

INFRASTRUCTURE COMMITTEE MEETING

Monday, February 27, 2017

6:00 P.M.

HAMPDEN TOWN OFFICE

AGENDA

1. MINUTES – January 30, 2017 Meeting

2. OLD BUSINESS
 - a. Update on use of GPS units in DPW vehicles (*continued from Jan. 30, 2017*)
 - b. Sewer rates - review of anticipated FY18 expense budget and evaluation of potential rate increase - referral to Town Council for sewer rates public hearing (*continued from Jan. 30, 2017*)
 - c. Transfer station sticker policy (*continued from Jan. 30, 2017*)
 - d. Update on LED Streetlights

3. NEW BUSINESS
 - a. Update on mailbox damage during recent plowing, and Town Mailbox Policy

3. PUBLIC AND STAFF COMMENTS

4. COMMITTEE MEMBER COMMENTS

INFRASTRUCTURE COMMITTEE MEETING

Monday, January 30, 2017

6:00 P.M.

HAMPDEN TOWN OFFICE

MINUTES - DRAFT**Attending:**

Mayor Ryder

Councilor McPike

Councilor Marble

Councilor Cormier

Councilor McAvoy

Town Manager Angus Jennings

Town Clerk Paula Scott

DPW Director Sean Carrier

1. **MINUTES – December 27, 2016 Meeting** – Councilor McPike made a motion to approve the 12/27/2016 minutes. Councilor Marble seconded the minutes. Unanimous vote in favor.

2. **CORRESPONDENCE**
 - a. **Review of Town of Hampden grant application submitted to DEP on 1/16/17 regarding Old County Road culvert** – Manager Jennings reported that, if approved, this grant would fund the replacement of the culvert that would otherwise be funded by taxation. The request is for up to \$90,000.
 - b. **Review of outgoing correspondence to Environmental Trust Committee regarding potential funding for FY17 stormwater management expenses; and regarding potential reimbursement of eligible costs incurred in previous fiscal years** – Manager Jennings reported that the next meeting is Thursday at 10:00 a.m. There are two categories for expenditure for them to consider. One is a request for \$120,000, a partial reimbursement for incurred stormwater expenses in the current year. The second is a possible reach back for reimbursement of expenses since the Trust was last active in 2009. Those expenses total \$270,857.
 - c. **Review of cost estimate for force main across Souadabscook (associated with MDOT bridge replacement)** – Manager Jennings reported that the replacement of the bridge on Main Rd. North will be a part of the Route 1A project, however there is no cost share. The relocation of utilities is solely the Town's and Water District's responsibility. Until such time as the design and type of the bridge is known, we cannot get a clear estimate on the cost of relocating the water lines. It appears that even with bond approval in November of 2016, the Town will be approximately \$300,000 short of funds.

3. **OLD BUSINESS**

- a. **Sewer rates - review of anticipated FY18 expense budget and evaluation of potential rate increase - referral to Town Council for sewer rates public hearing** – Manager Jennings reviewed with Council objectives on sewer rate structure. The billing is showing that projected revenue is on track due to the rate increase. The last audited financials show that the Sewer fund will owe the General fund approximately \$550,000 by the end of FY17. Discussed former practice of paying previous year charges out of current budgets, billing errors, and whether or not the meter pit is calibrating accurately. Sean Currier stated that there needs to be a shut off in order to calibrate effectively and that there are issues on the design. He stated that there should not be a riser board with the flume unless it is calculated into the formula that is used to determine flow and that we will need the engineer to verify accuracy. Further discussion included current rates against consumption which would generate slightly more revenue than anticipated. A major variable on the expense side will be capital as well as the time period on repaying the interfund transfers. Sean presented his Capital improvement plan draft which included tank sealing, CCTV and flushing of lines to determine the state of the lines, meter pit study, and the need to upgrade. He informed members that he has met with Bangor to discuss their Capital plan so that both theirs and ours align. Council consensus was to keep focusing on numbers prior to the rate hearing.
- b. **Transfer station sticker policy** – Manager Jennings summarized the direction that came out of the working group. The first step is to consolidate all the various policies, rules, and regulations into one document that everyone uses. In working group they went over about 14 judgement type suggestions with a goal of getting policy direction. In a nutshell, the consensus was to move toward residency and/or being a property tax payer as the determining factor on obtaining a decal, and not the location of their car registration. Manager Jennings will complete the draft policy and bring it back for review.
- c. **Update on use of GPS units in DPW vehicles** – Manager Jennings reported that the GPS units are functioning and the reporting capability is working. Rosemary is being trained on the generation of reports. Sean went over recent data with the committee explaining what the various fluctuations were attributed to. The units have also provided information to refute resident complaints that certain roads had not been plowed. Members discussed being able to utilize the data year round and not just for storms and plowing. Discussion followed regarding use of certain trucks for different aspects of plowing, such as routes, dirt roads, efficiency, weather and temperatures. Councilors offered information on questions and complaints received by citizens regarding plowing to which Director Currier offered

explanations to those questions. Manager Jennings stated that the reporting functions can be customized and that Kyle will be able to pull various types of data from the system. After a bit more understanding of the units, data can be used for comparison to potentially contracting services. Councilors commended DPW and Manager Jennings for getting the units working.

3. NEW BUSINESS - None
4. PUBLIC AND STAFF COMMENTS - None
5. COMMITTEE MEMBER COMMENTS –

Mayor Ryder had concerns about chain of command within the Department of Public Works and the best utilization of the Foreman and the Director. He also has received inquiries from residents about plows not being down to clear slush, the wheeler not hauling snow, concerns about not widening properly, and trucks idling during the night hours. He stated that he wasn't expecting a response to these inquiries tonight, he just wanted to bring it to the Director's attention.

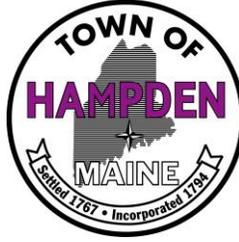
Councilor McAvoy commented that personnel need to check for decals at the transfer station each time a vehicle enters. Director Currier stated that the facility need to be upgraded to prevent a staff member from standing outside in sub-zero temperatures. Discussion followed regarding the lay out of the transfer station, and location of staff. Director Currier stated that the responsibility lies with him and will address the issues. Manager Jennings interjected stating that as Sean's supervisor the responsibility is ultimately his and that he has written these concerns down in order to check into them further. Mayor Ryder and Manager Jennings exchanged comments regarding a recent conversation over some of these issues and concerns. Manager Jennings explained chain of command as set out in statute and charter. As the conversation progressed, the clerk advised against getting into personnel issues. At this time, Councilor McPike made a motion to adjourn at 8:45 p.m. Councilor Marble seconded the motion. Unanimous vote in favor.

