HAMPDEN TOWN COUNCIL WORKSHOP

HAMPDEN MUNICIPAL BUILDING

AGENDA

MONDAY SEPTEMBER 8, 2025 6:00 P.M.

A. CALL TO ORDER

B. PLANNING & CED STATUS REPORT

C. UNFINISHED BUSINESS

D. NEW BUSINESS

a. Council discussion on the Hampden Community Center.

1. Public comment

2. Council discussion

E. ADJOURNMENT

Note: Council will take a five-minute recess at 8:00 p.m.

INFORMATION FOR THOSE WHO WISH TO JOIN IN THE HAMPDEN TOWN COUNCIL MEETING REMOTELY:

YOU MAY PHONE IN USING THE NUMBER BELOW (FOLLOWED BY THE PIN #)

OR

FROM A LAPTOP OR A DESKTOP YOU MAY GO TO VIDEO CALL LINK

Town Council Meeting
Monday, September 8, 2025 6:00 p.m.

Google Meet joining info: https://meet.google.com/bbt-jtpm-kzg

Video call link: +1 252-650-2090 PIN: 479 941 871#

Or dial: (US)

INSTRUCTIONS ARE POSTED WITH THE AGENDA AND SEPARATELY ON THE TOWN CALENDAR AT HAMPDENMAINE.GOV

Using Google Meet to Participate in Hampden Town Council Remote Meetings

How to join:

1. Town Council members will receive an email or a Google Calendar invite with a link to join the meeting.
2. People interested in joining will need to go to the link posted on the town events calendar at www.hampdenmaine.gov.
3. Anyone can also join for audio-only participation by calling the number provided on the town events calendar and then entering the PIN provided followed by the # symbol.

Protocols for Remote Meetings:

1. Log in or call in at least 5 minutes before scheduled start of meeting.
2. For the audio portion, use either your phone or your computer microphone, not both.
3. Mute your phone or computer mic unless speaking. Remember to un-mute if you want to speak. To mute or unmute in Google Meet, click on the little microphone icon at the bottom of the screen; note you may need to move your mouse pointer around the bottom of your screen to get the bottom bar to appear.
4. Speak up if using a computer microphone or if using the speaker function on your telephone.
5. Do not rustle papers in front of your mic unless it's muted. Please minimize background noise.
6. If you're referring to a document, identify it including page or sheet number.
7. If using the video function, have a light source in front of you if possible. Try to avoid backlighting.
8. If you want to look good, have your camera mounted at eye level or above. Look at yourself on screen to check the lighting, camera position, what's in the background, etc. In Google Meet, you can do this "video check" when you open the program before you join the meeting.
9. If you are participating by audio only, identify yourself when speaking.
10. ALL votes will be by roll call.
11. After the meeting is adjourned, click on the red phone icon on the bottom bar to leave the meeting, or (obviously) just hang up the phone if that is how you are participating.

For detailed instructions on using Google Meet, please refer to their website:

support.google.com/a/users/answer/9282720?hl=en

Memorandum

TO: Town Council
FROM: Paula Scott, Town Manager
DATE: September 4th, 2025
RE: Community Center Campaign

In October of 2024, you were presented with the plans for the Community Center that was conceptualized by the committee that Amy and Jill formed and put to paper by Plymouth Engineering. You were also presented with a copy of the feasibility study results. At that time, Council direction was to hold off on furthering a campaign until such time as more information/education could be given to the public.

I recently contacted Mary Poulin (retired) who led the campaign for the Historical Society and asked her to meet with Amy, Jill, and myself to discuss where we go from here. I wanted to hear from a professional campaign director. I would like to discuss results of that meeting, the possibility of utilizing the funds received from the sale of the Kiwanis to hire fund raising counsel to assist us.

Traditional Phases of a Capital Campaign

Divvying up the hundreds of tasks a capital campaign requires into specific phases can help you stay organized and on track to meet your goal. Traditionally, capital campaigns include four distinct phases:

The Planning Phase: Spend a few months determining your campaign goals, assessing your resources, and creating your campaign plan with the help of a fundraising consultant. This phase may involve conducting a feasibility study and/or collecting initial commitments from major donors.

