

INFRASTRUCTURE COMMITTEE MEETING

Monday, July 24, 2017

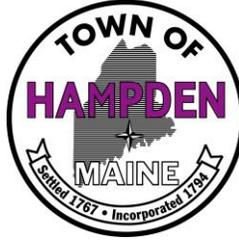
6:00 P.M.

HAMPDEN TOWN OFFICE

AGENDA

1. MINUTES – June 26, 2017 Meeting
2. OLD BUSINESS
 - a. Update on review of potential work scope and costs for Schoolhouse Lane improvements
3. NEW BUSINESS
 - a. Update on timing for review of Drumlin LLC consultant report regarding post-closure monitoring of Pine Tree Landfill
 - b. Review of draft revisions to Bid Procedure Guidelines
 - c. Discussion of DPW vehicle replacements proposed for FY18 in DPW Vehicle Capital Improvement Program including request for authorization for use of up to \$42,000 from DPW Equipment Reserve Fund (3-717-00) for initial year cost to finance purchase of plow truck to replace Unit #20; request for authorization for use of up to \$5,280 from Building & Grounds Reserve Fund (3-775-00) for initial year cost to finance purchase replacement of Unit #52 cemetery pickup truck; and potential multi-year financing from DPW Equipment Replacement operating budget (10-01-20-01) to purchase replacement of Unit #13, Plow Truck
 - d. Review of draft “delete and replace” Solid Waste Flow Control Ordinance
 - e. Preliminary consideration of request from Maine Ground Developers regarding potential public acceptance of proposed new (to be constructed) sewer lines in Ammo Park
 - f. Review of draft amendments to Cemetery Ordinance
 - g. Report on status of DPW personnel attainment of Class 2 commercial driver’s licenses
 - h. Proposed policy regarding Town employee use of Town vehicles
 - i. Update on addition of new customers to sewer billing based on reconciliation of sewer accounts with Water District accounts
4. PUBLIC AND STAFF COMMENTS
 - a. Correspondence from MDOT regarding FY18 Local Road Assistance Funds
4. COMMITTEE MEMBER COMMENTS
5. ADJOURN

Town of Hampden
106 Western Avenue
Hampden, Maine 04444



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

TO: Infrastructure Committee
FROM: Angus Jennings, Town Manager
DATE: July 23, 2017
RE: Infrastructure Committee Report for Agenda Items on July 24, 2017

These notes accompany the corresponding Agenda Items, with attachments as noted:

1. OLD BUSINESS

- a. Update on review of potential work scope and costs for Schoolhouse Lane improvements

Director Currier has received non-binding estimates from two qualified contractors for the installation of underdrain on one side of Schoolhouse Lane, with the average price quoted approximately \$105,000. We will be prepared to discuss potential next steps and both scope, financing and timing alternatives at Monday's meeting.

2. NEW BUSINESS

- a. Update on timing for review of Drumlin LLC consultant report regarding post-closure monitoring of Pine Tree Landfill

The consultant did not provide the report on the anticipated timeline and we have agreed to an August 7 deadline for the draft report, to be reviewed at a staff level prior to circulation at a Council Committee meeting in August.

Due to approved vacation the last week of August I will not be present at the regularly scheduled August 28 Infrastructure Committee meeting. I therefore recommend that the report review take place before Administration & Finance Committee on August 21 or, if the Councilors prefer, P&D on August 23.

Interested parties were notified last week regarding the change in schedule and will be informed of the revised schedule, once confirmed on Monday.

- b. Review of draft revisions to Bid Procedure Guidelines

I recommend establishing revised Bid Procedure Guidelines that will reduce administrative staff burden, save advertising money, and reduce the amount of time needed for Council approval of major public purchasing. The proposed

revisions will preserve the public transparency of the purchasing process, ensure the Town secures the optimal vendor and terms, and enhance the competitive ability of prospective vendors to compete for public work. Key concepts include:

- Ongoing maintenance of vendor lists in different categories of goods and services.
- Documented circulation of specifications to vendors on vendor lists with documentation standards varied based on dollar value tiers.
- Posting of all public purchasing solicitations to “Bids and Notices” page on Town of Hampden website.
- Review thresholds for purchase authorization by, alternatively, Department Head, Town Manager, and Town Council (required for multi-year financed purchases).