Respectfully Submitted,



Paula A. Scott, CCM
Town Clerk

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

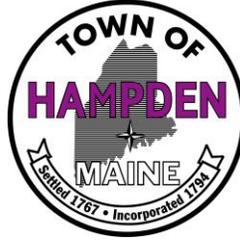
DATE: February 24, 2017

RE: Update on DPW use of GPS reports

The report on GPS tracking during a snow event, presented at last month's meeting, is online [here](#) (beginning on page 42 of 54).

GIS/IT Coordinator Kyle Severance will attend Monday's meeting to provide an interactive presentation of the GPS software capabilities. Kyle has explained that the software is designed more for dynamic use than for generating reports. So, while we are still working toward what would become a standing monthly report from the GPS, we will be seeking input from the Committee about how best to focus future reporting.

Town of Hampden
106 Western Avenue
Hampden, Maine 04444



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

TO: Infrastructure Committee
FROM: Angus Jennings, Town Manager
DATE: February 24, 2017
RE: Sewer Rates

The memo regarding sewer rates in last month's packet set out the basic policy objectives of sewer rates; the current financial status of the Sewer Fund; the current rate structure; and a profile of the customer base (i.e. median, 25th and 75th percentile customers, and associated costs).

This memo is focused on projected costs and revenues, taking into account new debt service obligations; as well as policy questions regarding sewer rates. This is intended to advance consideration of whether changes to current sewer rates will be needed to meet the Town's policy objectives regarding the sewer.

At Monday's meeting I will not be seeking a referral of proposed rates for public hearing. My goal is to continue Committee discussion of sewer capital planning, and continue discussion of potential rate changes to the March meeting. If rates are changed this spring, these would need to be adopted no later than the end of May in order to apply to the first quarter (July to September) of FY18, so would need to be referred out of Infrastructure Committee in April.

Sewer Costs

We are focused on four primary cost centers:

1. Treatment charges to the City of Bangor.
2. Debt service, taking into account recent borrowing for overdue bills which will add \$40,542 to FY18 expenses; and anticipated borrowing of up to \$300,000 for Hampden's share of Bangor's WWTP capital costs, which would be estimated to add \$34,143 to FY18 costs (based on 10 years at 2.53%).
3. Costs associated with potential new capital costs, including the utility replacement costs resulting from reconstruction of the Grist Mill Bridge.
4. Policy question: timeline for repayment of interfund transfers to General Fund.

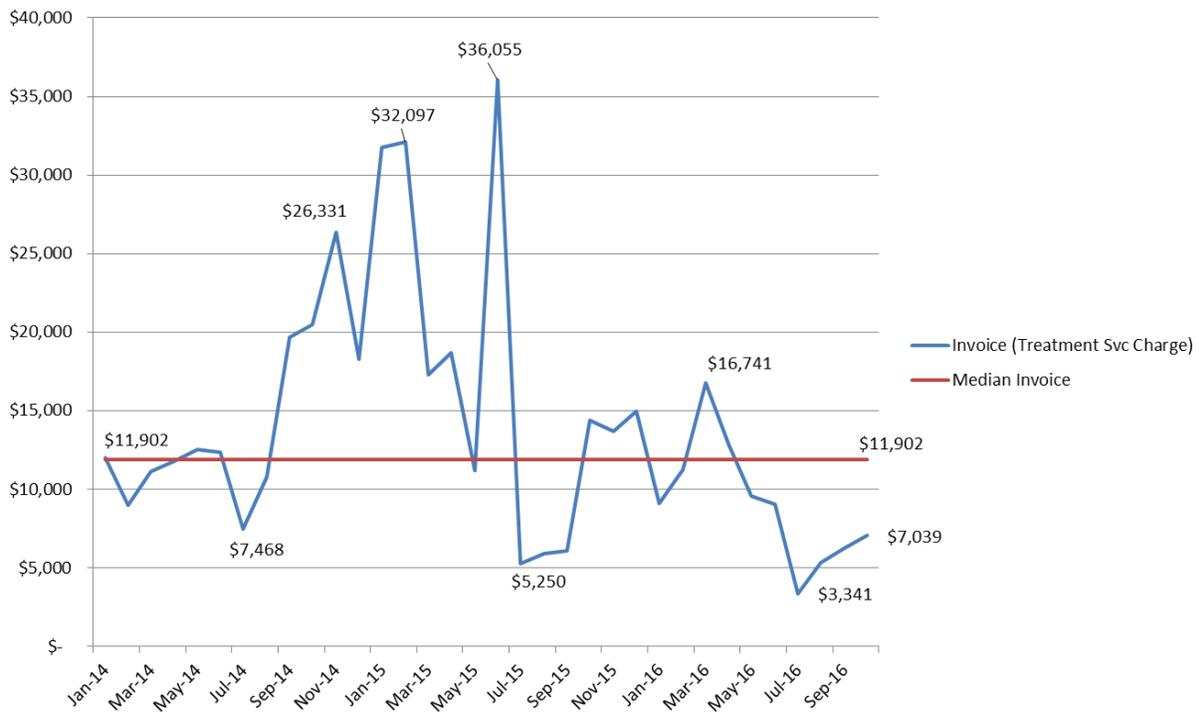
Treatment Charges

Treatment costs have fluctuated dramatically in recent years. The following were the actual, invoiced costs per fiscal year the past two years:

FY16	\$128,762
FY15	\$249,993

The FY17 budget cost projections were based on the then-most recent complete year of data, FY15. However, FY17 year-to-date costs have been significantly lower than projected (through four months). We have asked Bangor whether they can provide invoicing since November so we can update cost projections.

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



For FY18 budgeting purposes, I am carrying the median monthly cost of \$11,902 and will do so until better information becomes available.

Monthly pump station maintenance charges from Bangor have trended upward in recent years. The average monthly cost in FY16 was \$5,371 and the average cost over the past 12 (invoiced) months was \$5,419. For FY18 budgeting purposes, I am carrying an average monthly cost of \$5,645 which takes into account the addition of a tenth pump station (MRC) for a portion of the year.

