

# Town of Hampden

## INFRASTRUCTURE COMMITTEE MEETING

6:00 PM · Monday, April 22, 2019

HAMPDEN TOWN OFFICE

### AGENDA

1. Approval of Minutes
  - a. March 25, 2019
2. Committee Applications & Citizen Initiatives – None
3. Unfinished Business – None
4. New Business
  - a. Proposal to Raise Sewer Rates, and Request for Referral to Town Council for setting of a Public Hearing Date – *Request of Public Works Director, Sean Currier and Town Manager Jim Chandler*
  - b. Public Works Vehicle Replacement Schedule – *Request of Public Works Director, Sean Currier*
    - i. Truck # 14 – Large Dump
    - ii. Truck # 10 – ¾ Ton Utility Pickup Truck
  - c. Public Safety Vehicle Replacement Schedule – *Request of Public Safety Director, Chris Bailey*
    - i. Fire Department 1-Ton Utility Pickup Truck
    - ii. Police Cruiser
5. Capital Projects Management
  - a. Route 1A Road & Sewer Reconstruction Bid Opening
  - b. Engineering Consulting Services – Woodard & Curran Task Support
  - c. Hampden Business & Commerce Park Fire Suppression Waterline
  - d. Town Marina Streetlight
6. Staff Updates & Manager Items
  - a. Schoolhouse Lane Contract Award & Notice to Proceed
  - b. Transfer Station Entrance Improvements
7. Public Comments
8. Committee Member Comments
9. Adjourn

# Town of Hampden

## INFRASTRUCTURE COMMITTEE MEETING

Monday, March 25, 2019

### MINUTES

#### Attending:

*Councilor McAvoy*

*Mayor McPike*

*Councilor Wilde*

*Councilor Marble*

*Jim Chandler, Town Manager*

*Sean Currier, Public Works Director*

*Paula Scott, Asst. Town Manager/*

*Town Clerk*

*Councilor McAvoy called the meeting to order at 6:10 PM.*

#### MINUTES

- a. March 25, 2019 Meeting – A Motion was made by Councilor McAvoy and seconded by Mayor McPike to approve the minutes. Motion carried – Unanimous.

#### 1. COMMITTEE APPLICATION & CITIZEN INITIATIVES

None

#### 2. UNFINISHED BUSINESS

None

#### 3. New Business

- a. **Public Works Garage Lift System for Vehicle Repairs and Service Request of Public Works Director Sean Currier** - Councilor McAvoy requested a detailed report of where the FEMA funds during the 2018 windstorm were allocated, including labor and overtime. His main interest was the remaining funds of \$40,000.00 that was put into Reserve Fund accounts and not into the General Funds account. Town manager, Jim Chandler gave a detailed explanation as to how funds were allocated. Asst. Town Manager, Paula Scott retrieved records of fund allocation. There was further discussion. Explanation was given that the \$40,000.00 was monies requested by the Town Administration for benefit of the town, therefore being considered as a Grant. It was decided by Mayor McPike, Councilor Wilde and Councilor Marble that more time should be scheduled to discuss this matter, and come to an agreement in regards to purchasing the lifts. Town Manager Jim Chandler made mention of a special infrastructure meeting in mid-April to address this business. It was decided by all attending to solicit that request to the Committee Chair and get back to council on that decision.

## Town of Hampden

- b. **Snow on Town ways being moved onto private property – Request of Councilor Wilde** – Councilor Wilde expressed concern of snow being pushed back at the Triangle and Old County Road, and that snow is being pushed onto properties instead of being taken away. This is causing concern for damage to vegetation, driveways and guardrails. Town Manager Chandler presented a map provided by Sean Currier that shows that the snow is visibly being moved onto a public right of way on the Triangle Road, not onto private property. On Old County Road the snow is being pushed around the guardrail, and down into a culvert, and a few small trees were damaged. Councilor Wilde stated that ditches and culverts are being filled with snow, and that is causing damage. Town Manager Chandler’s concern is across the road on Triangle Road where the ditches are not deep enough, especially at the entrance of the condominium complex and up the road where there are large businesses, and ice jamming is a problem. It was agreed that no action be taken as of now. Discussion only.

