

FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday, November 20th, 2017

6:30 p.m.

Hampden Town Office

1. Meeting Minutes
 - a. None
2. Review & Sign Warrants
3. Old Business
4. New Business
 - a. Auditor's letter regarding completing the process to move from the method of enterprise accounting to revenue and expense accounting in the recreation and pool departments
 - b. Recommend Council authorization for the expenditure of an amount up to \$6,300 from the Roads/Streets Reserve Account (3-761-00) for town center crosswalk engineering
 - c. Town Manager's Financial Summary Report
5. Public Comment
6. Committee Member Comments
7. Adjournment

Telephone 207-667-6500
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James W. Wadman, C.P.A.
Ronald C. Bean, C.P.A.
Kellie M. Bowden, C.P.A.
Wanese L. Lynch, C.P.A.
Amy E. Atherton, C.P.A.

**James W.
Wadman**
Certified Public Accountant

Town of Hampden
RECEIVED

OCT 23 2017

Office of the
Town Manager

October 18, 2017

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

The recreation enterprise fund and the pool enterprise fund are committed funds. Committed funds include fund balance amounts that are constrained for specific purposes that are internally imposed by the government through town council voting, and does not lapse at fiscal year-end. The town shows the activity for the fund in the general fund expense account. At year end these accounts are closed into the liability account on the general fund.

For financial statement purposes the recreation and pool enterprise funds have been reported as reserve funds. We are aware that, in the current fiscal year budget, the prior method of enterprise accounting for recreation and pool has been changed to standard expense and revenue budgeting. To complete this transition, in the accounting system it would make sense for the enterprise funds (which are reported in general ledger "clearing accounts" in the general fund) to be reported within the reserve fund. Votes of the Town Council to transfer the balance from the recreation enterprise fund into a recreation reserve fund, and to transfer the balance from the pool enterprise fund into a pool reserve fund, would be necessary to execute these transfers.

If you have any questions, please do not hesitate to contact our office.

Best regards,



James W. Wadman, C.P.A.

TO: Hampden Town Council, Services Committee

FROM: Angus Jennings, Town Manager

DATE: November 10, 2017

RE: Agenda item 3.c, Town Center Crosswalks

At the time of the Finance Committee's vote on Monday to not authorize the recommended funding for engineering services for the town center crosswalks, I knew that it would be a significant challenge to proceed with the project in a timely and efficient way without engineering support. However I thought it may be possible.

I have since conducted additional research, and am now fully convinced that engineering services will be necessary in order to proceed with this project in a timely, efficient, cost-effective, and professionally competent manner.

One critical factor in my determination is the opportunity to coordinate the bidding of construction work for the crosswalks and flashing ped beacons with the Hampden Water District's bidding of the replacement of the 1A water main from Cottage Street to Western Ave. Superintendent Holyoke intends to bid out the work in December and has offered to include the crosswalks as an add/alternate to the bid. We do not have the technical capabilities to prepare bid documents on this timeline. I expect that, by including the work within the HWD scope, the savings on contractor mobilization, MDOT permitting and interface, construction inspections/oversight, etc., will more than offset any near-term costs for engineering.

For reference, I have enclosed the bid documents from the crosswalk and beacons in Brewer. This illustrates the level of work that will be needed in order to professionally administer this project. I have also corresponded with the Brewer engineering department, MDOT personnel, and others regarding specific considerations relative to the proposed two crosswalk locations. Although the MDOT crosswalk specs would of course be included in any bid documents, these specs alone do not answer (or ask) many questions that will need to be answered in order for prospective contractors to price the work on an "apples to apples" basis, in order for MDOT to understand and approve what is proposed, in order to take into account how the crosswalks will interface with existing sidewalk infrastructure, proposed changed curb cuts (related to anticipated changes to Hannibal Hamlin Place approved recently by the Planning Board), and potential future infrastructure.

If the Services Committee sees fit to recommend reserve funding for this purpose, I would certainly welcome this. However, my focus is on getting this project done, and in the absence of any further action by the Council I intend to contract for the engineering services needed to complete this project in the most efficient, cost efficient, professional, and timely manner. I will be carefully reviewing what operating budget line item will support this expense, understanding that this will affect budgeted services to some extent. Based on the public safety and, in my opinion, moral imperative to get this project done timely, I will make this decision in a way that I believe best serves the Town of Hampden.



