

INFRASTRUCTURE COMMITTEE MEETING

6:00 P.M.

Monday, September 28, 2015

HAMPDEN TOWN OFFICE

A G E N D A

1. MINUTES – 8/4/2015 Meeting
2. OLD BUSINESS
 - a. Parking at Lura Hoit Pool and Soccer Field
3. NEW BUSINESS
 - a. Request to use Recreation Clearing account funds – Shelley Abbott, Recreation Director – \$4,215.00 for Boiler Rooms Door Replacement at Skehan Recreation Center; and \$7,455.82 for purchase of replacement mower – Referral from Services Committee
 - b. DPW Director Project Updates
 - a. MS4 Stormwater Permit Compliance / Catch Basin Cleaning
 - b. Route 1A/Main Road North sidewalks
 - c. Transfer Station “Swap Shop”
4. PUBLIC COMMENTS
5. COMMITTEE MEMBER COMMENTS

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INFRASTRUCTURE COMMITTEE MEETING MINUTES
Monday, August 4, 2015

Attending:

Councilor Dennis Marble	Councilor William Shakespeare
Councilor Stephen Wilde	Councilor Terry McAvoy
Mayor David Ryder	Councilor Greg Sirois
Public Works Director Sean Currier	Library Director Debbie Lozito

The meeting was opened at 6 p.m. by Chairman Marble.

1. MINUTES – 06/22/2015 Meeting – The minutes of the June 22, 2015 meeting were reviewed and approved.
2. OLD BUSINESS
 - a. Trackless replacement proposal – Public Works Director – The Committee recommended to the Finance Committee that a new trackless be purchased to replace the old one with financing over two years.
 - b. Snowmobile Club – Permission to cross land to replace bridge – The Committee recommended to the Council that the Snowmobile Club be granted permission to cross over town land to replace the bridge over the Souadabscook Stream.
3. NEW BUSINESS
 - a. Request to use Garage/Transfer Station Reserve Funds for Beneficial Use Permit for Catchbasin Cleaning – Public Works Director – The Committee recommended to the Finance Committee that \$3000 in reserve funds be used to obtain a Beneficial Use Permit for catchbasin cleaning.
 - b. Request to use Garage Modification Reserve Funds for Town Garage DEP Compliance Items – Public Works Director – The Committee recommended to the Finance Committee that reserve funds be used for Town Garage DEP Compliance items in an amount not to exceed \$5,000.
 - c. Request to use Library Reserve Funds – Air Conditioning Repair – The Committee recommended to the Council that Library Reserve funds be used for the repair of the air conditioning system.
4. PUBLIC COMMENTS – None
5. COMMITTEE MEMBER COMMENTS – Mayor Ryder inquired whether all DPW vehicles had the Town Seal on them now. DPW Director Sean Currier said they do. Councilor McAvoy asked about the status of the GPS units in the DPW vehicles. Sean informed the committee that units have been installed in all vehicles. Councilor Sirois inquired whether DPW had sufficient staff and equipment for the upcoming plow season. Sean said he feels the department needs a full-time mechanic and would like to replace the position that was not filled last year following an employee retirement. Councilor Shakespeare informed the Committee that he was contacted by a resident who expressed concern about groups of kids conducting fundraising

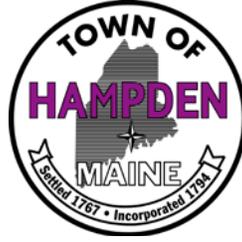
activities at the transfer station. She said she almost hit one of the kids with her vehicle and feels that it is very dangerous for kids to be helping with the unloading of debris and trash in order to raise money for their organization.

Respectfully submitted –

Sue Lessard
Interim Town Manager

Denise Hodsdon
Town Clerk

Town of Hampden
106 Western Avenue
Hampden, Maine 04444



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

TO: Town Council Infrastructure Committee (Dennis Marble, Chair)
FROM: Angus Jennings, Town Manager
DATE: September 24, 2015
RE: Notes for Infrastructure Committee Meeting of September 28

The following notes are provided in preparation for Monday evening's meeting. Where noted, supporting materials are attached. Public Works Director Sean Currier and Recreation Director Shelley Abbott will be in attendance to support the discussion of items related to each department.

Parking at Lura Hoit Pool and Soccer Field

This item was added to the agenda in response to concerns that have been raised regarding occasional public parking on Western Ave. during times of peak usage of this facility (generally, Thursday evening and Saturday morning to midday).

Following the opening of the Rec Department's Mini Sports and Beginner Kicks soccer programs on Thursday, September 10, when attendance was both high and concentrated (i.e. common arrival times), operational changes were made to reduce overflow parking. Additional "no parking" signage was installed on the south side of Western Avenue; and orange cones were placed on the north side of the road at the Pool driveway, the crosswalk and Evergreen Drive to provide adequate separation of parking from pedestrian and vehicular access points to ensure sight distance. I have met with Chief Rogers and he reports that his officers have not expressed safety concerns regarding the current parking situation, since the noted changes. He will plan staffing appropriately to ensure officer availability for scheduled events expected to draw many participants, such as a soccer tournament the weekend of October 3-4.

For the 2016 program, timing for soccer programs will not be included in the registration flyer, but instead will be provided post-registration once Recreation staff knows overall attendance. This will allow staff to stagger program start times to minimize parking shortages and overflow.

Since the Committee's discussion of this matter on June 22 (meeting minutes linked [here](#), see pg. 2), there has been further discussion, including with Woodard & Curran,

regarding site constraints and potential options to expand impervious cover on the town building and pool site.

We will look forward to the Committee's discussion of this matter.

Recreation Clearing Account Funding Request

Per the direction of the Services Committee, multiple bids were solicited for both items requested for funding. In each case, lower prices were proposed.

MS4 Stormwater Permit Compliance / Catch Basin Cleaning

On September 23, the Town's Stormwater Management Team (Sean Currier, Kyle Severance, Myles Block and me) met with our consultant Phil Ruck of SEE, Inc. We reviewed the Town's Plan Year 2 (FY15) MS4 Annual Report submitted to Maine DEP on September 14 (a copy of which is attached). In general, the Town is in good shape regarding implementation of its stormwater plan and compliance with EPA/DEP requirements.

One item that does require attention is the need for cleaning of 74 catch basins, as well as the need for structural repairs to 4 catch basins. We'll update the Committee on Monday regarding this work, including discussing potential funding options with the goal of getting the work done this fall.

Route 1A/Main Road North sidewalks

As was also discussed at your meeting on June 22, the Town is in coordination with Maine DOT regarding improvements to Main Road North, including addition of sidewalks, once the current sub-surface work is complete.

