 at 2:21 PM
Reply-To: Bronco Travel Soccer Club <info@broncotravelsoccer.com>
To: townmanager@hampdenmaine.gov

Dear Angus,

The Bronco Travel Soccer Club (BTSC) board recently met to discuss 2017 initiatives, with the annual soccer camp being one of the key topics. As you may recall from previous discussions, this camp serves as the board's primary fundraiser since we are a certified 501 (3)(c) non profit organization; any player fees we collect during the year cover the costs of tournaments and Soccer Maine dues. As a result, we rely heavily on the soccer camp revenue to purchase necessary equipment such as balls, training materials, and to replace aging and broken equipment. The revenue from the last two years' camps allowed us to purchase three much needed sets of goals in 2016, something we never would have been able to afford prior to the establishment of the camp.

As we evaluated last year's camp and discussed plans for 2017, there were some key things we had to consider: the increase in minimum wage for camp counselors, stipend for a camp director, and just overall expected cost increase for shirts, balls etc. All of this leads to a decreasing revenue margin for the camp. Couple this with additional costs the club now has to budget for such as field use, upkeep fees and expenses, we had to re-evaluate the agreement we had with the town of Hampden last year for camp. Despite some of the rhetoric that has occurred over the past year between our two organizations, we feel strongly about still maintaining relations with the town.

As a board, we would like to offer the following for consideration for camp if our two organizations partner again this year:

150 campers - town would receive $2250
175 campers - town would receive $2625
200 campers - town would receive $3000

For all of the scenarios above, BTSC is providing coaches and necessary training, paying for a camp director as well as the kits (ball, t-shirt, water bottle).

This is with the expectation that the town would still provide program registration services, insurance coverage, payroll and W-2 services.

This will be the only offer our board considers if our organizations partner again this year. We feel this is a fair agreement; as we researched what other town/camp partnerships in the area receive, it typically is only 10-20% of the overall revenue. As we reflected back on what did and didn't work the past three years, we all agreed that the lengthy and drawn out back and forth negotiations were frustrating and not helpful for anyone involved, hence our single offer for this year.

So that planning for the camp can move forward, can you please respond back by January 27th, 2017. Thank you in advance for your consideration of our offer.

Sincerely,
The Bronco Travel Soccer Club Board of Directors

Kate Airey, MJ Ball, Keith Bourgoin, Hannah and Bill Castrucci, Megan Clough, Hope Gabric, Chad Jewell, Nichole Kelley-Sirois, Kim Ross, Stephanie Shayne, Amy Sidell, Dave Small, Tim Tardie, Jon Withee

Town of Hampden
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Phone: **(207) 862-3034**
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Email:
townmanager@hampdenmaine.gov

TO: Services Committee
FROM: Angus Jennings, Town Manager
DATE: February 10, 2017
RE: Update on proposal from Bronco Travel Soccer Club regarding 2017 soccer camp

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As you know the Town and the Rec Department spent a fair amount of time working with the Bronco Travel Soccer Club (BTSC) during FY16 to establish terms to work together on the 2016 week-long soccer camp held in late June. Following that process, and similar time-intensive processes in prior years, both the Town and BTSC share the objective of arriving at terms for partnership on this event or, alternatively, dissolving the partnership (as relates to that program) more efficiently this year.

Toward that end, BTSC proposed the attached terms on January 23rd. While it is within my authority to accept, or not, the proposed terms, I am seeking the Committee's input regarding how best to proceed to ensure that, whatever the outcome, it is well considered and best reflects the Town's intentions.

In reviewing the proposed terms with Recreation staff and Chairman Marble, we have taken into account both financial and operational considerations.

From a financial standpoint, the proposed revenue to be retained by the Town would fall short of prior years, and of what was projected in the approved FY17 quasi-enterprise Recreation budget:

Summary of Recent and Projected Soccer Camp Financials

Year	Participants	BTSC Proceeds	Rec Proceeds	Staff Costs*	Terms
2014	135	$5,400	$4,032	$4,770	BTSC @ $40/head
2015	169	$8,403	$5,070	$6,427	Rec @ $30/head
2016**	188	$7,945	$5,550	$7,264	Rec @ $30/head
2017*** (budgeted)	130 (full day) 20 (half day)	$4,501	$2,424	$9,625	BTSC 65% Rec 35%

* Staff costs based on hourly wages only.
** Rec paid all credit card fees (roughly 2%) of the $19,515 paid by credit card; cost to town portion approximately $390.
*** Numbers revised from approved budget to reflect impact of minimum wage changes.

If projected FY17 Recreation revenues are not achieved, this shortfall would need to be covered by new revenues, or would require a reduction in budgeted expenses (which would be made more difficult due to the minimum wage increases).

If the event that the Town does not partner with BTSC on the 2017 soccer camp, Recreation staff have scoped out other programming that could be run that week (but which would directly compete with the soccer camp, due to anticipated ages of participants) which would generate more Town revenue than what BTSC proposes.

Therefore, based solely on financial considerations, the proposal does not meet the Town's needs. However, Town staff values its relationship with BTSC, and recognizes that there are other considerations to take into account. This item has been included on Monday's agenda to solicit the Committee's input.

Town of Hampden
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Hampden, Maine 04444

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Email: townmanager@hampdenmaine.gov

TO: Services Committee
FROM: Angus Jennings, Town Manager
DATE: February 9, 2017
RE: Discussion of potential change in FY18 budget structure for Rec and Pool Departments (i.e. "quasi enterprise" or not)

The Committee has discussed on several occasions whether it makes sense to continue with the "quasi enterprise" method of budgeting for the Recreation and Pool departments, or moving back to the traditional method of budgeting that applies to other departments. We have also reviewed this at a staff level, and with the Town's Auditor.

