

**LEWISTON CITY COUNCIL**  
**SPECIAL MEETING & WORKSHOP AGENDA**  
**Tuesday, October 22, 2019**  
**City Council Chambers**

**6:00 pm Special Meeting**

Pledge of Allegiance to the Flag.

**SPECIAL MEETING**

1. Order, Authorizing the City Administrator to Enter into a Temporary Lease with The Share Center for Use of a Portion of the Former Martel School.

**WORK SESSION**

2. Amending the Administrative Code – 10 minutes
3. Passenger Rail Steering Committee – 20 minutes
4. Rental Registration Fines – 10 minutes
5. Martel School Disposition – 15 minutes

**EXECUTIVE SESSIONS**

- ES1. Executive Session to discuss Disposition of Property of which the premature disclosure of the information would prejudice the competitive bargaining position of the City.
- \*ES Executive Session pursuant to MRSA Title 1, section 405(6)(A) to discuss a personnel matter.
- ES2. Executive Session to discuss Acquisition of Property of which the premature disclosure of the information would prejudice the competitive bargaining position of the City.
- ES3. Executive Session pursuant to MRSA Title 1, 405(6) (c) to discuss an Economic Development issue of which the premature disclosure of the information would prejudice the competitive bargaining position of the City.

LEWISTON CITY COUNCIL  
WORKSHOP AGENDA  
TUESDAY, October 22, 2019  
6:00 PM

1. Special Meeting – Share Center lease for space in Prior Martel School – 10 minutes
2. Amending the Administrative Code – Public Works Department – 10 minutes

The Code of Ordinances establishes the City's various departments and their functions. The portion of the Code dealing with the organization of Public Works, our Utilities, and our Recreation Division has not been revised in many years and is seriously outdated, reflecting as it does the prior situation where these functions were in separate City departments. Public Works Director, Dale Doughty, has revised this ordinance to more closely reflect how the Department is actually organized and to clearly create an overall departmental management team to ensure that the diverse functions of the Department are closely coordinated. See attached revised ordinance as well as the current code, attached.

3. Passenger Rail Steering Committee. – 20 minutes

The New England Passenger Rail Authority, in conjunction with the Cities of Lewiston and Auburn and the Maine Department of Transportation, recently completed a passenger rail service plan to address expansion of rail service to Lewiston/Auburn. That plan can be found at <https://www.nnepra.com/projects/lewistonauburn-passenger-rail-service-plan>. This plan was presented at the last Council meeting where the Council expressed an interest in establishing a steering committee to evaluate next steps. We would like to begin discussing in more detail the tasks to be assigned to this committee as well as its membership.

4. Rental Registration Fines – 10 minutes

A policy manual amendment to establish fines for violations of the newly adopted Rental Registration Ordinance was tabled at Tuesday's meeting with a request that violations other than a failure to register be specifically detailed in the ordinance. We would like to review a revised policy with you prior to bringing it back before the Council

5. Martel School Disposition – 15 minutes

At the last regular Council meeting, the disposition of Martel School was discussed. At that time, the Council indicated its desire to see a more detailed proposal on how the City would request redevelopment proposals, in particular, how the open space portion of the parcel would be addressed as well as the issue of what portion, if any, of the existing building would be retained. A draft is attached for Council review and discussion.

6. Executive Session – Land Disposition – Sale of City Owned Parcels
7. Executive Session – Land Acquisition
8. Executive Session – Economic Development

# LEWISTON CITY COUNCIL

## MEETING OF OCTOBER 22, 2019

AGENDA INFORMATION SHEET:

AGENDA ITEM NO. 1

**SUBJECT:** Order, Authorizing the City Administrator to Enter into a Temporary Lease with The Share Center for Use of a Portion of the Former Martel School.

**INFORMATION:**

The Share Center is a non-profit organization that provides donated supplies to teachers and educators in this area. Subsequent to the end of last school year, the Lewiston School Department entered into a no-cost agreement to allow the Share Center to use a portion of the Martel School, which was in the process of being closed and transferred back to the City. That transfer has now taken place, and we would like to enter into a continuing temporary month to month lease with the Center as the new owner of the property. A copy of that lease is attached.

In return for the lease, the City will have access to the donated supplies. In addition, we will have an intermittent presence in the building and those associated with the Center will be required to inform us of any problems or issues that they observe in the building.

