

City of Sanford



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



Memorandum

To: City Council
Subject: Manager's Report for July 19th, 2016
Date: July 19th, 2016

Airport Solar Update:

Permitting work continues for the Sanford Airport Solar Project with the following actions being taken;

1. VerdanTerra performed the Wetlands survey and delineations the week of July 4th, 2016 with final analysis pending.
2. RBI Solar will be performing geo-tech testing by hammering solar panel foundation posts into the ground at various locations to test the soil bearing capacities. They were onsite July 7 and 8 for initial inspections. They have filed with Dig Safe and will be mobilizing to perform the tests as soon as Dig Safe completes their designation and verification markings.
3. Tetra Tech has been engaged to perform Bat surveys by setting up microphones in 4 locations to listen for federally threatened bats (northern long-eared bats). The microphones will listen and record for bat sonar sounds over the course of several days testing for the presence, if any, and if found the estimated number present.
4. Mortenson Construction is also planning a site visit as the likely general contractor for construction of the Project.

These are all similar permitting procedures, environmental testing, and contractor inspections as were recently completed for the Sanford High School construction project. Ranger continues to make exceptional progress towards completing the Permitting Phase with the goal of construction to start spring of 2017.

Roosevelt School:

The former Roosevelt School located at 53 River Street has been closed as a school for several years. The City reoccupied the facility for an interim period as a training center for the Fire Department, office space and storage for the Sanford/Springvale Call Fire Company, and offices for the Sanford Emergency Management Authority. The building was vacated approximately two years ago in anticipation for its sale and a sale is now pending for closure on July 29th, 2016.

The City entered into a Purchase and Sale Agreement with TPD Construction Co. of Sanford in December 2015 contingent upon obtaining Site Plan Approval from the Planning Board for an

8 Unit multi-family housing unit and then obtaining a Construction Permit for the same. Site Plan and Construction permits have now been issued and a closing is scheduled for July 29th, 2016. The sale of the Property is for \$40,000.

Model Jet Rally:

As in past years, Airport Manager Allison Rogers is working with local business owner Ray Labonte, co-owner/operator of Ray and Robin's Hobby Center. The Model Jet Rally is being organized for the weekend of September 10-11th, 2016. The Rally will not be sponsored by Horizon Hobby this year, as they strive for every other year, but will certainly be just as engaging. Venues are being planned for Model Jets, Model Helicopters, Model Car and Truck racing, and they are working on Drone demonstrations and potentially Drone racing. Other events are still tentative to include some display and demonstration of full sized planes/jets and other food and vendor tents.

The Safety Planning with Fire, Police, Public Works, and Airport Staff is already underway. Director Rogers will come before the City Council in the near future for authorizations as necessary once the final details of the Event are determined.

Council Subcommittee Work:

The following items/topics were reviewed/discussed/developed by the Committees this past week.

Municipal Operations and Property Subcommittee discussed City Traffic Engineer Matt Hill developing for future consideration an On-street Parking Plan for Springvale as the overall on-street parking layout has changed since the MDOT paving project two years ago. The on-street parking is being evaluated to account for proper site distances in relation to intersections and street crossings. The Plan will also examine maximizing potential layouts, number of spaces, as well as providing traffic calming features.

Safety barriers at the Transfer Station were examined a determination to anchor the current concrete jersey barriers was made. Public Works has been scheduled to purchase a coring machine for sign post installations and will use the equipment to pin the jersey barriers in place. Rubb Manufacturing is under contract to provide a shelter over the bulky waste roll off container to prevent water intrusion and reduce the tipped weight of debris.

Garage equipment lifts were reviewed with a recommendation for the July 19th, 2016 Council meeting for purchase within the Capital Improvements Program.

A Debris Magnet was also reviewed and will be purchased for \$700.00 for the Transfer Station to collect metal hazards to tires and to prevent tire punctures.

The Committee also reviewed the merits of various traffic light sensors in the City's current inventory and the benefits of certain types for future street light repairs and upgrades. The Committee concurred with the future installation of a 360 degree GridSmart Camera Detection System to replace the former and failed in street loop detection system at the intersection of Route 202/Cottage/River Streets.

Public Safety Subcommittee:

The Committee reviewed the Law Enforcement Assisted Diversion Program or Medication Assisted Opiate Treatment Program under development by Chief Connolly partnering the Sanford Police Department and Maine Behavioral Health. The review focused upon the urgency of making an application for funding under the State's recently passed public law Title

25 §5101 Substance Abuse Assistance Program. The Committee concurred that the Chief, as a matter of urgency, should apply immediately for the competitive funding as announced on July 8th, 2016.

