

**Pittsfield Town Council Package
for the meeting of
Tuesday, 09/01/2020
at 6:30 pm
Council Chambers**

Table of Contents:

- 1. Agenda for 09/01/2020;**
- 2. Minutes for Regular Meeting held on 08/18/2020 and
Special Meeting held on 08/25/2020; and**
- 3. Agenda sheet details for Resolutions 20-104 to 20-107**

**There should be a total of 56 pages
in one PDF file including the cover.**

**Note: Copies of the materials will be available
at the Town Council Meeting.**

AGENDA

for a regular meeting of the Pittsfield Town Council, to be held on Tuesday, September 1, 2020 at 6:30 PM 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. Directions to join the meeting by teleconferencing are available at the end of the agenda.

1. Open Meeting/Pledge of Allegiance, followed by Moment of Silence.
2. Adoption of minutes of the Regular Meeting held on August 18, 2020 and the Special Meeting held on August 25, 2020.
3. **PRESENTATIONS, CONGRATULATIONS AND INTRODUCTIONS:**
 - A. Presentation by the Recreation and Parks Committee and Recreation Director on the Pittsfield Recreation Department proposed Fall 2020 Sports Program
 - B. Community and Economic Development Activities and Events
4. **PUBLIC HEARINGS/OLD BUSINESS: NONE**
5. **REPORTS:**
 - A. **COUNCIL COMMITTEES: FINANCE, ORDINANCE AND RECYCLING**
 - B. **BOARD AND COMMITTEE UPDATES BY TOWN COUNCILORS AND MANAGER**
 - C. **TOWN MANAGER'S REPORT**
6. **NEW BUSINESS:**

RESOLUTION 20-104: Resolved that the Town Council Execute a letter to the United States Department of Agriculture (USDA) requesting that the Town's Sewer Loan yearly requirement of \$85,000 to be budgeted for placement in the Sludge Reserve be suspended as the Town has accumulated sufficient funding for future sludge removal and further, that the Town be able to utilize all funding over \$600,000 in the reserve for debt and capital payments for sewer system infrastructure improvements.

RESOLUTION 20-105: Resolved that the Town Council Approve the Request for Proposals for the Manhole Rim Adjustment project on Detroit Avenue and authorize the Town Manager and Public Works Foreman to seek bids for same and accept a proposal for the Town within available funding.

RESOLUTION 20-106: Resolved that the Town Council Approve the Request for Proposals for Engineering Services and authorize the Town Manager and Public Works Foreman to seek bids for same and accept a proposal for the Town within available funding.

RESOLUTION 20-107: Resolved that the Town Council Appoint Members to fill the vacancies on the various Town Boards and Committees.

7. DISCUSSION ITEMS: N/A

8. REPORTS: Audience, Council

9. ADJOURNMENT

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September 1, 2020

Join Zoom Meeting ***(by computer)***

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Passcode: 494688

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MINUTES

for a regular meeting of the Pittsfield Town Council, held on Tuesday, August 18, 2020 at 6:30 PM 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. Directions to join the meeting by teleconferencing are available at the end of the agenda.

PRESENT: COUNCILORS: Mayor Heather Donahue, Deputy Mayor Matthew Bolster, Councilor Timothy Nichols, Councilor Amanda Collamore, Councilor Debra Billings, and Councilor Peter Logiodice.

Also present: Town Manager Kathryn Ruth

AUDIENCE: Michael Gray and Town Auditor Bill Hall from RHR Smith & Company

ZOOM: Librarian Holly Williams

1. Mayor Donahue opened the meeting by leading the Pledge of Allegiance.
The Council observed a Moment of Silence.

2. **ADOPTION OF MINUTES OF THE REGULAR MEETING HELD ON August 4, 2020.**

Moved by Councilor Billings and seconded by Deputy Mayor Bolster that the Minutes of the Regular Meeting held on August 4, 2020 and the Budget Workshop held on August 11, 2020 be adopted.

VOTE: UNANIMOUS AYE

3. **PRESENTATIONS, CONGRATULATIONS AND INTRODUCTIONS:**

A. Presentation by the Town Auditor Bill Hall of RHR Smith & Company on the Audit for the period ending 12/31/2019

Town Auditor Bill Hall indicated the Town has received an unqualified opinion again this year which is the one that you would want. This is on Pages 2-3 which are the most important pages of the audit where the Auditor forms and states their opinion. He then referred to the MD&A which is the only place where the Town can put information into the audit. This is the management discussion with information from the administrator on pages 4-19. The Auditor reviewed the more important parts of the Audit which are Statement C on Page 23 for the Balance Sheet; the Revenue and Expenses for the year in Statement E on Page 25; and the Committed Fund Balance for projects and improvements on Page 50. He noted that the Town has a healthy fund balance. The Fund Balance was \$3.85 million with \$2.5 committed and \$150,000 assigned which leaves an Unassigned Fund Balance of approximately \$1,184,285. In 2018 it was \$3.4 million so the fund balance increased \$450,000 mostly due to increased revenues and less spending. Pages 27-29 show the Proprietary Funds which are the two Enterprise funds – Water and Sewer. Sewer's Net Position was \$3.4 million and Water's was \$3.1 million, up from last year with Sewer at \$3.1 million and Water was approximately the same. These are operated like a business. The Notes to the Financial Statements were mentioned including a discussion on Infrastructure, Depreciation, Long-term Outstanding Debt, Non-Major Funds, Special Revenue and the five Permanent Funds. The Auditor noted that the Town has many Special Revenues. Although we received a lot of funding, the Town was not required to have a federal audit this year. Much of the funding that the Town receives are state funds, water and USDA funds. He stated that the Town is very healthy and is looking good. The Auditor advised that it is great to receive all of these funds and that Kathryn does well with the paperwork and it is always in order. There was a brief management letter that noted two minor items. Kathryn explained that when the staff sent the reconciliations

to the Auditor that the individual took his extra copies that were not signed and forwarded them resulting in the Management letter noting that a few reconciliations were not signed. The Town Manager verified that all of the bank reconciliations are signed by a second party and can be verified in the official books in the office. Bill noted that this is very important. The Auditor concluded that the Town had a really good year.

B. Community and Economic Development Activities and Events

ECONOMIC DEVELOPMENT:

Business Activity:

Please remember to frequent all of our businesses in Town including our many new businesses with more to come. There seem to be some interesting items going on in Town so hopefully we will hear some good news on a project soon.

Town Website:

The Town Manager spoke with Gary Jordan, Jr. our prior webmaster who created the original Town website. He noted that it is hard to find items on the current website and pointed out that we need to clean up the front page. The Committee recommended that we have fewer tabs and less material on the website, however, now people state that they cannot find items. Everyone has different ideas which is fine. There seems to be a misconception that we do not have a good platform as that information was given to committee members. We have a great platform which is not being fully utilized by those who work on it. Our only limitation is how the pictures go on the site. The website can do a lot more than its current use. Looking at the different viewpoints on this, we will first update information and archive the older information that is needed. To streamline and update items, I am having the staff print off the pages of the website, we will mark them up and then make changes. We will start with Economic Development and then go through the entire website and update it. I had requested information be archived last year.

Main Street Sidewalk and MDOT Road Reconstruction Project:

A MaineDOT ZOOM meeting in the process of being scheduled

The State is looking to see if the Town wants or needs:

An esplanade which is the strip of grass between the roadway and sidewalk for safety and traffic calming. It does require maintenance. If it does not cause a problem with the road project, do you want one or not or does it matter?

Bump outs – are they needed? These are the areas where people can stand on the brick or concrete which also provide a landing pad cross roads.

There was a lengthy discussion about the project with the following preliminary recommendations:

The Town Council does not want an esplanade unless it will cause problems and undue hardship.

The Town Council would like the bump outs taken out if we are able to obtain more parking spaces.

The Town Manager will provide this information to the State to see how it will fit into the project and report back after the MaineDOT ZOOM monthly meeting.

Upcoming Events

The traditional Egg Festival Window Contest will be held in Downtown Pittsfield on Friday, August 21, 2020 from 8:00 am – 2:00 pm with judging from 2:00 pm – 3:00 pm. The rain date will be Friday, August 28, 2020 at the same time. Age groups are 5-9; 10-14; and 15-18. The theme will be: *Earth's Natural Wonders*.

4. PUBLIC HEARINGS/OLD BUSINESS: NONE

5. REPORTS:

A. COUNCIL COMMITTEES:

FINANCE: The Committee will meet on Tuesday, 08/25/2020.

ORDINANCE: The next meeting will be Tuesday, 09/08/2020.

RECYCLING: The next meeting is on Wednesday, 09/16/2020.

B. BOARD AND COMMITTEE UPDATES BY TOWN COUNCILORS AND MANAGER

Parks and Recreation Committee: The Committee met last Friday, August 14, 2020 at 5:00 pm. The group briefly discussing the Town website and placing information on it gathered by the Committee as recommended by the Town Manager as a first step in enhancing communication. The Committee then reviewed the Recreation Director's plan for Fall Sports and met with contact individuals from the sports leagues and schools. The Committee will provide options for sports activities for Fall from no sports to full sports activities for all schools. There was a discussion on how the information just released from the State basically has shut down most sports activities due to COVID-19.

C. TOWN MANAGER'S REPORT

1. Thank you during the civil emergency: We would like to thank everyone for how well they did during the civil emergency to date. We thank everyone for their ingenuity and support of not only the community, our businesses, our organizations and the Town, but also of each other. We have had great compliance here with the distancing. We appreciate the fact that so many people wear masks when coming to the offices.

