



August 10, 2016

City of Hallowell
City Manager
Nate Rudy
1 Winthrop Street
Hallowell, Maine 04347

Ref: Water Service to Waterfront Park,

Dear Nate Rudy:

Your email dated August 9, 2016 is asking for the documents needed to permanently connect water service to the two spigots located in Waterfront Park. I assume you are requesting to open an account at the waterfront park for the year 2017 and you are requesting the smaller size as outlined to you in email on July 29, 2016 (copy attached).

Enclosed are two applications. The first application is for the water service permanent connection and the necessary hardware needed to make the connection. This application requires a deposit in the amount of \$ 395.32. Once we receive the deposit I will order the parts. The second is the application for service.

Please let me know if you need additional information.

A handwritten signature in black ink that reads "Dennis Kinney". The signature is written in a cursive style.

Dennis Kinney
Superintendent
Hallowell Water District

Subject: Re: Waterfront Park Water Service
From: Dennis Kinney (dkinney1@att.net)
To: nrudy@hallowellmaine.org;
Cc: chrisbuck@hallowellmaine.org; richard.a.dolby@gmail.com;
Date: Friday, July 29, 2016 11:32 AM

Dear Nate Rudy:

The water service that provides water to the Old Hallowell Day event at the city's waterfront park (bulkhead), was installed for a one day per year use by Old Hallowell Day committee. The Hallowell Water District provides the water to this service on that day at no cost. This is done based on a loosely interpreted exemption to the "Free or Special Rate Prohibited" statute.

The cost of this service was paid by the Old Hallowell Day committee and the City of Hallowell. The City of Hallowell's involvement was based on a future need for public facilities at the bulkhead. You should have the exact breakdown of how this was created in City Hall. The request to us was in June of 2012.

This is a large 2" service and includes a 4' diameter meter pit for a 2" meter. Inside the meter pit the pipe size is reduced to 1" pipe. A 1" piping system was run from the meter pit into the park (approximately 200') consisting of two spigots. The meter and meter setter has not been purchased, paid for, or installed yet. The cost of a 2" meter setter and meter was \$1,504.00 in April of 2016.

To activate this service for more than the one day event, we must create an account, install a meter and charge for the usage. In addition, the Old Hallowell Day committee would need to agree to this.

Over the past three years several special interest groups have asked to have this service turned on. When the granite crane was moved to this location, the city, using Al Hague as their spokesman, asked for service. He failed to provide the written permission from the Old Hallowell Day committee. The service was terminated and has only been used by Old Hallowell Day since.

The City currently has four seasonal services. Each service cost \$64.00 plus water usage per year. The minimum cost for each service is \$195.76 per year.

If the City would like to create a new account for this service, you have two options:

- 1) Open the account as designed with a 2" meter. This will require a deposit of \$1,568.00 and the minimum annual cost will be \$582.26.
- 2) Reduce the service size to 5/8". This will require a deposit of \$395.32 and the minimum annual cost will be \$195.76. This smaller service will need to be upgraded if you decide to expand the usage beyond the two existing spigots.

Hallowell Water District
Water Division
WATER SERVICE LINE APPLICATION
(WITHOUT ROAD OPENING)

I, Nate Rudy, City Manager for the City of Hallowell the undersigned being the (Owner/Agent) of property located at Waterfront park does hereby request connection to a water line that serves two spigots in Waterfront park

The undersigned agrees:

1. To accept and abide by the provisions of the Hallowell Water District Water Use Policy as is now in effect and that may be adopted in the future.
2. To enter the public water system at a location determined by the District.
3. To be responsible for the water line from the two spigots to the curb stop. This includes the meter pit and all hardware within the meter pit. This portion of water line and meter pit shall remain private and shall be maintain by the owner at no expense to the District. The portion of the water line from the water main to the curb stop shall be the property of the Hallowell Water District.
4. To pay for the expense of purchasing and installing a water meter. Once installed, the water meter shall become the property of the Hallowell Water District.
5. To pay any expenses incurred by the District for this service.
6. To pay a Deposit of \$ 395.32. If the district's expenses exceed the deposit amount then the District shall bill the customer for the additional expenses. If the District's expenses are less than the deposit amount then the District shall refund the amount not required for this service.

Date _____ Signed _____

Address _____

Telephone Number _____

APPLICATION APPROVED.

Hallowell Water District

By _____

Date _____

Hallowell Water District

52 Winthrop Street, Hallowell, ME 04347
623-9151

RATES

WATER RATES Effective September 1, 2014

Quarterly Billing

First 1,200 cu. ft. (or less) per quarter.....\$65.88
 Next 4,800 cu. ft. per quarter..... 2.79 per 100 cu. ft.
 All in excess of 6,000 cu. ft. per quarter..... 1.99 per 100 cu. ft.

