



# Sanford City Council

City Council Meeting Minutes – August 20, 2019

The Sanford City Council met at 6:00 p.m. in the Chambers of the Sanford City Hall Annex on Tuesday, August 20, 2019. **Mayor:** Thomas P. Cote **COUNCILORS:** Deputy Mayor Lucas Lanigan, Councilor Maura A. Herlihy, Councilor Joseph Hanslip, Councilor John L. Tuttle, Jr., Councilor Robert G. Stackpole and Councilor Ayn Hanselmann **CITY STAFF:** City Manager, Steven Buck; City Clerk, Sue Cote; Finance Director, Ronni Champlin; Economic Growth Council Director, James Nimon; Public Works Director, Matthew Hill; City Engineer, Michael Casserly; Code Enforcement Officer, Jamie Cole; Community Development Director, Ian Houseal; Steven Benotti, Fire Chief; School Superintendent, Matt Nelson and School Business Manager, Gwen Bedell.

Mayor Cote called the meeting to order at 6:11 pm.

## Pledge of Allegiance

The regular City Council meeting began with the Pledge of Allegiance and a moment of silence.

## Moment of Silence

## Roll Call

Mayor Cote performed the Council Roll call: Councilor Hanselmann, present; Councilor Stackpole, present; Councilor Tuttle, present; Councilor Hanslip, present; Councilor Herlihy, present; Deputy Mayor Lanigan, present;

## Minutes

19-462-01 Ordered, to approve the minutes from the City Council Meeting held on August 6, 2019.

Councilor Tuttle moved to approve, the motion was seconded by Councilor Hanslip. Motion to approve passed 7-0.

19-463-01 Ordered, to approve the minutes from the Executive Session held on August 6, 2019.

Councilor Hanslip moved to approve, the motion was seconded by Councilor Stackpole. Motion to approve passed 6-0; Mayor Cote was absent.

## **Mayor's Report/City Council Sub-Committee Reports**

Mayor Cote has some new glasses and had nothing further to report this evening.

Councilor Stackpole reported the Zoning Sub-Committee reviewed the proposed amendments of Chapter 280 relating to Site Plan Review that will be voted on later in the agenda. The committee recommends the adoption without any changes. They also discussed zoning and licensing issues for gravel pits.

### **City Manager's Report** (full report is attached)

City Manager Buck shared an email received from Mr. Jackson, a volunteer at the Sanford Food Pantry commending the great job of Sanford Police Officer Michael Thornton and the Police Cadets for the work they did on a very hot and humid day.

Mr. Buck also gave an overview of the Homeless Task Force that met earlier in the day to address homelessness issues in Sanford. Resources available with the many local area organizations: York County Shelter Program, York County Community Action, ME Center for Disease Control, Southern Maine Health Care, Nasson Health Care, Enso, Sweetser and Opportunity Alliance.

## **Communications/Presentations**

- 19-461-01     Quarterly Report and Presentation from the Director of Sanford Regional Economic Growth Council.  
Director James Nimon gave a brief review of the past quarter news from the growth council including Huttopia of Southern Maine (Glamour Camping) & Hussey Seating then introduced the summer intern Thaddeus Forner who gave a slide presentation on the Downtown and Industrial Park statistics collected from his recent research.

### **Public Participation**

Holly Carter a Sanford resident wanted to share information on a Face Book page she has started Sanford/Springvale Safe Neighborhoods.

Dianne Connolly Springvale resident addressed the Council of a problem residence on Railroad Avenue with issues that require residents to make frequent calls to police. She says this has been going on continuously since she first mentioned to council in May 2018.

### **Public Hearings**

The City Council will take public comment on the following:

19-409-01 A Public Hearing to receive comments on the Renewal Liquor license application with Malt and Vinous privileges from Thai Sawasdee LLC, D/B/A Thai Sawasdee, 789B Main Street, Sanford, Maine.

Mayor Cote opened the public hearing at 6:50 pm. There were no public comments made. The public hearing was closed at 6:50 pm.

19-418-01 A Public Hearing to receive comments on a new City Special Amusement Permit, and a New liquor license with Malt and Vinous privileges from One Love Cuisine LLC D/B/A One Love Cuisine 6 Lebanon Street Sanford, Maine.

Mayor Cote opened the public hearing at 6:51 pm. There were no public comments made. The public hearing was closed at 6:51 pm.

19-420-01 A Public Hearing to receive comments on a new Liquor license with Malt and Vinous privileges from K Alecko, II D/B/A Bubba Frye's Sanford, 890 Main Street Suite 200B Sanford, Maine.

Mayor Cote opened the public hearing at 6:51 pm. There were no public comments made. The public hearing was closed at 6:51 pm.

19-440-01 A Public Hearing to receive comments on the application for liquor license renewal with malt, spirituous and vinous privileges from Y.H. Wang, Inc. D/B/A: Green Tea Restaurant, 1005 Main Street, Sanford, Maine.

Mayor Cote opened the public hearing at 6:51 pm. There were no public comments made. The public hearing was closed at 6:51 pm.

19-441-01 A Public Hearing to receive comments on the application for new special amusement permit and new liquor license with malt and vinous privileges from Huttopia Sand Pond, LLC D/B/A: Huttopia Southern Maine, 149 Sand Pond Road, Sanford, Maine.

Mayor Cote opened the public hearing at 6:52 pm. There were no public comments made. Mayor Cote asked if anyone from Huttopia was present, there was not. The public hearing was closed at 6:52 pm.

19-446-01 A Public Hearing to receive comments on the request from Mark A. Bshara for a new Taxi Business License for J& M Taxi, LLC, 160 Mouse Lane, Alfred, Maine

Mayor Cote opened the public hearing at 6:52 pm. There were no public comments made. The public hearing was closed at 6:52 pm.

19-456-01 A Public Hearing to discuss the progress and closeout of a State of Maine grant project for a 2017 Community Development Block Grant (CDBG) Economic Development Program (EDP) for T & D Wood Energy LLC.

Mayor Cote opened the public hearing at 6:53 pm.

Jim Nimon, Director of the Growth Council explained the requirement for the public hearing and introduced Tony Wood, owner of T & D Wood Energy, LLC.

Mr. Wood gave review of the progress with his business since opening and how without this grant he would not have made this much progress. He has delivered wood pellet product as far north as Presque Isle, ME and as far south as Rhode Island. He explained he does not have a retail store at this time but supplies several local stove and pellet retail businesses with his product. It was also mentioned that the product is made from wood waste products of the lumber business next door creating a virtual zero waste product.

No other public comments were made. The public hearing was closed at 7:03 pm.

19-459-01 A Public Hearing to receive comments for or against the application from MDM Enterprise, 72 Emery Street Unit 403, Sanford, Maine, for a Medical Marijuana Grower License.

Mayor Cote declared the public hearing open at 7:03 pm.

Sanford resident Fred Smith who resides on Pioneer Avenue spoke against the request stating something needs to be done about the odor that emits from the building.

Zak Diamond, owner of MDM spoke about the measures he has taken above and beyond the ordinance requirements to control the odor.

Code Enforcement Officer, Jamie Cole did explain that sometimes the odor complaints are due to weather conditions. There was an

increase in the odor during the very hot humid days of the past few weeks. He also mentioned that the owner of the mill complex, Mr. Stone has been cooperative in working to resolve those issues.

No other public comments were made. The public hearing was closed at 7:06 pm.

Mayor Cote explained the next part of the meeting was a requirement of the City Charter to conduct a joint public hearing with the Budget Committee and City Council for the next four items on the agenda. Following the public hearings the Budget Committee will make recommendations to the City Council whether or not the items be submitted to a vote by the residents of Sanford at the next Election, November 5, 2019. He then turned the meeting over to Budget Committee Chair, Lance Hoenig.

**Budget Committee members present: Chair, Lance Hoenig; Jonathan Mapes; Bruce Knight; Mesha Quinn; Mayor, Thomas Cote; Councilor Maura Herlihy; Councilor Robert Stackpole.**

19-421-01 A Joint Public Hearing of the Budget Committee and City Council to review and consider whether to submit for Referendum Vote for the November 5th, 2019 Election, a \$6.2 million road bond package for the purpose of road reconstruction work including engineering, site work, and other costs related thereto, pursuant to Charter Section 604.4 & 705.