State of Maine

Maine Department of Public Safety

Public Notice for RFP #201606122

2015 PL C. 481 Grants for Substance Abuse Assistance Programs

The State of Maine, Department of Public Safety, seeks proposals from eligible applicants for grant projects under 2015 PL C. 481 Part E. To read the specific law, please go to <http://legislature.maine.gov/ros/LawsOfMaine/breeze/Law/getDocById/?docId=51981> . The grants will fund projects to support persons with presumed substance use disorders by providing grants to municipalities and counties to carry out projects designed to reduce substance abuse, substance abuse-related crimes and recidivism.

A copy of the RFP can be obtained by registering and downloading at the following website: <http://www.maine.gov/dps/>. The RFP Coordinator can be reached at the following e-mail address tracy.j.poulin@maine.gov mailing address: 104 SHS, Augusta, Maine 04333-0104.

SUBMISSION OF PROPOSALS: Proposals must be submitted to the State of Maine Division of Purchases, located at the Burton M. Cross Office Building, 111 Sewall Street, 4th Floor, 9 State House Station, Augusta, Maine, 04333-0009. Proposals must be submitted by 2:00 pm, local time, on August 5, 2016, when they will be opened at the Division of Purchases' aforementioned address. Proposals not received at the Division of Purchases' aforementioned address by the aforementioned deadline will not be considered for contract award.

Chief Connolly is working with Maine Behavioral Health and they are cooperatively writing the Grant. The City has previously engaged Maine Behavioral Health in a Memorandum of Understanding, which outlined the Evidence Based Medication Assisted Diversion Program that will be jointly administered. Administration sees the pending application as being very competitive given the combined strength of the Sanford Police Department, Maine Behavioral Health, and especially the knowledge and expertise of Chief Connolly and his determination towards a better solution for addressing the current opioid epidemic.

Zoning Subcommittee Continued their working in finalizing the Zoning, Licensing, and Odor Management ordinance amendments as it relates to the new activity of medical marijuana production and distribution. The Zoning and Licensing provisions are being addressed as a Second Read before the city Council on July 19th, 2016 and the Odor Management amendments are being processed as a First Read with Public Hearing on the same night.

Department Manager Training:

Under the current Contract for Services with the law firm Bernstein Shur, the City receives a number of hours of training without charge. Human Resources and the Manager's Office requested ongoing training for the Department Managers and support staff in the areas of:

- Progressive Discipline
- Performance Evaluations
- Personnel Records and Management

- Freedom of Access Act and filings
- Grievances and processing
- Family Medical Leave Act and administration
- And a host of other Employment Management Practices

The ongoing training is part of the continuous process of honing management skills, reviewing an updating manager's on the most pertinent employment practices, and updating all on changes within labor laws. Management will continue to utilize this exceptional benefit granted by Bernstein Shur allowing us to train multiple Departments without having to pay for time and travel outside of the City as it is administered here in the Council chambers.

Meeting with MDOT:

Public Works Director Matthew Hill facilitated a meeting in Sanford with Region 1 Traffic Engineer Kyle Hall of the Maine Department of Transportation. Elements developed were;

- Ongoing design work for drainage, traffic, and pedestrian improvements to the Downtown
- Route 109/Mill Street/Alumni Drive (New High School Entrance) was reviewed to include recent public meetings with adjoining property/business owners relating to changes in traffic patterns and the relocation of the current traffic light south of the intersection moved to the Old Mill intersection. The Project is being coordinated with MDOT's signal upgrade for 2020 but will be performed by 2018 most likely as a Municipal Partnership Initiative (MPI) in coordination with the MDOT redesign.
- MDOT Traffic Signal Replacement Project #22678.00 was reviewed and the City is seeking to provide additional engineering funds to ensure that the Project meets the City's greatest needs and not just straight traffic warrants, such as the Old Mill intersection light relocation.
- MDOT Route 202/Cottage Street Project #22642.00 is currently under full design and has been extended from its prior area starting at the entrance to Goodall Hospital and moving southerly to 0.36 miles to Lafayette Street to now extend the Project all the way to River Street. All parties concurred that it would be difficult to obtain a new PIN for the previously excluded length of 202/Cottage and that it should be designed and constructed all as one Project.
- The future replacement of Hay Brook Bridge was a discussed as Public Works is investigating options and permitting requirements. The Bridge is not a State bridge and is owned jointly by Sanford and Alfred.

