

INFRASTRUCTURE COMMITTEE MEETING

Monday, April 30, 2018

6:00 P.M.

HAMPDEN TOWN OFFICE

AGENDA

1. MINUTES
  - a. March 26, 2018 Meeting
  
2. OLD BUSINESS
  - a. Schoolhouse Lane repair options – *request of Councilor Wilde*
  - b. Review of draft Capital Program, FY18-FY23
  
3. NEW BUSINESS
  - a. Review of bids received for storm drain installation on Coldbrook Road, and referral of recommendation to Finance Committee
  - b. Review of bids received for mold remediation, Municipal Building, and referral of recommendation to Finance Committee
  - c. Update of draft FY19 Sewer expense budget, consideration of sewer rates
  
4. STAFF UPDATES
  - a. Review of projects for submittal to BACTS for 2022-23 project round
  
5. PUBLIC COMMENTS
  
6. COMMITTEE MEMBER COMMENTS
  
7. ADJOURN

## INFRASTRUCTURE COMMITTEE MEETING

Monday, March 26, 2018

### MINUTES – DRAFT

*Attending:*

<i>Councilor Mark Cormier, Chairman</i>	<i>Town Manager Angus Jennings</i>
<i>Mayor Ivan McPike</i>	<i>PW Director Sean Currier</i>
<i>Councilor Dennis Marble</i>	<i>Public Safety Dir. Joe Rogers</i>
<i>Councilor Terry McAvoy</i>	
<i>Councilor David Ryder</i>	
<i>Councilor Stephen Wilde</i>	

*Chairman Cormier called the meeting to order at 6 PM.*

#### 1. MINUTES

- a. **February 26, 2018 Meeting** – *Motion by Councilor McAvoy seconded by Councilor Marble to approve the minutes as written. Motion carried six in favor and none against.*

#### 2. OLD BUSINESS

- a. **Update on engineering for Town Center crosswalks and upcoming RFP for construction services; discussion of whether to include a second flashing pedestrian beacon at Kiwanis driveway (in addition to grant-funded beacon provided by MDOT for the Cottage Street intersection).**

*Manager Jennings updated the Committee on the timing of the process, also discussed if one set of beacons, or two would be favored by the Committee.*

*Director Currier recommended two (2) beacons, one beacon was approved by a State funding grant. It has been proven that beacons have reduced incidents of pedestrian verses vehicular conflict. The price for the 2<sup>nd</sup> beacon would be \$6200.00 (unit only, not installed) Councilor Marble asked if there would be coordination of timing with the signal light at the intersection of Western Avenue and 1A.*

*Director Currier stated there would be no coordination with the corner intersection signal. These are solar powered, activated when a pedestrian presses the button.*

*Councilor Marble had concerns at the closeness to the Irving 1A/Western Avenue intersection, with the big truck making the swing coming south on 1A, and the proposed crosswalk being at the Irving site, it might be too busy.*

*Director Currier stated the problem with children crossing at Irving is that they would have to cross Irving's driveway which is busy and more dangerous.*

*Mayor McPike stated with the added crosswalk, he would be in favor of both beacons for improved visibility.*

*Councilor McAvoy stated his concerns if the beacons are not coordinated with the traffic signal that it would start to back up traffic.*

*Chairman Cormier agreed it is already a mess in this area.*

*Chief Rogers stated that without the beacons it may not be okay but with the beacons it would be safer. It would be a flashing yellow not a red stop light.*

*Councilor Ryder stated that the only time there would be an issue is when school is letting out.*

*Chief Rogers stated that in the morning there is more activity at Cottage Street and in the afternoon the activity is closer to the Irving site.*

*Councilor Ryder asked what budget year would the funding come out of.*

*Director Currier stated he is not sure when the waterline project will take place, since we are doing the crosswalk in conjunction with that project to save money.*

*Councilor Ryder stated since we do not have pricing, we will have to wait.*

*Director Currier stated that there is a big cost savings for the Town by coordinating the project construction along with the Water District's project.*

*Manager Jennings stated he is hearing openness to a second crosswalk and beacon, depending on the cost.*

*Councilor McAvoy asked when the renovations to Hannibal Hamlin's place was taking place.*

*Manager Jennings stated that the projects have been approved by Planning Board for site plan. He has spoken with Jim Kiser who is the engineer on the project, and was told that the construction would wait until additional space is leased. Woodard and Curran have looked at the site plans, and the crosswalk design would take the future Hannibal Hamlin renovations into account.*

*Chairman Cormier stated that this item will be back before the Councilors after pricing is provided.*

### **3. NEW BUSINESS**

#### **a. Street Light petition: Highland Ridge**

*Steve Rideout, one of the petitioners from Highland Ridge Drive, stated it is tough to see the side street coming from either direction on 1A,*

*without it being illuminated. The light across the road on 1A by Calkins farm stand does not light the mouth of Highland Ridge enough.*

*Chief Rogers explained that the offset intersection lighting does not illuminate that intersection. Changing the light to LED may better illuminate Highland Ridge Drive than current lighting. Emera wants to wait on PUC approval of the rates of LED lights before installation.*

*Director Currier stated Emera doesn't want to switch out streetlights without PUC approval.*

*Councilor Ryder asked if we could move the existing light across the street.*

*Director Currier stated it is a DOT layout, not sure if it was installed at that site for a reason.*

*Chief Rogers stated the neighborhood supports swapping out a sodium light for a LED, then adding a new LED if that doesn't illuminate the area enough.*

*Director Currier stated we could change the wattage from 70 to 100 (LED equivalent).*

*Councilor Marble asked who does the work? Director Currier stated Emera Maine does the work.*

*Councilor Ryder asked about whether the whole neighborhood wants to be illuminated.*

*Manager Jennings stated that was the request in 2008 for the whole neighborhood to be illuminated but speaking with neighbors they are not requesting additional lighting for the whole street, just at the entrance.*

*The Committee was supportive of swapping out the streetlight across the street with an LED at higher (effective) wattage, once PUC approves rates for LED, then revisiting the request for additional lighting if the swap-out to LED does not adequately illuminate the street entrance.*

**b. Update on public information outreach, including proposed debt service cost share between Sewer and General Fund, for June 2018 sewer borrowing referendum.**

*Manager Jennings stated that the newsletter, postcard and flyers in the sewer bill will help get the word out that the bridge will be paid by the general fund.*

*Discussion was had about the cost of the Grist Mill project and the bond.*

*Manager Jennings stated that the timing of the decision is important, and that voter approval in June will allow the Town to stay on time with the MDOT projects.*

**4. STAFF UPDATES**

**a. Update on Hampden Capital Program work underway**

*Manager Jennings gave an update on work (files backup) also discussion of potential policy to better define what constitutes a capital project.*

*Councilor McAvoy would like to research what the difference is between public and private sector definition of a capital item.*

*Councilor McPike stated that a tractor trailer rig could be classed as a capital item.*

*Councilor McAvoy asked if 10K is too low a threshold.*

*Manager Jennings had some discussion on capital improvements, and equipment that would be included in the capital budget items.*

*Councilor McAvoy stated it may be the terminology issue. The Town Charter prescribes what is a capital project.*

*Manager Jennings described capital and reserve budgeting and the items they may cover.*

**b. Update on CSO Annual Report filed on 2/28/18 and DEP site visit on 3/20/18.**

*Manager Jennings stated that the recent budget adjustments helped us demonstrate that we are working toward CSO Master Plan and Fiscal Sustainability Plan, as required to be eligible for SRF financing.*

*Director Currier stated that the Town had a DEP audit on March 20<sup>th</sup> that went very well. (With regard to the CSO)*

*Councilor McAvoy asked about the median household income, believing it should be higher with all the professionals that have moved into town.*

*Manager Jennings stated that, in order to be eligible for certain financing sources, we would need to demonstrate that the Median Household Income in the sewer served area is different from the rest of the Town. This would require a targeted income survey by a qualified party.*

*Director Currier explained it does not need to be in the near term, it may be 5 – 10 years out, but should be on a long-term work plan due to the favorability of some of the financing that we don't qualify for because median incomes are above the threshold. On future DEP permits we may be pushed to do the Master Plan.*

**c. Review of new sewer data from CCTV inspections added to Town GIS data -**

*Manager Jennings explained this is an informational update. The value of the CCTV data is that it is professionalizing the management of sewer.*

*Director Currier explained that this demonstrates the areas with sub-meter accuracy located at the manholes. Director Currier explained what sub-meter accuracy is. How important it is in locating manholes. You could be within 3 to 4 inches locating a manhole, especially if there is a problem.*

*Councilor Ryder asked about the manhole from the O'Donald's project on Western Avenue, and if we accepted it.*

*Director Currier stated he did not know whether the Town accepted that manhole or not. (Director Currier demonstrated with projector)*

*Director Currier would like to create a color map book like what Bangor has.*

*Councilor Marble asked if a pipe broke and was repaired or replaced would that be reflected.*

