

INFRASTRUCTURE COMMITTEE MEETING

Monday, September 24, 2018

6:00 P.M.

HAMPDEN TOWN OFFICE

**AGENDA**

1. APPROVAL of MINUTES
  - a. August 27, 2018 Meeting
2. UNFINISHED BUSINESS
3. NEW BUSINESS
  - a. Discussion of Driver License Verification process for Public Works employees – *request of Councilor Ryder*
4. STAFF UPDATES & MANAGER ITEMS
  - a. Status – Mayo Road Code Complaint
  - b. Status – Mold Remediation Project at Municipal Building
  - c. Manager Item – Emergency Municipal Building Repairs/Expenses Memo
5. PUBLIC COMMENTS
6. COMMITTEE MEMBER COMMENTS
7. ADJOURN

# INFRASTRUCTURE COMMITTEE MEETING

Monday, August 27, 2018

## MINUTES – DRAFT

*Attending:*

*Councilor Mark Cormier, Chairman  
Mayor Ivan McPike  
Councilor Terry McAvoy  
Councilor David Ryder  
Councilor Stephen Wilde*

*Town Manager Jim Chandler  
Jamie Holyoke, Superintendent -  
Hampden Water District  
Jim Conley – Water District -  
Board Member  
Chip Laite – Sargent Corp.*

*Chairman Cormier called the meeting to order at 6 PM.*

### **1. MINUTES**

- a. July 23, 2018 Meeting** – *Motion by Councilor McAvoy seconded by Councilor Wilde to approve the minutes as written. Motion carried five in favor and none against.*

### **2. OLD BUSINESS**

None

### **3. NEW BUSINESS**

- a. Discussion regarding the need for improved water supply capacity to Hampden business Park and Ammo Industrial Park. See the attached Draft Analysis provided to the Water District from Woodard & Curran for background information – request of Town and Water District Staff**

Discussion of the proposed F.W. Webb warehouse's need for fire suppression and the general water needs for the business park was explained by Town Manager Chandler.

Jamie Holyoke superintendent of the Hampden Water District spoke about the water line proposal running through Jack Perry's field by the tree line. He spoke about the need for water pressure for the fire suppression system in the proposed F.W. Webb warehouse.

Town Manager Jim Chandler spoke about the funding options for the water supply for fire suppression. Water supply infrastructure could be eligible for TIF funding. Town Manager Chandler also spoke about the overall possible tax revenue from F.W. Webb's proposed development.

#### **4. STAFF UPDATES**

- a. Status – Mayo Road Code Compliant – nothing reported at tonight's meeting
- b. Status – Mold Remediation Project at Municipal Building  
Phase III – sheetrock and Painting complete this week. Flooring to begin.  
Phase IV (final phase) – Initiating next week. Complete restoration target is September 28<sup>th</sup> for all phases
- c. Status – Schoolhouse Lane- Engineering due in mid-September. Review and approved by mid-October. Bid in Nov-Dec time-frame, construction in Spring of 2019.
- d. Crosswalks at Cottage and Kiwanis – paving on Monday 27<sup>th</sup> of August, striping and beacons Tuesday 28<sup>th</sup> of August.
- e. Paving – 2018 season is complete. Schoolhouse Lane paving budget (top coat only) spring 2019.
- f. Salt Shed – foundation is complete, construction starts this week. Paving completed later this fall.
- g. Public Access to gravel supplies, permitted by residents with shovels, for a few buckets, to fill potholes and driveway repair.

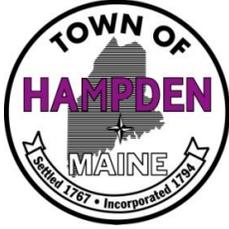
#### **5. PUBLIC COMMENTS**

#### **6. COMMITTEE MEMBER COMMENTS**

#### **7. ADJOURN**

*There being no further business, the meeting was adjourned at approximately 7:00 p.m.*

*Respectfully Submitted,  
Rosemary Bezanson, Public Works*



## MEMORANDUM

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

TO: Infrastructure Committee & Town Council  
FROM: Jim Chandler, Town Manager *JNC*  
DATE: September 24, 2018  
RE: Unanticipated – Unbudgeted Municipal Building Expenses

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Councillors,

This memorandum is informational and does not require action at this time. Its purpose is to advise you I have authorized the following expenses, in consultation with the Public Works Director, from the General Government / Municipal Building – Maintenance & Repairs line:

- Boiler pressure tank failure, diagnosis, repairs (temporary) and permanent replacement with new tank = \$ 3,967.66 + additional outstanding invoices from Penobscot Temperature Controls of about \$800.00
- Roof Leaks from both skylights, resulting in the need to coat both flat sections of the existing roof = \$3,650
- HVAC failures, including a leak in the conference room resulting in ceiling collapse – required consultations with Penobscot Temperature Control, calibrations and installation of a ‘drip pan’ to capture future potential leaks, which constitutes a ‘long-term’ temporary solution = \$693.24
- Painting of several offices and some drywall and partition work needed = Amounts to be determined but will be approximately \$3,500-5,000.

Additionally, we’re moving forward with for the potential installation of two additional partition walls and a security door leading into the front counter/finance department area. These items are not included in the current operating budget and are not deemed an emergency or time-critical at this point; however, I wish to proceed with implementation this fiscal year. Therefore, I will present to Council requests for authorization to expend these funds prior to authorizing the work.

At some point later this year – likely in late November or early December, after review of the actual carryover of unexpended funds from the FY 2018 fiscal year budget, the DPW Director and I will meet and discuss whether other planned maintenance or repair projects should be postponed, or if it would be appropriate to request reserve funds (or undesignated general fund balance reserves) be transferred to replenish the appropriate operational budget lines for these emergency and/or otherwise unbudgeted FY2019 expenses.

cc: Sean Currier, Public Works Director  
Tammy Ewing, Finance Director