

INFRASTRUCTURE COMMITTEE MEETING

Monday, November 27, 2017

6:00 P.M.

HAMPDEN TOWN OFFICE

AGENDA

1. MINUTES
  - a. October 23, 2017 Meeting
  
2. OLD BUSINESS
  - a. Transfer Station Rules & Regulations – review of proposed changes discussed by Councilors in spring 2017 – referral to Town Council for adoption
  - b. Update on sewer financial commitments, and whether additional revenues and/or borrowing authorization may be needed
  - c. Update on Hampden Capital Program work underway
  - d. Update on salt shed repairs due to damage from recent wind storm
  
3. NEW BUSINESS
  - a. Update on process to secure MDEP approval to store brush at DPW property (behind transfer station)
  - b. Update on November 16 meeting with FEMA, MEMA and Penobscot County EMA regarding damage and Town costs resulting from wind storm on Oct. 30
  
4. STAFF UPDATES
  
4. PUBLIC COMMENTS
  
5. COMMITTEE MEMBER COMMENTS
  
6. ADJOURN

## INFRASTRUCTURE COMMITTEE MEETING

Monday, October 23, 2017

### MINUTES – DRAFT

*Attending:*

*Mayor David Ryder, Chair  
Councilor Ivan McPike  
Councilor Dennis Marble  
Councilor Terry McAvoy  
Councilor Mark Cormier  
Town Manager Angus Jennings*

*DPW Director Sean Currier  
Public Safety Director Joe Rogers  
Town Clerk Paula Scott  
Admin Asst. Danielle Simons  
Kyle Corbeil, P.E., Woodard & Curran  
Curt Slininger, Kiwanis  
12 residents of the community*

*Mayor Ryder called the meeting to order at 6 PM.*

**1. MINUTES – September 25, 2017** *Minutes were unanimously approved.*

**2. OLD BUSINESS**

- a. Announcement of MDOT award of flashing pedestrian beacon to Hampden; request for authorization of up to \$4,000.00 from the Streets & Roads reserve fund for engineering of new crosswalk across Route 1A with ADA complaint “landing areas” nears Irving Station and Hannibal Hamlin Place** – *Manager Manager Jennings explained the history behind the crosswalk by Cottage Street and 1A. This crosswalk is not ADA compliant and does not meet MDOT specifications; on one side of the road the crosswalk terminates within the Cottage Street traveled way and on the other side it terminates in a driveway to a single-family home. The Town was recently awarded a flashing set of pedestrian beacons. The goal is to add a new crosswalk between Hannibal Hamlin Place and the Kiwanis/Irving driveway and to install the pedestrian beacons.*

*Mayor Ryder asked what is ADA compliant? Kyle Corbeil of Woodard & Curran stated that some crosswalks can't exist in certain terrain, the crosswalk must have a landing.*

*Mayor Ryder stated we have crosswalks that don't land anywhere. He referred to a crosswalk on Constitution Ave. Director Currier stated there are a number of crosswalks and we are taking them one at a time, focusing initially on those that receive a lot of foot traffic such as in the Town Center.*

*Councilor Marble stated he was not sure about the proposed location at Irving and Kiwanis, and a path to the VFW complex/fields.*

*Public comments:*

*Priscilla Bisher of Cottage Street spoke about the importance of have a crosswalk closer to the schools for the children to use.*

*Cheryl Morse of Main Road North spoke in favor of the crosswalk at Cottage Street.*

*Erica Bisher of Cottage Street spoke in favor of the crosswalk at Cottage Street and 1A.*

*Deanna Llerena of Main Road North spoke in favor of the Cottage Street crosswalk, and the safety for the people using it.*

*Quinton Bisher and Brody Simons both of Cottage Street spoke about no one stopping for them when they are at the crosswalk. They run across 1A from Cottage Street.*

*Councilor Marble asked if they would use the Irving crosswalk.*

*Frank Bisher of Cottage Street stated he thinks it is a dangerous situation.*

*Tony Llerena of Main Road North asked about the enforcement of people not stopping at crosswalks.*

*Christa Anderson 5 Cottage Street stated her husband was rear ended by the Cottage Street crosswalk when stopping for someone in the "unmarked" crosswalk.*

*Kyle Corbeil from Woodard & Curran explained about traffic calming, and how it helps to slow traffic down.*

*Mayor Ryder stated he would like to keep the Cottage Street crosswalk.*

*Chief Rogers stated that he could not stop people from using the side of the road with no sidewalk. Most of the accidents have been due to distracted driving in this area. Engineering, education, and enforcement was discussed. Chief Rogers said a blinking/flushing lights at the crosswalk is a good idea, it draws the attention of drivers more effectively than just a crosswalk.*

*Debra Levine stated she walks her dogs, and asked if you could have lights without the crosswalk.*

*Councilor McAvoy asked about a red light instead of yellow. Director Currier stated that it has to be yellow under MUTCD (Manual of Uniform Traffic Control Devices).*

*Priscilla Bisher of Cottage Street asked about a walking lane?*

*Town Manager Jennings said he would invite a price quote for engineering associated with two crosswalks – a new one near Kiwanis/Irving, and the existing non-compliant crosswalk at Cottage Steet. He will aim for the November 6th Finance Committee meeting.*

- b. Update on sewer financial commitments to review whether available funds will cover anticipated projects including but not limited to the Grist Mill Bridge and Route 1A reconstruction costs; improvements to meter pit at the Bangor/Hampden line; collection system repairs or upgrades that may be identified by CCTV work; and costs for sewer pump stations; or whether additional revenues and/or borrowing authorization may be needed** – *Manager Jennings summarized the materials in the packet and updated the Committee on the sewer fund financial status. He expects that, when the FY17 audit is closed out, it will show approximately \$125,000 in revenues. Manager Jennings stated this is informational only, but that he will continue working with Director Currier to bring forward a specific proposal for Council authorization regarding how best to manage the FY17 revenues in light of current projects and system needs.*
- c. Summary of Hampden Capital Program work needed for FY19 budget cycle** – *Manager Jennings summarized the materials in the packet and gave an informational update to the Committee. When he began in 2015 the Capital Program hadn't been updated in almost a decade. While significant progress has been made, he said that there is a considerable amount of work to be done to get the Capital Program to where he would like it for the FY19 budget cycle. He said this should be a central focus of the Infrastructure Committee's work and that the Capital Program should be a standing item on the Committee's agenda.*
- d. Woodard & Curran engineering report on sewer meter pit at Bangor/Hampden line** – *Kyle Corbeil from Woodard & Curran gave a brief overview of the sewer meter pit report (in layman terms) for the Committee. Pit was installed below grade. Palmer-Bowlus needs right hydraulic conditions.*

*Was installed in the early 1980's. Gravity line. Bangor has started to control their CSO's by throttling flow. This backs up the system.*

*Manager Jennings asked how does this throttling affect our cost? Kyle Corbeil stated it is difficult to estimate. You could record when they are throttling, historical SCADA information. The accuracy of the sewer flow was questioned.*

*The Committee agreed this item should be added to the Capital Program, with the cost estimates, so it can be reviewed with other sewer infrastructure needs.*

- e. Update for MDOT public meeting regarding Route 1A and Grist Mill Bridge reconstruction** – *Manager Jennings stated this is informational, but he noted that the cost estimates had increased from \$4.65M to \$5.37M and that, since Hampden is responsible for 10% of costs, this would affect Hampden's costs. However he also noted that the MDOT Project Manager had informed him that the updated estimate is conservative; the actual costs won't be known until the project is put out to bid. The transcript and map of the project have been posted to the Town's website.*

### **3. NEW BUSINESS**

- a. Update on MDOT Rte 9/202 (Western Ave.) resurfacing (ant. Summer 2018)** – *There are a couple items to work through with MDOT related to the proposed resurfacing, which is expected to happen instead of the BACTS projects that had been programmed for this stretch of road. The BACTS projects would have included a sidewalk, but also would have required a local cost match. The resurfacing project would not include a replacement sidewalk, but does not have a local cost match. If the Town would like to replace the sidewalk along Western Avenue, which is showing wear, this would be a local cost and would require coordination with MDOT.*
- b. Discussion of cost for spray foam insulation at Kiwanis Civic Center** – *Manager Jennings gave a brief summary stating the cost and benefits of insulating the Kiwanis, where the foundation is currently showing cracks that surely increase the building's heating cost. Councilor McAvoy asked if the holes could be filled. Mayor Ryder asked if we could do the cracks in the foundation. Director Currier stated that spray foam goes over surfaces better. He said that, while Kiwanis has made some investments in the property during its lease, some maintenance has been deferred. He said if it's Town property we ought to take some care of it. No decision was made regarding whether to proceed with the insulation.*

