

## FINANCE & ADMINISTRATION COMMITTEE MEETING

Tuesday, February 20<sup>th</sup>, 2018

6:00 p.m.

Hampden Town Office

1. Meeting Minutes
  - a. February 5<sup>th</sup>, 2018
2. Review & Sign Warrants
3. Old Business
4. New Business
  - a. Recommend to Council to refer to Public Hearing the proposed Ordinance authorizing the appropriation and borrowing of funds to finance the repair and replacement of portions of Hampden's sewer collection system
  - b. Recommend to Council to rescind the vote of October 3, 2016 to authorize cutting, stumping and grinding and site preparation at the Lura Hoyt Pool site but to retain authorization for permitting for additional parking, potential recreational facilities, and associated infrastructure – *referral from Services Committee*
  - c. Recommend to Council to proceed with the issuance of an RFP to seek pricing for engineering and permitting (DEP and local) for work on Lura Hoyt Pool and Municipal Building Site – *referral from Services Committee*
  - d. Recommend to Council to authorize the appropriation of \$7,500 from the Personnel Reserve (3-733-00) for costs associated with the town manager search
  - e. Adherence to Town Council Rules – *requested by Councilor Wilde*
  - f. Town Manager's report on priorities identified at the February 10<sup>th</sup> Goals & Objectives Session
  - g. Discussion of Emera TIF terms

h. Town Manager vacation schedule

5. Public Comment

6. Committee Member Comments

7. Adjournment

**Town of Hampden**  
106 Western Avenue  
Hampden, Maine 04444



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

**TO:** Finance Committee and Town Council  
**FROM:** Angus Jennings, Town Manager  
**DATE:** February 16, 2018  
**RE:** Proposed Ordinance to authorize June sewer borrowing referendum

Please find attached the proposed Ordinance language prepared in conjunction with our Bond Counsel Dan Pittman at Eaton Peabody.

As you know, although we had general knowledge that needed sewer repairs would be identified upon analysis of the 2017 CCTV footage, specific information including estimated project costs became available very recently, and is still being refined. The draft Ordinance is intended to include the highest potential borrowing authorization number (knowing it can be reduced in the public hearing, but not increased from what is advertised); we'll get more information from Woodard & Curran on Tuesday as they continue to refine estimates to take into account complete costs associated with the newly identified projects,<sup>1</sup> the Grist Mill Bridge,<sup>2</sup> and the costs associated with relocated manholes and sewer lines that will be needed as a result of the MDOT reconstruction of Route 1A.<sup>3</sup> This information will update W&C's Jan. 26 memo, which is enclosed.

Also, we are working to evaluate potential financing options, with particular focus on:

- **Maine Municipal Bond Bank.** However, financing would not become available until next spring so, even if we do pursue MMBB as the most advantageous lender, additional short-term borrowing (or budgeting) would almost certainly be needed in order to get the projects to the level of engineering needed to be ready for bidding and construction when the time comes.
- **State Revolving Fund (SRF) funding.** This program can offer extremely favorable borrowing terms, but in order to be eligible Hampden would be required to develop and implement a Fiscal Sustainability Plan – which is basically a system-wide asset management plan – among other eligibility requirements. We're working to evaluate a) whether this is practically feasible; and b) if doing so would be worth the effort. The SRF terms do tend to be extremely favorable, and my thinking is that this will be worth it – but if we're to actually get it done we'll need to make a focused effort in the coming months.

Another fundamental financing question we're continuing to examine is to what extent debt service would be borne by sewer rate payers v. property tax payers.

Tuesday's meeting will include a presentation of the latest information at that time. The public hearing will include a more comprehensive presentation, which will formally begin our efforts this spring to communicate broadly the need for this borrowing authorization.

<sup>1</sup> Jan. 29, 2018 Infrastructure Committee packet, beginning on page 7, linked [here](#).

<sup>2</sup> June 26, 2017 Infrastructure Committee packet, beginning on page 6, linked [here](#).

<sup>3</sup> Aug. 28, 2017 Infrastructure Committee packet, beginning on page 13, linked [here](#).

## Tentative Election Timeline

## June 12<sup>th</sup> Bond Referendum

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Jan. 29 <sup>th</sup>	Infrastructure Committee referral to Finance & Administration for Feb. 5 <sup>th</sup> for further discussion or referral. Amount to be determined in Finance Committee
Feb. 20 <sup>th</sup>	F& A referral to Council, Council referral to Public Hearing
Mar. 5 <sup>th</sup>	Public Hearing for borrowing ordinance
Mar. 5 <sup>th</sup>	Clerk must submit nominations for election clerks to the Council to appoint prior to the 4/1 deadline
Mar. 6 <sup>th</sup>	Begin working on ballot content, treasurer's statement
Mar. 12 <sup>th</sup>	Final draft for ballot content, submit mock-up to Election Systems & Software
Mar. 19 <sup>th</sup>	Sign off on ballot content and quantity with Election Systems & Software
Apr. 9 <sup>th</sup>	Coordinate with the Secretary of State on programming and mailing thumb drives to include local election. (This could change due to potential Ranked Choice Voting programming complexity)
Apr. 28 <sup>th</sup>	Marks 45 days prior to election.
May 7 <sup>th</sup> -10 <sup>th</sup>	Absentee ballots should be delivered this week. They <b>must</b> be available 30-45 days prior to the election. State ballots will also be delivered this week.
May 14 <sup>th</sup> – 21 <sup>st</sup>	Regular ballots should be delivered. Begin tabulator testing as soon as all ballots are received.
June 5 <sup>th</sup>	Deadline to post Notices of Election and sample ballots
June 12 <sup>th</sup>	Bond Referendum/Primary/RSU Budget Referendum

## TOWN OF HAMPDEN

ORDINANCE AUTHORIZING APPROPRIATION AND BORROWING OF FUNDS TO FINANCE SEWER IMPROVEMENTS AND REPAIRS THROUGH THE ISSUANCE OF GENERAL OBLIGATION BONDS OR NOTES OF THE TOWN OF HAMPDEN, WHICH MAY BE CALLABLE, IN A PRINCIPAL AMOUNT NOT TO EXCEED \$2,424,000.

The Town of Hampden hereby ordains as follows:

Section 1. That pursuant to Section 5772 of Title 30-A Maine Revised Statutes, as amended, the Charter of the Town and any other applicable authority under Maine law, the Town of Hampden is hereby authorized to borrow a principal amount not to exceed Two Million Four Hundred and Twenty-Four Thousand Dollars (\$2,424,000), said amount to be payable over a period not to exceed thirty (30) years, less the term of any Note described below, at such interest rates and on such further terms and conditions as may be approved by the Treasurer and a majority of the Town Council, the proceeds of said loan to be appropriated and used to finance sewer repairs and improvements in the Town, including but not limited to on Main Road North from Mountain View Drive southerly to Western Avenue, replacement of sewer infrastructure in and proximate to the Grist Mill Bridge, on Main Road North between Western Avenue and the Weatherbee School, and on Western Avenue between Main Road North and Route 202, all as more particularly described in memoranda from Woodard and Curran to Sean Currier, Public Works Director of the Town dated January 5, 2017 and dated January 26, 2018 (the “Projects”). Said loan is to be evidenced by a General Obligation Bond or Bonds of the Town to be executed and delivered on behalf of the Town by the Town Treasurer and countersigned by a majority at least of the Town Council in a principal amount not to exceed \$2,424,000 in the aggregate (the “Bond”). The Bond may be subject to call for redemption as determined by the Town Treasurer and a majority of the Town Council.

Section 2. That in anticipation of the receipt of the Bond proceeds, pursuant to the Charter of the Town and Section 5772 of Title 30-A of the Maine Revised Statutes, as amended, and any other applicable authority under the laws of the State of Maine, the Town of Hampden is hereby authorized to borrow from a lending institution approved by the Town Treasurer and a majority at least of the Town Council a principal amount not to exceed Two Million Four Hundred and Twenty-Four Thousand Dollars (\$2,424,000) and in evidence thereof to execute and deliver one or more General Obligation Bond Anticipation Notes (each, a “Note”) of the Town for a period not to exceed one year and to bear interest at such rate and said Note to be subject to such further terms and conditions as the Town Treasurer and a majority at least of the Town Council shall approve, and said Note, together with interest thereon, to be a general obligation of the Town, and intended to be repaid from the proceeds of the Bond, said Note to be executed and delivered on behalf of the Town by the Town Treasurer and countersigned by a majority at least of the Town Council, and such Note may be refunded from time to time for a period not to exceed an aggregate of three years with proceeds to be used to provide temporary funds to accomplish the Project.

Section 3. That the Town Manager, Mayor, or other officers designated by the Town Council be and each of them hereby is authorized to execute such documents and do all things necessary or convenient in order to issue the Bond or Note and to execute and deliver such loan applications as may be necessary or appropriate to such lender or lenders as they select. The Treasurer, Mayor, or other officers designated by the Town Council are further authorized to execute any and all loan agreements, resolutions, certificates, returns and other documents as may be required by any such lender as may be selected by the Town Treasurer and approved by a majority at least of the Councilors, in such form as may be required by each such lender.

Section 4. That the Town Clerk shall distribute a copy of this ordinance to each Council member and the Town Manager, and shall file a reasonable number of copies of this ordinance in the office of the Town Clerk and shall post a copy of this ordinance together with a Notice of Public Hearing at the following public places: Municipal Building, Post Office, Dyer Library, and Hannaford, as well as such other places as may be directed by the Town Manager.

Section 5. That a Public Hearing be held at 7:00 p.m. in the Hampden Municipal Building in Hampden, Maine on March 5, 2018, for the purpose of taking testimony and comments from the public with respect to the proposed issuance of the Bond, and that notice of the public hearing be given by the Town Clerk by publishing a summary of this ordinance and a place where copies of the complete ordinance have been filed and times available for inspection in the Bangor Daily News on or before February 26, 2018, together with a notice setting forth the time and place for the public hearing, and for the consideration of the proposed ordinance by the Town Council at a meeting to be held March 5, 2018, immediately following the public hearing.

Section 6. That all actions heretofore taken by the Town Council of the Town of Hampden relating to the selling of the Town's Bond and Note authorized hereby be and they hereby are ratified, approved and confirmed.

Section 7. That pursuant to the requirements of the Internal Revenue Code of 1986, as amended, the Town designated the Bond and Note to be "qualified tax exempt obligations" of the Town.

Section 8. That the Town shall take any and all actions required under the Internal Revenue Code of 1986, as amended, to maintain the tax exempt status of the interest on the Notes and Bonds, and to maintain the status of the Bond and the Note as "qualified tax exempt obligations" of the Town; and that in connection with the Notes and Bonds, the Town Treasurer shall be authorized to execute and deliver on behalf of the Town one or more such Arbitrage and Use of Proceeds Certificates in form approved by the Town's bond counsel, and to covenant on behalf of the Town to file any information report and to pay any rebate due to the United States in connection with the issuance of the Bonds and Notes; and that the Notes and the Bonds may be subject to such further terms and conditions as may be agreed to by a majority at least of the Councilors and the Treasurer of the Town to carry into effect the full intent of this ordinance.

Section 9. That the law firm of Eaton Peabody shall act as bond counsel for the Town to advise the Town with respect to the issuance and sale of the Bond and the Note, and to prepare such documents and render such opinions as may be necessary or convenient for that purpose.

Section 10. That the Town Council and officials of the Town are hereby authorized to execute all documents and certificates, and to take all action, including affixing the seal of the Town, as may be necessary or convenient to carry out the full intent of this ordinance, and to accomplish the project and issue the Bond and the Note, including approval and signing of contracts and other agreements obligating the Town.

Section 11. That pursuant to Section 902 of the Town Charter, this ordinance shall go into effect only upon approval by the voters of the Town of Hampden. Be it further ordained that a referendum of the Town of Hampden be held to decide this question on June 12, 2018, pursuant to the Town Charter and the laws of Maine. The ballot question shall be substantially as follows:

TOWN OF HAMPDEN  
BALLOT QUESTION NO. 1

Ordinance authorizing appropriation and borrowing of funds to finance sewer improvements and repairs in the Town of Hampden through the issuance of general obligation bonds or notes of the Town of Hampden, which may be callable, in a principal amount not to exceed \$2,424,000.

Shall the above-described ordinance be adopted and the municipal officers have the authority to issue general obligations bonds or notes of the Town and accomplish the Project as described above and in the ordinance?

Yes

No

ADOPTED: Hampden Town Council, March 5, 2018.

A True Copy, Attest: \_\_\_\_\_  
Paula Scott  
Town Clerk

January 26, 2018



Sean Currier, Public Works Director  
 Town of Hampden  
 106 Western Avenue  
 Hampden, ME 04444

Re: Task Order 17 – Sewer Inspection Results Engineering Support

Dear Sean:

The following is our summary review of the results of the 2017 sewer system inspection that was conducted by Ted Berry Company, per Task Order No. 17. The scope of this Task Order is to provide ongoing engineering support including a review of the sewer inspection results, improvement recommendations, and support with implementation of recommendations.

**Background**

The Town of Hampden (Town) contracted with Ted Berry Company to provide sewer and manhole inspection services for a multi-year contract. This work is being done to address compliance with Combined Sewer Overflow (CSO) regulations, which requires elimination of infiltration and inflow (I/I) induced sewer overflows as well as reducing the excess volume of wastewater sent to the Bangor Wastewater Treatment Plant (WWTP) to comply with the Town’s Interlocal Agreement with the City. Inspections conducted in 2017 included areas expected to be impacted by scheduled and proposed upcoming highway projects, including the Maine Department of Transportation (MDOT), Bangor Area Comprehensive Transportation System (BACTS), and Hampden Water District (HWD) projects as described in Table 1.

