



Meeting Minutes RE: Brook Street Reconstruction

Date: April 21, 2016

Location: Sanford City Hall, 3rd Floor Conference Room
919 Main Street
Sanford, Maine 04073

Attendees: City of Sanford
Matthew Hill
Peter Smith
Nancy LeBrun
Jason Wagner
Mike Casserly
Jamie Goodwin
Matt Nelson
Bill Tower
Ledgemere Transportation
Sanford Water District
Sanford Sewerage District
Dayton Sand & Gravel
Bougie Concrete
Sheila Beckwith-Hibbard
David Parent
Andre Brousseau
Jason Robinson
Bill Bougie
Keith Levasseur
Phil Tucker

This meeting was scheduled in order to discuss the upcoming reconstruction of Brook Street in Sanford from the intersection of Route 202/Cottage Street to River Street.

- I. Scope of Work
A. Reconstruct all area inside of the back of sidewalk.
B. Proposed typical of 12' traveled way and 2' shoulder (the existing condition is 12" traveled way and 3' shoulder with utilities in the outside two feet).
C. Sewer and Water concurrent work
1. Replacement of the sewer main and services on a case-by-case basis.
2. Replacement of water services on a case-by case basis.
D. DPW will likely construct a clean processed gravel subgrade.
E. Treatment of yards and retaining walls on a case-by-case with Residents.
II. Schedule
A. DPW removes the pavement only from curb to curb;
B. The Sanford Sewerage District and Sanford Water District will replace/relocate their infrastructure as necessary.



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- C. DPW will remove sidewalks, box cut the existing sub grade approximately 18-inches, and construct storm water drainage;
 - D. DPW will construct and compact clean gravel sub grade;
 - E. Dayton Sand & Gravel will fine grade in preparation for paving;
 - F. Base pavement will be placed by Dayton Sand & Gravel;
 - G. Retaining walls will be addressed by N&A Masonry Inc, of OOB;
 - H. Concrete curb will be placed on the base pavement by Dirigo Slipform;
 - I. Concrete sidewalks will be placed by Bougie Concrete;
 - J. Utility adjustments will be performed by DPW, Sanford Sewerage District, and Sanford Water District;
 - K. Final wearing course and driveway pavement will be placed by Dayton Sand & Gravel;
 - L. Final striping will be performed by Hi-Way Safety;
 - M. Loam, seed, and mulch by Sanford DPW;
 - N. Final walk-through punch-list items addressed and project acceptance;
- III. Traffic Control
- A. Daily Work includes closure of blocks to through traffic but can still accommodate local traffic and emergency vehicles if necessary;
 - B. The last day of school is June 13, 2016. This will still have some of the utility work (beginning May 9, 2016) happening while school is in session. The School District and bus company will be kept apprised of current closures and necessary detour routes.
 - C. Emergency Response – DPW, Sanford Water District, and Sanford Sewerage District have access to DPW radio frequencies. Any emergency response notifications will be carried on this channel.
- IV. Staging Area – Subsequent to the meeting, DPW successfully negotiated to utilize the graveled side yard of the business on the corner of Brook Street and River Street. All usage of this premises should be coordinated through P. Smith and J. Goodwin (Sanford DPW).
- V. Maintenance of Traffic
- A. Driveway Maintenance – driveways will be maintained for Residents with only minimal intermittent delays.
 - B. Dust Control – DPW will operate a water truck for dust control.
 - C. Cleanup & Overnight Expectations – the project will be returned to a state that is passable for two lanes of traffic at the conclusion of each working day. Any utilities in the ground which are not at-grade will be marked with a barricade or cone. It shall be their respective responsibility to maintain that marking until it can be brought to grade.



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- VI. Utility Coordination
 - A. Utility adjustments (see above);
 - B. Maintenance of utility markings;
 - C. Review utility coordination minutes;
 - D. Cut/Fill Agreements.

- VII. Public Relations Outreach – information posted on DPW web site.

- VIII. Action Items
 - A. A copy of the bus schedule will be forwarded to meeting participants for their reference.
 - B. Outreach letter #2 will be drafted and distributed as necessary to Residents.
 - C. Contracts will be prepared for the concrete slipform and retaining wall contractors respectively.
 - D. Sanford DPW to finalize profile;
 - E. Sanford DPW to design proposed drainage;
 - F. Sanford DPW to complete subgrade investigation and perform pavement design on proposed roadway;
 - G. Sanford DPW to communicate with School District and Bus Company regarding construction schedule;
 - H. Sanford DPW to direct trash and recycling pick-up on site to occur as early as possible during construction;
 - I. Sanford DPW to communicate with lot owner at Cottage and Brook regarding hydrant easement;
 - J. Sanford Water District to communicate with resident at 155 Brook Street regarding potential hydrant easement;

Cc: S. Buck, S. Lord, S. Landry, Attendees