The engineering work to date has not contemplated widening of the bridge south of Coldbrook and Dudley Road. Widening would be required in order to install sidewalks in this location, and engineering work would need to proceed in the next year if sidewalk construction in this location is to be included in the anticipated referendum question in November 2016. This item is included for discussion on Monday's agenda.

Transfer Station "Swap Shop"

Correspondence has been received, attached, regarding the "swap shop" at the DPW transfer station. Staff concerns have also been raised regarding this issue, including regarding safety, the impact of the facility on DPW staff time, and potential liability associated with the facility. This item is included for discussion on Monday's agenda.

Town of Hampden
RECEIVED

SEP 21 2015

Office of the
Town Manager

Recreation Department-Skehan Recreation Center

To: Town Manager Angus Jennings; Infrastructure Committee 9/28/15
From: Recreation Director Shelley Abbott
CC:
Date: 9/21/2015
Re: Additional Boiler Room Replacement Quotes-Skehan Recreation Center

Comments: I am requesting to use Recreation Clearing account number 1-199-01 for the purpose of the following items:

Boiler Rooms Door Replacement-Skehan Recreation Center

Set of metal double doors accessing the boiler room are currently rusted through. HHA LLC. is requesting replacement of this set of doors at our expense, per the triple net lease. Quotes Attached.

PDQ Door	\$4215.00
Overhead Door- Metal swing doors not part of product line	
Dependable Door-phone no longer in service	
Exactitude Hardware Consultants	\$2850.00*
*does not include lock, disposal, finish paint, or grouting of frame, see attached quote	
Carmel Door –no return phone call, message left 9/15/15	

Thank you for consideration of this request.

Shelley Abbott
Recreation Director



MAIN OFFICE:
 589 Main Road North
 Hampden, Maine 04444
 800-734-1401 pdqdoor.com

Estimate

Date Estimate #
 9/3/2015 H114915

West Bath Rockport Waterville Houlton

Submitted To: Town of Hampden
 106 Western Avenue
 Hampden, ME 04444

Job Location: Public works
 Skeehan Center

Terms	Rep	Customer Phone	Fax # / Cell #	P.O. # / Job Name
NET 10	Steve	(207) 862-3337	Shawn/478-8396	
Qty	Description			Total
1	Hollow Metal Doors And Frame, 7072, Pair, Nrp Hinges, 12 " x 24 " Bottom Louvers, Lock Set Flush Bolts, Weather Strip, Threshold, And Door Sweeps. Change Out, And Hall Away And Install New.			4,215.00

Additional charges will apply if we determine there is a presence of lead paint on existing doors/openings. Testing will be done on any residential building built prior to 1978.

Total	\$4,215.00
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Trim boards must be installed prior to weatherstripping. Additional charge of \$79.00 to install at a later date.

Additional charges will apply if garage floor is not poured at the time of installation.

All warranties are void if installation is required prior to roof and wall sheathing installation.

CUSTOMER IS RESPONSIBLE FOR ANY WIRING (IE. OUTLETS, HARDWIRING).

Quotes are good for 30 days. All prices are contingent upon site inspection.

*Signature below indicates that you accept the terms of the agreement. All unpaid balances in excess of 30 days will be subject to 1.5% per month late charge plus reasonable collection costs including court fees, service fees, and attorney's fees.

Printed Name: _____ Signature: _____

Hampden Phone #	Hampden Fax #	Hampden Toll Free #	Representative's Email Address
207-947-1899	207-947-1839	1-800-734-1401	

Estimate Submitted By: _____



EXACTITUDE
HARDWARE CONSULTANTS

A DIVISION OF THE COOK & BOARDMAN GROUP, LLC

Town of Hampden
Recreation Department
106 Western Ave.
Hampden, ME 04444
Attn: Shelly

Date: 9-17-15
Project: Boiler Room Doors
Location: Hampden, ME

WE PROPOSE TO FURNISH AND INSTALL THE FOLLOWING MATERIALS:

- 1 Pair Galv. HM Doors RK 707S-18-4 7072 BL (24" x 12")
 - Active Leaf – Prepped For Existing Mortise Lock
 - Inactive Leaf – Prepped For Z-Astragal x ASA Strike x Flushbolts
 - 1 KD Galv. HM Frame 16ga. 8 ¼" 7072 EWA
 - 6 Heavy Weight Hinges MPB68 4 ½" x 4 ½" NRP 26D
 - 2 Flushbolts 555 26D
 - 1 Threshold 276A 84"
 - 1 Weatherstrip 45041CNCB 84" x 86"
 - 2 Door Bottom EPDM 42"
 - Removal of Existing Masonry Filled Frame
 - Installation of New Doors & Hardware
- Lump Sum \$2,850.00

Alternate:

New Cylindrical Lockset in Lieu of Reusing Existing Mortise Lock Add + \$130.00

Excludes:

- Disposal
- Finish Paint
- Grouting of Frame

SALES AND OTHER TAXES NOT INCLUDED IN THIS QUOTATION
TERMS ARE NET 30 DAYS, NO RETAINAGE

ACCEPTED _____

BY _____

DATE: _____

HARDWARE CONSULTANTS

Jason Cyr

Bangor Tractor and Equipment

-visited store on Hammond Street. Requested price. No response

**Town of Hampden
RECEIVED**

SEP 24 2015

**Office of the
Town Manager**

Freedom Power Equipment

-visited store in Freedom Industrial Park. Requested price for Exmark zero turn. Called twice with no response.

Greenway Equipment

-visited store on Hammond Street. Met sales person to see what we needed for a machine. Our needs would be met with a zero turn Z950M John Deere mower. Parts are usually in stock and they provide fast and reputable service. Original price of mower is \$10,889.00.

Price with trade: **\$7,455.82**

Dorr's Equipment

-visited store on Hammond Street. Met sales person to see what we needed for a machine. Our needs would be met with a zero turn Kubota ZG327. The specs are as close to the previously quoted John Deere as possible. Parts are usually not in stock to keep overhead low. Service is questionable by reputation. Original price of mower is \$11,349.00.