Budget Committee Chairman Lance Hoenig opened the public hearing at 7:09 pm.

Fred Smith is in favor of road construction but asked if there were any small bonds that the City could pay off (similar to credit card debt consolidation), which could save some money in interest for the taxpayers.

No other questions or comments from the public were made. The public hearing was closed at 7:10 pm.

The public hearing was re-opened at 7:33 pm following Mr. Buck's presentation.

Mr. Buck started with an outline of his presentation sequence then started to review the \$6.2 million road bond package showing three different scenarios and effects of each over the period of 2021 to 2036.

- Scenario 1 is a 3-year ramp up to escalate roads proposes \$6.2 million the first year, \$10 million year 2 and 3, then adding additional annual CIP to roads in the amount of \$4 million.
- Scenario 2 is only borrowing \$6.2 million with CIP allocation of \$1.544 million, total first year, \$7.744 million and then ramp the CIP contributions each following year to \$2 million, \$2.5 million, \$3 million, \$3.5 million and then \$4 million per year thereafter.
- Scenario 3 would commit to increasing annual road contributions to \$4 million per year as a minimum without any bonding.

Mr. Buck addressed the previous question regarding any future bonds that may possibly be paid off to reduce impact but only the Heritage Crossing Bond and perhaps one or two very small bonds but not a significant amount to have an effect on the numbers he presented, also noted the numbers presented did reflect current debt payments.

Chairman Hoenig declared the public hearing was closed at 7:34 pm.

19-465-01 A Joint Public Hearing of the Budget Committee and City Council on whether to send to Referendum Vote on November 5th, 2019 a \$1.0 million bond for the purpose of acquiring and developing land for a future municipal Fire Station or other municipal development, pursuant to Charter Section 604.4 & 705.

Chairman Hoenig opened the public hearing at 7:10 pm.

Councilor Herlihy made the suggestion that City Manager Buck be allowed to show his presentation at this time as it may answer some of the questions that are asked. (\*Note the full slide presentation is included as part of the meeting minutes.)

Chairman Hoenig asked City Manager Steve Buck to make his presentation at this time.

After the re-opening and closing of the public hearing and addressing the question for the road bond package, Steve proceeded with the presentation for the \$1.0 million bond for acquisition and development of land for a future Fire Station.

Chairman Hoenig declared the public hearing open at 7:41 pm

Fred Smith stated his concerns about this bond and believed that the possible expansion of the existing Central Station location be looked at as the lot behind the station had been purchased by the City many years ago for that purpose.

Fire Chief Steven Benotti spoke on the purpose of the proposed land purchase is to address future needs of the department and not just play catch up for now and not be prepared for growth. The additional lot adjacent to Central Station that Mr. Smith spoke of still does not give adequate room for expansion.

No other public comments were made. Chairman Hoenig closed the public hearing at 7:45 pm.

19-438-01 A Joint Public Hearing of the Budget Committee and City Council to review and consider whether to send to Referendum Vote on November 5th, 2019 a 20-Year Bond in the amount of \$8,605,246 for renovations at the Converted Middle School, Converted Elementary School and Carl J. Lamb School, as well as an application for School Revolving Renovation Loans for the Converted Elementary and Converted Middle School for a combined total of \$1,394,287. Accordingly, total school bonds in the amount of \$9,999,533."

School Superintendent Matt Nelson explained more details of the proposed bonds, how renovation needs for each location were prioritized and reviewed for current costs to arrive at proposed figures. (City Manager slide presentation shows details also)

Chairman Hoenig declared the public hearing open at 7:58 pm.

Anne-Marie Mastraccio, Sanford resident and member of New High School construction committee and former School Committee member encouraged the Budget Committee to move the item be placed on the ballot and let the voters decide if they want to invest in the schools.

Fred Smith does support the School Bond spoke of the cost of a child's education today and thinks that kids should be encouraged to be more engaged in their community perhaps more community service hours and a portion mandated to projects aimed to clean the community.

No other public comments were made. Chairman Hoenig closed the public hearing at 8:02 pm.

At this time, City Manager Buck resumed his slide presentation.

The Parks & Recreation Master Plan completed in 2017 considered a \$1.6 million bond but fiscal analysis the Council has been working on over the summer came up with the consensus of a 16 year capital plan instead of bonding.

LED streetlight conversion of all utility pole mounted streetlights. Selected company will conduct audit of streetlights and recommend placement, negotiate buy-out from CMP and arrange for maintenance program with a private contractor. Lighting will save estimated \$110,000 annualized energy costs following 7year payback plan, provide opportunity to improve deployment of broadband and cellular service and improve quality of lighting in neighborhoods.

19-436-01 A Joint Public Hearing of the Budget Committee and City Council on whether to send to Referendum Vote on November 5th, 2019 a proposed Charter Amendment amending the composition of the City Budget Committee to be composed of the seven (7) elected City Councilors and five (5) elected School board Members thereby amending Charter Section 602 Budget Committee.

Chairman Hoenig opened the public hearing at 8:17 pm.

Dianne Connolly spoke against the proposed change due to the need for checks and balances and feels that should include the public, urged the committee to vote against putting the item on the ballot.

No other comments were made. Chairman Hoenig declared the public hearing closed at 8:18 pm.

### **Budget Committee**

19-467-01 Ordered, to recommend approval of a \$6.2 million road bond package for the purpose of road reconstruction work including engineering, site

work, and other costs related thereto, to be submitted for Referendum Vote for the November 5th, 2019 Election pursuant to Charter Section 604.4 & 705.

Jonathan Mapes made the motion to approve. The motion was seconded by Bruce Knight.

Lance Hoenig commented on the different scenarios presented. He feels scenario one would be more in line with what the committee originally proposed as it places the decision in the hands of the voters each year.

Councilor Herlihy explained part of the decision was if it was an annual bond question the amount could be reviewed in the future and adjusted. This year seeing the impact of the \$6.2 million and seeing that plans for the future could be met by committing to CIP increases without spending \$10 million each year.

Mayor Cote added that in discussions there was also talk of proposing a Charter amendment to mandate the \$4 million each year but felt that was too complicated to combine with this proposal in case one item passed and the other did not.

Councilor Lanigan does not favor a Charter change, we are representative government and feels the voters entrusted the elected officials to carry out their wishes if the bond is approved they should be sure the money is put in CIP.

Public Works Director, Matt Hill explained that planning for road projects would be difficult if the guarantee of a certain amount of funding was not known; also matching funds could be affected.

Lance Hoenig questioned the revenue figures being the same whether bonding is approved or not. Mayor Cote stated that there is an assumption if nothing is done there would be a loss of revenue, if we let the roads deteriorate businesses will not want to come to Sanford. We can't keep kicking the can down the road.

The Budget Committee voted 7-0 in favor of the motion to recommend approval of the \$6.2 million road bond package for the purpose of road

reconstruction work including engineering, site work, and other costs related thereto.

19-470-01 Ordered, to recommend to the City Council a \$1.0 million bond for the purpose of acquiring and developing land for a future municipal Fire Station or other municipal development, pursuant to Charter Section 604.4 & 705.

Bruce Knight made the motion to approve recommendation to the City Council. The motion was seconded by Jonathan Mapes.

Lance Hoenig asked if this is approved to secure land for a future Fire Station to be built, then when a bond comes to be approved for construction of a station what happens to the land if the bond to build fails.

City Manager Buck explained the wording was provided by the Bond Council for 'other municipal development' should the bond not be approved, this way the City could use the property for other purposes if the Fire Station bond were not approved in the future. The City would also have the option to sell the property.

Councilor Lanigan asked what happens to the excess money for purchase under \$1.0 million. Steve Buck explained the bond is up to \$1.0 million. Excess could be used toward development but suggest that only debt incurred should be the amount needed for land purchase.

The Budget Committee voted 7-0 in favor of the motion to approve recommendation to the City Council for the \$1.0 million bond for a future municipal Fire Station or other municipal development.

