

INFRASTRUCTURE COMMITTEE MEETING

Tuesday, December 27, 2016

6:00 P.M.

HAMPDEN TOWN OFFICE

AGENDA

Est. time

- 6:00 1. MINUTES – November 28, 2016 Meeting
- 6:01-6:03 2. CORRESPONDENCE
- a. Update on DPW winter projects complete or continued to spring – *DPW Director Currier*
 - b. Review of DEP response letter to Town of Hampden MS4 Plan Year 3 Report, timeline for Town response
 - c. Review of DEP letter to Town of Hampden regarding 2016 CSO (Combined Sewer Overflow) progress report, timeline for Town response
3. OLD BUSINESS
- 6:04-6:30 a. Discussion of preparation for February 2017 public hearing regarding sewer rates to budget for borrowing authorized by local ballot questions, and notice from Bangor WWTP regarding unbudgeted sewer repairs – *Angus Jennings, Town Manager*
- 6:30-6:45 b. Update on today's (December 27) working meeting regarding route and financing for water supply to Fiberight/MRC and Coldbrook Road area – *Angus Jennings, Town Manager*
- 6:45-7:05 c. Proposed amendments to Sewer Ordinance – abatement policy, summer meters, testing standards etc. (*continued from November meeting*) – *DPW Director Currier*
- 7:05-7:10 d. Authorization of landfill monitoring work scope items 2 and 3 by Drumlin LLC – *recommendation to Town Council*
- 7:10-7:15 e. Update on use of GPS units in DPW vehicles – *request of Councilor McPike*
3. NEW BUSINESS
- 7:15-7:20 a. Review of interest rate bids for borrowing to repay overdue Bangor sewer charges – *recommendation to Town Council*
- 7:20-7:45 b. Discussion of potential amendments to Transfer Station policy – *Angus Jennings, Town Manager*
4. PUBLIC AND STAFF COMMENTS
5. COMMITTEE MEMBER COMMENTS

Times for discussion of agenda items are estimates only. The Committee may consider items out of order, and for any duration.

1. MINUTES – November 28, 2016 Meeting

INFRASTRUCTURE COMMITTEE MEETING

Monday, November 28, 2016

MINUTES – DRAFT

Attending:

*Councilor Dennis Marble, Chair
Mayor David Ryder
Councilor Terry McAvoy
Councilor Mark Cormier
Councilor Stephen Wilde
Councilor Ivan McPike*

*Councilor Greg Sirois
Town Manager Angus Jennings
DPW Director Sean Currier
Rosemary Bezanson (staff)
Public Attendances:
William Lippincott – Wilbur Dr.
Rebecca McElrath & Dean Turner
Main Rd. South*

Chairman Marble called the meeting to order at 6 PM.

1. MINUTES – 9/12/2016 Meeting, The October 12, 2016 minutes. 7-0 vote in favor.

2. OLD BUSINESS

a. Review of Drumlin LLC report on landfill monitoring.

Manager Angus Jennings spoke about the March report from Drumlin on the now closed Pine Tree Landfill.

Mr. Lippincott stated the wells overall are improving, ten (10) wells are showing contamination, nine (9) out of the twelve (12) detecting arsenic. Mr. Lippincott went on to say there are many indicators with arsenic and contaminates, in the wells.

It was suggested that the report be put in “layman” terms. Manager Jennings said he would convey these comments to the consultant, who will be presenting their report at the Town Council meeting on December 19, 2016.

b. Review of speed enforcement on Maine Road South and jake brakes Ordinance – request of Councilor Wilde

Chief Rogers spoke about the use of engine brakes, they are on the dump trucks and other big trucks for safety reasons. This past spring the Council repealed the ordinance prohibiting the use of Jake Brakes.

Rebecca McElrath spoke about the use of the jake brakes coming down the hill, by her residence at Main Road South, to slow down coming into the school zone at the bottom of the hill.

Ms. McElrath asked if a sign could be put up asking to “please refrain from use of Engine brakes”.

DPW Director Currier stated he would have signs created and installed.

Manager Jennings, asked that the Committee take up item 3 C under new business out of order, since Jamie Holyoke, from the Hampden Water District is present for this item.

3. NEW BUSINESS

c. Update on upcoming (November 30) working meeting regarding route and financing for water supply to Fiberight/MRC and Coldbrook Road area – Angus Jennings, Town Manager

Manager Jennings spoke about the MRC/Fiberight development and their proposal to run water via the Ammo Park easement, rather than going the Coldbrook Road route, as the original approved plan proposed. Manager Jennings stated that this would limit the development potential in the Hampden Business Park. He has been asking Greg Louder of the MRC for some numbers on the estimated costs between the two routes that water could be supplied. As of tonight’s meeting there have been no costs (numbers) supplied.

There is a scheduled meeting on Wednesday November 30th at 12:30 p.m. with the MRC, Town and Water District, and major landowners.

Jamie Holyoke, Superintendent Hampden Water District, stated that up to just a few weeks ago the route for the water (plan) was the Coldbrook Road corridor, which was the original approved plan for the MRC/Fiberight development. Now the proponent would like to run water via the Ammo Park easement, which makes it harder to maintain the line, and which would limit future development. Mr. Holyoke stated the Water District Board could not bear the cost (at this time) of putting in a new water line.

In the event of an MRC funding shortfall, TIF money and the Environmental Trust were discussed as potential funding options if the Town were to contribute.

Manager Jennings stated that he would need to see the numbers on the cost estimates between the two proposed routes.

2. OLD BUSINESS

c. Proposed amendments to Sewer Ordinance – abatement policy, summer meters, testing standards etc. – DPW Director Currier

DPW Director Currier stated he has spent a lot of time working on this ordinance. Council decided to go through the edit process and forward those edits with feedback to Director Currier.

- d. **Update regarding consideration of LED streetlights; updated proposal from Pemco, and review of information from Realterm Energy – Angus Jennings, Town Manager**

Due to the length of the meeting this item was postponed.

3. **NEW BUSINESS**

- a. **Recommendation of vendor for Old County Road Storm Drain slip lining project – DPW Director Currier**

DPW Director Currier stated that Emery Lee & Sons was the low bidder on the slip lining project. However, some requirements in the bid process were missing. Director Currier asked the Council what their feel is on the bid. It was agreed that Director Currier check the references provided by Emery Lee & Sons.

It will be on the December 5th Finance meeting for recommendation to Council.

- b. **Stockpiled brush at Transfer Station – DPW Director Currier**

Due to the length of the meeting this item was postponed.

- d. **Discussion of timeline for consideration of sewer rates taking into account borrowing authorized by local ballot questions, and notice from Bangor WWTP regarding unbudgeted sewer repairs – Angus Jennings, Town Manager**

Manager Jennings, informed the Committee on the sewer rates and the borrowing of funds to pay the outstanding balance authorized by the local ballot. He is working to update cost and revenue projections in anticipation of a public hearing regarding sewer rates in February 2017.

- e. **Discussion of potential amendments to Transfer Station policy – Angus Jennings, Town Manager**

Manager Jennings stated that due to the length of the meeting this item would be discussed at a future meeting.

4. **PUBLIC COMMENTS**

5. **COMMITTEE MEMBER COMMENTS**

Motion to adjourn 8:17 PM

2. CORRESPONDENCE

- a. Update on DPW winter projects complete or continued to spring – *DPW Director Currier*

2016 PROJECTS BEFORE WINTER

(NOT IN ORDER OF PRIORITY)

FILL IN HOLE IN 44 DAISY LANE
DITCH ICHABOD AND REPLACE FAILED DRIVEWAY CULVERT
VFW STORM DRAIN INSTALLATION APPROX. 300'
DITCH VFW BALLFIELD PARKING AND INSTALL CURBING ALONG ENTIRE PARKING/DRIVE AREA
CANOE CLUB ROAD CULVERT REPLACEMENT
(2) MILLER ROAD CULVERT REPLACEMENTS
REMOVE FAILED DRIVEWAY CULVERT AT 631 MEADOW ROAD
PAVE 391 OLD COUNTY ROAD DRIVEWAY FROM CULVERT REPLACEMENT
PAVE CANOE CLUB, MILLER, OLD COUNTY TRENCHES
PAVE APRON AROUND SEWER MH ON MRN
CUT BRUSH ON EMERSON MILL RD
MOW ALL ROAD SIDES WITH ZLE 1800
REPLACE CATCH BASIN ON FRANCES DRIVE
REPLACE CATCH BASIN ON RUTH AVE AT LINDSEY
FIX TURN AROUND AT END OF POND ROAD
SHOULDER PENOBSCOT MEADOW ROAD, MECAW
SHOULDER EMERSON MILL ROAD
SHOULDER MEADOW, PATTERSON, CANAAN, MONROE
SHOULDER CONSTITUTION, LIBERTY AND INDEPENDENCE
PAINT CATCH BASINS
PUT UP 3000 YDS OF WINTER SAND
CUT CULVERT HEADWALL OFF BEFORE WINTER ICE
STAIN ALL NEW PORTA POTTYS ENCLOSURES (PUT CARDBOARD DOWN TO PREVENT CONCRETE STAINS)
SHOULDER ELM STREET EAST/WEST

***REPLACE 3 CULVERTS ON OLD COUNTY ROAD to be done December 2016-Under Contract**

***FLUSH SEWERS (ON-GOING)**

***CUT BRUSH THROUGHOUT TOWN ROADS (IN PROGRESS)**

PREP/DITCH ALL 2017 PAVING STREETS

FIX LOCUS GROVE BUILDING

FIX CSO TANKS (AFTER OCT 1 TRAINING)

CCTV MAIN RD NORTH (MOUNTAINVIEW TO OLD COUNTY)

FLUSH/TV CROSS COUNTRY STORM DRAIN AT DAISY-EXTENSIVE ISSUES IN THIS AREA

FIX DRIVEWAY BUMPS AT 15 GEORGE ST, 29 GEORGE ST AND HORSESHOE LANE (FIX ORDINANCE PRIOR TO WORK)

STORMWATER PRIORITY FIX LIST FROM PY1 TO PY3 ****(EXTREMELY EXTENSIVE LIST OF REPAIRS NECESSARY)****

DITCH EMERSON MILL ROAD WHOLE LENGTH OF HILL BOTH SIDES

RFP'S TO CREATE:

SIDNEY BLVD CULVERT	OPERATING BUDGET 10-10-22-20
CAB FOR JD 2520 TRACTOR	OPERATING BUDGET 10-01-20-01
DPW LIGHTING INTERIOR	OPERATING BUDGET 10-05-20-35
DPW LIGHTING EXTERIOR	OPERATING BUDGET 10-05-20-35
SUCKER BROOK CULVERT	RESERVE 03-777-00
DPW ROOF	RESERVE 03-777-00
NORTH ROAD <u>OR</u> OLD COUNTY ROAD CULVERT	OPERATING BUDGET 10-10-22-20
HOLIDAY LIGHTS ON P POLES	
OLD COUNTY ROAD CULVERTS	OPERATING BUDGET 10-10-22-20 (under contract)

- b. Review of DEP response letter to Town of Hampden MS4 Plan Year 3 Report, timeline for Town response



STATE OF MAINE
DEPARTMENT OF ENVIRONMENTAL PROTECTION



PAUL R. LEPAGE
GOVERNOR

PAUL MERCER
COMMISSIONER

December 14, 2016

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

Sent via email to: townmanager@hampdenmaine.gov

RE: Municipal Separate Storm Sewer System (MS4) Annual Report Review PY Three 2015-2016, Town of Hampden, permit number MER041022

Dear Mr. Jennings,

The Department has reviewed the Town of Hampden’s permit year (“PY”) Three MS4 annual report for the Department’s 2013 MS4 GP. This reporting period covers from July 1, 2015 to June 30, 2016. This review is for General Permit number MER041022. The purpose of the annual report is to provide a regular opportunity for the municipality to report on their compliance with the MS4 permit. The Department’s review, including comments, questions and requests for additional information, are based solely on information the municipality has provided within the annual report. Because this review is based on self-reporting, it is in no way a validation of said information by the Department, nor a finding by the Department of the municipality’s actual compliance with the MS4 permit. Any MS4 permit non-compliance identified during a municipal MS4 audit will be addressed by separate correspondence. Our comments on your annual report are summarized for each Minimum Control Measure (“MCM”) below.

Minimum Control Measure 1. Education & Outreach

a. Required Strategies.

- i. Raise Awareness (Goal 1): Beginning July 1, 2013, the permittee shall continue their outreach efforts from the previous permit cycle while developing or revising an existing Awareness Plan.
 - 1. Develop or revise a Plan to Raise Awareness: By February 1, 2014, each permittee or stormwater group of which the permittee is a member shall have a new Awareness Plan or revise an existing Plan to raise awareness of stormwater issues. The Plan’s goal must be to raise awareness of polluted stormwater runoff issues such as the path stormwater runoff takes, sources of stormwater pollution, and the impact that polluted stormwater runoff has in the community or communities.
 - 2. By December 1, 2013, the permittee shall submit a draft Awareness Plan to the Department for review and approval. The Stormwater Awareness Plan is considered approved as of February 1, 2014, unless the permittee receives written communication from the Department indicating non-approval. The permittee shall begin implementation of the Stormwater Awareness Plan within one week of its approval.

The Stormwater Awareness Plan must identify:

AUGUSTA
17 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0017
(207) 287-7688 FAX: (207) 287-7826

BANGOR
106 HOGAN ROAD, SUITE 6
BANGOR, MAINE 04401
(207) 941-4570 FAX: (207) 941-4584

PORTLAND
312 CANCO ROAD
PORTLAND, MAINE 04103
(207) 822-6300 FAX: (207) 822-6303

PRESQUE ISLE
1235 CENTRAL DRIVE, SKYWAY PARK
PRESQUE ISLE, MAINE 04769
(207) 764-0477 FAX: (207) 760-3143

- a) The target audience
 - b) The outreach tool(s) to be used
 - c) The message
 - d) The distribution system
 - e) The time line and implementation schedule
 - f) The person(s) responsible for implementation
 - g) An impact evaluation protocol
 - h) A plan modification protocol (this must include DEP approval of significant plan modifications)
 - i) The goals (e.g., the targeted level of change sought as a result of the education and outreach effort)
3. The permittee shall include a review of the Stormwater Awareness Plan in each of its Annual Reports. The review must include process indicators which assess the permittee's execution of the Stormwater Awareness Plan. The permittee shall also include impact indicators according to the following schedule unless otherwise indicated in the approved Stormwater Awareness Plan; in Year 1 the permittee will assess the target audience to set the baseline and inform the development of the Stormwater Awareness Plan. In Year 3, the permittee will do a cursory evaluation and assessment on both the progress of implementing the plan as well as the impact the efforts are having on the target audience. In Year 5 the permittee shall provide an in-depth assessment of both the implementation and the impact of the Stormwater Awareness Plan.
 4. The permittee shall include a comprehensive review of the Stormwater Awareness Plan in its fifth year Annual Report. The review must include an analysis of the process indicators and impact indicators.
- ii. Raise Awareness of Both Stormwater Pollution and the MS4 program requirements for municipal staff including municipal employees, volunteers, council members and other elected officials.
 1. Develop or revise a Permit Awareness Plan to raise awareness and permit implementation and compliance : By March 1, 2014, each permittee shall have a new Permit Awareness plan or revise an existing Plan to raise awareness of stormwater issues including MS4 permit requirements for municipal employees, elected officials and volunteers within municipal government. The Permit Awareness Plan's goal is to raise awareness of polluted stormwater runoff such as the sources of stormwater pollution, the path polluted stormwater runoff takes from the pollution source to waters of the State, the impact polluted stormwater runoff has on the community, potential measures to reduce or eliminate pollution sources, and General Permit obligations and the permittee's obligations and responsibility to ensure permit compliance.
 2. By January 6, 2014, the permittee shall submit the draft Permit Awareness Plan to the Department for review and approval. The Permit Awareness Plan is considered approved as of March 1, 2014, unless the permittee receives written communication from the Department indicating non-approval. The permittee shall begin implementation of the Permit Awareness Plan within one week of its approval.