*Director Currier explained that it would not be reflected until it was camera-ed.*

**d. Town of Hampden and City of Bangor March 2018 comment letters to DEP regarding Fourth Preliminary Draft of the 2018 General Permit for the Discharge of Stormwater from Small Municipal Separate Stormwater systems (MS4s)**

*Manager Jennings provided informational update on this item.*

*Director Currier stated a new MS4 permit is coming out. The DEP and EPA now both define Shaw Brook and Sucker Brook as urban impaired streams, Watershed plans will be required. Some communities in Southern Maine are pushing for more attention to urban impaired streams.*

*Councilor McAvoy stated that someone must know where the impairment is coming from.*

*Manager Jennings stated that it is decades long evolution toward non-point source pollution, which results from pollutants being conveyed via stormwater runoff.*

*Director Currier stated that we would only do a watershed plan in conjunction with Bangor, since Shaw and Sucker Brook both are in Bangor. We are pushing to get responsibility back on DEP.*

**5. PUBLIC COMMENTS**

**6. COMMITTEE MEMBER COMMENTS**

*Mayor McPike stated it is good to see we are integrating the CCTV.*

*Councilor Wilde would like to see Schoolhouse Lane on the next agenda.*

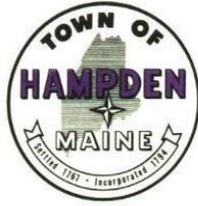
*Director Currier shows the Bangor map book on sewer manholes, and would like to get Hampden to that point.*

*Chairman Cormier asked if the aerial photos were done for that purpose.  
Director Currier stated that they were.  
Councilor Wilde stated that Schoolhouse Lane gravel has washed out  
from beneath the pavement.*

## **7. ADJOURN**

*There being no further business, the meeting was adjourned at 7:15 p.m.*

*Respectfully Submitted,  
Rosemary Bezanson, Public Works*



**TOWN OF HAMPDEN**  
**DEPARTMENT OF PUBLIC WORKS**

106 WESTERN AVE.  
HAMPDEN, ME 04444

TEL 862-3337

FAX 862-5067

April 25, 2018

To: Angus Jennings  
From: Sean Currier  
Subject: 2018 Schoolhouse Lane Storm Water

The Public Works Department has responded to numerous complaints about storm water on Schoolhouse Lane over the past few years including basement flooding, ditch erosion and road condition. This year, the issues continue with erosion. Schoolhouse lane has been discussed in Infrastructure meetings and the Council has heard from residents on the matter multiple times.

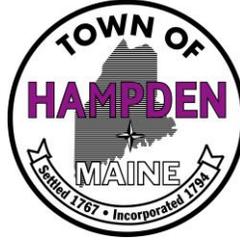
I would like to recommend that the Council take steps to solidify funding to repair the current condition of Schoolhouse Lane in a timely manner. The two options discussed last year were:

- 1) Installation of storm drain catch basins, piping and curbing on one side of Schoolhouse Lane. Road to be curbed on the other side and full depth road reconstruction to take place in the future. Cost approx. \$90,000-\$100,000.
- 2) Installation of storm drain catch basins, piping and curbing on both sides of Schoolhouse Lane, full depth road reconstruction and paving to take place, and ditching, loam, mulch and seed where applicable to complete reconstruction of Schoolhouse Lane. Cost approx. \$310,000-\$330,000.

Thank you for your consideration taking steps to rectify issues on Schoolhouse Lane.

Sean Currier

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



**Phone:** (207) 862-3337  
**Fax:** (207) 862-5067  
**email:** [Publicworks@hampdenmaine.gov](mailto:Publicworks@hampdenmaine.gov)

October 2, 2017

**Re: Schoolhouse Lane drainage issues**

Dear Residents:

On June 26 of this year, the Town Council's Infrastructure Committee held a meeting with public input on the water situation and road condition on Schoolhouse Lane. There were several issues discussed at that meeting, including how to alleviate or reduce surface run-off and groundwater from entering basements. Following additional discussion at the Committee's July 24 meeting, the Committee directed the Town Manager to work with DPW to design and implement an interim fix as feasible within this year's budget, and to propose a more complete fix for next budget year.

With regard to surface water, the Public Works Department is proposing to place a low height, narrow berm of pavement along the North side of the street to keep surface run-off on the pavement and channel it to a ditch that will be repaved this fall. This would at least minimize the visible water from leaving the road right-of-way.

Minimizing ground water issues will require a more significant construction project. It is believed that with the recent water line project, the disturbed soils may be channeling ground water in the new water line trench and allowing the water to follow pipes to basements. A more permanent fix would include installing a storm drain system necessary to reduce groundwater levels in the affected areas. This was considered in previous budget cycles but was not funded. The funding for this will be discussed and brought to the Council for consideration in the FY19 budget process. Thanks to public comments from affected residents, Councilors are aware of the importance of addressing this matter.

If you would like to receive notice when this issue will be discussed at meetings of the Council or Infrastructure Committee, please contact Rosemary Bezanson at the number above, in person, or at [adminasst@hampdenmaine.gov](mailto:adminasst@hampdenmaine.gov). If you have additional questions regarding Schoolhouse Lane, Public Work Director Currier can be reached at 862-3337.

Thank you for your input and patience.

Sean Currier,

Public Works Director



Angus Jennings <townmanager@hampdenmaine.gov>

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## Fwd: SCHOOLHOUSE LANE REBUILD

1 message

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Sean Currier <publicworks@hampdenmaine.gov>  
To: Angus Jennings <townmanager@hampdenmaine.gov>

Thu, Aug 4, 2016 at 9:33 AM

FYI, Info on how the cost was derived on Schoolhouse Lane.

Estimated cost to construct: \$275,000

With cost added for contingency, 8% engineering and inspection: \$310,000

Please see below.

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Sean Currier  
Public Works Director  
Town of Hampden  
106 Western Avenue  
Hampden, ME 04444  
(207)862-3337

----- Forwarded message -----  
From: **Jim Braley** <jbraley@sargent-corp.com>  
Date: Mon, Apr 11, 2016 at 11:47 AM  
Subject: RE: SCHOOLHOUSE LANE REBUILD  
To: Sean Currier <publicworks@hampdenmaine.gov>

Sean,

Including some traffic control and some QC costs, I come up with around \$275,000.

Scope:

Box cut to waste

8" Type C underdrain, both sides of street

Six precast concrete catch basins

18" Subbase

6" Base

4" pavement

Striping

Erosion control measures, dewatering

Traffic control and signage

Slipform concrete curb

Loam, seed and mulch shoulders

**Jim Braley**

Project Manager

Sargent Corporation - Bangor Division

489 Odlin Road, Suite 101

Bangor, ME 04401

Phone: 207-990-1735

Fax: 207-990-2432

Cell: 207-478-4092

Email: [jbraley@sargent-corp.com](mailto:jbraley@sargent-corp.com)



*Sargent Corporation is an Equal Opportunity, Affirmative Action Employer*

*Women and Minorities are encouraged to apply.*

**From:** Sean Currier [mailto:[publicworks@hampdenmaine.gov](mailto:publicworks@hampdenmaine.gov)]

**Sent:** Thursday, April 07, 2016 10:49 AM

**To:** [jbraley@sargent-corp.com](mailto:jbraley@sargent-corp.com)

**Subject:** SCHOOLHOUSE LANE REBUILD

Jim, If you wouldn't mind, could I get a ballpark figure to reconstruct schoolhouse lane? there is new sewer and water already. we would need:

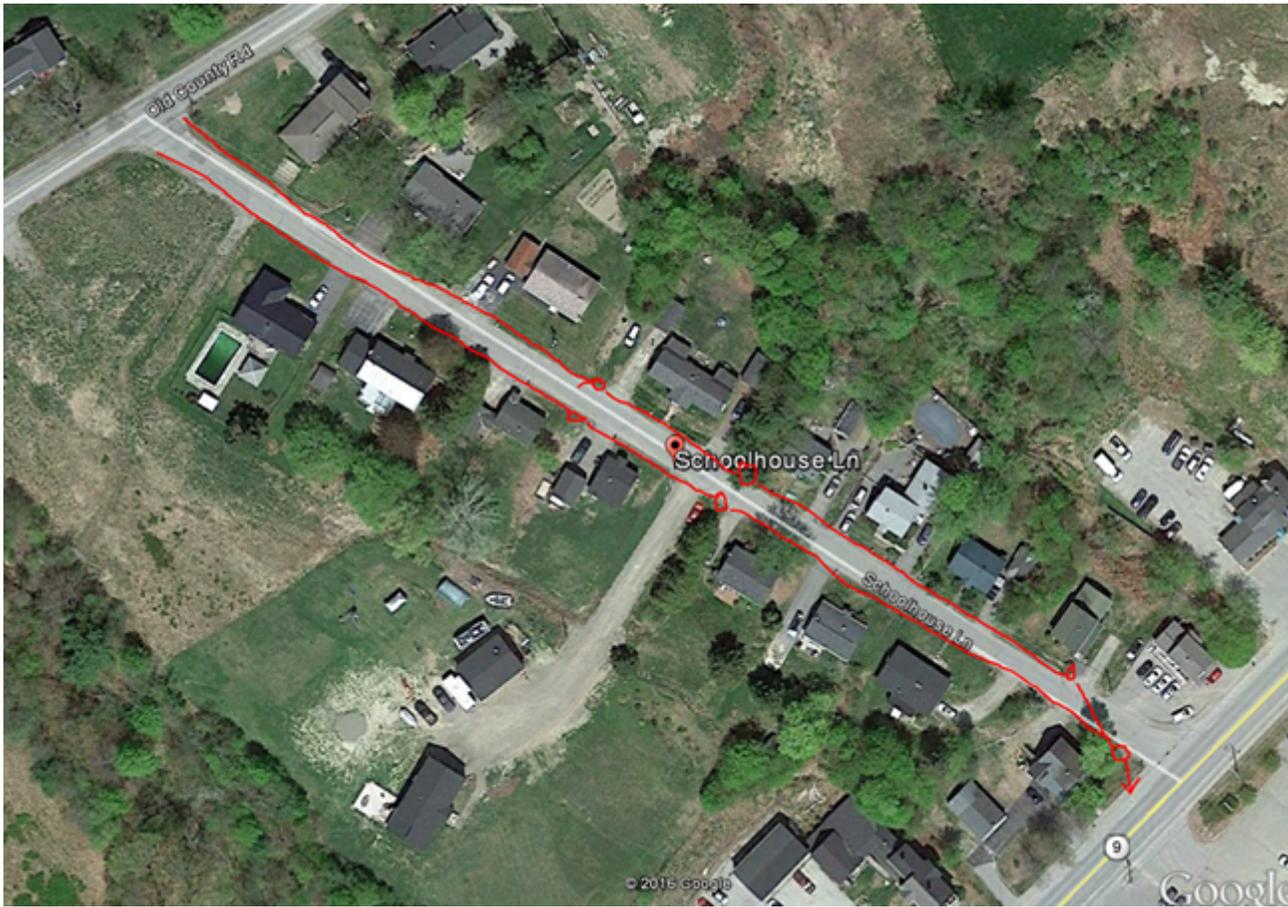
- existing road is approx. 860' long and 20' wide with quite a

steep grade.

- 8" underdrain both sides (type C?)
- full depth road rebuild
- install 6 new 4' dia. cb's
- add 2' width to road and install curb (preferably conc. slipform)  
currently there is no curb at all
- repave with 4" hma (2.5" binder and 1.5" surface)

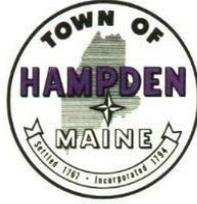
Thanks!!

Sean



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Sean Currier  
Public Works Director  
Town of Hampden  
106 Western Avenue  
Hampden, ME 04444  
[\(207\)862-3337](tel:(207)862-3337)



**TOWN OF HAMPDEN**  
**DEPARTMENT OF PUBLIC WORKS**

106 WESTERN AVE.  
HAMPDEN, ME 04444

TEL 862-3337

FAX 862-5067

April 18, 2018

To: Angus Jennings

From: Sean Currier

Subject: 2018 Coldbrook Storm Drain Project – Recommendation of Award

The Public Works department solicited bids for the installation of new storm drain pipe and structures on Coldbrook Road near Laskey Lane due to annual erosion problems. The project proposes the installation of 4 new structures, and approximately 340LF of HDPE smooth bore pipe. The intent is to curb this section of road once lower Coldbrook Road rotation is up for repaving. This will occur after the Rt1A reconstruction and bridge projects are completed.

Four (4) contractors responded to the bid request with prices ranging from \$27,000.00 to \$36,500.00 with Eastwood Contractors being the lowest responsive bidder. I have worked with Eastwood Contractors in the past and had very favorable results. Funding for this project will come from operating budget 10-10-22-01.

I would like to recommend award of the project to Eastwood Contractors in the amount of \$27,000.00.

Thank you for your consideration.

Sean Currier

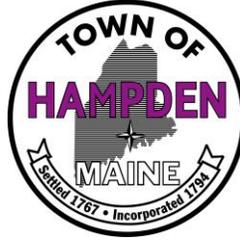
Attachment: 2018 Coldbrook Road Storm Drain Bid Tab

## Coldbrook Road Storm Drain

Bid results will be presented to Infrastructure committee on April 30.  
If recommended, referral will be sent to Council for approval on May 7.

<b>Company</b>	<b>Bid Amount</b>
Hughes Bros. Inc	\$36,500.00
Sunset Development	\$31,980.15
Eastwood Contractors	\$27,000.00
Wellman Paving	\$30,945.00

**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:** April 25, 2018  
**RE:** Bid for Mold Remediation

Please find enclosed:

1. The bid package and specifications issued by the Town and prepared by Environmental Safety & Hygiene Associates, Inc. on behalf of and in conjunction with the Town; and
2. A bid tab summarizing the one bid received.

There were nine attendees at the pre-bid conference on April 12<sup>th</sup>. However, only one prospective contractor submitted a bid. We think that time of year (busy season for remediation vendors), and distance (many qualified firms are in the Portland area) contributed to the lack of additional bids.

To date, a total of \$13,516.58 has been paid (or invoiced) for work related to mold remediation, summarized as follows:

Consultant costs	\$11,254.00
Legal ad (RFP)	\$277.00
Plastic storage bins	\$1,460.58
Legal costs	\$525.00

Based on the Council's authorization of up to \$100,000 in Municipal Building Reserve funds, and related transfer of funds from Overlay into that reserve account, both of which took place on December 18, 2017, a remaining amount of up to \$86,483.42 is available under that authorization.

Because the remediation costs that are the subject of the present bid process exceed \$10,000, this matter is brought to the Committee for referral of a recommendation to Finance Committee, or to recommend other action. A Council vote to award a bid would be needed in order to execute a contract for mold remediation.

**TOWN OF HAMPDEN  
NOTICE OF PUBLIC BID**

The Town of Hampden is seeking bid proposals for mold remediation and restoration services at the Town municipal building located at 106 Western Avenue.

A full scope and pertinent information will be available at the pre-bid meeting and after the meeting at [www.hampdenmaine.gov](http://www.hampdenmaine.gov), under "Public Notices and Bids". This project will require mold specific Contractor Liability Insurance with True Occurrence Claims Provisions.

Prospective bidders (and proposed sub-contractors) who wish to be considered for the project are expected to attend a **mandatory pre-bid meeting** on April 12, 2018 at 1:00pm at the Municipal Building Conference Room, 106 Western Avenue, Hampden, ME. Sealed bids, clearly marked "Bid Proposal: Mold Remediation and Restoration Services, Town Municipal Building" must be received no later than Wednesday, April 25, 2018 at 1:00pm addressed to:

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

Bids will be publicly opened at the Hampden Municipal Building Conference Room at 1:00pm on April 25, 2018. A bid tabulation will be prepared and presented for award at the next scheduled Council meeting on May 7, 2018.



ENVIRONMENTAL SAFETY & HYGIENE ASSOCIATES, INC.

- Indoor Air Quality Testing
- Asbestos Testing & Consulting
- Lead Testing & Consulting
- Mold Testing
- Industrial Hygiene
- Training
- OSHA Compliance

## ENVIRONMENTAL ABATEMENT BID PLAN

**Town of Hampden  
Hampden, Maine**

Prepared for

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

\*\*\*\*\*

Prepared by

**Environmental Safety & Hygiene Associates Inc.**

ESHA Project # 18-036

*April 12<sup>th</sup>, 2018*

[www.airqualitymaine.com](http://www.airqualitymaine.com)

91 Larrabee Rd., Suite 102 ~ Westbrook, Maine 04092 ~ Phone: 207-854-2711

# PROJECT BACKGROUND

## **Town Municipal Building**

The lower level of the Public Safety building has been subject to elevated humidity, slab condensation, and isolated water damage events that have primarily impacted lower drywall sections and flooring. The conditions described above have contributed to the manifestation of fungal growth behind vinyl base molding, drywall, and surface growth on selective wall and ceiling surfaces.