TASK ORDER #17

ISSUED PURSUANT TO A

CONTRACT

BY AND BETWEEN

THE TOWN OF HAMPDEN AND WOODARD & CURRAN, INC.

DATED THE 15TH DAY OF NOVEMBER 2017

This Task Order is issued pursuant to, and in accordance with, the terms of a Contract for Consulting Engineering Services entered into by and between the Town of Hampden, a municipal corporation, with its offices located on Main Street, and with a mailing address of 106 Western Avenue, Hampden, ME 04444 (hereinafter called the "Client"), and Woodard & Curran, Inc., a corporation, with its principal office located at One Merchants Plaza, Suite 501, Bangor, ME 04401 (hereinafter called "Consultant").

PROJECT: Route 1A Crosswalk Design

DESCRIPTION OF WORK: To design crosswalks located on Route 1A at both the Kiwanis entrance and at the Cottage Street intersection. Work to include:

- **Task 1: Data Gathering:**
 - Project kickoff meeting to identify client goals and objectives.
 - Utilize topographic survey to create base for site sketches.
 - Collect information, including standard details, on crosswalk signage provided to the Town (by MDOT).
- **Task 2: Prepare Site Sketches for Crosswalks at Kiwanis Entrance and Cottage Street Intersection:**
 - Site Design with notes and figures for layout purposes.
 - Details (signage, paving, ADA and layout).
 - Solicit MDOT review & comments.
 - Incorporate review comments from Town and MDOT into Final Site Sketches.
 - Deliver Final Site Sketches to client for bidding and subsequent construction.

SCOPE OF WORK: Items to be reviewed are:

- | | |
|---|--|
| <input type="checkbox"/> Erosion and Sedimentation Controls | <input type="checkbox"/> Structural Assessment |
| <input checked="" type="checkbox"/> General Civil Engineering | <input checked="" type="checkbox"/> Traffic |
| <input type="checkbox"/> Groundwater Resources | <input type="checkbox"/> Wetlands |
| <input type="checkbox"/> Marine Resources | <input type="checkbox"/> Zoning District Performance Standards |
| <input type="checkbox"/> Sewer/Water | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Stormwater Management | <input type="checkbox"/> Other _____ |

START DATE: November 27, 2017

COMPLETION DATE: January 8, 2018



TASK ORDER AMOUNT:

_____ **NOT TO EXCEED:** The total cost to be provided pursuant to this Task Order shall not exceed: \$N/A, without written authorization.

Estimated reimbursable expenses of Engineer will not exceed: \$N/A

Fees and expenses for subconsultants to be engaged in connection with this Task Order will not exceed: \$N/A.

X **TIME AND MATERIALS:** The services to be provided pursuant to this Task Order are not sufficiently defined at the date of this Task Order and shall be completed on a time and materials basis, with the following only to serve as an estimated amount of services: \$6,300

TERMS AND CONDITIONS:

All the terms and provisions of the Contract for Consulting Engineering Services entered into by the parties dated June 10, 2008, are incorporated herein by reference and made a part hereof.

AUTHORIZATION:

Task Order issued this 15th day of November 2017 for and on behalf of Consultant by its duly designated officer or agent:

WOODARD & CURRAN

By 
TITLE

Task Order agreed to as of the 15th day of November 2017 for and on behalf of the Client by Town Manager or Planner (for purpose of Peer Reviews) of the Town of Hampden:

TOWN OF HAMPDEN

By 
TITLE
Angus Jennings, Town Manager

Town of Hampden
106 Western Avenue
Hampden, Maine 04444



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

TO: Infrastructure Committee
FROM: Angus Jennings, Town Manager
DATE: October 19, 2017
RE: Proposed Town Center pedestrian safety improvements

At its meeting on April 25, 2016, the Infrastructure Committee reviewed a resident request for installation of a crosswalk and sidewalk on Route 1A, in the Town Center. The request was from the mother of a child who was struck and injured by a vehicle while crossing the road between cars last year.

Since that time, the Town has received a number of additional requests from residents to improve pedestrian safety in this area. In particular, there have been many concerns about the condition of the striped crosswalk across 1A at Cottage Street. Residents have been advised that the Town cannot restripe the crosswalk in its current location because the crosswalk does not have ADA-compliant "landing areas" on both sides. If the Town were to restripe the existing crosswalk, it would be exposed to liability.

Several correspondences are enclosed for your reference.