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

- a. Anticipated Fiberight correspondence regarding sewer rates –**  
*Manager Jennings said he expects that Fiberight may request different sewer rates. He said he does not see a basis for differing rates in the Sewer Ordinance, and further that, because of the Sewer Fund's financial condition, any reduction in rate would simply pass costs along to the other ratepayers, who are already absorbing significant rate increases. The Committee agreed, but also agreed with Manager Jennings that, if such a request is put forward, it could properly be considered by the Finance Committee if an Infrastructure Committee meeting is not pending.*
- b. Confirmation of policy to install decorative flags on utility poles in Town Center instead of holiday lights this season –**  
*DPW will put the banners up. Councilor Marble made a motion to refer to Finance \$6730.00 for the banners, seconded by Councilor McAvoy. Vote was unanimous in favor.*
- c. Update: MEPDES permit for CSO Maine Waste Discharge License, due Dec. 1 –**  
*This is a work item underway that is required every 5 years. The Town received assistance from Woodard & Curran for the previous report but Director Currier is working to complete this in-house.*
- d. Update on DEP working group regarding potential new licensing requirement applicable to Satellite (sewer) Collection System –**  
*Director Currier stated that MDEP does not have authority to regulate satellite sewer collection systems such as Hampden. They are looking at fees. Must have certified operator, O & M Manual takes a year to create. Councilor Marble asked what date for the working group report. Director Currier stated January 1<sup>st</sup>. He said we are responsibly maintaining the system, and that new regulations would be targeted toward systems that don't have good management in place, but that Hampden would need to formalize and more extensively document its practices. This would divert limited staff time away from the actual work, as more time would be needed for paperwork. Councilor McAvoy asked if this could be a permit by rule, assuming we are doing it right. Director Currier stated there are areas where we would be seen as deficient, such as right now we have 4 pump stations that don't have backup generators.*

#### **5. PUBLIC AND STAFF COMMENTS – None.**

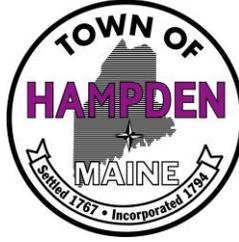
**6. COMMITTEE MEMBER COMMENTS** – *Mayor Ryder had concerns over a culvert on Old County Road sagging.*

**7. ADJOURN**

*There being no further business, the meeting was adjourned at 8:00 p.m.*

*Respectfully Submitted,  
Angus Jennings, Town Manager*

**Town of Hampden**  
106 Western Avenue  
Hampden, Maine 04444



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

**TO:** Infrastructure Committee  
**FROM:** Angus Jennings, Town Manager  
**DATE:** November 22, 2017  
**RE:** Transfer Station Rules & Regulations – review of proposed changes

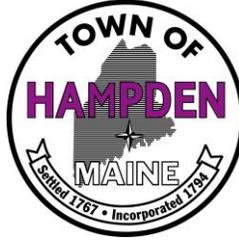
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Last spring, there were a couple of meetings with the full Committee as well as with smaller groups of Councilors in order to provide policy direction on proposed revisions to the Transfer Station policies.

Please find enclosed drafts for Committee review, which are intended to reflect the direction received last spring.

My goal is to secure Committee referral, on Monday, of proposed revisions (either as attached, or as modified on Monday) to be taken up by the Town Council at their December 4 meeting. This will allow all calendar year 2018 decal sales to occur pursuant to the same policy.

**Town of Hampden**  
106 Western Avenue  
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**Phone:** (207) 862-3034  
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**Email:**  
townmanager@hampdenmaine.gov

TO: Infrastructure Committee  
FROM: Angus Jennings, Town Manager  
DATE: November 22, 2017  
RE: Update on sewer financial commitments and needs

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As discussed at prior meetings, we expect that, when the FY17 Audit is closed out, it will show a positive net operating income for the year.

I would like to wait until we have a firm number before seeking a Council vote regarding how best to manage these funds. Options that have been discussed include:

1. Amending the FY18 Sewer budget to allow the funds to go toward current year operating costs;
2. Allocating the funds toward the General Fund to reduce the outstanding "due to" balance resulting from prior years' interfund transfers (the current amount due from sewer to general is \$551,570, which will be reduced by \$100,000 due to another budgeted payback of \$100,000 to occur before FY18 ends); and/or
3. Setting the funds aside toward future known capital costs, specifically the Grist Mill Bridge, in order to reduce (and perhaps – in combination with other potential future revenues) eliminate the need for additional borrowing for that project. (For more detailed discussion of this, refer to my June 23, 2017 memo included in the June Infrastructure Committee packet, page 6 of packet linked [here](#)).

The Council may choose one or a combination of these (or other) options.

Even without knowing what the amount will be (prior estimates are about \$125,000), I think we can have a productive discussion of this question in general terms.

I will also look to the Infrastructure Committee to consent that the Finance Committee could be the referring Committee regarding any specific proposal for use of the funds to allow for timely action once the necessary information is available.

One additional question I'd like to address relates to the potential for the General Fund to contribute some portion of costs associated with the MDOT reconstruction of Route 1A and the Grist Mill Bridge. This has been discussed because the costs imposed on the sewer are as a result of a non-sewer project (i.e. the MDOT road and bridge rebuild).

As you know we have voter authorization to borrow up to \$600,000 for the local share of MDOT's rebuild of Route 1A and the Grist Mill Bridge. We do not intend to issue this debt until we're closer to the construction phase (ant. spring 2019).

We have two active contracts with Woodard & Curran for engineering services related to these projects. Although MDOT's consulting engineers are doing the design, we're responsible for the engineering of the replacement sewer mains (gravity and force main) within the bridge (under contract for \$33,000); and for work associated with potential need for relocation (at town/sewer expense) of existing sewer manholes and/or lines as may be needed to accommodate MDOT's design for rebuild (under contract for \$13,000).

We will pay these invoices as they come due and, working with Bond Counsel, I have signed the appropriate paperwork to ensure that, when we do eventually close the loan, we will be able to repay those funds from the borrowing proceeds if we so choose.

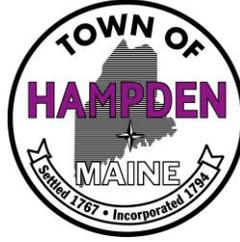
However, the present question is whether the Council would object to paying some portion of the Route 1A and Grist Mill Bridge engineering costs from the General Fund rather than the Sewer Fund. The following table illustrates that, with this approach, we have adequate funding budgeted to support engineering work currently under contract:

<b>Approved FY18 engineering budgets</b>						
<u>Fund</u>	<u>Account</u>	<u>Amount</u>	<u>Spent (on engineering) year to date</u>	<u>Remaining (unspent, FY17)</u>	<u>Remaining (authorized)</u>	<u>Overage / (Shortfall)</u>
General	10-01-30-20	\$40,000.00	\$ -	\$40,000.00	\$20,018.52	\$ 19,981.48
Sewer	60-10-60-22	\$20,000.00	\$11,104.00	\$ 8,896.00	\$26,861.73	<b>\$(17,965.73)</b>
					Net (FY17)	<b>\$ 2,015.75</b>

*Note: This table refers to amounts spent from the named line items; there have been engineering expenses incurred in FY18 year-to-date, paid from the Reserve Fund - primarily related to work on the Pool site.*

If the Route 1A and Grist Mill Bridge engineering costs are to be paid entirely from the Sewer Fund (which, to date, they have been), that expense line item will need to be overspent unless a budget amendment is approved.

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**TO:** Infrastructure Committee  
**FROM:** Angus Jennings, Town Manager  
**DATE:** November 22, 2017  
**RE:** Update on Hampden Capital Program work underway

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Due to the wind storm, time associated with bidding out and awarding the payroll contract, and a variety of other matters, little if any progress has been made on the Capital Program since the October Infrastructure Committee meeting.

In order to advance work on this effort, I would like the Committee to provide some direction this Monday regarding whether there are items on the current Capital Program that a majority of Councilors does not support. As per prior correspondence, in order to fully “build out” the capital program, we’ll need to prepare cost estimates for each item, proposed year(s) for expenditures, and allocate the costs across multiple fiscal years in order to be in a position to pay the costs outright when the time comes. In some instances, engineering costs will be incurred in order to prepare sound cost estimates. In order to comply with the Town Charter, estimated O&M costs must also be provided for items in the Capital Program.

Due to chronic underfunding of reserve accounts over many budget cycles, we will not hit this goal entirely in the FY19 budget cycle; for some time to come, at least in some areas of the organization (most notably, DPW), borrowing will likely be needed in order to implement the Capital Program and maintain operational capacity. Also, because the engineering work already under contract is expected to use all funds budgeted toward engineering in the FY18 operating budget (\$40,000 in General Fund, \$20,000 in Sewer Fund), unless additional funding is made available (via a budget amendment) we will be unable to contract for additional engineering services until FY19. However, we are working toward the longer-term goal of properly budgeting reserves.