19-471-01 Ordered, to recommend to the City Council a 20-Year Bond in the amount of \$8,605,246 for renovations at the Converted Middle School, Converted Elementary School and Carl J. Lamb School, as well as an application for School Revolving Renovation Loans for the Converted Elementary and Converted Middle School for a combined total of \$1,394,287. Accordingly, total school bonds in the amount of \$9,999,533.

Bruce Knight made the motion to approve recommendation to the City Council for school bonds. The motion was seconded by Mesha Quinn.

Mayor Cote asked for clarification whether the current High School bond is also a 20-year bond. Superintendent Nelson replied from the audience that it was.

Lance Hoenig asked if we would be losing out on State funding or matching funds if this is not approved or delayed for a period of time; would the schools still be able to open on schedule if the bond is not approved; and whether estimated cost increases are calculated in this amount. Superintendent Matt Nelson explained the biggest loss would be the \$1.3 million in the School Revolving Loan funds as the window of opportunity is right now; voter approval would be required to access funds at a later time. Schools would be able to open on time if bond not approved; Business Manager Gwen Bedell and Matt both feel comfortable with costs after speaking with the architect of the projects.

Bruce Knight asked if this could be postponed for a year or two and if so what impact that may have. Matt Nelson didn't feel that it could be postponed, that schools could still open but could be without some essential services.

Lance Hoenig asked one final question that if the bond is approved and two years down the road there is financial difficulty making bond payments would the School Department be willing to make adjustments or cuts to be able to make the payment. Matt responded yes, but likely would lose sleep over that decision.

The Budget Committee voted 7-0 in favor of the motion to approve the recommendation to the City Council for a 20-year Bond in the amount for \$8,605,246 for renovation at the converted Middle School, converted Elementary School and Carl J. Lamb School as well as an application for School Revolving Renovation Loans for the converted Elementary and converted Middle School for a combined total of \$1,394,287; for total school bonds in the amount of \$9,999,533.

19-469-01 Ordered, to recommend to the City Council a proposed Charter Amendment amending the composition of the City Budget Committee to be composed of the seven (7) elected City Councilors and five (5) elected School board Members thereby amending Charter Section 602 Budget Committee.

Motion was made by Jonathan Mapes to recommend the proposed Charter Amendment. Mesha Quinn seconded the motion.

Mesha stated that she is against this proposal as if it were to be changed, they would not be holding the discussion of the bonding they are currently having. Feels it is important to keep that process with public involved.

Jonathan Mapes asked if there had been any discussion on a smaller number than twelve or to have a full charter review.

Mayor Cote responded that biggest factor this was brought up was the lack of School Committee voice in the budget approval process not to remove the public involvement. Maura Herlihy also responded that there could be many options to make up the budget committee membership.

The Budget Committee voted 1-6 against the motion. (Lance Hoenig favored)

**Budget Committee concluded their discussion of the items at 9:00 pm.**

**Consent Agenda**

- 19-401-01 Ordered, to approve the following license requests:
1. An application for a Renewal liquor license with Malt and Vinous privileges from Thai Sawasdee LLC, D/B/A Thai Sawasdee, 789B Main Street, Sanford, Maine.
  2. One Love Cuisine LLC, D/B/A One love Cuisine, 6 Lebanon Street, Sanford, Maine.
    1. Application for a New liquor license for Malt and Vinous privileges.
    2. Application for a New City Special Amusement Permit.
  3. Application for a New liquor license for Malt and Vinous privileges from K. Alecko II D/B/A Bubba Frye's Sanford, 890 Main Street Suite 200B, Sanford, Maine.
  4. Smitty's Cinema-Sanford LLC D/B/A Smitty's Cinema, 1327 Main Street, Sanford, Maine.
    1. Application for a New City Special Amusement Permit.
    2. Application for a permanent extension for their alcohol consumption area per the attached diagram.
  5. Huttopia Sand Pond LLC D/B/A Huttopia Southern Maine, 149 Sand Pond Road, Sanford, Maine.
    1. Application for a New City Special Amusement Permit.
    2. Application for a New liquor license with Malt and Vinous privileges.
  6. Application for a Renewal liquor license with Malt, Vinous and Spirituous privileges from Y. H. Wang INC. D/B/A Green Tea Restaurant, 1005 Main Street, Sanford, Maine.
- 19-447-01 Ordered, to approve the new Taxi Business License application from Mark A. Bshara for J & M Taxi, LLC, 160 Mouse Lane, Alfred, Maine.

Mayor Cote sought questions or comments from the Council on the Consent Agenda items. Seeing none, the consent agenda was approved.

### **Old Business**

19-397-01 Ordained, Amendment of Chapter 280: Zoning regarding Site Plan Review. (This item must be read on two separate occasions. This is the second reading.)

Motion to approve was made by Councilor Tuttle; seconded by Councilor Stackpole.

The City Council voted 6-0 in favor of the motion. (Councilor Hanslip had to leave the meeting about 7:00 pm)

### **New Business**

19-460-01 Ordered, to approve the new license application from MDM Enterprise, 72 Emery Street Unit 403, Sanford, Maine to operate as a Medical Marijuana Grower.

Motion to approve was made by Councilor Herlihy; seconded by Councilor Stackpole.

Code Officer Jamie Cole spoke about the sporadic issues of odor complaints and feels it is mostly air pressure driven. He will be discussing concerns with the building owner and working with him to resolve them.

Mayor Cote requested that Code Officer Cole reach out to Mr. Stone and make him aware of the odor issues brought up this evening.

The City Council voted 6-0 in favor of the motion.

19-445-01 Ordered, to accept the bid for the removal of identified asbestos containing material - 922 Main Street from Safe Environmental Solutions in the firm fixed price in the amount of \$9,650.00.

Motion to approve was made by Councilor Tuttle; seconded by Councilor Herlihy.

Community Development Director, Ian Houseal gave brief overview of bids received and that the funds were coming from the William Oscar Emery Trust Fund.

The City Council voted 6-0 in favor of the motion.

19-444-01      Ordered, to accept the bid for the removal of identified asbestos containing material - 91 Pioneer Avenue from Atlantic Environmental Contractors in the firm fixed price in the amount of \$11,924.00.

Motion to approve made by Councilor Tuttle; seconded by Councilor Herlihy.

Ian Houseal gave a brief review of the property status, pointed out the location is a tax acquired property.

The City Council voted 6-0 in favor of the motion.

19-468-01      Ordered, to send to Referendum Vote for the November 5th, 2019 Election, a \$6.2 million road bond package for the purpose of road reconstruction work including engineering, site work, and other costs related thereto, pursuant to Charter Section 604.4 & 705.

Motion to approve made by Councilor Tuttle; seconded by Councilor Herlihy. The City Council voted 6-0 in favor of the motion.

19-424-01      Ordered, to send to Referendum Vote on November 5th, 2019 a \$1.0 million bond for the purpose of acquiring and developing land for a future municipal Fire Station or other municipal development, pursuant to Charter Section 604.4 & 705.

Motion to approve made by Councilor Tuttle; seconded by Councilor Stackpole.

The City Council voted 6-0 in favor of the motion.

19-466-01      Ordered, to send to Referendum Vote on November 5th, 2019 a 20-Year Bond in the amount of \$8,605,246 for renovations at the Converted Middle School, Converted Elementary School and Carl J. Lamb School, as well as an application for School Revolving Renovation Loans for the Converted Elementary and Converted Middle School for a combined total of \$1,394,287. Accordingly, total school bonds in the amount of \$9,999,533.

Motion to approve made by Councilor Stackpole, seconded by Councilor Hanselmann. The City Council voted 6-0 in favor of the motion.

19-464-01 Ordered, to send to Referendum Vote on November 5, 2019 a proposed Charter Amendment amending the composition of the City Budget Committee to be composed of the seven (7) elected City Councilors and five (5) elected School board Members thereby amending Charter Section 602 Budget Committee.

No motion was made on this item. Item fails due to lack of motion and second.