**Table 1: Upcoming Project Areas**

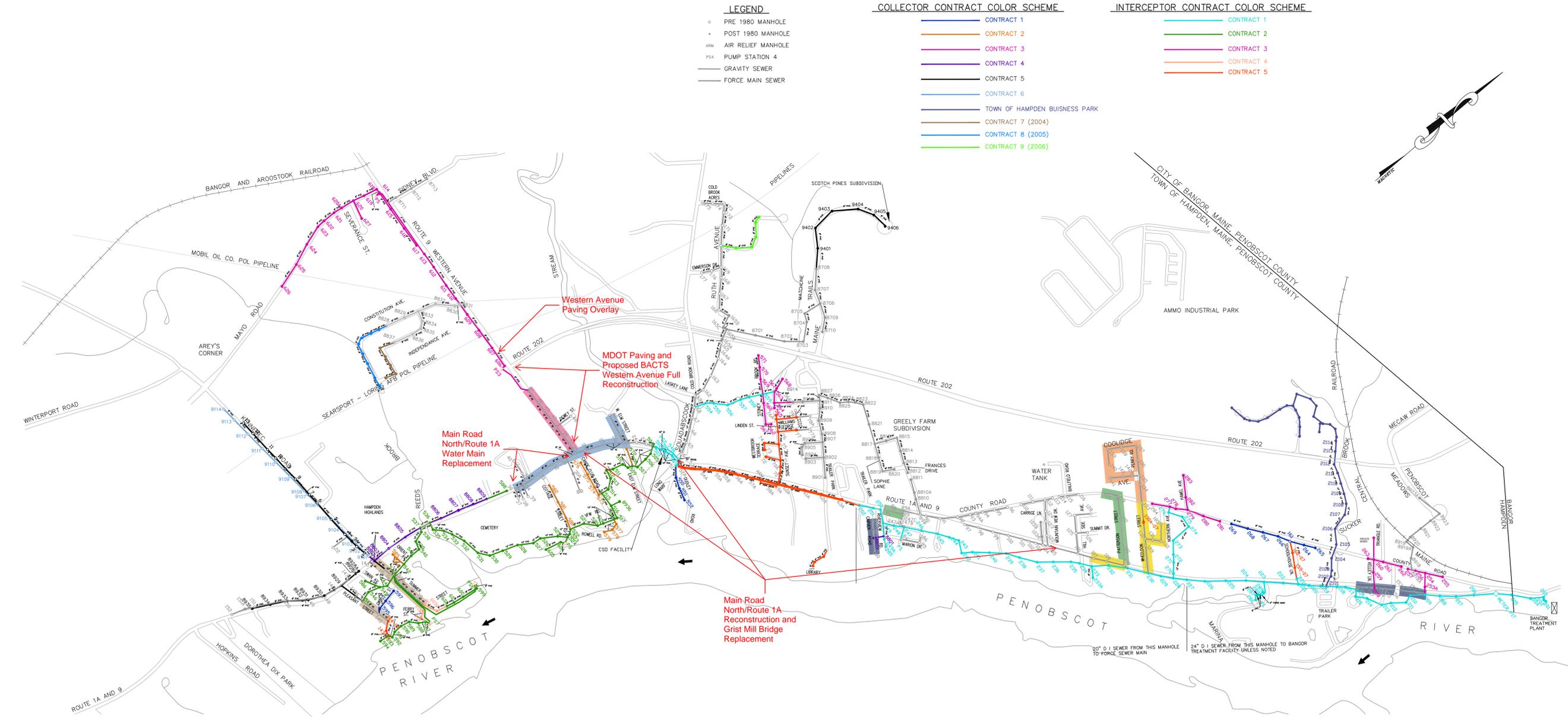
Project Area & Work ID Number (WIN)	Project Scope	Location	Scheduled Year
Main Road North/Rt. 1A WIN 021692.00 & 011577.00	Full Reconstruction and Grist Mill Bridge Replacement	Western Ave north to Mountain View Drive	2018-2019
Western Avenue WIN 023593.00 (MDOT)	MDOT Paving (Mill and Fill)	Main Road North to intersection of Route 202/Hampden Academy	2020
	BACTS Full Reconstruction		Not scheduled Proposed for 2022
Western Avenue WIN 023326.00	Paving (Overlay)	From 0.18 miles west of Chapman Road to Route 202/Hampden Academy intersection	2018
Main Road North/Rt 1A	HWD Water Main Replacement	Western Ave south past Weatherbee School	2018

Woodard & Curran provided sewer infrastructure planning support in 2008, resulting in the identification of seven Sewer Priority Areas based on their condition. These areas were identified as having poor condition sewer and high inflow and infiltration (I/I) rates, resulting in sewer overflows and excessive flow to the Bangor WWTP.



Since 2008, several of the identified projects have been completed, addressing sewer replacement in Priority Areas 1 through 3 and a portion of Priority Area 4. Portions of the remaining Priority Areas are included within the listed project areas and are described further by respective project area. For reference purposes, the 2008 Sewer Priority Area Map has been included as Figure 1.

woodwardcurran.net\shared\Projects\213302 Hampden - Sewer Dept General Engineering Services\SEWER COST ESTIMATES\cad drawings\2007-04-09 Hampden Sewer Locations.dwg, Dec 30, 2015 - 3:03pm



- LEGEND**
- PRE 1980 MANHOLE
  - POST 1980 MANHOLE
  - ARM AIR RELIEF MANHOLE
  - PS4 PUMP STATION 4
  - GRAVITY SEWER
  - FORCE MAIN SEWER

- COLLECTOR CONTRACT COLOR SCHEME**
- CONTRACT 1
  - CONTRACT 2
  - CONTRACT 3
  - CONTRACT 4
  - CONTRACT 5
  - CONTRACT 6
  - TOWN OF HAMPDEN BUSINESS PARK
  - CONTRACT 7 (2004)
  - CONTRACT 8 (2005)
  - CONTRACT 9 (2006)

- INTERCEPTOR CONTRACT COLOR SCHEME**
- CONTRACT 1
  - CONTRACT 2
  - CONTRACT 3
  - CONTRACT 4
  - CONTRACT 5



**Priority Areas 1 through 7  
Town of Hampden  
June 3, 2008**

Description
Priority Area 1
Priority Area 2
Priority Area 3
Priority Area 4
Priority Area 5
Priority Area 6
Priority Area 7

# SEWER PRIORITY AREA MAP



SOURCE:  
PLAN ENTITLED, "TOWN OF HAMPDEN, TOWN OF HAMPDEN SEWER LOCATIONS",  
DATED 03-21-2006, PREPARED BY JAMES W. SEWALL COMPANY

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**WOODARD & CURRAN**

COMMITMENT & INTEGRITY DRIVE RESULTS

REV	DESCRIPTION	DATE

DESIGNED BY: \_\_\_\_\_  
CHECKED BY: \_\_\_\_\_  
DRAWN BY: \_\_\_\_\_  
2007-04-09 Hampden Sewer Locations.dwg

## SEWER PRIORITY AREA MAP

TOWN OF HAMPDEN, MAINE
SEWER COST ESTIMATE

JOB NO.: 213302
DATE: JUNE 2008
SCALE: 1"=1000'
SHEET: OF



## Inspection Results

### **Route 1A – Reconstruction Project Area**

A large portion of the sewer within this project area has been rehabilitated as part of ongoing CSO control projects and consists of precast manholes with PVC sewer main. In general, the system was in good condition with a few isolated issues such as leaking service lateral taps, pipe sags resulting from backfill settlement, or infiltration at manhole joints.

There was at least one instance of an active high flow from a lateral, indicating that the service pipe may be in poor conditions, a sump pump may have been in use, or a direct foundation or roof drainage connection was present. Further investigation of this service has not been conducted to date.

A section of sewer on Main Road North extending from Old County Road to Mountain View Drive consists of asbestos cement (AC) main and manholes constructed with masonry block. Some significant issues were noted in this section of sewer main, including holes in the pipe, infiltration, roots, and other pipe damage. Many of the manholes showed signs of degradation including missing mortar and brick, frames and risers in poor condition, and poor invert condition.

While this section of AC pipe and manholes was not previously identified as a Sewer Priority Area, the age and condition of the system warrants further consideration for rehabilitation. AC pipe was predominantly installed in the 1950's and 1960's, indicating an asset age exceeding 50 years. Gravity sewer mains are generally predicted to have a useful life of approximately 50 years.

This project is expected to require grade adjustment for each of the 45 sewer manholes in the right-of-way. Additional impacts may result from MDOT drainage system design or alignment impacts. A further review of the MDOT design plans is required for scoping of improvement work, which will be completed separately under the scope of Task Order 16.

The MDOT design plans are currently preliminary and do not have all required existing sewer information incorporated; so, while we have been working with MDOT on design details, we have not been able to perform a complete review. MDOT design plans are expected to be finalized by summer of 2018.

### **Western Avenue – Main Road North to Route 202 Intersection**

The sewer main and manholes along this section of Western Avenue expected to be impacted by the full reconstruction project are some of the oldest in the Hampden system and are in poor condition. Piping consists of vitrified clay pipe (VCP) and manholes are constructed of brick. There are numerous structural pipe failures, holes, and active infiltration throughout this section of sewer main. Several of the manholes also have structural failures with barrel-section fractures, missing brick and mortar, and active infiltration.

Several photos from the sewer inspection are presented to illustrate the deficiencies (see Figures 2 through 4).

Replacement of this section of sewer was identified as Priority Area 5 in previous sewer rehabilitation planning efforts. The Dewey Street sewer main was not inspected and the condition is currently unknown, although it may require rehabilitation as well as it is expected to be of the same installation era.

Figure 2: Example Hole in VCP

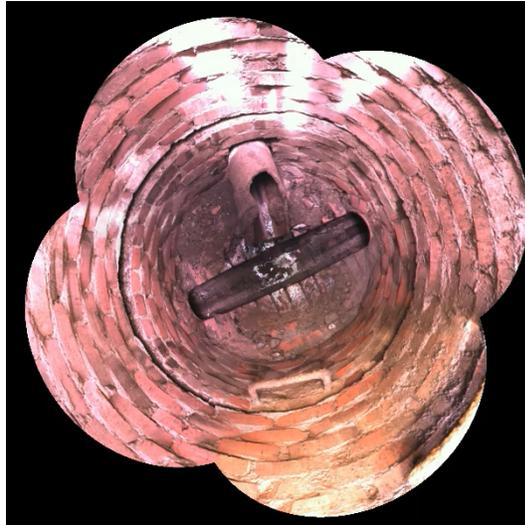


Figure 3: Example VCP Fracture





**Figure 4: Example Manhole Barrel Fracture**



**Western Avenue – Route 202 Intersection to Mayo Road**

The sewer system along this section of Western Avenue appears to have been constructed as part of the Interceptor and Collector Sewers Contract 3 around 1981 and consists of precast concrete manholes and PVC pipe. Piping and manholes were generally in good condition with isolated issues, including infiltration at break-in taps (services installed after installation) and grease deposits. The manhole closest to the Mayo Road Pump Station showed some surface damage, indicating a possible corrosion issue typical of hydrogen sulfide gas formation. Other manholes had poorly-formed inverts resulting from new mains being cut in and one manhole showed evidence of a leaking barrel joint.

**Main Road North – South of Western Avenue Intersection**

The sewer main and manholes along this section of Main Road North is some of the oldest in the Hampden system and in poor condition. Piping consists of vitrified clay pipe (VCP) and manholes are constructed of brick. There are numerous structural pipe failures, holes, root growth, and active infiltration throughout this section of sewer main. Several of the manholes also have structural failures with barrel fractures, missing brick, and active infiltration. Grease deposition has been a known issue in this section of sewer as it serves several restaurants, exacerbated by intruding service laterals and root obstruction. Figures 5 through 7 show examples of these issues from the sewer inspection.

Replacement of this section of sewer was previously identified as part of Priority Area 4 in previous sewer rehabilitation planning efforts. The remainder of Priority Area 4 was replaced in a project completed in 2015.

Figure 5: Example Hole in VCP

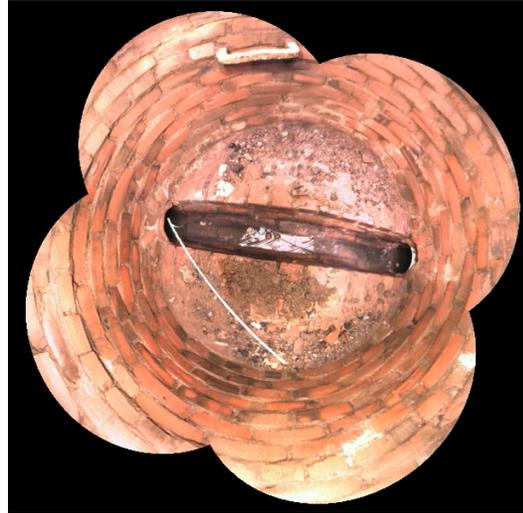


Figure 6: Example Root Intrusion





**Figure 7: Example I/I Evidence of Gravel in Sewer**



## **Improvement Recommendations**

### **Route 1A – Reconstruction Project Area**

The condition of sewer main and manholes was generally in good condition throughout the Route 1A reconstruction project, except for the section of sewer constructed of AC main and barrel-block manholes. There are several significant deficiencies in the AC pipe and in the manhole structures, which are barrel-block construction and exhibited evidence of I/I from damage block and mortar joints. The type and condition of each sewer lateral along this section of AC main is not known, although one appears to be PVC based on the tap connection. There are approximately seven services connected to the approximately 1,800 feet of sewer main within the MDOT project area.

Two barrel-block manholes and approximately 180 feet of AC main are located outside of the MDOT project area.

We recommend the following actions:

- Replacement of all barrel-block manholes within the MDOT project area and replacement and/or rehabilitation of the two barrel-block manholes outside of the MDOT project area.
- Replacement of non-PVC service laterals along the AC main section within the MDOT project area.
- Lining repair of all existing AC main to restore its structural integrity and seal infiltration sources. This can occur after the MDOT project is complete.

A summary cost estimate for these recommendations is provided in Table 2 and a more detailed estimated is included as an attachment.

The full impacts of the scheduled MDOT road reconstruction project have not been evaluated as part of the scope of this report and will be assessed as part of Task Order 16 and presented separately from this report.



### **Western Avenue – Main Road North to Route 202 Intersection**

The condition of sewer along this section of Western Avenue warrants full replacement due to its poor condition.

We recommend the following:

- Replacement of all gravity sewer and service laterals along Western Avenue.
- Replacement of gravity sewer and service laterals on Dewey Street to minimize future disruption.
  - We recommend replacement through open-cut installation within the road right-of-way to occur in advance of or concurrent with the scheduled road rehabilitation project.

For the purposes of this evaluation, we have assumed that the Town will conduct a stand-alone project. However, approaching it as a project concurrent with the road reconstruction project will minimize paving costs on Western Avenue, although the Town will be subject to local cost sharing. A summary total project cost estimate for this Work is provided in Table 2 and a more detailed estimated is included as an attachment.

### **Western Avenue – Route 202 Intersection to Mayo Road**

The sewer system along Western Avenue extending west from the Route 202 intersection does not require significant rehabilitation. Impacts from paving projects (overlay or mill and fill-type projects) are typically minimal and do not require structure replacement or grade adjustment.

We recommend addressing deficiencies noted in the inspections such as replacement of broken manhole covers, reconstruction of manhole inverts for proper drainage, and sealing of manhole joints where infiltration is apparent. We also recommend addressing infiltration occurring at lateral taps by excavating and replacing, injection-grouting, or otherwise repairing the leaking tap connections prior to paving activities along Western Avenue.

No cost estimate is provided for this Work as it does not require significant capital investment.

### **Main Road North – South of Western Avenue Intersection**

The condition of sewer along this section of Western Avenue warrants full replacement due to its poor condition. We recommend replacement through open-cut installation within the road right-of-way.

