

**LEWISTON CITY COUNCIL AGENDA
CITY COUNCIL CHAMBERS
FEBRUARY 19, 2019**

6:30 p.m. Workshop – Update on Fire Station project

7:00 p.m. Regular Meeting

Pledge of Allegiance to the Flag

Recognition of Lewiston High School students regarding a Scholastic Art Awards Competition

Update from Lewiston Youth Advisory Council

Acceptance of the minutes of the February 5, 2019 meeting.

Public Comment period – Any member of the public may make comments regarding issues pertaining to Lewiston City Government (maximum time limit is 15 minutes for all comments)

ALL ROLL CALL VOTES FOR THIS MEETING WILL BEGIN WITH THE COUNCILOR OF WARD 4.

CONSENT AGENDA: All items with an asterisk (*) are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items unless a Council member or a citizen so requests, in which event, the item will be removed from the Consent Agenda and considered in its normal sequence on the Agenda.

- *1. Order Authorizing execution of a Municipal Quitclaim Deed for Real Estate located at 84 Summit Avenue.
- *2. Order Authorizing execution of a Municipal Quitclaim Deed for Real Estate located at 267 ½ Lincoln Street Rear.

REGULAR BUSINESS:

- 3. Amendments to the City Policy Manual regarding the Commercial Loan Programs Policy.
- 4. Resolve, Repealing City Master Policies 32, Lewiston Shining Stars Program, 50, the Alfred A. Plourde Memorial Scholarship, and 84, Adopt-a-Trash Can.
- 5. Receipt of Recommendations from the Finance Committee and the Planning Board on the FY2020 Lewiston Capital Improvement Plan budget.
- 6. Resolve, Adopting the Fiscal Year 2020 Lewiston Capital Improvement Plan.
- 7. Resolve, Establishing an Ad-Hoc Advisory Committee for the Update of Design Regulations.
- 8. Order, Authorizing the Library Director to Execute a Memorandum of Participation with the Minerva Public Library Consortium.
- 9. Resolve, Extending the Term of the Ad-Hoc Advisory Committee on Rental Registration.
- 10. Reports and Updates.
- 11. Any other City Business Councilors or others may have relating to Lewiston City Government.

LEWISTON CITY COUNCIL
WORKSHOP AGENDA
TUESDAY, FEBRUARY 19, 2019
6:30 PM

1. Update on Fire Station Project

Chief Stockdale and representatives of Context Architecture will be present to review the status of the Sabattus Street Fire Station Replacement project and to review potential designs, options, and costs with the City Council.

LEWISTON CITY COUNCIL

MEETING OF FEBRUARY 19, 2019

AGENDA INFORMATION SHEET:

AGENDA ITEM NO. 1

SUBJECT:

Order Authorizing execution of a Municipal Quitclaim Deed for Real Estate located at 84 Summit Avenue.

INFORMATION:

The Council is asked to approve a municipal quitclaim deed for the property located at 84 Summit Avenue. The quitclaim deed will release any interest the City may have by virtue of undischarged real estate tax liens or utility liens on this property.

APPROVAL AND/OR COMMENTS OF CITY ADMINISTRATOR:

The City Administrator recommends approval of the requested action.

EAB/KMM

REQUESTED ACTION:

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To approve the Order authorizing execution of a municipal quitclaim deed for real estate located at 84 Summit Avenue.



COUNCIL ORDER

Order, Authorizing Execution of a Municipal Quitclaim Deed – Real Estate Located at 84 Summit Avenue.

WHEREAS, the owner, John B. Cloutier Jr., failed to pay his bill on a timely basis for 84 Summit Avenue (Tax Map 177, Lot 182, Parcel 00-012933); and

WHEREAS, a tax lien was filed on June 13, 2017 (Book 9387 Page 6) and matured on December 13, 2018 in the amount of \$2,280.27; and

WHEREAS, payment has been received in full;

NOW, THEREFORE, BE IT ORDERED by the CITY COUNCIL of the CITY of LEWISTON,

That a quitclaim deed is hereby authorized to release the City's interest in the property located at 84 Summit Avenue to the owner.

LEWISTON CITY COUNCIL

MEETING OF FEBRUARY 19, 2019

AGENDA INFORMATION SHEET:

AGENDA ITEM NO. 2

SUBJECT:

Order Authorizing execution of a Municipal Quitclaim Deed for Real Estate located at 267 ½ Lincoln Street Rear.

INFORMATION:

The Council is asked to approve a municipal quitclaim deed for the property located at 267 ½ Lincoln Street Rear. The quitclaim deed will release any interest the City may have by virtue of undischarged real estate tax liens or utility liens on this property.

APPROVAL AND/OR COMMENTS OF CITY ADMINISTRATOR:

The City Administrator recommends approval of the requested action.

EAB/KMM

REQUESTED ACTION:

1	2	3	4	5	6	7	M
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To approve the Order authorizing execution of a municipal quitclaim deed for real estate located at 267 ½ Lincoln Street Rear.



COUNCIL ORDER

Order, Authorizing Execution of a Municipal Quitclaim Deed – Real Estate Located at 267 ½ Lincoln Street Rear.

WHEREAS, the owners, Real Fournier Heirs, failed to pay their bills on a timely basis for 267 ½ Lincoln Street Rear (Tax Map 209, Lot 003, Parcel 00-003686 and 00-003687); and

WHEREAS, a tax lien was filed on June 19, 2013 (Book 8699 Pages 233 and 234) and matured on December 19, 2014 in the amounts of \$60.41 and \$62.38; and

WHEREAS, a tax lien was filed on June 18, 2014 (Book 8934 Pages 120 and 121) and matured on December 18, 2015 in the amounts of \$83.12 and \$82.22; and

WHEREAS, a tax lien was filed on June 23, 2015 (Book 9164 Pages 288 and 289) and matured on December 23, 2016 in the amounts of \$86.51 and \$90.64; and

WHEREAS, a tax lien was filed on June 16, 2016 (Book 9386 Pages 206 and 207) and matured on December 16, 2017 in the amounts of \$88.01 and \$86.51; and

WHEREAS, a storm water lien was filed on December 6, 2013 (Book 8830 Page 215) and matured on June 6, 2015 in the amount of \$110.28; and

WHEREAS, a storm water lien was filed on December 22, 2015 (Book 9282 Page 107) and matured on June 22, 2017 in the amount of \$93.76; and

WHEREAS, payment will be received in full at closing;

NOW, THEREFORE, BE IT ORDERED by the CITY COUNCIL of the CITY of LEWISTON,

That a quitclaim deed is hereby authorized to release the City's interest in the property located at 267 ½ Lincoln Street Rear to the owner subject to receipt of full payment for all amounts due at closing.

LEWISTON CITY COUNCIL

MEETING OF FEBRUARY 19, 2019

AGENDA INFORMATION SHEET:

AGENDA ITEM NO. 3

SUBJECT:

Amendments to the City Policy Manual regarding the Commercial Loan Programs Policy.

INFORMATION:

The City's Community Development staff is recommending the City Council repeal the existing Commercial Loan Programs Policy in its entirety and replace it with a new Policy. The new Policy language is included with this agenda material. The Policy to be repealed is located on the City's website at: <https://www.lewistonmaine.gov/116/Master-Policies>

Please see the attached memorandum from Lincoln Jeffers for additional information on this issue.

APPROVAL AND/OR COMMENTS OF CITY ADMINISTRATOR:

The City Administrator recommends approval of the requested action.

EAB/kmm

REQUESTED ACTION:

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To repeal the existing Commercial Loan Programs Policy, Policy Manual Number 27, in its entirety, and replace it in full with the new Commercial Loan Programs Policy, as recommended by the City Administrator and the Director of Economic & Community Development Department.

COMMERCIAL LOAN PROGRAMS

Lewiston is Community Development Block Grant Entitlement Community that has used a portion of the CDBG funds received to capitalize a Revolving Loan Program. Under that program, unless otherwise directed by the City Council, loan repayments are funneled back into the Revolving Loan Fund to be used to make additional loans. The City Council may also recapitalize the Revolving Loan Program from future CDBG allocations. Following is a summary of the commercial loan programs funded from the Revolving Loan Program.

Microenterprise Program: This program will allow small business owners with 1-5 employees to access funds for a variety of uses including working capital, business plan support, training to increase capacity, and rehabilitation to make a space ready for the business. In order to access these funds, business owners must be low- to moderate-income, or create jobs for low- to moderate-income individuals.

Economic Development Loan: This loan allows business owners to use funds for acquisition, working capital, machinery, equipment upgrades, furniture and fixtures, or interior construction that addresses code violations. The business must either create jobs for low- to moderate-income individuals or serve a population that is 51% or more low- to moderate-income.

Façade Deferred Loan for Commercial Buildings: This allows business owners, or those leasing a business space, to improve the exterior of the commercial portion of their space. The business must serve people who are 51% or more low- to moderate- income, create jobs for low- to moderate income people, or eliminate spot blight. Eligible uses can include exterior lighting, signage, awnings, masonry, landscaping, painting, or windows to improve energy efficiency.