Debt Service

A summary of obligated debt service payments is below. Recent borrowing for overdue bills will add \$40,542 to FY18 expenses. The line shaded in red is an estimate of the future costs associated with the borrowing of \$300,000 authorized in Nov. 2016 for Hampden's 8.33% contribution toward Bangor WWTP improvements (based on assumed 10 year loan at 2.53% interest):

Town of Hampden Debt Service Analysis, 1-29-17				Future Debt Service Obligations					
Sewer Fund	Bond Series	Maturity Date	FY16	FY17 Debt Service Due	FY18	FY19	FY20	FY21	FY22
1996 Sewer SRF	1997 A	10/1/2017	\$ 96,348	\$ 96,284	\$ 96,217				
2006 Sewer Construction Bond	2006 C	11/1/2026	\$ 103,990	\$ 107,675	\$ 103,669	\$ 99,495	\$ 95,715	\$ 85,889	\$ 87,484
2010 Route 1A Sewer Bond SRF	2009 FS	7/29/2029	\$ 108,537	\$ 108,533	\$ 108,526	\$ 108,520	\$ 108,514	\$ 108,508	\$ 108,502
2014 Sewer Project	2014 A	11/1/2034	\$ 69,217	\$ 68,973	\$ 68,594	\$ 68,066	\$ 67,397	\$ 66,578	\$ 65,622
Sewer Overdue Bills	Loan #44181126	1/23/2024		\$ 16,893	\$ 40,543	\$ 40,543	\$ 40,543	\$ 40,543	\$ 40,543
<i>Sewer Bangor WWTP</i>					\$ 34,143	\$ 34,143	\$ 34,143	\$ 34,143	\$ 34,143
			\$ 378,092	\$ 398,358	\$ 451,692	\$ 316,624	\$ 312,169	\$ 301,517	\$ 302,150
		<i>Change from prior year:</i>		\$ 20,266	\$ 53,333	\$ (135,067)	\$ (4,456)	\$ (10,651)	\$ 633

In January Bangor invoiced us for \$183,717 toward these capital costs, and this invoice came due on Feb. 12. I have notified their Finance Director that I do not intend to close a loan for these capital charges until we are further along in our budgeting to ensure that, if we find that a rate increase is needed to absorb this expense, this has been acted upon so the revenues can be counted on.

New Capital Costs

Recent correspondence with our consultant engineers regarding the Grist Mill Bridge is enclosed; this project is anticipated to begin construction in late 2019. We have our consultant on deck to attend the March Infrastructure Committee meeting, though how much they'll know is somewhat dependent on MDOT's schedule which is not certain. We may be able to get through FY18 budgeting only for the engineering costs associated with this project.

At Monday's meeting we will continue to discuss the draft Sewer Capital Improvement Program including the Grist Mill Bridge.

Payback of Interfund Transfers to General Fund

The FY17 year-end interfund transfer deficit is estimated at \$651,666. This takes into account the payment of \$100,000 budgeted in FY17 from the Sewer Fund to the General Fund. My draft sewer cost budget for FY18 carries the same \$100,000. A question before the Committee is whether to revisit the goal for the number of years over which the sewer fund should repay the interfund transfers from the General Fund.

The FY17 sewer budget, and YTD expenditures and revenues, are attached, along with a working draft of expense and revenue figures for an FY18 budget. Cells shaded in red are highlighted for discussion. The current draft is not carrying any costs for repair, O&M contingency or special projects, which in FY17 were budgeted for a combined \$72,500. Proposed budget amounts for these items will be plugged in as we continue to work through capital and maintenance planning.

Sewer Budget Workbook February 24, 2017							
Sewer Expense Budget							
	Incurred	Incurred	Budget	YTD	Budget (DRAFT)	Change	Budget Notes
	FY15	FY16	FY17	FY17	FY18	FY17 to FY18	FY18
		Not Audited		as of 2/24/17			
60 - SEWER							
10 - FUND 2							
01 - COMPENSATION							
05 - WAGES	\$60,000	\$60,000	\$60,000	\$0	\$60,000	\$0	Appropriation for contribution to public works/admin salary offset.
10 - SUPPLIES							
01 - SUPPLIES/OFFICE							
	\$5	\$0	\$0	\$0		\$0	
05 - POSTAGE/SHIPPING	\$6,389	\$7,370	\$6,000	\$4,434	\$8,000	\$2,000	Cost of sewer billing printing & postage 4 times per year.
20 - SUPPLIES/MATERIALS	\$6,752	\$5,849	\$10,000	\$6,364	\$10,000	\$0	Cost of quarterly water readings; pump station or line repair supplies. Increased to budget for annual rent to Maine Central Railroad. \$2,479.58 due Sept 2016
45 - SUPPLIES/PIPES		\$0	\$0	\$0	\$0	\$0	
99 - MISC.	\$0	\$0	\$2,400	\$3,445	\$3,600	\$1,200	Trio cost to facilitate import of HWD data for billing (one-time, \$750); misc. supplies.
15 - UTILITIES							
05 - ELECTRICITY	\$33,811	\$37,055	\$36,000	\$18,833	\$34,000	(\$2,000)	Electric charges for pump stations.
10 - FUEL	\$7,602	\$8,831	\$7,000	\$188	\$7,000	\$0	Fuel costs for pump stations.
20 - MAINTENANCE/REPAIRS							
53 - Repair	\$0	\$21,629	\$52,000	\$0		(\$52,000)	Repair costs for pump stations and sewer lines. FY16 cost due to pipe burst on MRN. FY18 TBD based on CIP.
30 - PROFESSIONAL SERVICES							
02 - PROF SVCS/METER READINGS							
				\$0	\$8,000	\$8,000	Expense unchanged. Proposed here instead of 60-10-10-20.
37 - PROF SVCS/LICENSE FEES							
			\$0	\$1,532	\$3,925	\$3,925	License fees to State Treasurer (\$475., removed from 60-10-10-20). Trio service (\$750., paid in FY17 from 60-10-10-99). \$2,700 to Bangor for Industrial Pretreatment Program Admin fee (paid out of 60-10-60-04 in FY17).
40 - LIENS/TRANSFERS	\$3,972	\$6,261	\$5,600	\$1,912	\$5,600	\$0	Cost of lien placement and discharge for sewer liens. FY17 includes legal costs.
60 - SEWER EXPENSES							
02 - TREATMENT SERVICE CHARGE	\$249,994	\$128,762	\$262,494	\$21,980	\$165,696	(\$96,798)	Projected sewer treatment charges by City of Bangor. Prior three years' monthly cost average.
04 - MAIN PUMP STATION CONTRACT	\$48,013	\$64,450	\$43,878	\$14,353	\$67,740	\$23,862	Cost of contracted pump station maintenance services by Bangor. Prior years' spending includes overdue charges. Based on prior 12 months' incurred costs (Nov. 2015 to Oct. 2016). Increased by one pump station, 1/2 year, for new pump station (MRC).
10 - O&M CONTINGENCY		\$2,509	\$5,000	\$0		(\$5,000)	Small projects that are above and beyond the routine repair costs. TBD based on CIP.
16 - PRINC/INT FMHA	\$91,702	\$378,092	\$381,465	\$354,352	\$451,692	\$97,339	
1997 A State Revolving Loan Fund					\$96,217		Bond will be paid off in FY18.
Route 1A Project, 2009 Sewer Bond (2009 FS)					\$103,669		Bond will be paid off in FY26.
Route 1A Sewer & Pump Station Project, Hampden 2014A					\$68,594		Bond will be paid off in FY35.
2006 C Hampden					\$108,526		Bond will be paid off in FY30.

