

INFRASTRUCTURE COMMITTEE MEETING MINUTES
MONDAY, APRIL 22, 2013
6 P.M.

HAMPDEN TOWN OFFICE

A G E N D A

1. MINUTES OF 2/25/2013
2. OLD BUSINESS
 - A. PUBLIC WORKS REQUESTS
 1. WATER/SEWER PROJECT – ROUTE 1A
 2. TRUCK REPLACEMENT REQUEST
 3. PAVING BIDS
 4. X-WALKS & STRIPING QUOTES
 5. MOWER REPLACEMENT
 6. SALT BID
 7. SHAW HILL EXTENSION
3. NEW BUSINESS
 - A. POLICY DISCUSSION – EQUIPMENT REPLACEMENT
 - B. POLICY DISCUSSION – PUBLIC WORKS MEAL CERTIFICATES FOR SNOWSTORMS
4. PUBLIC COMMENTS
5. COMMITTEE MEMBER COMMENTS

INFRASTRUCTURE COMMITTEE MEETING MINUTES
MONDAY, FEBRUARY 25, 2013

Attending:

Councilor Shelby Wright	Town Manager Sue Lessard
Councilor Jean Lawlis	Resident Shane Sargeant
Councilor Tom Brann	Resident Terry McAvoy
Councilor William Shakespeare	

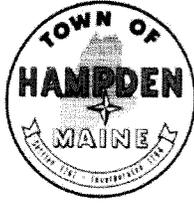
The meeting was opened at 5:40 P.M. by Chairman Wright.

1. MINUTES OF 1/28/2013 – Motion by Councilor Shakespeare, seconded by Councilor Brann to approve the minutes. Unanimous vote in favor
2. OLD BUSINESS
 - A. DISPOSITION OF FIRE DEPARTMENT OLD BRUSH TRUCK (JEEP) – The Town Manager reviewed the history of this item. It had first been voted by the Council to put the Jeep out for bid. At the request of Councilor Brann that vote was amended and the item was referred to Infrastructure for further discussion. After additional research, it was determined that the Jeep in question was not a year or model that is highly sought by collectors. Infrastructure had instructed the Manager to ask the Fire Department whether they wanted to keep it as a parade/show piece. The response of the Fire Department was that they preferred to put it out for bid. Motion by Councilor Lawlis, seconded by Councilor Wright to recommend to the full Council that the old Jeep brush truck be put out to bid. Unanimous vote in favor.
3. NEW BUSINESS
 - A. POLICY REGARDING PURCHASE OF POLICE VEHICLES – COUNCILOR BRANN - Councilor Brann explained that since for the past several years the Council has approved the purchase of a 4 wheel drive SUV for the police department, and that the rationale for that in terms of safety, and room for the officer(s) and equipment remain unchanged, that it would save bidders time if the bid requests were only for SUV type vehicles instead of sedan-style cruisers as well. Motion by Councilor Brann, seconded by Councilor Shakespeare to recommend to the full Council that the annual police cruiser bidding be limited to 4 wheel drive/SUV style vehicles. Unanimous vote in favor.
4. PUBLIC COMMENTS - None
5. COMMITTEE MEMBER COMMENTS – None

Motion by Councilor Lawlis, seconded by Councilor Shakespeare to adjourn at 5:55 p.m.
Unanimous vote in favor.

Respectfully submitted,

Susan Lessard
Town Manager



TOWN OF HAMPDEN
DEPARTMENT OF PUBLIC WORKS

106 WESTERN AVE.
HAMPDEN, ME 04444

TEL 862-3337

FAX 862-3910

April 17, 2013

To: Sue Lessard
From: Chip Swan
Subject: Infrastructure meeting 4.29.13

Susan,
I would like to have 7 items on the infrastructure agenda for Monday the 29th.

- 1) Water & Sewer project from Western Ave to Water District
- 2) Permission to go to bid for a truck replacement
- 3) Paving Bids
- 4) X-Walks & Striping quotes
- 5) Mower replacement for grounds
- 6) Salt Bid
- 7) Shaw Hill Ext.

