

AGENDA

ITEM

5.a.

James Rhodes

From: patricia.r.mazzacone@verizon.com
Sent: Friday, June 13, 2008 3:13 PM
To: clintonm@roadrunner.com
Subject: Process to attach US Flags in Clinton, Maine

Jim

As discussed, the process and forms for the Town of Clinton, Maine to attach US Flags to Fairpoint poles, is outlined below.

A "License", "Insurance" and an "Agreement" is required before you can attach to the poles.

Here is a copy of the Attachment Guidelines. *(See attached file: ALA_NEdecBannrAttachmntGuidlinRev2ChngAccept.doc)*
 (please follow the guidelines for attaching the Flags)

LICENSE:

Attached are the "License" application forms.

Please complete forms 1, 2, 3 and 4, and submit them to me at the address below. I will need these forms as soon as possible. (Fax or email)
 (Fax # - 617-743-8785)

While the **cost of the survey is waived**, we must insist on a survey to insure the safety of our workers and the general public.

(See attached file: Form 1 Misc Attach to Poles FINAL 4-21-06.doc) (See attached file: Form 2 revised 10-15-03.dot)(See attached file: Form 3 revised 10-15-03.dot)(See attached file: Form 4 revised 10-15-03.dot)

You need to **contact the power company** for their process.
 Central Maine Power contact is Peggy Cummings. (207-621-3933)

AGREEMENT:

I will prepare the "Miscellaneous Attachment Pole **Agreement**" and send it to Central Maine Power. They will forward the three booklets to you for signatures by the Selectman or yourself.

1) Agreement Fee is **waived**

- 2) **Insurance** Certificate (See Pg. 21 of the Agreement) (**Municipal Association Insurance is acceptable**)
- Commercial General Liability Insurance \$2,000,000.
 - Commercial Auto Liability Insurance \$2,000,000.
 - Workers' Compensation as required by statute, and Employer's Liability Insurance \$1,000,000.

Send application forms to: Verizon New England Inc.
(or Fax/email) License Administration Group
185 Franklin St. Room 503
Boston, MA. 02110

If you have questions, call me at (617) 743-5724.

Thank you
Pat Mazzacone, Specialist
OSP Engineering/Planning
License Administration

Decorative Holiday Attachment Guidelines

Following are guidelines accepted by Verizon New England Inc., that provide a safe method of attaching decorative holiday attachments to jointly used / owned poles:

- Decorative attachments require a license from both pole owning utilities.
- Attachments should be of light weight to allow for handling by a single technician.
- Decorative attachments should be mounted below all telephone attachments where possible so as not to interfere with access for pole / plant maintenance.
- Attachments should, where possible, be mounted to brackets which allow for easy removal, ie “quick connect pins”, so mounting bracket can be left in a permanent position.
- Attachments shall be made with either appropriately sized lag screws or appropriately sized plastic or metal banding. Brackets shall be of adequate strength to support the decoration. Where possible, attachments affixed via lag screws should not be removed to avoid annual redrilling which compromises the integrity of the pole.
- When attachments are permanently removed all hardware shall be removed.
- No attachment should extend more than 42” horizontally from the pole surface.
- All separations from power shall be determined from table 232-2 of the NESC. Clearances from telephone and other attachments shall be determined at the time of the survey.
- Vertical clearances of 15.5’ over roads, 12’ over sidewalks and 9.5’ over spaces accessible to pedestrians only shall be maintained.
- Electrification of any decoration shall be performed under power company supervision and must incorporate conduit, GFI protection, and a plug or disconnect device below the communications space by which a technician can de-energize the decoration if required while working on the pole.
- Pole to pole, pole to tree or pole to building attachments are not allowed.
- Painting of poles is not allowed.
- Paper signs shall be attached by tape or light twine.
- No commercial advertisements shall be allowed.

APPLICATION AND POLE ATTACHMENT LICENSE

Licensee _____
Street Address _____
City, State and Zip _____
Date _____

In accordance with the terms and conditions of the Miscellaneous Attachments to Poles Agreement, application is hereby made for a license to make _____ attachments to poles located in the municipality of _____ in the State of _____.

This request will be designated **Miscellaneous Attachments to Poles License Application Number _____**. **Attached are the specifications for the miscellaneous attachments.**

Licensee's Name (Print) _____

Signature _____

Title _____

Tel. No. _____

Fax No. _____

E-mail _____

Power Company

*******For licensor use, do not write below this line*******

Miscellaneous Attachments to Poles License Application Number _____ is hereby granted to make the attachments described in this application. _____ attachments to JO¹ poles, _____ attachments to FO² poles, _____ attachments to JU³ poles, located in the municipality of _____, in the State of _____ as indicated on the attached Form 3.