As this area is scheduled for water main replacement in 2018 by the Hampden Water District, we recommend that the Town coordinate sewer replacement to minimize overall construction impacts. We do not recommend scheduling this work to occur while the MDOT Route 1A reconstruction project is in progress due to the combined impact of construction projects on the Route 1A corridor. Pavement and sidewalk restoration will be required for this project due to the location of the sewer. Coordination water main and sewer replacement

A summary total project cost estimate for this Work is provided in Table 2 and a more detailed estimated is included as an attachment.



## Summary

Summaries of the sewer main and manhole inspection results are included as Attachment 1 and Attachment 2, respectively. This is intended to provide a quick reference to the type of sewer and overall condition until a more comprehensive reporting system is adopted by the Town.

The estimated total project cost for each recommendation, including contingency, engineering, and construction administration services, is provided in Table 2. Detailed estimates are included as Attachments 3 and 4 for each respective project.

**Table 2: Summary Cost Estimate**

Project Area	Estimated Cost
Main Road North/Rt. 1A – Old County Road to Hillside Drive Sewer Rehabilitation	\$442,000 (Partial estimate and does not include all costs associated with Rt. 1A project)
Western Avenue – Main Road North to Route 202 Intersection	\$754,000
Main Road North – South of Western Avenue	\$635,000

We trust the information provided within this letter is useful to the Town for budget planning. We would be happy to continue our work with the Town to prioritize the improvements discussed in this letter and to assist with implementation. If you have any questions or concerns, please don't hesitate to contact me at 207-945-5105 or via email at [kcorbeil@woodardcurran.com](mailto:kcorbeil@woodardcurran.com).

Sincerely,

WOODARD & CURRAN

Kyle Corbeil, P.E.  
Technical Manager

KMC/jeh

cc: Jim Wilson, P.E. – Woodard & Curran

PN: 213302.17

ATTACHMENT 1  
MAIN SUMMARY



CLIENT Town of Hampden  
PROJECT Sanitary Sewer Inspection Review

1 MERCHANTS PLAZA  
SUITE 501  
BANGOR, MAINE 04401  
TEL.(207) 945-5105

DESIGNED BY KMC DATE 1/9/2018  
CHECKED BY \_\_\_\_\_ DATE \_\_\_\_\_  
PROJECT NO. 0213302.17

Project Area	Upstream MH	Downstream MH	Location	Pipe Material	Pipe Diameter	Pipe Length	Structural					Operations & Maintenance					Sum		Overall Index	Quick Rating	Notes
							1	2	3	4	5	1	2	3	4	5	Structural	O & M			
DOT Rt. 1A Reconstruction and Bridge Replacement 2018/19	MN3008	MN3009	Main Rd N	PolyVinyl Chloride	10	221.4											0	0			No issues
	MN3009	MN3010	Main Rd N	PolyVinyl Chloride	12	259											0	0			No issues
	MN3010	MN3011	Main Rd N	PolyVinyl Chloride	12	241.5											0	0			No issues
	MN3011	MN3012	Main Rd N	PolyVinyl Chloride	12	228.8											0	0			No issues
	MN3012	MN3013	Main Rd N	PolyVinyl Chloride	12	258.9											0	0			No issues
	MN3013	MN3014	Main Rd N	PolyVinyl Chloride	12	251.4											0	0			No issues
	MN3014	MN3015	Main Rd N	PolyVinyl Chloride	12	219.6											0	0			No issues
	MN3015	MN3016	Main Rd N	PolyVinyl Chloride	12	42.4									4		0	4	4.0	4100	Camera underwater
	MN3016	MN3017	Main Rd N	PolyVinyl Chloride	12	95.1											0	0			No issues
	MN3017	MN3018	Main Rd N	PolyVinyl Chloride	12	46.5											0	0			Heavy cleaning required to clear obstruction
	MN3019	MN3020	Main Rd N	PolyVinyl Chloride	8	101.6			2								2	0	2.0	2100	Large joint offset
	MN3020	MN3021	Main Rd N	PolyVinyl Chloride	8	421.6											0	0			No issues
	MN3021	MN3022	Main Rd N	PolyVinyl Chloride	8	347.5			2					2			2	2	2	2200	Sag near MN3021
	MN3023	MN3024	Main Rd N	PolyVinyl Chloride	8	164.9			2								2	0	2	2100	Crack in PVC at 248 ft
	MN3022	MN3023	Main Rd N	PolyVinyl Chloride	8	370.9											0	0			
	MN3024	MN3025	Main Rd N	PolyVinyl Chloride	8	168.8			2					2			2	2			Sag at 161.3 ft
	MN3025	MN3026	Main Rd N	PolyVinyl Chloride	8	341			6					6			6	6	2	2600	Multiple sags, high water
	MN3026	MN3027	Main Rd N	PolyVinyl Chloride	8	357.3			14					14			14	14	2	2A00	Multiple sags, high water
	MN3027	MN3028	Main Rd N	PolyVinyl Chloride	8	175.8			6					6			6	6	2	2600	Multiple sags, pipe indented from backfill
	MN3028	MN3029	Main Rd N	PolyVinyl Chloride	8	174.1											0	0			
	MN3029	MN3030	Main Rd N	PolyVinyl Chloride	8	261.8											0	0			
	MN3030	MN3031	Main Rd N	PolyVinyl Chloride	8	253.5											0	0			
	MN3031	MN3032	Main Rd N	PolyVinyl Chloride	8	254											0	0			
	MN3032	MN3033	Main Rd N	PolyVinyl Chloride	12	37.9											0	0			
	MN3033	MN3034	Main Rd N	PolyVinyl Chloride	12	152.4											0	0			
	MN3034	MN3018	Main Rd N	PolyVinyl Chloride	12	156.2									4		0	4	4	4100	High water level from Sou. PS backwater
	MN3018	SOUPS	Main Rd N	Ductile Iron Pipe	15	75.3									4		0	4	2	2200	Grease deposits
																	0	0			
		MN1001	MN1002	Main Rd N	Asbestos Cement	8	200.8										10	0	5	5200	Holes in pipe at 1.4 ft and 157 ft (concrete filled?)
		MN1002	MN1003	Main Rd N	Asbestos Cement	8	212.2								4		0	4	2	2200	Deposits/gravel/concrete, intruding tap
		MN1003	MN1004	Main Rd N	Asbestos Cement	8	193.6										0	0			Chip in pipe bell
		MN1004	MN1005	Main Rd N	Asbestos Cement	8	200.5										0	0			Patch repair
		MN1005	MN1006	Main Rd N	Asbestos Cement	8	246.7								2	3	5	5	3.3	5131	Holes in pipe, infiltration weeper, roots
		MN1006	MN1007	Main Rd N	Asbestos Cement	8	227.8								4		0	4	2	2200	Roots, chip in pipe bell, small diam. Lateral (2")
	MN1007	MN1008	Main Rd N	Asbestos Cement	8	232.5								2		5	2	3.5	5121	Holes in pipe, infiltration weeper	
	MN1008	MN1009	Main Rd N	Asbestos Cement	8	255.3			2					2		2	2	2	2200	Surface spalling	
	MN2001	MN2002	Main Rd N	PolyVinyl Chloride	8	169.2										0	0				
	MN2002	MN2003	Main Rd N	PolyVinyl Chloride	8	256.4										0	0				
	OC1000	MN2004	Old County Rd	Polyethylene	8	251.7								4	8	0	12			Infiltration runner, defective breakin tap, high water level	
	MN2004	MN2005	Main Rd N	PolyVinyl Chloride	8	303.9										0	0				
	MN2005	MN2006	Main Rd N	PolyVinyl Chloride	8	177.1										0	0				
	MN2006	MN2003	Main Rd N	PolyVinyl Chloride	8	197.9										0	0				

**ATTACHMENT 1  
MAIN SUMMARY**

Project Area	Upstream MH	Downstream MH	Location	Pipe Material	Pipe Diameter	Pipe Length	Structural					Operations & Maintenance					Sum		Overall Index	Quick Rating	Notes	
							1	2	3	4	5	1	2	3	4	5	Structural	O & M				
DOT Rt. 1A Paving Project Main Road North South of Western Ave	MN3002	MN3003	Main Rd N	Vitrified Clay Pipe	8	244.2		2					20	6			2	26	2.2	322A	Several infiltration weepers, roots	
	MN3001	MN3002	Main Rd N	Vitrified Clay Pipe	8	255.2	1		12		10		1		12	4		23	17	3.1	5241	Pipe fracture, holes in pipe, roots
	MN3003	MN3004	Main Rd N	Vitrified Clay Pipe	8	262.5		8					6	16	39	4		8	65	2.3	413A	Numerous infiltration points and roots
	MN3004	MN3005	Main Rd N	PolyVinyl Chloride	8	288.1		2						2				2	2	2	2200	Sag
	MN3005	MN3006	Main Rd N	Vitrified Clay Pipe	8	42.3								26				0	26	2	2A00	Intruding services, numerous infiltration weepers
	MN3006	MN3007	Main Rd N	Vitrified Clay Pipe	8	221		6						18				6	18	2	2A00	Grease-coated lateral, attached deposits, sags
	MN3007	MN3008	Main Rd N	PolyVinyl Chloride	10	31.1												0	0			
DOT Western Ave Sidewalk Construction and Paving Project	WS1001	WS1002	Western Ave	PolyVinyl Chloride	8	420.3											0	0				
	WS1002	WS1003	Western Ave	PolyVinyl Chloride	8	423.6											0	0				
	WS1003	WS1004	Western Ave	PolyVinyl Chloride	8	382.4											0	0				
	MAY011	WS1004	Western Ave	PolyVinyl Chloride	8	67.6											0	0				
	WES001	WES002	Western Ave	PolyVinyl Chloride	8	303											0	0				
	WES002	WES003	Western Ave	PolyVinyl Chloride	8	395.8											0	0				
	WES003	WES004	Western Ave	PolyVinyl Chloride	8	298.8											0	0				
	WES004	WES005	Western Ave	PolyVinyl Chloride	8	194.5											0	0				
	WES005	WES006	Western Ave	PolyVinyl Chloride	8	173.9											0	0				
	WES006	WES007	Western Ave	PolyVinyl Chloride	8	374.3									4		0	4	4	4100	Infiltration runner at break in tap at 281 ft	
WES007	WES008	Western Ave	PolyVinyl Chloride	8	243.9								2			0	2	2	2100	Infiltration weeper at break in tap at 32 ft		
WES008	WES009	Western Ave	PolyVinyl Chloride	8	167											0	0					
WES009	WES010	Western Ave	PolyVinyl Chloride	8	396.4								2			0	2	2	2100	Grease deposits		
BACTS Western Ave Reconstruction	WES011	WES012	Western Ave	Vitrified Clay Pipe	8	220.9		4	15	8	15		4				42	4	3.3	5342	Multiple pipe fractures, infiltration weepers, holes in pipe	
	WES012	WES013	Western Ave	Vitrified Clay Pipe	8	220			33	4	15		6				52	6	3.2	5341	Multiple pipe fractures, infiltration weepers, holes in pipe	
	WES013	WES014	Western Ave	Vitrified Clay Pipe	8	152.8			18		5		12				23	12	2.7	5136	Pipe cracks and fractures, large holes in pipe, lateral full of debris	
	WES014	WES015	Western Ave	Vitrified Clay Pipe	8	250.7	1	2	30	4	35		6				72	6	3.3	5741	Pipe cracks and fractures, multiple holes in pipe	
	WES015	WES016	Western Ave	Vitrified Clay Pipe	10	43.5			3	4			2				7	2	3	4131	Pipe fracture, obstacle in pipe (repaired)	
	WES016	WES017	Western Ave	Vitrified Clay Pipe	10	231.1		10	36	8	50		10				104	10	3.3	5A42	Pipe cracks and fractures, multiple holes in pipe	
	WES017	MN3007	Western Ave	Vitrified Clay Pipe	10	245.2			24	8	55		2				87	2	3.8	5A42	Pipe cracks and fractures, multiple holes in pipe	
No Project																0	0					
	MN1009	MN1010	Main Rd N	Asbestos Cement	8	160.1					5		4				5	4	3	5122	Hole in pipe, concrete deposits, infiltration	
	MN1010	MN1011	Main Rd N	Asbestos Cement	8	18.9	2										2	0	1	1200	Joint offset at AC/PVC connection, 22 elbows	
	MN1011	MN1012	Main Rd N	PolyVinyl Chloride	8	214.4											0	0				
	MN1012	MN1013	Main Rd N	PolyVinyl Chloride	8	335.9											0	0				
	MN1013	MN1014	Main Rd N	PolyVinyl Chloride	8	287.2		2						2			2	2				Sag
	MN1014	MN1015	Main Rd N	PolyVinyl Chloride	8	329.4											0	0				
	MN1016	MN1015	Main Rd N	PolyVinyl Chloride	8	368.3											0	0				Backfill indent on pipe
	MN1016	INT000	Main Rd N	PolyVinyl Chloride	8	55.4	1										1	0	1	1100	Joint partially separated at Fernco, outside drop	
INT100	INT101	Main Rd N	Ductile Iron Pipe	21	254.8								12			0	12	2.9	3026			
INT101	INT102	Main Rd N	Ductile Iron Pipe	21	195								6			0	6	2.9	3F23	Surface corrosion, infiltration weeper		