A new sidewalk in this location would be costly due to ledge. Longer-term, it is recommended that the Council add Town Center pedestrian improvements to the Capital Program, and budget accordingly. In hopes of nearer-term improvements, the Town applied to MDOT for grant of flashing pedestrian beacons (est. value \$10,000). Earlier this week we learned that Hampden's application was approved. However, the beacons can only be installed at an ADA-compliant location.

MDOT will allow the Town to install a crosswalk in the proposed location – between the Irving Station and Hannibal Hamlin Place – but will require stamped engineers plans in order to authorize work on a State road. We received a cost proposal from Woodard & Curran for \$4,000.00 to engineer the crosswalk, landing areas, and interface with existing sidewalks. The cost proposal is enclosed.

The approved FY18 reserve budget earmarked \$5,000 to "install MDOT flashing ped[estrian] beacon." This funding was proposed in anticipation of potentially receiving the MDOT equipment.

Until the engineering is complete we will not have a cost estimate to construct the crosswalk and ADA pedestrian landing areas. The present request is for authorization for reserve funds to proceed with engineering, at which point additional funds would be proposed for construction. With Council approval, funding that could be made available for this purpose includes Roads/Streets reserve, Matching Grants reserve, and/or Host Community Benefit funds, or a combination. In addition to residents, Hampden Public Safety is supportive of the proposed crosswalk and flashing pedestrian beacons.

Location Diagram

Existing crosswalk

Proposed new crosswalk
(approx. location)

Existing crosswalk (not
ADA compliant)



Existing Non-Compliant Crosswalk at Cottage Street



Looking at Cottage Street



Looking at School side of Main Road North....Goes to a driveway not an ADA ramp





MaineDOT

ENGINEERING INSTRUCTION

Title: MaineDOT Guidelines on Crosswalks	Number: C6
Discipline: General Engineering	
Originators: Stephen Landry and Regional Traffic Engineers	
Approved By: Kenneth L. Sweeney, P.E., Chief Engineer	Issue Date: March 6, 2013 Revised Date: March 14, 2013 Revision#2 Date: October 13, 2016

Crosswalks are marked areas where pedestrians can safely cross a roadway. By law in the State of Maine (Title 29-A Subsection 2056, 4) any vehicle must yield the right-of-way to a pedestrian who has entered a marked crosswalk when a traffic control device is not in operation. This law makes it imperative that crosswalk placement, markings and usage be done in a uniform way.

Section 1: ADA (Required)

1. All crosswalks shall meet the criteria put forth in the American's with Disabilities Act (ADA) and at a minimum will include truncated domes, proper flares, slopes and tip downs for the appropriate configuration shown in Figures 3 through 11 below.

Section 2: MUTCD (Required)

2. All crosswalks shall meet the latest *Manual on Uniform Traffic Control Devices (MUTCD)* Section 3B.18 Crosswalk marking standards. They shall be a minimum of six (6) feet wide and marked with white paint as shown on the attached sheet Figure 2. Crosswalks shall be painted at least annually and shall be retro-reflective for nighttime visibility. Crosswalks should be lighted for nighttime use. For added visibility, the zebra (diagonal style markings) or the Continental (piano key style marking) should be used.

3. Crosswalks shall have the appropriate signage (W11-2 series from the *Manual on Uniform Traffic Control Devices*, see section 2C.50 of the MUTCD). These signs shall be black symbol on yellow background or black symbol on fluorescent yellow-green background. Signs of different background colors should not be mixed at a given site or area. (See Figure 12) In-Street signing will be allowed as a supplement to side of the road signing only and not in lieu of it. (See Figure 13)

4. No parking shall be allowed within 20 feet of any unsignalized crosswalk (includes mid-block) and 30 feet at a signalized intersection. Parking restrictions can be removed when bump-outs or curb extensions are built. These allow the pedestrian to be seen by the traveling public. Signs should be installed indicating that no parking is allowed. (see Figure 1)

Section 3: Required Safety

Revised 10/13/16

5. Crosswalks shall only be placed in areas where there is sufficient stopping sight distance for the posted speed limit as set forth in Table 1. Stopping sight distance for the purpose of evaluating a crosswalk shall be measured from a 3.5 foot driver eye height to a 3.5 foot pedestrian height.

Table 1 – Sight Distance

Posted Speed (MPH)	Sight Distance (Feet)
20	155
25	200
30	250
35	305
40	360

6. Crosswalks shall only be installed in areas where the speed limit is 40 mph or less, unless the intersection is controlled by a traffic signal.

