

LEWISTON FINANCE COMMITTEE MEETING

Agenda

Finance Committee meeting, Monday, May 8, 2017 at 5:30 p.m. in the **Administrative Conference Room**, Lewiston City Hall.

1. Call meeting to order.
2. Review minutes of previous meeting dated April 24, 2017.
3. Recommendation from the Purchasing Director regarding award of Bid LA 2017-003 Utility Trench Restoration.
4. Recommendation from the Purchasing Director regarding Task Order with Terrence J. DeWan & Associates to assist with Land and Water Conservation Fund (LWCF) recreation evaluation of two (2) City owned sites.
5. Other Business
6. Adjourn

FINANCE COMMITTEE LEWISTON, MAINE

Minutes of April 24, 2017

PRESENT: Paul Robinson, Robert Reed, Matthew Shaw and Councilor Michael Lachance.

ABSENT: Councilor James Lysen with notification

OTHERS PRESENT: City Engineer Richard Burnham, Water/Sewer & Electrical Deputy Director Kevin Gagne and Director of Budget/ Purchasing Norman Beauparlant.

Meeting was called to order at 5:30 p.m. by the Chairman.

On motion of Councilor Lachance, seconded by Mr. Shaw it was

VOTED:

(034-2017) To approve the minutes of the previous meeting dated April 10, 2017 as presented and to accept and place them on file as presented by the Clerk.

VOTE: 4-0

On motion of Mr. Shaw, seconded by Councilor Lachance, it was

VOTED:

(035-2017) To accept and place on file the Finance Committee FY 2018 Budget recommendation as presented to the City Council at their meeting of April 18, 2017 as follows:

As required by Lewiston City Charter, the Finance Committee has reviewed the FY18 Lewiston Municipal Budget and provides our recommendation and concerns at this time.

The Finance Committee again takes this opportunity to remind the Council of our previous recommendation regarding the LCIP and how it will affect this budget. Past and continued recommendations against bonding salaries of staff and consulting fees should be discontinued as they do not meet the definition of long term capital expenses. While borrowing in the manner might help the budget in any one year by deferring some costs it does so at the expense of future year budgets when more debt and interest will be incurred. Penny wise and pound foolish should not be our motto.

We appreciate the City Administrator's spending down of the unreserved surplus fund but still believe it could still be reduced further. 8-10% would allow the City to maintain services with no interruption or change for more than 30 days while other solutions could be considered and cuts could be made if necessary. It would behoove the City Council to understand all aspects including any history of the fund and what circumstances could trigger its need in the near future. While a lower reserved amount COULD result in less favorable borrowing terms in the short term it might actually improve our ability to borrow long term if we are able to use the funds to reduce the need for current borrowing.

FINANCE COMMITTEE MINUTES

April 24, 2017

We remained concerned with the current bidding system as it appears to favor the bidder more than it does the City. While there is likely little that can change, a system which allows the bidders to know in advance how much money you can devote to an item or service might not provide for you the best bid. Much like storm water separation projects which come in pieces not as an entire project, the City may wish to aggregate the costs of multiple items in a single department list instead of listing each individually to ensure competitive bidding and the best pricing for Lewiston. These comments are not a condemnation of any individual bidder who we have or may work with but instead an observation of an area that could be exploited.

We are pleased to see the City is now developing a standard to inspect and license multi-family properties and recommend this continue with Code Enforcement and Fire Department involvement. Our housing stock is aging and we must protect our residents. Allowing for a small fee to the property owner to offset those costs is an effective way to manage the program. You may also wish to consider two fee schedules and code/licensing standards to reflect the difference between owner occupied and non-owner occupied units.

We do NOT recommend any cuts in staffing other than open positions which might be reworked into the job descriptions of other already on staff. We do however recommend that any further negotiations with the various unions set more realistic targets that equal what the private citizens sees in their daily lives. Finding a metric such as Social Security COLA's and looking to what private employers require their employees to pay as a share of insurance and other benefits seems fair given the struggle many are undertaking in their private lives.

Lastly, our recommendations are developed knowing we are not yet clear on state funding amounts and/or programs which could affect the final budget. For example the schools have indicated some uncertainty in portions of their funding and by rule any budget they produce cannot be changed later should they need additional funding from the taxpayers (it can be decreased but not increased) thus it is likely we would see "worse-case scenario" budget. Should that occur we strongly urge the City Council and the School Committee to understand those portions and ensure that should the local match end up being less that the overage in the budget not then be spent on other items or needs that were not included in the original budget but instead, returned directly to the taxpayer by decreasing the property tax due.

VOTE: 4-0

On recommendation of the Purchasing Director and on motion of Mr. Robinson, seconded by Mr. Shaw, it was

VOTED:

(036-2017) To authorize the Task Order with CDM Smith to assist with corrective action plan and implementation of a computerized maintenance management system at a fee not to exceed \$275,000 as described in Task Order #5 to the Master Service Agreement.

