

INFRASTRUCTURE COMMITTEE MEETING

Monday, August 28, 2017

6:00 P.M.

HAMPDEN TOWN OFFICE

AGENDA

1. MINUTES
 - a. June 26, 2017 Meeting
 - b. July 24, 2017 Meeting

2. OLD BUSINESS
 - a. Notice of sewer CSO master plan grant not awarded from Northern Border Regional Commission
 - b. Update on August 7th MDOT utility coordination meeting regarding Route 1A reconstruction and Grist Mill Bridge, including potential cost implications for Sewer relocations prior to corridor reconstruction
 - c. Review of draft amendments to Cemetery Ordinance *cont'd from July 24, 2017*

3. NEW BUSINESS
 - a. Update on August 15 MMA Loss Control Visit, recommendations for Salt Shed Replacement, and Transfer Station staffing

4. STAFF UPDATES
 - a. North County Road culvert replacement – Complete
 - b. Patterson Road culvert replacement – Installation complete; paving pending
 - c. Road striping – Partially complete; to be finished after Patterson Road paving
 - d. Hopkins Road paving – Complete
 - e. Update on paving of Western Avenue this Fall
 - f. Correspondence with MDOT re Kennebec Road paving project
 - g. Large amounts of sludge and grit/rocks in Mayo Road, Souadabscook and 202 sewer pump stations
 - h. Chip sealing to happen on Aug. 29
 - i. MS4 Stormwater Annual Report due Sept. 15
 - j. Update on ordering/financing plow trucks
 - k. Awaiting PUC pricing confirmation for Chickadee Lane LED streetlights
 - l. Update on mailbox locations on Penobscot Meadow Road

4. PUBLIC COMMENTS

5. COMMITTEE MEMBER COMMENTS

6. ADJOURN

INFRASTRUCTURE COMMITTEE MEETING

Monday, June 26, 2017

MINUTES – DRAFT

Attending:

*Councilor Greg Sirois
Councilor Ivan McPike
Mayor David Ryder
Councilor Terry McAvoy
Councilor Mark Cormier
Councilor Dennis Marble
Councilor Stephen Wilde*

*Town Manager Angus Jennings
DPW Director Sean Currier*

Mayor Ryder called the meeting to order at 6 PM.

1. **MINUTES – May 22, 2017 Meeting.** *A motion to accept minutes as written was made, the vote was unanimous.*

2. **OLD BUSINESS**

- a. **Discussion of financing options for Schoolhouse Lane and potential other capital improvements, and whether borrowing authorization may be proposed for November 2017 referendum ballot – Mayor Ryder opened the discussion for the public.** *Jim Larson of 26 Schoolhouse Lane spoke about the problems he has seen while Schoolhouse Lane was under construction replacing the water line last year. Mr. Larson stated that he did not think the curbing was done properly. The ground gave way when the paving equipment was repaving the sections of road that had been torn up during the construction. Water now runs down Schoolhouse Lane with no ditch for the water flow to follow. The road seems narrower after the contractor completed the project. People seem to be driving on the lawn areas, especially at the top of Schoolhouse Lane where it meets Old County Road.*

Mayor Ryder asked when the water problem started? Was it after the water project? Mr. Larson stated that after the project completion he experienced water in his basement.

Public Works Director Sean Currier stated that he would propose to put underdrains on both sides of Schoolhouse Lane. Director Currier explained that he thought the water was following the ditch along Schoolhouse Lane.

Tom Silver of 18 Schoolhouse Lane spoke about the amount of water in his basement and the measures he had taken to keep his basement dry.

(This past October he left for the winter, after returning to his property, had been home three (3) weeks when sewer backed up.) There was a lake of water on his property when he arrived this spring. The contractor Mr. Silver hired to dig up his sewer line found the sewer pipe had been severed at the pavement edge.

Ken Stevens of 19 Schoolhouse Lane stated that the contractor did a terrible job. There are safety issues at the intersection of Schoolhouse Lane and 1A with the amount of gravel, sand and dirt being deposited there.

Jim Larson of 26 Schoolhouse Lane stated that Jamie Holyoke of the Hampden Water District tried to shore up the ditches with bales of hay, so they would not wash the road out.

Ken Stevens of 19 Schoolhouse Lane pointed out trouble areas on a map provided for tonight's meeting.

Councilor Wilde pointed out that the rain is not being conveyed in the ditches, when torrential downpours happen, the water runs down Schoolhouse Lane.

Mayor Ryder pointed out the inspector on the job had signed off on the work.

Doing the underdrain would help with the water issue. The road surface is a separate issue. Putting the road repairs on a referendum would not be the way to go, due to the few people on Schoolhouse Lane and other people in Town would not want to issue a bond to pay for 800 feet of road. Residents are concerned that the water is going to ruin the foundations of the houses on Schoolhouse Lane.

Councilor Wilde asked if Schoolhouse Lane repairs could be put with other projects.

Jim Larson asked if the Town could come up with some good loam for property owner lawns.

Director Currier could look at the cost of underdrains on one side and widen the road by not ditching.

Councilor McPike asked if the water and sewer was on the opposite side of the road. Director Currier stated that water and sewer are on the opposite side of the road. Location of the underdrain was discussed and the price of catch basins.

Mr. Larson stated, residents would like to be informed of when a project is starting. This item will be on July 24th agenda.

Tom Silver asked if he could be reimbursed for the cost of his sewer line repair. Since it was a Water District project contractor that created the problem, he was advised to ask the Water District.

- b. Written update from consulting engineer regarding projected timing and costs of Grist Mill bridge replacement; discussion of financing options for sewer main replacement –** *(Councilor Wilde asked if 2c could be taken up next. Item 2b was taken up after item 2c was concluded. Town Manager Jennings continued with item 2b after item 2c was concluded.)*

Town Manager Jennings explained the range difference from the text memo and table for the project cost of the bridge replacement to the Committee. The higher price tag was with 6 months of bypass pumping. Discussion of the cost needs to be put in a referendum to the voters. How do we pay for it?

DPW Director Currier stated that some small issues have been found with the sewer, there is time to plan project work. Sagging and broken pipes were found, nothing extremely costly. Director Currier stated that there are some issues with the pump stations.

DPW Director Currier has some discussion on the elevation issue with the pump station. He explained to the Committee the problems he has with the pump station elevation and the grinder, not pumping completely dry due to the elevation.

A lot of sewer users have been added to the sewer system over the years.

Town Manager Jennings discussed with the Committee the engineering cost and where the funds would come from, asking whether it would be a bond for the sewer repairs.

- c. Review of repealed “jake brakes” ordinance – request of Councilor Wilde –** *Councilor Wilde had an update on the Jake Brakes, stating that there was still a problem with the noise from truck engine brakes.*

Theresa Hart from 361 Old County Road stated that there is a lot of loud noise between 11 pm and 3 am coming from the Main Road (1A) direction. She wanted to know what if anything can be done.

