

## **AGENDA**

Cumberland Town Council Meeting

Town Council Chambers

Monday, July 28, 2008

**6:00 p.m.** Workshop

**7:00 p.m.** Call To Order

**6:00 p.m. WORKSHOP** re: Val Halla Pump Station; and Setting Sewer Rates.

### **I. APPROVAL OF MINUTES**

### **II. MANAGER'S REPORT**

### **III. PUBLIC DISCUSSION**

### **IV. LEGISLATION AND POLICY**

**08 - 108** To hear a report from the I.T. Director re: Business Continuity Plan.

**08 - 109** To hold a Public Hearing to consider and act on a Mass Gathering Permit for the 2008 Maine Pumpkin Festival to be held at the Cumberland Fairgrounds September 30 — October 4, 2008. *ITEM TABLED TO AUGUST 11, 2008*

**08 - 110** To hold a Public Hearing to award a contract to A.H. Grover of North Yarmouth, for the Route 100 waterline extension project.

**08 - 111** To hold a Public Hearing to set sewer user fees from August 11, 2008 — August 1, 2009, as recommended by the Town Manager.

**08 - 112** To hold a Public Hearing to consider and act on a recommendation from the Planning Board re: setback requirement changes to the Val Halla Overlay District.

**08 - 113** To set a Public Hearing date (August 11<sup>th</sup>) to consider and act on setting the FY09 tax rate.

**08 - 114** To hear a report from the Finance Committee Chair re: FY08 4<sup>th</sup> quarter financials. *ITEM TABLED TO AUGUST 11, 2008*

**08 - 115** To hear a report and consider and act on authorizing the Town Manager to secure financing for funding of pump station replacement at Val Halla.

**V. NEW BUSINESS**

**VI. ADJOURNMENT**

# **Business Continuity Plan**



Town of Cumberland  
290 Tuttle Road  
Cumberland, Maine

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# Introduction

The primary objective of the Town's continuity planning process is to ensure the timely resumption of critical operations in the event of a disaster at Town Hall. Other objectives include preparing the Town for lesser contingencies and safeguarding assets.

Town management believes that business continuity planning will help lessen the damaging effects of a disaster on Town business operations. This plan addresses occurrences typically associated with a disaster, such as a fire, as well as events not thought of as disasters that occur on a more frequent basis, such as a failure of telephone or computer equipment.

## Goals of the Plan

- To identify the critical resources needed to recover from a disaster.
- To plan for the recovery of critical operations in the event of single failures of technology.
- To plan for the recovery of critical functions within a reasonable time frame after a disaster and for the recovery of other less critical functions in accordance with a priority schedule established in the Plan.
- To minimize losses, errors, and expense during the recovery period.

## Scope of the Planning

- Analyze the vulnerability or risk factors in the day-to-day operations of the Town's business functions in order to improve safety and security and address single points of failure in the business systems. The focus of this plan is the business functions based at Town Hall.
- Analyze the primary business functions (electronic and paper based) in order to plan for the resources needed to recover those functions in a disaster.
- Plan for replacing resources based on priorities of business functions.

## Development Process

The Plan was developed by the Town Manager and IT Director with the assistance of the Town's department heads. The planning followed a standard business continuity planning methodology.

# Risk Assessment

The Town conducted two risk assessments: an assessment of overall threats and a review of basic safety and security issues.

## Threat Assessment

Potential system failures (single points of failure) as well as true disasters were examined in order to identify the highest risks to the Town. (See Appendix 1 for a method of categorizing threats.) **Table 1** below rates the risk of a variety of threats. Threats were rated for likelihood and impact; then risk was computed from a table. The definitions used (for High, Medium, Low) as well as the risk table are included in Appendix 2.

**Table 1 — Threat Assessment**

Threat or Problem	Likelihood	Impact	Risk
<i>Do not have to leave the building</i>			
Building system failure (furnace, water heater)	Medium	Low	Low
Power failure (short-term, hours)	High	High	High
Fire, water, wind, earthquake—limited damage	Low	Medium	Low
Hardware/software failure—single system (MUNIS)	Medium	Medium	Medium
Hardware/software failure—multiple systems	Low	High	Low
Telephone system failure	Low	High	Medium
Firewall failure (loss of VPNs)	Low	Low	Low
Internet access failure—Town Hall (short-term, hours)	High	Low	Low
Internet access failure—Town Hall (longer-term, days)	Low	High	Medium
Internet access failure—other site (any duration)	High	Low	Low
Lack of sufficient personnel (illness)	Low	High	Low
Workplace violence	Low	High	Low
<i>Loss of use of the building</i>			
Power failure (longer-term, days)	Low	High	Low
Fire, water, wind, earthquake—loss of building	Low	High	Low
Air quality	Low	High	Low
Hazardous materials	Low	High	Low

This Threat Assessment in Table 1 allows the Town to focus first on the highest risk issues, those rated High or Medium risk.

## **High Risk**

### ***Power failure (short-term, hours)***

A power failure for even a short time is deemed to have considerable impact. The Town has mitigated this risk (as well as the risk from a longer-term power failure) by installing and maintaining a generator at Town Hall. The generator can maintain power for the building, including the network and heat/air conditioning, indefinitely.

## **Medium Risk**

### ***Hardware/software failure***

The risks of both single and multiple hardware/software failures are mitigated by two approaches. First, the Town maintains a service agreement with Systems Engineering that guarantees a two-hour response time for network failures. The vendor keeps appropriate hardware on hand to respond to such problems. Second, for the key hardware on the network, the Town purchases equipment of high quality with appropriate redundancy.

Key software, such as MUNIS, is also covered by a service agreement with the vendor.

### ***Telephone system failure***

Telephone functionality is considered critical to the Town business functions carried out at Town Hall. The system is not protected by a vendor maintenance contract. Repairs cannot be guaranteed in a short time frame, and consequently there is some risk assumed by the Town. The system will be replaced when it reaches its 10-12 year lifespan.

### ***Internet access failure—Town Hall (longer-term, days)***

Town employees use the Internet to carry out routine parts of their jobs. In addition, the Fire Station, Library, Public Works, and Val Halla Golf & Recreation Center use Virtual Private Network connections (via the Internet) to access the Town's computer network. Those are the reasons the impact of the loss of Internet access was rated High. Mitigation of this type of risk typically involves multiple, independent Internet connections. That would likely be quite expensive, and the risk does not justify the expense. The Town will accept this risk as is.

There is an exception: the Val Halla Golf & Recreation Center uses the Internet to process credit card transactions. This capability is essential. The risk is mitigated by the Center being able to use telephones as a backup if Internet access is lost.

## **Low Risk**

The remaining items in Table 1 were rated Low, and so, for the most part, the current planning does not address them directly.

However, the loss of the use of Town Hall, even though rated Low Risk, is the focus of much of the rest of this Plan.



## Safety and Security Checklist

The Town examined basic safety and security issues using a checklist (Appendix 3). Threats in the Town Hall physical plant were examined as well as the basic security of the Town's electronic assets. Most of the items in the checklist were considered to have been adequately addressed. The following were identified for action:

***Building evacuation plan:*** The Town's Safety Committee will address the need for a formal Town Hall evacuation plan and employee training.

***Building security:*** The Town will evaluate a building-wide electronic security system for Town Hall. Two specific security issues will also be reviewed: building access through the door by the emergency dispatch telephone and through the rescue vehicle bays.

***Network backups:*** The Town's electronic information is backed up to tape daily and the tapes are stored in a fireproof vault. Weekly, a backup is taken off site. The Town will examine ways to further protect critical electronic data and make it even more quickly available in a disaster.

# Business Impact Analysis

The Plan now examines true disasters, events that threaten the Town’s ability to carry on its business functions. If such a disaster at Town Hall were to stop the Town’s business operations, the recovery effort will need guidance on what functions have the highest priority based on criticality of need. The functions are prioritized below.

