

INFRASTRUCTURE COMMITTEE MEETING

6:00 P.M.

Monday, July 25, 2016

HAMPDEN TOWN OFFICE

AGENDA

1. MINUTES – 6/20/2016 Meeting
2. OLD BUSINESS
 - a. Update on sewer financial status, 2nd Quarter Billing
3. NEW BUSINESS
 - a. Correspondence from BACTS regarding 2020 and 2021 Capital Work Plan
 - b. No Jake Brakes policy (resident concern to Councilor Wilde)
 - c. Discussion – sewer service for VFW Fields/Little League
 - d. Report on capability of GPS software to inform DPW operations
 - e. DPW fleet management, including proposed financing of replacement plow truck
 - f. Discussion of work plan and priorities for FY17
4. PUBLIC COMMENTS
5. COMMITTEE MEMBER COMMENTS

INFRASTRUCTURE COMMITTEE MEETING

Monday, June 20, 2016

MINUTES – DRAFT

Attending:

*Councilor Dennis Marble, Chair
Mayor David Ryder
Councilor Terry McAvoy
Councilor Greg Sirois (arr. late)
Councilor Mark Cormier
Councilor Stephen Wilde*

*Councilor Ivan McPike
Town Manager Angus Jennings
DPW Director Sean Currier
Resident Alex King
Resident Bill Shakespeare
Resident Tom Brann*

Chairman Marble called the meeting to order at 6 PM.

1. **MINUTES – 5/23/2016 Meeting** – *Motion by Councilor McAvoy seconded by Councilor McPike to approve the May 23, 2016 minutes. Unanimous (6-0) vote in favor.*
2. **OLD BUSINESS**
 - a. **Updated estimate of timeline for consideration of LED streetlight proposal** – *Following on direction from the Committee, Manager Jennings has requested additional references to check for Pemco regarding their proposal to provide LED streetlights. Councilor McAvoy asked whether the Public Utilities Commission has made a determination regarding the value of the streetlights, and Manager Jennings said he is not aware that a decision has been made but he is tracking this.*
 - b. **Discussion of potential recommendation of TIF funds for lighting infrastructure in town center** – *Manager Jennings said that holiday lights haven't all worked due to problems with the power drops on the utility poles, and that a quote was received last winter estimating a cost of \$15,000 to replace the power drops. This item had been included in the initial draft Capital Program but was removed during the budgeting process. He brought this to the Committee to see if there is support to bring this item forward for funding from the TIF account since the holiday lights are part of the community "brand" and can contribute to economic development. After discussion, Mayor Ryder supported getting additional quotes regarding the cost of the work, and Chairman Marble said it sounds like there's a consensus that feels that the work in the Town Center would be TIF eligible. Resident Shakespeare said that when the lights were first installed they were purchased with support from local businesses.*

- c. Discussion of anticipated Fall 2016 public process regarding consideration of potential changes to policies and practices regarding municipal solid waste management and Transfer Station operations –** *Chairman Marble began the discussion noting that the Committee has talked about several potential changes to transfer station operations and layout in the past year and has considered both level of service objectives and costs. Manager Jennings said that, given the many people who use this service, he recommends that a process be put in place including broad outreach and multiple meetings over a period of time so that, whatever decision is made, it reflects broad input and is the basis for the decision is understood by the public. Mayor Ryder referred to Director Currier’s memo setting out several alternatives and said he’d be interested in cost estimates for each. Resident Brann said he’d like to see an estimate of per-household costs to run the Transfer Station. Resident Shakespeare said that curbside pickup was discussed 10-20 years ago and leads to complaints; he said he would advocate to retain C&D disposal saying he doesn’t want to see tires, fridges etc. on the side of road and in gravel pits. Mayor Ryder said that all we’re doing at this stage is collecting data. There were questions about costs to run the C&D weekends but Chairman Marble said we’re ahead of where we need to be in this process, and that we first need to explain the service we’re providing and what it costs. Manager Jennings said that it will take time to work up level of service and cost scenarios for different potential approaches and that, once this information is available, it will be up to the Council to look at the issue based on the information. Councilor Wilde said we need to look at whether there’s a better way to provide the service, and that this will take time. Resident King said that it’s about maintaining a service, and it’s not just about costs. He said the Town has cut for ten years and that the budget is within \$300,000 of where it was ten years ago. Resident Brann said that the Transfer Station has never been treated as an isolated cost center. Resident Shakespeare said that stickers are not always being checked and that there should be someone at the gate checking stickers.*

3. NEW BUSINESS

- a. Citizen request for DPW work at 20 George Street storm drain –** *Manager Jennings summarized the request from a resident on George Street for DPW to repair a storm pipe that was causing his driveway to buckle. Mayor Ryder said it’s a storm drain not a culvert, so isn’t subject to the culvert policy. He said it connects to catch basins on either side. Councilor McAvoy asked if the underdrains were part of the original subdivision and Mayor Ryder said they’re needed because the topography is so flat in this area. Councilors McPike and Cormier said they think DPW should do the work. Councilor McAvoy asked whether this would continue to re-occur, but he also agreed*

that DPW should fix the problem. This was the majority opinion of the Committee.