I have a draft in progress and will be prepared to review proposed changes (either in policy intent, and/or proposed language, as available) at Monday’s meeting. The draft is in the form of a Board Order which as you know is one of the three methods of Town Council action specified in the Town Charter.

- c. Discussion of DPW vehicle replacements proposed for FY18 in DPW Vehicle Capital Improvement Program including request for authorization for use of up to \$42,000 from DPW Equipment Reserve Fund (3-717-00) for initial year cost to finance purchase of plow truck to replace Unit #20; request for authorization for use of up to \$5,280 from Building & Grounds Reserve Fund (3-775-00) for initial year cost to finance purchase replacement of Unit #52 cemetery pickup truck; and potential multi-year financing from DPW Equipment Replacement operating budget (10-01-20-01) to purchase replacement of Unit #13, Plow Truck

Building on the Committee’s discussion at its June 26 meeting, and the Committee’s meeting on site at the DPW Garage last week to review the physical fleet and ask questions of the Mechanic, all vehicle purchasing proposed for FY18 will be discussed with requests made for Committee referral of specific authorizations to the Finance Committee.

Last month’s packet materials can be accessed beginning on page 20 (of 32) here: http://www.hampdenmaine.gov/vertical/sites/%7B1FCAF0C4-5C5E-476D-A92E-1BED5B1F9E05%7D/uploads/INFRASTRUCTURE_COMMITTEE_MEETING_AGENDA_and_PACKET_6-26-2017.pdf

- d. Review of draft “delete and replace” Solid Waste Flow Control Ordinance

The attached draft was prepared by the Town Attorney at my direction, and reflects review and recommended revisions from staff, and from the Municipal Review Committee (MRC), our contracted provider of MSW disposal as of

April 1, 2018. The proposed revisions are intended to ensure the Town of Hampden's compliance with the Joinder Agreement executed last year.

e. Preliminary consideration of request from Maine Ground Developers regarding potential public acceptance of proposed new (to be constructed) sewer lines in Ammo Park

Director Currier met with Tracy Thibodeau of Maine Ground Developers last week to review their proposed addition and replacement of sewer infrastructure in Ammo Park; a draft plan sheet is enclosed.

They also discussed potential alternative scenarios with regard to the extent that said infrastructure may be accepted as public. Although this proposal is newly received, the landowner is seeking immediate guidance from the Town so that they may be in a position to move quickly. Staff are bringing this to the Committee for its initial consideration.

f. Review of draft amendments to Cemetery Ordinance

During previous Councilor Comments Mayor Ryder has asked about artificial flowers in Hampden cemeteries, including whether posted cemetery signage and current maintenance practices are consistent with applicable ordinance.

The DPW Director, Cemetery Sexton and the Town Clerk have reviewed the Cemetery Ordinance and identified a few issues of inconsistency between ordinance language and current practice; and/or areas of ambiguity or where additional policy guidance (from the Council) is requested. These include:

- Sec. 3(2) Transfer. Strike requirement for "Certificate of Transfer from the Town Offices" which exceeds applicable state and common law.
- Sec. 3(3) Purchase. Revise language to replace "receipt" with "Cemetery Deed" for consistency with current and past administrative practice. Add definition of Cemetery Deed.
- Sec. 4(2) Authority. Review dates and standards for removal of neglected vegetation and/or artificial floral design or decorations. Seek Committee guidance regarding whether either changes in practice (to meet Ordinance) or changes to Ordinance (for consistency with past practice) are recommended.
- Sec. 6(1) Cemetery Care. Establish language to set by Ordinance past and current practice of placing half of all lot sale proceeds into the Cemetery Reserve.
- Sec. 7 Regulations for Improving Lots. Various policy considerations for discussion at Monday's meeting, as the Committee sees fit within the overall agenda.