**ATTACHMENT 2  
MANHOLE SUMMARY**



CLIENT Town of Hampden  
PROJECT Sanitary Sewer Inspection Review

1 MERCHANTS PLAZA  
SUITE 501  
BANGOR, MAINE 04401  
TEL.(207) 945-5105

DESIGNED BY KMC DATE 01/09/2018  
CHECKED BY \_\_\_\_\_ DATE \_\_\_\_\_  
PROJECT NO. 0213302.17

Project Area	Manhole Number	Location	In Pavement	Grade to Invert Depth (ft)	Structural Rating					Operations & Maintenance Rating					Sum	Overall	Manhole Rating	LoF	Condition Notes			
					1	2	3	4	5	1	2	3	4	5						Structural	O & M	
DOT Rt. 1A Reconstruction and Bridge Replacement 2018/19	MN3008	Main Road North at Western Ave	Yes	9.7	3						7					3	7	10	1.0	2.0	Precast, installed in 2014, infiltration stain at joint	
	MN3009	Main Road North	Yes	8.33	3						5	2				3	7	10	1.1	2.1	Precast, installed in 2014, infiltration weeper at grade ring joint	
	MN3010	Main Road North	Yes	10.17	3						6					3	6	9	1.0	1.9	Precast, installed in 2014, infiltration stain at joint	
	MN3011	Main Road North	Yes	7.58	3						6					3	6	9	1.0	1.9	Precast, installed in 2014, infiltration stain at joint	
	MN3012	Main Road North at Elm Street	Yes	7.83	3						7					3	7	10	1.0	2.0	Precast, installed in 2014	
	MN3013	Main Road North	No	5.5	3						8					3	8	11	1.0	2.0	Precast, installed in 2014	
	MN3014	Main Road North	No	4.25	3						6					3	6	9	1.0	1.9	Precast, installed in 2014	
	MN3015	Main Road North at CSO PS	No	7.41	3						7					3	7	10	1.0	2.0	Precast with inlet from 12" Interceptor and CSO PS	
	MN3016	Main Road North at CSO PS	No	5.5	3						6					3	6	9	1.0	1.9	Precast with inlet from CSO tank overflow	
	MN3017	Main Road North	No	3.83	3						6					3	6	9	1.0	1.9	Precast	
	MN3018	Main Road North at Sou. PS	No	4.91	3						6					3	6	9	1.0	1.9	Precast, inlet to Sou. PS	
	MN3019	Main Road North																				Not inspected
	MN3020	Main Road North	No	8.17	3						6					3	6	9	1.0	1.9	Precast, installed in 2006	
	MN3021	Main Road North	No	7.08	3						6					3	6	9	1.0	1.9	Precast, installed in 2006	
	MN3022	Main Road North	Yes	7.91	3						6					3	6	9	1.0	1.9	Precast, installed in 2006	
	MN3023	Main Road North	No	7.08	3	4					5					7	5	12	1.2	2.2	Precast, installed in 2006, cracked barrel section	
	MN3024	Main Road North at _____	No	8.17	3						8					3	8	11	1.0	2.0	Precast, installed in 2006	
	MN3025	Main Road North	Yes	10.33	3						5					3	5	8	1.0	1.8	Precast, installed in 2006	
	MN3026	Main Road North	Yes	12	3						5					3	5	8	1.0	1.8	Precast, installed in 2006	
	MN3027	Main Road North	Yes	9.75	3						5					3	5	8	1.0	1.8	Precast, installed in 2006	
	MN3028	Main Road North	No	8.42	3						5					3	5	8	1.0	1.8	Precast, installed in 2006	
	MN3029	Main Road North	Yes	8.17	3						6					3	6	9	1.0	1.9	Precast, installed in 2006, misaligned inlet/channel	
	MN3030	Main Road North	Yes	7.83	3						5					3	5	8	1.0	1.8	Precast, installed in 2006	
	MN3031	Main Road North	Yes	7.17	3						5					3	5	8	1.0	1.8	Precast, installed in 2006	
	MN3032	Main Road North	No	7	3						6					3	6	9	1.0	1.9	Precast, installed in 2006	
	MN3033	Main Road North	No	10	3						7					3	7	10	1.0	2.0	Precast, installed in 2006, 4 way 12"	
	MN3034	Main Road North	No	3.17	3		3				6					6	6	12	1.2	3.1	Precast, installed in 2006, frame offset	
	MN1001	Main Road North at Old County Road	No													0	0	0				Not inspected
	MN1002	Main Road North	No	6.9	3		3				6					6	6	12	1.2	3.1		Barrel block, small break in pipe invert opening
	MN1003	Main Road North	No	6	3						6					3	6	9	1.0	1.9		Barrel block, poor invert condition
	MN1004	Main Road North	No	5.5	3		3				6					6	6	12	1.2	3.1		Barrel block, missing mortar, poor invert condition
	MN1005	Main Road North	No	6	4		3	4			6					11	6	17	1.4	4.1		Offset frame, barrel block, missing mortar, poor invert condition
	MN1006	Main Road North	No	6	3						6					3	6	9	1.0	1.9		Barrel block, missing mortar, break in pipe invert
	MN1007	Main Road North	No	6.3	3		3				6					6	6	12	1.2	3.1		Barrel block, missing mortar, break in pipe invert
MN1008	Main Road North at Carriage Lane	No	7.58	4			4			7	2				8	9	17	1.3	4.1		Barrel block, missing mortar, break in pipe invert	
MN2001	Main Road North	No	5.67	3						5					3	5	8	1.0	1.8		Precast	
MN2002	Main Road North	Yes	6.67	3						6					3	6	9	1.0	1.9		Precast	
MN2003	Main Road North	Yes	6.75	3						7	2		5		3	14	17	1.4	5.1		Precast, leaking insert cover	
MN2004	Main Road North	No	6.9	3						6					3	6	9	1.0	1.9		Precast	
MN2005	Main Road North	No	6	3						7					3	7	10	1.0	2.0		Precast, debris on shelf and in invert from 4" lateral	
MN2006	Main Road North at Frances Drive	No	7.4	3						6					3	6	9	1.0	1.9		Precast, roots from bottom joint, poorly formed invert from Frances Drive	
OC1000	Old County Road	Yes	5.08	3					5	6					8	6	14	1.4	5.1		Precast, installed in 2015, frame offset	

**ATTACHMENT 2  
MANHOLE SUMMARY**

Project Area	Manhole Number	Location	In Pavement	Grade to Invert Depth (ft)	Structural Rating					Operations & Maintenance Rating					Sum		Manhole Rating	LoF	Condition Notes				
					1	2	3	4	5	1	2	3	4	5	Structural	O & M				Overall			
DOT Rt. 1A Paving Project Main Road North, South of Western Ave	MN3001	Main Road North																	Not inspected				
	MN3002	Main Road North	Yes	7.67	3				4						7	6	13	1.3	4.1	Brick manhole, fractured grade ring			
	MN3003	Main Road North at Weatherbee School	Yes	9.75	3										3	10	13	1.2	2.2	Brick manhole, infiltration weepers, gravel deposits on bench, lateral inlet without drop			
	MN3004	Main Road North	Yes	7.33	3			3							6	8	14	1.3	3.1	Brick manhole, displaced brick in grade ring, gravel deposits on bench			
	MN3005	Main Road North	Yes	6.9	3										3	6	9	1.0	1.9	Brick manhole, gravel deposits on bench			
	MN3006	Main Road North	Yes	8.17	3										7	2	12	1.1	2.1	Brick manhole, infiltration weeper at joint, 4" lateral without drop pipe			
	MN3007	Main Road North																		Not inspected			
MDOT Western Ave Sidewalk Construction and Paving Project	MAY011	Western Ave at Mayo Road	No	8.4	3	4									5		7	5	12	1.2	2.2	Precast, surface damage to concrete barrel sections, possible H2S issue	
	WS1001	Western Ave	No	6	3										7		3	7	10	1.0	2.0	Precast, Mayo PS discharge, may be mislabeled, should be WES1001?	
	WS1002	Western Ave	No	8.08	3										6		3	6	9	1.0	1.9	Precast, Two unsupported pipe drop laterals	
	WS1003	Western Ave	No	7.41	2										7	2	2	9	11	1.1	2.1	Precast	
	WS1004	Western Ave	Yes	10.75	3										7		3	7	10	1.0	2.0	Precast	
	WES1001	Western Ave	No	4.5	3										6		3	6	9	1.0	1.9	Precast	
	WES1002	Western Ave	No	6.17	2				4						6	2	6	8	14	1.4	4.1	Precast. Broken cover	
	WES1003	Western Ave	Yes	7.5	1			3							6	2	3	11	15	1.5	3.2	Break in pipe invert, invert/bench modified	
	WES1004	Western Ave	No	6.83	3										6		3	6	9	1.0	1.9	Precast	
	WES1005	Western Ave	No	5.83	3										7		3	7	10	1.0	2.0	Precast, incorrectly labeled pipe sizes???	
	WES1006																0	0	0				Not inspected
	WES1007																0	0	0				Not inspected
	WES1008	Western Ave	No	6.58	3										6	2	3	8	11	1.1	2.1	Precast, infiltration weeper at joint, cut in invert	
WES1009	Western Ave	No	11.75	3										7		3	7	10	1.0	2.0	Precast, unusual invert		
WES1010																						Not inspected	
BACTS Western Ave Reconstruction	WES1011	Western Ave	Yes	6	3			3							7		6	7	13	1.2	3.1	Brick manhole, issue with chimney	
	WES1012	Western Ave	Yes	6.33	3	8									7		11	7	18	1.3	2.4	Brick manhole, cracks in barrel, infiltration stain	
	WES1013	Western Ave	Yes	7.41	3										6		3	6	9	1.0	1.9	Brick manhole	
	WES1014	Western Ave	Yes	6.75	3										5		3	5	8	1.0	1.8	Brick manhole	
	WES1015	Western Ave at Dewey St	Yes	7.91	3			6							5		9	8	17	1.5	3.3	Brick manhole, large fractures in wall, missing brick, unusual invert in from Dewey	
	WES1016	Western Ave																					Not inspected
	WES1017	Western Ave	Yes	7.83	3			6							7		9	7	16	1.3	3.2	Brick manhole, large fractures in wall, missing brick	
	WES1017A	Western Ave at Main Road North	Yes	7.33	3										6		3	6	9	1.0	1.9	Brick manhole	
No project	MN1009	Main Road North	No	7	3										7		3	7	10	1.0	2.0	Concrete riser cone over barrel block, break in pipe invert	
	MN1010	Main Road North at Mountain View Drive	No	7.08	4			3							6	4	7	10	17	1.3	3.1	Barrel block, missing mortar, break in pipe invert, poor invert condition, infiltration weeper	
	MN1011	Main Road North	Yes	7.4	3										7		3	7	10	1.0	2.0	Precast, installed in 2009	
	MN1012	Main Road North at Hillside Drive	Yes	8.4	3										6		3	6	9	1.0	1.9	Precast, installed in 2009	
	MN1013	Main Road North	Yes	7.4	3										6		3	6	9	1.0	1.9	Precast, installed in 2009	
	MN1014	Main Road North	Yes	7.4	3										6		3	6	9	1.0	1.9	Precast, installed in 2009	
	MN1015	Main Road North	Yes	7.17	3										6		3	6	9	1.0	1.9	Precast, installed in 2009	
	MN1016	Main Road North at Patterson Street	Yes	7.75	3										7		3	7	10	1.0	2.0	Precast, installed in 2009	
No Project	INT000	Main Road North at Patterson St.	No	16.5	3										8		3	8	11	1.0	2.0	Precast	
	INT100	Main Road North	No	5.4	3										5		3	5	8	1.0	1.8	Precast	
	INT101	Main Road North	Yes	9.08	3										6		3	6	9	1.0	1.9	Precast	
	INT102	Main Road North	Yes	10	3										6		3	6	9	1.0	1.9	Precast	



**COMMITMENT & INTEGRITY  
DRIVE RESULTS**

T 800.426.4262  
T 207.945.5105

1 Merchants Plaza, Suite 501  
Bangor, Maine 04401  
www.woodardcurran.com

**TOWN OF HAMPDEN - SANITARY SEWER REPLACEMENT**

**ATTACHMENT 3**

**WESTERN AVE - BACTS RECONSTRUCTION PROJECT**

**OPINION OF PROBABLE COST**

January 2018

Bid Item	Description	Unit	Estimated Quantity	Unit Price	Value
<b>OPINION OF PROBABLE COST</b>					
1	Administration	LS	1	\$ 28,000	\$ 28,000
2	Excavation of Unsuitable Materials	CY	50 *	\$ 50	\$ 2,500
3	Select Backfill	CY	50 *	\$ 50	\$ 2,500
4	Rock Excavation	CY	50 *	\$ 200	\$ 10,000
5	Pavement Repair - Town Roads, Driveways & Sidewalks	SY	700	\$ 80	\$ 56,000
6	Pavement Repair - State Roads, Driveways & Sidewalks	SY	1,300	\$ 120	\$ 156,000
7	Open Cut Main Replacement - Western Avenue	LF	1,370	\$ 150	\$ 205,500
8	Open Cut Main Replacement - Dewey Street	LF	400	\$ 150	\$ 60,000
9	Four Foot Diameter Pre-Cast Manhole - Western Avenue	EA	8	\$ 6,000	\$ 48,000
10	Four Foot Diameter Pre-Cast Manhole - Dewey Street	EA	1	\$ 6,000	\$ 6,000
<b>Total Estimated project cost</b>					<b>\$580,000</b>
<b>15% Contingency</b>					<b>\$87,000</b>
<b>15% Admin, Engineering &amp; Construction Admin Services</b>					<b>\$87,000</b>
<b>Total + Contingency</b>					<b>\$754,000</b>



**COMMITMENT & INTEGRITY  
DRIVE RESULTS**

T 800.426.4262  
T 207.945.5105

1 Merchants Plaza, Suite 501  
Bangor, Maine 04401  
www.woodardcurran.com

**TOWN OF HAMPDEN - SANITARY SEWER REPLACEMENT**

**ATTACHMENT 4**

**MAIN ROAD NORTH - SOUTH OF WESTERN AVE (REMAINING PORTION OF PRIORITY AREA #4)**

**OPINION OF PROBABLE COST**

January 2018

Bid Item	Description	Unit	Estimated Quantity	Unit Price	Value
<b>OPINION OF PROBABLE COST</b>					
1	Administration	LS	1	\$ 24,000	\$ 24,000
2	Excavation of Unsuitable Materials	CY	50 *	\$ 50	\$ 2,500
3	Select Backfill	CY	50 *	\$ 50	\$ 2,500
4	Rock Excavation	CY	50 *	\$ 200	\$ 10,000
5	Pavement Repair - Town Roads, Driveways & Sidewalks	SY	200	\$ 80	\$ 16,000
6	Pavement Repair - State Roads, Driveways & Sidewalks	SY	1,500	\$ 120	\$ 180,000
7	Asphalt Curb	LF	960	\$ 12	\$ 11,600
8	Open Cut Main Replacement	LF	1,320	\$ 150	\$ 198,000
9	Four Foot Diameter Pre-Cast Manhole	EA	7	\$ 6,000	\$ 42,000
<b>Total Estimated project cost</b>					<b>\$487,000</b>
<b>15% Contingency</b>					<b>\$74,000</b>
<b>15% Admin, Engineering &amp; Construction Services</b>					<b>\$74,000</b>
<b>Total + Contingency</b>					<b>\$635,000</b>

\* Indeterminate Quantity



**COMMITMENT & INTEGRITY  
DRIVE RESULTS**

T 800.426.4262  
T 207.945.5105

1 Merchants Plaza, Suite 501  
Bangor, Maine 04401  
www.woodardcurran.com

**TOWN OF HAMPDEN - SANITARY SEWER REPLACEMENT**

**ATTACHMENT 5**

**MAIN ROAD NORTH - MDOT ROUTE 1A RECONSTRUCTION PROJECT**

**OPINION OF PROBABLE COST**

January 2018

Bid Item	Description	Unit	Estimated Quantity	Unit Price	Value
<b>OPINION OF PROBABLE COST</b>					
1	Administration	LS	1	\$ 31,000	\$ 31,000
2	Excavation of Unsuitable Materials	CY	50 *	\$ 50	\$ 3,000
3	Select Backfill	CY	50 *	\$ 50	\$ 3,000
4	Rock Excavation	CY	50 *	\$ 200	\$ 10,000
5	Pavement Repair - Town Roads, Driveways & Sidewalks	SY	200	\$ 80	\$ 16,000
6	Pavement Repair - State Roads, Driveways & Sidewalks	SY	100	\$ 120	\$ 12,000
7	Open Cut Main Replacement	LF	20	\$ 150	\$ 3,000
8	Trenchless Main Replacement	LF	1,950	\$ 90	\$ 176,000
9	Four Foot Diameter Pre-Cast Manhole	EA	10	\$ 6,000	\$ 60,000
10	Manhole grade adjustment	EA	30	\$ 800	\$ 24,000
<b>Total Estimated project cost</b>					<b>\$340,000</b>
<b>15% Contingency</b>					<b>\$51,000</b>
<b>15% Admin, Engineering &amp; Construction Services</b>					<b>\$51,000</b>
<b>Total + Contingency</b>					<b>\$442,000</b>

January 5, 2017



Sean Currier, Public Works Director  
Town of Hampden  
106 Western Avenue  
Hampden, ME 04444

Re: Souadabscook Sewer Pump Station and Force Main Review

Dear Sean:

The following is our summary review of the Souadabscook Sewer Pump Station (PS-2) and force main review per Task Order #13. We reviewed potential impacts from the upcoming Maine Department of Transportation (MDOT) Grist Mill Bridge replacement, including force main replacement and effects on pump station operation. The Grist Mill Bridge project is currently on the 2017/2018 MDOT Work Plan, along with a road rehabilitation project extending from Western Avenue to Mountainview Drive. The following tasks were included in the review:

1. Research PS and force main as-built drawings, pump model and flow curve, operational records;
2. Confirm existing conditions via site visit;
3. Perform hydraulic calculations to evaluate force main replacement;
4. Review necessity for pumping modifications if applicable;
5. Produce summary memo with findings; and
6. Develop budgetary cost estimate for force main replacement.

