

Town of Hampden

INFRASTRUCTURE COMMITTEE MEETING

Monday, March 25, 2019

6:00 P.M.

HAMPDEN TOWN OFFICE

AGENDA

1. Approval of Minutes
 - a. February 25, 2019
2. Committee Applications & Citizen Initiatives – None
3. Unfinished Business – None
4. New Business
 - a. Public Works Garage Lift System for Vehicle Repairs and Service – *Request of Public Works Director, Sean Currier*
 - b. Snow on Town Ways being moved onto private property – *Request of Councilor Wilde*
5. Capital Projects Management
 - a. Schoolhouse Lane Contract Award & Notice to Proceed
 - b. Engineering Consulting Services – Woodard & Curran Contract Support of Capital Projects
 - c. Hampden Business & Commerce Park Fire Suppression Waterline
 - d. Town Marina Streetlight
6. Staff Updates & Manager Items
 - a. Coastal Resources of Maine – Certificate of Occupancy Status Update
7. Public Comments
8. Committee Member Comments
9. Adjourn

Town of Hampden

INFRASTRUCTURE COMMITTEE MEETING

Monday, February 25, 2019

MINUTES

Attending:

Councilor Ryder, Chairman

Councilor McAvoy

Mayor McPike

Councilor Jarvi

Councilor Wright

Councilor Wilde

Jim Chandler, Town Manager

Sean Currier, Public Works Director

Chairman Ryder called the meeting to order at 6:00 PM.

1. MINUTES

- a. January 28, 2018 Meeting – A Motion was made by Councilor McAvoy and seconded Councilor Wilde by to approve the minutes. Motion carried – Unanimous.

2. COMMITTEE APPLICATION & CITIZEN INITIATIVES

None

3. UNFINISHED BUSINESS

- a. Transfer Station

- i. Operational Changes – Chairman Ryder introduced the topic and related some of the discussion had with the Town Manager and Public Works Director (in preparing the Meeting Agenda) regarding current efforts to improve the operations and performance by staff at the Transfer Station. Councilor Ryder briefly described the history of prior recommendations to improve the efficiency and safety of operations, and this was supplemented by Sean and Jim. It was noted that the last improvements to the Transfer Station were made in 35 years ago, in 1984 – and the current layout of roads and facilities is not serving the increased population.

Immediate remedies being implemented by staff include the purchase and installation of a small 10x12 entry gate building for staff to use for checking stickers and distributing new educational materials for the changes to the recycling single-sort program being implemented when the Coastal Resources of Maine (CRM) facility begins commercial operations later this Spring. A newly aligned entry road will be designed for construction by the Town as soon as weather permits, with the paving to be included in the upcoming budget along

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with a simple entry gate across the driveway and a new exit to allow for vehicles to return to the road without entering the facility.

Question was asked about providing sand to residents as part of the redesign of the site, and it will be considered by staff as proposals for changes to the physical plant/layout are developed.

- ii. Recycling Practices – This was partially discussed above, but the topic was to reiterate that staff would be working collaboratively with CRM marketing efforts to educate Hampden residents about the benefits of voluntarily sorting recyclable to meet their new acceptance requirements (savings of 50% in tipping fees) once this process begin.

- b. Short Wharf Road Acquisition – Sean reported some survey work has been initiated; however, more information will be available by the March meeting and matter was continued to that date.

- c. MRC – Fiberight Campus
 - i. H. Bouchard Way Acceptance – Jim reported that he and Sean recently met with engineers from CES (at their request) to discuss the current winter operational conditions of the road. Concern is being expressed about the road section through the bog area in that the retrofitted drains appear to be working well, but they've created a freeze-heave effect on the adjacent pavement sections creating 'rollercoaster-like' elevation changes due to the heaving of large sections of pavement between the drains. This will eventually lead to asphalt cracking, premature aging and failure – with significant future repairs and maintenance requirements. Sean indicated he would not recommend the Town consider accepting the road in its current condition. We made clear to CES that a remedy to this problem needs to be identified and implemented prior to road acceptance being proposed by the owner.

Town Staff are working with CES and the owners of the Road (MRC, Inc.) to identify possible solutions. The matter will be brought back to this committee at a future date. Councilor McAvoy raised the concern he continues to have about the Town's agreement with MRC not to require the road be developed under the Town's Subdivision Ordinance, and the lack of any authority to require a surety for the road as defined by that ordinance. Staff has reviewed his interpretation with our attorney and concluded no such authority exists to require 15% of the Subdivision's 15% surety requirement.

The matter will continue to be addressed by staff and updates will be provided to Council when appropriate.

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- ii. Sewer Easement & Occupancy/Commissioning Issues – a number of issues associated with the issuance of an occupancy permit and the acceptance of sanitary sewage from the CRM facility are contingent on a number of issues. Two of the primary concerns relate to the State Fire Marshall’s permitting of the fire suppression system, and the Town’s difficulty in securing an easement for the Town’s sewer collection system located “downstream” of CRM on the Ammo Business Park (owned by Maine Ground Developers). Several meetings are scheduled with staff and outside parties/attorneys in the coming weeks. Updates will be provided at future meetings as appropriate.