7. If a municipality proposes a crosswalk on a roadway with more than 1 lane in any direction (does not include a center turn lane) or a crosswalk at 40 mph posted speed, the municipality is required to get approval from the State Traffic Engineer or his/her designee.

Table 2 – Number of Lanes Vs Speed

Roadway Lanes	<35 MPH	40 MPH @	≥45 MPH *
2 Lanes	Allowed	Allowed, Consider pedestrian activated flashers	Allowed at fully actuated traffic signals only
3 Lanes	Allowed	Allowed with pedestrian activated flashers	Allowed at fully actuated traffic signals only
4 or more lanes	Allowed, Consider pedestrian activated flashers	Allowed with pedestrian activated flashers	Allowed at fully actuated traffic signals only

*Only at fully actuated signals with existing or proposed sidewalks.

@ Crosswalks at unsignalized locations in 40 mph settings should be accompanied by yield bars and associated signage. In areas with 4 or 5 lanes that signage should be installed overhead. See Figure 14.

Section 4: General Safety (Required unless a Program Manager indicates otherwise) #

8. All crosswalks should extend from one safe landing zone to another. A safe landing zone is an area where a pedestrian is safe from vehicle conflict while waiting to cross or when completing the crossing. Islands, walkways and sidewalks are typically considered safe landing zones, while road shoulders, driveways (under normal circumstances) and parking areas are not considered safe landing zones. Provisions should be made for winter maintenance of the landing zones, including but not limited to snow and ice removal. The safe landing area should not be confused with the “Turning Space” required at the top of each ramp.

9. Crosswalks should, to the maximum extent practicable, be perpendicular to the highway. No crosswalks shall be constructed more than 30 degrees from perpendicular, unless the angle of intersecting roadways is more than a 30 degree skew.

10. Crosswalks should be located a minimum distance of 400 feet apart. The July 2009 edition of *Complete Streets Design Guidelines* (p.23) indicates “pedestrians will not walk more than 200 feet laterally in order to cross a street, and pedestrians will begin to seek out mid-block crossing opportunities when spacing exceeds 400 feet.”

11. Crosswalks in school zones should have crossing guards for times when school is starting and ending. School crosswalks should be at roadway intersections. Mid-block crossings should only be used when a high concentration of students will be using them, as driver expectation is not to have to stop at a mid-block location.

12. Municipalities are entitled to place crosswalks on state or state aid highways, if they are in accordance with these guidelines. Municipalities are highly encouraged to create an ordinance, indicating at a minimum, that sections 1 through 3 are followed. If a municipality wants a crosswalk that does not meet one or more items in Section 4, they would need to submit a traffic study indicating that the location of the crosswalk would be safe. Placement of crosswalks other than as specified shall require approval by the State Traffic Engineer or his/her designee.

All crosswalks will be reviewed during the Project Development process. Unless the Program Manager or State Traffic Engineer approves otherwise, crosswalks not meeting the standards above will not be replaced in the field. The municipality will be contacted and informed that the said crosswalk(s) doesn't meet our standards and not to repaint the crosswalk. The Program Manager or State Traffic Engineer may allow a crosswalk to remain if it doesn't meet 1 or more of the standards in Section 4 providing there is documentation of the reasons it should remain and how it will impact the safety of the pedestrian.

Crosswalks at signalized intersections: All new crosswalks installed at signalized intersections or existing crosswalks at a signal intersections being modified or replaced shall be required to have pedestrian countdown heads installed as well as Accessible Pedestrian Signal (APS) technology. Signalized crosswalks will be allowed at all posted speeds. For signalized crosswalks above 40 mph, additional all red time should be considered for the safety of the pedestrian. This will help ensure that when the pedestrian phase starts, all vehicles have cleared the intersection.

