



**WESTBROOK CITY COUNCIL**  
**SPECIAL CITY COUNCIL MEETING AGENDA**  
**MONDAY MAY 18, 2020 AT 6:00 PM**  
**ZOOM VIDEOCONFERENCE: <https://zoom.us/j/729634588>**



*This Special City Council meeting will be conducted in accordance with 1 M.R.S.A. § 403-A, which permits public proceedings to be conducted through remote access during the declared State of Emergency due to COVID-19.*

**I. READING THE CALL**

**II. ROLL CALL**

**III. APPROVAL OF MINUTES**

**IV. MAYOR'S MESSAGE**

Proclamation in Honor of Mental Health Month  
Proclamation in Honor of National Public Works Week  
Proclamation in Honor of National Police Week  
Presentation of FY 2021 Budget

**V. STUDENT REPRESENTATIVE UPDATE**

**VI. PUBLIC COMMENT**

*Pursuant to Resolve 2020-13: Comments intended for inclusion in the public record must be submitted in writing to the City Clerk's Office ([clerk@westbrook.me.us](mailto:clerk@westbrook.me.us)) at least 24 hours prior to each scheduled meeting. Comments must pertain to current agenda items and shall be limited to 3 minutes in length. Such comments may be read into the record by the meeting facilitator(s). Comments received not pertinent to the current agenda items shall not be included in the public record but may be forwarded to City Councilors. The first public comment period of each meeting shall be reserved for comments submitted in accordance with these provisions.*

**VII. UNFINISHED BUSINESS**

**VIII. ORDERS OF THE DAY (SECOND AND FINAL READING)**

Order 2020-45	Authorizing Funding & Expenditure for Community Policing Sub-Station
Order 2020-46	Authorizing Purchase of Speed Radar Trailer
Order 2020-47	Authorizing Purchase of Police Utility Uniforms
Order 2020-48	Authorizing Sale of Lot 2 in Westbrook Heights Business Park
Order 2020-49	Authorizing Payment of Deductible & Settlement of Litigation
Order 2020-50	Authorizing Westbrook Environmental Improvement Corporation (WEIC) Expenditure for Small Business Emergency Commercial Rental Assistance Program

**IX. NEW BUSINESS**

Orders (One Reading Required)

Order 2020-51 Authorizing City of Westbrook Food Service Establishments and Retail Outdoor Expansion Program and Regulations

Orders (Two Readings Required)

Order 2020-52 Authorizing Acceptance & Expenditure of COVID-19 Assistance Grant Funds

Order 2020-53 Authorizing Amendment No. 3 to County Road Pump Station Upgrade Project Agreement & Authorizing Expenditure

Order 2020-54 Authorizing Contract for Valuation Services

**X. PUBLIC COMMENT**

*Pursuant to Resolve 2020-13: The second public comment period shall be reserved for City Councilors and the City administration. General questions pertaining to City business received during the Council meeting may be read into the record by the meeting facilitator(s) to the extent possible. The City cannot guarantee that all comments will be read live during the meeting.*

**XI. REFERRALS**

Request to refer the Mayor's Proposed FY 2021 Budget to the Finance Committee

**XII. COMMITTEE REPORTS**

Committee of the Whole

Hours for Construction & Noise Ordinance

Residential Landlord Registration

City Council Rules & Procedures

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

Finance

Creating a Fire Truck Fund

Public Safety Committee

None

**XIII. EXECUTIVE SESSION**

**XIV. ADJOURNMENT**

## **CALL FOR A SPECIAL CITY COUNCIL MEETING**

**TO:** City Council  
**FROM:** Michael T. Foley, Mayor  
**DATE:** May 13, 2020

There will be a Special Meeting of the Westbrook City Council on **Monday May 18, 2020 at 6:00pm** via remote access to conduct the business on the enclosed agenda.

Respectfully,

Michael T. Foley  
Mayor

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### **Duly Authorized Official's Return**

This is to certify that on May 13, 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



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: May 14, 2020  
Subject: Position Paper for Special City Council Meeting of May 18, 2020

Included below are brief summaries of the items presented to City Council for consideration, along with a statement indicating the position of the Administration on each item.

#### **ORDERS OF THE DAY**

2020-45 This authorizes the use of previously received funding for the Westbrook Police Department through the estate of Eleanor Saunders to cover three months of rent for the Frenchtown Community Policing Sub-Station located at 192 Brown Street. This sub-station was established in 2015 and is staffed by a civilian employee of the Police Department. It provides a physical presence of our Community Policing activities on Brown Street, a convenient meeting place for interaction with community members, businesses and agencies and coordinates all Community Policing activities for the entire city. For many it provides a setting for interaction between the community and the department in an environment that is less intimidating than the Public Safety building. This has proven to be very effective in fostering communication and other interaction to both prevent and resolve points of challenge and conflict within the community. Support for this rental expense has previously been provided through generous support from the Cornelia Warren Community Association and the Westbrooks Environmental Improvement Corporation. It is now recommended that we utilize funding provided to the department through the Eleanor Saunders bequest to cover this rental expense for the remaining three months of the current fiscal year. This authorization is supported by the Administration, received first reading on May 4, 2020 and is in order for final Council action.

2020-46 This is an award of bid for the purchase of an electronic display speed trailer to be deployed throughout the city to help monitor and curtail excessive vehicle speed. The display flashes the vehicle speed when a vehicle exceeds the posted speed limit and has proven effective in gaining compliance with speed regulations. This will initially be utilized in 'hot spot' areas where we are receiving complaints regarding speeding vehicles. This will supplement and not replace active speed patrol and enforcement by the department. This purchase is funded through revenue generated from use of police

vehicles in traffic details for construction and other activities that interrupt the flow of traffic on public streets. This purchase is supported by the Administration, received first reading on May 4, 2020 and is in order for final Council action.

2020-47 This is an award of bid to Huntress Uniforms, Manchester, NH, low bidder in the amount of \$5,880 for the purchase of utility uniforms for the Police Department. These are less formal than the standard police uniform and will be utilized for traffic details, event details or other assignments when deemed appropriate by the Police Chief. Each officer will have one issue of the utility uniforms which are being funded with revenue generated from traffic details. This award of bid is supported by the Administration, received first reading on May 4, 2020 and is in order for final Council action.

2020-48 This authorizes the sale of Lot #2 in the Westbrook Heights Business Park, an eight-lot city owned and developed commercial subdivision located off Saco Street. This is one of the two remaining lots in this development, which has been marketed for the City by the Dunham Group. The sale price for this two-acre lot is \$140,000. The purchaser, Glass Solutions, sells and installs commercial and residential glass doors, windows and mirrors. Their primary supplier is SIGCO, a glass manufacturing and metal fabrication business located directly across street from this lot. Glass Solutions will be constructing a 6,000 square foot building to accommodate their business, which they are relocating from Portland, and also provides a second commercial space. This is one of the two smaller, undeveloped lots remaining in this park. We are currently in negotiations with a prospective buyer of the last remaining lot. With this sale of lot #2 we will have covered all of the city's expenses for the purchase and development of this property, with one remaining lot to sell. This sale is supported by the Administration, received first reading on May 4, 2020 and is in order for final Council action.

2020-49 This authorizes the expenditure of \$25,000 to cover the deductible for our public official's liability insurance and to authorize settlement of a claim filed against the City. That claim was filed by a former city employee who simultaneously held part-time employment positions with both the City of Westbrook and the Westbrook School Department. The City and School Department have always functioned as separate employers. The claim asserted that the City and School was a single employer and that this employee should be treated as a full-time employee and receive full time benefits (retirement, health insurance, etc.) and be paid overtime for any weeks that the combined hours worked in both part time positions exceeded forty hours. This claim was mediated through legal counsel retained by both the City's and School Department's insurance carriers, with the final outcome a settlement agreement totaling \$100,000 with \$15,000 from the school's insurance carrier, \$85,000 from the City's insurance carrier, which is subject to a \$25,000 deductible payment from the city's insurance budget. This agreement does not admit to any wrongdoing by either the City or Schools Department. The city no longer employs any individual who is also employed by the Westbrook School Department. This settlement will be confidentially discussed

with legal counsel prior to the regular City Council meeting. Authorization of this deductible payment and settlement agreement is recommended by the Administration, received first reading on May 4, 2020 and is in order for final Council action.

2020-50 This authorizes the establishment and funding of the Small Business Emergency Commercial Rental Assistance Program to assist small Westbrook businesses that have experienced a significant loss of income due to limited operations of closure during the COVID 19 public health emergency. This program will assist eligible businesses with rent payments up to a cumulative maximum of \$1,500. A detailed description of the program is enclosed. This program was approved by the Westbrook Environmental Improvement Corporation (WEIC) on Wednesday along with funding approval for \$100,500. WEIC's funding comes from four separate Tax Increment Funding districts (TIF's). The strength of this program is quick, easy processing of applications, quick turnaround and a grant not a loan. At the funding level of \$100,500 we could serve 67 small businesses with commercial rental assistance. This program and funding approval are supported by the Administration, received first reading on May 4, 2020 and are in order for final Council action.

## **NEW BUSINESS**

### **One-Reading Orders**

2020-51 This approves a proposed plan to assist Westbrook's restaurants, food service establishments, and retail establishments that are scheduled to open as of June 1, 2020 as allowed by Governor Janet Mills' Restarting Maines Economy phased plan. This proposal allows businesses to expand dining and retail areas within certain areas of public property not typically permitted for business activity such as: public areas, parking lots, public rights-of-way, and parklets to increase the number of customers served safely while meeting social distancing requirements. This plan was led by the Economic Development staff with a collaboration of Public Safety, Planning & Code, and Legal Counsel. We also communicated with BABLO on State Liquor Licensing. This item is supported by the Administration and is in order for final Council action.

### **Two-Reading Orders**

2020-52 This approves the acceptance and expenditure of two separate grants, both of which are intended to provide financial assistance in the City's response to COVID-19. The first is a \$5,000 grant from Trans Canada Energy's Build Strong/Community Investment Program, and the second is a \$47,070 grant from the Bureau of Justice Assistance (BJA). This legislation also authorizes the purchase of a \$15,459.70 LUCAS mechanical CPR device from Stryker Medical. The entirety of the \$5,000 Trans Canada grant will be applied toward this purchase, with the remaining \$10,459.70 coming from the BJA grant. The remaining BJA grant funds will be used for personal protective equipment and other supplies necessary for responding to COVID-19. This item is recommended by the Administration and is in order for first reading.

2020-53 This approves an amendment to an existing agreement with Wright-Pierce of Portland, ME for engineering services relating to the County Road Pump Station, authorizing a continuation of the existing agreement through the completion of the project at a total cost of \$75,621.55. The City entered into the original agreement with Wright-Pierce on March 9, 2018, and since then has issued two amendments to include construction inspection services, to develop as-built drawings and to create an operation manual for the pump station. The final completion of the project is now seven months overdue, and an extension to the existing agreement is required for completion. Wright-Pierce is uniquely qualified to provide these engineering services as they designed the upgrade to the pump station and are completely familiar with the conditions, operating needs and challenges of this facility and its position in the Westbrook Wastewater System. While it is a completely separate process from this amendment to the engineering services agreement, the City is currently deducting liquidated damages from its payments to the general contractor, Penta Corporation and anticipates that the full cost for the extended agreement will be covered by those penalty payments . In addition, this legislation authorizes payment in the amount of \$2,907.50 to S.W. Cole Engineering, Inc. of Bangor, ME for inspection services relating to this project. This item is supported by the Administration and is in order for first reading.

2020-54 This authorizes a contract with George E. Sansoucy, PE, LLC for valuation and consulting services at a total cost of \$22,000. This firm specializes in engineering and appraisal of electric generation and utility facilities and will be able to provide the City with technical expertise to determine value of such facilities in Westbrook. If there are additional questions we may want to recess into executive session to discuss legal rights and duties This item is supported by the Administration and is in order for first reading.



**MAYORAL PROCLAMATION  
MENTAL HEALTH MONTH  
MAY 2020**

**WHEREAS,** mental health is part of overall health; and

**WHEREAS,** one in five adults experiences a mental health problem in any given year;  
and

**WHEREAS,** the COVID-19 pandemic has increased the number of people experiencing feelings of anxiety and depression;

**WHEREAS,** Maine's youth have the highest rate of diagnosed anxiety in the nation and the country's third highest rate of diagnosed depression among children aged 3 – 17;

**WHEREAS,** we lose a young adult in Maine to suicide every 10 days, an adult every 36 hours, and 48 Maine veterans each year die by suicide;

**WHEREAS,** early identification and treatment can make a difference in the successful navigation of mental illness and recovery; and

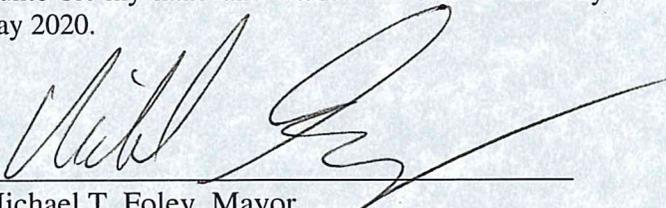
**WHEREAS,** we come together with every citizen and community in our state to help end the silence and stigma that for too long has made people feel isolated, alone and discouraged people from getting help; and

**WHEREAS,** through public education and working together to raise awareness, we can help improve the lives of individuals and families affected by mental illness.

**NOW, THEREFORE,** I, Michael T. Foley, Mayor of the City of Westbrook, Maine do hereby proclaim May as Mental Health Month in the City of Westbrook to shine a light on mental illness and the need for long-term improvements in our mental health care system and increased access to care for all so no one feels alone.

**IN WITNESS WHEREOF,** I have hereunto set my hand and caused the seal of the City of Westbrook to be affixed this 18<sup>th</sup> day of May 2020.



  
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Michael T. Foley, Mayor  
City of Westbrook, Maine



**MAYORAL PROCLAMATION  
NATIONAL PUBLIC WORKS WEEK  
MAY 17 – 23, 2020**

**WHEREAS,** public works professionals focus on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of the City of Westbrook; and

**WHEREAS,** these infrastructure, facilities and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers and employees at all levels of government and the private sector; who are responsible for rebuilding, improving and protecting our nation's transportation, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and

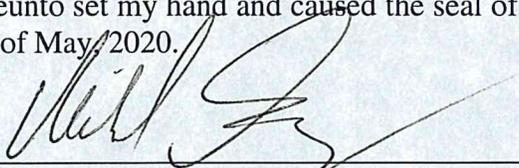
**WHEREAS,** it is in the public interest for the citizens, civic leaders and children in the City of Westbrook to gain knowledge of and to maintain a progressive interest and understanding of the importance of public works and public works programs in their respective communities; and

**WHEREAS,** the year 2020 marks the 60<sup>th</sup> annual National Public Works Week sponsored by the American Public Works Association/Canadian Public Works Association.

**NOW, THEREFORE,** I, Michael T. Foley, Mayor of the City of Westbrook, Maine do hereby designate the week May 17 – 23, 2020 as National Public Works Week; I urge all citizens to join with representatives of the American Public Works Association/Canadian Public Works Association and government agencies in activities, events and ceremonies designed to pay tribute to our public works professionals, engineers, managers and employees and to recognize the substantial contributions they make to protecting our national health, safety, and quality of life.

**IN WITNESS WHEREOF,** I have hereunto set my hand and caused the seal of the City of Westbrook to be affixed this 18<sup>th</sup> day of May, 2020.



  
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Michael T. Foley, Mayor  
City of Westbrook, Maine



**MAYORAL PROCLAMATION  
NATIONAL POLICE WEEK  
MAY 10 – 16, 2020**

**WHEREAS,** National Police Week is observed May 10<sup>th</sup> thru the 16<sup>th</sup> to honor the brave men and women in law enforcement who have lost their lives while serving their communities; **AND**

**WHEREAS,** Chief Pierre Harnois and Officer Perley Kennie have both made the ultimate sacrifice and lost their lives while in the line of duty; **AND**

**WHEREAS,** National Police Week is also a time to recognize the tremendous sacrifices that law enforcement officers make for all of us every day; **AND**

**WHEREAS,** the officers of the Westbrook Police Department proudly serve the City of Westbrook every day, by maintaining the public's trust by ethically, courageously, and impartially serving our diverse community; maintaining order; enforcing laws; reducing the perception of fear; and improving the quality of life for all who live, work, and play in the City of Westbrook; **AND**

**WHEREAS,** the officers of the Westbrook Police Department commit themselves to continued training and professional development to continue to provide a high level of service to the City of Westbrook; **AND**

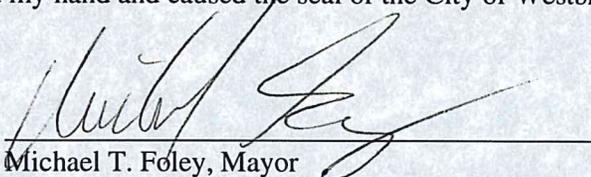
**WHEREAS,** the officers of the Westbrook Police Department are dedicated to providing community policing services to the City, so that they may establish positive relationships with the community to better address the public safety issues the City faces; **AND**

**WHEREAS,** the officers of the Westbrook Police Department risk their lives to safeguard our citizens every day.

**NOW, THEREFORE,** I, Michael T. Foley, Mayor of the City of Westbrook, Maine, do hereby proclaim that May 10<sup>th</sup> thru 16<sup>th</sup>, 2020, is “**NATIONAL POLICE WEEK**” in the City of Westbrook, and call upon the people of Westbrook to show gratitude to any members of the Police Department that you may come into contact with and to support the activities of the City of Westbrook Police Department this month and throughout the year.

**IN WITNESS WHEREOF,** I have hereunto set my hand and caused the seal of the City of Westbrook to be affixed this 15<sup>th</sup> day of May 2020.



  
\_\_\_\_\_  
Michael T. Foley, Mayor  
City of Westbrook, Maine



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: Mayor Michael T. Foley  
Date: May 15, 2020  
Subject: FY 2021 Budget Address

I am pleased to present you with my first budget as Mayor of the City of Westbrook. This is an aggressive, innovative and responsible budget for a very unique time in our history.

I would like to thank City departments for their hard work in developing a proposal that retains our core services for Westbrook residents while responding to difficult economic challenges. I would also like to thank the Westbrook School Committee, Superintendent Dr. Peter Lancia and the Westbrook School Department staff for their outstanding work in crafting a budget proposal for the Westbrook Schools that addresses the many challenges facing public education systems, while recognizing the need to keep Westbrook an affordable community for all. We have developed a good partnership and looking to future joint efforts to address the needs of our community. Lastly, I want to underscore how blessed the City is to have a 30 plus year veteran of municipal government, our City Administrator Jerre Bryant, to help us navigate the ups and downs municipal government. Having dealt with many similar situations throughout his career, without his leadership and knowledge, we'd be in a very different place and I appreciate his support and guidance during this planning process.