### **Council Member Comments**

Councilor Hanselmann: Thanked the Budget Committee and everyone in attendance at this meeting. Sanford has a lot of things going on and facing some challenges, everything takes time, no magic wand to wave and get everything done. She is committed to working on a solution over time and also feels her fellow council members are too.

Councilor Stackpole: Echoed Councilor Hanselmann's comments. Thanked everyone who signed his nomination papers for getting his name on the ballot in November.

Councilor Tuttle: Also thanks to everyone who signed Bob's nomination papers. Thanked Mayor Cote for the postcard from Acadia. Would like to have Public Safety Sub-Committee address the concerns of 107 Railroad Avenue property.

Councilor Herlihy: Would like to see St. Ignatius property discussed at next housing meeting. Commented on the makeup of the Budget Committee feels the key is to show the Council more involved in process whether in adjustments to the schedule not necessarily more meetings but more full council involvement in the budget review.

Councilor Lanigan: none

Mayor Cote: Thanks to the Budget Committee for their time tonight, comment from his wife stating he would not be here if he had not participated in the Budget Committee. That was the first step in his getting involved in public service. Interesting to hear about 54 jobs available in Sanford, a new business hired 21 people, 2 new restaurants; just went through an important part of the referendum process and now the people need to get informed about the topics they will have to decide on in November.

### **Future Agenda Items**

Councilor Lanigan: State regulations for adult use of marijuana look to be solidified in September; would like to see staff prepare language to remove prohibitions on everything except retail sales doesn't think the community is ready for that at this point. Also, look at license fees and to have offset and fund positions in Police Department.

**Adjournment**

Mayor Cote moved to adjourn the regular meeting at 9:18 pm.

Respectfully submitted by Susan Cote, City Clerk.

# City of Sanford



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



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## Memo

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To: City Council  
Subject: City Manager's Report for August 20<sup>th</sup>, 2019  
Date: August 20, 2019

**CADET Program Volunteering:**

I received a very positive report from Jerre Jackson and the work performed by the Sanford CADET Team volunteering to unload products on a very hot humid day, please see below;

I'm a volunteer at the monthly Good Shepherd food distribution at the Crossroads Church in Sanford. As a sixty-six-year-old volunteer I can tell you that the task of setting up for and unloading and boxing an enormous amount of food in roughly four hours is a gratifying yet tiring endeavor. For the last two months (and I believe at least once last year) an officer (I apologize for not remembering his name) and a group of the "youth Police Cadets" have come to help us with the distribution of over two hundred and fifty boxes of food. I know I can speak for all of us "seniors" in saying how much they were appreciated! They worked extremely hard to help us in quite uncomfortable conditions with the heat the last two months. They were very well taught and disciplined by their Sanford Police officer and also their youthful energy really perked up this old guy's energy level. It's so gratifying to us seniors to see that type spirit in this group of kids.

I wish you could get a list of their names, and their Police supervisors and have them acknowledged for what they do for your community.

Hats off to these great kids!!

Jerre Jackson

When contacted by phone, Mr. Jackson was also very complimentary of Officer Michael Thornton, known to most as "Tipper," and the great work with this engaged and dedicated youth program that is the Sanford CADET Program.

### **Homeless Task Force:**

City Administration established a Task Force three weeks ago to make Homelessness a priority and start to identify solutions. To date, the following actions have been taken:

- A Team within the Sanford Police Department was identified and assigned comprised of Detective Eric Small (Certified Recovery Coach) fulltime and four (4) Officers assigned part time on overtime duties to work up to 64 man-hours per week now through October 1<sup>st</sup>.
- City Administration has met individually with various Consolidated Resource and Service Providers and then collectively being;
  - York County Shelter Program (YCSP)
  - York County Community Action Corporation (YCCAC)
  - Maine Center for Disease Control – DHHS (CDC)
  - Southern Maine Health Care (SMHC)
  - Nason Health Care – a Federally Qualified Health Care (FQHC)
  - City Emergency Management
- Assemblage of Resources, a Guide, and the start of a Decision Matrix is stemming from these initial meetings.
- Sanford Police Department has been established as the Primary Point of Contact connecting displaced or homeless persons to Resource Centers for services. Areas addressed to date include Identification, Resource Identification and Connection, Direct and Indirect Services, and establishing trust within the population.
- Multiple Medical Assessments have been made already.
- A Number of Placements have also been made already.
- Trust in connecting resources is being established.

Pursuant to the collective knowledge of the Resource and Service Providers, the City is taking the first Priority Steps of;

### **Establishing a Resource Hub:**

The Resource Hub will be a temporary (30-day duration) tented facility for the assemblage of Resource and Service Providers to address the needs of the impacted population. The anticipated operational dates will be September 4<sup>th</sup> – 30<sup>th</sup>. Committed Partners and Pending Partners are:

- York County Shelter Program
- Your County Community Action Corp.
- Nason Health Care
- Southern Maine Health Care
- Enso
- Sweetser
- Opportunity Alliance

The tent is being procured from the Maine Army National Guard.  
Portable toilets for the Resource Hub are being sought.

The first line approach is to make the connections with the individuals, establish a repour of trust, and then connect them to currently available resources and services to address their specific individual needs. Professional providers express that a 30-day period is sufficient to address the needs of those individuals that will, at some point, accept services and are willing to make a change in their environment. Next steps beyond that juncture are not yet fully developed except for the discontinuance of status quo.

Harm Reduction measures are also under development to include:

- Continued availability of medical triage and services
- Waste disposal
- Facilities

Assessments will be made through continued contact and as the **Resource Hub** is put into service. A goal has been set of October 1<sup>st</sup> to have fully assessed and connected any willing individuals with available resources to significantly improve their circumstances.

Recognition is granted to the exceptional partners as resource and service providers aiding the City as we address and make a priority these human needs. Our primary partners to date are;

- York County Shelter Program
- York County Community Action Corp.
- Nasson Health Care
- Maine CDC
- Southern Maine Health Care

I would like to also recognize the time and dedication of Detective Eric Small, a certified recovery coach, for his extraordinary efforts in working to address the difficult issues surrounding a population of individuals who are homeless.

# 2019 Bonding and Capital Program

Analysis of Fiscal Projections to address:

Roads

Public Safety Facilities

Schools

Parks and Recreation

Street Lights

# Roads – Bond and Capital Program

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- ❑ The Budget Committee recommended increased emphasis on Roads
- ❑ A Bond Package was examined – Recommendation to move to Council
- ❑ City Council embraced – Directed Staff to perform further analysis

The Summary follows:

# Roads – Bond and Capital Program

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A 20-Year Analysis was developed to examine the impacts of the Consensus Recommendation of Bonding and Capital Program Funding in an effort to assess future impacts upon Net Taxation, the Mil Rate Effort.

## Base Assumptions:

- City Operational and CIP Budget sustainable growth rates are 4% per annum
- School Operational and CIP Budget sustainable growth rates are 4% per annum
- City and School Non-Property Tax Revenue growth rates of 3% per annum
- Municipal Valuation growth rate of 4.73% per annum
- Major Project Est. of Airport Solar added as \$52.337 M valuation as personnel property depreciating at 3.33% per annum under a Tax Increment Finance District with a cap at \$10K/MgW for first 20 years to be used to offset future programed Debt Service.

# Roads – Bond and Capital Program

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City engineered a Pavement Management System in July 2015

Average pavement Condition Index is currently 69

Current CIP Contributions of approx. \$1.5 M/Yr. decreases the PCI by  $\frac{1}{2}$  Pt.

Council Concurrs that \$4.0M/Yr. Avg is needed to increase PCI by  $\frac{3}{4}$  Pt.

16 Year Program would move the PCI to 80 or above

Maintenance Cost would decrease and Satisfaction would dramatically Increase

# Roads – Bond and Capital Program

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City must Coordinate with Utilities of Water, Sewer, Gas, and Overhead

City and Vendors have limitations on the amount of work performed per year

Public Works has drawn from the Pavement Management System for an Increased Program of up to \$7,744 M in Year 1 – a 5.5 Yr. Plan in 1 year

Goal to maximize State and Federal Contributions through;

Municipal Partnership Initiatives

Planning Partnership Initiatives

Public Private Business Initiatives

Match the City Ability to Pay – Fiscal Capacities

# Roads – Bond and Capital Program

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## **Scenario 1**

A three-year ramp up to escalate roads is proposed as \$6.2 M, \$10 M, \$10 M and then adding additional annual CIP allocations to Roads to carry \$4.0 M per year for annual maintenance.