- b. Results of June 7, 2016 Town of Hampden MS4 Stormwater Management audit conducted by Maine DEP – Manager Jennings**
summarized the recent DEP Audit of the Town’s stormwater management operations and noted that it is very rare that DEP conducts such an audit without finding significant deficiencies. This reflects well on the Town’s stormwater management team and its personnel. Chairman Marble offered kudos to Director Currier, GIS/IT Specialist Severance, and to Rosemary and former GIS/IT Specialist Gretchen Heldemann.
- c. Stormwater Quiz for distribution to town officials and staff – provided by SEE, Inc. – Manager Jennings**
circulated a quiz regarding stormwater and the Committee members completed and returned the quiz.
- d. Review of recent information regarding Fiberight project status including permitting and financing – Chairman Marble**
began the discussion noting that the MRC has been seeking tonnage commitments but has come up short of what they had originally sought. He brought this for discussion to ensure that we do the best job for the town. [Councilor Sirois arrived.] Manager Jennings summarized new information that’s become available since the Council’s vote in February to authorize him to sign the Joinder Agreement with MRC. He said that consideration could include signing with MRC, not signing with MRC, or waiting until after the June 30 deadline to decide whether to sign with MRC, noting that this would cause slightly higher tipping fees and no eligibility for rebates but would give more certainty before a commitment is made. Councilor McAvoy noted that, once the Joinder is signed, we’re committed to sending waste to Norridgewock even if the Fiberight facility doesn’t open. Councilor McPike said that if commercial haulers bring waste to PERC they’ll be paying \$15/ton more than the tipping fees that Fiberight is offering. Chairman Marble asked if we could offer a counter proposal regarding any items the Manager has raised, noting that it would be too bad to miss out on lower tipping fees and rebates. Councilor Wilde said we can’t dictate where commercial waste is hauled, and Manager Jennings acknowledged that this is a somewhat gray area but that he’s working on getting a better legal opinion so we can decide what tonnage we’re able to obligate if we sign the Joinder. Councilor McAvoy said that if the Joinder is signed that MRC will spend the available capital. He said that if MRC doesn’t get enough communities signed up and MRC ceases to exist we’d still be on the hook with Norridgewock. Councilor McPike said this could be brought back to the Council for the June 27 meeting. Councilor Sirois said

we should look into whether we can get changes to the contract. Councilor McAvoy asked whether the tonnage commitments to Fiberight would also apply if the waste was brought to Norridgewock.

4. PUBLIC COMMENTS – *Resident Shakespeare said he thinks the issue of Councilor pay should be included on next Monday’s agenda and Manager Jennings said this is part of the overall budget that will be reviewed within the public hearing.*

5. COMMITTEE MEMBER COMMENTS – *Mayor Ryder noted that he’s still waiting for the stormwater area in the front of the town building to be removed.*

There being no further business, the meeting was adjourned at 7:56 PM.

Respectfully submitted –
Angus Jennings
Town Manager

Town of Hampden
106 Western Avenue
Hampden, Maine 04444



Phone: (207) 862-3034
Fax: (207) 862-5067
email: info@hampdenmaine.gov

CERTIFICATE OF COMMITMENT OF SEWER RATES

To: Angus G. Jennings, the treasurer of the municipality of Hampden, Maine

We the undersigned municipal officers of the municipality of Hampden, Maine hereby certify and commit to you a true list of the sewer rates established by us pursuant to 30-A M.R.S 3406 for those properties, units and structures required by local and state law to pay a sewer rate to the municipality, for the period beginning April 1, 2016 and ending June 30, 2016. This list is comprised of the pages numbered 1 to 55 inclusive which are attached to this certificate. The date(s) on which the rates included in this list are due and payable is (are) August 24, 2016. You are hereby required to collect from each person named in the attached list his or her respective amount as indicated in the list, the sum total of those lists being \$245,658.57. You are hereby required to charge interest at a rate of 7% per annum on any unpaid account balance beginning August 25, 2016. You are hereby authorized to collect these rates and any accrued interest by any means legally available to you under state law. On or before July 25, 2016 you shall complete and make an account of your collections of the whole sum committed to you.

Given under our hands this _____ day of _____, 20____.

Municipal Officers of the Town of Hampden, Maine

Billing Edit Report

Seq	Previous	Current	Cons	Water	Sewer	Total	Acct Name	Location
Book # 999								
3508	627	633	6	0.00	43.80	43.80	669 BOWLER, MARY R.	135H MAYO RD
3510	68	71	3	0.00	30.96	30.96	654 BROOKS, KELLY	128J MAYO RD
*** WARNING *** - Consumption UP 50%								
4200	613	623	10	0.00	60.92	60.92	842 BRADBURY, CHAD	203 WESTERN AVE APT #20
4210	562	575	13	0.00	73.76	73.76	843 BRADBURY, CHAD	203 WESTERN AVE APT #21
4220	756	762	6	0.00	43.80	43.80	844 BRADBURY, CHAD	203 WESTERN AVE APT #22
4230	511	519	8	0.00	52.36	52.36	845 BRADBURY, CHAD	203 WESTERN AVE APT #23
4240	1295	1302	7	0.00	48.08	48.08	846 BRADBURY, CHAD	203 WESTERN AVE APT #24
*** WARNING *** - Consumption UP 75%								
4250	491	496	5	0.00	39.52	39.52	847 BRADBURY, CHAD	203 WESTERN AVE APT #25
*** WARNING *** - Consumption UP 400%								
Book 999 Total:				0.00	5,702.92	5,702.92		
Total:				0.00	128,859.04	128,859.04		

Calculation Summary Report

<u>Water</u>		<u>Sewer</u>	
Override	0.00	Override	0.00
Flat	0.00	Flat	818.76
Units	0.00	Units	0.00
Consumption	0.00	Consumption	97,798.00
Miscellaneous	0.00	Miscellaneous	30,242.28
Adjustments	0.00	Adjustments	0.00
Tax	0.00	Tax	0.00
Total	0.00	Total	128,859.04

