

# INFRASTRUCTURE COMMITTEE MEETING MINUTES

March 22, 2010

Attending:

*Chair William Shakespeare*

*Councilor Andre Cushing*

*Councilor Shannon Flavin Cox*

*Councilor Thomas Brann*

*Mayor Matthew Arnett*

*Public Works Director Chip Swan*

*Councilor Janet Hughes*

*Town Manager Sue Lessard*

*Councilor Jean Lawlis*

## 1. Old Business

### a. Water District Proposal

*The Committee discussed the proposal by the Water District that the Town pay nearly 50% of the cost of meter reading for sewer readings. It was the consensus of the committee that the Town wanted to maintain a positive working relationship with the Water District but that this proposal was not in line with payments for readings by other communities of our size. The Town Manager was directed to write a letter to the Water District offering to change the rate 'per reading' to .50 per quarter, which would more than double our annual contribution for readings. The Manager also was directed to get a copy of the minutes from the last Town/Water District meeting.*

### b. Dunton Drive – 2 Remaining Street Light Requests

#### 1. Policy for Street Light Consideration

*It was the consensus of the committee that the Council should adopt a policy by which it considers street light requests be processed. The Town Manager was directed to work with Public Safety to prepare a draft policy for consideration by the Committee.*

### c. Transfer Station Decals

#### 1. Updated Guidelines

*The Committee reviewed the updated guidelines. Chairman Shakespeare suggested that the February 1<sup>st</sup> deadline for getting stickers be put in the guidelines to alert residents of the need to get a sticker before that date to avoid being turned away at the gate. The Committee also suggested posting large signs at the Transfer Station reminding people that February 1<sup>st</sup> is the cut-off date.*

### d. Annual Road Striping Quotes

*The Committee reviewed the striping quotes obtained by Public Works Director Chip Swan. The low bidder had successfully done work for the town previously. The Committee endorsed the selection of the apparent low quote.*

### e. Paving Bid Results

*The Committee reviewed the paving bids received. The apparent low bidder was Ginese Paving at a cost of \$77.70 per ton. The Public Works Director indicated that he still had checking to do on references and equipment for the low bidder but was recommending that the bid be awarded to the low bidder if all things checked out. Motion by Matt*

*Arnett, seconded by Janet Hughes to award the bid to the low bidder if all the references and equipment checking were acceptable. Vote 7 – 0.*

*f. Diesel Truck Bid Results*

*The Committee reviewed the three bids received. Motion by Matthew Arnett, seconded by Shannon Flavin Cox to accept the low bid of Daigle and Houghton for a 2011 International at a cost of \$118,717.92. Vote 7 - 0.*

*2. New Business*

*a. Employee Handbook*

*It was the consensus of the Committee that this was a good project but that it should be reviewed by the Finance Committee.*

*3. Public Comments*

*4. Committee Member Comments*

*Councilor Hughes – Questioned whether the Town was reimbursed for the cost of staff and supplies when it went as backup to other communities for ambulance services. The Town Manager indicated that if we were requested as backup by a Town, we received payment from that municipality for the costs incurred.*

*Councilor Cushing – Discussed his concern over the deterioration of the Kennebec Road, and several other state roads in town. Public Works Director Chip Swan informed the Committee that he was part of a working group of MDOT and Town representatives looking at alternate ways to get work done on roadways. Councilor Cushing was interested in attending a few of the working group meetings to see if there is a way to get work done on some of the worst roads. It was the consensus of the Committee to support Councilor Cushing's efforts to find creative ways for the state and town to work together to get the roads improved.*

*Mayor Arnett questioned whether it was possible to get a guarantee on road work done in terms of cracking. Public Works Director Chip Swan responded that the only guarantee of workmanship was during construction that projects be built to specifications. Poor road base and water are two of the main causes of surface failures. Mayor Arnett indicated that he wanted to be sure that the standards that the Town used for road construction were the best they could be in order to extend paving and road life.*

*Councilor Lawlis reminded the Committee and the Town Manager that it is time to start discussing Municipal Composting options again.*

*Motion by Shannon Flavin Cox, seconded by Janet Hughes to adjourn at 7:20 p.m. Vote 7 – 0.*

*Respectfully submitted,*

*Susan Lessard  
Town Manager*

TOWN OF HAMPDEN  
SOLID WASTE TRANSFER STATION RULES & REGULATIONS

The Town of Hampden has a Solid Waste Transfer Station located at the Public Works Facility on the Canaan Road. This facility is for disposal of Hampden residential trash only.