It is the intent of the Town to engage a professional mold remediation firm to provide removal of all flooring, vinyl base molding, and water damaged drywall followed by installation of new drywall (Mold resistant) vinyl base molding, and finish painting in multiple phases (see phasing plan). In addition, the Town will be soliciting and alternate bid for the removal of the FRP and drywall from the wash bay followed by installation of new drywall (Mold resistant), FRP, vinyl base molding, and finish painting, the general scope of remediation and restoration work is as follows;

### **Base Bid All Phases**

#### ***Remediation Scope***

- Removal and temporary storage of all contents within each phase will be conducted by the Owner.
- Isolate each phase with a two-stage decontamination unit, poly critical barriers, caution tape, and keep out signs.
- Install a minimum of two 2000 cfm HEPA filtered negative air machine and vent to secure through wall penetration or secure window opening to the outdoors or into a water bath if outdoor venting is not accessible. A pressure differential of -0.020 or greater must be established and maintained.
- Install a digital and tape recording Pressure Differential Monitor (PDM) to data log and confirm a pressure differential of -0.020 or greater until such time Post Remediation Verification (PRV) testing has been completed and passed.
- Isolate all HVAC return ducts with poly critical barriers to avoid dust contamination.
- Supply make-up air to any systems that require fresh air or will be otherwise impacted by the negative pressure such boilers, heaters, dampers.
- Conduct pre-abatement assessment of engineering and environmental controls prior to proceeding with the abatement.
- Sequentially remove and dispose of all vinyl base molding within each phase followed by cutting all exposed drywall 1" off the exposed concrete floor.
- Sequentially remove and dispose of all drywall as depicted on the attached floor plans.
- Sequentially remove and dispose of all flooring as depicted on the attached floor plans.

**Town of Hampden  
Municipal Building  
Page Two**

- Surface clean and HEPA vacuum all exposed lower drywall areas that have been subject to removal of the vinyl base molding but are not scheduled for removal followed by application of an anti-microbial paint.
- Surface clean and HEPA vacuum all exposed wall framing and adjacent drywall systems that have been exposed by the drywall removal followed by surface cleaning if metal studs and application of an anti-microbial paint if wood studs.
- Surface clean any walls within the phase (Primarily the locker rooms) that have visible mold stains or growth.
- Remove all debris and non-essential equipment from the phase area in preparation of final cleaning and PRV testing
- Fine clean all exposed surfaces within the phase area using damp wipe and HEPA vacuum methods
- Remove and replace all HEPA unit pre-filters with new clean filters
- Fine clean all ladders and equipment with the phase area using damp wipe and HEPA vacuum methods
- Notify ESHA that the phase is ready for PRV visual and testing.
- Once the PRV certificate is issued, de-regulate the area for restoration activities. Note that all engineering controls (Negative air flow) and critical barriers shall remain active and in place until such time the phase is ready for re-occupancy. The intent is to control drywall dust and paint fumes.

**NOTE:** All waste and PPE within each phase must be properly packaged within sealed disposal bags prior to removal from within each phase. All equipment shall be fine cleaned using damp wipe and HEPA vacuum methods prior to removal from within each phase.

***Restoration Scope***

- Replace any insulation that was removed during the drywall removal activities.
- Install new mold resistant drywall (1/2" or 5/8") in areas that were removed during the drywall removal activities. The new drywall must be applied 1" off the exposed concrete floor and must be mold resistant.
- Finish tape and sand all drywall seams, joints, screw heads in preparation for finish painting.

**Town of Hampden  
Municipal Building  
Page Three**

- Finish paint all walls within the phase with a low VOC latex paint (Color to be selected by Owner).
- Fine clean the phase area and remove all engineering and containment controls

**Bid Alternate #1**

***Remediation Scope***

- Removal and temporary storage of all contents within the wash bay will be conducted by the Owner.
- Isolate the wash bay with a two-stage decontamination unit, poly critical barriers, caution tape, and keep out signs.
- Install a minimum of one 2000 cfm HEPA filtered negative air machine and vent to secure through wall penetration or secure window opening to the outdoors or into a water bath if outdoor venting is not accessible. A pressure differential of -0.020 or greater must be established and maintained.
- Install a digital and tape recording Pressure Differential Monitor (PDM) to data log and confirm a pressure differential of -0.020 or greater until such time Post Remediation Verification (PRV) testing has been completed and passed.
- Isolate all HVAC return ducts with poly critical barriers to avoid dust contamination.
- Supply make-up air to any systems that require fresh air or will be otherwise impacted by the negative pressure such boilers, heaters, dampers.
- Conduct pre-abatement assessment of engineering and environmental controls prior to proceeding with the abatement.
- Sequentially remove and dispose of all vinyl base molding, FRP, drywall, and insulation as depicted on the attached floor plans.
- Surface clean and HEPA vacuum all exposed wall framing that has been exposed by the drywall removal followed by surface cleaning if metal studs and application of an anti-microbial paint if wood studs.
- Remove all debris and non-essential equipment from the phase area in preparation of final cleaning and PRV testing.
- Fine clean all exposed surfaces within the phase area using damp wipe and HEPA vacuum methods.

**Town of Hampden  
Municipal Building  
Page Four**

- Remove and replace all HEPA unit pre-filters with new clean filters.
- Fine clean all ladders and equipment with the phase area using damp wipe and HEPA vacuum methods.
- Notify ESHA that the phase is ready for PRV visual and testing.
- Once the PRV certificate is issued, de-regulate the area for restoration activities. Note that all engineering controls (Negative air flow) and critical barriers shall remain active and in place until such time the phase is ready for re-occupancy. The intent is to control drywall dust and paint fumes.

**NOTE:** All waste and PPE within each phase must be properly packaged within sealed disposal bags prior to removal from within each phase. All equipment shall be fine cleaned using damp wipe and HEPA vacuum methods prior to removal from within each phase.

***Restoration Scope***

- Replace any insulation that was removed during the drywall removal activities.
- Install new mold resistant drywall (1/2" or 5/8") in areas that were removed during the drywall removal activities. The new drywall must be applied 1" off the exposed concrete floor and must be mold resistant.
- Finish tape and sand all drywall seams, joints, screw heads in preparation for application of new FRP.
- Apply new 48" x 120" (4' x 10') FRP panels to all walls within the wash bay.

**Post Remediation Verification (PRV Visual)**

A visual assessment of conditions in each phase will be recorded on a basic visual assessment form by the CIE both prior to release of the area. The visual conditions after abatement is complete should be clean and all surfaces should have no visible or residual dust or growth.

**Post Remediation Verification (PRV Airborne)**

Once each phase of the remediation is complete a final PRV will be conducted to include the affected and immediate and adjacent unaffected areas. The assessment will include testing for airborne fungi spores in accordance with recommended sampling and release criteria.

\* Cladosporium less than or equal to outdoors, a concentration of Stachybotrys that is below detection by the laboratory (<22 ct./m<sup>3</sup>) inside a remediation area, and total airborne fungal spore concentrations inside a remediation area should not exceed 2,000 ct./m<sup>3</sup> (and that the concentration of Cladosporium, Aspergillus/Penicillium, or any individual spore does not make up more than 1/3 of the 2,000 ct./m<sup>3</sup>, which is equal to 666 ct./m<sup>3</sup>).

# INSTRUCTIONS TO BIDDERS

## **Town of Hampden Town Municipal Building**

Mailed proposals will be received at the office of Town Manager, Town of Hampden, 106 Western Avenue, Hampden, Maine 04444 on or before 1:00 p.m. Wednesday, April 25<sup>th</sup>, 2018 at which time they will be reviewed for consideration. It is the sole responsibility of the bidder to see that this bid is in the hands of the proper authority prior to the bid date and time, late bids will be rejected.

At the time of submitting the Proposals, each Bidder will be presumed to have inspected the Site and to have read and to be thoroughly familiar with the Plans and Contract Documents including all Addenda. The failure or omission of any Bidder to receive or examine any form, instrument, or document shall in no way relieve any Bidder from any obligation in respect to his/her Proposal.

It is of utmost importance that Bidders examine the Bidding Documents and existing conditions at the site in order to familiarize themselves with the extent of the work, the accessibility of the areas where the work is to be done, and the nature of existing conditions. The submittal of a Bid will constitute an incontrovertible representation by the Bidder that he/she is familiar with the nature and the complexity of the work to be done.

Each Bidder shall examine all contract documents noting particularly all requirements that will affect the work in any way. Failure of a Bidder to fully acquaint him/herself with the amount and nature of work required to complete the project or to take his/her own measurements will not be considered subsequently as a basis for extra compensation.

Should a Bidder find discrepancies in or omissions from the documents or should he/she be in doubt as to their meaning, he/she should at once notify ESH Associates, Inc. and written instructions will be sent to all Bidders. ESH Associates, Inc. will not be responsible for any oral instructions.

The wording of this proposal shall be retained throughout without change, alteration, or addition. Should the Bidder submit a proposal not in compliance with this article, that proposal shall be subject to disqualification.

The Contractor assumes full responsibility and liability for acquiring any license or permission to utilize patented processes or systems which may be needed to complete the work. The Contractor will indemnify the Client or those acting with the Client against any claims of patent infringement.