Because of the work needed to advance the Capital Program, I’d like to direct staff resources toward those items that either enjoy majority support from the Council, and/or are deemed (in my opinion) essential to maintain current level of services.

I have enclosed excerpts of the current Capital Program. The basic question before the Committee is, are there items that the majority feels should not be included on the Capital Program at all, meaning they’re items that a majority does not envision supporting funding for their implementation.

I do not expect to review all cost categories at Monday’s meeting, but do hope we can make some progress.

**Hampden Capital Program, FY18-FY21+** Updated 6/23/17

Dept	Project	Life/ysrs	Replacem ent Year	Cost	FY17	FY18	FY19	FY20	FY21+	Source(s)
<b>Municipal Building</b>										
	Roof replacement			\$ 55,000		\$ 5,000	\$ 10,000	\$ 10,000	\$ 30,000	2008 Hampden CIP
	Public Safety flooring		FY18	\$ 20,000	\$ 10,000	\$ 10,000				
	LED lighting upgrades		FY18	\$ 14,152		\$ 3,300	\$ 10,852			Vendor proposal (2017)
	Replace wall heater in garage		FY18	\$ 2,000		\$ 400				Current balance \$1,640
	Fire garage door exhaust linkage		FY18	\$ 2,000		\$ 2,000				
	ADA door openers (Town Office)		FY18	\$ 3,000		\$ 3,000				Vendor proposal (2017)
	ADA door openers (Public Safety)		FY19	\$ 3,000			\$ 3,000			Vendor proposal (2017)
	Repaving parking area									2008 Hampden CIP
	Air Handling System			\$ 50,962						Vendor proposal (2016)
					<b>Sub-total:</b>	<b>\$ 23,700</b>				

**Hampden Capital Program, FY18-FY21+** Updated 6/23/17

Dept	Project	Life/ysrs	Replacem ent Year	Cost	FY17	FY18	FY19	FY20	FY21+	Source(s)
<b>Public Safety</b>										
	Fire Engine		FY23	\$ 400,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 150,000	
	Air Bottles		FY20	\$ 55,000			\$ 5,000	\$ 50,000		
	Ambulance		FY26	\$ 200,000	\$ 30,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 110,000	
	Thermal Imaging Camera		FY18	\$ 10,000		\$ 10,000				
	Handguns		FY19-20	\$ 6,000			\$ 6,000			
	Cardiac Monitor (2)		FY28	\$ 80,000			\$ 10,000	\$ 10,000	\$ 60,000	
	Police Cruiser		FY18	\$ 34,000		\$ 17,000	\$ 17,000	\$ 17,000		
	Pickup Truck		FY18-20	\$ 40,000		\$ 10,000	\$ 15,000	\$ 15,000		
	Radios		FY22-25	\$ 30,000			\$ 5,000	\$ 5,000	\$ 20,000	
					<b>Sub-total:</b>	<b>\$ 107,000</b>				

**Hampden Capital Program, FY18-FY21+** Updated 6/23/17

Dept	Project	Life/yrs	Replacem ent Year	Cost	FY17	FY18	FY19	FY20	FY21+	Source(s)
<b>Recreation</b>										
	Additional field space (multipurpose)				\$ 50,000	\$ -				
	Permanent bathroom and concession space									
	Addition of outside field storage									
	Facility signage									
	New facility/recreation center									
	More parking for Lura Hoit complex				\$ 30,000	\$ 10,000				
	VFW Tennis Courts (replacement)			\$95-110,000						Vendor estimate (2015)
	VFW Basketball Courts (replacement)			\$130-150,000						Vendor estimate (2015)
	Ballfield Road softball field, LED lighting			\$ 15,000						Vendor estimate (2017)
					<b>Sub-total:</b>	<b>\$ 10,000</b>				
<b>Rec (Skehan Center)</b>										
	Parking (60-70 additional spaces)									
	Permanent secure lobby office space			\$ 15,000						Vendor proposal
	Building heating upgrades (energy efficiency)									
	Water (locker room) heating upgrades			\$ 10,600						Vendor proposal
	Facility signage									
	Windows and doors									
	Paint									
	Roof replacement									
					<b>Sub-total:</b>	<b>\$ -</b>				

**Hampden Capital Program, FY18-FY21+** Updated 6/23/17

Dept	Project	Life/ys	Replacem ent Year	Cost	FY17	FY18	FY19	FY20	FY21+	Source(s)
<b>Public Works Facilities</b>										
	Salt Shed	-1	FY19	\$ 136,319		\$ 50,000	\$ 86,500			FY08 CIP said needed major work by 2010
	Contingency for "bridge waste" transport costs					\$ 15,000				
	Equipment garage			\$ 70,000						Safety, ergonomic issue
	Roof repair at DPW Garage	0	FY17	\$ 38,000	\$ 38,000					
	Transfer Station Reconfiguration			\$ 53,200			\$ 53,200			
	New vehicle lift at DPW Garage			\$ 39,900						
	New DPW Modular Office			\$ 206,000						
					<b>Sub-total:</b>	<b>\$ 65,000</b>				

**Hampden Capital Program, FY18-FY21+** Updated 6/23/17

Dept	Project	Life/yrs	Replacem ent Year	Cost	FY17	FY18	FY19	FY20	FY21+	Source(s)
<b>MDOT Projects</b>										
	Main Road North (MDOT WIN #11577)		FY19	\$ 537,000			\$ 48,318	\$ 48,318		MDOT as of 11-21-17
	Western Ave sidewalk (MDOT WIN #19401)		FY19	\$ 6,736		\$ 6,736				MDOT contract local share
	Repaving MRN, Western Ave to Kennebec Rd			\$ 56,673						
	Western Ave repaving, MRN to Mayo Rd									BACTS TIP v.2 for 2016-2019 estimates total project cost at \$1,194,588.
	Western Ave repaving, Mayo Rd to Railroad									BACTS TIP v.2 for 2016-2019 estimates total project cost at \$1,234,407.
					<b>Sub-total:</b>	<b>\$ 6,736</b>				

**Hampden Capital Program, FY18-FY21+** Updated 6/23/17

Dept	Project	Life/yrs	Replacem ent Year	Cost	FY17	FY18	FY19	FY20	FY21+	Source(s)
<b>Public Works Projects</b>										
	Baker Road (275' of road reconstruction)			\$ 35,000		\$ 12,000	\$ 12,000	\$ 12,000		
	Schoolhouse Lane			\$ 310,000						
	Installation of flashing Ped beacon (from MDOT)			\$ 5,000		\$ 5,000				
	Manning Bridge #3366									
	Sawyer Bridge #0863									
	Upper Papermill Bridge #0864									
					<b>Sub-total:</b>	<b>\$ 17,000</b>				
<b>Stormwater</b>										
	Cottage Street (catch basins & drain pipe)					\$ 12,925				
	Sucker Brook Culvert			\$ 120,000	\$ 20,000	\$ 50,000	\$ 50,000			
	Shaw Brook Watershed Management Plan			\$ 40,000			\$ 5,000	\$ 5,000	\$ 30,000	
	Sucker Brook Watershed Management Plan			\$ 40,000			\$ 7,000	\$ 7,000	\$ 26,000	
					<b>Sub-total:</b>	<b>\$ 62,925</b>				
<b>Marina</b>										
	Dock		FY18	\$ 35,000		\$ 20,000				
					<b>Sub-total:</b>	<b>\$ 20,000</b>				
<b>Cemetery</b>										
	Stone repair, all cemeteries					\$ -				
					<b>Sub-total:</b>	<b>\$ -</b>				

**Hampden Capital Program, FY18-FY21+** Updated 6/23/17

Dept	Project	Life/yrs	Replacem ent Year	Cost	FY17	FY18	FY19	FY20	FY21+	Source(s)
Library	Roof replacement (flat portion)			\$ 2,000						
	Heating far ends of building									
	Window replacement (energy efficiency)			\$ 236,250						
	Larger meeting space									
	Replace library doors (complete, FY17)		FY17	\$ 19,267						
	LED lighting (complete, FY17)		FY17	\$ 20,000						
					<b>Sub-total:</b>	<b>\$ -</b>				

