

**MINUTES
TOWN COUNCIL MEETING
STANDISH, MAINE
TUESDAY, SEPTEMBER 10, 2019
STANDISH MUNICIPAL CENTER
7:00 PM**

CALL TO ORDER

The meeting was called to order by Chair Libby and the Pledge of Allegiance was recited.

ROLL CALL

Councilors present: Gaba, LeClerc, Libby, Nesbitt, Paul and Pomerleau.
Councilor Delcourt was excused.

MINUTES OF PREVIOUS MEETING (S)

Moved, seconded and voted to approve the minutes from the August 13th and 28th meetings. (Unanimous)

PETITIONS AND COMMUNICATIONS

- Notice was received from MSAD#6 Administration regarding the resignation of School Board Director Mark Nadeau
- PWD Letter Regarding Membership of the Town of Standish in Portland Water District
 - Mr. Giroux explained that this information was sent to the Town during the transition of Town Managers in the past year. He said that he would suggest that the Town Council forwards this matter on to the PWD Steering Committee to analyze the proposal and report their recommendations back to the Council.

Councilor Leclerc the Chair of the PWD Steering Committee noted that the committee will meet in soon regarding this matter.

Councilor Nesbitt agreed that this matter should be discussed.

REPORT OF THE TOWN MANAGER

- Bill Giroux introduced the Fire Chief who will describe the grant program that Standish and neighboring Towns have applied for.
 - Chief Caron explained annually there are Fire Fighter grant opportunities through FEMA. He said this year there were regional grants, we teamed up with Gorham and Buxton, our grant submission was for improved ventilation in the stations. He said that it appears that we are in line to receive three grants: \$236,000 for to radios, \$106,000 for hose upgrades and approximately \$106,000 for station ventilation.

Mr. Giroux thanked Chair Caron and staff for their work on this grant project.

PUBLIC HEARINGS

- There were no Public Hearings at this meeting.

COMMITTEE REPORTS

Councilor Leclerc - Recycling Committee – Recycling contamination numbers are down due to the removal of the satellite containers that were located around town.

Councilor Leclerc – Economic Development Committee – Continues to strive to provide a welcoming business environment. Their broad discussion included solar energy opportunities.

Councilor Gaba - Appointments Committee – No report.

Councilor Nesbitt – Finance Committee – Meets on the September 16 at 4 pm in the Watchic Lake Room.

Councilor Pomerleau – Public Safety Committee - The Committee is gearing up for the Safety Fair which will be held on October 12.

Councilor Pomerleau – Capital Improvements Committee - Met last week and have a number of agenda items this evening.

Councilor Paul – Personnel – No Report

Councilor Libby – Ordinance Committee – Will meet next week, they will be discussing Form Based Code.

CONSENT CALENDAR

- There are no Consent Calendar items at this meeting

UNFINISHED BUSINESS

90-19 Amendment to Standish Town Code, Chapter 188, Massage Establishments and Therapists, Repeal Public Hearing Requirements (First Reading) [Libby]

Moved seconded and voted to move this ordinance amendment to Public Hearing at the October 2019 Town Council meeting. (Unanimous)

NEW BUSINESS

94-19 Resolution to Establish October 12, 2019 as Standish Health and Safety Day [Pomerleau]

Councilor Pomerleau explained that this a fun-filled family day. There are many demonstrations and safety related informational programs as well as a great bike give-a-way for the kids. She noted that the committee is working on the fair and continue to accept donations to purchase the bikes.

Chair Libby called for additional discussion, hearing none, he called for the vote.

WHEREAS the Public Safety Committee was established by order of the Council in January of 2000 to review public safety issues in Standish and the Safe Community Coalition was subsequently established to further these goals, and

WHEREAS the Public Safety Committee has made great strides in discovering the safety concerns of all citizens of Standish, and

WHEREAS the Fire/EMS Department shares these goals and strive to educate the residents of Standish regarding safety issues, and

WHEREAS the Public Safety Committee and the Fire/EMS Department have determined that joining their efforts to promote safety topics will enhance the program and heighten awareness of these issues by educating the citizens which will help reduce injuries and allow for the citizens to make informed decisions regarding these issues, and

WHEREAS the Public Safety Committee and the Fire/EMS Department have selected Saturday, October 12, 2019 as a day to educate the public about home safety injuries and other safety issues in a day long program of educational activities at the Standish Municipal Center, and

WHEREAS the Standish Town Council supports and endorse the public education initiatives of the Public Safety Committee and Fire/EMS Department, now be it

RESOLVED that the Town of Standish establishes Saturday, October 12, 2019 as Standish Health and Safety Day.

