The Road Plan Committee will hold a Meeting on Tuesday, October 28th, 2014
At the Public Safety Building Ross Room 7:00pm.

First Order of Business: Call meeting to order

Second Order of Business: Approval of minutes

Third Order of Business: Review the first draft of the Road Plan
   A. New language about gravel, gravel roads, Chandler’s Cove Rd
   B. Recommended steps to address the need for gravel
   C. Costs filled out in the recommendations
   D. New Figure in the document
   E. Changes to the cost table (Roy Hill & Littlefield)

Fourth Order of Business: Approve the plan and presentation and...
   A. send to Road commissioner for approval and request he forward to the Board of Selectmen for
   B. our presentation at their meeting on Nov 12th.

Fifth Order of Business: Next meeting date

Sixth Order of Business Other Business

Seventh Order of Business: Adjourn Meeting
ROAD PLAN
2014

CHEBEAGUE ISLAND
MAINE
1. Introduction
The road plan is updated annually by the town of Chebeague Island Road Committee with the aid of the Road Surface Management System (RSMS). RSMS is software created by the Maine Local Roads Center (MLRC) of the Maine Department of Transportation (MDOT). The goal of the plan is to slowly bring the quality of our road network up to a point where the entire network can be put into a regular, cost effective maintenance program. The Road Plan presents the findings of the committee looking out 10 years and evaluating all of the approximately 10 miles of paved roads on the island.

2. Elements of a Road Plan

a. Repair Strategies
The committee completed a road section condition survey by driving the entire road network and completing survey forms. The results were entered into the RSMS which categorizes each section of surveyed road and provides possible repair/maintenance options for each type. A cost for each maintenance option is based on the length, width and RSMS category. The Committee determined the option to recommend and applied an ‘island factor’ of %30 to the RSMS cost.

b. Road Status
RSMS places each road segment in one of the following categories:

- Routine
- Preventative
- Rehabilitate
- Reconstruct

One of the goals of the plan is to have all 10 miles of paving in the Routine or Preventative categories (the most cost-effective to maintain). To accomplish this goal the plan has to improve the worst roads without letting better roads slip into Rehabilitate or Reconstruct.

c. Priorities
Each road section is also characterized in terms of the traffic load and the importance of the road section. The guiding principles used in setting priorities are:

1. Public Safety
2. Optimal return on dollar investment (timing and preparation)
3. Proximity to public services (importance and use)
d. **Budget**
An important purpose of this report is to give the Selectmen and Capital Plan Committee a target funding level for the next annual Town Meeting. All 10 years are estimated.

To develop the maintenance program for the 2015-2016 fiscal year the road sections were prioritized based on long-term goals, current road status and immediate priorities.

A repair option is selected for the road sections that fall out at the top of the priority list. The committee’s philosophy was to select ‘middle-of-road’ cost options. An “Island Factor” is applied to the RSMS estimates which are mainland based.

Similar options are grouped together to provide sufficient mileage to minimize contractor mobilization costs. These are compared to the projected level of reserve funds in the capital budget and a 2-3 year schedule is created.

The Public Works department performs culvert replacement, ditching, patching and grading as part of its operating budget and they are not included in the 2010 road plan recommendations. Public Works will also be involved in preparing roads for the work recommended in this document.

e. **Annual Surface Work Groups (ASW)**
The committee continues to work on the belief that Town can raise funds in a single year to maintain or repair about one mile of paved road surface. Given the inventory of about 10 miles of paved road surface the committee has developed 10 segments of approximately 1 mile each and labeled them ASW01 - ASW10. The numeric portion does not reflect a priority or expected order it is simply a label.

To identify these work groups in RSMS each road segment name is prefixed with the ASW number. For example ASW07 is made up of the Cottage Road and the end of North Road (they meet approximately at the Indian Point Road). They are given the names “ASW07 Cottage Road” and “ASW07 North Road 03”. The “03” indicates that it is third section of North Road subdivided because of its length.

See Figure 1 for a map of the work groups used in this plan and surveyed status for each segment. Note that with the completion of ASW06 and ASW04 main roads between the Stone Wharf and Chandler’s Wharf will all be a condition to accept regular maintenance in the next iteration of the 10-year plan.
FIGURE 1
CHEBEAGUE ISLAND, MAINE
2014 ROAD PLAN SURVEY
NOV, 2014
3. **Financial Status**

Part of the RPC’s duties are to recommend financing options for the plan. To that end each year the RPC requests the current estimated balance of the undesignated fund balance and the balance of the paving reserve account (9050) from the treasurer.