Mayor Ryder stated that there is a construction company working in Bangor at night, that stockpiles material in Hampden.

Town Manager Jennings stated there are a couple of issues; one) it could be a grandfathered lot that pre-dates the zoning and two) there's no noise ordinance in the town.

If they could pin point where the noise was coming from, they could ask the contractor to ease up on the truck noise of tailgates banging.

- d. Discussion of Pine Tree Landfill April 2017 Water Quality Results and pending report from Drumlin LLC (to be available for July 2017 meeting) –** *Manager Jennings updated the Committee. He stated that while the Environmental Trust will be getting more information about the landfill water quality monitoring, it is also important for the Council, via the Infrastructure Committee, to remain focused on post-closure monitoring. It was agreed that, for the time being, information will continue to be shared with both the Infrastructure Committee and the Environmental Trust Committee.*

3. NEW BUSINESS

- a. Update regarding Sargent Corporation substantial completion of Business Park infrastructure pursuant to 2014 Development Agreement –** *Manager Jennings gave a brief informational statement on Sargent's progress on the infrastructure of the Business Park.*
- b. Review of prior and current DPW vehicle and equipment Capital Program and discussion of potential FY18 reserve cost –** *Manager Jennings shared with the Committee the 2010 capital program that the Town had been working toward. The Town did not meet the funding goals in that document. It is a problem that was inherited by this Council. It was suggested that the Council meet at the Public Works garage to view the vehicles and equipment condition. There should be money put away for vehicle replacement rather than financing the vehicles. It was asked whether leasing may be a better option. The town should be setting capital funds aside.*

It was asked should the town consider contracting out the mowing and plowing. The plowing cost per mile was provided. There was discussion of Director Currier's research regarding other towns' contracted costs and the cost of DPW personnel to plow.

One idea was to contract out mowing for the big fields like the VFW, Pool field, Dorothy Dix Park, Ballfield Road fields. The level of service was discussed.

The lead time on a new truck for plowing is limited. This is July, the Town needs to have plowing covered for this winter.

The Town needs a working Public Works not a patching Public Works.

The Committee discussed getting some numbers together on contracting services.

DPW Director Currier asked the Council Committee for direction on the Public Works Department.

The Council Committee needs to have some thoughts on direction for the next Infrastructure meeting in July. A date of July 18th at 4 p.m. was set for the Council to view the trucks and equipment at Public Works.

Mayor Ryder asked about the plastic flowers at the cemeteries.

4. PUBLIC AND STAFF COMMENTS

5. COMMITTEE MEMBER COMMENTS

6. ADJOURNMENT

There being no further business, the meeting was adjourned.

*Respectfully Submitted,
Angus Jennings, Town Manager*

INFRASTRUCTURE COMMITTEE MEETING

Monday, July 24, 2017

MINUTES – DRAFT

Attending:

*Mayor David Ryder, Chair
Councilor Ivan McPike
Councilor Greg Sirois
Councilor Terry McAvoy
Councilor Mark Cormier*

*Councilor Stephen Wilde
Town Manager Angus Jennings
DPW Director Sean Currier
Tracy Thibodeau, Maine Ground Dev.
Schoolhouse Lane Residents*

Mayor Ryder called the meeting to order at 6 PM.

1. MINUTES – June 26, 2017 Meeting – Tabled.

2. OLD BUSINESS

- a. Update on review of potential work scope and costs for Schoolhouse Lane improvements** – *DPW Director Sean Currier met with a couple of contractors on site. He got preliminary cost estimates for re-installation of one side of Schoolhouse Lane with storm/underdrain, and installation of a clay berm to prevent water channeling along water and sewer lines. Average cost quote around \$105,000. This would include two (2) catch basins and curb to channel water.*

Councilor McAvoy asked if it would involve any repaving. Director Currier stated that ditching would be outside of pavement, would add 3 – 4 feet of pavement and curb to road width. Jim Larson of 26 Schoolhouse Lane asked could he see a diagram. Mayor Ryder asked if the water is following along the sewer lines. Director Currier stated that sewer is 6” subsurface, water is building up in trench. Councilor McPike asked if we have any monies in the budget for the repairs. Town Manager Jennings stated that we do not.

Mayor Ryder stated that if the town did excavate it would not solve the problem. Director Currier stated it is a surface water issue not groundwater. Councilor McPike asked how we would pay for it. Town Manager Jennings stated that unless we borrowed (referendum), it would need to be budgeted for in FY19.

A resident at 22 Schoolhouse Lane stated he has lived there 37 years. About a year and a half ago the water line broke. He said the contractor tore up his

driveway and yard. He thinks it's mostly surface water, still haven't had his yard fixed. Discussed putting in a curb about two (2) years ago.

Councilor McPike asked could anything be done this year. Director Currier stated if we channel the water, there is no place for it to go. No good solution without underdrain and storm drain. Maybe a 2-inch lip along the side of the road. Residents present tonight okay with that.

Mr. Silver of 18 Schoolhouse Lane, asked about getting reimbursed for sewer line. (He was referred to attend the Hampden Water District Board this Thursday at 4 p.m. at the water District.) He said that crowning his driveway would help his situation.

3. NEW BUSINESS

- a. Update on timing for review of Drumlin LLC consultant report regarding post-closure monitoring of Pine Tree Landfill** – *This item will be on the Planning & Development Committee agenda for their August 16, 2017 meeting.*

- b. Review of draft revisions to Bid Procedure Guidelines** – *Manager Jennings gave a summary to the proposed revisions to the bid guidelines. This would give the Town Manager authorization to purchase less than \$10,000.00. The Town would maintain a vendor book. Would circulate bids to at least 3 vendors. The Town Clerk would maintain a file for all purchases made. Hopefully would allow more vendors to the bid process. Town Manager Jennings will work toward August 7 draft, and review to ensure consistency with 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** – *Manager Jennings, stated that in the near term the needs are for (2) two plow trucks, (1) cemetery truck. The real need is for the plow trucks. Mayor Ryder advised to seek financing terms for a 5 year plan. He asked what is coming out of the operating budget. Councilor McPike stated that we are bringing it to the finance committee. Recommendation to finance*

from infrastructure motion moved by Councilor McPike, Councilor Sirois 2nd motion, vote 6 in favor none against. Further financing of Town trucks was discussed.