At Monday's meeting, we will be prepared to review the specific policy issues and receive Committee direction regarding how best to proceed.

g. Report on status of DPW personnel attainment of Class 2 commercial driver's licenses

During previous Councilor Comments Mayor Ryder has stated that he believes that all full-time DPW personnel should hold Class 2 licenses.

DPW Director Currier and I are in full agreement with this objective, and Sean has communicated this objective to DPW staff. The only reason this cannot happen immediately is the training time needed for each employee who does not hold the license, and balancing that time against the need for staff time in the field. We are working on an implementation plan and realistic timeline to get all staff licensed.

As part of our efforts to optimize the use of existing DPW personnel, Director Currier has established two additional goals for new personnel certifications:

- Proposing that two additional staff secure Class A license. (Currently 2 hold this license; would like 4.)
- Proposing that two staff complete Sewer Collection System Certification Program.

Also as part of our work to optimize use of existing DPW personnel, we will propose to seek contractor bids for the mowing and basic grounds maintenance for Town-maintained properties in 2018 including VFW, Ballfield Road, the Pool and Town Building site, public parks, and the Skehan Center. At Monday's meeting we will discuss preliminary management estimate of how this change may allow better allocation of current full-time personnel resources next summer. The details of the proposal, including confirming scope and pursuing bids would proceed in the first quarter of 2018 to allow adjustments if needed for 4th quarter FY18 costs and FY19 budgeting.

h. Proposed policy regarding Town employee use of Town vehicles

Mayor Ryder has asked about Town policy with regard to employee use of Town-owned vehicles other than during posted departmental hours of operation. To our knowledge no written policy exists, but past/current practice will be presented for Committee discussion and with request for Committee direction regarding whether new or revised policy is recommended.

i. Update on addition of new customers to sewer billing based on reconciliation of sewer accounts with Water District accounts

As you know, earlier this year we began importing data from the Hampden Water District electronically, rather than by manual data entry, in order to improve sewer billing administration. In the process, approximately two dozen HWD customers were identified who would appropriately be subject to sewer billing under the Sewer Ordinance but which are not in our system as sewer customers. Upon my final verification of each such instance, which is pending, I intend to send letters to these property owners advising them of the situation and providing a period of time for their review, comment, and / or rebuttal. An update regarding where this work stands at present, and how and when I intend to send landowner notice will be provided at Monday's meeting.

TOWN OF HAMPDEN
SOLID WASTE FLOW CONTROL AND LICENSING ORDINANCE

ARTICLE I - TITLE.

This article shall be known as the Solid Waste Flow Control and Licensing Ordinance.

ARTICLE 2 - ENABLING LEGISLATION.

This chapter is enacted pursuant to the authority granted in 38 M.R.S.A. § 1304-B and 30-A M.R.S.A. § 3001, et seq.

ARTICLE 3 - LEGISLATIVE FINDINGS.

§ 3.1 The Town of Hampden has an obligation to protect the health, safety and general wellbeing of the citizens of the Town of Hampden, and to enhance and maintain the quality of the environment, conserve natural resources, and prevent water and air pollution by providing for a comprehensive, rational and effective means of regulating the collection, transportation and disposal of solid waste.

§ 3.2 The Maine legislature has established a "Solid Waste Management Hierarchy," embodied in 38 M.R.S.A. § 2101, pursuant to which, it is the policy of the State to implement an integrated approach to solid waste management and to prioritize waste management in accordance with the following hierarchy: (i) reduction of waste; (ii) reuse of waste; (iii) recycling of waste; (iv) composting of biodegradable waste; (v) processing of waste including incineration; and (vi) land disposal.