The Permit Awareness Plan must identify:

- a) The target audience
- b) The outreach tool(s) to be used
- c) The distribution system
- d) Method to address turnover of employees, elected officials and volunteers

- e) The time line and implementation schedule
 - f) The person(s) responsible for implementation
 - g) An impact evaluation protocol
 - h) A plan modification protocol (this must include DEP approval of significant plan modifications)
 - i) The goal (e.g., the target level of awareness for each audience)
3. The permittee shall include a review of the Permit Awareness Plan in each of its Annual Reports. The review must include process indicators which assess the permittee's execution of the Permit Awareness Plan. The permittee shall also include impact indicators according to the following schedule unless otherwise indicated in the approved Permit Awareness Plan: IN year 3, the permittee will do an evaluation and assessment on both the progress of implementing the plan as well as the impact the efforts are having on the target audience. In year 5 the permittee shall provide an in-depth assessment of both the implementation and the impact of the Permit Awareness Plan.
 4. The permittee shall include a comprehensive review of the Permit Awareness Plan in its permit year five (5) Annual Report. The review must include an analysis of the process indicators and impact indicators.
- iii. Targeted BMP Adoption (Goal 2): Beginning July 1, 2013, the permittee shall continue outreach efforts from the previous MS4 permit cycle while developing or revising a new BMP Adoption Plan.
1. By January 15, 2014, each permittee shall have a new or revised Adoption Plan with the goals of promoting behavior change through the implementation of BMPs. Each permittee or stormwater group of which the permittee is a member shall select at least one specific BMP to target for a focused outreach plan. In order to facilitate statewide consistency and efficient use of resources, permittee may work collaboratively where applicable to develop and implement a Statewide BMP Adoption Plan that allows for regional flexibility. The permittee shall target at least 15% of the segmented audience to adopt the targeted BMPs.
 2. By November 1, 2013, the permittee shall submit the draft BMP adoption Plan to the Department for review and approval. The BMP Adoption Plan is considered approved as of January 15, 2014, unless the permittee receives written communication from the Department indicating non-approval. The permittee shall begin implementation of the BMP Adoption Plan within one week of its approval.
- The BMP Adoption Plan must identify:
- a) The BMP
 - b) The target audience
 - c) The outreach tool(s) to be used
 - d) The message
 - e) The distribution system
 - f) The time line
 - g) The person(s) responsible for implementation
 - h) An impact evaluation protocol
 - i) A plan modification protocol (this must include DEP approval of signification plan modifications)
 - j) The Goal (e.g., the targeted level of change as a result of the outreach effort)
3. The permittee shall include a review of the BMP Adoption Plan in each of its Annual Reports. The review must include process indicators which assess the permittee's execution of the BMP Adoption Plan. The permittee shall also include impact

indicators according to the following schedule unless otherwise indicated in the approved BMP Adoption Plan: in Year 1, the permittee will assess the target audience to set the baseline and inform the development of the BMP Adoption Plan. In year 3, the permittee will conduct a preliminary evaluation and assessment on both the progress of implementing the plan as well as the impact the efforts are having on the target audience. In year 5 the permittee shall provide an in-depth assessment of both the implementation and the impact of the BMP Adoption Plan.

4. The permittee shall include in its fifth year Annual Report a comprehensive review of the BMP Adoption Plan. The review must include an analysis of the process indicators and impact indicators.
- iv. Permittees will enhance their education and outreach efforts in their impaired or priority watershed or work to address a stormwater pollutant issue of regional or statewide significance.
1. Permittees with an impaired waterbody may either target a specific activity that if successfully addressed will improve and/or protect water quality in the priority or impaired watershed(s) or the permittee may implement option 2 below. The effort can be undertaken individually or collectively by MS4s. Examples include developing an outreach effort to encourage stormwater BMPs Owners to properly maintain their BMPs or target an audience to increase the use of LID practices within the priority watershed.
 2. Permittees may choose instead to work singly or collaboratively on a common regional or statewide stormwater pollutant issue. Such issues include but are not limited to elevated chloride in waterbodies from winter salt applications or the toxic constituents associated with the application of coal tar sealants. The goal of the effort should be to reduce or eliminate the pollutants(s) of concern.
 3. By July 1, 2014, each permittee shall provide a draft plan on how it plans to meet either permit requirements iv 1 or 2 with elements a-h below, by November 1, 2014, each permittee shall provide a final plan with implementation to begin by January 5, 2015.
 - a. Identify the specific stormwater activity or pollutant to be addressed
 - b. The target audience(s)
 - c. The outreach tool(s) to be used
 - d. The message and the BMPs to be encouraged
 - e. The time line and implementation schedule
 - f. The person(s) responsible for implementation
 - g. The goal of the outreach effort
 - h. An impact evaluation protocol
 4. The permittee shall report the progress and results of the Targeted outreach effort in the Annual Report. In the fifth year Annual Report will include a comprehensive review of the outreach effort. The review must include an analysis of the process indicators and impact indicators.
- v. Compliance with this minimum control measure will be based upon whether the permittee:
- a) Continued existing education and outreach efforts
 - b) Developed both an Awareness Plan and a BMP Adoption Plan
 - c) Successfully executed the plans
 - d) Reported process and impact indicators, and Completed annual reports and a 5-year analysis of the plans.

Ultimately, the adoption and use of BMPs by the targeted audience(s) to reduce polluted stormwater runoff is the goal of this section but is not a condition of compliance with the education and outreach minimum control measure.

b. Suggested Strategies.

- i. Schools. Each permittee or regional stormwater group is encouraged to develop an outreach plan directed at its school age population. It is recommended that students receive information regarding:
 - The definition of stormwater
 - The path stormwater takes
 - The sources of pollution in stormwater
 - The harmful effects of polluted stormwater
 - BMPs in age appropriate concepts and materials
 1. The permittee is encouraged to include in each of its Annual Reports, a review of the plan. the review could include process indicators which assess the permittee's execution of the school Outreach Plan, and impact indicators which assess the effectiveness of the plan.
 2. The permittee is encouraged to include in its fifth year Annual Report a comprehensive review of the school Outreach Plan. The review could include an analysis of the process indicators and an analysis of the impact indicators.
- ii. Partnering with local organizations: A critical mass of community (e.g., a neighborhood, a social group, or some sort of group with identifiable and similar characteristics) must accept new ideas and behaviors for those new ideas and behaviors to spread. With this in mind, a permittee may wish to include in its outreach efforts various local organizations which may be able to assist in helping to spread the stormwater message. Examples of potential partner organizations include: girl and boy scouts, fish & game clubs, water districts, conservation commissions, garden clubs, rotary, religious organizations, ethnically based groups, and watershed associations.
- iii. Involving members of the community in the implementation of BMPs.

CONDITION FOUND:

- i. Raise Awareness: As a member of the BASWG and the statewide collaboration, the Awareness Plan PY 3 elements were successfully completed including cursory evaluation in PY3.
- ii. Raise Awareness of Both Stormwater Pollution and MS4 program requirement's for municipal staff (aka BMP 2 Permit Awareness Plan): The AR provides good detail regarding the meetings and educational events (Stormwater 101) to show the approved plan was met with the exception of 'quizzing' Councilors or Board members to determine if efforts are effective.

Question 1A: Was any evaluation/feedback captured to determine effectiveness of the Plan? As mentioned above the approved Plan mentions quizzing planning board and councilors.

- iii. Targeted BMP Adoption: As a member of the BASWG the BMP Adoption Plan PY 3 elements appear to have been successfully completed including cursory evaluation.
- iv. Enhanced Education & Outreach for impaired or priority watershed or stormwater of significance: In PY3 the implementation of this plan focused on training and development of a Level of Service Plan.

Question 1A: The BASWG AR describes the September 10, 2015 Maple Hill Farm winter maintenance roundtable but there was no mention of the development of the LOS plan, was this developed?

3.3 Privately-owned Pool Owner Outreach. There is a lack of detailed information regarding progress.

Question 1B: Please explain next steps so that this BMP is completed by the end of the permit cycle and include a timeline.

4.1 Household Hazardous Waste/Universal Waste Disposal. A search of Hampden's website found no information regarding HHW or E-waste. Information was found on the city's FB page.

Question 1C: The AR states that the waste disposal information is on the website, please provide the URLs for the information. Note if DEP is having a difficult time locating the information it is likely residents are as well. If Hampden truly wishes residents to have the information they should make it easier to locate.

MCM 2. Public Involvement Participation

a. Required Strategies.

- i. Public notice requirements. The permittee shall comply with applicable state and local Public Notice requirements using effective mechanisms for reaching the public, and comply with the public notice requirements of the Maine Freedom of Access Act, 1 M.R.S.A. §§ 401 et seq. ("FOAA") when the permittee involves stakeholders in the implementation of this General Permit. The permittee shall document the meetings and attendance through the annual report as a way of measuring this goal.
- ii. Public Event. The permittee or regional stormwater group of which the permittee is a member shall annually host/conduct or participate in a public event (for example, storm drain stenciling, stream clean-up, household hazardous waste collection day, volunteer monitoring, neighborhood educational events, conservation commission outreach program, urban Impaired Stream outreach program, or adopt a storm drain or local stream program). The event must include a pollution prevention and/or water quality theme. The target audience does not need to be the entire urbanized area but should be aimed at a segment of the population that the permittee wishes to reach. The permittee is encouraged to plan this event and consult with the Department to ensure it will satisfy this permit's requirements.
 1. The permittee shall include a report of the public event in each of its Annual Reports. The report must include process indicators which assess the permittee's planning and execution, as well as impact indicators which assess the effectiveness of the event.
 2. The permittee shall include a comprehensive review of the public events in its fifth year Annual Report that must include an analysis of the process indicators and impact indicators.

b. Suggested Strategies.

If there are a variety of ethnic or economic groups in the community, the permittee could develop specific public participation outreach opportunities for these communities.

CONDITION FOUND:

Public Notice: DEP was unable to locate public notices for BASWG meetings on the City's website. Search of the calendar, BASWG or Bangor failed to turn up any notices on the City's website. This is a failure to meet permit requirements. Review of the Town's FB page

successfully located announcements HHW and E-waste information, along with a nice stormwater video. Hampden should consider posting more images of its citizens and staff participating in community events (stenciling, stream clean-up, staffing Garden Show booth). The pictures of local people may push sharing, likes and 'legs' to the story and information increasing the number of people who see and receive the information.

Question 2A: Please describe how Hampden plans to fulfill the meeting public notice requirement in PY 4 & 5.

Public Event: The Town's individual efforts along with their participation as a member of the BASWG has resulted in Hampden successfully completing this requirement.

MCM 3. Illicit Discharge Detection and Elimination

- a. Required Strategies.** Each permittee shall develop, implement and enforce a program to detect and eliminate illicit discharges and non-stormwater discharges, as defined in 06-096 CMR 521 (9)(b)(2), except as provided in Part IV(H)(3)(c) of this permit.
- i. Permittees subject to the 2008 MS4 General Permit shall continue to keep their map(s) current and ensure that maps are reviewed for any updates at least annually.
 - ii. Permittees subject to the 2008 MS4 General Permit shall to the extent allowable under State or local law, continue to implement, and provide annual reporting of the permittee's non-stormwater discharge ordinance that effectively prohibits, unauthorized non-stormwater discharges into the permittee's storm sewer system.
 - iii. Permittees subject to the 2008 MS4 General Permit shall continue to implement its prioritized dry weather outfall inspection plan based on drainage areas such as an urban impaired stream watershed, or based on a watershed or sub-watershed that the permittee has identified as having the greatest potential threat to the receiving water. (*See guidelines and Standard Operating Procedures For Stormwater Phase II Communities in Maine* Volume 1 and 2) The SOP can be obtained from the following website <http://www.thinkbluemaine.org/docs/index.htm> under the illicit discharge detection and elimination section.

Permittees subject to the 2008 MS4 General Permit shall revise their outfall inspection plan and continue conducting dry weather inspections in different watersheds or sub-watersheds as approved by the Department and evaluate discharges for illicit connections.
 - iv. Permittees not subject to the 2008 MS4 General Permit shall, by no later than June 30, 2018, develop and implement a strategy to detect any illicit discharges to their open ditch system within their highest priority watershed, to the extent allowable under State or local law. Permittees subject to the 2008 MS4 General Permit shall continue to implement an illicit discharge /illicit connection detection program based upon a schedule approved by the Department.
 - v. By June 30, 2016, each permittee shall develop a list of septic systems in its highest priority watershed that are 20 years old or greater and which may discharge to the MS4 if the system fails. By June 30, 2017, each permittee shall implement a drive-by evaluation and documentation program of septic systems in its highest priority watershed that are 20

years old or greater and which have the potential to discharge into the MS4. This septic system inspection and documentation program must include a mechanism for addressing any discharges to the MS4 from malfunctioning septic systems.

- b. Suggested:** Each permittee may develop and implement an annual municipal household Hazardous waste collection, or participate in an annual regional household hazardous waste collection program.
- c. Non-Stormwater Discharges.** This permit authorizes the following non-stormwater discharges provided they do not contribute to a violation of water quality standards as determined by the Department. These discharges must be addressed in the Plan if they are identified by the permittee as significant contributors of pollutants to the regulated small MS4.
- Landscape irrigation
 - Diverted stream flows
 - Rising ground waters
 - Uncontaminated ground water infiltration (as defined at 40 CFR 35.2005(20))
 - Uncontaminated pumped ground water
 - Uncontaminated flows from foundation drains
 - Air conditioning condensate
 - Irrigation water
 - Flows from uncontaminated springs
 - Uncontaminated water from crawl space pumps
 - Uncontaminated flows from footing drains
 - Lawn watering runoff
 - Flows from riparian habitats and wetlands
 - Residual street wash water (where spills/leaks of toxic or hazardous materials have not occurred unless all spilled material has been removed and detergents are not used)
 - Hydrant flushing and firefighting activity runoff
 - Discharges from potable water sources and water line flushing
 - Individual residential car washing
 - Dechlorinated swimming pool discharges

CONDITION FOUND: The Storm Sewer Infrastructure Map activities during PY3 consisted of confirmation of the location of 417 catch basins with direction of inflow and outflow pipes of all catch basins, and the inspections of all the open ditch sections throughout Town to be added to the ditches previously located within the priority watershed of Sucker Brook. All stormwater infrastructure was located during PY3 to be added to the map during PY4.