Façade Deferred Loan for Historic Properties: Work under this category can only be completed if the structure is listed or is eligible to be listed on the National Register of Historic Places; listed on a State or local inventory of historic places; designated as a State or local landmark or historic district by appropriate law or ordinance; or a contributing structure within an historic district. Eligible uses and requirements are the same as a commercial façade deferred loan, but can include the entire façade of the building and include roof repairs related to structural improvements that hold a façade in place and architectural design.

Residential Loan Program in Mixed-Use Properties

This program will allow building owners to open upper floors for residential uses. Eligible uses include correction of code violations, lead remediation, plumbing and heating upgrades, installation of security devices, and costs to remove architectural barriers that restrict the mobility and accessibility of elderly or severely disabled persons.

Funding requests will be pre-qualified for program requirement eligibility by city staff. Loan requests will be evaluated and underwritten for financial viability.

Application Approval:

All applications for program funding are presented for review and approval to the Loan Qualification Committee (LQC), which consists of: the City of Lewiston's City Administrator,

COMMERCIAL LOAN PROGRAMS

Economic & Community Development Director, Director of Finance, one member of the City Council, and one citizen representative preferably with lending experience.

The actions of the Committee shall be governed by the following rules:

1. A majority of the Committee's members must be present to constitute a quorum. At least three (3) votes on the prevailing side are required to constitute a valid vote on any funding application.
2. Committee approval of applications will be contingent upon the applicant meeting the requirements of the program they are applying for
3. The Committee has the authority to adjust terms, rates and the match requirement and underwriting ratios on a case-by-case basis.

Approval/Disapproval of the Funding Request

Once the LQC makes a recommendation, the applicant will be notified via telephone by a representative of the Economic and Community Development Staff. If the terms have been modified, the borrower will be given an opportunity to accept the new terms and conditions or request an appeal.

Appeal Process

The applicant may appeal the decision of the Loan Qualification Committee (LQC) under the following circumstances:

1. Must be in writing with an explanation regarding why the applicant should be granted an appeal.
2. No new information may be presented by the applicant only clarification of information that was not presented correctly.
3. Request for an appeal must be made within 30 days of the date of the decision to deny or modify the terms of participation in writing to The LQC, Chairperson, who will conduct the appeal process.
4. The decision of the Chairperson is final.

Economic and Community Development

Lincoln Jeffers

Director



To: Honorable Mayor and Members of the City Council
From: Lincoln Jeffers
RE: Amendments to Commercial Loan Programs
Date: February 14, 2019

Background

The City's has existing commercial loan programs that were initially capitalized with Community Development Block Grant funds. When first capitalized, Revolving Loan Funds were established so that loan payments are recycled back into the program so they can be lent again. When demand is high, the Revolving Loan Fund occasionally needs to be recapitalized from Lewiston's annual CDBG allocation.

As was discussed at the February 12th City Council Workshop, the City's commercial loan programs need to be amended to better serve the needs of businesses and building owners in the CDBG Target Area (Census Tracts 201-204); as well as to better meet HUD regulations and reporting requirements.

The existing Commercial Loan Programs are covered in Master Policy 27 <http://www.lewistonmaine.gov/DocumentCenter/View/489/027-CommercialRehabLoanProgram?bidId=>. The policy is overly prescriptive and includes details more appropriate in HUD regulatory guidelines. The proposed amendments would delete the existing Master Policy 27 in its entirety, and replace it with the attached *Commercial Loan Programs*. Much of the detail included in the current Master Policy 27 will be incorporated into Lewiston's HUD lending programs guidelines.

Proposed Programs

Attached is my February 6th memo providing more details about a new program and proposed changes to existing programs. In summary they are:

Microenterprise Loan

This program will lend up to \$15,000 at 1% for up to 5 years to start up or early stage businesses that employ 1 to 5 low to moderate income people. The program will provide a match of \$3 program for every \$1 of funds from other sources. Funds can be used for equipment, working capital, space rehabilitation, technical assistance and general support of the owner.

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Economic Development Loan

This program will lend up to \$50,000 at 5% for a 10 year term. The amortization schedule may be longer than 10 years if the Loan Qualification Committee determines it is warranted, but the term will be limited to 10 years with the unpaid principal due at the end of the term. The loan requires a 1:1 match. Eligible uses are referenced in my February 6th memo.

Façade Program

This program will provide up to \$35,000 in funding to improve the façade of commercial buildings in the target area. Program funds must be matched 1:1. Funding will be provided as a deferred loan that is forgiven after 5 years if all terms and conditions of the program are met. If the structure to be improved is not on the National Register of Historic Properties, or listed as a contributing structure within a National Register Historic District, the program funded façade improvements will be limited to the commercial portions of the building. If the building is on the National Register or is a contributing structure in a district the entire façade is eligible for funding. To qualify for this funding a business in a building receiving assistance must create at least one job for a low/moderate income person, or provide services utilized by a minimum of 51% of low/moderate income people in the area; or be eliminating spot blight in the area.

Mixed Use Residential Loan Program

Lewiston has many downtown buildings with commercial enterprises at street level but vacant upper floors. To improve the vitality of the downtown these upper floors must be populated with people who will frequent and support downtown businesses. This program will provide funding to create both affordable and market rate apartments. A 1:1 match will be required for creating market rate housing, and a 3:1 match of city to private dollars for the creation of affordable housing. Provision of CDBG funds for the creation of market rate housing will be limited to the Neighborhood Revitalization Strategy Area (Census Tracts 201, 203 and 204) and cannot exceed 30% of the CDBG funds spent annually in Lewiston.

Summary

This memo outlines the programs developed by staff to meet the commercial lending requirements of our downtown businesses and building owners that will also meet CDBG regulatory and reporting requirements. The proposed changes reflect the needs and desires articulated by past and prospective commercial loan program recipients. All loan requests are underwritten, with decisions on whether to make a loan determined by the Loan Qualification Committee (comprised of the City Administrator, Finance Director, ECD Director, an appointed City Councilor and an appointed citizen). City staff will evaluate the effectiveness of the programs every six months to determine if changes are needed. Your approval of the proposed Commercial Loan Program amendments and Master Policy 27 are recommended.

Economic and Community Development

Lincoln Jeffers
Director



Workshop

To: Honorable Mayor and Members of the City Council
From: Lincoln Jeffers
RE: Amendments to Commercial Loan Programs
Date: February 6, 2019

Background

Lewiston is a HUD Community Development Block Grant Entitlement Community. The CDBG Entitlement Program provides annual grants on a formula basis to Entitlement cities and counties to develop viable urban communities by providing decent housing, suitable living environments, and expanding economic opportunities, principally for low- and moderate-income persons. The city has established a Revolving Loan Fund that was initially capitalized, and occasionally is recapitalized, with CDBG funds.

ECD staff are increasingly receiving requests for funding which do not meet our current façade, life safety, or commercial loan program guidelines. Additionally, HUD recently changed certain expectations and rules that have rendered parts of our existing programs non-compliant with HUD regulations. To remedy this, we have taken several steps.

Economic Development Specialist Heidi McCarthy researched successful programs in similar CDBG communities and worked with Jayne Jochem and Misty Parker to evaluate our current programs against the new guidelines to identify aspects which are still relevant. This summer, Heidi surveyed business owners to gain insight into what parts of our programs work well or not so well for our community. Using the feedback from business owners, our HUD representative, and the CDBG guidelines, we have created programs that will be more helpful to business owners while aligning with CDBG requirements. These programs will increase vibrancy in the target area through job creation, increased economic opportunities for low-income residents, utilize mixed-use spaces in collaboration with the city's residential programs, and attract commercial uses to increase the tax base.

Proposed Economic Development Business Assistance Programs

Microenterprise Program: This program will allow small business owners with 1-5 employees to access funds for a variety of uses including working capital, business plan support, training to increase capacity, and rehabilitation to make a space ready for the business. In order to access these funds, business owners must either create jobs for low- to moderate-income individuals or be low- to moderate-income.

Economic Development Loan: This loan allows business owners to use funds for acquisition, working capital, machinery, equipment upgrades, furniture and fixtures, or interior construction that addresses code violations. The business must either create jobs for low- to moderate-income individuals or serve a population that is 51% or more low- to moderate-income.

Commercial Rehabilitation, Historic and Façade Improvements

Façade Deferred Loan for Commercial Buildings: This allows business owners, or those leasing a business space, to improve the exterior of the commercial portion of their space. The business must serve people who are 51% or more low- to moderate-income. Eligible uses can include exterior lighting, signage, awnings, masonry, landscaping, painting, or windows to improve energy efficiency.

Façade Deferred Loan for Historic Properties: Work under this category can only be completed if the structure is listed or is eligible to be listed on the National Register of Historic Places; listed on a State or local inventory of historic places; designated as a State or local landmark or historic district by appropriate law or ordinance; or a contributing structure within an historic district. Eligible uses are similar to a commercial building loan but can also include roof repairs related to structural improvements that hold a façade in place and architectural design.

Residential Loan Program in Mixed-Use Properties

We have many underutilized mixed-use buildings in the target area. This program will allow building owners to open upper floors for residential uses. Eligible uses include correction of code violations, lead remediation, plumbing and heating upgrades, installation of security devices, and costs to remove architectural barriers that restrict the mobility and accessibility of elderly or severely disabled persons.