**APPROVAL AND/OR COMMENTS OF CITY ADMINISTRATOR:**

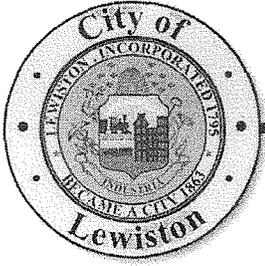
The City Administrator recommends approval of the requested action.



**REQUESTED ACTION:**

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To approve the Order, Authorizing the City Administrator to Enter into a Temporary Lease with The Share Center for Use of a Portion of the Former Martel School.



CITY OF LEWISTON, MAINE

October 22, 2019

COUNCIL ORDER

**Order,** Authorizing the City Administrator to Enter into a Temporary Lease with The Share Center for Use of a Portion of the Former Martel School.

Whereas, the Share Center is a non-profit organization that provides donated supplies and materials to local educators; and

Whereas, the Center has had a temporary arrangement with the Lewiston School Department for the use of a portion of the former Martel School; and

Whereas, that school has now been transferred to the City; and

Whereas, as the new owner, we would like to enter into a temporary month to month no cost lease with the Share Center to allow it to continue to occupy space in the building pending the building's disposition by the City;

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

The City Administrator is hereby authorized to enter into a temporary lease with The Share Center for use of a portion of the former Martel School in a form as substantially attached hereto.

## Month to Month Lease Agreement

This agreement by and between the City of Lewiston (Lessor) and The Auburn Department of Education, Share Center Program (Lessee) is effective as of October 1, 2019. The Auburn School District serves as the Share Center's fiscal agent and is providing the related liability insurance.

The lessor, as owner of the building and property located at 860 Lisbon Street in Lewiston, Maine, formally known as the Martel Elementary School, offers the single story classroom/gym area of this building to be occupied by the Lessee on a month to month basis, understanding that the Lessor and/or Lessee will provide thirty (30) days' notice prior to the termination of this lease. Within those thirty (30) days, the Lessee will remove all belongings and clean and make repairs as necessary to leave the building in the same condition as it was on the execution date of this lease.

The terms of this agreement require no monetary exchange. In lieu thereof, the Share Center will provide the City of Lewiston the following "in kind services":

1. A standard membership allowing city staff to participate in the Share Center program(s).
2. The Share Center will report to city staff, two to three times per week, any building damage or issues that may cause property damage that they have observed or are aware of.

The primary use of the property by the Lessee will be for the storage/brokerage of office furniture and related materials. There will be no deviation from this use without the prior written approval from the Lessor.

The Lessee does hereby promise and agree as follows:

1. It will maintain the leased area of the building in as good condition as it exists at the start of this agreement. This will include all cleaning and repairs to the leased area as required due to the Share Center's use and/or presence on the property.
2. It will make no structural or physical changes to the building or premises without securing prior approval from the Lessor in writing.
3. The Lessor will provide the minimum snow removal as required to provide emergency vehicle access to the building and land. The lessee will maintain any and all snow and ice removal as it pertains to the Lessee's use of the building and land.
4. Lessee will indemnify and save harmless the lessor of and from any liability to persons, including bodily injury or property damage resulting from its use and occupancy of the said land and building and will purchase and maintain during the term of this lease public liability insurance with minimum limits of liability of \$300,000 and property damage insurance with a minimum limit of liability of \$50,000. It will also purchase and maintain during the term of this lease, Worker's Compensation coverage in the State statutory amount on all of its employees working in, on, and around said building and land. Certificates shall be provided to the Lessor

5. It will not sublet or assign any part of the leased premises without securing prior consent from the Lessor in writing.
6. It will carry such fire or other insurance on the lessee owned contents located in the leased premises as it deems advisable, it being understood and agreed that the Lessor will maintain only fire and boiler and machinery insurance on the building.
7. It shall permit the Lessor to enter upon the premises without halt or hindrance at any reasonable time for any reasonable purpose.

IN WITNESS WHERE OF, the parties have hereunto interchangeably caused this instrument to be sealed and signed the day year first above written.