1. Bid Submission:

Time and Date – **On or before 1:00 p.m. Wednesday, April 25<sup>th</sup>, 2018**

Mail Bids to - **Town Manager  
Town of Hampden  
106 Western Avenue  
Hampden, Maine 04444**

**Instructions to Bidders**  
**Town of Hampden**  
**Page Two**

The successful Bidder shall agree to defend, indemnify and save the Town of Hampden harmless from all losses, costs, or damages caused by his/her acts or those of his/her agents, and before signing the contract will produce evidence satisfactory to ESH Associates, Inc. and the Owner they have secured general liability insurance in the amount of not less than \$1,000,000.00 combined single limit for personal or bodily injury, death or property damage, with a \$2,000,000 umbrella and the policy must also include a pollution liability endorsement as well as microbial specific endorsement coverage protecting the Contractor and naming ESH Associates, Inc. and the Owner as an additional insured from such claims, and Worker's Compensation Insurance.

ESH Associates, Inc. and the Owner disclaims any responsibility for injury to Contractors, their agents or others while examining the job site or at any other time.

The successful Bidder shall furnish all labor, materials, fixtures, supplies, equipment and transportation necessary to do the work as specified in a workmanlike and orderly manner and all work shall be performed in accordance with best trade policy and be in conformance with any and all pertinent industry standards, as well as any and all pertinent local, state and federal government regulations (including all agencies and/or sub-divisions thereof) in effect during the contract period.

All work shall be performed in accordance with best trade practices. All waste materials shall be removed from the work site and the area cleaned within twenty-four (24) hours after completing the work. Any equipment or building structure damaged by the Contractor shall be repaired or replaced to the satisfaction of ESH Associates, Inc., and the Owner.

The Owner reserves the right to reject any and all bids and to waive any irregularities in the bidding.

Bidders shall submit their bids on the proposal form provided, and all information must be filled in before the bid can be considered for award.

The Contractor shall give his/her personal supervision to the work and shall comply with the time schedule as agreed.

The work shall progress as rapidly as possible and shall be consistent with good workmanship. It shall be the responsibility of the Contractor to have sufficient materials on hand prior to their need and in such quantities that transportation delays, weather conditions, or other parties will not impede the progress of the work.

This Work Plan has been developed and approved by Mark P. Coleman of Environmental Safety & Hygiene Associates Inc. (ESH) of Westbrook, Maine. The approved Remediation Contractor is responsible for compliance with all applicable regulations as it relates and associated work tasks. Any modifications or changes without prior consent of ESH Associates Inc. nullifies and voids the approval of this or any other plan.

  
\_\_\_\_\_  
Mark P. Coleman CIE, CMR  
President

9.11.2018  
\_\_\_\_\_  
Date:

**PROPOSAL FORM FOR ENVIRONMENTAL REMOVAL CONTRACTORS**

Bidder: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To: Town Manager  
Town of Hampden  
106 Western Avenue  
Hampden, Maine 04444

Having carefully examined the attached General Conditions and Plans dated prepared by ESH Associates Inc. for environmental abatement activities at the Town Municipal Building, 106 Western Avenue, Hampden, Maine 04444 on or before 1:00 p.m. Wednesday, April 25<sup>th</sup>, 2018 as well as the premises and conditions affecting the work, we, the undersigned, propose to furnish all labor, equipment, materials and disposal necessary for and reasonably incidental to the construction and completion of this proposal, in accordance with the specifications.

NOTE: Contractors are responsible for verifying the actual amount of material present.

Bid Amounts: Cost to accomplish the work as described within the attached plan.

Base Bid Scope of Work: \$ \_\_\_\_\_

Alternate #1 Scope of Work \$ \_\_\_\_\_

TOTAL BID: \$ \_\_\_\_\_

Acknowledge (Initials) Addendums Below

Addendum #1 \_\_\_\_\_  
Addendum #2 \_\_\_\_\_  
Addendum #3 \_\_\_\_\_  
Addendum #4 \_\_\_\_\_

**Mailed or express mailed proposals will be received at the office of Town Manager, Town of Hampden, 106 Western Avenue, Hampden, Maine 0444 on or before 1:00 p.m. Wednesday, April 25<sup>th</sup>, 2018 at which time they will be publicly opened for consideration.**

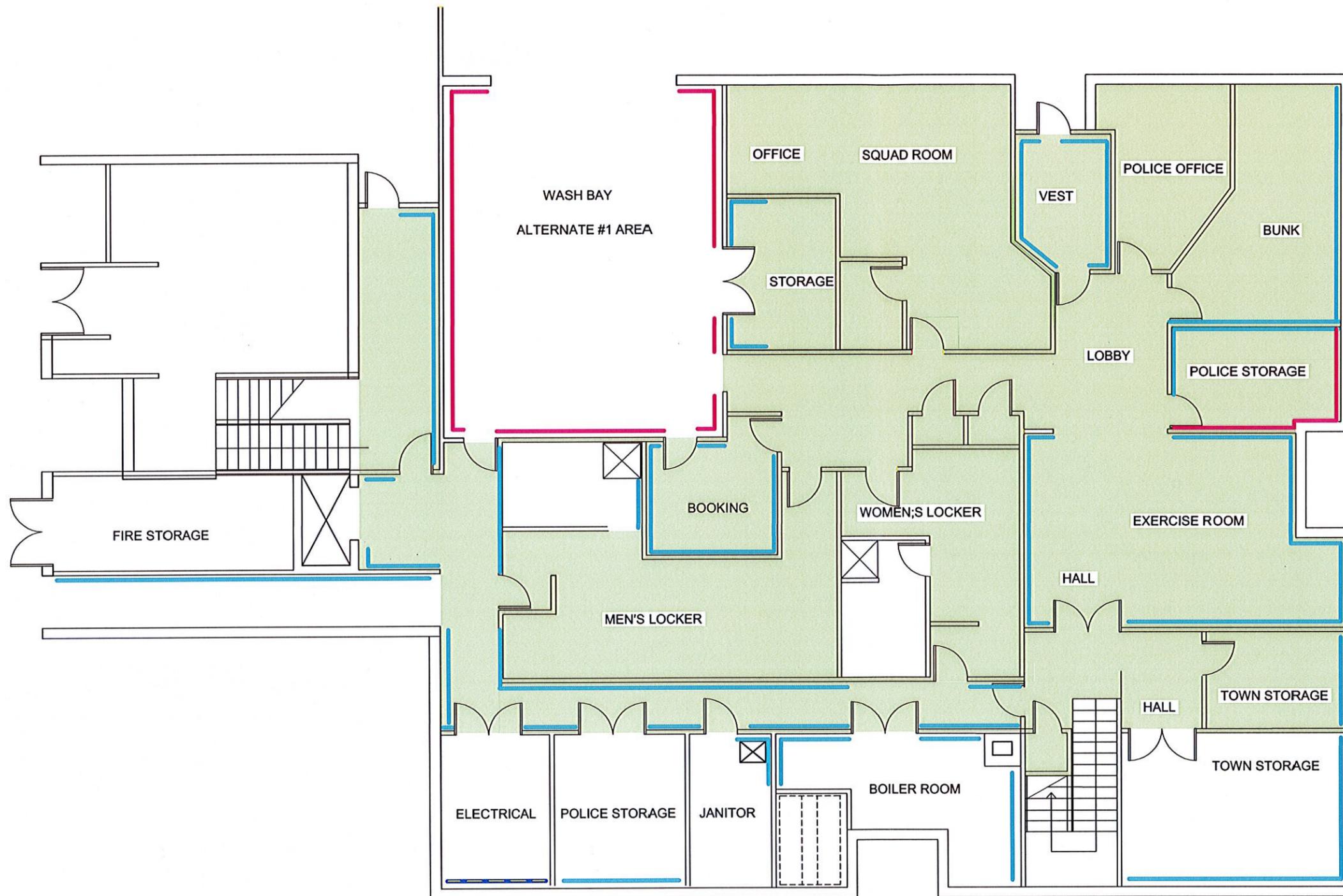
The undersigned agrees, if awarded the contract, to complete the work in accordance with Owners operational schedule.