#### *Overview*

The FY 2021 Municipal Budget provides for a spending reduction of \$184,183 and a revenue reduction of \$224,960, for a net increase in tax needs of \$40,777. Based on projected city-wide assessed valuation growth of \$9,750,000, this yields a municipal property tax rate reduction of \$0.01. The School Budget reflects an expenditure increase of \$401,209 and a revenue increase of \$309,203, for a net tax need increase of \$92,006, which results in no change in the School tax rate. The Cumberland County Tax Bill totaling \$1,513,868 is up \$44,072 and calls for a property tax rate increase of \$0.01. Cumulatively, the municipal, school and county budget needs call for **no change in the current property tax rate** of \$17.86 per \$1,000 of assessed valuation. This year the Homestead Property Tax Exemption has increased by \$5,000, which **should result in an annual tax bill decrease** of \$89.30 for residential homeowners in the Homestead program.

## *Challenges*

We knew from the outset of our budgetary process that FY 2021 would be a very challenging year. The Calpine Tax Increment Financing (TIF) District, which has been extraordinarily beneficial to the City's financial health in recent years, concluded this year, reducing municipal revenue by \$1,364,700. The City's ten-year contract with Casella Waste for collection, disposal and recycling of solid waste also concluded this year, presenting the City with significant cost increases for its residential solid waste management program. In addition, we had intended to reduce the amount the City borrows to fund capital items such as vehicles, equipment and street paving through utilizing available fund balances without compromising the City's financial strength. And then came the COVID-19 pandemic.

This public health crisis has had a devastating impact on personal health and safety and has caused the cessation of most public activities, the closure of many businesses, record unemployment and a virtual free-fall of the economy. From a local government standpoint, the pandemic caused the closure of schools and public buildings, the suspension of nonessential services, the furlough of 21 municipal employees and an immediate reduction in municipal revenue sources as we struggle to meet our obligation to balance the current-year budget.

While we felt the immediate impact of COVID-19 in our municipal budget, the recovery will be slow and incremental. Significant adjustments had to be made to the initial draft of the proposed FY 2021 budget to adjust revenue projections and to drastically reduce expenses. As a result, we are now able to present a budget proposal that calls for **no property tax rate increase** in the upcoming year, while maintaining core municipal services and operations. Given the uncertainty of everyone's financial well-being, this is not a year for government to ask for more from its taxpayers.

## *Highlights*

The proposed FY 2021 budget contains some adjustments in services, the elimination of six full-time and three part-time positions, and the utilization of available fund balance to help balance the budget during these uncertain times. Our community is fortunate to have resources such as a healthy fund balance to fund capital purchases, and to provide property tax stabilization during these seriously compromised economic conditions. The fund balance will be supplemented by funds previously received by the City which were placed in a restricted reserve account for future pension expenses.

This measure reduces debt, funds critical capital expenditures and provides tax relief to property taxpayers all while maintaining prescribed funding levels for the City's General Fund Balance. Reducing our outstanding debt and maintaining strong reserve funds were both recommendations from the financial rating agencies who recently reaffirmed the City's strong Aaa3 bond rating, and we are proud to present a solution which accomplishes both goals.

The major changes in municipal policies and operations are described below.

- **Trash & Recycling:** The City's ten-year waste management agreement with Casella Waste ended this year. This agreement not only provided Westbrook with a competitively priced service for curbside collection and disposal of residential trash, but also provided for curbside collection and processing of recyclable materials at no cost to the City. However, Casella's proposed contract renewal would have resulted in a cost increase in excess of \$500,000, representing a 43% increase over current year pricing. To further compound this financial challenge, the market for recycled materials is at a historic low. With limited competition in the marketplace for these services, the City was able to obtain proposals from other vendors for these services. Casella's pricing for the collection of trash/recyclables is significantly lower than the competition. Casella's price for trash disposal was slightly lower than Ecomaine's, but Ecomaine is able to provide a more favorable price for processing recyclables. Ecomaine has been successful in marketing recyclable materials, even in the current down market, and they have a much greater commitment to providing a sustainable recycling program in the future. The greatest challenge for Westbrook's recycling in the coming year is to significantly reduce its high level of recycling contamination due to non-recyclable materials being placed in recycling containers. This contamination results in an additional cost for processing recyclable materials.

The proposal included in the FY 2021 budget continues to outsource the waste management program, but splits it between two separate vendors, both through ten-year contractual agreements. Casella Waste will provide collection services, and Ecomaine will provide trash disposal and recycling processing. For one year, Ecomaine will work with the City to reduce recycling contamination through education and monitoring the contents of recycling containers. During this one-year period, and until the City can reduce its recycling contamination rate to 15% or less, the recyclable materials will be incinerated. This achieves a savings of \$120,000 for FY 2021. The goal of this transition year is to lower the cost of recycling to a level equal to or less than the cost of incineration or landfilling. The FY 2021 municipal budget reflects an increase of \$311,976 over current year for trash collection, disposal and recycling processing.

- **MePERS Reserve Policy:** Four years ago, the City received a refund from MePERS, the State Public Employee Pension system utilized by many municipal employees. This refund was a result of many City employees withdrawing from the MePERS system once an alternative pension program became available. Employee contributions were immediately returned to the individual employees, while the City's contributions were held by MePERS as a credit to fund future employer obligations to the pension system. Auditors of the retirement system ultimately directed the return of these funds to the respective municipalities. Upon receipt of these funds, the City placed them into a dedicated reserve fund to cover future contributions to employee pension programs.

To strengthen the City's financial condition, the Administration proposed that the MePERS retirement reserve funds be incorporated into the City's General Fund Balance. The funds may then be applied toward essential items such as equipment, road repairs and other capital purchases which are currently financed through debt. Such funds may also be made available

for other purposes at the discretion of the City Council. This policy change, along with the use of fund balance for capital purchases, is consistent with recommendations from the City's financial rating agency and will better position the City to manage future economic challenges. This proposed policy change and any future use of fund balance for capital purchases will require City Council approval.

- **Pay Off Existing Lease Purchases:** This budget is predicated on a portion of the General Fund being used to pay off all existing lease purchase agreements for vehicles and equipment. The use of available fund balance will eliminate future interest expenses resulting from multi-year financing and is consistent with the debt reduction recommendations of financial rating agencies. The proposed FY 2021 budget does not include funding for lease purchases, and we do not intend to use short-term debt for capital purchases in future budgets. If this funding plan is not approved, the FY 2021 budget will increase by \$775,132.
- **Funding for Health & Social Service Agencies:** The sixteen agencies that received \$175,230 from the City last year were notified on April 30<sup>th</sup> that current financial constraints limit the City's ability to fund any requests this year. Agencies were referred to the Cumberland County CDBG-CV Program, which has recently received supplemental funding through the Federal CARES Act. These agencies are eligible to receive these funds, and the County CDBG Director has encouraged them to contact her directly for assistance in identifying other potential funding sources. While the FY 2021 budget does not include funding for health and social service agencies, we will continue to monitor any state or federal funding that may become available to support these important programs and services.
- **Senior Property Tax Assistance Program:** The FY 2021 budget includes an expansion of the Senior Property Tax Assistance Program by amending age eligibility from 70 to 68 and includes a budgeted appropriation of \$44,000 for the program. This proposed policy change will require City Council approval.
- **Economic Development:** This department will continue to promote Westbrook from a marketing and imaging perspective while making strategic adjustments to its focus and priorities. One such adjustment is an increased emphasis on existing Westbrook businesses that are trying to survive the impacts of COVID-19. This requires the development and implementation of immediate short-term and long-term strategies for success, including less investment in outreach, recruitment and an outward focus, and a return to more locally based programs and initiatives. It also means less investment in external marketing campaigns and media buys, and more direct one-on-one work with our local businesses to better identify their needs and challenges. Our goal is to craft support, assistance and advocacy that is relevant to their needs. While staffing levels within the department remain the same, there has been a shift in personnel to obtain the skill sets necessary to transition toward business support and development activities. All wages included in the Economic Development department are funded through TIF District revenue and are not included in the General Fund.

- **Staff Reductions:** Municipalities are service organizations and are, therefore, labor intensive. Any significant expenditure savings inevitably impact personnel. The City is blessed with an outstanding workforce and decisions that impact employees are taken very seriously. However, the City is obligated to maintain a balanced budget, even under these challenging financial conditions. The FY 2021 budget includes the elimination of six full-time and three part-time positions which yields a budget savings of \$448,876. These staffing changes have been achieved through various means, including reductions in discretionary services, improved efficiencies in the organizational structure and pursuing alternative methods of delivering services.

Included below is an outline of the eliminated positions:

- *Communications/Media Manager:* This position designs, develops and manages marketing and electronic media communications for the City. This is a highly skilled position that gives us the ability for in-house media production. The remaining position, Creative Services Manager, will continue to provide limited production capability for City and community events and will assist all City departments in their use of electronic and social media. The Mayor's Office and individual departments will assume a greater role in general communications.
- *Emerging Technology Librarian:* This position was established at a time when technology proficiency was lacking among library staff. Today, nearly every librarian can aid the public in accessing electronic media for research, general information, entertainment and recreational reading. Technical support will be provided by the IT Department and the City's tech support vendor.
- *Police Secretary:* This position was established in 2016 to provide clerical and administrative support to the Police and Fire/Rescue Departments and to provide coverage for the public safety administrative offices. These responsibilities will be allocated between the two office manager positions, with some responsibilities shifted back to command and supervisory positions in each department.
- *Parking & Animal Control Officer:* This is a civilian position in the Police Department that resulted from the consolidation of two part-time positions, one for parking control and one for animal control, in order to place greater emphasis on both activities. We are pursuing outsourcing Animal Control Services, hopefully with a neighboring community. Police patrol will continue to have a role in parking enforcement, which we are looking to supplement with other existing personnel.
- *Project Funds Specialist:* This position manages the billing, collections and compliance monitoring for street openings, and prepares accounts payable for the sewer department and capital projects. Responsibility for these functions will be allocated among the remaining administrative staff of the Department.

- *Administrative Assistant/Customer Service Representative:* The Administrative Assistant position shared by the City Clerk and Mayor's Office is being consolidated with one of the Customer Service Representative positions in the Finance Department. This new combined position will be shared by Finance and City Clerk, will strengthen the City Clerk functions that can be performed at the front counter and also provide clerical support for the City Clerk's Office. The Mayor's Office will continue to work with the City Clerk's Office for administrative support.
- *Learns Assistant:* In 2018, two Learns Assistant positions were established to help manage and supervise the Before & After School Program and the Summer & Vacation Rec Camps. These self-funded programs initially received funding through a Century 21 grant and income exceeded the cost of these programs. This financial success helped subsidize other programs that struggled to cover their costs and established a healthy fund balance for programs at the Community Center. In recent years, the elimination of the grant funding and increased staffing levels have reduced the positive cash flow from these two programs. The Department's FY 2021 budget proposal projects operating losses for both the Before & After program and Summer & Vacation Rec Camps. To allow these programs to cover their expenses, the budget overhead, which consists primarily of wages, has been reduced. Two Learns Assistant positions resulted in a significant mid-day overlap, and as a result one position has been eliminated in the FY 2021 budget. The remaining position will be retained for late morning and afternoon coverage and the Recreation Assistant will cover the early morning hours of these programs.
- *Art Instructor:* This 25-hour/week position was a requirement of the Century 21 grant, previously provided to help support the Before & After School Program and the Summer & Vacation Rec Camps. That grant requirement is no longer applicable and the position has been eliminated in the FY 2021 budget. As with the Learns Assistant position, this change will limit program expenses within the level of revenue generated by the program.
- **Use of Fund Balance to Offset Revenue Losses:** The City is facing a sharp drop in revenue due to an adverse economy driven by COVID-19, along with the loss of revenue resulting from the completion of the Calpine TIF. The combined loss in State revenue through Revenue Sharing and Local Road Assistance totals \$673,580. The decrease in revenue after the final year of the Calpine TIF totals \$1,364,700, for a combined revenue loss of \$2,038,280.

Strategically, we have attempted to keep expenditures at or below current year levels. Through cutting budget requests by more than \$1.2 million, municipal expenditures are down \$184,183 below FY 2020 levels. To make up for this year's extraordinary revenue losses, we are proposing to draw from the General Fund Balance to cover that net revenue loss of \$674,969. This will bring our total use of fund balance as budgeted revenue for this

year's budget to \$1,200,000. In future budgets, this reserve subsidy will be phased out as the economy recovers. Should state or federal government legislation authorize a stimulus package for local government entities, it may not be necessary to utilize the fund balance to offset revenue losses.

- **Use of School Capital Projects Balance to Fund 2021 Debt Service:** The capital bond funds for the expansion/renovation of Westbrook Middle School and Saccarappa Elementary School have an unexpended balance of \$762,956 at the conclusion of both projects. The School Department budget for FY 2021 proposed an expenditure increase of \$401,209 and a projected revenue loss of \$190,797. To mitigate the increased property tax needs, the Mayor's budget utilizes \$500,000 of the unexpended construction bond balance to partially fund this year's annual debt payment for those projects. Payment of debt is an eligible use of surplus bond proceeds and will help offset the school's FY 2021 expenditure increase and any increased needs from property taxes.

### *Conclusion*

As we anticipated from the outset, this has been a challenging and ever-changing budgetary process for the City of Westbrook. However, we have been able to craft this spending and operational plan to navigate the City through an uncertain period for both public and economic health. Everyone is being asked to participate in the solution, and this budget will enable the City to emerge stronger, leaner, more efficient, and with **no increase to the overall property tax rate**. At a time when everyone's personal and business finances are uncertain and following four years of local property taxes cumulatively increasing nearly 20%, this is not a year that we can ask for more from our taxpayers. I also want to take this opportunity to encourage local property owners to apply for the Homestead Tax Exemption through the City's Assessing Office, which will further assist taxpayers during this difficult time.

I look forward to reviewing and discussing the rationale for the many necessary changes that are included in this budget.

**City of Westbrook  
Net Taxes to be Raised  
Budget FY21**

	<u>FY2020</u>	<u>FY2021</u>	<u>Change</u>		
<b>City (Proposed)</b>	29,992,269	29,808,086	(184,183)	-0.61%	Decrease
<b>City Revenues</b>	13,681,655	13,456,695	(224,960)	-1.64%	Decrease
<b>Overlay</b>	99,198	99,198	0		
<b>City Tax needs</b>	<u>16,409,812</u>	<u>16,450,589</u>	<u>40,777</u>	0.25%	Increase
<b>School (Proposed)</b>	40,357,421	40,758,630	401,209	0.99%	Increase
<b>School Revenue</b>	18,842,099	19,151,302	309,203	1.64%	Increase
<b>School Tax Needs</b>	<u>21,515,322</u>	<u>21,607,328</u>	<u>92,006</u>	0.43%	Increase
<b>County Tax needs</b>	1,469,796	1,513,868	44,072	3.00%	Increase
<b>Total Tax Needs</b>	39,394,930	39,571,785	176,855	0.45%	Increase
<b>Budgeted Valuation</b>	<u>2,205,762,600</u>	<u>2,215,512,600</u>	<u>9,750,000</u>	0.44%	
<b>Tax Rate</b>	\$17.86 \$17.86 /1,000	\$17.86 \$17.86 /1,000	(\$0.00)	0.00%	
<b>City</b>	\$7.44	7.43	(\$0.01)	-0.13%	
<b>School</b>	\$9.75	9.75	(\$0.00)	-0.04%	
<b>County</b>	<u>\$0.67</u>	<u>0.68</u>	<u>\$0.01</u>	2.05%	
<b>Total</b>	<u>\$17.86</u>	<u>17.86</u>	<u>(\$0.00)</u>	0.00%	



**CITY OF WESTBROOK, MAINE**  
IN CITY COUNCIL

**Date: May 4, 2020**

**Order: 2020-45**

**AUTHORIZING FUNDING & EXPENDITURE FOR COMMUNITY POLICING SUB-STATION**

That the Westbrook City Council hereby authorizes an expenditure in the total amount of \$4,500 to HRM Properties, LLC for rent payment for the Community Policing Sub-Station located at 192 Brown Street, Apartment 1, for the months of April – June 2020.

Funds available in budget line 21002110-59000-02126

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First Reading: May 4, 2020

Second and Final Reading: May 18, 2020

Attest:

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City Clerk

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Mayor



# CITY OF WESTBROOK, MAINE

2 York Street, Westbrook, ME 04092

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## 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:** Community Policing rent expense -192 Brown St. Apt. 1

**REQUESTED BY:** Chief Roberts

**DATE:** 04/06/2020

**SUMMARY:**

Requesting approval for rent payments to HRM properties for the months of April through June 2020.

The monthly cost of \$1500.00 to be paid from from the Eleanor Saunders account covering a total cost \$4500.00

**BUDGET LINES AFFECTED (IF APPLICABLE):**

Expense 21002110-59000-02126



April 6, 2020

To: Angela Holmes Westbrook City Clerk  
From: Chief Janine L. Roberts

Re: City Council Agenda – Requesting approval- rent payments for the Community Policing Office

The Frenchtown Community Policing Sub-station located at 192 Brown St. has been in operation since fall of 2015. Community policing brings together the neighborhoods with the Police Department, community members, landlords, businesses and local agencies. The partnership aids in addressing community concerns and supports community initiatives and social programs.

Community Policing Rent is supported by donations and is currently \$1500.00 monthly. The next Council reading occurring later in May will delay timely rent payment. Therefore we respectfully ask for the approval of rent payments for April and May to HRM properties be paid in advance. The June rent payment would be made after the council reading with the approved council order.

The \$1500.00 monthly rent to HRM Properties will be expended out of account# 21002110-59000-02126.

Please add the approval of Community Policing rent payments for April, May and June 2020 to the future City Council Agenda.

Respectfully,

Janine L. Roberts  
Chief of Police









**CITY OF WESTBROOK, MAINE**  
IN CITY COUNCIL

**Date: May 4, 2020**

**Order: 2020-46**

**AUTHORIZING PURCHASE OF SPEED RADAR TRAILER**

That the Westbrook City Council hereby authorizes the purchase of a Decatur OnSite 300MX Matrix Speed Radar Trailer from M.S. Martin Enterprises, Inc. of Amsterdam, NY at a total cost of \$9,967 to assist the Police Department with traffic control initiatives.

Funds available in budget line 22002110-58900-02213

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First Reading: May 4, 2020

Second and Final Reading: May 18, 2020

Attest:

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City Clerk

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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 the purchase of one-speed trailer to M S Martin Enterprises, Inc (Decatur) 1319 State Route 147 Amsterdam, N.Y. 12010. The purchase price(s) of OnSite 300MX Matrix Speed Trailer (include amount).

**REQUESTED BY:** Lieutenant David Thompson

**DATE:** 04/02/2020

### SUMMARY:

As part of the Police Department's new focused traffic initiative, we are looking to invest in a new speed radar trailer. Speeding complaints are the number one issue with citizens. Speeding complaints are a quality of life issue that citizens encounter on a daily basis. The speed trailer is expected to help in several ways:

- Raise citizens' awareness of speed limits and their traveling speed.
- Used to show public safety alerts.
- Gain voluntary compliance by reminding and reinforcing motorist speeds.
- Collect traffic related data which will help evaluate problem areas, guiding officers' traffic enforcement efforts where the need is most.

I obtained the following quotes.

