

City of Biddeford
Finance Committee
March 20, 2018 5:00 PM Council Chambers

- 1. Call to order**
- 2. Approval of the Minutes**
 - 2.1. March 6, 2018 Finance Committee Meeting Minutes
[3-06-2018 Finance Committee Minutes.rtf](#)
- 3. Signing of the expenditure warrant**
- 4. Discussion/Approval**
 - 4.1. Hills Beach Road Drainage Project
[3-20-2018 Hills Beach Rd Drainage Project-ORDER.doc](#)
[3-20-2018 Hills Beach Rd Drainage Project-MEMO.doc](#)
[3-20-2018 Hills Beach Rd Drainage Project-MAP.pdf](#)
[3-20-2018 Hills Beach Rd Drainage Project-Newspaper Ad.pdf](#)
[3-20-2018 Hills Beach Rd Drainage Project-Website Ad.pdf](#)
 - 4.2. Emergency Road and Seawall Repairs/Shaw Brothers Construction, Inc. of Gorham, Maine
[3-20-2018 Seawall Repair Projects-ORDER.doc](#)
[3-20-2018 Seawall Repair Project-Shaw Bros Bid.pdf](#)
 - 4.3. Creation of Reserve Account for Interns/Management Analysts
[3-20-2018 Reserve Acct-Interns-Management Analysts-ORDER.doc](#)
[3-20-2018 Reserve Acct-Interns-Management Analysts-MEMO.docx](#)
 - 4.4. Creation of Reserve Account for Community Service Officers
[3-20-2018 Reserve Acct-Community Service Officers-ORDER.doc](#)
[3-20-2018 Reserve Acct-Community Service Officers-MEMO.docx](#)
- 5. Other Business**
- 6. Adjournment**

City of Biddeford
Finance Committee Meeting Minutes
March 6, 2018

The meeting was called to order at 5:03 pm by the Chair, Council President John McCurry.

Present: Chair, Council President John McCurry, Mayor Alan Casavant, Councilor Mike Ready, Councilor Stephen St. Cyr, City Manager James Bennett, Finance Director Cheryl Fournier, and City Clerk Carmen Morris. The Committee was joined by the Capital Projects Committee.

Adjustment to the Agenda

No adjustments.

Approval of Minutes

Motion by Councilor Ready to approve the Minutes of February 20, 2018, seconded by Councilor St. Cyr.

Vote: unanimous.

Motion carried 4-0.

The expenditure warrant was available for review and signature.

Discussion/Approval

Award of Lincoln Street Project - Phase I

Motion by Councilor Ready to recommend the award of the Lincoln Street Project to D and C Construction Company, seconded by Councilor St. Cyr.

City Engineer, Tom Milligan, gave an overview of the street project and an explanation of the funding process. The City matching funds will come from the City TIF account. The project will begin in the Spring.

Councilor Ready asked about the one bid. Tom explained the bid did come in under the estimated cost. The project involves a lot of manual work that could be why only one bid was received.

Councilor McCurry asked Capital Projects to vote at this time for the street project.

Vote: unanimous.

Motion carried 4-0.

Award of Engineering Contract for Main Street Sidewalk Improvement Project

Motion by Councilor Ready to recommend the award of the contract to HEB Engineers, seconded by Councilor St. Cyr.

Councilor McCurry again asked Capital Projects to vote on this project.

City Engineer, Tom Milligan, gave an overview of the sidewalk project. Funding will come from the CDBG Program and all CDBG guidelines will need to be followed. They had four firms bid for the project from \$37,000.00 (plus) down to \$29,000.00. After reviewing the proposals, Engineering Staff felt HEB Engineers out of Brighton for \$30,349.00 provided the best package.

Vote: unanimous.

Motion carried 4-0.

Other Business

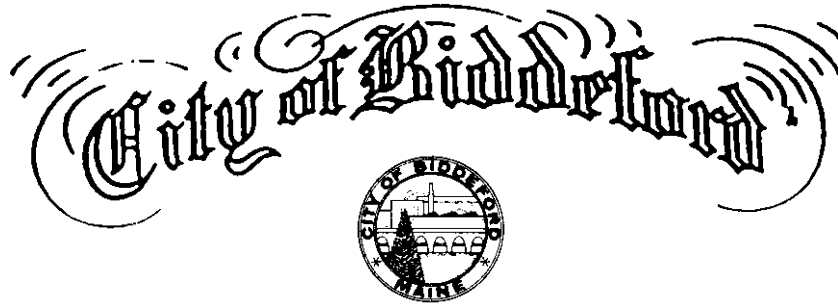
Councilor McCurry asked the Finance Director if financials are coming in at or under budget. City Finance Director, Cheryl Fournier, believes the City will be coming in under budget.