**Hampden Capital Program, FY18-FY21+** Updated 6/23/17

Dept	Project	Life/yrs	Replacem ent Year	Cost	FY17	FY18	FY19	FY20	FY21+	Source(s)
<b>Lura Hoit Pool</b>										
	Pool sand filter	20	FY26	\$ 20,000						
	Plaster re-surface	15	FY21	\$ 32,000						
	Boilers	15	FY24	\$ 42,710						
	Pool Pump	15	FY22	\$ 2,600						
	Air Handler	15	FY27	\$ 172,000						
	Metal Roof	25	FY39	\$ 24,000						
	Painting interior of pool area		FY18	\$ 30,000	\$ 5,000	\$ 5,000				
	Replace/repair sidewalk and curbing		FY18	\$ 6,500						
					<b>Sub-total:</b>	<b>\$ 5,000</b>				

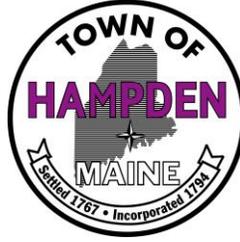
Item	What to budget each year	Replacement Cycle (years)	Total at End of Replacement Cycle	Last replaced	Current year (FY16-17)	FY17-18	FY18-19	FY19-20	FY21-22	FY22-23
Plotter replacement	\$1,000.00	6	\$6,000	Replaced June 2015				x		
LCD Projectors (2)	\$400.00	4	\$1,600	Purchased 2009		x				
Public Safety Server	\$1,800.00	5	\$9,000	Replaced November 2015				x		
Town Office Server	\$1,800.00	5	\$9,000	Replaced July 2013		x				
Laptops (2)	\$500.00	5	\$2,500	Purchased June 2011			x			
Councilor tablets (7)	\$875.00	4	\$3,500	Replaced December 2014				x		
Networking equipment	\$1,000.00	6	\$6,000	Upgraded February 2014					x	
Phone system	\$1,250.00	10	\$12,500	Replaced May 2014						x
Ambulance laptops (2)	\$1,500.00	4	\$6,000	Replaced June 2014	x					
CCTV Surveillance system	\$1,100.00	7	\$7,700	Upgraded February 2017	x					
A/C Cooling system for IT / AV Equipment	\$1,000.00	6	\$6,000	Server room 2014 A/V room NEVER		x				
Cruiser laptops (3)	\$3,700.00	4	\$14,800	Replaced April 2015			x			
<b>Totals</b>	<b>\$15,925.00</b>		<b>\$84,600</b>		<b>\$13,700</b>	<b>\$16,600</b>	<b>\$17,300</b>	<b>\$18,500</b>	<b>\$6,000</b>	<b>\$12,500</b>
				Total 5-year	\$84,600					
				Average 5-year	\$14,100					

Source: Kyle Severance

**Hampden Capital Program, FY18-FY21+** Updated 6/23/17

Dept	Project	Life/ys	Replacem ent Year	Cost	FY17	FY18	FY19	FY20	FY21+	Source(s)
<b>Miscellaneous</b>										
	Coldbrook Road water infrastructure			\$ 167,000	\$ 67,000	\$ 100,000	\$ (23,656)	\$ (36,679)	\$ (107,304)	Loan to MRC/Fiberight Peer (assessor) estimates Pending Emera rulemaking Vendor proposal (2016) City of Bangor (2017) Offset by EconDev Reserve Vendor proposal (2016) Vendor proposal (2017) Current balance \$5,265
	Revaluation (town-wide)	10		\$ 350,000			\$ 35,000	\$ 35,000		
	LED Street Lighting (streetlight acquisition)			pending						
	LED Street Lighting (services)			\$ 141,994			\$ 16,500	\$ 16,500		
	Bus (end of life rehab)			\$ 7,000		\$ 5,850				
	Town Center decorative banner installation			\$ 8,280		\$ 6,730				
	Town Center holiday lighting repairs			\$ 33,000						
	Town Records Preservation					\$ 2,940				
	Dangerous Building funds (in P&D Reserve)			\$ 14,000		\$ 9,000				
	Personnel Reserve				\$ 40,000	\$ 25,000				
	Matching Grants Reserves					\$ 40,000				
					<b>Sub-total:</b>	<b>\$ 112,580</b>				

**Town of Hampden**  
106 Western Avenue  
Hampden, Maine 04444



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

**TO:** Infrastructure Committee  
**FROM:** Angus Jennings, Town Manager  
**DATE:** November 22, 2017  
**RE:** Update on salt shed repairs due to damage from recent wind storm

---

The Salt shed was damaged during October 30 wind storm. On November 9 I was notified that, due to the deteriorated condition of the structure, the building would be removed from our property coverage effective November 23. This means if the building is further damaged, it would not be covered; however our liability and workers' comp insurance remains in effect.

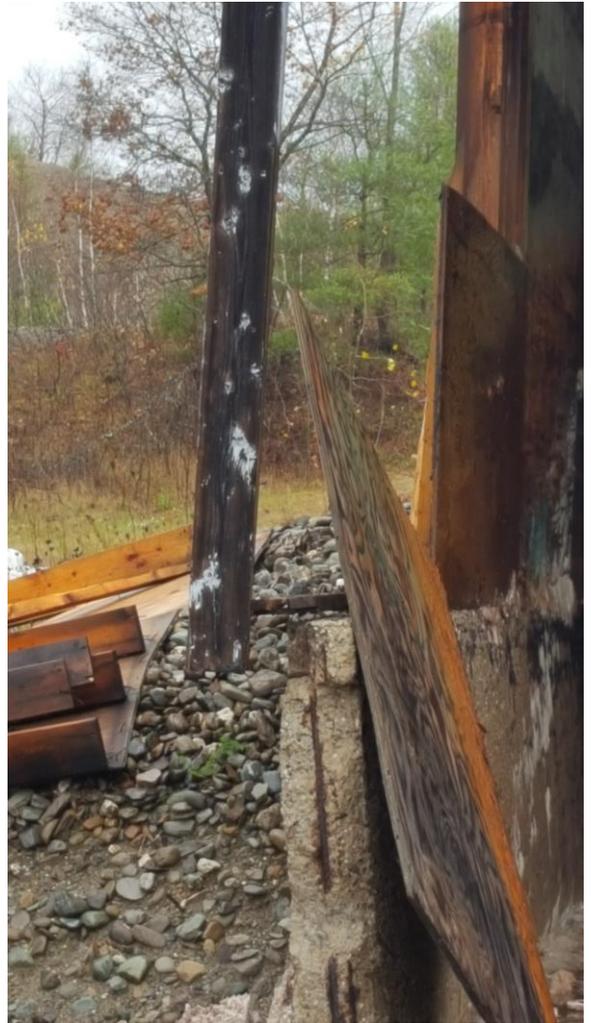
MMA (our insurer) required the opinion of a structural engineer in order to restore coverage to building.

Prior to notice from insurance company, we received bids from two prospective contractors to shore up the building. Based on insurance requirements, we engaged a structural engineer (Calderwood Engineering, which has already been under contract to engineer the foundation of the new salt shed) to meet on site, review requirements with both prospective vendors, and conduct post-construction inspection. Their fee is \$900.

Notes from the on-site meeting last Friday are enclosed.

Revised bids from construction contractors were received earlier this week. Today, in consultation with the DPW Foreman, I awarded the work to Marden Construction. Their work will be intended to restore functionality of the building through this winter, until a new salt shed is constructed in spring 2018.

Repair work will begin on Monday, November 27.



Salt Shed Meeting November 18, 2017  
2:30 p.m. - 3:15 p.m.

Location: DPW Salt Shed at 355 Canaan Road, Hampden, ME

Attendees:

Angus Jennings, Town Manager  
Dudley Patterson, DPW Foreman  
Rosemary Bezanson, DPW Administrative Assistant

Greg MacAlister - Calderwood Engineering  
Nate Bacon - Bacon Built Contracting  
Michael Marden - Marden Construction

At 2:30, Greg met on site with Town personnel to review the situation. At about 2:50, both contractors were present. Manager Jennings provided attendees with hard copies of recent correspondence regarding insurance coverage. He thanked everyone for attending, and explained that the salt shed would be removed from the Town's property/casualty insurance as of Nov. 23 due to the recent damage. He said the insurer would need a report from a structural engineer prior to restoring coverage to the building. He said that Greg (structural engineer) would describe what improvements he recommends, both contractors could ask any questions, and once all parties are clear on the work scope the contractors will be given time to revise their initial quotes. Manager Jennings said that, after the contract is awarded and the repair work is complete, the structural engineer would inspect to verify that it was done to his satisfaction, and would report to the insurer. He stated that this would be a band-aid fix to get the building through the winter, and that a new salt shed was budgeted to be built this spring with engineering for the new building already underway.