Yours truly,

Chip Swan, PWD



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Suite 501 T 207.945.510;
Bangor, Maine 04401 F 207.945.549;
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TOWN OF HAMPDEN
Sewer Upgrades
Opinion of Probable Cost
April 17, 2013

Main Road North Sewer Replacement					
No.	Description	Unit	Estimated Quantity	Unit Price	Value
1	Administrative (5% of Construction Cost)	LS	1	\$19,400.00	\$19,400.00
2	Rock Excavation	CY	100 *	\$100.00	\$10,000.00
3	Excavation Below Normal Grade	CY	100 *	\$25.00	\$2,500.00
4	Select Backfill	CY	100 *	\$25.00	\$2,500.00
5	12" SDR 35 Sewer Main	LF	1750	\$105.00	\$183,750.00
6	15" SDR 35 Sewer Main	LF	200	\$115.00	\$23,000.00
7	4' Pre-Cast Sewer Manhole	EA	7	\$5,500.00	\$38,500.00
8	4" SDR 35 Sewer Service	LF	550	\$70.00	\$38,500.00
9	6" SDR 35 Sewer Service	LF	100	\$80.00	\$8,000.00
10	Clay Dams	EA	3	\$1,700.00	\$5,100.00
11	2" Rigid Insulation	LF	500	\$6.00	\$3,000.00
12	Trench Pavement Repair - State Roads	SY	1500	\$45.00	\$67,500.00
13	Sidewalk Pavement Repair - Bituminous Pavement	SY	60	\$35.00	\$2,100.00
14	Testing Allowance	LS	1	\$2,000.00	\$2,000.00
14	MDOT Road Opening Permit Fee	LS	1	\$8,000.00	\$8,000.00
Main Road North Sewer Replacement Subtotal					\$413,850.00

* Indeterminate quantity used for bid comparison.

Route 202 & Mayo Road Pump Stations Upgrade					
No.	Description	Unit	Estimated Quantity	Unit Price	Value
1	Route 202 Pump Station				
	1a Pumps/Controls	LS	1	\$100,000.00	\$100,000.00
	1b Installation	LS	1	\$40,000.00	\$40,000.00
Western Avenue Pump Station Subtotal					\$140,000.00
2	Mayo Road Pump Station				
	2a Pumps/Controls	LS	1	\$100,000.00	\$100,000.00
	2b Installation	LS	1	\$40,000.00	\$40,000.00
Mayo Road Pump Station Subtotal					\$140,000.00
Route 202 & Mayo Road Pump Stations Upgrade Subtotal					\$280,000.00

SEWER UPGRADES TOTAL	
Description	Value
Main Road North Sewer Replacement	\$413,850.00
Route 202 Pump Station Upgrade	\$140,000.00
Mayo Road Pump Station Upgrade	\$140,000.00
Construction Subtotal	\$693,850.00
Contingency (15%)	\$104,100.00
Design/Construction Admin (15%)	\$104,100.00
Total Sewer Upgrades Cost	\$902,050.00

(2)

COST OF 2003 FREIGHTLINER

2009.201	\$4,415.32
2010.2011	\$1,696.56
2011.2012	\$5,224.53
2012.2013	\$10,437.30
Total 4yrs	\$21,773.71



TOWN OF HAMPDEN
DEPARTMENT OF PUBLIC WORKS

106 WESTERN AVE.
HAMPDEN, ME 04444

TEL 862-3337

FAX 862-3910

April 18, 2013

To: Sue Lessard
From: Chip Swan
Subject: Paving Award

Below are the results of the recent paving bid opened on April 18th, 2013.

	PRICE /TON /	HAND PLACED /	TOTAL
	(4183/Tons)	(35/TONS)	
VAUGHN THIBODEAU II	\$69.69	\$110.00	\$291513.27
WELLMAN PAVING	\$72.22	\$107.00	\$305844.26
B & B PAVING	\$73.95	\$135.00	\$314057.84
LANE CONSTRUCTION	\$78.00	\$235.00.00	\$334499.00
PIKE INDUSTRIES	\$95.25	\$165.00	\$404205.75

I was happy to receive 5 bids for the annual street paving.
The price per ton from Thibodeau is \$3.56 less per ton than last yr.

