

City of Biddeford
Finance Committee
January 15, 2019 5:00 PM Council Chambers

- 1. Call to order**
- 2. Approval of the Minutes**
 - 2.1. December 18, 2018 Finance Committee Meeting Minutes
[12-18-2018 Finance Committee Minutes.rtf](#)
- 3. Signing of the expenditure warrant**
- 4. Discussion/Approval**
 - 4.1. Professional Engineering Services with Wright-Pierce/Elm Street Sewer Valve Chamber
[1-15-2019 Wright-Pierce - Valve Chamber-MEMO.pdf](#)
- 5. Other Business**
- 6. Adjournment**

City of Biddeford
Finance Committee Meeting Minutes
December 18, 2018

The meeting was called to order at 5:00pm by the Chair, Council President John McCurry.

Present: Chair, Council President John McCurry, Mayor Alan Casavant, Councilor Stephen St. Cyr, Councilor Mike Ready, City Manager James Bennett, Finance Director Cheryl Fournier and City Clerk Carmen Morris.

Adjustment to the Agenda

No adjustments to the agenda.

Approval of Minutes

Motion by Councilor Ready to approve the Minutes of December 4, 2018, seconded by Councilor St. Cyr.

Vote: unanimous.

Motion carried 4-0.

The expenditure warrant was available for review and signature.

Discussion/Approval

Recommendation/Purchase of Two (2) Plow Trucks/Whited Peterbuilt of Maine

Motion by Councilor Ready to recommend the purchase of the two plow trucks from Whited Peterbuilt of Maine, seconded by Councilor St. Cyr.

Vote: unanimous.

Motion carried 4-0.

Recommendation/Maine Street Improvement Project, Phase 2

Motion by Councilor Ready to recommend moving forward with Phase 2 of the Main Street Improvement Project, seconded by Councilor St. Cyr.

Vote: unanimous.

Motion carried 4-0.

Consideration/Installation of Portable Toilet in Downtown

Motion by Councilor Ready to approve the creation of the account, seconded by Councilor St. Cyr.

Discussion: Councilor McCurry brought this up because he feels there is a need in the downtown and would leave the location up to staff. Councilor Ready does not believe one cleaning a week is enough, and he would also like to have it enclosed. Carl Walsh suggested they use a toilet from the beach area since they are not being used this time of the year. Councilor McCurry suggested it be cleaned 3 times a week and discussed pricing. He also noted it should be bolted down so as not to be tipped over with a bigger mess to clean. The City

Manager will have a discussion with Staff and report back to the Committee on where it will be positioned and how often it will be cleaned.

Vote: unanimous.

Motion carried 4-0.

Wastewater Revenue Discussion

James Bennett, City Manager, gave an overview explaining the Wastewater Revenue Fund has historically come under budget. When the City went through refinancing one of the bonding agencies questioned what was going on in the Wastewater Treatment Plant. The Finance Director had just come on board and investigated the issue. It had been known the City was always losing money in that account. We were under the impression because we budgeted as a City Account it was when the auditors treated it like a business and it wasn't expensed it was depreciated. Over a 10 year history, we have been under collecting by about \$500,000.00. The recommendation is to switch it to the way auditors have to report it based on Government Account Standard Principles. Councilor St. Cyr noted he was surprised it didn't affect cash to operate. Cheryl Fournier, Finance Director, explained it has affected cash due to cash owed to the General Fund of about \$3,000,000.00. Depreciation and bond payments were about the same amount, Capital purchases weren't being covered so it shows less cash. Jim explained it was being masked by a number of things. Councilor St. Cyr noted the fix for next year would be to make sure the revenue is accurate and not increase the due from. Jim noted we will be more diligent and have the Finance Committee understand the information and then make policy direction. He will do this in February before presenting the budget to the Committee.

Other Business

The Audit Report has been scheduled for January 8 at 5:30 in the Little Theater at BHS. The Councilors will get the actual audit report when available and it will be posted on the city's website probably next week.

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

Vote: unanimous.

Motion carried 4-0.

Adjourned at 5:24pm.

MEMORANDUM

January 8, 2019

TO: Finance Committee
FROM: Jeff Demers /Public Works Director Waste Water Dept.
RE: Wright –Pierce Engineering services.
CC: Alex Buechner/ Superintendent Waste water, Tom Milligan /City Engineer,
SUBJECT: Approval of engineering services

RECOMMENDATION

The Public Works Department's Engineering Division is requesting that the finance committee extend Wright Pierces Engineering Services for the city's ongoing CSO work.

DISCUSSION

The Engineering services will provide Design phase services and construction phase services as per there proposal. These services will also give staff a suggested location, size, shape of the proposed valve chamber. Please see the attached Wright-Pierce document for more detail.

FUNDING

Funding for these services are in 414-31359 State clean water fund. Scope of work not to exceed \$12,500

Regards,



Jeff Demers

Director Public Works Waste Water Dept.