2. November 2020 Election Site: Due to COVID-19 requirements, the building was set up differently with the flow in the back door and out the front door with less polling booths. The flow worked really well and it was very comfortable. For a November election, though, we are concerned with the setup for the number of voters anticipated. As school would be in session, MSAD#53 indicated that we could not utilize their facilities which is understandable. Today, MCI has indicated that we cannot use their location which makes sense as we would be having over 2,000 people go to the school campus on one day when the students are there. We are now looking the Elks Lodge, which if available and meets state requirements for a polling location which would have extensive parking, be close to the Town Office if we needed items and if people went to the Town Office to vote not having seen a notice and extensive publicity that we would be conducting, may be able to walk over. There are requirements for the ballot boxes and early processing that are now under review. We are also looking at the Fire Station to see if that would be do-able. If the Elks Lodge and Fire Station are not do-able for a balloting location for November 3rd, then the polling location will be the Council Chambers. There are no other buildings in Town large enough with handicap accessibility that are not being used. The Town Clerk, EMA Director and anyone else needed to evaluate the sites will look at it. We need a good setup for COVID-19 requirements in addition to a site being large enough and handicapped accessible with enough parking. The Town Clerk will advise as soon as she knows as we would need to apply to the State to change the location. Once we have the location determined, this will then determine the staffing needed and whether we need to close down for Tuesday, November 03. The Town Office is closed regularly for Wednesday, November 04. There was a lengthy discussion with the conclusion that the Town will do what is necessary to have the most accessible location and to provide for staffing at the polls which may mean shutting down many Town Office functions on Election Day. Absentee balloting options will be highly publicized as people can mail or drop off their ballot or vote here in the Town Office easily.

3. Nomination Papers Available: READ Notice

4. Town Office RE-opening: Town Offices across the state fit under the Governor's Phase II opening of June 1, 2020. After the June 14, 2020 election, we revised the hours back to the regular schedule of: Monday, Tuesday, Thursday and Friday open 8:00 am – 5:00 pm and closed on Wednesdays

Thank you for your understanding and patience as we comply with all of the rules and try to keep everyone safe in these unprecedented times.

5. On-line services for Town Business Update:

Since April, the following services have been available on-line: READ

We have a handout on the Town's website at www.pittsfield.org and links on the Facebook page.

As noted at the last Council Meeting, I had recommended after seeing another town's webpage that we create an on-line page. That has been done and it has its own button on the left side of the home page.

6. New Registration List: Knowing that new registrations can be complicated with all of the paperwork involved, we have updated and refined a list of items required for (a) a new vehicle registration; (b) for used vehicles (dealer sale) and (c) required for used vehicles (private sale). This was created and placed at the Town Office as a handout as one comes inside the building/outside the building; on the Town's website and links were placed on the Facebook Page.

7. Transfer Station New Fee System was to go into effect on June 01, 2020 and was pushed back to August 1, 2020 due to COVID-19. As of today, we have sold 1,013 transfer station stickers.

In order to obtain a resident's transfer station sticker, one obviously has to be a resident of the Town as noted on the approved transfer station fee schedule. We had been utilizing registrations to show one lives in Pittsfield, a license to show one lives in Pittsfield and if a resident does not have either, a bill or mail addressed to that individual at the address he/she lives at. We simply cannot issue a resident's transfer station sticker to non-residents who live in other towns and own land here without a dwelling on the property. This then allows those who live in other towns generating garbage in other towns to come to the Transfer Station bringing non-resident trash here. If someone owns just land and he/she wants to haul brush and clean up their property, they should be able to do so and that is why we issue a one day or week pass and have done so for over 2 decades. The data base that we are creating will be helpful as we will be able to renew stickers in November when we plan to start selling the 2021 stickers. We will be checking that data base for inconsistencies such as non-existent E911 numbers that are on licenses but do not exist on the road or are in another town with the residence listed as Pittsfield. The staff plan to bring a list of recommendations to the Council prior to selling the 2021 stickers to clarify situations that have developed.

8. Code Enforcement Violations: As the Town Council knows, those cases agreed upon earlier this year were forwarded to the Town Attorney who has prepared them to file when the courts open up. Cases like 80K will be further down on the list of cases to be heard. With this information in hand, one of the property owners has been working on their property. One has ignored all attempts to resolve the issue after the first two agreements which were not met.

We received a letter from the attorney for the property owner at Map 28, Lot 51, Somerset Avenue which states that the property is being worked on and that the property owner has hired a contractor to finish the work to be completed within the next couple of months.

9. Pittsfield Summer Recreation Program: Swimming Lessons are officially over at the Paul E. Bertrand Community Swimming Pool. The last day for Open Swim is Friday, 08/28/2020. There is a little bit less than 2 weeks left to enjoy the pool!

10. Porta Potties: Worked well to date after the one incident with the porta potty being tipped over and the contractor came right off to assist the staff and cleaned it up. Nature's Way, a local company, is very customer orientated and the prices are less than other companies. A good item with this setup is that the location can be open all the time for children playing and adults enjoying the park.

11. KVCOG Textile Recycling: The bins were dropped off last week labeled with the words Clothing and Shoes for the Textile Recycling. Items will be picked up by employees of Apparel Impact and either recycled or donated which removes the materials from the waste stream. After pickup, the materials will be sorted with those that are good enough being donated. Currently we have a Recycling Committee team

member driving up to the shelters in Bangor with donated clothing and efforts in the past to give bedding to Animal Shelters). Items to be recycled or re-used are: Clothing, bedding, towels, bags, purses, shoes and hats. We will be advertising this as well as the fact that the **Recycling Trailer** arrives back to the Municipal Parking Lot on Monday, August 24, 2020 at 8:00 am.

12. Fire Station and Municipal Building Projects: Our Fire Station Masonry Repointing Alternate to Replacement and Municipal Building Masonry Wash, Seal and Repointing began on June 24, 2020 and was completed last week. The employees were very polite and kept out of the traffic flow even when they had to work on the building entrances/exits. The cost was lower than the budget in total so this will leave funds for another project on the 2019 list which are Public Works orientated. The project was inspected by Public Works and meets the specs, so payment is on the warrant this evening.

13. Municipal Building and Fire Station Roof Projects: C.O. Beck, which was the low bidder for these projects late last year, indicated it was too late to start the projects last year which was reasonable and then were going to start early this year, however, COVID-19 came along. They have just gotten their crews back and are starting projects. They will complete the project by September 1, 2020 and believe they will be done in August. Given the current health crisis, they wanted a bit of extra time which was fine. Their pricing was exceptionally good and they do high quality work. The Fire Station was worked on and they will be back in the near future to work on the Town Offices after leaving for some emergency work.

14. Sewer System Work: The Town was able to negotiate a contract with Olver Associates to be the official operator of the Pittsfield Sewer Treatment Facility/Lagoon System for \$375/week for oversight and work. The official DEP forms were filed for Olver to be appointed the operator. Reports were filed for July 2020. The operations are being reviewed as well as updates to plans.

We are also collecting information for the water rate review which is needed. This is needed in order to more effectively operate the system as well as address additional loan opportunities for capital improvements and partially due to the fact that the Water and Sewer Systems must have depreciation which is charged to our budget as though it was an expense. Olver Associates will then make a recommendation.

15. Highway/Water/Sewer/Transfer Station/Recycling Department Projects:

Paving & Preliminary Work:

Orders for culverts and materials were placed with the intent of Public Works to replace the necessary cross culverts on Higgins Road along with necessary ditching.

I issued the Letter of Work, Notice of Award and Contract to Pike Industries this week and was advised this morning that the company has ordered their bond and insurance certificate for the Town. Informal discussions between Public Works and Pike Industries was that the paving would start in September, likely the second week of September with the entire month of August for preliminary work on Higgins Road.

Hydrant Replacement

The hydrant on North Main Street will be replaced in September. There are four directions of traffic coming in by the area so we will be filing a plan for a detour on North Main Street to get this work done. Olver Associates will have a staff member available to assist with the project and other staff will assist.

The Main Street hydrants to be completed ahead of the Main Street Project will need to be planned. Olver Associates recommends doing the work next year to hire a contractor. Staff are looking at whether they would be able to hold another hydrant installation day. We are on busier streets.

Flushing of Hydrants will take place this Fall having been missed due to COVID-19. Flushing will be done in the same systematic process as last year with 2 flushings planned in 2021.

Bid Specs that Public Works will be working on include:

(a) Airport Cracksealing; (b) Manhole Cover/Device Replacement for Detroit Avenue so that the roadway can have its overlay Coat; and (c) Pintle Trailer. I will work on the Engineering for the Cost Estimates for Road Projects to assist the staff.

Transfer Station New Office: Meeting tomorrow regarding the scheduling of this project for the electricity to be disconnected hopefully this weekend or next weekend. Everything has been completed including a new box and as much wiring as possible.

16. Town Logo on Vehicles for Identification and Promotion: We are collecting up the list of vehicles and heavy equipment that need Town identification for lettering.

20 sides of vehicle and equipment needed to date for the new logo excluding the Transfer Station Waste Hauler that was just lettered and the 2 trucks for Water for their logo.

17. Electricity Contracts: The supply contracts for many of our smaller and medium sized electricity accounts are coming up as the pricing is getting ready to climb so under a prior approval to join the cooperative, I am going to sign the Town up for the Maine Power Options Cooperative again this year. If we signed up today for a three-year option, we would have a 11.2% reduction in pricing. Before the climbs, we will execute the contracts for a multi-year contract. Signed the contract for the 23 electricity accounts last week for a reduction in supply cost of 11.2%. Best we have had for many years so this was really good.