The ratings of High, Medium, and Low are not meant to describe the importance of the functions but rather how time critical they are. So, the time frame for regaining the High criticality functions is short, for the Medium functions a little longer, and so on.

**Table 2** includes the business functions and their priorities for recovery. The maximum recovery time frames are in **Table 3**.

The bulk of the planning for a disaster is focused on the resources needed to restore these functions. The resource replacement planning follows in the next section.

**Table 2—Business Functions and Recovery Priorities**

Function	Criticality	Resources Required
		Telephone is assumed “Document” = electronic file
<b>Town Council, Boards, &amp; Committees</b>		
Meet Deliberate Enact ordinances Approve budgets, plans, appeals	High	Publically-accessible meeting space Audio recording machine Robert’s Rules of Order
<b>Administration / Town Manager</b>		
Manage departments	Low	PC E-mail Documents
Communication with Town Council, Boards, & Committees	Medium	Telephone PC E-mail
Communication with residents	High	Telephone PC E-mail
<b>Office of the Clerk</b>		
Conduct elections	High	Voting machines Paper ballots Paper files

Function	Criticality	Resources Required
Maintain voting history	Low	PC Access databases
Voter registration	High	(Access to Central Voter Registry, web-based system) PC Internet access Spreadsheets Voter registration cards Change of address cards
Birth, death, marriage certificates (issue documents, store records)	Low	Paper files (in fire proof cabinet) (Earlier records have been scanned, 60s back) Town seal
Motor vehicle registration	Low	PC Trio (local database) Internet access (weekly) Registration forms Dot-matrix printer Receipt printer Plates/stickers
Boat, ATV, snowmobile registration Licenses for hunting, fishing	Low	(Access to Moses, web-based system) PC Internet access Excise tax booklet (from state) Laser printer Stickers
Clamming licenses	Low	Documents Paper licenses Typewriter Paper copies are stored
Dog licenses	Low	Local database (FileMaker Pro) Paper licenses Paper copies are stored
Business licenses	Low	PC Documents Paper licenses Town seal (Copies in a book in the vault)
Real Estate Tax  (Create, mail, accept payment, create and file liens)	High	PC MUNIS Vision Laser printer Postage machine Stored paper copies of notices, liens, certified mailings Commitment books (tax records)

Function	Criticality	Resources Required
Maintain Town Council records	Low	Paper documents Audio & video recordings Audio dictation machine Videotaping system
Maintain Town ordinances	Low	Paper documents in a file cabinet (some are in electronic form, but some are not)
Maintain cemetery burial records	Low	Paper documents
Human resources function—maintain personnel records	Low	Paper files (are being transferred to MUNIS)
Human resources function—recruit and hire	Low	Paper files
<b>Finance</b>		
Make payments (vendors, others)	Medium	PC MUNIS E-mail (Outlook / Exchange) Laser printer Check stock (replaceable 2 days) Signature card (Smartcard—replaceable 2 days) Signature card reader (replaceable 2 days)
Payroll	Medium	(Same as “Make payments”) E-mail (timesheets) Internet access (direct deposits)
Receive taxes, fees	Medium	PC MUNIS
Financial statements	Low	PC MUNIS Spreadsheets
<b>Planning</b>		
Review plans	Low	Paper plans E-mail Documents Mylar copies of approved plans
Support Planning Committee	Low	Documents Audio tapes
Support Comprehensive Plan Committee	Low	Documents Audio tapes
Manage senior housing	Low	Paper files
Manage Smalls Brook Crossing	Low	Documents

Function	Criticality	Resources Required
<b>Code Enforcement</b>		
Issue permits	Low	Documents Paper plans (plot, building, plumbing, electrical) Access database holds permits issued
Conduct inspections	Low	Telephone
Respond to complaints	Low	Telephone Handwritten notes PC Vision Ordinances (are electronic)
Support Board of Appeals	Low	Documents (agenda, minutes)
<b>Assessing</b>		
Create, review assessments	Medium (anything related to tax bills)	PC Vision MUNIS Tax maps (electronic) Law book (state law) Deeds on CD (older on paper, <2005) Commitment books Assessment cards (older assessments, <2000) E-mail Spreadsheets Documents
Respond to residents' questions	Low	(same resources as above)
<b>Recreation &amp; Community Education</b>		
Schedule and manage education activities	Medium	PC FileMaker Pro database E-mail Documents
Schedule recreational activities	Medium	(Schedules managed by schools—no Town Hall resources)
Credit card charges	Low	Phone line Hyperlink credit card machine and keypad (Could use PC & Internet access instead)

Function	Criticality	Resources Required
<b>Public Works</b>		
Manage and report information on: Hazardous waste Solid waste Storm water Drainage Sewers	Low	Mostly paper documents (planning docs, sewer plans, engineering docs, etc.) PC Spreadsheets CAD files Photos ArcGIS software GPS unit Survey equipment
Manage and research information on roads	Low	Mostly paper documents
Maintain data required for public (ground water monitoring, etc.)	Low	Mostly paper documents
<b>Police</b>		
Manage police records	Low	(Access to IMC database—also can be accessed directly from cruisers) PC Internet access (Older records in NetRMS— local)
Manage arrest and court records	Low	PC FileMaker Pro database
Manage/store evidence	Low	Locked room
Store electronics	Low	Portable radios, toxilizers, etc. (not critical and easily replaced)
Store videos (from cruisers)	Low	ICOP server (Backups to DVD for any videos needed for evidence)
<b>Emergency Medical Services</b>		
Respond to emergencies	High	Response vehicles (both stored at Town Hall)
Generate billing for services	Low	PC Ortivus billing system (server S1)
Maintain medical records (to back up billing)	Low	Medical Run Reports (paper)
Manage medical supplies	Low	Stored at Town Hall

Function	Criticality	Resources Required
<b>Channel 2</b>		
Record and cable-cast meetings	High (for communication to residents)  Low (for full production capability)	Recording and broadcasting equipment (list of actual equipment not needed)

**Table 3—Maximum Recovery Time Frames**

Recovery Time Frames	
Criticality	Time
High	3 days
Medium	1 week
Low	2 weeks

# Preparations

## Resource Replacement

For disasters that involve the loss of the use of Town Hall, **Table 4** below describes how resources will be replaced.

**Table 4—Resource Replacement**

Level of Critical Need	Functions / Resources Required	Replacement Strategy
High	<p>Town Council, Boards, Committees:</p> <p>Publically-accessible meeting space</p> <p>Audio recording machine</p> <p>Robert's Rules of Order</p>	<p>The Town has several meeting sites that could be used by the Council if Town Hall were not available, and the recording machine and rules are readily available.</p>
	<p>Communications:</p> <p>Telephone</p> <p>E-mail</p>	<p>Telephone numbers at Town Hall will be forwarded to the Library where someone will answer calls and take messages. Calls will be returned using cell phones until a longer-term plan, if needed, is put in place.</p> <p>E-mail requires that the Town's computer network be rebuilt and that PCs be set up for most employees. These resources can be replaced within the three-day time frame.</p>
	<p>Managing real estate taxes:</p> <p>MUNIS</p> <p>Vision</p> <p>Laser printer</p> <p>Postage machine</p> <p>Stored paper copies of notices, liens, certified mailings</p> <p>Commitment books (tax records)</p>	<p>The reconstruction of the Town's network will make MUNIS and Vision available within three days.</p> <p>Printers and postage machines are easily available locally.</p> <p>The paper copies may be destroyed and business would have to proceed without them.</p> <p>The Commitment books may be lost as well.</p>



