

Agenda
Board of Selectmen's Meeting
Town of Damariscotta, Maine
May 20, 2020; 5:30 PM

(Meeting to be held via electronic media. Contact mlutkus@damariscottame.com for link to participate)

- I. Call to Order**
- II. Minutes**
 - 1. April 15 and May 6 Meetings
- III. Financial Reports** (to be emailed to Board members)
 - 1. Payroll Warrant
 - 2. Accounts Payable Warrant
- IV. Presentations**
- V. Citizen Comments and General Correspondence**
 - 1. Downtown Restaurants' Ideas on Reopening Plans -Susan Murphy
- VI. Town Manager Items**
 - 1. Review of Covid-19 Related Matters:
 - i. Governor's Order
 - ii. Town Office Reopening Plan
 - iii. Other
 - 2. Waterfront Improvement Project Update
 - 3. Bristol Road Sidewalk Project Update
 - 4. LED Street Light Conversion/Municipal Ownership Update
- VII. Official Action Items**
 - 1. Bid Administrative Services Contract- Vine Street
 - 2. Contract with George Parker for EDA Grant-related Services
 - 3. Extension of Foreclosure Dates
- VIII. Selectmen's Discussion Items**
- IX. Adjournment**

Board of Assessors' Meeting to Follow Board of Selectmen's Meeting

TOWN MANAGER'S NOTES
BOARD OF SELECTMEN'S MEETING
May 20, 2020

Citizen Communications: At your May 6 meeting, the Board discussed possible ways in which the Town could support the reopening of businesses that have had to suspend business activity or operate on a limited basis as a result of the pandemic. Robin and I have had the opportunity to talk with some of the businesses about the possible role that the Town could have in assisting with the reopenings. Ideas include closing off Main Street parking spaces to provide for on-street vending and additional pedestrian social-distancing on weekends in June, providing porta-potties downtown and obtaining electronic signage on Route 1 to help market the outdoor-focused activity.

Several businesses will be on the Board Meeting/Zoom call on Wednesday evening to share their ideas. Susan Murphy, the owner of Cupacity, will be making a short presentation.

Town Manager Items: I will have verbal reports on all of the items listed.

Official Action Items:

1. **Bid Administrative Service Contract – Vine Street-** In the FY 2020 and recommended FY 2021 capital reserve budgets, the Town has set aside funds to address a perennial drainage issue in an area that borders the properties adjacent to both Vine and Church Streets. Of the total estimated project cost of \$69,000, \$50,000 was allocated for FY 2020 while \$19,000 is being recommended for FY2021. My understanding is that these drainage improvements were originally planned when the Church Street sidewalk was reconstructed over a decade ago, however the drainage portion of the project was postponed indefinitely due to a lack of funding. The Board previously awarded Gartley and Dorsky a contract to design the needed improvements. The engineer's design drawings are attached.

Given Gartley and Dorsky's familiarity with the project, I am asking the Board to approve an agreement with the firm to provide the necessary bid administration and construction oversight. I will forward the proposed agreement to the Board later today.

Recommended Action: Authorize the Town Manager to execute an agreement with Gartley and Dorsky for bid administration and construction management services for the Vine Street Drainage Project.

2. **Contract for Administrative Services Related to the Economic Development Administration (EDA) Grant-** I am requesting that the Board approve a contract with architect George Parker for services related to the administration of the \$3 million EDA grant that the Town was recently awarded. Given the myriad details that need to be reviewed, it is important that the Town have the services of a professional such as George to assist Bob Faunce and me in overall project management. As the Board is aware,

George's volunteer assistance on both the restroom project and the overall waterfront improvement project have been invaluable. Now that the Town has the financial wherewithal to proceed with a major capital improvement and given the amount of time and effort that will be required, it is very important that we be able to tap George's professional expertise.

These administrative expenses cannot be covered by the grant-funded project, that is, either the grant itself or the local match. However, we have available to us Town waterfront project-designated funds that were not committed to the local match.

I will have that agreement ready for the Board to review prior to Wednesday's meeting.

Recommended Action: Approve a with George Parker for technical services related to the administration of the Town's Economic Development Administration Waterfront Improvement Grant.

- 3. Extension on Foreclosures-** Town staff previously reviewed with the Board the pending foreclosures of three properties due to non-payments of taxes going back to 2018. The Board approved extensions for tax payments until June 1. Town Treasurer Cheryl Pinkham will be present at Wednesday's meeting to provide the Board with an update and provide a recommendation on further Board action.



May 18, 2020

Matthew Lutkus
Town of Damariscotta Manager
21 School Street
Damariscotta, Maine 04543
Via email: mlutkus@damariscottame.com

Vine Street Drainage: Bid Administration & Construction Oversight Proposal
Project 2018-787

Dear Matt:

Thank you for the opportunity to present this proposal for bid administration services and construction oversight associated with the proposed drainage improvements on Vine Street in Damariscotta, Maine. This proposal is based on our understanding of the project from surveying and civil engineering services previously provided.