18. Airport Grants: We received unofficial notice that the Town has been awarded \$372,100 which included \$37,210 in additional funding from the CARES Act. This is being checked out as this is more than we applied for. We are also waiting for verification again if we can use the CARES funds for crack sealing as we were advised absolutely not and then when we went to our State CIP meeting, we were told that we could do so. With our reimbursement for the last Airport Grant for the engineering, the Town has over \$453,000 coming in for funding for the airport,

19. All Financial Projects: All financial projects on-going since we shut down for the pandemic with the many Requests for Proposals and all financial documents for the loan paperwork for the Capital Improvement Program Loan, Water/Sewer Truck, the Tax Anticipation Note, the 2019 Audit, several grant close-outs and the reconciliation for the on-line services can be boxed up. I need to get off financial projects for a while and work on regular business and a department's issues and then head to the budget.

6. NEW BUSINESS:

RESOLUTION 20-101: Resolved that the Town Council Waive the Bid Policy, Chapter 2. Administrative Code, Section 106. Regulation of Bids and Contracts to Authorize the Town Manager and Librarian to execute all paperwork and agreements for the 12 months of Annual Membership for Minerva-software and operational support for Minerva Library Management System at a cost of \$4,000.00.

Moved by Councilor Collamore to amend Resolution 20-101 to add "to be approved every year by the Librarian and the Town Manager as long as the cost does not increase by more than 10%."

VOTE: UNANIMOUS AYE

Moved by Deputy Mayor Bolster and seconded by Councilor Billings that Resolution 20-101 be adopted as amended.

VOTE: UNANIMOUS AYE

RESOLUTION 20-102: Resolved that the Town Council Accept the bid of Snowman's Construction of St. Albans in the amount not to exceed \$14.00 per cubic yard for Winter Sand.

Moved by Councilor Collamore and seconded by Councilor Billings that Resolution 20-102 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 20-103: Resolved that the Town Council accept the proposal of Realty of Maine (Michael Cole and Emma Cole) of Bangor in response to the Request For Proposals for Commercial Realtor Proposal dated July 22, 2020 as recommended by the Pittsfield Economic Expansion Corporation (PEEC).

Moved by Councilor Nichols and seconded by Councilor Collamore that Resolution 20-103 be adopted.

VOTE: UNANIMOUS AYE

7. DISCUSSION ITEMS:

- A. Department Reports for 07/31/2020
Accomplishments/ Achievements
- B. Financial Reports as of 07/31/2020
 - Budget Expenditure Report
 - Revenue Collections Report
 - Excise Tax Collections Comparison Report
 - State Revenue Sharing Comparison Report
 - Economic Development Accounts Update
 - Housing Revolving Loan Update
 - Tax Increment Financing Update
 - Pittsfield Future Account Update
 - Transfer Station/Recycling Monthly Report

The Town Manager advised of the following:

Budget Expenditure Report: 58.3% of period; 46.1% of municipal; 41.3% municipal, water & sewer (depreciation and transfers done by Auditor so percentage will increase)

Revenue Collections Report: 58.3% of period; 44.7% municipal; 43.0% municipal, water & sewer

Excise Tax Collections Comparison Report: For this period, we are +\$23,680.31 ahead of 2019 collections at this period of time.

State Revenue Sharing Comparison Report: For this period, +\$79,758.66 ahead of 2019 collections.

This account needs to be watched closely in case it falls behind. It worked out well this year.

The remainder of the Financial Reports are self-explanatory.

8. REPORTS:

Audience: None

Council:

Mayor Donahue: We are going in a good direction with the Theatre and the Realtor will do a good job marketing it. Has talked with realtors and they are indicating that people want to get out of the urban areas and move to rural areas to find a hometown. After our budget workshop last week believes we need do some community planning and discussed some options. Glad to see the recycling bin coming back to the Municipal Building parking lot. Asked if we can use the Theatre Marque for messages such as “For Sale” and “Welcome Puritan”, etc.? (TM: Once we have the realtor on board, we will obtain proposed advertising and have it put up. TM recommended business messages on the sides and the Theatre promotion on the front). On behalf of the Maine Cheese Guild I want to thank Kathryn and the Council for the letter to the Office of Tourism in support of the grant.

Deputy Mayor Bolster: Nothing further to add beyond all the comments tonight.

Councilor Nichols: Thanked Mike for coming in and giving us an update on having a realtor. Believes someone may come in from out of state to put the building to good use. Likes the idea of using the Fire Station for the election as it is going to be huge. COVID-19 throws a monkey wrench in it. The staff will do a good job with the Election. Believes people will be fine with having the office closed on Tuesday. Congratulated the Town Manager on the audit, considering that a lot of towns are really struggling and we are not. Thank you to Kathryn and all of the employees for doing that. We have the textile recycling box at the Transfer Station now. Glad they are making headway at the house on Somerset Ave. Commented that we have a lot of people in Town now. Confident once we get past the election cycle there will be a vaccine and things will get back to a semblance of normal. Thanks for all of the hard work folks and noted that the town is in good shape.

Councilor Collamore: Thanks to our auditor for coming and giving us an overview of the Town Audit. Thank you to Holly for being available to answer questions about Minerva. Thanked Mike for attending to give PEEC’s recommendation for the realtor. Inquired how the paving will affect the election as far as people coming into the Town Office (TM: We can have people come in and out another way for a short period of time if necessary. People can walk on gravel if needed. Pike can pave on a Wednesday when we are closed or Saturday).

Councilor Logiodice: No report.

Councilor Billings: Thank you to Auditor Bill Hall for his report. Thanks to Don Chute for all of his extra duties during the COVID. Thanks to the Recreation Department for making all of the right choices.

9. ADJOURNMENT

Moved by Councilor Billings and seconded by Councilor Nichols to adjourn at 8:32 PM.

VOTE: UNANIMOUS AYE

Kathryn Ruth, Deputy Town Clerk

Michael Feole, 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.

MINUTES

for a Special Meeting of the Pittsfield Town Council, held on Tuesday, August 25, 2020 at 6:30 PM in the Council Chambers.

PRESENT: COUNCILORS: Mayor Heather Donahue, Deputy Mayor Matthew Bolster, Councilor Amanda Collomare, Councilor Peter Logidice, Councilor Debra Billings; and Councilor Timothy P. Nichols.

ABSENT: None

Also present: Town Manager Kathryn Ruth

AUDIENCE: None

1. Mayor Donahue opened the meeting by leading the Pledge of Allegiance.
2. The Council observed a Moment of Silence.
3. EXECUTIVE SESSION

Councilor Billings moved to enter Executive Session to discuss the duties of the Town Manager pursuant to 1 M.R.S.A. Sec. 405(6)(A), seconded by Councilor Collomare.

VOTE: UNANIMOUS AYE

The Town Council entered Executive Session at 6:35 p.m.

Councilor Collomare made a motion to come out of Executive Session pursuant to 1 M.R.S.A. Section 405(6)(A), seconded by Councilor Billings.

VOTE: UNANIMOUS AYE

The Town Council exited Executive Session at 7:42 p.m.

Councilor Billings made a motion to approve the Town Manager Evaluation Draft #2 with revisions, seconded by Councilor Bolster.

VOTE: UNANIMOUS AYE

4. ADJOURNMENT

Moved by Councilor Bolster and seconded by Councilor Billings to adjourn at 7:44 pm.

VOTE: UNANIMOUS AYE

Kathryn Ruth, Deputy Town Clerk

TOWN COUNCIL MEETING OF 09/01/2020:

<u> </u> PUBLIC HEARINGS	<u> </u> NEW BUSINESS
<u> X </u> REPORTS	<u> </u> DISCUSSION ITEMS
<u> </u> OLD BUSINESS	<u> </u> EXEC. SESSION
<u> </u> ORDER 20- <u> </u>	<u> X </u> PACKAGE
<u> </u> RESOLUTION 20- <u> </u>	<u> </u> ADDITION
<u> </u> ORDINANCE 20- <u> </u>	

TO BE TITLED: **Presentations, Congratulations and Introductions**

DESCRIPTION:

1. Community and Economic Development Activities and Events: Further updates will be provided regarding projects as information becomes available:

A. General:

Discussions: Calls continue to be received regarding private sector business activities that remain under review and small projects continue to be vetted. The Town is now receiving a few inquiries about available buildings and has provided information and assistance to business representatives collecting information on potential sites for their business or client. As we know, our available commercial business stock is very limited. The available commercial land for sale at pricing that is available in the downtown is also limited. It is good that most buildings are occupied, however, the structures that are available are older and/or a bit limited with one exception. A number of private sector business projects continue to be vetted. Not every business wishes to work with the Town and/or PEEC as some businesses wish to take care of their business needs themselves.

New Business Project: An exciting addition to the Somerset Plaza with *487 Nutrition* coming to the former Bangor Savings Bank building. The Grand Opening will be announced soon.

Projects moving forward: A number of projects are moving forward, although slowly due to their complexity as of late within the world-wide health crisis. The fastest moving projects are listed below with most of them having been discussed at one or both of the recent two Planning Board meetings:

1. *Pittsfield Solar 1*, a 4.95MW AC Solar PV Development is under consideration for the former Jock LaSalle property on Main Street/Route #100 (formerly known as South Main Street).
2. *FIDC 112, LTD* has requested approval to build a 2,502 square foot Walgreen Store at 420 Somerset Avenue. This location has been reviewed by other companies in the past and abuts Family Dollar.
3. *Somerset Solar, LLC*, a 4.98 MW AC/ 5.74 MW DC Solar Facility is proposed at 500 Somerset Avenue. This project would be placed on a back lot behind Rite Aid's property abutting Carriage Estates. The terrain of the lot makes it very difficult to develop, therefore, this is an excellent use of the property.
4. *Snakeroot Solar, LLC*, a solar array farm is being planned for Snakeroot Road and was reviewed preliminarily at the 08/10/2020 Planning Board Meeting.
5. *Walpole Realty* is applying to the Planning Board for an expansion to their property at 202 Industrial Park Street (the property just past the entrance to the Industrial Park Expansion).

