

Minutes

for a regular meeting of the Pittsfield Town Council, to be held on Tuesday, January 19, 2021 at 6:30 PM in the Council Chambers at the Pittsfield Municipal Building and by teleconferencing technology due to the Governor's Proclamation of State of Civil Emergency for the ongoing COVID-19 pandemic.

PRESENT: COUNCILORS: Mayor Heather Donahue, Deputy Mayor Timothy Nichols, Councilor Amanda Collamore, Councilor Peter Logiodice and Councilor Jason Hall

ABSENT: Councilor Debra Billings

Also present: Town Manager Kathryn Ruth

AUDIENCE: Brent Frost, Police Chief Harold Bickmore and Deputy Fire Chief Dean Billings

1. OPEN MEETING/PLEDGE OF ALLEGIANCE, FOLLOWED BY A MOMENT OF SILENCE:

Mayor Donahue opened the meeting by leading the Pledge of Allegiance at 6:42 p.m. The Council observed a Moment of Silence.

2. ADOPTION OF MINUTES OF:

The Regular Meeting held on January 5, 2021

Moved by Deputy Mayor Nichols and seconded by Councilor Collamore that the Minutes of the Regular Meeting held on January 19, 2021 be adopted.

VOTE: UNANIMOUS AYE

3. PRESENTATIONS, CONGRATULATIONS AND INTRODUCTIONS:

A. Discussion on Town Meeting options given the current pandemic environment

The Town Manager explained the various options with the use of ZOOM due to the rising COVID-19 numbers and how people should not be gathering now. Very few people should be getting together due to safety concerns. She advised that many towns have changed over to remote meetings and some have even closed their town offices. While the Town Manager does not think that the Town Office should close at this time, it would be best to try ZOOM for meetings to reduce the number of people in this room. At a minimum, the ad hoc Committees such as Parks and Recreation, Recycling and others should be on ZOOM. Most of the board and committee members use computers and ZOOM so this should not be an issue. We will have to decide how to handle the standing committees such as the Town Council, Planning Board and Board of Appeals. It was recommended that the Town Council try a meeting on ZOOM to see how it works at either the next meeting or the meeting after that depending on how quick everything can be put together. The large TV just got delivered, however, this afternoon, hooking it up to the cable blew out the Wi-Fi downstairs. Because of this, we unhooked everything and went back to ZOOM on

the computer so as to not cause any more damage and to make sure that ZOOM would work in case a citizen wanted to join the meeting this evening.

For available options, we will have 1-2 computer stations available upstairs in case people do not have a computer or do not want to use a computer at their home. We are outfitting the Building Inspector's Computer upstairs for ZOOM. We may have another spot available upstairs shortly. The Library can provide two computers in the large room upstairs which would provide Councilors with fellowship and someone to talk to at that location. It may be expected that the Mayor and Town Manager would be in the Council Chambers to run and operate the meeting.

There was a lengthy discussion about the options being used by other towns and how ZOOM can be put on the website along with the Town Hall Streams. There are some kinks to be worked out in order to have the technology work. The pros and cons were discussed.

The Mayor indicated that she agreed that there should be remote meetings. It will provide the experience in case we have to shift everything over to remote meetings this year due to COVID-19. This can be tried out to see how it works. There will be a test session before the next Town Council meeting, either right before it or the week prior. The Town Manager advised it would likely be just prior to the meeting in enough time so that if it not working, the Councilors can come to the Council Chambers.

B. Community and Economic Development Activities and Events

1. Town video commissioned by the Pittsfield Economic Expansion Corporation (PEEC)

Gary Jordan, Jr., PEEC Director who has been heading up this project indicated last week that the finishing touches are being put on the video from the comments received from the draft video and when completed, will be provided to the Town. At that point, it will be the Final Draft Video which when the Town Manager receives it, will be forwarded to all Town Councilors. There is a web address that is confidential that will be in the body of the e-mail and it leads to the video. The draft video distributed prior to the holidays was very good.

The Town Manager noted that any PEEC Meetings will be by ZOOM until the COVID-19 numbers lessen.

