

# 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 November 24<sup>th</sup>, 2015**  
Date: November 24<sup>th</sup>, 2015

### **Site Plan for New High School:**

The Site Plan for the New Sanford High School has been through an extensive site plan review by the Site Plan Committee. Comments and further amendments to address these comments were made of the past several weeks. The culminating work product was packages and sent before the Planning Board on November 18<sup>th</sup>, 2015. After addressing several further questions such as historic preservation, MDOT traffic movement permitting and accommodations, storm water management, wildlife assessment, vernal pool and shoreland zoning, the Planning Board voted 6-0-1. The one abstention was due to a Member of the Planning Board is an abutter and so notified the Board and applicant at the start of the review.

Now that the City has approved the Site Plan, the Plan is pending National Resources Protection Act, NRPA, permitting subject to Maine Department of Environmental Protection and Maine Inland Fisheries and Wildlife approval. The City conducted a phone conference on 11/23/15 with DEP and IF&W officials and has negotiated to submit a Memorandum of Understanding to provide a conservation easement on at least 36 additional acres of qualifying habitat towards the preservation of habitat for both the sleepy dusky wing butterflies and brown snake identified as part of the species assessment. To date the Site Plan has provided over 104 acres of wildlife and habitat preservation to offset any impacts due to the School site development and is now required to identify an additional 36.6 acres of habitat to preserve for the shared habitat of the butterflies and brown snake. The City is working to accomplish this on currently held lands aside from the new high school land holdings.

A Memorandum is being drafted with a request for approval as the City works through the details on preserving by easement the still to be identified appropriate habitat location.

### **Sanford Broadband Initiative:**

Administration continues to work on completing the funding after working with the federal office of the National Telecommunications and Information Administration. Applications are pending to the Federal Economic Development Authority, Community Development Block Grant, and ConnectME. The Application to EDA is nearly complete and is being submitted under the new and recently released format as Investment for Public Works and Economic Development.

Administration has also continued to meet with our partners, predominantly GWI on future announcements for timing of construction, systems design and advantages, marketing initiatives, and ancillary services associated with the deployment of an Open Access Non-discriminatory Fiber Network. Administration will report out these developments as well as the finalized work on funding applications as made.

### **Core Building Committee II – Pre-K thru Middle School:**

The CBC II has continued to work on the assessment of existing School facilities and how these facilities will be best used to provide for the needs of Pre-K thru 8 primary education in the future. The consulting firm Harriman Associates as fully assessed all buildings and matched our current and projected students' needs to accomplish the education specifications established by the School Board and State. The work product is nearing a point that it can be presented for public review and comment as well as presented to the State. Dates for those presentations are still pending and will be announced as soon as finalized. The time frame is anticipated to be early January of next year.

### **Beautification of Central Park –**

Work is ongoing on the continued beautification of Central Park. A new base mount was recently installed to allow for the season placement of the City's Christmas tree in the center of the park and not out on the periphery. Electrical conduits are also being installed to provide power within the Park as well as new accent lighting for the Thomas Goodall statute, the flag pole, and other accent lighting. The improvement have been funded from the William Oscar Emery Trust for civic beautification.

### **MDOT Review of Cottage Street –**

Following MaineDOT's Public Hearing at City Hall this summer, the City identified that the scope of the presented project (from Lafayette east to the urban compact line) would leave a third of a mile of unimproved roadway between River Street and Lafayette in Sanford including the River and Cottage Street intersection.

Matthew Hill and Michael Casserly of the Department of Public Works subsequently met in Augusta with MaineDOT on September 17, 2015. MaineDOT's Project Manager, Ernie Martin, agreed that it would be intuitive to include the additional portion of 202/Cottage Street as recommended by the City. In the same visit, the Department also reviewed the findings of the Central York Connections Corridor Study with MaineDOT's Planning Division and identified that adding the scope of work as recommended would address four of the major goals of the study.

MaineDOT requested the City provide guidance on desired roadway typical for the project and the matter was brought before the Property Subcommittee where MaineDOT's standards were presented and acknowledged. This resulted in a letter to MaineDOT from DPW on October 6, 2015 stating the City's desire for the project to run from and include the River & Cottage Street intersection east to the urban compact line, local sidewalk & drainage preferences, utility desires, and basically keeping most of the form and function of the project extents intact.

A field review was held on November 2, 2015 with MaineDOT's Planning Division and DPW to scope out the existing conditions and proposed improvements.