Manager Jennings turned it over to Greg, who discussed the damage to the salt shed from the recent wind storm. He made suggestions on methods to support the side 4 x 4 post that is swinging and unsupported at this time. He discussed a new sill along with a roof joist, and wall studs. He noted that the brace beneath the roof was tilted and said a new brace should be added (or the existing brace reinforced) beneath the roof. He said that existing materials could be reused if determined to be in good shape; if not, comparable replacement materials could be used.

Both contractors asked questions that Greg responded to. When no more questions were asked, Manager Jennings asked the contractors if they were both clear on the engineer's directions, and they said they were. He said he would clarify with the insurer whose insurance coverage would apply to work completed on the salt shed, whether this would change on/after Nov. 23 when the building is removed from coverage, and whether this date could be extended. He said he would get answers to these questions on Monday and provide them to the contractors.

He asked both contractors how much time they needed to revise their quotes. Both thought they could get them done by end of day Monday. To allow time for the contractors to hear any new information regarding insurance, and to revise their bids appropriately, Manager Jennings established a deadline for submittal of revised bids by Tuesday, November 21 at noon.

**Marden Construction  
Michael Marden  
53 Patterson Rd.  
Hampden, ME. 04444  
Proposal**

**Date:** 11/19/17

**Owner:** Town of Hampden

**Job Location:** Salt shed on Cannan Rd.

**Scope of Work:** Provide materials and labor to repair 12' section of wall damaged by storm as discussed with the engineer on 11/17

- 1: create support post for damaged outside corner
- 2: replace framing and sheathing (approx. 12'x 16')
- 3: add corner bracing and blocking to stabilize rafters
- 4: bolt sheathing and frame to vertical supports for additional bracing (right-front of damaged section)

**Estimated Time of Completion:** 3 days

**Contract Price:** The Owner(s) agree to pay the contractor the sum of \$3300.00 (three thousand three hundred dollars and -0- cents)

**Payment schedule:** In full upon completion

Dated: \_\_\_\_\_ Owner

11/19/17

Michael Marden Contractor

insurance: F. A. Peabody, Hampden, ME 990-2400



**MAINE MUNICIPAL ASSOCIATION**

***Risk Management Services***

60 Community Drive  
PO Box 9109  
Augusta, Maine 04332-9109

***Telephone No.***

(207) 626-5583  
(800) 590-5583 Maine Only  
Fax (207) 626-0513

November 22, 2017

Mr. Angus Jennings, Town Manager  
Town of Hampden  
106 Western Ave.  
Hampden, Maine 04444-1428

RE: Loss Control Visit, 11/21/17

Dear Mr. Jennings:

At the request of the MMA Underwriting Department I visited the Equipment / Salt building at the Public Works Department complex at 355 Canaan Road on Tuesday, November 21. I appreciate the information you provided to me about the engineering assessment of the building and the town's plan to address the identified issues with the concrete foundation and side wall. The information I collected has been provided to the Underwriting Department for their review.

During our meeting I offered to look through the past surveys of this building and what, if anything, was identified as an uncontrolled hazard. I researched our Loss Control files back to 2005 and other than the one I made earlier this year, I did not find any recommendations that were made by either the MMA consultant at the time or by a town representative or by an engineer.

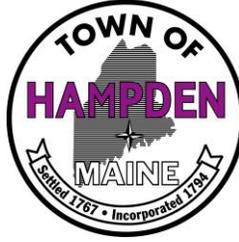
I will be interested to see the repairs to the salt storage section once they are complete as well as the new salt storage building once that is constructed in 2018.

If you have any questions or if I can be of assistance, contact me by e-mail at [rthomas@memun.org](mailto:rthomas@memun.org) or by telephone, toll free at 1-800-590-5583, extension 2243, or direct dial at 624-0143.

Sincerely,

Robert M. Thomas  
Sr. Loss Control Consultant

**Town of Hampden**  
106 Western Avenue  
Hampden, Maine 04444



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

TO: Infrastructure Committee  
FROM: Angus Jennings, Town Manager  
DATE: November 22, 2017  
RE: Process to secure MDEP approval to store brush at DPW property

As you know, the Transfer Station has been accepting residential brush and wood debris during the weeks since the October 30 storm. This is consistent with prior years' practice during such storm-related events.

Councilor Ryder would like the Transfer Station to store brush on site, and recently contacted Karen Knuuti at MDEP regarding what is required to do so. This follows earlier correspondence between Director Currier and MDEP on the same subject.

The DEP approval requirements differ depending on whether the request is limited to short-term storage following a storm event, or whether the request is to do so on an ongoing basis.

I have generally reviewed the applicable application materials, requirements, and Regulations (06096 CMR 420, Transfer Stations and Storage Sites for Solid Waste; and 06096 CMR 400, Maine Solid Waste Management Rules) but this issue gets complicated fairly quickly. It appears based on recent correspondence (enclosed) that an Application for a Solid Waste Project Amendment would be required. I have enclosed a copy of that Application.

Rather than summarize based on my limited knowledge Director Currier will summarize the requirements at Monday's meeting following his return that day from time out of the office.

I will look to the Committee for direction as to whether and how aggressively to pursue this, i.e. where does it fit into the Committee's overall priorities?

A review of FY17 and FY18 accounting records shows the following amounts paid to DM&J waste for removal and disposal of wood debris during this time period:

<b>Fiscal Year</b>	<b>Amount Paid</b>
FY17	\$7,960.20
FY18 (year to date)	<u>\$7,356.00</u>
<b>TOTAL</b>	<b>\$15,316.20</b>

These costs represented about 3% of budgeted solid waste removal costs in FY17. This year's cost will be higher due to storm-related acceptance of residents' debris.

Photo of Wood Debris Storage behind Transfer Station, Nov. 16, 2017



DEPARTMENT OF ENVIRONMENTAL PROTECTION

Date: 11/2/2017

TO: Angus Jennings

FROM: Karen Knutti, DEP - Bangor

Remarks:

I spoke to David Ryder today about management of wood debris from Monday's storm; it sounds like the area behind the transfer station would be fine. Please see attached information regarding disaster debris management, and contact me with any questions,

Karen.Knutti@maine.gov, 941-4561

Town of Hampden  
RECEIVED

NOV 07 2017

Office of the  
Town Manager



# Planning Ahead for Municipal Disaster Debris Management

## Background

The Maine Department of Environmental Protection (Department) is providing this guidance to help you plan ahead for management of disaster debris. Disaster debris includes vegetative wastes, and limited amounts of demolition debris and MSW resulting from extreme weather events like ice storms, snow storms, or heavy rains. During and after a disaster, there may be the need to quickly remove trash, damaged furnishings, appliances, building debris or woody material from residences, businesses, roadways and open spaces, and temporarily store that debris at a pre-selected site before being able to transfer it to an appropriate disposal facility(ies).

Selecting appropriate site(s) for temporary management of disaster debris and having a plan in place before disaster strikes will help you manage large quantities of debris more safely, more efficiently, and in a more environmentally sound manner. Although you do not need to license temporary disaster debris storage sites, the Department can provide pre-authorization of sites that meet standards to avoid impacts to public health or the environment. This guidance builds on lessons learned from natural disasters we have already experienced in Maine and our region.

## Pre-planning

For your initial site selection process, the Department recommends that you consider areas in your municipality that may be suitable for temporary debris storage, sorting, and processing during or after a disaster when quantities may exceed the capacity of your existing waste management infrastructure. When you have identified one or more possible sites, contact Department staff for feedback and guidance to help you confirm the most appropriate site.

To ensure debris storage sites meet FEMA requirements when Federal funding may be available for disaster expense reimbursement, the Department will provide written pre-authorization for temporary disaster debris management sites for municipalities without requiring a license or fees. Department staff can provide guidance to ensure that you select a site and plan operations so your debris management has minimal adverse impact to the environment or public health.

Please note that the Department's guidance is aimed at reducing health and environmental impacts; because there are many other factors to consider, the Department strongly recommends that you also seek guidance from the Maine Emergency Management Agency (MEMA) and the Federal Emergency Management Agency (FEMA). For instance, they may have specific

requirements on tracking of materials received/managed to provide reimbursement of your expenses. Confirming your debris management plan with state and federal agencies prior to a disaster declaration may increase the likelihood of recovering costs incurred from your debris management operations during a federally declared natural disaster.