- d. Review of draft “delete and replace” Solid Waste Flow Control Ordinance** – *Manager Jennings stated that this will allow the Town to prescribe where solid waste haulers take their waste. Right now it states that it all has to go to PERC until 2018. Councilor Sirois made a motion to refer the ordinance to Town Council, seconded by Councilor McAvoy, the vote was six in favor and none against.*
- e. Preliminary consideration of request from Maine Ground Developers regarding potential public acceptance of proposed new (to be constructed) sewer lines in Ammo Park** – *This item was taken up after item 2a. Director Currier stated he had met with Tracy Thibodeau of Maine Ground Developers (Ammo Park) on the sewer line. He described that the sewer lines would need to be inspected when installed, and that other lines would be capped and abandoned. One backflow preventer – if lines remained private. 30-foot easement would be fine. He would recommend waiver of sewer connection for the lot near the force main since it could not tie in to a force main. May want 2nd opinion re line abandonment, if we had each building use and would bill each building based on Hampden Water District records. Mr. Thibodeau stated would leave structures in place. Looking to replace 859 feet of lines and would prefer Town to take over infrastructure. Director Currier stated we would have Woodard and Curran review. Would check if single backflow preventer is all that is needed. Town inspects construction. Town Manager Jennings asked if all properties were on public water. Mr. Thibodeau stated that they were. Mayor Ryder made a motion to accept plans of Ammo Park subject to Woodard and Curran review and Director Currier acceptance. This was seconded by Councilor Wilde. The vote was unanimous.*
- f. Review of draft amendments to Cemetery Ordinance** – *Manager Jennings stated the initial issue is the signage on artificial flowers, since it was not in the ordinance. Would like to see the Ordinance revised to reflect current practices. Director Currier stated that on June 15th artificial flowers were pulled. Decorations get torn or blow away. He would like to add location for plantings. Photos were circulated. Mayor Ryder asked why June 15th why not the fall? No different than potted plant that dies. Manager Jennings referred to September 10th in the ordinance, June 15th has been the current practice for some time. Councilor McAvoy stated there ought to be a standard for the number of decorations allowed. Councilor McPike explained about the UV toll*

on artificial flowers. Councilor Cormier stated that September is good. Manager Jennings stated about the no dogs allowed, signage. Mayor Ryder stated there is a sign that says "clean up after dogs". Director Currier stated he thinks it's disrespectful having dogs in a cemetery. Councilor Wilde stated he thinks that less restrictions in this area the better.

- g. Report on status of DPW personnel attainment of Class 2 commercial driver's licenses** – Mayor Ryder stated that last year, while people were out sick there was limited personnel on who could drive what truck. Manager Jennings and Director Currier agree with objective of getting all DPW personnel to hold Class 2 licenses. Manager Jennings stated that it is already in job descriptions, in some cases upon hiring and in other cases it provides the Town the ability to establish a timeline within which new hires must obtain their Class 2 licenses.

Manager Jennings asked about bidding out mowing for 2018. Councilor Sirois asked why not cemeteries? Councilor McPike asked will it free up people from mowing. Director Currier stated that one mower has a Class A license, 30 years. Councilor McAvoy asked are we trying to shift duties. Director Currier said this would reduce by 1 temp employee for the summer. Councilor McPike stated he was in favor. We have people out mowing lawns. Councilor Sirois stated that you outsource because it can be done cheaper, or to reallocate resources.

- h. Proposed policy regarding Town employee use of Town vehicles** – Mayor Ryder stated that this has been discussed several times over the last several years. What it boils down to is the foreman's use of a town vehicle. Councilor McPike stated he has a problem with municipal vehicle use. Director Currier explained that the foreman is first response to calls after hours for hazardous material on road – we have 2 hours to report spills to DEP. Additionally, he would see what other personnel is needed. It's response time to the after-hours calls. Mayor Ryder asked if the foreman is on call every other week. Does it rotate? Director Currier stated that it has not rotated since he's been here (2 years). Mayor Ryder stated the foreman gets the call, meets someone at the garage. Councilor McPike asked if the foreman is on call every weekend. Mayor Ryder asked why have a Town vehicle to go back and forth to lunch? Director Currier stated that the Foreman calls somebody in if needed. The Police call him 2 -3 times a week. Councilor McAvoy asked if the Foreman goes out decides how to handle it? Director Currier stated that the foreman needs to see the situation. Councilor Wilde stated when someone is on call, they should have a vehicle. Councilor McPike stated that someone should not be on call all the time.

Councilor Wilde stated if he's on call, I have no problem with him taking the Town truck home. Councilor Cormier asked if we should wait until personnel turnover. Councilor McPike asked if we should clarify on call responsibilities. Manager Jennings asked if the Committee would like next year's budget to break out the foreman's use of the vehicle as a separately budgeted expense. Councilor McAvoy asked how frequently the foreman gets called in. Director Currier stated about 2 -3 times a week. Councilor McAvoy stated he would like to see 6 month of the GPS data for that pickup. Councilor McPike asked about correlating the vehicle to on-call, not to a specific employee. Councilor Wilde stated what are the on-call rules under Federal labor law? Manager Jennings to verify pay needed if employee is on call.

- i. Update on addition of new customers to sewer billing based on reconciliation of sewer accounts with Water District accounts** – *Manager Jennings stated that this is still in the research stage, we have a hand full of customers that have buildings in the sewer service area that are not being charged. Letters would be mailed out stating a sewer charge will be imposed. This is something staff is working on.*

4. PUBLIC AND STAFF COMMENTS

- a. Correspondence from MDOT regarding FY18 Local Road Assistance Funds** – *Director Currier stated that the annual report is due by August 1st.*

- 5. COMMITTEE MEMBER COMMENTS** – *Councilor McAvoy asked about Rte. 69 project (State). Director Currier stated that is supposed to be next year. Councilor McPike comments re good side of the road mowing is this year. Sewer update for I/I issues and update on the camera. Director Sean update the Committee on the T.V. the sewer system, and a few issues they have found. Director Currier thanked the Committee for coming to the Public Works Garage last week.*

6. ADJOURN

There being no further business, the meeting was adjourned at 8:18 p.m.

Respectfully Submitted,
Angus Jennings, Town Manager



Angus Jennings <townmanager@hampdenmaine.gov>

2017 Northern Border Regional Commission Grant Program Status

1 message

Smith, Andrea <Andrea.Smith@maine.gov>

Mon, Aug 14, 2017 at 9:48 AM

To: Angela McLeod <angelamcleod78@gmail.com>, Angus Jennings <townmanager@hampdenmaine.gov>, Bill Bayreuther <bill@billbayreuther.com>, Bruce Brierley <selectmen@fairpoint.net>, Dell Emerson <wescogus@yahoo.com>, Douglas Greene <dgreene@auburnmaine.gov>, Edward Barrett <ebarrett@lewistonmaine.gov>, Edward Peter Paul <epeterpaul@micmac.nsn.gov>, Frank Kearney <frank@piutilities.com>, Heidi Dionne <heidi.dionne@jackmanme.net>, James Fortune <james@cranberryisles-me.gov>, Joseph Short <jshort@northernforest.org>, Julie Corey <jcorey@nmdc.org>, Julie Jordan <ewced@outlook.com>, Karen Brace <karen@camdenmaine.gov>, Karen Cullen <planner@hampdenmaine.gov>, Lincoln Jeffers <ljeffers@lewistonmaine.gov>, Michael Aube <maube@emdc.org>, Peter Crichton <pcrichton@auburnmaine.gov>, Robert Clark <rclark@nmdc.org>, "Rodney C. Lynch" <planner@town.rockport.me.us>, Vicki L Rusbult <vrusbult@emdc.org>
Cc: "Smith, Andrea" <Andrea.Smith@maine.gov>

Good morning,

Thank you for submitting your application for funding to the Northern Border Regional Commission's 2017 Economic & Infrastructure Development grant program. I am writing to inform you that your project was not selected for an award.