- No Commercial Haulers allowed
- No Contractor vehicles allowed

**PERMITS**

A permit on the vehicle is required for access to the facility. Permits are available at the Town Office at a cost of \$5 per sticker per vehicle per calendar year. **A current vehicle registration must be presented annually in order to obtain a sticker.** Only year round residents or seasonal residents who do not use their property for rental purposes are eligible to purchase stickers. Businesses and residents of apartment or private complexes with more than four units are not eligible to purchase stickers or utilize the Transfer Station.

A one-day permit is available for a resident to obtain in order to use a borrowed vehicle. To acquire this, bring the number of your existing permit to the Town Office and ask for a Temporary Vehicle Permit. The permit is available at no charge and is valid for one day only. You must accompany the vehicle for which you obtained the permit and the vehicle cannot be a commercial or contractor vehicle or larger than a full-sized pick up.

<b><u>HOURS OF OPERATION</u></b>	<b><u>CLOSED ALL LEGAL HOLIDAYS</u></b>	
MONDAY - CLOSED	New Year's Day	
TUESDAY - CLOSED	Martin Luther King Day	
WEDNESDAY - 10 A.M. - 6 P.M.	President's Day	Columbus Day
THURSDAY - 10 A.M. - 6 P.M.	Patriot's Day	Veteran's Day
FRIDAY - 10 A.M. - 6 P.M.	Memorial Day	Thanksgiving Day
SATURDAY - 8 A.M. - 4 P.M.	4 <sup>th</sup> of July	Day after Thanksgiving
SUNDAY - 8 A.M. - 4 P.M.	Labor Day	Christmas Day

**DISPOSAL SCHEDULE**

***SOLID WASTE -***

ACCEPTED ON ANY DAY THAT THE TRANSFER STATION IS OPEN.

***SWAP SHOP ITEMS -***

ARE ACCEPTED AT THE 'SWAP SHOP' ON ANY DAY THAT THE TRANSFER STATION IS OPEN, AND MAY BE TAKEN FROM THE 'SWAP SHOP' ON ANY DAY THAT THE TRANSFER STATION IS OPEN.

***RECYCLABLES -***

ACCEPTED ON ANY DAY THAT THE TRANSFER STATION IS OPEN.

***CONSTRUCTION & DEMOLITION DEBRIS, WOOD, METAL, TELEVISIONS, COMPUTER PARTS, AND APPLIANCES -***

THESE ITEMS ARE ACCEPTED ON THE 2<sup>ND</sup> AND 4<sup>TH</sup> WEEKEND OF EACH MONTH **ONLY.**

### REFRIGERANT DISPOSAL FEE –

There is a \$15 fee for the disposal of any appliance with refrigerant (refrigerators, freezers, some air conditioners). A permit for the disposal of such items must be picked up at the Town Office prior to disposal, and these items can only be taken to the transfer station on the second and fourth weekends of each month.

### BEFORE YOU GO TO THE TRANSFER STATION DISPOSAL TIPS...

REFRIGERATOR/FREEZERS must have all doors removed prior to being brought to the Transfer Station.

TIRES all must have rims removed.

PAINT CANS must be empty and rinsed out with lids removed.

