



**WESTBROOK CITY COUNCIL
SPECIAL CITY COUNCIL MEETING AGENDA
MONDAY AUGUST 31, 2020 AT 7:00 PM
WESTBROOK PERFORMING ARTS CENTER, 471 STROUDWATER ST.**



- I. READING THE CALL FOR A SPECIAL CITY COUNCIL MEETING**
- II. ROLL CALL**
- III. PLEDGE OF ALLEGIANCE**
- IV. APPROVAL OF MINUTES**
August 3, 2020 Regular City Council Meeting
- V. MAYOR'S MESSAGE**
Proclamation in Honor of Shop Small
- VI. STUDENT REPRESENTATIVE UPDATE**
- VII. PUBLIC COMMENT**
- VIII. UNFINISHED BUSINESS**
- IX. ORDERS OF THE DAY (SECOND AND FINAL READING)**
 - Order 2020-96 Authorizing Reallocation of Funds for County Road Pump Station Project
 - Order 2020-97 Authorizing Award of Bid for Public Safety Building Assessment
 - Order 2020-98 Authorizing Award of Bid for Unmarked Police Vehicle
 - Order 2020-99 Authorizing Appropriation of Recreation and Conservation Commission Open Space Funds for the Cornelia Warren 4-Season Rink Project
 - Order 2020-100 Authorizing Purchase of Replacement Voice/Radio Recorder System
 - Order 2020-101 Authorizing Acceptance of Asset Forfeiture Funds
 - Order 2020-102 Authorizing Payment for Annual Email Archive Maintenance Support & Amending Annual Vendor List
 - Order 2020-103 Authorizing Award of Bid for Two Police Cruisers
- X. NEW BUSINESS**
 - Orders (One Reading Required)
 - Order 2020-104 Approving Referendum for Charter Amendment Regarding Appropriation & Expenditure Threshold
 - Order 2020-105 Approving Referendum for Charter Amendment Regarding Municipal Candidate Nominations
 - Order 2020-106 Authorizing Street Closure for National Night Out
 - Orders (Two Readings Required)
 - Order 2020-107 Authorizing Award of Bid for Computer Hardware

XI. PUBLIC COMMENT

XII. REFERRALS

XIII. COMMITTEE REPORTS

Committee of the Whole

Hours for Construction & Noise Ordinance

Residential Landlord Registration

City Council Rules & Procedures

Charter Amendments – Appropriation/Expenditure Threshold & Ballot Access

Facilities & Streets Committee

Austin Street Extension

Reducing Speed Limit on Lincoln Street

Sidewalks & Traffic at Haskell Street

Condition of Westbrook Middle School Baseball Field

Traffic Issues on Forest Street

Installation of Street Light at 23 Everett Street

Finance

Creating a Fire Truck Fund

XIV. EXECUTIVE SESSION

Request to enter into Executive Session pursuant to 36 M.R.S.A. § 841-2(E) to discuss hardship tax abatements.

XV. ADJOURNMENT



MAYOR'S OFFICE



Mayor Michael T. Foley

2 York Street

Westbrook, Maine 04092

Phone: 207-591-8110

Fax: 877-688-9553

To: Honorable City Council
From: Jerre R. Bryant, City Administrator
Date: August 26, 2020
Subject: Position Paper for Special City Council Meeting of August 31, 2020

ORDERS OF THE DAY

- 2020-96 This authorizes the reallocation of \$83,000 from available balances from other completed sewer projects to the County Road Pump Station project. This has been a challenging project, with the additional costs primarily related to unstable sub-surface soil conditions that have required additional sheathing for stability, a significantly modified drainage swale and additional reinforcement of the access driveway. The purchase of a pump hoist was a planned purchase outside of the construction contract. Funding is available from other sewer projects that have been completed under budget. This funding reallocation is supported by the Administration, was given first reading on August 3, 2020 and is in order for final City Council action.
- 2020-97 This authorizes an award of bid to Port City Architecture, Portland, Maine, for space planning and security consultation for the Public Safety Building at a cost not to exceed \$19,488. Since the PSB opened in 2004, all three of the public safety departments have experience increased staffing and changes in operations that necessitate a look at the building configuration and space allocation. Additionally, security concerns have been raised regarding access into and throughout the facility. The purpose of conducting a comprehensive review of the building and its changing needs is to identify the most practical and cost effective options for achieving functional improvements at the facility. The city received three bids for this work and Port City Architects was selected base on their experience, approach and cost. This work is funded in the 2019/20 Capital Improvement Program. This award of bid is supported by the Administration, was given first reading on August 3, 2020 and is in order for final City Council action.
- 2020-98 This is an award of bid for a replacement unmarked vehicle for the Police Department. The City solicited bids for a used, late model, low mileage sedan and received three proposals. The low bid was submitted by Yankee Ford Sales, South Portland for a 2019 Ford Taurus for \$21,500. The City has had great success in recent years shopping the used vehicle market to save money while providing dependable vehicles for use by the

department. This purchase is funded through the Cruiser Fee account, is supported by the Administration, was given first reading on August 3, 2020 and is in order for final City Council action.

2020-99 This authorizes an expenditure of \$15,088 by the Westbrook Recreation & Conservation Commission that competes the funding needed for the \$263,600 renovation project at the Cornelia Warren 4-Season Rink at 58 Lincoln Street. This project was previously approved by the City Council. Demolition and site preparation has been completed and construction schedule to begin in September. The source of the Rec & Con funds is through the Open Space/Recreation fees paid by developers as part of the subdivision approval process with the Planning Board. These funds are expressly for the acquisition and upgrade of open space and outdoor recreation facilities. This entire project is funded by grants and donations, with no local property tax allocation necessary. The support of the Recreation & Conservation Commission, along with the other funding sources, is greatly appreciated. This expenditure authorization is supported by the Administration, was given first reading on August 3, 2020 and is in order for final City Council action.

2020-100 This authorizes the purchase of a replacement recorder system for the public safety emergency and non-emergency communications system. The current system is ageing out and this is a planned replacement budgeted in the FY 20-21 Information Technology budget. This is both a replacement and a bit of an upgrade as newer technology enables Dispatch to integrate this new system to our other emergency notification systems. The purchase is being made through our public safety emergency communications vendor, Radio Communications Management, Inc of Portland. The equipment is a NexLog 740 Recorder System and the total cost of purchase and installation is \$41,894.40. That includes first year service/support, with an annual fee of \$3,217 per year thereafter. This purchase is supported by the Administration, was given first reading on August 3, 2020 and is in order for final City Council action.

2020-101 This authorizes the acceptance of asset forfeiture funds for the Westbrook Police Department in the amount of \$3,359.54 from the Federal Bureau of Investigation, in recognition of the substantial contributions made by the Westbrook Police Department to the investigation of a criminal case. This amount will be placed in the Department's Asset Forfeiture account. All assets obtained in this fashion must be used to supplement the resources available to the Department and not to supplant them. This acceptance of forfeited assets is supported by the Administration, was given first reading on August 3, 2020 and is in order for final City Council action.

2020-102 This authorizes payment to Jatheon Technologies of Toronto, Canada in the amount of \$5,999 for the annual email archive server support and maintenance. The email server purchase was approved by City Council last year by Order 2019-28 and enables the City to be compliant with Freedom of Access Act (FOAA) requests while the City evaluates

the migration to another solution. This payment is supported by the Administration, was given first reading on August 3, 2020 and is in order for final City Council action.

2020-103 This authorizes an award of bid for two 2021 Ford Explorer Police Interceptors to Rowe Ford of Westbrook, Maine for a total cost of \$113,849. Rowe was not the lowest bidder but was within 2% of the lowest bid price. In accordance with the City's purchasing ordinance, Rowe Ford should be awarded this bid, as they are a Westbrook based vendor. The purchase of these two replacement Police cruisers is funded in the FY 2020 Capital Improvement Plan and conforms to the department's cruiser replacement program. This award of bid is supported by the Administration, was given first reading on August 3, 2020 and is in order for final City Council action.

NEW BUSINESS

One-Reading Orders

2020-104 Pending a referral from the Committee of the Whole, which is meeting prior to the City Council meeting, this authorizes placing a Charter Amendment question increasing the current Appropriation and Expenditure threshold from \$3,000 to \$10,000. This proposal is more fully explained in the enclosed copy of the July 31, 2020 referral to the Committee of the Whole. The action requested is for this Charter Amendment to be placed on the November 3, 2020 ballot for voter consideration. Pending a recommendation from the Committee of the Whole, this item is in order for final City Council action.

2020-105 Pending a referral from the Committee of the Whole, which is meeting prior to the City Council meeting, this authorizes a change in the options for a candidate for local elected office (Mayor, City Council, and School Committee) to have their name placed on the ballot. Currently any resident interested in running for local elected office can seek the nomination of one of the political parties utilizing the caucus system or can circulate nomination papers (petitions) to be signed by a certain number of registered Westbrook voters. Westbrook is one of two cities in Maine that utilize the caucus system, with all others relying on the petition process (the other municipality that uses the caucus system – Waterville – also requires caucus nominations to be verified through the nomination petition process). This proposal is more fully explained in the enclosed copy of the July 31, 2020 referral to the Committee of the Whole. The action requested is for this Charter Amendment to be placed on the November 3, 2020 ballot for voter consideration. Pending a recommendation from the Committee of the Whole, this item is in order for final City Council action.

2020-106 This authorizes the closure of a portion of Brown Street in order to safely facilitate the annual National Night Out event. The Westbrook Police Department is planning on hosting its annual National Night Out celebration on Tuesday, October 6th between 5:30pm and 7:00pm. To safely facilitate this event, we are requesting permission to

close Brown Street between King Street and North Street. The road would be closed at 4:30pm and reopened by 7:30pm. Cones, sawhorses, and police cruisers would be used to safely block the road. This annual family event is a great way for the police department to foster connections with the local community. The event will be set up and structured differently this year to abide with all CDC regulations in place due to the pandemic. This road closure request is supported by the Administration and is in order for final City Council action.

Two-Reading Orders

2020-107 This authorizes the award of bid for the purchase of three (3) replacement computer servers to Connection Public Sector Solutions, Merrimack, NH, low bidder at a bid price of \$16,651.86. In addition to the competitive bidding process, the City's technology service and support vendor, TPX, was able to work with the low bidder to further reduce this expense by \$1,888. This is a scheduled replacement of technology hardware funded in the IT budget. This award of bid is supported by the Administration and is in order for first reading.

CALL FOR A SPECIAL CITY COUNCIL MEETING

TO: City Council
FROM: Michael T. Foley, Mayor
DATE: August 26, 2020

There will be a Special Meeting of the Westbrook City Council on **Monday August 31, 2020 at 7:00pm** at the Westbrook Performing Arts Center (471 Stroudwater Street), to conduct the business on the enclosed agenda.

Respectfully,

Michael T. Foley
Mayor

Duly Authorized Official's Return

This is to certify that on August 26, 2020 I posted notice of the above call for a Special Meeting of the City Council on the City of Westbrook's website, and that I sent a copy of the same to the City Councilors/Municipal Officers.

Angela Holmes
City Clerk



**WESTBROOK CITY COUNCIL
REGULAR CITY COUNCIL MEETING MINUTES
MONDAY AUGUST 3, 2020
WESTBROOK PERFORMING ARTS CENTER**



CALL TO ORDER

Meeting called to order at 7:00pm by City Council President Gary Rairdon.

City Councilors Present: Claude Rwaganje (At-Large); Michael Shaughnessy (At-Large); David C. Morse (Ward 1); Victor Chau (Ward 2); Anna A. Turcotte (Ward 3, Vice President); Gary Rairdon (Ward 4, President); Elliot Storey (Ward 5)

City Councilors Absent: None

Other City Officials Present: Jerre Bryant (City Administrator); Natalie Burns (Legal Counsel); Eric Dudley (Director of Engineering & Public Services); Melanie Fernald (Deputy Clerk); Stephen Fields (Assistant City Administrator/Director of Human Resources); Michael T. Foley (Mayor); Greg Hamilton (Director of Emergency Communications & IT); Angela Holmes (City Clerk); Katherine Kelley (Wastewater Manager); Suzanne Knight (Finance Director); Dena Lebeda (Tax Collector); Nancy Litrocapes (Economic Development Specialist); Janine Roberts (Police Chief); Rebecca Spitella (Asst. City Planner)

PLEDGE OF ALLEGIANCE

President Rairdon led all present in the Pledge of Allegiance.

MINUTES

President Rairdon stated that unless any objections are received, the minutes from the Special City Council meeting and the Public Safety Committee meeting held on July 27, 2020 would stand as presented. No objections received. Minutes stand as presented.

MAYOR'S MESSAGE

Mayor Foley read his message into the record. The full text of the Mayor's Message is attached to these minutes.

STUDENT REPRESENTATIVE UPDATE

No Student Representatives were present.

PUBLIC COMMENT

President Rairdon opened the floor for the first public comment portion of the evening's meeting. The following individuals spoke: Vice President Turcotte, Councilor Shaughnessy read emails from Matt Sulem (Bicycle Coalition of Maine) and Tammy Barrows (resident of Main Street)

ORDERS OF THE DAY (SECOND AND FINAL READING)

Included below are the City Council Orders which require second and final reading.

1. **Order 2020-78. Amending Land Use Ordinance Regarding Sign Regulations.**
****Public Hearing****

Ms. Holmes noted for the record that Order 2020-78 requires a public hearing. Notice of the public hearing was published in the Portland Press Herald on July 22 & July 27, 2020.

President Rairdon opened the public hearing. No one spoke.

President Rairdon closed the public hearing.

Motion to approve second and final reading of Order 2020-78.

Moved by Councilor Chau seconded by Vice President Turcotte.

President Rairdon opened the floor for comments on the motion to approve second and final reading.

The following individuals spoke: Councilor Shaughnessy, Ms. Spitella

Motion carried. Order 2020-78 adopted. (Vote 7-0)

Ayes: Rwaganje, Shaughnessy, Morse, Chau, Turcotte, Rairdon, Storey

Nays: None

2. **Order 2020-79. Authorizing Expenditure for Agenda Management System.**

Order 2020-80. Authorizing Amendment and Additional Expenditure for Engineering Services for Downtown Lighting.

Order 2020-81. Authorizing Expenditure for Police Department Training & Duty Ammunition.

Order 2020-82. Approving Emergency Expenditure for Police Department Protective Gear.

Order 2020-83. Authorizing Award of Bid for Police Department Patrol Room Renovations.

Order 2020-84. Authorizing Reimbursement for Police Officer Training Costs.

Order 2020-85. Authorizing Westbrook Environmental Improvement Corporation (WEIC) Expenditure for Due Diligence Services at Mechanic Street Parking Lot.

Order 2020-86. Authorizing Community Policing Sub-Station Rent Payments.

Order 2020-87. Authorizing Saco/Eisenhower Street Intersection MPI Agreement.

Order 2020-88. Authorizing Eisenhower/Spring Street MDOT BPI Intersection Project Construction/Perpetual Easement Compensation.

Order 2020-89. Authorizing Second & Final Payment for Simulcast Transmitter/Receiver Site & Amending Annual Vendor List.

Order 2020-90. Authorizing a Utility Easement at 5 Bradley Drive (5 Bradley Drive Westbrook, LLC).

Motion to approve second and final reading of Orders 2020-79 through 2020-90.

Moved by Councilor Morse, seconded by Vice President Turcotte.

President Rairdon opened the floor for comments on the motion to approve second and final reading of Orders 2020-79 through 2020-90. The following individuals spoke: Councilor Shaughnessy, Mr. Dudley, President Rairdon

Motion carried. Order 2020-79 through 90 adopted. (Votes 7-0)

Ayes: Rwaganje, Shaughnessy, Morse, Chau, Turcotte, Rairdon, Storey

Nays: None

NEW BUSINESS

Included below are the Council actions on New Business, which includes business licenses requiring City Council approval, City Council Resolves and Orders receiving first and final reading, City Council Orders receiving the first of two required readings, and all items to be considered in Executive Session.

1. **Liquor License Application (New Owner) – Oklee, LLC d/b/a Time Out Sports Pub, located at 10-12 Cumberland Street**

Ms. Holmes noted for the record, this item requires a public hearing.

President Rairdon open the floor for public hearing. The following individuals spoke: President Rairdon. Public hearing closed.

Motion to approve liquor license for Oklee, LLC d/b/a Time Out Sports Pub, located at 10-12 Cumberland Street

Moved by Councilor Chau, seconded by Councilor Morse.

Motion carried by show of hands. None opposed. Liquor License approved.

2. Order 2020-91. Authorizing Acceptance of Easements for MDOT Projects

Motion to approve first and final reading of Order 2020-91.

Moved by Councilor Chau, second by Councilor Morse.

President Rairdon opened the floor for comments on the motion. No one spoke.

Motion carried. Order 2020-91 adopted. (Vote 7-0)

Ayes: Rwaganje, Shaughnessy, Morse, Chau, Turcotte, Rairdon, Storey

Nays: None

3. Order 2020-92. Authorizing Purchase of Police Desks

Motion to approve first and final reading of Order 2020-92.

Moved by Vice President Turcotte, seconded by Councilor Rwaganje.

President Rairdon opened the floor for comments on the motion. No one spoke.

Motion carried. Order 2020-92 adopted. (Vote 7-0)

Ayes: Rwaganje, Shaughnessy, Morse, Chau, Turcotte, Rairdon, Storey

Nays: None

4. Order 2020-93. Approving Administrative Updates to the Downtown Façade Improvement Program.

Motion to approve the first and final reading of Order 2020-93.

Moved by Councilor Shaughnessy, seconded by Councilor VP Turcotte.

President Rairdon opened the floor for comments on the motion. The following individuals spoke:

Mayor Foley, Ms. Litrocapes, Councilor Chau.