Sewer Budget Workbook							February 24, 2017
2017 The First (overdue bills)					\$40,543		Based on closed loan with The First.
2017 Bangor WWTP					\$34,143		Based on assumed 10 years at 2.53% interest.
19 - INTERFUND (TO GF)			\$100,000	\$0	\$100,000	\$0	Second year of multi-year payback.
22 - SPECIAL PROJ	\$0	\$13,637	\$15,500	\$7,155		(\$15,500)	Repairs (\$10,500); GIS mapping for MS4 permit (\$5000). FY17 costs reflect engineering costs. FY18 TBD based on CIP.
24 - SEWER FLUSHER REPAIRS	\$0		\$0	\$0	\$0	\$0	
26 - SEWER LEGAL COUNSEL		\$0	\$0	\$0	\$500	\$500	
	\$508,240	\$734,446	\$987,337	\$434,548	\$925,753	(\$61,585)	
Sewer Revenue Budget							
Account	Received FY15	Received FY16 Not Audited	Budget FY17	YTD FY17 as of 2/24/17	Budget (DRAFT) FY18	Change FY17 to FY18	Budget Notes FY18
60 - SEWER							
01 - SEWER BILLS	\$546,133	\$542,518	\$943,845	\$724,473	\$950,663	\$6,818	TBD based on current or revised sewer rates.
03 - INTEREST ON SEWER BILLS	\$1,924	\$1,784	\$1,735	\$1,288	\$1,735	\$0	
05 - INTEREST/COSTS ON SEWER LIENS	\$9,697	\$869	\$9,050	\$443	\$9,050	\$0	
08 - ABATEMENTS	(\$14,003)	(\$383)	\$0	(\$3,062)	(\$7,000)	(\$7,000)	
20 - THE FIRST BORROWING PROCEEDS						\$0	To be added on advice of Auditor.
23 - INTEREST EARNED	\$1,234	\$1	\$1,230	\$0	\$645	(\$585)	
24 - CONSTRUCTION INTEREST	\$541	\$0	\$0	\$0	\$0	\$0	
60 - SEWER - DEBIT CARD	\$4	(\$122)	\$0	(\$207)	(\$400)	(\$400)	
79 - MISC SEWER INCOME	\$0	\$45	\$0	\$1,269	\$0	\$0	
TBD - INDUSTRIAL USER SURCHARGE			\$0		\$3,479	\$3,479	Supplemental charge to Fiberight (1/4 year).
Final Totals	\$545,530	\$544,712	\$955,860	\$724,203	\$958,172		
Prior Surplus / (Deficit)	\$37,290	(\$189,734)					
Projected Surplus / (Deficit)			(\$31,477)	\$289,655	\$32,420		
Will require add'l revenue of:			\$31,477		(\$32,420)		

TOWN OF HAMPDEN SEWER FUND, 5 YR CAPITAL IMPROVEMENT PLAN (WORKING DRAFT) as of 2/24/2017

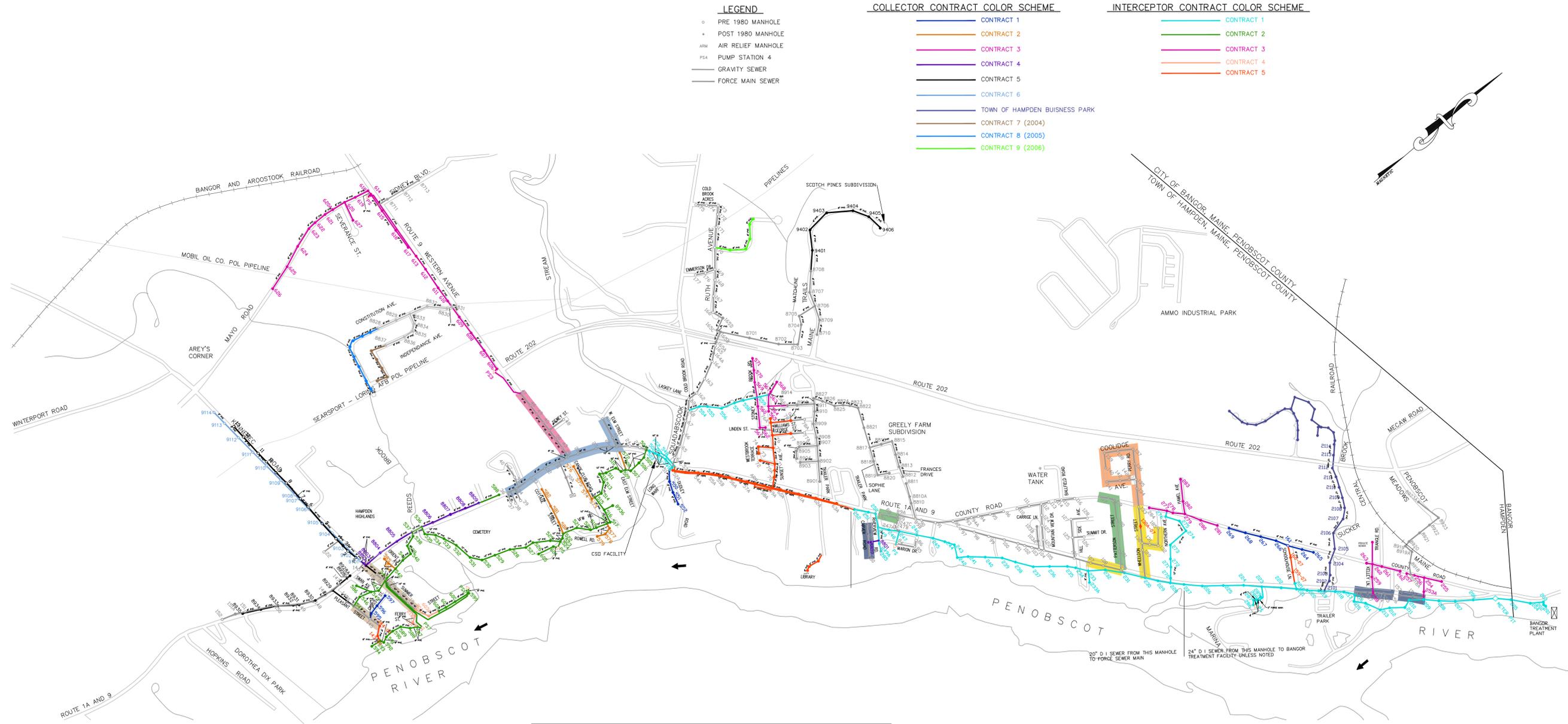
TASK	FY17	FY18	FY19	FY20	FY21	FY22	TOTAL (FY18-22)	
CSO TANK SEALING (5 tanks)	\$35,000.00	\$7,500.00	\$7,500.00	\$7,500.00	\$7,500.00		\$30,000.00	
CCTV - FLUSH SEWER SYSTEM	\$17,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$150,000.00	
SEWER FORCE MAIN-SOUADABSCOOK PUMP STATION							\$500,000.00	Potential share w Gen. Fund
SOUADABSCOOK PUMP STATION ALT 1 (REPLACE AS IS)								
SOUADABSCOOK PUMP STATION ALT 2 (INCREASE CAPACITY)								
I/I STUDY - MAYO ROAD		x	x				\$0.00	
I/I STUDY - WESTBROOK TERRACE		x	x				\$0.00	
METER PIT PARSHALL FLUME STUDY	\$7,000.00						\$0.00	
METER PIT PARSHALL FLUME FIX/VALVE INSTALL		\$10,000.00					\$10,000.00	
INTERFUND TRANSFERS	\$100,000.00	\$100,000.00					\$500,000.00	
SEWER PROJECT PRIORITY #4 (#1-3 COMPLETED)* <i>-RT1A FROM RT 9 TO SKEHAN AND ELM ST. WEST</i>							\$764,500.00	estimate from 2008
SEWER PROJECT PRIORITY #5 * <i>-WESTERN AVE FROM 1A TO RITE AID</i>							\$561,500.00	estimate from 2008
SEWER PROJECT PRIORITY #6 * <i>-PLEASANT ST FROM DEAD END TO INT AND SUMMER ST.</i>							\$462,625.00	estimate from 2008
SEWER PROJECT PRIORITY #7 * <i>-CARVER ST AND 3 SPOTS ON MRN NEAR HUGHES BROS</i>							\$472,000.00	estimate from 2008
REPLACE SUMMER STREET PUMP	\$6,500.00						\$0.00	
REPLACE COUNTY ROAD SS (3 AREAS) (2,450 LF)							\$407,250.00	
REPLACE MOUNTAINVIEW SS (930 LF)							\$155,450.00	
REPLACE DEWEY STREET SS (390 LF)							\$65,350.00	
REPLACE SEWER JET WITH JET/VAC (FUND RESERVE)							\$0.00	
	\$165,500.00	\$147,500.00	\$37,500.00	\$37,500.00	\$37,500.00	\$30,000.00		