Summary

The proposed amendments to the city's commercial loan programs are the first changes proposed in many years. The changes are driven by the expressed needs of business and building owners; feedback received from users of our programs on how they can be improved; and the need to bring our programs into compliance with changes in HUD regulations.

Also attached is a schedule of fees to be paid by the city, utilizing HUD grant funds, and fees to be paid by users of the program.

A PowerPoint elaborating on the structure of the programs will be presented at the workshop. City Council discussion and feedback on the proposed changes is desired. The council is scheduled to take action to adopt the new programs at their February 19th meeting.



COUNCIL RESOLVE

RESOLVE, to amend the City of Lewiston's Commercial Loan Programs

Whereas, the City of Lewiston is a Community Development Block Grant Entitlement Community; and

Whereas, included in the National Objectives of the CDBG program are activities that benefit low and moderate income people; and that aid in the prevention of slums and blight; and

Whereas, towards those objectives the City has a Revolving Loan Program, originally capitalized and occasionally recapitalized with CDBG dollars, in which loans made by the program are directed back into the Revolving Loan Program to fund new loans; and

Whereas, the commercial loan programs within the Revolving Loan Program have been established, with little amendment for a decade or more; and

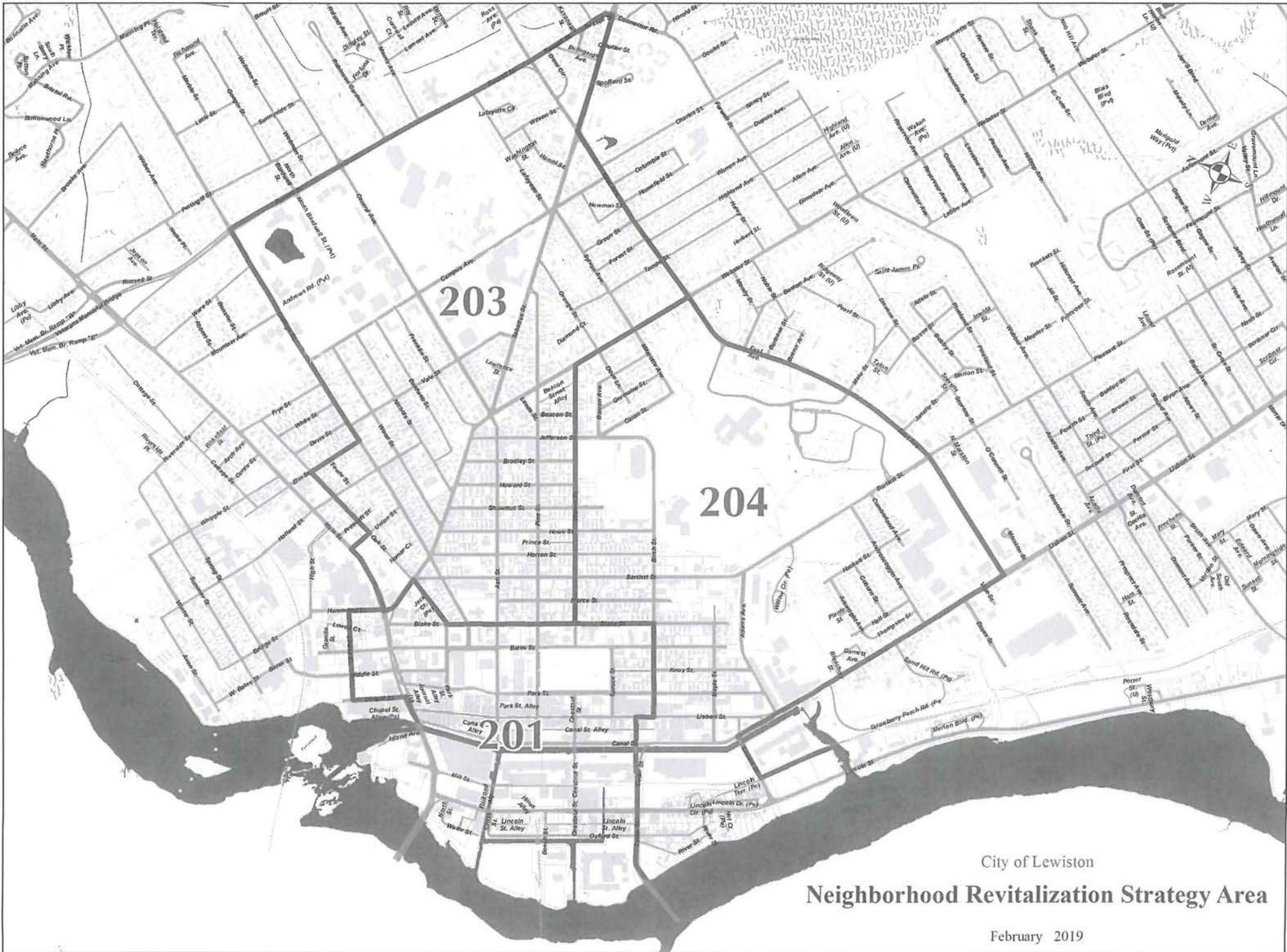
Whereas, feedback received from recent commercial loan recipients, and the needs and desires of prospective loan recipients have resulted in an evaluation of the City's programs and how they can be better designed to meet the borrowing needs of businesses and building owners in the CDBG target area; and

Whereas, CDBG regulations and reporting requirements have also required a reevaluation of the City's programs to better meet those requirements; and

Whereas, based on those needs, City staff are proposing the establishment of a Microenterprise Lending Program, establishment of a Mixed Use Residential Loan Program, and amendments to the Façade and Commercial loan programs as articulated in the attached memo;

Now, therefore, be it Resolved by the City Council of the City of Lewiston that

The City of Lewiston's Commercial Loan Programs as outlined in Master Policy 27 are hereby repealed and replaced with the attached *Commercial Loan Programs*, as summarized in the attached memo.



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City of Lewiston

Neighborhood Revitalization Strategy Area

February 2019

LEWISTON CITY COUNCIL

MEETING OF FEBRUARY 19, 2019

AGENDA INFORMATION SHEET:

AGENDA ITEM NO. 4

SUBJECT: Resolve, Repealing City Master Policies 32, Lewiston Shining Stars Program, 50, the Alfred A. Plourde Memorial Scholarship, and 84, Adopt-a-Trash Can.

INFORMATION: Due to a variety of circumstances involving funding constraints, level of interest, and staff time allocation concerns, several programs initiated by Council approved master policies are no longer in place and have not been for some years. These came to light during our recent effort to consolidate and update all master policies bearing on City personnel policies and regulations. Staff is recommending that the following three policies be repealed:

- Policy 32 – Lewiston Shining Stars Program – this program sunset due to funding constraints and the amount of staff time needed to organize the program.
- Policy 50 – Alfred A. Plourde Memorial Scholarship – Janice Plourde created this named scholarship fund as an expendable trust fund, meaning both the principal and accumulated interest could be awarded. Ms. Plourde did not wish to provide additional funds for this purpose once the parkway was named after her late husband. There are no funds remaining at this time.
- Policy 84 – Adopt-a-Trash Can Policy – The City once had a program where trash cans provided by the City and painted by children participating in various recreation programs were “adopted” by property owners. The City provided trash bags, and the property owner agreed to place the trash curbside and clean-up around the area. Given the age of the cans, lack of interest, and other extenuating circumstances, the program has been inactive for a number of years.

A copy of each policy is attached.

APPROVAL AND/OR COMMENTS OF CITY ADMINISTRATOR:

The City Administrator recommends approval of the requested action.

EAB/kmm

REQUESTED ACTION:

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To approve the Resolve, Repealing City Master Policies 32, Lewiston Shining Stars Program, 50, the Alfred A. Plourde Memorial Scholarship, and 84, Adopt-a-Trash Can.



COUNCIL RESOLVE

Resolve, Repealing City Master Policies 32 -- Lewiston Shining Stars Program, 50 -- the Alfred A. Plourde Memorial Scholarship, and 84 -- Adopt-a-Trash Can.

WHEREAS, over the years, the City has adopted a variety of policies based upon program initiatives at the time; and

WHEREAS, given changes in direction and the sun-setting of funding, program initiatives become obsolete and inactive; and

WHEREAS, the City's Lewiston Shining Star, Adopt-a-Trash-Can, and the Alfred A. Plourde Memorial Scholarship programs are no longer active;

NOW, THEREFORE, BE IT RESOLVED by the CITY COUNCIL of the CITY of LEWISTON,

That City Master Policies 32 -- Lewiston Shining Stars Program, 50 -- the Alfred A. Plourde Memorial Scholarship, and 84 -- Adopt-a-Trash Can, are hereby repealed.



Finance Department

Heather Hunter
Director of Finance/Treasurer
hhunter@lewistonmaine.gov



TO: Mayor Shane Bouchard
And Members of the City Council
FROM: Heather Hunter, Finance Director/Treasurer
SUBJECT: **Repealing Certain City Policies**
DATE: February 12, 2019

When staff embarked on amending the City's Personnel Policies that were recently approved by the City Council, we reviewed a number of related policies for accuracy, consistency with practice, and the need to amend and/or completely delete. Clearly, the most extensive policy to tackle was the Personnel Policy, which is why it was done first. Now staff is ready to make the next recommendation to you on those policies that should be repealed due to inactivity and/or the sun-setting of funding.