All 82 outfalls were inspected to verify the locations and the Town has requested Maine DOT to identify all MDOT owned and operated infrastructure in Town.

One Non-stormwater discharge has been identified during PY3. A cross connection was identified at 44 Sunrise Lane on December 17, 2015 and rectified seven days later.

Question 3A: Was this cross connection a sewer line connected to stormwater? Where did it discharge to “waters of the state” and for how long was this discharging? Was there sampling conducted on this non-stormwater discharge? (remember that discharge is defined in the MS4 GP as:

I. Discharge. “Discharge” means any spilling, leaking, pumping, pouring, emptying, dumping, disposing or other addition of pollutants to the Waters of the State (for the purpose of this General Permit, other than groundwater.)

Request 3A: Please provide details of this “accidental cross connection” in your response and in future annual reports of illicit discharge of non-stormwater.

Question 3B: Who was the MDEP staff that this was reported to?

Request 3B: Please include the details of this report communicated to MDEP staff in your PY3 response and in future annual reports.

The Town of Hampden Public Safety Department maintains written records on automobile accidents/spills.

Question 3C: How many automobile accidents/spills happened that could possibly discharge pollutants to the Storm Sewer system and did any spills discharge to “waters of the state”?

Request 3C: Please include this information in detail in future annual reports. It is not sufficient to state that there were spills without stating where they were in the watershed and how they were managed.

Dry weather outfall inspections were conducted by Stillwater Environmental Engineering staff on 82 outfalls within the urbanized area during PY3 and 16 were found to have flow. The flowing outfalls were screened for field parameters. At another time, 12 outfalls that were still flowing were sampled for E. coli, with one outfall identified as having above 100 colonies per 100 ml sample. When a return visit to collect a sample to be tested for Human Bacteroides, the outfall was no longer flowing. This ditch drains to MDOT corridor of Route 202. The outfall is located in a wooded area and the high E. coli sample is suspected to be from animal waste.

During PY3, 21 mapped open ditches were inspected within the Sucker Brook Priority Watershed, with no signs of illicit discharge. The Town has decided to map all open ditches in Town to better understand the Town's stormwater system. Over 400 ditch sections were added to the Infrastructure Maps during PY3.

The Town's list of identified and mapped septic systems within the town which are 20 years old or older was reviewed. Hampden is working with other BASWG towns to develop a procedural checklist to be used in the “drive by” inspections expected to be completed and a training session was provided by Brent Lawson, State Plumbing Inspector from DHHS.

During PY3, hydrant flushing was conducted on 152 hydrants and water was dechlorinated as needed by Hampden Water District.

MCM 4. Construction Site Stormwater Runoff Control

Each permittee shall develop, implement, and enforce a program, or modify an existing program, to reduce pollutants in any stormwater runoff to the regulated small MS4 from construction activities that result in a land disturbance of greater than or equal to one acre. Reduction of stormwater

discharges from construction activity disturbing less than one acre must be included in the program if that construction activity is part of a larger common plan of development or sale that would disturb one acre or more. The program must include, but not be limited to, the development and implementation of:

- a. If the permittee chooses to rely on either the Maine Construction General Permit ("MCGP") and if applicable Chapter 500, Stormwater Management, the program must include the development and implementation of:
 - i. Procedures for notifying construction site developers and operators of the requirements for registration under the Maine Construction General Permit or Chapter 500, Stormwater Management for the discharge of stormwater associated with construction activities; and
 - ii. Document every construction activity that disturbs one or more acres within the UA.
 - iii. Implement site inspections procedures to ensure projects are in compliance with the MCGP and Chapter 500, Stormwater Management. In watersheds of Urban Impaired Streams, and in the permittee's highest priority watershed, inspect the construction activity at least three times with one inspection at project completion to ensure that all post construction BMPs were properly installed, and that final stabilization of the site has been completed. All construction inspections must be properly documented. For other watersheds, inspect the construction activity a minimum of twice, with one inspection at project completion to ensure that all post construction BMPs were properly installed, and that final stabilization of the site has been completed.

CONDITION FOUND: There were no applicable projects that commenced construction in the urbanized area of Hampden that were greater than or greater than one acre. One project, which is located outside the urbanized area (Cavalry Apostolic Church), but within the Sucker Brook Priority Watershed, was inspected for the final construction inspection on 6-23-16.

MCM 5. Post Construction Stormwater Management

a. Required Strategies.

- i. Each permittee shall develop, implement, and enforce a program to address stormwater runoff from new development and redevelopment projects that disturb greater than or equal to one acre, including projects less than one acre that are part of a larger common plan of development or sale, that discharge into the MS4. This program shall ensure that controls are in place that will prevent or minimize water quality impacts.
- ii. To ensure adequate long-term operation and maintenance of post construction BMPs, each permittee subject to the 2008 MS4 General Permit shall continue to implement a post construction discharge ordinance, or similar measure approved by the Department. This ordinance or similar measure must stipulate that the owner or operator of a post construction BMP described in Part IV(H)(5)(a)(i) provide the permittee with an annual report documenting that the BMP is adequately maintained and is functioning as intended or requires maintenance. If the post construction BMP requires maintenance, the owner or operator shall provide a record of the deficiency and corrective action(s) taken to the permittee. In permit year two and in subsequent permit years, each permittee shall include the following in their annual report:
 - the cumulative number of sites that have post construction BMPs discharging into their MS4;

- a summary of the number of sites that have post construction BMPs discharging into their MS4 that were reported to the municipality;
 - the number of sites with documented functioning post construction BMPs; and
 - the number of sites that required routine maintenance or remedial action to ensure that the post construction BMP is functioning as intended.
- iii. Each permittee shall annually inspect a percentage of post construction BMPs located in the direct watershed of a lake most at risk from new development or in watersheds of an urban impaired stream. If the owner or operator of a post construction BMP hires a qualified third party inspector, the permittee will have no inspection requirements. If the owner or operator of a post construction BMP does a "self" inspection, the permittee is required to conduct the following inspection schedule.
- 1-10 post construction sites: inspect at least one site, or 40% (whichever is greater)
 - 11-30 post construction sites: inspect at least four sites, or 30% (whichever is greater)
 - 31-60 post construction sites: inspect at least nine sites, or 25% (whichever is greater)
 - 61-100 post construction sites: inspect at least fifteen sites, or 20% (whichever is greater)
 - 101-160 post construction sites: inspect at least twenty sites, or 17% (whichever is greater)
 - Over 160 post construction sites: inspect at least twenty seven sites, or 11% (whichever is greater)
- iv. Develop and implement a procedure for notifying site developers to consider incorporating low impact development techniques.

CONDITION FOUND: Two Post construction sites were inspected by a third party inspector for PY3. Chickadee Lane required trash pick-up and sediment and erosion control and Marina Park required maintenance in the form of stabilization of the infiltration basin. All maintenance was conducted during PY3.

MCM 6. Pollution Prevention/Good Housekeeping for Municipal Operations

a. Required Strategies.

- i. Permittees subject to the 2008 MS4 General Permit shall continue to maintain their inventory of properties, facilities and activities, and continue implementation of their operation and maintenance plans. These procedures must address as applicable:
- Proper use, storage and disposal of petroleum and non-petroleum products, hazardous materials, waste materials, pesticides and fertilizers including minimizing the use of these products, and an alternative product analysis;
 - Spill response and prevention;
 - Vehicle and equipment storage, maintenance and fueling;
 - Amount and type(s) of deicing materials used each deicing season
 - Landscaping and lawn care including, where applicable, an evaluation of reduced mowing frequencies, establishing and maintaining buffers, cutting vegetation within 100 feet of a stormwater conveyance or surface water;
 - Erosion and sedimentation control;
 - Feeding gulls, waterfowl or other wildlife.
- ii. Using training materials that are available from the EPA, the State, regional stormwater groups or other organizations, *Guidelines and Standard Operating Procedures For Stormwater Phase II Communities in Maine* volumes 1 and 2, and the Think Blue Maine website, www.thinkbluemaine.org this program must include employee training to prevent and reduce stormwater pollution from municipal operations and facilities. The permittee shall report annually on the types of trainings presented, the number of municipal and contract staff that received training, the length of the training, and training effectiveness.

- iii. The permittee shall develop and implement a program to sweep all publicly accepted paved streets and publicly owned paved parking lots maintained by the permittee at least once a year as soon as possible after snowmelt.
- iv. The permittee shall develop and implement a program to evaluate and, if necessary, clean catch basins and other stormwater structures that accumulate sediment at least once every other year and dispose of the removed sediments in accordance with current state law. The permittee shall clean catch basins more frequently if inspections indicate excessive accumulation of sediment. Excessive accumulation is greater than or equal to 50 percent filled.
- v. The permittee shall evaluate and implement a prioritized schedule, as necessary, for repairing or upgrading the conveyances, structures and outfalls of the regulated small MS4.
- vi. Permittees not subject to the 2008 MS4 General Permit shall by June 30, 2015, develop and implement a stormwater pollution prevention plan ("SWPPP") for the following municipal operations: public works facilities, transfer stations, and school bus maintenance facilities operated by the permittee unless the facility is currently regulated under Maine's Industrial Stormwater Program. The SWPPP must meet the conditions and requirements including quarterly visual monitoring per Maine's Multi-Sector General Permit ("MSGP") Stormwater Discharge Associated with Industrial Activity, published April 26, 2011. The SWPPP outlines sources of potential stormwater pollutants and the methods by which these pollutants will be reduced or prevented from entering Waters of the State, other than groundwater, or to an MS4. The Plan identifies in writing a SWPPP team of facility personnel as well as a SWPPP team leader who is ultimately responsible for SWPPP implementation. The Department has developed a generic SWPPP for municipal operations which can be modified by the permittee for individual facilities as required by this permit. Contact the Municipal and Industrial Stormwater Coordinator for an electronic copy of the SWPPP, Quarterly inspection forms, visual monitoring forms or for technical assistance, including on-site assistance, to meet this permit obligation. Permittees subject to the 2008 MS4 General Permit shall continue to implement and update their SWPPP(s) to ensure it meets Maine's April 26, 2011 MSGP requirements including visual monitoring. The Department shall honor request for technical assistance including on-site technical assistance inspections and SWPPP training.

CONDITION FOUND: The Town of Hampden continued to evaluate their Operations and Maintenance Plan and added updates in the areas of hose washing, spill response contacts, completed a list of properties and added a complete list of vehicle and equipment storage yards. Spill kits were added to three public works vehicles to improve preparedness in the event of a spill.

Municipal employee training was conducted for O & M Plan on May 20, 2016 for 15 members of the Public works staff and on the same day, Stormwater 101 training was completed by 11 members of the Public Safety staff in Illicit Detection and Elimination.

Street and parking lot sweeping was conducted during PY3 and collected 30 cubic yards of grit that is beneficially used as construction fill.

The Town of Hampden inspected the storm water infrastructure in PY3 that consists of 82 outfalls, 417 catch basins and 21 mapped open ditches. From those inspections 65 catch basins

were found to have an accumulation of sediment greater than 50% of the sump. During PY3, 77 catch basins were cleaned from the PY1 and PY2 inspections. The cleaning yielded 35 cubic yards of debris that was used as trench backfill.

A priority of Maintenance and Upgrading stormwater infrastructure was developed during PY3 to include nine outfalls, one ditch and six catch basins that will be performed in PY4. During PY3, three culverts were replaced, two culverts repaired, ten driveway culverts were flushed, erosion adjacent to multiple catch basins was completed, shoulder maintenance was performed at McCaw and Carver Roads, and minor ditch maintenance throughout Town was completed

Trash management program was completed for PY3.

The annual maintenance of the Lura Hoit municipal swimming pool was performed in PY3 and the discharge goes to the town sewer.

Road salt application was reported to be 1228 tons of Salt

Question 6A: How much sand was used for PY3 road sanding?

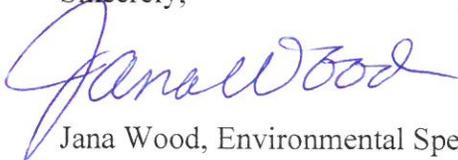
Three 55 gallon drums of waste oil was collected and transported to a local garage to use as fuel.

Conclusion

The Town has done a good job developing its 2015-2016 MS4 annual report; the report is well organized and for the most part supplied necessary supporting information for the Department to evaluate compliance based on a reviewing the document. The Department has inserted in bold font individually numbered "**Questions:**" and "**Requests:**" for items that must be addressed in the Town's response to this review letter. Please answer all questions and request the Department has asked as part of its review by no later than **February 20, 2017**

If you have any questions regarding this report or Maine's municipal stormwater program do not hesitate to call me.

Sincerely,



Jana Wood, Environmental Specialist
MDEP, 106 Hogan Road, Suite 6
Bangor, Maine 04401
207-215-7869

Cc. File MER041022

- c. Review of DEP letter to Town of Hampden regarding 2016 CSO (Combined Sewer Overflow) progress report, timeline for Town response



STATE OF MAINE
DEPARTMENT OF ENVIRONMENTAL PROTECTION



PAUL R. LEPAGE
GOVERNOR

PAUL MERCER
COMMISSIONER

December 20, 2016

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

Subject: Annual CSO Progress Report For 2016

Dear Sean,

This letter is being sent to all Maine communities and utility districts that are on the DEP's list as a current Combined Sewer Overflow (CSO) Community. Since 1997 the DEP has requested annual progress reports on CSO abatement. The requirement to provide this information has been included in all MEPDES Permits as the wastewater discharge licenses have been renewed. We are again requesting this information from all CSO communities and districts.