Motion carried. Order 2020-93 adopted. (Vote 7-0)

Ayes: Rwaganje, Shaughnessy, Morse, Chau, Turcotte, Rairdon, Storey

Nays: None

5. Order 2020-94. Adopting Policy on Tax-Acquired Properties.

Motion to approve the first and final reading of Order 2020-94.

Moved by Vice President Turcotte, seconded by Councilor Rwaganje.

President Rairdon opened the floor for comments on the motion. The following individuals spoke:

Mayor Foley, President Rairdon

Motion carried. Order 2020-94 adopted. (Vote 7-0)

Ayes: Rwaganje, Shaughnessy, Morse, Chau, Turcotte, Rairdon, Storey

Nays: None

6. Order 2020-95. Adopting One-Time Interest Amnesty Offer for Owner-Occupied Residential Properties.

Motion to approve the first and final reading of Order 2020-95.

Moved by Councilor Rwaganje, seconded by Councilor Shaughnessy.

President Rairdon opened the floor for comments on the motion. The following individuals spoke:

Councilor Storey, Mayor Foley, Vice President Turcotte, Mr. Bryant, Councilor Rwaganje, President Rairdon.

Motion carried. Order 2020-95 adopted. (Vote 5-2)

Ayes: Rwaganje, Shaughnessy, Morse, Turcotte, Rairdon

Nays: Chau, Storey

- 7. Order 2020-96. Authorizing Reallocation of Funds for County Road Pump Station Project.**
Motion to approve the first of two readings for Order 2020-96.
Moved by Councilor Morse, seconded by Councilor Vice President Turcotte.
President Rairdon opened the floor for comments on the motion. No one spoke.
Motion carried by a show of hands. None opposed.
- 8. Order 2020-97. Authorizing Award of Bid for Public Safety Building Assessment.**
Motion to approve the first of two readings for Order 2020-97.
Moved by Councilor Shaughnessy, seconded by Councilor Vice President Turcotte.
President Rairdon opened the floor for comments on the motion. No one spoke
Motion carried by a show of hands. None opposed.
- 9. Order 2020-98. Authorizing Award of Bid for Unmarked Police Vehicle.**
Motion to approve the first of two readings for Order 2020-98.
Moved by Councilor Morse, seconded by Councilor Rwaganje.
President Rairdon opened the floor for comments on the motion. The following individuals spoke:
Councilor Storey, Chief Roberts
Motion carried by a show of hands. None opposed.
- 10. Order 2020-99. Authorizing Appropriation of Recreation and Conservation Commission Open Space Funds for the Cornelia Warren 4-Season Rink Project.**
Motion to approve the first of two readings for Order 2020-99.
Moved by Councilor Shaughnessy, seconded by Councilor Chau.
President Rairdon opened the floor for comments on the motion. The following individuals spoke: Mr. Bryant.
Motion carried by a show of hands. None opposed.
- 11. Order 2020-100. Authorizing Purchase of Replacement Voice/Radio Recorder System.**
Motion to approve the first of two readings for Order 2020-100.
Moved by Councilor Morse, seconded by Vice President Turcotte.
President Rairdon opened the floor for comments on the motion. No one spoke
Motion carried by a show of hands. None opposed.
- 12. Order 2020-101. Authorizing Acceptance of Asset Forfeiture Funds.**
Motion to approve the first of two readings for Order 2020-101.
Moved by Vice President Turcotte, seconded by Councilor Shaughnessy.
President Rairdon opened the floor for comments on the motion. No one spoke
Motion carried by a show of hands. None opposed.
- 13. Order 2020-102. Authorizing Payment for Annual Email Archive Maintenance Support & Amending Annual Vendor List.**
Motion to approve the first of two readings for Order 2020-102.
Moved by Councilor Shaughnessy, seconded by Councilor Rwaganje.
President Rairdon opened the floor for comments on the motion. The following individuals spoke:
Councilor Storey, Mr. Bryant.
Motion carried by a show of hands. None opposed.

14. Order 2020-103. Authorizing Award of Bid for Two Police Cruisers.

Motion to approve the first of two readings for Order 2020-103.

Moved by Vice President Turcotte, seconded by Councilor Shaughnessy.

President Rairdon opened the floor for comments on the motion. The following individuals spoke: Councilor Storey, Chief Roberts, Mr. Bryant, Mayor Foley, Mr. Dudley, Councilor Rwaganje.

Motion carried by a show of hands. None opposed.

PUBLIC COMMENT

President Rairdon opened the floor for the second and final public comment portion of the evening's meeting. The following individuals spoke: Councilor Rwaganje, Mayor Foley

REFERRALS

Motion to refer "Installation of Street Light at 23 Everett Street" to the Facilities & Streets Committee, and to refer "Charter Amendments – Appropriation/Expenditure Threshold & Ballot Access" to the Committee of the Whole.

Moved by Councilor Morse, seconded by Vice President Turcotte.

Motion carried by a show of hands. None opposed.

COMMITTEE REPORTS

There were no reports from City Council committees.

ADJOURNMENT

Motion to adjourn at 8:31pm.

Moved by Vice President Turcotte, seconded by Councilor Morse.

Motion carried by a show of hands. None opposed.



**MAYORAL PROCLAMATION
NOW IS THE TIME TO SHOP SMALL
Fall 2020**

- WHEREAS**, the City of Westbrook, Maine celebrates our local small businesses and the contributions they make to our local economy and community; according to the United States Small Business Administration, there are 30.7 million small businesses in the United States, they represent 99.7% of all firms with paid employees in the United States, are responsible for 64.9% of net new jobs created from 2000 to 2018; **and**
- WHEREAS**, small businesses employ 47.3% of the employees in the private sector in the United States; **and**
- WHEREAS**, 62% of U.S. small businesses reported that they need to see consumer spending return to pre-COVID levels by the end of 2020 in order to stay in business; **and**
- WHEREAS**, 65% of U.S. small business owners said it would be most helpful to their business to have their “regulars” return and start making purchases again; **and**
- WHEREAS**, three-quarters of U.S. consumers are currently looking for ways to Shop Small® and support their community; **and**
- WHEREAS**, Westbrook, Maine supports our local businesses that create jobs, boost our local economy, and preserve our communities **and**

NOW, THEREFORE, Michael T. Foley, Mayor of Westbrook do hereby proclaim:

NOW IS THE TIME TO SHOP SMALL

And urge the residents of our community, and communities across the country, to support small businesses and merchants now and throughout the year.



**Michael T. Foley, Mayor
City of Westbrook, Maine**



CITY OF WESTBROOK, MAINE
IN CITY COUNCIL

Date: August 3, 2020

Order: 2020-96

AUTHORIZING REALLOCATION OF FUNDS FOR COUNTY ROAD PUMP STATION PROJECT

That the Westbrook City Council hereby authorizes the transfer of \$83,000 from the Sewer Capital Projects Surplus account to the County Road Pump Station project account to cover additional costs associated with completion of the project.

Funds available in 48003250-58900-B1704

First Reading: August 3, 2020

Second and Final Reading: August 31, 2020

Attest:

City Clerk

Mayor



CITY OF WESTBROOK, MAINE

2 York Street, Westbrook, ME 04092

REQUEST FOR COUNCIL ACTION

Requests are due to the City Clerk two Fridays prior to a Council meeting. If expenditure/acceptance of funds is involved, Finance Department approval is required prior to submission.

PROPOSED TITLE: Request to Authorize Transfer of Funds to County Road PS Project

REQUESTED BY: Katherine Kelley

DATE: 07/16/2020

SUMMARY:

The Department of Engineering & Public Services requests authorization to transfer funds from the Sewer Surplus Account to the County Road Pump Station project to cover additional costs to finish the project. These costs include costs such as hiring a third part inspector to perform density tests, contract modifications, grading of drainage swale in City right-of-way and installation of pavers to allow pump station access via the City's vacuum truck. The request is to transfer \$83,000.00 of surplus funds to the account listed below.

Contract Modification #1	\$42,941.91
Inspection Services	\$6,803.19
- RW Gillespie & SW Cole	
Grading & Paver Installation	\$27,186.26
- Shaw Brothers	
Hoist for Pumps	\$5,535.00
- Tri-State Hoist	
Hayes Pump	\$102.50
- Pump Work	

BUDGET LINES AFFECTED (IF APPLICABLE):

Sewer Surplus Account, 48003250 58900 B1704

SECTION 00842

CHANGE ORDER

Change Order No. 1

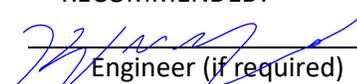
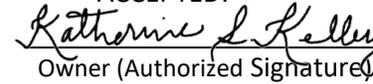
Date of Issuance: 4/1/2020	Effective Date: 4/1/2020
Owner: City of Westbrook	Owner's Contract No.:
Contractor: Penta Corporation	Contractor's Project No.:
Engineer: Wright-Pierce	Engineer's Project No.: 13698B
Project: County Road Pump Station Upgrade	Contract Name:

The Contract is modified as follows upon execution of this Change Order:

Description: Compilation of all approved change orders to date.

Attachments: *PCO-01, PCO-02R, PCO-04R2 and PCO-08*

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES <i>[note changes in Milestones if applicable]</i>
Original Contract Price: \$ <u>1,471,750.00</u>	Original Contract Times: Substantial Completion: <u>October 31, 2019</u> Ready for Final Payment: <u>November 30, 2019</u> days or dates
[Increase] [Decrease] from previously approved Change Orders No. <u> </u> to No. <u> </u> : \$ <u>N/A</u>	[Increase] [Decrease] from previously approved Change Orders No. <u> </u> to No. <u> </u> : Substantial Completion: <u>N/A</u> Ready for Final Payment: <u>N/A</u> days
Contract Price prior to this Change Order: \$ <u>1,471,750.00</u>	Contract Times prior to this Change Order: Substantial Completion: _____ Ready for Final Payment: _____ days or dates
[Increase] [Decrease] of this Change Order: \$ <u>42,941.91</u>	[Increase] [Decrease] of this Change Order: Substantial Completion: _____ Ready for Final Payment: _____ days or dates
Contract Price incorporating this Change Order: \$ <u>1,514,691.91</u>	Contract Times with all approved Change Orders: Substantial Completion: <u>October 31, 2019</u> Ready for Final Payment: <u>November 30, 2019</u> days or dates

RECOMMENDED:		ACCEPTED:		ACCEPTED:	
By: <u></u>	By: <u></u>	By: _____			
Engineer (if required)	Owner (Authorized Signature)	Contractor (Authorized Signature)			
Title: <u>Project Manager</u>	Title: <u>Wastewater Division Manager</u>	Title: _____			
Date: <u>4/1/2020</u>	Date: <u>4/1/2020</u>	Date: _____			

**CITY OF WESTBROOK
COUNTY ROAD PUMP STATION UPGRADE
Summary of Change Order Items**

	Items Approved
	Items Under Discussion

No.	Description	Value	Days	PCO Date	Approved Date
Change Order No. 1					
PCO-01	Credit for Removing Bypass Road Crossing	\$ (10,316.25)	0	5/22/2019	5/28/2019
PCO-02R	Changes to Control Panel	\$ 1,670.73	0	7/30/2019	
PCO-04R2	Added Shoring	\$ 48,838.80	TBD		
PCO-08	Communications Building Electric	\$ 2,748.63	0		
Subtotal for C.O. No. 1:		\$ 42,941.91	TBD		
Change Order No. 2					
1					
2					
Subtotal for C.O. No. 2:		\$ -			
Balancing Unit Price Items					
1045	Additional Select Fill (Line Item 2)	tbd			
1050	Additional Screened Stone (Line Item 3)	tbd			
1055	Additional Earthwork Excavation and Disposal (Line Item 4)	tbd			
1060	Utility Service Charges	tbd			
Subtotal for Balancing Unit Price Items:		\$ -			

Total Executed Change Orders to Date:	\$	42,941.91
% of Original Contract Value:		2.9%
 Total Change Orders and Balancing Unit Items:	\$	42,941.91
% of Original Contract Value:		2.9%
 Original Contract Value:	\$	1,471,750.00
Final Contract Value:	\$	1,514,691.91

Penta Corporation PO Box 390 Moultonboro, NH 03254	PROPOSAL #: 1903-01
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Proposal Submitted To: <p style="text-align: center;">Wright Pierce</p>	Phone: 207.761.2991	5/22/2019
Street: <p style="text-align: center;">75 Washington Avenue, Suite 202</p>	Job Name: <p style="text-align: center;">County Road Pump Station Upgrade</p>	
City, State & Zip Code: <p style="text-align: center;">Portland, ME 04101</p>	Job Location: <p style="text-align: center;">Westbrook, ME</p>	
Engineer: Wright-Pierce	Date of Plans: <p style="text-align: center;">Dec-18</p>	Submitted By: Scott Shuman
		Job Phone: 603.476.5525 x20

We hereby submit proposed specifications and estimate for:

Credit for deletion of road crossing trench for temporary bypass force main.

Shaw Brothers Const.	Delete Road Crossing	\$	(9,825.00)
	GC OH&P @ 5%		(491.25)
	TOTAL:		(10,316.25)

We propose hereby to furnish material and labor complete in accordance with above specifications, for the sum of:

\$ (10,316.25)

All material is guaranteed to be as specified. All work is to be completed in a workmanlike manner according to standard practices. Any 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 Workman's Compensation Insurance.	Authorized Signature: _____ NOTE: This proposal may be withdrawn by us if not accepted within 30 calendar days.
--	---

Acceptance of Proposal- The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. Date of Acceptance <u>5/28/2019</u>	Signature: <i>Katherine L. Kelley</i> Signature: _____
--	---

Penta Corporation
PO Box 390
Moultonboro, NH 03254

PROPOSAL #:
1903-02R

Proposal Submitted To: Wright Pierce		Phone: 207.761.2991	7/30/2019
Street: 75 Washington Avenue, Suite 202		Job Name: County Road Pump Station Upgrade	
City, State & Zip Code: Portland, ME 04101		Job Location: Westbrook, ME	
Engineer: Wright-Pierce	Date of Plans: Dec-18	Submitted By: Scott Shuman	Job Phone: 603.476.5525 x20

We hereby submit proposed specifications and estimate for:

Revised Pump Control Panel in accordance with EC-3.

Milliken Bros. Co. see attachment	Provide AB PLC equipment	\$	1,601.12
	GC OH&P @ 5%		<u>69.61</u>
	TOTAL:	\$	1,670.73

We propose hereby to furnish material and labor complete in accordance with above specifications, for the sum of:
\$ 1,670.73

All material is guaranteed to be as specified. All work is to be completed in a workmanlike manner according to standard practices. Any 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 Workman's Compensation Insurance.

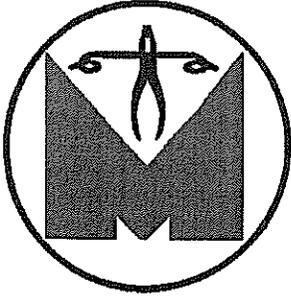
Authorized Signature: _____

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

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

Date of Acceptance _____ Signature: _____

Signature: _____



Milliken

Electrical Contractors

Brothers, Inc.

474 Riverside Industrial Parkway
Portland, Maine 04103
Telephone (207) 797-8375
Facsimile (207) 797-0895
E-mail: mbi@millikenbrosinc.com

July 18, 2019

Scott Shuman
Penta Corporation
1253 Whittier Highway
Moultonboro, NH 03254
O: 603-476-5525
C: 603-393-7325

RE: County Road Pump Station, Westbrook, ME

Allen Bradley Equipment Costs	\$1392.28
Overhead and Profit 15%	\$208.84
Total Change	\$1601.12

Please let me know of any questions or concerns.

Regards,

Shawn Henderson

Shawn Henderson
Estimator – Project Manager

Cc Jeff Milliken



Find the Horizon Solutions branch location nearest you by visiting
www.HorizonSolutions.com/Locations
 or by calling us at 1-800-724-4750.

NH Bragg is now a division of Horizon Solutions.

SOLD TO
 MILLIKEN BROTHERS, INC.
 474 RIVERSIDE INDUSTRIAL PKWY
 PORTLAND, ME 04103-1493

QUOTATION

SPECIAL INSTRUCTIONS

SHIP TO
 MILLIKEN BROTHERS, INC.
 474 RIVERSIDE INDUSTRIAL PKWY
 PORTLAND, ME 04103-1493

SHIPPING WAREHOUSE
 HORIZON Solutions LLC
 Northeastern Industrial Park
 Building 28, Bay 2
 Guilderland Center, NY 12085

QUOTE NO.

4966221-00

DATE

07/17/19

EXPIRES

07/30/19

CUSTOMER NO.

17780

PAGE

1

EST DELIVERY

07/17/19

ATTN

FREIGHT

PREPAID AND ALLOWED

TERMS

1.5%10TH NET

REFERENCE

SHIP VIA

Local PHDI

SALES CONTACT

Jack Dean

CONTACT PHONE NO.

207-991-5420/6328

CONTACT FAX NO.

207-941-2334

JOB

ARSC

PO NO.

CNTY RD PUMP STATION

LINE	PART NO. / DESCRIPTION	CUSTOMER PART NO.	QUANTITY	UOM	PRICE	PRICE UOM	EXTENDED
1	A-B2080LC5024QMB MICRO850 24 I/O ETHERNET/IP CONTROLLER Estimated Delivery Date: 07/17/19		1	EA	472.00	EA	472.00
2	A-B2080MEMBAKRTC MICRO800 MEMORY MODULE WITH RTC PLUG-IN Estimated Delivery Date: 07/17/19		1	EA	105.00	EA	105.00
3	A-B2085IQ16 MICRO800 16 POINT DIGITAL INPUT MODULE Estimated Delivery Date: 07/17/19		1	EA	150.00	EA	150.00
4	A-B2085IF8 MICRO800 8 POINT ANALOG INPUT MODULE Estimated Delivery Date: 07/17/19		1	EA	411.00	EA	411.00
6	A-B20850F4 MICRO800 4 POINT ANALOG OUTPUT MODULE Estimated Delivery Date: 07/17/19		1	EA	238.00	EA	238.00
TOTAL							

Continued



Find the Horizon Solutions branch location nearest you by visiting
www.HorizonSolutions.com/Localions
 or by calling us at 1-800-724-4750.