Level of Critical Need	Functions / Resources Required	Replacement Strategy
High	Emergency medical services:  Response vehicle	Currently both vehicles are stored at Town Hall during the warmer months. This could mean both would be damaged and unavailable, although this is very unlikely since the vehicle bay is sprinkled. The Town will consider whether one vehicle should be housed elsewhere. Help from neighboring towns would be requested in the worse case.
	Channel 2:  Ability to communicate information to residents	This plan does not anticipate recreating the broadcasting capability within the first few days of a crisis. If the equipment at Town Hall were lost, informational broadcasts can be managed from North Yarmouth (channel 2) or Yarmouth (channel 3). Currently, North Yarmouth does not have the equipment to produce a slide show, although adding such equipment in a crisis would be relatively easy. Yarmouth could add Cumberland slides immediately on channel 3.
	Elections and voter registration:  Voting machines Paper ballots Paper files  Access to Central Voter Registry, web-based system—Internet access Spreadsheets Voter registration cards Change of address cards	In the worst-case scenario (loss of voting machines and ballots immediately before an election), a ballot could be created manually and ballots could be hand counted.  Internet access and spreadsheets will be available as soon as the network is reconstructed (3 days). If registration capability were needed sooner, the current voter list could be downloaded from the Registry and printed (at another location that had Internet access) and new registrations could be handled manually.  The registration and change of address cards can be reproduced easily.
Medium	Finance: make payments:  MUNIS E-mail Laser printer Check stock (replaceable 2 days) Signature card (Smartcard—replaceable 2 days) Signature card reader (replaceable 2 days)	MUNIS, E-mail, and printers have been covered above.  Check stock, signature card, and card reader can be replaced within the one-week time frame for Medium criticality functions.

Level of Critical Need	Functions / Resources Required	Replacement Strategy
Medium	Create / review assessments  Vision MUNIS Tax maps (electronic) Law book (state law) Deeds on CD (older on paper, <2005) Commitment books Assessment cards (older assessments, <2000) E-mail Spreadsheets Documents	The reconstruction of the Town network will make Vision, MUNIS, electronic tax maps, e-mail, spreadsheets, and documents available within the necessary time frame.  Any paper documents and the Commitment books may be lost and business would have to proceed without them.
	Schedule / manage educational activities:  FileMaker Pro database E-mail Documents	The reconstruction of the Town network will make these resources available within the necessary time frame.
	Communications (Town Council, Boards, Committees) Payroll Receive taxes, fees	The resources needed for these Medium criticality functions have already been covered under High criticality functions above:
Low		The time frame for the recovery of the least time-critical functions is long enough to allow needed resources to be replaced through regular means. Therefore, no special preparations are necessary.

### Server Build Priority

- File server / Domain controller
- Exchange
- MUNIS
- Vision

### Off-Site and Home Storage

In order to facilitate recovery after a disaster, some items will be stored off site.

The IT Director is responsible for maintaining the following at the Library (see Appendix 4). The items will be updated at least every six months.

- Current hardware and software inventory (including software licensing)
- Copies of critical operating system and application installation CDs/DVDs

Paper copies of this Plan and the contact lists below will be maintained at the homes of the Disaster Recovery Team members (named below). The contact lists will be updated at least every six months and delivered to the Team members to take home. The Fire Department Administrative Officer is responsible for maintaining and distributing the contact lists.

- Employee phone numbers (Appendix 5)
- Media contacts (Appendix 6)
- Vendor contacts (Appendix 7)

### **Disaster Recovery Site**

The Disaster Recovery Site will be located at the Town Library and will include the computer network and workspace for most employees.

The site was chosen for several reasons:

- The Library has adequate available space.
- The space is well suited to serving the public (parking, well-known site).
- An Internet connection is already in place.

The large meeting room (Prince Room) and alcove at the front of the building will be used for many of the Town's employees. The Prince Room is the most suitable area for the public-serving functions of Town Hall.

The Young Adult and Adult reading areas at the back of the Library could also be used for employee work areas. Although unfinished, the basement also includes some useable space.

The computer network will take up part of the alcove at the end of the Prince Room. There is already a network cable there serving a wireless access point. That cable could be used to provide Internet access to the Town's network.

The electric circuits in the Prince Room and the alcove (one 15-amp circuit in each) are not sufficient for setting up the network and the many computers and other equipment that would be needed. The existing service will allow additional circuits to be added and that could be done quickly in an emergency (in the three days during which the network and work areas would be set up). In addition, the Town will consider upgrading the circuits in a future capital improvement budget.

The Town's key telephone numbers will be forwarded initially to a single line at the Library (see Appendix 8). That line will be used to take messages during the early days of a crisis. The telephone system can be expanded in a few days if the disaster recovery requires using the Library longer than a week or two.

# Disaster Recovery

The Disaster Recovery process is led by the Disaster Recovery Team. The Team and its responsibilities follow.

## Disaster Recovery Team

Chair:	Town Manager
1 <sup>st</sup> Backup Chair:	Town Clerk
2 <sup>nd</sup> Backup Chair:	Finance Director
Members:	Fire Chief
	Police Chief
	Rescue Chief
	IT Director
	Public Works Director
	Deputy Town Clerk
	Library Director (as needed initially)

The following are the responsibilities of the Team in the event of a disaster:

## Leadership: Disaster Declaration

The Chair of the Disaster Recovery Team must declare the disaster and inform the Team. Then the Chair must decide whether the disaster recovery site needs to be activated or whether recovery can be more quickly achieved at Town Hall. This is a decision about how much of this Plan will be used.

## Information Tasks

- Personnel  
After assuring the safety of all personnel, the Team has the responsibility for deciding where and when employees should report and communicating the recovery plan to all employees. An employee call tree is designated in the Winter Weather Policy and that method will be used to communicate with Town Hall employees.
- Town Councilors  
The Chair is responsible for maintaining communication with Town Councilors.
- Town Residents  
Channel 2 (or channel 3, Yarmouth) will be used for communication to residents. The IT Director is responsible for placing any needed slides on channel 2 or 3.
- Public Relations  
The Human Resources Director is responsible for all media communications.

- Notifications:  
The Chair is responsible for notify the Town's insurance agent.

## **Town Hall**

Responsibilities of the Fire Chief:

- Damage Assessment  
Assess the damage at Town Hall and plan for repairs, rebuilding, etc.
- Security  
Arrange for security as needed at Town Hall.

## **Telephone**

Responsibilities of the Rescue Chief:

- Immediate Telephone Coverage  
Notify the telephone vendor to forward lines to the disaster recovery site (Library). See Appendix 8 for the list of numbers.
- Telephone Services at Library  
Arrange for an expansion of lines at the Library during the first two weeks of operation.

## **Information Technology**

Responsibilities of the IT Director:

- Computer Equipment  
Notify the network support vendor and arrange for servers, workstations, printers, etc.
- Network and Data  
Rebuild the network and restore data as required to implement the recovery plan.

## **Disaster Recovery Site & Finance**

Responsibilities of the Finance Director:

- Disaster Recovery Site  
If necessary, activate the disaster recovery site (Library) and arrange for additional electric circuits in the Prince Room and alcove.
- Office Furniture & Equipment  
Procure furniture, office equipment, and supplies for the disaster recovery site or a repaired Town Hall.

- Arrange to maintain financial functions based on the priorities established in this Plan.
- Arrange for the continuation of payroll functions.

### **Immediate Tasks Checklist**

These are the tasks (from the above lists) that would immediately follow a disaster:

- The Chair declares a disaster and informs the Disaster Recovery Team.
- The Chair decides whether recovery can proceed at the Town Hall or the Library will be used.
- The Rescue Chief contacts the telephone vendor to arrange for the Town's telephone numbers to be forwarded to the Library (if it will be used). See Appendix 8.
- The Chair decides what information should be given to employees, and the HR Director manages the notification using the employee call tree.
  - Where and when employees should report.
  - What employees should tell residents.
  - That employees should not talk with the media (refer to the HR Director).
- The Chair assigns these tasks as needed:
  - Notify Town Councilors about the situation and recovery plan.
  - Notify selected vendors and insurance agent.
- The Chair decides what information should be released publicly and the HR Director contacts the media. The IT Director arranges for the information to be placed on channel 2 or 3.
- The IT Director informs the network support vendor of the need for recovery of the network and delivers the backup tapes to the engineer.