§ 3.3 The Penobscot Energy Recovery Company ("PERC") facility in Orrington is an energy recovery facility currently in operation that processes municipal solid waste into refuse-derived fuel for incineration and generates electrical power as a byproduct of the incineration process. In accordance with a contract known as the Second Amended, Restated and Extended Waste Disposal Agreement, which the Town executed in May 1998 (the PERC Disposal Agreement), the Town has committed to direct municipal solid waste originating within its borders to PERC for disposal through the term of the PERC Disposal Agreement, which term is scheduled to end on March 31, 2018.

§ 3.4 The Fiberright Facility (Fiberright), which is to be constructed by Fiberright in Hampden, will be a recycling facility that processes municipal solid waste to recover recyclable materials, and that uses wet pulping, anaerobic digestion and other processes to convert the organic fraction of municipal solid waste into cellulosic biofuel, a processed engineered fuel product, and marketable biomethane and other products. In accordance with a contract known as the Joinder Agreement, which the Town executed in June 2016, the Town has committed to direct municipal solid waste originating within its borders to the Fiberright Facility for processing starting on April 1, 2018.

TOWN OF HAMPDEN
SOLID WASTE FLOW CONTROL AND LICENSING ORDINANCE

§ 3.5 Of the available disposal options within the State of Maine identified in the hierarchy at 38 M.R.S.A. § 2101 at the time of the execution of the PERC Disposal Agreement, the Town found that disposal at the PERC Facility was then the option that would best satisfy the statutory priorities for management of municipal solid waste over the term of the PERC Disposal Agreement. At the time of the execution of the Joinder Agreement, the Town found that the Fiberight Facility would be the option that would best satisfy the statutory priorities for management of municipal solid waste over the term of the Joinder Agreement.

§ 3.5 Disposal at the PERC Facility over the term of the PERC Disposal Agreement, and then at Fiberight Facility over the term of the Joinder Agreement, of municipal solid waste generated in the Town of Hampden is the preferred in-state management option and best serves the interests of the Town of Hampden in maintaining public health, safety, scenic values, resource conservation goals, etc., in accordance with the disposal priorities established by the Legislature in 38 MRSA § 2101.

ARTICLE 4 - DEFINITIONS.

The terms, phrases and words in this section shall have the following meanings:

Acceptable Solid Waste: All waste accepted by the Solid Waste Facility.

Commercial Hauler: An individual, corporation, partnership or other legal entity that transports solid waste for another from within the corporate limits of the Town of Hampden for compensation, or that transports solid waste generated by its own business.

Solid Waste Facility: Shall mean the PERC Facility during the term of the PERC Disposal Agreement, which is scheduled to terminate on March 31, 2018; and then beginning April 1, 2018, shall mean the Fiberight Facility during the term of the Joinder Agreement provided the Fiberight Facility is able to accept the Town's municipal solid waste; if the Fiberight Facility is not able to accept municipal solid waste or if the Joinder Agreement is terminated during its initial term or an extension term pursuant to Article 10 of the Joinder Agreement, it shall mean an alternative facility to be designated by the Town Manager.

Fiberight: Fiberight, LLC, a Delaware limited liability company, together with its affiliates and successors in interest.

Fiberight Facility: The facility of Fiberight, LLC, to be constructed in Hampden, Maine.

PERC Facility: The facility of the Penobscot Energy Recovery Company in Orrington, Maine.

Solid Waste: Shall have the same definition as set forth in 38 M.R.S.A. § 1303-C, as the same may be amended from time to time.

Town Manager: The Hampden Town Manager.

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SOLID WASTE FLOW CONTROL AND LICENSING ORDINANCE

ARTICLE 5 - DISPOSAL OF SOLID WASTE

The Town of Hampden hereby directs that all acceptable commercial solid waste generated within the Town of Hampden that is not disposed of outside of the State of Maine shall be delivered to the Solid Waste Facility and that all acceptable residential solid waste generated within the Town of Hampden that is not disposed of outside of the State of Maine shall be delivered to the Hampden Transfer Station for ultimate management and disposal at the Solid Waste Facility. Nothing in this provision shall be deemed to regulate or prohibit disposal outside of the State of Maine of any waste generated within the Town of Hampden.