The Quiet Phase: During the quiet phase (usually several months to years), your organization solicits major gifts, securing 50-70% of the total funding your campaign hopes to raise. We also recommend using this time to engage your broader community and build new supporter relationships that will last beyond the duration of your campaign.

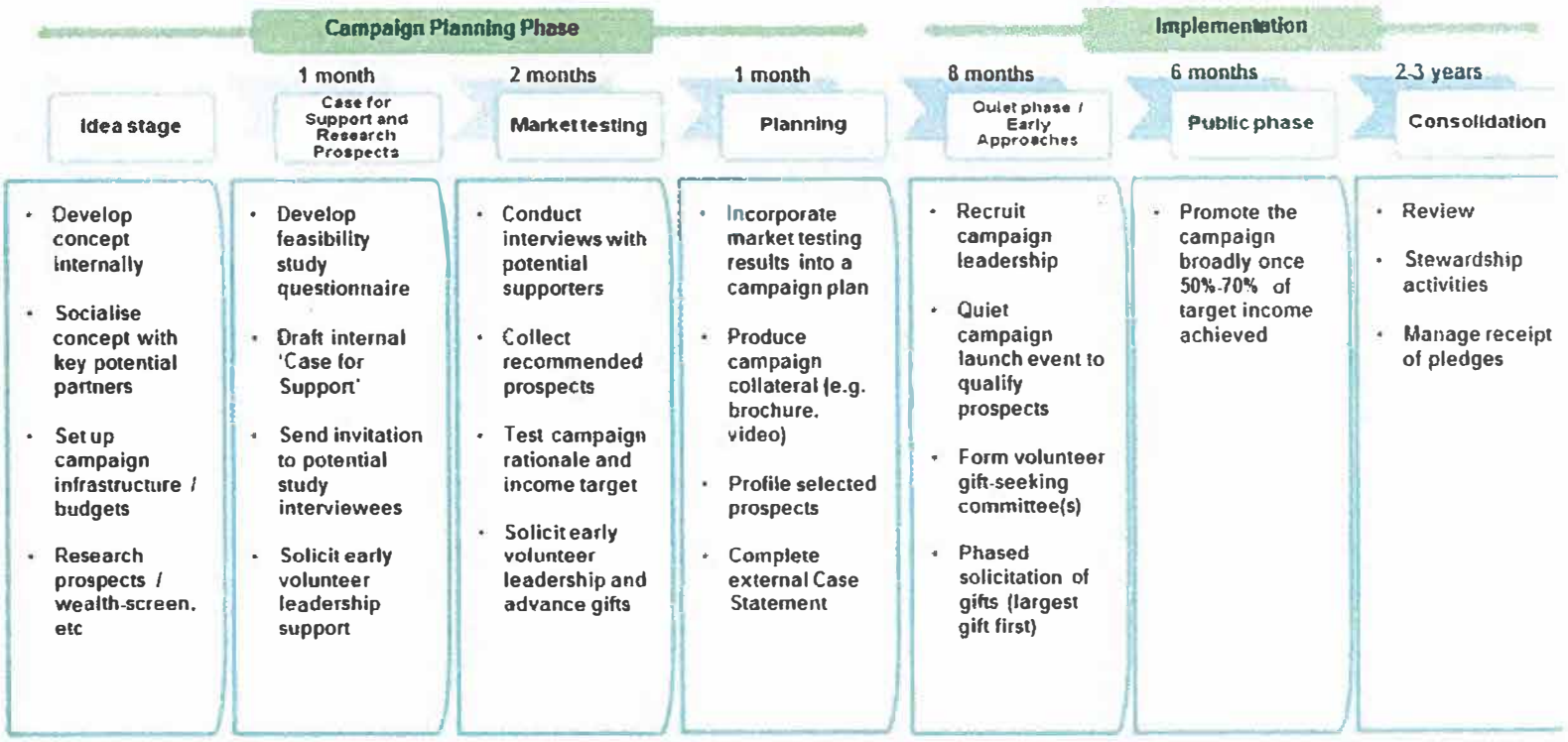
The Campaign Kick-Off: "Kick off" or announce your campaign to the public and start soliciting general support for your finalized campaign goal. Usually, nonprofits plan an event to get their supporters excited about their project, like a groundbreaking ceremony or a gala.