I would like to recommend awarding Vaughn Thibodeau 2013 paving contract with a price per ton of \$67.37 for main line paving and \$110.00 hand place mix.

Please let me know if you have any questions on these items.

Yours Truly,

Chip Swan

Yours truly,

Chip Swan, PWD

TOWN OF HAMPDEN

PAVING
BID SHEET

April 18, 2013
10:00 am

BIDDER	PRICE PER TON (Est. 4183 Tons)	HAND PLACE/TON (Est. 35 Tons)	TOTAL CONTRACT PRICE
Vaughn D. Thibodeau II	69.69	110.00	291,513.27
Wellman Paving	72.22	107.00	305,844.26
B & B Paving	73.95	135.00	314,057.84
Pike Industries	95.25	165.00	404,205.75
Lane Construction	78.00	235.00	334,499.00



TOWN OF HAMPDEN
DEPARTMENT OF PUBLIC WORKS

106 WESTERN AVE.
HAMPDEN, ME 04444

TEL 862-3337

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April 17, 2013

To: Sue Lessard
From: Chip Swan
Subject: Finance Committee Request

Public Works needs to replace a 2008 John Deere Z850A Zero Steer mower. This mower has approx. 1500 Hrs and needs to be replaced.

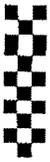
The mower is used to mow recreation ball fields 95% of the time. I would like to propose using up to \$7100.00 from the Recreation Enterprise Reserve account funds to purchase a new 2013 Zero steer mower.

This would save \$7100.00 from the Building and Grounds Budget for 2013.2014

I have spoken with Kurt Mathis on this subject and he is on board with this proposal.

Yours truly,

Chip Swan, PWD



JOHN DEERE

GREENWAY EQUIPMENT SALES

Quote Id: 7759994

Customer: HAMPDEN PUBLIC WORKS DIRECTOR

Quote Summary

Prepared For:
HAMPDEN PUBLIC WORKS
DIRECTOR
CHIP SWAN
106 WESTERN AVE
HAMPDEN, ME 04444
Business: 207-862-3337

Prepared By:
Jeremy Snow
GREENWAY EQUIPMENT
SALES
1270 HAMMOND STREET
BANGOR, ME 04401
Phone: 207-990-4433
jeremy@greenwayequipment.com

Quote Id: 7759994
Created On: March 08, 2013
Last Modified On: April 01, 2013
Expiration Date: August 30, 2013

Equipment Summary	Selling Price	Qty	Extended
JOHN DEERE Z950R Commercial ZTrak	\$ 9,600.00 X	1 =	\$ 9,600.00

Equipment Total **\$ 9,600.00**

Trade In Summary	Qty	Each	Extended
2008 JOHN DEERE Z850A 31HP PRO 60" MOD Z - tcz850a014008	1	\$ 2,500.00	\$ 2,500.00
PayOff			\$ 0.00
Total Trade Allowance			\$ 2,500.00

Trade In Total **\$ 2,500.00**

Quote Summary

Equipment Total	\$ 9,600.00
Trade In	\$ (2,500.00)
SubTotal	\$ 7,100.00
Total	\$ 7,100.00
Down Payment	(0.00)
Rental Applied	(0.00)
Balance Due	\$ 7,100.00

Salesperson : X _____

Accepted By : X _____



Freedom Power Equipment
 115 Freedom Park
 Bangor ME, 04401
 207-848-7454
 800-371-7454
 freedompower@hermon.net

Quote #: 8817



Quote
 Date:
 Print Date: 4/1/2013

BILLING ADDRESS
TOWN OF HAMPDEN 106 WESTERN AVE HAMPDEN, ME 04444 862-3337

SHIP ADDRESS
TOWN OF HAMPDEN 106 WESTERN AVE HAMPDEN, ME 04444 862-3337

Sales Rep	Terms	Tax Code	Customer PO	Permit Number	Sales Type	Ship Date
2	NET30	NT			Regular or Over the Counter	03/11/2013