ARTICLE 6 - COMMERCIAL HAULER LICENSING.

§ 6.1 License Required. All Commercial Haulers must obtain on an annual basis a commercial hauling license from the Town Manager.

§ 6.2 Licensing Procedure.

- (a) All Commercial Haulers must submit a completed application form prescribed by the Town of Hampden.
- (b) All Commercial Haulers must include with each application a list of the current license plate numbers of all trucks owned by the applicant which are to be used to haul waste within the Town of Hampden. The list shall be kept up-to-date, and any changes must be reported immediately to the Town Manager.
- (c) Each Commercial Hauler shall provide a list of all disposal locations at which acceptable solid waste collected in the Town of Hampden is disposed. In the event of a violation or suspected violation of this Ordinance by a Commercial Hauler, the Town of Hampden may require that such hauler also provide to the Town Manager a list of all generators of acceptable solid waste transported by that hauler located within the Town of Hampden, a description of all routes used to transport that waste within the Town of Hampden, updated monthly. In addition, the driver of each of the Commercial Hauler's vehicles shall identify the source of each load containing Acceptable Solid Waste from within the Town of Hampden on the weight ticket, either by route number or by the name of the commercial establishment if the load is from a single source.
- (d) Only vehicles that are in good operating condition, that have their loads enclosed within a container or covered securely and that are capable of discharging their loads to the Solid Waste Facility's tipping room floor or at the Hampden Transfer Station by mechanical means will be licensed.
- (e) A Commercial Hauler shall annually provide to the Town certificate(s) of insurance from a reputable insurance agency demonstrating that the vehicle(s) that the Hauler will use

TOWN OF HAMPDEN
SOLID WASTE FLOW CONTROL AND LICENSING ORDINANCE

to haul waste within the Town of Hampden are insured for the duration of the license. The Town Manager shall set the minimum insurance requirement annually. Any changes to a vehicle's insurance shall be immediately reported to the Town; if the insurance coverage for a vehicle is below the minimum required coverage, such vehicle may not haul waste within the Town of Hampden.

§ 6.3 Nontransferable. The Commercial Hauler license shall be nontransferable.

§ 6.4 Fees. In order to be licensed, the Commercial Hauler shall pay an annual fee to the Town of Hampden. A basic fee covers the first vehicle and an additional fee will be levied for each additional vehicle to be licensed. These fees shall be as provided in the Fees Ordinance.

§ 6.5 Credit for tonnage. It shall be the responsibility of the Commercial Hauler to ensure that the Town of Hampden is given credit by the Solid Waste Facility for all Acceptable Solid Waste collected within the Town of Hampden and delivered to the Solid Waste Facility by the Commercial Hauler.

§ 6.6 Responsibilities of the Commercial Hauler. The Commercial Hauler shall be held fully responsible for the presence of unacceptable waste in loads delivered by the hauler to the Solid Waste Facility. Unacceptable waste shall have the definition set forth in the applicable contract between the Town and the Solid Waste Facility. In the event it has been determined that the Commercial Hauler has delivered unacceptable waste to the Solid Waste Facility, the hauler shall remove that waste immediately at the hauler's expense. In the event that the hauler fails to promptly remove any such waste, the waste may be removed by the Town of Hampden or its agents, with double the cost of removal and disposal to be paid to the Town of Hampden by the hauler. The hauler shall be fully responsible for the handling of waste between any source within the Town of Hampden and the Solid Waste Facility.