* Priority Projects refer to analysis by Woodard & Curran, 2008. Costs for priority projects are based on 2008 estimates, not adjusted for inflation.

HAMPDEN'S PORTION OF BANGOR WWTP REPAIRS/MAINTENANCE							HA SHARE 8.33%	ACTUAL COST
TASK	FY17	FY18	FY19	FY20	FY21	FY22	TOTAL (FY18-22)	
BANGOR-BIOTOWER MEDIA							\$183,718.00	\$2,205,488.75
AERATION TANK AND DIAPHRAGM IMPROVEMENTS							\$54,978.00	\$660,000.00
ACTUATOR REPLACEMENT							\$4,582.00	\$55,000.00
MAIN FLYGHT PUMP REPLACEMENT							\$49,980.00	\$120,000.00
CLIMBER RACK MOTOR REPLACEMENT							\$16,660.00	\$200,000.00
ADDITIONAL ACTUATOR REPLACEMENTS (FRONT END OF PLANT)							\$2,499.00	\$30,000.00
CL2 CONTAINMENT TANK							\$2,333.00	\$28,000.00
PAVING AT PLANT							\$9,996.00	\$120,000.00
NEW SECONDARY CLARIFIER DRIVE							\$4,582.00	\$55,000.00
CONCRETE WATERPROOFING AT PLANT							\$4,165.00	\$50,000.00
SCADA UPGRADES - WILL BE IN CONJUNCTION WITH LONG TERM CONTROL PLAN (LTCP)							\$0.00	\$XX,XXX,XXX.00
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$333,493.00	

Projected to be funded from proceeds of borrowing authorized Nov. 2016.

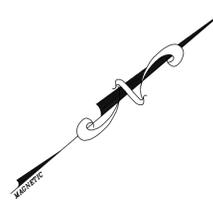
woodwardcurran.net\shared\Projects\213302 Hampden - Sewer Dept General Engineering Services\SEWER COST ESTIMATES\cad drawings\2007-04-09 Hampden Sewer Locations.dwg, Dec 30, 2015 - 3:03pm



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

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

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



**Priority Areas 1 through 7
Town of Hampden**

June 3, 2008

Description	Construction	Technical Services	Contingency	Total
Priority Area 1	\$502,000.00	\$57,500.00	\$84,000.00	\$643,500.00
Priority Area 2	\$483,750.00	\$56,000.00	\$80,000.00	\$619,750.00
Priority Area 3	\$463,750.00	\$54,000.00	\$78,000.00	\$595,750.00
Priority Area 4	\$597,000.00	\$67,500.00	\$100,000.00	\$764,500.00
Priority Area 5	\$437,000.00	\$51,000.00	\$73,500.00	\$561,500.00
Priority Area 6	\$358,625.00	\$43,500.00	\$60,500.00	\$462,625.00
Priority Area 7	\$366,500.00	\$44,000.00	\$61,500.00	\$472,000.00
TOTALS	\$3,208,625.00	\$373,500.00	\$537,500.00	\$4,119,625.00

SEWER PRIORITY AREA MAP



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

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REV	DESCRIPTION	DATE

DESIGNED BY: [Blank]
CHECKED BY: [Blank]
DRAWN BY: [Blank]

SEWER PRIORITY AREA MAP

TOWN OF HAMPDEN, MAINE
SEWER COST ESTIMATE

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

One Merchants Plaza, Suite 501
Bangor, Maine 04401
207-945-5105 | www.woodardcurran.com

COMMITMENT & INTEGRITY DRIVE RESULTS



Angus Jennings <townmanager@hampdenmaine.gov>

RE: Grist Mill Bridge replacement - update

1 message

Kyle Corbeil <kcorbeil@woodardcurran.com>

Fri, Feb 24, 2017 at 11:42 AM

To: Angus Jennings <townmanager@hampdenmaine.gov>

Cc: Nate McLaughlin <nmclaughlin@woodardcurran.com>, Sean Currier <publicworks@hampdenmaine.gov>

Hi Angus and Sean,

A quick update on the Grist Mill Bridge replacement project.