On 10/27/2014 the treasurer estimated the fund balance at approximately $228,500 which is only slightly higher than the minimum 8% of operations allowed by Selectmen’s policy. The paving reserve has a balance of approximately $175,616.

4. **Recommendations to the Board of Selectmen:**

   a. **Capital Repair Projects for Calendar year 2015**

   The RPC recommends that the following road sections be paved in calendar year 2015. Exact schedule may be dependent on a number of factors including

   i. **ASW06: John Small Road** – The Town received a proposal from All States Asphalt, Inc. on 7/31/2014 for $172,500 to lay ¾” of shim and 2” of Cold Mix Overlay for the entire length of John Small Road. An earlier estimate that included a portion of reclamation was approximately $201,000.

   ii. **ASW04: South Road** – RSMS ‘middle-of-road’ options total $123,565.

   b. **Chandler’s Cove Road**

   In 2014 this committee recommended that a portion of South road, Chandlers Cove Road and Casco Bay Landing Road be reclaimed and resurfaced. A question arose about the location of part of the road to Casco Bay Landing and the Board of Selectmen voted to delay the project and use the material and funds to continue eastward on South Road. The Committee has included Chandlers Cove Road and Casco Bay Landing Road in this recommendation based on its understanding of the Board of Selectmen wishes and not through the process described in this document. No funding is included for this project and should be add by the Selectmen when they determine what they will do.

   c. **Gravel Roads**

   Maintenance of gravel roads should be performed by the Public Works Dept. on an “as needed basis”. Following the implementation of the 10-year plan, gravel roads should be revisited for improvement including but not limited to paving.

   d. **Gravel Supply**

   Good quality gravel is important to building proper roadbeds. As the road nears the bottom of the priority list some of the worst roads are in need of significant repair and they are in some cases they in bad shape because of the roadbeds are inadequate. The best example of this is Firehouse Road. Future plans are also likely to require more gravel address the 3 miles of gravel roads maintained by the Town. In the recommendations section of this document the RPC requests that the Board of Selectmen direct the RPC to initiate the following steps to address this future need.
### 1. Estimated the quantity of gravel required for the 10-year (including gravel roads).

### 2. Inventory Town Owned land and estimate the quantity of gravel available for road work. Include extraction plan.

### 3. Compare costs of off-island and on-island gravel

### 4. Develop a plan to obtain an adequate supply of gravel for the foreseeable future.

#### e. Financing

The committee continues to recommend raising all funds required to implement this plan annually through taxes.

1. Plan to allocate $175,000 each year for the paving capital account (9050) to implement this plan.
2. Continue to raise funds in the operating budget to perform the pre-paving work of replacing culverts and the post-paving work of dressing the road shoulder of all newly paved roadways.
3. Supplement revenue raised through taxes each year with a transfer from the undesignated fund balance to the extent it can be done under the current fund balance policy.

#### f. 2015-2016 Maintenance, Budget and Administrative Recommendations

1. Request Town Meeting transfer $0 from the undesignated fund balance to the paving capital account (9050),
2. Request Town Meeting to authorize the Selectmen to raise $175,000 in fiscal year 2015-2016 from the paving capital account (9050) and authorize spending up to $325,000 (This includes ASW04, ASW06 plus about a %10 contingency,
3. Direct the RPC to initiate the process of developing a plan to acquire gravel for future road work.
4. Direct the Town Administrator to solicit bids, secure contracts and make any other preparations to accomplish the work described in this plan,
5. Maintain the RSMS software and purchase upgrades as needed,
6. Publish the plan in advance of the budget process

#### 5. RSMS Road Network Financial Plan

The table below is the result of this year’s road survey and analysis. This table was produced by modifying the output of the RSMS options report. The Committee determined that for each section it would choose a repair option in the middle of the option list (ordered by cost).
## CHEBogue Island 2014 Ten-Year Road Plan

### 2014

<table>
<thead>
<tr>
<th>ASW06</th>
<th>John Small 01</th>
<th>Preventive-3</th>
<th>South Road (West)</th>
<th>Near Brother Ross</th>
<th>0.41</th>
<th>Shim with 1&quot; overlay (5)</th>
<th>$25,318</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Small 02</td>
<td>2 Rehabilitate-8</td>
<td>Near Brother Ross</td>
<td>South Road (East)</td>
<td>0.54</td>
<td>Reclaim incl 6-8&quot; base, 2&quot; binder, 1.5&quot; surface (5)</td>
<td>$102,600</td>
<td></td>
</tr>
</tbody>
</table>

Group Length (mi) | 0.95 | cost per mile: | $175,045 | ASW06: | $127,118 | 30% Island Factor | $38,375 | Plan Estimate | $166,293 |