Signed, Sealed and Delivered in the presence of:

City of Lewiston, Maine

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

Witness: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

The Share Center (representing)

City of Auburn Department of Education

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

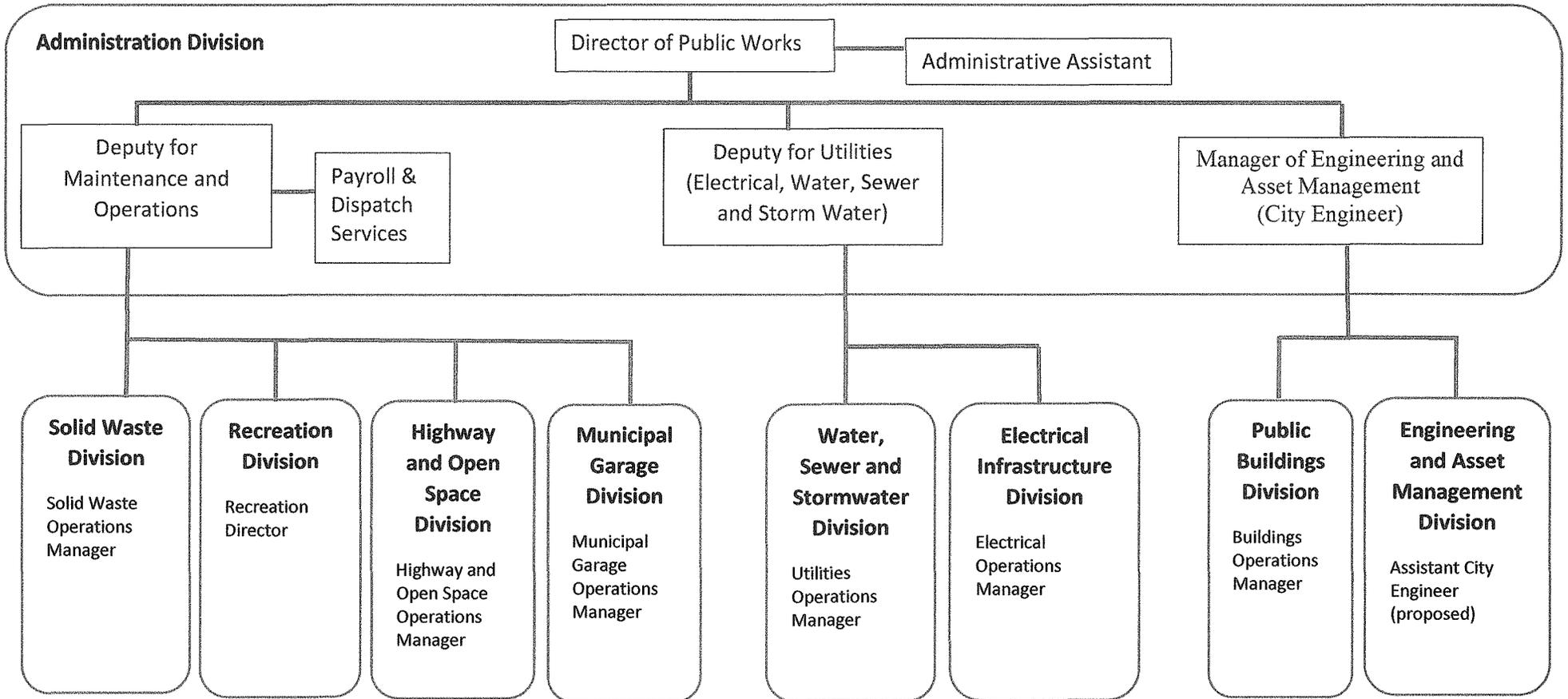
Witness: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

# Divisions of the Department of Public Works City of Lewiston



proposed language

## DIVISION 12. DEPARTMENT OF PUBLIC WORKS

Sec. 2-400. The Department of Public Works is hereby ~~established~~reorganized.

The Department shall be divided into nine divisions: ~~The divisions of~~ Administration; Engineering and Asset Management; Water, Sanitary Sewer and Stormwater Utilities; Electrical Infrastructure; Highways and Open Spaces; Public Buildings; Municipal Garage; Recreation; and Solid Waste

Sec. 2-401. Duties of Director of Public Works ~~(Director)~~. The Director shall be responsible for all matters relating to planning, constructing, maintaining and operating the city's physical public infrastructure assets. These assets include public buildings; streets and highways; electrical devices; recreational and athletic facilities; public lands; water, sewer and storm water collection and distribution systems; solid waste collection and facilities; municipal garage and recreation programs. The Public Works Director ~~may also be appointed to~~also serves on a number of boards ~~such as including~~ the Lewiston Auburn Pollution Control Authority, Lake Auburn Watershed Protection Commission and the Androscoggin Transportation Resource Center Policy Committee.

Sec. 2-402. Divisions.