Price with trade: **\$7,149.00**

Hammond Tractor

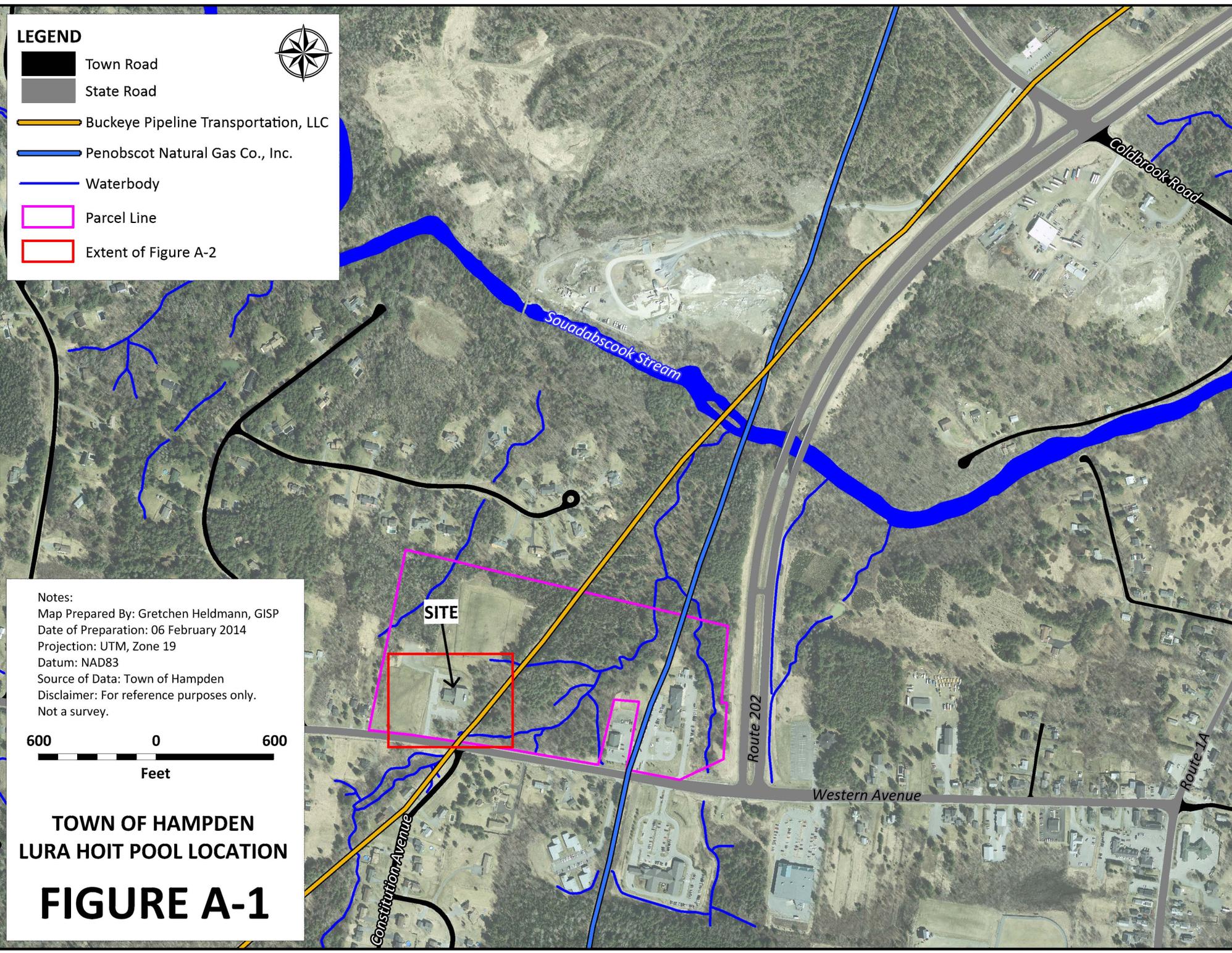
-called store located in Fairfield, Me. Sales person quoted new zero turn Z950M John Deere mower as requested. Parts will be in stock at Greenway Equipment. Original price of mower is \$11,039.00.

Price with trade: **\$4,500.00**

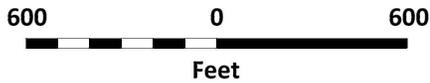
The difference in price from Dorr's Equipment to Hammond Tractor for a similarly equipped mower is \$2,649.00. The difference from Hammond Tractor to Greenway Equipment for the same exact tractor is \$2,955.82. For savings of approximately \$2,650.00, the dealer in Fairfield is worth the distance to the dealership. Parts will be available locally at Greenway Equipment. I am recommending the purchase of the Z950M John Deere Zero Turn mower from Hammond Tractor for the amount of \$4,500.00 (accepting that the trade value is acceptable once they have had a chance to inspect it).

LEGEND

-  Town Road
-  State Road
-  Buckeye Pipeline Transportation, LLC
-  Penobscot Natural Gas Co., Inc.
-  Waterbody
-  Parcel Line
-  Extent of Figure A-2



Notes:
Map Prepared By: Gretchen Heldmann, GISP
Date of Preparation: 06 February 2014
Projection: UTM, Zone 19
Datum: NAD83
Source of Data: Town of Hampden
Disclaimer: For reference purposes only.
Not a survey.



**TOWN OF HAMPDEN
LURA HOIT POOL LOCATION**

FIGURE A-1



Angus Jennings <townmanager@hampdenmaine.gov>

Re: infrastructure meeting

1 message

Kyle Severance <gisit@hampdenmaine.gov>

Tue, Sep 22, 2015 at 3:38 PM

To: Sean Currier <publicworks@hampdenmaine.gov>, Angus Jennings <townmanager@hampdenmaine.gov>

I recommend we discuss this at the stormwater meeting tomorrow at 10am. This has been a 'hot topic' for many municipalities and regulated entities that must comply with a MS4 permit. We can hear from our consultant, Phil Ruck, what others are doing and brainstorm an approach.

From the inspections that took place about two months ago, we have 74 catch basins that are at least 50% full of silt and 4 that have recommended follow up for other reasons.

Kyle Severance

GIS/IT Specialist | Town of Hampden, Maine

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

On Tue, Sep 22, 2015 at 2:15 PM, Sean Currier <publicworks@hampdenmaine.gov> wrote:

Angus, Not sure how many items we would like to bring to one meeting but per our MS4 permit we need to maintain our catch basins that have a sufficient amount of sediment in them. We did not do any last year so this year the list has increased. I believe (Kyle correct me if I am wrong) that we have approximately 60 to clean. To my knowledge, we have no stormwater funding source outside of the reserve account that was put together with the closing of the Pine Tree Landfill. The account is becoming depleted and im not sure of the funding source for stormwater going forward. I believe it is approx. \$200/hr to have a company suck out our cb's. They should be able to get to 8-10 a day on average putting the cost around \$15,000.00. Would you have an idea where this \$ could come from? I had no input in the current budget but this is part of our permit compliance. any input would be appreciated.

I assume that I would be able to get 3 quotes since it would be on an hourly charge with a suggested number of basins covered per day?

Do we put this to infrastructure with a suggested solution?

Thanks,

Sean

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



PY2 MS4 Annual Report

For

The Town of Hampden
106 Western Avenue, Hampden, ME 04444
(207) 862-3034



Prepared By

Stillwater Environmental Engineering, Inc.