We have included the required forms that you will need to fill out for 2016, as well as instructions for each form, as attachments to this e-mail. These attachments include:

1. This Cover Letter
2. Annual CSO Progress Report for 2016 (electronic form to fill out)
3. Instructions for Annual CSO Progress Report
4. CSO Activity and Volumes form (electronic form to fill out)
5. Procedure to Determine Median Household Income (MHI)

Other than changes made to the report so that it will upload correctly and not duplicate 2015 data, there have been no other changes to the report. As a reminder - In the cost section some text has been added to better explain what we are trying to capture as the "Revised total estimated cost from an Updated Master Plan". What we are looking for is the most recent cost estimate of what it will take, from start to finish, for your community to complete its CSO abatement program. This would include the sum of the costs prior to the Updated Master Plan and the future estimated costs from the Updated Master Plan. This should give us the most recent estimate of CSO abatement costs from the

AUGUSTA
17 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0017
(207) 287-7688 FAX: (207) 287-7826

BANGOR
106 HOGAN ROAD, SUITE 6
BANGOR, MAINE 04401
(207) 941-4570 FAX: (207) 941-4584

PORTLAND
312 CANCO ROAD
PORTLAND, MAINE 04103
(207) 822-6300 FAX: (207) 822-6303

PRESQUE ISLE
1235 CENTRAL DRIVE, SKYWAY PARK
PRESQUE ISLE, MAINE 04769
(207) 764-0477 FAX: (207) 760-3143

December 20, 2016

Page 2 of 3

start of abatement through the completion of the abatement program. Some Updated Master Plans only list the estimated costs of remaining work, so only reporting this number underestimates the overall cost of CSO abatement.

In Section 2.D of the form, costs are being captured for 'Total cost of CSO abatement to date' (2.D.3) and for 'Total SRF loans to date' (2.D.5). These are cumulative totals that we are looking to capture. When we tried to compare these figures between communities this past year, we found that in some past years of reporting, the cumulative totals in some communities were less than in the previous year – this shouldn't happen. In 2016, the department contacted each CSO community in an effort to clean up the financial data reported on the annual CSO progress report. Based on these discussions, the financial data specific to the Annual CSO Progress Report for your community is as follows:

- Total Cost of CSO Abatement to Date (Section 2-D, item 3) = \$4,582,733
- Total SRF Loans to Date for CSO Abatement (Section 2-D, item 5) = \$3,350,000

Please use these numbers in this year's Annual Progress Report. Also please use the 2016 form included with this package instead of any previous forms. Using the older forms will cause uploading errors in the 2016 data. **So please use the 2016 form and do not attempt to modify it.**

In order for the form to operate properly, please "Enable Macros" when opening the file. If for some reason additional space is needed for text, please attach a separate page.

We have also made minor changes to the CSO Activity and Volumes spreadsheet, included as Attachment 4, to clarify what data we're trying to capture on the form. Please note that on line 6 of the form it asks for the **"Total Annual Precipitation"**. **This number should contain both rainfall and melted snowfall amounts for the whole year, not just on overflow days.** We are also requesting precipitation event data to help us understand the conditions which cause CSO events. Please fill in this number because it helps give an overall sense of how wet the year was and is used to equalize overflows between wet and dry years. Precipitation amounts for each individual overflow occurrence are recorded individually and are totaled at the bottom of the spreadsheet. I appreciate your help in maintaining a good database on which we can rely for accurate information.

The 'CSO Annual Progress Report For 2016' form in Excel 2003, as well as the CSO Activity and Volumes spreadsheet may also be found on the Department's website at <http://www.maine.gov/dep/water/cso/index.html#form>. Click the 'Forms' link.

- Please e-mail the forms to me at michael.s.riley@maine.gov. I will acknowledge the receipt of these reports by return e-mail.
- If you cannot open the files, or experience difficulty, please contact me.

December 20, 2016

Page 3 of 3

We will send you a digital copy of the "Maine Combined Sewer Overflow Status Report" once the numbers have been incorporated. The final report will also be available on the Department's web-site.

As is noted in your MEPDES permit, the deadline for submission of the forms is March 1, 2017. If you have any questions on these forms, please call me at (207) 287-7766 or e-mail me at michael.s.riley@maine.gov.

Thank you for your assistance.

Sincerely,

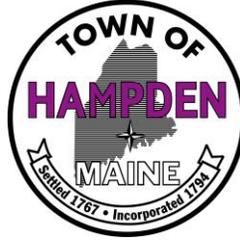
A handwritten signature in black ink that reads "Michael Riley". The signature is written in a cursive style with a large, looped 'y' at the end.

Michael S. Riley, P.E.
CSO Coordinator
Division of Water Quality Management
Bureau of Land and Water Quality

3. OLD BUSINESS

- a. Discussion of preparation for February 2017 public hearing regarding sewer rates to budget for borrowing authorized by local ballot questions, and notice from Bangor WWTP regarding unbudgeted sewer repairs – *Angus Jennings, Town Manager*

Town of Hampden
106 Western Avenue
Hampden, Maine 04444



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

TO: Infrastructure Committee
FROM: Angus Jennings, Town Manager
DATE: December 22, 2016
RE: Sewer Rates

As a result of the sewer rate increase approved in February 2016, FY17 sewer revenues are on track to cover budgeted expenses including \$100,000.00 toward the General Fund (over and above the \$60,000.00 that the Sewer Fund has contributed to the General Fund annually for many years to offset Town staff time toward sewer operations).

Voters have authorized borrowing for Hampden's share of the improvements to the Bangor Wastewater Treatment Plant, and to pay overdue charges to the City of Bangor. We issued an RFP to secure optimal borrowing terms for the payment of overdue charges, and will issue an RFP in early 2017 to receive bids and estimate borrowing terms relative to the Town's required capital contributions to Bangor. DPW Director Currier and I met recently with the Bangor WWTP personnel to review their five year capital plan, and those items for which Hampden would be required to contribute 8.33%.

I am presently working to update our sewer cost projections to take into account the borrowing costs, Hampden's financial obligations to Bangor's WWTP capital costs, and system diagnostics/repairs needed or anticipated for Hampden's sewer infrastructure. This information regarding costs will be needed in order to set rates appropriately to generate adequate revenues.

The attached is an updated financial analysis of the sewer fund, with projected costs and revenues through the remainder of FY17. In evaluating potential rate changes, I recommend consideration of the following policy objectives:

- 1) Ensure that revenues cover operating and capital costs on an ongoing basis;
- 2) Generate enough revenues over and above Item 1 to enable the Sewer Fund to repay the Interfund Transfers over an established period of time; and
- 3) Re-establish reserve funding to support future system investments, including capital improvements, periodic maintenance, and emergency investments.

Rates would need to be voted in February in order to take effect for the April to June quarter, and for revenues (based on new rates) to be available throughout FY18.

Preparing for a February 2017 sewer rate public hearing is one of the top priorities for the next two months.

Hampden Sewer Fund, Analysis of 12-22-16

<u>Sewer Invoices from City of Bangor</u>	<u>Period of Service</u>	<u>Total Amount Due</u>	<u>Date Due</u>	<u>Date Paid</u>	<u>Amounts Past Due</u>	<u>Total Amounts Due</u>	<u>Partial Payment Amount</u>	<u>Partial Payment Sent</u>	<u>Remaining Amount Due</u>
10/31/2014	Jan. to June 2014	\$ 94,534.94	11/30/2014	12/2/2015	\$ -	\$ -			
11/18/2014	July to Oct. 2014	\$ 72,707.72	12/18/2014	12/16/2015	\$ -	\$ -			
3/6/2015	Nov '14 to Feb '15	\$ 126,695.57	4/5/2015	5/18/2016	\$ -	\$ -	\$ 64,000.00	5/18/2016	
				11/9/2016			\$ 62,695.57	11/9/2016	\$ -
10/27/2015	March to June 2015	\$ 73,304.43	11/26/2015	12/22/2016	\$ -	\$ -			\$ -
3/10/2016	July '15 to Feb '16	\$ 122,809.73	4/9/2016	n/a	\$ 122,809.73	\$ 122,809.73			\$ 122,809.73
8/11/2016	March to June 2016	\$ 70,403.02	9/10/2016	n/a	\$ 70,403.02	\$ 70,403.02			\$ 70,403.02
11/4/2016	July to October 2016	\$ 36,333.32	12/4/2016	n/a	\$ 36,333.32	\$ 36,333.32			\$ 36,333.32
					<u>\$ 229,546.07</u>	<u>\$ 229,546.07</u>			<u>\$ 229,546.07</u>

FY15 amounts overdue \$ -

FY16 paid, total \$ 231,242.66 For service in FY14 and FY15

FY17 paid, total \$ 136,000.00 For service in FY15

Hampden Sewer Fund, Analysis of 12-22-16

FY17 Sewer Debt Service Payments Due

<u>Bond</u>	<u>Series</u>	<u>Total Amount</u>	<u>Date Due</u>	<u>Date Paid</u>	<u>Amounts Past</u>	<u>Remaining Amounts</u>	<u>Maturity</u>	<u>Next pmt</u>	<u>Next pmt amt</u>
		<u>Due</u>			<u>Due</u>	<u>Due</u>			
2014 Sewer Project	2014 A	\$ 57,113.00	5/1/2016	3/31/2016	n/a	\$ 11,859.70	11/1/2034	10/1/2016	\$ 57,113.00
		\$ 11,859.70	4/1/2017						
1996 Sewer SRF	1997 A	\$ 94,916.67	10/1/2016	9/22/2016	n/a	\$ 1,367.70	10/1/2017	10/1/2016	\$ 94,916.67
		\$ 1,367.70	4/1/2017						
2006 Sewer Bond	2006 C	\$ 93,208.04	11/1/2016	9/22/2016	n/a	\$ 14,467.17	11/1/2026	11/1/2016	\$ 93,208.04
		\$ 14,467.17	5/1/2017						
2010 Route 1A Sewer Bond		\$ 7,410.96	1/29/2017		n/a	\$ 109,058.38	7/29/2029	1/29/2017	\$ 7,410.96
		\$ 101,647.42	7/29/2017						
		<u>\$ 381,990.66</u>				<u>\$ 136,752.95</u>			

Other Known Sewer Fund Amounts Due

Transfer to General Fund (Rev. Acct 01-78)	\$ 160,000.00	6/30/2017	n/a	\$ 160,000.00
				<u>\$ 160,000.00</u>

Total Amounts Due: \$ 526,299.02

Other Estimated FY17 Sewer Fund Amounts To Come Due

<u>Cost</u>	<u>Amount (est.)</u>	<u>Basis</u>
Bangor Treatment Charges (November '16 to June '17), est.	\$ 97,184.55	FY16 costs, same date range
Bangor Maintenance Charges (November '16 to June '17), est.	\$ 50,677.36	FY16 costs, same date range
Postage (budgeted, unexpended)	60-10-10-05 \$ 2,639.48	Approved expense budget
Supplies (budgeted, unexpended)	60-10-10-20 \$ 2,104.42	Approved expense budget
Electricity (budgeted, unexpended)	60-10-15-05 \$ 23,944.80	Approved expense budget
Fuel (budgeted, unexpended)	60-10-15-10 \$ 6,943.02	Approved expense budget
CSO tank repair (budgeted, unexpended)	60-10-20-53 \$ 52,000.00	Approved expense budget
Prof Svcs (budgeted, unexpended)	60-10-30-40 \$ 3,783.50	Approved expense budget
O&M Contingency (budgeted, unexpended)	60-10-60-10 \$ 5,000.00	Approved expense budget
Special Projects (budgeted, unexpended)	60-10-60-22 \$ 12,076.40	Approved expense budget
Debt service for payment of overdue Bangor charges	TBD	
Debt service for contributions to Bangor WWTP costs	TBD	Note: I hope to push initial payment to FY18.
	<u>\$ 256,353.53</u>	

Total Cost Amounts Due and Anticipated: \$ 782,652.55

Hampden Sewer Fund, Analysis of 12-22-16

Sewer Fund Assets

Sewer Bank (Checking) Balance:	\$	120,600.10	12/22/2016
Sewer Bank (Club) Balance:	\$	94,786.63	12/22/2016
Sewer investment account (Bangor Savings):	\$	266.39	11/30/2016
Sewer Warrant 216 (funds sent not yet cleared)	\$	(2,607.30)	12/22/2016
Sewer Warrant 217 (funds sent not yet cleared)	\$	<u>(73,304.43)</u>	12/22/2016
Bank sub-total	\$	139,741.39	

	<u>Committed</u>	<u>Collected or Abated</u>	<u>Uncollected</u>	
Committed (uncollected) sewer revenue, 1Q bills:	\$ 133,113.28	\$ 127,743.07	\$ 5,370.21	12/21/2016 Due May 31, 2016
Committed (uncollected) sewer revenue, 2Q bills:	\$ 245,658.57	\$ 231,993.35	\$ 13,665.22	12/21/2016 Due Aug 25, 2016
Committed (uncollected) sewer revenue, 3Q bills:	\$ 258,739.45	\$ 225,145.62	\$ 33,593.83	12/21/2016 Due Nov 29, 2016
Estimated sewer revenue, 4Q bills:	\$ 252,199.01	\$ -	\$ 252,199.01	Due Feb 28, 2017
Estimated sewer revenue, 1Q bills:	\$ 252,199.01	\$ -	\$ 252,199.01	Due May 31, 2017
TOTAL, current and estimated (through end of FY17):	\$		<u>557,027.28</u>	

Estimated shortfall: \$ (85,883.88)

Hampden Sewer Fund, Analysis of 12-22-16

Interfund Transfers to Sewer Fund, FY15 Year-end

<u>Date</u>	<u>Amount</u>
6/30/2015	\$ 541,666.00

Interfund Transfers to Sewer Fund, FY16 YTD

<u>Date</u>	<u>Amount</u>	
10/15/2015	\$ 55,000.00	
12/14/2015	\$ 50,000.00	
1/14/2016	\$ 5,000.00	
7/21/2016	\$ 90,000.00	<i>transfer needed to make bond payment</i>
8/18/2016	\$ (90,000.00)	<i>repaid transfer of 7/21/16</i>
9/22/2016	\$ 150,000.00	<i>transfer needed to make bond payments</i>
	<u>\$ 260,000.00</u>	

Total balance due to General Fund: \$ 801,666.00

Total shortage, Sewer Fund (est. through FY17 end): \$ 887,549.88

Town of Hampden Debt Service Analysis, 12-22-16				Future Debt Service Obligations																				
Sewer Fund	Bond Series	Maturity Date	Remaining Balance (Year-End FY15)	FY16 Debt Service Paid	FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33	FY34	FY35	
1996 Sewer SRF	1997 A	10/1/2017	\$ 272,782	\$ 96,348	\$ 96,284	\$ 96,217																		
2006 Sewer Construction Bond	2006 C	11/1/2026	\$ 868,424	\$ 103,990	\$ 107,675	\$ 103,669	\$ 99,495	\$ 95,715	\$ 85,889	\$ 87,484	\$ 84,812	\$ 82,598	\$ 81,588	\$ 79,074										
2010 Route 1A Sewer Bond SRF	2009 FS	7/29/2029	\$ 1,425,717	\$ 108,537	\$ 108,533	\$ 108,526	\$ 108,520	\$ 108,514	\$ 108,508	\$ 108,502	\$ 108,495	\$ 108,489	\$ 108,483	\$ 108,475	\$ 108,470	\$ 108,462	\$ 108,456	\$ 108,450						
2014 Sewer Project	2014 A	11/1/2034	\$ 902,050	\$ 69,217	\$ 68,973	\$ 68,594	\$ 68,066	\$ 67,397	\$ 66,578	\$ 65,622	\$ 64,560	\$ 63,410	\$ 62,187	\$ 60,879	\$ 59,468	\$ 57,963	\$ 56,389	\$ 54,768	\$ 53,088	\$ 51,356	\$ 49,597	\$ 47,813	\$ 46,009	
			<u>\$ 3,468,973</u>	<u>\$ 378,092</u>	<u>\$ 381,465</u>	<u>\$ 377,006</u>	<u>\$ 276,082</u>	<u>\$ 271,626</u>	<u>\$ 260,974</u>	<u>\$ 261,607</u>	<u>\$ 257,867</u>	<u>\$ 254,497</u>	<u>\$ 252,259</u>	<u>\$ 248,428</u>	<u>\$ 167,938</u>	<u>\$ 166,426</u>	<u>\$ 164,845</u>	<u>\$ 163,218</u>	<u>\$ 53,088</u>	<u>\$ 51,356</u>	<u>\$ 49,597</u>	<u>\$ 47,813</u>	<u>\$ 46,009</u>	

Sources:

Town of Hampden Financial Statements with Independent Auditor's Report, FY11, 13, 14 and 15.
 Amortization Schedules, Outstanding Sewer Fund Debt.