VOTE: 6 Yeas

95-19 Authorize Cub Scout Pack 874 to Sell Popcorn in the Vicinity of the Standish Transfer Station on Moody Road in September 28th and 29th [Libby]

Chair Libby explained this is a great fundraiser for the kids.

Chair Libby called for additional discussion, hearing none, he called for the vote.

WHEREAS the Cub Scout Pack 874 non-profit organization whose fundraising efforts serve the residents of Standish, and

WHEREAS the Cub Scout Pack 874 desires to sell popcorn in the vicinity of the Transfer Station on the Moody Road as a fundraiser for their organization, now be it

ORDERED that the Standish Town Council authorizes the Cub Scout Pack 874 to sell popcorn in the vicinity of the Transfer Station on the Moody Road on September 28th and 29th, 2019, and

FURTHER ORDERED that the Director of Public Works will direct the Cub Scout's where they can set up in the area of the Transfer Station.

VOTE: 6 Yeas

96-19 Carry Forward Certain Accounts [Nesbitt]

Moved by Libby seconded by Nesbit and voted to dispense with the Clerk's reading of the order.
(Unanimous)

Councilor Nesbitt explained that this is a standard order that is done annually to move funds to the new fiscal year for projects that were not completed. He noted that the first items represent projects that have been completed but not paid. The other projects have not been completed and the funds need to be carried forward, in some cases the project has been completed and there are leftover funds that need to be held for a time period.

Chair Libby called for additional discussion.

Councilor Nesbitt suggested that this order is reviewed during the annual budget review to better track unused bond funds. Councilor Nesbitt then questioned why in last years budget was the Public Safety Department overdrawn due to emergency repairs to a cistern when there is \$12,000 in unused dry hydrant bond funds, why didn't we use those funds?

Bill Giroux said that he would investigate this.

Councilor Nesbitt cited bond funds for parking lot lighting and roll off containers that has not been used.

Bill Giroux explained that they met with a consultant today regarding the lighting project.

Roger Mosley noted that there is two years of budgeting to purchase roll off containers.

Councilor Nesbitt noted that the Scenic Overlook is completed, however, funds are still in the account.

Bill Giroux noted that the Town has contacted MDOT regarding the billing of this work and we've yet to receive an invoice.

Councilor Nesbitt mentioned the Fire Station renovation and webpage projects that both were over budget, however there are fund noted here that could have been used.

Chair Libby called for additional discussion, hearing none, he called for the vote.

WHEREAS several accounts from the fiscal year 2019 budget have unexpended balances, and

WHEREAS these balances were not expended in the past 12 months due to operational delays, and

WHEREAS there is still a need to procure these certain services and products as originally intended, now be it

ORDERED that the fiscal year 2019 account balances listed below are carried forward to the fiscal year 2020 or as determined available in the 2019 Audit and with the intent expressed by this Council order.

TOWN OF STANDISH



FY2019 to FY2020 - CARRY FORWARD ACCOUNTS AND AMOUNTS

ORG	OBJ	DEPT	PO	ACCT	DESCRIPTION	AMOUNT	ADJUSTMENTS	BALANCE
135	54012	CABLE TV	Y	INTERNET AND WEBPAGE	COMPUTER UPGRADES	\$ 4,459.77		\$ 4,459.77
140	59000	TOWN COUNCIL	Y	CONTINGENCY	COMPUTER UPGRADES	\$ 3,500.00		\$ 3,500.00
160	52090	PLANNING	N	PLANNING - CONTRACTUAL	ONGOING ENGINEERING/CONSULTATION	\$ 40,360.00		\$ 40,360.00
610	52295	PARKS & REC	Y	STANDISH SUMMER SPECTACULAR	FIRE WORKS	\$ 4,000.00		\$ 4,000.00
TOTAL GENERAL FUND CARRYOVER OR (ASSIGNED FUND BALANCE) TO FY 2020						\$52,319.77		\$52,319.77

NOTE: Capital Projects Funds are not carry forwards. Amounts are listed for informational purposes only.