**SIGNED:** \_\_\_\_\_

**BY:** \_\_\_\_\_

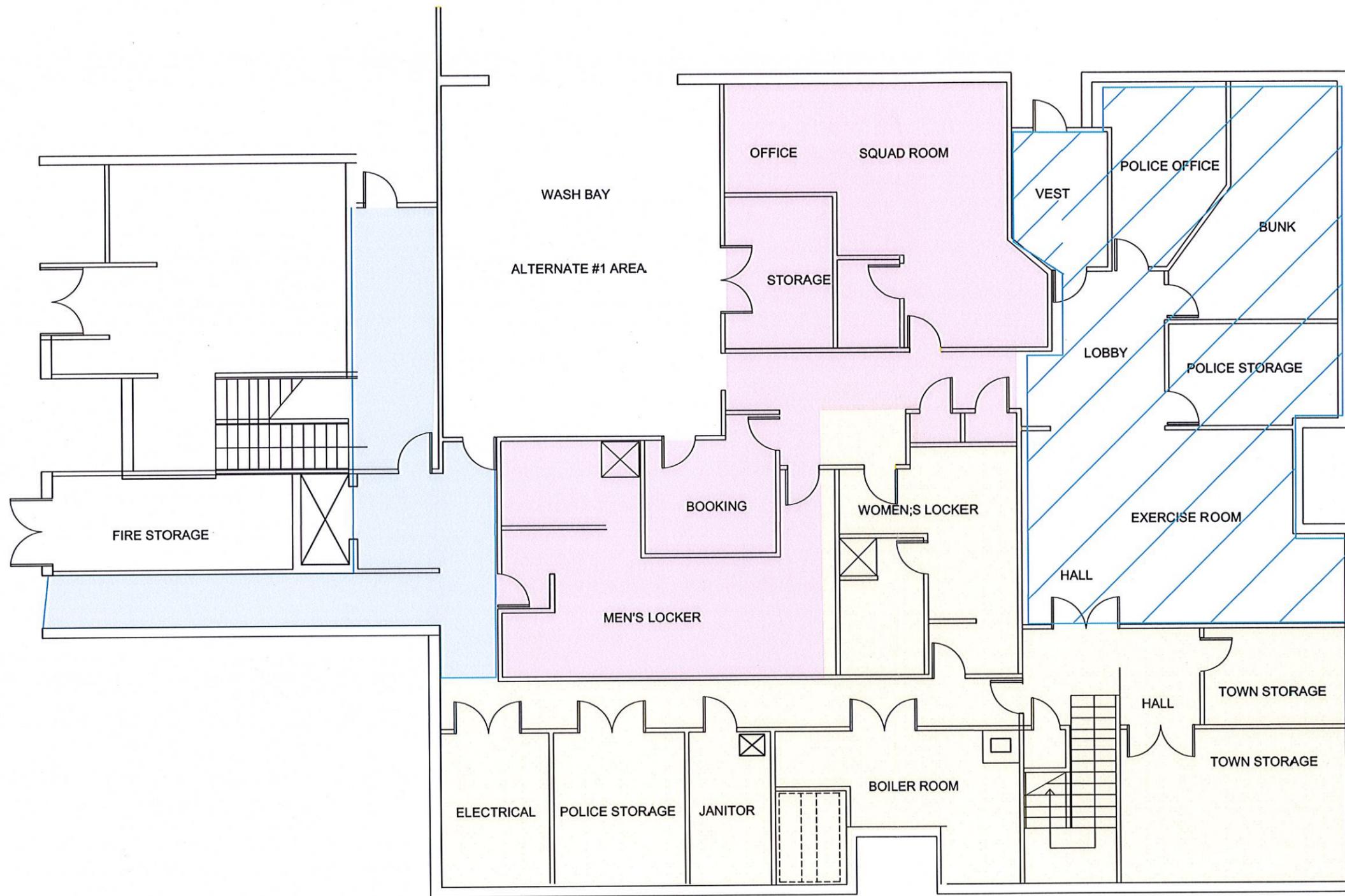
**ADDRESS:** \_\_\_\_\_

**NOTE:** If bidder is a Corporation, write State of Incorporation, and if a Partnership, give full names of all partners and affix Corporate Seal.



- REMOVE FLOORING TO CONCRETE
- REMOVE DRYWALL 25" OFF FLOOR LEVEL
- REMOVE DRYWALL 49" OFF FLOOR LEVEL
- REMOVE DRYWALL FLOOR TO CEILING
- REMOVE VINYL COVE BASE THROUGHOUT

<b>CLIENT:</b>	
Town of Hampden 106 Western Ave. Hampden, ME 04444	
<b>PROJECT LOCATION:</b>	
Municipal Building 106 Western Ave.	
<b>PROJECT NO.:</b>	
18-036	
<b>DATE:</b>	
04/13/2018	
<b>DRAWN:</b>	<b>SCALE:</b>
D.Mattson	NTS
 <b>ESHA</b> <small>Environmental Safety &amp; Hygiene Associates, Inc.</small> 91 Larrabee Rd. Westbrook, ME 04092 207-854-2711 <a href="http://www.airqualitymaine.com">www.airqualitymaine.com</a>	



- PHASE I
- PHASE II
- PHASE III
- PHASE IV

### PHASING PLAN

**CLIENT:**  
 Town of Hampden  
 106 Western Ave.  
 Hampden, ME 04444

**PROJECT LOCATION:**  
 Municipal Building  
 106 Western Ave.

**PROJECT NO.:**  
 18-036

**DATE:**  
 04/06/2018

**DRAWN:** D.Mattson      **SCALE:** NTS

**ESHA**  
 Environmental Safety & Hygiene Associates, Inc.  
 91 Larrabee Rd.  
 Westbrook, ME 04092  
 207-854-2711  
[www.airqualitymaine.com](http://www.airqualitymaine.com)

**Addendum #1**  
**Mold Remediation and Restoration**  
**Town Municipal Building**  
**Town of Hampden**

The following addenda items must be acknowledged on the bid form provided.

Item # 1 -           **Instructions to Bidders - page 1, paragraph 1, line 1**

Delete the word emailed

Item # 2 -           **Modify Scope of Work**

Bidders must include supplying HEPA filtered negative air machines throughout the entire project to include the Owners application of new flooring epoxy.

Item # 3 -           **Modify Scope of Work**

Bidders shall scrape smooth or otherwise the flooring adhesive trowel marks on the concrete slabs throughout all phases.

Item # 4 -           **Modify Scope of Work**

Bidders must include provisions to protect sprinkler heads and smoke alarms as needed.

Item # 5 -           **Modify Scope of Work**

Bidders must include the removal and disposal only of any dirty or water damaged ceiling tiles in all phases.

Item # 6 -           **Modified Bid Form**

Bidders must use the attached Bid Form that has additional lines to confirm receipt and acknowledgement of any addendums.

***This addendum must be acknowledged (initialed) on the bid form provided or the bid may be considered non-responsive***

[kspears@biosenv.com](mailto:kspears@biosenv.com)

[bangbate@aol.com](mailto:bangbate@aol.com)

[dcodreyservprobs@gmail.com](mailto:dcodreyservprobs@gmail.com)

[easternmold@gmail.com](mailto:easternmold@gmail.com)

[bobryanpainting@gmail.com](mailto:bobryanpainting@gmail.com)

[townmanager@hampdenmaine.gov](mailto:townmanager@hampdenmaine.gov)

[rick@octagonrestoraion.com](mailto:rick@octagonrestoraion.com)

[chrisp@envirovantage.com](mailto:chrisp@envirovantage.com)

[info@rjenterprisesinc.net](mailto:info@rjenterprisesinc.net)

[publicworks@hampdenmaine.gov](mailto:publicworks@hampdenmaine.gov)

[mike@newmeadowsabatment.com](mailto:mike@newmeadowsabatment.com)

**PROPOSAL FORM FOR ENVIRONMENTAL REMOVAL CONTRACTORS**

Bidder: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To: Town Manager  
Town of Hampden  
106 Western Avenue  
Hampden, Maine 04444

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Bid Amounts: Cost to accomplish the work as described within the attached plan.

Base Bid Scope of Work: \$ \_\_\_\_\_

Alternate #1 Scope of Work \$ \_\_\_\_\_

TOTAL BID: \$ \_\_\_\_\_

Acknowledge (Initials) Addendums Below

Addendum #1 \_\_\_\_\_

Addendum #2 \_\_\_\_\_

Addendum #3 \_\_\_\_\_

Addendum #4 \_\_\_\_\_

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The undersigned agrees, if awarded the contract, to complete the work in accordance with Owners operational schedule.

**SIGNED:** \_\_\_\_\_

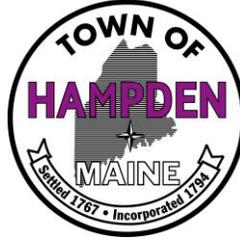
**BY:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**NOTE:** If bidder is a Corporation, write State of Incorporation, and if a Partnership, give full names of all partners and affix Corporate Seal.



**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:** April 26, 2018  
**RE:** Update of draft FY19 Sewer expense budget, consideration of sewer rates

---

Sewer revenues year-to-date are above 72% of budgeted FY18 revenues. Invoices for the first quarter of 2018 will be sent within a week, with collections projected to bring FY18 revenues close to the total budgeted revenues of \$1.18M for the year. The amount by which FY18 revenues are projected to fall short is accounted for by the fact that the new sewer rates approved in May 2017 were in effect for all of FY18 – but will only be reflected in three of the four billing quarters this year. In FY19, with the current rates in effect (and collectable) for all four quarters, the projected revenues will match or exceed current year's projections.