### **Siting Considerations**

Concerns and issues to keep in mind when selecting a temporary debris management site include:

- A temporary debris management site is to be used only during an emergency. A formal declaration by the Governor or President is a good indicator of an appropriate event for site use, and the Department may approve use on a case-by-case basis.
- Municipally or publicly-owned properties are preferred, to avoid the need for lease agreements and to minimize the potential for disagreement about property restoration after debris is removed.
- Existing solid waste facilities may be ideal if there is adequate space nearby, since they are already designed to minimize potential problems from waste handling; remember to talk with your DEP project manager.
- Sites should be accessible during extreme weather events. For example, properties accessible only by roads prone to flooding or washout during extreme weather should be avoided, and debris management sites should not be located in flood zones.
- Large (more than one acre in size), open sites with a paved or firm gravel or soil surface are preferable; avoid sites with clay soils that will become a morass with heavy rains.
- Sites should be accessible by heavy truck traffic. To the extent practicable, avoid using sites that would require heavy trucks to travel on evacuation routes during a storm event.
- Avoid sensitive areas such as watershed protection areas, public drinking water supplies, and protected resources such as wetlands, streams, rivers, and ponds, fragile ecosystems, or significant wildlife habitat.
- Consider possible impact from noise, dust, and traffic, and try to avoid densely populated residential areas, schools, and hospitals.

### **Storage and processing considerations**

In addition to site selection, consider methods for sorting, storing, and processing debris, as well as where the sorted or processed wastes will be sent. You may want to roughly designate specific

areas within the site for the various types of waste expected to minimize contamination and improve management of the debris.

In the case of woody vegetation, for example, marketable logs may be taken to sawmills, while branches, brush, and stumps may be ground to produce biomass fuel chips, mulch, or erosion control material. Untreated wood separated from demolition debris may be sent to licensed processing facilities for conversion into wood fuel chips, or, if the site is appropriate, provide for 'on-site' grinding of the clean wood debris. Separated metal and appliances may be taken to metal recycling facilities. In many cases, outlets for disaster debris may be similar to the ones that you use for routine waste management, but since quantities may be large you may want to contact additional facilities to discuss delivery of excess material resulting from disasters. Having contingency agreements in place will make it easier to divert excess material to alternative destinations when the need arises.

### **Benefits of coordination**

Contacting the Department to discuss temporary debris management sites provides the opportunity for the Department to help identify options to 'co-locate' a temporary storage site with another community or state agency. In addition, the Department may share information about authorized sites with other state and federal agencies such as MEMA, MDOT, and FEMA . Providing information regarding the location of temporary debris management sites and your plan for handling waste prior to an emergency can facilitate regional planning in the event of a widespread disaster.

### **Site pre-authorization process**

To begin the process of pre-authorizing a site for managing disaster debris, please contact Materials Management Division staff in your local DEP regional office. You will be asked to provide basic information (using the attached form) as a starting point for discussion of your possible temporary debris management site(s) and debris management plan. Department staff can review this information in advance of a discussion by telephone or email, and may be able to offer initial feedback based on information in our GIS database, files, regulatory standards, and advice offered by other state agencies on best practices. After having this initial discussion, if needed we can schedule a visit to the proposed temporary debris management site to help develop details for a workable disaster debris management plan.

## **Guidelines for Emergency Debris Temporary Management Sites**

The Maine Emergency Management Agency and the Department of Environmental Protection are encouraging municipalities to plan ahead for management of debris that may be generated during a disaster. When feasible, the agencies encourage the selection of temporary sites that meet the following criteria.

- 1. Putrescible waste (MSW, including food wastes, and animal remains)**
  - A. A minimum 500 feet to nearest residence (on- or off-site);
  - B. Storage in covered leak-proof containers only;
  - C. Seven (7) day limit on storage time;
  - D. No burial on-site;
  - E. High priority for disposal.
  
- 2. Non putrescible waste**
  - A. A minimum 100 feet to nearest on-site residence and minimum 250 to off-site residence;
  - B. Storage in containers or on paved surface (asphalt or concrete) is preferred;
  - C. 30 day limit on storage time;
  - D. On site CDD burial OK if no nuisance and if limited to one acre – for site of generation only, not municipal sites.
  
- 3. General site and operational design considerations**
  - A. At least 250 feet from off-site commercial or public structures, and potable water supply wells.
  - B. A minimum 100 feet to water body or wetland.
  - C. Not within any V or A zones as shown on a town's Flood Insurance Rate Map (FIRM).
  - D. A minimum 100 feet to waste boundary of closed landfill.
  - E. Property is relatively level (less than 5% slopes).
  - F. Sites with gas, waste, sewage, or electrical or other transmission lines under the site need careful consideration.

- G. Sites bisected by overhead power transmission lines need careful consideration due to large dump body trucks / trailers used to haul debris.
- H. No impacts to cemeteries (public, private, pet), or culturally sensitive areas.
- I. Stormwater run on and run off must be controlled to avoid adverse impacts to water bodies or supplies.
- J. Ability to implement controls as needed for odor and dust
- K. Plan for traffic control of site for safety
- L. No liquids or hazardous materials – consider separate storage at fire department, public works, or some other suitable municipal building.
- M. Grinding/chipping of woody materials is preferred. On site burning of wood only with permission of local Fire Department or Forest Service:
  - 1) 50 foot mineral fire break
  - 2) 100 foot setback from edge of mineral fire break to structures
  - 3) Burn pile size limited to 625 square feet or smaller per local Fire Dept.
  - 4) Continuous supervision until fully extinguished
  - 5) Ash must be removed for proper disposal when finished
- N. Plan for separation of bulky wastes into appropriate areas for off-site deliveries; for example, furniture in one area, appliances in another.



## Temporary Debris Management Site Notification Form

Please mail to your local DEP regional office or email to:  
eric.p.hamlin@maine.gov

Name of Municipality: \_\_\_\_\_

**Contact information:**

Name and Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Address or physical location of proposed site (please include county):**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

GPS coordinates (if known): \_\_\_\_\_

Please attach an image such as an aerial photo, photocopy of a map, etc. with the site location marked.

Please briefly describe the management plan for each waste debris type as applicable:

- Woody debris (trees, brush, stumps):

- Mixed demolition debris:
- Separated demolition debris:
  - Untreated wood
  - Pressure treated (chemically treated) wood
  - Roofing materials
  - Metal – appliances, roofing
  - “Bulky waste” (furniture, carpets, etc.)
- Putrescible waste (trash, food, animal carcasses)
- Universal waste
- Hazardous waste
- Special waste

\* \* \* \* \*

## DEP regional offices

### Augusta, Main Office and Central Maine Regional Office (CMRO)

(Mail) 17 State House Station, Augusta, Maine 04333-0017

(Physical) 28 Tyson Drive, Augusta, Maine 04333-0017

(207)287-7688 • (800)452-1942 • FAX (207)287-7826

### Bangor, Eastern Maine Regional Office (EMRO)

106 Hogan Road, Suite 6, Bangor, Maine 04401

(207)941-4570 • (888)769-1137 • FAX (207)941-4584

### Portland, Southern Maine Regional Office (SMRO)

312 Canco Road, Portland, Maine 04103

(207)822-6300 • (888)769-1036 • FAX (207)822-6303

### Presque Isle, Northern Maine Regional Office (NMRO)

1235 Central Drive, Presque Isle, Maine 04769

(207)764-0477 • (888)769-1053 • FAX (207)760-3143



Rosemary Bezanson <adminasst@hampdenmaine.gov>

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## application

1 message

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**Knuuti, Karen** <Karen.Knuuti@maine.gov>  
To: "adminasst@hampdenmaine.gov" <adminasst@hampdenmaine.gov>  
Cc: "Darling, Cyndi W" <Cyndi.W.Darling@maine.gov>

Tue, Nov 7, 2017 at 1:44 PM

Hi Rosemary,

Here's that application. It's in the "general forms" group on our web page. There are 2 types of possible applications to revise a license; this one is for project amendment. The other is for minor revision. I understood that the area under consideration for brush storage is a new area, outside of the current operating area. If I'm mistaken, and the new area would be within the current transfer station waste handling area, let me know and I'll send the other application; it would be less expensive. If you aren't sure, Cyndi Darling (Cyndi.w.darling@maine.gov, or 941-4580) should be able to tell you; she's more familiar with the facility than I am.

The Town will need to include a site plan showing the new area and a revised operations manual addressing the change. If anything else out there has changed since the manual was last revised, you might as well address that too. Since the area is in a gravel pit, there will need to be 2 feet of glacial till (not gravel) placed in the proposed brush storage area; Shawn and I talked about this.

The application fee for this \$771.10.

Don't hesitate to contact me or Cyndi if you have questions.