Hampden will be responsible for 8.33% of the costs for items marked below:

**Detailed Summary - WWTP
Capital Improvement Program
2017-2021**

Project	2017	2018	2019	2020	2021	Totals
K-Mart Pump Station Upgrade	-	-	-	-	350,000	350,000
Dow Trunk Upgrades (Odlin Road PS) SRF	100,000	1,680,000	-	-	-	1,780,000
Perry Road Valves & Impellers	20,000	60,000	-	-	-	80,000
Paving WWTP	-	-	120,000	-	-	120,000
Aeration System Repairs/W3 System	505,000	-	-	-	-	505,000
Submersible Flygt Pumps	82,000	82,000	82,000	82,000	82,000	410,000
Cemetery CSO Elimination	-	100,000	-	-	-	100,000
Exchange, State, French Replacement SRF	100,000	2,400,000	-	-	-	2,500,000
Randolph Drive SRF	-	-	700,000	-	-	700,000
Broadway-Center Re-route 350-400' AB402	-	-	125,000	-	-	125,000
Carr Brook RDII Reduction	20,000	250,000	-	-	-	270,000
Replace 1/2 Ton Electrical Vehicle (674)	-	-	35,000	-	-	35,000
Replace 1 Ton Vehicle (620)	55,000	-	-	-	-	55,000
Replace 1 Ton Vehicle (640)	-	55,000	-	-	-	55,000
Replace 4wd 3/4 Ton Station Vehicle (664)	-	52,000	-	-	-	52,000
Replace 1/2 Ton Lab Vehicle (670)	20,000	-	-	-	-	20,000
Park Street 325' 16" KE261	100,000	-	-	-	-	100,000
LTCP Initial Design	150,000	-	-	-	-	150,000
Maine Ave. Texas-Hammond SRF	-	500,000	-	-	-	500,000
Crestmont Road	-	342,000	-	-	-	342,000
New Sewer Department Building	70,000	-	-	-	-	70,000
Manhole Replacement	72,000	72,000	72,000	72,000	-	288,000
Small CSO Projects & CMOM Repairs	600,000	600,000	600,000	600,000	600,000	3,000,000
Nelson Street	-	150,000	-	-	-	150,000
Pickering Square	-	-	50,000	-	-	50,000
Smith Street Pipe Bursting	-	30,000	-	-	-	30,000
Smith Street Rehab	-	500,000	-	-	-	500,000
First Street Sewer	-	250,000	-	-	-	250,000
Parker Street	150,000	-	-	-	-	150,000
WWTP Climber Screens	-	-	-	-	200,000	200,000
KPS Climber Screens	-	-	-	-	200,000	200,000
Paint and Shingle Administration Building	-	-	60,000	-	-	60,000
	2,044,000	7,123,000	1,844,000	754,000	1,432,000	12,387,000

City Manager Recommended Budget

Recommended Funding Source	
Operating Budget	884,000
Bonds	1,105,000
Existing Funds	-
Developer Funds	-
Not Recommended for Funding	55,000
Funding TBD	
Total	2,044,000

Other costs not shown here are expected, including:

- Check balls, ~\$8,000 apiece
- Software/hardware (SCADA system from 1992 will need replacement), est. total cost ~ \$100,000
- Clarifiers are having concrete problems.
- Tank sealing.

Source: Bangor Wastewater Treatment Plant, 12/21/16



Angus Jennings <townmanager@hampdenmaine.gov>

Hampden costs

1 message

Rudzinski, Andy <andy.rudzinski@bangormaine.gov>

Wed, Oct 19, 2016 at 3:11 PM

To: Sean Currier <publicworks@hampdenmaine.gov>, "Fraser, Rhonda Jordan" <rhonda.jordan.fraser@bangormaine.gov>, "Cyr, Keefe" <keefe.cyr@bangormaine.gov>, "Angus G. Jennings (townmanager@hampdenmaine.gov)" <townmanager@hampdenmaine.gov>

Sean & Angus,

I want to let you know that we have had a couple of unplanned emergency equipment failures come up in the last week or two. We have asked the Finance Committee for \$32,500 to replace actuators for the Primary Weir Gates. Also, \$21,336.15 for replacement of ball checks in the secondary wet well.

I am not sure how this is handled as far as billing Hampden for their share, and assume it has to wait until we receive the equipment for the final figures which will then be sent to you. It is my responsibility to let you know about this so you can break the news in Hampden. These are unforeseen events, but with a Plant of this age, I think both municipalities have to understand such things are going to continue to happen along with the already planned for spending. Sad but true.

We will make every effort to continue to communicate with Hampden, and I invite you both to please contact us often as well.

Take care-

Andy

Andrew Rudzinski, Director Water Quality Management

City of Bangor WWTP

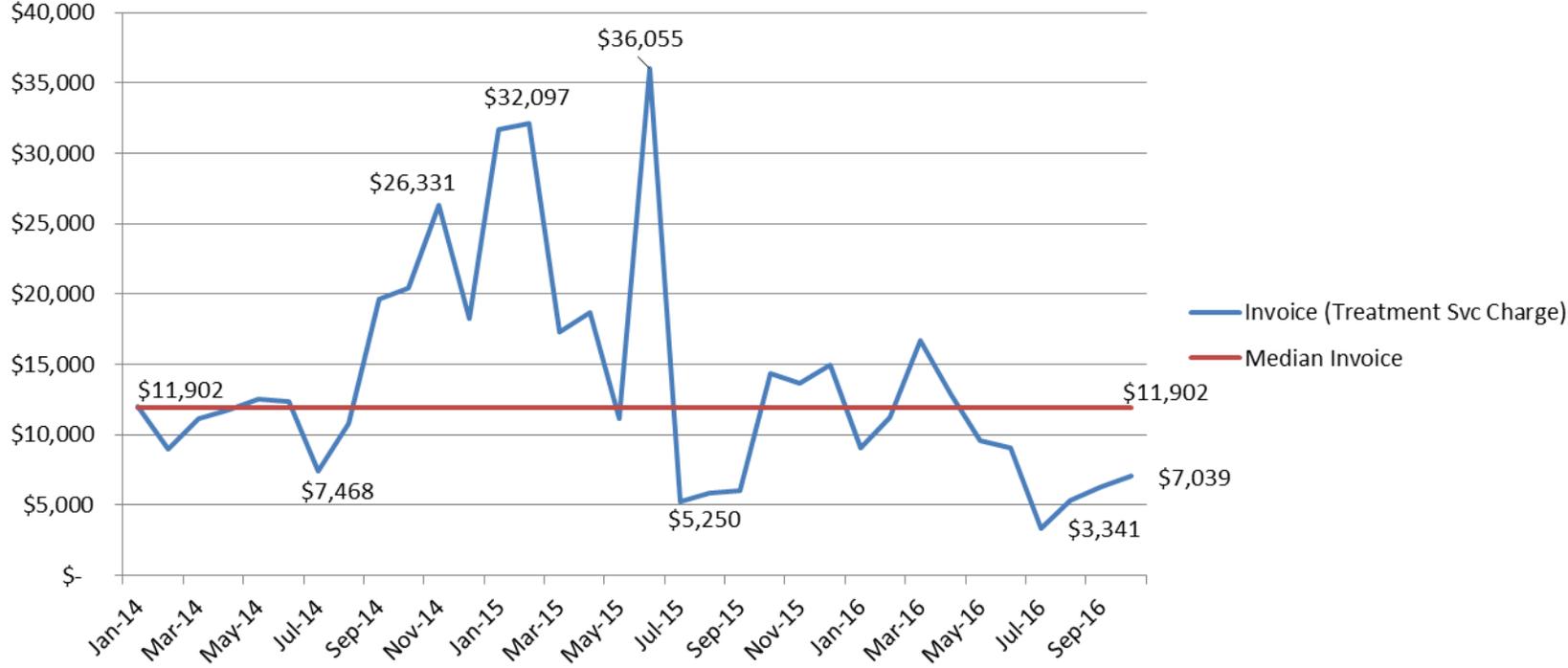
760 Main St.

Bangor, Maine 04401

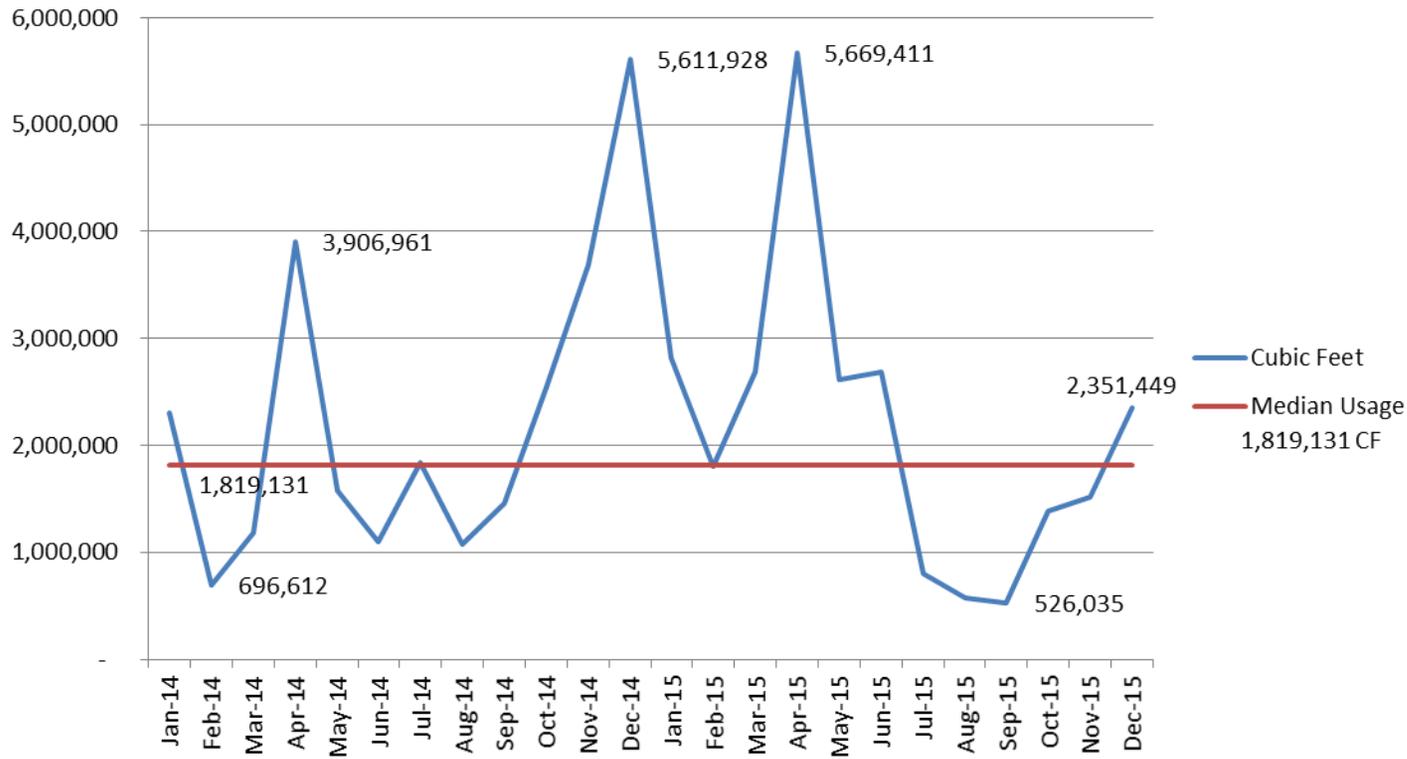
992-4477

andy.rudzinski@bangormaine.gov

Bangor Sewer Treatment Charges to Hampden, Jan 2014 to Oct 2016



Hampden Sewer Usage, Jan 2014 to Dec 2015



- b. Update on today's (December 27) working meeting regarding route and financing for water supply to Fiberight/MRC and Coldbrook Road area – *Angus Jennings, Town Manager*

Update to be provided at meeting.

- c. Proposed amendments to Sewer Ordinance – abatement policy, summer meters, testing standards etc. *(continued from November meeting) – DPW Director Currier*



TOWN OF HAMPDEN
DEPARTMENT OF PUBLIC WORKS

106 WESTERN AVE.
HAMPDEN, ME 04444

TEL 862-3337

FAX 862-5067

December 22, 2016

To: Angus Jennings
From: Sean Currier
Subject: Sewer Ordinance Revisions

The Council stated that they would review the sewer ordinance and send any comments for incorporation in the revised version. Below are the comments received to date. I would like to review comments provided with the Infrastructure committee for approval to incorporate in the latest working draft of the sewer ordinance. The comments are as follows:

- 2.5. Suggest wording change instead of the "outside" phrase: "Private subsurface sewer systems installed more than 5 years earlier shall be grandfathered..."**
- 3.2 First paragraph delete "and, in any event..." To the end so it reads "at any stage of construction."**
- 3.4 Replace (?) "4" minus" with "material suitable to ensure that no seepage or tank fracturing occur."**
- 4.2.4 Is a backwater valve installed inside the house? Who inspects it?**

Response: The backwater valve should be in the house and where it can be inspected. Inspection at time of installation would be local plumbing inspector. After that, it would be the home owner's responsibility to inspect/maintain.

- 4.3 Should it be the Council that sets permit and inspection fees for commercial or industrial?**

Response: For group discussion

- 4.7 The wording is confusing about the elevation and location of sewer.**

Response: Revise section as follows: **Section 4.7. Elevation and Location of Sewer:** Whenever possible, the building sewer service shall exit the building below the basement finish floor elevation. No sewer service shall be installed parallel, less than (3) three feet from a foundation wall. The sewer service shall exit the building perpendicular to the foundation wall and be laid at a uniform slope draining away from the building in straight alignment where possible. Changes in direction shall be made only with approved pipe and fittings. The sewer service shall be a minimum of (5) five feet deep for frost protection or shall require rigid styrofoam

insulation at a rate of (2) two inches per foot of soil depth. Meaning, a sewer service with only 4 feet of cover would require 2 inches of insulation, 3 feet of cover would require 4 inches of insulation, etc.