- (1) The Director leads the division of administration, which includes the City Engineer, Deputy for Maintenance and Operations, the Deputy for Utilities, and is supported by the Department's Administrative Assistant. These 5 positions lead and provide management, administrative, human resource and budgetary support to the department's other ~~8~~ divisions. Under the Deputy for Maintenance and Operations, payroll and dispatch services are housed in ~~this administered in the Administration D~~division. The Administration Division works with the City Administrator and City Council to provide strategic direction to the Department.
- (2) The following Divisions shall be managed by the City Engineer, who shall be a registered professional engineer licensed in the State of Maine:
  - a. ~~A d~~Division of Engineering and Asset Management, ~~;~~ The City Engineer shall coordinate and supervise engineering services, including asset management, capital planning, and design and construction oversight for the Department of Public Works and for such other departments or public agencies as may from time to time be required. The City Engineer shall coordinate development of the capital plan for the ~~D~~department of Public Works. The Engineer shall manage and supervise the technicians and engineers within the division ~~of Engineering and Asset Management~~.

- b. ~~A~~Division of Public Buildings.÷ The Buildings Division shall be responsible for the management, maintenance, capital planning, and design and construction oversight of city buildings. The City Engineer shall manage and supervise the Buildings Operations Manager and provide management direction for all aspects of cost effective building management that provides for comfortable, sanitary and safe space for city employees and the public.

(3) The following Divisions shall be managed by the Deputy for Utilities:

- a. ~~A~~Division of Water, Sanitary Sewer and Stormwater Utilities: The Utilities Division shall be responsible for the maintenance and operation of potable water distribution, and sanitary and stormwater collection systems. This Deputy shall manage and supervise the Utilities Operations Manager and provide management direction for all aspects for the maintenance and operation of these utilities. The Utilities Division shall work closely with the Highways and Open Space Division, sharing labor seasonally. This Deputy, with assistance from the City Engineer, shall be responsible for the regulatory compliance function related to these utilities. This Deputy shall co-supervise, along with the Auburn Water and Sewer District Superintendent, operations of the joint intake and treatment facilities at Lake Auburn.
- b. ~~A~~Division of Electrical Infrastructure.÷ The Electrical Infrastructure Division shall be responsible for the maintenance and efficient operation of all electrical and electronic infrastructure including but not limited to streetlights, traffic control devices, pump stations, electronic controls/monitors, city communication conduits, and electrical generation systems. This Deputy shall manage and supervise the Electrical Operations Managers and provide management direction for all aspects of the maintenance and operation of these devices and systems. This Deputy, with assistance from the City Engineer, shall be responsible for coordination with other stakeholder agencies such as the Maine Department of Transportation and Androscoggin Transportation Resource Center.

(4) The following Divisions shall be managed by the Deputy for Maintenance and Operations:

- a. ~~A-d~~Division of Highways and Open Spaces. The Highways and Open Spaces Division shall be responsible for the maintenance and efficient operation of streets, highways, sidewalks, open spaces, city trees and non-electronic traffic control devices. This Deputy shall manage and supervise the Highway Operations Managers and provide management direction for all aspects for the maintenance and operation of these systems. The Highways and Open Spaces Division shall coordinate all snow and ice fighting activities across the Department. It shall share human resources with other divisions, seasonally as needed.
- b. ~~A-D~~Division of Solid Waste. The Solid Waste Division shall be responsible for the collection, management, recycling and disposal of municipal solid waste and other incidental waste streams as provided by city code of ordinances. This Deputy shall manage and supervise the Solid Waste Operations Manager and provide management direction for all aspects of cost effective waste handling, contracting and disposal. This Deputy shall be responsible for regulatory compliance related to waste, facilities and landfill management.
- c. ~~A-d~~Division of Municipal Garage. The Municipal Garage Division shall be responsible for the acquisition, maintenance, repair, ~~divestiture~~ and rental of all light vehicles and heavy equipment operated by the Department of Public Works. This Deputy shall manage and supervise the Municipal Garage Operations Manager and provide management direction for all aspects of cost effective light vehicle and heavy equipment use. The Municipal Garage Operations Manager will provide services and expertise to other departments as needed. The municipal garage also acquires other consumables, such as motor fuel. This Deputy shall be responsible for regulatory compliance related to the handling of fuels, oils, oily waste and hazardous materials produced in the garage.
- d. ~~A-d~~Division of Recreation. The Recreation Division shall be responsible for the planning, promotion, organization and supervision of a comprehensive municipal recreation program and administering such program in the interest of the entire community. This Deputy shall manage and supervise a Director of Recreation. The Director of Recreation shall: supervise the recreational use of playgrounds, playfields, recreation centers, swimming pools, ball diamonds and such other recreation areas and facilities as may be made available ~~te~~by the City; conduct and supervise any form of recreational, cultural or social activity that will employ the leisure time of

the citizens in a wholesome and constructive manner; program and be responsible for the total operation and management of the Memorial Armory facilities; and supervise ~~and maintain~~ all city athletic fields and playgrounds, under the jurisdiction of the Recreation Division.