Karen Knuuti  
Division of Materials Management

Bureau of Remediation and Waste Management  
Department of Environmental Protection  
Eastern Maine Regional Office  
(207) 941-4561  
karen.knuuti@maine.gov

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swapamen.pdf  
46K

DEPARTMENT OF ENVIRONMENTAL PROTECTION  
**Solid Waste Program, Attn: Geraldine Travers**  
 17 State House Station  
 Augusta, Maine 04333-0017  
 Telephone: (207) 287-2651

<b>FOR DEP USE ONLY</b>			
ATS ID: _____	Seq: _____	DEP ID: _____	Received by DEP: _____
Bureau: <u>S</u>	Type of Application: _____	Activity: <u>A</u>	Fees Paid: _____
Project Analyst: _____			Check No.: _____

**APPLICATION FOR A SOLID WASTE PROJECT AMENDMENT**

This form shall be used to request approval, pursuant to 38 MRSA, Section 1301 et seq., and Maine's Solid Waste Management Regulations, of any proposal to significantly increase the capacity of a solid waste facility; to significantly alter the siting, design, construction or operation of the facility; or significantly alter the nature of an activity to an extent that would require the Department to modify any findings with respect to any of the licensing criteria.

PLEASE TYPE OR PRINT

Company Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Applicant's Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_

**Address Information**

Applicant Name: \_\_\_\_\_ Agent/Consultant Name: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ Mailing Address: \_\_\_\_\_  
 Street Address: \_\_\_\_\_ Street Address: \_\_\_\_\_  
 Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Address: Billing**

Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Site/Activity Information**

Project Description: \_\_\_\_\_ - Amendment  
 Location: \_\_\_\_\_ Directions: \_\_\_\_\_

**PLEASE SEE PAGE 2 - SIGNATURE REQUIRED**

## SIGNATURE OF APPLICANT

By signing this application, the applicant certifies that he or she has: (1) published the public notice form once in a newspaper circulated in the area where the project is located, (2) sent a copy of the public notice form to the owners of property abutting the land upon which the project is located, (3) sent a copy of the public notice form to the chief municipal officer and chair of the municipal planning board of the municipality in which the project is located (4) filed a complete copy of this application in the municipal office of the municipality in which the project is located, (5) reviewed the instructions contained in this application form, and (6) reviewed the appropriate state laws that relate to the proposed project.

I certify under penalty of law that I have personally examined the information submitted in this document and all attachments thereto and that, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe the information is true, accurate, and complete. I, the property owner or lessee, authorize the Department to enter the property that is the subject of this application, at reasonable hours, including buildings, structures or conveyances on the property, to determine the accuracy of any information provided herein. I am aware there are significant penalties for submitting false information, including the possibility of fine and imprisonment.

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_  
(Applicant)

TITLE: \_\_\_\_\_  
(If other than applicant, attach letter of agent authorization.)

**PLEASE SEE ATTACHED FEE SCHEDULE TO DETERMINE THE APPLICATION FEE FOR  
FOR AN AMENDMENT TO YOUR FACILITY LICENSE.**

# INSTRUCTIONS

1. Please contact DEP Solid Waste staff to determine if your project is a minor revision or amendment and to answer any questions that arise at any point during the application or review process.
2. Pre-Application meeting. Applicants proposing to amend a license are encouraged to meet with DEP staff to discuss the proposed project. The meetings can help avoid unnecessary expense and processing delays.
3. Fill out the application completely. INCOMPLETE APPLICATIONS WILL BE RETURNED, CAUSING UNNECESSARY DELAYS IN THE REVIEW PROCESS.
4. Publish the PUBLIC NOTICE OF INTENT TO FILE FORM once in a newspaper circulated in the area where the project is located. (A form for this is attached to this application.) The notice should appear in the newspaper within 30 days prior to filing the application with the DEP.
5. Send by certified mail, a copy of the PUBLIC NOTICE OF INTENT TO FILE FORM to all the owners of property abutting the project. Their names and addresses can be obtained from town tax maps or local public officials. Abutters must receive notice within 30 days prior to filing the application with the DEP. If your project abuts a road or other public or private right of way, the person on the opposite side of the right of way must be notified.
6. Send by certified mail, a copy of the PUBLIC NOTICE OF INTENT TO FILE FORM to the chief municipal officer and chairperson of the planning board in the municipality where the project is to be located. Send one complete copy of the application to the Municipal Office of the town within which the project is located. If the project is located in an unorganized area, send the PUBLIC NOTICE and application to the appropriate Office of the County Commissioners and the Maine Land Use Regulation Commission, State House Station 22, Augusta, Maine 04333. The notice must be filed in the municipal office within 30 days prior to filing with the DEP. The application must be filed in the municipal office at the time of filing with the DEP.
7. Consult with DEP staff to determine how many copies of the completed application form and supporting reports must be submitted to the Department. In general, three copies of site plans, drawings, soil maps, or other data on sheets larger than 8½" x 14" copies must be submitted unless the staff determines that fewer copies are needed. ALL PLANS SHOULD BE FOLDED TO SIZE 8½" x 11" unless otherwise indicated by the DEP's staff. Any part of the application which has been prepared by a P.E., C.G. or C.S.S. must be stamped and signed by that person. If the applicant is a corporation, a certificate of good-standing from the Secretary of State must be included.
8. Send the application along with all attachments and a check for the fee made payable to "Treasurer, State of Maine" to: Maine Department of Environmental Protection, Bureau of Remediation and Waste Management, 17 State House Station, Augusta, Maine 04333-0017.
9. Keep a copy of the completed application for your files. This copy will be helpful in speeding up communications with the DEP staff if any questions arise during the review of the project.
10. Upon the approval by the Department of Environmental Protection, a permit will be issued and sent to the applicant. The applicant should read the permit carefully in order to become familiar with any conditions. Failure to comply with conditions of approval may lead to enforcement action or the revocation of a permit.

THIS FORM IS FOR USE IN NOTIFYING ABUTTING PROPERTY OWNERS, THE MUNICIPALITY,  
AND PUBLISHING THE NOTICE IN THE NEWSPAPER.

**PUBLIC NOTICE OF INTENT TO FILE**

Please take notice that \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(name, address and telephone number of applicant)

is intending to file an application with the Maine Department of Environmental Protection (DEP) on or about

\_\_\_\_\_ pursuant to the provisions of 38 MRSA, Section 1301 et seq. and Maine's Solid

(estimated submittal date)

Waste Management Regulations.

The application is for \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(summary of project)

at \_\_\_\_\_

(project location)

According to Department regulations, interested parties must be publicly notified, written comments invited, and if justified, an opportunity for public hearing given. A request for a public hearing or for the Board of Environmental Protection to assume jurisdiction over this application, must be received by the Department, in writing, no later than 20 days after the application is accepted by the Department as complete for processing.

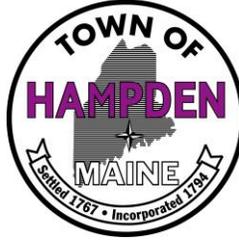
The application and supporting documentation are available for review at the Bureau of Remediation and Waste Management (BRWM) at the appropriate DEP regional office, during normal working hours. A copy of the application and supporting documentation may also be seen at the municipal office (or county office if project is to be located in an unorganized township) in \_\_\_\_\_, Maine.

(town)

Send all correspondence to: Maine Department of Environmental Protection, Bureau of Remediation and Waste Management, 17 State House Station, Augusta, Maine 04333-0017 (207 287-2651 or 1-800-452-1942).



**Town of Hampden**  
106 Western Avenue  
Hampden, Maine 04444



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

**TO:** Infrastructure Committee  
**FROM:** Angus Jennings, Town Manager  
**DATE:** November 22, 2017  
**RE:** Update on Nov. 16 meeting with FEMA, MEMA and Penobscot County  
EMA regarding Town costs resulting from wind storm on Oct. 30

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At the request of Penobscot County EMA, Town personnel completed a number of Form 7s to document costs incurred as a result of the wind storm. In order for Penobscot County to qualify for potential Federal funding, a certain cost threshold of damages needed to be reached, and Hampden's work was important to assist the County in documenting that this threshold was reached.

On November 16, representatives from FEMA, MEMA and Penobscot County EMA visited Hampden, met at the Town Office to discuss the incident and local response with me, the Town Clerk, the DPW Foreman, and the Public Safety Director. Following the meeting, the representatives visited areas of particular damage including the Dorothea Dix Park, sections of Monroe Road, and the DPW Garage (in order to view and measure the volume of wood debris that had been collected to date).

We are currently working on additional documentation as required to be eligible for potential Federal funds to offset documented local costs.



Angus Jennings <townmanager@hampdenmaine.gov>

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## Form 7 Update!

1 message

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**Michelle Tanguay**

Wed, Nov 8, 2017 at 7:44 AM

Reply-To: Michelle Tanguay

To:

Good Morning,

I hope everyone is recovering from the wind storm event from last week. What a way to start the fall/winter!