User Category Summary

Category	<u>Water</u>			<u>Sewer</u>		
	Count	Cons	Amount	Count	Cons	Amount
1 Category : 1				1513	22850	202,123.32

Billing Edit Report

Seq	Previous	Current	Cons	Water	Sewer	Total	Acct Name	Location
Book # 999								
3506	594	601	7	0.00	68.18	68.18	651 GAUGE, PETER	128F MAYO RD
508	650	650	0	0.00	30.62	30.62	669 BOWLER, MARY R.	135H MAYO RD
	*** WARNING *** - Consumption DOWN 100%							
3510	80	84	4	0.00	38.96	38.96	654 BROOKS, KELLY	128J MAYO RD
	*** WARNING *** - Consumption UP 100%							
4200	680	698	18	0.00	175.32	175.32	842 BRADBURY, CHAD	203 WESTERN AVE APT #20
4210	621	637	16	0.00	155.84	155.84	843 BRADBURY, CHAD	203 WESTERN AVE APT #21
4220	785	791	6	0.00	58.44	58.44	844 BRADBURY, CHAD	203 WESTERN AVE APT #22
	*** WARNING *** - Consumption DOWN 33%							
4230	559	569	10	0.00	97.40	97.40	845 BRADBURY, CHAD	203 WESTERN AVE APT #23
	*** WARNING *** - Consumption DOWN 29%							
4240	1328	1335	7	0.00	68.18	68.18	846 BRADBURY, CHAD	203 WESTERN AVE APT #24
4250	510	515	5	0.00	48.70	48.70	847 BRADBURY, CHAD	203 WESTERN AVE APT #25

Book 999 Total: 0.00 9,310.10 9,310.10

Total: 0.00 245,658.57 245,658.57

Calculation Summary Report

<u>Water</u>		<u>Sewer</u>	
Override	0.00	Override	0.00
Flat	0.00	Flat	1,414.27
Units	0.00	Units	0.00
Consumption	0.00	Consumption	244,244.30
Miscellaneous	0.00	Miscellaneous	0.00
Adjustments	0.00	Adjustments	0.00
Tax	0.00	Tax	0.00
Total	0.00	Total	245,658.57

User Category Summary

<u>Category</u>	<u>Water</u> Count	Cons	Amount	<u>Category</u>	<u>Sewer</u> Count	Cons	Amount
				1 Category : 1	1529	24747	245,463.77



Angus Jennings <townmanager@hampdenmaine.gov>

Submittals for the 2020 and 2021 Capital work plan

1 message

Dianne Rice <dianner@bactsmo.org>

Wed, Jul 20, 2016 at 12:39 PM

To: Angus Jennings <townmanager@hampdenmaine.gov>, Belle Ryder <belle@orono.org>, Bill Mayo <bmayo@old-town.org>, Catherine Conlow <Cathy.conlow@bangormaine.gov>, Dana Wardwell <dana.wardwell@bangormaine.gov>, Darryl Belz <darryl.belz@maine.gov>, Frank Higgins <fhiggins@brewerme.org>, John Rouleau <jroul@live.com>, Mark Leonard <mleonard@veaziepd.net>, Melissa Doane <mldoane@roadrunner.com>, Mike Gladu <publicworks@milfordmaine.org>, Paul White <oringtonmanager@roadrunner.com>, Rob Yerxa <ryerxa@orono.org>, Ron Harriman <grantron@aol.com>, Scott Perkins <sperkins@hermon.net>, Sean Currier <publicworks@hampdenmaine.gov>, Sophie Wilson <sophiew@orono.org>, Stephen Bost <sbost@brewerme.org>, Ted Trembley <ted.trembley@bangormaine.gov>, "Therault, John" <john.therault@bangormaine.gov>, Linda Johns <ljohns@brewermaine.gov>, townmanager@milfordmaine.org

Cc: Rob Kenerson <robk@bactsmo.org>

Greetings all:

I have attached two documents one is a list of projects which have been submitted to me over the last 4 years but were not funded. This includes the 2016-17 work plan, the 2018 work plan and the 2019 work plan. This list does not include projects that were submitted but did not make it to the short list. The list provides the following information; the municipality, project location, project length and scope, as well as the latest AADT, latest Pavement Condition rating-PCR (collected by me) and the latest cost estimate and the year the estimate was done. I am providing this information as a starting point as you begin selecting locations to submit. You do not have to select projects from this list this is only a reminder of what has been submitted in the past but was not funded.

I have also attached the submittal form. There should be one form completed for each project. All projects must be on federal roads and within the BACTS boundary. Please submit these to me via email as the forms can be filled out electronically. Save the form as such: the municipality, project location and project type. I.E Bangor-Broadway-Preservation. If you have multiple projects on the same road please use a numerical identification as well. I.E Bangor-Broadway1-Preservation.

If you are resubmitting a project that you submitted for consideration in the 2019 work plan and there is no scope change you do not have to submit a new form, just tell me the name of the project and I will pull the form you submitted last summer. For any projects which were submitted prior to that please complete a new form.

Please return your completed forms to me no later than Friday August 5th 2016.

If you have any questions feel free to give me a call or send me an email.