I spoke with Leanne Timberlake, the project manager at MDOT, and she has received the Preliminary Design Report and expects to have it reviewed in the next few weeks, with no definite date, so it could take until the end of March.

She said that there has been an adjustment in the bid period from July/August 2018 to sometime in the fall of 2018, but the construction period has not changed and is still in the latter half of 2019.

She said that they do not typically make major changes to the recommendations of the PDR, so the steel bridge option is likely to be the approved design. If the PDR review is completed and we can get confirmation in the next few weeks, we may be able to solidify our recommendation and cost estimate around the approved bridge design prior to the March 27th Infrastructure Committee meeting.

Thanks,

Kyle Corbeil, P.E.

Project Engineer

Woodard & Curran

Phone: [800-564-2333](tel:800-564-2333)

Email: kcorbeil@woodardcurran.com

From: Kyle Corbeil

Sent: Tuesday, February 14, 2017 2:45 PM

To: 'Angus Jennings' <townmanager@hampdenmaine.gov>

Cc: Nate McLaughlin <nmclaughlin@woodardcurran.com>; Sean Currier <publicworks@hampdenmaine.gov>

Subject: Grist Mill Bridge replacement - update

Hi Angus,

Sorry this took a little while to get back to you, but I gathered some more information on the Grist Mill Bridge project that we discussed.

Regarding the project schedule, I went back and reviewed the last three MDOT Work Plans to see when the Grist Mill Bridge and Route 1A projects were scheduled. The current MDOT Work Plan is for 2017-2018-2019 and was released last month. Work Plans are typically provided in January each year. Here is a quick summary of the bridge replacement and highway rehab projects.

Grist Mill Bridge replacement project

- The Grist Mill Bridge replacement (Project Number 21692.00) is in the current plan for 2018/19, which was confirmed with the MDOT Utility Coordinator as we discussed.
- The previous Work Plan for 2016-2017-2018 showed the Grist Mill Bridge replacement occurring in 2017/2018. This project was not on the 2015-2016-2017 Work Plan.
- The project was evaluated for feasibility in 2010-2011 for potential replacement using the Bridge-in-a-Backpack composite materials design.

The Highway project has evolved over the last three Work Plans.

- The 2015-2016-2017 Work Plan showed it scheduled for 2016/17, but only as a 0.3 mi project.
- The project moved to 2017/18 in the next Work Plan and became the current 1.73 mi project.
- The most current work plan has pushed it out to 2018/19 with a new project number (11577.00).

Although any projects not scheduled for the current year in the Work Plan are very much subject to change in scope, budget, and schedule, it does appear that the two projects affecting Route 1A in Hampden have been progressively delayed with each of the two prior MDOT Work Plans.

I also checked the current Draft BACTS TIP for project listings. The information in the draft report is consistent with the current MDOT Work Plan.

With regard to the cost estimate for forcemain and sewer replacement, I checked in with the MDOT's bridge designer. They have completed a Draft Preliminary Design Report and submitted it to the MDOT last week (attached to this email). The report recommends a steel girder bridge structure and a slightly shorter span length than we used in the cost estimate. While the steel structure seems like a solid recommendation, the MDOT may modify the recommendations depending on their priorities. The length of the span seems to be the primary question, though, and not the bridge structural materials.

Given that MDOT may modify the bridge design basis, I'm concerned that there is some risk in changing our cost estimate to remove the higher cost option without a finalized Preliminary Design Report. It does appear to be significantly more likely that a steel girder bridge design will be used than any other design and our estimate would be in line with the corresponding steel bridge cost estimate. Anything that we provide as an updated cost estimate would be pending MDOT final design approval. It's difficult to say when MDOT will complete their review, as it could take a couple of weeks to a couple of months, with no set schedule.

Kyle Corbeil, P.E.

Project Engineer

2/24/2017

Town of Hampden Mail - RE: Grist Mill Bridge replacement - update

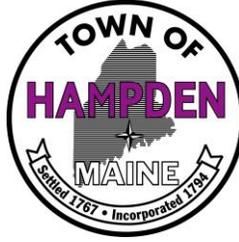
Woodard & Curran

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TO: Infrastructure Committee

FROM: Angus Jennings, Town Manager

DATE: February 24, 2017

RE: Transfer Station sticker policy

Based on direction received at the last meeting (summarized in the attached memo updated Jan. 29, 2017), I have prepared draft revisions to the Transfer Station Decal Issuance Policy.

Find attached two copies of the draft revisions, one showing redlined revisions and the other "clean."

I do not believe these are ready for referral to Council but on Monday I'd like to know if this is on the right track. In order for Council to take action, I will recommend that we simultaneously revise the Transfer Station Rules and Regulations, and possibly the Fees Ordinance, for internal consistency.

TRANSFER STATION DECAL ISSUANCE POLICY – **DRAFT**

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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.~~ Decals may be purchased at the Town Office during normal business hours at a cost specified in the Town of Hampden Fees Ordinance.

1. The vehicle registration of the vehicle on which the decal will go must be presented at the time of ~~sticker-decal~~ issuance.
2. To qualify for a residential decal, ~~a vehicle must be registered~~ applicants must provide proof of current residence in Hampden. Residents who otherwise qualify for a ~~sticker-decal~~ 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~~ residential decal pursuant to Section 4 below.
3. ~~Seasonal Non-r~~ Resident applicants must own single family residential property not used for rental purposes ~~and provide proof of vehicle registration.~~
4. ~~No stickers-Decals~~ will only be issued for ~~commercial construction/contractor~~ vehicles with company name or logo on the vehicle if the vehicle is owned by an eligible resident of Hampden and if the owner of the vehicle can provide documentation that the company has a current commercial waste disposal contract. The requirement to document a commercial waste disposal contract may be waived for companies that do not generate commercial waste (i.e. accountants, realtors). ~~regardless of place of registration.~~
5. ~~Stickers-Decals~~ 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.
8. A refund or replacement decal will not be provided unless the original decal purchased is returned to the Town Office with the request for refund or replacement. A refund for Refrigerant Disposal Stickers will not be provided unless the original sticker purchased is returned to the Town Office in its original condition.
- 7.9. Temporary Vehicle Permits usable only on dates specified on the pass will be sold to seasonal residents and non-resident caretakers of local residents at a cost specified in the Town of Hampden Fees Ordinance.