### 5. Capital Projects Management

- a. **Schoolhouse Lane contract Award & Notice to Proceed**-Award has been made and Notice to Proceed. Project to begin May 6, 2019 at earliest (60 days construction), and completed by July. Councilor McAvoy inquired about savings. Director Currier informed him of the \$15,000.00 savings.
- b. **Engineering Consulting Services – Woodard & Curran Contract Support of Capital Projects** – This item was requested by Councilor Ryder. At the Town Manager Jim Chandler’s request, Councilor Ryder is not at this meeting, so discussion will be deferred until he is present. Decision agreed by all attending.
- c. **Hampden Business & Commerce Park Fire Suppression Waterline** – Town Manager has had meetings with Woodard & Curran’s engineer, Nate, who has been hired by Hampden Water District. They are engineering an alignment of the new water line that is going to be offset from Rt. 202 about 80 feet. The new estimate is \$499,359.00.
- d. **Town Marina Streetlight** – Light is on McLaughlin’s property. Per Town Manager, he will bring future information regarding having the pole in a different location.

### 6. Staff Updates & Manager Items

- a. **Coastal Resources of Maine - Certificate of Occupancy Status Update -** Coastal Resources of Maine is looking to have outside storage. They will have to go to the DEP for approval before the town would agree to that. Fire Marshall and Fire Inspectors are still working with them regarding their fire safety. More discussion will take place as information is received on the policy. Town Manager

## Town of Hampden

Chandler will be attending the MRC meeting, and will share the information he obtains on the First of the month.

#### 4. PUBLIC COMMENTS

None

#### 5. COMMITTEE MEMBER COMMENTS

Councilor Marble inquired about the status with F.W. Webb. Deal was closed on the sale. And we will be moving forward with the project.

#### 6. ADJOURN

The meeting was adjourned at 7:40 p.m.

*Respectfully Submitted,  
Nikole Jensen, Administrative Assistant*



Memorandum

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

TO: Infrastructure Committee  
FROM: Jim Chandler, Town Manager *JNC*  
COPY: Sean Currier, Public Works Director  
DATE: April 22, 2019  
RE: Future Sewer Rate Increase – Proposed Referral to Public Hearing

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The Town needs to consider an increase to the Sewer Rates charged to customers in Fiscal Year 2020.

The Town failed to maintain a fiscally viable Sewer Collections system for more than 20 years, with negative operating and capital improvement balances dating to 1998. This trend was exacerbated in FY-2003 when the practice began of borrowing funds from other sources (primarily the Town's General Fund) to maintain operational viability, while continuing to operate with negative balances that were compounding each year until FY2017.

By not adequately funding the Sewer Budget, with either operating or capital funds; and, by not assessing the appropriate cost increases during those years, the Town was forced increased sewer rates rather dramatically in 2016 and 2017.

- Sewer Fund deficit was prioritized by former Manager Jennings, and rates were increased from \$4.28/100<sup>cf</sup> to \$9.74/100<sup>cf</sup> in February 2016; and again from \$9.74/100<sup>cf</sup> to \$11.60/100<sup>cf</sup> in February 2017.

No rate increase was proposed in 2018; however, the need to increase rates continues as additional major maintenance, repairs, system improvements and capital replacement needs are warranted by the aging infrastructure and development of new users – both residential and commercial – within the area of Town served by the Sewer Collection System.

Information was provided at the April 1<sup>st</sup> Finance-Administration Committee Meeting, and additional discussion materials will be provided for gauging the Committee's interest in referring the matter to a Public Hearing at some point this Spring or Summer.