### Decatur

M S Martin Enterprises, Inc.  
OnSite 300MX Matrix Speed Trailer \$9,967.00

### Stalker

Applied Concepts, Inc.  
Stalker Awareness Monitor \$8,989.00

### MPH Industries Inc.

Speed Monitor Trailer \$12,120.00

The Police Administration respectfully asks for Council approval to purchase the Decatur OnSite 300MX Matrix Speed Trailer of \$9,967.00. We select the mid-level priced product for the accessories and capabilities it includes and M S Martin Enterprises is a vendor we have an established relationship with.

We ask for this approval now, to be proactive when society returns to normal. The purchase will not affect a budget line; instead, it will be purchased from the Cruiser Fees line.

### BUDGET LINES AFFECTED (IF APPLICABLE):

Cruiser Fees: 22002110-58900-02213

M S Martin Enterprises, Inc.  
 Master Distributors  
 1319 State Route 147  
 Amsterdam, NY 12010  
 (800) 488-1049  
 emily@msmpublicsafety.com

# Quote



**ADDRESS**  
 Janine Roberts  
 Westbrook Police Dept.  
 570 Main St.  
 Westbrook, ME 04092

**SHIP TO**  
 Janine Roberts  
 Westbrook Police Dept.  
 570 Main St.  
 Westbrook, ME 04092

QUOTE #	DATE	EXPIRATION DATE
2945	03/05/2020	07/31/2020

SALES REP  
 MM

ACTIVITY	QTY	RATE	AMOUNT
Onsite: <b>Onsite 300MX; DEIW</b> OnSite 300MX Speed Trailer with White LEDs, fully assembled. Full matrix of LEDs, 45 pre-programmed messages and graphics, English and Spanish, also client programmable	1	7,090.00	7,090.00
<b>EZ Stat S792-625-0</b> EZ Stat Traffic Data Collector	1	795.00	795.00
<b>Timer S792-69-0</b> Timer for OnSite MX series	1	160.00	160.00
<b>S792-627M-0</b> Bluetooth download kit for Gen3 EZ Stat for Matrix display	1	179.00	179.00
<b>Solar Panel OS300 S792-605A-0</b> 100W Solar Panel for OS300	1	663.00	663.00

- Shipping shall be via LTL Common Carrier insured  
 - Unit is shipped battery charged and no assembly required by client

**SUBTOTAL** 8,887.00  
**SHIPPING** 1,080.00  
**TOTAL** **\$9,967.00**

Accepted By

Accepted Date

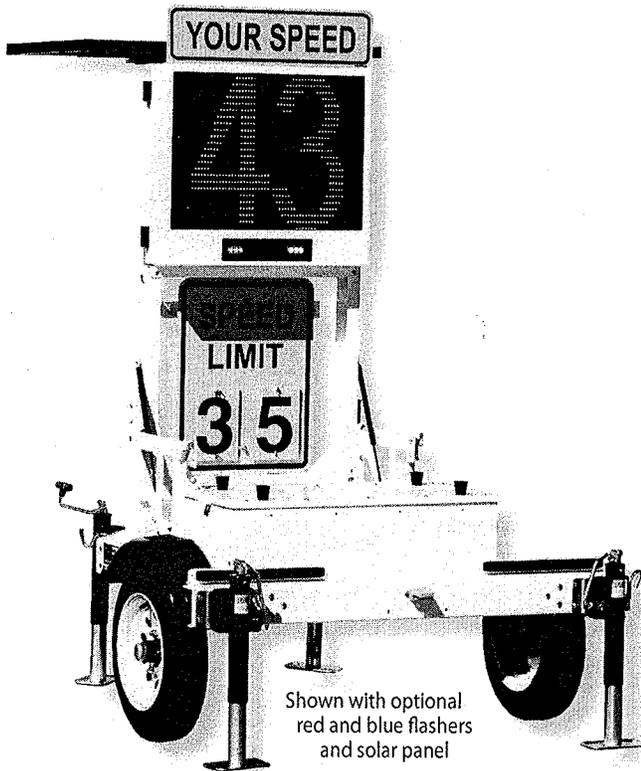
# OnSite™ 300MX

## Matrix Speed Trailer

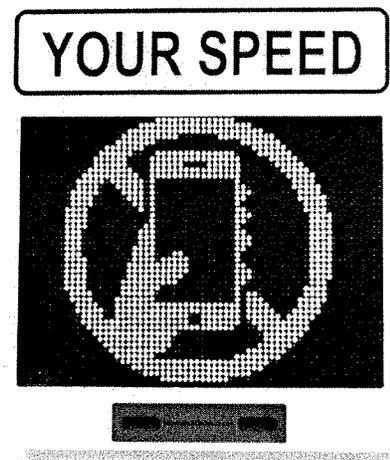
Radar  
Trailers  
Video



The Onsite 300MX easily allows you to display current speed, a message or a graphic triggered by the vehicle's speed. The Onsite 300MX gives unparalleled flexibility in all of your traffic calming applications



Shown with optional red and blue flashers and solar panel



MUTCD 2009 Compliant (California MUTCD 2014 Compliant with Amber Display)

### 18 Preloaded Messages

SLOW DOWN, DRIVE SAFE, FINE (Amount adjustable), FINES X 2, WORK ZONE, TOO FAST, DONT TEXT, SAVE LIVES, DUST AREA, School Zone, No Fireworks, CLICK IT OR TICKET, CHECK POINT AHEAD, Reduce Speed Ahead, Road Hazard Ahead, Please Drive Safely, US SPEED LIMIT, BLANK (Nothing displayed)

### 14 Preloaded Graphics



### 13 Preloaded Spanish Messages

NO USE EL CEL, Bajale, CUIDADO, Peligro, CUIDA TU VIDA, RETEN A 100M, RETEN A 150M, RETEN A 200M, Familia te Espera, No Tome y Maneje, Zona Escolar, respete las senales, Vas Muy Rapido

# OnSite™ 300MX

## Matrix Speed Trailer Features

Radar  
Trailers  
Video



### OnSite Trailer

- American Made Steel Frame Trailer
- Lightweight Aluminum Display
- Folding Speed Display For Easy Transport And Storage
- Light Duty Trailer Chassis & Removable Tongue With DEI Store-In-Place Feature
- Speed Limit Sign With Interchangeable Numbers
- Optional 100W Fold Down Solar Panel
- The Trailer Frame Is Painted High Visibility White For Maximum Motorist Safety
- Utilizes The Industry's Best Processes And Practices To Ensure That The Finish Is Durable In All Weather Conditions. Polyester Powder Coat Finish Over Epoxy Primer. UV And Graffiti Resistant
- Four 2000lb Leveling Jacks Make Leveling The Trailer Simple. Four Point Ground Contact Ensures Trailer Stability Even During High Wind Load Events
- Two 6 Volt 225AH Batteries. Also Available With An Extra Set Of Batteries Doubling Battery Capacity To 450AH

### OnSite Matrix Display

- Matrix Size 64 X 48 Pixels, 25" X 19" High Intensity White or Amber LEDs
- Range Settings: Short, Medium, Long
- Brightness Settings: Low, Med, Hi, Auto
- Two Levels of Speed Based Warning Messages. Speed Event Triggers: Blank, Speed Limit, Warning 1, Warning 2
- MPH or KPH Selectable
- Text: 2 or 3 Lines, 5 1/2" Tall Characters Numbers: 3 Digits, 19" Tall. Can Display Up To 199
- Eco Mode Provides Additional Run Time
- Vehicle Trigger Mode Shows Message Based On Vehicle Detection Not Speed
- 1, 2, 3 Line User Selectable Custom Messages. Seven Characters Per Line Maximum

# Decatur Electronics

Radar Innovation for Over 60 Years



**MSM PUBLIC SAFETY**  
PUBLIC SAFETY PRODUCTS

Authorized U.S. Distributor



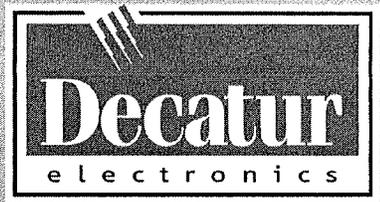
Designed, Built and  
Supported in the USA

**Mike Martin**  
**(518) 441-9480**

**mike@msmpublicsafety.com**

# Technical Specifications

OnSite 300MX™  
Radar Speed Trailer



www.DecaturElectronics.com  
Phone: 800.428.4315

Decatur Electronics  
15890 Bernardo Center Dr.  
San Diego, CA 92127

General Specifications	
Type	2" Ball Bumper Pull
Display	25" X 19" Display With High Intensity White LEDs, Matrix Size 64 X 48 Pixels
Power	12 VDC power supply
Speed Range	5 - 150 mph (8 - 241 km/h)
Radar Type	SI-3C™, K-band
Finish	White powder coat
Construction	Formed 11-gauge 1008 cold rolled steel
Weight (w/o options)	500 lbs (226.796 kg)
Environmental	SI-3C™, -22°F to +158°F (-30°C to +70°C)
Safety	Meets all US D.O.T. safety standards for highway use

Detachable Speed Limit Sign	
Features	Meets all D.O.T. requirements
Dimensions	24" (H) x 18" (W) (60.96 cm x 45.72 cm)
Numbers	7" (H) x 5" (W) (17.78 cm x 12.7 cm) Interchangeable

Battery Box	
Dimensions	12" (H) x 14.5" (W) x 33" (L) (30.48 cm x 36.83 cm x 83.82 cm)
Capacity	3.32 cubic feet
Characteristics	Vented, Bolted
Contents	Contains the batteries & charging system

Mechanical	
Length	103" (261.62 cm) including the tongue. 87" (220.98 cm) without
Minimum Height	41" (104.14 cm) with display lowered
Maximum Height	86" (218.44 cm) with display frame raised
Width	58" (147.32 cm)
Lift	Two (2) 120 lb gas-lift struts used to lift the display

Electrical	
Power Source	Two (2) 6 VDC deep cycle marine batteries wired in series to form one (1) 12 VDC battery bank with option to add two (2) additional batteries.
Capacity	232 Amp-hours (1 battery bank)
Charging System	110 VAC automatic battery chargers with boost and float features
PV Charge Controller	3-stage photovoltaic charge controller for voltage regulation & low voltage disconnect of battery banks
110VAC Connection	Located on the curb side of the battery box (back)

Display	
Cabinet Dimensions (with "Your Speed" sign)	32" (H) x 27" (W) x 7" (D) (79 cm x 69 cm x 18 cm)
Display Matrix	MUTCD 2009 compliant (California MUTCD 2014 compliant with amber display)
Matrix Size	64 x 48 pixels
Text	2 or 3 lines, 5 1/2" tall characters
LEDs	High output LEDs, white (amber upon request)



**MSM PUBLIC SAFETY**  
PUBLIC SAFETY PRODUCTS  
Authorized U.S. Distributor

rev. 8-31-18



# Technical Specifications

OnSite 300MX™  
Radar Speed Trailer



Microwave	
Type	SI-3C™ (K-band)
Accuracy	± 1 unit of measure (± 1 mph, ± 1 km/h)
Beam Width	12° (Hor.) x 24° (Vert.)
Detection Distance	Adjustable through 3 settings
Direction	Approach only
FCC Identifier	VECDF6
Compliance	FCC Part 15
Frequency	24.125 GHz nominal, (K-Band)
Polarization	Linear
Output Power (EIRP)	+ 20 dBm
Sidelobe Rejection	10 dB typical

Frame	
Construction	Formed from 11-gauge 1008 cold rolled steel.
Dimensions	37" (H) x 56" (W) x 105" (D) 93.98 cm x 142.24 cm x 266.7 cm during transport
Finish	White powder coat
Suspension	900 lb (408.23 kg) torsion springs
Leveling Jacks	Four (4) 10" (25.4 cm) travel, 2000 lb ( adjustable swivel jacks mounted to frame
Lights	Meets all D.O.T. requirements for turn signals, brake, tail & license plate lights
Fenders	High-density polyethylene material - corrosion proof and impact resistant
Tongue	42" (106.68 cm) long with 2" ball coupler. Removable
Tongue Weight	80 - 100 lbs (30 - 45 kg) (Based on optional batteries & solar panel
Wheels - Rims	12" one-piece white

Options	
Solar Panel Kit	S792-605A-0
Traffic Cone Holder Kit	S792-610-0
Pelican Case Kit	S792-607-0
24/7 Programmable Timer	P792-69-0
EZ Stat Data Logger	S792-625-0
Bluetooth	S792-627-0
Weatherized Padlock w/Key	P075-4
Locking Wheel Nuts	S792-658
Tail Light Violation Flasher Harness	S769-79266-0
Amber High Visibility LED Flasher	P792-39A
Blue High Visibility LED Flasher	P792-39B
Red High Visibility LED Flasher	P792-39R
White High Visibility LED Flasher	P792-39W
10 Ft. Black Extension Cord (16/3)	P792-4
Extra Battery Kit	S792-632C-0
12 Ft. Red Vinyl Cable w/Loops	S792-21



**MSM PUBLIC SAFETY**  
PUBLIC SAFETY PRODUCTS

Authorized U.S. Distributor

**Mike Martin**  
**(518) 441-9480**  
**mike@msmpublicsafety.com**



**CITY OF WESTBROOK, MAINE**  
IN CITY COUNCIL

**Date: May 4, 2020**

**Order: 2020-47**

**AUTHORIZING PURCHASE OF POLICE UTILITY UNIFORMS**

That the Westbrook City Council hereby authorizes the purchase of Police utility uniforms from Huntress Uniform of Manchester, NY at a total cost of \$5,880.

Funds available in budget line 22002110-58900-02213

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First Reading: May 4, 2020

Second and Final Reading: May 18, 2020

Attest:

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City Clerk

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Mayor



# CITY OF WESTBROOK, MAINE

2 York Street, Westbrook, ME 04092

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## 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:** Purchase of police utility uniform from Huntress Uniform of Manchester, NH for \$5,880.00.

**REQUESTED BY:** Captain Sean Lally

**DATE:** 04/08/2020

### SUMMARY:

In March 2020 the Police Department sought pricing to outfit each officer with a set of 5.11 brand utility uniforms to be worn during construction details, concert details, and other instances as determined by the Chief of Police. The uniforms are the same style as currently worn by our K-9 Officers and Parking and Animal Control Officer. We received 3 bids and the lowest bid was for \$5880.00 from Huntress Uniform of Manchester, NH.

I am requesting the council award the bid to Huntress Uniform and authorized the expenditure from the revenue line referenced below.

Funding for this purchase is available in the cruiser fees revenue line.

### BUDGET LINES AFFECTED (IF APPLICABLE):

22002110-58900-02213

HUNTRESS UNIFORMS  
 Div Uniform Mktg Assoc., Inc.  
 333 VALLEY STREET  
 MANCHESTER, NH 03103  
 (800)446-8777  
<http://www.huntressuniforms.com>

**Quote**

Account No.	Date	Ref No.
27637	3/05/20	254076

**Sold To**

WESTBROOK POLICE DEPT.  
 570 MAINE ST.  
 WESTBROOK, ME 04092

Clerk	Time	Station	PO Number	Ship Via	Est Delivery	Order Ref No.
TOMA	4:43PM	40	UNIFORMS			

Item	Description	Qty	Ship	Price	Extended
01100081	FIV-74371-NAVY-32R * CLASS B PDU TACLITE	40	0	49.00 m	1,960.00
01241026	FIV-71168-NAVY-S * PDU S/S CLASS B	40	0	49.00 m	1,960.00
01241031	FIV-72366-NAVY-S * TACLITE PDU L/S	40	0	49.00 m	1,960.00
01152357	UMA-NOTE * NOTES FOR ORDER	1	0	0.00	0.00
<b>PRICE INCLUDES ATTACHING 2 CUSTOMER SUPPLIED PATCHES TO SHIRTS AND HEMMING OF PANTS.</b>					

Freight	0.00
Sub Total	5,880.00
Tax	0.00
<b>Total</b>	<b>5,880.00</b>
Received	0.00
Balance	5,880.00

QUOTES ARE GOOD FOR 30 DAYS UNLESS SPECIFIED OTHERWISE.



**CITY OF WESTBROOK, MAINE**  
**IN CITY COUNCIL**

**Date: May 4, 2020**

**Order: 2020-48**

**AUTHORIZING SALE OF LOT 2 IN WESTBROOK HEIGHTS BUSINESS PARK**

That the Westbrook City Council hereby authorizes the Mayor or his designee to enter into a Contract for the Sale of Commercial Real Estate for the sale of Lot 2 located within Westbrook Heights Business Park to Glass Solutions or its assigns for the total purchase price of \$140,000, as outlined in the attached exhibit and to take all actions necessary to complete such sale.

Funds to be deposited into revenue line 44001000-49000-04404.

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First Reading: May 4, 2020

Second and Final Reading: May 18, 2020

Attest:

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City Clerk

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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 Sale of Lot 2 in Westbrook Heights Business Park

**REQUESTED BY:** Administration

**DATE:** 04/29/2020

### SUMMARY:

The City of Westbrook owns two lots in Westbrook Heights Business Park (Lots 1 & 2, outlined in red in the attached map). This is a request to authorize the sale of Lot 2 (highlighted in yellow on the attached map) to Glass Solutions for total amount of \$140,000 as outlined in the attached Contract for the Sale of Commercial Real Estate.

Glass Solutions provides and installs aluminum storefront glazing and residential shower doors and mirrors. 99% of the supplies for Glass Solutions comes from SIGCO, which is located directly across the street from Lot 2. Glass Solutions has been in business 11 years and is proposed to construct an approximately 6,000 SF building. The building size and fits well on Lot 2, which has been a challenging lot to develop due to size and topography.

### BUDGET LINES AFFECTED (IF APPLICABLE):

Funds to be deposited into budget line 44001000-49000-04404

**CONTRACT FOR THE SALE OF COMMERCIAL REAL ESTATE**

TO BE RECEIVED UPON ACCEPTANCE OF THIS OFFER BY THE SELLER from **Glass Solutions, or its assigns** (hereinafter called "Purchaser"), the sum of Five Thousand Dollars (\$5,000) as earnest money deposit toward the purchase and sale of certain real estate owned by **City of Westbrook, Maine** (hereinafter called "Seller) and located in Cumberland County along Spiller Drive in **Westbrook Heights Business Park, Westbrook, Maine**, consisting of Lot 2 in the Westbrook Heights Business Park containing 2.13 +/- acres of land, as more particularly described as Lot 2 on a plan entitled "Westbrook Heights Business Park, Final 100 Scale Subdivision Plan, Westbrook Heights Business Park, L.L.C, dated October 2003" and attached herewith as Exhibit A (the "Property"). of upon the terms and conditions indicated below.

1. **PERSONAL PROPERTY:** None.
  
2. **PURCHASE PRICE:** The total Purchase Price is One Hundred Forty Thousand Dollars (\$140,000) with payment to be made as follows:  

Earnest money:	\$5,000
Balance due at closing, in immediately available funds:	\$135,000
  
3. **EARNEST MONEY/ACCEPTANCE:** NAI The Dunham Group ("Escrow Agent") shall hold the earnest money in a non-interest bearing account and act as escrow agent until closing.
  