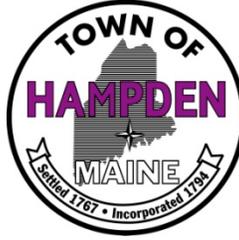
Dianne

2 attachments

Unfunded projects as of 2020 WPL.docx
16K **Blank submittal form.xlsx**
20K

Town	Location – Type – Length in miles - Scope	Latest AADT	Latest PCR	Latest Cost Estimate	Year of estimate
Bangor	Broadway, State to Stillwater: .61 miles Preservation Project - Project is to include 2" mill and overlay of existing pavement. Reset existing granite curb where curb reveal has been lost. Replace existing concrete and bituminous curb with granite curb. Replace old brick drainage structure with new concrete structures. Project will include improvements to crosswalks and sidewalk ramps including tactile warning surfaces.	1220	2.5	957,965	2016
Bangor	Union Street, Hammond to I-95 ramps, .9 miles, Preservation- Project is to include 2" mill and overlay of existing pavement. Provide full depth reconstruction within the trench of the telephone utility between Hammond St. and Pond St. Reset granite curb where curb reveal has been lost. Install new granite curb at appropriate locations between Hammond St. and West Broadway and I-95 ramps and to close one Citgo Station entrance. Replace old brick drainage structures with new concrete structures.	10598	.95	975,683	2016
Bangor	Main Street, Dutton to TL; .65 miles, Preservation - Project is to include 2" mill and overlay of existing pavement. Reset existing granite curb where curb reveal has been lost. Replace existing concrete and bituminous curb with granite curb. Replace old brick drainage structure with new concrete structures. Project will include improvements to crosswalks and sidewalk ramps including tactile warning surfaces. Remove section of guardrail and jersey barriers across the street from the Armory and replace with granite curb island including drainage structures/pipe. City of Bangor to consider striping lanes to include a continuous two-way center turn lane in the vicinity of the Armory.	12190	1	788,933	2016
Bangor	Hogan Rd, Mt. Hope to I-95; .6 miles, Preservation - Project is to include 2" mill and overlay of existing pavement. Replace existing bituminous curb with slip form concrete curb. Replace portion of guardrail beam.	8830	2.05	540,789	2016
Bangor	Intersection of Forest Ave. and State St.; Operational and Safety Improvements - Replace mast Poles, arms, controller, traffic and pedestrian lights	NA	NA	216,167	2014
Bangor	Penobscot Corridor; Operational and Safety Improvements - 1 new master controller, 2 controllers, cabinets and coordination with Brewer side of the bridge	18298	NA	354,112	2015
Bradley	Rt. 178, Milford TL to Bridge #2328 over Greatworks Stream; .72 miles, Preservation - Project to include a 2" mill and overlay of the existing pavement surface. Replace sections of bituminous curb and sidewalk in poor condition. Project will include improvements to crosswalk and sidewalk ramps including tactile warning surfaces.	3770	1.65	568,179	2016
Bradley	Rt. 178, Bridge # 2328 over Greatworks Stream to Harriman Lane (PVT) .86 miles, Preservation - Project to include a 2" mill and overlay of the existing pavement surface. Replace sections of bituminous curb and sidewalk in poor condition. Project will include improvements to crosswalk and sidewalk ramps including tactile warning surfaces.	3620	2	575,324	2016
Bradley	Rt. 178, Harriman Lane (PVT) to BACTS Boundary at Blackman Stream; 1.3 miles, Preservation - Project to include a 2" mill and overlay of existing pavement surface. Replace sections of bituminous curb in poor condition.	3180	1.1	660,984	2016
Brewer	Mill Street, TL to Elm Street; .35 miles, Preservation - The project is to include a 2" mill and overlay of existing pavement and rebuilding shoulder. Project includes replacing outlet end of existing 24" HDPE culvert, repairing erosion and providing riprap at inlet and outlet to improve drainage.	2680	1.5	257,781	2016
Brewer	Mill Street, Shoulder Stabilization, Rehabilitation - This project includes slope reconstruction and stabilization of the roadway embankment with riprap immediately adjacent to the Sedgeunkedunk Stream. Project will also include shoulder reconstruction with guardrail. It is anticipated that environmental permitting through the US Army Corp of Engineers will be a part of this project	2680	NA	280,988	2016
Brewer	Penobscot Corridor, Operational and Safety improvements - Upgrade signal at State and Penobscot and North Main and State with new complete cabinet and controller. Relocate cabinet from the train tracks at Penobscot and State	22486	NA	162,309	2015
Hampden	Western Ave, MRN to Rt. 202; .41 miles, Preservation - This project to include a 2" mill and overlay of exiting pavement. Reset existing granite curb in locations where curb reveal has been lost. Provide new bituminous curb and sidewalk to replace existing. Provide sidewalk ramps with tactile warning surface at all crosswalk locations. Stamped pavement will be replaced.	8650	1.75	531,308	2016
Hampden	Western Ave, Rt. 202 to Mayo Rd, .78 miles, Preservation - This project to include a 2" mill and overlay of exiting pavement. Reset existing granite curb in locations where curb reveal has been lost. Provide new bituminous curb and sidewalk to replace existing. Provide sidewalk ramps with tactile warning surface at all crosswalk locations. Stamped pavement will be replaced.	7271	1.1	698,059	2016
Hermon	Coldbrook Rd, I-95 to RRX (BACTS Border) .72 miles, Preservation - The project is to include a 1/2" shim (as necessary to provide appropriate crown) with a 1 1/4" overlay of existing pavement. Replace catch basin gates as necessary to accommodate bicycle traffic.	8941	1.6	289,340	2016
Milford	Bradley Rd, Rt. 2 to TL; 1.18 miles, Preservation - Project to include a 2" mill and overlay of the existing pavement surface. Replace sections of bituminous curb and sidewalk in poor condition. Project will include improvements to crosswalk and sidewalk ramps including tactile warning surfaces. Provide full depth pavement improvements at railroad crossing.	5970	1.3	787,741	2016
Old Town	Stillwater Ave., Bennoch Rd to Bridge, .21 miles, Preservation - Project is to include 2" mill and overlay of existing pavement. Replace sections of bituminous curb and sidewalk in poor condition. Project will include improvements to crosswalk and sidewalk ramps including tactile warning surfaces.	16474	1.7	272,377	2016
Orono	Forest Ave. Noyes to Bennoch Rd; .33 miles, Preservation - Project to include 2" mill and overlay of existing pavement. Replace existing bituminous curb with slip form concrete curb. Replace failing drainage structure with new concrete structure. Project will include improvements to crosswalk and sidewalk ramps including tactile warning surfaces.	1883	.85	299,037	2016
Orono	Main St./Rt 2 Culvert Replacement, Rehabilitation, This project is currently going through PDR has funding of \$512,366 budgeted and awaiting MDOT's new estimate.	4231	NA	UNKNOWN	