2. Economic Development Projects. There are many good economic development projects to work on:

Two good projects are at the Planning Board now – review of the Subdivision Ordinance and determination of some properties that look good for development opportunities. The Building Inspector identified a few parcels. Now we need to see if the Planning Board has some recommendations. Then

all of those property details will be provided to PEEC to make initial contact with the owners to see if there is any interest in development. If not, that is their property. If interested, then PEEC can work with the property owner. We are looking for (1) some good property strategically located for industrial and commercial growth in the vicinity of the Industrial Park and (2) large parcels for residential subdivisions. Once properties are identified, then PEEC needs to contact developers to see if there is interest.

Revamping the Economic Development Packets: They should be set up so that we can download everything from the website and be able to direct interested parties to the website to review areas of interest.

Completing the review of the Town Website that was re-organized by staff: A second review should take place to add a few items back on the website that people miss not having access to and to update materials. After a question from a Town Councilor, the Town Manager invited anyone who wanted to review the website to do so and forward comments on enhancements and revisions to her for the staff to review.

3. Grant Projects

The Grant Project to discuss this evening is the Working Communities Grant in which the Town found itself listed in multiple grant applications. The first phase, if successful, is a design grant for up to \$10,000. Evidently there will be 8 of these granted for the entire State of Maine. The second step if successful with the design grant is an award of up to \$250,000.

READ Federal Reserve information. The grant opportunity supports local teams working together to improve economic outcomes for all people in Maine's towns and cities. The teams will address economic growth and reduce inequality of opportunity. The Federal Reserve Bank of Boston, the State of Maine, philanthropy and private sector businesses are supporting the three-year grant challenge.

SVCC listed the Town of Pittsfield and Hartland as we were the only Town Managers to agree to participate if there was a group. I have asked who the participants are, which towns will be working on the project, who is the grant writer and so forth. To date, answers have not been received.

The Town of Pittsfield got listed in some other applications as we are one of the "priority towns". The City of Belfast with the County seat's Trade School listed the Town of Pittsfield. Vaughan Woodruff here in Town was working with Belfast regarding solar power training to help reduce the gaps in opportunities which is admirable. He did not realize that this would result in Pittsfield being listed. In terms of impact on the community in a direct fashion from this grant opportunity he did not see much. This goes to our concern over the distance from Pittsfield to Belfast.

The deadline is the end of the month. By next week we should state which grant we will be involved with for the design application. If SVCC comes up with a winning proposal and there are other committed members as the Town of Pittsfield is not going to run this, then we can go with them as it is our local area.

If not, then it is good to be involved with a well-organized project such as Belfast's. If it is able to move forward, the meetings are by ZOOM and we can learn about what works and does not work, pick up tips and perhaps apply later on. We will also obtain resources and helpful information.

The Town Councilors were comfortable with the approach if the local Chamber does not have a grant proposal that would be successful with enough towns involved for a team, then the Town will go with the City of Belfast's project which has many groups involved and several city staff working on it.

The Town is working on several grant projects with a lot of items up in the air now due to funding.

4. PUBLIC HEARINGS/OLD BUSINESS:

None.

5. REPORTS:

A. Council Committees: Finance, Ordinance and Recycling

All Committees will have schedules set for the year with the Finance Committee being the first one. Two of the three Councilors on the Finance Committee proposed a monthly meeting on one of the off Council Meeting evenings. Once the Finance Committee schedule is set, then the Ordinance Committee Meeting schedule will be set. The Recycling Committee needs to concentrate on recruitment of members due to the unfortunate passing of a number of participants this last year.

B. Board and Committee Updates by Town Councilors and Manager

Committees are not meeting right now so reports were not provided.

C. Town Manager's Report

It has been an exciting period of time with people conducting a lot of business as well as employees continuing to collect data for reporting. With the closing of the fiscal year and beginning of the new fiscal year, the second Council Meeting as well as the Town Manager Report is usually light. Everyone is working away on the many governmental end of the year reports and processing required under the law and by State Agencies. We are also assisting other departments due to workload, time off and illnesses.

1. Workers' Compensation Inspections: As reported at the last Council Meeting, the Maine Municipal Association called for an inspection of the Public Works Department and that inspection was scheduled for Tuesday, 01/19/2021.