6. Innovative Specialties, LLC (Nitro Trailers) is planning a 6,000 square foot addition to the existing building at 140 Business Court and has started the process at the Planning Board.

7. 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 has 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.

These are the major projects moving forward, although a number of others are also in the works.

Update on Economic Development Meetings: The Pittsfield Economic Expansion Corporation (PEEC) Directors attended the 07/07/2020 Town Council Meeting and discussed with the Council proactive projects that would be helpful in promoting the Town for growth and development. The Town Council had been talking about these projects this year and decided to issue a letter to the Planning Board with priority projects to address. A copy of the letter reviewed and then issued to the Planning Board on 07/15/2020 was included in the 07/21/2020 Council Meeting. The Planning Board reviewed the letter at their regularly scheduled meeting on 08/10/2020 after tabling it at the end of their July meeting. PEEC conducted three meetings on Friday, 08/14/2020; Monday, 08/17/2020 and Tuesday, 08/18/2020 to interview all of the proposals received for the Request for Commercial Real Estate Services for the Theatre.

The chosen proposer was contacted and is preparing the agreement. I have requested their wording for the front of the marquee to be provided as soon as possible so that we can add language to the sides to promote business and the front to promote the possibilities with the theatre for sale.

B. Certificates for New Businesses, Activities and/or Projects:

C. Promotion of Businesses that recently opened:

Puritan Medical Products Company LLC located at 129 North Main Street

Outland Farm Brewery by Michael and Heather Holland located at 113 N. Lancey Street, Suite 6 & 7

Peterson Bookkeeping by Julie M. Watkins located at 121 Somerset Plaza, Suite B

Tiny Treasures Childcare by Jennifer Rancourt at 20 Dogtown Road

Cross Roads Case Management by Barry Morriss at 442 Main Street

P Squared Tax and Accounting by Michele Peterson at 113 N. Lancey Street

This Place at 445 Canaan Road by Joseph and Jennifer Perkins, who have received their Second Hand Dealer License

Pittsfield Medical Center at 105 Main Street by Dr. Alexandra Idenburg, M.D.

Decked out Skateboards at 145 Hartland Avenue by Jacob Hinsch

Sebasticook Trading Center at 1457 Main Street by James Martin, Jr.

Central Maine Motors on Main Street

The Flower Studio at 117 Somerset Plaza by Suzy Morton which is a Flower and Gift Shop at the Somerset Plaza

Sundew Studio at 113 North Lancey Street by Holly Zadra which is a yoga studio. 113 North Lancey Street is a wonderful Business Center that houses a variety of small businesses and entrepreneurs.

Dental Lace's new packaging/fulfillment center for on-line orders located right here in Pittsfield. This is exciting especially as the company is owned by a former citizen who grew up in Pittsfield. Dental Lace was chosen as one of the 7 companies to be featured at the Maine International Trade Center's Global Event in 2019. Dental Lace is located in Scarborough and Pittsfield.

D. Large Grants Summary:

Community Development Block Grant Project for Economic Development for Main Street Sidewalk:
Update: A proposed timetable was received from MaineDOT that was reviewed at the meeting on 07/21/2020. More survey information was received by the CES Engineer who is collecting up questions for the design work review. A request was forwarded to MaineDOT to request paving of sections of North Main and Main Street that are contained within the boundaries of the State's Main Street project as we have learned it will be two more years before the reconstruction project will be completed. A copy of the letter to MaineDOT was provided in the 07/21/2020 Council Package. As of the date of writing this agenda submittal, word has not been received from MaineDOT regarding the request for paving. \$250,000

Update: A ZOOM session was held by MaineDOT to discuss the esplanade, trees, bump outs and other items for Main Street on 08/24/2020. Attached are write-ups regarding the meeting including (1) the Progress Meeting Minutes; (2) Sidewalk Footprint with 2' Esplanade and without an Esplanade Pros and Cons; and (3) Preliminary List of Poles to be moved with no Esplanade or with an Esplanade. We will discuss this information at the Council Meeting and may be joined by Town Engineering Consultant Chip Haskell of CES, Inc. as MaineDOT would like to know how we would like to proceed with the additional information that is now available.

Past History: Waiting for the MaineDOT Survey that started in mid-May 2019 to near completion. It is expected in late September 2019 and we have inquired again as to the status. The survey has not yet been received with both the Town's Engineering Consultant CES, Inc. and the Town inquiring of MaineDOT. We would like to obtain the information and set up a site visit with interested parties while the weather still permits, then design the sidewalk and put the work out to bid this winter for the best pricing that we can obtain. This is a CDBG project, therefore, the full federal requirements must be bid. Another option is to have it designed and then have the sidewalk folded into the State's project. There are pros and cons, however, there would not be any coordination issues as there would be one entity in charge. Due to MaineDOT schedule, the Town did receive additional time to complete this project. We are still waiting for MaineDOT to sign a contract with a design firm as it will take a lot longer for the design to be completed if MaineDOT does it themselves. The first team meeting on the Department of Transportation's Main Street Project has been set for the end of November 2019. A report on this Initial Team Meeting has been provided. The engineer is working on the sidewalk plans. A timetable will be developed once we hear back from the engineers as to progress in design in working with MaineDOT. We have made a few phone calls and e-mails posing several questions. The pandemic has further set back progress. More contacts have been made. MDOT has responded that the project timeline may be further delayed; that a meeting will be established between all parties in the next few weeks to go over the project and timetable;

21812.00 Pittsfield Rt. 11/100 Rehabilitation – Progress Meeting Minutes 8/23/2020

Project Update: Since the last meeting TYLin has submitted two preliminary sidewalk designs one with and esplanade and one without. A pdf set of the plans have been distributed to the team.

Sidewalk W/O esplanade – 5.5' total width from the face of the curb on the northerly side of Rt. 11. The actual paved width of the sidewalk is 5' which meets ADA standards. The cut fill lines are generic and have not incorporated any curb cuts for existing driveways yet. This design will require utility poles to be moved behind the sidewalk which in turn will likely require more trees to be removed in order to maintain proper clearance for the lines. Kathryn Ruth stated that the Town council prefers the template w/o the esplanade provided there are not negative impacts associated with it.

Sidewalk W Esplanade – concrete curb, 2' grass esplanade, 5' paved sidewalk. As with the design w/o the esplanade the cut fill lines were generically produced by inroads and did not include curb cuts for driveways. The number of parcels that had impacts outside of the ROW were similar between both designs. The esplanade does provide a bit of added safety with the added separation between vehicle and pedestrian. The added with is not required by AASHTO standards given the low design speed. Utilities would be required to be 18" behind the face of curb unless the Department is willing to grant a design exception to reduce the offset to 12". Previous discussions lead us to believe that we could receive a DE for the reduced offset. This design option may require less tree removal, especially those that are closer to the ROW line. There are others that will still need to be removed with either design option. Derrick noted that the utilities crossed from the northerly side (left of CL) of RT. 11 at Nichols St. to the Southerly side (right of CL). Kathryn stated that the Town would like to keep the existing sidewalk on the south side of the road from Nichols St. to the R/R crossing in addition to the proposed sidewalk on the left. Shawn Davis stated that the intent was to attempt to match the grading in prior to the existing sidewalk in order to avoid disturbing it.

Other Design Comments: Scott Braley stated that there is a memorial (outside of the ROW) around 22+90 on the left that MCI would like us to avoid if possible. MCI would like to capture the overland drainage and drain it into the Department's proposed closed drainage. Scott will provide anticipated flow capacity and drainage are to TYLin along with alignment changes to MCI entrances. Chip Haskell stated that the Town would like to eliminate some of the existing bump outs in the curb areas in Main St. proper to increase on street parking capacity. Shawn Davis warned that by eliminating the bump out increase spacing may be required between crosswalk and parking. Kathryn Ruth and Chip Haskell will present both options to the Town council on Tuesday September 1, 2020. Shawn Davis will provide a list of pros and cons of each design scenario to the team members. Derrick Carleton will provide the utility pole list with impacts from both design scenarios to the team members.

21812.00 Pittsfield Rt. 11/100 Rehabilitation – Progress Meeting Minutes 8/23/2020

Town of Pittsfield Tree Plantings and Hydrant Replacements – The Town of Pittsfield has two projects that they are planning on deliver of this year with grant funding. Approximately 30 to 40 trees will be planted in the MaineDOT ROW along various location of South Main St., Main St. and North Main St. John Devin has requested to be included in the development of the Town plans. Kathryn Ruth stated that she will include John and a landscape engineer from MaineDOT also. Derrick Carleton suggested that the Town also contact Central Maine Power for a list of preferred slow growing species or location limitations.

The Town will be replacing 5 fire hydrants and eliminating 1. John Devin reminded the Town that a utility opening permit will be required for the replacements. Derrick Carleton would like to have the opportunity to review locations and offsets prior to the installations also. He reminded that the drainage plans are very preliminary and could still have conflicts with proposed drainage even though roadway offsets are met.

**Sidewalk Footprint along the Westerly side of Route 11
From Project Beginning to the Railroad Crossing**

With no Esplanade

Pros

Slight reduction in construction cost.

Reduction in maintenance effort (no mowing)

Reduced limit of disturbance (slope behind sidewalk will match existing ground at a lesser offset)

Cons

Any pole that requires relocation will have to be placed behind the sidewalk. This will likely increase tree removal and clearing.