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: July 24, 2016
RE: No Jake Brakes ordinance

By vote of the Council on April 19, the following language was stricken from the Town Ways Ordinance. This change took effect on May 19.

ARTICLE IV
USE OF ENGINE OR TRANSMISSION BRAKING DEVICES
(Adopted: 8/18/03)

4.1 Findings. ~~The Town Council finds that the use of engine or transmission braking devices or methods (a/k/a "engine braking" or "dynamic braking") within the Town of Hampden creates unusual and excessive noise that unreasonably disturbs and annoys residents. The prohibition of such devices and methods is necessary to protect the health, safety and public welfare.~~

4.2 Prohibition. ~~No person may slow a vehicle by a device, method, or practice known as engine or transmission braking (a/k/a "engine braking" or "dynamic braking") whereby rapid downshifting of a vehicle's engine or a compression release device is used in lieu of applying a vehicle's wheel brakes, causing loud noises to emit from the vehicle's engine and/or exhaust system. Such braking by any motor vehicle on any public highway, street, or parking lot within the Town of Hampden is declared to be a public nuisance and is prohibited.~~

4.3 Enforcement. ~~When any violation of any prohibition imposed under this Article is found to exist, any police officer of the Town of Hampden, or any law enforcement officer authorized to enforce traffic violations in the Town of Hampden, is hereby authorized to institute any and all actions and proceedings in the name of the Town of Hampden, either legal or equitable, that may be appropriate or necessary to enforce the provisions of this Article.~~

4.4 Civil Penalties. ~~Whoever violates this Article shall, upon conviction therefor, be liable for a civil penalty in the amount of \$100.00 for the first offense and \$200.00 for each subsequent offense. Each and every violation shall constitute a separate offense. All civil penalties shall inure to the benefit of the Town of Hampden.~~

4.5 Emergency Vehicles. ~~The provisions of this Article do not apply to emergency vehicles.~~

On request of Councilor Wilde, following correspondence from residents, this item is included on the agenda for discussion.

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

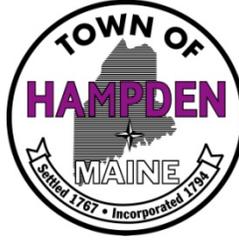
DATE: July 24, 2016

RE: Capability of GPS units to inform DPW operations

On July 21, I participated in a webinar with Forward Thinking Systems, our vendor for the GPS units in DPW vehicles and associated software, along with DPW Director Currier, GIS/IT Kyle Severance and Rosemary Bezanson.

At Monday's meeting, we'll present regarding the capabilities of this system and how we intend to further integrate this into DPW operations.

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: July 24, 2016
RE: DPW Fleet Equipment Maintenance/Replacement Program

At last week's Finance and Council meeting, DPW Director Currier requested, and received by a 4-3 vote, support to proceed with purchase of a replacement plow truck utilizing a quotation system rather than a complete bid package. He provided his opinion that this approach would still allow the town to secure the best available price for the equipment, and would realize significant administrative efficiencies.

During the discussion, it was clear that the Council has not received the information needed regarding the overall DPW equipment maintenance and replacement program to allow for consideration of this request in the broader context. Director Currier first notified me of the need for a replacement plow truck longer ago than I can recall, and this item was included in the Capital Program recommended during the FY17 budget process (including \$43,000 for anticipated FY17 spending toward the first year of what we have anticipated would be a five-year financing of the purchase).

In order to provide more information and context for last week's discussion, I have asked Director Currier to present his overall Equipment and Vehicle Maintenance / Replacement Program.



TOWN OF HAMPDEN
DEPARTMENT OF PUBLIC WORKS

106 WESTERN AVE.
HAMPDEN, ME 04444

TEL 862-3337

FAX 862-3910

July 14, 2016

To: Angus Jennings
From: Sean Currier
Subject: New Plow Truck Budgeted for in FY17

The Public Works department has recommended a new plow truck to be included in the FY17 budget which was approved by the Town Council in the budget process. This purchase is to be funded by the Public Works Equipment Reserve account (03-717-00) and financed over 5 years.

