

City of Sanford



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



Memo

To: City Council
Subject: Manager's Report for March 7th, 2017
Date: March 7th, 2017

School Renovation Phase II:

Below is the anticipated schedule for the Second Phase of School Renovations and Consolidation. The School Department is under Contract with Harriman Associates to develop a plan acceptable by Sanford Residents and the Maine Department of Education to renovate and consolidate Sanford's existing school facilities into three Pre-K thru 4 500-student elementary schools (Margaret Chase Smith, Carl J. Lamb, and the current Junior High) and renovate the current High School into a 5 – 8 Middle School. This Plan would close Lafayette, Willard, and Memorial Gymnasium.

Per the schedule below, the Plans and cost estimates will be presented to the public on April 5th, 2017 and subsequently to the State DOE Board on April 12th, 2017. If approved, the Plan will go to Referendum Vote on June 13th, 2017. If passed, the renovation would start in 2017 thru 2019.

Milestone	Original Schedule	Potential Schedule
All Estimates completed	March 17	March 17
First review of Estimates and Total Project Budget with Sanford Schools	March 21	March 24 – March 31
Review of Estimates and Total Project Budgets with DOE	March 22	April 3 – April 20
Submit Final Materials to the DOE	March 24	April 21
SBE Subcommittee Approval	March 31	April 28
Submit Final materials to Sanford City Clerk	April 13	April 28
Second Straw Poll	April 5	May 2 - 4
Full SBE Approval	April 12	May 10
Referendum	June 13	June 13

Property Tax Exemptions:

If you own a home, sold your home, or purchased a new home before April 1, 2017 you may be eligible for the following tax exemptions:

Homestead Exemption	\$ 20,000.00
Veteran Exemption	\$ 6,000.00
Widow/Widower Veteran Exemption	\$ 6,000.00
Paraplegic Veteran Exemption	\$ 50,000.00
Blind Exemption	\$ 4,000.00

PLEASE NOTE THE FOLLOWING:

You must notify the Assessing office in writing and complete an application, for any of the above exemptions by April.

It is important to remember that the homestead exemption benefit does not automatically transfer to a new residence or owner. A new application is required if you move or if you change the manner in which title is held on your existing homestead . All exemptions are removed per sale each year on April 1st.

* For information or questions, contact the Assessor's office at 324-9115 to qualify for any of the above exemptions, as there is a certain criteria for each exemption.

Revaluation of Commercial Property:

The Assessing Department is overseeing a Contract with Vision Government Solutions, Inc. (VSGI) to perform a Commercial Revaluation. A Revaluation is the process of performing all of the necessary Market Analysis and Valuation steps to determine accurate and equitable values for all properties within a municipality. The equalization of the values within a City or Town creates a fair distribution of the tax burden. The purpose of a Revaluation is not to raise taxes. The purpose is to create an equitable distribution of the tax load. These Commercial properties have not been revalued since 1987. The Revaluation entails five major phases of: Data Collection, Market Analysis, Valuation, Field Review, and Informal Hearings. An explanation of each of these phases is attached below:

VSGI TO CONDUCT SANFORD, ME COMMERCIAL REVALUATION

The appraisal firm of Vision Government Solutions, Inc. (VSGI) has been hired by the City of Sanford to begin assisting in a city wide Revaluation Project. VSGI will be working with the Sanford Assessing Department to make the six month process a successful one. There are five major phases to a municipal revaluation: Data Collection, Market Analysis, Valuation, Field Review and Informal Hearings. During these phases over 200 tasks will be implemented in order to successfully complete the revaluation. The City of Sanford and VSGI welcome the cooperation of Sanford taxpayers

PHASE 1: DATA COLLECTION

The first phase, Data Collection, will begin in the Winter / Spring 2017. During this phase "Listeners" go to each commercial sale property and physically inspect and measure the interior

and exterior of each building. These Listers note the buildings location, size, age, and quality of construction, improvements, topography, utilities, zoning restrictions, if any, and numerous other characteristics both inside and out. To ensure that a building was inspected, the taxpayer is asked to sign the data collection form to verify that the inspection took place. The entire process takes approximately 15 minutes.

All VSGI representatives will carry company-issued Identification Cards, an introductory letter from the town and have their cars listed with both the Assessing Office and Municipal Police.