2. Special Election for Town Councilor: Nomination papers have been available since 01/06/2021 from the Town Clerk. As we had not received any nomination papers, a Facebook posting was sent out over three accounts which resulted in several phone calls of interest. Town Councilors and others had also contacted people or been contacted by residents in District #2 about the position so there has been more interest. To date, three sets of nomination papers have been taken out with directions provided on the process as well as deadline for filing which is Wednesday, 01/20/2021. People were advised the Town Offices were closed to the public that day so if they wanted to come in to schedule an appointment, we would meet with them to ensure they can get their nomination papers filed. The Special Election will be held on Thursday, 02/25/2021.
3. Snowplowing Questions: As noted at the last meeting, we had received a number of questions about how much work was being done beyond what was normally done as well as calls about how Highway was not doing items that they should do. The Public Works Foreman missed the deadline for filing the Department's Report for the Council Package, however, brought it in the next day. I have attached the report as it responds to the concern expressed to a Town Councilor as well as to the Town Office.
4. Airport Projects: Discussion with Fixed Base Operator Caleb Curtis took place on a number of subjects:
 - Airport Interloan Process: This is still in progress and we are nearly out of time. I have reminded Caleb about this and he has been making phone calls. We need to locate funding through non-grant sources for the cost of the airport hangar. Money borrowed from another airport at risk of losing their funds due to the lack of projects would have to be paid back. We would be paying back the funds from our annual \$150,000 operations allotment. We would do this when we did not have a project scheduled and when the other airport needed their funds back for their project.
 - Airport Engineering Project for the Stormwater Project: This is on the agenda having been successfully negotiated lower than the estimate from the third-party inspector services from the State of Maine. Due to how low the fee was negotiated, we need to ask for special permission from the Federal Aviation Administration, which has been done.
 - Airport Loader Blade: The Airport Loader Blade got fixed relatively easily after we were advised that it would be about \$7,000 to have it welded or \$16,000 to purchase a new one. I have been advised by Fixed Base Operator Caleb Curtis that they have it fixed for this season. He is considering having one of his employees do work in his downtime at no cost to the Town for the permanent fix. One of the many reasons why we obtained a second Highway employee was to

plow the airport which Caleb advised would take ½ hour for most storms. Caleb would like Highway to take this work over as this was discussed two summers ago. I would like the work completed by Highway as this was one of the reasons for the employee position plus it will save a lot of money. It takes a long time to plow the airport with a loader. This will be discussed in plenty of time for next year's plow schedule.

5. In 2021, there will be a timetable for major Public Works projects drafted and reported on at regular intervals so that paving is completed earlier in the year. There will be a number of other projects listed such as crack sealing and mowing. If Town Councilors have items that they would like considered for the timetable, just call or e-mail townmanager@pittsfield.org by the end of the month, 01/31/2021.
6. CARES Act Grant: The reimbursement package was included in a close-out package to the Federal Government to receive \$29,999.85 of our CARES grant of \$30,000.00. The crack sealing was appreciated by the airport users and will assist in protection of the airport runway as long as possible until the Town is eligible and funding is available for the next pavement application.
7. Automatic Tax Lien Foreclosure: Under State Law, the 2018 Real Estate taxes foreclose on 01/19/2021. At this point, it appears that at least one property will be owned by the Town – a trailer in a trailer park. The owner of record evidently sold it to someone who tried to move it and it appears that it is unlivable so there is a civil issue going on between the two parties. This may be another trailer that the Town will have to find a solution for with the park owner/manager.
8. Research Projects and FOAA Request: Interestingly enough the week after the Freedom of Access Law was reviewed at the Town Council Meeting, we received a request for information under the FOAA. The employee who would have the information was requested to put it together and due to the nature of the information, I will double-check with the Town Attorney on what to provide and how we provide it. The first letter from the Town has been filed with the petitioner. The Town has also received a number of research questions that will take time including roads, past payment, history on a 1980's development project, taxes, etc.
9. End of Year Processes – TRIO Malfunction: We had been very hopeful when Harris/TRIO swooped in just before we closed off the books after we entered many end of the year entries and all went well. Unfortunately, I have found that Harris did not fix the malfunction and instead has created another issue that I do not think that I can resolve. The company should have been able to fix this malfunction without creating an issue in our cash account. We have made copies of everything involving this issue and it is clear that it is an error resulting from the company's work. We are working around it.