Former Manager Lessard's 2015 memo on this subject is attached, and excerpted as follows:

> "The main reason for the establishment of these accounts is so that any funds generated solely by one activity – recreation, or the pool – over above the costs of operating the programs - can be carried forward for use in replacement of capital items (tennis court improvements, major repair at the Skehan Center, etc. on the Recreation side and major pool repairs, on the pool side."

For example, the approved FY17 Recreation budgets was projected to generate about $8,300 in revenues above expenses; actual numbers will vary.

REC - SUMMARY (incl. "Quasi-Enterprise")		
	FY17	
Sources	Budgeted	
Taxation Budget	$ 137,082.00	Budgeted tax revenues
Rec "Enterprise"	$ 258,210.00	Projected (program fees, concessions, sponsorships etc)
Skehan "Enterprise"	$ 54,133.00	Projected (program fees, concessions, sponsorships etc)
	$ 449,425.00	
	FY17	
Uses	Budgeted	
Taxation Budget	$ 137,082.00	Budgeted expenses
Rec "Enterprise"	$ 191,416.19	Estimated and authorized
Skehan "Enterprise"	$ 112,538.85	Estimated and authorized
	$ 441,037.04	
Estimated Net Surplus	**$ 8,387.96**	*The $8,388 would be added to the Recreation Clearing Account which is the accumulated balances left at year end after all Recreation Enterprise & Skehan Center income and expenses are posted. This account is available for use in funding recreation-related purposes such as playground equipment, facility repairs, etc.*

It is important to understand that no impact on the amount of taxpayer funding of these programs would be expected from changing from quasi-enterprise to traditional budgeting. Rather, it would affect how these costs and revenues are reported. If under traditional budgeting, the projected revenues from these program would be aggregated with other non-property tax revenues within the budget process, with the total amount of projected revenues reducing what needs to be raised by taxation.

However, there would be an apparent increase in the taxpayer cost of these programs because, to use the Recreation example above, rather than including $137,082 in the Town expense budget, the FY17 budget would have included $441,037. Although the $312,342 in offsetting revenues (combining Rec “Enterprise” and Skehan “Enterprise”) would be incorporated into the budget, thereby reducing the amount to be raised by taxes, it could easily appear that the costs of these programs was increasing substantially.

Another factor to consider which is not simply appearance but a fundamental aspect of public policy is the impact that such a change would have on Reserve budgeting for Rec and Pool.

Because any year-end surplus revenues are carried forward in a Reserve account, this has reduced the need for separate Reserve budgeting for Rec and Pool. If we switch to traditional budgeting, this can be expected to increase the need to specifically budget Reserve funding for capital items and major repairs.

We discussed with the Auditor whether it would be feasible for the Council to specifically appropriate funds, toward the end of a fiscal year, from Overlay to Rec or Pool Reserve, based on actual costs and revenues year-to-date, and this would be possible (and would preserve, I believe, the policy intent of the Town moving to a quasi-enterprise structure in the first place). However it would be important that all parties understand this approach to ensure proper budgeting for future capital and maintenance needs.

Based on this information, I would like the Committee’s direction regarding whether the Committee would prefer that proposed FY18 budgets take the quasi-enterprise or traditional form.

TO: Services Committee
FROM: Sue Lessard, Town Manager
DATE: June 4, 2015
RE: Enterprise Accounts

The purpose of this memo is to provide information requested by Councilor McAvoy in regard to the Recreation Enterprise Account. He asked for information related to when the Recreation Enterprise Account was established, by whom, and under what authority. Since the Recreation Enterprise account pre-dates me, I reached out to former Town Manager Marie Baker. She indicated that the Enterprise account was established as part of the budget process sometime in the mid 1990's when the Recreation Committee recommended that there be a full-time recreation director for the town.

I went back to Council minutes for the period from 1990 forward and found that the Enterprise Account was first listed as a separate account as part of the 1997 budget. The minutes from that time period do not do it in the form of any type of motion – it just separates the fee-based programming into a different account that would not lapse. I have attached minutes from 1996 and 1997 that discuss recreation expansion and a fund in which income would cover the expenses associated with personnel. I do not have any other documentation and from discussions with the former Manager, I do not think any exists.

When the Skehan Center was acquired as a lease by the Town and turned over to the Recreation department to run – the department was also tasked with covering all of the costs of it through generation of revenue by the facility and coverage of any deficit by funds that are generated through the Recreation enterprise account. At first all were maintained together, but there was a desire on the part of the Council to be able to see what the Skehan Center actually cost to operate and how many actual programs were run from that facility. If there is some other way that the Council wishes this information to be presented, I am happy to set that up so that you have it.

The Council did approximately the same thing in 2013 when, as part of the budget process it separated pool income and all of the pool operational costs except wages/benefits into an enterprise account designed to function in the same way that the Recreation Enterprise account functions.

The main reason for the establishment of these accounts is so that any funds generated solely by one activity – recreation, or the pool – over above the costs of operating the programs - can be carried forward for use in replacement of capital items (tennis court improvements, major repair at the Skehan Center, etc. on the Recreation side and major pool repairs, on the pool side.

I have attached a sheet that shows the total budgets for the pool, recreation, the Skehan Center, and Rec Enterprise along with their funding sources. I hope that this is helpful.