## **Plan Testing**

### **Tabletop Disaster Recovery Exercise**

During 2008, the Town Manager will conduct a tabletop exercise involving the Disaster Recovery Team and other employees as needed. The exercise will test this Plan and will “walk through” a disaster scenario in which the use of the Town Hall is lost for an extended period.

### **Network Reconstruction**

During 2008, the IT Director will conduct a test of network and data reconstruction. A written protocol will be developed for the testing of the reconstructed network.

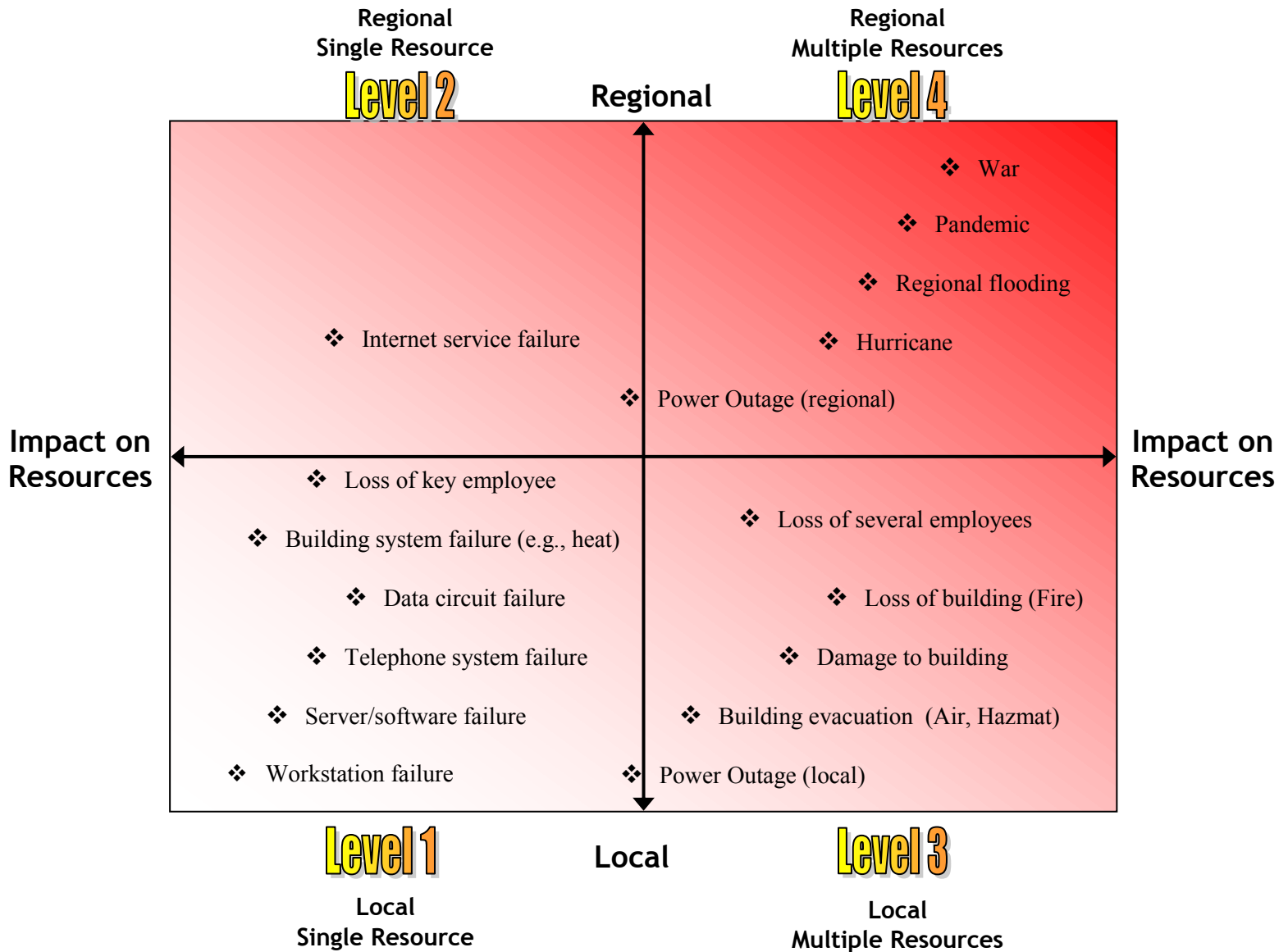
## **Plan Maintenance**

The Town Manager is responsible for the annual review and updating of this Plan. The Disaster Recovery Team will evaluate and revise the Plan to ensure its continued effectiveness.

Last revision: 1/11/08

# Appendices

## Appendix 1: Threats by Scope and Resources





## Appendix 2: Risk Assessment Definitions

### Likelihood

High	In an average few years, the problem will happen. For example, the likelihood of a short-term power failure is High.
Medium	The problem will probably happen, but the time frame is long. For example, the likelihood of a building heating system failing is probably Medium.
Low	The problem might not happen in many years. For example, the likelihood of having to evacuate a building because of a hazardous materials spill is Low (unless you store hazardous chemicals in the building, then it would probably be Medium, unless you use poor procedures to manage the chemicals, then it would be High).

### Impact

High	Impacts higher priority functions substantially (one or more may be impossible to perform).
Medium	May impact higher priority functions somewhat. May impact lower priority functions substantially.
Low	Does not impact higher priority functions to any serious extent (still able to perform those functions with possible small degradation). May have similar impact on other functions.

$$\text{Likelihood} + \text{Impact} = \text{Risk}$$

### Risk

Risk is a combination of likelihood and impact, but it is not necessarily the average, as the table below shows. Impact sometimes gets more emphasis than likelihood.

Problem Likelihood	Impact		
	<i>Low</i>	<i>Medium</i>	<i>High</i>
<i>High</i>	Low or Medium	Medium	High
<i>Medium</i>	Low	Medium	Medium
<i>Low</i>	Low	Low	Medium or Low

## **Appendix 3: Safety & Security Checklist**

### **Personnel**

- ☐ Adequate first aid and medical supplies on site
- ☐ Building evacuation procedures (training, drills)

### **Physical / Premises Security**

- ☐ Building security, physical access, locks, etc.
- ☐ Fire detection
- ☐ Fire extinguishers

### **Important Papers & Forms**

- ☐ Fire proof storage

### **Insurance**

- ☐ Property & Casualty
  - ☐ Life/Key Personnel
  - ☐ Computer/Telecom Equipment Maintenance Contract
  - ☐ Errors & Omissions - Malpractice
  - ☐ Electronic Data - Losses resulting from data / software problems or malicious destruction
  - ☐ Property of Others
  - ☐ Others (e.g., key documents, 401k)
  - ☐ Periodic review with agent
- 

### **IT / Telecom Hardware**

- ☐ Physical security (theft, destruction)
- ☐ Security of server area
- ☐ UPS on servers, telecom, routers
- ☐ UPS on switches, stations, as needed
- ☐ Fire & environmental detection
- ☐ Fire suppression
- ☐ Spare hardware: what should be onsite vs. at vendor
- ☐ Maintenance agreements: what equipment available on what notice

### **Electronic Data**

- ☐ Backup procedures
  - ☐ tape rotation
  - ☐ storage, off- & on-site
  - ☐ test restores
- ☐ Backup media strategy
- ☐ Access controls (including wireless, dial-in)
- ☐ Security policies (user, network)

### **Critical Databases**

- ☐ Upgrade test procedures
- ☐ Maintenance agreements

#### **Appendix 4: Storage at Disaster Recovery Site**

The following items will be stored at the disaster recovery site (Library):

- Hardware inventory
- Software inventory (with licensing)
- Software installation CDs/DVDs (all versions in use)
  - Windows Server
  - Backup Exec
  - SQL Server
  - Exchange
  - MUNIS
  - Oracle
  - Vision
  
  - ArcGIS
  - Ortivus
  - Trio
  
  - ? others

## **Appendix 5: Employee Contact List**

## **Appendix 6: Media Contact List**

## **Appendix 7: Vendor Contact List**

(DRAFT Vendor List:)

Central Maine Power  
Portland Water District  
Generator vendor  
Clark Associates (insurance agent)  
Credit card vendor

Systems Engineering (network)  
Software vendors  
    MUNIS  
    Vision  
    Trio  
    ? others  
BCN Telecom (telephone vendor) 888-866-7266  
Time Warner

## **Appendix 8: Town Hall Telephone Forwarding**

If a disaster leaves the Town Hall unusable, the telephone numbers below will be forwarded to a single line at the Library.