### 2015

<table>
<thead>
<tr>
<th>ASW04</th>
<th>Littlefield Road</th>
<th>No Maint-2</th>
<th>South Road</th>
<th>Island Commons</th>
<th>0.06</th>
<th>Reclaim incl 6-8&quot; base, 2&quot; binder, 1.5&quot; surface (5)</th>
<th>$5,100</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roy Hill Road</td>
<td>Rehabilitate-4</td>
<td>South Road</td>
<td>Summa</td>
<td></td>
<td>0.03</td>
<td></td>
<td></td>
</tr>
<tr>
<td>South Road</td>
<td>Preventive-3</td>
<td>Littlefield Rd</td>
<td>Roy Hill Rd</td>
<td>0.63</td>
<td>Shim with 1&quot; overlay (5)</td>
<td>$40,950</td>
<td></td>
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</table>

Group Length (mi) | 0.92 | cost per mile: | $134,310 | ASW04: | $95,050 | 30% Island Factor | $28,515 | Plan Estimate | $123,565 |

### 2016

<table>
<thead>
<tr>
<th>ASW08</th>
<th>Capps Road</th>
<th>No Maint-2</th>
<th>South Road</th>
<th>Past C. Doughy</th>
<th>0.13</th>
<th>Grade shoulders (5)</th>
<th>$60</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bar Point Road</td>
<td>No Maint-2</td>
<td>Division Point Rd</td>
<td>Cul du sac</td>
<td></td>
<td>0.16</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Soule Road</td>
<td>No Maint-2</td>
<td>South Road</td>
<td>Johnson's</td>
<td>0.06</td>
<td>Grade shoulders (5)</td>
<td>$60</td>
<td></td>
</tr>
<tr>
<td>Old Cart Road</td>
<td>Rehabilitate-2</td>
<td>North Road</td>
<td>Cul du sac</td>
<td>0.2</td>
<td>Reclaim incl 6-8&quot; base, 2&quot; binder, 1.5&quot; surface (5)</td>
<td>$51,450</td>
<td></td>
</tr>
<tr>
<td>Division Point Road</td>
<td>Rehabilitate-2</td>
<td>North Division Point</td>
<td></td>
<td>0.36</td>
<td>Reclaim incl 6-8&quot; base, 2&quot; binder, 1.5&quot; surface (5)</td>
<td>$72,000</td>
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</table>

Group Length (mi) | 0.91 | cost per mile: | $175,443 | ASW08: | $123,510 | 30% Island Factor | $37,053 | Plan Estimate | $160,563 |

### 2017

<table>
<thead>
<tr>
<th>ASW07</th>
<th>North Road 03</th>
<th>Preventive-4</th>
<th>School House</th>
<th>Cottage Road</th>
<th>0.57</th>
<th>Shim with 1&quot; overlay (5)</th>
<th>$38,903</th>
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</thead>
<tbody>
<tr>
<td>Cottage Road</td>
<td>Rehabilitate-5</td>
<td>North Road</td>
<td>South Road</td>
<td>0.6</td>
<td>Reclaim incl 6-8&quot; base, 2&quot; binder, 1.5&quot; surface (5)</td>
<td>$106,000</td>
<td></td>
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</tbody>
</table>

Group Length (mi) | 1.17 | cost per mile: | $163,225 | ASW07: | $146,903 | 30% Island Factor | $44,071 | Plan Estimate | $190,973 |

### 2018

<table>
<thead>
<tr>
<th>ASW05</th>
<th>South Road</th>
<th>No Maint-10</th>
<th>Roy Hill Rd</th>
<th>Inn</th>
<th>1.15</th>
<th>18&quot; new 9.5mm gravel, 2&quot; binder, 1&quot;surface (5)</th>
<th>$78,750</th>
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</thead>
<tbody>
<tr>
<td>South Road</td>
<td>Reconstruct-4</td>
<td>Inn</td>
<td>East Shore Rd</td>
<td>0.35</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Group Length (mi) | 1.50 | cost per mile: | $68,250 | ASW05: | $78,750 | 30% Island Factor | $28,625 | Plan Estimate | $102,375 |