VOTE: 4-0

FINANCE COMMITTEE MINUTES

April 24, 2017

On recommendation of the Purchasing Director and on motion of Mr. Shaw, seconded by Mr. Robinson, it was

VOTED:

(037-2017) To authorize Change Order #1 to the contract with Pike Industries to allow for additional resurfacing on Main Street between Riverside Street and Mountain Avenue in the amount of \$44,000.

VOTE: 4-0

VOTED:

To adjourn at 5:47 p.m.

Norman Beuparlant
Clerk
Finance Committee



Finance Committee

Norman J. Beuparlant
Director of Budget/Purchasing
nbeuparlant@lewistonmaine.gov



Item # 3

to: Finance Committee
from: Norman Beuparlant, Purchasing Director
subject: Bid LA 2017-003 Utility Trench Restoration
date: May 5, 2017

Each year the City of Lewiston joins with the City of Auburn and the Auburn Water and Sewer District in soliciting bids for their estimated needs for the construction season for Utility Trench Restoration.

This year a single proposal was received from the Spencer Group Paving, Turner, Maine. The Spencer Group has been the successful bidder for the past three (3) years and their work has been excellent.

It is recommended that Bid LA 2017-003 be awarded to Spencer Group Paving, Turner, Maine, at their unit prices for each method as follows:

Method A	\$28.50/SY
Method B	\$32.50/SY

NJB/syt

Utility Trench Restoration

Bid #: LA 2017-003

Bid Date: May 4, 2017

			Spencer Group Paving Turner ME	
Method	SY	City	Unit \$	Total \$
A	500	Lewiston Water	28.50	\$ 14,250.00
	625	Auburn Water	28.50	\$ 17,812.50
	2,500	Auburn P/W	28.50	\$ 71,250.00
B	1,000	Lewiston	32.50	\$ 32,500.00
	275	Auburn Water	32.50	\$ 8,937.50
	200	Auburn P/W	32.50	\$ 6,500.00
Total Lewiston Water			\$	46,750.00
Total Auburn Water			\$	26,750.00
Total Auburn Public Works			\$	77,750.00



Finance Committee

Norman J. Beuparlant
Director of Budget/Purchasing
nbeuparlant@lewistonmaine.gov



Item # 4

to: Finance Committee
from: Norman Beuparlant, Purchasing Director
subject: Task Order #5 with Terrence J. DeWan & Associates
date: May 5, 2017

Terrence J. DeWan & Associates (TJD&A) holds the Master Service contract for Landscape and Landscape evaluations. The contract was awarded by the Finance Committee in April 2015 for a three (3) year period.

The City Council, at their meeting of April 18, 2017 authorized the transfer of funds to the Land and Water Conservation fund to provide the resources.

This Task Order, as approved by the City Administrator, will begin on Wednesday, May 10, 2017 with a site walk with TJD&A.

It is requested that the Task Order be ratified in an amount not to exceed \$12,800 as shown in the Task Order on page 3.

Note: Additional services on page are part of the not to exceed amount.

NJB/syt

May 2, 2017

Ed Barrett, City Administrator
City of Lewiston

**RE: PROPOSAL/TASK ORDER FOR PLANNING / DESIGN SERVICES
City of Lewiston – LWCF Recreation Plans**

Dear Ed,

Thank you for contacting us this past week regarding an update to the Land and Water Conservation Fund (LWCF) recreation evaluation project for the City of Lewiston. This proposal supersedes our DRAFT proposal (dated October 12, 2016) and takes into account the new information you shared with us via email and during our conversation. The two city-owned parcels to be evaluated under this contract are a) 76 Cote Street (12.87 acres), and b) 325 Alfred Plourde Parkway/645 Webster Street (16.57 acres).

GUIDING PRINCIPLES

Our work on each site will be guided by the following principles:

- Create attractive places for a diverse population to enjoy a range of mostly passive recreational activities.
- Consider the needs of abutting and nearby residents in the analysis, programming, and planning for each site.
- Minimize environmental impacts and the need for state and federal permitting by avoiding wetlands and other sensitive features.
- Develop concept plans that address specific programming needs while maintaining the flexibility to accommodate a variety of uses and functions.
- Consider connections between schools and other recreation sites and facilities where appropriate.
- Provide safe and efficient pedestrian and vehicular circulation.
- Evaluate each plan on the basis of accessibility, safety, functionality, maintainability, costs, and attractiveness.

PROGRAM AND INFRASTRUCTURE NEEDS

We understand there will be a variety of user groups, including children from an adjacent housing development, neighborhood residents, dog walkers, motorized vehicle riders, and nature lovers. The concept plans for each property will consider the program elements we have discussed. This list will likely ebb and flow as we continue to gain a better understanding of each site and their individual programming needs:

- Stormwater management and erosion control
- Appropriately sited and sized visitor parking areas
- Accessible walking paths
- Multi-purpose trails
- Shaded seating /picnic areas
- Playgrounds/Adventure Play areas (Cote Street)
- Vegetation management
- Signage.