On June 1, 2016, Woodard & Curran (W&C) visited the Souadabscook Sewer Pump Station, located at the Hampden Water District office on Main Road North. We collected equipment information and other site-specific information.

We consulted with the Bangor Wastewater Department, who provides sewer pump station maintenance services for the Town, and Sargent Corporation, who installed the replacement force main in 2006. We also consulted with the MDOT and their bridge design consultant, T.Y. Lin International Group, regarding the new Grist Mill Bridge design and potential impacts on the utilities.

This is not intended to be a comprehensive review of the Souadabscook Sewer Pump Station for planning purposes or preliminary engineering for pump station upgrades. We have provided recommendations regarding a comprehensive pump station review later in this report.

## **Background**

The force main crossing the Grist Mill Bridge was originally installed around 1982 as part of Interceptor Sewer Contract 1 and extends from the Souadabscook PS to the vicinity of Chickadee Lane and Sunrise Lane, where it discharges to a 20-inch ductile iron gravity sewer main. The overall length is approximately 4,040 feet based on the As-Built drawings. The Contract 1 As-Built drawings, dated February 1983, detail the original pipe as 8-inch diameter Permastran, which was an epoxy-fiberglass wrapped plastic pipe. It is not clear if the entire length of this main was Permastran, ductile iron, or other typical pressure pipe material.



The force main was partially replaced in 2006 by Sargent Corporation in conjunction with a gravity sewer replacement project, with replacement extending from the intersection of Dudley Road north to the gravity sewer transition. Per the Sargent project manager, Sean Milligan, the replacement section consisted of 12-inch diameter pressure-rated PVC (AWWA C900 pipe trademarked as Blue Brute by JM Eagle). This replacement section length is approximately 3,600 feet and did not include the section between the pump station and Dudley Road intersection. We do not have drawings for the replacement project and have relied on Town and Contractor information.

The connection point between the new 12-inch diameter pressure PVC pipe and the original force main in the Dudley Road intersection consists of a valved pipe manifold that was used to connect both the replacement force main and bypass piping to the remaining 8-inch diameter force main. Per Sargent Corporation, the valved manifold is thought to remain in place with the bypass piping end capped and gate valve operators buried.

The 8-inch diameter force main crosses the Grist Mill Bridge as a buried installation between the road surface and the concrete structure with foam board insulation above and below the pipe, although exact construction details were not available on the As-Built drawings. Discussions with the MDOT indicate that there is 3-7 feet of soil over the existing bridge concrete beam. The force main otherwise appears to be typical of buried pipe installation practices.

A 12-inch diameter PVC gravity sewer main also crosses the bridge parallel to the force main, connecting the sewer service area along Coldbrook Road and Main Road North to the Souadabscook Pump Station. Installation of this pipe appears to be similar to the force main, running approximately 155 feet between manholes with a slope of 0.024.

The pump station consists of two Fairbanks-Morse 5400 series vertically mounted split case solids handling pumps. A pump data sheet obtained from Fairbanks-Morse is attached for reference. One pump is active and controlled by the single variable frequency drive (VFD) with constant level control, but can also be operated as a start/stop pump station based on high and low wet well level. The pumps are rotated in operation, but the VFD cannot be taken offline.

**Table 1: Existing Pump Data**

<b>Manufacturer</b>	Fairbanks Morse
<b>Installation Year</b>	1983
<b>Model/Size</b>	B5434 4x8 inch
<b>Stages/RPM</b>	Single stage 1770 rpm
<b>Impeller</b>	13.65 inch
<b>Rated Flow</b>	800 gpm @ 188 ft TDH
<b>Motor</b>	75 HP



## Evaluation

We were able to conduct a preliminary review of the hydraulic conditions using the information referenced previously. However, we were not able to directly assess the pump or force main hydraulic performance due to the lack of suction and discharge pressure gauges. The gauge taps for Pump #2 appear to have broken off and have not been repaired. Properly functioning pressure gauges and maintenance records of their readings allow an assessment of pumping conditions, particularly regarding changes in pump performance and force main flows.

At the time of the site visit, the Pump #2 speed was approximately 72% and cycling on and off based on wet well level. Based on the assumption that the pump is operating according to its published pump curve, the resulting flow rate is approximately 250-300 gpm, which is near the minimum allowable flow for that pump model. The calculated pumping capacity for the current pump arrangement and piping configuration (8-inch pipe and 12-inch pipe) is 1,600 gpm, although the actual capacity is likely limited by the motor horsepower as well as pump and pipe condition. The installed pump motor is rated for 75 HP and the full capacity of the pump exceeds that value. The capacity prior to force main replacement was approximately 980 gpm.

Force main sizing is generally dictated by minimum and maximum flow velocities to ensure that flows are adequate to maintain solids in suspension while not requiring excessive pump horsepower and power consumption. Generally, raw wastewater force mains should maintain a pipe velocity of 2 feet/second, provided that the pumping system generates a peak velocity of at least 3.5 feet/second each day to suspend settled material. The table below summarizes the current flow conditions and design parameters for the existing force main.

**Table 2: Force Main Summary**

Parameter	Typical Design Velocity	Estimated Flow	Estimated Forcemain Condition	
			8-inch	12-inch
Minimum	2 ft/sec	250 gpm*	1.6 ft/sec	0.8 ft/sec
Daily Maximum	3.5 ft/sec		Not recorded 700 gpm required	Not recorded 1,230 gpm required
Peak	8 ft/sec	1,600**	9.2 ft/sec	5.1 ft/sec

\* Estimated from current model pump curve.

\*\*Estimated capacity using hydraulic calculations, not field-verified.

As the table illustrates, the minimum velocity in both force main sections are below typical design values, although the velocity in the 12-inch section is less than one half the typical design condition. It is unclear if the Daily Maximum Velocity condition is achieved for either pipe section on a daily basis.

Force mains are typically designed with peak velocities up to 8 feet per second to limit headloss and power consumption. We estimated that the velocity at peak pump capacity in the 8-inch pipe exceeds this value, while the 12-inch pipe remains well below.

We evaluated using 12-inch diameter pipe for the full length of the force main and a small increase in capacity from 1,600 gpm to approximately 1,700 gpm was calculated. The relatively short length of 8-inch main has a minimal effect on overall headloss and pump power consumption.



A 20-inch diameter ductile iron gravity sewer conveys flow from the pump station force main north toward the Bangor Wastewater Treatment Plant. The minimum slope of this line is 0.0006 feet/feet per the 1983 As-Built drawings. We estimated the capacity of this 20-inch sewer main as approximately 1,400 gpm. It appears that the existing pump station capacity exceeds the capacity of the 20-inch diameter receiving gravity sewer. Any increases to the pump station capacity are likely to require additional gravity sewer capacity.

The following is a list of other observations and conditions noted at the time of our visit:

1. Pump installation date of 1983 indicates 33 years of use. The typical guidance for replacing pumping equipment is 20 years unless regular maintenance and rehabilitation allows otherwise. Similarly, valves, piping, and electrical equipment may also require replacement due to age or to meet current code requirements.
2. Pump #2 exhibited noticeable vibration during operation, indicative of an out-of-balance condition, motor bearing issue, or other mechanical problem. The Bangor Wastewater staff were asked about this vibration and they stated that it has been ongoing for a significant amount of time without noticeably affecting operation.
3. The piping and concrete support in the stilling well installed in 1996 is severely corroded. This piping serves to contain effluent in the structure and prevent air entrainment from affecting the pump suction lines.
4. Water level in the upstream manhole (located in the grass swale adjacent to Main Road North) was near the pipe crown during relatively dry conditions. This appears to be primarily a result of backwater effect upstream of the grinder station, but does presents a risk of clogging in the gravity line due to inadequate velocity.
5. The access hatch to the north wet well has a failed hinge and did not operate properly.
6. There do not appear to be any wet well tank vents. Any vents should be equipped with odor control canisters.

## Recommendations

We recommend that the Town replace the existing force main from the Souadabscook PS to Dudley Road in conjunction with the MDOT bridge project and that the pipe remain 8-inch diameter for the following reasons:

- The pumping capacity is consistent with that required of an 8-inch diameter force main.
- The receiving gravity sewer is limited to near the current estimated pumping capacity.
- The Town's permitted discharge volume and peak rate are limited.
- A larger size diameter results in low pipe velocity and risk of solids deposition and clogging.
- The additional pumping capacity and reduction in power consumption resulting from using a larger diameter force main are minor.

The replacement of the existing 12" PVC gravity sewer main will also be required as the bridge design will not allow the current installation method.

Due to the presence of ledge and pipe elevation requirements, it does not appear feasible to attempt to install the sewer utility piping to the immediate north or south of the bridge as buried piping. The Hampden



Water District has buried water main river cross to the north of the bridge, although this piping is not subject to the requirements of pressure or gravity sewer installation.

The MDOT and their design consultant have indicated that the bridge will be a traditional steel or concrete beam design without any soil cover over the bridge deck. This requires a specialized type of pipe utility installation using pipe supports, insulation, expansion joints, and heat-tracing to prevent freezing of the pipe contents. The replacement bridge span will be longer than the existing span, with approximately 115 feet compared to the existing approximately 50 feet.

The bridge is intended to be replaced in its entirety in one operation, which means that the existing bridge and utilities will be completely removed to accommodate construction of the new bridge. The MDOT intends to request a road closure for this work, extending from 30-90 days during the summer, therefore no temporary bridge structure is planned. This method of construction will require bypass sewage pumping for the gravity sewer main and a temporary sewer force main installation during this outage, and until the new utilities are installed and ready for use.

A budgetary cost estimate has been provided as an attachment. The estimate assumes the following:

- Replacement of full length of 8-inch force main between pump station and Dudley Road intersection.
- Replacement of 12-inch gravity sewer main between manholes spanning the bridge (approximately 155-feet based on As-Built drawings).
- Temporary bypass pumping is required for the gravity sewer.
- Temporary piping is required for the sewer force main.
- Town is responsible for trench width pavement repair only where it affects driveways due to concurrent MDOT road rehabilitation project.
- Town is not responsible for roadway concrete base repair.
- Installation requires a supported bridge crossing design (i.e. supported from the bridge structure and not buried).

There is a significant amount of variability in the cost of a supported bridge crossing system, depending a great deal on the bridge configuration and materials of construction. We have prepared the attached estimated project cost breakdown using costs associated with recent steel I-beam and concrete beam bridge crossing construction methods. The estimated project cost resulting from the use of a suspended bridge crossing, including engineering, construction administration, part time inspection, and contingency, is approximately \$493,500 to \$777,000, depending on the type of design and support system requirements.

As noted previously, we recommend a comprehensive pump station evaluation be conducted as part of a Preliminary Engineering Design prior to the implementation of any significant pump station modifications. The following is an example of Preliminary Engineering scope items related to long-term planning for the pump station, capacity, and sewer collection system impacts:

1. Assess current wastewater flows using available records.
2. Identify potential for infiltration/inflow removal and impacts on pump station operation.



3. Assess pump design, capacity, operation strategy, wet well configuration, electrical system, and control system.
4. Assess the hydraulic profile of the existing pump station and modify to reduce pipe surcharging.
5. Present upgrade options for review and evaluation.
6. Identify permitting requirements.
7. Prepare Design Basis Memorandum identifying the intended scope of upgrades and preliminary cost estimate for final design, construction, and contingency costs.
8. It is understood that infiltration and inflow (I/I) continue to affect the entire collection system. In addition to the current program of sewer main replacement, we recommend that the Town consider additional efforts at identifying and eliminating I/I.

We recommend that the Town allow for a Preliminary Engineering Design budget of \$15,000 based on the scope presented. We can provide a detailed scope and budget for this work at your request.

We trust the information provided within this letter is useful to the Town for budget planning. We would be happy to continue our work with Town to prioritize the improvements discussed in this letter and to assist with implementation. If you have any questions or concerns, please don't hesitate to contact me at 207-945-5105 or via email at [kcorbeil@woodardcurran.com](mailto:kcorbeil@woodardcurran.com).

Sincerely,

WOODARD & CURRAN

A handwritten signature in blue ink, appearing to read 'Kyle Corbeil'.