NH Bragg is now a division of Horizon Solutions.

SOLD TO
 MILLIKEN BROTHERS, INC.
 474 RIVERSIDE INDUSTRIAL PKWY
 PORTLAND, ME 04103-1493

SHIP TO
 MILLIKEN BROTHERS, INC.
 474 RIVERSIDE INDUSTRIAL PKWY
 PORTLAND, ME 04103-1493

QUOTATION

SPECIAL INSTRUCTIONS

SHIPPING WAREHOUSE
 HORIZON Solutions LLC
 Northeastern Industrial Park
 Building 28, Bay 2
 Guilderland Center, NY 12085

QUOTE NO.

4966221-00

DATE

07/17/19

EXPIRES

07/30/19

CUSTOMER NO.

17780

PAGE

2

EST DELIVERY

07/17/19

ATTN

FREIGHT

PREPAID AND ALLOWED

TERMS

1.5%10TH NET

REFERENCE

SHIP VIA

Local PHDI

SALES CONTACT

Jack Dean

CONTACT PHONE NO.

207-991-5420/6328

CONTACT FAX NO.

207-941-2334

JOB

ARSC

PO NO.

CNTY RD PUMP STATION

LINE	PART NO. / DESCRIPTION	CUSTOMER PART NO.	QUANTITY	UOM	PRICE	PRICE UOM	EXTENDED
1	A-BZ085EGR MICRO800 EXPANSION MODULE END CAP Estimated Delivery Date: 07/17/19		1	EA	16.28	EA	16.28
Total							1392.28
6 Lines Total							1392.28
TOTAL							1392.28

Due to volatile market prices and tariffs, all quotations are subject to review when an order is placed. Acceptance of order is subject to approval by Horizon Solutions Credit Department. Material returns are subject to inspection by Horizon and if approved for credit, may be subject to restocking charges. Order cancellations for non-stock products may be subject to cancellation charges. Configured, custom or modified products are non-cancellable and non-returnable. This quotation is our interpretation of the available information at the time of the quotation. It is the responsibility of the customer to confirm this quotation based on our standard Terms and Conditions which can be found at www.hs-e.com/resources/terms-conditions

Penta Corporation PO Box 390 Moultonboro, NH 03254	PROPOSAL #: 1903-04R2
---	---------------------------------

Proposal Submitted To: <div style="text-align: center;">Wright Pierce</div>	Phone: 207.761.2991	3/30/2020
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Street: <div style="text-align: center;">75 Washington Avenue, Suite 202</div>	Job Name: <div style="text-align: center;">County Road Pump Station Upgrade</div>
---	--

City, State & Zip Code: <div style="text-align: center;">Portland, ME 04101</div>	Job Location: <div style="text-align: center;">Westbrook, ME</div>
--	---

Engineer: Wright-Pierce	Date of Plans: <div style="text-align: center;">Dec-18</div>	Submitted By: Scott Shuman	Job Phone: 603.476.5525 x20
----------------------------	---	-------------------------------	--------------------------------

We hereby submit proposed specifications and estimate for:

Additional shoring and excavation required to install 12" cross connection line and valve between wetwells.
 Work required due to unknown subsurface obstruction.

\$ 48,838.80

Schedule impact and additional contract time required due to this requirement will be reviewed at a later date.
 This content of this proposal is not intended limit our claim for additional contract time.

We propose hereby to furnish material and labor complete in accordance with above specifications, for the sum of:	\$ 48,838.80
---	---------------------

All material is guaranteed to be as specified. All work is to be completed in a workmanlike manner according to standard practices. Any 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 Workman's Compensation Insurance.	Authorized Signature: _____ NOTE: This proposal may be withdrawn by us if not accepted within 30 calendar days.
--	---

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

Scott Shuman

From: Scotty Linscott [scotty@hbflaming.com]
Sent: Monday, November 11, 2019 2:45 PM
To: Scott Shuman
Cc: Richard McLeod
Subject: RE: County Rd

Hi Scott,
I can get down to \$47,000.00. Does that work?

Let me know.

Also, we should be able to get a crane there late this week or early next to get back at it.

Thanks,
Scotty

From: Scotty Linscott
Sent: Friday, September 13, 2019 11:37 AM
To: Scott Shuman <smshuman@roadrunner.com>
Cc: Richard McLeod <rmcleod@hbflaming.com>
Subject: County Rd

Hi Scott,
The cost to design, furnish, install and leave in place the sheetpile connector cofferdam comes out to \$54,200.00.

I have attached a sketch showing the proposed location of the cofferdam.

Let me know if you have any questions.

Best,

"Scotty" John S. Linscott IV
H.B. Fleming, inc.
O-207-799-8514
C-207-749-1187

Scott Shuman

From: Scotty Linscott [scotty@hbflaming.com]
Sent: Friday, September 13, 2019 11:37 AM
To: Scott Shuman
Cc: Richard McLeod
Subject: County Rd
Attachments: county rd.pdf

Hi Scott,

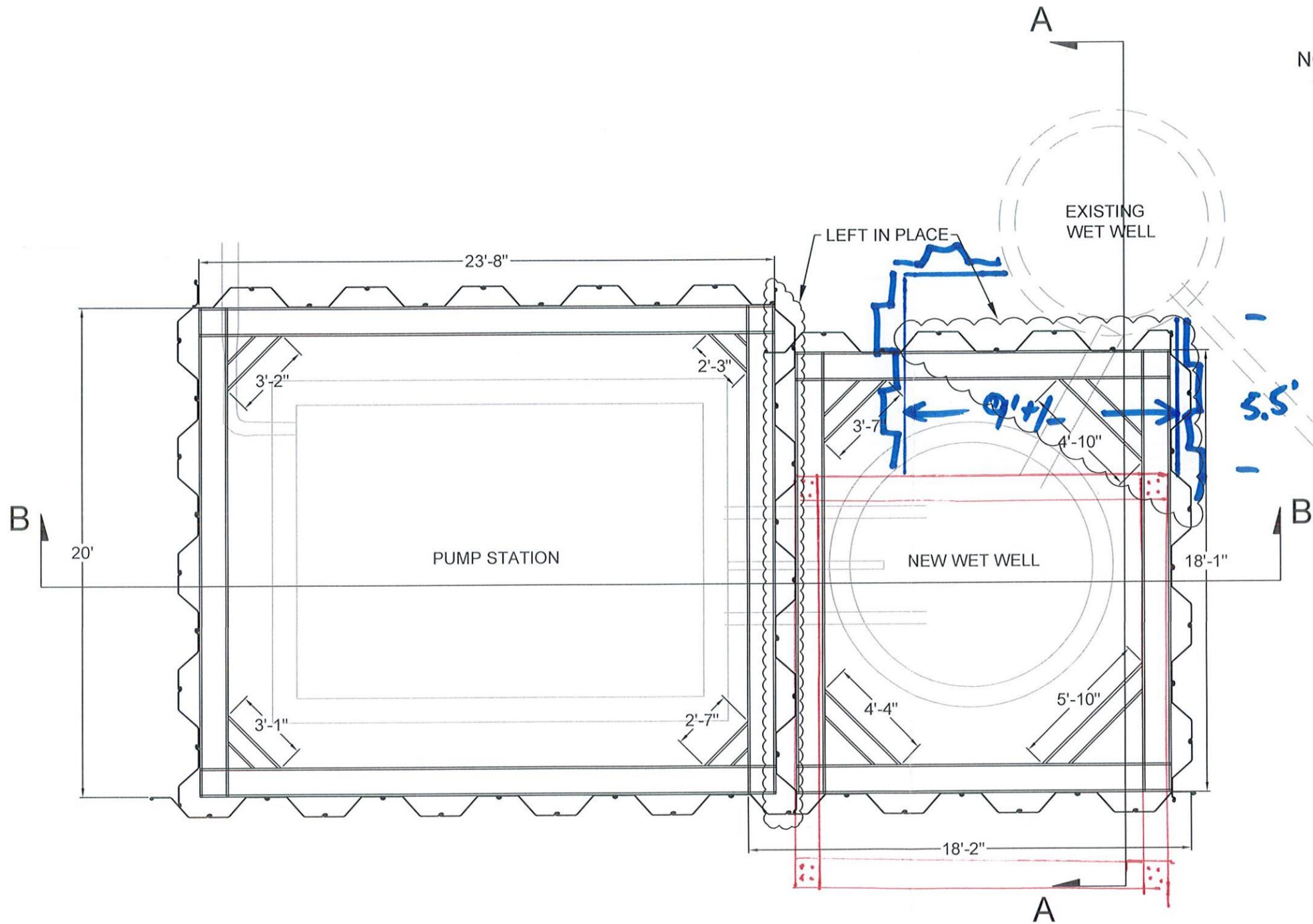
The cost to design, furnish, install and leave in place the sheetpile connector cofferdam comes out to \$54,200.00.

I have attached a sketch showing the proposed location of the cofferdam.

Let me know if you have any questions.

Best,

"Scotty" John S. Linscott IV
H.B. Fleming, inc.
O-207-799-8514
C-207-749-1187



NOTES:

1. All sheetpiles, wales, and corner braces will be ASTM A572 Gr. 50 material
2. All welds will be made by certified welders using E70XX electrodes
3. Sheetpiles will have a minimum section modulus of 10.1 in³/ft
4. One monitoring point will be set on each wall of the wet well cofferdam. These points will be monitored during each stage of the cofferdam bracing installation. Once excavation is complete, monitoring will continue until no wall movement is observed for two weeks.

CONSTRUCTION PROCEDURE:

1. Drive sheets as shown on plans
2. Excavate within cofferdam #1 to first level of bracing
3. Install first level of bracing
4. Repeat steps 2 & 3 for subsequent three levels of bracing
5. Excavate to bottom of excavation
6. Install subgrade material
7. Install precast wetwell
8. Backfill cofferdam #1 while removing bracing
9. Excavate within cofferdam #2 to first level of bracing
10. Install first level of bracing
11. Excavate to second level of bracing
12. Install second level of bracing
13. Excavate to bottom of excavation
14. Install subgrade material (by others)
15. Install precast pump station
16. Backfill cofferdam #2 while removing bracing
17. Pull sheets

PLAN VIEW
SCALE: 1" = 5'

CONNELTON COFFERDAM

REVISED WET WELL COFFERDAM

H.B. FLEMING 89 PLEASANT AVENUE SO. PORTLAND, ME 04106 P: 207-799-8514 F: 207-799-8538 www.hbfleming.com	TITLE: Pump Station Cofferdam
	PROJECT: County Road Pump Station
	LOCATION: Westbrook, ME
	DATE: 6/7/2019
	SCALE: AS NOTED REVISION:

Bid Estimate Worksheet



Shaw Brothers Construction, Inc.
 341 Mosher Road, PO Box 69
 Gorham, Maine 04038
 Phone: 207-839-2552
 Fax: 207-839-6239

Change Request - 1142-02 Additional Excavation

Project: County Road Pump Station
 Westbrook
Owner: City of Westbrook
Const. Mgr.: Penta
Date: September 11, 2019
Notes: Provide labor, equipemnt and materials to excavate and backfill a 4' x 8' x 20' deep additional area as requested in an email dated 9/11/19

Item	Quantity	Unit	Price	Total
Foreman	14.00	hr	\$ 110.00	\$ 1,540.00
Siteworker	21.00	hr	\$ 50.00	\$ 1,050.00
78,000# Excavator with clamshell attachment	14.00	hr	\$ 350.00	\$ 4,900.00
18 cy Dump Truck	14.00	hr	\$ 95.00	\$ 1,330.00
Fwd/Rev Compactor	6.00	hr	\$ 25.00	\$ 150.00
Granular Borrow Backfill	35.00	cy	\$ 9.00	\$ 315.00
Excavation Disposal Fee	35.00	cy	\$ 5.00	\$ 175.00
				\$ -
			Lump Sum	\$ 9,460.00

Penta Corporation PO Box 390 Moultonboro, NH 03254	PROPOSAL #: 1903-08
---	-------------------------------

Proposal Submitted To: <p style="text-align: center;">Wright Pierce</p>	Phone: 207.761.2991	2/10/2020
Street: <p style="text-align: center;">75 Washington Avenue, Suite 202</p>	Job Name: <p style="text-align: center;">County Road Pump Station Upgrade</p>	
City, State & Zip Code: <p style="text-align: center;">Portland, ME 04101</p>	Job Location: <p style="text-align: center;">Westbrook, ME</p>	
Engineer: Wright-Pierce	Date of Plans: <p style="text-align: center;">Dec-18</p>	Submitted By: Scott Shuman
		Job Phone: 603.476.5525 x20

We hereby submit proposed specifications and estimate for:

Costs and delay associated with necessary relocation of Consolidated Communications fiber optic

T&M costs associated with relocation of UG electrical service for the Consolidated Communications building at the County Road Pumpng Station site.

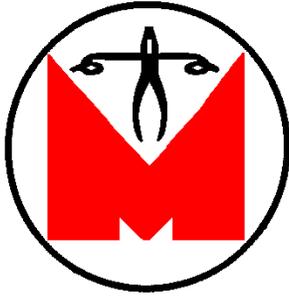
Milliken Brothers, Inc. (see attached)	Relocate Electric Service	\$	6,798.00	\$2617.75
	GC OH&P @ 5%		<u>295.56</u>	\$130.89
	TOTAL:	\$	7,093.56	\$2,748.63

We propose hereby to furnish material and labor complete in accordance with above specifications, for the sum of: **\$2,748.43**

\$ ~~7,093.56~~

All material is guaranteed to be as specified. All work is to be completed in a workmanlike manner according to standard practices. Any 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 Workman's Compensation Insurance.	Authorized Signature: _____ NOTE: This proposal may be withdrawn by us if not accepted within 30 calendar days.
--	---

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



Milliken *Electrical Contractors* Brothers, Inc.

474 Riverside Industrial Parkway
 Portland, Maine 04103
 Telephone (207) 797-8375
 Facsimile (207) 797-0895
 E-mail: mbi@millikenbrosinc.com

February 6, 2020

Scott Shuman
 Penta Corporation
 1253 Whittier Highway
 Moultonboro, NH 03254
 O: 603-476-5525
 C: 603-393-7325

RE: County Road Pump Station, Westbrook, ME
 Relocate electric service for phone company building

Material Costs	\$800.21	\$597.30
Journeyman 16 @ \$68.50 per hour	\$1096.00	\$0.00
Foreman 55 @ \$73.00 per hour	\$4015.00	23 @ \$73.00 per hour = \$1,679.00
Subtotal	\$5911.21	Subtotal \$2,276.30
Overhead and Profit 15%	\$886.68	Overhead & Profit 15% \$341.45
Total Change	\$6798.00	Total Change \$2,617.75

Please let me know of any questions or concerns.

Regards,

Shawn Henderson

Shawn Henderson
 Estimator – Project Manager

Cc Jeff Milliken

From: Jeff Milliken <jeff@millikenbrosinc.com>
Sent: Tuesday, February 25, 2020 10:42 AM
To: Katherine Kelley <KKelley@westbrook.me.us>; smshuman@roadrunner.com
Cc: 'Shawn Henderson' <shawn@millikenbrosinc.com>
Subject: FW: Electrical Service T&M Charges

Katherine and Scott,

We mistakenly failed to track the actual time and material related to this added scope and compounded that oversight by submitting the incorrect cost summary. We accept \$2,617.75 as compensation and extend our apologies for the way this was handled. Please be assured any future T&M changes will be properly documented on a daily basis.

Should questions arise please let us know.

Regards,

Jeff

Jeffrey C Milliken
President
Milliken Bros Inc
474 Riverside Industrial Parkway
Portland, Me 04103
O 207-797-8375
F 207-797-0895
C 207-232-1958



29 WEST COMMERCIAL ST
 PORTLAND ME 04101-4631

INVOICE

Invoice Questions Please Call or Email
 207-517-8600 or ARQuestions@graybar.com

Invoice No: 9313767833
 Invoice Date: 12/19/2019
 Account Number: 0000170997
 Account Name: MILLIKEN BROS

Remit Payments To:
 GRAYBAR ELECTRIC COMPANY
 PO BOX 414426
 BOSTON MA 02241-4426

MILLIKEN BROS
 474 RIVERSIDE IND PARK
 PORTLAND ME 04103-1430

Ship to:
 MILLIKEN BROS
 MILLIKEN BROTHERS INC
 COUNTY ROAD PUMP STATION
 120 COUNTY ROAD
 WESTBROOK ME 04092

Order No: 12846-SH-PHONE CO SO#: 370311100

Del. Doc. #:	PRO #	Routing	Date Shipped	Shipped From	F.O.B.	Rt. To
8029710188		GRAYBAR	12/19/2019	PORTLAND, ME	S/P - F/A	

Signed For By: NSA LEFT ITEM BY TRAILER

Quantity	Catalog # / Description	Unit Price / Unit	Amount
100	PVC-2 GENERIC VENDOR-PVCPA 2 SCH40 COND 10FT <i>NSA</i>	55.77 / 100	55.77

*GLK
SH
1/20/20*

Terms of Payment 1% 10th Prox., net 15th Prox. As a condition of the sales agreement, a monthly service charge of the lesser of 1-1/2% or the maximum permitted by law may be added to all accounts not paid by net due date. Visa, MasterCard, American Express, and Discover credit cards are accepted at point of purchase only.	Sub Total	55.77
	Freight	0.00
	Handling	0.00
	Tax	0.00
	Total Due	55.77
	Cash Discount (if paid within terms)	-0.56

SUBJECT TO THE STANDARD TERMS AND CONDITIONS LISTED ON WWW.GRAYBAR.COM.