4. **TITLE:** Within sixty (60) days of the Effective Date (the "Title Review Period"), Purchaser shall notify Seller in writing (the "Title Objection Notice") of any matters affecting title to the property that are objectionable to Purchaser in Purchaser's sole discretion ("Title Defects"). Purchaser shall be deemed to have waived the right to object to any matter affecting title as of the Effective Date, except for any mortgage, tax lien, mechanics' lien, judgment lien, or other liens, encumbering the property (for which no objection is required), if Purchaser fails to specifically identify such matters in the Title Objection Notice (each matter not objected to being a "Permitted Encumbrance"). Within twenty-one (21) days of Seller's receipt of the Title Objection Notice, Seller shall notify Purchaser in writing whether or not Seller elects to cure any of the matters identified in the Title Objection Notice. If Seller elects to cure certain Title Defects, Seller shall use good faith efforts to cure such Title Defects and shall have a period of not more than forty-five (45) days after notice of Seller's election within which to cure any such Title Defects (the "Title Cure Period"), and the Closing Date shall be extended until five (5) days after the expiration of the Title Cure Period. Seller agrees that, after the Effective Date, it shall not permit or suffer encumbrance of the property with any liens, easements, leases or other encumbrances without Purchaser's prior written consent. On or before the Closing Date, Seller shall remove at its sole cost any such matters affecting the title to the property suffered or created by or consented to by Seller after the Effective Date that are not approved by Purchaser. If Seller elects not to cure any Title Defects or if Title Defects which Seller elects to cure are not cured within the Title Cure Period, Purchaser shall elect, by written notice to Seller on or before the Closing Date, as the same may be extended, either (i) to accept title to the property subject to such uncured Title Defects without reduction of the purchase price and without any liability on the part of Seller therefor, in which case such Title Defects shall be Permitted Encumbrances, or (ii) to terminate this Contract, whereupon the earnest money immediately shall be returned to Purchaser and neither party shall have any further obligations under this Contract.
  
5. **DEED:** In return for payment in full of the purchase price, Seller shall convey the property **on or before June 15, 2020**, unless an earlier date is mutually agreed upon by the parties (the "Closing Date"), to Purchaser by Maine Statutory Short-Form Quit Claim Deed with Covenant (the "Deed"), and the parties agree to execute and deliver on the Closing Date such other documents that are

Page 1 of 5      Purchaser's Initials: \_\_\_\_\_ Seller's Initials: \_\_\_\_\_

customary and/or reasonably necessary to complete the conveyance. It is a condition to Purchaser's obligations hereunder that title to the property shall be free and clear of all liens and encumbrances except for the following matters and otherwise in compliance with the requirements of this Contract: (i) zoning restrictions and land use laws and regulations and permits and approvals issued pursuant thereto; (ii) current taxes and assessments attributable to periods from and after the Closing, which Purchaser shall be liable to pay; (iii) any Permitted Encumbrance.

6. **POSSESSION/OCCUPANCY:** Possession/occupancy of property shall be given to Purchaser on the Closing Date unless otherwise agreed by both parties in writing.
7. **RISK OF LOSS:** Until transfer of title, the risk of loss or damage to the property by fire or otherwise is assumed by Seller unless otherwise agreed in writing. The property shall at closing be in substantially the same condition as of the Effective Date, excepting reasonable use and wear. If the property is materially damaged or destroyed prior to closing, Purchaser may either terminate this Contract and be refunded the earnest money deposit, or close this transaction and accept the property in its as-is condition together with an assignment of the Seller's right to any insurance proceeds relating thereto.
8. **PRORATIONS:** The following items shall be prorated as of the Closing Date:
  - a. Real Estate Taxes based on the municipality's current tax year. Seller is responsible for any unpaid taxes for prior years.
  - b. Purchaser and Seller shall each pay one-half of the transfer tax as required by the laws of the State of Maine.
9. **DUE DILIGENCE:** Purchaser is advised to seek information from professionals regarding any specific issue of concern. Neither Seller nor the Real Estate Licensees identified below make any representations or warranties regarding the condition, permitted use or value of Seller's real or personal property. Purchaser's obligation to close under this Contract is conditioned upon Purchaser's satisfaction with its investigations of the property, which may without limitation include boundary survey, environmental assessment, engineering studies, wetlands or soils studies, zoning compliance or feasibility, and code compliance, all by 5:00 pm, Eastern Time, on **May 15, 2020** (the "Due Diligence Deadline").

All investigations will be done by professionals chosen and paid for by Purchaser. If the result of an investigation is unsatisfactory to Purchaser, Purchaser may declare this contract null and void by notifying Seller in writing within the specified number of days set forth above, and said earnest money shall be returned to Purchaser. If Purchaser does not notify Seller that Purchaser's investigations are unsatisfactory within the time period set forth above, this contingency is waived by Purchaser. In the absence of any investigation(s) mentioned above, Purchaser is relying completely upon Purchaser's own opinion as to the condition of the property. Purchaser agrees to restore any disturbance to the property caused by Purchaser's investigations, and Purchaser agrees to indemnify and hold Seller harmless for any claims, damages, losses or costs, including without limitation reasonable attorneys' fees, incurred or suffered by Seller as a result of Purchaser's investigations of the property, which indemnification obligation shall survive termination or closing under this Contract. In the event Purchaser terminates this contract, Purchaser agrees to promptly provide Seller with copies of all title commitments, reports, surveys and other due diligence materials generated by Purchaser's investigations at no cost to Seller.

Seller represents to Purchaser that, within five (5) business days after the Effective Date, Seller shall have delivered to Purchaser complete copies of all title policies or reports, survey or site plans, and

reports pertaining to the property and in Seller's possession or control, including any engineering studies, soil investigations or reports, and information on hazardous materials and other environmental matters, including any prior environmental audits, and all similar materials that are owned by Seller or in Seller's possession or control and that concern the property. At all times during the term of this Contract Seller shall promptly furnish Purchaser with any new information that supplements the foregoing.

10. FINANCING: Notwithstanding anything to the contrary in this Contract, Purchaser's obligation to close hereunder is conditioned upon Purchaser's obtaining within forty-five (45) days from the Effective Date of this Contract (the "Commitment Date") a written commitment (the "Commitment") from a lender for a **mortgage loan in an amount that is at least fifty percent (50%) of the purchase price, at an interest rate not to exceed six percent (6%) per annum and amortized over twenty (20) years.** In the event the Purchaser is unable to obtain the Commitment, then Purchaser may terminate this Contract by written notice given to Seller by the Commitment Date, whereupon the earnest money shall be promptly returned to Purchaser and neither party shall have any further obligations under this Contract, except for those obligations, if any, which by their terms expressly survive. If Purchaser does not timely notify Seller that is has failed to obtain the Commitment, then Purchaser shall be in default of this Contract at the election of Seller. This contingency benefits Purchaser only, and only Purchaser may waive it by providing written notice to Seller specifically waiving this condition and contingency or any part thereof.
11. SELLER'S WARRANTIES: Seller hereby represents and warrants that, to Seller's knowledge, as of the date of this Contract, and on the date of Closing the following are true and correct:
- a. Seller is not the subject of any threatened or pending bankruptcy proceeding, or any insolvency, receivership, trusteeship or similar proceeding or arrangement.
  - b. There are no pending or threatened actions or proceedings regarding the ownership, use, or occupancy of the property, and Seller has not received any written notice asserting that the property, or the ownership, use, or occupancy thereof are in violation of any applicable legal requirement.
  - c. No underground storage tank or facility exists on the property.

It shall be a condition of Purchaser's obligation to close under this Agreement that all warranties and representations made by Seller hereunder are true, both as of the date hereof and as of the Closing.

12. AGENCY DISCLOSURE: Purchaser and Seller acknowledge that NAI The Dunham Group is representing the Seller in this transaction.
13. DEFAULT: If the sale of the property as contemplated hereunder is not consummated because of Purchaser's default, with Seller having fully performed its obligations hereunder, Seller shall be entitled to terminate this Contract and receive the earnest money as full and complete liquidated damages for the breach. Damages are difficult to ascertain and/or prove and the earnest money is a reasonable estimate and forecast of such actual damages. The parties acknowledge that the payment of the earnest money is not intended as a forfeiture or penalty, but is intended to constitute liquidated damages to Seller. In the event of an undisputed default by either party, the Escrow Agent may deliver the earnest money to the party entitled to it under this Contract, with written notice to both parties pursuant to Maine Real Estate Commission regulations. If a dispute arises between Purchaser and Seller as of the existence of a default hereunder and said dispute is not resolved by the parties within thirty (30) days,

the Escrow Agent may elect to file an action in interpleader and deposit the earnest money in the court to resolve said dispute, or otherwise disburse the earnest money pursuant to Maine Real Estate Commission regulations. Purchaser and Seller, jointly and severally, shall indemnify Escrow Agent for all costs, losses, expenses, and damages, including reasonable attorneys' fees, incurred by the Escrow Agent in connection with said action and/or in connection with any dispute relating to this Contract and/or the earnest money.

14. **MEDIATION:** Any dispute or claim arising out of or relating to this Contract or the premises addressed in this Contract shall be submitted to mediation in accordance with the Maine Residential Real Estate Mediation Rules of the American Arbitration Association. This clause shall survive the closing of this transaction.
15. **PRIOR STATEMENTS:** This Contract sets forth the entire agreement between the parties, and there are no other representations, agreements or understandings with respect to the subject matter of this Contract. This Contract shall be construed according to the laws of the State of Maine.
16. **COUNTERPARTS:** This Contract may be signed on any number of identical counterparts, including telefax copies and electronically transmitted copies with the same binding effect as if all of the signatures were on one instrument.
17. **EFFECTIVE DATE:** This Contract is a binding contract when signed by both Seller and Purchaser and when that fact has been communicated to all parties or to their agents. Time is of the essence of this Contract. Seller or Licensees are given permission by the parties to complete the Effective Date blank below with the date of the last signature of the parties, and that date shall be the Effective Date for all purposes under this Contract, and if that blank is not completed then the Effective Date shall be the date of the last signature of the parties. Except as expressly set forth to the contrary in this Contract, the use of the term "days" in this Contract, including all addenda made a part hereof, shall mean calendar days. Deadlines in this Contract, including all addenda, expressed as "within x days" or the like shall be counted from the Effective Date, unless another starting date is expressly set forth, beginning with the first day after the Effective Date, or such other established starting date, and ending at 5:00 pm, Eastern Time, on the last day counted.
18. **CONFIDENTIALITY:** Buyer and Seller authorize the disclosure of the information herein to the real estate licensees, attorneys, lenders, appraisers, inspectors, investigators, and other involved in the transaction necessary for the purpose of closing this transaction. Buyer and Seller authorize the lender and/or closing agent preparing the closing statement to release a copy of the closing statement to the parties and their licensees prior to, at and after the closing.
19. **A copy of this Contract is to be received by all parties and, by signature, receipt of a copy is hereby acknowledged. If not fully understood, consult an attorney.**
20. **OTHER CONDITIONS:** A) The sale of the property is conditioned upon Purchaser obtaining building permits and any municipal, State, and Federal approvals in order to develop a 6,000 SF industrial building on the Property; and  
B) This Contract is contingent upon approval by the Westbrook City Council on or before June 2, 2020. Seller, its agent or representative, shall notify Purchaser by telephone by 5:00 p.m. on the day following the date of said Westbrook City Council approval. If the Westbrook City Council fails to approve this Contract then, Escrow Agent shall promptly return the Deposit to Purchaser, and each and every obligation of the parties under this Contract shall thereupon terminate.



starting date, and ending at 5:00 pm, Eastern Time, on the last day counted.

18. CONFIDENTIALITY: Buyer and Seller authorize the disclosure of the information herein to the real estate licensees, attorneys, lenders, appraisers, inspectors, investigators, and other involved in the transaction necessary for the purpose of closing this transaction. Buyer and Seller authorize the lender and/or closing agent preparing the closing statement to release a copy of the closing statement to the parties and their licensees prior to, at and after the closing.

19. A copy of this Contract is to be received by all parties and, by signature, receipt of a copy is hereby acknowledged. If not fully understood, consult an attorney.

20. OTHER CONDITIONS: A) The sale of the property is conditioned upon Purchaser obtaining building permits and any municipal, State, and Federal approvals in order to develop a 6,000 SF industrial building on the Property; and

B) This Contract is contingent upon approval by the Westbrook City Council on or before June 2, 2020. Seller, its agent or representative, shall notify Purchaser by telephone by 5:00 p.m. on the day following the date of said Westbrook City Council approval. If the Westbrook City Council fails to approve this Contract then, Eiserow Agent shall promptly return the Deposit to Purchaser, and each and every obligation of the parties under this Contract shall thereupon terminate.

The parties agree that none of the above are collateral agreements. It is the intent of the parties that except as expressly set forth in this Contract, all covenants, representations, statements and obligations of both parties herein shall not survive closing.

GLASS SOLUTIONS, OR ITS ASSIGNS

Legal Name of Purchaser

David Christopher

Date

4/14/2020

By:

Signature



Its:

Title

owner

Seller accepts Purchaser's offer and agrees to deliver the property at the price and upon the terms and conditions set forth above and agrees to pay NAI The Dunham Group a brokerage commission of eight percent (8%) of the purchase price at closing.

Signed this 14 day of April, 2020.

CITY OF WESTBROOK, MAINE

Legal Name of Seller

By:

Signature





**CITY OF WESTBROOK, MAINE**  
**IN CITY COUNCIL**

**Date: May 4, 2020**

**Order: 2020-49**

**AUTHORIZING PAYMENT OF DEDUCTIBLE & SETTLEMENT OF LITIGATION**

That the Westbrook City Council hereby authorizes payment of a \$25,000 deductible pursuant to the terms of its insurance coverage and authorizes the settlement of Rosalyn Janney vs. City of Westbrook and Westbrook School Department for a total of \$100,000.00, with that amount to be shared by the City's and the School Department's insurers, and further authorizes any actions necessary to implement said settlement agreement.

Funds available in budget line 10001320-55201.

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First Reading: May 4, 2020

Second and Final Reading: May 18, 2020

Attest:

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City Clerk

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Mayor



# CITY OF WESTBROOK, MAINE

2 York Street, Westbrook, ME 04092

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## 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 Payment of Deductible & Settlement of Litigation

**REQUESTED BY:** Administration

**DATE:** 04/29/2020

### SUMMARY:

This is a request to authorize the payment of a \$25,000 deductible and to authorize the settlement of litigation involving the City of Westbrook. The total settlement of \$100,000 shall be paid by the City's and School Department's insurance carriers, less the City's deductible amount.

The details of this matter will be discussed with legal counsel in an Executive Session scheduled at 6:30pm on Monday May 4, 2020.

### BUDGET LINES AFFECTED (IF APPLICABLE):

\$25,000 deductible available in budget line 10001320-55201 (Insurance Deductible)

*OK  
SM*



**CITY OF WESTBROOK, MAINE**  
IN CITY COUNCIL

**Date: May 4, 2020**

**Order: 2020-50**

**AUTHORIZING WESTBROOK ENVIRONMENTAL IMPROVEMENT CORPORATION (WEIC) EXPENDITURE  
FOR SMALL BUSINESS EMERGENCY COMMERCIAL RENTAL ASSISTANCE PROGRAM**

That the Westbrook City Council hereby authorizes a Westbrook Environmental Improvement Corporation (WEIC) expenditure in an amount not to exceed \$100,500 for the establishment of the Small Business Emergency Commercial Rental Assistance Program to support small businesses in Westbrook with rent payments during the COVID-19 pandemic, and further authorizes the City administration to administer such program funds as outlined in the attached exhibit.

Funds available in budget line: 22001390-59400-02299

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First Reading: May 4, 2020

Second and Final Reading: May 18, 2020

Attest:

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City Clerk

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Mayor



# CITY OF WESTBROOK, MAINE

2 York Street, Westbrook, ME 04092

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## 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 WEIC Expenditure for Small Business Emergency Commercial Rental Assistance Program

**REQUESTED BY:** Administration

**DATE:** 04/29/2020

**SUMMARY:**

This is a request to authorize a Westbrook Environmental Improvement Corporation (WEIC) expenditure in the amount of \$100,500 for the establishment of the Small Business Emergency Commercial Rental Assistance Program. This program shall be administered by the Department of Economic Development. See attached for program details.

This program was approved by WEIC on April 29, 2020.

**BUDGET LINES AFFECTED (IF APPLICABLE):**

2200 1390 - 59400 - 02299

OK-8mm

## **Small Business Emergency Commercial Rent Assistance Program**

### **Program Overview**

The purpose of the Small Business Emergency Commercial Rent Assistance Program is to support Westbrook's small businesses in immediate need of rental or mortgage payment assistance, due to the COVID-19 Pandemic. This grant program may provide assistance for commercial rent or commercial mortgage not to exceed \$1,500.00, for businesses with 50 or fewer Westbrook based employees. The goal is to focus on individual businesses that are in need of assistance. To address this immediate need, speed, flexibility, simplicity and efficiency are critical elements of the grant program delivery. A flexible grant program will have a direct impact to help small businesses retain jobs and survive the crisis.

This Emergency Rental Assistance Grant Program, capitalized with \$100,500, was created to help Westbrook small businesses recover from revenue loss by awarding grants for rental or mortgage assistance during the coronavirus crisis. Businesses with 50 employees or less that meet the eligibility and requirements for submission are encouraged to apply via this Google Form. The grants will be paid directly to the applicant's landlord. For owner-occupied businesses, determinations will be made on a case-by-case basis to find the best way possible to assist with payment options.

### **ELIGIBILITY:**

Business is located in Westbrook, Maine and pays rent or makes mortgage payments for a dedicated commercial space located in Westbrook.

Business had 50 or fewer part-time or full-time employees in Westbrook (between January 1, 2020 and March 1, 2020).

Business can demonstrate revenue loss as a result of the coronavirus crisis.

Note: City of Westbrook employees and elected officials are *not* eligible to apply. Home-based businesses are *not* eligible to apply.

Priority will be given to applicants that did not receive funds from the Federal Paycheck Protection Program, part of the Coronavirus Aid, Relief and Economic Securities Act (CARES Act). Any funds remaining may be allocated to applicants that have received prior assistance under the PPP if additional need is demonstrated.

### **REQUIREMENT SUBMISSIONS:**

Completed application

Payroll report for the period from January 1, 2020 to March 1, 2020, demonstrating that the number of employees (including both full and part time) is 50 or less.

Copy of commercial lease showing monthly payment and landlord contact information or mortgage payment information.

Statement of need and demonstration of a reduction in revenue since the COVID-19 Pandemic as a result of temporary shutdown of business, cancelled accounts, cancelled events, etc. Evidence may include, but is not limited to: emails, screenshots, closure posts on social media and webpages.

**GRANT PROCEDURE:**

The City will provide an electronic application that will stipulate the requirements of a completed grant application. Completed applications will be reviewed weekly by Economic Development Staff, on a rolling basis, and a second round of submissions may be opened if funding is available. Please allow up to 10-12 days for processing after submission, and 2-3 weeks after award notification to receive funds. We will notify recipients by email. Grant award recipients will receive a 1099 form at the end of the calendar year.

Applications will be reviewed and processed on a weekly basis.

Deadline for submission is August 31, 2020.

The review committee reserves the right to reject any application if there is no substantive need.

**GUIDELINES:**

Applicant understands that uploaded files may be shared outside of the organization they belong to (except for financial application materials that include confidential information). However, numbers of awards and amounts may be reported publicly.

