

**MAINE SAFE ROUTES TO SCHOOL PROGRAM  
Application**

**Applicant:** Town of Southwest Harbor

**Applicant's Agency/Organization:**  Municipal/County;  School District;  Other

**Sponsoring School District Involved** (if municipal project):  
School Union 98 – Pemetec Elementary School

**Sponsoring Municipality Involved** (if school district project): Southwest Harbor

**Contact Person:** Ken Minier

**Title:** Town Manager

**Mailing Address:** P.O. Box 745

**City/State/Zip:** Southwest Harbor, ME 04679

**Daytime Phone:** 244-5404

**Brief Description of Proposed Project:** (50 words or less using terminology from Section 9)

This project constructs and renovates sidewalks completing disconnected sections in a one-mile circuit surrounding Pemetec School and establishes school zone warning lights. These improvements will increase safety and access along three busy roads serving several residential neighborhoods within the village center of Southwest Harbor.

**Section 1: Project Funding**

*Include summary of project costs from detailed cost estimate in Section 10 of this application:*

<b>Preliminary Engineering</b>	N/A
<b>Right of Way</b>	N/A
<b>Construction</b>	63,130
<b>Construction Engineering</b>	1,075

**Subtotal** \_\_\_\_\_

**Total Value of Project** \$64,205.

**Local Match** (indicate amount and percentage;  
Minimum 40% of total required) 50%

**Federal or State Funds Requested:**  
(must not exceed \$100,000) \$32, 103.

***Note:** If applicant believes 40% match presents an undue hardship on applicant’s budget and would prevent applicant from completing the project, please include an attachment on the applicant’s letterhead explaining budgetary constraints and indicating what percentage of the project value applicant is capable of matching.*

**Source of Local Match:** *(as briefly as possible, please indicate where cash match is coming from (municipal or district funds, private donations, etc.), and security of match (in-hand or still to be approved by voters or raised)).*

Construction supervision & engineering	1,182	*
Construction Labor	13,971	*
Equipment	4,473	*
Cash - (In-hand)	3,235	
Cash Contributions (Pledged)	1,000	
Cash – (to be approved) FY04/05	8,242.	

Cash to be approved is currently listed in Town Manager’s proposed budget. Warrant to be approved March, 2004; final approval at town meeting first week of May, 2004.

\* In house construction, includes 10% contingency, see details section 9.

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**Section 2: Application Signature**

*An authorized representative of the sponsoring entity must sign the application. This signature indicates the willingness of the project applicant to provide the designated level of matching funds and its willingness to enter into a municipal/state agreement with the Department requiring the applicant to administer the development, design, and construction of the project abiding to Federal, State, and Local requirements. The applicant will also be responsible for future maintenance of the completed project.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

The following sections of this application request specific project-related information. Most request narration related to a specific topic and this should be done on additional sheets of paper. Other sections contain questions that can simply be answered in the space provided. Pictures, maps, exhibits, etc. must be attached to this application. If a section does not apply to the proposed project, simply write "Not Applicable" beneath the section heading.

**Section 3: Identification of Current and Proposed Walking and Bicycling Routes to School**

**Identify current and potential walking and bicycling routes to school within the project vicinity by providing a map(s) of the area showing all existing and proposed routes. Include all school(s) affected by the improvement:**

The attached map depicts current and proposed walking routes and improvements.

Within the area of the proposed sidewalk and school crossing improvements is the Pemetie Elementary School, Harbor House Children’s Center (preschool childcare center), Harbor House Community Center (afterschool enrichment program), Harbor House Community Sailing Center, community tennis courts, community playground and Southwest Harbor Public Library.

Currently, only 15-25 children and youth walk to these school and school related facilities in good weather. Our proposed improvements would make it safer for all children and families while expanding pedestrian access to an additional 80-100 children and youth who live in walking distance to school.