Forward these numbers:

- General Number           829-5559
- Administration           829-2205
- Recreation               829-2208
- Planning                  829-2206
- Codes                     829-2207
- Assessor                 829-2204
- Public Works             829-2220
- EMS/Rescue              829-2213

The above will be forwarded to this number at the Library:       829-2216

Contact BCN Telecom to forward the lines (1-888-866-7266).

# ITEM

## 08-109

To hold a Public Hearing to consider and act on a Mass  
Gathering Permit for the 2008 Maine Pumpkin Festival to be  
held at the Cumberland Fairgrounds  
September 30 – October 4, 2008

*No materials for this item*

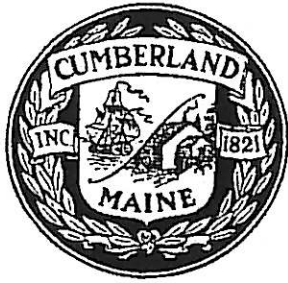
*~ITEM TABLED TO AUGUST 11, 2008*



# ITEM

## 08-110

To hold a Public Hearing to award a contract to A.H. Grover of North Yarmouth, for the Route 100 waterline extension project



# M E M O R A N D U M

TOWN OF CUMBERLAND, MAINE  
290 TUTTLE ROAD  
CUMBERLAND, MAINE 04021  
TEL: 207-829-2205 FAX: 829-2224

**To:** Town Council  
**From:** William R. Shane, Town Manager  
**Date:** July 10, 2008  
**Re:** AH Grover Bid Award

---

Per the attached recommendation of Gorrill-Palmer Engineers (our design engineer for the Route 100 water main project), I am recommending that AH Grover of North Yarmouth, Maine be awarded the bid for the construction of a new water main and drainage improvements for Route 100.



Gorrill-Palmer Consulting Engineers, Inc.

*Traffic and Civil Engineering Services*

PO Box 1237  
15 Shaker Rd.  
Gray, ME 04039

207-657-6910  
FAX: 207-657-6912  
E-Mail: mailbox@gorrillpalmer.com

June 24, 2008

Mr. William Shane, P.E.  
Manager, Town of Cumberland  
290 Tuttle Road  
Cumberland, ME 04021

RE: Award of Contract  
Route 100 Improvements

Dear Bill:

Our office has reviewed the bids received at your office on June 12, 2008 from twelve contractors. Attached to this letter please find the following:

- Bid Tabulation of Low Bidder and next five bidders.
- Bid Summary

Based upon our review of the bids, we would recommend that the project be awarded to A.H. Grover and Sons of Cumberland, Maine, which provided a bid in the amount of \$1,286,508.00. We would recommend a 10% construction contingency as shown on the Bid Summary.

Please feel free to contact our office with questions.

Sincerely,

Gorrill-Palmer Consulting Engineers, Inc.

Douglas E. Reynolds PE, CPESC  
Senior Engineer

Enclosure

DER/der/JN1455.04/Shane6-24-08.doc

Client: Town of Cumberland  
 Project: Route 100 Roadway Improvements  
 Location: Cumberland, Maine  
 Date of Bid: 6/24/08

Bid Summary - Route 100 Improvements						
Contractor Name	Lump Sum Bid Amount	Acknowledge Addenda	Corporate Authorization Provided	Principal List Provided	Supplier List Provided	Subcontractor List
A.H. Grover	\$ 1,286,508.00	Yes	Yes	Yes	Yes	Yes
White Brothers	\$ 1,385,297.25	Yes	Yes	Yes	Yes	Yes
Storey Bros.	\$ 1,397,560.00	Yes	Yes	Yes	Yes	Yes
Maietta Construction	\$ 1,486,735.00	Yes	Yes	Yes	Yes	Yes
Pratt & Sons	\$ 1,497,418.00	Yes	Yes	Yes	Yes	Yes
Gorham Sand & Gravel	\$ 1,497,966.00	Yes	Yes	Yes	Yes	Yes

**Bid Summary:**

Lowest Responsive, Non-Qualified Bid	\$ 1,286,508.00
<b>Construction Subtotal</b>	<b>\$ 1,286,508.00</b>
Recommended Contingency (10%)	\$ 128,650.80
<b>Construction Total</b>	<b>\$ 1,415,158.80</b>

**FINDINGS:**

1. AH Grover is the apparent low responsive bidder with no qualifications
2. Construction total does not include legal, survey, design or construction phase services

**Notes:**

1. Although Gorrill-Palmer Consulting Engineers, Inc. has had working relationships with a number of the contractors, in our opinion this did not influence the preparation of the bid documents or our findings.