Items for Immediate discussion include:

- City of Bangor 3.5% sewer rate increase to Hampden – July 1, 2019
- Hampden Sewer Fund owes the General Fund a balance of \$ 350,397 in internally transferred funds – Corrected from the April 1<sup>st</sup> Total, due to Trio error
- Outstanding Debt equals \$ 2,733,810; with another \$2,113,400 borrowing authorized for Rt1A Sewer; Western Avenue & Dewey Street; and Grist Mill Bridge Replacement (funded with General Fund Tax Revenues)
- Lack of adequate staffing costs attributed to the Sewer Division. Proposed FY-20 Public Works & Sewer Fund Operating Budgets will share in costs for the staff required to operate a Sewer

Collections System for the Town of Hampden – as these costs should not be paid by the general tax payer:

- 25% Cost of Public Works Director
- 25% Cost of Administrative Billing Assistant
- 25% Cost of Capital Projects Manager
- 100% Cost of One Equipment Operator
  - Projected Estimates for FY-2020 = \$ 139,807
  - Projected Estimates for FY-2021 = \$ 146,798
  - Projected Estimates for FY-2022 = \$ 154,138
- City of Bangor is finalizing capital improvement costs for their own budgeting purposes for major maintenance and repairs planned for the Wastewater Treatment Plant (WWTP).
  - The Town is responsible for 8.33% of those costs associated with our purchase agreement of 1.5 MGD (million gallons / day) at the WWTP (which is 18 MGD total WWTP Capacity **(Bangor has yet to provide final costs)**)
  - Estimates of these Costs are:
    - FY 2019 = \$ 80,840 (Not Included in Current FY-19 Budget)
    - FY 2020 = \$ 132,393
    - FY 2021 = \$ 70,001
    - FY 2022 = \$ 30,350
    - However, there may be amortization on MMBB borrowing for a portion of the FY-2020 amount, which would lower this total due to Hampden
- City of Bangor WWTP Operating Costs that need to be included in the Complete Cost Model for Sewer Division Operations should include costs for 8.33% of this share

Plan for advertising Spring-Summer 2019 proposed increase:

- April Infrastructure Committee Meeting Referral to Finance-Administration Committee & Town Council – for Advertising of a Public Hearing
- April Sewer Billing – include the proposed rate increase and date of Public Hearing
- May 6<sup>th</sup> Council Referral to Public Hearing
- May 20<sup>th</sup> Sewer Rate Increase Public Hearing
- Effective Date of Proposed Increase is July 1, 2019
- Increase will be reflected in the 3<sup>rd</sup> Quarter bill – sent in mid-November 2019.

Recommended Consideration of a Rate Increase from \$ 11.60 / HCF to an amount between:

- \$ 12.45 / HCF and \$ 13.60 / HCF

depending upon Capital Costs/Debt Burden/System Improvements; and, Council's intent to more accurately charge Sewer customers for Hampden labor costs. Attached is a Worksheet that outlines several possible scenarios, based upon UNDAUDITED calculations. It is worth noting that the past and current Fiscal Year Sewer Fund Revenue projections appear to have resulted in deficits.

FURTHER, THESE AMOUNTS ARE ESTIMATED. Final amount of *Proposed Increase* to be determined after further consultations with the City of Bangor are complete. Potential additional significant increases may result from Bangor WWTP operational costs increases not previously anticipated or captured in previous budgets.