29 WEST COMMERCIAL ST
PORTLAND ME 04101-4631

INVOICE

Invoice Questions Please Call or Email

207-517-8600 or ARQuestions@graybar.com

Invoice No: 9313767832
 Invoice Date: 12/19/2019
 Account Number: 0000170997
 Account Name: MILLIKEN BROS

Remit Payments To:

GRAYBAR ELECTRIC COMPANY
 PO BOX 414426
 BOSTON MA 02241-4426

MILLIKEN BROS
 474 RIVERSIDE IND PARK
 PORTLAND ME 04103-1430

Ship to:
 MILLIKEN BROS
 MILLIKEN BROTHERS INC
 COUNTY ROAD PUMP STATION
 120 COUNTY ROAD
 WESTBROOK ME 04092

Order No: 12846-SH-PHONE CO SO#: 370311100

Del. Doc. #:	PRO #	Routing	Date Shipped	Shipped From	F.O.B.	Rt. To
8029711132	8029710188	GRAYBAR	12/18/2019	ZONE-TAUNTON,MA	S/P - F/A	

Signed For By: NSA LEFT ITEM BY TRAILER

Quantity	Catalog # / Description	Unit Price / Unit	Amount
2	ELL-45-2 GENERIC VENDOR-PVCPA SCH40 2IN 45DEG ELBOW	122.02 / 100	2.44
2	ELL-90-2 GENERIC VENDOR-PVCPA SCH40 2IN 90DEG ELBOW	128.84 / 100	2.58
6	COUP-2 GENERIC VENDOR-PVCPA 2 SCH40 COUPLING	32.46 / 100	1.95
2	FA-2 GENERIC VENDOR-PVCPA 2 FEMALE ADAPTER	46.32 / 100	0.93
1	CEMENT-REG BODY-CLR-PT GENERIC VENDOR-PVCPA NA / 7210602 / G30346S / 55904 / NA	393.90 / 100	3.94
405	XHHW-2-1-STR-BLK-CUT REEL GENERIC VENDOR WIRE-WYRPA 600V CU 3 X 135 FEET	1167.43 / 1000	472.81

NSA

ok SH 1/8/20

Terms of Payment 1% 10th Prox., net 15th Prox. As a condition of the sales agreement, a monthly service charge of the lesser of 1-1/2% or the maximum permitted by law may be added to all accounts not paid by net due date. Visa, MasterCard, American Express, and Discover credit cards are accepted at point of purchase only.	Sub Total	484.65
	Freight	0.00
	Handling	0.00
	Tax	0.00
	Total Due	484.65
Cash Discount (if paid within terms)	-4.85	

SUBJECT TO THE STANDARD TERMS AND CONDITIONS LISTED ON WWW.GRAYBAR.COM.



29 WEST COMMERCIAL ST
PORTLAND ME 04101-4631

INVOICE

Invoice Questions Please Call or Email

207-517-8600 or ARQuestions@graybar.com

Invoice No: 9313813612
 Invoice Date: 12/23/2019
 Account Number: 0000170997
 Account Name: MILLIKEN BROS

Remit Payments To:

GRAYBAR ELECTRIC COMPANY
 PO BOX 414426
 BOSTON MA 02241-4426

MILLIKEN BROS
 474 RIVERSIDE IND PARK
 PORTLAND ME 04103-1430

Ship to:
 MILLIKEN BROS
 MILLIKEN BROTHERS INC
 WESTBROOK PUMP
 120 COUNTY ROAD
 WESTBROOK ME 04092

Order No: 12846-SH SO#: 370341496

Del. Doc. #:	PRO #	Routing	Date Shipped	Shipped From	F.O.B.	Rt. To
8029754970		GRAYBAR	12/20/2019	ZONE-TAUNTON,MA	S/P - F/A	

Signed For By: NSA LEFT ITEM ON SITE

Quantity	Catalog # / Description	Unit Price / Unit	Amount
1	42-251 IDEAL INDUSTRIES INC 6-IN RED ELEC BURIED <i>NSA</i> Contract work	99.70 / 1	99.70

OK SK 1/8/20

Terms of Payment 1% 10th Prox., net 15th Prox. As a condition of the sales agreement, a monthly service charge of the lesser of 1-1/2% or the maximum permitted by law may be added to all accounts not paid by net due date. Visa, MasterCard, American Express, and Discover credit cards are accepted at point of purchase only.	Sub Total	99.70
	Freight	0.00
	Handling	0.00
	Tax	0.00
	Total Due	99.70
	Cash Discount (if paid within terms)	-1.00

SUBJECT TO THE STANDARD TERMS AND CONDITIONS LISTED ON WWW.GRAYBAR.COM.



29 WEST COMMERCIAL ST
PORTLAND ME 04101-4631

INVOICE

Invoice Questions Please Call or Email

207-517-8600 or ARQuestions@graybar.com

Invoice No: 9313813613
 Invoice Date: 12/23/2019
 Account Number: 0000170997
 Account Name: MILLIKEN BROS

Remit Payments To:

GRAYBAR ELECTRIC COMPANY
 PO BOX 414426
 BOSTON MA 02241-4426

MILLIKEN BROS
 474 RIVERSIDE IND PARK
 PORTLAND ME 04103-1430

Ship to:
 MILLIKEN BROS
 MILLIKEN BROTHERS INC
 WESTBROOK PUMP
 120 COUNTY ROAD
 WESTBROOK ME 04092

Order No: 12846-SH SO#: 370341496

Del. Doc. #:	PRO #	Routing	Date Shipped	Shipped From	F.O.B.	Rt. To
8029754988	8029754970	GRAYBAR	12/20/2019	ZONE-TAUNTON,MA	S/P - F/A	

Signed For By: NSA LEFT ITEM ON SITE

Quantity	Catalog # / Description	Unit Price / Unit	Amount
1	2-GALV-COUP GENERIC VENDOR-TUBPA 2-GALVANIZED RIGID COUPLING	335.29 / 100	3.35
1	CPR26 COOPER CROUSE-HINDS DIVISION 2 RGD CMP CPL	3225.23 / 100	32.25

Contract work

OK
Slt
1/9/20

Terms of Payment 1% 10th Prox., net 15th Prox. As a condition of the sales agreement, a monthly service charge of the lesser of 1-1/2% or the maximum permitted by law may be added to all accounts not paid by net due date. Visa, MasterCard, American Express, and Discover credit cards are accepted at point of purchase only.	Sub Total	35.60
	Freight	0.00
	Handling	0.00
	Tax	0.00
	Total Due	35.60
	Cash Discount (if paid within terms)	-0.36

SUBJECT TO THE STANDARD TERMS AND CONDITIONS LISTED ON WWW.GRAYBAR.COM.



29 WEST COMMERCIAL ST
PORTLAND ME 04101-4631

INVOICE

Invoice Questions Please Call or Email
207-517-8600 or ARQuestions@graybar.com

Invoice No: 9313902382
Invoice Date: 12/31/2019
Account Number: 0000170997
Account Name: MILLIKEN BROS

Remit Payments To:
GRAYBAR ELECTRIC COMPANY
PO BOX 414426
BOSTON MA 02241-4426

MILLIKEN BROS
474 RIVERSIDE IND PARK
PORTLAND ME 04103-1430

Ship to:
MILLIKEN BROS
MILLIKEN BROTHERS INC
COUNTY ROAD PUMP STATION
120 COUNTY ROAD
WESTBROOK ME 04092

Order No: 12846-SH-PHONE CO SO#: 370382565

Del. Doc. #:	PRO #	Routing	Date Shipped	Shipped From	F.O.B.	Rt. To
8029816598		GRAYBAR	12/31/2019	PORTLAND, ME	S/P - F/A	

Signed For By: NSA LEFT ITEM ON SITE

Quantity	Catalog # / Description	Unit Price / Unit	Amount
100	PVC-2 GENERIC VENDOR-PVCPA 2 SCH40 COND 10FT <i>NSA</i>	55.77 / 100	55.77

Contract work

ok SH 1/9/20

Terms of Payment 1% 10th Prox., net 15th Prox. As a condition of the sales agreement, a monthly service charge of the lesser of 1-1/2% or the maximum permitted by law may be added to all accounts not paid by net due date. Visa, MasterCard, American Express, and Discover credit cards are accepted at point of purchase only.	Sub Total	55.77
	Freight	0.00
	Handling	0.00
	Tax	0.00
	Total Due	55.77
Cash Discount (if paid within terms)	-0.56	

SUBJECT TO THE STANDARD TERMS AND CONDITIONS LISTED ON WWW.GRAYBAR.COM.



29 WEST COMMERCIAL ST
PORTLAND ME 04101-4631

INVOICE

Invoice Questions Please Call or Email

207-517-8600 or ARQuestions@graybar.com

Invoice No: 9313902381
 Invoice Date: 12/31/2019
 Account Number: 0000170997
 Account Name: MILLIKEN BROS

Remit Payments To:

GRAYBAR ELECTRIC COMPANY
 PO BOX 414426
 BOSTON MA 02241-4426

MILLIKEN BROS
 474 RIVERSIDE IND PARK
 PORTLAND ME 04103-1430

Ship to:
 MILLIKEN BROS
 MILLIKEN BROTHERS INC
 COUNTY ROAD PUMP STATION
 120 COUNTY ROAD
 WESTBROOK ME 04092

Order No: 12846-SH-PHONE CO SO#: 370382565

Del. Doc. #:	PRO #	Routing	Date Shipped	Shipped From	F.O.B.	Rt. To
8029816866	8029816598	GRAYBAR	12/30/2019	ZONE-TAUNTON,MA	S/P - F/A	

Signed For By: NSA LEFT ITEM ON SITE

Quantity	Catalog # / Description	Unit Price / Unit	Amount
2	ELL-45-2 GENERIC VENDOR-PVCPA SCH40 2IN 45DEG ELBOW	122.02 / 100	2.44
2	ELL-90-2 GENERIC VENDOR-PVCPA SCH40 2IN 90DEG ELBOW	128.84 / 100	2.58
6	COUP-2 GENERIC VENDOR-PVCPA 2 SCH40 COUPLING	32.46 / 100	1.95
2	FA-2 GENERIC VENDOR-PVCPA 2 FEMALE ADAPTER	46.32 / 100	0.93
1	CEMENT-REG BODY-CLR-PT GENERIC VENDOR-PVCPA NA / 7210602 / G30346S / 55904 / NA	393.90 / 100	3.94

NSA

Contract work

*ok
SK
1/8/20*

Terms of Payment 1% 10th Prox., net 15th Prox. As a condition of the sales agreement, a monthly service charge of the lesser of 1-1/2% or the maximum permitted by law may be added to all accounts not paid by net due date. Visa, MasterCard, American Express, and Discover credit cards are accepted at point of purchase only.	Sub Total	11.84
	Freight	0.00
	Handling	0.00
	Tax	0.00
	Total Due	11.84
Cash Discount (if paid within terms)	-0.12	

SUBJECT TO THE STANDARD TERMS AND CONDITIONS LISTED ON WWW.GRAYBAR.COM.



14 COUNTY RD
 GORHAM, ME 04038
 (207) 839-2096
 www.oreillyauto.com

Store hours:

Mon-Sat: 07:30 AM-07:00 PM
 Sun: 09:00 AM-06:00 PM

Counter #: 19288
 Date: 12/20/2019 10:57 AM Drawer: 3
 Invoice #: 4550-356268

AFZ RV
 RV ANTIFRZE
 30 DAY LIMITED WARRANTY

5.99 T

AFZ RV
 RV ANTIFRZE
 30 DAY LIMITED WARRANTY

5.99 T

AFZ RV
 RV ANTIFRZE
 30 DAY LIMITED WARRANTY

5.99 T

3 Items

Sub-Total
 Sales Tax
 Total

17.97
 .99
 18.96

DB 1082

18.96

DB: XXXXXXXXXXXX1082 Auth ED: 396832



14 COUNTY RD
 GORHAM, ME 04038
 (207) 839-2096
 www.oreillyauto.com

Store hours:

Mon-Sat: 07:30 AM-07:00 PM
 Sun: 09:00 AM-06:00 PM

Counter #: 15851
 Date: 12/20/2019 08:49 AM Drawer: 3
 Invoice #: 4550-356238

AFZ RV
 RV ANTIFRZE
 30 DAY LIMITED WARRANTY

17.97 T

3 @ 5.99 EA

3 Items

Sub-Total
 Sales Tax
 Total

17.97
 .99
 18.96

DB 1082

18.96

DB: XXXXXXXXXXXX1082 Auth CD: 166612
 REF# 543163884904

Verified by PIN

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14 COUNTY RD
GORHAM, ME 04038
(207) 839-2096
www.oreillyauto.com

Store hours:
Mon-Sat: 07:30 AM-07:00 PM
Sun: 09:00 AM-06:00 PM

Counter #: 15851
Date: 01/14/2020 10:32 AM
Invoice #: 4550-359016
KYLE
Drawer: 3

Ge AFZ RV 17.97 T
The RV ANTIFRZE 3 @ 5.99 EA
Da 30 DAY LIMITED WARRANTY
Wh 3 Items

Sub-Total 17.97
Sales Tax .99
Total 18.96

DB 1082 18.96

DB XXXXXXXXXXXXX1082 Auth CD: 218038

REF# 143780965776 Page 40 of 104

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Bid Estimate Worksheet



Shaw Brothers Construction, Inc.

341 Mosher Road, PO Box 69

Gorham, Maine 04038

Phone: 207-839-2552

Fax: 207-839-6239

Cost Proposal - Vac Truck Turning

Project: County Road Pump Station
Westbrook
Owner: City of Westbrook
Gen Cont.: Penta Corporation
Date: July 2, 2019

Notes: Furnish labor, equipment and materials to install a permeable paver area to accommodate the vacuum truck as detailed on sketch provided via email on 6/26/19.

Bid Items

Item	Quantity	Unit	Price	Total
<i>Prep, Grade, Drainage and Curb Labor</i>				
Foreman	20	hr	\$ 110.00	\$ 2,200.00
Siteworker	30	hr	\$ 50.00	\$ 1,500.00
Cat 322 RT Excavator	20	hr	\$ 220.00	\$ 4,400.00
18 cy Dump Truck	10	hr	\$ 95.00	\$ 950.00
Fwd/Rev Compactor	10	hr	\$ 35.00	\$ 350.00
				\$ -
<i>Materials</i>				
12" HDPE Pipe	30	lf	\$ 12.00	\$ 360.00
12" Cap	1	ea	\$ 45.00	\$ 45.00
3/4" Crushed Stone Delivered	19	cy	\$ 24.00	\$ 456.00
Geotextile Fabric	48	sy	\$ 1.35	\$ 64.80
Gravel Type B (3")	1.36	cy	\$ 20.00	\$ 27.20
Gravel Type D (18")	8.17	cy	\$ 18.00	\$ 147.06
				\$ -
<i>Subs</i>				
Genest XL Permeable Pavers	432	sf	\$ 20.45	\$ 8,834.40
Flaggers (work at edge of roadway)	10	hr	\$ 35.00	\$ 350.00
				\$ -
<i>Paving</i>				
19mm HMA (2")	1.8	tn	\$ 300.00	\$ 540.00
9.5mm HMA (1.25")	1.12	tn	\$ 300.00	\$ 336.00
				\$ -
			Bid Total	\$ 20,560.46

Clarifications/Exclusions:

All federal, state, and local permits, and fees are not included.
 Granite curb to be supplied (to the project site) by the City of Westbrook
 Increased area above 432 square feet for pavers and 147 square feet for pavement will be an additional cost
 Granite curb edging to only be required where pavers abut grass/lawn area
 Work to be performed while Shaw Brothers is onsite for the pump station sitework. Additional mobilizations have not been included
 Pole to be moved by others and is not included in this cost estimate

Bid Estimate Worksheet

	Item	Quantity	Unit	Price	Total

Bid Estimate Worksheet

	Shaw Brothers Construction, Inc.				
	341 Mosher Road, PO Box 69				
	Gorham, Maine 04038				
	Phone: 207-839-2552				
	Fax: 207-839-6239				
Cost Proposal - Swale, Rip Rap and Drip Strip					
Project:	County Road Pump Station				
	Westbrook				
Owner:	City of Westbrook				
Gen Cont.:	Penta Corporation				
Date:	July 1, 2020				
Notes:	Furnish labor, equipment and materials to install a paved swale with rip rap downspout as well as a roof line drip strip per the attached sketch.				
Bid Items					
	Item	Quantity	Unit	Price	Total
	<i>Prep, Grade, Rip Rap and Drip Strip Labor</i>				
	Foreman	10	hr	\$ 110.00	\$ 1,100.00
	Siteworker	20	hr	\$ 50.00	\$ 1,000.00
	Cat 322 RT Excavator	10	hr	\$ 220.00	\$ 2,200.00
	14 cy Dump Truck	8	hr	\$ 90.00	\$ 720.00
	Fwd/Rev Compactor	2	hr	\$ 35.00	\$ 70.00
	<i>Materials</i>				
	3" - 6" Rip Rap Delivered (12")	4	cy	\$ 28.00	\$ 112.00
	Geotextile Fabric	28	sy	\$ 1.35	\$ 37.80
	Gravel Type B (3")	2	cy	\$ 20.00	\$ 40.00
	Gravel Type D (18")	10	cy	\$ 18.00	\$ 180.00
	3/4" Crushed Stone Delivered	3	cy	\$ 24.00	\$ 72.00
	4" Drip Strip Aluminum Edging	60	lf	\$ 2.75	\$ 165.00
	4" Drip Strip Edging Corner	4	ea	\$ 13.50	\$ 54.00
				\$	-
	<i>Paving</i>				
	19mm HMA (2")	2.15	tn	\$ 250.00	\$ 537.50
	9.5mm HMA (1.25")	1.35	tn	\$ 250.00	\$ 337.50
				\$	-
				Bid Total	\$ 6,625.80
	<u>Clarifications/Exclusions:</u>				
	All federal, state, and local permits, and fees are not included.				
	See attached sketch for work limits				



R.W. Gillespie & Associates, Inc.