SCOPE OF WORK

Our planning process will follow a similar path for each site:

1. Base Mapping, Site Inventory, and Analysis

The base map for each site will be developed from information provided by the City and will include property boundaries, tax map and lot numbers, abutting property owners, topography, existing utilities, zoning, road rights-of-way, existing easements, limits of vegetation, abutting land use, and other pertinent information.

The base map will be used for an inventory and analysis of existing conditions, including:

- Current use patterns: site history, trails and pathways, existing parking, observed features.
- Abutting land uses: need for screening, concerns for privacy, wetland remediation (Plourde Parkway site), recent construction activity (Cote Street).
- Access: existing pathways, opportunities for connections, visibility and public safety.
- Topography: drainage patterns, stormwater channels, erosion, wetlands.
- Views: on-site and off-site.
- Vegetation: overstory (trees), understory (shrub layer), specimen trees, noteworthy habitats, sun/shade patterns.
- Site context within the larger urban fabric of the City.
- Local and State regulations and permitting requirements.

2. Concept Design

Based upon the program elements outlined above and any others that may be added, we will develop a series of concept diagrams that offer various solutions at each site. These will be presented in freehand form, annotated to indicate design intent. We will work with you and your staff to evaluate design alternatives, based upon the Guiding Principles. Once you have approved an alternative, we will develop a color-coded site plan that meets the requirements of the LWCF application. We will coordinate our work with Doug Beck, Outdoor Recreation Supervisor, Maine Bureau of Parks and Lands.

3. Opinion of Construction Costs

We will work with your in-house staff to develop a preliminary opinion of cost for each site. If more detailed information is needed, we will contract with Lindsey Dumais, Preferred Construction Management (PCM) (<http://www.pcmcompany.com/>) to develop a more refined estimate of project costs. We have worked with PCM on several projects and find their cost analysis to be highly detailed and extremely valuable for comparative analysis. See Additional Services below.

FEE PROJECTION

To perform the services in tasks 1 and 2 described above, we are projecting a fee range of \$7,000 to 8,500. Billing will be on an hourly basis according to our current fee schedule (attached).

Additional services that may be required are outlined below:

- **Cost Estimates:** refined cost estimates based upon conceptual designs prepared in Task 2 above. Services provided by Preferred Construction Management.
\$1,800 for both sites, based upon program elements described by the City.
- **Environmental Assessment:** We can arrange to have an environmental assessment prepared by a Maine consultant firm to meet the conditions of the LWCF application.
Proposal to be provided as needed.
- **Illustrations:** perspectives, cross sections, or photosimulations developed for public understanding, agency applications, and fundraising.
\$1,500 -2,500 per illustration.
- **Public Presentations:** public meetings, with small groups of abutters, or other forums as necessary to meet the needs of the design process.
Billed hourly as needed.
- **Design Development:** based upon the input from the City, stakeholders, and other, we would refine the concept alternatives into more detailed development plans. Illustrations would be rendered in color and would contain precedent imagery to increase project understanding. Plans would be suitable for website, brochures, and public displays.
Proposal to be provided as needed.
- **Construction Documents:** while the concept and design development phases will provide specific direction for the project, the construction document phase would develop the final design for individual components and project details. The deliverable would be a set of drawings and specifications that could be bid for construction, or used by Public Works or other entities if the City were to construct the improvements.
Proposal to be provided as needed.

SCHEDULE

We are able to commence work on this project within the next week and can have the work on the Cote site finished within the next month. We are willing to adjust our schedule based upon your specific timeline and needs.

We appreciate the opportunity to prepare this proposal and to consider the various steps that will have to be taken to develop a workable, attractive, efficient plan for each of the sites. Please contact either me or David Truesdell with any questions that you may have related to this proposal.

Sincerely,

A handwritten signature in black ink, appearing to read "Terry DeWan", with a horizontal line extending to the right.

Terry DeWan FASLA

AUTHORIZATION TO PROCEED

I hereby authorize Terrence J. DeWan and Associates (TJD&A) to provide landscape architectural services in accordance with the Proposal submitted to Ed Barrett, dated May 2, 2017.

Name (Printed)

Edward A. Randall

5-2-17

Signature

Date

Please sign and return a copy to:

**Terrence J. DeWan and Associates
121 West Main Street,
Yarmouth, ME 04096**



BILLING RATES 2017

Terrence J. DeWan & Associates

Principal	\$160 / hour
Senior Associate	\$115 / hour
Landscape Architect	\$76 - 92 / hour
Landscape Designer	\$56 - \$75 / hour
Landscape Intern	\$44 / hour
Administrative	\$50 / hour
Expenses	5% of Labor
Out of Office Expenses	At Cost
Past Due Bill Charge	1.5% per month
Consultant fees	At Cost

In an effort to keep our overhead to a reasonable rate, direct job-related expenses are computed at 5% of labor costs. Included in this amount are normal charges for copying, local mileage, print photography, postage, couriers, reprographics, job-related supplies, and telephone. Out of office expenses include overnight accommodations, auto and aircraft rentals, and special project expenses (e.g., model-building supplies, large print orders).

Please note that projects are subject to annual personnel hourly rate increases.