September 14, 2015

Philip L. Ruck P.E., President

TELEPHONE: (207) 949-0074

EMAIL: pruck@stillwaterenv.com

WEBSITE: www.stillwaterenv.com



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1 Municipal Stormwater Team

Coordination among all municipal departments is essential to an effective Stormwater Management Plan (SMP). To facilitate this coordination Hampden relies on a Municipal Stormwater Team, which is comprised of representatives from most of the Town's municipal departments. This team ensures proper implementation of this plan along with all MS4 related BMPs. The team meets a minimum of quarterly to discuss whether revisions are necessary in order to maintain the effectiveness of this Plan. The Stormwater Team also ensures that all Hampden employees receive regular training concerning the contents of this Plan. See **Table 1** below for a list of Municipal Stormwater Team members.

1.1 Hampden Stormwater Plan Committee

Table 1: Municipal Stormwater Team Members

Name	Title	Phone
Susan Lessard*	Town Manager	(207)862-3034
Bob Osborne*	Town Planner and Stormwater Coordinator	(207)862-6527
Sean Currier	Public Works Director	(207)862-3337
Dean Bennett	Economic Development Director	(207)862-3034
Myles Block	Code Enforcement Officer	(207)862-4500
Jason Lundstrom	Fire / Building Inspector	(207)862-4500
Kyle Severance	GIS / IT specialist	(207)862-4500
Philip Ruck, P.E.	SEE, Inc., Engineering Consultant	(207)949-0074
<p>*As of PY3, This person is no longer employed by the Town of Hampden. The following staff transitions took place during PY2: Angus Jennings is now the Town Manager. Sean Currier is now the Stormwater Coordinator. Dean Bennett is now also the Town Planner in addition to Economic Development Director.</p>		

1.2 BASWG Stormwater Management Plan

As previously approved by MDEP, many MS4 program compliance activities are done on a regional scale. These activities are described in the BASWG regional SMP. In addition, annual reporting for PY2 for regional activities has been submitted under separate cover to MDEP. Please refer to report details in the BASWG PY2 report that pertain to Hampden's compliance. The primary focus of regional activities is limited to MCM 1, MCM 2, and MCM 6.

2 Municipal Stormwater Management Plan PY2 Compliance Report

Table 2: PY2 Compliance Summary Table

MCM 1: Education and Outreach	Compliance Status (complete / incomplete / exceeds)
BMP1A. Municipal Outreach Program	Complete
BMP1B. Municipal Media Resources	Complete
BMP1C. Privately-owned Pool Owner Outreach	Complete
MCM 2: Public Involvement and Participation	Compliance Status
BMP2A. Household Hazardous Waste/Universal Waste Disposal	Complete
MCM 3: Illicit Discharge Detection and Elimination	Compliance Status
BMP3A. Watershed Based Storm Sewer System Infrastructure Map	Complete
BMP3B. Non-Stormwater Discharge Ordinance	Complete
BMP3C. Dry Weather Outfall Inspection Program	Complete
BMP3D. Open Ditch Illicit Discharge Program	Complete
BMP3E. Failing Septic Systems	Incomplete
BMP3F. Non-Stormwater Discharges (Hydrant Flushing)	Complete

MCM 4: Construction Site Stormwater Runoff Control	Compliance Status
BMP4A. Notification	Complete
BMP4B. Regulatory Mechanism and Documentation	Complete
BMP4C. Construction Site BMP Inspection and Maintenance	Complete
MCM 5: Post Construction Stormwater Management	Compliance Status
BMP5A. Post-Construction Discharge Ordinance	Complete
BMP5B. Post-Construction BMP Inspection and Maintenance	Complete
MCM 6: Pollution Prevention/Good Housekeeping for Municipal Operations	Compliance Status
BMP6A. Operations At Municipal Grounds and Facilities	Complete
BMP6B. Municipal Employee Training	Complete
BMP6C. Street Sweeping	Complete
BMP6D. Storm Drain System Cleaning	Complete
BMP6E. Maintenance and Upgrading of Stormwater Conveyance System	Complete
BMP6F. Trash Management Program	Complete
BMP6G. Municipal Pool Discharge Option For Chlorinated Water	Complete
BMP6H. Road Salt Application and Storage	Complete
BMP6I. Used Oil Recycling	Complete



3 MCM1: Public Education And Outreach

3.1 BMP1A - Municipal Outreach Plan

The Town continued to provide education and outreach to its municipal officials during PY2.

- **Stormwater 101 sessions for Town Council Members**

- A Stormwater 101 session was held on June 1, 2015. All Town Council members, as well as all department heads and several Town residents attended the one hour training session. The training focused on general MS4 program basics.

- **Public works SPCC training**

- A SPCC training was conducted in late PY2 for the Town's Public Works Facility. This training covered the facilities SPCC plan which details spill prevention and ways to avoid the contamination of stormwater by above ground oil storage. A sign-in sheet and the contents of the presentation can be made available upon request.

Compliance Status: Complete

Responsible Party:

- Sean Currier - Stormwater Plan Coordinator

3.2 BMP1B - Municipal Media Resources

The Town relied on several existing municipal media resources (listed below) to disseminate education and outreach materials to its residents. These resources allowed the Town to enhance education and outreach efforts occurring through regulated MS4s on both a statewide and regional basis.

Hampden provided stormwater news and education materials to Town residents using the following media resources in the Town:

- **Stream Cleanup Posters in the Town Hall**

- Three posters describing the Hampden event were placed near entry-ways at the Town Hall.

- **Cable Access**

- A PowerPoint slide of the event was shown on local cable access in the weeks prior to the cleanup.

- **Stream Cleanup article in the BDN**

- A press release for the BASWG was placed in the BDN activities page of their website prior to all the cleanup events.

- **Stenciling pictures on Bangor Area Stormwater Group (BASWG) Facebook page**

- Several pictures of the stenciling event were posted on the BASWG Facebook page. The posting was boosted on Facebook and reached thousands of views.

- **Slides of Stream Cleanup on Town Facebook page**

- A slide show created from pictures of the cleanup event was posted on the Town's Facebook page. The posts reached 1000 views.



- **Staff presentations to local groups**

- GIS/IT coordinator presented to the local Girl Scout troupe discussing the importance of clean water (14 attended).

Compliance Status: Complete

Responsible Party:

- Bob Osborne - Stormwater Plan Coordinator

3.3 BMP1C - Privately-owned Pool Owner Outreach

During PY2 the Town continued to perform preliminary research on available pool discharge options from other MS4 communities. No other actions were required during PY2 per the Town's SMP.