Licensor's Name (Print) _____

Signature _____

Title _____

Date _____

Tel. No. _____

(AGREEMENT ID #)

The Licensee shall submit an original copy of this application to Verizon New England Inc. and the appropriate Power Company.

FORM 1 INSTRUCTIONS

Individual applications to be numbered in sequential ascending order by Licensee for each Miscellaneous Attachments to Poles License. Licensor will process applications in sequential ascending order according to the application numbers assigned by the Licensee.

◆ Provide a separate application for each municipality

Note: (For municipalities served by more than one Power Company a separate application for each Power Company area must be provided.)

◆ Limit the number of poles to 200 per each application

◆ Provide the specifications for your proposed attachments

(1) JO = Jointly Owned - a pole in which Verizon New England Inc. has an ownership interest.

(2) FO = Fully Owned/Solely Owned – a pole that is solely owned by Verizon New England Inc. or the Power Company.

(3) JU = Joint Use – A party to whom use of the pole or anchor has been extended by the owner of the facility. The term “Joint User” shall not include Licensees.

The Licensee shall submit an original copy of this application to Verizon New England Inc. and the appropriate Power Company.

AUTHORIZATION FOR FIELD SURVEY WORK

Licensee: _____

In accordance with Article III & Appendix I of the Pole Attachment Agreement, following is a summary of the charges which will apply to complete a field survey covering Pole Attachment License Application Number _____ in the municipality of _____ in the State of _____.

FIELD SURVEY CHARGES

<u>Field Survey</u>	<u>#Poles</u>	<u>Unit Rate</u>	<u>Total</u>
Field Survey 1-10 Poles	_____	\$ _____	\$ _____
Field Survey 11-200 Poles	_____	\$ _____ per Pole	\$ _____
Additional Travel Time*	_____	\$ _____ per Day	\$ _____
TOTAL Charges			\$ _____

* Based on average of 75 poles surveyed per day, add \$200.00 travel time for each additional day required to complete survey.

Please note, if you calculated the cost incorrectly, your check will be returned and a new check for the correct amount must be received by this office in order to schedule the survey. If you need assistance, please call the **HOTLINE on (800) 641-2299**.

The required field survey covering Pole Attachment License Application # _____ is authorized. I am enclosing an advance payment in the amount of \$ _____.

Licensee's Name (Print) _____

Signature _____

Title _____

Address _____

Tel. No. _____

Date _____

FORM 3 – VERIZON ITEMIZED Pole Make-Ready Work Charges

RCE to Complete: Total Poles Surveyed _____ Total Poles Requiring Verizon Make-Ready _____

Appendix IV Form 3

FIELD SURVEY / MAKE READY WORK FORM

SURVEYORS:			DATE OF SURVEY:						CWO #:					
Verizon			MUNIC:			STATE:			Exch Code: Munic Code:					
Licensee			LICENSEE NAME:						LICENSEE APPLICATION #:					
ELCO			ELCO NAME:						VERIZON APPLICATION #					
LOCATION		POLE #		ATT		OWNERSHIP				CHARGE		WORK DESCRIPTION		
TEL RTE / STREET NAME		Tel	El	F/C	J.O.		J.U.		F.O.		YES	NO	TASK #S / REMARKS	* Height of Att.
<i>List one pole per line</i>				P.S. Riser	Tel	El	Tel	El	Tel	El				
														*
														*
														*
														*
														*
														*
														*
TOTALS:														

- Height of Attachment = Height of Licensee Attachment shall be 40" below ELCO MGN unless otherwise noted here by Verizon and ELCO surveyor.
- Licensee to complete bold italicized areas only. (Provide ownership information if known)

FORM 3 Definitions

SURVEYORS: Name of Representative attending Survey from VERIZON, Power Company and Licensee

Date of Survey : Date Survey is performed

CWO#: Verizon's Custom Work Order Number

Munic: Municipality where pole is located **State:** State in which pole is located

Licensee Name: Name of Company or Entity applying for Pole Attachments

Exch Code: Verizon's Exchange Code = the Exchange in which the Municipality is located.

Munic Code: Verizon's Municipality Code = the code for the Municipality in which the pole is located (tax purposes).

Application #: The number of the Licensee's Application = sequentially numbered by municipality.

ELCO NAME: The name of the Electric (power) Company in whose service area the pole is located.

Location: List each individual pole (ONE POLE PER LINE) you wish to attach to (multiple sheets may be used) and provide the following:

Street, Route, Circuit # and other information which indicates location of poles.