20 Pomerleau Street, Suite 100
Biddeford, ME 04005-
Tel: 207-286-8008 Fax: 207-710-0000
jgraunke@rwg-a.com
www.rwgillespie.com

Invoice

Accounts Payable
City of Westbrook
2 York Street
Westbrook, ME 04092

Invoice Date: Apr 30, 2020
Invoice Num: 5162
Billing Through: Apr 29, 2020

Materials Testing Services

County Road Pump Station Upgrades - Westbrook, ME (1360-002-19:) - Managed by (101)

Professional Services:

Employee Title

Employee Title	Units	Rate	Amount
Staff Construction Tech.	15.25	\$50.00	\$762.50
Sr. Construction Technologist	2.75	\$59.00	\$162.25
Materials Engineer	1.25	\$120.00	\$150.00
Total Services:			\$1,074.75

Reimbursable Expenses:

Concrete Cylinders ASTM C39	8.00		\$132.00
Mileage - Project Related	207.00		\$128.15
Moisture Density ASTM D1557/AASHTO T180; modified Proctor	1.00		\$135.00
Nuclear Densometer 1/2 Day	1.00		\$30.00
Tolls & Parking	6.00		\$11.00
Washed Gradation ASTM C136 & C117/Sieve Analysis	1.00		\$75.00
Total Expenses:			\$511.15

Project (1360-002-19:) Total Amount Due: \$1,585.90

Amount Due This Invoice: \$1,585.90

This invoice is due on 5/30/2020

In place density, soil and concrete testing. Soil sample # 15916, concrete cylinder samples # 100959-100962, 100971-100974.

Account Summary

Billed To Date	Paid To Date	Balance Due
\$2,982.98	\$1,397.08	\$1,585.90



INVOICE

Remit Payment to:
S. W. Cole Engineering, Inc.
37 Liberty Drive
Bangor, ME 04401-5784
207-848-5714
EIN: 01-0363633

KELLEY, KATHERINE
CITY OF WESTBROOK, MAINE
2 YORK STREET
WESTBROOK, ME 04092

Invoice: 95292
Invoice Date: 2/5/2020
P.O. Number:

Project: 18-0266.1 Westbrook ME - County Road Pump Station - Geotechnical Observations and Consulting Services

Project Manager: Walker, Evan M.

For Professional Services Provided Through 01/25/2020

	Hours	Amount
ENGINEER	2.00	\$220.00
	PROJECT SUBTOTAL	\$220.00
	INVOICE AMOUNT	\$220.00



INVOICE

Remit Payment to:
 S. W. Cole Engineering, Inc.
 37 Liberty Drive
 Bangor, ME 04401-5784
 207-848-5714
EIN: 01-0363633

KELLEY, KATHERINE
 CITY OF WESTBROOK, MAINE
 2 YORK STREET
 WESTBROOK, ME 04092

Invoice: 95636
 Invoice Date: 3/5/2020
 P.O. Number:

Project: 18-0266.1 Westbrook ME - County Road Pump Station - Geotechnical Observations and Consulting Services

Project Manager: Walker, Evan M.

For Professional Services Provided Through 02/22/2020

	Hours	Amount
GEOTECHNICAL ENGINEER	8.00	\$880.00
SENIOR GEOTECHNICAL ENGINEER	.25	\$41.25
	Qty	Amount
MILEAGE	31.00	\$18.91
TOLLS	2.00	\$2.10
	PROJECT SUBTOTAL	\$942.26
	INVOICE AMOUNT	\$942.26



INVOICE

Remit Payment to:
 S. W. Cole Engineering, Inc.
 37 Liberty Drive
 Bangor, ME 04401-5784
 207-848-5714
EIN: 01-0363633

KELLEY, KATHERINE
 CITY OF WESTBROOK, MAINE
 2 YORK STREET
 WESTBROOK, ME 04092

Invoice: 95824
 Invoice Date: 3/27/2020
 P.O. Number:

Project: 18-0266.2 Westbrook ME - County Road Pump Station - Construction Materials Testing Services

Project Manager: Gimpel, Karl B.

For Professional Services Provided Through 03/21/2020

Professional Services

Date	Staff Name	Labor Description	Comments	Hours	Rate	Amount
03/06/20	Pennanen, Tyler	Field Density Testing		8.00	65.00	\$520.00
03/09/20	Pennanen, Tyler	Field Density Testing		6.75	66.00	\$445.50
03/10/20	Pennanen, Tyler	Field Density Testing		7.25	66.00	\$478.50
03/10/20	Pennanen, Tyler	Report Preparation and Review		.50	66.00	\$33.00
03/12/20	Pennanen, Tyler	Field Density Testing		9.25	66.00	\$610.50
03/13/20	Pennanen, Tyler	Field Density Testing		2.75	66.00	\$181.50
03/13/20	Pennanen, Tyler	Report Preparation and Review		1.50	66.00	\$99.00
Total Professional Services				36.00		\$2,368.00

Other Direct Charges

		Expense	Qty	Rate	Amount
3/6/2020	Pennanen, Tyler	Mileage	30.00	.600	\$18.00
	<i>Comment:</i>				
3/6/2020	Pennanen, Tyler	Tolls	2.00	1.050	\$2.10
	<i>Comment:</i>				
3/9/2020	Pennanen, Tyler	Mileage	30.00	.600	\$18.00
	<i>Comment:</i>				
3/9/2020	Pennanen, Tyler	Tolls	2.00	1.050	\$2.10

	<i>Comment:</i>				
3/10/2020	Pennanen, Tyler	Mileage	30.00	.600	\$18.00
	<i>Comment:</i>				
3/10/2020	Pennanen, Tyler	Tolls	2.00	1.050	\$2.10
	<i>Comment:</i>				
3/12/2020	Pennanen, Tyler	Mileage	30.00	.600	\$18.00
	<i>Comment:</i>				
3/12/2020	Pennanen, Tyler	Tolls	2.00	1.050	\$2.10
	<i>Comment:</i>				
3/13/2020	Pennanen, Tyler	Mileage	30.00	.600	\$18.00
	<i>Comment:</i>				
3/13/2020	Pennanen, Tyler	Tolls	2.00	1.050	\$2.10
	<i>Comment:</i>				
3/21/2020	S. W. Cole Engineering, Inc. Laboratory	Field Density Test - ASTM D6938	44.00	10.000	\$440.00
	<i>Comment:</i>				
Total Other Direct Charges					\$540.50
PROJECT SUBTOTAL					\$2,908.50
INVOICE AMOUNT					\$2,908.50



INVOICE

Remit Payment to:
S. W. Cole Engineering, Inc.
37 Liberty Drive
Bangor, ME 04401-5784
207-848-5714
EIN: 01-0363633

KELLEY, KATHERINE
CITY OF WESTBROOK, MAINE
2 YORK STREET
WESTBROOK, ME 04092

Invoice: 96879
Invoice Date: 6/9/2020
P.O. Number:

Project: 18-0266.1 Westbrook ME - County Road Pump Station - Geotechnical Observations and Consulting Services

Project Manager: Walker, Evan M

For Professional Services Provided Through 05/16/2020

	Hours	Amount
GEOTECHNICAL ENGINEER	2.75	\$302.50
SENIOR GEOTECHNICAL ENGINEER	1.00	\$165.00
	PROJECT SUBTOTAL	\$467.50
	INVOICE AMOUNT	\$467.50



INVOICE

Remit Payment to:
 S. W. Cole Engineering, Inc.
 37 Liberty Drive
 Bangor, ME 04401-5784
 207-848-5714
EIN: 01-0363633

KELLEY, KATHERINE
 CITY OF WESTBROOK, MAINE
 2 YORK STREET
 WESTBROOK, ME 04092

Invoice: 97230
 Invoice Date: 6/29/2020
 P.O. Number:

Project: 18-0266.2 Westbrook ME - County Road Pump Station - Construction Materials Testing Services

Project Manager: Gimpel, Karl B

For Professional Services Provided Through 06/13/2020

Professional Services

Date	Staff Name	Labor Description	Comments	Hours	Rate	Amount
02/28/20	LaBonte, Ryan K	Field Density Testing		5.50	66.00	\$363.00
02/28/20	LaBonte, Ryan K	Travel		2.00	66.00	\$132.00
Total Professional Services				7.50		\$495.00

Other Direct Charges

Date	Staff Name	Expense	Qty	Rate	Amount
2/28/2020	LaBonte, Ryan K	Mileage	36.00	.600	\$21.60
	<i>Comment:</i>				
2/28/2020	LaBonte, Ryan K	Tolls	1.00	1.050	\$2.63
	<i>Comment:</i>				
3/21/2020	S. W. Cole Engineering, Inc. Laboratory	Field Density Test - ASTM D6938	3.00	10.000	\$30.00
	<i>Comment:</i>				
Total Other Direct Charges					\$54.23
PROJECT SUBTOTAL					\$549.23
INVOICE AMOUNT					\$549.23

Tri-State Tool & Hoist, Inc.



707 S. Ellsworth Ave.
Salem, OH 44460
Phone: (330) 332-3500
Fax: (330) 332-3510

QUOTATION NO. _____

PAGE 1 OF 1

Date: **3/6/2020**

Company Westbrook WWTP

Attn **Dan**
Phone 207-252-3824 Cell Ext: _____
Fax _____
dvaughan@westbrook.me.us

WE ARE PLEASED TO SUBMIT THE FOLLOWING QUOTATION FOR YOUR CONSIDERATION.

Quantity	Description	Your Net Cost Each	Total Line Item Cost
Subject Thern Davit Crane			
1	Thern Commander 2000, 5PT20-E2- 2000lbs. Capacity crane with 4WP2-K electric winch. Powder Coat Finish	\$ 3,705.00	\$ 3,705.00
1	Thern 5BR20- Wheel Base, Frame Powder Coat Finish	\$ 1,385.00	\$ 1,385.00
1	Thern WS25-36NS 1/4" x 36ft Stainless Steel wire rope assy.	\$ 245.00	\$ 245.00
1	Freight to Jobsite	\$ 200.00	\$ 200.00
TOTAL			\$ 5,535.00

Delivery 1 - 2 Weeks	F. O. B.: Weight	FOB	TERMS:	Net 30 Days to Approved Accounts
			Total Approximate Ship Weight (lbs)	0

Price is for material only, unless otherwise noted above.
Does not include taxes or any items not mentioned in quote.
Quote valid for 30 days.

Quoted By,
Brent Tice
BY _____

Date: _____

Note: Sign and return one (1) copy of this quotation to initiate order process.

Quotation is accepted subject to Standard Terms and Conditions.
I accept your Terms and Conditions. Please enter my Order.

CC _____
Cell _____

Company: _____
Address: _____

Signature: _____
Page 53 of 104

MAIL REMITTANCE TO:



Hayes Pump, Inc- (01-WC)
 PO Box 0351
 Brattleboro VT 05302-0351
 US

INVOICE

ENTERING OFFICE:
 Hayes Pump, Inc- (01-WC)
 66 Old Powder Mill Road
 Concord MA 01742
 US

INVOICE NUMBER

00126830

INVOICE DATE

10/29/2019

PAGE

1 / 1

Customer W4470	Date Ordered 10/25/2019	Date Shipped 10/29/2019	Written By DDALOIA	Order Type STAND	Ship From Loc 01	Selling Loc 01
Ship Method BEST WAY		Terms Of Payment NET 30 DAYS		FOB Shipping point		
Customer PO 10/25/19 DVAUGHAN			Mark Number			

Tracking numbers: 1Z0113840361409884

LINE NO.	QUANTITY			ITEM DESCRIPTION	UOM	UNIT PRICE	EXTENDED AMOUNT
	TOTAL ORDER	BACK ORDER	THIS SHIPMNT				
0010	1.00	0.00	1.00	2613EV 13990 GR WARNING PLATE AL	EA	6.3765	6.38
0020	2.00	0.00	2.00	BM#04-03 17000 GR DRIVE SCREW SST	EA	0.3815	0.76
0030	1.00	0.00	1.00	38816-302 GR WARNING DECAL	EA	0.8720	0.87
0040	2.00	0.00	2.00	11402G 19370 GR GASKET	EA	16.2410	32.48
0050	1.00	0.00	1.00	38816-097 13990 GR WARNING PLATE AL	EA	3.7060	3.71
0060	2.00	0.00	2.00	25152-152 GR O-RING	EA	1.0355	2.07
0070	2.00	0.00	2.00	25225-025 GR OIL SEAL	EA	20.9280	41.86

Phone: 978 369-8800
 SO #: 00091551
 PL #: 00089500

Subject to Hayes Pump, Inc.'s Terms of Sale, which can be found at <http://hayespump.com/Terms>.

A correct tax-exempt certificate must be on file for tax to be adjusted from the invoice. Please fax to 978-369-8461 or email to tmackenzie@hayespump.com.

For AR questions:
 For New England customers, contact Betsy at ecerra@hayespump.com or 978-318-4209.
 For Mid Atlantic customers, contact Gisela at gghansler@hayespump.com or 973-852-6625

AMOUNT	88.13
FRGHT/INS/HNDL	13.92
SALES TAX	0.00
AMOUNT DUE	102.05

DATE: 11/13/2019
 ACCOUNT: 80203250
 AUTH. BY: K. Kelley
 AMOUNT: \$102.05

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 CITY OF WESTBROOK
 WASTEWATER DEPT
 2 YORK STREET
 WESTBROOK ME 04092
 US

**S
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O**
 CITY OF WESTBROOK
 ATTN: WASTEWATER DEPT
 attn: DANIEL VAUGHAN
 371 SACO ST
 WESTBROOK ME 04092
 US



CITY OF WESTBROOK, MAINE
IN CITY COUNCIL

Date: August 3, 2020

Order: 2020-97

AUTHORIZING AWARD OF BID FOR PUBLIC SAFETY BUILDING ASSESSMENT

That the Westbrook City Council hereby authorizes an award of bid to Port City Architecture of Portland, Maine in the total amount of \$19,488 for space planning and security system consultation at the Public Safety Building.

Funds available in budget line 40002000-58900-C1903

First Reading: August 3, 2020

Second and Final Reading: August 31, 2020

Attest:

City Clerk

Mayor



CITY OF WESTBROOK, MAINE

2 York Street, Westbrook, ME 04092

REQUEST FOR COUNCIL ACTION

Requests are due to the City Clerk two Fridays prior to a Council meeting. If expenditure/acceptance of funds is involved, Finance Department approval is required prior to submission.

PROPOSED TITLE: Authorizing Expenditure for Public Safety Building Assessment

REQUESTED BY: Eric Dudley, Director of Engineering and Public Services

DATE: March 6, 2020

SUMMARY:

The Department of Engineering and Public Services requests authorization in the amount of \$19,488 to Port City Architecture of Portland, Maine for space planning and security system consultation at the Public Safety Building. Since the building was opened in 2004, the fire department and police department have seen an expansion in personnel which has pushed the limits on the current configuration of employee spaces. There has also been some concern on the level of security in certain sections of the building. The purpose of this study is to find a way to more efficiently use the existing spaces for all personnel while also enhancing security. Public Services sought competitive proposals for architectural services and received 3 responses. A review committee made up by police, fire, emergency communications and public services reviewed the proposals and unanimously selected Port City to perform the work. Their extensive background in these exact studies coupled with their proposed approach and lowest cost had them at the top of each reviewer's list. This project was budgeted in the City's 2019/20 CIP.

BUDGET LINES AFFECTED (IF APPLICABLE):

40002000-58900-C1903



Submittal

for

The City of Westbrook

Public Safety Study

Fees: Lump Sum Fee

Qualification Submission

Section 3

Subtotal:	\$18,560
Reimbursables:	\$920
Total:	\$19,488

"Our numerous projects have successfully met the needs of their communities and have all been constructed on the budgets we projected in the study."



Other Requirements

Proposed Fees: Budget with Anticipated Hours

Anticipated Staff:

AH	Andrew Hyland	Port City
JP	Jason Pica	Port City
BF	Bill Faucher	Allied Engineering Structural
IM	Ian MacDonald	Allied Engineering Mechanical
CF	Cathy Faucher	Allied Engineering Electrical
MR	Mason Rowell	Landry French preconstruction director/estimator
PCA	Staff support	Port City++

1. Provide a base plan of the existing facility based on existing facility drawings and site investigations and measurements of the facility. (We are assuming that only paper drawings exist and no CADD files exist.) Provide a basic assessment of current IBC and Life Safety code compliance and existing Mechanical, electrical, and plumbing systems. workplace safety, potential hazards, and current functionality pertaining to modern fire, ems, dispatch, and law enforcement practice. (Basic knowledge of these systems is important to provide accurate estimating for proposed reconfigurations.) Hours include site visits and documentation of the findings

Staff Members:	AH	JP	BF	IM	CF	MR	PCA
Anticipated hours:	8	16	2	2	2	2	12

Proposed fee: \$4,960 If CADD files are available we can reduce this fee 30%

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ing Structural
 ing Mechanical
 ing Electrical
 preconstruction director/estimator

ility based on existing facility drawings and site investigations and measurements of
 paper drawings exist and no CADD files exist.) Provide a basic assessment of current
 existing Mechanical, electrical, and plumbing systems. workplace safety, potential
 ing to modern fire, ems, dispatch, and law enforcement practice. (Basic knowledge
 accurate estimating for proposed reconfigurations.) Hours include site visits and doc-

CF	MR	PCA
2	2	12

available we can reduce this fee 30%



Proposed Fee

2. Interview the appropriate personnel and provide a space programming needs assessment document for the Fire, EMS, Dispatch, and Police Departments. We will assess staffing needs based on current conditions and on future estimated projections from staff and industry trends. We will identify other program space deficiencies and provide recommendations based on industry projections. We will provide an assessment of total future gross space needs for 20-30 years in the future and identify the most pressing demands for space that will fit within a reconfigured floor plan.