**SUMMARY ANALYSIS of COMBINED OBLIGATIONS**

SOURCE - COMMITMENT	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25	Carried Estimates (FY-19)	TOTAL FY-19+	
<b>TOWN OF HAMPDEN</b>											
Hampden GF Debt	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	65,000.00				365,000.00	
Hampden Major Maintenance & Capital Projects	620,500.00	167,000.00	236,500.00	315,000.00	195,000.00	120,000.00	60,000.00	60,000.00	2,260,625.00	3,247,125.00	
Hampden Long-Term Existing Bonded Debt Payments	458,968.80	358,044.77	399,488.94	472,311.57	472,944.52	469,204.61	448,941.51	381,632.51			
NEW Hampden Long-Term Existing Bonded Debt Payments					87,000.00	87,000.00	87,000.00	87,000.00			
Hampden Prior Labor Transfer	60,000.00	60,000.00	(60,000.00)	(60,000.00)	(60,000.00)	(60,000.00)	(60,000.00)	(60,000.00)		Deducted due to Actual Amount Used Below	
Hampden Sewer Division Costed Labor			139,807.25	146,797.61	154,137.49	161,844.37	169,936.59	178,433.42			
Sewer Fund Operating Amounts - Actual or Estimated	500,642.00	596,510.00	700,000.00	735,000.00	771,750.00	810,337.50	850,854.38	893,397.09		Add 5% / Year from FY-20	
<b>CITY OF BANGOR</b>											
Hampden Responsibility - Capital Projects (Estimated 4/21/19)		80,840.23	132,392.86	70,001.16	30,350.36	30,350.36	30,350.36	30,350.36		434,986.02	
Hampden Responsibility - WWTP Operations @ 8.33%	<b>TBD</b>										
<b>Estimated Increased Annual CAPITAL COSTS ONLY</b>		605,885.00	768,381.80	857,312.73	698,294.88	619,554.97	539,291.87	471,982.87			
<b>Totals for Consideration</b>		1,362,395.00	1,648,189.05	1,779,110.34	1,751,182.37	1,683,736.83	1,587,082.83	1,570,813.37	2,260,625.00	4,047,111.02	
<b>Change from Year-to-Year</b>			285,794.04	130,921.29	(27,927.97)	(67,445.54)	(96,654.01)	(16,269.45)			
<b>Totals For Adjusted TOTAL Operating Needs</b>		756,510.00	879,807.25	921,797.61	1,052,887.49	1,064,181.87	1,047,790.96	1,098,830.51	2,260,625.00	4,047,111.02	
			<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>	<b>FY25</b>			
<b>Intended % Increase Without Rate Increase</b>		~ 2.3%									
Current Estimated Revenues with Existing Rate = 11.60 / HCF	1,124,086.00	1,150,000.00									
Actual or Anticipated Revenue with Existing Rate = 11.60 / HCF	1,053,205.00	1,103,148.00									
Actual % Deficit in Revenues Collected	(0.07)	(0.04)									
Potential Estimated Revenues with Proposed Rate = 12.45 / HCF			1,206,455.00	1,206,455.00	1,206,455.00	1,206,455.00	1,206,455.00	1,206,455.00			
Additional Projected Revenue (Dollars based on Same Use)			82,368.00	82,368.00	82,368.00	82,368.00	82,368.00	82,368.00			
Sewer Division - Actual or Anticipated Deficit			(97,439.25)	(104,429.61)	(198,769.49)	(171,476.37)	(114,568.59)	(123,065.42)			
Potential Estimated Revenues with Proposed Rate = 13.25 / HCF			1,283,978.00	1,283,978.00	1,283,978.00	1,283,978.00	1,283,978.00	1,283,978.00			
Additional Projected Revenue (Dollars based on Same Use)			159,892.00	159,892.00	159,892.00	159,892.00	159,892.00	159,892.00			
Sewer Division - Actual or Anticipated Deficit			(19,915.25)	(26,905.61)	(121,245.49)	(93,952.37)	(37,044.59)	(45,541.42)			
Potential Estimated Revenues with Proposed Rate = 13.60 / HCF			1,317,894.00	1,317,894.00	1,317,894.00	1,317,894.00	1,317,894.00	1,317,894.00			
Additional Projected Revenue (Dollars based on Same Use)			193,808.00	193,808.00	193,808.00	193,808.00	193,808.00	193,808.00			
Sewer Division - Actual or Anticipated Deficit			14,000.75	7,010.39	(87,329.49)	(60,036.37)	(3,128.59)	(11,625.42)			
Sewer Division - Actual or Anticipated Deficit	(70,881.00)	(46,852.00)	179,807.25	186,797.61	281,137.49	253,844.37	196,936.59	205,433.42			
<b>Proposed % Increase With Rate Increase</b>											
<b>Hampden Costed Labor - Sewer Division</b>			<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>	<b>FY25</b>			
<i>From: Personnel Budget Master - FY20</i>			(Multiplier Is Estimated to = 5%)								
Director	25%		29,823.25	31,314.41	32,880.13	34,524.14	36,250.35	38,062.86			
Capital Projects Manager	25%		27,734.00	29,120.70	30,576.74	32,105.57	33,710.85	35,396.39			
Admin Billing Asst	25%		15,250.00	16,012.50	16,813.13	17,653.78	18,536.47	19,463.29			
Operator	100%		67,000.00	70,350.00	73,867.50	77,560.88	81,438.92	85,510.86			
<b>Total Costed Labor</b>	<b>1.75%</b>		139,807.25	146,797.61	154,137.49	161,844.37	169,936.59	178,433.42			