Any award of funds and conditions of the Small Business Emergency Commercial Rental Assistance Program are subject to City Council approval.

If you have trouble with this online platform, please contact Tina Radel, Marketing Director, via email at [tradel@westbrook.me.us](mailto:tradel@westbrook.me.us).

If you have any questions about the grant, please contact Daniel Stevenson, Economic Development Director, at [dstevenson@westbrook.me.us](mailto:dstevenson@westbrook.me.us) or 207-956-3197.



**CITY OF WESTBROOK, MAINE**  
IN CITY COUNCIL

Date: May 15, 2020

Order: 2020-51

**AUTHORIZING CITY OF WESTBROOK FOOD SERVICE ESTABLISHMENTS AND RETAIL OUTDOOR  
EXPANSION PROGRAM AND REGULATIONS**

That the Westbrook City Council hereby approves the City of Westbrook Food Service Establishments and Retail Outdoor Expansion plan and regulations as outlined in the attached exhibit, and further authorizes administrative review for additional food service establishments and retail businesses to expand outdoor areas as determined by administration.

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First and Final Reading: May 18, 2020

Attest:

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City Clerk

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Mayor



# CITY OF WESTBROOK, MAINE

2 York Street, Westbrook, ME 04092

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## 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:** City of Westbrook Food Service Establishments and Retail Outdoor Expansion

**REQUESTED BY:** Administration

**DATE:** 05/14/2020

### SUMMARY:

This is a request to approve a proposed plan to assist Westbrook's restaurants, food service establishments, and retail establishments that are scheduled to open as of June 1, 2020 as allowed by the Governor Janet Mills' Restarting Maines Economy phased plan.

Proposed plan is attached.

**BUDGET LINES AFFECTED (IF APPLICABLE):**

## City of Westbrook Food Service Establishments and Retail Outdoor Expansion

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The City of Westbrook has proposed a plan to assist Westbrook's restaurants, food service establishments, and retail establishments that are scheduled to open as of June 1, 2020 as allowed by Governor Janet Mills' Restarting Maines Economy phased plan.

This proposal allows businesses to expand dining and retail areas within certain areas of public property not typically permitted for business activity such as: public areas, parking lots, public rights-of-way, and parklets. The City will also allow the expansion of existing outdoor seating previously permitted for use in the public way to increase the number of customers served safely while meeting social distancing requirements. State roads are excluded from this program as the City does not regulate State rights-of-way. This proposal is not to create a gathering or social space. Gathering in groups will not be permitted in outside areas, except as allowed by these regulations; any waiting lines shall meet social distancing requirements.

Three identified options for outdoor seating and retail space are:

**Sidewalks:** Private use of sidewalk space has typically required an Outdoor Dining Permit (per Chapter 20, Article II, Division 4 of the City of Westbrook Code of Ordinances). The City of Westbrook is temporarily allowing businesses to use sidewalks for additional restaurant seating or retail purposes due to the COVID-19 pandemic.

Outdoor seating and retail space within sidewalks and public rights of way shall maintain and follow these requirements:

- Adequate pedestrian flow of at least 6 feet. No tables, chairs, umbrellas or other fixtures shall be permitted within six (6) feet of a pedestrian crosswalk or corner curb cut;
- Access to public utilities, building entrances, crosswalks, and bus stops;
- Pedestrian and traffic safety; and
- Fire hydrants or fire lanes shall not be obstructed at any time by barriers or seating.

**Parklets:** Parklets are on-street parking spaces that will be temporarily converted for other uses, such as expanded outdoor seating areas and retail space.

Parklets can be used by one or more businesses, and do not require streets to be closed. The City will be temporarily suspending certain codes and permitting requirements for private use of on-street parking spaces within the public right-of-way. Parking spaces may be used by the adjacent business.

**Parking Spaces on Private Property:** Up to 50% of required on-site parking spaces may be converted to outdoor dining areas or retail space to expand the footprint of the business operation. The converted space shall be in conformance with all City of Westbrook requirements for building accessibility and social distancing requirements, providing at least six feet of space between tables and pathways. Additionally, no parking for disabled persons may be repurposed for restaurant or retail use. The required landscape and buffer areas for the on-site parking spaces (Vehicular Use Areas), shall not be used as an expanded area for restaurants

or retail operations, except as needed to serve as the access to the allowed expanded use area. There shall not be parking, outside seating, or retail activities in these areas.

**Requirements:**

- Each business will be given the Restarting Maines Economy COVID19 Prevention Checklist to adhere to all the States requirements.
- Outdoor space as allowed under this policy may be used during normal business operating hours, with use to end no later than 10:00pm.
- Tables shall be separated by 6 feet (measured from chair backs).
- Maximum table party size is 8 people.
- The total number of people any one time shall be no more than 50 people per outdoor space.
- Minimum life safety requirements and Americans with Disability Acts (ADA) requirements shall be maintained.
- Have a back-up plan for outdoor seating that adheres to physical distance requirements in case of inclement weather.
- It is the responsibility of the business to activate these spaces with temporary materials such as tables and chairs, umbrellas, and visual/physical barrier materials.
- Appropriate lighting of outdoor seating/retail space is required if operating outside of daytime hours.
- Use of landscaping and planters to delineate seating area is permissible, however these materials should not be permanently affixed to any public rights-of-way

Barriers may be required upon review of application for public safety purposes.

**Alcoholic Beverages:**

Restaurants and food service establishments that hold an active on-premise State of Maine Liquor License, will be permitted to sell and allow on-premise consumption of alcoholic beverages within expanded dining areas on private property, on immediately adjacent sidewalks, or within parklets as permitted by this proposed plan.

**Application:**

The Outdoor Seating/Retail Permit application shall include the following:

1. A layout plan, with:
  - a) The sidewalk along with its width and curbing location and any fixed objects such as street signs, benches, esplanades, light poles and trash cans;
  - b) If the outdoor dining is proposed on public property that is not a sidewalk then the public property shall be clearly defined, including dimensions and any fixed objects, such as signs, light poles, trees, planters and trash cans; and
  - c) The location of any tables, chairs, barriers, platforms, signage and or landscaping placement, and any other components proposed for the outdoor dining activity, and the dimensions of the area to be used.
2. The license holder understands that the City of Westbrook, its agents, officers and employees accept no responsibility and will not be liable for any injury, harm or damage to the license holder's person or property arising out of the establishment's occupancy of the public way.
3. The City will not be responsible for damage to any tables, chairs or other property that is not

properly removed when the City is engaged in the maintenance of the public way.

4. Liquor Licenses holders shall provide a sketch outlining outdoor seating area for outdoor consumption of alcoholic beverages to the City.

**Fees:**

Fees associated with the expansion of outdoor dining premises new or existing will be waived for the 2020 season. All outdoor spaces will require inspection from the Code Enforcement and Fire Inspector office. All outdoor seating and retail permits will be valid from June 1, 2020 through October 31, 2020.



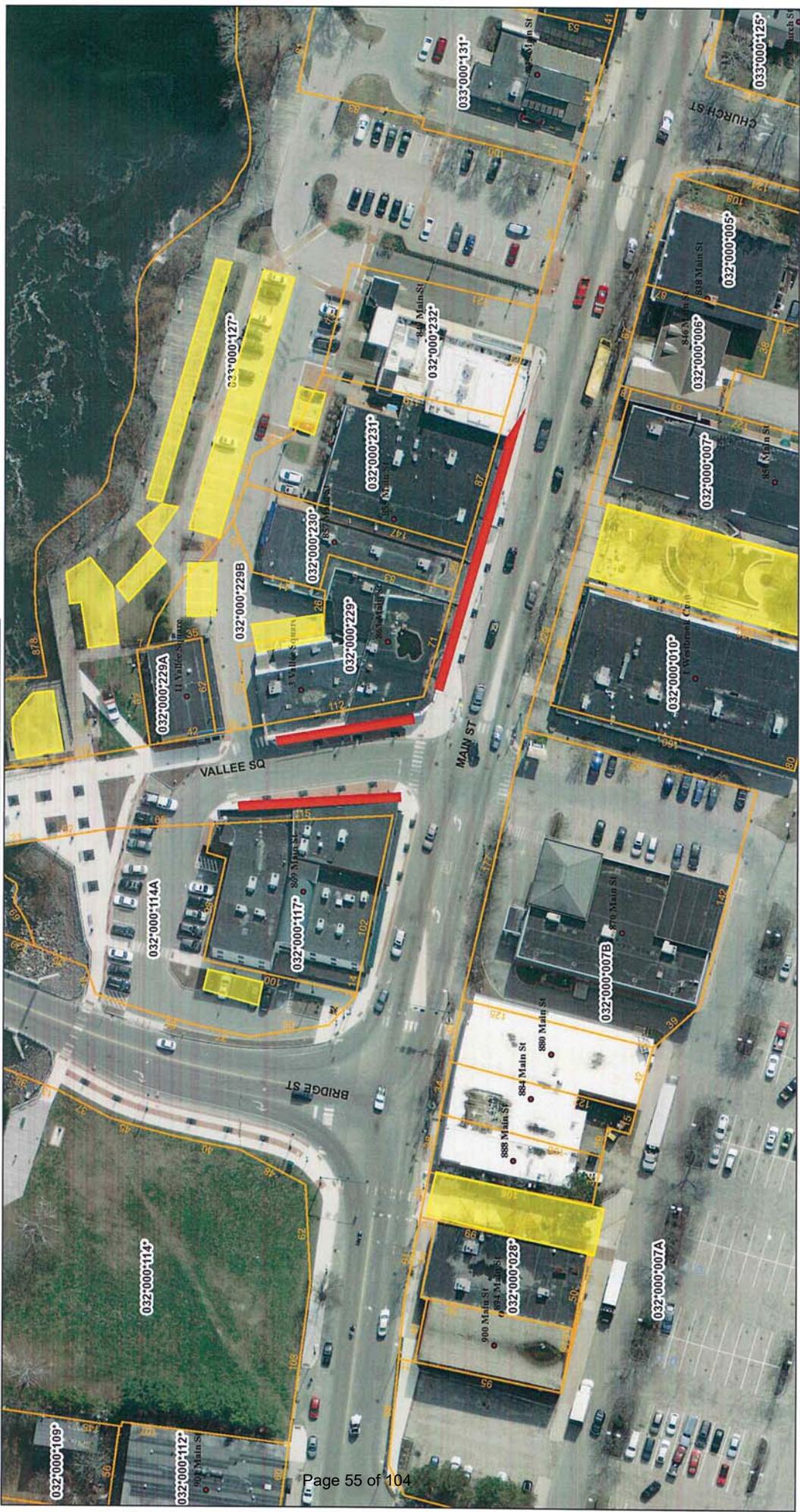
# Potential Outdoor Seating/Retail

Westbrook, ME

1 inch = 60 Feet



May 14, 2020



Data shown on this map is provided for planning and informational purposes only. The municipality and CAI Technologies are not responsible for any use for other purposes or misuse or misrepresentation of this map.



# RESTARTING MAINE'S ECONOMY

## COVID19 Prevention Checklist Industry Guidance

As the number of COVID-19 cases begins to decrease, the State of Maine is adopting a staged approach, supported by science, public health expertise and industry collaboration, to allow Maine businesses to safely open when the time is right.

This is one of many industry guidance documents for business that the State is preparing for businesses so they can be prepared to meet health guidelines and reopen safely. Please make sure you pair this document with the general guidance document that applies to all industries, which is available on [maine.gov/DECD](http://maine.gov/DECD).

Please note: This document may be updated as additional information and resources become available.

### **Phase 1: Restaurants** *Released May 8, 2020*

#### **Employees**

- Require employees to wear cloth face coverings and practice good hand hygiene.
- Good hand hygiene prevents spread of disease. The best hand hygiene is frequent handwashing. Remind employees to practice good hand hygiene with frequent handwashing and hand sanitizing especially between contact with customers and customer items.
- Gloves are not a replacement for good hygiene. If you wear gloves, change them frequently and wash between customers and activities.
- Hand sanitizer may not be used in place of handwashing for food production.
- Where possible, stagger employee shifts and meal breaks to avoid crowding in common work areas.
- Ensure employees stay 6 feet apart whenever practical.
- Adjust seating in break rooms and other common areas to reflect physical distancing practices.
- Prohibit gatherings or meetings of employees of 10 or more during working hours.
- Permit employees to take breaks and lunch outside, or in such other areas where physical distancing is attainable.
- Do not allow employee food or drink in food service areas.
- Limit interaction between employees and outside visitors or delivery drivers; implement touchless receiving practices if possible.
- Adjust training and new employee orientation to limit number of people involved and allow for 6 foot spacing; use virtual/video/audio training when possible.

- Limit sharing of handheld equipment, phones, desks, workstations, and other tools and equipment between employees to the extent possible.
- Provide employee training for:
  - physical distancing guidelines and expectations
  - monitoring personal health
  - proper wear, removal, disposal of Personal Protective Equipment (PPE)
  - laundering of face coverings and uniforms as listed below
  - cleaning protocols as listed below
  - how to monitor personal health and body temperature at home
  - guidance on how to launder cloth face coverings and uniforms: [see CDC, Cleaning and Disinfecting Your Facility, How to Disinfect: Laundry](#)
  - cleaning protocol, including how to safely and effectively use cleaning supplies.
- Consider employee training in safe de-escalation techniques.
- Entertainment personnel should follow the same physical distancing and cloth face covering guidelines as other employees.

## Customers

- Inform your customers of your COVID policies and procedures in advance, if possible.
- Place signage at entrances and throughout the store alerting customers to COVID policies, especially to maintain 6 feet physical distance to the extent possible.
- Consistent with Executive Order 49 FY 19/20, customers should wear cloth face coverings when in a food service facility where social distancing is difficult (e.g., waiting in line for pickup, entering or exiting, walking to the restrooms). Customers do not need to wear face coverings when seated at the table.
- Use reservations with call ahead or online as a best practice.
- Establishments may call, use a text alert or intercom system to alert guests that their table is ready. Only one member of a party may wait inside in the waiting area and must remain at least 6 feet apart.
- Avoid crowding at restaurant entrance and maintain physical distancing in any waiting line.
- Maintain physical distancing protocols during guest check-in and seating.
- Communicate to customers that they should not come to the restaurant if they have a fever or cough.
- Consider offering exclusive early hours to seniors and other high-risk individuals.
- Consider adjusting store hours of operation, as necessary, to support social distancing efforts by limiting number of customers at one time.
- Minimize customer and staff interactions by assigning wait staff to 'areas' and tables. If possible, keep staff work groups to same days/shifts to minimize staff exposures.
- For contact tracing purposes, maintain records of customers, including one customer name and contact information per party and the server of the table.
- Limit restroom occupancy for group restrooms to incorporate physical distancing and avoid formation of waiting lines outside of restrooms.

- Menus should be laminated or plastic covered and sanitized after each use, or single use paper.
- Continue take out, curbside and delivery with beer, wine and cocktails.
- Maximum group party size of eight people.
- Dining room tables should be spaced at least 6 feet apart.
- The total number of people any one time should be no more than 50 people per room and each party must be 6 feet apart from other parties. This also applies to outdoor seating areas. Have a back-up plan for outdoor seating that adheres to physical distance requirements in case of inclement weather.
- Bar or counter service within restaurant establishments must follow physical distance guidelines. Provide physical barriers to protect customers and wait staff such as partitions or plexiglass barriers or face coverings plus face shields for staff if there is not 6 feet of distance between customers and counter staff.
- Establishments where counter service is combined with liquor service must also take measures to ensure customers do not congregate at the counter.
- Bar areas within restaurants must close at the same time the kitchen closes for dining patrons.
- Where practical, especially in booth seating, physical barriers are acceptable.
- Use EPA-approved cleaning and disinfectant products to wipe down dining room tables and chairs after each party.
- Provide only single use condiments at this time.
- Suspend salad bars buffets at this time.
- Minimize other self-service areas such as drink stations. To the extent possible, use contact-less dispensers to minimize hand touching. Replace multi-use condiments with single-serve packets. Other suggestions to minimize multi-touch surfaces include providing single-wrap utensils, straws, and lids provided at any take-out or self-seating point of sale. Self-service areas require frequent cleaning and disinfection.
- Allow expanded seasonal outdoor dining, with distancing protocols, in parking lots, sidewalks and expanded patios, etc.
- Use disposable napkins and table covers instead of cloth linens. If cloth linens are used, change between customers.
- Children need to remain seated with their party. No play areas or shared toys; single use crayons only.

## Operations

- Consider ways to maximize air flow, if practical, to increase fresh air circulation (e.g., opening screened windows, or doors).
- Widen high-traffic areas to the extent possible.
- Note that staff or customer use of elevators or escalators will require regular attention to physical distance guidelines and frequent cleaning of high-touch surfaces.
- Minimize shared touch surfaces such as kiosks, tablets, pens, credit cards, receipts and keys.
- Establish protocols for regular disinfection and handling of received material shipments and inventoried materials.

- Establish protocols for handling and processing shipping and receipts (including disinfection).
- Advise contractors, drivers, and vendors that they are required by Executive Order #49 to wear cloth face coverings while on the premises.
- Notify vendors of re-opening, and any revised protocol as it relates to store entry, deliveries, paperwork, etc.
- Consider implementing measures to ensure vendor safety, including:
  - Disabling/suspending access (e.g., suspending all non-employee delivery drivers from entering restaurant).
  - Transitioning to contactless signatures/e-signatures for deliveries.
  - Where practical, adjusting store delivery times to spread out deliveries.
- Request that vendors direct their employees to follow all social distancing guidelines and health directives issued by the applicable public authorities.
- Require regular and frequent sanitization of high-touch areas like restrooms, handrails, doors, PIN pads, and common areas that are accessible to staff, customers, and suppliers.
- Ensure operating hours allow downtime between shifts for thorough cleaning.
- Provide sanitization materials, such as sanitizing wipes, to employees to clean handhelds/wearables or other work tools and equipment before/after use.
- Consider providing cleaning “kits” including disinfectant wipes or sprays, disposable gloves, paper towels, cloth face coverings, hand sanitizer and other cleaning supplies that are readily accessible throughout the restaurant for areas that will be cleaned periodically throughout the day.
- Note the focus areas of cleaning include:
  - Door and drawer handles
  - Light and other power switches (consider signage to keep lights on at all times, or utilizing exiting motion sensor capabilities)
  - Shared tools
  - Chairs, tables, and benches
  - Refrigerators, microwave, and other frequently touched objects and surfaces in service areas
  - Time clocks
  - Entry way
  - Cash register, including touch screens, keyboards, mouse
  - PIN Pads (touch screen, keypad, and pen)
  - Restrooms
    - Toilet bowl, toilet paper holder, and flush lever
    - Sinks and faucets
    - Paper towel holders and/or air dryers
    - Diaper-changing stations
- Utensils and dishes used by customers should be treated as potentially contaminated and should be handled carefully. Wash hands after bussing tables and handling used tableware.

- Note that vending machines are not recommended at this time due to the challenge of keeping surfaces clean.
- Provide hand sanitizer for customers and employee use, including restaurant entrance.