Add Definitions in Section 1.1 Definitions:

Building Drain: The part of the lowest horizontal piping of a drainage system which receives the discharge from sewerage and other non-storm or ground water drainage pipes inside a building and conveys it to the building sewer beginning two (2) feet outside of the building wall.

Foundation or Perimeter Drain: The part of the lowest horizontal piping of a drainage system which receives the discharge from the soil, foundation or perimeter drain inside and outside of the building foundation or foundation footer.

4.8 Reference to “any building drain.” Should this be revised so it’s clear that things like storm drains can’t tie in to sewer?

Response: In all buildings in which any building drain is too low to permit gravity flow to the public sewer, sanitary sewage carried by such drain shall be lifted by approved artificial means and discharged to the building sewer. Foundation or perimeter drains shall not be connected to the building sewer system.

4.13.1 The phrase “except that such interceptors shall be required for private living quarters or dwelling units”.

Response: **SHOULD READ:** “except that such interceptors shall not be required for private living quarters or dwelling units”

5.3 Is the reference to "Great Lakes Upper Mississippi River Board of State----- Engineers " really necessary.

Response: This is a commonly cited standard for construction techniques.

5.3.1.4 Suggested wording: "A force main sewer may only be constructed if determination is reached and agreed to by all parties that a gravity sewer would not be feasible.

Response: Agreed.

5.1.3.7 Necessary to be reviewed and approved by the Town Council?

Response: For group discussion

5.3.4 There was a question about the need for spreading the bedding material over the entire width between the trench walls.

Response: Bedding material shall be the entire width to eliminate differential settling and poor compaction methods.

5.3.6 Why would riser rings be prohibited? Is this only on initial construction or permanently?

Response: “**Riser**” (SHOULD SAY) **PRECAST CONCRETE GRADE RINGS**, will not be accepted. Brick and mortar (CONTAINING SAND, PORTLAND CEMENT AND LIME, no pre-mixed mortar) will be used for final finish grade adjustment. Finish grade adjustment with bricks and mortar shall not exceed 14 inches (not

including frame height). If more than 14 inches is needed to adjust to finish grade, an additional manhole barrel section shall be used.

SAME SECTION, CHANGE THE FOLLOWING TO: Brick for manhole inverts shall meet Standard Specifications for Sewer Brick, AASHTO Designation M91-42, Grade SA, Size No. 1, wire cut. Mortar shall be a mixture of sand, **CEMENT AND LIME** consisting of one part **LIME**, three parts **CEMENT AND SIX PARTS** clean, well-graded hard, durable sand, and water. The amount of water shall be held to the minimum that yields a workable mortar.

5.5 Is 18-month guarantee standard? Is it enough?

Response: For group discussion

5.6.1 The need for filing of an annual report was questioned. This was seen as a burden both on the private party and on the Town, and the language is seen as setting both sides to fail. There should not be a requirement that we don't have the ability to enforce.

Response: **Section 5.6. Should Read: Privately Owned Sewer Extension:** Privately owned sewer extensions of the public sewer may be permitted with prior approval by the Town. Said sewer shall be constructed in strict compliance with this ordinance and be inspected by the Hampden Public Works Director or his/her designee during construction. All compliance with State, local and federal regulations, maintenance and repair shall be the responsibility of the owner.

Sec 6.1B should this include any connective reference to anything similarly referenced within Shore land Zoning?

Response: For group discussion

6.3.1 "though" should be "through"

Response: Agreed.

6.6.6 Should we add "or text or instant messages" to "immediately telephone"?

Response: For group discussion

6.10.7 Is \$2,500 per day still an appropriate maximum?

Response: For group discussion

Respectfully,



Sean Currier

- d. Authorization of landfill monitoring work scope items 2 and 3 by Drumlin LLC –
recommendation to Town Council



Drumlin Environmental, LLC

Hydrogeologic and Engineering Consultants

On December 7, 2015, the Council accepted this proposal but only authorized Task 1. Since that time, I have authorized Tasks 2 and 3 based on direction from the Infrastructure Committee at meetings last spring and this fall. However I'd like the Council to vote to authorize the complete scope. I am also working with Drumlin to determine an appropriate scope for their continued engagement going forward. All costs will be proposed for reimbursement from Environmental Trust.

November 16, 2015

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

RE: Hampden Technical Consultant – Technical Services for Pine Tree Landfill, Hampden Maine

Dear Mr. Jennings:

Thank you for contacting us to discuss the assistance that Drumlin Environmental, LLC and SoilMetrics, LLC have provided to the Town of Hampden to support technical review of activities at the Pine Tree Landfill (PTL). Since 2004 Steve Rabasca, P.E. of SoilMetrics and I have worked collaboratively in the role of Hampden Technical Consultant to provide technical input on behalf of the Town during operation, closure and post-closure activities at PTL. Steve has generally taken the lead role in reviewing engineering and geotechnical components of the work. I have generally taken the lead role in reviewing environmental and water quality components of the work.

You have requested that we provide the Town with a scope and budget to continue providing Hampden Technical Consultant review services to the Town and we would be glad to do this. Specifically, you requested that we provide a scope and budget estimate for the tasks described below.

1. Task 1 will involve reviewing Annual Reports and other documents prepared by Casella and the Maine Department of Environmental Protection (MDEP) covering the period since our previous review memorandum of December 2013. We will review the 2013 and 2014 Annual Reports as well as memoranda prepared by the MDEP project management and technical staff. This will include review of the supplemental residential well sampling that was conducted by Casella in 2014 at the request of the MDEP. It will also include review of any relevant water quality information in the June 2015 CDC report. Based on our review, we will prepare an update to the Town similar to the December 2013 memorandum. The estimated cost for this review would be \$3,000.
2. Task 2 would be an optional meeting with the Town Infrastructure Committee or Town Council. If this would be helpful, we would prepare a presentation of the findings of the review and meet to discuss questions from town officials and the public. The estimated cost for a meeting with a presentation would be \$1,000.
3. Task 3 would be annual review of on-going activities and data from PTL. This would include review of the Annual Report and associated MDEP comments. It would also include review of ancillary information or conditions that might arise during a particular year. A baseline cost for this annual review is estimated to be

in the range of \$2,500 to \$3,000. If there are additional environmental or engineering issues that arise, the cost may be higher, depending on the level of review and input required.

We understand that 2015 would be the 5th year of post-closure monitoring and operations for PTL. There is generally a 5-year review cycle that is part of the 30-year post-closure period. As part of this 5 year review, it is possible that Casella will propose changes to the current post-closure monitoring plan. Involvement in reviewing and providing comments on any proposed changes may increase the level of review activity in 2016.

The costs discussed above are estimates based on our familiarity with the PTL site and typical documentation. We propose to conduct the actual work on a time and material basis in accordance with Drumlin's Terms and Conditions for Technical Services, which is attached. The rate for professional services for Drumlin and SoilMetrics for 2015 and 2016 is \$90/hr.

We are glad to continue assisting the Town of Hampden in monitoring the post-closure conditions at PTL. If you have any questions, please call me at any time at (207) 771-5546 or my cell at (207) 242-2812. I would be glad to discuss this work further.

If you would like us to proceed with the work, please sign below and return an executed copy via fax or e-mail for our records.

Very truly yours,
Drumlin Environmental, LLC



Matthew D. Reynolds. P.E., C.G.
Senior Member

Accepted, Name Ray J. [Signature] Title Town Manager Date 12/7/15

Encl: Drumlin Terms and Conditions

Task 1 approved
Council vote 12/7/15

e. Update on use of GPS units in DPW vehicles – *request of Councilor McPike*



Despite significant effort dating back to summer (creation of polygons for town owned parcels, specific roads, etc), technical problems continue to plague the effectiveness of the GPS units. Sean and Kyle had a conference call today with a potential alternate vendor. An update will be provided at Tuesday's meeting.

Fwd: Town of Hampden GPS issues 12.14.16

1 message

Sean Currier <publicworks@hampdenmaine.gov>

Fri, Dec 16, 2016 at 11:39 AM

To: Kyle Severance <gisit@hampdenmaine.gov>, Alf Alvarez <alf.alvarez@ft-sys.com>, FTS Support <support@ftsgps.com>, Ticket

Tracking <crm@ft-sys.com>, nia.starke@ftsgps.com

Bcc: townmanager@hampdenmaine.gov

The issues are with all vehicles. I have attached the location detail for all boundaries we are tracking. Most areas take a vehicle one hour to make one pass thru and during the storm on Monday they typically had at least 3 passes thru the pertinent areas. Also attached is a mileage sheet. not sure how its calculated but as you can see, the start/stop is not correct.....Please respond asap as this information is the only reason we have the GPS units installed.

Sean

Examples are:

Hawthorn Subdivision: Truck 14 plowed it 3 times. Each pass takes approx. 45 minutes to complete.

	Arrived	Departed	Time at Location
14	12/12/2016 7:12 am	12/12/2016 7:13 am	0 min
	12/12/2016 10:40 am	12/12/2016 10:40 am	0 min
	12/12/2016 10:41 am	12/12/2016 10:42 am	3 min
	12/12/2016 2:48 pm	12/12/2016 2:52 pm	1 min
	12/12/2016 2:57 pm	12/12/2016 2:59 pm	1 min
	12/12/2016 2:59 pm	12/12/2016 3:00 pm	9 min
	12/12/2016 3:06 pm	12/12/2016 3:16 pm	

3/4 hr @ 3 ca.

The Pool: Truck 35 plowed it twice. Would have taken about an hour to plow first time and 10 min the second time. Not sure how long truck 32 was actually there.

Location Detail
 Date Range: 12/12/2016 - 12/12/2016
 Location: LURA HOIT POOL

	<u>Arrived</u>	<u>Departed</u>	<u>Time at Location</u>
32	12/12/2016 10:15 am	12/12/2016 10:19 am	3 min
	12/12/2016 10:26 am	12/12/2016 10:26 am	0 min
35	12/12/2016 5:13 am	12/12/2016 5:15 am	1 min
	12/12/2016 5:26 am	12/12/2016 5:27 am	0 min
	12/12/2016 1:05 pm	12/12/2016 1:05 pm	0 min
	12/12/2016 1:05 pm	12/12/2016 1:07 pm	1 min
	12/12/2016 1:11 pm	12/12/2016 1:12 pm	1 min
	12/12/2016 1:15 pm	12/12/2016 1:16 pm	0 min

Library: 35 was ther for 1hr at 10am and 1hr at 2pm. 32 was there for approx. 45 min.

Location Detail
 Date Range: 12/12/2016 - 12/12/2016
 Location: EDYTHE DYER LIBRARY

	<u>Arrived</u>	<u>Departed</u>	<u>Time at Location</u>
18	12/12/2016 1:16 pm	12/12/2016 1:16 pm	0 min
	12/12/2016 5:40 pm	12/12/2016 5:41 pm	0 min
20	12/12/2016 7:31 am	12/12/2016 7:33 am	2 min
32	12/12/2016 7:01 am	12/12/2016 7:02 am	0 min
	12/12/2016 7:07 am	12/12/2016 7:07 am	0 min
	12/12/2016 7:08 am	12/12/2016 7:10 am	2 min
	12/12/2016 7:15 am	12/12/2016 7:38 am	22 min
35	12/12/2016 7:31 am	12/12/2016 7:37 am	6 min
	12/12/2016 10:08 am	12/12/2016 10:12 am	4 min
	12/12/2016 10:16 am	12/12/2016 10:19 am	3 min
	12/12/2016 2:10 pm	12/12/2016 2:11 pm	1 min

Marina: truck 35 and 32 were there for 10 min each time



Location Detail

Date Range: 12/12/2016 - 12/12/2016
Location: MARINA / TURTLE HEAD

	<u>Arrived</u>	<u>Departed</u>	<u>Time at Location</u>
10	12/12/2016 2:04 pm	12/12/2016 2:05 pm	1 min
32	12/12/2016 10:52 am	12/12/2016 10:53 am	1 min
35	12/12/2016 7:21 am	12/12/2016 7:22 am	1 min
	12/12/2016 10:51 am	12/12/2016 10:53 am	2 min
	12/12/2016 2:43 pm	12/12/2016 2:44 pm	1 min

Westbrook Terrace: Truck 20 was there 3 times at approx. 1 hour each time.



Location Detail

Date Range: 12/12/2016 - 12/12/2016
Location: WESTBROOK TERRACE

	<u>Arrived</u>	<u>Departed</u>	<u>Time at Location</u>
20	12/12/2016 6:26 am	12/12/2016 6:27 am	0 min
	12/12/2016 6:29 am	12/12/2016 6:30 am	1 min
	12/12/2016 6:35 am	12/12/2016 6:36 am	0 min
	12/12/2016 6:42 am	12/12/2016 6:43 am	0 min
	12/12/2016 6:46 am	12/12/2016 6:48 am	1 min
	12/12/2016 10:32 am	12/12/2016 10:33 am	0 min
	12/12/2016 10:34 am	12/12/2016 10:35 am	0 min
	12/12/2016 10:40 am	12/12/2016 10:40 am	0 min
	12/12/2016 10:58 am	12/12/2016 10:59 am	1 min
	12/12/2016 3:13 pm	12/12/2016 3:15 pm	2 min
	12/12/2016 3:19 pm	12/12/2016 3:22 pm	3 min
	12/12/2016 3:25 pm	12/12/2016 3:28 pm	3 min
	12/12/2016 3:46 pm	12/12/2016 3:47 pm	0 min
32	12/12/2016 11:00 am	12/12/2016 11:00 am	0 min

Skehan Center: 32 was there at least 1hr and 35 was there 1.25 hrs at 6, 20 min at 11 and 15 min at 3.



Location Detail

Date Range: 12/12/2016 - 12/12/2016
Location: SKEHAN CENTER

	Arrived	Departed	Time at Location
32	12/12/2016 6:11 am	12/12/2016 6:12 am	1 min
	12/12/2016 6:38 am	12/12/2016 6:41 am	2 min
	12/12/2016 6:44 am	12/12/2016 6:47 am	2 min
	12/12/2016 6:48 am	12/12/2016 6:49 am	0 min
	12/12/2016 10:40 am	12/12/2016 10:43 am	2 min
35	12/12/2016 6:11 am	12/12/2016 6:12 am	1 min
	12/12/2016 6:13 am	12/12/2016 6:15 am	2 min
	12/12/2016 6:16 am	12/12/2016 6:18 am	2 min
	12/12/2016 6:19 am	12/12/2016 6:21 am	2 min
	12/12/2016 6:21 am	12/12/2016 6:23 am	1 min
	12/12/2016 6:24 am	12/12/2016 6:26 am	2 min
	12/12/2016 6:27 am	12/12/2016 6:30 am	1 min
	12/12/2016 6:38 am	12/12/2016 6:40 am	1 min
	12/12/2016 6:47 am	12/12/2016 6:49 am	0 min
	12/12/2016 11:07 am	12/12/2016 11:08 am	0 min
	12/12/2016 11:09 am	12/12/2016 11:09 am	0 min
	12/12/2016 11:21 am	12/12/2016 11:21 am	0 min
	12/12/2016 11:22 am	12/12/2016 11:23 am	1 min
	12/12/2016 3:03 pm	12/12/2016 3:04 pm	2 min
	12/12/2016 3:12 pm	12/12/2016 3:14 pm	1 min
12/12/2016 3:14 pm	12/12/2016 3:15 pm	1 min	

Municipal Building: 32 times look ok for duration on left column. he was there from 5:51 to about 6:05 then there for 5 min at 9:59. times look good on left column for 35 here as well. time at location is wrong still. 35 was there for approx. 15 min at 3:20.