### **Over the 16 years from 2021 to 2036:**

\$79,694,938.00 in Capital to Roads

Interest Expense of \$4,270.207

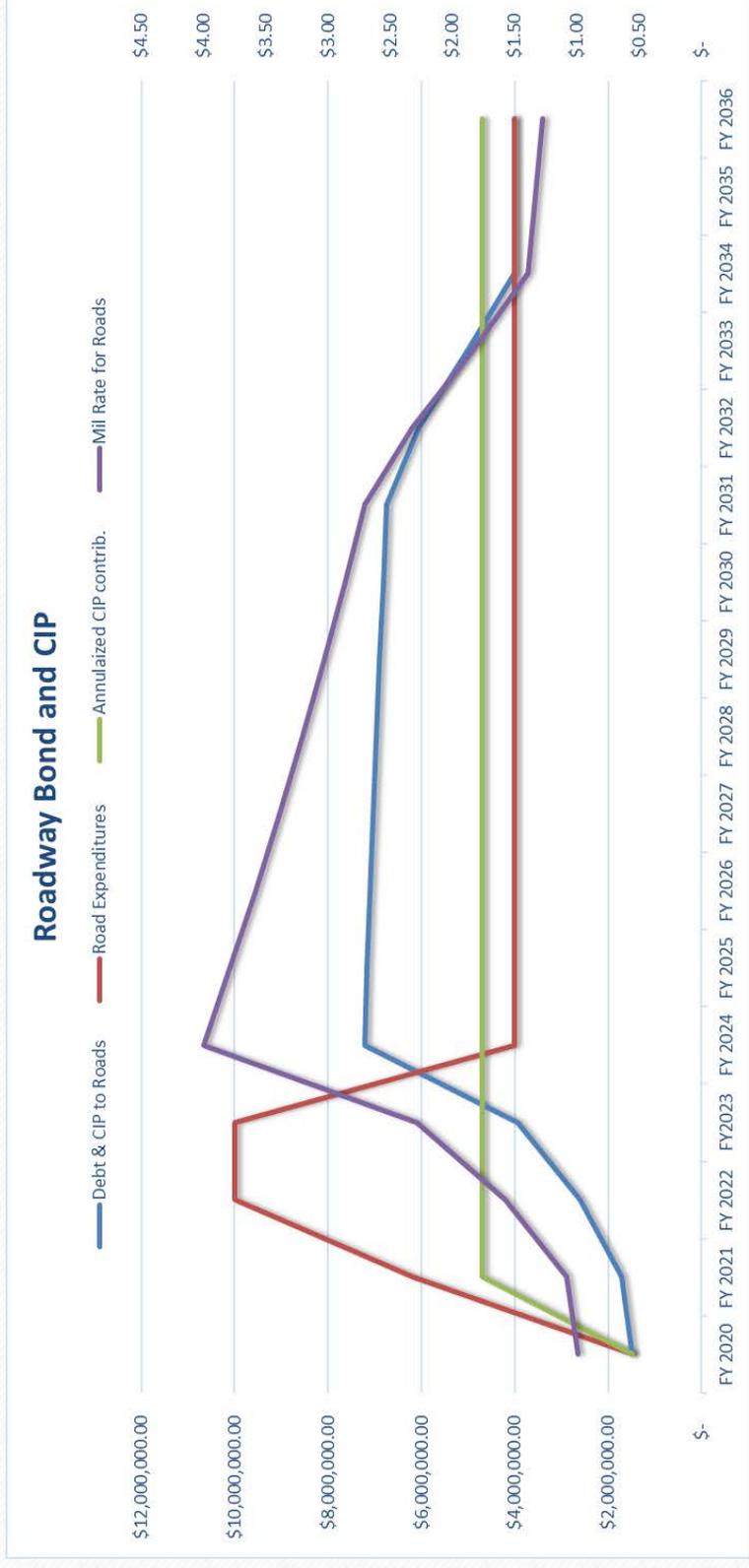
Average Annualized Capital to Roads of \$4,687,937/Yr.

Peak Mil Rate Effort in 2024 of \$4.0 Mills

16-Year Average Mil Rate Impact of \$2.39 Mil/Yr.

# Roads – Bond and Capital Program

## Scenario 1



# Roads – Bond and Capital Program

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## **Scenario 2**

Borrow only the first year at \$6.2 M with the CIP allocation also at \$1.544 M, total first year at \$7.744 M and then ramp the CIP contributions in year to \$2.0M, \$2.5M, \$3.0M, \$3.5M the the CIP at \$4.0M per year thereafter

## **Over the 16 years from 2021 to 2036:**

\$64,239,695.00 in Capital to Roads

Interest Expense of \$1,010,507

Average Annualized Capital to Roads of \$3,778,805/Yr.

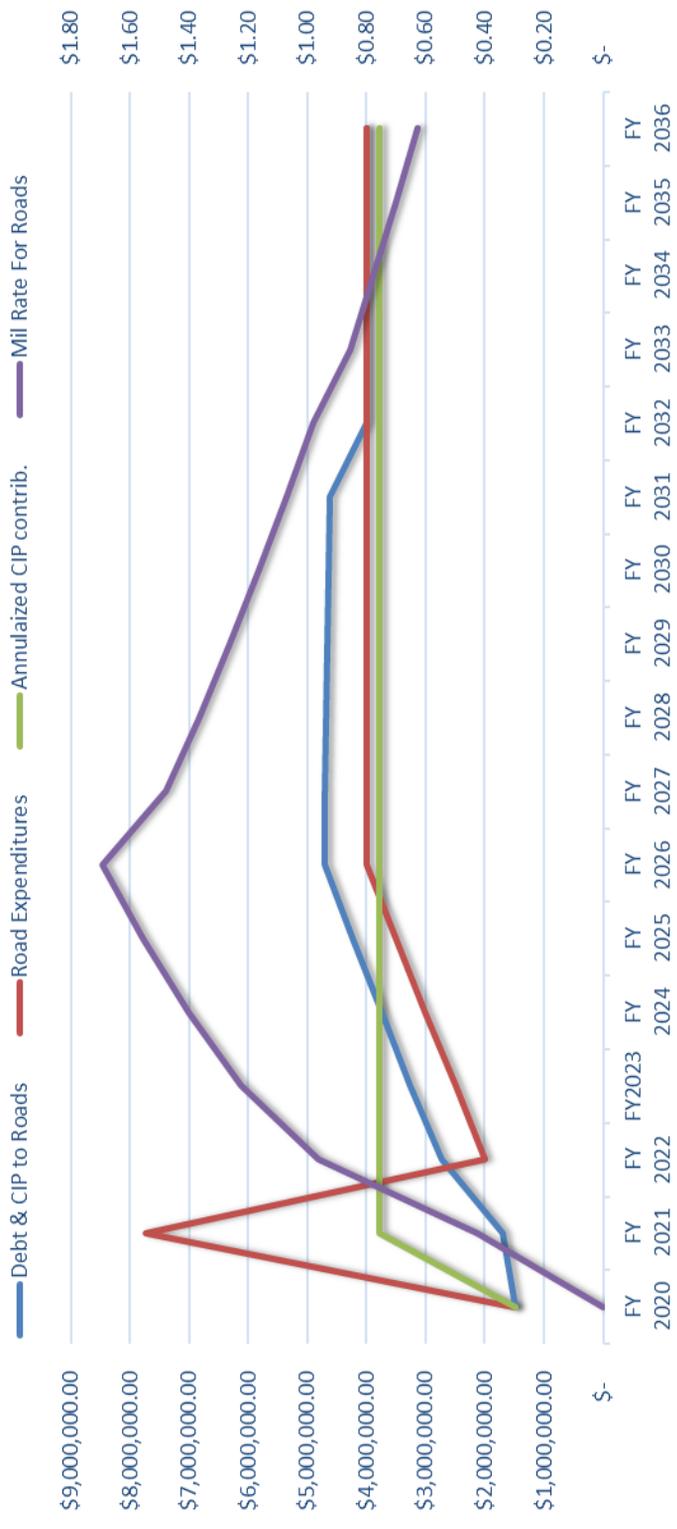
Peak Mil Rate Effort in 2026 of \$2.38 Mils

16-Year Average Mil Rate Impact of \$1.74 Mil/Yr.