The typical bid process would take approximately 2 to 3 weeks to get a spec written and put out to the bid, with a 2 week return time. Once the bids are opened, we would have to wait for the next finance/Council meeting to approve. Once approved, a PO would be issued and a truck chassis built to spec. After the truck chassis is built (or found in stock somewhere) the chassis would be sent to HP Fairfield or Viking to be outfitted with all necessary plow rigging and body. HP Fairfield is the preferred equipment as this is what we currently run and are local. This whole process will take anywhere from 120 to 150 days to complete depending on how busy the plow suppliers are. This puts us into mid- November to mid-December to receive the new truck and countless hours of admin time for the bid.

I would like to request that the "unusual circumstance" bid procedure guideline #4 be reviewed by Council in this instance. There are currently (2) two trucks in our surrounding area that would be applicable and be exactly what we would be specifying in a bid. These trucks are complete and ready to use. The Freightliner is a new demo truck purchased for a local community that was never received hence, the municipal discount. One truck is a 2016 Freightliner (\$170,518) and the other is a 2016 International (\$173,950) both with same HP Fairfield rigging that we currently utilize. A 5 year extended warranty for all applicable systems on the Freightliner is cheaper than the International and is offered inclusive to the price above. A 5 year extended warranty for the International would be above price previously stated. The plow truck was budgeted from 03-717-00 Public Works Equipment reserve account in the amount of \$185,000.00 which it appears will be sufficient to cover the purchase of the Freightliner truck including finance charges.

To save many hours of administrative work to end up with the same product, I would like to recommend the purchase 2016 Freightliner in the amount of \$170,518 pending verification that this includes an electrical system 5 year warranty as well. Attached are financing options, truck quotes and the bid procedure guideline for reference.

A sincere *thank you* for your time and consideration in this matter.

Sean Currier

EQUIPMENT AND VEHICLE CIP

UNIT	YEAR	DESCRIPTION	MAKE	MODEL	HOURS	REPLACEMENT YEAR	
MOWERS				5 YEARS			
4	2015	ZERO TURN 60" MOWER	JOHN DEERE	Z950M		2021	
5	2016	LAWN MOWER	JOHN DEERE	X590		2021	
6	2016	LAWN MOWER	JOHN DEERE	X590		2021	
7	2012	LAWN MOWER	JOHN DEERE	540X		2017	
7A	2015	SIDEWALK PLOW	TRACKLESS	MT6		2025	BRIAN
9	2007	SMALL TRACTOR	JOHN DEERE	2520		2018	
9A	2010	LARGE TRACTOR	JOHN DEERE	5150		2016	VICTOR
PICK UP TRUCKS				6 YR ON 350'S/8 YR ON 550'S			
10	2013	3/4 TON PICK UP	FORD	F250		2017	DUDLEY
11	2013	HEAVY DUTY PICK UP	FORD	F550		2021	PAUL
18	2012	HEAVY DUTY PICK UP	FORD	F550		2020	GARY
20	2009	HEAVY DUTY PICK UP	GMC	5500		2017	CHARLIE
32	2012	1 TON	FORD	F350		2018	VICTOR
35	2012	1 TON	FORD	F350		2018	VACANT
51	2010	DEPARTMENT CAR	FORD	CROWN VIC			CEME. CREW
52	2002	CEMETERY VEHICLE	FORD	EXPLORER		2015	MECHANIC OR CEMETERY CREW
EQUIPMENT				5 YEARS			
8	2012	310SK BACKHOE	JOHN DEERE			2017	
12	1994	GRADER	JOHN DEERE			N/A	
16	2011	FRONT END LOADER	JOHN DEERE			2016	
PLOW TRUCKS				10 YRS			
13	2008	DUMP TRUCK	STERLING	SL8500		2018	KEN P
14	2010	DUMP TRUCK	FREIGHTLINER	M2106V		2020	TRAVIS
15	2012	DUMP TRUCK	INTERNATIONAL	7400		2022	DEVON
17	2006	DUMP TRUCK	STERLING	SL8511		2016	BRENT
19	2011	DUMP TRUCK	INTERNATIONAL	7400		2021	KEN G
TRAILERS				AS NEEDED			
29	2005	CEMETERY TRAILER				2017	
30	1989	20 TON				2019	
31	1991	2 AXLE				?	
50	2010	BALL FIELD TRAILER				2020	