## MEMORANDUM

Item 4. b.

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: April 22, 2019  
RE: Public Works Vehicles & Equipment – FY-20 Truck Replacement

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This memorandum requests a referral to Finance-Administration Committee & Council for the expenditure of Reserve Funds, as described below.

### Background

Discussions with the Public Works Director regarding the establishment of a comprehensive Fleet Management Program are progressing. Several efforts are concurrently underway to address increased efficiency in the manner with which the Town manages and maintains all vehicles and heavy equipment. Examples include discussions with both the DPW mechanic and the Public Safety fleet technician, as well as research into garage equipment and practices – both internally, and with regional partners.

Until this program is implemented, the need continues for addressing immediate vehicle replacement needs. The Public Works Department has two trucks that need replacing this year:

The most time-sensitive vehicle is a replacement of the existing Truck # 14 – 2010 Freightliner M260V Dump Truck, with 34,000 GVW capacity. This is one of our primary plow/hauling trucks, that has been out-of-service much of this past season (including the past several weeks) and that has cost the Town more than \$30,000 in major repairs in the past two-three years. It has become more of a liability than an asset and needs to be replaced with a truck that likely requires advanced ordering. It's important that a replacement vehicle be ordered this Spring, so it will be ready for service later this year.

The second is the Foremen's Pickup, Truck # 10 – 2010 F-250 ¾ Ton Pickup Truck, with 126,000 miles and serious rust of the body and undercarriage. This truck is used for on-call response and supervision of all public works activities. Replacement is necessary, or a complete body repair of the floor is necessary to pass its next safety inspection. Recommendation is to put this truck out for auction (for parts) as it has no useful value to the Town.

### Fiscal Impacts

The Public Works Reserve Fund 3-717-00 is dedicated to the purchase of trucks, vehicles, and heavy equipment. Appropriation of funds will be required the replenishment of this Reserve Account in the FY-20 Budget Process to assure funds are available for acquisition of both these trucks in the coming year. Alternatively, the Council may wish to consider a Lease, or Lease-Purchase arrangement for the Larger Truck # 14, to ensure the Fleet is capable of full operations in the Winter of 2019-2020.

Further, the purchase of a replacement F-250 4x4 Crew cab Pickup Truck should be funded within the FY20 Budget requests, forthcoming to Council in the next month. The costs of this will be provided during that process.

Staff Recommendation

Staff requests the Infrastructure Committee refer to Finance-Administration a recommendation to consider researching and placing a deposit on a replacement truck for # 14, to be approved at a future Finance-Administration & Council Meeting



## MEMORANDUM

Item 4. c.

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: Chris Bailey, Public Safety Director  
DATE: April 22, 2019  
RE: Public Safety Vehicles & Equipment Reserve Request – Utility Pickup Replacement

This memorandum requests a referral to Finance-Administration Committee & Council for the expenditure of Reserve Funds, as described below.

### Background

Attached is a memorandum from the Public Safety Director requesting support of an expenditure of Reserve Funds for the immediate purchase of a utility pickup truck to replace existing pickup described in his attached memo. This truck is used for a wide variety of response missions and service tasks, primarily by the Fire Department and the Code Enforcement Division. Discussions with the Public Safety Director indicate the new truck would be used for Police utility task as well.