# Roads – Bond and Capital Program

## Scenario 2

**Roadway Bond \$6.2M then ramp CIP to over 5 years \$4.0M CIP**



# Roads – Bond and Capital Program

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## **Scenario 3**

Commit to increasing the Annual Contribution to Roads to \$4.0 M per year as a minimum moving forward absent any bonds.

### **Over the 16 years from 2021 to 2036:**

\$65,494,938.00 in Capital to Roads

Interest Expense of \$0.00

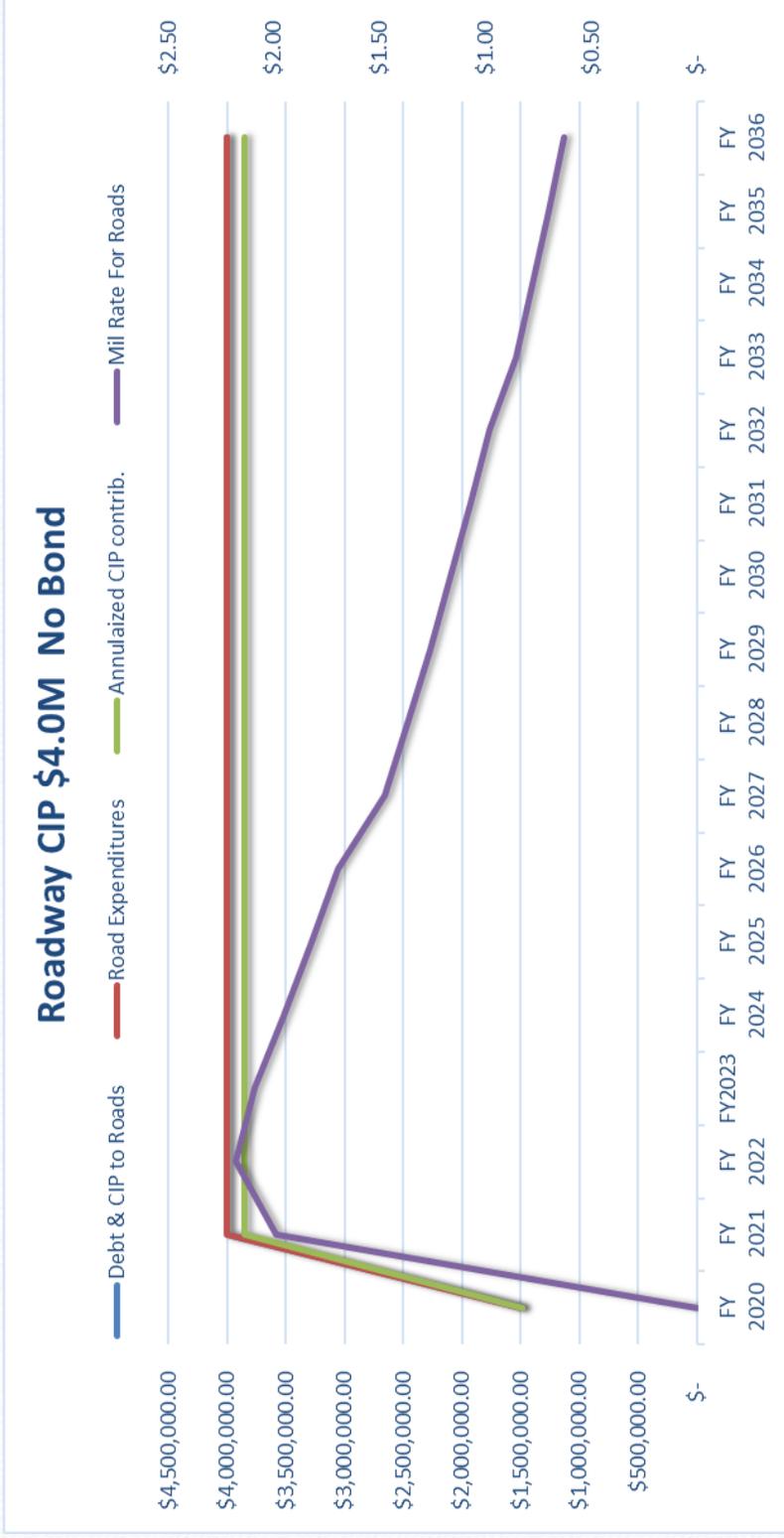
Average Annualized Capital to Roads of \$3,852,643/Yr.

Peak Mil Rate Effort in 2026 of \$2.55 Mills

16-Year Average Mil Rate Impact of \$1.79 Mil/Yr.

# Roads – Bond and Capital Program

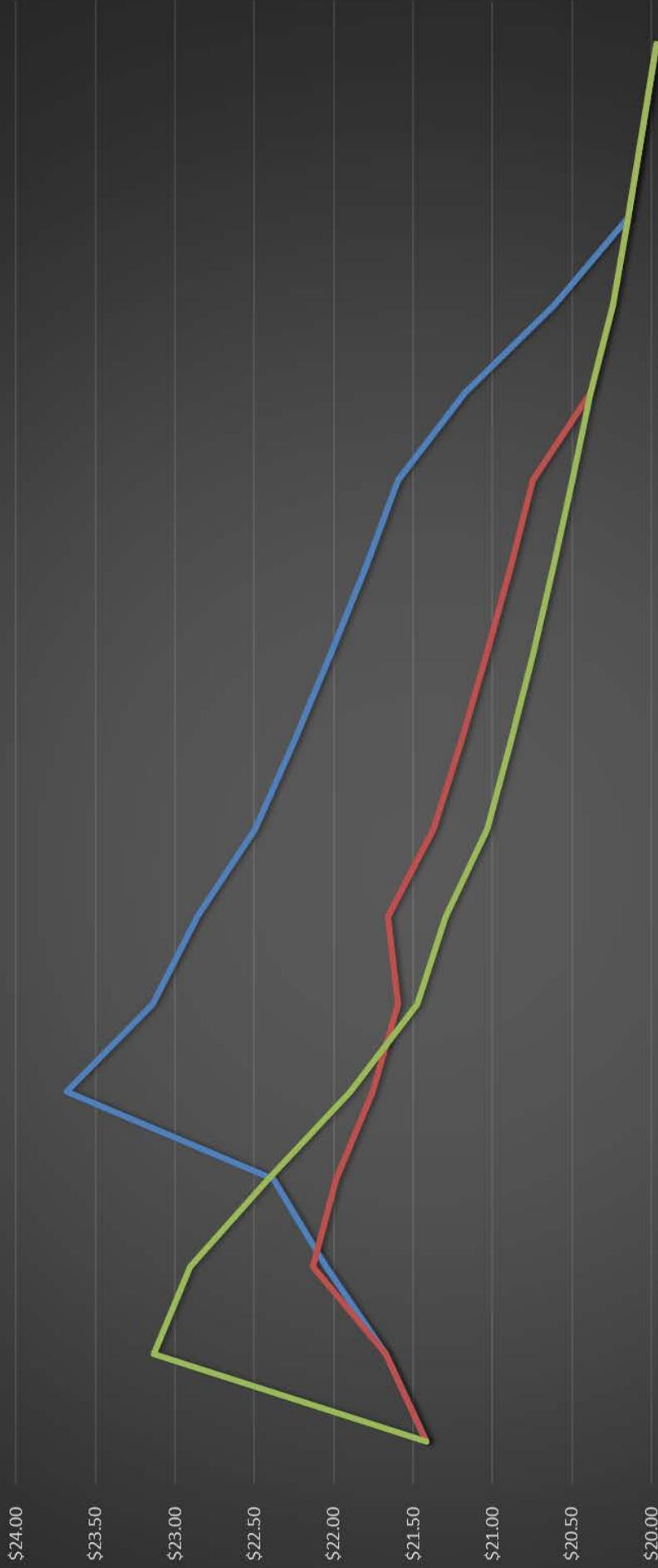
## Scenario 3



# Roads – Bond and Capital Program

<b>Roads</b>	<b>Council \$6.2, \$10, \$10M then \$4.0M</b>	<b>Scenario 2 - \$6.2M, then CIP ramp to \$4M</b>	<b>Secenario 3 - \$4.0M CIP ONLY</b>
Capitla Input over 16 Years	\$79,694,938.00	\$ 64,239,695.76	\$65,494,938.00
Interest Expense over 16 Years	\$4,270,207.00	\$1,010,507.00	\$0.00
Annualized Roadway Capital Contributions	\$4,687,937.00	\$3,778,805.63	\$3,852,643.00
Peak Mil Rate Effort	\$4.00	\$2.38	\$2.55
Average Mil Rate Effort over 16 Years	\$2.39	\$1.74	\$1.79