10. End of Year Processes – Regular Finance Work: Two weekends into this has shown that it will be a long process, however, is going along well. I may take 1 week to work on just financial reconciliations. If I do, I will advise the Town Council as this will lead to the potential of complaints that I am not working on some of the 60-80 requests/approvals/ questions/concerns that come in daily during the week with a lower amount on Wednesdays.

11. Board/Committee Vacancies: When the Town Clerk comes back this week, she will begin the advertisement process for board/committee seats that expired 12/31/2020. Due to the piles of petitions for referendum questions and work for the State of Maine on new registrations, this project was not started. With the exception of the standing committees, any term would continue until a successor is appointed.
 - We do have an issue in that last year and to date no one has come forward to be on the Board of Assessment Review. READ description of the Board’s duties.

 - Boards/committees. The boards with vacancies are the Airport Committee, Board of Appeals, Cemetery Trustees, Ec Dev Team, and Housing Rehabilitation Committee.

 - Recycling Committee: This is a seven (7) member board that had a great group of “Friends of the Recycling Committee” who attended our meetings. Although not members, over the years they functioned as members and we had full meetings. Several people have passed and so the membership now needs 3 members to join Paul and Christine Faria, Timothy Nichols, Don Chute and myself.

Items that the Recycling Committee addresses include: READ List from last agenda.

12. Request for Proposals: Out to bid are the highway trailer and water backup generator.

13. Transfer Station 2021 Sticker Required: READ NOTICE from Newspaper (provided to Town Councilors as it is a handy reminder).

THANKS so much. Have a Happy and Safe New Year!

6. NEW BUSINESS:

RESOLUTION 21-10: Resolved that the Town Council Appoint Dean Billings as Acting Emergency Management Director until the current Emergency Management Director is able to resume his post.

Moved by Deputy Mayor Nichols and seconded by Councilor Logiodice that Resolution 21-10 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 21-11: Resolved that the Town Council Appoint Nicole Nickolan as Register of Voters for a term to expire 12/31/2022.

Moved by Deputy Mayor Nichols and seconded by Councilor Collamore that Resolution 21-11 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 21-12: Resolved that the Town Council waive the Bid Policy, Chapter 2, Administrative Code, Section 106, to follow the State Bid Package for Police Cruisers and to accept the proposed bid of Quirk Auto Group of Augusta in an amount not to exceed \$33,858.00 for a 2020 Fleet/Non-Retail Ford Police Interceptor Utility.

Police Chief Bickmore wanted to assist the Town of Clinton with the purchase of the cruiser as they had offered the Police Chief \$8,000 and Quirk would offer \$5,000 - \$6,000 for the cruiser. The Police Chief announced Clinton's police cruiser had been in an accident and wrecked.

Moved by Councilor Collamore to amend the resolution to allow the Chief to work with Clinton to purchase the Town's old police cruiser by waiving the Bid Policy as they are down a cruiser for the sum of \$8,000, seconded by Deputy Mayor Nichols.

Moved by Councilor Collamore to add on to her amendment if Clinton did not want the vehicle, then the Town would follow the regular Bid process to Police Departments, seconded by Deputy Mayor Nichols.

VOTE: UNANIMOUS AYE

It was then questioned about how the Town had talked about needing a vehicle for the Animal Control Officer. It was discussed how the additional police officer would not be hired for a while and it did not seem necessary to have a vehicle for the Animal Control Officer.

The Police Chief stated that he had requested a vehicle for the Animal Control Officer. The Town Manager advised that the Police Chief had put in a request for \$25,000 for a vehicle for the Animal Control Officer and that the Finance Committee and the Town Council had not approved it. The Police Chief stated that other departments might want it. The Assistant Fire Chief advised that the Fire Department needed a vehicle. A lengthy discussion then incurred about vehicle use and disposition. It was decided that due to budgeting, this was an item that should be addressed during the budget process.

The Mayor **called the vote on** Resolution 21-12 for adoption as amended.

VOTE: UNANIMOUS AYE

RESOLUTION 21-13: Resolved that the Town Council waive the Bid Policy, Chapter 2, Administrative Code, Section 106, to accept the proposed bid from Yankee Communications in the amount of \$12,720.15 for equipment to outfit a 2020 Ford Police Interceptor Utility.