Date Range: 12/12/2016 - 12/12/2016
Location: MUNICIPAL BUILDING



	<u>Arrived</u>	<u>Departed</u>	<u>Time at Location</u>
32	12/12/2016 5:51 am	12/12/2016 5:52 am	1 min
	12/12/2016 6:02 am	12/12/2016 6:04 am	1 min
	12/12/2016 6:04 am	12/12/2016 6:08 am	4 min
	12/12/2016 9:56 am	12/12/2016 9:57 am	1 min
	12/12/2016 9:59 am	12/12/2016 9:59 am	0 min
35	<u>Arrived</u>	<u>Departed</u>	<u>Time at Location</u>
	12/12/2016 5:31 am	12/12/2016 5:33 am	1 min
	12/12/2016 5:37 am	12/12/2016 5:38 am	1 min
	12/12/2016 5:39 am	12/12/2016 5:41 am	1 min
	12/12/2016 5:50 am	12/12/2016 5:52 am	1 min
	12/12/2016 6:00 am	12/12/2016 6:01 am	1 min
	12/12/2016 6:03 am	12/12/2016 6:04 am	0 min
	12/12/2016 6:07 am	12/12/2016 6:08 am	0 min
	12/12/2016 9:05 am	12/12/2016 9:05 am	0 min
	12/12/2016 9:10 am	12/12/2016 9:11 am	2 min
	12/12/2016 9:16 am	12/12/2016 9:19 am	2 min
	12/12/2016 9:20 am	12/12/2016 9:23 am	2 min
	12/12/2016 9:20 am	12/12/2016 9:43 am	1 min
	12/12/2016 9:40 am	12/12/2016 9:47 am	2 min
	12/12/2016 9:45 am	12/12/2016 9:54 am	2 min
	12/12/2016 9:51 am	12/12/2016 1:37 pm	0 min
	12/12/2016 1:34 pm	12/12/2016 1:52 pm	1 min
12/12/2016 1:51 pm	12/12/2016 3:22 pm		
12/12/2016 3:20 pm			

See mileage attached. start/stop and mileage counts don't add up.

Sean

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

----- Forwarded message -----

From: **FTS Support** <support@ftsgps.com>

Date: Wed, Dec 14, 2016 at 10:47 AM

Subject: RE: Issues with FTS Location Reports [Case:30997] Town of Hampden Maine

To: Alf Alvarez <alf.alvarez@ft-sys.com>, Kyle Severance <gisit@hampdenmaine.gov>, Nia Starke <nia.starke@ftsgps.com>

Cc: Sean Currier <publicworks@hampdenmaine.gov>, Ticket Tracking <crm@ft-sys.com>

Hello, Kyle,

Are there other vehicles than 20 and 32 that are giving you the same issue? I'd like to check on any vehicles that are giving you the same problem to make sure they are correctly reading the ignition status, which is part of what determines the stops shown on the reports.

Thank you,

Please "Reply All" in correspondence with our Support team to ensure that your email is received. Thank you!



Corey Bealina | Technical Support Specialist I | FORWARD THINKING SYSTEMS

575 Jericho Turnpike Suite 300, Jericho, NY 11753

516-629-4999 | Customer Support: 866.221.1864

Email: corey.bealina@ftsgps.com

A rectangular box containing a small icon of a document with a signature and the text "fts sig logo".

fts sig logo

From: Alf Alvarez

Sent: Wednesday, December 14, 2016 9:06 AM

To: Kyle Severance <gisit@hampdenmaine.gov>; Nia Starke <nia.starke@ftsgps.com>; FTS Support <support@ftsgps.com>

Cc: Sean Currier <publicworks@hampdenmaine.gov>

Subject: RE: Issues with FTS Location Reports

Kyle,

Thank you for bringing this to our attention, we will take a look at let you know what we find out.

Thank you. Best regards,

Alf Alvarez | Senior Business Development Manager | Forward Thinking Systems, LLC

575 Jericho Turnpike Suite 300 | Jericho, NY 11753

Direct: [214 727 3798](tel:2147273798) | Email: alf.alvarez@ftsgps.com

From: Kyle Severance [gisit@hampdenmaine.gov]

Sent: Wednesday, December 14, 2016 7:47 AM

To: Alf Alvarez; Nia Starke; FTS Support

Cc: Sean Currier

Subject: Issues with FTS Location Reports

We are now in the thick of the snow season in Maine and need accurate reports on how much time our public works fleet spends at specific locations. When we pull a report (like the one attached) it shows inaccurate data - we know that unit 20 spent several hours in Westbrook Terrace on 12/12 but the report only shows a few minutes. This happens for the majority of reports being generated for that day.

We were hoping these location report issues were already resolved from our previous tickets; however, it appears the reports we are generating are still unusable.

Can someone please take a look at this?

Thank you,

Kyle Severance

GIS/IT Specialist | Town of Hampden, Maine

O: [\(207\)862-4500 ext 142](tel:(207)862-4500) | M: [\(207\)217-0072](tel:(207)217-0072) | F: [\(207\)862-5067](tel:(207)862-5067)

This communication, the information contained herein and any attached documents, are for use by the designated addressee(s) only and contains information that may be privileged, confidential or copyrighted under applicable law. If you are not the intended recipient, you are hereby notified that any use, dissemination, distribution or copying of this e-mail, its contents and any attachments is strictly prohibited and may be unlawful. If you have received this e-mail in error, please immediately notify the sender by replying to this e-mail and delete the message and any attachment(s) from your system.

 **mileage.pdf**
462K



Angus Jennings <townmanager@hampdenmaine.gov>

Re: NOW: Better GPS tracking for local governments at a much lower cost

1 message

Angus Jennings <townmanager@hampdenmaine.gov>

Fri, Dec 16, 2016 at 12:31 PM

To: Sean Currier <publicworks@hampdenmaine.gov>

Cc: Kyle Severance <gisit@hampdenmaine.gov>

Your correspondence to them is clear and thorough. I agree we should expect satisfactory resolution promptly.

--

Angus Jennings

Town Manager

Sent from mobile device

Town of Hampden

106 Western Avenue

Hampden, ME 04444

(207)-862-3034

townmanager@hampdenmaine.gov

Under Maine's Freedom of Access ("Right to Know") law, all e-mail and e-mail attachments received or prepared for use in matters concerning Town Business or containing information relating to Town business are likely to be regarded as public records which may be inspected by any person upon request, unless otherwise made confidential by law. If you have received this message in error, please notify us immediately by return email. Thank you for your cooperation.

On Dec 16, 2016, at 11:42 AM, Sean Currier <publicworks@hampdenmaine.gov> wrote:

we may want to look at new solutions if forward thinking does not rectify the issues asap.

Sean

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

----- Forwarded message -----

From: **Brian Corcoran - ThingTech** <brian.corcoran@thingtech.com>

Date: Thu, Dec 15, 2016 at 10:25 AM

Subject: NOW: Better GPS tracking for local governments at a much lower cost

To: publicworks@hampdenmaine.gov

Free Webinar: Special Low Price on GPS Tracking for Local Government

[View this email in your browser](#)



Angus Jennings <townmanager@hampdenmaine.gov>

Re: NOW: Better GPS tracking for local governments at a much lower cost

1 message

Kyle Severance <gisit@hampdenmaine.gov>

Fri, Dec 16, 2016 at 3:42 PM

To: Angus Jennings <townmanager@hampdenmaine.gov>

Cc: Sean Currier <publicworks@hampdenmaine.gov>

I completely agree. I've been reporting since these GPS units were installed that the FTS/T-mobile system is riddled with issues - mainly due to T-Mobile service coverage being very lacking in the Hampden area. If you (and the council) recommend keeping the overall system focusing on the goals in mind, I believe we can switch to either Verizon or T-Mobile for the carrier and either of their fleet management softwares. I have a working relationship with account managers of both companies so if you need me to reach out to them just give me the authorization to proceed.

Kyle Severance*GIS/IT Specialist | Town of Hampden, Maine*

O: (207)862-4500 ext 142 | M: (207)217-0072 | F: (207)862-5067

On Fri, Dec 16, 2016 at 12:31 PM, Angus Jennings <townmanager@hampdenmaine.gov> wrote:

Your correspondence to them is clear and thorough. I agree we should expect satisfactory resolution promptly.

--

Angus Jennings
Town Manager

Sent from mobile device

Town of Hampden
106 Western Avenue
Hampden, ME 04444
(207)-862-3034
townmanager@hampdenmaine.gov

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Sean

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

----- Forwarded message -----

From: **Brian Corcoran - ThingTech** <brian.corcoran@thingtech.com>

Date: Thu, Dec 15, 2016 at 10:25 AM

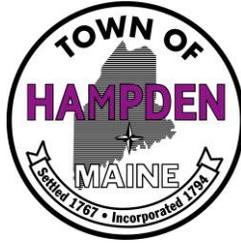
Subject: NOW: Better GPS tracking for local governments at a much lower cost

To: publicworks@hampdenmaine.gov

3. NEW BUSINESS

- a. Review of interest rate bids for borrowing to repay overdue Bangor sewer charges – *recommendation to Town Council*

Town of Hampden
106 Western Avenue
Hampden, Maine 04444



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

REQUEST FOR INTEREST RATE BID
\$258,810 Loan
Town of Hampden, Maine

The Town of Hampden is seeking interest rate bids for a \$258,810 loan in order to pay past due amounts to the City of Bangor for sewage treatment and pump station maintenance. Authorization for this borrowing was granted by referendum vote on November 8, 2016.

The Town Council is evaluating alternative repayment periods, and we invite interest rates for terms of five (5), seven (7) and ten (10) years. Proposal must specify how long the quoted interest rates will be honored. Borrowing would be repaid from sewer revenues. The Town's Bond Counsel, Dan Pittman at Eaton Peabody, has advised that, due to the nature of the expenses, this borrowing would not be tax exempt.

Enclosed please find a copy of the Town's most recent audit (FY15) as well as a copy of the current year budget. If you require additional information, please contact Angus Jennings, Town Manager at 862-3034 no later than Monday, December 19. Information provided in response to a prospective bidder's request will be provided as an Addendum to all prospective bidders who have expressed interest in receiving such information.

Bids shall be sealed and clearly marked as "Interest Rate Bid: Sewer Bills" on the exterior envelope when submitted. Bids shall be submitted to the following address:

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

Bids shall be due by 9 a.m. on Tuesday, December 27, 2016 and shall be opened at that time. The winning bid shall be awarded at the Town Council meeting on Tuesday, January 3, 2017.

The Hampden Town Council reserves the right to accept or reject any and all bids.



TOWN OF HAMPDEN

CLERK'S CERTIFICATE

I, Paula A. Scott, Clerk of the Town of Hampden, do hereby certify that the following is a true and accurate record of a vote taken by the Town Council of said Hampden, at a regular meeting held on September 8, 2016, a majority of the Councilors being present:

VOTED: Motion by Councilor McAvoy, seconded by Councilor McPike - ordinance authorizing appropriation and borrowing of funds to finance the Town of Hampden's overdue sewer treatment and maintenance costs due to the City of Bangor and to cure such financial obligations through the issuance of General Obligation Bonds or Notes of the Town of Hampden which may be callable in the principal amount not to exceed \$258,810.00 -Unanimous vote in favor.

Ordinance authorizing said appropriation and borrowing of funds was approved by a majority of those councilors present and placed on the ballot of the Municipal and Referendum election held on November 8th, 2016.

I, Paula A. Scott, Clerk of the Town of Hampden, do hereby further certify that the following is a true and accurate record of the return of votes cast by the townspeople of the Town of Hampden and entered into the permanent record of the Town of Hampden, Maine.

Referendum Ballot Question 3 – Overdue Wastewater Treatment and Maintenance Costs

Yes 2868 No 1465

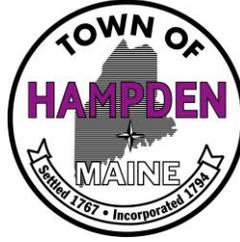
Dated: December 8, 2016



Clerk, Town of Hampden

- b. Discussion of potential amendments to Transfer Station policy – *Angus Jennings, Town Manager*

Town of Hampden
106 Western Avenue
Hampden, Maine 04444



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

TO: Infrastructure Committee
FROM: Angus Jennings, Town Manager
DATE: December 22, 2016
RE: Transfer Station policy

The Transfer Station Rules & Regulations and Policies are overdue for amendment. The current policies in effect, last amended in October 2015, are attached. On an almost daily basis, I am presented with questions or situations at point of sale that expose areas of the current policy that are unclear, or that generate significant customer dissatisfaction.

We have no problem applying unpopular policies if they are well considered, and if we're sure they reflect the policy intent of the Council. I am seeking policy direction on these matters to evaluate whether the current policies are appropriate or whether revisions are needed.

The following is a list of some questions or situations that have arisen at point of sale; I'm hoping the next round of revisions can bring clarity to most if not all of these items:

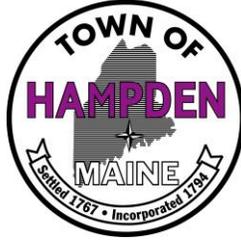
1. Hampden residents but vehicle registered elsewhere (i.e. residents with home out of state)
2. Sold car (which included sticker). Forgot to remove sticker. Do I need to pay for a new sticker? (Current policy is that, unless sticker is returned to Town to assure that it's not still in circulation, a new sticker must be purchased).
3. Caretaker of local resident with no car (i.e. in-home support worker). Part of service to resident includes trash disposal. Can I get a sticker? Temporary pass?
4. Resident of Hampden but family car has commercial markings. Current (unwritten) policy per 1/14/16 memo, attached. Is this the right policy? If so needs to be drafted as policy.
5. Resident of Hampden but car owned by business registered elsewhere. Should this be treated along the same lines as Item 4?
6. Non-resident kids cleaning out deceased parents' things; can I get a weekend pass?