§ 6.7 Indemnification. By accepting a license, a Commercial Hauler agrees to defend, indemnify, and hold harmless the Town of Hampden, its elected officials, officers, agents, and employees against any liability, claims, causes of action, judgments, damages, losses, costs, or expenses, including reasonable attorney's fees, relating in any way (1) to hauling operations, or (2) to the delivery of unacceptable solid waste to the Solid Waste Facility. The foregoing indemnity expressly extends to claims of injury, death, or damage to employees of the Commercial Hauler or anyone for whose acts they may be liable. In claims against any person or entity indemnified under this paragraph by an employee of the Commercial Hauler, the indemnification obligation shall not be limited by a limitation on amount or type of damages, compensation or benefits payable by or for the Commercial Hauler under the Maine Workers' Compensation Act or other disability benefit or employee benefit acts. Commercial Hauler expressly waives immunity under the Maine Workers' Compensation Act for the purposes of this indemnity provision.

§ 6.8 Inspection of Records. The Town of Hampden or its agents shall have the right, upon reasonable notice, to inspect the records of any Commercial Hauler as to any solid waste collected by it within the municipal limits of the Town of Hampden.

TOWN OF HAMPDEN
SOLID WASTE FLOW CONTROL AND LICENSING ORDINANCE

§ 6.9 Payment.

- (a) Each Commercial Hauler will be billed monthly for the total tonnage delivered by him or her to the Solid Waste Facility at a rate per ton equal to the sum of the current tipping fee, plus any administrative fees charged to support multijurisdictional solid waste activities and a one-percent Town of Hampden administrative fee; said billing to be done by the Town of Hampden or its designated agent.
- (b) The Town of Hampden reserves the right to adjust the tipping fee from time to time as may be necessary to defray its total cost of solid waste disposal; however, the same tipping fee will be charged to all Commercial Haulers within the Town of Hampden.
- (c) Billing shall be done on a cycle to be determined by the Town of Hampden or its designated agent. Payment shall be due and payable within 30 calendar days from the date of invoice. Late payments shall be subject to the same rate of interest as is in effect at the time for delinquent property tax payments. Failure to pay within the prescribed time may result in temporary suspension of the Commercial Hauler's license until payment is received.
- (d) The Town of Hampden or its designated agent may also require licensed Commercial Haulers to post a payment bond or such other guaranty acceptable to the Town of Hampden to insure the financial capability of such haulers to meet required payments to the Town of Hampden. Posting of a bond or other guaranty may be required of a licensed hauler who has failed to make timely payments of all fees billed and whose license was temporarily or permanently suspended.

ARTICLE 7 - ENFORCEMENT

§ 7.1 All provisions of this chapter are enforceable by duly authorized police officers and the Town Manager or his or her designee(s).

§ 7.2 Any person who violates any provision of this chapter is subject to penalty as hereinafter provided.

§ 7.3 Whenever the Town Manager or his or her designee(s) determine that there has been a violation of this ordinance, they shall give notice of such violation to the person(s) responsible by personal service or by registered mail, return receipt requested, as follows:

- (a) The citation shall include a statement of reasons and shall allow reasonable time for performance of any act it requires.
- (b) The citation may contain an outline of remedial action which, if taken, will result in compliance.

TOWN OF HAMPDEN
SOLID WASTE FLOW CONTROL AND LICENSING ORDINANCE

- (c) The citation shall state that unless corrections are made within the allotted time, the violator will be subject to prosecution pursuant to the provisions of this article.

§ 7.4 Any person, firm or corporation that violates this article shall be subject to a civil penalty, payable to the municipality, of not more than \$100.00 for each violation.

§ 7.5 In addition to the above, the Town of Hampden may suspend the commercial hauling license of any Commercial Hauler who violates the provisions of this Ordinance.

- (a) Upon notice to the Commercial Hauler of a suspension, a public notice of the suspension will be issued and a hearing scheduled before the Hampden Town Council.
- (b) If the Hampden Town Council upholds the decision of the Town Manager, then a penalty of \$100 for each violation shall be levied against the Commercial Hauler, with each day of violation considered to be a separate offense. Said penalty shall be paid to the Town of Hampden prior to reinstatement of the license.
- (c) In the event that a Commercial Hauler shall have violated the provisions of this ordinance for five days or more or on ten or more separate occasions, the Town of Hampden shall have the right to revoke any existing license and to refuse to grant a license in the future to the hauler or any other person or entity controlled by or under common control with the hauler.