YEAR	PO	DESCRIPTION	AMOUNT	ADJUSTMENTS	BALANCE
2009	N	various	\$9,704.84		\$ 9,704.84
2013	N	various	\$2,397.00		\$ 2,397.00
2014	N	various	\$113,852.09		\$ 113,852.09
2015	N	various	\$1,701.73		\$ 1,701.73
2016	N	various	\$115,798.93		\$ 115,798.93
2017	N	various	\$283,830.06		\$ 283,830.06
2018	N	various	\$374,260.73		\$ 374,260.73
2019	N	various	\$1,178,486.81		\$ 1,178,486.81
TOTAL CAPITAL FUND CARRYOVER OR (ASSIGNED FUND BALANCE) TO FY 2020			\$2,080,032.19		\$ 2,080,032.19

CAPITAL PROJECTS						
			Prior Year Carry Forward Amount	G/L account numbers		REMAINING FUNDS
FY 2019 Carry Over						
FY 2009 BOND						
FY09 BOND - MUNICIPAL BUILDING EXPANSION (RETAINAGE)			\$3,231.52	#3014-52601		\$3,231.52
FY09 BOND - 4WD LOADER			\$4,106.00	#3014-52605		\$4,106.00
FY09 BOND - TRUCK PLOW			\$2,367.32	#3014-52605		\$2,367.32
					TOTAL CAPITAL FY 2009 CARRY FORWARD	\$9,704.84
FY 2013 BOND						
FY13 REMAINING BOND FUNDS FROM VAN ONLY TO BE USED TO PAYBACK MMBB			\$500.00	#3014-52602		\$500.00
FY13 BOND - FUNDS FROM THERMAL IMAGE CAMERA			\$3,845.00	#3014-52600		\$1,897.00
					TOTAL CAPITAL FY 2013 CARRY FORWARD	\$2,397.00
FY 2014 BOND						
FY14 BOND - DRY HYDRANTS			\$2,424.00	#3014-52600		\$2,424.00
FY12 BOND - ROAD CAPITAL PROJECTS			\$30,766.59	#3014-52607		\$3,944.72
FY14 BOND - FIRE ENGINE TRUCK			\$5,543.00	#3014-52600		\$150.90
FY14 BOND - CARGILL BEACH ENGINEERING			\$10,833.01	#3014-52602		\$9,733.01
FY14 BOND - PUBLIC WORKS FACILITY EXPANSION			\$4,649.26	#3014-52605		\$4,649.26
FY14 BOND - PUBLIC WORKS PLOW TRUCK			\$554.89	#3014-52605		\$554.89
FY14 BOND - SHAW'S MILL ROAD BRIDGE			\$92,395.31	#3014-52607		\$92,395.31
					TOTAL CAPITAL FY 2014 CARRY FORWARD	\$113,852.09
FY 2015 BOND						
FY15 BOND - EXTRICATION EQUIP			\$3,615.83	#3015-52600		\$18.14
FY15 BOND - DRY HYDRANTS			\$0.00	#3015-52600		\$1,683.59
FY15 BOND - FIELDS REHAB			\$243.00	#3015-52602		\$0.00
					TOTAL CAPITAL FY 2015 CARRY FORWARD	\$1,701.73
FY 2016 BOND						
FY16 BOND - RESCUE 1 AMBULANCE			\$200,000.00	#3016-52600		\$1,066.47
FY16 BOND - STEEP FALLS FIRE STATION ENGINEERING			\$16,000.00	#3016-52600		\$9,929.37
FY16 BOND - PUBLIC SAFETY PICKUP			\$28,000.00	#3016-52600		\$0.51
FY16 BOND - FIELDS REHAB			\$9,000.00	#3016-52602		\$0.00
FY16 BOND - NEW FACILITIES DEVELOPMENT - SMP			\$38,000.00	#3016-52602		\$14,966.50
FY16 BOND - CARGILL BEACH LOT (JOHN RICH JR BEACH)			\$365,386.00	#3016-52602		\$89,261.36
FY16 BOND - MOBILE COLUMN LIFTS			\$574.72	#3016-52605		\$574.72