These policies include the following:

- Policy 32 – Lewiston Shining Stars Program – this program sunset due to funding constraints and the amount of staff time needed to organize the program.
- Policy 50 – Alfred A. Plourde Memorial Scholarship – Janice Plourde created this named scholarship fund as an expendable trust fund, meaning both the principal and accumulated interest could be awarded. Ms. Plourde did not wish to provide additional funds for this purpose once the parkway was named after her late husband. There are no funds remaining at this time.
- Policy 84 – Adopt-a-Trash Can Policy – The City once had a program where trash cans provided by the City and painted by children participating in various recreation programs were "adopted" by property owners. The City provided trash bags, and the property owner agreed to place the trash curbside and clean-up around the area. Given the age of the cans, lack of interest, and other extenuating circumstances, the program has been inactive for a number of years.

Given the circumstances, we recommend that these three policies be repealed. Copies of each policy are attached.⁵⁰

Please feel free to contact me with any questions or concerns you may have. I will also be available at the meeting to address comments.



LEWISTON SHINING STARS PROGRAM

Statement of Purpose & Background

In 1998, in an effort to more effectively highlight and encourage the lives of young people who are positively impacting/contributing to our community, the *Lewiston Shining Stars Program* was developed by Executive Assistant Dot Perham-Whittier. Perham-Whittier promptly received the support of Mayor Kaileigh A. Tara, resulting in the program being run through the Mayor's Office.

Responsibility for Management

The Executive Assistant is responsible for facilitating the annual *Lewiston Shining Stars Program*, which is run through the Mayor's Office.

Shining Star Selection Process

In February of each year, promotion for the annual program commences, (press releases, web site promotion, e-mails, flyers, letters, etc.), and people within the community are asked to nominate a Lewiston youth (ages 12-18) who is positively impacting/contributing to our community. A nomination consists of a one-page essay and a photo to be submitted by an announced deadline. Reasons for nomination include, but are not limited to, the following-with the hopes of recognizing some "unsung heroes."

- Outstanding integrity and character
- Commitment to family
- Religious service
- Athletic achievements
- Commitment to school and part-time job
- Community service
- Academic achievements
- Courageous act
- Theatrical/musical achievements
- Special abilities

A Selection Committee (consisting of the Mayor, Executive Assistant, and two community members selected by the previous two) is assembled to review all nominations. Each nomination is thoroughly reviewed, and the Committee ultimately picks ten (10) youth whose impact/contributions "stand out" amongst the submitted nominations. Those ten will serve as the current year's *Lewiston Shining Stars*.

Recognition Ceremony

An open-to-the-public ceremony is held during the month of May, whereby all nominees are recognized. A photo display board of all nominees is also unveiled during the ceremony. In the future, Powerpoint technology will most likely be incorporated.

During the recognition ceremony, brief profiles are read for each of the ten *Shining Stars* who



LEWISTON SHINING STARS PROGRAM

receive a certificate and “*Shining Star*” pin (item could change) from the City, as well as a variety of gifts that have been donated by area businesses. Their names also go into a basket for a grand prize drawing, which is also a donated item (s).

The other nominees receive a certificate and an item such as a star-shaped keychain (item could change) from the City of Lewiston.

Members of the Selection Committee, Lewiston City Council, and the City Administrator participate in a “*congratulatory*” receiving line for all nominees.

Web Site

Links have now been established on the City of Lewiston web site to maintain a year-by-year history of Lewiston’s *Shining Stars*.

SELECTION PROCESS FOR THE ALFRED A. PLOURDE MEMORIAL SCHOLARSHIP

1. The scholarship shall be awarded each year to the college-bound Lewiston High School student who shows the most interest and promise in a career in public service.
2. Applicants shall be required to submit the following to the Office of the Mayor by April 15:
 - A. A copy of the applicant's high school transcript;
 - B. An essay of 500 words or less entitled, "My View of the Role of the Young Political Leader in Today's World."
3. After reviewing the materials submitted, the Mayor shall submit to the City Council the names of the three finalists for selection of the winner of the scholarship.
4. The award shall be presented at the first regular meeting of the Council in May.
5. The Council President shall make the presentation.
6. The first scholarship to be awarded shall be in the amount of \$500.00. The Council shall award subsequent scholarships only in the amount of the interest accrued each year so that the scholarship can be perpetuated from year to year.

“ADOPT A TRASH CAN” PROGRAM

As part of Lewiston’s beautification efforts in the downtown area, the city hereby creates and establishes an “Adopt A Trash Can” Program. The program shall be coordinated by the Public Works Department.

LOCATION OF THE TRASH CANS

The Public Works Department shall identify areas where the trash cans shall be located. These areas will be high traffic, litter prone areas of the downtown and the trash cans will be placed in areas where the cans will make the greatest impact on the area.

PROCESS TO ADOPT A TRASH CAN

Participation in the Adopt a Trash Can program is available to any Lewiston property owner or resident. Interested volunteers shall submit an application form which outlines their responsibility under this voluntary program. If there are multiple volunteers seeking to adopt the same trash can in a designated location, preference may be granted based upon the timing of the submitted application, taxpayer status or a shared arrangement to be determined.

In exchange for a volunteer agreeing to adopt a trash can, the city will provide one of two options to assist the volunteer with these efforts; option to be selected by the volunteer:

1. A one unit credit from the annual apartment building solid waste bill and the volunteer will supply the trash can liners, gloves and means of disposing the waste
2. Two punch passes to the solid waste facility and one box of trash can liners and one box of plastic gloves

MAINTENANCE OF THE TRASH CAN

The volunteer adopting a trash can shall be responsible to maintain the can and the surrounding area. Maintenance is defined as picking up litter surrounding the can, emptying the can when it is full, or sooner if deemed necessary, and properly disposing of the waste. Depending upon the location of the can, the Public Works Department or the volunteer may consider securing the can, if possible. Trash cans that are stolen shall be reported to the Lewiston Police Department and trash cans that are damaged shall be reported to the Public Works Department.

**LEWISTON CITY COUNCIL
MEETING OF FEBRUARY 19, 2019**

AGENDA INFORMATION SHEET:

AGENDA ITEM NO. 5

SUBJECT:

Receipt of recommendations from the Finance Committee and the Planning Board on the FY2020 Lewiston Capital Improvement Plan budget.

INFORMATION:

The Planning Board, at their February 11, 2019 meeting, voted to send a favorable recommendation to the City Council to adopt the FY2020 LCIP with recommendations on specific projects. Their comments are attached.

The Finance Committee met on February 11, 2019 to review the proposed LCIP projects and their recommendation is also attached.

APPROVAL AND/OR COMMENTS OF CITY ADMINISTRATOR:

The City Charter requires a recommendation on the LCIP from both of these committees.

EAB/kmm

REQUESTED ACTION:

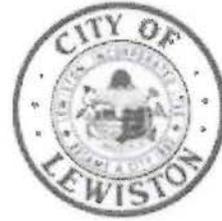
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To receive and review the recommendations from the Finance Committee and the Planning Board regarding the FY20 Lewiston Capital Improvement Plan.



Finance Department

Heather Hunter
Director of Finance/Treasurer
hhunter@lewistonmaine.gov



TO: Mayor Shane Bouchard
And Members of the City Council

SUBJECT: Finance Committee FY20 LCIP Recommendation to Council

DATE: February 12, 2019

The Finance Committee has reviewed the FY20 Lewiston Capital Improvement Program (LCIP) as requested. The Finance Committee recognizes that this document is a long-term planning tool utilized by the City Council and Administration, and that all projects are subject to scrutiny of the budgetary process.

If projects as requested are approved, including both the Administrator and Superintendent's recommendations, the proposed FY20 bond authorization amount would significantly exceed the 80% bond issue limitation as established by the City Ordinance (Chapter 2, Article II, Section 2-34: Council Action of Bond Authorization).

Having said this, the Finance Committee supports the 80% standard until the increase in economic development can support an increase in debt spending.

To quote the City Administrator, "Over time, these approaches allow the City to gradually reduce its outstanding debt, interest due, and the percentage of the operating budget devoted to debt service." If it is necessary to revisit some of our approaches to debt issuance in the coming years and our reliance on the 80% standard to govern new debt authorization, let this happen with a strong measurable and functioning development plan in place to grow the tax base.

The Finance Committee realizes that a capital improvement plan falls under three measurable factors, that being, To Restore, To Improve, and To Expand. We firmly believe that in order to accomplish the first two objectives, we need to expand the tax base in Lewiston. This focus should be of paramount importance.

The Finance Committee "supports" the projects listed in the LCIP with the exception of the items noted below.

- City Wide Revaluation
- Police Building Expansion Project – a very cost effective approach to this request is to utilize the former Violations Bureau given city ownership and ample parking

in the vicinity. The Committee would support a cost effective assessment of both buildings to analyze department needs compared to building capacity.

