

## City of Sanford



**From the Desk of  
Steven R. Buck  
City Manager**



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### Memorandum

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To: City Council  
Subject: Manager's Report for October 4<sup>th</sup>, 2016  
Date: October 4<sup>th</sup>, 2016

### Innovation in Business Development



#### **SanfordNet Fiber:**

The City of Sanford could not be more pleased to receive word that the Economic Development Administration has selected the City's municipal broadband project for an award of funding in the amount of \$769,209 of the total Project cost of \$1,538,418. To our knowledge, this is the first time the EDA has provided funding assistance for broadband.

The EDA Grant Award completes the City's funding to build SanfordNet Fiber as a "Fourth Ring" on Maine's current Three Ring Binder. SanfordNet Fiber will be 45 miles of fiber optic infrastructure to create a municipally owned open access non-discriminatory fiber optic network. SanfordNet Fiber has been designed specifically as the fiber optic backbone for world class broadband infrastructure to address the needs of existing and future businesses within Sanford.

Because the fiber network has been designed as open access and non-discriminatory, the City's initial investment will promote private business investment to expand broadband services to all areas and markets within Sanford.

City Manager Steven Buck is quoted as saying, "The City of Sanford has worked extensively with industry leaders, consultants, and ISP providers to define a future best business model to increase broadband services and options. The SanfordNet Fiber once constructed will elevate the City's competitive position for business expansion and business attraction. The City seeks to lead in innovation and business development through the construction of world class broadband infrastructure. We believe strongly in our model of a publicly-created and owned

fiber optic network that will be constructed, maintained, and operated by private companies providing services to both the public and private sectors.”

### **What will be SanfordNet Fiber?**

SanfordNet Fiber has been designed as a fourth redundant ring attached to Maine’s Three Ring Binder Network that will offer full 1 gigabit parallel services. It will connect to the Three Ring Binder 9 miles outside of Sanford’s borders and will extend for 45 miles creating two internal loops within Sanford specifically to connect to 83 Community Anchor Institutions with the ability to connect the over 200 businesses on this initial build. The system is also designed for the future expansion to address areas of Sanford not immediately adjacent to the two internal loops. It is an open access non-discriminatory fiber optic network consisting of 288, 144, and 24 strand count fiber as well as the necessary equipment to provide lit, or broadband services, as well as dark fiber services and peer to peer connectivity as requested.

### **Next Steps:**

The Economic Development Administration will now send Staff from Philadelphia to review all of Sanford’s Application and prior processes of procuring the estimates, design, and project partners. Once this final step is completed with EDA, the City’s funding is secured and the City will initiate final design of the network. The fiber network will be constructed, attached to, pre-existing utility poles pursuant to a pending pole attachment permit application process to include make-ready adjustments preceding construction. Procurement of materials and coordination of construction are pending during the permitting and final design periods.

The principal components of the project schedule include: design, licensing and make-ready, community anchor institution (CAI) pre-construction, procurement of network materials, construction and service activation. The Start date will be set after completing the EDA Review Process and will take approximately 332 days thereafter.

- Design: initiate contract for final design for final strand mapping, verification of CAI drops, finalization of pole applications, final design review and verification of ONT equipment (1-72);
- Licensing and Make-Ready: pole attachment agreement, negotiation of make-ready costs, make-ready for pole attachments by utilities prior to SanfordNet Fiber construction (1-204);
- CAI Pre-Construction: verification for all 83 CAI attachment and entry points for fiber network connections (60-90);
- Procurement of Network Materials: preliminary order prior to final design, finalized order post final design, receive and inventory all materials for fiber construction and ONT/PoP (37-149);
- Construction: head end installation, strand/fiber placement, splicing, testing, head-end activation, as-built documentation (180-289); and
- Service Activation: ONT installation in PoP, system activation (287-332).

## **Airport Solar Development:**

Work continues to progress on the Base Project of 50 Megawatts to be developed by Ranger Solar, d/b/a Sanford Airport Solar, LLC. The Base Project has made significant progress as follows:

- ✓ Airport Master Plan with Business Plan – Case for Solar
  - ✓ New Ultimate Layout Plan for Airport
- ✓ Land Use Release FAA and DOD
  - ✓ Survey, Appraisal, and Use Defined
- ✓ Glint Glare Analysis – Accepted by FAA (423 Page)
- ✓ Environmental Permitting (NEPA)
  - ✓ Vernal Pool
  - ✓ Wetland Delineations
  - ✓ Wildlife and Endangered Species Impacts
  - ✓ Geotechnical Engineering and Tests
  - ✓ Anticipated Remediation Plans
- ✓ Solar Array Designed – 176,000 Panels (Phase I)
  - ✓ Single Axis rotation to prevent Glint/Glare
- ✓ Land Lease Agreement between City of Sanford and Airport Solar, LLC, a subsidiary of Ranger Solar, Inc.
- ✓ Cut-in Agreement with CMP to connect to ISO New England Grid
- ✓ Transmission and Line Routing with Substation Location
- ✓ Pending Finalization of Power Purchase Agreements

Administration has begun work on how the Project will be assessed for taxation purposes having obtained an opinion from the State Tax Assessor. We are also seeking review of other solar project developments in New England as a basis. City Attorney Shana Mueller also presented to the City Council in a Workshop on September 27<sup>th</sup>, 2016 what a Development Program of Qualified Costs might be should the City consider the use of Tax Increment Financing as part of the overall development strategies. A Model is being created to measure the benefits towards both Project Development and the City's Fiscal Capacity to maximize the benefits for both parties.