With 2' Esplanade

Pros

Relocated Poles can be placed in the esplanade with DOT agreement to reduce offset of pole to 1.0' behind face of curb

Provides additional separation of vehicular and pedestrian traffic

Cons

Slight increase in construction cost

Esplanade will require maintenance (mowing)

Increases overall impacts. Likely to result in additional temporary rights from additional abutters.

Pole List:

Existing Pole #	Existing Station	Left/Right		Existing Offset	Proposed Station	Left/Right		Proposed Offset	No Esplanade	With Esplanade
		LT	RT			LT	RT		1 MOVE 2 MAYBE OK 1 LIKELY OK	5 MOVE 7 MAYBE OK 3 LIKELY OK
	6+75	X							ok behind SW	ok behind SW
	7+60	X							ok behind SW	ok behind SW
	9+10	X							likely ok pole right on back edge of SW	Move middle of sidewalk
	10+15	X							Move middle of sidewalk	Might be ok pole right on front edge of SW, flare SW out
	10+60	X							Move middle of sidewalk	Might be ok pole right on back edge of SW, flare SW out
	12+60	X							ok behind sidewalk	Likely ok pole right on back edge of SW
	13+80	X							Move in shoulder	Move in shoulder
	15+00	X							Move in curb	Move in curb
	16+45	X							Move in curb	Move in curb
	17+60	X							Move in curb	Move in curb
	18+60	X							Might be ok pole right behind curb, flare SW out?	Likely ok pole in espl. right on front edge of SW, flare SW?
	19+20	X							Might be ok pole right behind curb, flare SW out?	Likely ok pole in espl. right on front edge of SW, flare SW?
	20+25	X							Move middle of sidewalk	Might be ok pole in espl. right on front edge of SW, flare SW?
	21+30	X							Move middle of sidewalk	Might be ok pole in espl. right on front edge of SW, flare SW?
	22+40	X							Move middle of sidewalk	Might be ok pole in espl. right on front edge of SW, flare SW?
	23+45	X							Move middle of sidewalk	Might be ok pole in espl. right on front edge of SW, flare SW?
	24+45	X							Move middle of sidewalk	Might be ok pole in espl. right on front edge of SW, flare SW?
	25+95		X						Ok behind curb No SW conflict	Ok behind curb No SW conflict
	27+10		X						Ok behind curb No SW conflict	Ok behind curb No SW conflict

TOWN COUNCIL MEETING OF 09/01/2020:

<u> </u> PUBLIC HEARINGS	<u> X </u> NEW BUSINESS
<u> </u> REPORTS	<u> </u> DISCUSSION ITEMS
<u> </u> OLD BUSINESS	<u> </u> EXEC. SESSION
<u> </u> ORDER 20- <u> </u>	<u> X </u> PACKAGE
<u> X </u> RESOLUTION 20- <u> </u>	<u> </u> ADDITION
<u> </u> ORDINANCE 20- <u> </u>	

TO BE TITLED: Resolved that the Town Council Execute a letter to the United States Department of Agriculture (USDA) requesting that the Town's Sewer Loan yearly requirement of \$85,000 to be budgeted for placement in the Sludge Reserve be discontinued as the Town has accumulated sufficient funding for future sludge removal and further, that the Town be able to utilize all funding over \$600,000 in the reserve for debt and capital payments for sewer system infrastructure improvements.

DESCRIPTION:

After a number of phone calls and a discussion with busy federal employees, it is recommended that we send a formal letter of request to the United States Department of Agriculture (USDA) Rural Development Division to discontinue or suspend our requirement to put \$85,000 in a reserve each year to build a fund for future sludge removal. Back when this project was developed with the three engineering reports, it was estimated that the sludge in the Lagoons that had accumulated since the 1970's would cost in excess of \$1 million dollars. Instead, when we had the Lagoons dredged, we found that the cost was a fraction of this. At that time, we were told that we could come back to apply for that requirement to be suspended once we had sufficient funding to protect the community and its residents in the future. The reason for this requirement was to ensure that the Town did not find itself in the same situation that it did in the early 2000's with no funds put aside for sludge removal after 30 years of accumulated sludge. That is not the case now as we have more than sufficient funding available for the next sludge removal project many years in the future.

The current Sludge Removal Reserve has \$817,493.35 as of 07/31/2020.

I will draft a letter to the USDA requesting that this requirement be suspended or the agreement amended if necessary to exclude this funding requirement. The purpose of the requirement has been met. Further, we will ask permission to utilize all funds in the account over \$600,000 for other sewer infrastructure needs such as debt service for a loan or for a sewer enhancement project.

SUBMITTED BY: _____

DATE: _____

AGENDA-5626

(KR)

08/26/2020

TOWN COUNCIL MEETING OF 09/01/2020:

 PUBLIC HEARINGS

 X NEW BUSINESS

 REPORTS

 DISCUSSION ITEMS

 OLD BUSINESS

 EXEC. SESSION

 ORDER 20-

 X PACKAGE

 X RESOLUTION 20-

 ADDITION

 ORDINANCE 20-

TO BE TITLED: Resolved that the Town Council Approve the Request for Proposals for the Manhole Rim Adjustment Project on Detroit Avenue and authorize the Town Manager and Public Works Foreman to seek bids for same and accept a proposal for the Town within available funding.

DESCRIPTION:

This agenda item is to provide the opportunity to hire a contractor to complete the manhole cover riser project on Detroit Avenue that has been holding up the paving of the overlay or surface coat. Public Works has this work on their list, however, has been unable to get to it. These are manholes that are part of the Sewer System and manholes that are part of the Stormwater Drain System (old discontinued Sewer System).

The Public Works Foreman reports that there are 11 manhole covers in all that need to be raised 1-1/2" above existing road level shim coat to allow for final 1-1/2" surface paving. Please see the attached list. I contacted Olver Associates with this information and the firm provided their standard documents for our use in bidding out the project. The only item that I see that needs to be revised are any references to plans as we are not using any as this is a relatively small project.

We are requesting to have the authority to choose the lowest responsive and responsible bidder that fits within available funds. The Town would plan to utilize available Capital Improvement Loan funds.

SUBMITTED BY: _____

DATE: _____

AGENDA-5625

(KR)

08/26/2020

Company Name:	Town of Pittsfield, 112 Somerset Ave., Pittsfield, Maine 04967				
Project Name:	Detroit Street Paving Project				
Manhole Location	Number	Cover Size	Est. Rise Needed	Quote (\$)	Lead Time
Detroit Street	MH#12	1"h x 25"dia.	2-1/2"		
Detroit Street	MH#11	1"h x 24"dia.	3-1/2"		
Detroit Street	MH#10	1"h x 25"dia.	4-1/2"		
Detroit Street	MH#9	1"h x 24"dia.	5"		
Detroit Street	MH#8	1"h x 25"dia.	4-1/2"		
Detroit Street	MH#7	1"h x 24"dia.	4-1/2"		
Detroit Street	MH#6	1-1/4"h x 25"dia.	5"		
Detroit Street	MH#5	1-1/4"h x 25"dia.	5"		
Detroit Street	MH#4	1"h x 25"dia.	3-1/2"		
Detroit Street	MH#3	1"h x 25"dia.	3"		
Detroit Street	MH#2	1"h x 24"dia.	2"		

DETROIT AVENUE
MANHOLE RIM ADJUSTMENT PROJECT
TOWN OF PITTSFIELD, MAINE

REQUEST FOR FIRM PRICE BID

The undersigned agrees that they will provide all work, labor, materials, equipment and incidentals for the manhole rim adjustments required on Detroit Avenue for the Town of Pittsfield, Maine for the unit prices indicated below:

- | | |
|--|------------|
| 1. Mobilization at \$_____ /LS | = \$ _____ |
| 2. Traffic control at \$_____ /LS | = \$ _____ |
| 3. 4 VF* MH riser section at \$_____ /VF | = \$ _____ |
| 4. 11 EA Frame & cover installation at \$_____ /EA | = \$ _____ |

Total firm price bid \$ _____

* Note that the stated unit quantity for the MH riser section item is approximate and may vary in the field. These quantities are listed for bid comparison only. Payment will be made for only actual units of work conducted as measured in the field.

There are 11 manhole covers that need to be raised 1-1/2" above existing road level shim coat to allow for final 1-1/2" surface paving.

Indicate any exceptions and provide additional sheet as required: _____

Date: _____

Signed: _____

Name: _____

Title: _____

Representing: _____

Address: _____

Telephone: _____

Fax: _____

SECTION 01026

MEASUREMENT AND PAYMENT

SECTION 01026 - MEASUREMENT AND PAYMENT

PART 1 - GENERAL

1.01 DESCRIPTION

- A. Scope: This section describes the measurement and payment for the work to be completed under each bid item in the Price Bid. The descriptions may not reference all of the associated Work. Work specified, but not specifically designated as a bid item, is considered incidental to all bid items.
- B. Payment procedures are described in the Agreement and related documents.
- C. Work Covered: The total price for the Contract shall cover all work shown on the Contract Drawings and required by the Specifications and other Contract Documents. All costs in connection with the Work, including furnishing all materials, equipment, supplies and appurtenances; providing all construction, and tools; and performing all necessary labor and supervision to fully complete the Work, shall be included in the lump sum price bid or the unit prices specified on the bid sheets. No item that is required for the proper and successful completion of the Work will be paid for outside of, or in addition to, the prices submitted in the Price Bid. All Work not specifically identified within this section shall be considered incidental to the project and a subsidiary obligation of the Contractor and all costs in connection therewith shall be included in the prices.