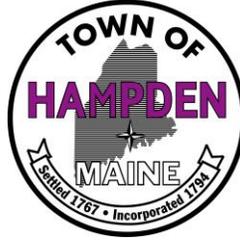
I will propose a sewer expense budget that would be fully funded based on budgeting roughly the same revenues in FY19 as were budgeted this year. Although the Sewer Fund will be taking on new borrowing obligations, it can do so within current budgeted levels because of the 20-year bond that was paid off in full earlier this year.

On April 25th, we received new information from the City of Bangor regarding capital costs at the WWTP that are proposed in the FY19 Bangor budget; (their budget process is still underway, so these costs aren't yet certain). Pursuant to the 1996 Interlocal Agreement, Hampden is responsible for 8.33% of such costs. Because this information was received very recently, Director Currier and I are still working to incorporate this into the proposed FY19 sewer budget.

However, if these or other projected FY19 costs exceed FY18 levels, I intend to propose a reduction in the pay-back amount of Interfund Transfers (which would have the effect of extending the timeline to bring the interfund deficit to zero) rather than proposing an increase in the FY19 bottom line sewer expense budget.

As you know, the Sewer Ordinance requires annual consideration of sewer rates, whether this results in a recommended change or not. For the reasons above, I do not recommend that the Council propose an increase to the sewer rate for FY19.

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



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

April 2018

**RE: Information regarding June Borrowing Authorization Ballot Question**

Dear Hampden Sewer Customer,

This sewer bill insert provides information regarding the proposed borrowing question that will appear on the Town of Hampden ballot for the **election on Tuesday, June 12, 2018.**

A well-functioning sewer system is one of those things that people may not notice, but a system that is not working properly can quickly become an emergency that is obvious to all. For that reason, maintenance of developing problems is essential.

In addition to the Town Council special election, there is another vote on June 12th that will have a major effect on the Town of Hampden. The Town recently had portions of our sewer system surveyed by closed-circuit TV, and the pictures revealed major issues that need to be addressed. Due to the age and materials of the sewer pipe – clay pipe, in some locations – tree roots or other foreign objects have compromised the integrity of the pipes and caused meaningful damage.



*Still image from CCTV footage provides an example of root infiltration of sewer main.*

This type of damage contributes to inflow and infiltration, which allows non-sewage (such as groundwater) to get into the system. Inflow/infiltration results in a less efficient system, which translates into more costly sewer treatment. Greater volumes of discharge arriving at the Wastewater Treatment Plant – even if that volume results from groundwater, not sewage – result in larger bills for treatment! If severe enough, it can also cause sewage back-ups in the system and street manholes to overflow.

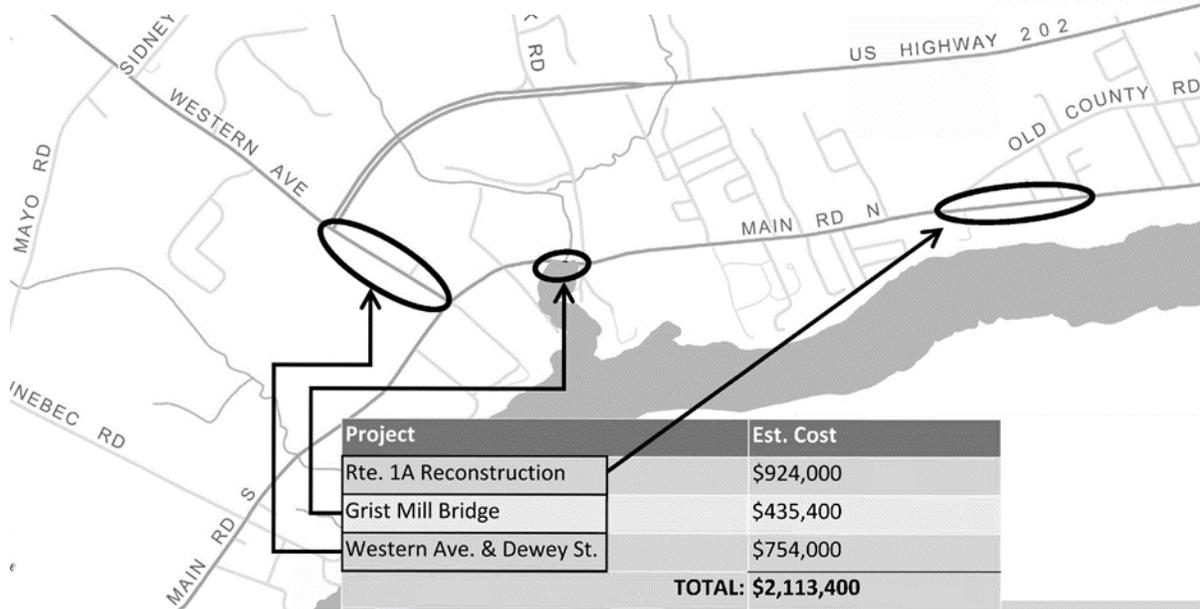
In total, borrowing authorization is proposed for three projects:

1. Route 1A, between Old County Road and Mountainview
2. Grist Mill Bridge (gravity main and force main replacement)
3. Western Ave. between Rte. 1A and Rte. 202 (including Dewey Street)

The Town Council proposes to pay debt service for the Rte. 1A and Western Ave. projects (about \$100,000/year) from sewer revenues. The replacement of sewer mains in the Grist Mill Bridge is only needed because the bridge itself is scheduled to be rebuilt by MDOT, not because of a deficiency in the sewer infrastructure. Therefore the Town Council proposes to pay the debt service (about \$25,000/year) for the bridge work from the General Fund.

More information can be found at:  
[www.hampdenmaine.gov/sewer](http://www.hampdenmaine.gov/sewer)

## Location and Cost of Proposed Sewer Capital Improvements



**There is some good news!** The Maine Department of Transportation (MDOT) will be doing work in these locations starting next year, and this offers the opportunity to take on the sewer projects at a cost savings. This presents us the opportunity to get these repairs taken care of, while at the same time minimizing the cost (and disruption) to users of these roads.

Also, because the Sewer Fund paid off a 20-year bond earlier this year, the estimated debt service on the new borrowing for the sewer projects can be built into the budget **without increasing the sewer debt service budget from the current year**. In other words, no sewer rate increase will be proposed as a result of taking on these projects.

The Route 1A and Grist Mill Bridge projects will invite bids from contractors next winter, with construction beginning in spring 2019. **Approval of the proposed ballot question will allow the Town to keep pace with the construction schedule, realize cost savings by incorporating the work into the larger MDOT construction contract, and prevent these areas from having to be dug up twice at even greater expense.**

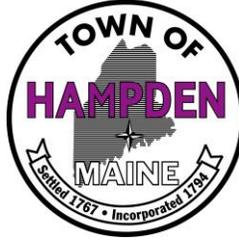
Thank you for your consideration. Please feel free to contact the Town Office with any questions or concerns.

Sincerely,

Angus Jennings  
Town Manager

More information can be found at:  
[www.hampdenmaine.gov/sewer](http://www.hampdenmaine.gov/sewer)

**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: April 25, 2018  
RE: Review of projects for submittal to BACTS for 2022-23 project round

---

The Town has until May 11<sup>th</sup> to submit projects for consideration for inclusion in the Bangor Area Comprehensive Transportation System (BACTS) 2022-23 Capital Work Plan.

Director Currier is recommending to submit three projects:

- Mill/Fill Western Ave. from Rte 1A to Rte 202. (Although this project is already programmed in the BACTS Work Plan, the intent is to submit it in the event that the current anticipated timing for that project ends up being postponed for reasons beyond our control; essentially, we don't want it to "lose its place in line.")
- Upgrade signalization and associated utility poles at the intersection of Western Ave. and Rte 1A. Director Currier has been tracking this project for several months and the enclosed correspondences will summarize the issues.
- Penobscot Meadow Drive Lighting and Striping upgrade.

Director Currier will be prepared to speak to each proposal to ensure that these represent the Town's interests in proposals for the 2022-23 BACTS Work Plan.