METAL BARRELS, 5, 30, AND 55 GALLON DRUMS must have at least one end removed and they must be washed out,

LEAVES, GRASS, AND YARD AND GARDEN CLIPPINGS must be bagged and disposed of in the trash compactors along with solid waste

TREE LIMBS AND BRANCHES – Must not exceed 6" in diameter and 10' in length and are acceptable only on the 2<sup>nd</sup> and 4<sup>th</sup> weekends of each month.

### RECYCLING

The Town has an active recycling program. The following items are currently recycled at the Transfer Station. Separate, marked areas are located at the Transfer Station for each type:

- Newspapers/Magazines – Please do not bundle newspapers with string or twine, and newspaper inserts are acceptable as recyclables as well as telephone books.
- Corrugated Cardboard – Please flatten cardboard boxes, remove excess tape, and do not deposit wet cardboard in the cardboard area.
- Tin Cans – Please rinse cans before depositing them at the Transfer Station and if possible, flatten them prior to disposal to save space. Cans are easier to flatten if both ends are removed.
- Glass Jars and Bottles – Please do not include window glass, mirrors, or light bulbs in the glass disposal area. Lids should be removed, and the glass containers should be rinsed, but labels do not have to be removed.
- #2 Plastic (milk & water jugs, detergent bottles, etc.) – These items should be flattened and placed in the labeled bin(s) at the Transfer Station.

### UNACCEPTABLE WASTES

- AUTOMOTIVE PARTS include batteries, fenders, doors, body and frame parts, engines, transmissions, etc. These items should be disposed of in a salvage yard.
- STUMPS will not be accepted.
- HAZARDOUS WASTE will not be accepted. This includes paint thinners, cleaners, poisons, asbestos, chemicals, and petroleum products such as gas, oil and kerosene.

## COMPOSTING

The Town of Hampden is making every effort to protect our environment and to keep waste disposal costs as low as possible. In addition to observing the guidelines above, you can help reduce the amount of waste that you produce in your home. Home composting, for example, is easy to do and not only reduces the waste stream, but produces usable garden fertilizer. The Town participates annually in the State Planning Office Home Composter Program by subsidizing the cost of home composters for interested Hampden residents. To find out more about home composting and when the next composter order will be placed - call Rosemary at 862-3337.

QUESTIONS? CALL ROSEMARY AT 862-3337.



## WOOD & CONSTRUCTION & DEMOLITION DEBRIS COLLECTION WEEKENDS

JULY 2009 – JUNE 2010

<b>MONTH</b>	<b>2<sup>ND</sup> WEEKEND DATES</b>	<b>4<sup>TH</sup> WEEKEND DATES</b>
JULY 2009	11 <sup>TH</sup> -12 <sup>TH</sup>	25 <sup>TH</sup> -26 <sup>TH</sup>
AUGUST 2009	8 <sup>TH</sup> -9 <sup>TH</sup>	22 <sup>ND</sup> -23 <sup>RD</sup>
SEPTEMBER 2009	12 <sup>TH</sup> -13 <sup>TH</sup>	26 <sup>TH</sup> -27 <sup>TH</sup>
OCTOBER 2009	10 <sup>TH</sup> -11 <sup>TH</sup>	24 <sup>TH</sup> -25 <sup>TH</sup>
NOVEMBER 2009	14 <sup>TH</sup> -15 <sup>TH</sup>	28 <sup>TH</sup> -29 <sup>TH</sup>
DECEMBER 2009	12 <sup>TH</sup> -13 <sup>TH</sup>	26 <sup>TH</sup> -27 <sup>TH</sup>
JANUARY 2010	9 <sup>TH</sup> -10 <sup>TH</sup>	23 <sup>RD</sup> -24 <sup>TH</sup>
FEBRUARY 2010	13 <sup>TH</sup> -14 <sup>TH</sup>	27 <sup>TH</sup> -28 <sup>TH</sup>
MARCH 2010	13 <sup>TH</sup> -14 <sup>TH</sup>	27 <sup>TH</sup> -28 <sup>TH</sup>
APRIL 2010	10 <sup>TH</sup> -11 <sup>TH</sup>	24 <sup>TH</sup> -25 <sup>TH</sup>
MAY 2010	8 <sup>TH</sup> -9 <sup>TH</sup>	22 <sup>ND</sup> -23 <sup>RD</sup>
JUNE 2010	12 <sup>TH</sup> -13 <sup>TH</sup>	26 <sup>TH</sup> -27 <sup>TH</sup>