Compliance Status: Complete

Responsible Party:

- Bob Osborne - Stormwater Plan Coordinator



4 MCM2: Public Involvement and Participation

4.1 BMP2A - Household Hazardous Waste/Universal Waste Disposal

Many municipalities, including Hampden, in the Bangor area have developed and implemented a regional household hazardous waste (HHW) collection program. In previous years the annual collection event typically occurred in October of each year and was hosted by the Bangor Public works facility. During PY2 the City of Bangor decided to discontinue the annual regional event.

During PY2 the Town stormwater team evaluated alternatives to the discontinued regional event in Bangor. Based on their review they have identified other HHW disposal options for Hampden residents. These options include:

- **Waste gas, oil, and petroleum disposal;**
 - State and local programs are available.
- **Waste paints;**
 - The state has a “Paint Care” program.
- **E-wastes.**
 - Electronics End offers several drop-off programs during the year.

The Town also continued to implement its existing recycling program and universal waste collection program during PY2. A summary of solid waste management activities can be made available upon request.

Compliance Status: Complete

Responsible Party:

- Sean Carrier - Stormwater Plan Coordinator



5 MCM3: Illicit Discharge Detection and Elimination

5.1 BMP3A - Watershed Based Storm Sewer System Infrastructure Map

Hampden developed and refined a watershed based storm sewer system infrastructure map during previous two MS4 permit cycles. The Town utilizes both an AutoCAD-based system and a Geographic Information System (GIS) to manage all MS4 related storm sewer system components. Significant improvements to the Town's GIS were started during PY2 and are expected to be completed in PY3. The Town's Stormwater Infrastructure Map can be found in the Town's electronic database and GIS system.

Hampden has done a number of revisions to the Storm Sewer Infrastructure map including:

- **Locations of all stormwater catch basins**
 - 423 catch basins were inspected during PY2 and all locations were confirmed.
- **Locations of all surface and subsurface stormwater infrastructure including direction of in-flow and out-flow pipes**
 - During catch basin inspections, the location and direction of in-flow and out-flow pipes were confirmed. The collection of this data is ongoing and is expected to be completed by the end of PY3. 2.6 miles of open ditches in this watershed, Sucker Brook, have been mapped to date.
- **Locations of all discharges from stormwater outfalls operated by the Town**
 - 92 outfalls were inspected during PY2 and all locations were confirmed.
- **Hampden has taken steps to work with MDOT to improve mapping of storm sewer interconnections between the municipally owned and DOT owned systems**
 - The Town GIS specialist requested that MDOT staff identify all MDOT owned and operated infrastructure within the Town's municipal boundary.

Compliance Status: **Complete**

Responsible Party:

- Kyle Severance - GIS/IT Coordinator



5.2 BMP3B - Non-Stormwater Discharge Ordinance

As required by MDEP during the initial MS4 Permit (2003 - 2008), the Hampden Town Council adopted a Non-stormwater Discharge Ordinance in 2008. During PY2 the Town: evaluated all outfalls in the Town (92) for illicit discharges during their annual MS4 dry weather inspections.

- **Evaluated all mapped outfalls (92) for potential illicit discharges**
 - No illicit discharges were detected and no actions were taken during PY2.

Compliance Status: Complete

Responsible Party:

- Myles Block - Code Enforcement Officer

5.3 BMP3C - Dry Weather Outfall Inspection Program

As required by the MS4 permit, the Town performs annual dry weather inspections of all identified stormwater outfalls within the regulated urbanized area (UA) of Hampden. The inspection program is designed to identify potential illicit discharges with the Town's regulated MS4, and is a critical component for minimizing stormwater pollution to receiving water bodies. During PY2, the Town opted to inspect all outfalls within the municipal boundary and not just the UA.

As per the SMP, Hampden must have:

- **Continue to perform existing dry weather outfall inspections**
 - 92 outfalls were inspected, 18 of which were found to have flow. These outfalls were then screened for field parameters according to the Town's IDDE Plan. Based on screening results, nine outfalls were further tested for E. coli. E. coli results were low enough to not require testing for human bacteroides.
- **Complete this program at a minimum in the Sucker Brook Watershed**
 - All mapped outfalls in the Town were inspected.
- **Train stormwater team members in the inspection program as necessary on how to conduct and record dry weather inspections**
 - Two Hampden staff attended a regional training at Maine Air National Guard Base on April 7, 2015.
- **Document inspection results in a database management system or other record keeping system**
 - All inspection results have been filed in the Town's environmental compliance folder which is on a shared network drive. All inspection results can be made available upon request.

Compliance Status: Complete

Responsible Party:

- Sean Currier - Public Works Director



5.4 BMP3D - Open Ditch Illicit Discharge Program

During the previous MS4 permit cycle, the Town mapped all of the municipally owned open ditch system within their identified priority watershed of Sucker Brook. This information is included in the Town's GIS, along with the other stormwater management components required by the MS4 permit. During PY2, the Town opted to inspect all ditches within the municipal boundary and not just the priority watershed.

- **Perform inspections to detect illicit discharges in its open ditch system within the highest priority watershed**

- 20 mapped open ditches were inspected during PY2 in the Town's priority watershed. No illicit discharges were identified during inspections. All inspection results can be made available upon request.

Compliance Status: Complete

Responsible Party:

- Sean Currier - Public Works Director

5.5 BMP3E - Failing Septic Systems

During PY2 the Town stormwater team began to review their existing list of identified septic systems within the municipality which are 20 years old or older. This list will be confirmed and also included in the Town's GIS by the end of PY3.

Compliance Status: Complete

Responsible Party:

- Myles Block - Code Enforcement Officer

5.6 BMP3F - Non-Stormwater Discharges (Hydrant Flushing)

Hampden relies on the Town's Water District for the flushing of all municipally owned fire hydrants located within the Town's regulated MS4 area. Water District personnel are currently aware of the requirements of the MS4 permit with regard to allowable and non-allowable non-stormwater discharges.

As per the SMP, Hampden must have:

- **Actions taken to improve hydrant system**

- All hydrants have been mapped and added to the Town's GIS system.
- The Hampden Water District, in cooperation with the Town, developed a Standard Operating Procedure (SOP) and prioritized hydrant locations for potential flushing exceedances.

- **Water Quality Report**

- All available water quality data collected during flushing activities is available upon request.

Compliance Status: Complete

Responsible Party:

- Sean Currier - Public Works Director



6 MCM4: Construction Site Stormwater Runoff Control

6.1 BMP4A - Notification

As required by the MS4 permit, the Town will notify construction site developers and operators of the requirements for registration under the Maine Construction General Permit or Chapter 500. Contractors conducting excavation activity in Shoreland areas of the municipality shall have a person certified by MDEP in erosion control practices at the site pursuant to M.R.S. 38 439-B.