4. NEW BUSINESS

- a. Ordinance Prohibiting Private Landowners from creating unsafe driving conditions on Town Ways – Councilor Wilde asked about whether the town had the ability to require private contractors (and by extension during the discussion all adjacent property owners including residential and business driveways) remove snow that is piled at the edge of their properties where it creates unsafe site impairments to drivers at intersections or pulling out of driveways.

Council members discussed the matter with staff and the question was raised by the chair as to whether there was a consensus majority of members present to direct staff to do more research on the matter – with the aim of developing ordinance language for future Council consideration. Going around the table, there was not a majority in favor, so no further action will be taken on this matter at this time.

5. CAPITAL PROJECTS MANAGEMENT

- a. Sewer Collection System Infill & Infiltration (I&I) Study on Mayo Road
Sean and Jim reported on the current challenges posed by the older private systems from homes in this (and other) area of Town, and the illegal discharge of stormwater into the Towns Sanitary Sewer System. These discharges, particularly during storm events, create an unnecessary and undesirable burden on the managed wastewater treatment collections and treatment system.

The Town is working with our Engineering Consultant to develop a proposal to conduct field tests and monitoring to determine the worst locations. This information will lead to a program for Town to implement inspections and apply appropriate surcharges to properties in violation of Town Ordinances.

Remediating the problem is critically important to the Town’s reduction in processing and maintenance costs, and so additional capacity may be recovered in the system that will allow future desired development in impacted areas of Town, like Mayo Road.

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b. Schoolhouse Lane

Sean led a brief discussion of the Bid Process and schedule to award the contract at the March 18th Council Meeting.

c. Route 1A

- i. Road Rehabilitation
- ii. Sewer Replacement
- iii. Grist Mill Bridge Replacement

Jim updated Council on the progress of the design and advertising of this project for bid on March 27th, with an award of Contract by MDOT on April 17th.

d. Western Avenue LAP Sidewalk Project

Project meetings have resumed, and the work is expected to be completed this year, on this short section of sidewalk that has been delayed since the summer of 2011.

e. Town Marina

- i. Parking Lot Lighting

Project was discussed to add a new streetlight at the top of the Town's boat ramp, for the benefit of boaters trailering their boats in the dark. Problem is especially hazardous on nights when a large number of boaters are returning from evening events on the Bangor Waterfront. Councilor McPike made a motion, seconded by Councilor Wright, to refer the matter for positive action by Council at the March 4th Council Meeting – Unanimous.

- ii. Harbor Dredging & Slope Stabilization

Sean briefly discussed the need to be saving for the eventual costs of dredging the channel around the Town's dock and ramp – to maintain the viability of large boat access, particularly during low tides. Suggestion was made to research the previously awarded Chevron Grant for any remaining funds that could be used for this purpose.

f. Hampden Business & Commerce Park

- i. Roads Acceptance

Discussion regarding the Road Acceptance process, as it applies to our own property, and discussion with attorney's have brought us to the point where the Town is ready to accept full ownership and maintenance responsibilities. Discussion about the road, condition, streetlights, utilities. Motion to refer positively the acceptance of the road by Councilor Wilde, seconded by Councilor McAvoy to the March 4th Council Meeting – Unanimous.

- ii. Fire Suppression Water Line

Fire Suppression work moving forward with the alignment along the north side of Route 202 and being managed by the Water District. Some discussion about the TIF agreements and questions raised about the CEA with Sargent. Question answered. Timing was asked and no set time limit was; however, the FW Webb due diligence process actually ended today, and Sargent is okay with allowing concessions in the Sale Agreement, pending the final installation of the new road and the new waterline will ultimately lead to the closing of this deal. Risk is on Sargent – but they are accepting of that, particularly with the Town's efforts to support the construction resulting in the increased water capacity.

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6. STAFF UPDATES & MANAGER ITEMS

- Sean mentioned that the Freeze-Thaw Road Posting was set for March 1st.
- DPW staff has achieved his CDL. One member remains working with his permit to practice for the CDL test.
- Bob Thomas, MMA Risk Manager is visiting to do several inspections of new facilities, including the Salt Shed.
- Announced that Greg Louder was resigning, and the MRC Board was putting an interim director in place until a full search is complete for

7. PUBLIC COMMENTS

8. COMMITTEE MEMBER COMMENTS

Councilor McPike asked about the salting of sidewalks, and Sean informed them it was the current practice of the Town to lay salt as they're plowed.

Eric Jarvi asked about posting plow routes and timing of when the roads would be plowed. The Map was mentioned, but no website information was discussed and the map was not for public information.

9. ADJOURN

The meeting was adjourned at 7:18 p.m.

*Respectfully Submitted,
Jim Chandler, Town Manager*



MEMORANDUM

Item 4. a.