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

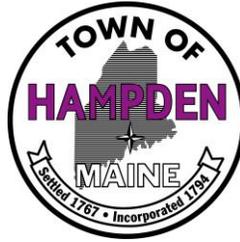
TRANSFER STATION DECAL ISSUANCE POLICY – **DRAFT**

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2. To qualify for a residential decal, applicants must provide proof of current residence in Hampden. Residents who otherwise qualify for a decal but who have company-owned vehicles not registered in Hampden may receive a residential decal pursuant to Section 4 below.
3. Non-resident applicants must own property not used for rental purposes.
4. ~~No~~ Decals will only be issued for vehicles with company name or logo on the vehicle if the vehicle is owned by an eligible resident of Hampden and if the owner of the vehicle can provide documentation that the company has a current commercial waste disposal contract. The requirement to document a commercial waste disposal contract may be waived for companies that do not generate commercial waste (i.e. accountants, realtors).
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This policy was amended by the Hampden Town Council on 2/17/2009, 10/5/2015 and on _____.

Town of Hampden
106 Western Avenue
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Phone: (207) 862-3034
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TO: Infrastructure Committee
FROM: Angus Jennings, Town Manager
DATE: January 18, 2017 – **updated January 29, 2017**
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; on January 18 a working group including Councilors McPike, McAvoy and Marble met to provide input (marked in red text). I'd like to review this potential policy direction with the Infrastructure Committee, determine the majority positions, then move forward with revisions to 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) – **Working group favored revised threshold for sticker eligibility based on Hampden residence / taxpayer, rather than auto registration.**
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). **Working group agreed with current policy.**
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? **Working group favored sale of temporary pass – not sticker – in this type of situation, with pass set for a specified period of time.**
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. Working group agreed with current practice; needs to be formalized in policy.

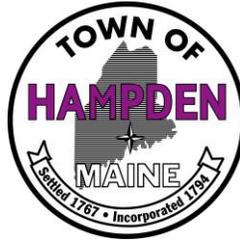
5. Resident of Hampden but car owned by business registered elsewhere. Should this be treated along the same lines as Item 4? Yes. Working group agreed with current practice; needs to be formalized in policy.
6. Non-resident kids cleaning out deceased parents' things; can I get a weekend pass? Working group favored sale of temporary pass – not sticker – in this type of situation, with pass set for a specified period of time.
7. Non-resident but is in town during summer (seasonal) with rental car. Working group favored sale of temporary pass – not sticker – in this type of situation, with pass set for a specified period of time.
8. Landlord/landowner wants weekend pass (C&D weekend) to clean up yard of rental unit. (No vehicle registered in Hampden). Working group did not support.
9. Hampden resident but vehicle is registered to parent's name who lives in another town. Working group supported sale of sticker if Hampden residence is verified.
10. Resident from another town displaced (fire, mold remediation). Only here until home is fixed/rebuilt. Working group favored sale of temporary pass – not sticker – in this type of situation, with pass set for a specified period of time.
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. Working group supported sale of sticker if Hampden residence is verified.
12. Local resident in extended rental but vehicle not registered in Hampden. Working group supported sale of sticker if Hampden residence is verified.
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. This item needs more discussion, including, what is significance of four-unit threshold?
14. A resident purchased a \$15.00 sticker to allow for disposal of a refrigerator. Did not use the sticker (but took the sticker off the backing). Sought to return the sticker and receive a refund. Refund was denied. If sticker was still on backing (and therefore could be re-sold), should a refund be provided? If not, it should be stated in transfer station policy (and at point of sale) that stickers are non-refundable. Working group felt that refund should not be provided if sticker was

removed from backing but would support refund if sticker still in saleable condition.

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.

I hope we can get some direction that will facilitate drafting amendments for consideration at a future meeting of the Infrastructure or the Administration & Finance Committee.

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townmanager@hampdenmaine.gov

TO: Infrastructure Committee
FROM: Angus Jennings, Town Manager
DATE: February 24, 2017
RE: Update on LED street lighting

As you know, last year we received a preliminary proposal from Pemco to convert Hampden's street lights to LED. I attended a meeting for municipal managers hosted by another firm, Real Term Energy ("RTE"), this winter and provided RTE the same data regarding Hampden's streetlight electrical costs that I had provided to Pemco. RTE recently contacted me to let me know that they have completed an analysis and report regarding a potential LED street light conversion project in Hampden.

RTE has requested a meeting to present their report but I have not yet scheduled this, as I do not know whether this initiative is part of our FY18 work plan or whether this is something for further out. I am aware that Brewer will shortly issue an RFP for LED street light conversion and have had some correspondence with their Finance Director.

I have enclosed:

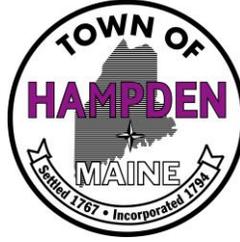
1. Baseline information regarding street lights and electrical costs;
2. Materials received from RTE following the winter meeting; and
3. References provided to me by Councilor McAvoy, who has expressed interest in tracking this issue.

My recommendation is to accept the meeting with RTE because, even if we don't move forward on any near or mid-term time schedule, I think we may benefit from understanding the proposal as baseline information for future consideration. On the other hand, time is precious.

At Monday's meeting I'll seek input regarding whether to proceed with a meeting, and if so whether one or more Councilors would also like to attend.

Note: attachments for this item are posted to the website separately due to file size.

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townmanager@hampdenmaine.gov

TO: Infrastructure Committee

FROM: Angus Jennings, Town Manager

DATE: February 24, 2017

RE: Mailbox policy / plow damage

A number of mailboxes were damaged or knocked down during recent plowing, including mailboxes located within the sidewalk on Mayo Road. The mailbox policy, attached, has generated controversy. This is included on Monday's agenda as an informational update.

David I. Ryder (Mayor, Dist. 4)
Stephen L. Wilde (1)
Dennis R. Marble (2)

TOWN OF HAMPDEN
IN THE TOWN COUNCIL

Terry McAvoy (3)
William W. Shakespeare (A/L)
Gregory J. Sirois (A/L)

Adoption: December 7, 2015

MAILBOX POLICY FOR THE TOWN OF HAMPDEN

ORDERED, that the Town Council hereby approves a Mailbox Policy for mailbox installations within the right-of-way of Hampden's public streets.

For convenience and practicality, mailbox installations are allowed within the right-of-way of Maine's public highways; however such installations have two conditions:

- 1) The mailbox must be installed in accordance with applicable standards (See Attachment) to ensure that mail can be delivered and that the mailbox does not create an obstacle or safety hazard to those that use or maintain the highway, and
- 2) The mailbox is installed entirely at the owner's risk. In other words, if the mailbox incurs damage during any sort of highway operations or maintenance, the property owner is not entitled to replacement or compensation. In fact, if the mailbox was not installed in accordance with the applicable standards as stated above, the owner may be held liable for injuries or damages that may have been incurred as a result.