Hampden continued to comply with the MS4 permit in PY2, and provided notification to construction site developers for applicable projects in PY2.

- **Construction projects within the Town which met the requirements for notification during PY2**
 - One project occurred in PY2 that was greater than one acre in size. Applicants were notified on the site plan review application of all MCGP or Chapter 500 requirements and also given and “Erosion and Sediment Control” brochure developed by MDEP.

Compliance Status: Complete

Responsible Party:

- Myles Block - Code Enforcement Officer

6.2 BMP4B - Regulatory Mechanism and Documentation

The Town will continue to enforce an existing program, to reduce pollutants in any stormwater runoff to the MS4 from construction activities that result in a land disturbance of greater than or equal to one acre within its urbanized area.

Construction ordinances for erosion and sedimentation control and stormwater management can be found in *Article 4* of the Town's Zoning Ordinances and are available upon request.

Hampden continued to rely on their existing program to address construction site runoff which includes provisions for erosion and sedimentation control and stormwater management. One project occurred in PY2 which was greater than one acre in size.

Table 3: Hampden Construction Activities

Construction Activity	Location	Description
Site development associated with the construction a new church, Calvary Apostolic.	Accessible from Perry Road and Route 202	Approximately 2 acres of disturbance, new construction

Compliance Status: Complete

Responsible Party:

- Myles Block - Code Enforcement Officer



6.3 BMP4C - Construction Site BMP Inspection and Maintenance

To maintain the effectiveness of construction site stormwater control BMPs, regular inspection of control measures is essential.

Hampden has inspected applicable construction sites for compliance with the MCGP or Chapter 500 requirements, as required by the General Permit.

Hampden CEO staff inspected the Calvary Apostolic Church four times to date. Inspections were made using mobile devices and electronic reports were generated for each site visit. After an initial failed inspection, the CEO contacted MDEP for assistance.

Table 4: Construction Site Inspection Results

Site	Inspection Results
Calvary Apostolic Church	Electronic forms can be made available upon request.

Compliance Status: Complete

Responsible Party:

- Myles Block - Code Enforcement Officer



7 MCM5: Post Construction Stormwater Management in New Development and Redevelopment

7.1 BMP5A - Post-Construction Discharge Ordinance

During the previous MS4 permit cycle (2008-2013), the Hampden Town Council adopted a Post-Construction Stormwater Management Ordinance in 2009. As required by the MS4 permit, the Ordinance had a retroactive effect date of July 1, 2009. During PY2 the Town continued to enforce their post-construction ordinance.

- **Summary of all applicable post-construction sites**

- Only one post-construction site, Chickadee Lane (located west of route 9), disturbed more than one acre within the urbanized area, and discharged to the Town's MS4.

Compliance Status: Complete

Responsible Party:

- Myles Block - Code Enforcement Officer

7.2 BMP5B - Post-Construction BMP Inspection and Maintenance

To maintain the effectiveness of municipally owned post-construction stormwater control BMPs, regular inspection of control measures is essential. The Town will ensure that post-construction stormwater management BMPs discharging to its MS4 are operating effectively to reduce the potential for stormwater pollution entering receiving water bodies.

The Town of Hampden has ensured that owners or operators of post-construction stormwater BMPs discharging to its regulated MS4 provide proper certification of proper BMP function, as required by the General Permit.

The Town owns and operates the Chickadee Lane stormwater management system. During PY2, the Town hired a qualified 3rd party inspector to inspect all municipally owned stormwater BMPs at the site to ensure they were functioning properly.

- **Summary of all post-construction inspections for MS4 permit compliance**

- The inspection was completed on June 24, 2015, and no significant issues were identified. Routine maintenance to maintain vegetation in sparsely seeded areas was noted along with minor sediment accumulation in the catch basins. A copy of the inspection report can be made available upon request.

Compliance Status: Complete

Responsible Party:

- Myles Block - Code Enforcement Officer



8 MCM6: Pollution Prevention/Good Housekeeping for Municipal Operations

8.1 BMP6A - Operations at Municipal Grounds and Facilities

During the previous MS4 permit cycle (2008 - 2013) Hampden developed O & M Plan for all activities that occur within the Town on municipally owned property that have potential to impact stormwater runoff.

- **During PY2 the Town continued to evaluate their O&M Plan to maintain its effectiveness**
 - Revisions are currently in progress and are to be completed by the end of PY3.

Compliance Status: Complete

Responsible Party:

- Sean Currier - Public Works Director



8.2 BMP6B - Municipal Employee Training

Hampden provides municipal employee training on an as needed basis. The training programs focus on municipal activities occurring within the Town's regulated MS4 that have a potential to impact stormwater runoff. Typical municipal operations with this potential have been identified in the O & M Plan in BMP 6A.

Town of Hampden has implemented as necessary employee training programs to reduce stormwater pollution potential from municipal operations.

A summary of all municipal training conducted during PY2 can be found below:

A Stormwater 101 session was held on March 24, 2015 for the Hampden Public Safety Department. Seven personnel attended the 1.5 hour training session. The training focused on general MS4 program basics with an emphasis on IDDE and spill response reporting.

The Maine Air National Guard Base hosted a regional training program at their Civil Engineering Department conference room on April 7, 2015 for the BASWG. The program focused on a variety of pollution prevention and good housekeeping topics, including:

- Stormwater infrastructure inspections (e.g. catch basins, outfalls, and open ditches);
- Spill prevention and response;
- Inspection data management; and
- Field safety procedures.

The training was provided by SEE and over 30 municipal and facility staff (including two from Hampden) attended. MDEP staff also attended the event and participated in discussions during the training. The classroom portion of the training lasted approximately 90 minutes, followed by a 60 minute field trip around the Base facility. A copy of the Powerpoint training program and sign in log can be provided upon request.

Compliance Status: Complete

Responsible Party:

- Sean Currier - Public Works Director



8.3 BMP6C - Street Sweeping

Hampden employs a regular street sweeping program in the Town on all municipally owned roads and parking lots. Through an agreement with the Maine Department of Transportation (MDOT), the Town also sweeps state owned roads that are identified using the Road Surface Management System (RSMS). This system allows the Town Public Works to prioritize maintenance activities, including street sweeping to minimize stormwater runoff pollution potential.

The Town of Hampden performed street sweeping of all municipally owned and certain State owned roads, as soon as possible after snowmelt, and as necessary later in the spring.

Based on annual evaluations of the street sweeping activities, the Town made modifications to the winter road and parking lot maintenance program. These changes are detailed as part of the chloride reduction plan submitted to MDEP on July 31, 2015.