					TOTAL CAPITAL FY 2016 CARRY FORWARD	\$115,798.93
FY 2017 BOND						
FY17 BOND - DRY HYDRANTS			\$3,000.00	#3017-52600		\$3,000.00
FY17 BOND - TURNOUT GEAR			\$25,000.00	#3017-52600		\$17.00
FY17 BOND - FIELDS REHAB			\$9,000.00	#3017-52602		\$6,644.92
FY17 BOND - TENNIS COURT RESURFACING			\$30,000.00	#3017-52602		\$402.00
FY17 BOND - MEMORIAL FIELD CONSTRUCTION			\$250,000.00	#3017-52602		\$239,226.65
FY17 BOND - TRANSFER STATION PAVEMENT RESURFACE			\$60,000.00	#3017-52607		\$12,721.76
FY17 BOND - PAVEMENT MAINTENANCE			\$678,395.00	#3017-52607		\$21,817.73
					TOTAL CAPITAL FY 2017 CARRY FORWARD	\$283,830.06
FY 2018 BOND						
FY18 BOND - DRY HYDRANTS			\$3,000.00	#3018-52600		\$3,000.00
FY18 BOND - STEEP FALLS FIRE STATION RENOVATION			\$375,000.00	#3018-52600		(\$13,632.75)
FY18 BOND - MUNIS FILE SERVER			\$15,500.00	#3018-52601		\$387.56
FY18 BOND - LED TOWN OFFICE PARKING LOT LIGHTS			\$25,000.00	#3018-52601		\$25,000.00
FY18 BOND - ICE SKATING RINK			\$15,000.00	#3018-52602		\$2,078.46
FY18 BOND - MULTI-PASSANGER VAN			\$60,000.00	#3018-52602		\$3,005.01
FY18 BOND - TRUCK 4 WITH PLOW GEAR			\$170,000.00	#3018-52605		\$14,720.12
FY18 BOND - (2) 40 YD ROLL OFF CONTAINERS			\$12,000.00	#3018-52605		\$1,750.00
FY18 BOND - STATION 3 PARKING LOT PAVING			\$56,000.00	#3018-52607		\$5,100.54
FY18 BOND - SCENIC OVERLOOK RT 35			\$50,000.00	#3018-52607		\$50,000.00
FY18 BOND - PAVEMENT MAINTENANCE			\$822,215.00	#3018-52607		\$282,851.79
					TOTAL CAPITAL FY 2018 CARRY FORWARD	\$374,260.73
FY 2019 BOND						
FY19 BOND - DRY HYDRANTS			\$3,000.00	#3019-52600		\$3,000.00
FY19 BOND - STATION 1 REHAB			\$62,200.00	#3019-52600		(\$5,175.00)
FY19 BOND - UTILITY 5 (DODGE)			\$130,000.00	#3019-52600		\$89,806.00
FY19 BOND - UNIT 3 BLAZER			\$35,000.00	#3019-52600		(\$72.50)
FY19 BOND - TOWER 1 (E-ONE)			\$200,000.00	#3019-52600		\$100,000.00
FY19 BOND - OPEN SPACE MIXED USE LAND OPPORTUNITY			\$200,000.00	#3019-52601		\$199,471.00
FY19 BOND - VISION SERVER CONVERSION			\$50,000.00	#3019-52601		\$9,712.42
FY19 BOND - STATION MEMORIAL PARK PLAYGROUND			\$71,600.00	#3019-52602		\$71,600.00
FY19 BOND - 4WD LOADER			\$80,000.00	#3019-52605		\$3,000.00
FY19 BOND - TRUCK 5 WITH PLOW GEAR			\$50,000.00	#3019-52605		\$3,113.62
FY19 BOND - WHITES BRIDGE RD ROCK WALL			\$25,000.00	#3019-52607		\$25,000.00
FY19 BOND - PAVEMENT MAINTENANCE			\$967,805.00	#3019-52607		\$679,031.27
					TOTAL CAPITAL FY 2019 CARRY FORWARD	\$1,178,486.81
					TOTAL CAPITAL CARRY FORWARD	\$2,080,032.19