Motion to adjourn made by Councilor Ready, seconded by Councilor St. Cyr.

Vote: unanimous.

Motion carried 4-0.

Adjourned at 5:16 pm.



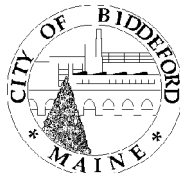
2018.24

IN BOARD OF CITY COUNCIL..MARCH 20, 2018

BE IT ORDERED, that the City Manager be authorized to sign a contract with Dearborn Brothers Construction, Inc. of Buxton, Maine for the construction of the Hills Beach Road Drainage Improvement Project as per the bid submitted and opened on March 9, 2018, in the amount of \$122,590. Funding for this work to be provided from the 2015 Road Improvement Bond account code 31374-60300 and 60400.

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NOTE: Both the Finance Committee and the Capital Projects will review this item at their March 20, 2018 meeting.



City of Biddeford, Maine

TO: Finance Committee and City Council
FROM: Tom Milligan, P.E., City Engineer and Director of Wastewater

DATE: March 14, 2018

SUBJECT: Hills Beach Road Drainage Improvement Project

Cc: Alan Casavant, Mayor; James Bennett, City Manager; John McCurry, Council President; Jeff Demers, Director of Public Works; John Malloy

The City of Biddeford requested bids by public advertisement in the Journal Tribune and the City's Website for the Hills Beach Road Drainage Improvement Project. The bids were opened March 9, 2018.

The project involves the installation of 985 feet of storm drain and catch basins on Hills Beach Road.

The construction will be funded from the 2015 Road Improvement Bond as approved by voters, account code 31374-60300 and 60400.

Five firms submitted bids for the project. They ranged from \$122,590 to \$180,956.30

Bid Order by Price	Firm	Amount
1	Dearborn Brothers	\$122,590.00
2	Woods Excavating	\$134,311.00
3	Pratt & Sons	\$145,981.00
4	Aceto Construction	\$179,878.90
5	Shaw Brothers	\$180,956.30

Of the responsible and responsive bidders, Dearborn Brothers Construction Inc. of Buxton, Maine submitted the lowest bid. Based on a review of the bids, check of references, prior satisfactory work on City projects, Dearborn Brothers Construction, Inc. appears to have met all the requirements of the bidding process. **Therefore, we recommend that Dearborn Brothers Construction, Inc. be awarded the contract.**

All work associated with the drainage work portion of the project shall be completed by May 18,

2018.

We respectfully ask for Finance Committee and City Council approval of the award of the Hills Beach Road Drainage Improvement Project contract to Dearborn Brothers Construction, Inc. so that construction on this project can begin as soon as possible.

Hills Beach Road Drainage Project

Legend



Google Earth

© 2018 Google



300 ft

Milligan, Tom

From: Milligan, Tom
Sent: Wednesday, February 21, 2018 2:10 PM
To: Milligan, Tom
Subject: ads

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Current RFP's , RFQ's

The Lincoln Mill Wall Rehabilitation Project 2018

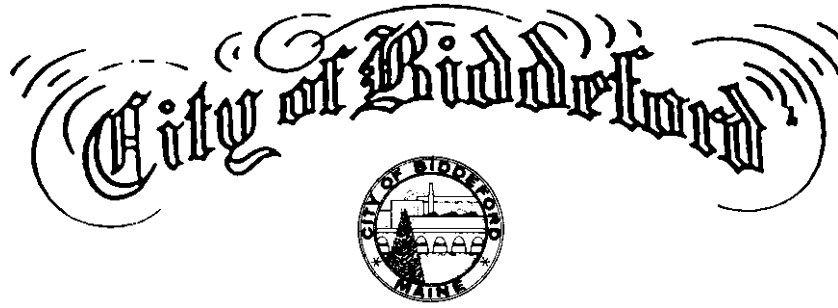
Tuesday, February 13, 2018 at 4:30 PM

Hills Beach Road Drainage Improvement Project

Friday, February 16, 2018 at 4:40 PM

Main Street Sidewalk Improvement Extension Project (2018) Phase 2"