7. Non-resident but is in town during summer (seasonal) with rental car.
8. Landlord/landowner wants weekend pass (C&D weekend) to clean up yard of rental unit. (No vehicle registered in Hampden).
9. Hampden resident but vehicle is registered to parent's name who lives in another town.
10. Resident from another town displaced (fire, mold remediation). Only here until home is fixed/rebuilt.
11. Elder parent (Hampden resident) not able to drive / no vehicle. Family lives out of town but wants to dispose of parent's waste at the Transfer Station.
12. Local resident in extended rental but vehicle not registered in Hampden.
13. Housing units in developments with **more than four** units are not eligible to purchase a transfer station sticker. However, for many years, the former Town Manager provided the management of such developments (not individual residents) with three "one-day passes" for use by their residents/tenants for recycling only. This practice is not reflected in the current policy. This can be included, or not, per the will of the Council. Whether this practice continues or not, it will be helpful to have a clearly stated rationale to ensure that the policy to be enforced is understood.

I recognize that there may be future policy changes regarding the Transfer Station, and solid waste management generally, that may have bearing on some or more of these situations. However, since these often arise daily or more, our counter staff needs policy direction to handle such inquiries with consistency.

If time permits I'll draft suggested revisions before Tuesday night; if not I still hope we can get some direction that will facilitate drafting amendments for consideration at the January meeting of the Infrastructure Committee.

Town of Hampden
106 Western Avenue
Hampden, Maine 04444



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

This memo from last winter, though not formally adopted as policy, has guided our issuance of stickers - in limited circumstances - to "commercial" vehicles.

TO: Town Council
FROM: Angus Jennings, Town Manager
DATE: January 14, 2016
RE: Policy clarification, Transfer Station Rules & Regulations

Sales of Transfer Station stickers since the first of the year have been brisk; as of midday today we have sold 1,176 for the year.

Due to their particular circumstances, a few Hampden residents have raised an issue that I believe needs policy clarification.

The Transfer Station Rules and Regulations state that the facility "is for disposal of Hampden residential trash only," prohibit "commercial haulers," and further provide that vehicles receiving one-day permits "cannot be a commercial or contractor vehicle or larger than a full-sized pick up." The policy intent to limit use to residential trash is clear.

Historically, vehicles that are registered to a company (not an individual), or that bear markings of a commercial vehicle (i.e. commercial logos) have been understood to be "commercial" and have not in the past been allowed to purchase stickers. Vehicles registered to a company (but with no commercial markings) have been allowed, for the standard \$10 fee, to receive a Temporary Vehicle Permit (as referenced in the Rules and Regulations), as if for a borrowed vehicle, with a term of the calendar year. It is not clear to me why this makes sense; it would seem preferable to arrive at a system whereby a sticker – that is affixed to the vehicle – would be provided.

Vehicles with commercial markings have not been allowed to purchase a sticker or Temporary Vehicle Permit.

Several Hampden residents who own their own business, and who have their vehicle for transfer station activities registered to the business, have expressed their opinion that, as Hampden residents, they should have the option to buy a sticker and to dispose of residential waste at the Transfer Station. In some instances, the vehicles in question are registered in Hampden; in other instances they're not.

Two residents whose businesses could be expected to generate commercial waste (i.e. construction debris) sought to purchase a sticker. On hearing their circumstances, and

after consultation with the Public Works Director, we agreed to sell them each a sticker upon documentation that the business has a separate waste disposal agreement for commercial waste. Both people agreed, provided documentation, and we sold them each a sticker.

Another resident whose business (account management) would not be expected to generate commercial waste, also seeks to purchase a sticker. The approach taken with the other residents doesn't apply here because no commercial waste disposal agreement would be needed. I have advised him that this matter would be considered at Tuesday's meeting, and that we would contact him Wednesday with some resolution.

Following changes in practice made this past fall, all residents who purchase a sticker are required to sign a statement that they have reviewed and agree to comply with the Transfer Station Rules and Regulations. It is my recommendation that, until the Transfer Station Rules and Regulations are amended to clarify this issue, we issue a sticker to the resident in question (and others in this situation) following the same rationale: if the business that the vehicle is registered to generates commercial waste, require documentation of a separate waste disposal agreement for commercial waste; if the business doesn't generate commercial waste, rely on the person's signature agreeing to abide by the policy.

Due to time constraints I have not drafted language for Council consideration; however I do want to bring this matter to your attention for consideration, and to ensure that you agree with this approach for the time being.

In considering this issue, it is important to understand that the practice of denying business-owned vehicles the ability to purchase a sticker is long-standing, and has been consistently applied. It is therefore especially important that any change in policy (or practice) does not undermine the primary policy objective of limiting the facility to residential waste; is clearly communicated to the public; and is evenly applied.

In the future, I will recommend that the Council clarify the Transfer Station Rules and Regulations to better define "commercial vehicles," and to provide a clear, uniform process by which Hampden residents can be assured access to the Transfer Station, upon purchase of a sticker, for residential trash disposal. The matter of whether to sell stickers to Hampden residents with business-owned vehicles registered outside of Hampden will also need to be addressed.

I do believe that a change is warranted because I agree with the affected people that, as Hampden residents and taxpayers, they should have the same ability to dispose of residential waste as all residents, even if their vehicle is commercially owned or marked.

cc: Sean Currier, DPW Director

TOWN OF HAMPDEN
SOLID WASTE TRANSFER STATION RULES & REGULATIONS

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

- No Commercial Haulers allowed
- No Contractor vehicles allowed

PERMITS

A permit on the vehicle is required for access to the facility. Permits are available at the Town Office at a cost of \$10 per sticker per vehicle per calendar year. **A current vehicle registration must be presented annually in order to obtain a sticker.** Only year round residents or seasonal residents who do not use their property for rental purposes are eligible to purchase stickers. Businesses and residents of apartment or private complexes with more than four units are not eligible to purchase stickers or utilize the Transfer Station. **No vehicle will be allowed entry to the Transfer Station after February 1st of each year without a current decal.**

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

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

DISPOSAL SCHEDULE

SOLID WASTE -

ACCEPTED ON ANY DAY THAT THE TRANSFER STATION IS OPEN.

SHARPS DISPOSAL -

ACCEPTED ON ANY DAY THAT THE TRANSFER STATION IS OPEN. THERE IS A SEPARATE RECEPTACLE AT THE TRANSFER STATION FOR SHARPS DISPOSAL

SWAP SHOP ITEMS -

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

RECYCLABLES -

ACCEPTED ON ANY DAY THAT THE TRANSFER STATION IS OPEN.

CONSTRUCTION & DEMOLITION DEBRIS, WOOD, METAL, APPLIANCES AND ASPHALT SHINGLES -

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

REFRIGERANT DISPOSAL FEE –

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

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

TELEVISIONS, COMPUTER PARTS and FLUORESCENT LAMPS are accepted any time the Transfer Station is open.

TIRES all must have rims removed. No more than four tires will be accepted.

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

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

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

TREE LIMBS AND BRANCHES – Must not exceed 10’ in length and are acceptable only on the 2nd and 4th weekends of each month.

ZERO-SORT RECYCLING

The Town of Hampden operates a Zero-Sort recycling program at the Transfer Station. There is a separate compactor at the facility in which many recyclables are deposited. There is no need to separate these recyclable materials, however, if they are disposed of in a bag, the bag must be clear plastic in order to be placed in the compactor.

Recyclable materials that can be deposited in the Zero-Sort Compactor include:

- | | |
|-----------------------------|-----------------------|
| Magazines & Books | Newspaper |
| File folders & office paper | Mail & Greeting cards |
| Corrugated cardboard | Paperboard boxes |
| Paper Cartons | Plastic Containers |
| Large Rigid Plastics | Metal cans |
| Glass bottles | |

Non-recyclable items that **cannot** be deposited in the Zero-Sort compactor include:

- | | |
|-----------------------------------|--------------------|
| Plastic bags | Mirrors |
| Window Glass | Light bulbs |
| Dishes | Pyrex |
| Ceramics | Paper Towels |
| Facial tissue | Styrofoam |
| Recyclables containing food waste | Paints |
| Oils | Hazardous material |
| Needles | Syringes |
| VCR tapes | CD’s/DVD’s |
| Scrap Metal | Pots or Pans |

UNACCEPTABLE WASTES

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

COMPOSTING

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

QUESTIONS? CALL ROSEMARY AT 862-3337.

TRANSFER STATION DECAL ISSUANCE POLICY

The Hampden Transfer Station is for the use of Hampden residential property owners and renters who occupy single family residential units or a residence in a multi-unit development of four or fewer units.

1. The vehicle registration of the vehicle on which the decal will go must be presented at the time of sticker issuance.
2. To qualify for a residential decal, a vehicle must be registered in Hampden. Residents who otherwise qualify for a sticker but who have company-owned vehicles not registered in Hampden, without the company name or logo on the vehicle, may receive a paper pass for that vehicle for the year for the \$10 fee.
3. Seasonal Residents must own single family residential property not used for rental purposes and provide proof of vehicle registration.
4. No stickers will be issued for commercial construction/contractor vehicles with company name or logo on the vehicle, regardless of place of registration.
5. Stickers will not be issued to trucks other than pickups with a regular pick-up bed of no more than 8 feet.
6. Transfer station decals must be permanently affixed to the inside of the windshield on the driver's side of the vehicle for which it was issued. Plate numbers on the decal must match the plate number on the vehicle.
7. Vehicles without a decal or appropriate paper pass will not be allowed access to the transfer station.

This policy was amended by the Hampden Town Council on 2/17/2009 and on 10/5/2015.



TOWN OF HAMPDEN
DEPARTMENT OF PUBLIC WORKS

355 CANAAN RD.
HAMPDEN, ME 04444
TEL 862-3337 FAX 862-5067

October 6, 2015

To: Residents of Hampden
From: Sean Currier, Public Works Director
Subject: Transfer Station Demo/Debris weekends

Dear Resident:

In order to track true cost to the Town (and ultimately to the residents), Hampden Public Works employees will be checking permit numbers and license plates along with noting what type of materials are being disposed of during demo debris weekends. This will allow us to get a firm understanding of what the transfer station is being utilized for and to minimize the abuse of the facility. It appears there may be waste being brought from out of Town sources or commercial entities.

It is simply not fair for all residents to pay a high disposal cost for entities from out of town dumping waste in this facility. The Town's objective is to reduce cost while still providing a service to the residents of Hampden. Please review the back of this form for current transfer station rules and regulations.

Please contact the Public Works if you have any questions or concerns at 862-3337.

Thank you for your cooperation and understanding.

Respectfully,

Sean Currier, PWD

TRANSFER STATION RULES

- VEHICLE MUST HAVE PERMIT DECAL ATTACHED TO DRIVER SIDE WINDSHIELD.
- ALL ITEMS CONTAINING FREON (REFRIGERATORS, A/C UNITS) MUST HAVE A STICKER OBTAINED FROM THE TOWN OFFICE. THERE IS A \$15 FEE FOR THE STICKER TO COVER DISPOSAL COSTS. STICKERS ARE TO BE ATTACHED TO ITEM.
- NO TRAILER BEDS SHALL EXCEED 12' IN LENGTH.
- NO COMMERCIAL (OR CONTRACTOR) VEHICLES ALLOWED.
- NO LEAVES OR VEGETATION IN BRUSH PILE (PLEASE BAG LEAVES AND PLACE IN COMPACTOR).
- NO BRUSH OR TREES GREATER THAN 10' IN LENGTH.
- NO STUMPS ALLOWED.
- TIRES MUST HAVE RIMS REMOVED. TIRES CAN BE PLACED IN COMPACTOR. NO MORE THAN 4 TIRES WILL BE ACCEPTED.
- NO AUTOMOTIVE PARTS CONTAINING HAZARDOUS FLUIDS (BATTERIES, ETC.).
- FLUORESCENT LAMPS AND TELEVISIONS TO BE GIVEN TO STATION ATTENDANT FOR PROPER PLACEMENT.
- NO HAZARDOUS WASTES SHALL BE ACCEPTED (NO PESTICIDES, PROPANE TANKS, ETC.)

SWAP SHOP

ABSOLUTELY NO JUNK OR HEAVILY USED ITEMS IN THE SWAP SHOP. THIS IS INTENDED FOR LIGHTLY USED ITEMS THAT ARE STILL USABLE, BUT YOU NO LONGER WANT. THIS FACILITY IS NOT INTENDED TO BE A DISPOSAL FOR BROKEN OR UNUSABLE PRODUCTS, HAZARDOUS MATERIAL (PESTICIDES, PROPANE TANKS, A/C UNITS ETC.), OR ANY OTHER ITEMS DUE TO THE DEBRIS SECTION BEING CLOSED. NO FREON CONTAINING ITEMS (A/C UNITS, REFRIGERATORS, ETC) ALLOWED IN THIS BUILDING. PLEASE BE RESPONSIBLE AND PLACE ONLY APPROPRIATE ITEMS IN THIS FACILITY.

THANK YOU FOR YOUR COOPERATION.

This policy was amended by the Hampden Town Council on 10/5/2015.



DECAL NUMBER _____

**TOWN OF HAMPDEN
TRANSFER STATION DECAL APPLICATION**

LAST NAME: _____ FIRST NAME: _____

PROPERTY ADDRESS: _____

VEHICLE MAKE/MODEL: _____ PLATE #: _____

BY SIGNING THIS APPLICATION, I CERTIFY THAT I MEET THE FOLLOWING CONDITIONS:

- ____ 1. THIS PROPERTY IS MY YEAR ROUND RESIDENCE AND NOT PART OF A COMMERCIAL DEVELOPMENT DEFINED AS A BUSINESS OPERATION OR AN APARTMENT/HOUSING COMPLEX OF MORE THAN FOUR (4) UNITS.
- ____ 2. THIS PROPERTY IS MY SEASONAL RESIDENCE AND IS NOT USED FOR RENTAL PURPOSES.

THE DECAL ISSUED MUST BE ATTACHED TO THE DRIVER SIDE WINDSHIELD OF THE VEHICLE LISTED ABOVE. IF YOUR VEHICLE CHANGES, PLEASE NOTIFY THE TOWN OFFICE FOR A REPLACEMENT DECAL. DECALS ARE GOOD FOR THE CALENDAR YEAR AND MUST BE RENEWED ANNUALLY PRIOR TO FEBRUARY 1.

THE HAMPDEN TRANSFER STATION IS TO BE USED FOR RESIDENTIAL TRASH/RECYCLING ITEMS GENERATED ONLY IN THE TOWN OF HAMPDEN. ABUSE OR VIOLATION OF TRANSFER STATION RULES WILL RESULT IN TERMINATION OF PRIVILEGES TO USE THE FACILITY.

____ VEHICLE REGISTRATION PRESENTED (TO BE INITIALED BY ISSUING CLERK)

I HAVE RECEIVED A COPY OF THE TRANSFER STATION RULES AND REGULATIONS AND UNDERSTAND IT IS MY RESPONSIBILITY TO ABIDE BY THE RULES AND REGULATIONS.

SIGNATURE

PHONE NUMBER

DATE