ARTICLE 8 - SEVERABILITY

The provisions of this Ordinance are deemed to be severable. If any part of this Ordinance is rendered void, invalid, or unenforceable, such rendering shall not affect the validity and enforceability of this Ordinance.



STATE OF MAINE
DEPARTMENT OF TRANSPORTATION
16 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0016

Paul R. LePage
GOVERNOR

David Bernhardt
COMMISSIONER

COMMUNITY SERVICES DIVISION
1-800-498-9133
<http://www.maine.gov/mdot/csd/lrap/index.htm>

Town of Hampden
RECEIVED
JUL 18 2017
Office of the
Town Manager

July 11, 2017

LOCAL ROAD ASSISTANCE PROGRAM (LRAP)

First....sorry for this year's delay caused by the late legislative session.

Secondly.....the LRAP allocation for the new Fiscal Year 18 went up slightly. Therefore most LRAP payments went up slightly this year.

Please remember that:

- LRAP payments are now made **ONCE a year**....not in quarterly payments. The full year's allocation will be sent to your municipality/county by December 1 of each year, **if we receive an accurate, completed certification form.**
- ALL Maine towns/cities are uniformly receiving the statutory lane-mile rates.

As in previous years, all LRAP recipients must provide information on how LRAP funds were expended from the previous fiscal year. The information collected on the back side of the Certification Form is used to chart the progress of improving public roads by the 500 Maine municipalities, counties, and Indian reservations that receive funding from this program. ***If this information is not provided when we receive the certification form, we will return it to you for completion.***

Please submit the completed Certification Form for Fiscal Year 2018 (July 1, 2017 to June 30, 2018) either by US mail or by scanning and emailing it to us. **We no longer accept faxes.** The law says it must be received by August 1 or earlier, however, due to the lateness this year, we can accept them later than that date.

Once we receive your completed form, your funds will be ready for the November payment.

If your town has not done so already, we are also encouraging municipalities to sign up for electronic transfer (Direct Deposit) of LRAP funds from the State to their financial institution to reduce costs, and provide a speedy and secure service. If you are interested in Electronic Fund Transfer, see our website at <http://www.maine.gov/mdot/csd/lrap/cft.htm> . There is no cost for this option.

If you have any questions, please feel free to contact me.

Sincerely,

Peter M. Coughlan, Director
207/ 624-3266 or peter.coughlan@maine.gov



PRINTED ON RECYCLED PAPER

Hampden 19280

Last year's (FY-17) LRAP Funds of \$65,316

As a result of 2007 Legislative inquiries and discussions focused on LRAP, MaineDOT needs to collect additional information on the uses of LRAP funding by all 500 Maine municipalities, counties, and Indian reservations. This is intended to be simple and provide an easy method to collect information on the use of over \$20 million per year by local agencies.

As noted on the front side, LRAP funding can only be spent on capital improvements in non-compact towns.

A **capital improvement** is defined as "any work on a road or bridge which has a life expectancy of at least ten years and restores the load-carrying capacity". Examples of eligible "capital" activities are defined as follows:

1. Medium to heavy overlays which improve the strength and ride quality (minimum 1 inch lift on a shimmed surface), pavement and/or base recycling, pavement cold planning and resurfacing
2. Road reconstruction or rehabilitation
3. Gravel road grade-raising or paving
4. Single culvert replacements or a series of drainage improvements
5. * Traffic signal or sign installation and/or replacements
6. * Sidewalk construction or reconstruction
7. * Heavy ditching, under drain and catch basin installation or total system replacement, permanent erosion control
8. * Wetland mitigation
9. * Guardrail installation
10. Bridge or minor span replacement and rehabilitation
11. Any bridge repair activities with a ten year life
12. Local share of a Municipal Partnership Initiative (MPI) project on a state road
13. Debt financing/bond repayment for past capital improvements to public roads
14. The urban match component of any federal-aid project
15. "Banking it" to save up for a future project
16. Other (explain) _____

* Some of the categories of work (# 5, 6, 7, 8 & 9) qualify as capital improvements, but must be done in conjunction with roadway reconstruction/rehabilitation.