Qty	OEM Code	Item No.	Item Description	Bin Location	Price Each	Amount
1.00			2013 Exmark Model LZS740KC804 27hp. 60" Commercial Zero-turn mower		\$11,987.00	\$11,987.00
1.00			less Exmark bid assistance		(\$2,808.00)	(\$2,808.00)
(1.00)			less trade-in John-Deere z850 mower		\$1,300.00	(\$1,300.00)

Invoice Payments

Type	Amount

Items:	\$0.00
Fees:	\$0.00
Labor:	\$0.00
Kits:	\$0.00
Units:	\$0.00
Misc:	\$7,879.00
Subtotal:	\$7,879.00
Ship by Will Call:	\$0.00
NT sales tax:	\$0
Total Due:	\$7,879.00
Total Paid:	\$0.00
Balance Due:	\$7,879.00

THANK YOU FOR YOUR BUSINESS

All returns are subject to a 20% restock fee.
 No returns without receipt.
 No returns on electrical items.
 No returns after 14 days.
 No returns on special orders or close out items.

X _____



TOWN OF HAMPDEN
DEPARTMENT OF PUBLIC WORKS

106 WESTERN AVE.
HAMPDEN, ME 04444

TEL 862-3337

FAX 862-3910

April 17, 2013

To: Sue Lessard
From: Chip Swan
Subject: Annual Salt Purchase

On April 17th Municipalities were given a chance to renew salt bids with Maine DOT State wide

June 1st^h 2012 the results were announced as follows for Hampden:

<u>BIDDER</u>	<u>PRICE PER TON</u>
HARCROS	\$57.21
CARGILL	\$63.42
EASTERN SALT	NO BID

I recommend accepting HARCROS bid of \$57.21 price per ton /salt
For the winter of 2013-2014.

Yours Truly,

Chip Swan, PWD

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EXHIBIT B

2012 Bid

Municipality	Sodium Chloride (tons)	PRICE PER TON
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	Tons	Harcros	Add to award
City of Augusta	3000	\$57.53	
City of Gardiner	1500	\$58.20	
Town of Atkinson	140	\$64.06	
Town of Alna	250	\$62.48	
Town of Beals	70	\$67.22	
Town of Boothbay	500	\$62.62	
Town of Belgrade	900	\$60.00	
Town of Breman	190	\$60.54	
Town of Chelsea	234	\$61.78	
Town of China	300	\$57.94	
Town of Columbia	210	\$64.23	
Town of Cooper	210	\$69.39	
Town of Crystal	33	\$75.11	
Town of Dover-Foxcroft	750	\$61.02	
Town of Dyer Brook	30	\$74.64	
Town of Greenville	180	\$66.33	
Town of Hampden	1200	\$57.21	
Town of Hartland	275	\$59.62	
Town of Hallowell	500	\$60.78	
Town of Kingfield	150	\$66.34	
Town of Machias	120	\$66.70	
Town of Mercer	158	\$62.66	
Town of Milford	300	\$58.98	
Town of Milo	300	\$62.64	
Town of Montville	225	\$57.21	
Town of Mount Desert	1500	\$57.31	
Town of Mount Vernon	300	\$63.33	
Town of Nobleboro	125	\$60.02	
Town of Northport	350	\$56.72	
Town of Oakfield	90	\$75.16	
Town of Orono	1500	\$56.14	
Town of Parkman	120	\$63.88	
Town of Sangerville	140	\$63.18	
Town of Sedgwick	250	\$59.38	
Town of St Albans	340	\$59.86	
Town of Stockton Springs	130	\$57.21	
Town of Swanville	500	\$56.23	
Town of Temple	130	\$65.46	
Town of Unity	120	\$57.62	
Town of Waterville	2700	\$56.80	

Town of Wayne	260	\$62.98
Town of Weston	90	\$75.84
Town of Whitefield	400	\$62.80
Town of Winslow	1000	\$56.80
Town of Winthrop	550	\$61.78
Town of Wiscasset	450	\$61.78
University of maine Orono	950	\$56.90