Staff Members:	AH	JP	PCA
Anticipated hours:	16	12	4

Proposed fee: \$3,880

3. Design the best schematic floor plan concept for the Public Safety facility to maximize the utilization of the existing building. We will look at reconfiguration options to improve all department's functionality, efficiency, and security for current and future needs. Include recommendations for the building's structural, mechanical, and electrical systems required to provide a code compliant facility.

Staff Members:	AH	JP	BF	IM	CF	PCA
Anticipated hours:	12	18	2	2	2	12

Proposed fee: \$5,520

4. Provide a comprehensive cost estimate in an ala-cart format for the chosen reconfiguration. Provide a breakdown of the scope into logical smaller groups of work with associated cost estimates. Provide each estimate in a total project cost format including fees and other owner's soft costs.

Staff Members:	AH	MR
Anticipated hours:	3	12

Proposed fee: \$1,785



Experience

Other Requirements

Proposed Fees: Budget with Anticipated Hours

5. Attend meetings with the stakeholders for input and direction throughout the study period. We will attend up to three meetings with the departments for input and direction throughout the study.

Staff Members: AH

Anticipated hours: 9

Proposed fee: \$1,215

6. Provide a written narrative report outlining the process and including recommendations, evaluations, space programming documents, code compliance review, and other pertinent documents.

Staff Members: JP PCA

Anticipated hours: 6 6

Proposed fee: \$1,200

Subtotal: \$18,560

Reimbursables: \$920

Total: \$19,488



CITY OF WESTBROOK, MAINE
IN CITY COUNCIL

Date: August 3, 2020

Order: 2020-98

AUTHORIZING AWARD OF BID FOR UNMARKED POLICE VEHICLE

That the Westbrook City Council hereby authorizes an award of bid to Yankee Ford of South Portland, ME in the total amount of \$21,500 for a 2019 Ford Taurus Limited AWD unmarked Police vehicle.

Funds available in budget line 22002110-57320-02213

First Reading: August 3, 2020

Second and Final Reading: August 31, 2020

Attest:

City Clerk

Mayor



CITY OF WESTBROOK, MAINE

2 York Street, Westbrook, ME 04092

REQUEST FOR COUNCIL ACTION

Requests are due to the City Clerk two Fridays prior to a Council meeting. If expenditure/acceptance of funds is involved, Finance Department approval is required prior to submission.

PROPOSED TITLE: Award of RFP for an unmarked police vehicle to Yankee Ford of So. Portland, Maine for the purchase price of \$21,500.00

REQUESTED BY: Captain Sean Lally

DATE: 07/17/2020

SUMMARY:

In June 2020, the Police Department send out a request for proposal to local car dealerships in search of a used, newer model 4 door Ford Taurus Limited sedan for our unmarked vehicle fleet. The criteria set was 2017-2019 model year with less than 30k miles. We received the following offers that satisfied the criteria:

Yankee Ford Ford So. Portland 2019 Ford Taurus Limited AWD

27,204 miles = \$21,500.00 (no doc fees)

Portsmouth Ford Portsmouth, NH 2019 Ford Taurus SEL AWD

13,145 miles = \$22,595.00

Portsmouth Ford Portsmouth, NH 2019 Ford Taurus Limited AWD

15,250 miles = \$22,995.00

Cars that fit these criteria are in high demand. Used cars with low mileage turn around quickly. The Police Administration respectfully asks for Council approval to purchase the 2019 Ford Taurus for the purchase price of \$21,500.00. The funds for this vehicle are available in the cruiser fees revenue line.

BUDGET LINES AFFECTED (IF APPLICABLE):

22002110 44000 02213

22002110 -57320 -02213



96214

SOLD TO WESTBROOK POLICE DEPARTMENT
 371 SACO ST
 ADDRESS WESTBROOK, ME 04092
 207-854-0644 207-854-0644

165 Waterman Drive
 SOUTH PORTLAND, MAINE 04106

Tel. 799-5591 DATE 07/16/2020

YEAR	NEW OR USED	MAKE	COLOR	MODEL	SWAP-IN	SOURCE						
2019	USED	FORD	RUBY RED TO	TAURUS LIMITE			CUST#: 127516					
VEHICLE IDENTIFICATION NUMBER					1FAHP2J87KG118884		SALESMAN NUMBER		STOCK NUMBER			
KEY NUMBERS					BODY STYLE 4DR AWD		CYL. 6		SCOTT A BONNEY		315 14059	
MILEAGE: 27304					CAR DEAL 0003024							
DESCRIPTION							ACCT. NO.	K	SALE	K	COST	K
@ 1									21500.00			
PRICE												
SALES TAX							2150		NA			
LICENSE, TITLE & ADMIN.									NA			
SERVICE CONTRACTS												
TOTAL CASH PRICE									21500.00			
FINANCING									NA			
INSURANCE									NA			
TOTAL TIME PRICE									21500.00			
DEPOSIT							1110		NA	+		
DUE ON DELIVERY							1110		21500.00			
TRADE-IN ALLOWANCE												
PAYMENTS												
MONTHS DOLLARS							1	@	PER MONTH			
TOTAL									21500.00			
PAY OFF BAL. OWING FIN. CO.							2102		NA	-		
							2102					
FINANCE CONTRACT							1020		NA	+		
INSURANCE PREMIUMS							2106					
COMM. EXP.										+		
										+		
SAL #							2411					
SAL #							2411					
VALUE										+		
OF										+		
TRADE-IN(S)										+		

NA
 NA
 NA



CITY OF WESTBROOK, MAINE
IN CITY COUNCIL

Date: August 3, 2020

Order: 2020-99

AUTHORIZING APPROPRIATION OF RECREATION AND CONSERVATION COMMISSION OPEN SPACE FUNDS FOR THE CORNELIA WARREN 4-SEASON RINK PROJECT

That the Westbrook City Council hereby authorizes a Recreation and Conservation Commission expenditure in an amount not to exceed \$15,088 to Court Builders of America of Andover, MA, for the reconstruction of the Cornelia Warren 4-Season Rink located at 58 Lincoln Street, as outlined in the attached exhibit.

Funds in the amount of \$4,400 available in budget line 28001820-59000-02807.

Funds in the amount of \$3,845 available in budget line 28001820-59000-02813.

Funds in the amount of \$4,202 available in budget line 280001820-59000-02828.

Funds in the amount of \$2,011 available in budget line 28001820-59000-02833.

Funds in the amount of \$630 available in budget line 28001820-59000-02834.

First Reading: August 3, 2020

Second and Final Reading: August 31, 2020

Attest:

City Clerk

Mayor



CITY OF WESTBROOK, MAINE

2 York Street, Westbrook, ME 04092

REQUEST FOR COUNCIL ACTION

Requests are due to the City Clerk two Fridays prior to a Council meeting. If expenditure/acceptance of funds is involved, Finance Department approval is required prior to submission.

PROPOSED TITLE: Cornelia Warren 4-Season Rink

REQUESTED BY: Rebecca Spitella

DATE: 07/23/2020

SUMMARY:

See Attached Memo

Budget Lines Affected:

28001820-59000-02807 - HW Land Co/Victoria Drive - \$4,400.00
28001820-59000-02813 - Essex Street - \$3,845.00
28001820-59000-02828 - East Bridge Street - \$4,202.00
28001820-59000-02833 - 212 Brown Street - \$2,011.00
28001820-59000-02834 - 50 Pleasant Street - \$630.00

BUDGET LINES AFFECTED (IF APPLICABLE):

See above.

*OK
SMAX*



Planning & Code Enforcement

2 York Street
Westbrook, Maine 04092
Phone: 207-854-0638
Fax: 866-559-0642

PLANNING & CODE ENFORCEMENT

MEMO

DATE: July 23, 2020

TO: Mayor, City Council
FROM: Rebecca Spitella, Asst. Planner
Cc: City Administrator, City Clerk

RE: Recreation & Conservation Commission – Cornelia Warren 4-Season Rink Project – Funding Request

Attached: Memo and Budget from Jerre Bryant, City Administrator, & Greg Post, Director of Community Services

At their July 16, 2020 meeting, the Recreation and Conservation Commission heard a request for funding proposal prepared by Greg Post regarding the Cornelia Warren 4-Season Rink project located at 58 Lincoln Street.

Background:

The City of Westbrook is currently in the process of revitalizing the Cornelia Warren Outdoor Ice Rink to a new 4-Season Rink at 58 Lincoln Street. Groundwork began in April 2020 and the project is anticipated to continue throughout the summer to be completed in the fall of 2020.

The total cost of the project is \$263,600 of which \$248,512 has been previously raised through grants and donations. On July 16, 2020, the Recreation and Conservation Commission voted in favor to allocate \$15,088 from the open space fund for the City of Westbrook to cover the remaining cost of this important project.

Request:

The Recreation and Conservation Commission is requesting the City Council approve the disbursement of open space funds in an amount of \$15,088 to be allocated for two contractual agreements with Court Builders of America, Andover, Massachusetts, for the reconstruction of the Cornelia Warren 4-Season Rink located at 58 Lincoln Street.

Budget Lines Affected:

28001820-59000-02807 – HW Land Co/Victoria Drive - \$4,400.00
28001820-59000-02813 – Essex Street - \$3,845.00
28001820-59000-02828 – East Bridge Street - \$4,202.00
28001820-59000-02833 – 212 Brown Street - \$2,011.00
28001820-59000-02834 – 50 Pleasant Street - \$630.00



MAYOR'S OFFICE



Mayor Michael T. Foley

2 York Street

Westbrook, Maine 04092

Phone: 207-591-8110

Fax: 877-688-9553

To: Sarah Andre, Chair - Westbrook Recreation & Conservation Commission
Rebecca Spitella, Assistant Planner

From: Jerre R. Bryant, City Administrator 

Re: Cornelia Warren 4-Season Rink Project

As we near completion of our fund raising efforts for the \$263,600 revitalization of the Cornelia Warren 4-Season Rink at 58 Lincoln Street, we are asking that the Westbrook Recreation & Conservation Commission consider a request for \$15,088 to complete funding for this exciting project. This project is consistent with the mission of the Commission, will convert a very tired skating rink into a state of the art, four season recreational feature, located at the edge of Downtown Westbrook yet very accessible to many residential neighborhoods.

This project was initiated by John Morgan and Greg Post and is fully supported by the City of Westbrook, with the City Council giving first reading to the contractual agreements to complete construction of this facility this summer. Both John and Greg will be at the next meeting of the commission to provide a more detailed presentation on this project and respond to any questions from the Commission.



WESTBROOK COMMUNITY CENTER



Greg Post
Director of Community Services
426 Bridge Street
Westbrook, Maine 04092
Phone: 207-854-0676
Email: gpost@westbrook.me.us

Cornelia Warren Four Season Rink Revitalization Overview

June 12, 2020

The City of Westbrook is currently in the process of revitalizing the Cornelia Warren Four Season Rink at 58 Lincoln Street. Groundwork began in April 2020, and additional efforts will continue over the next couple of months.

Updates to the facility, which was last renovated in August of 1994, will include a new concrete sub-surface, new multi-functional Sport Court playing surface featuring PowerGame+™ tiles, a new dasher board system, and new safety netting.

The Cornelia Warren Four Season Rink project would not be possible without the tireless work of John Morgan, representing Soccer Maine, Roosevelt Soccer, and Westbrook Soccer Club; support from the City's Public Services, Economic Development, and Community Services Departments; and the donations and grants provided by the Cornelia Warren Community Association, Soccer Maine, US Soccer Foundation, and Community Development Block Grant.

Using a true grassroots approach from the on-set, \$250,000 for this project was raised through donations and grants, using no taxpayer dollars.

Once the facility revival is complete – anticipating mid- to late-summer 2020, the City hopes to activate several new program options for both youth and adults, including 3-on-3 basketball, dodgeball, flag football, futsal (small-sided soccer), lacrosse, street hockey, and ultimate frisbee. During the cold winter months, once the rink is flooded and frozen, it will host ice hockey and family skates, and potentially broomball, curling clinics, and figure skating lessons. The facility already has some existing lighting, so this will surely enhance evening programs and activities, and provide opportunities for organized leagues and tournaments.

Parking, signage, access to the boat launch, and landscaping – including the removal of evasive species along the nearby Presumpscot River, will also be addressed during this project, using dedicated funds received thru a separate CDBG grant.

The facility is destined to become a popular recreational hub for the City, with both dry-land and aquatics programming opportunities.

Should there be any questions or concerns, please reach out to Greg Post by phone at 207.899.7701 or e-mail at gpost@westbrook.me.us. Thanks!

On Monday, June 15th the Westbrook City Council gave first reading for the authorization of two contractual agreements with Court Builders of America, Andover, Massachusetts, for the reconstruction of the Cornelia Warren Four Season Rink located at 58 Lincoln Street. These two contracts are the culmination of years of work by community members, local sports groups, regional and national sports organizations, the Cornelia Warren Community Association and the City of Westbrook to replace and modernize the rink and expand its scope of use to include multiple sports and year round usage. This \$263,600 project is nearly fully funded through grants and donations, with the city providing some in-kind services with Public Services demolishing the former structure and doing some site work over the winter. The final \$15,088 in funding for this project is currently pending with the Westbrook Recreation & Conservation Commission. Total finding for the project is from the following sources:

\$120,000	Community Development Block Grant
50,000	Soccer Maine
50,000	Cornelia Warren Community Association
28,512	US Soccer
<u>15,088</u>	City of Westbrook – Rec & Cons
\$263,600	

This project is an outstanding re-use and upgrade of an existing facility, with the organization that funded its original construction supporting and helping fund this renovation. This project will be on the City Council's July 6, 2020 agenda for final approval with a July 15th anticipated commencement of construction.

Jerre Bryant

From: Jerre Bryant
Sent: Tuesday, June 16, 2020 12:31 PM
To: Elliot Storey
Cc: Michael Foley; Gary Rairdon; Anna Turcotte; David Morse; Victor Chau; Claude Rwaganje; Michael Shaughnessy
Subject: Additional Clarity on the Cornelia Warren 4-Season Rink Project

I just wanted to follow up on your questions last night regarding the contract prices for the Cornelia Warren 4 Season Rink project.

There were two contracts with Court Builders for this project. The first was for the Dasher Board System at a cost of \$120,000. The second was also with Court Builders and was split into two parts, the playing surface at a cost of \$93,600 and the concrete base at a cost of \$50,000 for a total contract price of \$143,600. These two contracts combine for a total cost of \$263,600. The City, through the Public Services Department, did provide the in-kind services of demolishing the existing structure and the earth work needed for the installation of the concrete base. That work was accomplished over the winter.

Contract #1	Court Builders	\$120,000	Dasher Board System	
Contract #2	Court Builders	\$143,600	Playing Surface	\$93,600
			Concrete Base	\$50,000
	Total	\$263,600		

Funding for this project was derived from the following sources	\$120,000	Community Development Block Grant
	\$ 50,000	Cornelia Warren Community Association
	\$ 50,000	Soccer Maine
	\$ 28,512	U.S. Soccer (Discount credit)
	<u>\$ 15,088</u>	Westbrook Recreation & Conservation Commission (pending)
	\$263,600	

Advance deposits were paid to the contractor by CDBG \$70,000 for Dasher Board System and Soccer Maine \$50,000 for the playing surface

The \$28,512 credit from U.S. Soccer was applied directly to the contractor.

The contracts were a bit confusing from a cost, deposit and payment due standpoint so hopefully the above itemization of costs and funding sources provides some additional clarity.

This is a great resident initiated project, supported by multiple organizations and funded by non-property tax sources.

Jerre.



CITY OF WESTBROOK, MAINE
IN CITY COUNCIL

Date: August 3, 2020

Order: 2020-100

AUTHORIZING PURCHASE OF REPLACEMENT VOICE/RADIO RECORDER SYSTEM

That the Westbrook City Council hereby authorizes the purchase and installation of a NexLog 740 Recorder System for Public Safety Dispatch from Radio Communication Management, Inc. of Portland, Maine at the total cost of \$41,894.40.

Funds available in budget line: 10001530-57340

First Reading: August 3, 2020

Second and Final Reading: August 31, 2020

Attest:

City Clerk

Mayor



CITY OF WESTBROOK, MAINE

2 York Street, Westbrook, ME 04092

REQUEST FOR COUNCIL ACTION

Requests are due to the City Clerk two Fridays prior to a Council meeting. If expenditure/acceptance of funds is involved, Finance Department approval is required prior to submission.

PROPOSED TITLE: Request to upgrade existing voice/radio recorder

REQUESTED BY: Gregory Hamilton

DATE: 07/28/2020

SUMMARY:

The Department respectfully requests to replace our existing recorder. Our current recorder is six years old, has a Windows 7 operating system and has reached end of life. This recorder captures all 911 calls, emergency radio traffic and non-emergency law enforcement telephone calls at Public Safety.

As this is an integral part of our radio system that will be tied directly into our radio consoles in dispatch, the department requests sole source approval for this purchase. This recorder acts not only as tool for administrators and supervisors tasked with assuring that we are providing the best service we can provide to the public we serve, it also serves as a quick recall for that dispatcher trying to discern an excited utterance on a 911 call or emergency radio traffic. The Eventide Nexlog 740 Recorder replaces the current make of recorder sold by our radio vendor. Council approved RCM as our sole source vendor for our radio project last year at the onset of the digital radio project.

If approved, this recorder upgrade will allow the Department to accomplish an additional goal. The Department will be able to record the audio of our vocal alarm transmissions as well as move the vocal alarm functionality to the radio consoles at all dispatch positions. We will now be able to do away with the two old analog vocal alarm panels in dispatch and we will have full functional ability at all four positions.