Compliance Status: Complete

Responsible Party:

- Sean Currier - Public Works Director

8.4 BMP6D - Storm Drain System Cleaning

Hampden's stormwater management system primarily consists of a system of open ditches, catch basins and interconnecting storm drains that collect runoff and discharge to a total of approximately 93 outfalls. The system includes both municipally owned and MDOT owned infrastructure. There are approximately 423 municipally owned catch basins in the regulated urbanized area of the Town.

- **The Town continued to inspect and clean as necessary storm drains in the storm sewer system in PY2**
 - 92 outfalls were inspected during PY2.
 - 423 catch basins were inspected during PY2.
 - All 20 mapped open ditches in the Town's priority watershed of Sucker Brook were inspected.

Based on the results of the PY2 inspections, approximately 69 basins were found to have sediment accumulation greater than 50% of the sump depth. The Town has budgeted to clean all identified basins in PY3. A summary of all inspections can be made available upon request.

Compliance Status: Complete

Responsible Party:

- Sean Currier - Public Works Director



8.5 BMP6E - Maintenance and Upgrading of Stormwater Conveyance System

Hampden's stormwater conveyance system primarily consists of a system of open ditches, catch basins and interconnecting storm drains that collect runoff and discharge to a total of 93 outfalls.

- The Town of Hampden evaluated and implemented a maintenance schedule for conveyances, structures and outfalls owned and operated by the MS4.
 - As a result of PY1 and 2 inspections, the Town developed a priority list (high, medium, and low priority) of maintenance items for PY3. This list can be made available upon request.

Compliance Status: Complete

Responsible Party:

- Sean Carrier - Public Works Director

8.6 BMP6F - Trash Management Program

During PY2 the Town continued its existing waste management program including recycling of cardboard and paper goods. The Town also collects universal waste which is collected and disposed of by a licensed contractor.

- **Summary of the report and any program changes based on annual evaluations:**
 - The Town continued its existing solid waste management strategies in PY2. As of the preparation of this report a summary of solid waste activities reported to the State has not been prepared.

Compliance Status: Complete

Responsible Party:

- Sean Carrier - Public Works Director

8.7 BMP6G - Municipal Pool Discharge Option for Chlorinated Water

The Town owns and operates one municipal pool, the Lura Hoit Pool, located on Route 202.

Annual maintenance activities were performed as necessary in PY2. The Town has continued to discharge the Lura Hoit Pool to the sanitary sewer system during all maintenance.

Compliance Status: Complete

Responsible Party:

- Sean Carrier - Public Works Director



8.8 BMP6H - Road Salt Application and Storage

The Town will continue to perform annual winter road maintenance activities on all municipally owned roads and a portion of State owned roads in the urbanized area. Material storage and application practices for winter maintenance activities will be evaluated on an annual basis and modified as necessary to minimize stormwater pollution potential.

- During PY2 the Town continued to apply sand and salt on all municipally owned roads and a portion of State owned roads in the urbanized area. Material storage and application practices for winter maintenance activities were evaluated and no modifications were made to the existing program.
- During the winter of 2014-15 the Town used approximately 1,090 tons of salt.
- During PY2, the Town made modifications to the winter road and parking lot maintenance program. These changes are detailed as part of the chloride reduction plan submitted to MDEP on June 30, 2015.

Compliance Status: Complete

Responsible Party:

- Sean Currier - Public Works Director

8.9 BMP6I - Used Oil Recycling

The Town will continue document the approximate amount of waste oil recycled each permit year.

Four 55 gallon drums were filled and transported to a local garage for use in a licensed waste oil burner during PY2.

Compliance Status: Complete

Responsible Party:

- Sean Currier - Public Works Director



Angus Jennings <townmanager@hampdenmaine.gov>

Fwd: Hampden Rte 1A project 11577.00/18644.00

1 message

Sean Currier <publicworks@hampdenmaine.gov>

Thu, Sep 24, 2015 at 11:40 AM

To: Dean Bennett <economicdevelopment@hampdenmaine.gov>, Angus Jennings <townmanager@hampdenmaine.gov>

FYI, see below for Rt1a project info.

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

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

From: **Moulton, Rhobe** <Rhobe.Moulton@maine.gov>

Date: Wed, Sep 23, 2015 at 11:59 AM

Subject: Hampden Rte 1A project 11577.00/18644.00

To: "Sean Currier (publicworks@hampdenmaine.gov)" <publicworks@hampdenmaine.gov>

Cc: "Rowe, Laurie" <Laurie.Rowe@maine.gov>, "Carleton, Derrick" <Derrick.Carleton@maine.gov>

Hi Sean

Per our phone conversation, attached is the Preliminary Design Report as well as the minutes from the first public meeting held June 25, 2012. This will give you the background of the project to the point where we shelved it. As I mentioned, there will be some slight modifications to the design as far as the subgrade is concerned and we may look for opportunities to have more open drainage than previously designed. Once we get the project back up and underway for the final design and have clearer direction, we'll be scheduling another public meeting to update. In the meantime, I will check on the status of any future bridge plans and let you know.

For your information, cc'd in this email is the utility coordinator for this project – Derrick Carleton. Any of your utility concerns should be directed to him.

If you have any further questions or concerns, don't hesitate to contact me.

Thanks

Rhobe

Rhobe Moulton

Project Manager II

Maine Department of Transportation

24 Child Street

16 State House Station

Augusta, ME 04333-0016

207-624-3391

207-592-6058 cell

rhobe.moulton@maine.gov



2 attachments



MEETING+PRELIMINARY+PUBLIC.TIF
1757K

 **Signed PDR.pdf**
959K



Angus Jennings <townmanager@hampdenmaine.gov>

Re: Swap Shop Parking Proposal

1 message

Angus Jennings <townmanager@hampdenmaine.gov>

Thu, Sep 17, 2015 at 12:07 PM

To: Stephen Wilde <wildetowncouncil@hampdenmaine.gov>

Cc: David Ryder <rydertowncouncil@hampdenmaine.gov>, William Shakespeare

<shakespearetowncouncil@hampdenmaine.gov>, Dennis Marble <marbletowncouncil@hampdenmaine.gov>,

Gregory Sirois <siroistowncouncil@hampdenmaine.gov>, Terry McAvoy

<mcavoytowncouncil@hampdenmaine.gov>, Sean Currier <publicworks@hampdenmaine.gov>

I've got placeholders for discussion of both the Swap Shop and the Lura Hoit parking issue on the 9/28 Infrastructure Committee agenda. Both Sean and Shelley will be in attendance relative to the pending request for allocation of Recreation Clearance account funds, so this will be a good opportunity to also discuss these other items.