Indicate location by providing name of street, highway, route, etc., e.g., South Street, north of (N/O) Jones Road. Private Property Poles should be identified as such e.g., P.P. (Lead off pole 1234 South).

Pole #:

Tel = Telephone Company pole #

El= Electric Company pole #

ATT: Type of Attachment: F = Fiber C= Copper or Coaxial P.S. = Power Supply Riser = Riser Pole

Ownership: JO = Joint Owned 50%-50% Tel-Elco, **JU** = Joint Use - 100% Tel *or* 100% Elco, **FO** = 100% Fully owned by Tel or Elco (Other company not on pole)

Charge: Y or N = Y = Yes, there are make ready charges, **N** = No, there are no make ready charges to the Applicant.

Work Description: Short description of work operations required.

Task # should also be included and is defined as the number of the task or tasks required for make ready work. The Task # is associated with a Unit Price from the "Make Ready Unit Price Schedule" located in Appendix 1 of the new Pole Attachment Agreement.

AUTHORIZATION FOR POLE MAKE-READY WORK

Licensee _____
 Field survey work associated with your License Application No. _____ dated _____, for attachment to poles, in the municipality of _____, State of _____ has been completed. Following is a summary of the make-ready charges which will apply:

TASK #	QUANTITY	UNIT COST	TOTAL COST
Custom Work Order Preparation			
Miscellaneous			

Attached, as requested, is an itemized unit cost (Form 3) of required make-ready work and associated charges. If you wish us to complete the required make-ready work, please sign this copy below and return with an advance payment in the amount of \$ _____.

Licensor's Name (Print) _____

Signature _____

Title _____

Address _____

Tel. No _____

Date _____

The replacements and rearrangements included in Pole Attachment License Application No. _____ are authorized and the costs therefore will be paid to Licensor in accordance with Appendix I to Pole Attachment License Agreement. My check is attached.

Licensee's Name (Print) _____

Signature _____ Tel. No. _____

Title _____ Date _____

AGENDA

ITEM

5.b.

CLINTON FIRE DEPARTMENT

Chief Gary L. Petley

19 Church St.

Clinton, Maine 04927

207-426-8522

June 17, 2008

To: Mr. James Rhodes, Town Manager
From: Gary Petley, Fire Chief 
Re: Interoperable Communications Grant

In April, officials from Kennebec County Emergency Management Agency notified each community in Kennebec County of the State of Maine Public Safety Interoperable Communications Grant Program. Funding has been provided to the State of Maine, through MEMA by the Dept of Homeland Security and the Dept of Commerce, to improve the interoperable communication capabilities of first responders, ie: Fire/EMS/Law Enforcement. In Maine there is \$ 4.1 million available through a competitive grant process. Grant applications must be submitted to County EMA offices by July 1, 2008. They will review applications for completeness and compliance with the grant guidance, prioritize, and forward to MEMA no later than July 15, 2008. *There is no grant match required.*

In a nutshell, it is the goal of the Federal DHS, and MEMA to provide communications equipment that allows communication with federal, state and other local agencies in the event of an emergency in any community. Communications equipment must be P25 compliant, narrowband, digital and analog, able to be field programmable by any federal or state agency that responds to the emergency.

Emergency response personnel from communities that are served by the Waterville Regional Communications Center have met several times to explore the "regional approach" to the application process. Since we are all dispatched by the same agency, it would make sense for the communities to have the same communication capabilities. Three officials from the group offered to write the grant, those being: Dennis Keschl, Town Manager of Belgrade, Sgt. Mike Benecke of the Waterville Communications Center, and David Coughlin, Oakland Fire Chief. All three have successful experience in grant writing. It was agreed the regional approach would improve our chances of being selected for a grant, as this is one the main points of the grant process. This approach has also been encouraged and endorsed by Kennebec County EMA. The costs of equipment will be significantly less when utilizing the regional approach.

For the Town of Clinton, it would mean that we would apply for communications equipment for both Fire and Police operations. As with the last MEMA grant award (which we were successful) the Town would need to purchase the equipment, and then be reimbursed by MEMA. Again, there is no grant match required. As a reminder, the Town has been very aggressive in applying for, and very successful in receiving grants, ie: SCBA's, turnout gear, thermal imaging unit, a new fire pumper, extrication equipment, communications equipment (base radio and portable radios). Our needs at this time are surprisingly less than some communities in the county, due to us being very aggressive with our planning, grants awards, and the generous support of our budget process.

As the town's Fire Chief and Emergency Management Director, I am recommending that we apply for this communications grant. It would improve the Town's capability to communicate with federal, state, and other local agencies in the event of any emergency. We have nothing to lose by applying.