The Public Phase: During the public phase, you'll want to raise donations of all sizes to help you cross the finish line and meet your campaign goal.

In addition to these phases, capital campaigns require a few follow-up tasks after they're over, like thanking your donors, collecting pledged donations, reporting on the final results of your campaign, and recognizing your team's hard work.

From: https://donorly.com/thedonorlyblog/capital-campaign-plan#basics

Example Campaign Steps



SAMPLE

The Campaign For Symphony Centre

Suggested Capital Campaign Calendar And Plan Of Action

2-17-____	Preliminary identification, rating and evaluation of major prospects
3-1	Commence campaign planning interviews
3-18	Conclude campaign planning interviews
4-21	Assess interviews and make recommendations regarding all facets of the campaign
5-1	Identify, rate and evaluate major prospects for personal solicitations
5-1	Develop divisional goals for trustees, corporations, foundations and individuals
7-1	Produce the Case For Support of the Symphony Centre Campaign
7-23	Recruit campaign Chairman
8-2	Refine major prospects' ratings and identify new prospects
8-31	Recruit 16-18 campaign committee members, each to personally solicit 5-6 prospects
9-3	Produce donor commemorative--named gift opportunities
by 9-17	Compile contribution, patron, association profiles of the major prospects
by 9-17	Print the Campaign brochure
by 9-17	Print solicitation materials as needed such as pledge cards, letterhead, etc.
by 9-17	Commence solicitation of the Board of Trustees for their 100% participation
9-17	Campaign kickoff meeting/solicitor training event with media and other special guests
9-17	Press release, feature story, promotion, etc., announcing the Campaign to the public
by ____	Obtain at least one major gift to be used for matching-challenging other prospects
by ____	Secure commitments of other leadership and pace-setting gifts
by ____	Raise at least 50% ($2.6 Million) of the $5.325 total capital campaign goal
_____	First progress and report meeting for the campaign leadership and committee
monthly	Meetings (approx. three) of the committee for progress reports and campaign tracking
ongoing	Meetings, entertaining, site visits etc., with major prospects for cultivation and solicitation
ongoing	Publicize and otherwise announce major gifts as received
ongoing	Promote and advertise the Campaign and the project via all media and other sources
12-31	End of the campaign
TBD	Install plaques and recognize donors to give them desired credit
TBD	Dedication of the new Youngstown Symphony/Symphony Centre

revised: _____

Hampden Historical Society
Campaign for New Records and Archive

Suggested Campaign Calendar and Plan of Action

Date
2014

Draft

By

October 13	Develop the Mission-Case Statement for support and anticipated budget
October 13	Board Approval of campaign and Anticipated Budget
November 1	Identify and Recruit Campaign Chairman (Co-chairmen)
December 1	Identify and evaluate candidates for the Steering committee

2015
By

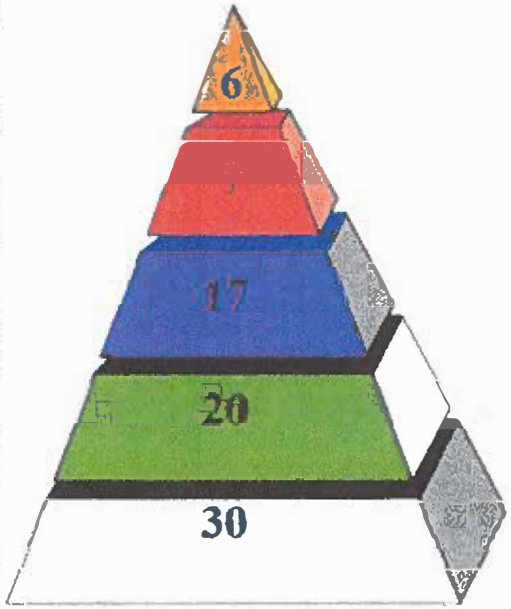
January 15	Steering Committee meets to evaluate all major prospects
January 15	Develop Divisional Goals for Corporate, foundation and individual gifts
January 15	Determine how to commemorate donors
February 15	Solicit prospects for matching and challenge grants
February 15	Determine if need to recruit additional Campaign solicitors
March 1	Develop plans for Communications, publicity, promotions etc.
March 15	Complete committee meets to select major prospects for their personal solicitations
March 31	Have all solicitation materials printed (pledge cards, letterhead, etc.)
March 31	Print an informative and descriptive brochure stating the Case for the new wing
Ongoing to September 1	Secure committmnets for leadership and pace-setting gifts
September 1	Raise at least 50% ($150,000) of the $300,000 capital campaign goal.
September 1	Press release, feature story, promotion etc announcing the campaign to the public

