

Town of Hampden

INFRASTRUCTURE COMMITTEE MEETING

Monday, October 22, 2018

6:00 P.M.

HAMPDEN TOWN OFFICE

AGENDA

1. Approval of Minutes
 - a. September 24, 2018 Meeting
2. Committee Applications & Citizen Initiatives
3. Unfinished Business
4. New Business
 - a. MRC/Fiberight – *at the request of MRC & CES staff*
 - i. Discussion on Road Acceptance, including:
 1. Ordinance Requirements
 2. Special Conditions or Performance Bonding for Winter Months
 3. Other Issues or Concerns
 - ii. Discussion on Sewer Easement
6. Staff Updates
 - a. Status – Mayo Road Code Complaint
 - b. Status – Mold Remediation Project at Municipal Building
 - c. Status – Beaver dam problem on various town roads
 - d. Status – DPW Driver Licenses
 - e. Status – Clean wood debris storage
7. Manager Items
 - a. Discussion of Capital Projects Management
 - b. Road Acceptance Process
8. Public Comments
9. Committee Member Comments
10. Adjourn

INFRASTRUCTURE COMMITTEE MEETING

Monday, September 24, 2018

MINUTES – DRAFT

Attending:

Councilor Mark Cormier, Chairman

Councilor Terry McAvoy

Major McPike

Councilor Wilde

Councilor Ryder

Councilor Marble

Town Manager Jim Chandler

Sean Currier, Public Works

Director

Chairman Cormier called the meeting to order at 6 PM.

1. MINUTES

- a. August 27, 2018 Meeting** – *Motion by Councilor McAvoy seconded by Councilor Marble to approve the minutes as written. Motion carried six in favor and none against.*

2. UNFINISHED BUSINESS

None

3. NEW BUSINESS

- a. Discussion of Driver License Verification process for Public Works employees – request of Councilor Ryder**

Director Currier stated that all, but 2 employees have their CDL license. One transfer station employee who is not required to have a CDL, and a cemetery employee who has applied for his permit.

4. STAFF UPDATES & MANAGER ITEMS

- a. Status – Mayo Road Code Compliant** – Myles Block reported that a certified letter was mailed to the resident with no response, along with a regular mail letter copy. It was the consensus of the Committee to pursue civil action.
- b. Status – Mold Remediation Project at Municipal Building Phase IV** – is wrapping up. Air duct cleaning was discussed.
- c. Manager Item – Emergency Municipal Building Repairs/Expenses Memo**
- d. LED Lights** – Director Currier updated the Committee on the PUC approval of rates for LED lights. Emera Maine will be starting to change out the LED street light within the town.
- e. Old Christmas lights** – Council feels that these can be thrown out, the Christmas banners have replaced the lights.

5. PUBLIC COMMENTS

none

6. COMMITTEE MEMBER COMMENTS

Councilor Ryder asked about the beaver dams on Meadow and Sawyer Roads.

Rocks and gravel are showing up in the invert of the structure of pump station on Mayo road. Discussion was had on where this debris may be coming from.

Stock piling of wood debris at the transfer station was discussed.

Councilor Ryder had several items of complaints for Director Currier, all items have been resolved and completed.

7. ADJOURN

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

*Respectfully Submitted,
Rosemary Bezanson, Public Works*

**TOWN OF HAMPDEN, MAINE
TOWN WAYS ORDINANCE**

Adopted: Hampden Town Council, 2/20/1979
Effective: 3/20/1979

Amended: 3/4/1991
Effective: 4/2/1991

Amended: 12/7/1987
Effective: 1/5/1988

Amended: 8/18/2003
Effective: 9/17/2003

Amended: 02/01/2010
Effective: 03/03/2010

Amended: 04/19/ 2016
Effective: 05/19/2016

CERTIFIED BY:

Paula Scott, Town Clerk

Affix Seal

**TOWN OF HAMPDEN, MAINE
TOWN WAYS ORDINANCE
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TOWN OF HAMPDEN
TOWN WAYS ORDINANCE

ARTICLE I
GENERAL

1.1 Plan Required - Petitioner for acceptance of a town way shall submit a plan to the Road Commissioner of such a way prepared by or approved by a registered professional engineer. *(Amended 02-01-10)*

1.2 Acceptance by Town Council – The acceptance of any street or road as a town way shall be subject to the approval of the Town Council. *(Amended 02-01-10, 04-19-16)*