This year was a particularly competitive year for NBRC funding: the NBRC Federal-State partnership received 25 applications from Maine that requested over \$7.4MM in funds. Unfortunately, the NBRC had only \$2.2MM to distribute throughout the State. You will receive official communication on the status of your application, directly from NBRC, within the next week or so.

Thank you for your interest in the Northern Border Regional Commission Program.

Take care,

Andrea

Andrea K Smith

Director, Tax Incentive Programs

DECD – Office of Business Development

59 State House Station

Augusta ME 04333-0059

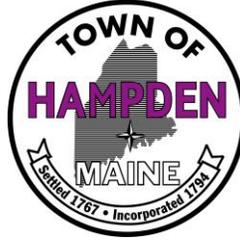
Phone: (207) 624-9813

Fax: (207) 287-8070

E-mail: andrea.smith@maine.gov
www.maine.gov/decd

Confidentiality Notice: This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure, or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy/delete all copies of the original message.

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: August 24, 2017
RE: Update on MDOT Route 1A and Grist Mill Bridge projects

On August 7 Director Currier and I, along with Jamie Holyoke from the Water District and several other utility representatives, attended a Utility Pre-Coordination Meeting hosted by MDOT to discuss bridge design and underground utility impacts associated with the highway and bridge work (to begin construction in 2019).

We have been well aware of the Town's responsibility for costs associated with the replacement of the sewer main and force main associated with the bridge replacement, including associated engineering costs. We have also been aware of the required 10% local match to the highway reconstruction costs (est. at \$4.65M, with Hampden's share being \$465,000), which voters authorized via borrowing at the November 2016 referendum. We received borrowing authorization for up to \$600,000 which was intended to cover some amount of unknown costs above the 10% match.

Unfortunately, at the August 7 meeting, we learned that the Town's cost exposure is greater than we had previously been informed.

The attached document was the focus of review during the meeting, alongside the current draft plan set. The document identifies locations where known or potential conflicts exist between the location of existing utilities and the proposed location of new utilities (especially stormwater infrastructure). My marked-up copy identifies forty locations where it appears that an adjustment to the location of existing sewer manholes (shown on the table as "SMH") may be required. There are additional notations where the location of existing sewer mains appear to conflict with the proposed design.

The Town of Hampden bears cost responsibility for either utility relocations or for repairs if existing utilities are damaged during construction, including associated engineering costs.

Needless to say, we are unhappy that this information was not provided to us by MDOT prior to August 7, especially considering that we executed a tri-party agreement with MDOT regarding the 10% local match in early 2016, and we have been corresponding with them and with BACTS on the 1A project for years (including leading up to the 2016 referendum). A current thread on a public works email listserv (excerpts enclosed) illustrates that Hampden is not alone in being surprised. (The Water District, which bears the same cost exposure where conflicts exist with their infrastructure, was also surprised).

We have directed Woodard & Curran to prepare a Task Order associated with the engineering work we'll need related to the 1A highway project, distinct from the Grist Mill Bridge (which is already under contract). The estimated engineering costs are \$13,000; however, due to the indeterminate nature of the work, this will be undertaken on a time and materials basis.

It is too soon to say what our cost exposure may be regarding the actual physical changes that may be needed. However I wanted to bring this to the Committee's attention now that it is known to us.

Separate from this expense, we have also directed Woodard & Curran to prepare a Task Order associated with the review of CCTV footage to identify potentially necessary sewer repairs that are within the geographic scope of the Route 1A project. The estimated engineering costs are \$10,000; however, due to the indeterminate nature of the work, this will be undertaken on a time and materials basis.

One of the judgment calls we'll need to make, at some point, is whether to have MDOT's contractor make the necessary utility adjustments in the field, at our cost, or whether to separately contract for the utility adjustments. We expect that the latter approach would be less costly, but could also require significantly greater staff time. As we continue to work with MDOT on this project Director Currier and I will develop a proposed strategy for financing and completing this work.

Another policy question we'll need to address will be whether to propose that the costs associated with potential sewer main and manhole relocations be funded entirely from sewer revenues, or whether some of the funding may appropriately come from the General Fund because the costs are driven by a non-sewer project.

This memo is primarily informational, and I am not requesting the Committee to make decisions on these questions at this time.