Current  
language

## ADMINISTRATION

All fees paid to the chief of police, lieutenants or any patrol officers in their respective capacities, from cases in the district court, and all fees received for serving subpoenas in cases involving criminal procedure in the superior court held in the county shall be accounted for by such officers, and turned into the treasury of the city when received by them.

(Ord. No. 03-05, 7-3-03)

**Secs. 2-387--2-399. Reserved.**

## DIVISION 12. DEPARTMENT OF PUBLIC SERVICES

**Sec. 2-400. Created; divisions.**

The department of public services is hereby created. The department shall be divided into six divisions: The division of engineering, the division of water and sanitary sewer utilities, division of electrical, division of capital construction, the division of public buildings and the division of business and administration.

(Ord. No. 03-05, 7-3-03)

**Sec. 2-401. Duties of director of public services.**

The director of public services shall be responsible for all matters relating to the engineering, electrical, public buildings, capital projects team, business office and water and sanitary sewer utilities of the city.

(Ord. No. 03-05, 7-3-03)

**Sec. 2-402. Divisions.**

- (1) A division of engineering which shall be supervised by the city engineer, who shall be a registered professional engineer licensed by the state. He shall be responsible to plan, design, coordinate and supervise engineering services, including construction oversight/inspection, for the department of public services and for such other departments, divisions or public agencies as may from time to time be required. He shall coordinate development of the capital plan and undertake capital planning for the department of public services and the department of public works. He shall perform other supervisory duties as may be delegated by the city administrator and director of public services.
- (2) A division of water and sanitary sewer utilities, which shall plan, coordinate and control the activities related to the operation and maintenance, and repair of water and sanitary sewers utilities including water quality, source of supply, pumping stations, treatment, reservoirs, transmission and distribution mains, collection system and assist with utility finances.
- (3) A division of electrical which shall coordinate and control the activities related to the operation and maintenance of all street lights, traffic signals, pumping stations, chemical feed facilities, SCADA, electrical inspection and other electrical issues of the city. It shall also be responsible to manage the electrical generation component of the division.

## ADMINISTRATION

- (4) A division of capital construction which shall undertake the construction of major capital construction projects.
- (5) A division of public buildings which shall coordinate and control the activities related to the operation, maintenance, capital planning and construction of all public buildings, excluding those under the jurisdiction of the departments of education.
- (6) A division of business and administration which shall coordinate and control the activities related to the operation and maintenance of all accounts receivable, utility billing and collections, recordkeeping, accounts payable, inventory management, budget support, personnel support and issuance of permits for the department. This division shall also provide these same services to the department of public works.

(Ord. No. 03-05, 7-3-03)

**Secs. 2-403--2-424. Reserved.**

## DIVISION 13. DEPARTMENT OF PUBLIC WORKS

**Sec. 2-425. Created.**

The department of public works is hereby created. The department shall be divided into four divisions: The division of highways, the division of solid waste, the division of landscaping and tree work, and the division of municipal garage.

(Ord. No. 03-05, 7-3-03)

**Sec. 2-426. Duties of director of public works.**

The director of public works shall be responsible for all matters relating to maintenance and operation of city infrastructure including highways, storm drainage, landscaping and urban forest, solid waste services and facility, and transportation and construction equipment.

(Ord. No. 03-05, 7-3-03)

**Sec. 2-427. Divisions.**

The department of public works shall be divided under the supervision of the director of public works into the following divisions:

- (1) A division of highways, which shall coordinate and control the activities related to the operation and maintenance of roads, streets and public ways, walks, storm drainage, bridges, street sweeping, and snow and ice control.
- (2) A division of solid waste management, which shall coordinate and control the activities related to the operation and maintenance of waste collection, processing, recycling and disposal.
- (3) A division of landscaping and tree work, which shall coordinate and control the activities related to the operation and maintenance of landscaping of city grounds and maintenance of trees and the urban forest.

## ADMINISTRATION

- (4) A division of municipal garage, which shall coordinate and control the activities related to the operation and maintenance of transportation and construction equipment owned by city departments, divisions and agencies. It shall also assist in the acquisition of new or used public works automotive and construction equipment.