The City has also begun work with Sanford Airport Solar, LLC on Phase II which will encompass an additional 165 acres of potential Land Lease and Development at the Airport. This would bring the Project total acreage to 390 acres and up to 78 Megawatts of capacity. To this end, documents have been prepared for the Municipal Operations and Property Subcommittee's next meet to start that review. Areas already addressed or under development are:

- ✓ Amendment for Additional Land Lease
- ✓ Property Appraisals and transference to additional acreage
- ✓ Environmental Impacts and Review with Army Corps of Engineers
- ✓ Preparations for addition Land Release from FAA and DOD

I would like to commend Ranger Solar as the Developer on the Project. The partnership and the investment made by Ranger continues to be exceptional. Administration has dedicated the time and resources to ensure that progress remains steadfast.

**Feasibility Studies and Planning:**

As provided with this year’s Capital Plan, two Studies are to be conducted.

Fire Department Facilities, Equipment, and Staffing Study – Port City Architecture was selected by competitive Request for Proposals. The kick off meeting was held on September 20<sup>th</sup> with an anticipated completion date of November 30<sup>th</sup>, 2016. The shortened time frame is proposed to allow for consideration within the FY 17-18 Budget if necessary.

Parks and Recreation Study – Milone and MacBroom was selected from a competitive process to produce a conditions assessment, operations, and capital and repairs improvement program for all existing parks facilities. The Contract for Services has been reviewed and submitted back to the Company with minor revisions. The kick off meeting is scheduled for Wednesday October 10<sup>th</sup> at 10:00Am with a five month deliverable period.

**Director of Community Development:**

This position was originally budgeted as a place holder within the current FY 16-17 Budget as an Assistant City Manager starting on July 1<sup>st</sup>, 2016. The focus was to budget for additional man-hours to assist with number of priority works within City operations that are being deferred due to a lack of staff. In an effort to meet Budget goals, the position was cut to start mid-year on January 1<sup>st</sup>, 2016. Since Budget adoption, the Council has continued to set Priority Goals with \*Four Major Areas. Each of these Four Major Areas has a link to elements directly or indirectly related to Community Development, especially housing.

\*Organization; Disproportionate Tax Burden; Economic Advantage; Image

The Housing and Municipal Operations Committees have worked collectively to focus the needs of the City into the position of Director of Community Development. A Job Description has been developed and an advertisement has been posted as of 10/4/2016. The opening General Purpose Statement for the position is as follows:

Job Classification: **Director of Community Development**

Pay Grade: Grade F Step 1

Reports to: City Manager

Supervises: Staff Affiliated with Community Development, Direct and Indirect Reports

**General Purpose:**

Under general administrative direction the work is of a varied nature, plans, coordinates, manages, and directs operations for Community Development; develops and implements plans, policies, and programs to address housing, public infrastructure, public services; assists in the fiscal programming and capital improvements planning to support and achieve the objectives

of Community Development; provides administrative support and management of special projects directly or indirectly associated with Community Development.

Employee of this class is responsible for the independent performance of administrative duties requiring the exercise of judgment in accordance with established City policies and plans, State and Federal funding guidelines and smart growth modeling. Work is of a diverse scope as defined within existing and future plans and as directed by the City Manager. Employee will work with a high degree of independence in direct coordination with the City Manager and coordination across multiple Departments to accomplish the City's overall scope of services and outcomes. Employee will be required to carry work to completion with integral responsibilities towards policy development, grant development and administration, project oversight, personnel direction, and financial oversight of administered work.

A full copy of the Job Description and Advertisement will appear on the City's Website no later than October 5<sup>th</sup>, 2016.

The anticipated schedule to fill this position is:

October 4 <sup>th</sup>	Posting
November 3 <sup>rd</sup>	Resumes Due by 3:00PM
November 7-11	Resume Review and scoring by Committee
November 17-25	Scheduled Interviews and Reviews
Nov. 28 – Dec. 11	Secondary Interviews – Extension of Offer
January 1 <sup>st</sup> , 2017 or later	Position may start

**Ballot Proof:**

Attached at the end of this Report is a Ballot Proof showing the Candidates for Elected Offices as well as their order as they will appear on the November 8<sup>th</sup>, 2016 Election. Election will be held from 8AM to 8PM in the three Sanford Voting Places of Curtis Lake Church, St. Ignatius, and Nasson Community Center.

OFFICIAL BALLOT  
CITY OF SANFORD  
MUNICIPAL ELECTION  
NOVEMBER 8, 2016

CITY MAYOR FOR TWO YEARS

**VOTE FOR NO MORE THAN ONE (1)**

COTE, THOMAS P.

WRITE-IN

TRUSTEE, SANFORD WATER DISTRICT FOR THREE YEARS

**VOTE FOR NO MORE THAN ONE (1)**

DURANT, ROGER

WRITE-IN

CITY COUNCIL MEMBER FOR THREE YEARS

**VOTE FOR NO MORE THAN TWO (2)**

MELE, JEREMY

SIGNORE, CHRISTOPHER

DIGREGORIO, VICTOR E.

STACKPOLE, ROBERT

TUTLE, JOHN L. JR.

TERRIL, RICHARD D.

WRITE-IN

WRITE-IN

TRUSTEE, SANFORD SEWERAGE DISTRICT FOR THREE YEARS

**VOTE FOR NO MORE THAN ONE (2)**

BROCK, JONATHAN ADAM

EATON, KEVIN

WRITE-IN

WRITE-IN

SCHOOL COMMITTEE MEMBER FOR THREE YEARS

**VOTE FOR NO MORE THAN (2)**

SHEPPARD, SCOTT

ROUX, JOHN W.

WRITE-IN

WRITE-IN