**106 Western Avenue
Hampden, Maine 04444**
Office: 207-862-3034
Facsimile: 207-862-5067

TO: Infrastructure Committee
FROM: Jim Chandler, Town Manager-Treasurer *JNC*
COPY: Sean Currier, Public Works Director
DATE: March 25, 2019
RE: Public Works Equipment Reserve Request – Garage Truck/Equipment Lift

This memorandum requests approval of the expenditure of Reserve Funds, as described below.

Background

Attached is a memorandum from the Public Works Director requesting support of an expenditure of FEMA reimbursement funds, received by the Town for work conducted by the Public Works staff during, and following, the Severe Wind Storm of October 2017. Funds were allocated to the Town for eligible expenses incurred for services provided (wages, benefits, equipment and administrative support) in the form of a reimbursement award. Staff has worked diligently to make the Town eligible for these funds, similar to preparing a Grant Application, and in this case one with a zero-match requirement.

The FEMA funds have been allocated proportionally among the three departments involved in the response, including: Public Safety, Administration and Public Works. The Public Works Director has evaluated the needs of the department and determined the best use of these ‘non-tax revenue’ award funds would be to enhance the efficiency and safety of the service capability for the mechanic – in being able to raise vehicles off the floor and service them in a standing position. The lift system being recommended is identical to one recently acquired by the City of Bangor for their garage. The detailed information is contained in his attached memo.

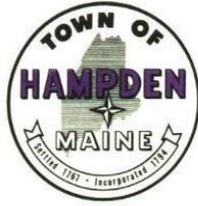
Fiscal Impacts

Per staff and auditor discussions, the FEMA awarded funds were receipted to Reserve Accounts for the above departments, so use requires Council approval. The FEMA award amount allocated to Public Works was \$40,000. No tax dollars are required for purchasing this equipment, and no other planned equipment reserve needs are being displaced. Cost of the recommended lift system is based upon a previously completed solicitation and bid process conducted by our neighbor, the City of Bangor.

Public Works Equipment Reserve	Amount	Applicable Account Number
Beginning Unencumbered Balance	\$ 95,276.04	3-717-00
Stertil-Koni Computerized Lift System	Approximately \$ 40,000	Same
Remaining Available Balance	\$ 55,276.04	3-717-00

Staff Recommendation

Staff recommends the Infrastructure Committee refer to Council for approval the expenditure of up to \$40,000 in Public Works Equipment Reserve funds – for the acquisition of the vehicle and equipment safety lift for use in servicing Town trucks, vehicles and equipment at the Town Garage.



TOWN OF HAMPDEN

DEPARTMENT OF PUBLIC WORKS

106 WESTERN AVE.
HAMPDEN, ME 04444

TEL 862-3337

FAX 862-5067

March 21, 2019

To: Jim Chandler
From: Sean Currier
Subject: 2019 HPW Reserve Request for Portable Lift

The Public Works department was reimbursed for emergency work completed as part of the storm clean up resulting from the wind storm on October 31, 2017. FEMA has reimbursed the Town for services rendered during that event. These funds, in part, have been deposited in the Public Works Equipment Reserve account 3-717-00 in the amount of \$40,000.00.

The existing public works department, at a minimum, maintains approximately (6), six large pieces of equipment, (5) five smaller tractors, (9) light to medium duty vehicles and (7) seven heavy duty plow trucks along with many small support machines and tools. The maintenance duties take place in all seasons but take a secondary role during storm events. The current mechanic also takes on plow duties unless a crucial piece of equipment fails during that event.

Current conditions require the mechanic to use a creeper and multiple jacks/stands to conduct work on the equipment and heavy duty vehicles as they have better ground clearance. The smaller, light to medium duty vehicles are a challenge to work on.

The City of Bangor published a RFP for portable lifts during 2016 and 2017. The results of those RFP's averaged a cost proposal of approximately \$39,000 for (4) portable hydraulic lifts to work on their equipment. They purchased four lifts the first year and four more compatible lifts the following year. These lifts communicate with each other wirelessly to coordinate a vehicle lift.

Hampden Public Works has the need for four of the portable lift bases to conduct mechanical duties on the light and medium duty vehicles. This lift set will also raise the heavy duty vehicles as much as the current facility ceiling height allows. The lift system would allow for safer and more efficient mechanical repairs to take place. A single medical claim injury from a welding accident, far outweighs the cost of the portable lift system. The same safety concerns have repeated themselves in recent welding activities.

Public works is requesting authorization to purchase this lift system with FEMA funds vigorously worked for by town staff outside of the current operating budget. Hampden benefits from the bid process already completed by the City of Bangor, thus saving tax payer funds and staff time, to acquire this much needed piece of equipment.

We request authorization up to \$40,000 for the purchase of the Stertil-Koni lift system.

Thank you for your consideration,

A handwritten signature in black ink, appearing to read 'S Currier', written in a cursive style.

Sean Currier



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