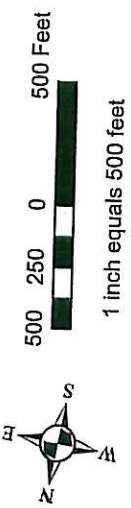




Water Line

Stormdrain

# Route 100 Water Line Project 2008-2009



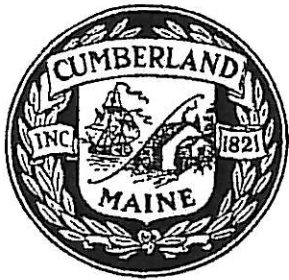


A.H. Greer, Inc.				Sierra Brothers, Inc.				White Brothers, Inc.				Mistretta Construction, Inc.				Prest and Best, Inc.				Graham Sand and Gravel, Inc.			
ITEM	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	ITEMIZED COST	UNIT PRICE	ITEMIZED COST	UNIT PRICE	ITEMIZED COST	UNIT PRICE	ITEMIZED COST	UNIT PRICE	ITEMIZED COST	UNIT PRICE	ITEMIZED COST	UNIT PRICE	ITEMIZED COST	UNIT PRICE	ITEMIZED COST	UNIT PRICE	ITEMIZED COST		
202.103	SELECTIVE CLEARING & THINNING	0.33	EA	\$ 10.0000	\$ 2,500.00	\$ 20.0000	\$ 3,000.00	\$ 1.00	\$ 0.33	\$ 14.50	\$ 7,250.00	\$ 7.5000	\$ 1,875.00	\$ 14.0000	\$ 3,120.00	\$ 20.0000	\$ 5,000.00	\$ 14.50	\$ 7,250.00	\$ 20.0000	\$ 5,000.00		
203.201	COMMON EXCAVATION	250	CU YD	\$ 9.55	\$ 2,387.50	\$ 8.00	\$ 2,000.00	\$ 7.00	\$ 1,750.00	\$ 12.50	\$ 3,125.00	\$ 12.50	\$ 3,125.00	\$ 30.00	\$ 7,500.00	\$ 30.00	\$ 7,500.00	\$ 30.00	\$ 7,500.00	\$ 30.00	\$ 7,500.00		
203.301	ROCK EXCAVATION	100	CU YD	\$ 20.15	\$ 2,015.00	\$ 18.00	\$ 1,800.00	\$ 15.00	\$ 1,500.00	\$ 17.50	\$ 1,750.00	\$ 17.50	\$ 1,750.00	\$ 15.00	\$ 1,500.00	\$ 15.00	\$ 1,500.00	\$ 15.00	\$ 1,500.00	\$ 15.00	\$ 1,500.00		
203.325	GRAVEL BORROW (OVERDEPTH ORLY)	180	CU YD	\$ 32.00	\$ 5,760.00	\$ 30.00	\$ 5,400.00	\$ 25.00	\$ 4,500.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00		
203.329	CRUSHED STONE (OVERDEPTH ORLY)	180	CU YD	\$ 32.00	\$ 5,760.00	\$ 30.00	\$ 5,400.00	\$ 25.00	\$ 4,500.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00		
203.330	CRUSHED STONE (OVERDEPTH ORLY)	180	CU YD	\$ 32.00	\$ 5,760.00	\$ 30.00	\$ 5,400.00	\$ 25.00	\$ 4,500.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00		
203.331	CRUSHED STONE (OVERDEPTH ORLY)	180	CU YD	\$ 32.00	\$ 5,760.00	\$ 30.00	\$ 5,400.00	\$ 25.00	\$ 4,500.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00		
203.332	CRUSHED STONE (OVERDEPTH ORLY)	180	CU YD	\$ 32.00	\$ 5,760.00	\$ 30.00	\$ 5,400.00	\$ 25.00	\$ 4,500.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00		
203.333	CRUSHED STONE (OVERDEPTH ORLY)	180	CU YD	\$ 32.00	\$ 5,760.00	\$ 30.00	\$ 5,400.00	\$ 25.00	\$ 4,500.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00		
203.334	CRUSHED STONE (OVERDEPTH ORLY)	180	CU YD	\$ 32.00	\$ 5,760.00	\$ 30.00	\$ 5,400.00	\$ 25.00	\$ 4,500.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00		
203.335	CRUSHED STONE (OVERDEPTH ORLY)	180	CU YD	\$ 32.00	\$ 5,760.00	\$ 30.00	\$ 5,400.00	\$ 25.00	\$ 4,500.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00		
203.336	CRUSHED STONE (OVERDEPTH ORLY)	180	CU YD	\$ 32.00	\$ 5,760.00	\$ 30.00	\$ 5,400.00	\$ 25.00	\$ 4,500.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00		
203.337	CRUSHED STONE (OVERDEPTH ORLY)	180	CU YD	\$ 32.00	\$ 5,760.00	\$ 30.00	\$ 5,400.00	\$ 25.00	\$ 4,500.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00		
203.338	CRUSHED STONE (OVERDEPTH ORLY)	180	CU YD	\$ 32.00	\$ 5,760.00	\$ 30.00	\$ 5,400.00	\$ 25.00	\$ 4,500.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00		
203.339	CRUSHED STONE (OVERDEPTH ORLY)	180	CU YD	\$ 32.00	\$ 5,760.00	\$ 30.00	\$ 5,400.00	\$ 25.00	\$ 4,500.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00		
203.340	CRUSHED STONE (OVERDEPTH ORLY)	180	CU YD	\$ 32.00	\$ 5,760.00	\$ 30.00	\$ 5,400.00	\$ 25.00	\$ 4,500.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00		
203.341	CRUSHED STONE (OVERDEPTH ORLY)	180	CU YD	\$ 32.00	\$ 5,760.00	\$ 30.00	\$ 5,400.00	\$ 25.00	\$ 4,500.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00		
203.342	CRUSHED STONE (OVERDEPTH ORLY)	180	CU YD	\$ 32.00	\$ 5,760.00	\$ 30.00	\$ 5,400.00	\$ 25.00	\$ 4,500.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00		
203.343	CRUSHED STONE (OVERDEPTH ORLY)	180	CU YD	\$ 32.00	\$ 5,760.00	\$ 30.00	\$ 5,400.00	\$ 25.00	\$ 4,500.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00		
203.344	CRUSHED STONE (OVERDEPTH ORLY)	180	CU YD	\$ 32.00	\$ 5,760.00	\$ 30.00	\$ 5,400.00	\$ 25.00	\$ 4,500.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00		
203.345	CRUSHED STONE (OVERDEPTH ORLY)	180	CU YD	\$ 32.00	\$ 5,760.00	\$ 30.00	\$ 5,400.00	\$ 25.00	\$ 4,500.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00		
203.346	CRUSHED STONE (OVERDEPTH ORLY)	180	CU YD	\$ 32.00	\$ 5,760.00	\$ 30.00	\$ 5,400.00	\$ 25.00	\$ 4,500.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00		
203.347	CRUSHED STONE (OVERDEPTH ORLY)	180	CU YD	\$ 32.00	\$ 5,760.00	\$ 30.00	\$ 5,400.00	\$ 25.00	\$ 4,500.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00		
203.348	CRUSHED STONE (OVERDEPTH ORLY)	180	CU YD	\$ 32.00	\$ 5,760.00	\$ 30.00	\$ 5,400.00	\$ 25.00	\$ 4,500.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00		
203.349	CRUSHED STONE (OVERDEPTH ORLY)	180	CU YD	\$ 32.00	\$ 5,760.00	\$ 30.00	\$ 5,400.00	\$ 25.00	\$ 4,500.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00		
203.350	CRUSHED STONE (OVERDEPTH ORLY)	180	CU YD	\$ 32.00	\$ 5,760.00	\$ 30.00	\$ 5,400.00	\$ 25.00	\$ 4,500.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00		
203.351	CRUSHED STONE (OVERDEPTH ORLY)	180	CU YD	\$ 32.00	\$ 5,760.00	\$ 30.00	\$ 5,400.00	\$ 25.00	\$ 4,500.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00		
203.352	CRUSHED STONE (OVERDEPTH ORLY)	180	CU YD	\$ 32.00	\$ 5,760.00	\$ 30.00	\$ 5,400.00	\$ 25.00	\$ 4,500.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00		
203.353	CRUSHED STONE (OVERDEPTH ORLY)	180	CU YD	\$ 32.00	\$ 5,760.00	\$ 30.00	\$ 5,400.00	\$ 25.00	\$ 4,500.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00		
203.354	CRUSHED STONE (OVERDEPTH ORLY)	180	CU YD	\$ 32.00	\$ 5,760.00	\$ 30.00	\$ 5,400.00	\$ 25.00	\$ 4,500.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00		
203.355	CRUSHED STONE (OVERDEPTH ORLY)	180	CU YD	\$ 32.00	\$ 5,760.00	\$ 30.00	\$ 5,400.00	\$ 25.00	\$ 4,500.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00		
203.356	CRUSHED STONE (OVERDEPTH ORLY)	180	CU YD	\$ 32.00	\$ 5,760.00	\$ 30.00	\$ 5,400.00	\$ 25.00	\$ 4,500.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00		
203.357	CRUSHED STONE (OVERDEPTH ORLY)	180	CU YD	\$ 32.00	\$ 5,760.00	\$ 30.00	\$ 5,400.00	\$ 25.00	\$ 4,500.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00		
203.358	CRUSHED STONE (OVERDEPTH ORLY)	180	CU YD	\$ 32.00	\$ 5,760.00	\$ 30.00	\$ 5,400.00	\$ 25.00	\$ 4,500.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00		
203.359	CRUSHED STONE (OVERDEPTH ORLY)	180	CU YD	\$ 32.00	\$ 5,760.00	\$ 30.00	\$ 5,400.00	\$ 25.00	\$ 4,500.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00		
203.360	CRUSHED STONE (OVERDEPTH ORLY)	180	CU YD	\$ 32.00	\$ 5,760.00	\$ 30.00	\$ 5,400.00	\$ 25.00	\$ 4,500.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00		
203.361	CRUSHED STONE (OVERDEPTH ORLY)	180	CU YD	\$ 32.00	\$ 5,760.00	\$ 30.00	\$ 5,400.00	\$ 25.00	\$ 4,500.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00		
203.362	CRUSHED STONE (OVERDEPTH ORLY)	180	CU YD	\$ 32.00	\$ 5,760.00	\$ 30.00	\$ 5,400.00	\$ 25.00	\$ 4,500.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00		
203.363	CRUSHED STONE (OVERDEPTH ORLY)	180	CU YD	\$ 32.00	\$ 5,760.00	\$ 30.00	\$ 5,400.00	\$ 25.00	\$ 4,500.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00		
203.364	CRUSHED STONE (OVERDEPTH ORLY)	180	CU YD	\$ 32.00	\$ 5,760.00	\$ 30.00	\$ 5,400.00	\$ 25.00	\$ 4,500.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00		
203.365	CRUSHED STONE (OVERDEPTH ORLY)	180	CU YD	\$ 32.00	\$ 5,760.00	\$ 30.00	\$ 5,400.00	\$ 25.00	\$ 4,500.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00		
203.366	CRUSHED STONE (OVERDEPTH ORLY)	180	CU YD	\$ 32.00	\$ 5,760.00	\$ 30.00	\$ 5,400.00	\$ 25.00	\$ 4,500.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00		
203.367	CRUSHED STONE (OVERDEPTH ORLY)	180	CU YD	\$ 32.00	\$ 5,760.00	\$ 30.00	\$ 5,400.00	\$ 25.00	\$ 4,500.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00		
203.368	CRUSHED STONE (OVERDEPTH ORLY)	180	CU YD	\$ 32.00	\$ 5,760.00	\$ 30.00	\$ 5,400.00	\$ 25.00	\$ 4,500.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00		
203.369	CRUSHED STONE (OVERDEPTH ORLY)	180	CU YD	\$ 32.00	\$ 5,760.00	\$ 30.00	\$ 5,400.00	\$ 25.00	\$ 4,500.00	\$ 30.00	\$ 5,400.00	\$ 30.00	\$ 5,400.00										