<u>Rate Table/ Meter Size</u>	<u>Meter Size</u>	<u>Water Allowed</u>	<u>Minimum Charge(s)</u>	<u>Water Allowed</u>	<u>Minimum Charge (s)</u>
<u>Code</u>	<u>Inches</u>	<u>Per Qtr.</u>	<u>Per Qtr.</u>	<u>Per Month</u>	<u>Per Month</u>
1	5/8	1,200	\$65.88	400	\$21.96
2	3/4	1,800	\$82.62	600	\$27.54
3	1	3,000	\$116.10	1000	\$38.70
4	1-1/2	6,000	\$199.80	2000	\$66.60
5	2	9,000	\$259.13	3000	\$86.38
6	3	18,000	\$437.00	6000	\$145.67
7	4	30,000	\$674.16	10000	\$224.72
8	6	60,000	\$1,267.08	20000	\$422.36

¹ PUC Suspended 5/30/14- till September. 2014-Approved 9/1/14

**PROPERTY COMMITTEE APPROVED
DRAFT DOCUMENT**

**City of Hallowell
Policy on Public Access to City Owned Buildings**

POLICY

While it is the preference of the City of Hallowell that citizen's access city owned buildings with the presence of city staff, the City recognizes that on occasion citizens will need to access city owned buildings without staff present. This policy outlines the proper procedures for citizens to follow.

1. Citizens should provide prior day hour advance notice to the City Manager, City Clerk or designee of need to access city owned buildings and obtain permission
2. It is the expectation of the City that on limited occasion's citizens may provide less than 24 hour notice, short notice is strongly discouraged.
3. Once the City Manager or department supervisor approves citizen access to city owned buildings they will then provide the citizen with direction on access to the building including keys and proper lock-up procedures.
4. Keys issued must be promptly returned to the City Manager, City Clerk or designee
5. The City Manager has discretion to limit citizen access to city owned buildings

Approved 090716

**Hallowell Property Committee Meeting
September 7, 2015**

Request for Use License Fish and Game Road

The committee began the meeting with a overview of the last discussion where the committee had a general interest in pursuing a limited use license for Bud Lord to allow gravel trucks on the Fish and Game Road providing access to and from a proposed sand pit on Bud's property.

Andy Kokernack and Attorney McKee briefed the committee on discussions with representatives from the Hallowell Conservation Commission stating the commission would not oppose the license concept noting there would be surveys conducted for some of the Reservoir boundaries and the license would be an annual license subject to conditions including annual public comment for renewal. Andy also briefed the committee on discussions with Chris Buck regarding the road and their role in assisting to maintain the road particularly grading the road in addition to city grading. All were in agreement, confirmed by Chris Buck in attendance.

Mike Laflin shared comment with the committee noting he had also shared the same comment with Bud Lord. Mike expressed concern for his grandchildren living on the Fish and Game Road with increased truck activity on the road. Mike emphasized that the Lord property for the proposed pit also had access to Central St. via an old farm road on the land.

After a brief discussion the committee agreed to recommend approval for a limited use license and discussed the following terms. Prior to issuing the license information on current and needed survey information needs to be gathered, so everyone is clear on what survey information Andy needs to provide to the city. Interest was expressed to prioritize the southern line of the res.

- Annual license subject to public comment with the committee prior to re-issue
- Comment timing prior to April to align with existing easement language
- Mutually revocable
- Up to 25% maintenance fee (same as easement language)
- No further widening of the road
- Use limited to gravel and timber
- Issuing of license does not constitute a public way
- Need to determine limits on access (i.e. times of use)
- If the sand pit is not permitted or loses permit license expires
- Indemnification for the city
- Cost pass thru should damage occur that the Lord's do not correct.

Motion – To direct the city manager to work with the city attorney to develop a use license agreement, with conditions, for Bud Lord providing truck use on the Town Farm Road.

Policy on Citizen Access to City Owned Buildings

Sandy Stubbs joined the committee to discuss a draft policy on citizen access to city owned buildings. Sandy reviewed general scenarios where access has been asked for and granted. The committee reviewed and approved a draft policy.

Motion – To adopt the committee approved draft policy on citizen access to city owned buildings.

McCourtney Bench Placement

Nate met with the McCourtney family and interested parties have agreed to locate the bench at the Hallowell Reservoir

Motion – To approve placement of the McCourtney Bench at the Hallowell Reservoir per agreed upon location.

Transfer of Waterfront Water Access to the City

The committee discussed Hallowell Water District application to transfer access to the waterfront water spout to the city. The application fee is \$395.32

Motion – To approve transfer of waterfront water access to the city including payment of application fees.