Station	Station	Side	Conflict	Possible Resolution
17+25	to 20+75	Rt.	6" UD too close to water main (o/s & poss. Depth)	
18+20		Lt.	Adjust SMH top (cut 1' +/-)	
20+59		Lt.	Adjust SMH top (6" +/-)	
22+00	to 22+75	Rt.	6" UD too close to water main (o/s & poss. Depth)	
22+75		Lt.	CB stub inlet crosses sewer main	sewer should be deep enough
22+87		Lt.	Adjust SMH top (6" +/-)	
23+00		Lt.	UD crosses water main	
23+25	to 26+75	Rt.	12" UD too close to water main (o/s & poss. Depth)	
25+00		Rt.	CB close to water main	should be ok
25+40		Lt.	Adjust SMH top (add 2.5' +/-)	
27+60		Rt.	UD crosses water main, 4' to bottom UD pipe	should be ok
27+85		Lt.	Adjust SMH top (add 2' +/-)	
29+50		Rt.	SMH missing on cross sections	
29+95		Lt.	UD crosses sewer main (crossing to pump station)	
30+00		Lt.	SMH missing on cross sections (shows at 29+50)	
30+00		Lt.	Adjust SMH top (6" +/-)	
30+43		Lt.	Adjust SMH top (6" +/-)	
30+50		Lt.	UD crosses sewer main (crossing to pump station)	
30+50		Rt.	GR crosses sewer main (crossing to pump station)	
30+50		Rt.	SMH missing on cross sections	
31+30		Lt.	UD crosses water main (water main crosses to district lot)	
31+80		Rt.	Unknown electric MH (next to 18: drainage outfall)	
32+50	to 33+50	Lt.	GR crosses sewer main & SMH	adjust SMH or GR
33+40		Lt.	Adjust SMH top (add 2' +/-)	adjust SMH or GR
33+50	to 34+75	Rt.	new bridge/sewer conflict	
34+60	/ 130+70	Rt.	Adjust SMH top (6" +/-) (Dudley Road)	
34+75	/ 130+50	Rt.	GR crosses sewer main (Dudley Road)	
34+80	/ 130+25	Rt.	Adjust SMH top (6" +/-) (Dudley Road)	
35+00		Lt.	GR crosses sewer main	
35+00		Lt.	UD crosses sewer main and outlet pipe end	should be ok
35+00	/ 131+25	Rt.	18" RCP crosses sewer main (Dudley Road)	
35+00	/ 131+40	Rt.	GR crosses sewer main (Dudley Road)	
35+10	/ 131+25	Rt./Lt.	18" RCP crosses water main (Dudley Road)	
35+15	/ 130+50	Rt./Lt.	Adjust SMH top (6"-1' +/-) (Dudley Road)	
35+50	/ 110+50	Rt./Lt.	4' deep ditch cut crosses water main, may compromise cover	install culvert to sustain cover
35+50	/ 110+50	Rt./Lt.	4' deep ditch cut crosses hydrant	relocate hydrant
36+00	/ 140+40	Rt.	24" RCP crosses water main (Coldbrook Road)	
36+10		Rt.	3' deep ditch cut crosses water & sewer main, may compromise cover	extend drive culvert
36+50		Lt.	CB/UD close to water main, CB doesn't show in cross sections	
37+64		Rt.	Adjust SMH top (6" +/-)	
38+25		Lt.	CB close to water main, CB doesn't show in cross sections	
39+75	40+50	Rt.	6" UD too close to sewer main & SMH(o/s & poss. Depth)	
40+15		Lt.	CB close to water main, CB doesn't show in cross sections	
40+15	41+60	Lt.	12" UD too close to water main (o/s & poss. Depth)	does this need to be 12"? o/s back 2'
40+16		Rt.	Adjust SMH top (6" +/-)	
41+50	45+40	Rt.	6" UD sandwiched between/on top of sewer mains (gravity and force) and SMH's	adjust UD offset
41+50		Rt.	18" RCP outlet pipe crosses sewer mains (gravity and force) and SMH's	
41+60		Lt.	CB/Outlet pipe on top/through/ too close to water main (o/s & poss. Depth)	lower outlet pipe to below main
41+60	43+40	Lt.	12" UD too close to water main (o/s & poss. Depth)	
42+80		Rt.	Adjust SMH top (6" +/-), UD shown through SMH, SMH missing on cross sections	
43+40	90+30	Lt.	Inner water main abandoned in place	label accordingly
43+40		Lt.	12" UD crosses water main	

44+40		Lt.	CB stub inlet crosses water main	water main should be deep enough
44+54		Rt.	Adjust SMH top (6" +/-), UD shown through SMH	
46+00		Rt.	18" RCP outlet pipe crosses sewer mains (gravity and force) and SMH's	
46+10		Lt.	CB stub inlet crosses water main	water main should be deep enough
46+15	47+40	Rt.	6" UD too close/stacked on top of of sewer main	
46+30		Rt.	Adjust SMH top (6"-1' +/-)	
47+55		Lt.	CB stub inlet crosses water main	water main should be deep enough
48+50		Lt.	CB stub inlet crosses water main	water main should be deep enough
49+88		Rt.	Adjust SMH top (6" +/-)	
50+50		Lt.	CB stub inlet crosses water main	possible conflict
51+75		Lt.	CB stub inlet crosses water main	water main should be deep enough
53+30		Lt.	CB stub inlet crosses water main, CB inlet doesn't show on cross sections	possible conflict?
53+30		Rt.	Adjust SMH top (6" +/-)	
54+65		Lt.	CB stub inlet crosses water main	water main should be deep enough
54+65		Rt.	24" outlet pipe crosses sewer main	
55+00		Rt.	Adjust SMH top (6" +/-)	
55+00		Lt.	12" UD crosses sewer main (susnet ave feed)	
56+00		Rt.	18" RCP outlet pipe crosses sewer main	
56+05		Lt.	CB stub inlet crosses water main	water main should be deep enough
56+20	68+70	Rt.	6" UD too close to sewer main & SMH's(o/s & poss. Depth), UD missing on cross sections 57+16 to 61+90	shows daylight SG 65+75 to 68+00
56+60		Rt.	Adjust SMH top (6" +/-)	
57+00		Lt.	CB stub inlet crosses water main	water main should be deep enough
58+20		Lt.	CB stub inlet crosses water main	water main should be deep enough
60+50		Lt.	CB stub inlet crosses water main	water main should be deep enough
61+70		Lt.	CB stub inlet crosses water main	water main should be deep enough
63+81		Rt.	Adjust SMH top (6" +/-) , UD shown through SMH	
64+50		Lt.	CB stub inlet crosses water main	water main should be deep enough
65+60		Lt.	relcoate hydrant	
65+60		Lt.	CB stub inlet crosses water main, CB inlet doesn't show on cross sections	
66+25		Lt.	CB stub inlet crosses water main	water main should be deep enough
66+34		Rt.	Adjust SMH top (6" +/-) , UD shown through SMH	
68+05		Rt.	Adjust SMH top (6" +/-) , UD shown through SMH	
69+00		Lt.	CB stub inlet crosses water main, CB inlet doesn't show on cross sections	
70+10		Lt.	12" UD crosses sewer main (sunrise lane feed)	
70+10		Rt.	12" UD crosses sewer main (sunrise lane feed)	
70+10		Lt.	does sunrise lane water main connect from old to new main?	
70+50	73+50	Rt.	12" UD too close/stacked on top of/through sewer mains and SMH's	
71+27		Rt.	Adjust SMH top (6" +/-) , UD shown through SMH	
72+60		Lt.	CB stub inlet crosses water main	possible conflict
73+50		Lt.	CB stub inlet crosses water main	water main should be deep enough
73+50		Rt.	18" RCP crosses sewer main	
73+55	75+75	Rt.	12" UD too close/stacked on top of/through sewer mains and SMH's	should this be 6"? (at start of run on top of hill)
73+60		Rt.	does carver road\ water main connect from old to new main?	
73+81		Rt.	Adjust SMH top (6"-1' +/-), UD shown through SMH	
75+78		Rt.	Adjust SMH top (6"-1' +/-), UD shown through SMH	
77+00		Rt.	Adjust SMH top (6"-1' +/-), UD shown through SMH	
78+67		Rt.	Adjust SMH top (6"-1' +/-), UD shown through SMH	
79+10		Lt.	CB stub inlet crosses water main	water main should be deep enough
79+50	86+50	Rt.	12" UD too close/stacked on top of/through sewer mains and SMH's	move UD towards CL 1'
80+50		Lt.	CB stub inlet crosses water main	water main should be deep enough
81+10		Lt.	CB stub inlet crosses water main	water main should be deep enough
81+23		Rt.	Adjust SMH top (6"-1' +/-), UD shown through SMH	
83+10		Lt.	15" UD crosses sewer main (Francis Drive feed)	