The "funds spent" (LRAP ONLY) below must add up to at least the amount of your FY-17 LRAP payments (shown above) from 7/1/16 to 6/30/17.

1. Road Name: _____ Funds spent on Capital Improvements: \$ _____

Type of Capital Improvement: see above, list all numbers that apply: _____

Length of Capital improvement (miles or feet): _____ miles or _____ feet

2. Road Name: _____ Funds spent on Capital Improvements: \$ _____

Type of Capital Improvement: see above, list all numbers that apply: _____

Length of Capital improvement (miles or feet): _____ miles or _____ feet

3. Road Name: _____ Funds spent on Capital Improvements: \$ _____

Type of Capital Improvement: see above, list all numbers that apply: _____

Length of Capital improvement (miles or feet): _____ miles or _____ feet

OPTIONAL: In addition to the information above, what was your municipality's TOTAL SUMMER CAPITAL IMPROVEMENT EXPENSES (including FY-17 LRAP payment) \$ _____

We need the original, please make a copy for your records.

MAINE DEPARTMENT OF TRANSPORTATION
LOCAL ROAD ASSISTANCE PROGRAM (LRAP)
CERTIFICATION 2017-2018 (FY18)
MUNICIPALITY of *Hampden* 19280

To be eligible to receive FY-18 LRAP funds, each Municipality must **certify that the funds will be used in a manner consistent with Chapter 19 of Title 23.** Effective July 1, 2013, as defined by Title 23, §1803-B.1.A, *“funds must be used for capital improvements ... or for capital improvements to state aid minor collector highways and state aid major collector highways as described in section 1803-C.”* **Effective July 1, 2008 municipalities must provide information on what capital improvements were done with the FY-17 (July 1, 2016 to June 30, 2017) LRAP funds received by the municipality.** See back side of form.

It is estimated that the municipality of *Hampden* will receive by December 1, 2017 **one (1) payment of \$66,960** for the fiscal year beginning July 1, 2017. Notification will be made in the event of any change.

Beginning in 2014, municipalities receive 9% of MaineDOT’s portion of the Highway Fund. This means that the disbursements to municipalities rise and fall with MaineDOT’s budget.

We, the undersigned municipal officers or designee (i.e. Town Manager) of the municipality of *Hampden* do hereby certify that funds received from the Local Roads Assistance Program for the fiscal year 2017-2018 will be used only for uses as stated above. *We also certify that the previous year's LRAP funds were spent on the projects listed on the back of this form.*

Signed _____ Date ___/___/___ Signed _____ Date ___/___/___
Signed _____ Date ___/___/___ Signed _____ Date ___/___/___

MANDATORY: Municipality E-mail Address _____

Please print below: the name, title, and phone of the person to contact for additional information on this form.

Name: _____ Title: _____ Tel: _____

If your address **has changed in the last year** (and you have NOT signed up for electronic fund transfer (EFT), we **must** have the new address for you to receive your funds.

Address: _____

Town: _____ State: _____ Zip Code: _____

Prior to August 1, 2017, (see cover letter) please return this completed form (BOTH SIDES) by US mail or scanned PDF/email to: (FAXES ARE NO LONGER ACCEPTED)

Sandra J. Noonan
MaineDOT- Community Services Division
16 State House Station
Augusta, Maine 04333-0016
Tel. (207) 624-3265, or sandra.noonan@maine.gov

NO LRAP payment shall be made until a completed form (BOTH SIDES) is received by MaineDOT- Community Services Division.

We need the original -Please make a copy for your records.

Over please