Moved by Councilor Collamore and seconded by Deputy Mayor Nichols that Resolution 21-13 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 21-14: Resolved that the Town Council authorize the Town Manager to execute the contract for Professional Engineering Services for the project of Construct Taxi-lane and 6-unit Hanger for the Pittsfield Municipal Airport to include design, bid and construction phase services for hanger development and construction under the Airport Improvement Program (AIP) Project No. 3-23-0036-____ 2021 between the Town of Pittsfield and Hoyle, Tanner & Associates (HTA) after Maine Department of Transportation approval in an amount to not exceed _____, such amount to be determined by the required Maine Department of Transportation Independent Review Process.

Moved by Councilor Collamore to amend Resolution 21-14 to an amount to not exceed \$157,000 and seconded by Deputy Mayor Nichols.

VOTE: UNANIMOUS AYE

The Mayor **called the vote on** Resolution 21-14 for adoption as amended.

VOTE: UNANIMOUS AYE

7. DISCUSSION ITEMS:

None.

8. REPORTS:

The Town Manager advised that the reports were self-explanatory and could be read at home.

Audience: None

Councilor Logiodice: No report.

Councilor Collamore: No report.

Deputy Mayor Nichols: Thanked Deputy Fire Chief Dean Billings for stepping up to take responsibility to assist with Emergency Management and noted Deputy Fire Chief Billings, Don Chute, Transfer Station Coordinator, and Fire Chief Williams will work well together. Advised that he was recently in the Town Office twice and noticed that both times it was very efficient with the staff, traffic flow and assisting customers. (The Town Manager advised that the employees are very helpful and we have been fortunate that people have followed the directions for the traffic flow). More people are getting hired at Puritan and it is getting busier in the Town. He advised that it is good that more development projects are being looked at in our Town. He is looking forward to the Town video presentation.

Councilor Hall: Inquired about the review of the Town website and who can review it. (The Town Manager encouraged everyone to review the website and provide their thoughts).

Councilor Donahue: The Maine Cheese Guild is going forward with their festival here in Pittsfield on September 12, 2021 which has been taking up a lot of her time. There will be an in-person and on-line component. Hopefully, many people will be vaccinated by then.

9. ADJOURNMENT

Moved by Deputy Mayor Nichols and seconded by Councilor Logiodice to adjourn the meeting at 8:04 p.m.

VOTE: UNANIMOUS AYE

Respectfully submitted,

Kathryn Ruth, Deputy Town Clerk

Minutes are a synopsis of a meeting. For more detail, please go to www.pittsfield.org and click on Town Meeting Videos to listen to videos of Town Council and other Board/Committee Meetings.



TOWN COUNCIL MEETING OF __02/02/2021__:

____PUBLIC HEARINGS

____NEW BUSINESS

X____REPORTS

____DISCUSSION ITEMS

____OLD BUSINESS

____EXEC. SESSION

____ORDER 21-____

X____PACKAGE

____RESOLUTION 21-____

____ADDITION

____ORDINANCE 21-____

TO BE TITLED: Workshop to Test Zoom

DESCRIPTION:

A report will be sent to Town Councilors regarding our ZOOM Workshop procedures once the last coordination session is held with Town Hall Streams scheduled for Friday, 01/29/2021.

SUBMITTED BY:

KR

DATE:

01/27/2021

AGENDA-5682

TOWN COUNCIL MEETING OF __02/02/2021__:

____PUBLIC HEARINGS

____NEW BUSINESS

X____REPORTS

____DISCUSSION ITEMS

____OLD BUSINESS

____EXEC. SESSION

____ORDER 21-____

X____PACKAGE

____RESOLUTION 21-____

____ADDITION

____ORDINANCE 21-____

TO BE TITLED: Presentations, Congratulations and Introductions

DESCRIPTION:

A. Community and Economic Development Activities and Events:

1. Route 11 (known as Route #11/10 and Main Street) Highway Construction/ Rehabilitation
2. Main Street Sidewalk Project and multiple other smaller grant projects
3. Town Video commissioned by the Pittsfield Economic Expansion Corporation (PEEC)
4. Planning Board Review Projects
5. Airport Grant Projects and the Town Hangar Project Update
6. Multiple other grant projects

Updates on many projects, activities and events will be provided at the Town Council Meeting.