Through this process, and to incentivize MaineDOT, the City has committed to participation in additional preliminary survey efforts and existing condition drainage investigation. The City will be coordinating further with MaineDOT once the proposed scope is processed and a revised preliminary project cost is determined. Once determined, the City will seek to actively participate in design and construction efforts for Route 202/Cottage Street improvements with the concurrence and approval of the City Council.

### **Ambulance Bill Review:**

Administration recently performed a review on the current ambulance billing contract with Comstar. The review entailed examining performance on initial billing, follow through procedures and communications, collections on receipts, and adherence to the City's recently amended Financial Assistance and Collection Policy.

The Contract with Comstar was signed for an 18 month and is approaching a year in January. Performance initially lagged due to the Company taking on a backlog of unprocessed billing, a delay in the billing status authorization with MaineCare and Medicare, and then implementing. To date, performance is behind target. The identified contributor to the performance stems from the software not pulling the data fields from MEMSRR into Image Trend for the apartment or suite code, a field that previously was entered by hand. The Department is working with the Contractor to rectify this permanently but has implemented a short term fix for the interim. The Department is also working with Comstar to timely address the addressing of past accounts as an interim step.

Administration will continue to monitor performance and work with Comstar on a continual basis to ensure collections are perfected and the City's policies for collections are also followed.

### **Medical Marijuana Moratorium:**

The Public Safety and Zoning Subcommittee held its fourth meeting on the Medical Marijuana Moratorium and the future amendment of City Code and Land Use to more appropriate account for this new activity and land use.

On October 21<sup>st</sup> the Subcommittee reviewed all previously developed work and a series of questions about applicability with Marietta D'Agostina, State of Maine Program Director of the Maine Medical Use of Marijuana Program. The review with Director D'Agostina was very informative. The resulting determinations are summarized as:

1. The City may regulate the activity of the cultivation of Medical Marijuana (MM) the same as any other activity or business activity.
2. The City may establish Land Use for this activity no different than any other type of land use.
3. The City may either establish Standards for the activity/production and or apply Conditional Use Standards to account for MM.
4. Standards may include, but not be limited to, for both commercial and home-based production security, obstruction from view, odor control, waste control, setbacks from schools, parks, and churches, etc.
5. The City may establish standards for density.
6. The City may utilize Overlay Zones as defining setbacks and or areas of permissible activity.

7. The City may regulate the growing of MM by a Registered Patient and or Registered Care Giver in their primary residence as a home-based occupation/business.

The Subcommittee reviewed each of these areas and made determinations and gave direction to Administration to start constructing the Draft Ordinance Standards and Land Use for review in December and January. Given this time frame, the work should be ready for public hearing and considerations in February of 2016, well within the 180 day period. (Adopted September 8<sup>th</sup>, 2015)

**Mousam Watershed Dam Coalition Meeting –**

The Coalition comprised for the City of Sanford and Towns of Acton and Shapleigh met on Friday November 20<sup>th</sup>, 2015 at the Shapleigh Town Office. The Coalition is tasked with the maintenance and operation of the Square Pond and Emery Mills dams controlling the lakes of Square and Mousam. At the meeting the Coalition voted on the following:

1. Operating Budget of \$20,544
2. Capital Improvements of \$10,000
3. Total Budget calendar year 2016 of \$30,544 assigned as Sanford at \$15,272 and Acton and Shapleigh each at \$7,636.

The Coalition further reviewed the notes from the latest MEMA inspection on the Emery Mills Dam. A review was also performed on the RFP submitted to 12 engineering firms to identify a scope for future repair work to the Emery Mills Dam. A Mandatory pre-Bid Inspection was held on November 16<sup>th</sup>, 2015 with 10 firms attending. Responses to the RFP are due back by December 9<sup>th</sup> at 3:00PM. The responses will be electronically distributed to Coalition Board for review and scoring. The Coalition will then meet again on January 8<sup>th</sup>, 2016 to determine which of the Respondents to interview. Interviews will be conducted on January 22<sup>nd</sup>, 2016 in Sanford.

The Coalition will then make determinations based upon the selected Firm, the proposed scope and timing, permitting, and proposed budget. The scope of work is anticipated to be significant and may require multi-year planning, fiscal appropriations, and time to complete the entire scope. Until that time, the Coalition will continue to operate and maintain the Emery Mills Dam as it has in past years.