Tuesday, February 20, 2018 at 10:55 AM



2018.25

IN BOARD OF CITY COUNCIL..MARCH 20, 2018

BE IT ORDERED, that the City Council of the City of Biddeford does here by approve a contract with Shaw Brothers Construction, Inc. of Gorham, Maine in the amount of \$188,813 for the emergency repair of the following:

- Ocean Avenue road and seawall repair
- Granite Point Road and seawall repair
- Fortunes Rocks Road and seawall repair
- Vines Landing ramp repair

NOTE: This item will be considered at the March 20, 2018 Finance Committee Meeting.



SHAW BROTHERS CONSTRUCTION, INC.
341 Mosher Road., P.O. BOX 69 GORHAM, ME 04038
☐ (207) 839-2552 ☐ Fax (207) 839-6239
 Web Site: www.shawbrothers.com

PROPOSAL

PROPOSAL SUBMITTED TO: City of Biddeford, Maine	CC: File	DATE: March 9, 2018
ADDRESS: 371 Hill Street	JOB NAME: Sea Wall Repairs	FAX: 207-286-9395
CITY, STATE, AND ZIP Biddeford, Maine 04005	JOB LOCATION: Fortunes Rock Rd. & Ocean Ave.	PHONE: 207-282-1579
ATTN: Jeff Demers	E-MAIL ADDRESS: jdemers@biddefordmaine.org	CELL PHONE: 207-229-3376

Shaw Brothers is pleased to quote the following **hourly and unit prices** for the repair of storm damage from winter storm 'RILEY', a major Nor'easter, that hit the New England Coast on Friday March 3rd thru Monday March 5th 2018. ***A breakdown of our Pricing is as follows.***

Description	Quantity	Unit	Price	Total
<i>General Conditions</i>				
Dig Safe	1	ls	\$1,000.00	\$1,000.00
Portable Toilet	2	mo	\$250.00	\$500.00
Equipment Moves, Tractor w/ 55 Ton Lowbed	32	hours	\$140.00	\$4,480.00
Traffic Control - Flagger with signs, cones and pickup	240	hours	\$75.00	\$18,000.00
<i>Fortunes Rock Road - Sea Wall Repair</i>				
100,000# Excavator with Grapple	200	hours	\$325.00	\$65,000.00
Supply Heavy Rip/Rap (from MDOT Sarah Long Bridge Project)	1500	cy	no charge	
Trucking of Heavy Rip/Rap	1500	cy	\$10.00	\$15,000.00
<i>Ocean Avenue/Bay Street Repairs</i>				
Pavement Saw Cut	134	lf	\$10.00	\$1,340.00
Common Excavation (120 lineal feet of Roadway)	35	cy	\$50.00	\$1,750.00
Base Course Gravel, MDOT Type -A, (supply, place compact)	35	cy	\$30.00	\$1,050.00
Finegrade	228	sy	\$7.50	\$1,710.00
Paving Mobilization	1	ls	\$1,500.00	\$1,500.00
Hand Placed Bituminous Pavement	10	ton	\$150.00	\$1,500.00
Binder Pavement (2") MDOT 19MM HMA	26	tons	\$135.00	\$3,510.00
Sweeping in preparation for surface paving	4	hr	\$125.00	\$500.00
Tack Coat	42	gallons	\$12.00	\$504.00
Surface Pavement (1.1/2") MDOT 12.5MM HMA (890 lineal feet)	140	tons	\$85.00	\$11,900.00
<i>Granite Point - Sea Wall and Roadway Repairs</i>				
80,000# Excavator with Grapple	40	hours	\$245.00	\$9,800.00
Supply Heavy Rip/Rap (from MDOT Sarah Long Bridge Project)	311	cy	no charge	
Trucking of Heavy Rip/Rap	311	cy	\$10.00	\$3,110.00
Pavement Saw Cut	40	lf	\$10.00	\$400.00
Common Excavation (350 lineal feet of Roadway)	107	cy	\$50.00	\$5,350.00
Base Course Gravel, MDOT Type -A, (supply, place compact)	107	cy	\$30.00	\$3,210.00
Finegrade	662	sy	\$7.50	\$4,965.00
Paving Mobilization	1	ls	\$1,500.00	\$1,500.00
Binder Pavement (2") MDOT 19MM HMA	73	tons	\$135.00	\$9,855.00
Sweeping in preparation for surface paving	4	hr	\$125.00	\$500.00
Tack Coat	17	gallons	\$12.00	\$204.00
Surface Pavement (1.1/2") MDOT 12.5MM HMA (350 lineal feet)	55	tons	\$85.00	\$4,675.00