SUBMITTED BY:
DATE:
AGENDA-5682

KR

01/27/2021

TOWN COUNCIL MEETING OF 02/02/2021:

 PUBLIC HEARINGS

 X NEW BUSINESS

 REPORTS

 DISCUSSION ITEMS

 OLD BUSINESS

 EXEC. SESSION

 ORDER 21-

 X PACKAGE

 X RESOLUTION 21-15

 ADDITION

 ORDINANCE 21-

TO BE TITLED: Resolved that the Town Council Appoint members to fill the vacancies on the various Town Boards and Committees.

DESCRIPTION:

Please see attached chart for regular renewals.

SUBMITTED BY:

DATE:

AGENDA-

01 | 27 | 2021

**TOWN OF PITTSFIELD
2021 BOARDS/COMMITTEES**

COMMITTEE/BOARD	APPT	TELEPHONE Work Home	ADDRESS	TERM EXP
BOARD OF APPEALS (7 members, 5 yr terms, 1 associate member, 3 yr term)				
Robert Engelhardt (RENEW)		5358	226 Somerset Avenue	123120
BOARD OF ETHICS (5 members, 3 yr terms, reside Pittsfield, 2 consecutive terms only)				
Mike Gray (RENEW)		5876 319 Main Street		123120
LIBRARY TRUSTEES (5 members, Pittsfield residents, 5 yr terms, 2 consecutive terms)				
Karen Oakes (RENEW)		691-6013	190 Livingston Street	123120
PERSONNEL APPEALS BOARD (3 Pittsfield residents, 3 yr terms)				
Mike Gray (RENEW)		5876	319 Main Street	123120
Kelley Carter (RENEW)		852 0647	177 Birchwood Terrace	123120
PLANNING BOARD (7 regular members at 4 yr terms, 2 Associates at 3 yr terms - 2nd Monday, 7:00 PM at TO)				
Mark LaGross (RENEW)	592-9389		183 Madawaska Avenue	123120

TOWN COUNCIL MEETING OF 02/02/2021_____:

_____PUBLIC HEARINGS

XNEW BUSINESS

_____REPORTS

_____DISCUSSION ITEMS

_____OLD BUSINESS

_____EXEC. SESSION

_____ORDER 21-_____

XPACKAGE

XRESOLUTION 21- 16

_____ADDITION

_____ORDINANCE 21-_____

TO BE TITLED: Resolved that the Town Council accept the proposal of RA Paradis and Son of Newport in response to the Request for Bids dated March 2020 titled Construction Package 1, Stormwater Controls to not exceed \$274,968 for the Construct Hangar Building – Phase II Construct Stormwater Controls, AIP #3-23-0036-018-2020 at the Pittsfield Municipal Airport and authorize the Town Manager to execute a contract for same.

DESCRIPTION:

The last time that your Council Package noted the status of the construction work for the Airport Stormwater Grant was in 2020. The information provided was the following: The Town's phased in *Airport Hangar project* has brought in reasonably priced bids so that the Town can apply for federal funding for a stormwater construction project this summer. The Town had received approval at our June 2020 Capital Improvement Meeting to proceed forward. We just received the grant agreement and signed it through the internet, a new service that the State and Town are utilizing so that paperwork can be processed faster and it is done electronically so that the papers are not touched by multiple individuals. The low bidder for the work has been approved by the Fixed Base Operator Caleb Curtis to start the project next Spring rather than this year as the company got behind on projects with COVID-19. I checked with the Engineering Consultant and have been advised that this will not cause any issues with our next grant in the phased in approach being utilized by the FAA, MaineDOT and the Town for the revenue generating airport hangar project. We continue to work on creative solutions to build the new hanger as well as phasing in the project in order to continue to move forward proactively. Recently we have started working with another airport on funding opportunities.

Specifically, the Town's Airport Engineering Consultant recommends that the Town award the Construction Package 1, Stormwater Controls Project to the low bidder of RA Paradis and Son of Newport. Due to COVID-19, the project was shelved in 2020 and re-scheduled for the Spring of 2021. The next step after the Town Council Meeting is to issue the Notice to Proceed.

The project is expected to move forward this Spring when weather and road conditions permit and is estimated to take two (2) months.