PART 2 - PRODUCTS (not applicable)

01026-1

Detroit Avenue Manhole Adjustment Project
Town of Pittsfield, Maine

PART 3 - EXECUTION

3.01 MEASUREMENT

- A. Notify Owner when necessary measurements must be taken. Do not proceed until measurements have been taken.

3.02 SCHEDULE OF PAYMENT ITEMS

A. Item 1 - Mobilization:

1. Payment: Lump sum price as stated in the Proposal.
2. Measurement: Measured as one complete unit.
3. Includes: Mobilization required to bring project materials and equipment to project site and remove equipment and materials after completion of the work.
4. Schedule of Payment: 100% upon acceptance and completion.

B. Item 2 - Traffic Control:

1. Payment: Lump sum price as stated in the Proposal.
2. Measurement: Paid in proportion to percentage of work completed at time of requisition.
3. Includes: All costs associated with traffic control including labor, flaggers, equipment, signage, and incidentals.
4. Schedule of Payment: 100% upon completion.
5. Payment Limitation: No payment shall be made for any period during which Contractor does not provide adequate traffic control after being notified in writing by Owner that traffic control is inadequate. Prorated deductions from the traffic control payment item may be withheld and retained by Owner in the event that

01026-2

Detroit Avenue Manhole Adjustment Project
Town of Pittsfield, Maine

adequate traffic control is not provided and Owner reserves the right to retain private traffic control using retained funds or to back charge contractor for private traffic control if retained funds are insufficient. If Owner's cost to provide traffic control exceeds Contractor's payment item value, Owner reserves the right to deduct excess traffic control cost from balance of contract value.

C. Item 3 – 4 VF* MH Riser Section:

1. Payment: Unit price per vertical foot as stated in the Proposal.
2. Measurement: As measured internally along the inside face of the new precast concrete riser/grade ring section from the top of the existing manhole and to the bottom of the frame and cover.
3. Includes: Excavation, removal of existing riser section and disposal of materials, preparation of existing structure for installation of new riser section, precast concrete grade rings, mortar materials and sealant, installation of precast concrete grade rings, protection of precast concrete grade ring during masonry curing, aggregate gravel base backfill and compaction, equipment, labor, miscellaneous materials, etc.
4. Schedule of Payment: Installation - 100%.
5. Measurements: Shall be to the nearest 0.10 FT.
6. *Note: The stated unit quantity for the MH riser section bid item is approximate and may vary in the field.

01026-3

Detroit Avenue Manhole Adjustment Project
Town of Pittsfield, Maine

D. Item 4 - 11 EA Frame & Cover Installation:

1. Payment: Unit price per each frame & cover installed as stated in the Proposal.
2. Measurement: Per unit completed.
3. Includes: Saw cutting and removal of existing pavement, excavation, removal of existing manhole frame and cover and preparation for reuse, mortar materials and sealant, installation of frame and cover, protection of frame and cover during masonry curing, aggregate gravel base backfill and compaction, pavement restoration, equipment, labor, miscellaneous materials, etc.
4. Schedule of Payment: 100% upon completion.

*** END OF SECTION ***

01026-4

Detroit Avenue Manhole Adjustment Project
Town of Pittsfield, Maine

SECTION 02717

MANHOLE RIM ADJUSTMENT

SECTION 02717 – MANHOLE RIM ADJUSTMENT

PART ONE – GENERAL

1.01 SUMMARY OF WORK

- A. This specification defines the Work required to adjust and or repair existing manhole rims to-grade including, but not limited to:
1. Removal and replacement of pavement surfaces as required to complete the work.
 2. Removal and replacement of existing roadway aggregate base as required to complete the work.
 3. Removal and adjustment to new grades of manhole frames and covers.
 4. Earthwork as required to locate existing manhole covers and to repair excavated areas adjacent to manhole.
 5. Traffic control as required to perform work.

1.02 SUBMITTALS

- A. Earthwork Test Reports: Submit the following:
1. Grain size analysis of each soil material proposed for incorporation into work.
 2. One optimum moisture-maximum density curve for each soil material incorporated into work or at other frequency as determined by Owner.
- B. Submit shop drawings for precast structures. Show components to be used.
- C. Field confirm finished grade elevation prior to ordering precast concrete structures.
- D. Pavement Mix Designs: Provide design of each grade of pavement to be used.
- E. Pavement Material Certificates: Provide certificates signed by manufacturers certifying that each material complies with requirements.

1.03 QUALITY ASSURANCE

- A. Provide precast structures and risers capable of supporting AASHTO H-20 loading.
- B. All precast concrete shall comply with ASTM C913 “Standard Specification for Precast Concrete Water and Wastewater Structures”.
- C. Pavement Manufacturer Qualifications: Engage a pavement firm experienced in manufacturing hot mix asphalt similar to that indicated for this project and with a record of success in service performance.
- D. Pavement and Earthwork Standards: Current version of 'Standard Specifications Highways and Bridges', Maine Department of Transportation, and 'Special Provision, Hot Mix Asphalt Pavement' by MDOT and subsequent revisions.
- E. Earthwork Testing and Inspection Service: Owner may employ a qualified independent geotechnical engineering testing agency to verify that soils comply with specified requirements and to perform required field and laboratory testing.

PART TWO – PRODUCTS

2.01 MANHOLE FRAMES AND COVERS

- A. Reuse existing manhole frames and covers.

2.02 RISER RINGS TO GRADE

- A. Provide reinforced riser rings to grade.
- B. Use number of rings required to achieve grade elevation.
- C. Seal all joints with bitumastic sealant.
- D. Ring inside diameter shall be 24”.

2.03 AGGREGATE GRAVEL BASE: Shall be screened or crushed gravel of hard durable particles free from organic material. Sieve analysis by weight:

<u>Sieve Size</u>	<u>% Passing by Weight</u>
3"	100
1/2"	35 - 75
1/4"	25 - 60
No. 40	0 - 25
No. 200	0 - 5

2.04 HOT BITUMINOUS PAVEMENT MIXES

A. Provide materials meeting MDOT Specification 401 and 403 as follows:

1. Binder (Base) Course: MDOT Type 19 mm.
2. Surface Course: MDOT Type 12.5 mm.

B. Aggregates for hot mix pavement shall conform with MDOT Special Provisions as follows:

Grading

Percent By Weight Passing - Combined Aggregate

<u>Sieve Size</u>	<u>Type 19 mm</u>	<u>Type 12.5 mm</u>
37.5 mm (1 1/2")		
25 mm (1")	100	
19 mm (3/4")	90-100	100
12.5 mm (1/2")	-90	90-100
9.5 mm (3/8")	-	-90
4.75 mm (No. 4)	-	-
2.36 mm (No. 8)	23-49	28-58
1.18 mm (No. 16)	-	-
0.60 mm (No. 30)	-	-
0.30 mm (No. 50)	-	-
0.075 mm (No. 200)	2-8	2-10

2.05 SIGNS, BARRICADES, AND WARNING DEVICES

A. General: Comply with requirements in "Manual on Uniform Traffic Control Devices" published by Dept. of Transportation, Federal Highway Administration and requirements of Maine Dept. of Transportation. No

hand painted plywood, cardboard, paper or non-MDOT standard signs shall be allowed.

2.06 MORTAR MATERIALS

- A. For mortar mix: Conform to requirements of ASTM C 270, Type S using Portland cement.
- B. Portland Cement: Natural color ASTM C 150, Type I, except Type III may be used for cold weather construction.
- C. Hydrated Lime: ASTM C270, Type S.
- D. Aggregate for Mortar: ASTM C 144, except for joints less than 1/4" use aggregate graded with 100% passing the No. 16 sieve.
- E. Aggregate for Grout: ASTM C 404.
- F. Water: Clean potable.
- G. Cold Weather Admixture: Non-chloride, noncorrosive accelerating admixture complying with ASTM C 494 Type C.
- H. Premixed mortars shall be as recommended by premix manufacturer and approved by Owner.

PART 3 – EXECUTION

3.01 PREPARATION

- A. Field locate existing manhole covers using metal detectors and test pits where buried.
- B. Clearly mark all manhole locations to be adjusted using fluorescent marking paint.

3.02 TRAFFIC CONTROL

A. MAINTENANCE OF TRAFFIC

1. Town Roads: Maintain at least one-way traffic through the Work area during working hours and two-way traffic during the night and on weekends and holidays.
2. State Highways: Two-way traffic must be maintained at all times unless other specific agreement is made by Contractor with MDOT in writing.

B. SIGNS, BARRICADES, AND WARNING DEVICES

1. Provide adequate warning signs, barricades, signal lights, and take other necessary precautions for the safety of the public.
2. Provide and illuminate suitable warning signs to show where construction, barricades, or detours exist.
3. Signal lights: Illuminate at all barricades and obstructions from sunset to sunrise.
4. Maintain necessary signs, and signs required by the MDOT, barricades, lights, and other safety precautions during authorized suspension of the Work, weekends, holidays, or other times when construction Work is not in progress.

C. FLAGGERS

1. At least one traffic control person shall be located at each of the construction locations or work areas where two-way traffic shall be maintained. If only one flagger is used, flagger must be clearly visible from both ends of construction site and at a location no more than 100 LF from stop lines of traffic from both directions.
2. A minimum of two traffic control personnel shall be provided at each construction location or work area where only one lane of traffic will be maintained or where a single flagger cannot be seen from both directions of stopped traffic flow or where a single flagger would be 100 feet or more away from traffic stop line in either direction.

3. The traffic control personnel shall be in radio communication with each other at all times.
4. Safety items including fluorescent vests, MDOT approved hand held signs, and fluorescent batons shall be used by flaggers.