- Public Works Vehicle & Equipment Wash Facility – this project should be deferred. And, it should be determined if the \$550,000 is sufficient.
- Lewiston Middle School Electrical Upgrade should be deferred to FY21 given the recent building addition and upgrades made with that project.
- Lewiston High School Wing should be postponed until after the citywide vote and the vote should be timed during an election which would garner high voter turnout.
- District Wide Security Upgrades should be phased in over a 3-4 year period beginning after the Building Access Control Project, and starting with the highest risk building first.
- Based upon the information shared by the PW Director, the Hudson Bus Soccer Field Project should be postponed until the approval is received from the National Parks Service.

Additionally, the Finance Committee wishes to emphasize the following points:

- The \$8 million federal and state investment in the A-L Airport is a significant and welcomed upgrade to the airport given the small local share requirement.
- Public safety is of extreme importance to the Committee. The 911 Radio Project addresses the need to have seamless, reliable radio systems and meshes nicely with the new fire substations. This project projects a safe community and appealing business environment.
- Lewiston Marketing Campaign – create an expanded program that allows for Lewiston businesses to provide matching dollars to enhance the campaign and entice businesses similar to the City of Auburn model.
- Both the Canal Ownership and Riverfront Island Implementation Projects were “cautiously” supported, but would rather see these projects funded through the operating budget or the amounts reduced. The Committee would also like to see the measurable outcomes of increased economic activity with these investments.
- **The amounts noted for the fire substations do not reflect total actual project costs. These amounts should be changed in the future, and the additional funding for the Sabattus Street Fire Station should be included in the bond authorization.**
- The Birch, Caron & Jefferson Streets Sidewalk Project should evaluate the flow of student pedestrian traffic to determine if this project can be phased over multiple years.
- Evaluations should be made on leasing vs. purchasing vehicles and equipment, particularly specialty items and prolong purchases as long as possible.

In conclusion, the Finance Committee has only given you a snapshot of ideas and recommendations. It is very difficult to do a concise review of the LCIP with the document changing as we speak.

As the City Administrator has remarked, “We cannot fully fund or afford all of the scheduled LCIP projects.” We agree with him that we will be required to carefully prioritize what must and should be done. The Committee urges the Council and Administrative staff to focus on a plan which will strengthen and significantly grow our

tax base. Businesses locating in our community are the economic engine that will drive jobs, more affordable housing, and a stronger infrastructure.

The Finance Committee stands ready to aid the City Council and Administration in coming up with alternative ideas to save money, streamline projects for cost effectiveness, and more. We look forward to seeing the final draft of the FY20 LCIP as the City moves into the future.

A motion was made by Denis Theriault, and seconded by Matthew Shaw to approve the above FY20 LCIP recommendation and forward it to the City Council in accordance with the City Charter. The motion passed 4-0; Councilor Lysen was not in attendance.

Respectively Submitted,

A handwritten signature in cursive script, appearing to read "Denis L. Theriault".

Denis L. Theriault, Finance Committee Chairman



CITY OF LEWISTON

Department of Planning & Code Enforcement

TO: Mayor and City Council
FROM: David Hediger, City Planner
DATE: February 14, 2018
RE: Planning Board recommendation: FY 2012 Lewiston Capital Improvement Plan

Pursuant to Article VII, Section 4(e) of the Zoning and Land Use Code, the Planning Board took the following actions at their meeting held on February 11, 2019 sending a favorable recommendation for the City Council's consideration the adoption of the FY 2020 Lewiston Capital Improvement Program:

MOTION: by **Lucy Bisson** regarding the Public Works Building Vehicle/Equipment Wash Facility, that once completed, the city must charge a fee-for-service to non-city entities for use of the facility. **Second by Sandy Marquis.**

VOTED: 7-0 (Passed)

MOTION: by **John Butler** regarding Birch, Caron, Jefferson Street Sidewalk Rehabilitation, that Birch Street sidewalk improvements for FY2020 be delayed and completed as part of the FY2022 Birch Street road rehabilitation project. **Second by Sandy Marquis.**

VOTED: 7-0(Passed)

MOTION: by **Benjamin Martin** regarding Hudson Bus Property Soccer Field, that the project be delayed to FY2021, in-part due to pending approval from the National Park Service. **Second by John Butler.**

VOTED: 7-0 (Passed)

MOTION: by **Lucy Bisson** to send a favorable recommendation to the City Council to adopt the FY 2020 Lewiston Capital Improvement Program subject to the above referenced motions. **Second by John Butler.**

VOTED: 6-1(Passed, Benjamin Martin opposed)

Note: While the majority of the Board expressed support for the FY20 LCIP, concern was shared by a number of members of what appears to be years of deferred maintenance by the City that is now requiring the amount of authorized debt to greatly exceed 80% of the average amount of annual debt being retired over the three previous fiscal years.

LEWISTON CITY COUNCIL

MEETING OF FEBRUARY 19, 2018

AGENDA INFORMATION SHEET:

AGENDA ITEM NO. 6

SUBJECT: Resolve, Adopting the Fiscal Year 2020 Lewiston Capital Improvement Plan.

INFORMATION: The Lewiston Capital Improvement Plan (LCIP) is required to be annually adopted by the City Council by Charter. It is an important and necessary planning tool for the City's consideration in addressing financial, infrastructure, and development issues. It should be seen as a working document that sets the stage for the City's annual operating budget process, and adoption does not constitute approval and/or funding of the various projects within the program. Each project requires funding approval from the Council at a later date. A hard copy of the complete plan was distributed to the Council earlier for review and the Council has previously held both a workshop and a public hearing to review it. An electronic copy of the full document can be found on our website under Finance Department, Financial Reports.

A separate agenda item will receive the recommendations of the Finance Committee and the Planning Board regarding the LCIP. At this point, the Council could choose to amend the LCIP based on the recommendations received or adopt the plan as presented and consider these and other changes later in the budget process when actual funding decisions are made.

APPROVAL AND/OR COMMENTS OF CITY ADMINISTRATOR:

I would recommend that the City Council take action on the LCIP, either as presented or with amendments. In either case, those projects included for the coming year will require further review and discussion prior to funding approval.

GABIKMM

REQUESTED ACTION:

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That pursuant to Article VI, Section 6.07(d) of the City Charter, the City Council hereby approves the Resolve adopting the FY2020 City of Lewiston Five-Year Capital Improvement Program, as prepared by the City Administrator.



COUNCIL RESOLVE

Resolve, Adopting the FY2020 City of Lewiston Five-Year Capital Improvement Program

Whereas, the City Charter requires that a capital improvement program be prepared annually for review by the Planning Board, Finance Committee, and City Council and be adopted by the City Council at least four months prior to the end of the current fiscal year; and

Whereas, the intent of such a program is to outline a five year plan to address the community's infrastructure and other capital improvement needs and, more specifically, to outline those projects anticipated for the coming year in advance of consideration of the annual budget; and

Whereas, adopting this plan will provide guidance to the Council and staff but does not constitute formal authorization to proceed with the projects included, the funding for which must be separately authorized by the City Council;

Now, therefore, be It Resolved by the City Council of the City of Lewiston, that
the FY2020 City of Lewiston Five-Year Capital Improvement Program is hereby adopted.

**FY 2020 Lewiston Capital Improvement Project Summary
by Department/Agency**

PROJECT	PAGE	FY2020	FY2021	FY2022	FY2023	FY2024
AIRPORT:						
Instrument Landing System Relocation	13	8,750 Other 332,500 F/S 8,750 COB				
Reconstruction & Resurfacing of Runways 17-35 & 4-22	14	7,600,000 F/S 200,000 Other 200,000 CBI				
Construction of New Fuel Farm	15	400,000 Other 400,000 CBI				
Fixed Base Operation Aircraft Parking Ramp Reconstruction	16		300,000 Other 300,000 CBI			
Snow Removal Equipment	17		150,000 Other 150,000 CBI			
Reconstruction of East Aircraft Parking Ramp & Helipad	18			1,260,000 F/S 70,000 Other 70,000 CBI		
Airport Master Plan Update	19					15,000 Other 120,000 F/S 15,000 COB
EMERGENCY 9-1-1:						
Radio Replacement Project	20	2,050,000 Other 2,050,000 CBI				
Radio Project - Lewiston's Mobile & Portable Radios	21	335,000 F/S 865,000 CBI				
Radio System Site Connectivity	22	45,000 CBI 45,000 Other				
Fire Alarm Box & Station Alerting	23	62,500 CBI 62,500 Other				
Virtualization Hardware Replacement	24			100,000 CBI 100,000 Other		
TRANSIT COMMITTEE:						
Bus & Bus Support Equipment	25	320,000 F/S 50,000 Other 50,000 COB	320,000 F/S 50,000 Other 50,000 COB	320,000 F/S 50,000 Other 50,000 COB	340,000 F/S 50,000 Other 50,000 COB	340,000 F/S 50,000 Other 50,000 COB
ADMINISTRATION:						
Lewiston Marketing Campaign	26	75,000 CBI				
Parking & Parking Garage Initiative	27	125,000 CBI				
ASSESSING:						
City-Wide Revaluation	28	114,000 CBI	114,000 CBI	114,000 CBI	114,000 CBI	114,000 CBI
ECONOMIC & COMMUNITY DEVELOPMENT:						
Canal Ownership Projects	29	100,000 CBI	100,000 CBI	100,000 CBI	100,000 CBI	100,000 CBI
Riverfront Island Implementation	30	350,000 CBI	450,000 CBI	450,000 CBI	450,000 CBI	450,000 CBI
Oxford Street Parking Lot	31		44,000 F/S 41,000 COB			
Bates Mill 5 Environmental Clean-up	32			200,000 F/S 810,000 CBI 952,000 CBI		
Lincoln Street Garage Phase II - Charter Sec. 6.14 Vote Required	33				12,646,000 CBI	
MIS DEPARTMENT:						
Lewiston Technology Upgrades	34	642,000 CBI	230,000 CBI	328,000 CBI	235,000 CBI	203,000 CBI
POLICE DEPARTMENT:						
BLDG 1 - Police Building Expansion Project	36	50,000 CBI	2,500,000 CBI			