The Total grant project is \$372,100 broken down as follows:

Engineering Consultant:	\$ 97,000
Contractor:	274,968
Other:	<u>132</u>
Total:	\$ 372,100

This is a 100% reimbursement grant from the Federal Aviation Administration (FAA) which addresses stormwater at the Pittsfield Municipal Airport at the location of the proposed Town Hangar. It is a strategic and important grant award received by the Town as there is a lot of stormwater flow in that particular area. The Town has \$0 match in local funds for the grant.

SUBMITTED BY: (KR)
DATE: 01/27/2021
AGENDA-5681

Kathryn Ruth

From: Gonzalez, Nils <ngonzalez@hoyletanner.com>
Sent: Friday, April 17, 2020 2:19 PM
To: Kathryn Ruth (townmanager@pittsfield.org)
Cc: Caleb Curtis; Baldowski, Fran H., NP; sean.Tiney@faa.gov; LeSiege, Tim
Subject: 2B7, Recommendation of Award
Attachments: Reccomendation of Award.pdf

Hi Kathy,

Attached please find our recommendation of award for the Construction Package 1, Stormwater Controls Project bids opened on 4/16/20.

Please let us know if you have any questions.

Thanks,
Nils

Nils Gonzalez, PE
Vice President
Engineering Manager, Aviation
Licensed in MA, ME, NH, RI and VT



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April 17, 2020

VIA EMAIL

Ms. Kathryn Ruth, Town Manager
 Pittsfield Town Offices
 112 Somerset Ave.
 Pittsfield, ME 04967-1532

Re: **Pittsfield Municipal Airport
 Construction Package 1, Stormwater Controls
 Recommendation for Award of Contract**

Dear Ms. Ruth:

As you know, bids for the above referenced project were opened on April 16, 2020. A total of two (2) bids were received for the project. Hoyle, Tanner has analyzed the bids. The intent of this letter is to advise you of our findings.

Two (2) bid proposals were received as follows:

<u>FIRM</u>	<u>BID TOTAL</u>
Engineer's Estimate.	\$ 251,500.00
RA Paradis and Son	\$ 274,968.05
BR Newhouse Construction	\$ 335,550.00

RA Paradis's bid is the lowest bid submitted for the project. RA Paradis's bid is approximately 9% higher than the Engineer's Estimate. RA Paradis's bid is approximately 18% lower than BR Newhouse Construction's bid. Unit prices for each bidder varied across the board, There were five items that varied by more than \$10,000:

Item	RA Paradis	BR Newhouse	Difference
G-001-1, CSPP Compliance	\$3,000.00	\$20,200.00	\$17,200.00
D-701-1, 18 inch, Class IV RCP	\$30,440.55	\$44,520.00	\$14,079.45
D-701-2, 24 inch, Class IV RCP	\$40,641.00	\$62,100.00	\$21,459.00
D-701-3, 36 inch, Class IV RCP	\$36,955.50	\$63,750.00	\$26,794.50
M-002-1, Underdrained Soil Filter	\$41,100.00	\$22,400.00	(\$18,700.00)

No math errors were found in any of the bids.

RA Paradis acknowledged the addendum issued. Their proposal included a signed and sealed Bid Bond in the amount of 5% of the total bid, countersigned by the attorney-in-fact.

RA Paradis proposal form was duly signed by an authorized representative of the company.

RA Paradis indicated that they will be able to meet the DBE Goal.

RA Paradis indicated that they will meet 100% Buy American Preference.

RA Paradis has duly signed all the required forms of the bid package.

Based on our review of the bid documents and past working relationship, we feel that with RA Paradis and Son, Inc. submitted a competitive bid and is capable of satisfactorily completing the project with the prices bid and we recommend the following;

Award the subject project to RA Paradis and Son, Inc. contingent upon the satisfactory execution of the Contract between the Town of Pittsfield and the Contractor. This should include delivery of acceptable bonds and insurance to the Town of Pittsfield at the time of execution.

Please do not hesitate to call if you have any questions.

Sincerely,
Hoyle, Tanner & Associates, Inc.



Nils Gonzalez, PE.
Project Manager

cc: Sean Tiney – FAA
Timothy LeSiege, MDOT

Attachment:
Bid Tabulation

BID TABULATION

Hoyle, Tanner & Associates, Inc.