3.03 SITE CLEARING

- A. Remove existing pavements, walks, and curbs to the minimum extent possible to perform the work.
- B. Saw-cut paved surfaces before removal. Use a saw which will cut a neat, and straight joint line.
- C. Remove manhole frames, covers, and risers as required to complete the work or as directed by the Owner.
- D. Excavate adjacent roadway base as required to perform Work.

3.04 INSTALLATION OF PRECAST STRUCTURES

- A. Place riser and top sections in the appropriate height combinations.
- B. Follow manufacturer's instructions for sealing joints between frame and riser rings. Provide two rings of 1-inch diameter butyl rubber sealant.
- C. Point joints inside and out with butyl caulk.
- D. Set frames and covers to 3/8" below final pavement grade in paved areas. Set 2" below finish grade in unpaved roads.
- E. Provide adequate temporary covers to prevent accidental entry until final placement of frame and cover is made.
- F. Provide downward force to frame so as to compress the joint and provide a watertight seal and prevent future settlement.

3.05 BACKFILL AND FILL

- A. Place acceptable soil material in layers to required elevations as needed to complete the work.

- B. Fill, backfill, and compact to produce minimum subsequent settlement of the material and provide adequate support for the surface treatment or structure to be placed on the material.
- C. Place material in approximately horizontal layers beginning at lowest area to be filled. Do not impair drainage.
- D. Place backfill and fill materials in layers not more than 12" in loose depth for material compacted by heavy compaction equipment, and not more than 6" in loose depth for material compacted by hand-operated tampers. Do not place backfill or fill material on surfaces that are muddy, frozen, or contain frost or ice.
- E. Place backfill and fill materials evenly adjacent to structures, to required elevations. Prevent wedging action of backfill against structures by carrying material uniformly around structure to approximately same elevation in each lift.

3.06 MOISTURE CONTROL

- A. Uniformly moisten or aerate subgrade and each subsequent fill or backfill layer before compaction to within two percent of optimum moisture content.
- B. Do not place backfill or fill material on surfaces that are muddy, frozen, or contain frost or ice.
- C. Remove and replace, or scarify and air-dry satisfactory soil material that is too wet to compact to specified density.
- D. Stockpile or spread and dry removed wet satisfactory soil material.

3.07 COMPACTION

- A. Place backfill and fill materials evenly on all sides of structures to required elevations. Place backfill and fill uniformly along the full length of each structure.

B. Compact to the following minimum densities:

<u>FILL AND BACKFILL LOCATION</u>	<u>DENSITY</u>
Top 2 feet under pavement	95%
Below top 2 feet under pavement	92%
Trenches through unpaved areas	90%
Around street manholes and wet wells	92%

Maximum density: ASTM D1557, modified.

Field density tests: ASTM D2922 (nuclear methods).

C. Determine actual in-place densities using field tests as directed by the Owner. Tests will be made by an independent laboratory. Costs for initial tests will be paid by Owner or by testing allowance bid item. Subsequent retests will be paid by Contractor.

D. When field in-place density tests are performed using nuclear methods, make calibration checks of both density and moisture gauges at beginning of work, on each different type of material encountered, and at intervals as directed by the Owner.

3.08 HOT BITUMINOUS PAVEMENT

A. Conditioning of Existing Surface:

1. The surface upon which bituminous mixture is to be placed shall be thoroughly cleaned of all debris and objectionable material as determined by Owner. When the surface of the existing base or pavement is irregular or specified grade, it shall be brought to uniform grade and cross section as directed or as specified.
2. Base course shall be shaped to a tolerance above or below the required cross sectional shape of 3/8 inch.
3. Do not place pavement if base or existing pavement layers are wet, excessively damp, or frozen.
4. Place binder and surface courses to the depth and elevations to match existing and as required to complete the work or as directed by Owner.

02717-8

B. Spreading and Finishing:

1. The mixture shall be laid upon an approved surface, spread and struck off to the grade and elevation established.

C. Compaction: Immediately after the bituminous mixture has been spread, struck off and surface irregularities adjusted, it shall be thoroughly and uniformly compacted.

1. The surface shall be compacted when the mixture is in the proper condition and when the compaction does not cause undue displacement, cracking, or shoving. To prevent adhesion of the mixture to the compactors, the contact surfaces shall be kept moistened with water or water mixed with small quantities of detergent, or other approved method. Oil will not be permitted.

3.09 SITE CLEANUP

- A. Remove excess excavated material not wanted by the Owner and dispose of it off Owner's property.
- B. Grade material to the satisfaction of the Owner of the property on which the material is deposited. Keep roads free of debris. Use suitable watertight vehicles for hauling wet materials over roads and streets.
- C. Clean up materials dropped from or spread by vehicles promptly or when directed by the Owner.
- D. Dispose of materials in accordance with all applicable regulations.

END OF SECTION

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SECTION 01026

MEASUREMENT AND PAYMENT

SECTION 01026 - MEASUREMENT AND PAYMENT

PART 1 - GENERAL

1.01 DESCRIPTION

- A. Scope: This section describes the measurement and payment for the work to be completed under each bid item in the Price Bid. The descriptions may not reference all of the associated Work. Work specified, but not specifically designated as a bid item, is considered incidental to all bid items.
- B. Payment procedures are described in the Agreement and related documents.
- C. Work Covered: The total price for the Contract shall cover all work shown on the Contract Drawings and required by the Specifications and other Contract Documents. All costs in connection with the Work, including furnishing all materials, equipment, supplies and appurtenances; providing all construction, and tools; and performing all necessary labor and supervision to fully complete the Work, shall be included in the lump sum price bid or the unit prices specified on the bid sheets. No item that is required for the proper and successful completion of the Work will be paid for outside of, or in addition to, the prices submitted in the Price Bid. All Work not specifically identified within this section shall be considered incidental to the project and a subsidiary obligation of the Contractor and all costs in connection therewith shall be included in the prices.

PART 2 - PRODUCTS (not applicable)

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Town of Pittsfield, Maine

PART 3 - EXECUTION

3.01 MEASUREMENT

- A. Notify Owner when necessary measurements must be taken. Do not proceed until measurements have been taken.

3.02 SCHEDULE OF PAYMENT ITEMS

A. Item 1 - Mobilization:

1. Payment: Lump sum price as stated in the Proposal.
2. Measurement: Measured as one complete unit.
3. Includes: Mobilization required to bring project materials and equipment to project site and remove equipment and materials after completion of the work.
4. Schedule of Payment: 100% upon acceptance and completion.

B. Item 2 - Traffic Control:

1. Payment: Lump sum price as stated in the Proposal.
2. Measurement: Paid in proportion to percentage of work completed at time of requisition.
3. Includes: All costs associated with traffic control including labor, flaggers, equipment, signage, and incidentals.
4. Schedule of Payment: 100% upon completion.
5. Payment Limitation: No payment shall be made for any period during which Contractor does not provide adequate traffic control after being notified in writing by Owner that traffic control is inadequate. Prorated deductions from the traffic control payment item may be withheld and retained by Owner in the event that

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Detroit Avenue Manhole Adjustment Project
Town of Pittsfield, Maine

adequate traffic control is not provided and Owner reserves the right to retain private traffic control using retained funds or to back charge contractor for private traffic control if retained funds are insufficient. If Owner's cost to provide traffic control exceeds Contractor's payment item value, Owner reserves the right to deduct excess traffic control cost from balance of contract value.

C. Item 3 – 4 VF* MH Riser Section:

1. Payment: Unit price per vertical foot as stated in the Proposal.
2. Measurement: As measured internally along the inside face of the new precast concrete riser/grade ring section from the top of the existing manhole and to the bottom of the frame and cover.
3. Includes: Excavation, removal of existing riser section and disposal of materials, preparation of existing structure for installation of new riser section, precast concrete grade rings, mortar materials and sealant, installation of precast concrete grade rings, protection of precast concrete grade ring during masonry curing, aggregate gravel base backfill and compaction, equipment, labor, miscellaneous materials, etc.
4. Schedule of Payment: Installation - 100%.
5. Measurements: Shall be to the nearest 0.10 FT.
6. *Note: The stated unit quantity for the MH riser section bid item is approximate and may vary in the field.

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Detroit Avenue Manhole Adjustment Project
Town of Pittsfield, Maine

D. Item 4 - 11 EA Frame & Cover Installation:

1. Payment: Unit price per each frame & cover installed as stated in the Proposal.
2. Measurement: Per unit completed.
3. Includes: Saw cutting and removal of existing pavement, excavation, removal of existing manhole frame and cover and preparation for reuse, mortar materials and sealant, installation of frame and cover, protection of frame and cover during masonry curing, aggregate gravel base backfill and compaction, pavement restoration, equipment, labor, miscellaneous materials, etc.
4. Schedule of Payment: 100% upon completion.

*** END OF SECTION ***

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Detroit Avenue Manhole Adjustment Project
Town of Pittsfield, Maine

**TOWN OF PITTSFIELD, MAINE
DETROIT AVENUE
MANHOLE RIM ADJUSTMENT PROJECT
CONSTRUCTION AGREEMENT**

THIS AGREEMENT, made this ___ day of _____, 2020 by and between the Town of Pittsfield, Maine, hereinafter called "OWNER" and _____ of _____, Maine hereinafter called "CONTRACTOR".