Emery Mills Dam:

The Mousam watershed Dam Coalition met on July 15th, 2016 to review the Emery Mills Dam Rehabilitation Project conceptual design report. The Report contains a number of recommendations and options to address the known deficiencies of the Dam identified by both the Army Corps of Engineers and recent Maine Emergency Management Agency (MEMA) inspections. The Dam is considered a high risk dam not because of any structural deficiencies that might cause failure, but due to the number of structures within the downstream flood plain impacted during flooding and overtopping of the Dam.

The Coalition focused upon;

Primary concerns

1. Seepage through the Dam and the potential to move earth ballast

2. Removal of Vegetation and root penetrations from the upstream toe and slope
3. Repair of Upstream slope and Settlement along top edge, assumed due to seepage
 - a. Removal of concrete cap on right side of the Dam to the Gate house
 - b. Inspect cobble and ballast in center of Dam structure
 - c. Concrete injections to address seepage and increase ballast
 - d. Apply a new concrete cap on Dam to extend over the top of the wall along slope
 - i. Install safety railings at that time
4. Maintenance of the Gates
5. (Optional) Possibly a controlled weir to assist in Lake level controls

Next Steps:

1. Obtain quotes for Divers for Seepage detection and Inspection work
2. Establish a Budget for Overall Scope of works for Project using the Report
3. Develop time table for each of the Actions listed above
4. Report to Committee and finalize Scope and Budget
5. Seek Final Approvals from Acton, Shapleigh, and Sanford Elected Officials for timing and funding approval

Sanford Parks and Recreation Facilities Planning RFP:

The FY 16-17 Budget carried an amount of \$25,000 for a consultant developed Facilities and Planning Study for all Sanford Parks and Recreation facilities. The Request for Proposal has been fully developed and will be sent to qualified Firms no later than July 22nd, 2016.

Project Goals:

The Reason for the Master Plan Study – The City requires a rational plan to cost effectively phase the update and maintenance of existing facilities as well as to identify the need for future facilities, including maintenance facilities. The City is seeking:

- An overview of Sanford parks and facilities in comparison to like communities
- A review, organization, and addition to the Assessment of Condition of Listed Facilities
- An identification of the need for additional and/or expanded parks and facilities to meet future population needs
- Cost estimates to upgrade and maintain parks and facilities to guide the City’s capital planning for the next 20 years
- A realistic plan that the general public can support and the City can implement in a fiscally responsible manner

Project Deliverables and Specifications:

- Mapping/Schematic of all listed parks/facilities/equipment/surfaces/lighting/support facilities (i.e., bathrooms, ADA accessibility, waste disposal, maintenance facilities, if appropriate, etc.)
- Assessment of condition of each park/facility to include infrastructure and equipment, hard surfaces, turf or other field conditions, drainage, etc.
- Cost estimates to upgrade and maintain parks and facilities over the next 20 years and to identify potential funding sources
- Recommendations for improvements, or right-sizing, of all parks and facilities to better serve underserved areas of the community based upon review of national and state standards and recreation trends, anticipated growth and development of the City, and consultations with City Officials, Administration and/or communities of like size and surrounding communities

- Recommendations for maintenance practices and investments as well as guidelines about usage
- Consultant recommended products
- Recommendations about programming opportunities

Timeline, Submission Requirements, and Basis of Evaluation and Selection of Consultant:

- A **mandatory** pre-bid meeting will be held on Wednesday, August 10, 2016 in the 3rd floor Chambers of the City Hall Annex, located at 917 Main Street, Sanford, Maine. Each firm wishing to bid on this project will need to be represented by at least one employee of that firm. At that time bidders will be able to ask questions after a brief presentation by Park and Recreation staff and others. If bidders have additional questions after the mandatory pre-bid meeting, they must submit them in writing to the City Project Manager, identified below. Replies to questions will be emailed to all bidders that attended the mandatory meeting.
- Bidders shall send 1 digital copy of proposals to the Project Manager at the address listed below. Bids will be opened on August 24, 2016, at 4 pm.
- Bidders should be prepared to take part in an interview on August 31, 2016 between 8 am and 4:30 pm.
- The City anticipates selecting a consultant and making a recommendation for award to the City Council on or before September 15, 2016.