**FY 2020 Lewiston Capital Improvement Project Summary
by Department/Agency**

PROJECT	PAGE	FY2020	FY2021	FY2022	FY2023	FY2024
FIRE DEPARTMENT:						
BLDG 8 - Main Street Fire Station Replacement Project	37	250,000 CBI	3,300,000 CBI			
Ladder 1 Refurbishment	38		250,000 CBI			
BLDG 4 - Lisbon Street Fire Station Replacement Project	39			250,000 CBI	3,300,000 CBI	
PUBLIC WORKS - ATRC:						
ARTC 1 - Lincoln St - Main Street to Cedar Street	40				608,400 F/S	
					67,600 CBI	
ARTC 2 - Alfred Plourde Parkway Phase I - River Road to Exit 80	41				918,000 F/S	
					102,000 CBI	
ARTC 3 - Alfred Plourde Parkway Phase II - River Road to Exit 80	42				492,300 F/S	
					54,700 CBI	
ARTC 4 - College Street - Russell Street to Davis Street	43					468,900 F/S
						52,100 CBI
ARTC 5 - Pleasant Street - South Avenue to Lisbon Street	44					960,300 F/S
						106,700 CBI
PUBLIC WORKS - BUILDINGS:						
BLDG 2 - City Hall Stairway Project	45	83,000 CBI				
BLDG 11 - Public Works Vehicle & Equipment Wash Facility	46	50,000 CBI	500,000 CBI			
BLDG 9 - Entrance Security Upgrades	47	151,500 CBI	126,000 CBI	75,000 CBI	75,000 CBI	
BLDG 10 - Public Works Building Roof Membrane Replacement	48		340,000 CBI			
BLDG 6 - Armory Balcony Seat Replacement	49		103,000 CBI			
BLDG 3 - City Hall Building Window Replacement Project	50			500,000 CBI		
BLDG 12 - Public Works Facilities Master Plan	51			60,000 CBI		
BLDG 5 - City Hall Building Exterior Rehabilitation Project	52				200,000 CBI	
BLDG 7 - Armory Building Exterior Rehabilitation Project	53				140,000 CBI	
PUBLIC WORKS - COMBINED SEWER OVERFLOW:						
CSO Separation - Various Areas	54		500,000 SWBI	325,000 SWBI		
			500,000 SBI	325,000 SBI		
CSO Storage at LAWPCA	56			150,000 SWBI	4,000,000 SWBI	
				150,000 SBI	4,000,000 SBI	
25 Year CSO Master Plan Update	57					100,000 SWBI
						100,000 SBI
PUBLIC WORKS - HIGHWAY:						
Adams Avenue Retaining Wall	59	150,000 CBI				
Birch, Caron, & Jefferson Streets Sidewalk Rehabilitation	60	700,000 CBI		900,000 CBI		
Street Crosswalk Evaluation & Implementation Plan	61	200,000 CBI	200,000 CBI	200,000 CBI	200,000 CBI	200,000 CBI
Sidewalk Maintenance & Rehabilitation	63	361,000 CBI	346,000 CBI	301,000 CBI	323,000 CBI	364,000 CBI
Street Maintenance Program	65	2,671,000 CBI	2,793,175 CBI	2,790,950 CBI	2,902,100 CBI	2,772,000 CBI
		500,000 F/S	250,000 F/S	250,000 F/S	250,000 F/S	250,000 F/S
Canal Street Project	69		800,000 CBI			
PUBLIC WORKS - MDOT PROJECTS:						
MDOT 1 - Main Street - Longley Bridge to Pettingill Street	70	2,178,000 F/S				
		242,000 CBI				
MDOT 2 - Sabattus Street - Main Street to Randall Road	71	1,251,551 F/S				
MDOT 3 - Signals Upgrade Phase 2	72	540,000 F/S				
		60,000 CBI				
MDOT 4 - River Road - Razel Way to Alfred A. Plourde Parkway	73		1,350,000 F/S			
			150,000 CBI			
MDOT 5 - East Avenue - Homefield Street to Fairlawn Avenue	74			540,000 F/S		
				60,000 CBI		
PUBLIC WORKS - MUNICIPAL GARAGE:						

FY 2020 Lewiston Capital Improvement Project Summary
by Department/Agency

PROJECT	PAGE	FY2020	FY2021	FY2022	FY2023	FY2024					
Municipal Garage Vehicle & Equipment Replacement	75	1,468,000	CBI	1,152,000	CBI	1,352,500	CBI	1,149,500	CBI	1,222,000	CBI
PUBLIC WORKS - OPEN SPACES:											
Hudson Bus Soccer Field	78	320,000	CBI								
Dufresne Plaza Concrete Surface	80			226,500	CBI						
Kennedy Park Master Plan	81			426,500	CBI	529,000	CBI	346,500	CBI		
Cote Street Playground & Walking Path	84							100,000	CBI	500,000	CBI
Plourde Playground & Walking Trail	87							140,000	CBI	700,000	CBI
SCHOOL DEPARTMENT:											
Lewiston Middle School Electrical Upgrade	89	456,000	SCHB								
New LHS Classroom Wing - Charter Sec. 6.14 Vote	90	800,000	SCHB	13,709,000	SCHB						
Green Ladle Renovation	91					100,000	SCHB				
Montello School Electrical Upgrade	92	330,000	SCHB								
District Wide Security Camera Upgrade	93	914,000	SCHB								
Building Access Controls System Upgrade	94	100,000	SCHB								
Longley School Building Security	95			400,000	SCHB						
Dingley Building Security	96			190,000	SCHB						
Lewiston High School Mechanical System Upgrade	97			1,066,400	SCHB	748,000	SCHB				
Dingley Building Cellar Renovations	98					125,000	SCHB				
Montello School Parking & Paving	99			65,000	SCHB						
Geiger School Parking & Paving	100			65,000	SCHB						
McMahon School Parking & Paving	101			65,000	SCHB						
Lewiston High School Security Enhancements	102			450,000	SCHB						
Security Enhancements for Other School Buildings	103					1,000,000	SCHB	2,000,000	SCHB		
WATER DIVISION:											
Water Software Model & Master Plan Updated	108	200,000	WBI								
Lewiston SCADA Program	109	100,000	WOB	100,000	WOB						
Lewiston-Auburn Water Treatment Program - Contingency Need	110	1,200,000	Other								
		1,200,000	WBI								
Distribution Water Main Replacement/Rehabilitation	111	2,000,000	WBI	2,100,000	WBI	2,200,000	WBI	2,200,000	WBI	2,200,000	WBI
Equipment Replacement Program	113	90,000	WOB	35,000	WOB	90,000	WOB	90,000	WOB	69,000	WOB
Lake Auburn Watershed Protection Commission Sinking Fund	115	20,000	WOB	25,000	WOB	25,000	WOB	25,000	WOB	25,000	WOB
		20,000	Other	25,000	Other	25,000	Other	25,000	Other	25,000	Other
Meter Program	116	350,000	WOB	350,000	WOB	350,000	WOB	350,000	WOB	350,000	WOB
Redundant Water Transmission Main Installation	117			1,100,000	WBI	3,200,000	WBI	2,100,000	WBI	2,100,000	WBI
SEWER DIVISION:											
Rehabilitation of Old Sanitary Sewer Mains	119	1,100,000	SBI	1,100,000	SBI	1,100,000	SBI	1,200,000	SBI	1,200,000	SBI
Equipment Replacement Program	130	60,000	SOB	25,000	SOB	225,000	SOB	225,000	SOB	120,000	SOB
Collection System Inspection & Rehabilitation	132	480,000	SBI	500,000	SBI	520,000	SBI	540,000	SBI	560,000	SBI
Pump Station Replacement	133	200,000	SBI	200,000	SBI	200,000	SBI	200,000	SBI	200,000	SBI
Criticality & Risk Assessment of Collection System	135	40,000	SIF	41,000	SIF	42,000	SIF	43,000	SIF	44,000	SIF
STORM WATER DIVISION:											
Hart Brook Water Quality Restoration	136	350,000	SWBI	350,000	SWBI	350,000	SWBI	350,000	SWBI	350,000	SWBI
Storm Drain Inspection	137	370,000	SWBI	385,000	SWBI	400,000	SWBI	415,000	SWBI		
Storm Drains for Road Rehabilitation Projects	138	124,450	SWOB	84,250	SWOB	99,100	SWOB	80,550	SWOB	107,100	SWOB
Jepson Brook Channel Upgrades	142	800,000	SWBI	1,100,000	SWBI	700,000	SWBI	1,000,000	SWBI	750,000	SWBI
Culvert Replacement Program	144			110,000	SWBI						
TOTALS		39,021,501		41,752,825		25,231,550		44,197,650		17,353,100	
City Bond Issue	CBI	11,785,000		14,557,175		9,942,450		22,645,400		6,783,800	
City Operating Budget	COB	58,750		91,000		50,000		50,000		65,000	
Federal/State Funding	FIS	13,057,051		1,964,000		2,570,000		2,608,700		2,139,200	