WITNESSETH: That for, and in consideration of, the payments and agreements hereinafter mentioned:

- 1) The CONTRACTOR will commence and complete all manhole rim adjustments for the proposed Detroit Avenue Manhole Rim Adjustment project, hereinafter "PROJECT". The proposed work shall include, but is not limited to, the following:
 - Mobilization.
 - Traffic control.
 - Saw cutting and removal of existing roadway pavement.
 - Removal of existing and installation of new manhole riser sections.
 - Removal of existing and reinstallation of manhole frame and cover on newly constructed riser section.
 - Backfill and compaction.
 - Pavement restoration.
 - One (1) year warranty for all precast components and masonry work to be free of defects in workmanship or materials.
- 2) The CONTRACTOR will furnish all of the materials, supplies, tools, equipment, labor, and other services necessary for the manhole rim adjustment work and completion of the PROJECT described herein.

- 3) The CONTRACTOR agrees to perform all of the work described in the CONTRACT DOCUMENTS and comply with the terms therein for the sum of (IN FIGURES): \$ _____
(IN WORDS) _____
-
- 4) The term "CONTRACT DOCUMENTS" means and includes the following:
- Request for Firm Price Bid
 - This Agreement
 - Specification Section 01026 – Measurement and Payment
 - Specification Section 02717 – Manhole Rim Adjustment
 - All other documents and correspondence executed as part of this project.
- 5) The OWNER will pay the CONTRACTOR progress payments based on work completed at time of requisition and final payment after completion of the project and final inspection.
- 6) The CONTRACTOR shall carry, in full force, for the duration of the project, and shall provide the OWNER with proof of, liability insurance, workers compensation insurance, automobile insurance, and builders risk insurance with statutory limits for workers compensation and levels of other coverages as is customary and appropriate.
- 9) To the fullest extent permitted by law, the CONTRACTOR shall indemnify and hold harmless OWNER from and against any and all costs, losses, claims, and damages caused solely by the negligent acts and omissions of the CONTRACTOR for services provided under this Agreement.
- 10) This Agreement shall be binding upon all parties hereto and their respective heirs, executors, administrators, successors, and assigns.

IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized official, this Agreement in triplicate each of which shall be deemed an original on the date first above written.

OWNER: Town of Pittsfield, Maine

By: _____

Name: Kathryn Ruth

Title: Town Manager

Date: _____

CONTRACTOR: _____

By: _____

Name: _____

Title: _____

Date: _____

**Town of Pittsfield
112 Somerset Avenue
Pittsfield, ME 04967**

September 01, 2020

Engineering Cost Estimates for Capital Improvement Planning and Project Completion

REQUEST FOR QUOTATIONS

The Town of Pittsfield, Maine is seeking proposals for detailed cost estimates for multiple road projects to include water, sewer, stormwater drainage and sidewalks as applicable.

SPECIAL NOTICE TO VENDORS

1. To receive consideration, an original copy of the quotation page of the inquiry with the quotations filled in must be signed and returned within the stated period, by U.S. Mail, postage prepaid, by a parcel delivery service, or by hand delivery. Quotations will NOT be accepted by facsimile (FAX) transmission.
2. Quotations must be submitted in a sealed envelope plainly marked on the outside, **“Engineering Cost Estimates for Capital Improvement Planning and Project Completion”** and shall be addressed to Town of Pittsfield, 112 Somerset Avenue, Pittsfield, Maine 04967.
3. All quotations shall be received by 11:00 A.M. on Wednesday, September 16, 2020 at which time they will be opened publicly by the Town Manager or her designee. Vendors or their representatives are invited to be present at the opening.
4. The successful bidder will be responsible for compliance with all applicable Federal, State and local laws and codes.
5. The Town of Pittsfield reserves the right to reject any or all quotations, to waive any technicality or formality in the quotations, and to accept any quotation which it may deem to be in the best interest of the Town.

SPECIFICATIONS

The Engineer is required to submit the Town’s Quotation sheet with the bid.

The Engineer is responsible to review the areas of the proposed work to determine an appropriate bid.

Quotations must include a certificate of insurance providing proof that he/she/it is adequately covered by public liability/general liability insurance (\$400,000 minimum), automobile liability insurance (\$400,000 minimum), workers’ compensation insurance as required by the State of Maine law and Professional Liability Insurance in the amount of One Million Dollars (\$1,000,000) for this project.

The successful bidder will be required to provide a certificate of insurance in compliance with the specifications listing the Town as additional insured prior to signing a contract.

The successful bidder will be required to sign the Town's General Services Contract in order to proceed with the project.

SCOPE OF WORK:

The Engineer shall provide engineering services necessary to determine full cost estimates for the following projects in 2021 dollars.

Roadway	Length & Width	Anticipated Work
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

The Town anticipates choosing one (1) project from design through construction to project completion if a grant award or other funding takes place. The work shall be completed in Phases. Phase I consists of Public Participation and Design Work, which shall be authorized and paid for by the Town. Phase II and Phase III consist of Bidding, Construction and Project Administration through completion, which shall only be authorized after a successful grant application or other funding such as a loan or bond is issued. Therefore, Phase II and III are contingent upon obtaining funding for the project.

Engineering services will include, but not be limited to the following:

- 1) Preliminary and Final Design: The Design shall be consistent with MaineDOT construction requirements and specifications. The Engineer shall coordinate with the necessary utilities. The Engineer shall provide 5 sets of stamped final plans for the Town's use.
- 2) Public Participation: The Engineer shall conduct at least two public participation meetings. One public meeting with notice to abutters will kick-off the project, obtain public concerns and comments on how the project should proceed and discuss schedule, if funded. The second public meeting will be held after completion of the preliminary design to obtain feedback about possible impacts and any required mitigation measures. The Engineer shall provide project plans for such meetings.

The Town shall compile the names and addresses of abutters and provide notification to abutters of the public meetings.

- 3) Environmental Permitting and Documentation, and Other Permits: The Engineer will prepare and submit all necessary permit applications.
- 4) Preparation and Printing of Complete Bid Documents for the project: Bid documents shall include all necessary components for contractors to bid including technical specifications; contract documents and plans. Engineer shall be responsible to provide bid documents to the Construction Industry through the Dodge Reports, Associated General Contractors of Maine, and the Construction Summary of Maine, Inc.

Engineer shall provide the Town with a legal ad meeting State requirements.

The Town shall assume the cost to have the legal ad published and the Town shall hold the bid opening, including the tabulation.

- 5) Evaluation of bids and recommendation for award of contract.
- 6) Construction Administration and Inspection Services, including shop drawing and submittal reviews and approvals, if necessary.
- 7) Preparation and submittal of as-built drawings and electronic files.
- 8) Attend all necessary coordination meeting/s with the State of Maine and Town staff.
- 10) Provide certification that the project as constructed meets the requirements of the funders.

PROPOSAL SUBMISSION REQUIREMENTS

The proposal shall include the following information:

- **Company Profile:** A brief description of firm size, qualifications and services.
- **Project Team:** Names of project manager and relevant team members that will be assigned to this project along with their capabilities and experience with similar projects.
- **Project Approach:** Outline of scope of work and approach that will meet the requirements of the MaineDOT construction requirements and specifications.
- **Project Administration:** State engineers' experience with Federal and State requirements, and approach to meeting those requirements.
- **Workload Capacity:** Discuss the firm's workload and capacity to perform the work on a proactive schedule. The Town desires that the Consultant have sufficient resources to complete **the cost estimates by Friday, October 16, 2020**. For the chosen project, the engineering, public sessions and bid documents will need to be completed by **May 31, 2021**.
- **References:** Names, addresses, and telephone numbers of representatives of current or recent clients familiar with the work of the firm and project team. Five (5) are recommended. Include a contact person and telephone number for each reference.
- **Cost Proposal:** Complete the Town's quotation sheet
- **Additional Data:** Provide any additional data you consider essential to the submittal.

Town of Pittsfield
Engineering Cost Estimates for Capital Improvement Planning and Project Completion

QUOTATION

Total Price to Not Exceed for each Phase:

COST ESTIMATES FOR CAPITAL IMPROVEMENT PLANNING \$ _____

PHASE I OF PROJECT: \$ _____
 Preliminary and Final Design
 Public Participation Meetings

PHASE II OF PROJECT: \$ _____
 Environmental Permitting and Documentation, and Other Permits
 Complete Bid Documents for Contractors to Bid Project
 Evaluation of Bids and Recommendation

PHASE III OF PROJECT: \$ _____
 Construction Administration
 Inspections
 As built Plans and electronic files
 Coordination Meeting/s
 Certification of Project

NAME AND ADDRESS OF FIRM:

NAME OF AUTHORIZED PERSON: _____

SIGNATURE: _____

PHONE: _____

FAX: _____

E-MAIL ADDRESS: _____

Should you have any questions regarding this quotation, please contact Kathryn Ruth, Town Manager at 487-3136. Steven Vance, Public Works Foreman, can be reached at 487-6942 for tours of the project areas.

TOWN COUNCIL MEETING OF 09/01/2020:

 PUBLIC HEARINGS

 X NEW BUSINESS

 REPORTS

 DISCUSSION ITEMS

 OLD BUSINESS

 EXEC. SESSION

 ORDER 20-

 X PACKAGE

 X RESOLUTION 20-

 ADDITION

 ORDINANCE 20-

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

DESCRIPTION: See attached

SUBMITTED BY: NN

DATE: 08/26/2020

AGENDA-

**TOWN OF PITTSFIELD
2020 BOARDS/COMMITTEES**

COMMITTEE/BOARD	APPT	TELEPHONE Work Home	ADDRESS	TERM EXP
PLANNING BOARD (7 regular members at 4 yr terms, 2 Associates at 3 yr terms - 2nd Monday, 7:00 PM at TO)				
Cory Verrill (Assoc)		416-4509	219 Peltoma Avenue	123121