**Provide the following information for each school affected by the proposed improvement:**

	YES	NO
Does your project involve the improvement to an existing walking route?	<u>X</u>	___
Does your project involve the improvement to an existing bicycling route?	___	<u>X</u>
Does your project involve the creation of a new walking route?	<u>X</u>	___
Does your project involve the creation of a new bicycling route?	___	<u>X</u>

**Section 4: Identification and Demonstration of Need**

**Describe the problem in detail. Include background information about the risks children are exposed to because of unsafe routes to school(s) in the proposed area. Describe how this problem developed and indicate how these routes have been designated as unsafe. Given that unsafe routes may exist in other locations in your jurisdiction, explain why this route was designated for improvements. Use whatever demographic information, community surveys and audits, traffic or injury data that may apply.**

Most children who live in the village of Southwest Harbor are simply unable to walk to school safely due to the lack of sidewalks connecting from nearby residential neighborhoods to the school campus. This problem has been identified along with the goal of connecting sidewalks along the Herrick Rd and Clark Point Rd to Main St. in the town’s Comprehensive Land Use Plan dated 1996: (pages 4 and 13)

*“ An effective network of pedestrian ways is needed. In order to ensure pedestrian safety, sidewalks, curbs and crosswalks are called for in two types of situations: (a) heavily trafficked roads leading to the town center including Main Street South to Manset Corner, Clark Point Road to Herrick Road, and Herrick Road itself; (b) within the town center, particularly in the municipal parking area from the Village Green to the Variety store.”*

*“Speeding cars and trucks constitute a serious safety problem. Speeding, coupled with inadequate sidewalks and uncontrolled pedestrian crossings creates a risk of vehicle and pedestrian accidents.”*

*“Traffic volumes increased by 30% to 40% over the 5 year period from 1988 to 1993. This increase, which is predominately in the summer, coupled with the 50% increase over the previous 10 year period suggests the Town must work with the region to seek alternative forms of circulation within the island.”*

*“Walking in Southwest Harbor is not made easy. Absence of sidewalks in several areas means that pedestrians risk being knocked-down, and many sidewalks are not level, are poorly protected by curbs, and have inadequate drainage.”*

Additional community assessments made by the MDI Tomorrow Land Use, Transportation, Health and Youth task forces between 2001-2002 have further identified lack of pedestrian access to local schools as a significant issue of community concern.

In April of 2002, a focus group of middle school aged youth from Southwest Harbor and other MDI communities identified *“lack of transportation”* and *“inability to walk and bike”* as problems for school aged youth and significant barriers to participation in afterschool, weekday and weekend sport, sailing and enrichment programs.

An MDI Tomorrow community conference in April of 2003 with over 150 community residents present established *“increasing pedestrian and bicycle access to local schools”* as a key strategy to pursue.

Of particular concern along the Herrick Road route is a blind corner without sidewalks. The Herrick Road is a popular short cut for southbound traffic to access the working waterfront, the US Coast Guard base, Town docks and Ferry service to the outer islands. Coast Guard shift changes coincide with the start and finish of the school day, accounting for a peak traffic impact at times when children could be walking to and from school. The Clark Point Road, Herrick Road and Main Street are the most heavily traveled roads in town. Similarly, the Clark Point Road is the most convenient access to the working waterfront for northbound traffic headed to the Coast Guard base, the docks, ferry and other marine related businesses and services.

Commuter traffic leaving and entering Southwest Harbor has increased along Main Street in recent years prompting local law enforcement officials, citizens, school board members, Harbor House Community Center and the Pemetic School Parent Teacher Organization to recommend school crossing sign and flashing lights to improve safety.

Prior to Southwest Harbor’s comprehensive planning process in the early 1990’s, the town of Southwest Harbor had no reserve fund established for building and maintaining sidewalks. Sidewalks were not a high fiscal priority for Southwest Harbor during the 1970’s and 1980’s. Similarly, sidewalks were not a priority of Maine DOT during this period evidenced by the lack of pre-existing sidewalk infrastructure on the Herrick Road, which until the late 1980’s was classified as a “State-Aided Road”.

In concert with the Town’s Comprehensive Plan recommendations, the Town of Southwest Harbor established a reserve fund and has been steadily appropriating and saving funds to improve sidewalks and pedestrian access demonstrating a much higher level of community commitment to creating and maintaining sidewalks in recent years.