December 17, 2018
W-P Project No. 12223B

Jeff Demers, Public Works Director
Department of Public Works
371 Hill Street
Biddeford, ME 04005

Subject: Professional Engineering Services
Elm Street and Lamothe Avenue Sewer Valve Chamber

Dear Mr. Demers:

Thank you very much for the opportunity to provide you this proposal for Engineering Services. Based on our December 6, 2018 meeting it is our understanding that the City desires to construct a bypass valve on or adjacent to Elm Street, upstream of the Lamothe Avenue cross-country sewer. This valve would eventually allow the City to disconnect all currently cross-connected dry weather sewer flow from the 48-inch storm drain, while allowing for full bypass functionality upstream of the critical residential area during significant rain events. The City desires to have the bypass valve installed in two phases. The first phase includes the construction of the concrete valve chamber, associated piping, electrical and signal conduit, and gate hardware. The second phase would consist of installation of controls, sensors, power, backup power, and cutting over sanitary sewer flow to the valve chamber.

At the December 6, 2018 meeting, the City requested Wright-Pierce to put together a scope and fee for engineering services associated with Phase 1 of the bypass chamber. It is important to note that the City's request was not for a typical product (stamped set of engineered plans, specifications, and estimate) but for a limited design to include only a schematic of the bypass chamber to convey design intent, indicating location, elevations and pipe sizes, and a cost estimate.

SCOPE OF WORK

Wright-Pierce is proposing the following tasks in accordance with our understanding of the engineering services required:

Design Phase Services

1. **Field Verification:** Wright-Pierce will provide the City with a list and location of structures requiring field verification of pipe sizes and structure depths. It is assumed that the verification field work will be conducted by City Staff.
2. **Draft Design Schematics:** Wright-Pierce will generate a draft design schematic and layout of the proposed bypass valve chamber. The design is assumed to include a total of (2) full size plan sheets including a plan view schematic and a detail sheet. The plans will show the following:



- a. Suggested location, size, and shape of the proposed valve chamber including minimum wall thicknesses, structure dimensions and a cross-section/detail. It is assumed that the chamber will be a precast concrete structure. It is also assumed that the precast Manufacturer and Contractor will be responsible for the structural design of chamber and will provide the City and Wright-Pierce with shop drawings including member dimensions and cross-sections, locations, sizes, types and details of reinforcement, including special reinforcement and lifting devices necessary for handling and erections, prepared and stamped by a Professional Engineer in the State of Maine.
 - b. Suggested location and layout of proposed manholes and piping required to connect existing sewer lines to the structure and the structure back to the interceptors.
 - c. Suggested pipe type, sizes and elevations required to make the connections.
 - d. Suggested gate type and size compatible with expected use and bypass valve chamber.
 - e. Suggested locations and number of future level and/or flow devices. It is assumed these devices will be installed under a separate Contract.
 - f. Suggested locations of electrical and signal conduit runs required to power and control the proposed control valve.
 - g. Suggested location of future electrical control box and emergency power. It is assumed that the City will be required to install an emergency generator to provide backup power for control of the bypass valve. Engineering services associated with design of electrical components or backup power is not included in this Contract. Only suggested locations of proposed conduit runs will be shown under this Contract.
 - h. Suggested structure access hatch type, size and location.
 - i. Structure bedding details,
 - j. Paving and/or trench patch details.
 - k. Range of sewer flow rates the Contractor can anticipate during construction.
3. **Project Meeting:** Wright-Pierce will meet with the City to review the Draft Design Schematic and Layout, obtain review comments and develop a plan for finalizing drawings.
 4. **Final Design Schematics:** Wright-Pierce will develop a final Design Schematic and Layout of the proposed bypass valve chamber. The design is assumed to include a total of (2) full size plan sheets including a plan view schematic and a detail sheet. As previously noted, the final design will not be a typical stamped set of engineered plans, specifications, and estimate, but instead a limited design including a schematic of the bypass chamber to convey design intent. It is likely that drawing and design revisions, and field adjustments may be required after construction on the project has begun.
 5. **Cost Estimate:** Wright-Pierce will develop a budgetary opinion of probable construction costs, estimating the likely range of costs the City might expect for a Contractor to complete the project.

Construction Phase Services

1. **Construction Administration and Inspection:** Due to the limited nature of the design product, Wright-Pierce will assist the City with review of Contractor provided shop drawings and proposed



design revisions. In addition, Wright-Pierce will also assist in Construction Inspection services. For the purposes of this proposal, it is assumed that construction will take place within a 5-day period and a representative from Wright-Pierce will be on site part time, or 5-hours per day.

SCHEDULE

If this Scope of Services and Fee are acceptable to you, we will start our services upon receipt of a signed engineering contract and notice to proceed. Assuming we receive a signed contract and notice to proceed by January 2, 2019, we anticipate completing the Design Phase Services Scope of Work within four weeks.

Upon review and approval of this letter proposal by the City, Wright-Pierce will develop the engineering agreement to be signed by Wright-Pierce and the City.

ENGINEERING FEE

Our Fee for services will be based on our salary costs for services rendered by our employees assigned to the project plus reimbursable expenses. Based on the Scope of Services presented, our fee will be a not to exceed amount of \$8,000 for Design Phase Services, and \$4,500 for Construction Phase Services.

We appreciate this opportunity to provide professional engineering services for the City of Biddeford. If you have any questions, please feel free to contact me.

Sincerely,
WRIGHT-PIERCE

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