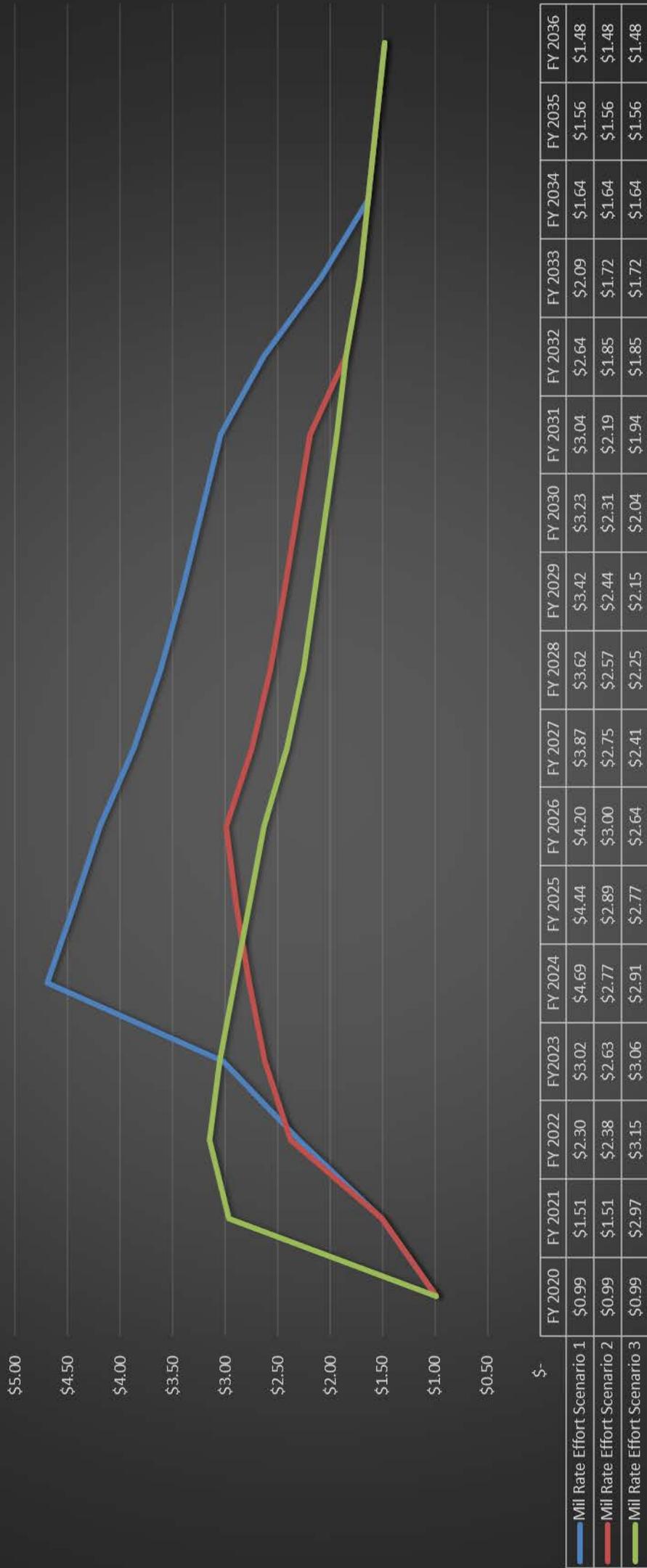
# Est. Mil Rate Comparisons



	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033	FY 2034	FY 2035	FY 2036
Est. Mil Rate Scenario 1	\$21.42	\$21.67	\$22.05	\$22.38	\$23.68	\$23.14	\$22.86	\$22.50	\$22.25	\$22.02	\$21.80	\$21.60	\$21.17	\$20.61	\$20.14	\$20.05	\$19.97
Est. Mil Rate Scenario 2	\$21.42	\$21.67	\$22.13	\$21.99	\$21.75	\$21.59	\$21.66	\$21.37	\$21.20	\$21.04	\$20.89	\$20.75	\$20.38	\$20.24	\$20.14	\$20.05	\$19.97
Est. Mil Rate Scenario 3	\$21.42	\$23.13	\$22.90	\$22.42	\$21.90	\$21.47	\$21.30	\$21.04	\$20.89	\$20.75	\$20.62	\$20.50	\$20.38	\$20.24	\$20.14	\$20.05	\$19.97

— Est. Mil Rate Scenario 1    
 — Est. Mil Rate Scenario 2    
 — Est. Mil Rate Scenario 3

## Est. Mil Rate Effort by Scenario



— Mil Rate Effort Scenario 1    
 — Mil Rate Effort Scenario 2    
 — Mil Rate Effort Scenario 3

# Roads – Bond and Capital Program

## Summary and Recommendations

Scenario 2 borrowing \$6.2 M in year 1 (FY 20/21) and retaining the mandatory CIP est. \$1.544 M totaling \$7.744 M and then ramping the annual CIP for Roads to \$2.0 M, \$2.5 M, \$3.0 M, \$3.5 M, then to \$4.0 M in year 6 accomplishes the following:

1. Provides \$3,778,805 of average annual CIP contributions towards Roads over the dominant 16-year period, just under the targeted \$4.0 M annualized.
2. It provides a large initial capital injection (\$7.744 M) into the Roads Program, a desired element of the Council and believed to be for the Residents. It would be equivalent in today's CIP funding to 5.5 years of capital input. (Assumes \$1.4 M current CIP input)
3. Public Works has a verified Road Plan to expend the capital input of \$7.744 M in a single year. It is within the Department's and currently utilized Vendors to accomplish the significant single-year scope.
4. Scenario 2 is a longer ramp into the Roads investments and therefore does not contribute as significantly to a Mil Rate spike as it better matches the future capacities of the City. It produces a six year average, ramping to \$4.0 M, of \$3,790,793 per year and then \$4.0 M thereafter.
5. Scenario 2 better matches the City's internal capacities of the Department of Public Works. It allows for the continued application to the MDOT for leveraged funding through the PPI and MPI Programs. It further allows for the coordination of Water and Sewer District infrastructure adjustments/improvements and their ability to fund and or bond such work.

Presentation Break

Questions

# Fire Station

Site Acquisition and Site  
Development

# Fire Station – Site Acquisition - Development

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- Fire Summit of 2014 Planning – Convert from 3 Stations to 2 – Change the type and number of Apparatus – Type and Number of Staff
- Pre-Feasibility Study conducted in 2016
  - Converted to 2 Stations – Reduced Type and Number of Units – Increased Staff
- Full Feasibility Study conducted 2018
  - Verifies 2 Station Design – Must move both locations to South

# Fire Station – Site Acquisition - Development

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Priority: Limited Radius for Sites to maintain the City's Favorable ISO Ratings

Prior Sites have already been Developed

Currently there are competing Sites in the South

Further Delay will likely result in loss of one or all Sites

# Fire Station – Site Acquisition – Fiscal Statement

<b>Fire Dept. Site Acquisition</b>	<b>10-Yr. Term</b>
Principle	\$ 1,000,000.00
Interest	\$ 162,985.00
Total Payment	\$ 1,162,985.00
Average Annualized Payment	\$ 116,298.50
Peak Mil Rate Effort	\$ 0.07
Average Mil Rate Effort	\$ 0.03

Presentation Break

Questions

# School Bond

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Renovations and Remediation

# School Bond

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**Project Description:** To approve the issuance of general obligation securities in an aggregate maximum principal amount of \$9,999,533 for the purposes of:

- Renovations at the Converted Middle School (“old High School and Technical Center”), Converted Elementary School (“existing Junior High”) and Carl J. Lamb, not to exceed \$8,605,246, with repayment over 20 years.
- School Revolving Renovation Loans to complete abatement and replacement flooring at the Converted Middle School and Converted Elementary School, not to exceed \$1,394,287, with repayment over 10 years, interest-free, with the state paying 65% and the school paying 35%.