Last year, the town invested \$42,244.35 (the majority of its’ accumulated reserve) to begin sidewalk construction, completing 1585 ft of new sidewalk along the Herrick Road in 2003.

This project along the Herrick Road was determined to be the first priority of local residents, consistent with the Town's Comprehensive Plan and logistically prudent to tie together with a needed sewer upgrade. It was determined sidewalk improvements along the Herrick and Clark Point Roads would both address the greatest need, and potentially benefit the greatest number of citizens.

Two gaps remain to complete the planned connections of walkable routes from nearby residential neighborhoods.

See photos attached.

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**Check the categories that most closely describe the primary need(s) your project is targeting:**

- Increasing connectivity
- Separating children from motor vehicles
- Increasing children's ability to cross streets
- Improving pedestrian pathways
- Improving bicycle pathways
- Improving visibility of motorists and children (improving sight-lines, lighting, etc.)
- Improving slower safe driving by motorists
- Other (please describe)

## **Section 5: Potential for Proposed Improvement to Correct or Improve the Problem**

**Describe how the proposed solution will address the identified needs in Section 4.** *Indicate how the proposed improvement is the most cost effective solution to the problem, what other options were considered and whether the proposed solution improves traffic safety for other users of the facility or system. Indicate the maintenance requirements for the improvement and how you will meet them. Indicate current policies and practices of winter maintenance.*

Current School Union 98 policy on Walking and Riding to school (See attached Policy EEAA) indicates:

*"Students K-8 shall walk up to one mile to their elementary schools, or to bus stops. Exceptions may be made by the School Committee when roads are determined to be unsafe because of hazardous traffic conditions"*

Presently, Pemetic School students are bused to school from less than ½ mile away along the Herrick Road and Clark Point Road due to unsafe walking conditions. In accordance with school policy, the school intends to discontinue busing students who live within one mile of school once sidewalk improvements are in place providing safe access.

Other options were considered including a traffic light and off-road walking trails. The traffic light was determined to cause considerable traffic congestion and inconvenience on a major route (Route 102). Private property issues deemed an off-road walking trail not feasible. The proposed sidewalk improvements take advantage of connecting existing sidewalk infrastructure while opening pedestrian accessibility up to the largest number of people for a variety of purposes in the village center of Southwest Harbor.

The proposed improvements will benefit preschool – 8<sup>th</sup> grade students walking to and from school. Additional benefits include walking access to the town library, post office, local churches,

town offices, ball fields, medical centers, Harbor House Community Service Center, Harbor House Children's Center and Harbor House Sailing Center. From May to October, the new sidewalk connections will enable youth and other community members to walk safely from residential neighborhoods to free island-wide public transportation as the "Island Explorer" bus stops along Main St.

The proposed sidewalk and crossing improvements are consistent with Comprehensive Plan recommendations, and as such are intended to improve safety for both pedestrians and motorists alike. Improved sidewalk elevations and curbing coupled with the school crossing warning lights will render pedestrians more visible to motorists along the heavily traveled Herrick Road, Clark Point Road, and Main Street corridors.

It is a standing policy and practice in the Town of Southwest Harbor to keep all village center sidewalks clear of snow and ice in the winter months. The Town's public works department maintains the sidewalks with its own equipment and crew.

Last year's town budget included \$5000 for sidewalk maintenance and \$6000 for new sidewalk construction. In addition to these budgeted amounts for materials, the town typically appropriates approximately 100 person hours of labor @ 19.54/hr or \$1954 for sidewalk construction and maintenance as well as the cost of using and maintaining construction equipment.

The Town's proposed budget FY04/05 (to be approved at Town Meeting in May) includes a total of \$15,000 for construction and maintenance, and another \$2,000 in labor allocation.