### 2019

<p>| ASW09 | School House Rd | No Maint-9 | North Road | South Road | 0.42 | | |
|-------|------------------|------------|------------|-------------|------|| |
| Parking Lot School | Routine-7 | | 7000 square feet | | 0.019 | | |</p>
<table>
<thead>
<tr>
<th>Year</th>
<th>Project</th>
<th>Length (mi)</th>
<th>Cost per Mile</th>
<th>Total Cost</th>
<th>Island Factor</th>
<th>Plan Estimate</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019</td>
<td>Firehouse Road</td>
<td>1.00</td>
<td>$137,222</td>
<td>$105,450</td>
<td>30%</td>
<td>$31,655</td>
</tr>
<tr>
<td>2020</td>
<td>Stone Wharf Road</td>
<td>1.00</td>
<td>$137,222</td>
<td>$105,450</td>
<td>30%</td>
<td>$31,655</td>
</tr>
<tr>
<td>2021</td>
<td>North Road</td>
<td>1.00</td>
<td>$137,222</td>
<td>$105,450</td>
<td>30%</td>
<td>$31,655</td>
</tr>
<tr>
<td>2022</td>
<td>North Road</td>
<td>1.00</td>
<td>$137,222</td>
<td>$105,450</td>
<td>30%</td>
<td>$31,655</td>
</tr>
<tr>
<td>2023</td>
<td>South Road</td>
<td>1.00</td>
<td>$137,222</td>
<td>$105,450</td>
<td>30%</td>
<td>$31,655</td>
</tr>
</tbody>
</table>

Estimated cost to do the entire plan = $940,219
The Road Plan Committee held a meeting on Tuesday, October 7th, 2014 at the Public Safety Building (Ross Room) at 7:05 pm.

**Members present:** Herb Maine, Doug Damon, David Campbell, Tom Calder

**Members Absent:** Wayne Dyer

**Public Member Guest:** Mark Dyer

**First Order of Business:** Herb Maine called meeting to order at 7:05

**Second Order of Business:** Minutes September 30th Meeting

  *Motion: Move to accept by David Campbell, Second by Tom Calder  Unanimous, Motion Carried*

**Third Order of Business:** Review the first draft of the road plan.

  Herb presented the first draft of the road plan to be presented to the Selectmen and copies were distributed for review. Board reviewed draft and generally approved of format and content. Doug Damon will create a map of the island with notes to be inserted into report as a visual guide. **No other action taken**

**Fourth Order of Business:** Committee discussed dirt roads and feel they should be addressed at a later date. Leave Upkeep of dirt roads to Public Works for now.

**Fifth Order of Business:** Discuss the Process going forward.

  *Motion to set next meeting date October 21st to review final draft and present to Selectmen Nov 12th. Unanimous, Motion Carried*

**Sixth Order of Business:** Other Business.......None

**Seventh Order of Business:** Adjourn Meeting

  *Move to adjourn meeting by Doug at 8:50, Second Dave, Unanimous*
To: Town Of Chebeague Island  
Address: 192 North Road  
           Chebeague Island, ME 04017 USA  
Contact: Eric Dyer  
Phone: 207-846-3148  
Fax:  
Project Name: Town Of Chebeague Island-Fall 2014  
Project Location: John Small Rd, Chebeague Island, ME  
Bid Number:  
Bid Date:  

<table>
<thead>
<tr>
<th>Item #</th>
<th>Item Description</th>
<th>Estimated Quantity</th>
<th>Unit</th>
<th>Unit Price</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Cold Mix-Shim-Overlay</td>
<td>1,500.00</td>
<td>TON</td>
<td>$115.00</td>
<td>$172,500.00</td>
</tr>
<tr>
<td>2</td>
<td>Chip Seal</td>
<td>11,735.00</td>
<td>SY</td>
<td>$3.50</td>
<td>$41,072.50</td>
</tr>
</tbody>
</table>

**Notes:**
- Please find the attached Standard Conditions document. By signing below, buyer acknowledges and agrees that it has also read and approved Contractor's Standard Conditions, as required included parts of this contract. This contract constitutes the entire agreement between the Contractor and Buyer and may only be modified by a written amendment executed by both parties. This proposal is accepted upon receipt of Buyer's signature, and the Contract is effective as of the date of Contractor's signature tendered to Buyer. Executed by both parties as a sealed instrument.
- Prices are based upon current liquid asphalt costs, which are not guaranteed by suppliers and, therefore, subject to sudden adjustment during the term of this agreement. The base cost (index) of asphalt for this quote is $622.50 per ton.
- Prices are based on 1 mobilization(s). Additional mobilizations which become necessary will be subject to a charge of $5,000.00 each.
- All fees, permits, and engineering will be the responsibility of the buyer unless otherwise noted above. No bonds will be supplied. Above quantities are estimates only and are subject to adjustment determined by Field Measure unless otherwise noted above.

**CONFIRMED:**
All States Asphalt-Maine  
Authorized Signature:  
Estimator: Rob Mowatt  
rmowatt@asmg.com

**ACCEPTED:**
The above prices, specifications and conditions are satisfactory and are hereby accepted.

Buyer:  
Signature:  
Date of Acceptance:  

7/31/2014 4:23:12 PM