83+10		Rt.	6" UD crosses sewer main (Francis Drive feed)	
83+23		Rt.	Adjust SMH top (6"-1' +/-), UD shown through SMH	
83+30		Lt.	CB stub inlet crosses water main	water main should be deep enough
85+00		Rt.	Adjust SMH top (6"-1' +/-), UD shown through SMH	
87+50		Rt.	18" RCP outlet pipe crosses sewer main	
87+60	88+20	Rt.	6" UD too close/stacked on top of/through sewer mains and SMH's	adjust back 1-2'
87+70		Lt.	CB stub inlet crosses water main	water main should be deep enough
88+06		Rt.	Adjust SMH top (6"-1' +/-), UD shown through SMH	
89+50		Lt.	12" UD crosses sewer main	
90+00		Lt.	CB stub inlet crosses water & sewer main	water and sewer main should be deep enough
90+50		Lt.	Adjust SMH top (6"-1' +/-)	
90+50		Lt.	where does sewer go? Could be cross pipe conflict on old county road	
90+90	91+75	Rt.	6" UD too close/stacked on top of/through sewer mains and SMH's & outlet crosses sewer main	
90+94		Rt.	Adjust SMH top (6"-1' +/-)	
92+00		Lt.	18" RCP outlet pipe crosses water main	
92+00		Lt.	CB close to water main	should be ok
92+00		Rt.	18" RCP outlet pipe crosses sewer main	
92+50	93+18	Rt.	6" UD shown on cross sections but not on plans, would be too close to sewer mains and through SMH's	
92+50		Lt.	CB close to water main	should be ok
92+96		Rt.	Adjust SMH top (6"-1' +/-), UD shown through SMH	
96+30		Lt.	CB close to water main	should be ok
97+03		Rt.	Adjust SMH top (6"-1' +/-), UD shown through SMH	
97+03		Rt.	Adjust SMH top (6"-1' +/-)	
98+60		Lt.	18" RCP outlet pipe crosses water main	
98+60		Rt.	18" RCP outlet pipe crosses sewer main	
98+65		Lt.	CB close to water main	should be ok
99+05		Rt.	Adjust SMH top (6"-1' +/-)	
100+40		Lt.	CB close to water main	should be ok
101+50		Lt.	CB close to water main	should be ok
101+55		Lt.	relocate hydrant, UD conflict	relocate hydrant
102+75		Lt.	24" RCP outlet pipe crosses water main	
102+75		Rt.	24" RCP outlet pipe crosses sewer main	
102+80		Lt.	CB close to water main	should be ok
103+80		Rt.	Adjust SMH top (6"-1' +/-)	
105+50		Lt.	CB close to water main	should be ok
106+15		Lt.	UD crosses sewer main (carriage Lane feed)	
106+28		Rt.	Adjust SMH top (6"-1' +/-)	
107+50		Lt.	CB close to water main	should be ok

11
15
14

40

\$32 - 88,000 + unknowns

From: Dexter Utility District
Sent: Thursday, August 24, 2017 11:50 AM
To:
Subject: MDOT projects

Hi All,
Need your help.

Has anyone had experience with Maine DOT doing a project on a street where you have water or sewer lines? Have you had an issue with MDOT making you move lines at District expense? We've already got to pay for having all of the manholes and gate valves and curb stop valves adjusted (only \$60,000). Now they're telling us that, surprise!!!! we're finding that the sewer lines are right where we want to put our drainage pipe and the District is going to have to pay to either move them or repair them if they're damaged by their project.

This, after 2 years of working with their engineers to make sure everything was planned out correctly.

Anyone have any ideas?

Sue Arsenault
Dexter Utility District
25 Main Street
Dexter, ME 04930

The information contained in this message may be privileged or confidential and is intended only for addressee(s). If you receive this message in error, you should not preview, read or otherwise distribute or disseminate the message and should immediately notify the sender, delete the message and destroy any copies.

From: Penny Lowe
Date: Thu, Aug 24, 2017 at 1:03 PM
Subject: RE: MDOT projects
To:

Sue-

We are having to move a sewer line and water line on a bridge that state is replacing. The costs is that of the District's. We have been working with MDOT for the past two years on this project. This is only the beginning for the District as the MDOT is going to rebuild Route #26 (Main Street), that means more expense for the manholes, gate boxes, etc.

Another unfunded state mandate that District's replace or move their water and sewer infrastructure, with our customers having to pay the bill.

If you have any idea's on how we could change this, please let me know.

Good Luck to you.

Penny
Paris, ME

TOWN OF HAMPDEN

The Town of Hampden Hereby Ordains
Proposed Amendments to the Cemetery Ordinance

Deletions are ~~Strikethrough~~ Additions Double Underlined

**TOWN OF HAMPDEN, MAINE
CEMETERY ORDINANCE**

TABLE OF CONTENTS

SECTION 1. CEMETERIES, DEFINITION 2

SECTION 2. DEFINITIONS..... 2

SECTION 3. LOT OWNERSHIP..... 2

SECTION 4. CEMETERY SEXTON..... 2

SECTION 5. PRICE SCHEDULE..... 3

SECTION 6. CARE OF CEMETERY..... 3

SECTION 7. REGULATIONS FOR IMPROVING LOTS..... 3

ADOPTED: Hampden Town Council September 8, 1981
Effective Date: October 8, 1981

AMENDED: Hampden Town Council November 7, 1983
Effective Date: December 7, 1983

AMENDED: Hampden Town Council September 8, 1986
Effective Date: October 15, 1986

AMENDED: Hampden Town Council November 17, 2003
Effective Date: December 17, 2003

AMENDED: Hampden Town Council, 2017
Effective Date:, 2017

TOWN OF HAMPDEN, MAINE

CEMETERY ORDINANCE

Section 1. Cemeteries, Definition

The term cemeteries, as used in this ordinance, shall be construed to include all lands now or hereafter deeded to and accepted by the Town of Hampden for burial purposes including the following locations:

1. Locust Grove (downtown)
2. Riverview (East Hampden)
3. Neally's Corner (Kennebec Road)
4. Lakeview (Western Avenue/Route 9)
5. Old Burial Grounds

Section 2. Definitions

1. **Cemetery Deed** – A document that conveys burial rights, or the right of Interment for a Cemetery Lot. A deed establishes the lot owners and lineage of direct heirs to the lot. The recorded lot owner is determined by the purchaser at the time of the sale. The Cemetery Deed will detail, and not be limited to the following: name of the Cemetery; location of the cemetery lot(s) (row, area/section, plot number and grave or lot number); amount paid; name of person who purchased the lot(s); name of lot owner/grantee; lineage of direct heirs, if applicable; and trustee and witness signatures.
2. **Grave** – An area suitable for the interment of one body, except in the case of parent and child or two infants buried in one casket simultaneously. Further variation may be made in the case of cremations with family lots subject to the placing of markers and upon approval of the Cemetery Sexton.
3. **Lot** – A plot of land approximately 4 feet by 8 feet sufficient for one or more graves.
4. **Resident** – A person who has resided in the Town for at least two years during some point in their life, or is a current resident of the Town.
5. **Grave-stones** – Any stone which marks a grave or grave site.