(Ord. No. 03-05, 7-3-03)

**Secs. 2-428--2-434. Reserved.**

### DIVISION 14. DEPARTMENT OF RECREATION AND PARKS

**Sec. 2-435. Created.**

The department of recreation and parks is hereby created.

(Ord. No. 03-05, 7-3-03)

**Sec. 2-436. Duties of director of recreation and parks.**

The director of recreation and parks shall plan, promote, organize and supervise a comprehensive municipal recreation program and administer such program in the interest of the entire community, and shall:

- (1) Supervise the recreational use of playgrounds, playfields, recreation centers, swimming pools, ball diamonds and such other recreation areas and facilities as may be made available to carry out the city's recreational program.
- (2) Conduct and supervise any form of recreational, cultural or social activity that will employ the leisure time of the citizens in a wholesome and constructive manner.
- (3) Program and be responsible for the total operation and management of the Memorial Armory facilities.
- (4) Supervise and maintain all city athletic fields and playgrounds, under the jurisdiction of the department of recreation.

(Ord. No. 03-05, 7-3-03)

**Sec. 2-437. Division of recreation.**

Under the supervision of the director of recreation and parks, the division of recreation shall promote the development of a viable community by expanding recreational opportunities for all citizens of the city. (Ord. No. 03-05, 7-3-03)

**Sec. 2-438. Division of public parks and cemeteries.**

A division of public parks and cemeteries, which shall coordinate and control the activities related to the operation and maintenance of:

- (1) Public parks, athletic fields and playgrounds excluding those under the

## ADMINISTRATION

jurisdiction of the department of education;

- (2) All cemeteries under the jurisdiction of the city.

(Ord. No. 03-05, 7-3-03)

**Secs. 2-439--2-444. Reserved.**

## DIVISION 15. DEPARTMENT OF SOCIAL SERVICES

**Sec. 2-445. Department created.**

A department of social services is hereby created under direction of the director of social services, who shall have general supervision of the interests of general assistance and social services of city residents. The department of social services shall perform all duties incidental to adequately provide for the public welfare, as overseers of the poor, and the administration of the general assistance program, and the city's immigrant and refugee services programs.

(Ord. No. 03-05, 7-3-03)



**EXECUTIVE**

**Edward A. Barrett, City Administrator**  
**Denis D'Auteuil, Deputy City Administrator**

October 17, 2019

To: Honorable Mayor and Members of the City Council  
Fr: Edward A. Barrett  
Su: Passenger Rail Steering Committee

With the completion of the Rail Service Plan, it is now time to consider the next steps that should be taken toward restoring passenger rail service to Lewiston and Auburn.

The New England Passenger Rail Authority report suggested the following as next steps:

- Establish a Purpose and Need Statement
- Identify preferred alignment
- Identify and secure funding (Federal, State, Local, Private)
- Finalize operating plan
- Determine type of vehicle (Conventional, DMU) and ownership/maintenance
- Develop Operating/Third-Party agreements
- Gain municipal acceptance
- Complete design, permitting and environmental review
- Construction

The Maine Rail Transit Coalition, which participated in a recent workshop on the report, has also made suggestions on how to proceed, including a recommendation that a Steering Committee be established to continue the effort to bring rail to the area. Among the issues/suggestions of this organization as to next steps are:

- Reviewing the multiple studies that have been produced related to the LA/Portland corridor to provide objective, summarized information to that action can be taken to secure federal funds for the service.
- Identify final route and establish proposed station locations to refine/develop improved ridership projections and economic impacts.
- Clarify and refine cost information given the discrepancies between the cost projections of the most recent report and those of earlier engineering studies
- Develop a detailed operating plan
- Determine service operator
- Possibly address environmental improvements and recreational trail opportunities.

It should be noted that the MRTC has reached some specific conclusions that it is arguing for, including the preferred rail line and station locations. It has suggested that the City contract with the MRTC, which will raise the necessary funds to hire consultants/engineers to address outstanding issues in an effort to assist the region in reaching a single recommendation to pursue moving forward. They also indicate that this will position the City to pursue the necessary federal funds.

{W6790167.1}

Given this, it would be appropriate for the Council to consider appointing a committee that would recommend a path forward.

### Mission/Purpose

The Mission of the Committee would be to specifically identify and recommend to the City Council the steps that should be taken to continue to make progress on passenger rail. Simply put, the group could recommend an answer to the question: Where do we go from here? This may include addressing some or all of the issues identified above as possible next steps

### Duties

What are the duties that the Council wishes to assign to the Committee? Review of the next steps proposed by the NEPRA study and the MRTC might be a way to start.