**FY 2020 Lewiston Capital Improvement Project Summary
by Department/Agency**

PROJECT	PAGE	FY2020	FY2021	FY2022	FY2023	FY2024
Other Agency/Municipality	Other	4,036,250	525,000	245,000	75,000	90,000
School Bond Issue	SCBI	2,600,000	16,010,400	1,973,000	2,000,000	
Water Bond Issue	WBI	3,400,000	3,200,000	5,400,000	4,300,000	4,300,000
Sewer Impact Fees	SIF	40,000	41,000	42,000	43,000	44,000
Storm Water Operating Budget	SWOB	124,450	84,250	99,100	80,550	107,100
Storm Water Bond Issue	SWBI	1,520,000	2,445,000	1,925,000	5,765,000	1,200,000
Total Bond Issues		39,021,501	41,752,825	25,231,550	44,197,650	17,353,100
20yr		21,085,000	38,512,575	21,535,450	40,650,400	14,343,800
CBI (City Bond Issue)		6,032,000	10,165,675	6,222,950	19,517,600	3,136,000
SCBI (School Bond Issue)		1,256,000	14,775,400	1,748,000	2,000,000	
WBI (Water Bond Issue)		3,200,000	3,200,000	5,400,000	4,300,000	4,300,000
SBI (Sewer Bond Issue)		1,580,000	2,100,000	2,095,000	5,740,000	1,760,000
SWBI (Storm Water Bond Issue)		800,000	1,600,000	1,175,000	5,000,000	750,000
sub-total		12,868,000	31,841,075	16,640,950	36,557,600	9,946,000
15yr						
CBI (City Bond Issue)		4,437,000	3,218,500	1,802,500	1,939,500	2,872,000
SCBI (School Bond Issue)		330,000	850,000			
WBI (Water Bond Issue)						
SBI (Sewer Bond Issue)						
SWBI (Storm Water Bond Issue)		720,000	735,000	750,000	765,000	350,000
sub-total		5,487,000	4,803,500	2,552,500	2,704,500	3,222,000
10yr						
CBI (City Bond Issue)		890,500	1,173,000	1,627,000	1,066,000	723,700
SCBI (School Bond Issue)		914,000	385,000	225,000		
WBI (Water Bond Issue)		200,000				
SBI (Sewer Bond Issue)		200,000	200,000	200,000	200,000	300,000
SWBI (Storm Water Bond Issue)			110,000			100,000
sub-total		2,204,500	1,868,000	2,052,000	1,266,000	1,123,700
5yr						
CBI (City Bond Issue)		425,500		290,000	122,300	52,100
SCBI (School Bond Issue)		100,000				
WBI (Water Bond Issue)						
SBI (Sewer Bond Issue)						
SWBI (Storm Water Bond Issue)						
sub-total		525,500	-	290,000	122,300	52,100
Total		21,085,000	38,512,575	21,535,450	40,650,400	14,343,800

LEWISTON CITY COUNCIL

MEETING OF FEBRUARY 19, 2019

AGENDA INFORMATION SHEET:

AGENDA ITEM NO. 7

SUBJECT:

Resolve Establishing an Ad-Hoc Advisory Committee for the Update of Design Regulations.

INFORMATION:

The Council held a recent workshop session on this item to discuss the creation of an Ad-Hoc Committee for the update of Design Regulations. This agenda item is to formally establish this committee and outlines their tasks and duties. Please see the memorandum from City Planner Doug Greene for additional details about the Committee structure.

APPROVAL AND/OR COMMENTS OF CITY ADMINISTRATOR:

The City Administrator recommends approval of the requested action.

EARBKmm

REQUESTED ACTION:

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To adopt the Resolve Establishing an Ad-Hoc Advisory Committee for the Update of Design Regulations.



COUNCIL RESOLVE

Resolve, Establishing an Ad-Hoc Advisory Committee for the Update of Design Regulations

Whereas, the City has discussed updating its design regulations for some time, doing so is recommended in the City's comprehensive plan, and this would implement the goal of promoting quality development; and

Whereas, recently, the Staff presented a proposal to do so to the City's Planning Board and Historic Preservation Review Board, both of which indicated their support; and

Whereas, the proposal was subsequently presented to the City Council at a workshop where the Council also expressed support for the elements of the proposal; and

Whereas, funding for comprehensive plan implementation is available and can be used to hire a land use design consultant to update the city's design regulations; and

Whereas, the Council is now interested in establishing a group made up of various interested parties that will lend relevant experience and expertise to assist in this effort;

Now, therefore, be It Resolved by the City Council of the City of Lewiston that

There is hereby established an Ad-Hoc Advisory Committee to assist in the Update of Lewiston's Design Regulations.

1. Purpose.

The purpose of this committee shall be to update design regulations relating to the Historic Preservation Design Manual and any design related regulations found in the city's Zoning Ordinance including, but not limited to, the Site Plan and Design Guidelines. The Committee is hereby charged with recommending updated design regulations that will address typical architectural and site design elements in a manner relevant to Lewiston, be easy to understand, implement, be graphically oriented, and strike a balance between quality and cost effective development.

2. Duties. The committee shall
 - a. Work with the selected design consultant to evaluate current regulations,
 - b. Discuss and define the goals of design regulation updates,
 - c. Develop alternatives to the current design regulations for site plan review, form based code or character districts, design standards, performance standards or guidelines, and graphics,
 - d. Recommend updated design regulations that should be adopted by the City Council, and
 - e. If recommended, determine how such design updates should be implemented.

3. Composition and Appointment. The Committee shall be composed of eight regular members to be appointed by the Mayor as follows:
 - a. The Director of Planning and Code Enforcement;
 - b. The Deputy Director and City Planner of Planning and Code Enforcement;
 - c. An employee from the City's Economic Development Division;
 - d. A City Council member;
 - e. A member of the Planning Board;
 - f. A member of the Historic Preservation Review Board;
 - g. A representative of the Development Community;
 - h. A representative of the Downtown Business Community;
 - i. A resident of Downtown and
 - j. An at large resident of Lewiston

The Mayor shall designate one member of the Committee to serve as Committee Chair.

4. Vacancies. Should a vacancy occur on the Committee, the vacancy shall be filled by the Mayor in accordance with the requirements of section 3 above.
5. Term. The Committee shall submit its final report and recommendations no later than January 31, 2020, at which time it will cease to exist unless its tenure is extended by action of the City Council.
6. Staff Support. The City Administrator and/or his designee shall be responsible for supporting the work of the committee and handling the Committee's logistics.
7. Quorum. A majority of the members of the committee shall constitute a quorum.



CITY OF LEWISTON

Department of Planning & Code Enforcement

TO: Mayor Bouchard and the Lewiston City Council

FROM: Douglas Greene, AICP, RLA; Deputy Director/City Planner

DATE: February 19, 2019

RE: Resolve to Establish an Ad-Hoc Advisory Committee for the Update of Design Regulations

The process of selecting a consultant to assist the city in updating design regulations is underway. Proposals have been received and the Consultant Selection Committee has reviewed and interviewed the top proposers. The Consultant Selection Committee will forward their recommended candidate to the Finance Committee for their final approval. The next step will be contract negotiation and execution. Once under contract, the design update process can begin.

An important part of this work will be to have a group of interested parties who can work closely with the consultant to offer advice and guidance on the project. The attached resolution recommends representation from:

- a. The Director of Planning and Code Enforcement;
- b. The City Planner and Deputy Director of Planning and Code Enforcement;
- c. An employee from the City's Economic Development Division;
- d. A City Council member;
- e. A member of the Planning Board;
- f. A member of the Historic Preservation Review Board;
- g. A representative of the Development Community;
- h. A representative of a Downtown Business;
- i. A resident of Downtown and
- j. An at large resident of Lewiston

This well rounded group will offer knowledge and experience that is relevant to updating Lewiston's design and land use regulations, which will produce quality and cost effective development.

LEWISTON CITY COUNCIL
MEETING OF FEBRUARY 19, 2019

AGENDA INFORMATION SHEET:

AGENDA ITEM NO. 8

SUBJECT: Order, Authorizing the Library Director to Execute a Memorandum of Participation with the Minerva Public Library Consortium.

INFORMATION:

The Lewiston Public Library has been a member of the Minerva consortium since 2002. It is the largest library consortium in Maine with over 60 participating libraries. Among the benefits of membership are: access to a high-quality integrated library system; software supporting major library operations including circulation, overdues, cataloging, serials management, and statistical reporting; and technical support, including maintenance, backup, and all upgrades for the system. The Minerva catalog includes over 6 million items across member libraries (Lewiston's collection is about 160,000 items) that are accessible to LPL cardholders. Minerva's governance system also includes various user groups such as circulation and cataloging that provide information on best practices and forums for the exchange of ideas.