important step

Some-Month 2012

Some-Foundation, Inc.
2012 Some-Place Campaign
Gift Pyramid & History

Adapted for Plexus Blog by Todd Wurschmidt, PhD, CAE, CFRE, Senior Advisor, Plexus Consulting Group LLC, Washington, DC

Gift Range	No. of Gifts	Goals	2011	2010	2009	2008	2007
$10,000+		6/$60,000	6/$90,000	6/$90,000	6/$87,500	5/$75,000	5/$75,000
$5,000-$9,999		7/$35,000	6/$32,500	7/$37,500	7/$35,500	6/$35,000	5/$21,000
$2,500-$4,999		17/$42,500	5/$13,900	7/$19,500	5/$14,000	8/$24,500	9/$29,000
$1,000-$2,499		20/$20,000	19/$21,500	16/$20,500	16/$20,250	10/$14,000	12/$15,000
(Under) $1,000		30/$17,500	18/$5,675	29/$9,930	35/$12,875	24/$9,275	18/$6,550
Totals	**80 Gifts**	**$175,000 80 Gifts**	**$163,575+ 54 Gifts**	**$177,410 65 Gifts**	**$170,125 69 Gifts**	**$157,775 53 Gifts**	**$146,550 49 Gifts**

The Chair is to recruit 10 Team Captains @ 5 Prospects each = 50 Prospects.
Each Team Captain will recruit 2 Team Members @ 5 Prospects each = 100 Prospects.
This covers 150/200 area prospects with personal contact from campaign volunteers.

Current Account Status

G 3-727-00 RESERVE ACCT / ECONOMIC DEV

-299,906.55 = Beg Bal
-3,078.03 = Adjust
-16,586.75 = YTD Net
0.00 = YTD Enc
-319,571.33 = Balance

Per	Jrnl	Check	Date	Vendor---------	Description--------	RCB / Type		Debits	Credits
07	0005		07/01/25		Beg Bal Adjustments	B	GJ	0.00	2,761.55
07	0010		07/01/25		NAVISUN LEASE PMT	R	CR	0.00	8,125.00
07	0197		08/05/25		Beg Bal Adjustments	B	GJ	0.00	316.48
07	0399		07/31/25		Economic Development	R	GJ	0.00	19.41
07	0399		07/31/25		econ dev reserve int	R	GJ	0.00	191.12
07	0399		07/31/25		econ dev. cd/kiwanis $	R	GJ	0.00	126.22
08	0343		08/21/25		NAVISUN SOLAR LEASE	R	CR	0.00	8,125.00
						Totals-		**0.00**	**19,664.78**

Monthly Summary

Month	--Regular Entries-- Debits	Credits	--Balance Entries-- Debits	Credits
July	0.00	8,461.75	0.00	3,078.03
August	0.00	8,125.00	0.00	0.00
Totals	**0.00**	**16,586.75**	**0.00**	**3,078.03**

Council authorized the proceeds of Kiwanis sale to be placed into an interest bearing account. We put $ 35,000 into a certificate of deposit and $ 200,000 into an annuity. We can break these anytime with no penalty.

Currently:

Annuity balance is $ 210,563.36 (5.35%)
CD balance is $ 37,035.52 (4.10%)