Mailbox design and installation standards are available from several sources, and mailbox owners are expected to consult this information prior to undertaking any mailbox installation or replacement. The following standards have nationwide relevance and were developed in cooperation with one another:

- The United States Postal Service (USPS) Mailbox Guidelines. The USPS defines the standards for mailbox construction, as well as the placement tolerance that must be met to accommodate postal operations. Specifics may be obtained from your local post office or online at:
<https://www.usps.com/manage/mailboxes.htm>
- American Association of State Highway and Transportation Officials (AASHTO) Roadside Design Guide. The AASHTO Roadside Design Guide, Chapter 11: *Erecting Mailboxes on Streets and Highways* deals with the safety and construction of privately owned mailboxes, mailbox supports, and mailbox turnout designs and is less focused on postal operations. This publication may be obtained online through the AASHTO Bookstore at:
https://bookstore.transportation.org/Item_details.aspx?id=1807

The Town of Hampden has developed this policy to promote compliance with these national standards and to help further clarify the expectations and responsibilities of Maine mailbox owners to improve the safety of our roads.

The attached pages further specify the details associated with the mailbox height, location, offset, and post type to minimize the potential hazards associated with mailbox installations and to reduce the opportunities for damage to mailboxes.

NOTICE: Mailboxes, attachments or support systems not consistent with this policy are considered “Deadly Fixed Objects” (aka. “DFOs”) and are in violation of 23 MRSA §1401-A on state and state aid roads. On local roads, they can be considered as “obstructions” and a number of statutes relate to these obstructions. If a mailbox was not installed in accordance with the applicable standards and is deemed to be an obstruction, the owner may be held liable for injuries or damages that have been incurred as a result.

Town Clerk:



Denise Hodsdon

APPROVED by a majority of the Town Council:









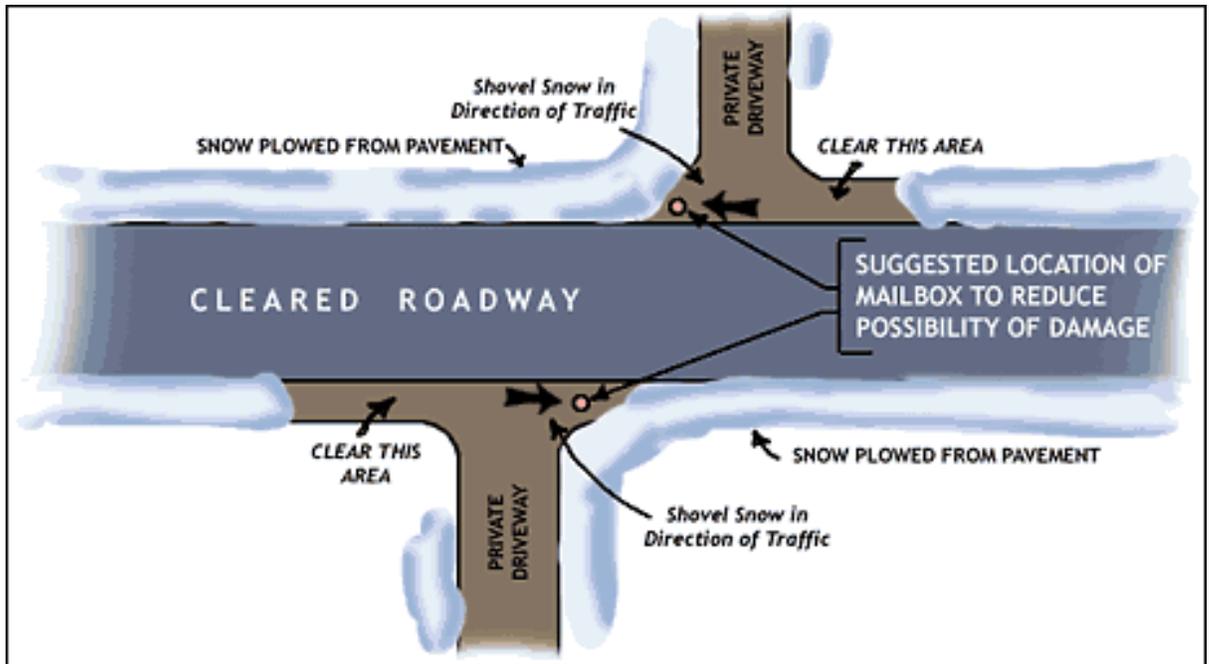


Attachment: Mailbox Installation Standards – General Location; Mailbox Support Design; Offset; Height; and Post Size, Type and Embedment

Attachment to Town of Hampden Mailbox Policy: Mailbox Installation Standards

General Location:

Whenever possible, mailboxes should be located after your driveway opening. This location placement improves visibility, minimizes the amount of snow that comes off of the snow plow, and improves the approach for the mail carrier. The diagram below further clarifies this preferred placement:



Mailbox Support Design:

It is best to use an extended arm type of post with a free-swinging suspended mailbox. This allows snowplows to sweep near or under boxes without damage to supports and provides easy access to the boxes by carrier and customers. The picture to the right shows a free-swinging suspended mailbox:



Offset:

Mailboxes should be set back from the edge of the shoulder – regardless of whether the shoulder is gravel or paved. In other words, the face of the mailbox should be at least **one foot (1') back from the edge of the normally plowed surface** of the highway or the face of curb. Greater offset distances are encouraged whenever possible to allow the mail carrier to get further out of traffic and to minimize potential damage to your mailbox. The following picture shows a mailbox with a reasonable offset:



Height:

According to USPS standards, a mailbox must be installed with the bottom of the mailbox located between 41" and 45" high above the surface of the highway shoulder. We recommend that this height be closer to the 45" measurement to minimize conflict with the height of the plow truck wing when snow is being pushed back during, or between, winter storms. The picture to the right further clarifies the height considerations:



Post Size, Type and Embedment:

Mailbox posts must be sturdy enough to hold up the mailbox in all types of weather conditions. However they cannot be so rugged that they present a hazard to vehicles that inadvertently leave the road. If a mailbox support is struck by a vehicle, it must easily break away. Therefore, the following types of posts are acceptable:

- **4" x 4" wooden posts** embedded **2 feet** into the ground. Larger wooden posts may be used only if the post is drilled through with an appropriate spade bit to create a shear plane that is no higher than 6" above the surface of the surrounding ground. The number and size of the drilled holes depends upon what is necessary to bring the cross-section of the larger post down to the equivalent cross-sectional area of a standard 4" x 4" post. (MaineDOT Standard Specification 606.06)
- **1" to 2" round diameter steel or aluminum pipe or standard U-channel post embedded 2 feet into the ground.**
- **Unacceptable** mailbox supports include: anything that is filled with concrete, masonry and stone structures, heavy steel structures, and most objects that were intended for other uses (e.g. antique plows, I-beams, and various other household tools and objects).