# School Bond

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**Process:** During the course of bidding out the elementary construction projects in 2017, it became clear that the state's award of \$42,999,125 would not be sufficient to cover all anticipated renovations. Market conditions led to few bidders and higher priced labor and materials. As a result of this, the construction projects were "Value Engineered" – essentially, this means renovations originally intended to be included in the project are removed.

**Effect:** Value Engineering, based upon updated pricing, cut nearly \$11.5 Million Dollars in renovations from the Converted Elementary School, Converted Middle School and Margaret Chase Smith School, which were classified into one of three priority groups.

# School Bond – Value Engineered Items

(July 16<sup>th</sup> Presentation to City Council)

School	Priority 1 Items	Priority 2 Items	Priority 3 Items	Total
Converted Elementary	\$2,473,592	\$224,745	\$178,486	\$2,876,824
Converted Middle	5,085,698	1,567,035	665,646	7,318,380
Margaret Chase Smith	<u>1,039,311</u>	<u>79,155</u>	<u>133,153</u>	<u>1,251,618</u>
Total	<u>\$8,598,601</u>	<u>\$1,870,935</u>	<u>\$977,286</u>	<u>\$11,446,822</u>

# School Bond – Elementary Proposal

## (July 30<sup>th</sup> Workshop)

School	Total
Converted Elementary	\$2,474,445
Converted Middle	4,030,800
Carl J. Lamb	<u>2,100,000</u>
Total	<u>\$8,605,246</u>

At a joint meeting of the Core Building Committee and the School Committee, the School presented a list of renovations to be completed at Converted Elementary School, Converted Middle School and Carl J. Lamb School, based upon estimated 2020 pricing as developed by DOE and Harriman Architects. The School removed any renovations that could no longer be done due to current construction, and only considered those which could be done in the future or alongside existing work. The result of that workshop yields the totals here.

# School Bond – Converted Elementary School (“existing Junior High”)

Description	Estimated Cost
Roof Replacement	\$1,298,868
Boilers with Natural Gas Fuel Supply	465,042
Playground Equipment including Drainage and Fencing	204,225
Technology Network Upgrade including Access Points and Equipment	197,258
School-wide Painting	188,016
Intrusion Detection Systems	66,068
Safety & Security Systems	<u>54,969</u>
Total	<u>\$2,474,445</u>

# School Bond – Converted Middle School (“old High School and Technical Center”)

Description	Estimated Cost
New LED Lighting	\$894,028
New HVAC Controls	683,790
New Windows	667,944
Removal of Orange Lockers	447,000
Technology Network Upgrade including Access Points and Equipment	411,794
School-wide Painting	314,391
New Exterior Doors	220,000
Peach Tile Removal	168,728
Gym Bleachers	126,875
Playground Equipment including Drainage and Fencing	<u>96,250</u>
Total	<u>\$4,030,800</u>

# School Bond – Carl J. Lamb School

Description	Estimated Cost
Roof Replacement	\$1,602,175
Pneumatic HVAC Controls	497,825
Total	<u>\$2,100,000</u>

# School Bond – Elementary Proposal

School	Total
Converted Elementary	\$2,474,445
Converted Middle	4,030,800
Carl J. Lamb	<u>2,100,000</u>
Total	<u>\$8,605,246</u>

## Bond Summary

- 20-Year Bond
- Level Principal Payments
- Interest at Tax-Exempt Rate
- Securities held by Maine Municipal Bond Bank
- Voter approval in November yields bonds issued in May 2020

# School Revolving Renovation Fund - Loans

School	Total	<u>Loan Summary</u>
<u>Converted Elementary School</u> Asbestos Abatement and Replacement Flooring	\$882,743	<ul style="list-style-type: none"> <li>• Extension of 2017 Awards</li> <li>• 10-Year Repayment</li> <li>• No Interest Expense</li> </ul>
<u>Converted Middle School</u> Asbestos Abatement	<u>511,544</u>	<ul style="list-style-type: none"> <li>• Level Principal Payments</li> <li>• School Pays only 35%</li> </ul>
Total	<u>\$1,394,287</u>	<ul style="list-style-type: none"> <li>• Department of Education Pays 65%</li> <li>• \$1 Million Max per School per 5 Years</li> </ul>

# **Parks and Recreation**

Master Plan Funding within  
Capital Program

# Parks and Recreation Mater Plan

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Master Plan completed in 2017

Considered Bonding \$1.6 M or to addressing via a 3 or 5 year increase in Capital Programming

Council Consensus to move forward a 16-Year Capital Program

\$350,000/Yr. for 5 Years

\$150,000/Yr. for successive Years

# Parks and Recreation Mater Plan

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<b>Parks and Recreation Program</b>	<b>16-Year CIP</b>
CIP each of First 5 years \$350,000	\$ 1,750,000.00
CIP each of next 11 years \$150,000	\$ 1,650,000.00
Total Programed Cost over 16 years	\$ 3,400,000.00
Average Annualized CIP Contribution	\$ 212,500.00
Peak Mil Rate Effort	\$ 0.22
Average Mil Rate Effort	\$ 0.11

Presentation Break

Questions

# LED Street Lights Conversion

Replace Leased fixtures with  
City-Owned LED Lights

# LED Street Light Conversion

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**DESCRIPTION/LOCATION:** Convert all utility-pole mounted streetlights to LED. Through a public request for proposals, the selected company will conduct an audit of all streetlights, recommend appropriate placements of streetlights depending on roadway characteristics, negotiate the buy-out from CMP, remove existing streetlights, install new LED streetlights, and arrange for a maintenance program through a private contractor.

# LED Street Light Conversion

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**REASON FOR PROJECT/BENEFITS OF PROJECT:** The project will save energy costs, improve lighting quality in neighborhoods and will provide for an opportunity to improve deployment of broadband and small cellular service. There will be added benefits to public safety such as monitoring, if and when such technology is adopted. Utility-pole mounted streetlighting currently costs the property tax payer \$137,000 annually.

# LED Street Light Conversion

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**DETAILED PROJECT COSTS:** See two attached preliminary estimates. Also see the debt schedule estimated. Estimates include a onetime electricity expenditure savings offset of approximately \$110,000. The annual cost to operate and maintain the proposed streetlights is estimate to be approximately \$20,000. The project includes a one-time buy-out of approximately \$53,000 of CMP leased streetlights. The total estimated cost of the project is \$600,000.

Project can be performed through a Performance Guarantee Energy Contract whereby the Energy Savings will be used to pay for the Project Costs.

Estimated 7-Year payback – Then \$110,000 annualized savings per year

Presentation Break

Questions

# Summary of All Programs

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Mil Rate Effort and Total  
Mil Rate

# Mil Rate Effort Summary

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## Base Assumptions:

- City Operational and CIP Budget sustainable growth rates are 4% per annum
- School Operational and CIP Budget sustainable growth rates are 4% per annum
- City and School Non-Property Tax Revenue growth rates of 3% per annum
- Municipal Valuation growth rate of 4.73% per annum
- Major Project Est. of Airport Solar added as \$52.337 M valuation as personnel property depreciating at 3.33% per annum under a Tax Increment Finance District with a cap at \$10K/MgW for first 20 years to be used to offset future programed Debt Service.