Kyle Corbeil, P.E.  
Project Engineer

KMC/eap

cc: Jim Wilson, P.E. – Woodard & Curran

PN: 213302.00 013

**SEE PAGE 2 FOR TEST BEFORE IMPELLER TRIM**

*US Motor, R2110855*

DATE ENTERED <b>4-19-82</b>	DATE PROMISED <b>153</b>	DATE SHIPPED <b>5-26-83</b>	MOTOR S/N <b>9302556-662 R2110636</b>	PUMP SERIAL NO. <b>K3J1-060314</b>
CUSTOMER'S NAME <b>BRECIA CONSTRUCTION CO. (HAMPDEN, MAINE)</b>			CUSTOMER P.O. <b>LETTER 4-9-82</b>	<b>THRU</b>
BUILD <b>2</b> PUMPS ON THIS ORDER AND <b>0</b> OTHER PUMPS ON THIS ORDER		SPEC. WRITER <b>R.VANKIRK 1-6-83</b>	CHECKER	<b>K3J1-060314-1</b>

PUMP DESCRIPTION		GENERAL	OPERATING CONDITIONS		SPECIAL INSTRUCTIONS
SIZE <b>4x8</b>	DIS. POS. <b># 13</b>	SUCTION PROJ.	GPM <b>800</b>	TDH <b>188</b>	<b>300-350 BHN SLEEVE, BRONZE SEAL</b>
FIGURE NO. <b>B5434</b>	<b>36</b>	DISCH. PROJ.	SUCTION LIFT SUCTION HEAD	CERTIFIED CURVES <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	<b>HOUSING &amp; GLAND, SS IMP. &amp; CAS RINGS,</b>
PUMP FITTING <b>IF</b>	ROTATION <b>CCW</b>	TUBE PROJ.	PUMP RPM <b>1770 (F/L)</b>	MTR. S.F. <b>1.15</b>	<b>SS IMP. CAPSCREW &amp; WASHER, MECH SEAL</b>
CURVE NO. <b>Cksj1-060314</b>	GUARANTEE <b>(YES) 61%</b>	SUCTION SIZE <b>8"</b>	MTR. HP <b>75</b>	MTR. TYPE <b>RV-9</b>	<b>FILTER, SS GLAND BOLTS, THERMOSWITCH</b>
SHIP ASSEMBLED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	DISCH. SIZE <b>4"</b>	IMPELLER <b>T4DIAQ</b>	DIA. OR "b" DIM. <b>14.03M</b>	DATE PUMP TESTED	<b>MOUNTED ON VOLUTE</b>
DRIVER MOUNTED BY <b>FACTORY CUSTOMER</b>	MIN. END PLAY	SOLD OVERLOAD YES NO	SP GRAVITY	TESTED BY	<b>NOTE: SEE SPECIAL INSTR. PAGE 2</b>
SETTING PLAN <b>SK3J1-060314</b>	SPECIAL AND VARIABLE PARTS ON THIS ORDER				<b>SPARE PARTS PAGE 8</b>

**REF- T4DIB**  
**DYN BAL & POLISH & COAT IMP.**

QUANTITY	SYMBOL	MATERIAL	LEVEL CODE	PRODUCT CODE	DESCRIPTION	REFERENCE	LINE
2	993	9906	F		FENWALL THERMOSWITCH SERIES 32400	"A" STATE	
2 (SETS)	993	9906	F		MINIATURE CONTROLS (TO MOUNT ON VOLUTE) RONNINGEN & PETER ISO-RING PRESSURE INSTRUMENT PROTECTORS w/ASHCROFT #1379 4 1/2 0-60 PSI GAGES. (1 SET INCLUDES (1) 4" SUCT. & (1) 8" DISCH PROTECTOR w/GAGE)		
2	993	9906	F		U.S. ELECTRIC 75HP 1800RPM 3/60 460 VOLT WP-1 VCC CORROSION PROTECTION, A16 SS SHAFT, WINDING THERMOSTATS, w/HYD6ZD2 SHAFT EXTENSIONS		
1	993	9906	F		ROBICON VFD CONTROL SYSTEM INCLUDES FRT & STARTUP/TRAINING OF 1 TRIP NOT TO EXCEED 5 DAYS	"B" STATE	



COMMITMENT & INTEGRITY  
DRIVE RESULTS

One Merchants Plaza | Suite 501  
Bangor, Maine 04401  
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T 800.564.2333  
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F 207.945.5492

TOWN OF HAMPDEN  
SOUADABSCOOK SEWER PUMP STATION FORCEMAIN AND SEWER REPLACEMENT  
PRELIMINARY COST ESTIMATE  
PROJECT NO. 213302  
December 28, 2016

Preliminary Estimate							
				Steel I-beam Bridge Design		Concrete Beam Bridge Design	
No.	Description	Unit	Estimated Quantity	Unit Price	Value	Unit Price	Value
1	Administrative (5% of Subtotal)	LS	1	\$15,000.00	\$15,000.00	\$25,000.00	\$25,000.00
2	Rock Excavation*	CY	10	\$200.00	\$2,000.00	\$200.00	\$2,000.00
3	Excavation Below Normal Grade*	CY	25	\$30.00	\$750.00	\$30.00	\$750.00
4	Select Backfill*	CY	25	\$30.00	\$750.00	\$30.00	\$750.00
5	Provide 8" Class 52 Ductile Iron Forcemain	LF	335	\$100.00	\$33,500.00	\$100.00	\$33,500.00
6	Provide Forcemain Bridge Crossing	LS	1	\$80,000.00	\$80,000.00	\$180,000.00	\$180,000.00
7	Provide 12" SDR 35 Gravity Sewer Pipe	LF	50	\$140.00	\$7,000.00	\$140.00	\$7,000.00
8	Provide Gravity Sewer Bridge Crossing	LS	1	\$100,000.00	\$100,000.00	\$200,000.00	\$200,000.00
9	Provide 2" Rigid Insulation	LF	200	\$5.00	\$1,000.00	\$5.00	\$1,000.00
10	Bituminous Pavement Repair	SY	25	\$140.00	\$3,500.00	\$140.00	\$3,500.00
11	Test Pits	EA	2	\$1,000.00	\$2,000.00	\$1,000.00	\$2,000.00
12	Testing Allowance	ALLOW	1	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
13	Temporary Bypass Pumping	LS	1	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00
14	Temporary Forcemain Piping	LS	1	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00
<b>CONSTRUCTION SUBTOTAL</b>					<b>\$322,500.00</b>		<b>\$532,500.00</b>
ENGINEERING, CONSTRUCTION ADMIN, PART TIME INSPECTION, CONTINGENCY (35%)					\$112,900.00		\$186,400.00
<b>TOTAL</b>					<b>\$435,400.00</b>		<b>\$718,900.00</b>

## Form of Motion

I make a motion to recommend to Council to rescind the authority for cutting, stumping, grinding, and site preparation at the Lura Hoyt Pool site as expressed in the motion and vote of October 3, 2016, but to retain authorization for permitting for additional parking, potential recreational facilities and associated infrastructure.

**Town of Hampden**  
106 Western Avenue  
Hampden, Maine 04444



4-C

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

## **Request for Proposals – DRAFT**

### Engineering and Permitting Services for Municipal Building and Pool Site

The Town of Hampden seeks consulting services for engineering and permitting for expanded parking, recreational facilities, and stormwater infrastructure for the Town-owned site at 106 and 146 Western Avenue which includes the Municipal Building, the Lura Hoit Pool, athletic fields and undeveloped land. The Post Office site is owned by the Town but is subject to a multi-year lease for use as the Post Office. The Town has been advised that DEP will consider the Post Office in its review of a Site Location of Development Permit. With that included, the parcel has ~3 acres of impervious surface so will require Maine DEP Site Location of Development Act (SLODA) permitting to add any new parking or other impervious surface.

Required permitting also includes local Site Plan Review before the Hampden Planning Board. Based on schematic planning in 2017, and 2016 mapping of regulated natural resources on site, it is not anticipated that Natural Resources Protection Act (NRPA) and Army Corps of Engineers permits will be required. If additional permitting is found to be needed, this would be addressed through an amendment to project scope and budget based on advance agreement to terms.

A public planning process undertaken in 2017 produced a schematic plan for additional parking and stormwater facilities to serve existing site uses, and potential long-term site development including additional multi-purpose recreational fields, associated parking, practice space, walking trails, out buildings and other infrastructure (“potential full build plan”). The planning process also produced a schematic plan of a “parking-only” phase with additional parking to serve the existing uses on the site, and the Town Council Services Committee’s nearer-term intent is to only proceed with construction of this initial phase.

The Town Council’s Services Committee intends to bring the potential full build plan through DEP and local permitting, including engineering required to do so, with the intent to then bid out the permitted parking-only plan for construction. Therefore the engineering for only the parking-only phase would be advanced to construction drawings upon completion of prior scope tasks.

Engineering and permitting for either plan would include all stormwater infrastructure required to secure permitting, including (for SLODA) new or modified stormwater infrastructure related to existing development on the site.

Schematic plans and preliminary cost estimates prepared during the 2017 work are attached.

The Town invites proposals from qualified engineers. Submittals shall include:

- 1) A statement of qualifications for all personnel who would be assigned to the project, including all prior experience preparing plans for SLODA approvals.
- 2) Based on review of existing project materials (online at \_\_\_\_\_), a proposed scope of work including proposed schedule, staffing plan (i.e. estimated labor hours and cost per

Town of Hampden Request for Proposals:  
Engineering and Permitting Services for Municipal Building and Pool Site

task), and use of sub-contractors (if any). Proposed scope of work shall be responsive to the Scope of Work included herein, and include add/alternate scope items if the vendor believes they will be or may become necessary to secure required permitting. Likewise, proposals should specify if there are items included in this RFP's Scope of Work that the bidder believes are or may be unnecessary to achieve the Town's objectives.

- 3) A proposed minimum budget, including underlying assumptions (billing rates; personnel hours; number of meetings, public meetings, and public hearings (for Site Plan Approval); direct expenses, etc.), including whether work is proposed on a lump sum or a time and materials basis. The proposal shall also include a Not-to-Exceed amount.
- 4) A statement of any assumptions the proposal relies upon regarding work to be completed by others (Town or its agents); adequacy of base data (i.e. wetlands delineations, site topo, existing schematic plans, pipeline easements, etc.) to secure permitting without additional field survey (other than specified herein); etc.

Prospective bidders are invited to attend a **pre-bid informational meeting on [date TBD], 2018 at [ ] PM** at the Hampden Municipal Building, 106 Western Ave., Hampden, ME.

Prospective bidders may submit questions regarding this RFP to the Town Manager on or before [date TBD] at [ ]. Questions will be answered as received and distributed to all prospective bidders that participate in the pre-bid meeting, or who notify the Town Manager that they wish to be considered a prospective bidder. Verbal responses to questions not submitted in writing will also be written up, with the question, and circulated to prospective vendors.

Sealed bids, clearly marked "Design, Engineering and Permitting Services, Town Building & Pool Site" must be received **no later than [date TBD] at [ ]** addressed to:

Town Manager  
Town of Hampden  
106 Western Avenue  
Hampden, ME 04444

Proposals will be publicly opened at the Hampden Municipal Building Conference Room at that time. A Statement of Bidders Qualifications (Attachment A) must be submitted. All price proposals shall be submitted on the form supplied by the Town (Attachment B). Any proposal received after the date and time of opening will be rejected and returned unopened to the bidder. **Proposals may not be submitted by email.**

Upon review of qualifications and proposals, which is expected to include interviews with two or more vendors, the Town Manager shall recommend a vendor and budget to the Town Council's Finance Committee. The Town Manager's recommendation will be based on:

- 1) Demonstrated successful completion of projects of comparable scope.
- 2) Established competence and experience of proposed project team members.
- 3) History of client satisfaction based on reference checks.
- 4) Proposed schedule including estimated progress before June 1, 2018.
- 5) Ability to provide realistic constructed cost estimates for prevailing wage procurements.
- 6) Proposed compensation terms and budget.

Town of Hampden Request for Proposals:  
Engineering and Permitting Services for Municipal Building and Pool Site

Based on the Town Manager's recommendation, and based on its own review which may, at its option, include Committee interview with two finalist vendors, the Town Council's Finance Committee will make a recommendation to the Town Council. Upon Council authorization to execute a contract and to use budgeted reserve funds, the Town Manager will execute a contract with the selected vendor. The anticipated date of contract award is [date TBD], 2018. Prior to execution of a contract, the vendor must provide proof of workers compensation insurance, and of liability insurance with a \$400,000 minimum coverage, and shall provide a certificate naming the Town of Hampden as additionally insured.

The Town reserves the right to reject any and all proposals, in whole or in part, and to negotiate the terms and conditions with any proposer and to accept any proposal, in whole or in part, which the Town deems, in its sole opinion, to be in the best interest of the Town of Hampden.

Scope of Work:

1. Background Review and Confirmation of Scope.
  - a. Review documents on file with Town related to previous schematic planning, and development and permitting history of the site.
  - b. Participate in scope clarification meeting with representatives of the Town of Hampden. Confirm agreement with applicable permitting requirements as determined based on work completed during the prior phase in 2017 (summary memo attached); or revise if needed with associated contract amendment.
  - c. With Town, participate in SLODA Pre-Application meeting with MaineDEP.
2. Boundary Survey, Detailed Design Development and Preparation of Construction Cost Estimates. After confirming applicable regulatory and permitting requirements, the selected consultant will undertake site engineering as necessary to secure project permitting. Tasks to include but will not necessarily be limited to:
  - a. Provide certified property boundary survey with deed references.
  - b. Provide a soil survey, mapping and Class B report (if needed for DEP permitting).
  - c. Design stormwater management facilities including, if required for permitting, watershed pre- and post-development hydrology modeling and plans, design of drainage structure and channels, and design of treatment and detention features.
  - d. Design as required for permitting all proposed new and upgraded existing parking lots and recreational fields including plan, profile and detail drawings, grading plans, signage/pavement marking plans and lighting plans, as applicable.
  - e. Design and detail utilities including public water and sanitary sewer, if required for permitting. Coordinate with local power and phone utilities and show proposed pole layout, if any. Utility deliverables to include draft specifications with design development drawings.
  - f. Prepare a construction cost estimate for the project, broken down by phases determined in consultation with the Town of Hampden.
  - g. During design development, conduct and facilitate periodic project progress meetings with Town representatives at the Hampden Town Office.
3. Permitting Services.
  - a. Prepare and submit an application for (including all applicable plans, agency letters and exhibits) and facilitate approval of a MaineDEP SLODA Permit.