## **Section 6: Potential for Encouraging Increased Walking and Bicycling Among Students**

**Answer the following questions for each school affected by the proposed improvement:**

School: Pemetic Elementary  
Student Population: 204  
Grade or age range of students at school: K-8  
Number of students who walk to school in good weather: 15-20  
Number of students who bike to school in good weather: 5-10  
Number of students who take the school bus: 100-115  
Number of students driven to school by parents or others 45-50  
Percentage of students living within one-half mile of the school 15%  
Percentage of students living between one-half and one mile of the school 30%

With safe sidewalk access, Harbor House Community Service Center estimates the following numbers of students who live in walking distance could potentially walk to it's pre school, after school, and weekend programming :

Harbor House Children's Center Preschool:	6 out of 30 children
Harbor House Sports Program:	18 out of 75 children
Harbor House Sailing Center:	12 out of 30 children

**Describe the ultimate goal of the proposed improvements and what benefits it will provide to students.**

The ultimate goals of the project are to make Southwest Harbor a walkable village community and to provide safe pathways for students to be able to walk to and from school. School and local public health groups have been concerned with rising levels of inactivity and obesity among local school aged and adult populations.

**Describe any existing or proposed programs at the affected schools with regard to bicycling or walking safety or education.**

The Pemetec School Nurse recently started a program for students at recess that encourages them to walk laps around the gymnasium and monitor their distance, which the nurse tracks and records with footsteps along the hallway walls. The school was recently featured on a local TV news channel for this program, and students will be earning T shirts for walking a total of 50 miles.

Twice each school year, the Union 98 Coordinated School Health Program provides students and faculty the opportunity to participate in a variety of exercise and walking incentive programs such as "Move & Improve", "US National Parks", and "The 8 Countries of Maine".

A recent school based walking promotion called "Ten Thousand Steps" encourages students to track their daily steps using inexpensive pedometers, and to take more steps each day for health.

**Describe any existing or proposed programs at the affected schools that encourage walking or bicycling to school such as a Walking School Bus, Walk to School Day, or a Bike Train.**

***Optional: If education or encouragement programs do not exist, indicate if you would like assistance in developing these programs in the future.***

Walking encouragement programs are currently in place and supported by the School Union's Coordinated School Health program and the Pemetec School Based Health Center. The lack of safe routes to school has precluded any walking to school programs to date. Implementing walking to school encouragement programs will be a natural next step to existing efforts promoting walking and physical activity - as soon as safe route access is achieved.

The Union 98 Coordinated School Health Program, Pemetec School Parent Teacher Organization, Pemetec School Health Center, Harbor House Community Service Center, Healthy Acadia Coalition, Southwest Harbor Police Department and other local resources stand ready to assist. The Harbor House Community Service Center plans to begin outdoor walking programs for children, families, adults and seniors as soon as sidewalk improvements are in place.

**Section 7: Community Support and Project Coordination**

*List project participants and the roles they played in the development of the proposal. Indicate support and coordination among any entities affected by the project. Identify organizations that pledged their support of the project. Possible project partners may include school officials, municipal officials, law enforcement agencies, public health organizations, school-based associations, local elected officials, and other community groups.*

*Attach no more than one letter of support from each organization. Support letters should be addressed to the applicant, not Maine DOT. Do not attach individual student survey sheets or petitions. Narratives and summaries of the surveys or petitions are acceptable.*

*Indicate if any other funding sources have been requested or secured from other agencies or grant providers for these or related improvements in the project area.  
 Indicate how this project is supported by the municipality's Comprehensive Land Use Plan.  
 Indicate any applicable zoning regulations and minimum lot-size requirements within one mile of the school.  
 Indicate how long the school has been and is expected to be in this location. Indicate if this project is part of a larger capital or renovation project approved by the Department of Education and, if so, the details of the state/local funding involved.*

**LOCAL ORGANIZATIONAL SUPPORT & PROJECT COORDINATION**

<u>Organization</u>	<u>Contact</u>	<u>Role</u>	<u>Sector/Function</u>
Town of Southwest Harbor	Ken Minier	Town Manager	Lead Agency
Town of Southwest Harbor	Doug Monson	Public Works	Project Mgr
Pemetic Elementary (K-8)	*Diane Helprin	Principal	Lead School
Harbor House Community Center	*Marty Lyons	Exec Director	Recreation
Harbor House Children's Center	Mary Ellen Martel	Director	Pre-School
Town of Southwest Harbor	David Tims	Police Chief	Public Safety
Healthy Acadia Coalition	*Doug Michael	Director	Public Health
MDI Tomorrow Bike & Pedestrian Task Force	*Heather Albert-Knopp	Member	Community
Pemetic Parent/Teacher Org	*Barbara Logue	Member	PTO
Friends of Acadia	*Stephanie Clement	Director	Conservation
Hancock County Planning Commission	Jim Fisher	Planner	Transportation
State Representative	Ted Koffman	Representative	Smart Growth
RTAC	*Jean Marshall	Member	Planning

\* See Letters of Support Attached.