PHASE 2: MARKET ANALYSIS

A variety of resources are used to analyze the real estate market. Vision appraisal personnel will be analyzing recent commercial & multi-family sales that took place over the last two years to determine which market factors influenced property values. VSGI will gather and use information from the Registry of Deeds, property managers, developers, local real estate professionals and regional real estate websites. Once all the data is collected and reviewed for accuracy, the appraisers will determine commercial & multi-family land values and set Neighborhood & Site Indexes, which rate the desirability of locations throughout the city.

PHASE 3: VALUATION

Valuation is done using one of the three recognized methods: Replacement Cost, Income Approach and Market Value. Market Value is the most widely used approach amongst the three approaches to value.

During this phase, individual characteristics of the building are analyzed using information gathered in both Phases 1 and 2. Each property is compared to other comparable properties with similar characteristics. Then the market values of the improvements are added to the land value that was previously determined. This value is the final estimate for each parcel of property, building and land.

PHASE 4: FIELD REVIEW

Field Review is the method of checking and re-checking both the values that have been determined and the data that has been collected. During this review, commercial & multi-family properties are viewed in the field by experienced appraisers who double check uniformity and accuracy of information.

PHASE 5: INFORMAL HEARINGS

Once the Field Review is completed, a Notice of New Values will be mailed to each property owner. At this time, anyone with questions concerning the commercial & multi-family revaluation process or about the data collected on their property has an opportunity to meet with a member of VSGI's staff to discuss their property value.

After all five phases are completed all data, files, records, etc. used in the revaluation project are then turned over to the Assessor's Office. This will allow the City to maintain the data collected during the revaluation on a continual basis.

Revaluation Flowchart

Click on the stages in the flowchart for a description



Sanford Airport Solar, LLC:

Administration met recently with Ranger Solar who has been acquired by Nexterra, a global leader in the development of renewable heat and power. Nexterra will not only be the company constructing the Airport Solar Project but will also function as the Operator for the life of the solar array. Our local contacts with Ranger Staff will not change. Two new Staff from Nexterra have now joined our development Team. They are Louis Coakley Manager of Environmental Services and Scott Busa, Executive Director of Development.

Company information on Nexterra can be found at www.nexterra.ca

Next Steps:

- Amendments for the Land Lease has been authorized by City Council
- Land Release Amendments have been submitted to FAA and DOD, 45 days to tentative release
- Glint Glare Analysis for the additional development has been approved by FAA
- NEPA Analysis for a Limited Scope Environmental Assessment (EA) has been submitted
- Tentative agreement has been reached with DEP and IF&W
- No Federal Nexus is anticipated to be triggered
- Routing for the Power and transformer location with line connections have been solidified
- ISO New England System Impact Study is underway

SanfordNet Fiber:

Administration is into week number 2 of finalizing a compliant and mutually agreeable A/E Contract for Services with Tilson Technology for the final design, RFP development, Construction oversight, and Testing and Acceptance. The finalized Contract and A/E Check list will be submitted to EDA on 3/8/17. Once approved, the City can implement. The Timeline expressed in the A/E Contract is;

- Preliminary Review of Plans 21 days
- Final Engineering and Cost Estimating 4-6 months (Make Ready Cost being the unknown)
- Permitting, Poles and Environmental 3-6 months (Make Ready being the unknown)
- Preparation of Bid Package and Processing 5-7 months

All of these listed elements run concurrently bring the City to a maximum of October 2017 to start construction. Based upon earlier construction responses, the estimated time to construct, after achieving the above criteria, is 120 days or 4 months. Current anticipated date to operate March of 2018. Earlier estimates were set for May of 2018 and may be closer to actuals.

FY17-18 Budget:

The Budget Committee met for the first time on March 2nd, 2017 on the FY 17/18 City and School Budgets combined. The Committee elected their officers, received the combined FY 17/18 Budgets and estimated impacts at 2.59% Net Taxation or \$0.59/\$1,000 valuation as the starting point. The Committee will meet next on Thursday, March 9th, 2017 to receive the Municipal side of the Budget. On March 16th, 2017 at 6:00PM in the Council Chambers will be a Public Hearing on the FY 17/18 Budget followed by the School Department presenting their Budget for the ensuing year. The remaining Budget Committee Agendas are not yet set as they will be determined by the outcome of these first three meetings. The Budget Committee meets again on March 23, and 30th with a presentation of a recommended Budget to the City Council on April 4th, 2017.