EQUIPMENT LIST

#	YEAR	DESCRIPTION	MAKE	MODEL	VIN
1	1988	CHIPPER	BRUSH BANDIT		
2	1988	COMPRESSOR	INGERSOLL RAND	130WS	
3	1988	DOZER	CAT	D3C	
4	2015	ZERO TURN MOWER	JOHN DEERE	Z950M	
5	2016	LAWN TRACTOR	JOHN DEERE	X590	
6	2016	LAWN TRACTOR	JOHN DEERE	X590	
7	2012	LAWN TRACTOR	JOHN DEERE	540X	
7A	2015	TRACTOR	TRACKLESS	MT6	
8	2012	BACKHOE	JOHN DEERE	310SK	
9	2007	TRACTOR	JOHN DEERE		
9A	2010	TRACTOR	JOHN DEERE	5105M	
10	2013	PICKUP	FORD	F250	
11	2013	TRUCK	FORD	F550	
12	1994	GRADER	JOHN DEERE		
13	2008	TRUCK	STERLING	SL8500	
14	2010	TRUCK	FREIGHTLINER	M2106V	
15	2012	TRUCK	INTERNATIONAL		
16	2011	LOADER	JOHN DEERE	544K	
17	2006	TRUCK	STERLING	SL8511	
18	2012	TRUCK	FORD	F550	
19	2011	TRUCK	INTERNATIONAL		
20	2009	TRUCK	GMC		
21	1994	TILLER	HOMELITE	HTC-12	
22		GENERATOR	POWERGUARD		
23	1992	PUMP	WISCONSIN ROBIN	WI-145	
24		BLOWER	GEXUB		
25	1991	CHAINSAW	STIHL		
26		CHAINSAW	STIHL	O38	
27	2007	CUTOFF SAW	STIHL	TS400	
28	2007	CUTOFF SAW	STIHL	TS400	
29	2005	TRAILER	HUDSON	HTLG16	
30	1989	TRAILER	INTST	20DTA	
31	1991	TRAILER	L/S LINE	2AX	
32	2012	TRUCK	FORD	F350	
33	1978	TRUCK	FORD	L8000	
34	1993	BROOM	SWEEPSTER	RHFA	
35	2012	TRUCK	FORD	F350	
36		RAKE	WOODS	LR106-7-8	
37		BUSH HOG MOWER	WOODS	M1040-1	
38	1997	SPREADER	VICON	PS203	
39	1997	SYCLE BAR MOWER	NEW HOLLAND		
40		ROTOTILLER	JOHN DEERE		
41		POST HOLE DIGGER	LEINBACK		
42		SNOWBLOWER	JOHN DEERE		
43	1993	SNOWBLOWER	TORO		
44					
45	2004	SCREEN	NORDBERG	CV50	
46		SNOWBLOWER	FRONTIER		
47	2001	MULCHER	GOOSEN		
48	1998	COMPACTOR	WACKER	VPG165	
49	1993	FLAIL MOWER	ALAMO-MOTT	H88	
50	2010	TRAILER	CARRY ON	6X16GGW2BRK	
51	2010	CAR	FORD	CROWN VIC	
52	2002	SUV	FORD	EXPLORER	

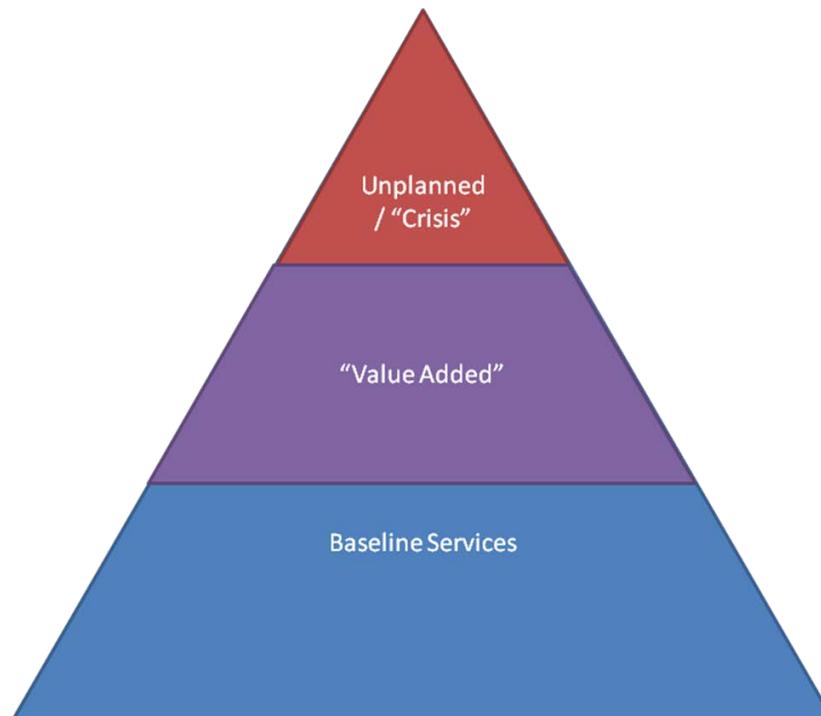
Town of Hampden
106 Western Avenue
Hampden, Maine 04444



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

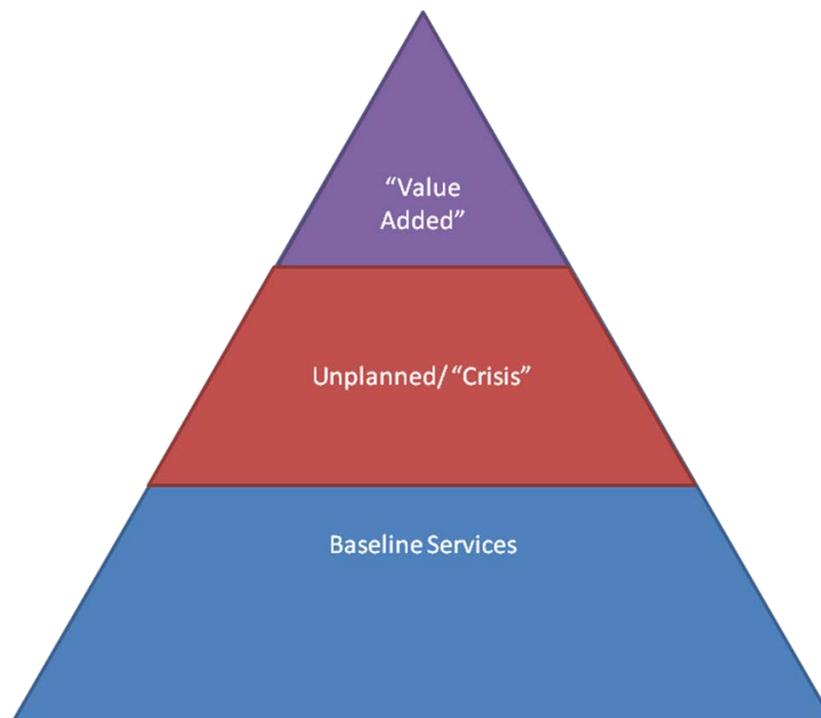
TO: Town Council Committees
FROM: Angus Jennings, Town Manager
DATE: July 2, 2016
RE: Work plan and priorities for FY17