Overall, LPL's participation in this consortium is essential to allow us to continue to provide our patrons with a full range of library services and access to a larger catalogue of materials.

APPROVAL AND/OR COMMENTS OF CITY ADMINISTRATOR:

The City Administrator recommends approval of the requested action.



REQUESTED ACTION:

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To approve the Order, Authorizing the Library Director to Execute a Memorandum of Participation with the Minerva Public Library Consortium.



COUNCIL ORDER

Order, Authorizing the Library Director to Execute a Memorandum of Participation with the Minerva Public Library Consortium.

Whereas, the Lewiston Public Library has been a member of the Minerva consortium since 2002; and

Whereas, Minerva is the largest library consortium in Maine with over 60 participating libraries; and

Whereas, among the benefits of membership are: access to a high-quality integrated library system; software supporting major library operations including circulation, overdues, cataloging, serials management, and statistical reporting; and technical support, including maintenance, backup, and all upgrades for the system; and

Whereas, Minerva allows Lewiston Public Library Patrons access to over 6 million items throughout its member libraries; and

Whereas, participation in this consortium is essential to provide library patrons with the full range of services and materials they desire;

Now, therefore, be it ordered by the City Council of the City of Lewiston that

The Library Director is hereby authorized to execute a memorandum of participation with the Minerva Public Library Consortium in a form substantially as attached hereto.

Memorandum of Participation in Minerva

I. Introduction and Definitions

Minerva is a consortium of libraries operating under the auspices of the Maine InfoNet Collaborative.

Minerva exists in order to support member libraries across Maine in providing their users with enhanced access through a shared system that enables an open exchange of resources from the combined collections of its members.

Additionally, the consortium provides opportunities to supplement traditional services through the use of group purchases and economies of scale.

Governance:

The Minerva Users Council is recognized by Maine InfoNet as a self-governing and self-regulating organization with the authority to establish by-laws for the Minerva consortium. The Minerva Users Council through action of the Minerva Executive Board is empowered to create, promulgate, and enforce its own internal policies, standards, and procedures to govern the collective delivery of services by its member libraries, as long as such policies, standards, and procedures comply with state law and regulations and overarching Maine InfoNet policies and goals.

Minerva System (System): The System is a shared integrated library system offering circulation, cataloging, public access catalog, acquisitions, and serials functionality and related enhancements. The software that underpins this System is licensed to the Maine InfoNet Collaborative.

Maine InfoNet (MIN): Maine InfoNet is a collaborative of academic, public, school, and special libraries that is supported by the Maine State Library and the University of Maine System. MIN supports the System and is governed by the Maine InfoNet Board of Directors.

MaineCat: MaineCat is a union of library catalogs and catalog systems that facilitates the sharing of library materials among diverse libraries throughout the state. MaineCat is managed by MIN.

II. Libraries that participate in Minerva understand that they will:

1. Maintain a commitment to local collection development as evidenced by maintenance of the library's acquisitions budget at or above the most recent 3-year acquisitions budget averages. Exceptions to this commitment must be approved by the Executive Board. Minerva resources cannot substitute for the building of a strong local collection.
2. Participate in Minerva through such committees and groups developed in accordance with its Bylaws.

3. Fully observe in local practice those standards, policies, and procedures (including the principle of open borrowing) relating to Minerva and MIN that have been established and approved by Minerva. Recognize that sanctions as spelled out in Minerva policies and procedures may be attached to the failure to do so.
4. Maintain all System data (including patron and collection information) in an accurate and timely manner and in accordance with accepted Minerva policies and procedures.
5. Participate in continuing training as required by Minerva policies and procedures.
6. Pay their Minerva membership fees when due and any one-time or ongoing costs incurred on their behalf, including but not limited to retrospective conversion, migration, or adding new and unique modules.
7. Participate in the Statewide Delivery Service at a minimum of two delivery days per week. Minerva pays for one day per week per library. Individual libraries are responsible for maintaining participation and paying for at least one additional day.
8. Maintain collection information in Minerva and MaineCat. Respond to Minerva and MaineCat interlibrary loan requests in accordance with Minerva and MIN guidelines and procedures.
9. Receive in standard format a data file containing copies of data records representing their collection, upon request and subject to the approval of the Minerva Executive Board. A fee for service may apply.
10. Provide advance written notice to the Minerva Executive Board prior to ceasing use of the Minerva system. MIN staff will manage the orderly discontinuation of participation. In order to assist all member libraries through long term budget cycles, however, financial relationships do not terminate immediately. There will be no rebate of previous payments covering the current support year. If notice was not given by at least December 31 prior to the beginning of the next support year, the library must also pay the assessment due for that year.

Please sign the attached memo and return to: Minerva Executive Board Secretary-
Susan M. Preece

director@topshamlibrary.org or

topshampubliclibrarydirector@gmail.com

Memorandum of Participation in Minerva:

Library Name: _____

- 1) **Current annual collection budget (all materials: books, DVD, etc.):**
\$ _____

- 2) **I/WE have read, understand and agree to the MOP and understand that failure to abide by the agreements will result in the revocation of services without refund by Minerva through Maine Infonet.**

- 3) **This agreement is renewable every 3 years by the signing of a new MOP.**

Authorized library signature: _____

Print name and title: _____

Please keep a copy of this contract with your official documentation information.

Memorandum of Participation accepted by the Minerva User's Council on Nov. 14, 2018

Contract date begins July 1, 2019

Minerva Executive Board Secretary



Marcela Peres
Library Director
200 Lisbon St. Lewiston, ME 04240
207-513-3119 • LPLonline.org
mperes@lewistonmaine.gov

To: City Council and Mayor
From: Marcela Peres, Library Director
Date: February 5, 2019
Re: Signing Approval for Minerva Memorandum of Participation

The Library is requesting that the City Council approve the signing of a new three-year Memorandum of Participation put forth by the Minerva library consortium, to go into effect July 1, 2019.

Minerva is the largest library consortium in Maine, comprising over 60 public, school, academic, and special libraries. The Library has been a member since 2002.

Minerva membership grants many benefits to the Library that would otherwise be prohibitively expensive. The first is access to a high-quality integrated library system, the software supporting major library operations including circulation, overdues, cataloging, serials management, and statistical reporting. Technical support, including maintenance, backup, and all upgrades for the system is also included.

The Minerva catalog includes over six million items across member libraries, providing additional access to books, DVDs, audiobooks, magazines, and music CDs, to Lewiston cardholders. As a comparison, the Library's local collection includes approximately 160,000 items. Participation in Minerva and its van delivery system greatly increases the amount of materials available to Library members at a cheaper postage cost and faster delivery time.

Further, Minerva governance includes various user groups, such as circulation and cataloging, that meet regularly and discuss issues, best practices, and exchange ideas. Participation in these groups allows Library staff to receive continued training at no additional cost to the City.

LEWISTON CITY COUNCIL

MEETING OF FEBRUARY 19, 2019

AGENDA INFORMATION SHEET:

AGENDA ITEM NO. 9

SUBJECT: Resolve, Extending the Term of the Ad-Hoc Advisory Committee on Rental Registration.

INFORMATION: The Ad-Hoc Advisory Committee on Rental Registration was established in June of 2018 tasked to investigate whether the City should or should not adopt a rental registration program. Its duties included discussing and defining the goals of such a program, outlining the resources and staffing levels required to meet these goals, recommending whether such a program should be adopted and specifying the nature of that program, and determining how such a program should be funded and implemented. The Committee presented an interim report to the City Council in December that contained a number of goals and recommendations to address our multi-family housing issues. The Committee, however, also requested a two month term extension to the end of February to allow those recommendations to be integrated into a fully rounded program and to identify costs and implementation steps.

Since then, the Committee has continued its work through three subcommittees and has accepted the recommendations advanced by two of them. It is, however, continuing to evaluate the third subcommittees report. While the Committee hopes to finalize its work at its next meeting on February 27th, it is possible that one further meeting may be required to review and approve a final report. As a result, the Committee is requesting a one-month term extension to the end of March 2019.

APPROVAL AND/OR COMMENTS OF CITY ADMINISTRATOR:

The City Administrator recommends approval of the requested action.

REQUESTED ACTION:

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To approve the Resolve, Extending the Term of the Ad-Hoc Advisory Committee on Rental Registration.



COUNCIL RESOLVE

Resolve, Extending the Term of the Ad-Hoc Advisory Committee on Rental Registration.

Whereas, the members of the Ad-Hoc Advisory Committee on Rental Registration have presented and interim report to the City Council; and

Whereas, the Committee previously requested a two month extension to its term to allow for integrating those recommendations into a fully rounded program and to identify costs and implementation steps; and

Whereas, while the Committee has continued to make progress toward completing and presenting a final report, it is possible that it may need a short term extension to allow for full consideration of its final report and recommendation;

Now, therefore, be it resolved by the City Council of the City of Lewiston that

The term of the Ad-Hoc Advisory Committee on Rental Registration is hereby extended to March 30, 2018.