**CURRENT TRANSFER STATION DECAL REQUIRED  
FOR ADMISSION TO THE FACILITY**

**\*\*\*REMINDER – IF YOU WISH TO DISPOSE OF AN APPLIANCE CONTAINING A REFRIGERANT, YOU HAVE TO FIRST OBTAIN A STICKER FROM THE TOWN OFFICE. STICKERS ARE \$15 PER APPLIANCE.**

**COPIES OF THIS SCHEDULE ARE ALSO POSTED ON THE TOWN WEBSITE AT [www.hampdenmaine.com](http://www.hampdenmaine.com)**



## WOOD & CONSTRUCTION & DEMOLITION DEBRIS COLLECTION WEEKENDS

JULY 2010 – JUNE 2011

MONTH	2 <sup>ND</sup> WEEKEND DATES	4 <sup>TH</sup> WEEKEND DATES
JULY 2010	10 <sup>TH</sup> -11 <sup>TH</sup>	24 <sup>TH</sup> -25 <sup>TH</sup>
AUGUST 2010	14 <sup>TH</sup> -15 <sup>TH</sup>	28 <sup>th</sup> -29 <sup>th</sup>
SEPTEMBER 2010	11 <sup>TH</sup> -12 <sup>TH</sup>	25 <sup>TH</sup> -26 <sup>TH</sup>
OCTOBER 2010	9 <sup>TH</sup> -10 <sup>TH</sup>	23 <sup>rd</sup> -24 <sup>TH</sup>
NOVEMBER 2010	13 <sup>TH</sup> -14 <sup>TH</sup>	27 <sup>TH</sup> -28 <sup>TH</sup>
DECEMBER 2010	11 <sup>TH</sup> -12 <sup>TH</sup>	26 <sup>TH</sup> -27 <sup>TH</sup>
JANUARY 2011	8 <sup>TH</sup> -9 <sup>TH</sup>	22 <sup>nd</sup> -23 <sup>rd</sup>
FEBRUARY 2011	12 <sup>TH</sup> -13 <sup>TH</sup>	26 <sup>TH</sup> -27 <sup>TH</sup>
MARCH 2011	12 <sup>TH</sup> -13 <sup>TH</sup>	<b>26<sup>TH</sup>-27<sup>TH</sup>**</b>
APRIL 2011	09 <sup>TH</sup> -10 <sup>TH</sup>	23 <sup>rd</sup> -24 <sup>TH</sup>
MAY 2011	14 <sup>TH</sup> -15 <sup>TH</sup>	28 <sup>th</sup> -29 <sup>th</sup>
JUNE 2011	11 <sup>TH</sup> -12 <sup>TH</sup>	25 <sup>TH</sup> -26 <sup>TH</sup>

**CURRENT TRANSFER STATION DECAL REQUIRED  
FOR ADMISSION TO THE FACILITY**

**\*\* DUE TO THE CHRISTMAS HOLIDAY, THE TRANSFER STATION WILL BE OPEN FOR WOOD AND CONSTRUCTION AND DEMOLITION DEBRIS ON SUNDAY, DECEMBER 26TH AND MONDAY, DECEMBER 27TH.**

**\*\*\*REMINDER – IF YOU WISH TO DISPOSE OF AN APPLIANCE CONTAINING A REFRIGERANT, YOU HAVE TO FIRST OBTAIN A STICKER FROM THE TOWN OFFICE. STICKERS ARE \$15 PER APPLIANCE.**

**COPIES OF THIS SCHEDULE ARE ALSO POSTED ON THE TOWN WEBSITE AT [www.hampdenmaine.com](http://www.hampdenmaine.com)**