Section 3. Lot Ownership

1. **Right of Burial** – The term “owner of lot” shall mean an individual who, either through purchase, grant, or transfer, acquired the right and privilege of burial of the dead, of constructing mausoleums and of erecting cenotaphs or other monuments or ornaments in accordance with the provisions of this ordinance as it exists or may hereafter be amended.
2. **Transfer** – The granting, transfer, and sale of lots in municipal cemeteries shall be under the control of the Cemetery Sexton subject to the rules and regulations adopted by the Town Council and the general supervision of the Town Manager. Owners transferring, granting or selling lots in municipal cemeteries must obtain prior consent of the Cemetery Sexton ~~and a Certificate of Transfer from the Town Officer.~~
3. **Purchase** – Any individual wishing to purchase a cemetery lot shall apply to the Cemetery Sexton and then select from those lots available the lot he/she desires to purchase. Upon payment to the Town Treasurer in accordance with the Fees Ordinance, A receipt from the Cemetery Sexton Town

~~Treasurer reflecting payment in accordance with the specified price schedule shall provide a Cemetery Deed serve as a “right of burial”. A Cemetery Deed may be purchased at a time of need, or may be purchased in advance for pre-planning burial arrangements.~~

Section 4. Cemetery Sexton

1. **Appointment** – The Cemetery Sexton shall be appointed by the Town Manager. The sexton shall serve until removed by the action of the manager. He/she shall be responsible to the Town Manager for the control and management of all municipal cemeteries; for the direction of all assistants under his/her direct supervision, and for the administration of the Cemetery Ordinance adopted by the Town Council.
2. **Authority** – The Cemetery Sexton or his/her designated assistants have the authority to enter upon any lot with the necessary equipment for the purpose of improving the appearance and condition of any objectionable object that may have been placed contrary to the regulations of the cemetery; to remove any dead or dangerous tree, shrub, vine, neglected vegetation, ~~or neglected~~ fence, railing or enclosures; and to remove any artificial floral design or decoration ~~pieces~~ not removed by September 10 of each year, ~~may be removed by the Cemetery Sexton.~~

Section 5. Price Schedule

1. Lot Prices

- Lots purchased for non-residents *
- Lots purchased for residents *
- Lots purchased for non-resident infants or cremations *
- Lots purchased for resident infants or cremations *

*Price Schedule and Fees are in accordance with the Town of Hampden Fees Ordinance in effect at the time of purchase.

(Amended: 11-17-03)

2. Interment Prices

- Adult grave opened during weekday *
- Adult grave opened during weekend or holiday *
- Infant or cremation grave opened during weekday *
- Infant or cremation grave opened during weekend or holiday *

*Price Schedule and Fees are in accordance with the Town of Hampden Fees Ordinance in effect at the time of purchase.

(Amended: 11-17-03)

3. Additional Fees

Funerals will pay an hourly fee* for services required by the Town beyond 3:00 P.M. There will be a fee* for the use of the receiving vault by non-residents.

*Services and Fees are in accordance with the Town of Hampden Fees Ordinance in effect at the time of purchase. *(Amended: 11-17-03)*

Section 6. Care of Cemetery

1. **Cemetery Care** – Any person who purchases a lot is required to pay to the Town Treasurer the sum established in accordance with this ordinance as a reasonable amount for the care of said lots. The care of cemeteries shall include the cutting of the grass on the lot at reasonable intervals, the raking and cleaning of the lot, and such work as may be necessary to keep the grave in a neat condition, and

for the care and maintenance of the cemetery; Care by the Town ~~but~~ shall not include maintenance or repair of any monuments, ~~or~~ planting of flowers or shrubs upon any lot, nor shall the Town be responsible to move, replant or replace any real or artificial flowers or decorations in conjunction with the maintenance of said lot.

2. ~~After costs of burial are deducted from the scheduled fees, all remaining monies shall be placed in a capital account for cemeteries. One half of all lot sale fees will remain in a capital account for perpetual lot care. Remaining funds shall be used to offset costs of additional maintenance activities for all Hampden cemeteries.~~

Section 7. Regulations for Improving Lots

1. **Enclosures** - No enclosure of any nature, such as fences, copings, hedges or ditches shall hereafter be erected on any lot.
2. **Grade** – Grave mounds shall not be allowed. No lots shall be raised above the established grade.
3. **Placement** – All flowers/decorations will be placed around the upright monument, or top of the grave. The middle and foot of the grave shall be left clear to allow for maintenance activities.
4. **Care of Trees, and Shrubs, Etc.** – No trees shall be planted in the Town of Hampden cemeteries. ~~or~~ Shrubs shall may be planted in the Town of Hampden cemeteries, or removed without the consent of the Cemetery Sexton.
5. **Grave-stones** – All headstones and monuments shall have a foundation. All graves where interment has occurred shall ~~have~~ be marked by a grave-stone ~~within two (2) years~~. All markers shall be no more than 3 ½ feet in length if a single lot is owned; the Cemetery Sexton may authorize wider markers if more than one adjacent lot is in common ownership, and shall be flush with the surface of the ground and Markers may not require a foundation. The location of all grave-stones and markers shall meet the approval of the Cemetery Sexton.
6. **Permitted and Prohibited Activities** – Lot owners may improve, cultivate and care for their lots and existing trees, shrubs and plants in accordance with ordinance and may utilize sound wood, concrete or metal containers, plants or flowers of such kind or size as do not interfere with the adjacent lots. Owners shall not change the grade of any lot or interfere in any way with the general plan of landscaping of cemeteries, nor add any material to his/her lot which is considered by the Sexton to be unfit for the cultivation of grass.
7. **Application of Ordinance to Undertakers, Etc.** – Undertakers, monumental concerns, contractors, florists or other individuals or corporations working within the cemetery must comply with this ordinance. All work done by such individuals or concerns must be preceded by notice provided to the Sexton, and all work is to be performed under the supervision of, and meet the approval of, the Cemetery Sexton.
8. **Vaults** – The casket must be placed in ~~some sort of~~ a container of permanent character, such as concrete or other suitable material substance.
9. **Trespass** – No unauthorized person shall be allowed upon the grounds after dark.