Airport: Pittsfield Municipal Airport
Project: Construction Package 1 - Stormwater Controls
AIP #: 3-23-0036-XXX-2020

Hoyle, Tanner Project #: 302517
Bid Opening: April 16, 2020
 2:00 PM

Base Bid Item No.	Designation	Quantity		Engineer's Estimate		R.A. Paradis & Son, Inc.		B.R. Newhouse Construction	
		Unit	Amount	Unit	Amount	Unit	Amount	Unit	Amount
G-001-1	CSPP Compliance	LS	1	\$5,000.00	\$5,000.00	\$3,000.00	\$3,000.00	\$20,200.00	\$20,200.00
G-001-2	As-Built Survey	LS	1	\$3,000.00	\$3,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
C-102-1	Temporary Seeding and Mulching	SY	700	\$2.00	\$1,400.00	\$3.00	\$2,100.00	\$1.85	\$1,295.00
C-102-2	Install and Removal of Silt Protection	LF	800	\$5.00	\$4,000.00	\$5.00	\$4,000.00	\$3.50	\$2,800.00
C-105-1	Mobilization (10% Max)	LS	1	\$23,100.00	\$23,100.00	\$16,875.00	\$16,875.00	\$25,635.00	\$25,635.00
C-105-2	Engineer's Field Office	MO	1	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$4,500.00	\$4,500.00
P-101-1	Removal of Pavement	SY	400	\$12.00	\$4,800.00	\$5.00	\$2,000.00	\$3.50	\$1,400.00
P-101-2	Removal of Existing Pipe	LF	800	\$15.00	\$12,000.00	\$25.00	\$20,000.00	\$27.00	\$21,600.00
P-101-3	Removal of Existing Structure	EA	1	\$1,200.00	\$1,200.00	\$2,500.00	\$2,500.00	\$1,500.00	\$1,500.00
P-152-1	Unclassified Excavation	CY	600	\$12.00	\$7,200.00	\$7.00	\$4,200.00	\$16.00	\$9,600.00
P-620-1	Pavement Markings with Glass Beads	SF	1,400	\$3.00	\$4,200.00	\$9.00	\$12,600.00	\$5.00	\$7,000.00
P-620-2	Pavement Markings without Glass Beads	SF	450	\$2.00	\$900.00	\$6.00	\$2,700.00	\$5.00	\$2,250.00
D-701-1	18 inch, Class IV RCP Pipe	LF	265	\$120.00	\$31,800.00	\$114.87	\$30,440.55	\$168.00	\$44,520.00
D-701-2	24 inch, Class IV RCP Pipe	LF	300	\$150.00	\$45,000.00	\$135.47	\$40,641.00	\$207.00	\$62,100.00
D-701-3	36 inch, Class IV RCP Pipe	LF	150	\$200.00	\$30,000.00	\$246.37	\$36,955.50	\$425.00	\$63,750.00
D-751-1	4 foot Dia. Precast Conc. CB	EA	1	\$4,500.00	\$4,500.00	\$4,500.00	\$4,500.00	\$3,800.00	\$3,800.00
D-751-2	6 foot Dia. Precast Conc. MH	EA	1	\$6,500.00	\$6,500.00	\$10,000.00	\$10,000.00	\$12,700.00	\$12,700.00
L-110-1	4" 2-Way Concrete Encased Duct Bank	LF	150	\$40.00	\$6,000.00	\$154.00	\$23,100.00	\$123.50	\$18,525.00
L-110-2	Duct Markers	EA	2	\$250.00	\$500.00	\$500.00	\$1,000.00	\$250.00	\$500.00
T-901-1	Seeding	SY	700	\$2.00	\$1,400.00	\$5.00	\$3,500.00	\$1.25	\$875.00
T-905-1	Topsoil, 4 inch depth	SY	1,200	\$7.50	\$9,000.00	\$5.63	\$6,756.00	\$5.50	\$6,600.00
M-002-1	Underdrained Soil Filter	LS	1	\$45,000.00	\$45,000.00	\$41,100.00	\$41,100.00	\$22,400.00	\$22,400.00
Total Base Bid					\$251,500.00		\$274,968.05		\$335,550.00