1.2.1 The Town Council shall not consider the acceptance of a street or road as a town way unless and until the following conditions have been satisfied:

1. All outstanding application fees, inspection fees and other costs and expenses must be paid in full.
2. Submission of a sworn written statement from the owner/developer and/or owner's/ developer's engineer that all required improvements have been completed in strict compliance with all applicable construction standards and the approved subdivision plan, and that the owner/developer and/or engineer knows of no defects, from any cause, in the improvements.
3. Submission of a written statement from Town's Public Works Director that all site improvements, including paving and any drainage facilities, have been satisfactorily completed. The written statement shall also indicate if public water and power have been installed and accepted.
4. Deposit of sum of money or other suitable improvement guarantee equal to fifteen percent (15%) of the amount of the full improvement guarantee required by the Subdivision Ordinance with the Town Treasurer. Said money to be used by Town to correct any defects in design, materials, or workmanship that arise within one year from the date of acceptance of the improvements by the Town Council. Any money not used for such purpose by Town within two (2) years of acceptance shall be returned to the payor.
5. Submission of a written statement from owner's/developer's surveyor that all required property pins have been installed for the lots in the approved subdivision.
6. Submission to the Town Attorney of the document(s) conveying any land, improvements, and any easements to the Town. Owner/Developer shall cause the following documentation to be delivered to the Town Attorney at least three (3) weeks prior to the Town Council meeting at which acceptance is desired:

- a. Copy of recorded subdivision plan;

- b. Copy of proposed Warranty Deed conveying the street(s) and improvement(s), as well as any easement(s) appurtenant thereto, to the Town;
 - c. Copy of proposed Warranty Deed conveying any dedicated open space and access easement(s) to the Town;
 - d. Title Opinion or Title Agent's Certificate of Title evidencing that the land, street(s), improvements, open space, and easement(s) are free and clear of any encumbrances, liens, mortgages, etc. If title is not free and clear, owner/developer shall furnish documentation demonstrating that the title matters will be resolved prior to acceptance by the Town; and
 - e. Owner's Affidavit to the effect that all contractors, subcontractors, and material providers have been paid in full, and that the property is not subject to a mechanic's/materialman's lien under Maine law.
7. Approval by the Town Attorney of the document(s) conveying any land, improvements, or easements to the Town.
 8. Delivery of the duly executed Warranty Deed(s), Easements, Real Estate Tax Transfer Tax Declaration form(s), any documents necessary to provide free and clear title, and check payable to the Registry of Deeds in the amount of the recording fee(s) to the Town Manager.
 9. Payment of Town's legal fees and expenses incurred in reviewing the documentation called for by this ordinance.
 10. Letter from the applicable electric company indicating that all power utilities have been accepted.
 11. In cases where Public Water has been installed, a letter from the Hampden Water District Superintendent indicating that the water has been installed and tested to their satisfaction.
- 1.2.2. At the sole discretion of the Town Council, it may accept a street or road as a town way if all improvements have been satisfactorily completed, excepted for the final layer of paving, and the developer/owner has provided a performance bond, letter of credit, or some other form of guarantee acceptable to the Town Council and in an amount the Town Council determines to be adequate to ensure completion of the final paving.

1.3 Town Engineer Defined – Town engineer means any person licensed as a professional civil engineer by the State of Maine and employed or designated by the Town Manager.

1.4 Repeal Of Conflicting Ordinances or Resolves – All ordinances and resolves or parts thereof in conflict with this ordinance or inconsistent with the provisions of this ordinance are hereby repealed.

ARTICLE II STANDARDS AND REQUIREMENTS

2.1 Connection With Existing Town Way – All streets or roads shall provide connection with existing Town approved town ways. (*Amended 02-01-10*)

2.2 Intersections – Shall not be less than sixty (60) degrees.

2.3 Widths Of Town Ways – Except for industrial streets or roads, town ways shall have a right-of-way width of sixty-six (66) feet. Industrial roads shall have a right-of-way width of one hundred (100) feet. *(Amended 02-01-10)*

2.4 Grades – Grade shall not have less than 0.5% nor more than 8%. The roadway area of said way shall be graded to its full width of twenty-six (26) feet for the distance for which acceptance is requested and shall conform accurately to the grades and cross-sections shown on the plan and profile of said town way and as accepted by the Hampden Planning Board. All roads and streets shall be properly drained with suitable ditches and street culverts so that all storm water will be drained from the area. The Road Commissioner or the Hampden Planning Board may require loaming and seeding of slopes to help prevent erosion. *(Amended 02-01-10)*

2.5 Clearing Of Stumps and Roots – Said way shall be cleared of all stumps, roots, brush, perishable material and all trees not intended for preservation. All loam, loamy material, clay, and other yielding material shall be removed from said way to at least subgrade depth, or as directed by the Road Commissioner or Public Works Dept.