10. Vandalism – No person shall injure any tree or shrub, or mar any landmarks, marker, memorial or structure, or any way deface the grounds of the cemetery.

11. Disclaimer – The cemetery Town of Hampden shall not be responsible for any theft or damage to ~~anything left~~ items present on the grave lots.

Vehicles – Any person driving in the cemetery shall be responsible for any damage done by his/her vehicle. Speeds of over 10 mph will not be permitted and no person shall drive his/her vehicle upon the lawns.

~~**12. Artificial flowers/decorations** – Artificial flowers and decorations may be installed at the head of the grave from November 1 until June 14. Artificial flowers and decoration which would impede proper maintenance activities shall not be placed upon a graves during the growing season (June 15 to October 31).~~

13. Dogs – Dogs shall not be permitted within cemetery grounds.

**MAINE MUNICIPAL ASSOCIATION*****Risk Management Services***

60 Community Drive
PO Box 9109
Augusta, Maine 04332-9109

Telephone No.

(207) 626-5583
(800) 590-5583 Maine Only
Fax (207) 626-0513

August 18, 2017

Mr. Angus Jennings, Town Manager
Town of Hampden
106 Western Ave.
Hampden, Maine 04444-1428

RE: Loss Control Visit, 08/15/17

Dear Mr. Jennings:

Thank you for meeting with me on Tuesday, August 15, and arranging my survey of the municipal building with Rosemary Bezanson. Afterwards, you and Sean Currier accompanied me while I surveyed the Salt-only shed, Storage Shed, Sand Shed, Public Sand Shed, and the Transfer Station located on the Canaan Road. The purpose of my surveys is to collect current property information to calculate insurable replacement cost and to look for uncontrolled hazards that could have a negative impact on town employees, the general public, the municipal properties, and ultimately on the town's workers compensation or property and casualty insurance contribution. The information I collected has been provided to the Underwriting Department for their review.

During my survey of the Transfer Station I mention my concern for employee interaction with the resident traffic coming in to, accessing the various drop-off locations, and exiting the station. Trying to operate the station with two employees requires them to move quickly and often between the various points within the station. This increases the possibility for a vehicle / employee incident that can result in injury to the employee. The station location does not appear to lend itself to drastic design reconfiguration to reduce vehicle / employee interaction. Implementing a three-person crew at the Transfer Station would allow oversight of each deposit location – recyclables, MSW, and construction debris, while reducing employee exposure to traffic.

The concrete foundation and the wood frame of the Salt-only Shed, are both damaged and in need of repair or replacement. I have made a recommendation to have a contractor assess the building integrity and for the town to plan for the repair or replacement of the building.

I have made a second recommendation for the town to review the Hazard Communication policy for the Town Office to be sure it has all the components required by 29 CFR 1910.1200. During my review of the Safety Data Sheets at the Town Office, I noticed the need to update the Hazard Communication policy and provide employee training. On Friday, August 18, I emailed a sample Hazard Communication policy to you. The town is not required to use my sample, but you are required to provide this policy as a resource to all employees who are exposed or are reasonably expected to be exposed to chemicals in the workplace. The staff will need to be trained on this policy. I am a free resource to you to provide training to your staff on Hazard Communication / GHS at your convenience.

Please respond within 30 days as to what action the town has taken or will take to resolve the four listed issues so that I may update the our file.

If you would like to schedule this training, contact me at your convenience by e-mail at rthomas@memun.org or by telephone, toll free at 1-800-590-5583, extension 2243, or direct dial at 624-0143.

Sincerely,

A handwritten signature in black ink that reads "Robert M. Thomas". The signature is written in a cursive style with a large, stylized initial "R".

Robert M. Thomas
Sr. Loss Control Consultant
Enclosure: Action Plan



60 Community Drive
PO Box 9109
Augusta, ME 04332-9109

Action Plan

Member: Town of Hampden

Loss Control Consultant: Robert Thomas

Key Contact: Angus Jennings, Town Manager

Survey Date: 8/15/2017

The following items requiring attention were noted during my recent visit. These recommendations and proposed completion dates were discussed in detail on 8/15/2017. We agreed the time frames were reasonable. Please indicate your estimated completion dates and return a copy of this form within the next thirty days.

Item Number	Description / Recommendation	Proposed Completion Date	Estimated Completion Date
Location	<u>Public Works</u>		
08-17-01-B	Building Degradation Recommendation: The foundation and framework of the Salt-only building is damaged and appears to be failing. Have a qualified contractor assess the building integrity and make the recommended repairs or replacement to provide a durable and safe building.	12/1/2017	
Location	<u>Town Office</u>		
08-17-02-B	Safety Policy Review Recommendation: The Town Office should review its written Hazard Communication Plan to assure it includes all components as recommended by OSHA standard 29 CFR 1910.1200. The plan must include references to the addition of Global Harmonization System, a list of all hazardous chemicals being used by the employees, name a Program Coordinator who will maintain the program, identify a location where the program, chemical list and SDS will be accessible to all employees 24 hours per day, seven days per week. Training must be documented. A copy of MMA's Best Practice Guide for Hazardous Communication Program Development can be found online at http://www.memun.org/RMS/LC/bestprac/HazCom.pdf for your review and use.	12/1/2017	
Location	<u>Town Office</u>		
08-17-03-B	Training Required	12/1/2017	

Our survey of your operation is to assist you in your loss control efforts. We do not assume responsibility for the discovery or elimination of all hazards that could possibly cause accidents or losses. Recommendations are developed from the conditions observed at the time of the survey and may not include every possible cause of loss. Compliance with these recommendations does not guarantee the fulfillment of your obligation under local, state, or federal law.

Item Number	Description / Recommendation	Proposed Completion Date	Estimated Completion Date
-------------	------------------------------	--------------------------	---------------------------

08-17-03-B

Recommendation:

Employees who are exposed to or are reasonably expected to be exposed to chemicals in the workplace must be trained on the Hazard Communication policy for that department.

This training must be documented and kept on file.

Location

Transfer Station

08-17-04-B

Traffic Exposure

12/1/2017

Recommendation:

The town should review its practice of two employees operating the Transfer Station. This appears to expose employees to frequent traffic / pedestrian interaction, which can lead to injuries to staff.

Our survey of your operation is to assist you in your loss control efforts. We do not assume responsibility for the discovery or elimination of all hazards that could possibly cause accidents or losses. Recommendations are developed from the conditions observed at the time of the survey and may not include every possible cause of loss. Compliance with these recommendations does not guarantee the fulfillment of your obligation under local, state, or federal law.