## **Sales**

- Promote “Contactless” payment options:
  - On-line shopping
  - Contactless payment options (e.g., RFID credit and debit cards, Apple Pay, Google Pay, etc.)
  - Self-checkout
  - Pickup and delivery services
- Wash hands or use alcohol-based hand sanitizer (at least 60% alcohol) after handling cash.
- Consider increasing pickup hours to serve more online customers.
- Consider adding physical barriers such as partitions or plexiglass barriers at registers.
- Restaurants vary significantly in terms of size, models, such as wait service, self-service, counter and window service, take-out, as well as types of seating arrangements. In all cases, take appropriate steps to minimize risk to customers and employees through effective physical distancing, attention to hand hygiene, and facial coverings.



**CITY OF WESTBROOK, MAINE**  
**IN CITY COUNCIL**

**Date: May 18, 2020**

**Order: 2020-52**

**AUTHORIZING ACCEPTANCE & EXPENDITURE OF COVID-19 ASSISTANCE GRANT FUNDS**

That the Westbrook City Council hereby authorizes the acceptance and expenditure of two grants intended for the purchase of personal protective equipment and other essential items for the prevention, preparation for and response to the coronavirus pandemic, including a \$47,070 Coronavirus Emergency Supplemental Funding grant through the Bureau of Justice Assistance, and a \$5,000 grant through Trans Canada Energy's Build Strong/Community Investment Program; and further authorizes the purchase of a LUCAS mechanical CPR device from Stryker Medical of Chicago, IL at a total cost of \$15,459.70 as outlined in the attached exhibit.

Trans Canada Energy grant funds in the amount of \$5,000 to be deposited into revenue line 21002210-46400-02121.

Bureau of Justice Assistance grant funds in the amount of \$47,070 to be deposited into revenue line 22002210-43100-COVID

Funds in the amount of \$5,000 to be deducted from budget line 21002210-57301-02121

Remaining funds to be deducted from budget line 22002210-57390-COVID

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First Reading: May 18, 2020

Second and Final Reading:

Attest:

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City Clerk

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Mayor



# CITY OF WESTBROOK, MAINE

2 York Street, Westbrook, ME 04092

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## 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 & Expenditure of Bureau of Justice Assistance Grant Funds

**REQUESTED BY:** Chief Andrew Turcotte

**DATE:** 04/28/2020

### SUMMARY:

The Westbrook Fire & Rescue Department administration recently applied for the Coronavirus Emergency Supplemental Funding (CESF) through the Bureau of Justice Assistance (BJA), which is a bureau within the Department of Justice (DOJ). The Administration was notified recently that the City was awarded \$47,070 through this non-match grant. This particular grant must be utilized to prevent, prepare for, and respond to the coronavirus pandemic.

The Fire Department administration respectfully requests that the City Council accept and authorize the expenditure of said funding for the purchase of COVID-19 related items, to include PPE, decontamination equipment, and other essential items as deemed appropriate by the Public Safety Administration.

### BUDGET LINES AFFECTED (IF APPLICABLE):

Funds to be deposited to 22002210-43100-COVID  
Funds to be expended from 22002210-57390-COVID

OK  
TAA

**Andrew Turcotte**

---

**To:** Wilson, Latanza (OJP)  
**Subject:** RE: Westbrook FY 20 CESF Application 2020-H1371-ME-VD

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**From:** Wilson, Latanza (OJP) <Latanza.Wilson@usdoj.gov>  
**Sent:** Thursday, April 23, 2020 11:16 AM  
**To:** Andrew Turcotte <aturcotte@westbrook.me.us>  
**Subject:** RE: Westbrook FY 20 CESF Application 2020-H1371-ME-VD

Good Afternoon,

Oh & your maximum eligibility amount is \$47,070.00 so your proposed budget should not go above that amount.

Thank you & have a wonderful day

---

**Latanza G. Wilson**



State Policy Advisor  
☎ 202-514-8267

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**\*\*\*FY 2020 Coronavirus Emergency Supplemental Funding Program\*\*\***

**Applications due: May 29, 2020**

Check to see if your locality is eligible for an allocation;  
allocation lists are linked to in the solicitation.

**<https://bja.ojp.gov/CESF20>**

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BJA FY 2020 Coronavirus Emergency Supplemental Funding

State	Jurisdiction Name	Government Type	Eligible Allocation
ME	ANDROSCOGGIN COUNTY	County	\$58,008
ME	AUBURN CITY	Municipal	\$38,979
ME	LEWISTON CITY	Municipal	\$85,314
ME	CUMBERLAND COUNTY	County	\$58,008
ME	PORTLAND CITY	Municipal	\$219,535
ME	SOUTH PORTLAND CITY	Municipal	\$45,597
ME	WESTBROOK CITY	Municipal	\$47,070
ME	KENNEBEC COUNTY	County	\$58,008
ME	AUGUSTA CITY	Municipal	\$77,591
ME	WATERVILLE CITY	Municipal	\$41,186
ME	PENOBSCOT COUNTY	County	\$58,008
ME	BANGOR CITY	Municipal	\$65,825
ME	YORK COUNTY	County	\$58,008
ME	BIDDEFORD CITY	Municipal	\$96,714
ME	SACO CITY	Municipal	\$36,405
ME	SANFORD TOWN	Municipal	\$56,996
ME	LINCOLN COUNTY	County	\$34,565
	<b>Local total</b>		<b>\$1,135,817</b>

AWARD - \$47,070

TURLOTTÉ - APRIL 23, 2020

U.S. Department of Justice  
Office of Justice Programs  
Bureau of Justice Assistance



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## Coronavirus Emergency Supplemental Funding Program Solicitation FY 2020 Formula Grant Solicitation

CFDA #16.034

Solicitation Release Date: March 30, 2020

Application Deadline: 11:59 p.m. eastern time on May 29, 2020

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The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA) is seeking applications for the Coronavirus Emergency Supplemental Funding Program.

This solicitation incorporates the [OJP Grant Application Resource Guide](#) by reference. The OJP Grant Application Resource Guide provides guidance to applicants on how to prepare and submit applications for funding to OJP. **If this solicitation expressly modifies any provision in the OJP Grant Application Resource Guide, the applicant is to follow the guidelines in this solicitation as to that provision.**

### Eligibility

The following entities are eligible to apply:

- States, U.S. Territories, the District of Columbia, units of local government, and federally recognized tribal governments that were identified as eligible for funding under the Fiscal Year (FY) 2019 State and Local Edward Byrne Memorial Justice Assistance Grant (JAG) Program are eligible to apply under the Coronavirus Emergency Supplemental Funding (CESF) Program solicitation. NOTE: Only the State Administering Agency that applied for FY 2019 JAG funding for a state/territory may apply for the state allocation of CESF funding.

The eligible allocations for the FY 2020 CESF Program can be found at:  
<https://bja.ojp.gov/program/fy20-cesf-allocations>.

For the purposes of the CESF Program, please note the following:

- The term "states" includes the District of Columbia, the Commonwealth of Puerto Rico, the Northern Mariana Islands, the U.S. Virgin Islands, Guam, and American Samoa. (Throughout this solicitation, each reference to a "state" or "states" includes all 56 jurisdictions.)

- The term “units of local government” includes a town, township, village, parish, city, county, borough, or other general purpose political subdivision of a state, or a federally recognized Indian tribal government that performs law enforcement functions (as determined by the Secretary of the Interior). A unit of local government also may be any law enforcement district or judicial enforcement district established under applicable state law with authority to independently establish a budget and impose taxes; for example, in Louisiana, a unit of local government means a district attorney or parish sheriff.
- All recipients and subrecipients (including any for-profit organization) must forgo any profit or management fee.

### Contact information

For technical assistance with submitting an application, contact the Grants Management System (GMS) Support Hotline at 888-549-9901, option 3, or via email at [GMS.HelpDesk@usdoj.gov](mailto:GMS.HelpDesk@usdoj.gov). The GMS Support Hotline operates 24 hours a day, 7 days a week, including federal holidays

An applicant that experiences unforeseen GMS technical issues beyond its control that prevent it from submitting its application by the deadline must email the NCJRS Response Center contact identified below **within 24 hours after the application deadline** to request approval to submit its application after the deadline. Additional information on reporting technical issues appears under “Experiencing Unforeseen GMS Technical Issues” in the **How to Apply (GMS)** section in the [OJP Grant Application Resource Guide](#).

For assistance with any other requirement of this solicitation, applicants may contact the NCJRS Response Center by telephone at 1-800-851-3420; via TTY at 301-240-6310 (hearing impaired only); by email at [grants@ncjrs.gov](mailto:grants@ncjrs.gov); by fax to 301-240-5830; or by web chat at <https://webcontact.ncjrs.gov/ncjchat/chat.jsp>. The NCJRS Response Center hours of operation are 10:00 a.m. to 6:00 p.m. eastern time, Monday through Friday, and 10:00 a.m. to 8:00 p.m. eastern time on the solicitation close date.

### Post-Award Legal Requirements Notice

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions, and all applicable requirements of federal statutes and regulations (including applicable requirements referred to in the assurances and certifications executed in connection with award acceptance). OJP strongly encourages prospective applicants to review information on post-award legal requirements and common OJP award conditions **prior** to submitting an application.

For additional information on these legal requirements, see the “Administrative, National Policy, and Other Legal Requirements” section in the [OJP Grant Application Resource Guide](#).

### Deadline details

Applicants must register in GMS at <https://grants.ojp.usdoj.gov/> prior to submitting an application under this solicitation. All applicants must register, even those that previously registered in GMS. Select the “Apply Online” button associated with the solicitation title. All registrations and applications are due by 11:59 p.m. eastern time May 29, 2020.

For additional information, see the “**How to Apply (GMS)**” section in the [OJP Grant Application Resource Guide](#).

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# Coronavirus Emergency Supplemental Funding Program Solicitation CFDA # 16.034

## A. Program Description

### Overview

The Coronavirus Emergency Supplemental Funding (CESF) Program will provide funding to assist eligible states, local units of government, and tribes in preventing, preparing for, and responding to the coronavirus.

**Statutory Authority:** The CESF Program is authorized by Division B of H.R. 748, Pub. L. No. 116-136 (Emergency Appropriations for Coronavirus Health Response and Agency Operations); 28 U.S.C. 530C.

### Permissible uses of Funds

Funds awarded under the CESF Program must be utilized to prevent, prepare for, and respond to the coronavirus. Allowable projects and purchases include, but are not limited to, overtime, equipment (including law enforcement and medical personal protective equipment), hiring, supplies (such as gloves, masks, sanitizer), training, travel expenses (particularly related to the distribution of resources to the most impacted areas), and addressing the medical needs of inmates in state, local, and tribal prisons, jails, and detention centers.

Expenditures which require prior approval – There are no specific prohibitions under the CESF Program other than the unallowable costs that are identified in the DOJ Grants Financial Guide; however, the following items should be identified during application and appropriately justified as noted:

- **Individual items costing \$500,000 or more** – if the recipient intends to purchase an individual item that costs \$500,000 or more, those item(s) should be identified and thoroughly justified by the grantee and receive written prior approval from BJA post-award through the submission and approval of a Grant Adjustment Notice (GAN). Costs must be reasonable to receive approval.
- **Unmanned Aerial Systems (UAS), Unmanned Aircraft (UA), and/or Unmanned Aerial Vehicles (UAV)** – if the recipient requests to purchase an UAS, UA, and/or UAV, Federal Aviation Administration approval must be obtained as outlined here: [https://www.faa.gov/news/fact\\_sheets/news\\_story.cfm?newsId=22615](https://www.faa.gov/news/fact_sheets/news_story.cfm?newsId=22615). Documentation related to these purchases should be included with the application or the applicant must receive written prior approval from BJA post-award through the submission and approval of a GAN.

Draw-down – Consistent with the CESF Program's purposes, which involve assistance in responding to the present national emergency in connection with the coronavirus, OJP has determined that eligible states (or State Administering Agencies) or units of local government may draw down funds either in advance or on a reimbursable basis. To draw down in advance, funds must be placed in an interest-bearing account, unless one of the exceptions

in 2 C.F.R. § 200.305(b)(8) apply. This interest-bearing account must be dedicated specifically for the CESF Program award, and funds from other awards or sources may not be commingled with the funds in the account established for the CESF Program award. It is not necessary that the interest-bearing account be a “trust fund.” For additional information, see [2 C.F.R. § 200.305](#).

Prohibition of supplanting – Funds may not be used to supplant state or local funds but must be used to increase the amounts of such funds that would, in the absence of federal funds, be made available.

Limitation on direct administrative costs – Funds may not be used for direct administrative costs that exceed 10 percent of the total award amount.

## B. Federal Award Information

Maximum number of awards BJA expects to make	1,873
Period of performance start date	January 20, 2020
Period of performance duration	2 years

Recipients have the option to request a one-time, up to 12-month extension. The extension must be requested via GMS no fewer than 30 days prior to the end of the performance period.

The expected eligible allocations for the FY 2020 CESF Program can be found at: <https://bjaojp.gov/program/fy20-cesf-allocations>.

All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by statute.

### Type of Award<sup>1</sup>

BJA expects to make awards under this solicitation as grants. See the “Administrative, National Policy, and Other Legal Requirements” section of the [OJP Grant Application Resource Guide](#) for additional information.

### Financial Management and System of Internal Controls

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements<sup>2</sup> as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See [OJP Grant Application Resource Guide](#) for additional information.

### Budget Information

This solicitation expressly modifies the OJP Grant Application Resource Guide by not incorporating the “Limitation on Use of Award Funds for Employee Compensation; Waiver” provision in the “Financial Information” section of the OJP Grant Application Resource Guide.

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<sup>1</sup> For purposes of this solicitation, the phrase “pass-through entity” includes any recipient or subrecipient that provides a subaward (“subgrant”) to carry out part of the funded award or program.

<sup>2</sup> The “Part 200 Uniform Requirements” means the DOJ regulation at 2 C.F.R. Part 2800, which adopts (with certain modifications) the provisions of 2 C.F.R. Part 200.

### **Cost Sharing or Match Requirement**

The CESF Program does not require a match.

Please see the [OJP Grant Application Resource Guide](#) for information on the following:

[Pre-agreement Costs \(also known as Pre-award Costs\)](#)

[Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs](#)

[Costs Associated with Language Assistance](#) (if applicable)

## **C. Eligibility Information**

For eligibility information, see the title page.

For information on cost sharing or match requirements, see [Section B. Federal Award Information](#).

## **D. Application and Submission Information**

### **What an Application Should Include**

See the “Application Elements and Formatting Instructions” section of the [OJP Grant Application Resource Guide](#) for information on what happens to an application that does not contain all the specified elements. (This solicitation expressly modifies the “Application Elements and Formatting Instructions” section of the OJP Grant Application Resource Guide by **not** incorporating paragraph two of that section (referring to nonresponsive applications or applications missing critical elements not “[proceeding] to peer review”). The solicitation further expressly modifies the “Application Attachments” section of the OJP Grant Application Resource Guide by **not** incorporating the “Applicant Disclosure of Pending Applications,” “Applicant Disclosure and Justification – DOJ High Risk Grantees,” and “Research and Evaluation Independence and Integrity” provisions.)

### **1. Application for Federal Assistance (Standard Form (SF)-424)**

The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. See the [OJP Grant Application Resource Guide](#) for additional information on completing the SF-424.

**Intergovernmental Review:** This solicitation (“funding opportunity”) is subject to [Executive Order 12372](#). An applicant may find the names and addresses of State Single Points of Contact (SPOCs) at the following website:

[https://www.whitehouse.gov/wp-content/uploads/2020/01/spoc\\_1\\_16\\_2020.pdf](https://www.whitehouse.gov/wp-content/uploads/2020/01/spoc_1_16_2020.pdf)

If the applicant’s state appears on the SPOC list, the applicant must contact the State SPOC to find out about, and comply with, the state’s process under E.O. 12372. In completing the SF-424, an applicant whose state appears on the SPOC list is to make the appropriate selection in response to question 19, once the applicant has complied with its State E.O. 12372 process. (An applicant whose state does not appear on the SPOC list should answer question 19 by selecting the response that the: “Program is subject to E.O. 12372, but has not been selected by the State for review.”)

## 2. Program Narrative

Describe the specific coronavirus prevention, preparation, and/or response efforts that will be addressed with this funding and include a summary of the types of projects or items that will be funded over the 2-year grant period.

## 3. Budget Information and Associated Documentation

Please note that the budget narrative should include a full description of all costs, including administrative costs or indirect costs (if applicable).

See the Budget Preparation and Submission Information section of the [OJP Grant Application Resource Guide](#) for details on the Budget Detail Worksheet, and on budget information and associated documentation, such as information on proposed subawards, proposed procurement contracts under awards, and pre-agreement costs.

**This solicitation expressly modifies the OJP Grant Application Resource Guide by not incorporating the “Information on proposed subawards” provision in the “Budget Preparation and Submission Information” section of the OJP Grant Application Resource Guide.** Specifically, OJP is suspending the requirements for CESF grant recipients to receive prior approval (either at the time of award or through a Grant Adjustment Notice) before making subawards.

For additional information regarding subawards and authorizations, please refer to the subaward section in the [OJP Grant Application Resource Guide](#).

Please see the OJP Grant Application Resource Guide for information on the following:

### 4. Indirect Cost Rate Agreement (if applicable)

See the Budget Preparation and Submission Information section of the OJP Grant Application Resource Guide for information.

### 5. Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high risk status)

### 6. Disclosure of Lobbying Activities

## How to Apply

An applicant must submit its application through [GMS](#), which provides support for the application, award, and management of awards at OJP. Find information, registration, and submission steps on how to apply in GMS in response to this solicitation under **How to Apply (GMS)** in the [OJP Grant Application Resource Guide](#).

## E. Application Review Information

### Review Process

BJA reviews the application to make sure that the information presented is reasonable, understandable, measurable, achievable, and consistent with the solicitation. See the [OJP Grant Application Resource Guide](#) for information on the application review process.

In addition, if OJP anticipates that an award will exceed \$250,000 in federal funds, OJP also must review and consider any information about the applicant that appears in the nonpublic segment of the

integrity and performance system accessible through the System for Award Management (SAM) (currently, the Federal Awardee Performance and Integrity Information System, FAPIIS).

**Important note on FAPIIS:** An applicant, at its option, may review and comment on any information about itself that currently appears in FAPIIS and was entered by a federal awarding agency. OJP will consider any such comments by the applicant, in addition to the other information in FAPIIS, in its assessment of the risk posed by the applicant.

Absent explicit statutory authorization or written delegation of authority to the contrary, the Assistant Attorney General will make all final award decisions.

## F. Federal Award Administration Information

Please see the [OJP Grant Application Resource Guide](#) for information on the following:

### [Federal Award Notices](#)

#### [Administrative, National Policy, and Other Legal Requirements](#)

OJP strongly encourages prospective applicants to review information on post-award legal requirements and common OJP award conditions **prior** to submitting an application.

In addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions, and all applicable requirements of federal statutes and regulations (including applicable requirements referred to in the assurances and certifications executed in connection with award acceptance).

For additional information on these legal requirements, see the “Administrative, National Policy, and Other Legal Requirements” section in the [OJP Grant Application Resource Guide](#).