Penobscot County has initially met our threshold for public damages, so thank you to those who submitted Form 7's. What does this mean now? Within the next few weeks FEMA officials will be in the State and will be reviewing the City/Town Form 7's to validate our numbers. This means they will be looking over the supporting documentation you have, photos, etc. to verify all the costs are allowable and on point. This will be coordinated through MEMA and through the County EMA's. Stay tuned for more on when this happens in our County however; we will be going to the communities with the biggest numbers first. Once FEMA validates our numbers and if we meet our threshold then they move on to the next County. This means not every town will need to meet with FEMA. DOT's numbers for our County came in at \$189K, that is a great start!

We did not receive a lot of numbers when it pertains to I.A. (Individual Assistance) so as of right now, it isn't looking good for a declaration. We're hoping to get more reports through 2-1-1 this week.

The reason for initial deadlines on the Form 7's is because of processes/timing for MEMA requesting FEMA damage assessments and declarations. I know it is hard sometimes to get a clear picture early on, however; it is how it's done. Because we've met our threshold, we can still continue to gather Form 7's so if you've not yet submitted one, and you have allowable and adequate damages (the min is \$3,100), please submit one to Penobscot EMA.

If anyone has any questions, please do not hesitate to call me. I'll update everyone when I know more. Thank you for everything that you do!

Michelle Tanguay, Director

Penobscot County EMA



Angus Jennings <townmanager@hampdenmaine.gov>

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## Fw: FEMA PDA Visit- collecting supporting documentation

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Michelle Tanguay

Wed, Nov 15, 2017 at 9:33 AM

Reply-To: Michelle Tanguay <mtanguay@penobscot-county.net>

To: Town of Hampden

Subject: FEMA PDA Visit- collecting supporting documentation

Good Morning,

With the Form 7's received from the Oct 29th wind storm, Penobscot County has estimated a little over 1.3 million in damages. This exceeds our threshold amount so FEMA will now begin to analyze and confirm our damage numbers.

FEMA & MEMA representatives will be in Penobscot County **tomorrow** to start the Statewide PDA process (public damage assessment) where they obtain the data or supporting documentation to verify our damage amounts. Our intent is to come to the communities with the highest amounts of damages first which include Bangor, Brewer, Hampden, Old Town, and Penobscot Nation.

I've attached the PDA checklist for you- this will give you a list of the potential items the FEMA representative can ask for. If you don't have some of the items, do not panic. They may or may not ask for them all.

I'm reaching out to you as you were the Point Of Contact (POC) listed on the Form 7. If you are not the right person for us to meet with, please let me know. Please confirm where we should meet in your community (Town office, public works, public safety).

This is the tentative schedule for tomorrow. Times are estimates and I will call you when we leave one community and are heading to the next. I do not know how long the meetings last for, this is just data collection at this point, and they will crunch numbers later. I'm estimating an hour so, however; this schedule may change depending on our first meeting.

Hampden 9 am  
Brewer 10:30 ish  
Bangor 12-1  
Old Town 2:30  
Penobscot Nation 3:30

Again, please confirm meeting location and POC (if different than submitted on Form 7).

See you tomorrow!

Michelle Tanguay, CEM-ME

Director, Penobscot County EMA



# Assessing Damages

## Form-7: 29 October 2017

### Purpose

The State must meet the \$1,934,000-dollar threshold for damages to public infrastructure to receive a Presidential Disaster Declaration for Public Assistance. This document explains the first step to request a Presidential Disaster Declaration.

Applicants report initial damages to public infrastructure to MEMA on Form-7's.

### Applicant Eligibility:

- State, Local Governments, Tribes, and certain Private Non-Profits. \*
- Each applicant must have a minimum of **\$3,100** in recorded damages to count towards damage threshold.
- Please estimate damages conservatively.
- Exclude anticipated insurance pay-outs.

### Insurance:

Losses covered by insurance cannot be recorded as damages and cannot count towards State threshold.

### Eligible Damages to Public Infrastructure:

#### Emergency Work

- Category A – Debris Removal
- Category B – Emergency Protective Measures

#### Permanent Work

- Category C – Roads and Bridges
- Category D – Water Control Facilities
- Category E – Buildings and Equipment
- Category F – Utilities
- Category G – Parks and Recreation

**Form-7:** The essential document to compile initial damage estimates.

### Declaration Process:

This is a multi-step process that involves documentation of storm related damages as well as field visits to verify dollar amounts.

**Note:** Although these are necessary steps for requesting a Presidential Declaration, there is no guarantee Maine will get a Presidential Disaster Declaration.

### Basic Declaration Process Steps:

- Step 1: Form-7's from impacted communities
- Step 2: Preliminary Damage Assessment with Local, State, and Federal Officials to verify that damage thresholds were met
- Step 3: Request for Presidential Declaration – if thresholds were met
- Step 4: Declaration Process
- Step 5: Briefings and Public Outreach to affected communities
- Step 6: Implementing Recovery Actions

**Private Non-Profits (PNP's):** \* Education, medical, custodial care, emergency (fire departments, search and rescue, and ambulances), utility, and other (museums, community centers, libraries, homeless shelters, senior citizen centers, health and safety services) institutions.





# Public Assistance

## Preliminary Damage Assessment (PDA) Documentation Checklist

The FEMA Public Assistance Program (PA) provides assistance to State, Tribal governments, Local governments and certain private nonprofit organizations (PNP) to remove debris, provide emergency protective measures, and restore equipment, buildings, and other public infrastructure damaged by a disaster.

If the incident is so severe and magnitude so great that resources are exceeded to exceed local and State or Tribal government capability, the State may request a Joint PDA to validate damages and evaluate impacts. A joint PDA is comprised of FEMA, State, and Local government representatives.

Capturing Costs – Actual costs incurred to date and estimated costs to complete work. Actual costs and estimated costs can be determined using the following tools:

GENERAL DOCUMENTATION REQUIREMENTS	
<input type="checkbox"/>	List of Damages – Include location, damage description, and initial estimates
<input type="checkbox"/>	Photos showing damage to roads and facilities and debris operations
<input type="checkbox"/>	Map of damaged sites
<input type="checkbox"/>	Insurance policy in force at time of event and any settlement documents
<input type="checkbox"/>	Proof of legal Responsibility for facility (lease, proof of ownership)
<input type="checkbox"/>	Maintenance records
<input type="checkbox"/>	Budget Impact Statement
<input type="checkbox"/>	Any special considerations (i.e. historical, environmental, mitigation)
FORCE ACCOUNT LABOR	
<input type="checkbox"/>	Time sheets for each employee
<input type="checkbox"/>	Hours Worked (Regular and Overtime) – For emergency work, only overtime labor costs of regular employees are eligible for reimbursement. However, you must show regular hours worked on the disaster so that force account equipment time – both regular and overtime can be reimbursed.
<input type="checkbox"/>	Benefits calculation for each employee – Provide the fringe benefit costs related to regular time and overtime work. NOTE: Aside from social security and Medicare (FICA), the eligible items for overtime are contingent upon the terms of individual labor contracts.
<input type="checkbox"/>	Pay policy or labor agreements
<input type="checkbox"/>	Description of work being performed by personnel not attached to equipment

FORCE ACCOUNT EQUIPMENT	
<input type="checkbox"/>	Inventory List – make, model, horse power, capacity required
<input type="checkbox"/>	List of operators associated with each listed piece of equipment
<input type="checkbox"/>	Time period equipment was in operation – equipment time cannot exceed labor time.
<input type="checkbox"/>	Mileage logs for each vehicle and names of operators
<input type="checkbox"/>	Location of equipment being used
<input type="checkbox"/>	Description of Equipment Used – Use FEMA’s Schedule of Equipment Rates for cost codes <a href="https://www.fema.gov/media-library/assets/documents/136901">https://www.fema.gov/media-library/assets/documents/136901</a>
MATERIALS – FORCE ACCOUNT	
<input type="checkbox"/>	Items taken from stock or purchased
<input type="checkbox"/>	Date used, description of item, quantity, and unit cost
<input type="checkbox"/>	Receipts and/or invoices for purchases
MATERIALS – EMERGENCY PROTECTIVE MEASURES	
<input type="checkbox"/>	Meal policy
<input type="checkbox"/>	Cost of meals and receipts
<input type="checkbox"/>	Sign-in sheets
<input type="checkbox"/>	Generators
RENTAL EQUIPMENT	
<input type="checkbox"/>	Executed contract or agreement
<input type="checkbox"/>	Invoices and/or receipts
<input type="checkbox"/>	List of equipment hours in use
CONTRACTING DOCUMENTATION	
<input type="checkbox"/>	List of utilized contractors
<input type="checkbox"/>	Invoices and/or receipts
<input type="checkbox"/>	Basis of billing rate
<input type="checkbox"/>	Procurement policy
<input type="checkbox"/>	Executed contract or agreement
<input type="checkbox"/>	Documentation of bid