Partners who will be primarily involved implementing sidewalk and school crossing improvements include the Town of Southwest Harbor Public Works Department, Police Department, and Pemetic School.

Harbor House Community Service Center, Harbor House Children's Center, The MDI Tomorrow Bicycle/Pedestrian Taskforce, Pemetic Parent Teacher Organization and the Healthy Acadia Coalition will publicize, encourage and support school and community utilization of safe walking routes. Harbor House and the Pemetic School Parent Teacher organization have each pledged \$500 toward the local match for this project. In the event the remainder of local match is not approved at town meeting, each of these partners has pledged to assist raising funds to achieve the balance of local match.

The Hancock County Planning Commission has provided technical assistance and project mapping. The Healthy Acadia Coalition has convened partners and facilitated development of this proposal.

Jean Marshall, former Town Planner for Southwest Harbor and member of the Hancock/Washington Regional Transportation Advisory Committee and Representative Ted Koffman have both provided support consistent with both RTAC and local citizen priorities.

This proposed project is explicitly supported in Southwest Harbor's 1996 Comprehensive Land Use Plan; Recommendations Section, pg 13:

*“ An effective network of pedestrian ways is needed. In order to ensure pedestrian safety, sidewalks, curbs and crosswalks are called for in two types of situations: (a) heavily trafficked roads leading to the town center including Main Street South to Manset Corner, Clark Point Road to Herrick Road, and Herrick Road itself; (b) within the town center, particularly in the municipal parking area from the Village Green to the Variety store.”*

The village center of Southwest Harbor is well established with little undeveloped private land remaining. Most residential lot sizes in the village center (within one mile of Pemetec School) are less than ¼ acre in size.

The Pemetec School has been located on the same campus since 1905. The school underwent major renovations within the last 5 years and has no plans other than to remain at its current location.

### **Section 8: Potential for Timely Implementation**

*Applicants must estimate dates for the following milestones based upon receiving written “authorization to proceed” from Maine DOT on April 1, 2004. Indicate “NA” for any dates not pertinent to the project. Note that the dates indicated will become part of the Project Agreement if this project is funded and failure to make substantial progress of the milestone by the date indicated could result in termination of the project funding. Any work performed by the applicant prior to receiving written authorization to proceed is not eligible for reimbursement.*

Obtain all Environmental and Other Permitting NA

Certify Right of Way for the Project Completed: 100% town-owned property

Advertise Project for Construction NA In-house construction

Complete Construction or Implementation of Project Initiate project April 1 or as soon as authorized and complete by July 1.

The Town of Southwest Harbor is committed to and capable of timely project completion. Last year, the town public works department constructed 1585 ft of sidewalk on the Herrick Road in less than one month.

## **Section 9: Eligible Categories and Project Design**

**Identify the category(ies) that describe the proposed project and provide a narrative that describes the design of the project. Indicate property ownership and right of way lines within the project area and provide easement documentation if not in public right of way. Include any appropriate cross-sections or design details. *Note that the design should meet all applicable Federal and State Standards and ADA Guidelines.***

This project constructs and renovates sidewalks completing disconnected sections in a one-mile circuit surrounding Pemetec School and establishes school zone warning lights. These improvements will increase safety and access along three busy roads serving several residential neighborhoods within the village center of Southwest Harbor.