Angus Jennings <townmanager@hampdenmaine.gov>

---

## BACTS 2022-2023 Capital Work Plan project submission

1 message

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**Dianne Rice** <dianner@bactsmo.org>

Tue, Apr 24, 2018 at 1:11 PM

To: "townmanager@hampdenmaine.gov" <townmanager@hampdenmaine.gov>, "belle@orono.org" <belle@orono.org>, "bmayo@old-town.org" <bmayo@old-town.org>, "townmanager@milfordmaine.org" <townmanager@milfordmaine.org>, "Cathy.conlow@bangormaine.gov" <Cathy.conlow@bangormaine.gov>, "dana.wardwell@bangormaine.gov" <dana.wardwell@bangormaine.gov>, "fhiggins@brewermaine.gov" <fhiggins@brewermaine.gov>, "krollh@hermon.net" <krollh@hermon.net>, "jcaron@brewermaine.gov" <jcaron@brewermaine.gov>, "Jjrrouleau@old-town.org" <Jjrrouleau@old-town.org>, "ljohns@brewermaine.gov" <ljohns@brewermaine.gov>, "mleonard@veaziepd.net" <mleonard@veaziepd.net>, "mldoane@roadrunner.com" <mldoane@roadrunner.com>, "orringtonmanager@roadrunner.com" <orringtonmanager@roadrunner.com>, "ryerxa@orono.org" <ryerxa@orono.org>, "sperkings@hermon.net" <sperkings@hermon.net>, "publicworks@hampdenmaine.gov" <publicworks@hampdenmaine.gov>, "sophiew@orono.org" <sophiew@orono.org>, "sbost@brewermaine.gov" <sbost@brewermaine.gov>, "ted.trembley@bangormaine.gov" <ted.trembley@bangormaine.gov>, "john.theriault@bangormaine.gov" <john.theriault@bangormaine.gov>

Cc: "Belz, Darryl" <Darryl.Belz@maine.gov>, Rob Kenerson <robk@bactsmo.org>

Greetings:

As discussed at today's Policy Committee meeting attached you will find the project submission packet and the electronic project submission form for the 2022-2023 Capital work plan. Please read the instructions before submitting your projects. Use one form per project. The deadline for submitting projects is May 11, 2018

If you have any questions don't hesitate to contact me.

Dianne

**Dianne Rice-Hansen**  
Transportation Technician



12 Acme Rd. Suite 104, Brewer Maine 04412 - 207-974-3111

---

2 attachments

 **2022-2023 BACTS Workplan Project Submission Packet.pdf**  
1179K

 **Blank submittal form.xlsx**  
20K

## **2022-2023 BACTS Capital Work Plan Project Submission Packet**

Overview of the Capital Work plan Process – probable amount of allocation

2022 - \$1,780,150 (\$2,470,150 less \$690,000 yearly payback to the State for the Hampden project) 80/10/10 split

2023 - \$2,470,150 - 80/10/10 split

**Attachments:** BACTS Capital Work Plan Timeline for 2012-2023, BACTS Project Rating Criteria, MDOT Project Type Definitions and attached separately in email to be completed electronically the Capital Work Plan Project Form 2022 & 23.

Beginning on April 24, 2018 projects may be submitted for consideration for the 2022-2023 BACTS Capital Work Plan. To be considered projects must meet the following criteria:

1. Proposals shall be for road improvements on collectors or arterial roadways.
2. Proposals shall have clear geographic scope limits, a clear and reasonable scope of work as determined by the BACTS Technical/Policy Committee.
3. Proposals shall be consistent with the goals and objectives of the BACTS Metropolitan Transportation Plan and wherever applicable incorporate the recommendations of completed BACTS transportations studies.
4. Proposals shall not conflict with the comprehensive plan or other policy documents of the municipalities in which they are located.
5. Municipalities will coordinate with any necessary utilities located within the projects limits in order to coordinate utility work plans with possible projects. Proposals shall be scoped to include all necessary utility work in the cost estimates.

### **Submission Process:**

Each Projects shall be submitted on the provided “Project Form”. The form should be completed in its entirety and submitted electronically via email to [dianner@bactsmmpo.org](mailto:dianner@bactsmmpo.org). (NOTE: 1 form per project submission – you may email multiple forms together)

**Submission Deadline:** To be considered for funding project submission forms must be received no later than **5 PM Friday May 11, 2018**

If you have any question please call Dianne Rice-Hansen – 207-974-3111 or email [dianner@bactsmmpo.org](mailto:dianner@bactsmmpo.org)

## **Capital Work plan Timeline for 2022-2023**

**April 24, 2018** – Present Capital WorkPlan Timeline, Request for Projects – BACTS Staff will give an overview of the Capital Work Plan Process. Electronic forms will be sent out to the policy committee with a copy of this time line and a formal request for projects following the Policy meeting on April 24 2018. **Project forms should be submitted electronically on the form provided and emailed back to Dianne Rice-Hansen (dianner@bactsmmpo.org) no later than end of day May 11, 2018.** Any questions should be directed to Dianne Rice-Hansen ([dianner@bactsmmpo.org](mailto:dianner@bactsmmpo.org)). Use one form per project submitted and save document as such City-location-category. (I.e. Bangor-state-preservation). Forms can be submitted all together in one email. Save a copy for your own files

**May 14 – Oct 8, 2018** BACTS Staff (Dianne) will collect current data on submitted projects.

**October 9th** – BACTS Staff (Dianne) will forward with the Policy Committee meeting notice a list of submitted projects with scores based on current data and preliminary cost estimates for review.

**October 16th** –Policy meeting. The Policy Committee will be tasked to develop a short list based on the scoring criteria and to make final recommendations for further review by MDOT. BACTS Staff will request authorization to hire an independent contractor to develop project scopes and cost estimates.

**November 1, 2018 – January 31, 2019** – MDOT reviews short list of projects and gives any necessary feedback.

**February 20, 2019** – BACTS staff will ask the policy committee if they want to make any changes to the scoring criteria or work plan selection process for 2024.

**As soon as weather allows but no later than May 11, 2019**– A project ride will be scheduled to get a first-hand look at each of the projects on the short list. BACTS Staff suggests at least one person from each municipality should be present on the ride as well as MDOT and FHWA staff. It is mandatory that any town submitting a project have a knowledgeable representative present during the ride.

**June 12, 2019** - Final scored lists – without current cost estimates will be sent for review 1 week prior to Policy

**June 15, 2019**- Independent cost estimates and scopes shall be completed and submitted to BACTS Staff.

**June 19, 2019** - BACTS Staff (Dianne) will present the scoring, scopes and cost estimates for the short listed projects to the Policy Committees. Policy Committee will be tasked to develop a final project list within the financial constrictions.

**July 1, 2019**– BACTS will send 2022 Capital work plan list to to MDOT staff.

**July 1, 2020** BACTS Staff (Dianne) will send 2023 Capital work plan list to MDOT Staff.

# BACTS

## Capital Work Plan Project Form - FY 2022 & 23

Date \_\_\_\_\_  
Municipality \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Address \_\_\_\_\_  
Phone and Email \_\_\_\_\_

Project Type  PE  
 Development (Reconstruction)  
 Preservation  
 Operational and Safety Improvements (OSI)  
 Rehab

OSI projects Only  Intersection Improvements  
 Sidewalk Construction

Project Sub Category for OSI Projects  
 Geometrics and Equipment  
 Equipment Only

Project Location (Street) \_\_\_\_\_  
Project Perimeters (From/To) \_\_\_\_\_

Project Purpose  
(Example: to fix poor drainage) \_\_\_\_\_

Project Deficiencies  
(Example: Inadequate Culverts) \_\_\_\_\_

### Additional Information

#### Multi Model and TDM (X-Check all that apply)

- Pedestrian Mode  New or existing sidewalk meeting ADA guidelines, including curb cuts (1, or 2 within 1 mile of school zone)  
 Retrofit new ADA-conforming curb cuts at intersection crosswalks (2)  
 New/improved traffic signal w/dedicated or pedestrian-actuated pedestrian phase (1)  
 Construction of curb extensions or pedestrian crossing islands, as appropriate (1)  
 ½ credit will be given to new/existing ADA sidewalks on less than ½ entire length of project.
- Bicycle Mode  Minimum 3-ft shoulder (preferably 5-ft or more) in ditch sections (1, or 2 within 3 miles of school zone)  
 Minimum 4-ft shoulder (preferably 5-ft or more) in curb sections (1, or 2 within 3 miles of school zone)  
 Installation of bicycle-friendly drainage grates and/or in-curb drainage (0.5)  
 ½ credit will be given to new/existing shoulders meeting above criteria on less than ½ entire length of project.
- Transit Mode  Project is on an existing or planned bus route (2)  
 Sidewalk widening to create space for bus shelters (1)  
 New/improved ADA-conforming sidewalks and crosswalks between transit stop and stores, businesses, schools, churches, hospitals, public services and facilities, or sub-developments of 10 or more housing units within 1-mile radius (1)  
 New/improved traffic signals and crosswalks serving a transit stop (1)
- Carpool & Vanpool  Project will improve access (including signage, lighting, or bus shelters) to a designated park 'n ride lot (2)
- Mixed Use Development  Local land use AND access management ordinances are in place to permit and encourage mixed-use development (i.e. retail, residential, commercial, personal services, public space) along project corridor (3)

#### Access Management

10 points will be given to eligible projects when the submitting municipality is willing to sign a three party agreement that states that access management principles will be given priority consideration during the entire design process. In order to receive your 10 points you must agree by checking (X) the box to the right

By checking the box you agree to sign a three party agreement that states that access management principles will be given priority consideration during the entire design process.

#### Additional Comments

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