BUDGET LINES AFFECTED (IF APPLICABLE):

10001530 57340

RADIO COMMUNICATIONS MGMT, INC
 158 RAND ROAD
 PORTLAND, ME 04102

QUOTATION

Quote Number: 7535
 Quote Date: Jul 17, 2020
 Page: 1

Voice: 207-797-7503
 Fax: 207-878-3521

Quoted To:
WESTBROOK POLICE DEPT 570 MAIN STREET WESTBROOK, ME 04092

Customer ID	Good Thru	Payment Terms	Sales Rep
WESTBROOK POLICE DEP	8/16/20	Net 30 Days	MAC McKNIGHT

Quantity	Item	Description	Unit Price	Amount
		*** Budgetary Pricing ***		
		Upgrade existing voice recorder to Eventide NexLog 740 Recorder		
		Includes: (40) VoIP Channels (24) Analog Channels		
		Upgrade of Zetron console system for the capabilities of VoIP recording		
		Upgrade of Zetron console system for Station Alerting control and access.		
		Includes year (1) 24/7/365 On-site warranty and phone support . After year 1 ongoing annual maintenance cost will be \$3,217.00/year.		
1.00	TITLE	NexLog 740 Recorder System	39,014.40	39,014.40
1.00	MISC-ITEM	Includes the following: NexLog 740 DX-Series base system: 3U rack-mountable, Core i5 CPU, 16GB DDR4 RAM, 2 x1TB fixed-Mount HDDs (RAID 1), 1 Blu-ray Multi-Drive,		
Subtotal				Continued
Sales Tax				Continued
TOTAL				Continued

RADIO COMMUNICATIONS MGMT, INC
 158 RAND ROAD
 PORTLAND, ME 04102

QUOTATION

Quote Number: 7535
 Quote Date: Jul 17, 2020
 Page: 2

Voice: 207-797-7503
 Fax: 207-878-3521

Quoted To:
WESTBROOK POLICE DEPT 570 MAIN STREET WESTBROOK, ME 04092

Customer ID	Good Thru	Payment Terms	Sales Rep
WESTBROOK POLICE DEP	8/16/20	Net 30 Days	MAC McKNIGHT

Quantity	Item	Description	Unit Price	Amount
1.00	MISC-ITEM	2 Network Ports (100/1000), Embedded Linux, NexLog DX-Series software, web-based configuration manager, audio controls & amplified speaker on front panel, dual hot-swap 120-240VAC 50/60Hz power supplies and first year hardware warranty. Requires ongoing Eventide DX Software Update Subscription (DXSUS) for access to critical DX-Series Software & Security Updates.		
1.00	MISC-ITEM	#105301 7" Color LCD Touch Screen for NexLog 740		
1.00	MISC-ITEM	#324430 Rack Mt Slides - 4 Post, 3U (for NexLog 740)		
1.00	MISC-ITEM	#271083 8 pack MediaWorks PLUS web concurrent license [About MediaWorks PLUS: Advanced browser-based HTML5 interface for Search, Replay, Incident Reconstruction, Incident Export, Live Monitoring, Instant Recall and more]		
1.00	MISC-ITEM	#DX799 Upgrade 740 DX-Series (at time of order) 2x1TB HotSwap RAID1=1TB storage		
1.00	MISC-ITEM	#271052 Internal IP Recorder with First 8 G.711 Channels		
4.00	MISC-ITEM	#271035 Additional Internal IP G.711 8-Channel license pack		
			Subtotal	Continued
			Sales Tax	Continued
			TOTAL	Continued

RADIO COMMUNICATIONS MGMT, INC
 158 RAND ROAD
 PORTLAND, ME 04102

QUOTATION

Quote Number: 7535
 Quote Date: Jul 17, 2020
 Page: 3

Voice: 207-797-7503
 Fax: 207-878-3521

Quoted To:
WESTBROOK POLICE DEPT 570 MAIN STREET WESTBROOK, ME 04092

Customer ID	Good Thru	Payment Terms	Sales Rep
WESTBROOK POLICE DEP	8/16/20	Net 30 Days	MAC McKNIGHT

Quantity	Item	Description	Unit Price	Amount
1.00	MISC-ITEM	#DXANA24 24-Channel Analog PCIe (PCI Express) Card, 24 Ch. Licenses (For use in DX-Series recorders only)		
1.00	MISC-ITEM	#209029 911 NENA ANI/ALI CAD Spill Integration		
1.00	MISC-ITEM	#115021 NexLog Reporting Engine (a.k.a. Enhanced Reporting)		
1.00	MISC-ITEM	#DX591 Single-port PCIe (PCI Express) Network Card (for NexLog 740 DX-Series recorder or NexLog 840 DX-Series recorder)		
1.00	MISC-ITEM	#271111 Eventide MP3 option for MediaWorks PLUS		
1.00	MISC-ITEM	#271077 NexLog Quality Assurance (a.k.a. Quality Factor): FIRST 20 Agents (Requires MediaWorks PLUS)		
1.00	TECHNICIAN-50	On-site installation of recorder and user training	1,600.00	1,600.00
1.00	TITLE	Upgrade Zetron Console for IP recording		
1.00	901-9715	MAX CENTRAL (Gateway Portal)		
3.00	930-0237	IP VOICE LOGGER CHANNEL BLOCK LICENSE (10 CH)		
1.00	TECHNICIAN-27	RCM Technician Labor- Upgrade console software version to allow for recorder IP integration	800.00	800.00
			Subtotal	Continued
			Sales Tax	Continued
			TOTAL	Continued

RADIO COMMUNICATIONS MGMT, INC
 158 RAND ROAD
 PORTLAND, ME 04102

QUOTATION

Quote Number: 7535
 Quote Date: Jul 17, 2020
 Page: 4

Voice: 207-797-7503
 Fax: 207-878-3521

Quoted To:
WESTBROOK POLICE DEPT 570 MAIN STREET WESTBROOK, ME 04092

Customer ID	Good Thru	Payment Terms	Sales Rep
WESTBROOK POLICE DEP	8/16/20	Net 30 Days	MAC McKNIGHT

Quantity	Item	Description	Unit Price	Amount
1.00	TITLE	Install Station Alerting into console and add as recorded channel		
1.00	901-9677	MAX RADIO GATEWAY CON HARDWARE (RJ21)		
1.00	930-0376	BLOCK OF 2 RADIO CHANNEL LICENSES		
6.00	TECHNICIAN-27	RCM Tech Labor - Install and configure Station Alerting.	80.00	480.00
			Subtotal	41,894.40
			Sales Tax	
			TOTAL	41,894.40



CITY OF WESTBROOK, MAINE
IN CITY COUNCIL

Date: August 3, 2020

Order: 2020-101

AUTHORIZING ACCEPTANCE OF ASSET FORFEITURE FUNDS

That the Westbrook City Council hereby authorizes the Police Department to accept a total of \$3,359.54 in forfeiture funds as determined by Federal Bureau of Investigation due to the Westbrook Police Department's substantial contributions to the investigations of certain criminal cases, as outlined in the attached memorandum.

Funds to be deposited into revenue line 21002110-49000-02115

First Reading: August 3, 2020

Second and Final Reading: August 31, 2020

Attest:

City Clerk

Mayor



CITY OF WESTBROOK, MAINE

2 York Street, Westbrook, ME 04092

REQUEST FOR COUNCIL ACTION

Requests are due to the City Clerk two Fridays prior to a Council meeting. If expenditure/acceptance of funds is involved, Finance Department approval is required prior to submission.

PROPOSED TITLE: Acceptance of Asset Forfeiture Funds

REQUESTED BY: Captain Steven Goldberg - Westbrook Police Department

DATE: 07/22/2020

SUMMARY:

The Westbrook Police Department is requesting acceptance of Asset Forfeiture Funds in the amount of \$3,359.54. These funds are from a case that the Westbrook Police Department assisted the FBI with.

BUDGET LINES AFFECTED (IF APPLICABLE):

21002110 49000 02115

OK
TAA
7/24/20



CITY OF WESTBROOK, MAINE
IN CITY COUNCIL

Date: August 3, 2020

Order: 2020-102

AUTHORIZING PAYMENT FOR ANNUAL EMAIL ARCHIVE MAINTENANCE SUPPORT & AMENDING ANNUAL VENDOR LIST

That the Westbrook City Council hereby authorizes an expenditure in the amount of \$5,999 to Jatheon Technologies of Toronto, Canada for annual support of email archive maintenance, as outlined in the attached exhibit; and further authorizes an amendment to Order 2020-73 adopted on July 6, 2020, entitled *Approving the FY 2020-2021 General Fund, Recreation Fund & Parking Garage Fund Annual Vendor Lists* to include the following item:

General Fund Vendor List

Account Number	Account Name	Vendor
54330	Tech Consult – Maintenance	Jatheon

Funds available in budget line 10001530-54330

First Reading: August 3, 2020

Second and Final Reading: August 31, 2020

Attest:

City Clerk

Mayor



CITY OF WESTBROOK, MAINE

2 York Street, Westbrook, ME 04092

REQUEST FOR COUNCIL ACTION

Requests are due to the City Clerk two Fridays prior to a Council meeting. If expenditure/acceptance of funds is involved, Finance Department approval is required prior to submission.

PROPOSED TITLE: Authorizing Annual Email Archive Maintenance Support

REQUESTED BY: Greg Hamilton

DATE: 07/27/2020

SUMMARY:

Request to authorize payment of annual support for email archive server maintenance and to add Jatheon Technologies of Toronto, Canada to the annual vendor list.

This server purchase was approved by Council (Order # 2019-28) last fiscal year.

BUDGET LINES AFFECTED (IF APPLICABLE):

10001530-54330

OK SMR

\$5999.00



90 Richmond St. East, Suite #200, Toronto, Ontario M5C 1P1, Canada

P.O. please

IT 54530

INVOICE

Billing Address:
City of Westbrook
2 York St
WESTBROOK ME 04092

Vendor #434
REQ #1285

Invoice Date
06 May 2020

Invoice Number
INV-2915

Due Date*:
05 Jun 2020

Reference

Shipping Address

HST
835078270 RT0001

Description	Quantity	Unit Price	Discount %	Amount USD
Jatheon cCore 8x Email Archiving Maintenance Support-June 20, 2020 to June 19, 2021	1.00	5,999.00		5,999.00
Subtotal				5,999.00
Total No Tax 0%				0.00
Invoice Total USD				5,999.00
Total Net Payments USD				0.00
Amount Due USD				5,999.00

Please remit payment via wire payment to:

Bank Name: TD Canada Trust

Bank Address: Toronto Dominion Centre Branch, 55 King Street West & Bay Street, Toronto, Ontario, M5K 1A2, Canada

Account Name: Jatheon Technologies

Canadian Dollar Payment:

Transit#: 10202; Institution #: 004; Acct #: 0690-5268722; Swift Code: TDOMCATTOR; ABA: 026009593

US Dollar Payment:

Transit #: 10202; Institution #: 004; Account#: 0690-7372877; Swift Code: TDOMCATTOR; ABA: 026009593

DATE: 6.11.2020
ACCOUNT: PO Attached
AUTH. BY: [Signature]
AMOUNT: 5999.00

***We encourage you to take advantage of our early payment discount. Any payment received Net 10 will be subject to a 2% discount.**

Monthly Interest of 1.5% will apply to Invoices that are 30 days past the due date.



Bill To

CITY HALL
2 YORK STREET
WESTBROOK, ME 04092
Phone: 207-854-9105

Purchase Order

Fiscal Year 2020

Page: 1 of 1

**THIS NUMBER MUST APPEAR ON ALL INVOICES,
PACKAGES AND SHIPPING PAPERS.**

Purchase Order #

2021064

Delivery must be made within doors of specified destination.

Vendor

Jatheon Technologies Inc
90 Richmond St East, Suite 200
Toronto, ON M5C 1P1

Ship To

CITY HALL
2 YORK STREET
WESTBROOK, ME 04092
Phone: 207-854-9105

VENDOR PHONE NUMBER	VENDOR FAX NUMBER	REQUISITION NUMBER	DELIVERY REFERENCE	
		1285		
DATE ORDERED	VENDOR NUMBER	DATE REQUIRED	FREIGHT METHOD/TERMS	DEPARTMENT/LOCATION
06/11/2020	434			INFORMATION TECHNOLOGY
NOTES				

Jatheon cCore 8x email Archivi

The Above Purchase Order Number Must Appear On All Correspondence - Packing Sheets And Bills Of Lading

ITEM #	DESCRIPTION / PART #	QTY	UOM	UNIT PRICE	EXTENDED PRICE	
1	Jatheon cCore 8x email Archiving maintenance support June20,2020 to June 19,2021 GL Account: 10001530 - 54330					
		\$5,999.00	1.0	EACH	\$5,999.00	\$5,999.00
GL SUMMARY						
	10001530 - 54330			\$5,999.00		

Tyler Town's "Standard Terms and Conditions for Purchase Orders" are made a part of, and incorporated into, this Purchase Order by this reference. They can be viewed at <http://www.tylertech.com>. Any performance by Vendor pursuant to this Purchase Order constitutes Vendor's acknowledgement that Vendor has read and agreed to the referenced Standard Terms and Conditions.

Total Ext. Price	\$5,999.00
Total Sales Tax	\$0.00
Total Freight	\$0.00
Total Discount	\$0.00
Total Credit	\$0.00
Purchase Order Total	\$5,999.00

Suzanne Knight

Authorized Signature

DRR A

Authorized Signature

Department Copy



CITY OF WESTBROOK, MAINE
IN CITY COUNCIL

Date: August 3, 2020

Order: 2020-103

AUTHORIZING AWARD OF BID FOR TWO POLICE CRUISERS

That the Westbrook City Council hereby authorizes an award of bid to Rowe Ford of Westbrook, ME in the total amount of \$113,849 for two 2021 Ford Explorer Police Interceptors.

Funds available in budget line 10009220-59400

First Reading: August 3, 2020

Second and Final Reading: August 31, 2020

Attest:

City Clerk

Mayor



CITY OF WESTBROOK, MAINE

2 York Street, Westbrook, ME 04092

REQUEST FOR COUNCIL ACTION

Requests are due to the City Clerk two Fridays prior to a Council meeting. If expenditure/acceptance of funds is involved, Finance Department approval is required prior to submission.

PROPOSED TITLE: Award of Bid and expenditure of funds for two police cruisers: Rowe Ford, 91 Main Street Westbrook, Maine \$113,849.00.

REQUESTED BY: Captain Sean Lally

DATE: 07/24/2020

SUMMARY:

The Westbrook Police Department solicited bids for two 2021 Ford Explorer Police Interceptors. Bids were opened on 7-22-20 and there were three bids submitted. The two lowest bids were from Casco Bay Ford (\$112,243.00) and Rowe Ford (\$113,849.00). The difference in price is less than 2%, therefore Rowe should be awarded the bid based on the City's purchasing policy.

Both vehicles are marked and will be outfitted for use in the patrol division of the Department.

Rowe Ford's proposal satisfies all specifications set forth in the bid packet and is supported by the administration. Funds are available in the stated account.

Approved
for \$ 115,384
thru FB not
leased.

BUDGET LINES AFFECTED (IF APPLICABLE):

10009220-59400

[Handwritten signature]

Bid Tabulation
Police Interceptor Utility

Company Name	Total Bid Price	
	Patrol #1	Patrol #2
Casco Bay Ford	\$ 55,944.00	\$ 56,299.00
Rowe Westbrook	\$ 57,102.00	\$ 56,747.00
Stoneham Ford	\$ 58,570.00	\$ 59,045.00

Stoneham Motor Co.

Patrol 1 \$58,570

Patrol 2 \$ 59,045

Total **\$117,615**

Casco Bay Ford

Patrol 1 \$55,944

Patrol 2 \$56,299

Total **\$112,243**

Rowe Ford

Patrol 1 \$56,747

Patrol 2 \$57,102

Total **\$113,849**

2% of 112,243 is \$2244.86

112,243 + 2244.86= **\$114,487.86**

Rowe is within 2% of Casco Bay's bid, therefore under the City's purchasing policy, Rowe should be awarded the bid.



CITY OF WESTBROOK, MAINE
IN CITY COUNCIL

Date: August 31, 2020

Order: 2020-104

APPROVING REFERENDUM FOR CHARTER AMENDMENT REGARDING APPROPRIATION & EXPENDITURE THRESHOLD

That the Westbrook City Council hereby authorizes the following referendum question for the election held on November 3, 2020, as further described in the attached exhibit:

Shall the City of Westbrook approve the Charter amendment summarized below?

Summary of amendment: To amend Section 3.1 to increase the appropriation and expenditure threshold requiring City Council approval from \$3,000.00 to \$10,000.00.

First and Final Reading: August 31, 2020

Attest:

City Clerk

Mayor



CITY OF WESTBROOK, MAINE

2 York Street, Westbrook, ME 04092

REQUEST FOR COUNCIL ACTION

Requests are due to the City Clerk two Fridays prior to a Council meeting. If expenditure/acceptance of funds is involved, Finance Department approval is required prior to submission.

PROPOSED TITLE: Approving Referendum for Charter Amendment Regarding Appropriation & Expenditure Threshold

REQUESTED BY: Administration

DATE: 08/26/2020

SUMMARY:

This is a request to add a referendum question to the municipal ballot during the election held on November 3, 2020.

This would amend the Charter to increase the appropriation and expenditure threshold requiring City Council approval from \$3,000 to \$10,000.

This item is slated for review during the Committee of the Whole meeting scheduled for 6pm on Monday August 31st, and is included in the Council meeting agenda pending Committee referral.