If at any point a Councilor has a request for an agenda item on a future agenda, just let me know. As each Committee and Council meeting approaches, I'll work with the respective Chairs to finalize the meeting agendas. Thanks -

On Mon, Sep 14, 2015 at 2:53 PM, Stephen Wilde <wildetowncouncil@hampdenmaine.gov> wrote:

Seems to be making a mountain out of molehill here. One resident complained to Councilor Shakespeare and we discontinued solicitation by non profits due to concerns about safety. Even that move was a little extreme in some of our opinions. Moving buildings and constructing parking lots is over the top for what this little town needs.

If we want to address a more pressing concern we should be talking about the parking issue at the Laura Holt pool with cars lined up the side of the road on Saturdays. That is a real concern and should be addressed prior to anything at the waste facility as we addressed the initial complaint and concern already.

Sent from my iPad

On Sep 14, 2015, at 7:54 AM, Angus Jennings <townmanager@hampdenmaine.gov> wrote:

Thanks Sean. We'll add this to a Council Committee agenda for discussion and be in touch to coordinate timing with your schedule.

On Mon, Sep 14, 2015 at 7:23 AM, Sean Currier <publicworks@hampdenmaine.gov> wrote:

Good Morning, As I do not know the proper solution to the transfer station swap shop, I offer the following comments:

1) To revise the fence in any capacity within the area defined as the Transfer Station, would require a permit modification process through the State of Maine.

2) The diagram as drawn (see attached from a Hampden resident) would put parking over the existing DPW facility leach field and septic tank.

3) I have posted notices within the swap shop and on the exterior stating what should not be left and after reviewing the contents of the building this morning, it is not being adhered to.

This building is a significant source of time commitment to the DPW staff and a dump site on non-demo debris weekends. People are leaving pesticides, propane tanks, broken child car seats and many other items that are broken and will not be utilized. I ask how many residents actually utilize this building for a respectful purpose? I do believe the swap shop is great idea and a benefit to some of the community. As currently being utilized, it is a source of drain to the public works staff and a place to deposit a substantial amount of unusable items. I ask for recommendations going forward.

Sincerely,

Sean

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

On Sun, Sep 13, 2015 at 11:25 PM, <dynatec@midmaine.com> wrote:

Not sure which committee this should go to for consideration.

A councilor brought up some concerns over traffic flow at the Transfer Station.

I offer this as a possible solution.

One Way Swap Shop Parking Proposal for Improved Safety and Traffic Flow.

Main Disposal Traffic would continue to use the Main Exit.

See attached sketch.

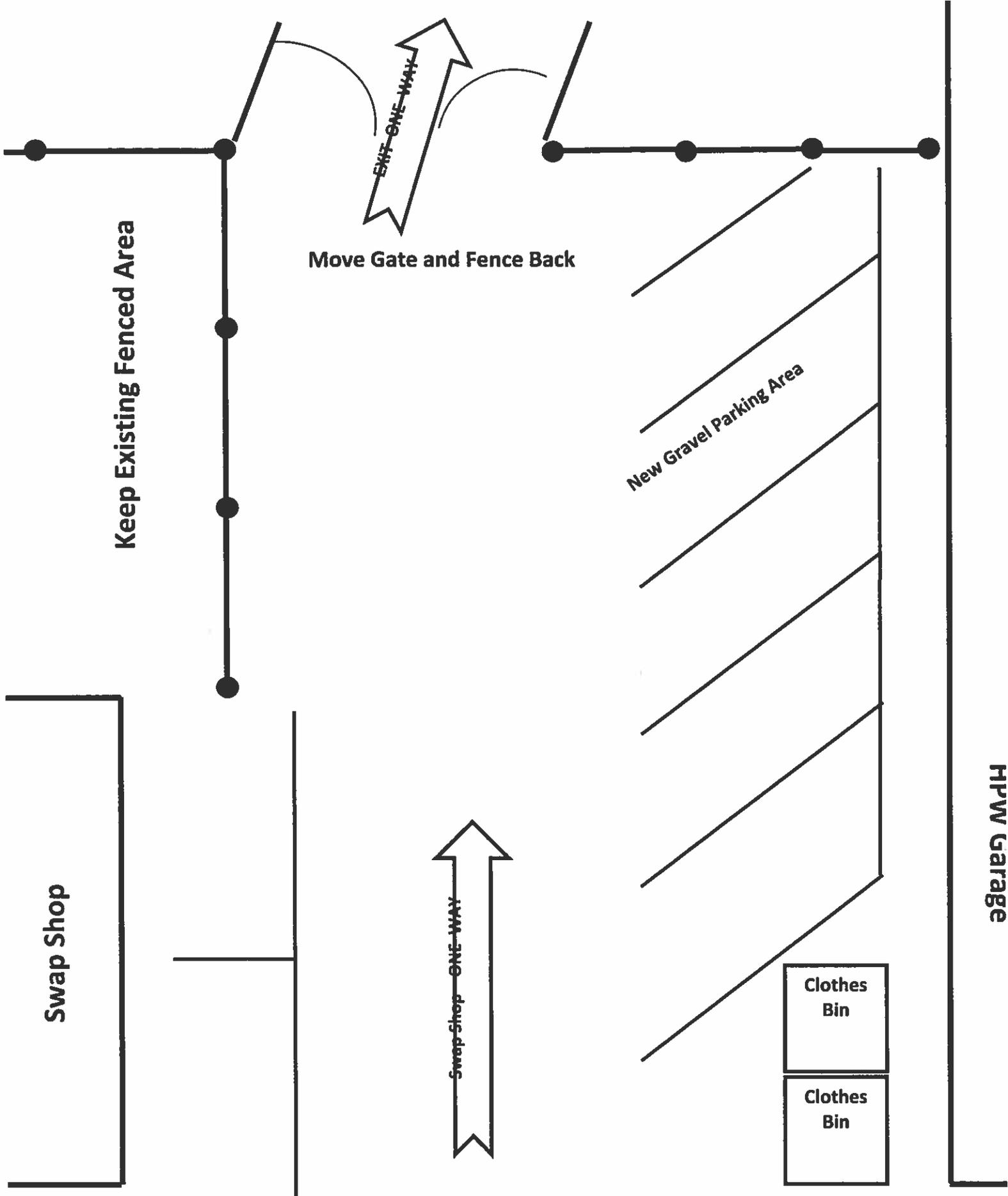
Thank you.

Respectfully submitted,
Jeremy W. Jones
72 Partridge Rd.
Hampden

--

Angus Jennings
Town Manager

Town of Hampden
106 Western Avenue



Keep Existing Fenced Area

Move Gate and Fence Back

New Gravel Parking Area

Swap Shop

Swap Shop ONE-WAY

EXIT ONE-WAY

Clothes Bin

Clothes Bin

HPW Garage

Swap Shop Parking Modification Proposal for Improved Safety and Traffic Flow
 (Main Disposal Traffic Continues to Use Main Exit)