# ITEM

## 08-111

To hold a Public Hearing to set sewer user fees from August 11, 2008 – August 1, 2009, as recommended by the Town Manager



TOWN OF CUMBERLAND, MAINE  
290 TUTTLE ROAD  
CUMBERLAND, MAINE 04021  
TEL: 207-829-2205 FAX: 829-2224

***DRAFT***

July 15, 2008

Re: Sewer User Fee Increase – August 11, 2008

**Dear Cumberland Sewer User:**

A Public Hearing has been set for **7:00 PM, Monday, July 28, 2008** in the Town Council Chambers **at Town Hall** to discuss the proposed sewer user fee increases as proposed in the table below.

	Present Avg / Month	August 2008	August 2009
Consumption Rate per HCF	6.50	6.00	6.00
Charge Per HCF	\$4.50	\$4.70	\$4.70
Base or Ready to Serve Fee	\$26.50	\$30.00	\$32.00
Proposed August 1, 2008	\$55.75	\$58.20	\$60.20
Avg \$ Increase / Month		\$2.45	\$2.00
% Increase		4%	3%

The proposed increases are based upon conservative projections of sewer growth over the next few years. The Town Council has implemented an incentive program to encourage families to connect to the sewer system to help lessen the amounts of future increases.

If you can not attend the Town Council meeting, it will be televised on Cable Channel 2 and re-broadcast several times during the month. Please contact my office if I can be of any further assistance to you regarding this matter.

Sincerely,

***Pending Council Approval***

William R. Shane, P.E.  
Town Manager  
[wshane@cumberlandmaine.com](mailto:wshane@cumberlandmaine.com)



	<u>2007</u>	<u>8/1/2008</u>	<u>2009</u>
<b>Avg Customer Consumption</b>	6.5	6	6
<b>Monthly Bill Minimum</b>	26.50	30.00	32.00
<b>Consumption</b>	29.25	28.20	28.20
<b>Total</b>	55.75	58.20	60.20
<b>Annually</b>	\$669.00	\$698.40	\$722.40
<b>Annual Increase</b>		\$29.40	\$24.00
<b>Monthly Increase</b>		\$2.45	\$2.00
		4%	3%

Cumulative Wastewater  
Revenue Projection

	2007	2008	2009
Assumed Customer Growth	8%	2%	1%
Number of Customer	819	1,005	1,015
Average Household Use	6	72	72
Billed Consumption	76,830	72,360	73,080
Revenue	8/7/2007	8/1/2008	
Minimum Rate	\$22.58	\$26.50	\$32.00
Minimum Revenue	313,230	361,800	389,760
Multiple Minimum Accounts (add minimum)			
Multiple Minimum Revenue	130	130	130
	41,340	46,800	49,920
Consumption Rate	1.63	4.50	4.70
Consumption Inc in Minimum	0	0	0
Consumption	76,830	72,360	73,080
Consumption Revenue	345,735	340,092	343,476
Total Revenue	700,305	748,692	783,156
Total Revenue Requirement	767,530	747,858	760,407
Surplus/(Deficit)	(67,225)	834	22,749
Cumulative FUND Surplus/(Deficit)	(466,716)	(465,882)	(443,133)
	7/1/2008		

Chase Sewer  
PWD Refund

\$350,000  
\$200,000  
\$550,000

Cumberland Wastewater  
Expense Summary

<u>Revenue Requirement:</u>		<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>
FAL	Treatment Expense- Falmouth	\$ 230,216	\$ 219,771	\$ 347,868	\$ 350,489	\$ 334,649	\$ 338,196
PWD	System Expense	\$ 140,364	\$ 144,575	\$ 148,912	\$ 153,379	\$ 157,980	\$ 162,719
PWD	Operations Support	\$ 34,381	\$ 35,412	\$ 36,474	\$ 37,568	\$ 38,695	\$ 39,856
PWD	Asset Management & Planning	\$ 21,519	\$ 22,165	\$ 22,830	\$ 23,515	\$ 24,220	\$ 24,947
PWD	Administrative Support	\$ 52,239	\$ 53,806	\$ 55,420	\$ 57,083	\$ 58,795	\$ 60,559
PWD	Debt Service- District	\$ 6,081	\$ 5,219	\$ 16,890	\$ 28,874	\$ 38,519	\$ 39,130
PWD	Renewal/Replacement Contribution	\$ 25,000	\$ 85,000	\$ 85,000	\$ 85,000	\$ 85,000	\$ 85,000
CMB	Cumberland Sewer Bonds	\$ 25,764	\$ 24,382	\$ 23,001	\$ 21,622		
CMB	Cumberland Inspectors- Mactec	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Total		\$ 545,564	\$ 600,330	\$ 746,395	\$ 767,530	\$ 747,858	\$ 760,407

# ITEM

## 08-112

To hold a Public Hearing to consider and act on a recommendation from the Planning Board re: setback requirement changes to the Val Halla Overlay District.

## **Notice of Decision**

**Date:** July 16, 2008

**To:** Bill Shane, Town Manager  
Town of Cumberland  
290 Tuttle Road  
Cumberland, ME 04021

**Re: Public Hearing: To recommend to the Town Council draft zoning amendments to Section 204.20 of the Zoning Ordinance; Val Halla Golf and Recreation Center Overlay District to add Section: 204.20.4**

This is to advise you that on July 15, 2008 the Planning Board voted to approve and recommend the Town Council adopt the draft zoning amendments to Section 204.20 of the Zoning Ordinance; Val Halla Golf and Recreation Center Overlay District as set forth in the materials.

**Findings of Fact:** None

**Waivers granted:** None

**Waivers Denied:** None

### **Standard Conditions of Approval**

This approval is dependent upon and limited to the proposals and plans contained in the application and supporting documents submitted and affirmed to by the applicant. Any variation from the plans, proposals and supporting documents, except de minimus changes as so determined by the Town Planner which do not affect approval standards, is subject to review and approval of the Planning Board prior to implementation.

Cumberland Planning Board

\_\_\_\_\_  
William P. Ward, Board Chair

### **204.20 Val Halla Golf and Recreation Center Overlay District**

204.20.1 The Val Halla Golf and Recreation Center, delineated as R04, Lot 41 on the official Town of Cumberland Tax Assessor's Map dated April 1, 2001, is

hereby designated as an overlay district within the Medium Density Residential District zone for the purposes designated herein.