BUDGET LINES AFFECTED (IF APPLICABLE):

N/A

**APPENDIX A
APPROPRIATION & EXPENDITURE THRESHOLD**

Proposed Amendment

Sec. 3.1. Legislative Authority of the City Council

The legislative powers of the City shall be vested in the City Council which shall consist of seven members, one member elected by the legal voters from each of the five wards of the City plus two at large members elected by the legal voters of the entire City. The seven City Councilors shall constitute the Municipal Officers of the City of Westbrook.

The City Council shall have power to make and establish ordinances and bylaws for the management of its fiscal, prudential and municipal affairs, as herein and by general law provided, without the sanction of any court or justice thereof; provided, however, that all bylaws, ordinances and regulations now in force in the City of Westbrook shall, until they expire by limitation, or be revised or repealed by the City Council, remain in force.

The City Council shall, so far as not inconsistent with this Charter, have and exercise all the legislative powers of municipalities, and have all the powers and be subject to all the liabilities of Municipal Officers, under the general laws of this state, including the powers given to the inhabitants of municipalities and to the Municipal Officers relating to borrowing of any kind.

The City Council shall not authorize the erection of a school building, or of any addition thereto, nor pass any appropriation for such purpose until plans for same have been approved by vote of the School Committee, and such approval has been certified in writing to the City Council by the Chair of said Committee. ~~all~~

The following ordinances, ~~and any orders or~~ and resolutions which involve: shall require the affirmative votes of a majority of all the members of the City Council for their final passage, which shall be by a roll call vote:

- (1) The appropriation or expenditure of money which exceeds ~~three-ten~~ thousand dollars (~~\$3,000.00~~ \$10,000.00),
- (2) The laying of an assessment,
- (3) The borrowing of money, or
- (4) The granting to any person or corporation any right in, over, or under any street or other public ground of the City, ~~shall require the affirmative votes of a majority of all the members of the City Council for its final passage, which shall be by a roll call vote.~~

Every such ordinance, order or resolution shall be read twice, with an interval of at least seventy- two (72) hours between the first and second readings, before it is in order for final passage; but if such a matter is amended after its first reading, it shall be tabled for a period of at least seventy- two (72) hours before it may be voted upon for final passage.

All other ordinances, orders or resolutions shall require a single reading and require the affirmative votes of a majority of all of the members for passage.

No sum appropriated for a specific purpose shall be expended for any other purpose, and no expenditure shall be made nor liability incurred by or in behalf of the city, until an appropriation has been duly voted by the City Council sufficient to meet such expenditure or liability, together with all the prior unpaid liabilities which are payable out of such appropriation; provided, however, that after the expiration of the financial year, and until the passage of the regular annual appropriations liabilities payable out of a regular appropriation to be contained therein may be incurred to an amount not exceeding one-third (1/3) of the total of such appropriation for the preceding year.

The City Council shall establish by ordinance the regular salaries or remuneration of the Mayor and members of the City Council, but any ordinance changing such salary or remuneration shall not take effect until the municipal year succeeding the term for which the Mayor and Council were elected.

Proposed Referendum Question

Question 1. Shall the City of Westbrook approve the Charter amendment summarized below?

Summary of amendment: To amend Section 3.1 to increase the appropriation and expenditure threshold requiring City Council approval from \$3,000.00 to \$10,000.00.



CITY OF WESTBROOK, MAINE
IN CITY COUNCIL

Date: August 31, 2020

Order: 2020-105

**APPROVING REFERENDUM FOR CHARTER AMENDMENT REGARDING MUNICIPAL CANDIDATE
NOMINATIONS**

That the Westbrook City Council hereby authorizes the following referendum question for the election held on November 3, 2020, as further described in the attached exhibit:

Shall the City of Westbrook approve the Charter amendment summarized below?

Summary of amendment: To eliminate Section 7.2 of the Charter, which allows a political party caucus to nominate a candidate for municipal office, thus requiring all municipal candidates to file nomination petitions with the City Clerk after obtaining signatures of support from qualified voters and to add to Section 7.3 the existing prohibition on the inclusion of political party designation on the ballot for any municipal office.

First and Final Reading: August 31, 2020

Attest:

City Clerk

Mayor



CITY OF WESTBROOK, MAINE

2 York Street, Westbrook, ME 04092

REQUEST FOR COUNCIL ACTION

Requests are due to the City Clerk two Fridays prior to a Council meeting. If expenditure/acceptance of funds is involved, Finance Department approval is required prior to submission.

PROPOSED TITLE: Approving Referendum for Charter Amendment Regarding Municipal Candidate Nominations

REQUESTED BY: Administration

DATE: 08/26/2020

SUMMARY:

This is a request to add a referendum question to the municipal ballot during the election held on November 3, 2020.

This would amend the Charter by eliminating the provision which allows a political party caucus to place a candidate on the ballot, thus requiring all municipal candidates to instead file nomination papers (i.e. obtain signatures of support from qualified voters).

This item is slated for review during the Committee of the Whole meeting scheduled for 6pm on Monday August 31st, and is included in the Council meeting agenda pending Committee referral.

BUDGET LINES AFFECTED (IF APPLICABLE):

N/A

**APPENDIX B
ACCESS TO BALLOT VIA PETITION**

Proposed Amendment

Sec. 7.2. ~~Nomination by Caucus. Reserved.~~

~~Nomination of candidates for office shall be determined at the caucus of each political party or by petition. Nomination of candidates for City Council members and School Committee members to represent the respective Wards shall be made in the ward caucus of each political party in each Ward. Nomination of candidates for Mayor and at-large City Council members and School Committee members, Ward Clerks and Wardens shall be made by the caucus as a whole. Caucuses for the purpose of nominating candidates shall be held not less than sixty (60) days prior to the day on which a municipal election is to be held. Notice of a caucus for the purpose of nominating candidates for City office shall be published in a newspaper having general circulation in the City at least three (3) and not more than seven (7) days before it is held. The procedure for calling, giving notice and voting at caucuses shall follow the provisions for municipal caucuses in Title 21-A M.R.S.A. Section 311 et seq. as may be amended. No political party designation shall be included on the ballot for any municipal office.~~

Sec. 7.3. Nomination by Petition.

Access to the ballot ~~may shall~~ be determined by the filing of a petition with the City Clerk. No political party designation shall be included on the ballot for any municipal office. Title 21-A Section 351 et seq. as may be amended is incorporated by reference and made a part hereof except as amended below:

Number of Signatures:

Office of Mayor and At-Large Offices. Petitions must be signed by a number of registered voters of the City equal to at least fifteen (15), but not more than twenty-five (25) from each of the five wards of the City.

Ward Offices. Petitions must be signed by a number of registered voters of the City equal to at least twenty-five (25), but not more than fifty (50) from the ward for which the candidate is seeking office.

When Signed. The petition may not be signed more than one hundred twenty (120) days prior to the election in which it is to be used.

Proposed Referendum Question

Question 2. Shall the City of Westbrook approve the Charter amendment summarized below?

Summary of amendment: To eliminate Section 7.2 of the Charter, which allows a political party caucus to nominate a candidate for municipal office, thus requiring all municipal candidates to file nomination petitions with the City Clerk after obtaining signatures of support from qualified voters and to add to Section 7.3 the existing prohibition on the inclusion of political party designation on the ballot for any municipal office.

Municipality	Method	Number
Auburn	Petition only	Mayor - min 100. Council & School Committee - min 25. Ward-specific positions must have signatures from that ward. At-large positions may have signatures from any ward.
Augusta	Petition only	Mayor & Chair of School Board - min 200 signatures. Council & School Board - min 100 signatures. Ward-specific positions require at least 50 signatures to be from voters of that ward.
Bangor	Petition only	Council & School Committee - min 100, max 150 signatures.
Biddeford	Petition only	Mayor - min 125. Councilor at-large - min 50. Councilor & School Committee, ward-specific - min 25. Warden/Ward Clerk - min 20.
Brunswick	Petition only	Min 100 signatures. For ward-specific positions, at least 25 sigs need to be from ward residents.
Cumberland	Petition only	Unknown
Falmouth	Petition only	Min 25, max 100 signatures
Gorham	Petition only	Min 35, max 50 signatures
Lewiston	Petition only	Mayor - min 100, max 200. Councilor & School Committee, ward-specific - min 50, max 100, all sigs must be from that ward. At-large Councilor & School Committee - min 50, max 100.
Portland	Petition only	At Large position - min 300, max 500. District position - min 75, max 150
Saco	Petition only	Mayor - min 200. Council, School Board, Warden, Ward Clerk - min 35, signatures must be from voters in that ward.
Sanford	Petition only	Mayor, Council & School Committee - min 50 signatures.
Scarborough	Petition only	Min 25, max 100 signatures
South Portland	Petition only	Min 100 signatures. All Councilors voted on at-large for ballot access purposes. Petition signers not required to live in the district of the councilor.
Waterville	Caucus & petition	Nominations may be made at caucus, but must be confirmed through petition. Mayor - min 15, max 25 from each ward. Council, BOE, Charter Commission - min 25, max 50 from the specific ward.
Windham	Petition only	Unknown



CITY OF WESTBROOK, MAINE
IN CITY COUNCIL

Date: August 31, 2020

Order: 2020-106

AUTHORIZING STREET CLOSURE FOR NATIONAL NIGHT OUT

That the Westbrook City Council hereby authorizes the closure of a portion of Brown Street from King Street and North Street to through traffic on Tuesday October 6, 2020 from 5:30pm – 7:00pm, in conjunction with the National Night Out event.

First and Final Reading: August 31, 2020

Attest:

City Clerk

Mayor



CITY OF WESTBROOK, MAINE

2 York Street, Westbrook, ME 04092

REQUEST FOR COUNCIL ACTION

Requests are due to the City Clerk two Fridays prior to a Council meeting. If expenditure/acceptance of funds is involved, Finance Department approval is required prior to submission.

PROPOSED TITLE: National Night Out Road Closure Request

REQUESTED BY: Captain Steven Goldberg - Westbrook Police Department

DATE: 8/25/2020

SUMMARY:

The Westbrook Police Department is planning on hosting its annual National Night Out celebration on Tuesday, October 6th between 5:30pm and 7:00pm.

To safely facilitate this event, we are requesting permission to close Brown Street between King Street and North Street. The road would be closed at 4:30pm and reopened by 7:30pm. Cones, sawhorses, and police cruisers would be used to safely block the road.

This annual event is a great way for the police department to foster connections with the local community. It is a fun-filled family event. The event will be set up and structured differently this year to abide with all CDC regulations in place due to the pandemic.

BUDGET LINES AFFECTED (IF APPLICABLE):



CITY OF WESTBROOK, MAINE
IN CITY COUNCIL

Date: August 31, 2020

Order: 2020-107

AUTHORIZING AWARD OF BID FOR COMPUTER HARDWARE

That the Westbrook City Council hereby authorizes an award of bid to GovConnection, Inc. d/b/a Connection Public Sector Solutions of Merrimack, NH in the total amount of \$14,851.41 for three computer servers.

Funds available in budget line 10001530-57340

First Reading: August 31, 2020

Second and Final Reading:

Attest:

City Clerk

Mayor



CITY OF WESTBROOK, MAINE

2 York Street, Westbrook, ME 04092

REQUEST FOR COUNCIL ACTION

Requests are due to the City Clerk two Fridays prior to a Council meeting. If expenditure/acceptance of funds is involved, Finance Department approval is required prior to submission.

PROPOSED TITLE: Request award of Bid and Purchase of Computer Servers

REQUESTED BY: Greg Hamilton

DATE: 08/25/2020

SUMMARY:

The City of Westbrook issued a request for proposal (RFP) for three (3) computer servers to replace three systems reaching end of life. Connection Public Sector Solutions of Merrimack, NH were the low bidder at \$16,651.86 for three servers. The engineer from TPX, the City's tech support vendor, who will be doing the installation was able to work with the low bidder to further reduce the cost of each server for a final cost to the City of \$14,851.41 for three servers. The funds were budgeted in the IT new hardware line for this fiscal year's budget. Please see the attached quote for details.

BUDGET LINES AFFECTED (IF APPLICABLE):

10001530 57340



SALES QUOTE

GovConnection, Inc.
732 Milford Road
Merrimack, NH 03054

Account Executive: Eric Sedlisky
Phone: (800) 800-0019 ext. 34233
Fax: (603) 683-0968
Email: eric.sedlisky@connection.com

25060899.03

PLEASE REFER TO THE ABOVE
QUOTE # WHEN ORDERING

Date: 8/24/2020
Valid Through: 9/23/2020
Account #: 1903833

Account Manager:
Phone:
Fax:
Email:

Customer Contact: Greg Hamilton
Email: ghamilton@westbrook.me.us

Phone: (207) 854-0644 x2407
Fax:

QUOTE PROVIDED TO:	SHIP TO:
City of Westbrook Greg Hamilton Accounts Payable 790 Main St Westbrook, ME 04092 (207) 854-0644 x2407	AB#: 9816399 CITY OF WESTBROOK GREG HAMILTON PUBLIC SAFETY BUILDING 2 YORK STREET WESTBROOK, ME 04092 (207) 854-9105 x229

DELIVERY	FOB	SHIP VIA	SHIP WEIGHT	TERMS	CONTRACT ID#
5-30 Days A/R/O	Destination	Small Pkg Ground Service Level	.00 lbs	NET 30	

Important Notice: — THIS QUOTATION IS SUBJECT TO THE FOLLOWING Terms of Sale: All purchases from GovConnection, Inc. are subject to the Company's Standard Terms of Sale, which describe important legal rights and obligations. You may review the Company's Standard Terms of Sale on the Company's website: www.govconnection.com, or you may request a copy via fax, e-mail, or mail by calling your account representative. The only exception to this policy is if your order is being placed under any one of our many national, state, educational or cooperative Agreements, in which case the Terms and Conditions of your Purchase Order are already pre-negotiated and stated in that Agreement. No other Terms and Conditions shall apply and any other terms and conditions referenced or appearing in your Purchase Order are considered null and void. Please refer to our Quote Number in your order.

* Line #	Qty	Item #	Mfg. Part #	Description	Mfg.	Price	Ext	
1	3		3000065840107.1	PowerEdge R6525 Dell	Dell	\$ 4,950.47	\$ 14,851.41	
Subtotal							\$	14,851.41
Fee							\$	0.00
Shipping and Handling							\$	0.00
Tax								Exempt!
Total							\$	14,851.41

Product Notes for Quote# 25060899.03

Item #	Description	Notes
	PowerEdge R6525	2.5 Chassis 379-BDTF - 1 - SAS/SATA Backplane 379-BDSS - 1 - PowerEdge R6525 Server 210-ATCF - 1 - No Trusted Platform Module 461-AADZ - 1 - Chassis with up to 8 x 2.5" Hot Plug Hard Drives (2CPU & XGMI) 321-BEUI - 1 - AMD EPYC 7272 2.90GHz, 12C/24T, 64M Cache (120W) DDR4-3200 338-BVXF - 1 - AMD EPYC 7272 2.90GHz, 12C/24T, 64M Cache (120W) DDR4-3200 338-BVXE - 1 - Heatsink for CPU less than 180W 412-AASF - 1 - Heatsink for CPU less than 180W 412-AASF - 1 - Air Shroud for Heatsink support CPU less than 180W 412-AASI - 1 - Performance Optimized 370-AAIP - 1 - 3200MT/s RDIMMs 370-AEVR - 1 - Unconfigured RAID 780-BCDS - 1 - PERC H745 Controller, Front 405-AAUZ - 1 - Front PERC Mechanical Parts, for up to 4 or 8 HDD Chassis 750-ACFR - 1 - Performance BIOS Settings 384-BBBL - 1 - UEFI BIOS Boot Mode with GPT Partition 800-BBDM - 1 - Standard Fan for CPU less than 180W (2 CPU) 384-BCGJ - 1 - Dual, Hot-plug, Redundant Power Supply (1+1), 800W 450-AIQX - 1 - Riser Config 2, 1 x 16 LP PCIe slot (CPU1), 2 x 16 LP PCIe slot (CPU2) 330-BBNR - 1 - PowerEdge R6525 Motherboard, with 2 x 1Gb Onboard LOM (BCM5720) 384-BCGI - 1 - BOSS Blank 403-BCID - 1 - iDRAC9,Enterprise x5 385-BBOT - 1 - OpenManage Enterprise Advanced 528-BIYY - 1 - Intel i350 Quad Port 1GbE BASE-T, OCP NIC 3.0 540-BCOE - 1 - Standard Bezel 325-BCHH - 1 - Dell EMC Luggage Tag (x8 or x10 chassis) 350-BBXP - 1 - No Quick Sync 350-BBXM - 1 - iDRAC,Factory Generated Password 379-BCSF - 1 - No Operating System 611-BBBF - 1 - ReadyRails Sliding Rails 770-BDMS - 1 -
	PowerEdge R6525 Notes Continued...	No Systems Documentation, No OpenManage DVD Kit 631-AACK - 1 - SHIP,R6525,DAO 340-CNJI - 1 - PowerEdge R6525 Shipping Material for x8 Chassis 340-COXP - 1 - PowerEdge R6525 CE, CCC, Marking 389-DTIO - 1 - Dell/EMC label (BIS) 389-DTJP - 1 - US Order 332-1286 - 1 - Basic Next Business Day 36 Months 709-BBFM - 1 - Basic Next Business Day Extension, 1 Month(s) 865-BBNP - 1 - On-Site Installation Declined 900-9997 - 1 - 32GB RDIMM, 3200MT/s, Dual Rank 370-AEVN - 4 - 240GB SSD SATA Mixed Use 6Gbps 512e 2.5in Hot Plug S4610 Drive 400-BDSS - 2 - Power Cord - C13, 3M, 125V, 15A (North America, Guam, North Marianas, Philippines, Samoa, Vietnam) 450-AALV - 2 - Intel Ethernet i350 Quad Port 1GbE BASE-T Adapter, PCIe Low Profile 540-BBCZ - 1