### Membership

The Council should discuss and provide guidance as to the preferred membership or representation on this Committee. Some potential groups to be included might be:

- The City's Representatives on the NEPRA Study Team
- The Chamber of Commerce
- The City Council
- Bates College
- Central Maine Medical Center
- Those who commute from Lewiston to Portland
- AVCOG/ATRC
- NEPRA
- Others?

### Staff

Staff support can be provided from both the Department of Economic and Community Development and Planning and Code as needed.

Consideration should also be given to a deadline for the Committee to make its recommendations to the Council.

### Conclusion

Prior to writing up a specific proposal, it would be helpful for the City Council to provide some recommendations/direction.



CITY OF LEWISTON, MAINE

October 15, 2019

COUNCIL RESOLVE

**Resolve,** Amending Master Policy 81 – Miscellaneous Fees and Penalties – to establish Penalties for Violations of the Rental Registration Ordinance.

Whereas, Upon the recommendations of the Ad-Hoc Committee on Rental Registration and following numerous discussions and detailed review, the City Council has adopted a no-fee rental registration ordinance; and

Whereas, this ordinance requires that all multi-family buildings with three or more rental units be registered with the City to ensure that the City has current information regarding these structures and the responsible parties associated with them; and

Whereas, to be effective, penalties must be established to ensure that these buildings do, in fact, register and that they comply with other requirements of this ordinance;

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

City Master Policy 81, Miscellaneous Fees and Penalties, is hereby amended as follows:

***Chapter 18, Article VI – Registration Requirements for Multi-Family Buildings – Penalties***

The following civil penalties shall be imposed for the issuance of citations for violations of Section 18-94, Registration required:

Failure to register:

First month or portions thereof	\$50
Second through sixth month	\$100 per month or portion thereof
Months beyond six	\$200 per month or portion thereof

Failure to post registration certificate \$100 per occurrence

The following civil penalties shall be imposed for the issuance of citations for violation of Section 18-96, Registration Requirements:

Failure to timely provide updates to required information in 18-96 (a) Legal Owner or Owners; 8-96 (b) Business Operator; 18-96 (c) Property Manager; and 18-96 (d) Emergency Contact \$100 per occurrence

**CITY OF LEWISTON, MAINE**

**SALE & REDEVELOPMENT OF THE PRIOR MARTEL SCHOOL BUILDING AND  
PROPERTY, 860 Lisbon Street**

**RFP #:  
PROPOSAL DUE DATE:**

This is an invitation for proposals to purchase and redevelop property at 860 Lisbon Street owned by the City of Lewiston. The property is being offered for sale and redevelopment by the City as a means to enhance development in the area.

**Background:**

This property is the location of the former Martel School. With the opening of the new Connors elementary school, the Lewiston School Department has released the property back to the City, which is now seeking proposals to develop or redevelop the property (see attached map). The land area of the property totals 133,248 square feet or slightly over three acres. As currently developed, the property is divided into two areas, the portion fronting on Lisbon Street that includes the Martel School Buildings and the rear portion that includes open space and a playground. An access drive to the Shaw's plaza development crosses a portion of the rear of the lot via an easement on the City property. While the City Council will consider proposals for the entire property, the Council's preference is for the City to retain the open space and playground area. The entire property is currently zoned Office Residential, which allows for certain limited commercial-service and institutional uses along with mixed use and residential uses. The current assessed value of the entire property is \$1,758,430, of which \$260,250 is for the land alone.

The initial three story brick façade school building fronts on Lisbon Street and dates to 1922. Various additions have been added to the school over the years, including an auditorium and one story classroom wing. The City Council has expressed a preference that the exterior of the historic initial school building be retained if possible. Interested parties should clearly indicate in their proposal which portions of the existing buildings they proposed to retain and renovate and which would be removed.

**INFORMATION FOR DEVELOPERS**

- 2.1 The parcel being offered for sale is described as follows:
 

<b>Property:</b>	860 Lisbon Street
<b>Approximate Acreage</b>	3.3+/- acres
<b>Map/Lot</b>	176-064
<b>Zoning</b>	OR

- 2.2 Reuse or redevelopment of property must comply with all applicable City ordinance requirements, including Zoning and Land Use codes. Proposers should clearly indicate whether their proposal will require a zone change on the property.
- 2.3 The proposed reuse strategy for the subject property will be a principal determining factor in judging what the City deems to be the most acceptable proposal.