PROJECT UNDERSTANDING

We understand the Town would like to secure a contractor to construct a new drainage swale and drainage pipe along the northerly edge of the properties shown as Lots 107, 108 and 109 on Tax Map 6 in order to alleviate the drainage problem on Vine Street. Our proposed services will include soliciting bids from local contractors to perform the previously designed improvements. The Town is responsible for obtaining easements/permission to work on the provide properties.

PROPOSED WORK SCOPE

Based on the understanding outlined above, we propose to perform following services:

BID ADMINISTRATION: \$2,000.00 - \$2,800.00

1. We will prepare plans, specifications, and a project manual that will be suitable for soliciting bids from multiple contractors.
2. We will submit a request for bid to multiple contractors preapproved by the Town.
3. We will prepare and provide a request for bid notice to the Town for them to place in the local newspaper, upon request.
4. Review bids and provide the Town with our recommendations.

CONSTRUCTION OVERSIGHT: \$3,000.00 - \$4,000.00

1. We will meet with the contractor and Town onsite prior to commencement of construction to review the project.
2. We will perform a weekly site inspection during the duration of construction. For budgeting purposes, we have included four (4) scheduled weekly inspections.
1. We will be available to the contractor and Town during construction to address any questions or issues that may arise.
2. We have included two (2) unscheduled inspections to address issues that arise during construction or random inspections prior to or following a few major storm events to review erosion control measures.

3. Following the completion of construction, we will meet with the Contractor and Town on site to perform a closeout inspection and verify the project is completed per design.
4. Additional site visits will be provided as needed at our hourly rate.

PROPOSED FEE

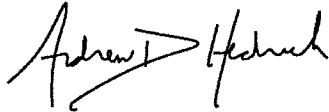
Our fee for the proposed professional services described above is \$5,000.00 - \$6,800.00, plus reimbursable expenses. For this project we anticipated reimbursable fees will be less than \$250. This includes all project management and project coordination as necessary to perform the tasks above. This proposal is limited to the services described above. If we encounter any change in the description of services, we will communicate the amendment to the work scope and associated fee prior to completion.

APPROVAL

If you agree with the proposed scope of work and associated fee for professional services, please sign your approval below and return this contract to our office.

Thank you for contacting us to provide a proposal for this work. If you have any questions, please feel free to contact me at (207) 236-4365.

Sincerely,
Gartley & Dorsky Engineering & Surveying, Inc.



Andrew D. Hedrich, P.E.
Senior Engineer

ACCEPTED BY:

_____ Date _____
Matt Lutkus, Town of Damariscotta Manager



PROFESSIONAL SERVICES FEE SCHEDULE
EFFECTIVE DATE 1/01/2020

<u>CATEGORY</u>	<u>HOURLY RATE</u>
Principal	\$125.00 - \$150.00
Senior Engineer	\$120.00 - \$130.00
Project Engineer	\$95.00 - \$110.00
Design Engineer, E.I.	\$75.00 - \$90.00
Engineer Technician	\$90.00 - \$110.00
CAD Technician	\$80.00 - \$100.00
Professional Surveyor/Project Surveyor	\$75.00 - \$110.00
Survey Technician	\$45.00 - \$70.00
Soils/Wetlands Scientist	\$70.00 - \$85.00
Office Manager	\$70.00 - \$75.00

<u>EQUIPMENT USED</u>	<u>CHARGE</u>
Leica Robotic Total Station	\$50 per hour
RTK GPS System	\$50 per hour
Trimble GEO XT	\$20 per hour
Distance Meter (Disto)	\$10 per hour
Vehicles	\$0.55 per mile

<u>MISCELLANEOUS – Materials Only</u>	<u>CHARGE</u>
Application Books: Small	\$5.00 each
Medium	\$10.00 each
Large	\$15.00 each
Monuments (5/8" rebar with plastic cap)	\$5.00 each
Prints: 8.5" x 11"	\$1.00 each
11" x 17"	\$2.00 each
18" x 24"	\$2.50 each
24" x 36"	\$3.00 each
Stakes, Hubs, Risers	\$1.50 each

Gartley & Dorsky Engineering & Surveying, Inc. reserves the right to assign personnel and equipment to the particular project, and to record billable time; which includes time from the office to the project and return.

REIMBURSABLE EXPENSES include mileage for vehicles, and other costs of transportation, shipping, mailing, rental of equipment, copying of plans, deeds, and other documents, use of outside consultants, miscellaneous supplies and materials, etc. Any overnight personnel requirement will require lodging and meals to be reimbursed.