Now that FY16 is over, Mayor Ryder and I have agreed that it will be important in July and August to review, within each of the Council's four Committees, anticipated work plan and Council and Manager priorities for FY17. The FY17 Budget has been adopted, giving us baseline information regarding financial and personnel resources for the year ahead. Over the course of my municipal career I've come to think of the services towns provide in three categories, illustrated as follows:



Baseline services include functions that are mandated by local, State or Federal statute, regulation or administrative agency. "Value added" services include, for example, proactive planning and zoning efforts, grant applications, and non-mandated services that are nonetheless provided on a regular basis. Unplanned services represent issues that are not part of a specific work plan but, when they arise, must be addressed. In some departments more than others, this category can represent "crises" in a true sense of the word. The pyramid is intended to illustrate relative time impact (in personnel hours) of the various types of services (i.e. on a week to week basis, Baseline Services occupy the greatest share of staff time, etc.).

As a practical matter, when Unplanned/Crisis situations arise, these have the effect – for whatever the duration of the event – of displacing time toward Value Added services, while in every circumstance the Baseline Services must continue to be provided. So, during periods where Unplanned/Crisis work arises, the pyramid looks more like this:



For this reason, it is important to re-evaluate work plan and priorities on a regular basis in order to make adjustments to the timing of Value Added services if/as needed to accommodate Unplanned/Crisis work while also maintaining Baseline Services.

As we discussed during the Town Manager interview process last summer, it is my opinion that true prioritization requires a statement of both what is to be done, and of what will not be done (either at all, or on a particular timeframe, i.e. extending the time horizon for certain Value Added services that may be important, but that – in light of overall work planning – are not near-term priorities).

As we also discussed during the interview process, it is my opinion that government is notoriously bad at leveling with the public (and, sometimes, itself) regarding what will not be achieved within a defined period of time. In my experience this has two inevitable and unfortunate consequences: the first is that the public can become frustrated by statements of what will be achieved, but a failure to achieve the goals on the established timeline; and, because the system of government is trying to achieve more than it has the capacity to achieve, the quality of work suffers because tasks are done with an emphasis on speed rather than diligent attention, and balls can be dropped because the system is over capacity. Personnel fatigue and burnout can also result.

During the selection process, I made a commitment to the Council that I would not proceed in this manner, but rather would work with the Council based on clear information regarding priorities, capacity/bandwidth, and the time it takes to accomplish

particular tasks, in order to establish meaningful priorities that can actually inform the work planning for municipal personnel and private sector and institutional partners. While it is not easy to state on the public record that certain public goals – which are understood to be important – will not get done (on a certain timeframe), it is absolutely imperative to do so. If the municipal government is unable (or unwilling) to establish and maintain priorities, every new commitment of resources (whether mandated, “value added” or “crisis”) simply competes against those commitments already underway, and can threaten the system’s ability to meet the commitments it has already made. Over time, in addition to doing actual harm (i.e. balls dropped), this affects municipal government’s credibility, and can undermine public confidence.

We are at a point where this exercise of prioritization is essential. We have been short-staffed in the planning and economic development arena for seven (to become eleven) weeks, during which time I (along with Myles and Rosemary) have taken on significant additional responsibilities. We are at a period of staff transition as we’ll be working to integrate a new Town Planner into our operations, modify several staff job descriptions and responsibilities (regarding payroll, finance, administration and DPW administration), and add a new administrative staff person with direct involvement in daily cash and financial transactions. We are also entering the most time-intensive and critical phase of the year from a financial management standpoint as we prepare for the FY16 Audit and for the issuance of a Tax Anticipation Note for FY17. And, the work to be ready for a November 2016 bond authorization referendum must also begin in earnest.

A review of the past year’s meeting agendas and identified work items of each of the Council’s Committees (many which fall into the “Value Added” category) illustrates a mismatch between policy “priorities” and actual personnel resources to get this work done (concurrently, anyway). This is not an issue of capability; we have excellent personnel in every area of the organization. It is an issue of capacity i.e. bandwidth.

So, Mayor Ryder and I would like to work with each of the four Committees and their Chairmen during the summer months to advance from “priorities” to **priorities**. In so doing, we will need to identify important work items that can be deferred. However, we will also agree to work items that are of greater importance in FY17 and, in so doing, we can more effectively partner with private sector and institutional partners to actually deliver on the commitments we make (and have made). This exercise will also be critical to my ability to effectively manage personnel resources so that each of our municipal departments can actually “plan their work and work their plan.”

Building on the February Goal Setting sessions and the intensive FY17 budget process in May and June, I look forward to beginning this process in earnest at Tuesday’s Administration and Finance meeting, Wednesday’s Planning & Development Committee meeting, and at the July meetings of the Services and Infrastructure Committees.

To inform your consideration, I have attached a tasks matrix that I began working on last August and have periodically updated since then. This has not been updated since May 1, and is not exhaustive, but can provide a foundation for this work. I have also attached a prioritization matrix that we reviewed at the February Goal Setting sessions. I have found this matrix useful and offer it as a resource; of course you may prefer your own approach if you have a different method that is effective for you.

Present

Future

A
Vital

B
Important

C
Optional

D
Worthless