### [Information Technology \(IT\) Security Clauses](#)

#### **General Information about [Post-Federal Award Reporting Requirements](#)**

Any recipient of an award under this solicitation will be required to submit the following reports and data:

**Required reports.** Recipients typically must submit quarterly financial status reports, semi-annual progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions. Future awards and fund drawdowns may be withheld if reports are delinquent. (In appropriate cases, OJP may require additional reports.)

See the [OJP Grant Application Resource Guide](#) for additional information on specific post-award reporting requirements.

OJP may restrict access to award funds if a recipient of an OJP award fails to report in a timely manner.

## **G. Federal Awarding Agency Contact(s)**

For OJP contact(s), see page 2 of this solicitation.

For contact information for GMS, see page 2.

## **H. Other Information**

Please see the [OJP Grant Application Resource Guide](#) for information on the following:

[Freedom of Information and Privacy Act \(5 U.S.C. 552 and 5 U.S.C. 552a\)](#)

[Provide Feedback to OJP](#)

## Appendix A: Application Checklist

### Coronavirus Emergency Supplemental Funding Program: FY 2020 Solicitation

This application checklist has been created as an aid in developing an application.

#### What an Applicant Should Do:

##### *Prior to Registering in GMS:*

- Acquire a DUNS Number (see [OJP Grant Application Resource Guide](#))
- Acquire or renew registration with SAM (see [OJP Grant Application Resource Guide](#))

##### *To Register with GMS:*

- For new users, acquire a GMS username and password\* (see [OJP Grant Application Resource Guide](#))
- For existing users, check GMS username and password\* to ensure account access (see [OJP Grant Application Resource Guide](#))
- Verify SAM registration in GMS (see [OJP Grant Application Resource Guide](#))
- Search for and select correct funding opportunity in GMS (see [OJP Grant Application Resource Guide](#))
- Register by selecting the “Apply Online” button associated with the funding opportunity title (see [OJP Grant Application Resource Guide](#))
- Read OJP policy and guidance on conference approval, planning, and reporting available at [ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm](http://ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm) (see [OJP Grant Application Resource Guide](#))

If experiencing technical difficulties in GMS, contact the NCJRS Response Center (see page 2)

\*Password Reset Notice – GMS users are reminded that while password reset capabilities exist, this function is only associated with points of contact designated within GMS at the time the account was established. Neither OJP nor the GMS Help Desk will initiate a password reset unless requested by the authorized official or a designated point of contact associated with an award or application.

#### Overview of Post-Award Legal Requirements:

- Review the “[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2020 Awards](#)” in the [OJP Funding Resource Center](#).

**Scope Requirement:**

- The eligible allocations for the FY 2020 CESF Program can be found at: <https://bja.ojp.gov/program/fy20-cesf-allocations>.

**Eligibility Requirement:**

States, U.S. Territories, the District of Columbia, units of local government, and federally recognized tribal governments that were identified as eligible for funding under the FY 2019 State and Local JAG Program will be eligible to apply under the CESF Program solicitation. NOTE: Only the State Administering Agency that applied for FY 2019 JAG funding for a state/territory may apply for the state allocation of CESF funding.

**What an Application Should Include:**

- Application for Federal Assistance (SF-424) (see [OJP Grant Application Resource Guide](#))
- Intergovernmental Review (see page 6)
- Program Narrative (see page 7)
- Budget Detail Worksheet (see page 7)
- Budget Narrative (see page 7)
- Indirect Cost Rate Agreement (if applicable) (see page 7)
- Financial Management and System of Internal Controls Questionnaire (see [OJP Grant Application Resource Guide](#))
- Disclosure of Lobbying Activities ([SF-LLL](#)) (see [OJP Grant Application Resource Guide](#))



# 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 & Expenditure of \$5,000 Donation from TC Energy

**REQUESTED BY:** Chief Andrew Turcotte

**DATE:** 04/27/2020

### SUMMARY:

The Westbrook Fire Department administration respectfully requests that that the City Council accept and authorize the expenditure of \$5,000.00 which was recently awarded through Trans Canada (TC) Energy's Build Strong/Community Investment Program.

The administration submitted for the TC Energy Community Investment Program back in early April, specifically requesting funding to assist with the purchase of a LUCAS mechanical CPR device due to the SARS-C0V-2 (COVID-19) pandemic.

The cost for the LUCAS mechanical CPR device is \$15,459.70 which includes an additional battery as well as warranty and no cost preventative maintenance until 05/01/2024.

The balance, \$10,459.70 will be covered under the BJA/DOJ grant which we were also recently awarded.

### BUDGET LINES AFFECTED (IF APPLICABLE):

Funds to be deposited to 21002210-46400-02121  
Funds to be expended from 21002210-57301-02121

## Andrew Turcotte

---

**From:** do-not-reply@sponsor.com  
**Sent:** Wednesday, April 22, 2020 4:03 PM  
**To:** Andrew Turcotte  
**Subject:** Donation - W9 Required  
**Attachments:** W9 Form.pdf

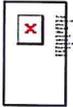
Dear Andrew Turcotte,

We are writing to follow up on our last email that notified you that your organization has been approved for funding through the TC Energy community investment program. In order to process the payment, we require a W9 form to be filled out and returned to us. If you could please fill out the attached W9 form and send it to [community\\_investment@tcenergy.com](mailto:community_investment@tcenergy.com) as soon as possible that would be greatly appreciated! Please note that we are not able to issue payment until we have received a W9 form for each organization.

TC Energy is committed to supporting community organizations that build strong and vibrant communities. Thank you again for the opportunity to be part of this important initiative!

Sincerely,

TC Energy Community Investment



## Andrew Turcotte

---

**To:** Andrew Turcotte  
**Subject:** RE: Donation - W9 Required

---

**From:** Tim Wright <[tim\\_wright@tcenergy.com](mailto:tim_wright@tcenergy.com)>  
**Sent:** Friday, April 24, 2020 12:27 PM  
**To:** Andrew Turcotte <[aturcotte@westbrook.me.us](mailto:aturcotte@westbrook.me.us)>  
**Subject:** RE: Donation - W9 Required

Hi Chief I just confirmed with our groups the award for the CPR device was \$5k. They mentioned a check should be out in the mail hopefully next Thursday (4/30) if not the following Thursday (5/7).

Thanks!

Tim Wright

Public Affairs & Communications

[tim\\_wright@transcanada.com](mailto:tim_wright@transcanada.com)

mobile: 713-899-9485 desk: 832-320-5188



700 Louisiana St.  
Houston, Texas 77002

[TCEnergy.com](http://TCEnergy.com)

---

**From:** Andrew Turcotte <[aturcotte@westbrook.me.us](mailto:aturcotte@westbrook.me.us)>  
**Sent:** Friday, April 24, 2020 11:19 AM  
**To:** Tim Wright <[tim\\_wright@tcenergy.com](mailto:tim_wright@tcenergy.com)>  
**Subject:** [EXTERNAL] RE: Donation - W9 Required

Hi Tim,

I am just circling back to see if you had been able to confirm if the award was 5k or 15k which is what we had applied for specific to the CPR compression device.

Thank you bud

AT

**From:** "do-not-reply@sponsor.com" <[do-not-reply@sponsor.com](mailto:do-not-reply@sponsor.com)>  
**Date:** April 22, 2020 at 4:04:05 PM EDT  
**To:** Andrew Turcotte <[aturcotte@westbrook.me.us](mailto:aturcotte@westbrook.me.us)>  
**Subject:** Donation - W9 Required  
**Reply-To:** [community\\_investment@tcenergy.com](mailto:community_investment@tcenergy.com)

Dear Andrew Turcotte,

We are writing to follow up on our last email that notified you that your organization has been approved for funding through the TC Energy community investment program. In order to process the payment, we require a W9 form to be filled out and returned to us. If you could please fill out the attached W9 form and send it to [community\\_investment@tcenergy.com](mailto:community_investment@tcenergy.com) as soon as possible that would be greatly appreciated! Please note that we are not able to issue payment until we have received a W9 form for each organization.

TC Energy is committed to supporting community organizations that build strong and vibrant communities. Thank you again for the opportunity to be part of this important initiative!

Sincerely,

TC Energy Community Investment



## LUCAS

Quote Number: 10187094

Remit to:

**Stryker Medical**

Version: 1

P.O. Box 93308

Prepared For: CITY OF WESTBROOK

Chicago, IL 60673-3308

Attn:

Rep:

Matthew Lampen

Email:

matthew.lampen@stryker.com

Phone Number:

Quote Date: 05/01/2020

Expiration Date: 05/29/2020

### Delivery Address

### End User - Shipping - Billing

### Bill To Account

Name: CITY OF WESTBROOK

Name: CITY OF WESTBROOK

Name: CITY OF WESTBROOK

Account #: 1245062

Account #: 1245062

Account #: 1245062

Address: 570 MAIN ST

Address: 570 MAIN ST

Address: 570 MAIN ST

WESTBROOK

WESTBROOK

WESTBROOK

Maine 04092

Maine 04092

Maine 04092

### Equipment Products:

#	Product	Description	Qty	Sell Price	Total
1.0	99576-000063	LUCAS 3, v3.1 Chest Compression System, Includes Hard Shell Case, Slim Back Plate, (2) Patient Straps, (1) Stabilization Strap, (2) Suction Cups, (1) Rechargeable Battery and Instructions for use With Each Device	1	\$11,494.90	\$11,494.90
2.0	11576-000060	LUCAS Desk-Top Battery Charger	1	\$988.00	\$988.00
3.0	11576-000071	LUCAS External Power Supply	1	\$312.80	\$312.80
4.0	11576-000080	LUCAS 3 Battery - Dark Grey - Rechargeable LiPo	1	\$604.00	\$604.00
5.0	11576-000046	LUCAS Disposable Suction Cup (3 pack)	1	\$118.40	\$118.40
6.0	11576-000089	LUCAS Grip Tape for Slim Back Plate	1	\$24.00	\$24.00
Equipment Total:					\$13,542.10

### ProCare Products:

#	Product	Description	Qty	Start Date	End Date	Sell Price	Total
7.1	78000014	Ship in Prevent (no batteries) for LUCAS 3, v3.1 Chest Compression System, Includes Hard Shell Case, Slim Back Plate, (2) Patient Straps, (1) Stabilization Strap, (2) Suction Cups, (1) Rechargeable Battery and Instructions for use With Each Device	1	05/01/2020	04/30/2024	\$1,917.60	\$1,917.60
ProCare Total:							\$1,917.60

### Price Totals:

Grand Total: \$15,459.70



**LUCAS**

Quote Number: 10187094

Version: 1

Prepared For: CITY OF WESTBROOK

Attn:

Remit to:

**Stryker Medical**

P.O. Box 93308

Chicago, IL 60673-3308

Rep:

Matthew Lampen

Email:

matthew.lampen@stryker.com

Phone Number:

Quote Date: 05/01/2020

Expiration Date: 05/29/2020

**Comments:**

Please note, this is a special discount rate on demo unit. This pricing expires 5/29/20.

AUTHORIZED CUSTOMER SIGNATURE

**Deal Consummation:** This is a quote and not a commitment. This quote is subject to final credit, pricing, and documentation approval. Legal documentation must be signed before your equipment can be delivered. Documentation will be provided upon completion of our review process and your selection of a payment schedule.

**Confidentiality Notice:** Recipient will not disclose to any third party the terms of this quote or any other information, including any pricing or discounts, offered to be provided by Stryker to Recipient in connection with this quote, without Stryker's prior written approval, except as may be requested by law or by lawful order of any applicable government agency.

**Terms:** Net 30 days. FOB origin. A copy of Stryker Medical's standard terms and conditions can be obtained by calling Stryker Medical's Customer Service at 1-800-Stryker.

In the event of any conflict between Stryker Medical's Standard Terms and Conditions and any other terms and conditions, as may be included in any purchase order or purchase contract, Stryker's terms and conditions shall govern.

**Cancellation and Return Policy:** In the event of damaged or defective shipments, please notify Stryker within 30 days and we will remedy the situation. Cancellation of orders must be received 30 days prior to the agreed upon delivery date. If the order is cancelled within the 30 day window, a fee of 25% of the total purchase order price and return shipping charges will apply.

[Print](#)

## Introduction

### Introduction

At TC Energy, building strong communities where we live, work and operate is important to all of us.

Whether it's partnering with community groups, supporting local initiatives or encouraging our employees to get involved in local improvements, the goal is to build strong and vibrant communities across North America. Our Build Strong program provides valuable tools and resources to first responders, helps fund educational programs, supports important community needs, and strengthens environmental stewardship and sustainability through local and regional investments.

### Before Applying

For TC Energy, community investment is a voluntary contribution on behalf of the company in support of a non-profit, registered charity, association or foundation that generates clear and demonstrable value to the communities where we live, work and operate.

We concentrate our community investment efforts in four focus areas: safety, education, environment and community. Please take the time to visit [our website](#) and learn more about our focus areas and funding criteria to better enable you to submit a successful request.

### Application

The online application will take approximately twenty (20) minutes to complete, depending on the scope of your initiative. By clicking 'Next' you can save each page and return to edit those pages before your submission. However, once your application is submitted, you will not be able to go back and make changes. Do not close your browser window before submitting or you will lose your work.

All fields marked with an asterisk (\*) must be completed.

Please note that in order to process any approved investments, we require a W-9 form, dated and signed within the last year, from each organization. Please download the blank W-9 form [HERE](#) and attach it at the end of the application, along with any other supporting documentation you have for your application. Both the W-9 and any relevant supporting documentation will help us to better assess your application.

We strongly recommend that you attach supporting documents, such as written proposals, at the end of your application as this will help us to better assess your application.

Before submitting your request, you may print a copy of your application for your records by clicking 'Printable Forms' at the top right of this screen. You cannot access your application for printing once it has been submitted to TC Energy.

### Timing

Upon submission of your application, you will receive an email from TC Energy indicating that the application has been received. Please check your junk folder if you do not receive this once you have completed the application.

To ensure proper consideration, we require six (6) to ten (10) weeks to review an application and respond to the applicant.

### Confidentiality

All information collected will be used to assess your application and will be kept strictly confidential.

### Help

For technical assistance, please contact our application service provider at [service@sponsor.com](mailto:service@sponsor.com).

For additional inquiries, please contact [community\\_investment@tcenergy.com](mailto:community_investment@tcenergy.com).

# About your Initiative

\*Do you have an Employer Identification Number (EIN)?

- Yes  
 No

\*Employer Identification Number

01-6000038

\*Organization Name

City of Westbrook Fire & Rescue Department

Enter official organization or community name for check processing. This must match the name on the bank account where the check will be deposited.

\*Organization street address

570 Main Street

Enter in your organization or community mailing address.

\*City

Westbrook

\*State

Maine

\*ZIP

04092

\*Organization phone number

207-854-0644

Organization website

www.westbrookmaine.com

\*Type of Organization

- Registered 501(c)(3) with the US Internal Revenue Service  
 Other tax exempt non-profit corporations  
 Association  
 Foundation  
 Municipality/Government entity  
 For-profit organization

\*Name of Initiative

CITY OF WESTBROOK

TC Energy offers the following types of community investment:

- **Charitable donation or grant:** A tax-deductible gift made to a non-profit organization, registered charity, association or foundation, which does not require the recipient to receive goods or services in return.
- **Sponsorship:** A contribution to a non-profit organization which results in the donor receiving some form of commercial benefit. These are typically one-time events, such as galas, conferences, etc.
- **In-kind donation:** Donations of equipment or resources to support an organization or program. These may include furniture, vehicles, computers, employee time, etc.

\*Please indicate whether your organization is applying for a charitable donation or grant, in-kind donation or sponsorship from TC Energy:

- Donation or grant  
 Sponsorship  
 In-kind donation

\*Please indicate the amount (\$) requested:

USD15,000.00

\*Please indicate what kind of financial commitment you are requesting from TC Energy.

Multi-year requests are for larger initiatives that will span over a number of years and require funding for each year of the program. One-time contributions are for general, one payment donations or sponsorships.

- One-time commitment

- Multi-year commitment
- Other

\*Pending approval of this application, please select the date by which your organization requires the funds in hand.

Please note, processing of the application could take 6-10 weeks.

6/15/2020

At TC Energy, we concentrate our community investment efforts in four focus areas: safety, community, environment and education & training.

- **Safety:** Initiative is safety focused, promoting things like emergency preparedness and response, accident prevention, or safety education and training.
- **Community:** is focused on supporting community/cultural events, local support services, civic enhancements or youth recreation and/or leadership programs.
- **Environment:** Initiatives that help to conserve important habitat, protect species at risk or educate individuals about the importance of the environment.
- **Education & Training:** Initiatives that support early childhood or adult skills development in an effort to build community capacity, develop the next generation of leaders and/or provide a skill workforce for the energy industry.

\*Based on the definitions above, which of TC Energy's focus areas does your initiative best support?

- Safety
- Community
- Environment
- Education & Training

\*Please select the category that best describes your initiative:

- Emergency response and preparedness initiatives
- Supporting first responders
- Natural disaster preparation/response
- Safety education and awareness
- Other

\*What is the geographic scope of your initiative?

- Local
- State
- National
- International

\*What US region(s) does your initiative impact?

- US Mid-west
- US Northeast
- US South
- US West

\*Which state(s) does your initiative impact?

- PA
- NY
- NJ
- CT
- RI
- MA
- NH
- VT

ME

\*Will any of the following designated groups directly benefit from your initiative? You may select more than one group.

Women

Native Americans

Persons with disabilities

Visible minorities

Veterans

N/A

## Summary of Initiative

\*Please describe your initiative in the comment box below. If you require more than 250 words, please submit a separate attachment at the end of this survey.

Please see attachment

\*Please describe who in the community will benefit from this initiative in the comment box below. e.g. local youth, first responders, etc.

All of our fire and EMS first responders will benefit from this initiative as would those patients that are in sudden cardiac arrest. Our first responders benefit considerably right now because secondary to COVID-19, our first responders cannot safely provide manual compressions during a cardiac arrest event. All patients are considered COVID positive until proven otherwise, but we know that COVID positive patients generate a significant cloud of droplet infection which is highly contagious to those first responders who are attempting to revive using manual chest compressions.

In addition, mechanical CPR has been shown to be much more effective in increasing both return of spontaneous circulation (ROSC) and survival to discharge with better neurological outcomes. Furthermore, there is significant provider fatigue and ineffective/inefficient compression rate and depth during manual compression versus mechanical CPR and with mechanical CPR, it ensures that our EMTs and Paramedics can focus on more pertinent skills, such as advanced airway, IV, pharmacological intervention and defibrillation, thus enhancing patient survival, all while ensuring that our providers can be belted during transport to the hospital.

See attachment FMI on rationale and data

Approximately how many people will directly benefit from your initiative?

20,000

\*Please describe what results/community impacts you hope to achieve with your initiative in the comment box below.

Currently our return of spontaneous circulation (ROSC) or those patients that survive to the ER is less than 10% with very few of these patients actually being able to walk out of the hospital, neurologically intact. With mechanical CPR, the rates for ROSC are much higher, rates above 30% and most of these patients walk out neurologically intact. This is a huge difference and if that means that there are 5 more fathers, mothers, granddads and grandmas, brothers and sisters, being able to go home to their loved ones, every year, than this project is a success. Furthermore, there is a huge cost benefit analysis, because currently a large percentage of those patients that do survive to the hospital often have severe neurological deficits, many of whom have to spend the rest of their lives because they cannot take care of their normal activities of daily lives. Not only does this add a burden on their families, but it adds billions of healthcare dollars back to the taxpayer, year over year.