<i>Vines Landing Boat Granite Boat Ramp Repair (20' X 36')</i>				
<i>Vines Landing will be completed on a Time and Materials Basis, the following are budetary allowances</i>				
Supply Granite Slabs (Allowance)	1	ls	\$5,000.00	\$5,000.00
Labor and Equipment Allowance	2	days	\$5,500.00	\$11,000.00
			Total =	\$188,813.00

Exclusions:

Loam, Seed & Mulch Restoration

We Propose hereby to furnish material, labor and equipment to complete the work described above for the sum of:

See Above

-----**See Above**-----

Payment to be made as follows: Net 30 days

Interest at 1.5 percent per month on accounts over 30 days. Collection costs and reasonable attorney's fees will be added to account.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. All alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workers Compensation Insurance.

Authorized
Signature

John Garwin

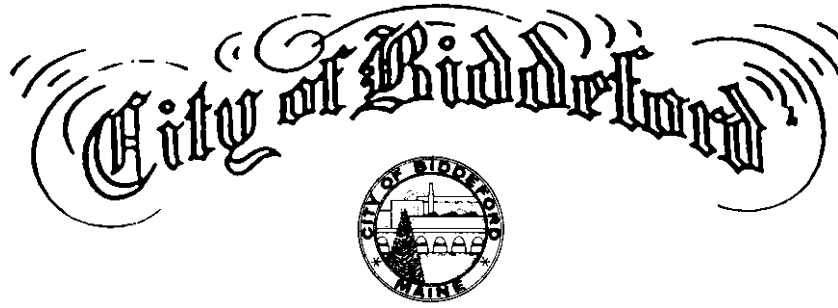
NOTE: This proposal may be withdrawn by us if not accepted within 30 days.

Acceptance of Proposal- The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to the work as specified. Payment will be made as outlined above.

Signature

Date of Acceptance:

Signature

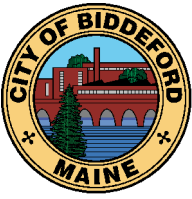


2018.28

IN BOARD OF CITY COUNCIL..MARCH 20, 2018

BE IT ORDERED, that the City Council of the City of Biddeford does hereby authorize the creation and utilization of a Reserve Account to be used to pay Interns/Management Analysts in the amount of thirty five thousand dollars (\$35,000).

City of Biddeford, Maine



The Office of
City Manager

James A. Bennett

Email: jbennett@biddefordmaine.org

MEMORANDUM

TO:	Honorable Mayor Casavant Honorable City Council
FROM:	James A. Bennett, City Manager
DATE:	March 19, 2018
RE:	Reserve Account for Interns/Management Analyst

On Tuesday evening, we are requesting that the Council authorize the creation as well as the authority to spend from a new reserve account in order to hire two summer interns this year. It is our belief that the funds allocated will be well served in accomplishing some of the items on the Council goals that were established. We also believe that the intern approach will be one of the most cost effective ways to achieve outstanding results in those areas.

The long term vision is to have at least one intern position (which will be given the appropriate title of Management Analyst) annually. We believe the City is well positioned to attract very qualified applicants who would benefit from the unique experience that we would offer. Funding for the intern next year is included in the proposed FY19 budget (part 1) within the general administration budget.

If approved, the intention is to work on two specific areas. The first area is to assist the City in developing a communications plan that will include areas the city has been utilizing, i.e. social media. The specific goals which the Management Analyst would work on include:

- 2018-24. Evaluate social media opportunities and develop new strategy
- 2018-25. Communications strategy
- 2018-26. Evaluate the success of the 'Biddeford Beat'
- 2018-52. Find ways to bring the government to the people

The second area would be to work on a couple of the larger goal items in the Human Resources Department. Given the staffing challenges in that department, those goals have been largely uncompleted. These include the following goals:

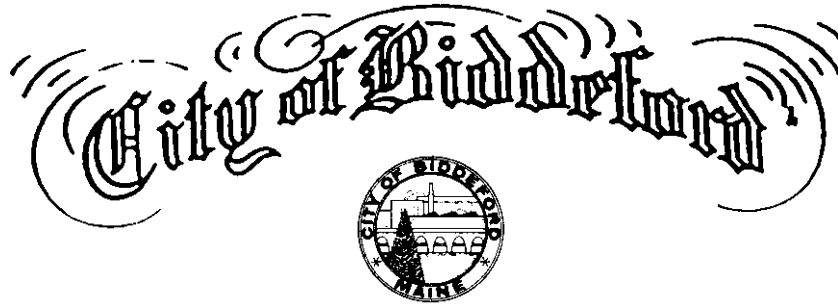
- 2018-2. Succession planning
- 2018-3. Development & Training

To fund this current year's request, I am asking that the Council do this as it has with other 'summer' type positions; create a reserve account that would also allow the City to spend out of that account during the two budget years (but one summer) for the position. To achieve these goals, \$35,000 would be requested. The suggested order would be:

2018.28

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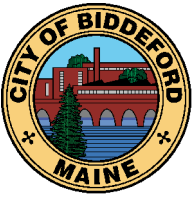


2018.29

IN BOARD OF CITY COUNCIL..MARCH 20, 2018

BE IT ORDERD, that the City Council of the City of Biddeford does hereby authorize the creation and utilization of a Reserve Account to be used to pay for Community Service Officers in the amount of thirty thousand dollars (\$30,000).

City of Biddeford, Maine



The Office of
City Manager

James A. Bennett

Email: jbennett@biddefordmaine.org

MEMORANDUM

TO:	Honorable Mayor Casavant Honorable City Council
FROM:	James A. Bennett, City Manager
DATE:	March 16, 2018
RE:	Creation of Community Service Officers Request Account

As outlined during the last week of budget dialogue, the Police Chief and I are formally asking to endorse a plan to create new part time positions with the Police Department. The new positions, at this point identified as Community Service Officers (CSO). These would be employees that do not have arrest authority.

Based on similar successful models in other states, these officers would be used to perform certain work that is currently being done by Police Officers that do not require a law enforcement certification. The usual example is the work that needs to be done at a minor automobile accident.

As the Council is aware, the hiring of qualified law enforcement officers is a national challenge that has also become a major concern in Maine. Despite our very competitive wage and benefit package, our community is experiencing a similar challenge. It is further complicated with the increase in eligible retirees over the next few years.

There are two causes of reduction in the authorized staffing levels. Besides the obvious time delay between a separation of the previous employee and the hiring of a new employee, there also remains a period of time before the new officer is cleared to effectively serve independently. That time can be reasonable when we hire an experienced officer. It is in excess of 6 months when the person is brand new to the profession and needs to attend the academy. For a large portion of that time, shifts are back filled with an officer on overtime. The challenges and expense of this practice is growing with little expectation of change.

We believe that the City could both provide a higher level of service as well as save financially with the creation of the CSO positions. To achieve this, we are suggesting the following process:

1. *Establish a dedicated reserve account of \$30,000:* this fund would be used to fund the expenditures for the program. At the end of the fiscal year, any use of the fund would be evaluated against the savings within the Police budget. In theory, there should be savings that would be obtained. Vis a Vis in the funds not used when positions remain unfilled and/or reduction in overtime.
2. *Authorize the use of the fund:* Once the fund is established, a vote to authorize using the funds for the purpose would be required.

On Tuesday night, we are asking for the Council's endorsement of the plan as well as the funding of the reserve. By using this approach, we would not be adding to the operating budget. Once established,

205 Main Street

Biddeford, ME 04005

Phone: 207.284.9313

Fax 207.571.0678

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*The City of Biddeford is an equal opportunity provider. To file a complaint, write to
Marcy Faucher, Human Resource Director, 205 Main Street Biddeford, ME 04005, or call (207) 286-0593.*

we would be creating a fund that would be replenished from the current operating budget savings. Finally, it should be made clear that this approach is not intended to reduce the amount of sworn officers that are currently authorized. Nor would it be used to reduce the normal operating proceeds that we use in establishing shift coverage.

Specifically, we are requesting that the Council pass the following order:

2018.29

IN BOARD OF CITY COUNCIL. MARCH 20, 2018

BE IT ORDERD, that the City Council of the City of Biddeford does hereby authorize the creation and utilization of a Reserve Account to be used to pay for Community Service Officers in the amount of thirty thousand dollars (\$30,000).