2.6 Side Slopes — Petitioner shall provide the land necessary for cut or fill slopes beyond the limits of the street right-of-way.

2.7 Subgrade — With the exception of industrial ways, said way shall be graded to the subgrade of eighteen (18) to twenty-four (24) inches as specified by the Hampden Planning Board or Road Commissioner. Industrial ways shall be graded to a subgrade depth of not less than twenty-four (24) inches.

2.8 Gravel Base – The roadway area of said way shall be brought to the grade shown on the plan, profile, and cross-section of said way by suitable gravel or material approved by the Road Commissioner or Public Works Dept. The base gravel shall be brought to within four (4) inches of the finish grade, and the top four (4) inches shall be selected materials suitable for finish grade on gravel roads. All gravel shall be thoroughly compacted and rolled and the final surface left true to the established lines and grades.

2.9 Surface Treatment – After the fine gravel has been thoroughly rolled, the surface of the roadway shall be treated with a bituminous pavement. Pavement shall conform to the specifications currently specified by the Maine Department of Transportation for use on State Aid Roads and shall be placed in one-and-a-half inch thickness. Pavement width shall be not less than twenty (20) feet, except in industrial zones where it shall be not less than twenty-four (24) feet, and the roadway shall be provided with a three (3) inch crown from the center line to edge of pavement to insure runoff of water.

2.10 Cul-de-sac (Dead-end Street) - All permanent dead-end streets shall be provided with a turn-around with a minimum diameter of sixty (60) feet. In all other respects said turn-arounds shall be constructed in accordance with the same specifications as herein above specified for town ways. *(Amended 02-01-10)*

2.11 Culverts - All driveway culverts shall be not less than twelve (12) inches in diameter of corrugated HDPE pipe and not less than twenty (20) feet in length. Said culverts shall be furnished and installed by the owner under the supervision of the Road Commissioner. The Road

Commissioner reserves the right to specify culvert diameter in excess of 12” where necessary to achieve drainage of projected volumes. *(Amended 04-19-16)*

2.12 Opening Town Ways or Streets - No town way or street shall be opened for the purpose of installing or repairing sewers, water, gas, or for any other purpose, unless the individual or corporation wishing to make such an opening shall first obtain from the Road Commissioner a Street Opening/Utility Connection permit to do so and agree to pay the full cost of repairing the damage to the street caused by such opening. Refer to the Town of Hampden Street Opening/Utility Connection Ordinance for permit requirements. *(Amended 04-19-16)*

2.13 Modified or Additional Standards - The Road Commissioner may modify or require additional standards due to local soil, physical, or topographical conditions, provided that modifications and variances secure substantially the objectives of the standard or requirement so varied or modified.

ARTICLE III LIMITATION OF TRUCK TRAFFIC

3.1 Limitation/Prohibition of Truck Traffic - Upon designation by the Town Manager and approval of the Town Council truck traffic may be limited or prohibited on specified roads or streets passing through residential areas within the Town of Hampden. There shall be a sign posted at each end of the streets or portions of street so designated showing that the same is a residential street and that through heavy traffic is not allowed. A schedule of those streets or portions of streets so designated shall be maintained in the town office and be available for public inspection during regular business hours. *(Amended: 12/7/87, 3/4/91)*

3.2 Enforcement - When any violation of any limitation or prohibition on truck traffic imposed under Section 1.1 shall be found to exist, any police officer of the Town of Hampden, or any law enforcement officer authorized to enforce traffic violations in the Town of Hampden, is hereby authorized to institute any and all actions and proceedings in the name of the Town of Hampden, either legal or equitable, that may be appropriate or necessary to enforce the provisions of this Ordinance. *(Amended: 3/4/91)*

3.3 Civil Penalties - Whoever violates any limitation or prohibition on truck traffic imposed under Section 3.1 shall, upon conviction thereof, be liable for a civil penalty in the amount of \$50.00 for the first offense and \$100.00 for each subsequent offense. Each and every violation shall constitute a separate offense. All civil penalties shall inure to the benefit of the Town of Hampden. *(Amended: 3/4/91)*