204.20.2 All recreational uses listed below shall be allowed as permitted uses in the Val Halla Golf and Recreational Overlay District:

- .1 Active recreational uses, including golf, tennis, cross-country skiing, sledding, and snowshoeing;
- .2 Passive recreational uses, including walking trails and areas for bird and wildlife observation;
- .3 Golf clubhouse, including a pro shop and food and beverage service;
- .4 Banquet facilities and outdoor receptions including tables, tents, and chairs;
- .5 Public Facility and Outdoor Recreational Facility; (as defined)
- .6 Offices accessory to permitted uses;
- .7 Offices for recreational services or recreational support services;
- .8 Parking associated with permitted uses;
- .9 Other uses determined by the Code Enforcement Officer to be similar in size, scope, type and impact to those uses permitted by this Section.

204.20.3 Notwithstanding the requirements of Section 206.2, accessory storage buildings up to 400 square feet in size shall not require site plan review.

204.20.4 Buildings in existence as of the date of adoption of this section 204.20.4 on July \_\_, 2008, shall meet the following lot size and setback requirements: [Amended, adopted \_\_]

- .1 Front: 5 feet
- .2 Rear: 5 feet
- .3 Side 0 feet
- .4 Lot size: 20,000 square feet with sewer and 50 feet of frontage on a street, private way or esiting driveway.
- .5 All new buildings exceeding 400 sq. ft. shall require Site Plan Review in accordance with Section 206.

# ITEM

## 08-113

To set a Public Hearing date (August 11<sup>th</sup>) to consider and act on  
setting the FY09 tax rate

No materials for this item



# ITEM

## 08-114

To hear a report from the Finance Committee Chair  
re: FY08 4<sup>th</sup> quarter financials

*No materials for this item*

*~ITEM TABLED TO AUGUST 11, 2008*



# ITEM

## 08-115

To hear a report and consider and act on authorizing the Town  
Manager to secure financing for funding of pump station  
replacement at Val Halla



# M E M O R A N D U M

TOWN OF CUMBERLAND, MAINE  
290 TUTTLE ROAD  
CUMBERLAND, MAINE 04021  
TEL: 207-829-2205 FAX: 829-2224

**To:** Town Council  
**From:** William R. Shane, Town Manager *WRS*  
**Date:** July 25, 2008  
**Re:** Val Halla Pump Station

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At the Finance committee meeting on July 17<sup>th</sup>, we discussed the need to replace the pump station at Val Halla. Back in February when we started the discussion, I believed the pump station could be salvaged. Since then we have lost 2 pumps and are now operating on 1 single pump. The 20+ year old pumps, valves and the control systems are not worth investing any additional money.

I recommend that we replace the system for \$150,000 and pay for the project over a 5 year period. Our initial payment in this fiscal year could be covered with our first year payment of \$35,000 from the MSGA. Next years funding will be incorporated into the Annual Budget process. We did discuss bonding in the next round of bonds, but decided to fund it through the annual budget.



## **Town of Cumberland**

**Finance Committee Meeting  
Thursday, July 17, 2008**

- 1. Election of Chairman**
- 2. Val Halla Irrigation Pump Station Options**
- 3. Re-allocation of Funds Outside of Operating Accounts**
- 4. Monthly Budget Meetings & Future Meetings**
- 5. Other Business**
- 6. Adjournment**

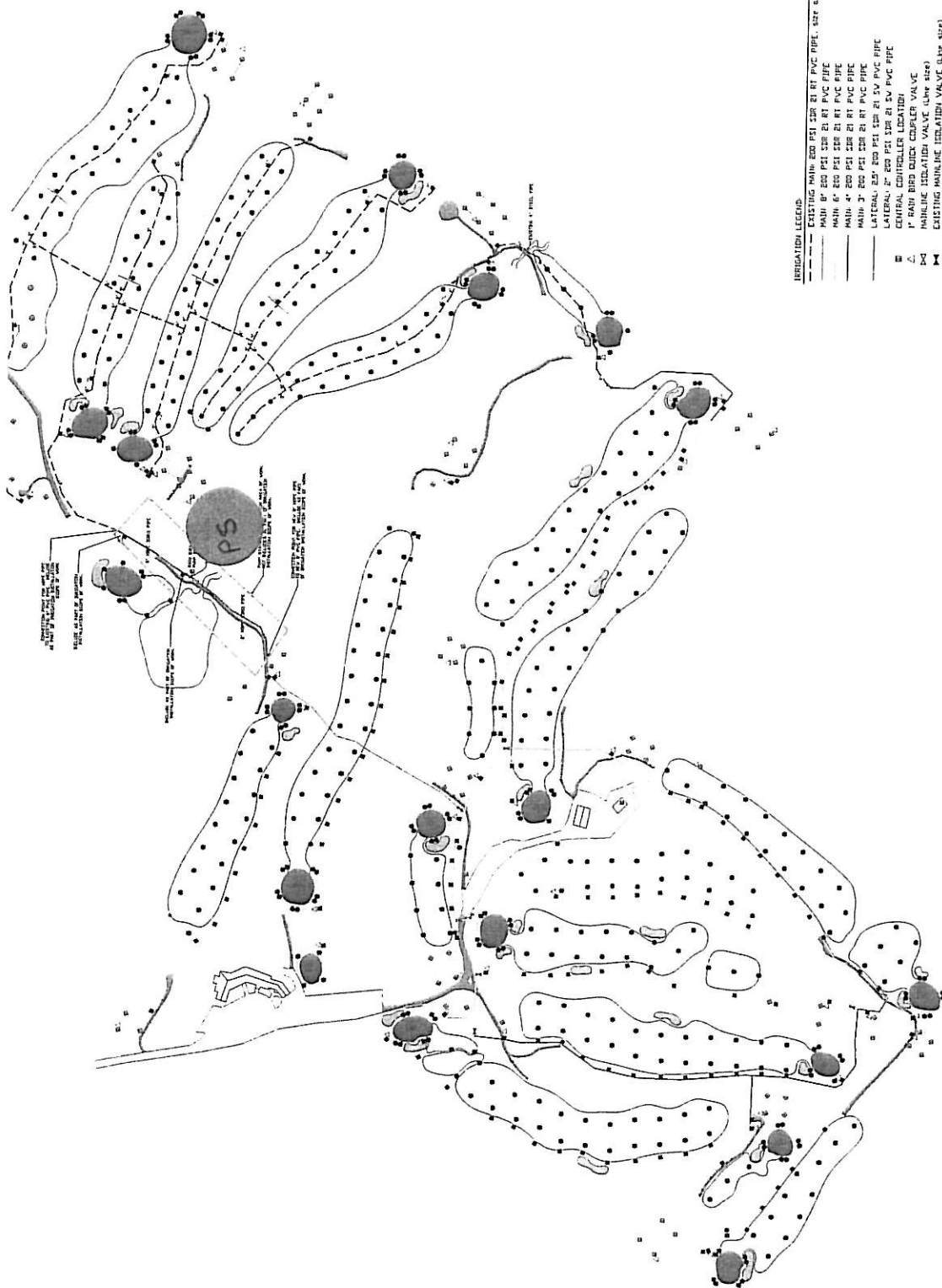
[illegible]

CITY OF  
CUMBERLAND  
MAINE

290 Tuttle Road  
Cumberland, Maine

p (207) 829.5559  
f (207) 829.2214

DATE: 07.09.08  
SCALE: 1" = 100'-0"  
SHEET: 11.0

[illegible]

Scale 1" = 100'

AND DESIGNER/ARCHITECT IS TO BE USED FOR ESTIMATING PURPOSES AND AS AN INSTALLATION GUIDE ONLY. CONTRACTOR NEEDS TO JACOBI SYSTEM BASED UPON ACTUAL SITE CONDITIONS USING PROPER INSTALLATION DESIGN PRACTICES.