\*Please describe how you will measure the impacts of the initiative, and whether TC Energy will have access to these metrics.

We will measure this initiative through data collected via our EMS ePCR system. Currently we can collect all cardiac

arrest data and in consult with the hospital, are able to determine whether or not they survived to discharge and what their neurological outcome was and also if they were discharged home, to rehab or to a nursing home. In addition, I plan on taking this one step further and plan to follow patients for the next 5 years to determine whether or not they survive the next 5 years and how well they thrive.

**\*Please indicate the duration/timing of your initiative in the comment box below.**

My hope is that we are notified of this award ASAP, given the devastation of COVID-19 and the fact that this virus substantially impacts patients that are over the age of 65, which happens to be the age group in which we see the majority of our cardiac arrest patients. I have spoken with both vendors, who provide mechanical CPR and we would be able to have a device here within one week and they would not require payment for 90 days. So in essence, there would be no issues if the funding could not arrive until 60-90 after we were notified of the award.

## Additional Information

**\*Please select all recognition opportunities that may be available to TC Energy as a result of our supporting your initiative:**

- News release
- TV or radio coverage
- Print ad(s)
- Social media
- On-site visibility (e.g. logo placement)
- Logo placement on promotional materials (e.g. signage)
- Speaking or presenting opportunities for TransCanada
- Tickets or hosting opportunity for TransCanada
- Other

**\*Does your initiative offer an opportunity for TC Energy employees to volunteer with your organization?**

- Yes
- No

**\*Do you anticipate funding from TC Energy will enable your organization to access matching funds or resources from governments, non-governmental organizations or other corporations? If yes, TC Energy may distribute a survey at a later date in order to improve future partnerships.**

- Yes
- No

**Does your organization have a board of directors? If yes, please specify their name(s) and organization(s) below:**

**\*Do you currently have other funding partners for this initiative?**

- Yes
- No

**\*Have you already been in contact with a representative from TC Energy regarding your request? If yes, please provide the name(s) of the TC Energy personnel in the box below and briefly describe your correspondence.**

Tim Wright - we have been corresponding for months regarding different projects that we could collaborate on. This happens to be one of the most useful projects that would benefit both the public and the Fire, EMS and PD

personnel.

## Contact Information

*Salutation	<input type="text" value="Mr."/>
*First Name	<input type="text" value="Andrew"/>
*Last Name	<input type="text" value="Turcotte"/>
*Job Title	<input type="text" value="Fire/EMS Chief"/>
*Email	<input type="text" value="aturcotte@westbrook.me.us"/>
*Confirm Email	<input type="text" value="aturcotte@westbrook.me.us"/>
*Phone	<input type="text" value="207-854-0644"/>

### Attachments

Please use the form below to attach any documents supporting your application, such as brochures or sponsorship packages. You can upload up to five files, totaling 10 MB. These files can be images (JPEG, GIF, PNG), Microsoft Word/Excel/PowerPoint, PDF, or plain-text files. Please note you can only upload ONE file at a time.

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**CITY OF WESTBROOK, MAINE**  
IN CITY COUNCIL

Date: May 18, 2020

Order: 2020-53

**AUTHORIZING AMENDMENT NO. 3 TO COUNTY ROAD PUMP STATION UPGRADE PROJECT**  
**AGREEMENT & AUTHORIZING EXPENDITURE**

That the Westbrook City Council hereby authorizes Amendment No. 3 for an agreement with Wright-Pierce of Portland, Maine for the continuation of services for the County Road Pump Station Upgrade Project at an additional cost of \$75,621.55; and further authorizes an expenditure in the amount of \$2,908.50 to S.W. Cole Engineering, Inc. of Bangor, ME for inspection services related to said project.

Funds available in budget line 48003250-58900-B1704

---

First Reading: May 18, 2020

Second and Final Reading:

Attest:

---

City Clerk

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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 Payment and Amend Agreement for County Road PS

**REQUESTED BY:** Katherine Kelley

**DATE:** 05/08/2020

### SUMMARY:

This is a request to authorize a payment of \$2,908.50 to SW Cole for inspection services and amend the construction administration contract with Wright-Pierce to add an additional \$75,621.55 to the contract. The Wright-Pierce contract needs to be amended due to the County Road Pump Station's final completion being 7 months over due. The City anticipates this cost will be covered by liquidated damages being administered per the agreement with Penta Corporation.

**BUDGET LINES AFFECTED (IF APPLICABLE):**

48003250-58900-B1704



# 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
<b>Total Professional Services</b>				<b>36.00</b>		<b>\$2,368.00</b>

## 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>				
<b>Total Other Direct Charges</b>					\$540.50
					PROJECT SUBTOTAL
					\$2,908.50
					<b>INVOICE AMOUNT</b>
					<b>\$2,908.50</b>

**AMENDMENT NO. 3**  
**TO**  
**AGREEMENT BETWEEN**  
**CITY OF WESTBROOK**  
**AND**  
**WRIGHT-PIERCE**  
**FOR**  
**COUNTY ROAD PUMP STATION UPGRADE**

**AMENDMENT NO. 3**  
**TO**  
**AGREEMENT BETWEEN**  
**CITY OF WESTBROOK**  
**AND**  
**WRIGHT-PIERCE**  
**FOR**  
**COUNTY ROAD PUMP STATION UPGRADE**

This AMENDMENT made the \_\_\_\_\_ day of \_\_\_\_\_, 2020, by and between CITY OF WESTBROOK, (hereinafter called CLIENT), and WRIGHT-PIERCE (hereinafter called ENGINEER).

WHEREAS, an Agreement was entered on March 9, 2018 between the CLIENT and ENGINEER, which Agreement is entitled Agreement Between City of Westbrook and Wright-Pierce for County Road Pump Station Upgrade (hereinafter referred to as AGREEMENT).

WHEREAS, Additional construction phase engineering services are required due to the extension of the project construction schedule.

NOW, THEREFORE, in consideration of said AGREEMENT and other good and valuable considerations, it is hereby agreed and acknowledged by and between CLIENT and ENGINEER to amend the AGREEMENT as follows:

1. The AGREEMENT shall be amended to include this AMENDMENT, a copy of which shall be attached thereto and made a part thereof.
2. Additions to the Scope of Services, Compensation, and Schedule are summarized in the attached Exhibit A.

IN WITNESS WHEREOF, the parties hereto have made and executed this AMENDMENT to said AGREEMENT as of the day and year first above written.

CLIENT:

ENGINEER:

\_\_\_\_\_  
By:

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Title:

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Date:

**EXHIBIT A**  
**AMENDMENT NO. 2**  
**COUNTY ROAD PUMP STATION UPGRADE**

**IV. Additional Services.**

Continuation of services per the scope of work in Amendment 2 – V. A Construction Administration. Additional time includes 5.5 months of services:

Project Manager at 40 hrs/mo
Building Services, coordination items, 8 hrs/mo
RPR at 80 hrs/mo

**SCHEDULE**

We will continue construction administration services through July of 2020.

**COMPENSATION**

**Payments to ENGINEER**

For Scope Items above, a fee based on ENGINEER’s Billing Rates, plus Reimbursable Expenses times a factor of 1.0, and charges for Consultants’ services times a factor of 1.10. Total estimated compensation and a breakdown of the estimated hours, labor, and expenses per task are presented in the table below. The budget will not be exceeded without prior written approval.

Scope Item	Est. Hours	Total
V - Construction Phase – CA & RPR	723	\$ 73,500
VI. A. Operations – O&M Manual	42	\$ 4,400
VI. B. Operations – Record Drawings	53	\$ 5,300
Additional Services (Construction Administration)	662	\$ 75,600
<b>TOTAL BUDGET (REVISED)</b>		<b>\$ 158,800</b>

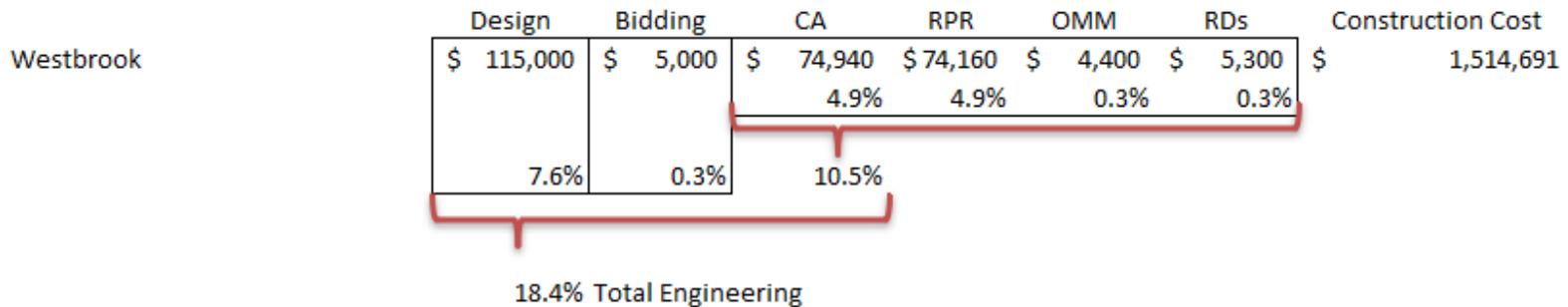
If it becomes apparent to ENGINEER at any time before the budgeted compensation has been about eighty percent expended that the total amount of compensation to be paid to ENGINEER for these services will exceed the estimate, ENGINEER will so notify CLIENT in writing. CLIENT and ENGINEER will then promptly meet to review the status of the Project, and the CLIENT will either agree to an increase in the estimated total compensation or CLIENT and ENGINEER will agree on a reduced Scope of Services so that the total compensation remains

within the original estimate. Unless CLIENT informs ENGINEER promptly upon notification of a possible fee overrun to suspend work on the Project, CLIENT will pay ENGINEER for all services rendered prior to reaching agreement on a revised Scope or compensation estimate.

For authorized Additional Services, ENGINEER will bill CLIENT a fee based on ENGINEER's Standard Billing Rates, plus Reimbursable Expenses and charges for Consultants' services.

COST TABLE 1 - CONSTRUCTION PHASE SERVICES

Tasks	Description	Technical Advisor	Project Manager	Lead Project Engineer	Process Tech / Cadd	Civil	Architect	Architect Designer	Structural Engineer	Mechanical Engineer	Instrument. & Controls	Electrical Engineer	Electrical Designer	Admin Support	RPR	Total Hours
V.	Construction Phase Services															
	Conformed Set Review		1													1
	Submittal Review (shop drawings)	4	4	24		2	4	8	4	4	8	24				86
	Submittal Exchange Coordination		8													8
	Review of Payment Applications (8 applications)		8	16												24
	RFIs, WCDs, Change Orders, Test Reports		8	24		2	2	2	2	2	4	4				50
	Construction Meetings - NONE															0
	RPR														384	384
	RPR Coordination			16												16
	Startup & Checkout		2	8							8	8				26
	Substantial Completion Inspection, Cert. and Punchlist		2	2							2	2				8
	Project Management & Misc Coordination (8 months)	8	96											16		120
	Additional Services (added 4/10/2020)															0
	Project Manager @ 40 hrs/mo for 5.5 months		220													220
	Building Services, coordination items					4	8		12	4	8	8				44
	RPR @ 80 hrs/mo														440	440
																0
	Total Hours	12	349	90	0	8	14	10	18	10	30	46	0	16	824	1427
VI. A.	O&M Manual															
	Draft O&M Manual	2	4	24						2	2	2				36
	Finalize O&M Manual		2	4												6
																0
	Total Hours	2	6	28	0	0	0	0	0	2	2	2	0	0	0	42
VI. B.	Record Drawings															
	Draft Record Drawings		2	8	18		2	2	2	1	2	2	2			41
	Finalize Record Drawings		1	2	4											7
	AutoCAD export			2	3											5
																0
	Total Hours	0	3	12	25	0	2	2	2	1	2	2	2	0	0	53





**CITY OF WESTBROOK, MAINE**  
IN CITY COUNCIL

**Date: May 18, 2020**

**Order: 2020-54**

**AUTHORIZING CONTRACT FOR VALUATION SERVICES**

That the Westbrook City Council hereby authorizes the Mayor or his designee to enter into a contract with George E. Sansoucy, PE, LLC of Portsmouth, NH for valuation services at a total cost of \$22,000.

Funds available in budget line 10001310-5999.

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First Reading: May 18, 2020

Second and Final Reading:

Attest:

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City Clerk

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Mayor



# CITY OF WESTBROOK, MAINE

2 York Street, Westbrook, ME 04092

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## 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 Contract for Valuation Services

**REQUESTED BY:** Administration

**DATE:** 05/13/2020

**SUMMARY:**

This is a request to enter into a contract with George E. Sansoucy, PE, LLC for valuation and consulting services at a total cost of \$22,000.

**BUDGET LINES AFFECTED (IF APPLICABLE):**

10001310-59999



George E. Sansoucy, PE, LLC  
Engineers & Appraisers

*Via Electronic Mail*

May 4, 2020

Jim Thomas, CMA  
City of Westbrook Assessor  
2 York Street  
Westbrook, ME 04092

**RE: Budget Estimate to Provide Valuation and Consulting Services Relating to the Westbrook Energy Center in the City of Westbrook, Maine**

Dear Jim:

Thank you for the opportunity to offer you and the City of Westbrook, Maine (City) a budget estimate for valuation and consulting services relating to the Westbrook Energy Center (Facility) located in the City. The proposed services will include an estimate of market value for the Facility along with additional consulting services relating to discussing the value with the owner of the Facility.

### **Introduction**

George E. Sansoucy, P.E., LLC (GES) is an engineering and appraisal firm with its primary office located in Portsmouth, New Hampshire. We specialize in electric generation and utility related consulting, engineering, and valuation services. Our work includes real and personal property valuation, *ad valorem* tax related issues, and regulatory issues. The firm is comprised of engineers, appraisers, and professionals specializing in energy and regulatory matters.

In performing the services set forth below, our firm will draw upon its knowledge of the electric marketplace in New England and throughout the country. This knowledge base includes not only in-house research and analysis but also various relationships with third parties that provide a wide range of information to the firm. These sources provide our firm with access to price forecasting and analysis similar to most market participants. This knowledge and access to market data makes us uniquely qualified for the services provided.

### **Scope of Services**

The goal of this scope and budget is to assist the City in establishing an *ad valorem* value for the Facility that can be used for assessment purposes.

George E. Sansoucy, PE, LLC  
148 Main Street, Lancaster, NH 03584 Tel: 603-788-4000 [gsansoucy@sansoucy.com](mailto:gsansoucy@sansoucy.com)  
7 Greenleaf Woods Drive, Unit 102, Portsmouth, NH 03801 Tel: 603-431-7636 [mail@sansoucy.com](mailto:mail@sansoucy.com)  
419 SE Main Street, Suite 201, Simpsonville, SC 29681 Tel: 864-757-9575  
Remittance Address 86 Reed Road., Lancaster, NH 03584

Jim Thomas, CMA  
Page 2  
May 4, 2020

**Task 1**

Task 1 will be the preparation of a market value range for the Facility that can be used by the City in establishing an *ad valorem* tax value. The value range will be based on information in our files, information in the public record, and information provided by the Facility's owner, should it be available. The summary of our research and analysis will be provided in a Power Point presentation that will include sufficient details to allow the reader to understand the valuation analysis and value range for the Facility. This phase shall include one meeting with the City to discuss our findings.

The budget estimate for Task 1 is **\$15,000**.

**Task 2**

Task 2 involves working with the City to discuss the value conclusion with the owner of the Facility and will likely include at least one meeting. The scope of this task would be at the discretion of the City and might include other research and analyses.

The budget estimate for Task 2 is **\$7,000** but could be higher depending on the level of discussions with the owner of the Facility and the requirement to attend multiple meetings in the City.

**Schedule**

The schedule for completion of all work will be based upon a mutually acceptable date. All work will be performed upon request and billed monthly pursuant to the attached rate sheet.

We hope this budget estimates meets with your approval. If acceptable, please contact my office and we will prepare a formal Agreement for your signature.

If you have any questions, please do not hesitate to contact me.

Sincerely,



Glenn C. Walker

GCW/dal

Attachment

George E. Sansoucy, PE, LLC



George E. Sansoucy, PE, LLC  
Engineers & Appraisers

2020

**ENGINEERING AND APPRAISAL RATE SCHEDULE\***

Principal engineers and senior appraisers, MBAs, including court testimony and deposition attendance .....	\$300.00/hour
Research engineers, associates, appraisers .....	\$250.00/hour
Technical personnel .....	\$175.00/hour
Clerical personnel .....	\$125.00/hour

\* All rates are portal to portal from Lancaster, N.H. or Portsmouth, N.H. Rates include general office expenses, such as: non-specific in-house copies, meals, non-specific mileage, office supplies, non-specific postage, telecommunications charges, and tolls.

Job-specific and identifiable expenses are billed at cost in addition to the rates shown, including but not limited to: transportation (air fare, car rental, taxi fare, specific parking, specific mileage, etc.), lodging, document printing and reproduction, research materials such as publications, subscriptions, and database purchases.

Rev. 9/10/2019-OS



# CITY OF WESTBROOK, MAINE

2 York Street, Westbrook, ME 04092

## COMMITTEE REFERRAL FORM

**REFERRAL TITLE:** Review of Mayor's Proposed FY 2021 Budget

**REQUESTED BY:** Administration

**DATE CREATED:** May 13, 2020

**COMMITTEE:** Finance Committee

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### **Description of referral:**

This is a request to refer the Mayor's proposed FY 2021 budget to the Finance Committee for review. The proposed budget hearing schedule is attached.

## FY 2021 BUDGET REVIEW SCHEDULE

DATE	TIME	MEETING	AGENDA ITEMS
Monday 5/18	6pm-7pm	City Council Special Session	Presentation of Mayor's FY 21 Proposed Budget Referral of Budget to Finance Committee
	7pm – 10pm	Finance Committee	<b>Budget Hearings:</b> Police Fire & Rescue Dispatch, Information Technology Planning & Code Enforcement
Thursday 5/21	6pm – 10pm	Finance Committee	<b>Budget Hearings:</b> School Department Buildings, Public Services, Parking Garage Community Services, User Fee Funded Programs General Assistance, Social Services Walker Memorial Library
Tuesday 5/26	6pm – 9pm	Finance Committee	<b>Budget Hearings:</b> Economic Development, WEIC Human Resources, Employee Benefits Clerk, Elections Finance, Debt Service, County Taxes, Trans & Rev & Assessing Mayor, Legal, Risk Management, Public Transit
Wednesday 5/27	6pm – 9pm	Finance Committee	<b>Budget Hearings:</b> Items to be revisited Referral of FY 21 Budget to City Council for action
Monday 6/1	7pm	Regular City Council Meeting	1 <sup>st</sup> Reading of FY 21 Budget
Monday 6/15	7pm	Special City Council Meeting	2 <sup>nd</sup> & Final Reading of FY 21 Budget
Tuesday 7/14	-	-	Election Day – School Budget Validation Referendum