This proposed project is comprised of 3 phases:

### **Phase 1: Herrick Road Sidewalk Improvement**

825 ft +/- of new sidewalk construction connecting existing sidewalk on the Herrick Road to the northern terminus at the corner of Main Street. This will compliment the 1585 ft section of sidewalk constructed along the Herrick Road last year, which begins at the southern terminus of the Herrick Road at the corner of the Clark Point Road. This improvement will complete sidewalk connections along the entire length of Herrick Road .

### **Phase 2: Clark Point Road Sidewalk Improvement**

200ft +/- of new sidewalk and reconstruction of 640ft +/- of pre-existing sidewalk on the Clark Point Road connecting an incomplete stretch of 840ft from the southern corner of the Herrick Road west to the corner of Main Street. The sidewalk section slated for reconstruction is in poor condition, consisting of broken up and flaking concrete, missing curbing, and low reveal (2 inch or less) in several sections.

### **Phase 3: Main Street Pedestrian/Bicycle Crossing Improvement**

Two sets of mounted flashing lights with speed limit signs visible to traffic in both directions of the Main Street Pemetec School crossing. This school crossing improvement has been approved by the MDOT Division Traffic Engineer. See attached letter from Victor Smith.

All areas slated for improvement are within town property.

***Sidewalk Improvements:*** *Includes new sidewalks, widened sidewalks, sidewalk gap closures, curb cuts for ramps, etc. If closed drainage improvements are needed, these will not be included in project reimbursement. Additional expenses for granite curb will not be reimbursed unless the new sidewalk matches into existing granite curb or the municipality has a policy to use granite curb. Replacement of existing sidewalk will be funded at a maximum reimbursement rate of 50%. For all sidewalk projects, please include the existing budget toward sidewalk maintenance and replacement.*

***Pedestrian/Bicycle Crossing Improvements:*** *Includes new or upgraded traffic signals, crosswalks, median refuges, pavement markings, traffic signs, flashing beacons, traffic signal phasing extensions, bicycle-sensitive actuation devices, pedestrian-activated signal upgrades, and sight distance improvements. All crossing improvements must be approved by the MaineDOT Division Traffic Engineer. Please attach letter of approval with the application.*

***Traffic Calming and Speed Reduction:*** *Applies only to streets or roads classified as minor collectors or local roads. Includes roundabouts, neighborhood traffic circles, curb extensions at intersections that reduce curb-to-curb roadway travel widths, center islands, speed tables, raised crosswalks, raised intersections, full and half-street closures, and other speed reduction techniques.*

## **Section 10: Engineer's Estimate**

**Provide a detailed engineer's estimate of the project that clearly indicates how project costs were derived.**

Estimate Prepared by Doug Monson, Public Works Director, Town of Southwest Harbor.

### **PHASE 1: Cost of Herrick Road sidewalk improvement (800 ft)**

41 tons of Hand laded pavement @ 65./ton	= 2665.
275 yds of gravel fill @ 16./yd	= 4400.
760 ft of curbing @ 11./ft	= 8360.
300 hrs of labor @ avg salary + fringe 19.54/hr	= 5862.
90 hrs of equipment @ average \$20.33/hr	= 1830.
Engineering Cost	= 502.
<u>10% Contingency</u>	<u>= 2362.</u>

Subtotal = 25,981.

### **PHASE 2: Cost of Clark Point Road sidewalk improvement (840 ft)**

42 tons of Hand laded pavement @ 65./ton	= 2730.
280 yds of gravel fill @ 16./yd	= 4480.
800 ft of curbing @ 11./ft	= 8800.
350 hrs of labor @ avg salary + fringe 19.54/hr	= 6839.
110 hrs of equipment @ average \$20.33/hr	= 2236.
Engineering Cost	= 573.
<u>10% Contingency</u>	<u>= 2566.</u>

Subtotal = 28,224.

### **PHASE 3: Cost of Warning Lights school crossing improvement**

2 Pedestal Mounted with Solar Power signs @ 4,652.	= 9304.
2 – 12 inch signal heads (14 watt LED) @ 115.	= 230.
2 – Illuminated Speed Limit signs @ 210.	= 420.
<u>Shipping</u>	<u>= 46.</u>

Subtotal = 10,000.

**Total Cost of Sidewalk and Crossing Improvements = \$ 64,205.**