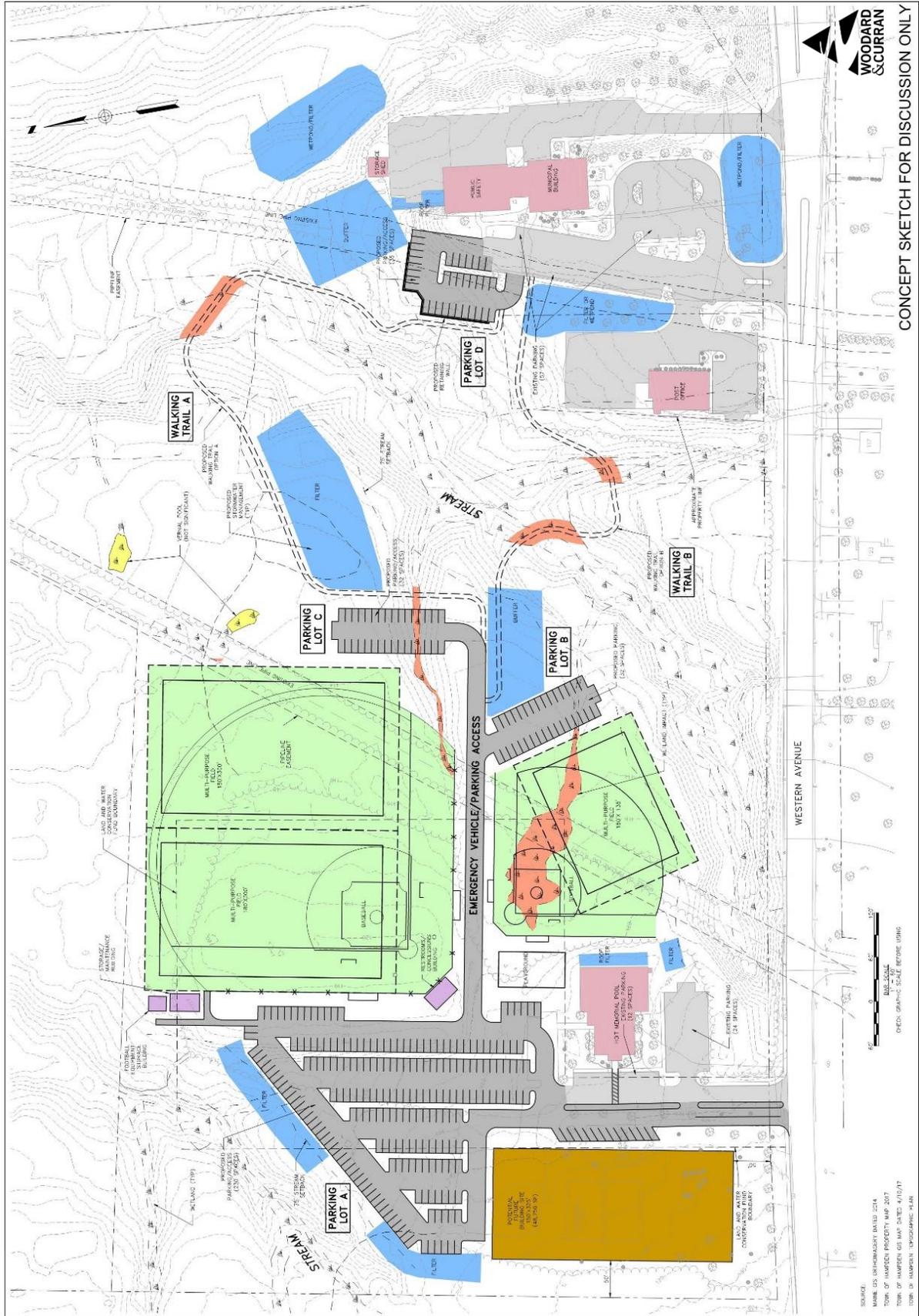
Town of Hampden Request for Proposals:  
Engineering and Permitting Services for Municipal Building and Pool Site

- b. Prepare and submit an application for Site Plan Approval with the Planning Board and attend required meetings or public hearings regarding same.
4. Detailed Design Development and preparation of Contract Documents (for the parking-only phase of the project).
  - a. Prepare contract bid and construction documents consistent with the approved project design. At a minimum the project plan set will include cover sheet, existing conditions, erosion control, layout and materials, grading and drainage, landscape plans, utilities plans, and all related detail sheets. The project manual will include the Town's non-technical requirements (including related to construction timing and/or phasing to minimize disruption of Recreation Department programming on the site) and required technical specifications.
  - b. During the design development phase, attend a minimum of two project team progress meetings.

DRAFT

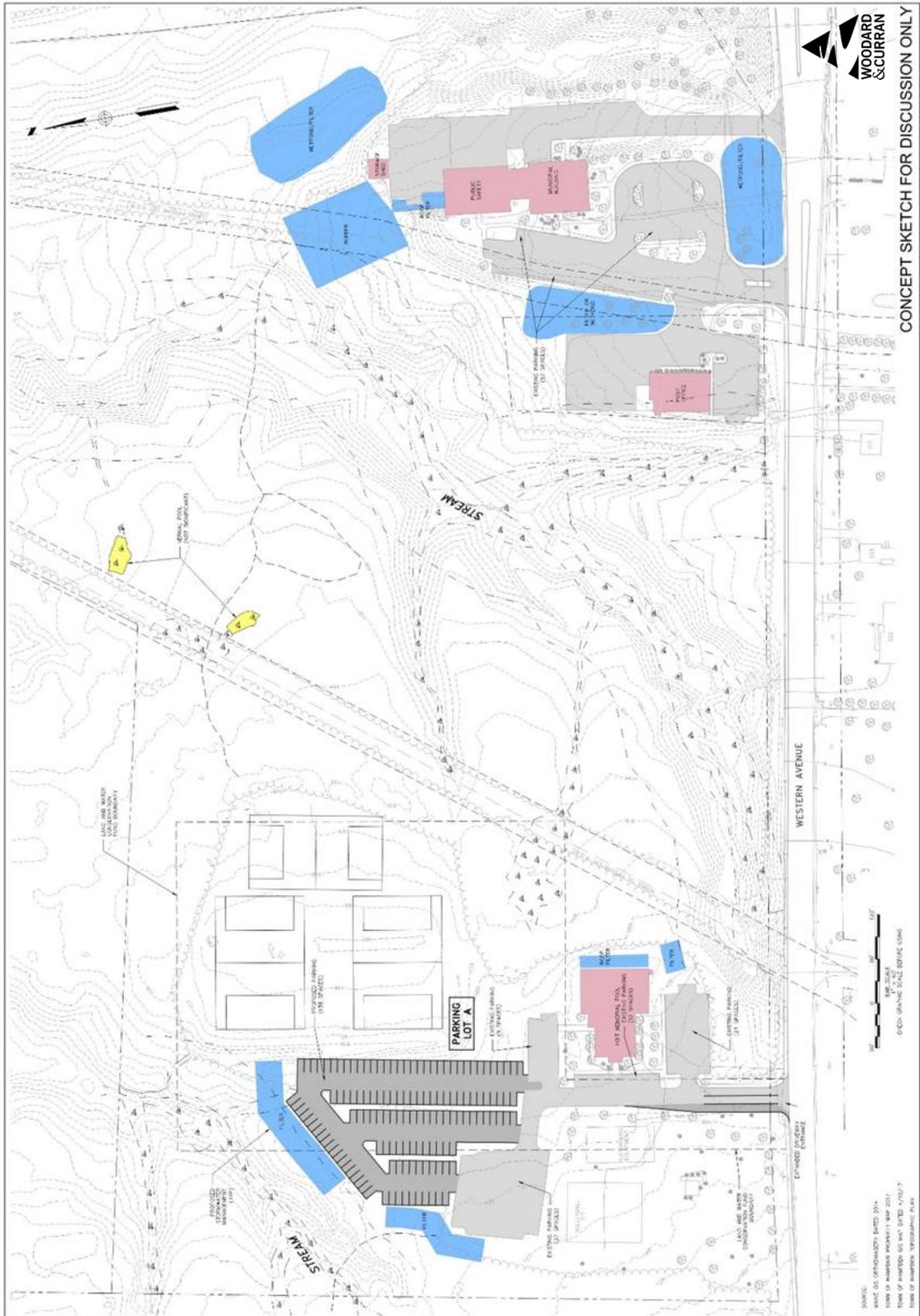
Town of Hampden Request for Proposals:  
 Engineering and Permitting Services for Municipal Building and Pool Site

**EXHIBIT A: "Potential Full Build Plan"**



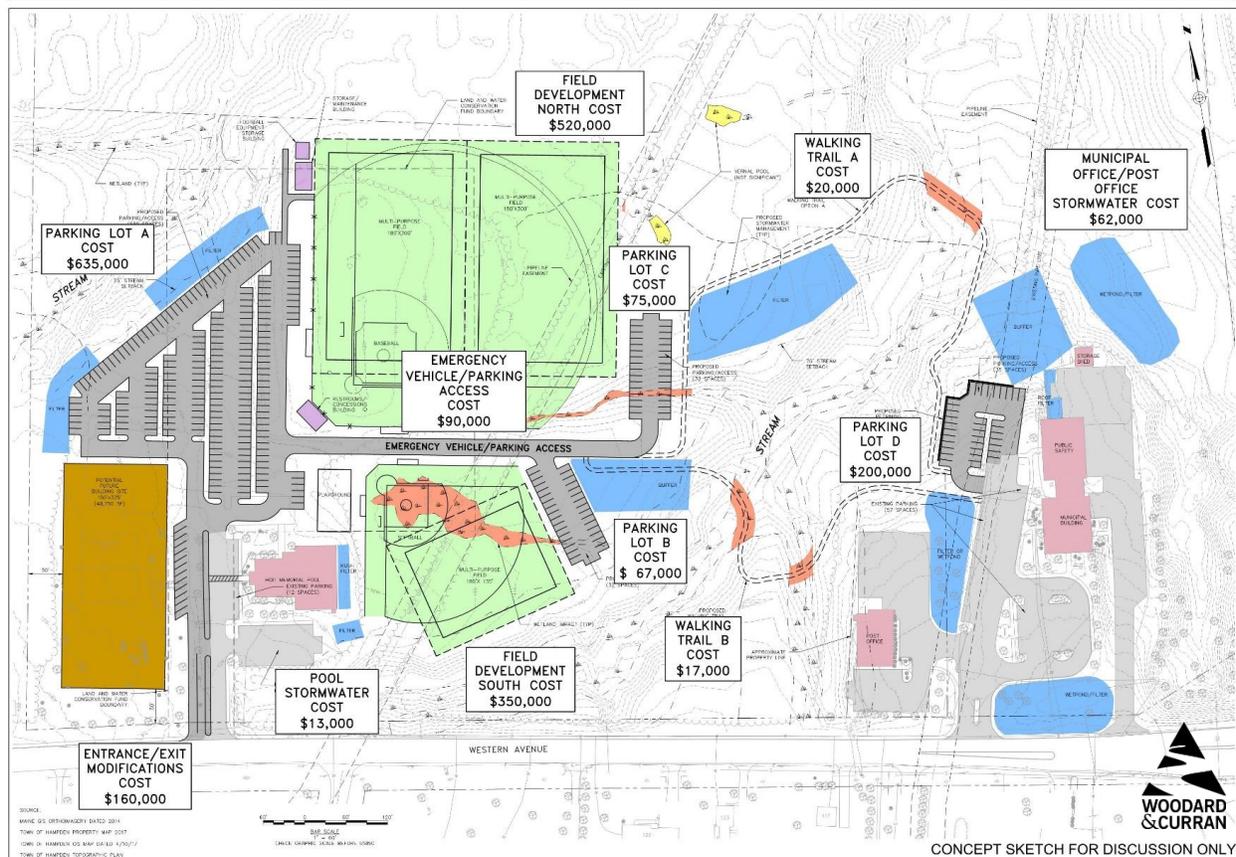
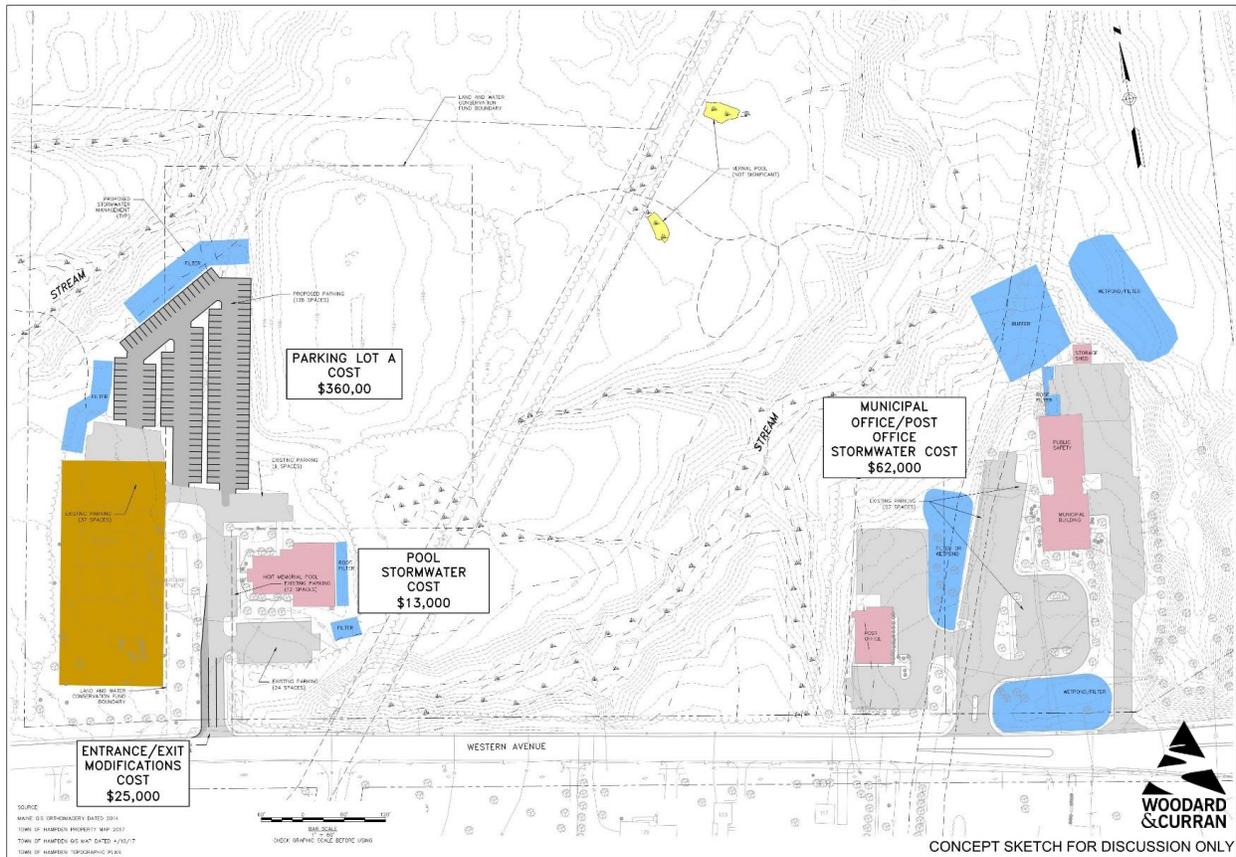
Town of Hampden Request for Proposals:  
Engineering and Permitting Services for Municipal Building and Pool Site

**EXHIBIT B: "Parking-Only Plan"**



Town of Hampden Request for Proposals:  
 Engineering and Permitting Services for Municipal Building and Pool Site

**EXHIBIT C: Phase 1 Consultant Estimated Range of Costs**



## Range of Costs

\$465,000	\$3,000,000
<b>Parking / Entrance Improvements</b>	<b>Complete Build-Out</b>
▪ Parking Lot A \$360k	▪ Parking Expansion \$977k
▪ Entrance Modifications \$25k	▪ Entrance Modifications \$160k
▪ Pool Stormwater Features \$13k	▪ Pool Stormwater Features \$13k
▪ Town Office / Post Office Stormwater Features \$62k	▪ Town Office / Post Office Stormwater Features \$62k
	▪ Emergency/Parking Access \$90k
	▪ Field Development \$870k
	▪ Trails \$37k
	▪ Miscellaneous Improvements \$790k



DRAFT

Town of Hampden Request for Proposals:  
Engineering and Permitting Services for Municipal Building and Pool Site

**EXHIBIT D**

**Phase 1 Consultant Memo Regarding Anticipated Permitting Requirements**

DRAFT



January 8, 2018

Mr. Angus Jennings  
Town Manager  
Town of Hampden  
106 Western Avenue  
Hampden, ME 04444

Re: Municipal Building and Pool Site Improvements – Permitting Review

Dear Angus:

Woodard & Curran has worked with the Town of Hampden to develop numerous conceptual layouts to expand the athletic field capacity at the Town property, which includes the Town offices, Public Safety departments, the building currently leased to the US Postal Service, and the Lura Hoit pool complex.