### **CONTENTS OF THE PROPOSAL**

- 3.1 The proposal shall contain the price being offered for the purchase of this property, whether the offer is for the entire parcel or only a portion of it, and shall provide an estimate of the value of any proposed new investment on the parcel bid.
- 3.2 Submitted proposals shall provide specific details on the proposed reuse of this site. Additional data, exhibits, statements, drawings, etc. are recommended to insure a total understanding and proper evaluation of each proposal by the City.
- 3.3 Submitted proposals shall describe which, if any, portions of the existing building on the property are to be retained and redeveloped. If applicable, detailed information should be provided on all renovations proposed including but not limited to electrical, plumbing, heating, roofing and window treatments.
- 3.4 The proposal shall include proof of the submitter's financial ability to undertake said proposal and shall include a time line for completion.
- 3.5 The proposal may include examples of other similar projects undertaken by the proposer in support of the reuse proposal and the technical abilities of proposer to perform.



Please provide a complete description of the proposed reuse of the property, including, if applicable, the renovations planned for any retained portions of the existing buildings or a description of the anticipated size and nature of the development proposed for the property. (Attach additional sheets if necessary.)

Please provide an estimate of the total investment proposed for the property, less proposed purchase price:

\$ \_\_\_\_\_

<b>NAME</b>	
<b>SIGNATURE</b>	
<b>PRINTED/TYPED NAME</b>	
<b>TITLE</b>	
<b>LEGAL ADDRESS</b>	
<b>MAILING ADDRESS</b>	
<b>DATE</b>	
<b>TELEPHONE #</b>	
<b>FAX #</b>	
<b>E-MAIL ADDRESS</b>	

Please attach any other supporting materials required by the request for proposal or which you believe would be helpful in the evaluation of your proposal.

**LEWISTON CITY COUNCIL**  
**MEETING OF OCTOBER 22, 2019**

**AGENDA INFORMATION SHEET:                      AGENDA ITEM NO.                      ES-1**

**SUBJECT:**

Executive Session to discuss Disposition of Property of which the premature disclosure of the information would prejudice the competitive bargaining position of the City.

**INFORMATION:**

The Maine State Statutes, Title 1, section 405, define the permissible grounds and subject matters of executive sessions for public meetings.

**APPROVAL AND/OR COMMENTS OF CITY ADMINISTRATOR:**

The City Administrator recommends approval of the requested action.

*EAR/kmm*

**REQUESTED ACTION:**

1	2	3	4	5	6	7	M
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To enter into an Executive Session, pursuant to MRSA Title 1, section 405(6)(c), to discuss Disposition of Property, of which the premature disclosure of the information would prejudice the competitive bargaining position of the City.

**LEWISTON CITY COUNCIL**  
**MEETING OF OCTOBER 22, 2019**

**AGENDA INFORMATION SHEET:**

**AGENDA ITEM NO. ES-2**

**SUBJECT:**

Executive Session to discuss Acquisition of Property of which the premature disclosure of the information would prejudice the competitive bargaining position of the City.

**INFORMATION:**

The Maine State Statutes, Title 1, section 405, define the permissible grounds and subject matters of executive sessions for public meetings.

**APPROVAL AND/OR COMMENTS OF CITY ADMINISTRATOR:**

The City Administrator recommends approval of the requested action.

*ERB/kmm*

**REQUESTED ACTION:**

1	2	3	4	5	6	7	M
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To enter into an Executive Session, pursuant to MRSA Title 1, section 405(6)(c), to discuss Acquisition of Property, of which the premature disclosure of the information would prejudice the competitive bargaining position of the City.

# LEWISTON CITY COUNCIL

MEETING OF OCTOBER 22, 2019

AGENDA INFORMATION SHEET:

AGENDA ITEM NO. ES-3

**SUBJECT:**

Executive Session pursuant to MRSA Title 1, section 405 (6) (c) to discuss an Economic Development issue of which the premature disclosure of the information would prejudice the competitive bargaining position of the City.

**INFORMATION:**

The Maine State Statutes, Title 1, section 405, define the permissible grounds and subject matters of executive sessions for public meetings.

**APPROVAL AND/OR COMMENTS OF CITY ADMINISTRATOR:**

State statutes define the purposes for entering into an executive session.

*GRB/kmm*

**REQUESTED ACTION:**

1	2	3	4	5	6	7	M
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To enter into an Executive Session pursuant to MRSA Title 1, section 405 (6) (c) to discuss an Economic Development issue of which the premature disclosure of the information would prejudice the competitive bargaining position of the City.