

## SERVICES COMMITTEE MEETING

**Monday, May 8, 2017**

### MINUTES - DRAFT

*Attending:*

*Councilor Dennis Marble, Chair  
Mayor David Ryder  
Councilor Greg Sirois  
Councilor Ivan McPike  
Councilor Mark Cormier*

*Town Manager Angus Jennings  
GIS-IT Specialist Kyle Severance  
Recreation Director Shelley Abbott  
Councilor Stephen Wilde  
Councilor Terry McAvoy  
~15 others in attendance*

#### 1. MINUTES

**a. April 10, 2017** – *Motion by Councilor Sirois seconded by Councilor McAvoy to approve the meeting minutes. Motion carried 7-0.*

#### 2. COMMITTEE APPLICATIONS

**a. Susan O'Brien – Application for reappointment to Pool Board** – *Motion by Council Sirois seconded by Councilor Wilde. Motion carried 7-0.*

#### 3. OLD BUSINESS

**a. Update on broadband grant – Kyle Severance, GIS/IT Specialist** – *Mr. Severance presented information on the current status of the broadband pilot study including information gathered from recent meetings with internet service providers Spectrum (formerly Time Warner Cable) and TDS Telecom. The next step in the study involves surveying the residents of Hampden to collect data and analyze before moving forward at looking towards options to potentially improve the broadband services for the town.*

**b. Recommended vendor and cost for contract for Design, Engineering and Permitting for Pool and Municipal Building Site – Angus Jennings, Town Manager** – *Town Manager Jennings, Public Works Director Currier, and Recreation Director Abbott interviewed finalists WBRC and Woodard and Curran and deemed t both to be highly qualified. Town manager Jennings recommended Woodard and Curran as he felt they presented a more detailed breakdown of the tasks and provided a more detailed understanding of the public involvement aspect. Manager Jennings offered the council to go with either recommendation or, if they request, schedule additional interviews. Councilor Sirois asked about the cost amounts to which Manager Jennings responded that the two firms interviewed (WBRC And Woodard and Curran) bid \$10k less in their proposals compared to the*

other firms (CES and AE Hodsdon). Woodard and Curran came in at \$3,200 more than WBRC. Chairman Marble asked what is needed for process to move forward to which Manager Jennings responded that reserve appropriation is needed by the finance committee. Councilor McPike motioned recommendation of the Woodard and Curran contract proposal to be referred to the Finance and Administration Committee, Councilor McAvoy seconded. Motion carried 5-2.

- c. **Discussion of proposed FY18 budget for The Bus** - Chairman Marble stated that this item is to be discussed at the 7:00pm budget workshop, but seeing a number of members from the public in attendance to speak on this topic, he offered to have them speak now if they were not able to wait until after 7:00pm. No one in attendance spoke on this topic at this time.
- d. **Update on Kiwanis operations and maintenance of Civic Center and its lease with the Town of Hampden (continued from March 13, 2017)** – Mr. Dennis Whitcomb, representing the Kiwanis, seeking to have the town pay roughly \$8K a year to take over the costs associated with the maintenance of the civic center building located at 55 Main Rd N. The Kiwanis has been functioning in Hampden for 58 years, but due to the decline of membership, especially with youth, they are having difficulty with maintenance costs such as electrical (the heating is through electric heat pumps). Many organizations rely of this location to function and there are many different fundraisers that bring in revenue. A member of public, resident Angela R., stated that she is in support of the use of tax dollars to keep this building running. Mayor Ryder motioned for the town manager to investigate the building costs in detail and report back to the council, motion seconded by Councilor Sirois. Motion carried 7-0.

#### 4. NEW BUSINESS

- a. **Request for authorization of \$6179.89 from Recreation Clearing Account for the purchase of field maintenance equipment** – Shelley Abbott, Recreation Director broke down the request to the specific items and services for the field maintenance request. Manager Jennings reviewed the recreation clearing house budget for the council which has a supporting balance for this purchase request. Councilor McAvoy asked when public works would have time to do this field maintenance work to which Director Abbott stated that this type of maintenance pays for itself (aerate and rolling) over time and greatly adds to the quality of the fields. There was discussion over the length of life of a John Deere tractor. Major Ryder motioned to refer the purchase authorization to the Finance and Administration Committee, Councilor Sirois seconded. Motion carried 6-1.

**b. Request from Pebblestone Farm for permission to set up in Town Office parking lot concurrent with Hampden Farmers' Market -**

*Chairman Marble explained that since the Pebblestone Farm is a non-Hampden business it should not have been on the agenda due to policy and apologized for the oversight. Peter Witt, Hampden resident, asked about the policy and how it's handled. Marble explained that the Farmers Market is a State-recognized organization and the town doesn't play a role in regulating which farmers can be vendors. Johanna Burdett spoke on behalf of the Farmers Market, circulated their bylaws, and explained how they handle applicants. She encouraged the town to review their bylaws to avoid these situations going forward. She recommended a formal agreement between the town and the Farmers Market. Councilor McPike asked if the Hampden farmers have precedent. Burdett responded that they don't, they have to be mindful of the products vendors are selling. Manager Jennings clarified that these Hampden farmers that aren't given precedent can petition the town to set up next to the farmers' market. Councilor Mcavoy asked if they are a non-profit and expressed concern that if they are not non-profit they would be a private organization and that has greater implications when they are operating on the public municipal lot. Jeremy Clay, resident, asked if they are at capacity. Response: yes. Discussion continued on the competition of vendors within the market. It was concluded and reaffirmed that this is a farmer's market topic and should not be a topic at a town meeting.*

**C. Discussion of FY18 Services Committee policy priorities – Chairman**

*Marble read the policy priority list verbatim then opened the floor. Manager Angus explained this is an effort to put all the current and future projects on a one-page sheet to get everyone to be looking at the same list in order to guide work priorities going forward.*

**5. PUBLIC AND STAFF COMMENTS – None.**

**6. COMMITTEE MEMBER COMMENTS – Councilor Sirois commented about a future opportunity involving VFW and cemetery mapping projects with the boy scouts.**

*There being no further business, the meeting was adjourned at 7:00PM.*

*Respectfully submitted –  
Kyle Severance, GIS/IT Specialist*