Based on the conceptual layouts and data gathered during that phase of work, permits for the athletic fields project will be required from the Maine Department of Environmental Protection (DEP), Town of Hampden, and possibly Army Corps of Engineers. Required permits from the DEP will include Site Location of Development (SLOD) and possibly Natural Resources Protection Act (NRPA). In addition, a Planning Board Permit will be required from the Town of Hampden.

Prior development on the Town property has created just under three acres of “non-revegetated” area since 1970, which is the trigger for applicability under the Site Location of Development law (Title 38, Chapter 3, §§ 481-490). The entire site is included in the analysis because all development on the site is considered “common scheme of development”. Meaning, the property is owned by the Town, and the facilities and activities on the site are all related to municipal functions and resources.

Because the Town properties included in this complex are so close to the three-acre trigger for Site Law applicability, the Town and DEP have agreed that any future development on the site will require review of the whole site under Site Law. This review will require that the site meet Chapter 500 Stormwater Standards, and that the SLOD permit application provide the analysis and design details to demonstrate compliance with these standards for both existing and proposed elements of the site.

Depending on the final layout of the new project, including any required stormwater treatment facilities, there could be wetland impact. If there is wetland impact, then permitting under the NRPA rules with the Army Corps of Engineers would be required. Permissible wetland impact could include impact within the vernal pool habitat zones for the two vernal pools mapped on the site. Though neither of these pools is considered significant under DEP jurisdiction, the pools are still under Army Corps jurisdiction. Impacts within 100 feet of the pools will trigger review by the Army Corps.



If you have any questions, please do not hesitate to contact me at 945-5105 or via e-mail at [jwilson@woodardcurran.com](mailto:jwilson@woodardcurran.com).

Sincerely,

WOODARD & CURRAN

A handwritten signature in blue ink that reads "James D. Wilson".

James D. Wilson, P.E.  
Senior Project Manager / Senior Principal

JDW/jeh

PN: 0230786.00



**RUDMAN • WINCHELL**

February 13, 2018

Town Council  
Town of Hampden  
106 Western Avenue  
Hampden, ME 04444

**RE: TOWN MANAGER RECRUITMENT**

Dear Council Members:

This letter is to provide a proposed budget and scope of work to assist the Hampden Town Council in recruiting and hiring a new Town Manager.

**Scope of Work:**

- As soon as possible meet with the Town Council to determine the qualifications and characteristics they would like in their new manager. We will also meet separately with the Department Heads to solicit their ideas.
- Advertising the Position – it is our understanding that the Town Manager's office will prepare and post the advertisements for the position through MMA, ICMA, and various other public sector listservs. We will be happy to assist with this if needed.
- Serve as the point of contact for applicants and prospective applicants. RudmanWinchell will maintain records of all applicants and provide them to the Town's Human Resource Officer as part of the project closeout.
- Screen applicants via resume review and telephone interviews and prepare a list of an estimated five to six applicants for first round interviews. Rudman Winchell will be responsible for sending letters to those candidates not granted an interview.
- Prepare first round interview questions for discussion with the Council.
- Prepare second round interview questions for discussion with the Council.
- Moderate first and second round interviews with Council.
- Coordinate the logistics of applicant visits including arranging lodging if needed.
- Organize and participate in a "meet and greet" with the final two candidates.
- Organize and participate in a tour of the Town of Hampden.
- Prepare and execute an employment contract with the selected candidate.

Rudman Winchell Fee: \$ 7,500

Additional costs may include:

- Advertising in the local newspapers
- Advertising on statewide or national job listing sites
- Hotel and travel accommodations for the final two candidates

I will be assisted in this effort by Michelle Beal, our Firm Administrator/COO, formerly the City Manager for the City of Ellsworth.

In the event the actions described herein do not result in the hiring of Town Manager, Rudman Winchell will repeat the process for ½ of the fee for services in this agreement.

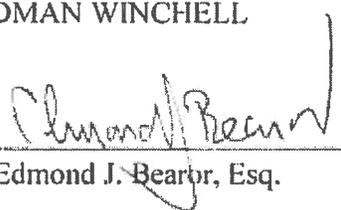
Please let me know if you have any questions or concerns.

Very truly yours,

Seen and Agreed

RUDMAN WINCHELL

TOWN OF HAMPDEN

By: 

Edmond J. Bearor, Esq.

By: \_\_\_\_\_

Angus Jennings, Town Manager  
Hereunto duly authorized

**Current Account Status**

**G 3-733-00 RESERVE ACCT / WAGE STUDY**

-10,621.20 = Beg Bal  
0.00 = Adjust

-22,408.00 = YTD Net  
0.00 = YTD Enc

-33,029.20 = Balance

Per	Jrnl	Check	Date	Vendor-----	Description-----	RCB / Type		Debits	Credits
09	0247		09/25/17		09/25/2017 C/R	R	CR	0.00	25,000.00
12	0473	1909	12/13/17	00481 TOWN OF HAMP	TO OFFSET COST OF P/T EMP	R	AP	2,592.00	0.00
<b>Totals-</b>								<b>2,592.00</b>	<b>25,000.00</b>

**Monthly Summary**

Month	--Regular Entries--		--Balance Entries--	
	Debits	Credits	Debits	Credits
September	0.00	25,000.00	0.00	0.00
December	2,592.00	0.00	0.00	0.00
<b>Totals</b>	<b>2,592.00</b>	<b>25,000.00</b>	<b>0.00</b>	<b>0.00</b>

## HAMPDEN TOWN COUNCIL RULES

**Introduction & Statement of Purpose** - Public Service, even at the local level, can be challenging. As elected officials' sphere of influence and relationship with citizens ebbs and flows according to issues and policy topics, it is sometimes challenging for said officials to be even-handed and broad minded in the sense of the whole community. This is why government service at all levels is guided by core values and ethical standards. In keeping with that idea, the following defines the way in which Hampden elected officials shall approach the matters that come before them: *(Added 2/1/2016)*

### A Simple Three Way Test

Is it the truth?

Is it fair to all concerned?

Will it be beneficial for the Town?

### The Hampden Councilor...

Will not act out of spite, bias, or favoritism

Will contribute to a climate of mutual trust and respect

Has the courage of his/her convictions

Never forgets that he/she is working for the people – all of the people

Will understand and demonstrate the elements of teams and teamwork

Will clearly define roles and relationships

Will establish and abide by a Council-staff partnership

And will allocate Council time and energy appropriately.

1. The Town Council shall only act by ordinance, order, or resolve. All ordinances, orders, and resolves shall be confined to one subject, which shall be clearly expressed in the title. All orders and resolves shall be dated, numbered, and signed by the Town Clerk and the Town Councilors will receive a copy. No action of the Council shall be binding or valid unless adopted by the majority vote of those present. *(Amended 9/19/2016)*
2. In all motions of command, the form of expression shall be 'ordered' and in all motions concerning principles, facts, or purposes, the form shall be 'resolved'.
3. The name of the Council member or other person, persons, or group requesting an item on the agenda will be indicated on the agenda with the said item.
4. As a matter of courtesy, conduct for all Council and Committee meetings shall be as follows:
  - a. Cell phones shall be silenced during Council & Committee meetings by Town Councilors, staff, and the general public.
  - b. Councilors and staff shall refrain from texting or emailing during all Council or Committee meetings.

when a motion of reconsideration is decided, that vote shall not be reconsidered.

12. When any member is about to speak, they shall respectfully address the Mayor, confine themselves to the question under debate, and avoid personalities. No member speaking shall be interrupted by another but by a call to order, or to correct a mistake.
13. Every member present, when a question is put, shall give their vote, unless the Council, for special reasons, shall excuse them. Application to be so excused must be made before debate on the issue and the decision on the application shall be made by a majority vote of the council without debate.
14. The rules cannot be dispensed with or suspended if one or more members of the council shall object. No rule or order shall be amended or repealed without notice, in writing, being given at the preceding meeting.
15. Any person wishing to address the Town Council will be given the opportunity to do so in accordance with the following procedure:
  - a. Persons wishing to address the Council on an item which appears on the agenda shall wait until the Mayor announces the consideration of such item, at which time they may address the Council on that particular item. There shall be a five minute limit on such comments per person, per item. In the event that a large number of persons wish to speak on an issue, this limit may be changed to insure that all who wish to speak have the opportunity to do so. Once public comment on an item has closed and a motion and second has been made by members of the Town Council, further public comment is only allowed if approved by a unanimous vote of the Town Council.
  - b. Any person wishing to address the Council on an item not appearing on the agenda shall be allowed to do so only in that section of the agenda referred to as "Public Comments". There shall be a five minute limit on such comments per person per subject raised. Items heard during Public Comment may be agendaed for a subsequent meeting or referred to a Committee or staff member for discussion/action. No votes may be taken by the Council on a subject raised during Public Comment without a vote by the Council to set aside the rules and add it to the regular agenda for consideration.
  - c. Any person wishing to address the Council shall signify their desire by raising their hand and, when recognized by the Mayor, such person shall thereupon request permission to address the Council, giving their name and the name of the road on which they live and then designating the subject matter on which they desire to address the Council. *(Amended 2/1/2016)*
16. At the commencement of the Calendar year, or as soon thereafter as possible, there shall be chosen the following Committees, each Committee to consist of three (3) or four (4) members of the Council as the Mayor may designate, or, upon a motion, the Council may ballot. *(Amended 2/1/2016)*

21. Special meetings of the Town Council may be scheduled for other dates for special purposes. The agendas for such meetings shall be posted at the Post Office, Town Office, Town Bulletin Board, on the Town website, no less than 72 hours in advance of the meeting (unless an emergency meeting is needed for the purpose of dealing with an unanticipated Town emergency, in which case posting shall be to all normal posting locations and via email to local print media as soon as it is identified that a meeting will be held). The agenda for a Special Meeting shall be prepared as follows;

- A. Call to order
- B. Subject(s) for meeting
- C. Adjourn

The general public shall be allowed to comment on subjects at Special meetings in the same manner as for Regular Council meetings. There shall be no general Public Comment section for items not contained on the agenda for Special Council meetings.

- 22. Any item on the consent agenda can be set aside for discussion at the request of any Councilor, prior to a motion on the remainder of the consent agenda.
- 23. Council Meetings shall not extend beyond 10 p.m. without an affirmative vote of the Town Council.
- 24. The Councilor Comment section of the agenda is reserved for the purpose of enabling any Council member to discuss matters not previously mentioned on the agenda. No official Council action can be taken at this time.
- 25. Sanctions – Council members who intentionally and repeatedly do not follow council rules may be reprimanded or formally censured by the Council. Serious infractions of Council Rules could lead to other sanctions as deemed appropriate by the Town Council. *(Added 2/1/2016)*

This policy replaces the Council Rules last updated February 1, 2016.

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Adopted by Town Council: May 21, 2012

Amended:    January 21, 2014  
                  April 7, 2014  
                  May 19, 2014  
                  February 1, 2016  
                  September 19, 2016

**Town of Hampden**  
106 Western Avenue  
Hampden, Maine 04444



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

TO: Finance Committee  
FROM: Angus Jennings, Town Manager  
DATE: February 15, 2018  
RE: Discussion of Emera TIF Credit Enhancement Agreement terms

The Emera TIF District<sup>1</sup> and associated CEA were approved by the Town Council on February 9, 2015. The CEA terms provide for the following percentage reimbursement to the Company over the 25-year life of the CEA:

<b>Credit Enhancement Agreement with Emera Maine</b>	
<b>Time Period</b>	<b>Reimbursement Percentage</b>
Years 1-5	50%
Years 6-10	75%
Years 11-15	50%
Years 16-20	25%
Years 21-25	0%

The reimbursement percentage is scheduled to increase from 50% to 75% in Year 6 (FY21). Based on my projections, and based on the current Tax Increment, the effect of this increase would be a reduction of approximately \$71,500 in TIF funds to the Town. In actuality, this amount is likely to be significantly greater, since (per the terms of the TIF) Emera is expected to relocate its corporate headquarters to Hampden on or before July 1, 2019 (thereby further increasing the Tax Increment). I have attached a chart to illustrate this projection.

This reduction in Town TIF funds would essentially require the Town to cut a comparable amount in expenses, or to increase taxes by the same amount, in order to maintain the prior year's (FY20) budget.

In order to avoid this outcome, I recommend initiating a discussion with Emera to see about renegotiating the CEA terms in order to provide more consistent revenues to both parties over the life of the agreement. If the Finance Committee is in agreement, I will – either directly or through the Town Attorney – set this in motion. I expect that, if there is willingness to renegotiate, it could take a year or more to finalize terms, go through the required local approval process, and secure State DECD approval. For that reason, I would like to get the ball rolling this spring.

<sup>1</sup> Coldbrook Road and Emera Maine Omnibus Municipal Omnibus TIF District and Development Program

**Projected TIF Dollars to Company (Emera) and Town (FY18 values + mil rate)**



Town of Hampden  
106 Western Avenue  
Hampden, Maine 04444



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

TO: Finance Committee  
FROM: Angus Jennings, Town Manager  
DATE: February 15, 2018  
RE: Vacation schedule

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As you know, my contract to begin work elsewhere begins on July 1. In order to free up enough time to handle various matters related to my family's pending move south, I expect to need the equivalent of 2-3 weeks of time off between now and the end of my tenure on June 30. I have more than enough accrued vacation time to do so, and will try to schedule time off that will be least disruptive to my work here.

At this point I do not have any firm plans for vacation, and do not yet have specific dates that I'll need to be elsewhere. Some of my time off will be a day or two here or there, related to setting up new housing, getting my dad set up in assisted living, and the move itself. However, I expect to need to take at least one complete week off. To avoid (formal) budget season, this would need to happen before May.

There is at least one scheduled Council or Committee meeting every week between now and June 30, so there is no complete week I could take without missing at least one meeting. I'd like to know whether the Council would prefer to look at rescheduling any regularly scheduled meetings, and if so which one(s), or whether it will be acceptable to miss one or more meetings with other staff available to staff the meeting(s).

Thanks for your consideration.