County of Somerset

Brighton Pt.	130	\$65.10
Dan MacDonald	30	\$66.34
Dennis Frigon - Rockwool	100	\$71.76
Highland Pt.	60	\$66.70
Kingsbury Pt.	150	\$67.40
Mayfield	200	\$67.04
Town of Embden	200	\$64.40
Woodpecker Logging – C	150	\$65.11
Woodpecker Logging - L	260	\$65.60

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Chip Swan <publicworks@hampdenmaine.gov>

RE: Question of Ownership, Old Rte 9 at intersection of Shaw Hill Road in Hampden

1 message

Devin, John <John.Devin@maine.gov>

Thu, Apr 4, 2013 at 2:26 PM

To: "Chip Swan (publicworks@hampdenmaine.gov)" <publicworks@hampdenmaine.gov>

Cc: "Martin, Betina" <Betina.Martin@maine.gov>, "Hughes, Amy" <Amy.Hughes@maine.gov>, "Belz, Darryl" <Darryl.Belz@maine.gov>, "Darrah, Benjamin" <Benjamin.Darrah@maine.gov>, "Thebarga, Steven" <Steven.Thebarga@maine.gov>

Chip,

I discussed this issue with Amy Hughes of MaineDOT Legal Services. She indicated that when the State Highway designation changed to the current location of Rte 9, the southerly boundary of the westerly leg of Shaw Hill Rd became the northerly right of way boundary for the current Rte 9, and the Shaw Hill Road right of way became the County's (which ultimately became the town's).

Sincerely,

John Devin

MaineDOT

Region Engineer

941-4507

From: Devin, John

Sent: Wednesday, April 03, 2013 2:11 PM

To: Darrah, Benjamin

Cc: Martin, Betina; Hughes, Amy; Belz, Darryl

Subject: Question of Ownership, Old Rte 9 at intersection of Shaw Hill Road in Hampden

Ben,

Chip Swan, Hampden Public Works Director, is inquiring about the ownership of the westerly leg of the triangle at the intersection of Shaw Hill Rd and Rte 9 in Hampden. Was this ever discontinued when Rte 9 was built? The town want to make improvements to it. Please get back to me.

3 B



Susan Lessard <manager@hampdenmaine.gov>

Meal Vouchers - Public Works

3 messages

Susan Lessard <manager@hampdenmaine.gov>
To: Kellie Bowden <kmhb88@yahoo.com>

Wed, Apr 10, 2013 at 9:07 AM

Good Morning -

I hope that life is treating you all well. Things here have been busy - and up in the air due to the proposed budget from the Governor - but otherwise going well.

A question was raised recently about a practice that the Public Works Department has been doing for many years - at least 15 or more - which is to give public works employees who are working during a snowstorm a \$10 gift voucher to Dysarts to get a meal during the time they are working. A resident says that these vouchers should be treated as taxable income. In reading the IRS publication related to this subject, it seems to me that if this is a regular all-the-time practice related to their jobs, we would need to either stop doing it or find a way to make it appear on a W-2. However, since it only occurs during storms that go longer than a regular work day in length, does that count as 'regular'?

Thank you - in advance - for your help!

Sue Lessard
Hampden

Kellie Bowden <kmhb88@yahoo.com>
Reply-To: Kellie Bowden <kmhb88@yahoo.com>
To: Susan Lessard <manager@hampdenmaine.gov>

Wed, Apr 10, 2013 at 10:30 AM

Sue,

Under IRS publication 15-B, it states that you can exclude any occasional meal or meal money you provide to an employee if it has so little value that accounting for it would be unreasonable or administratively impracticable.

It also says you can exclude them if they are occasional meals or meal money provided to enable an employee to work overtime. However, the exclusion does not apply to meal money figured on the basis of hours worked.

I would say that plowing during snowstorms would fall under either category.

Kellie M. Bowden, C.P.A.
kellie@wadmancpa.com
James W. Wadman, C.P.A.
295 Main Street
P.O. Box 889
Ellsworth, ME 04605-0889

Phone: 207-667-6500
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