



Meeting Minutes RE: Brook Street Utility Coordination

Date: April 8, 2016
Location: Brook Street
Sanford, Maine 04073
Attendees: City of Sanford Matthew Hill, Peter Smith, Jamie Goodwin
Sanford Sewerage Dist. Andre Brousseau, Phil Tucker, Jessica Murphy
Sanford Water Dist. David Parent, Keith Levasseur, Dave Langley
Minutes by: M. Hill

Scope of Work

This meeting was scheduled to discuss the prosecution of work and utility coordination on Brook Street in Sanford from Cottage Street/Route 202 to River Street.

The existing cross-section of Brook Street is approximately 30-feet wide with utility poles and hydrants located within the paved portion of the roadway. The eastern sidewalk is 5-feet wide while the western sidewalk is less than 4-feet wide (not ADA compliant). The roadway surface condition is extremely poor. Driveways with concrete aprons also frequently require paved ramps into the roadway in order to provide access which exacerbates the poor existing drainage conditions. The existing closed drainage system is either in poor condition or absent altogether. The Sanford Sewerage District has identified the need for replacement of their main along the entire project length. The Sanford Water District has identified that their services may need replacement on a case-by-case basis. DPW and the Water District are also discussing hydrant locations along the corridor. No overhead utility relocation is anticipated as part of this project.

The proposed cross-section will include 12-foot traveled ways, 2-foot shoulders, and 5-foot wide sidewalks on both sides of the street. The roadway will have a normal 2% crown. The roadway profile will be improved to clearly define the high and low points in the road. Proposed drainage will be located along the curb and gutter line. The sewer will be replaced in kind in its same current location. A crosswalk will be added at the intersection of Brook Street and Bennett Street for pedestrian connectivity. No additional sidewalks beyond those existing are being proposed. Areas currently uncurbed will likely receive concrete curb and a grassed panel instead for the effective conveyance of storm water.



Traffic Control

The work will begin at Cottage Street/Route 202 and progress towards River Street. The following segments will be utilized for traffic control purposes and will be limited to local traffic only (no through traffic):

1. Cottage Street to Laurel Court;
2. Laurel Court to Bennett Street;
3. Bennett Street to Vaness Street;
4. Vaness Street to River Street.

As the road will be maintained for local traffic, it is anticipated that typically two flaggers will be needed in order to recognize and direct residents that may need to access Brook Street during construction.

Prosecution of Work

The following preliminary order of work was determined:

Phase	Activity
1.	DPW removes the pavement only from curb to curb;
2.	The Sanford Sewerage District and Sanford Water District will replace/relocate their infrastructure as necessary. C.A. Plante & Sons will perform the excavation work for the Sanford Sewerage District;
3.	DPW will remove sidewalks, box cut the existing sub grade approximately 18-inches, and construct storm water drainage;
4.	DPW will construct and compact clean gravel sub grade;
5.	DPW will fine grade in preparation for paving;
6.	Base pavement will be placed by Dayton Sand and Gravel;
7.	Retaining walls will be addressed through a landscape contractor (TBD);
8.	Concrete curb will be placed on the base pavement by Dirigo Slipform;
9.	Concrete sidewalks will be placed by Bill Bougie (DPW's Contractor);
10.	Utility adjustments will be performed by DPW, Sanford Sewerage District, and Sanford Water District;
11.	Final wearing course and driveway pavement will be placed by Dayton Sand and Gravel;
12.	Final striping will be performed by Hi-Way Safety;
13.	Loam, seed, and mulch by Sanford DPW;
14.	Final walk-through punch-list items addressed and project acceptance;



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Schedule

- The anticipated mobilization by Sanford DPW will be the week of April 25;
- The Sanford Sewerage District and Sanford Water District will mobilize the week of May 9;

Action Items

1. Sanford DPW to finalize alignment and profile;
2. Sanford DPW to investigate drainage outlets;
3. Sanford DPW to complete subgrade investigation and perform pavement design on proposed roadway;
4. Sanford DPW to complete drainage design;
5. Sanford DPW to notify overhead utilities to request raising lines temporarily;
6. Sanford DPW to continue to outreach to residents on complicated issues including retaining walls and steps abutting the sidewalk. Unresponsive abutters with complicated issues will receive an additional outreach letter for direct negotiation;
7. Sanford DPW to select landscaping contractor and retaining wall products;
8. Sanford DPW to communicate with School District and Bus Company regarding construction schedule;
9. Sanford DPW to video project for existing conditions as well as underground utility markings locations;
10. Sanford DPW to draft Traffic Control Plan (basically detouring all through traffic to River Street) for pre-construction meeting;
11. Sanford DPW to direct trash and recycling pick-up on site to occur as early as possible during construction;
12. Sanford DPW to seek input from City Manager and City Council on perpetuation of west-side sidewalk;
13. Sanford DPW to communicate with lot owner at Cottage and Brook regarding hydrant easement;
14. Sanford Water District to communicate with resident at 155 Brook Street regarding potential hydrant easement;
15. Sanford Sewer District to assist Sanford DPW on additional drainage investigation on Laurel Court.

Cc: Attendees; S. Buck, S. Lord, M. Casserly, N. LeBrun, A. Burbank, 2016 Construction City Web Page