It has been proposed for replacement for the past three years, and was passed over by previous Councils – as funds were programmed for other priorities. This truck is a critical resource, and is no longer dependable or safe for emergency response use; and, contrary to typical past practices of recycling certain vehicles to Public Works or other uses, it is recommended this truck be completely decommissioned and auctioned out of the Town's fleet.

### Fiscal Impacts

Use of Public Safety Reserve Fund 3-753-00 dedicated to the purchase of vehicles, specifically police cruisers, is necessary and appropriate for the purchase of this public safety utility pickup truck. Expenditure of these funds will require the replenishment of this Reserve Account in the FY-20 Budget Process to assure funds are available for police cruiser replacement planned for, and anticipated in each year.

<b>Public Safety Vehicle Reserve</b>	<b>Amount</b>	<b>Applicable Account Number</b>
Beginning Unencumbered Balance	\$ 48,245.78	3-753-00
Ford F-350 4x4 Crew Cab Pickup	Approximately \$ 43,000	Same
Remaining Available Balance	\$ 5,245.78	3-753-00

### Staff Recommendation

Staff requests the Infrastructure Committee refer to Council for approval the expenditure of up to \$43,000 in Public Safety Vehicle & Equipment Reserve funds – for the acquisition of a 2019 Ford F-350 4x4 Crew Cab Pickup Truck.

D/C Scott Webber  
Inv. Joel Small  
Ofc. Ben Eyles  
Ofc. Marc Egan  
Ofc. David Mushrall  
Ofc. Monic Christian

Sgt. T.D. Stewart  
Ofc. J.D. Burke  
Ofc. Shawn Devine  
Ofc. Wm. Miller  
Ofc. Tony Lorenz



Lt. Dan Pugsley, Jr.  
Lt. Jason Lundstrom  
FF Jared LeBarnes  
FF Shaun McNally  
FF Matt Roope  
FF Gavin Webb  
FF Ken Roy  
FF Oliver Bianchi

Lt. Matt St. Pierre  
CHL Joe Dunton  
FF Matt Thomas  
CEO Myles Block  
FF Chris Liepold  
FF Ed Gardella  
FF Chad Spann  
FF Mike Simmons

Kandy McCullough, Office Manager  
Chief Christian Bailey, Director of Public Safety

**POLICE**      **FIRE**      **EMS**      **CODE ENFORCEMENT**      **LOCAL HEALTH OFFICE**

## MEMORANDUM

TO: Jim Chandler, Town Manager  
FROM: Christian Bailey, Public Safety Director  
RE: Public Safety Utility Pickup and Police Cruiser Replacements  
DATE: April 18, 2019

I'm requesting the fire utility pickup and police vehicle be funded from the Town of Hampden Reserve Account. Due to the dire condition of the pickup, I'm requesting it be funded this fiscal year and the police vehicle for year 2020.

The basic specifications, information and cost estimates are as follows:

- 2019 Ford F-350 4x4 Crew Cab - 6.2L V-8 Gasoline Engine
  - Base price \$36,323
  - Emergency, Safety & Communications Equipment \$6,474

Total estimated cost \$42,797

Note – This vehicle will replace the existing 2004 F-350 4x4 Crew Cab - 6.0L Diesel V-8 Engine (with 84,140 miles, EGR, rust and serious undercarriage issues). It will have the capability to haul heavy pieces of equipment, i.e. trailers, boats etc. if necessitated by immediate incident response circumstances or potentially other mobile equipment acquired in the future.

- 2020 Ford Police Interceptor AWD Utility
  - Base price \$33,500
  - Emergency, Safety & Communications Equipment \$6,000
    - Not less than \$4,939.57 (based on last year's costs)

Total estimated cost \$39,500

Note – This vehicle will replace the existing 2014 Ford Interceptor, Unit 314 (with 179,477 miles and 12,267 engine hours) that will be retained for a pool vehicle for the Town Office.