Current Account Status

G 3-761-00 RESERVE ACCT / ROADS/STREET

-559.98 = Beg Bal
0.00 = Adjust

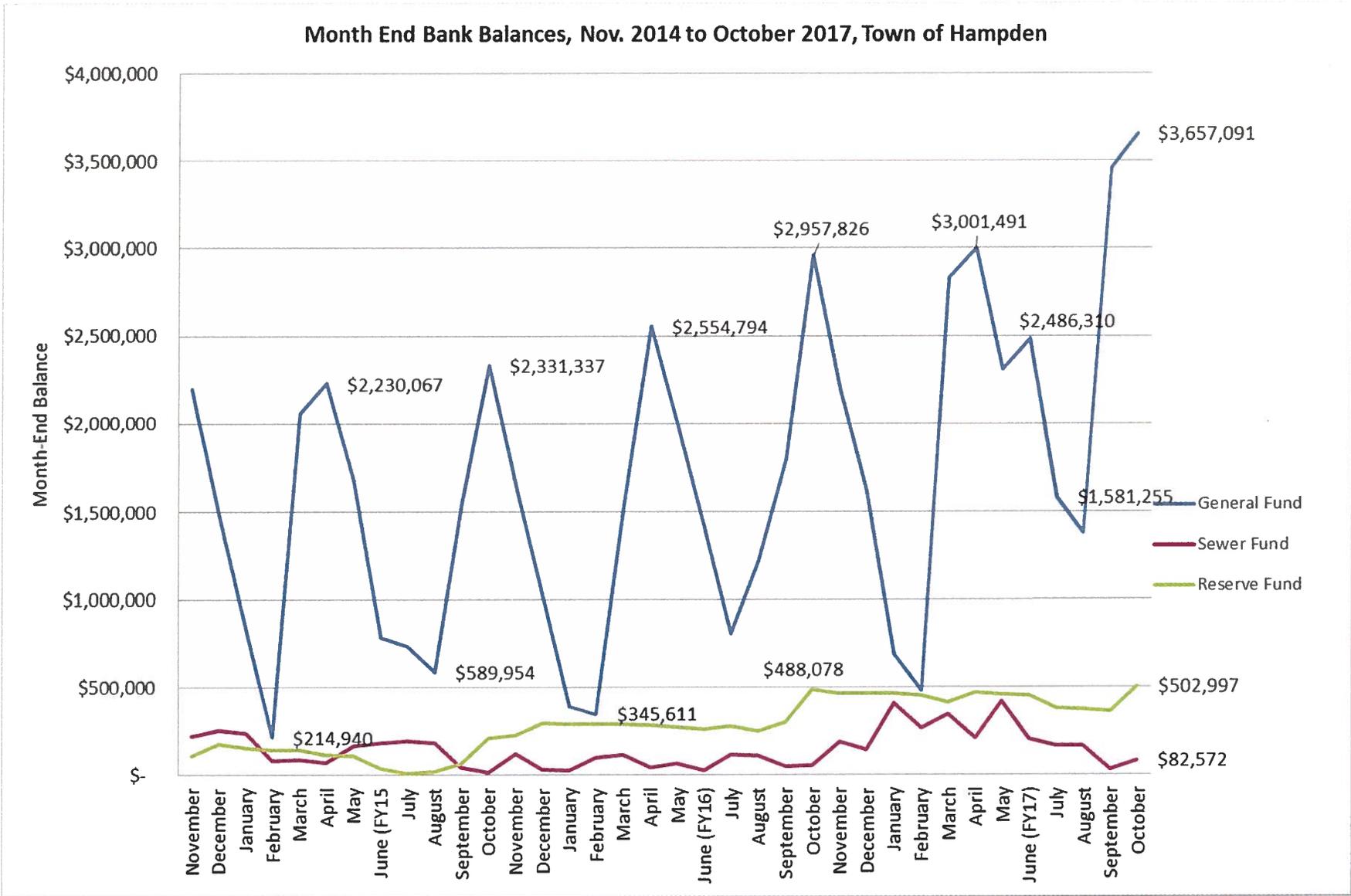
-66,440.02 = YTD Net
0.00 = YTD Enc

-67,000.00 = Balance

Per	Jrnl	Check	Date	Vendor-----	Description-----	RCB / Type	Debits	Credits
08	0146	1886	08/23/17	00481 TOWN OF HAMP	2017 ENCUMBERED FUNDS	R AP	559.98	0.00
11	0384		11/13/17		11/13/2017 C/R	R CR	0.00	67,000.00
Totals-							559.98	67,000.00

Monthly Summary

Month	--Regular Entries--		--Balance Entries--	
	Debits	Credits	Debits	Credits
August	559.98	0.00	0.00	0.00
November	0.00	67,000.00	0.00	0.00
Totals	559.98	67,000.00	0.00	0.00



Source: Angus Jennings, Town Manager, 11/15/17