VOTE: 6 Years

97-19 Award Bid and Authorize Contract for Purchase of Winter Sand [Pomerleau]

Councilor Pomerleau noted that the committee did go with the low bidder and the Director of Public Works inspected the sand and he report's it is good quality.

Roger Mosley noted this is a new contractor for the town, but they have a good reputation in the area. He explained that the sand will be delivered in stages as we need it, so in the spring when the Salt/Sand Storage Shed is being build the pile will not have to be relocated. Mr. Mosley noted that the vendor's business is located in Cape Elizabeth, but their pit is in Limington.

Chair Libby called for additional discussion, hearing none, he called for the vote.

WHEREAS a bid process has been conducted for the purchase of winter sand in accordance with section 302 (f) of the Standish Charter, now be it

ORDERED that the bid from L.P. Murray & Sons, Inc. in the amount not to exceed \$7.00 per cubic yard as recommended by the Capital Improvements Committee for the procurement of winter sand is hereby accepted, and

FURTHER ORDERED that the Town Manager is authorized, on behalf of the Town, to execute related contract documents.

VOTE: 6 Yeas

98-19 Award Bid and Authorize Contract for Purchase of Two Roll-Off Containers [Pomerleau]

Councilor Pomerleau noted that there was only one bid received for this purchase, she asked the Public Works Director if held over bond funds would be used for this purchase.

Roger Mosley responded that the Finance Director will review if funding will come from bond monies.

There was discussion about the wording of the bonding questions to consider making future questions written in a way that the funds could be utilized sooner than waiting for the funds to lapse.

Bill Giroux explained that he had recently questioned if planning board funds could be used to fund a comprehensive plan and the bond counsel said that they could not be used for a comp plan, they interpret the wording very strictly.

Councilor Leclerc questioned if there was a pressing need for the roll off containers?

Roger Mosley explained that they are needed now, noting that the first containers were purchased in 1991 are still being used and are in rough shape and increased volume due to usage requires additional containers.

Chair Libby called for additional discussion, hearing none, he called for the vote.

WHEREAS as a bid process has been conducted for the purchase of two roll-off containers in accordance with section 302 (f) of the Standish Charter, now be it

ORDERED the attached bid from Atlantic Recycling Equipment, LLC for these two containers, in the amount of \$12,756 is hereby accepted, and

FURTHER ORDERED that the Town Manager, is authorized on behalf of the Town to execute related contract documents.

VOTE: 6 Yeas

99-19 Waive Bid Process for the Purchase of Self-Contained Breathing Apparatus Equipment [Pomerleau]

Moved by Libby seconded by Nesbitt and voted to dispense with the reading of the order. (Unanimous)

Chief Caron explained that there are only two companies in the northeast that provide this type of equipment. He said that IPS has been the Town's vendor for this type of equipment for a least twenty-nine years. He said through the years they have provided great service and a good price and this bid is below what is in the budget.

Chair Libby called for additional discussion, hearing none, he called for the vote.

WHEREAS Section 302(f) of the Standish Charter requires a competitive bid process for transactions exceeding \$3,500 in value, unless so waived by the Town Council, and

Whereas the Public Safety Department requires that the current Self-Contained Breathing Apparatus (SCBA) equipment be updated due to the impending expiration of use of the existing equipment, and

WHEREAS this equipment is essential to the Public Safety Department, now there for be it

ORDERED that the bidding requirements for the purchase of the Self-Contained Breathing Apparatus (SCBA) equipment is hereby waived, and

FURTHER ORDERED that the attached quote from Industrial Protection Service for Self-Contained Breathing Apparatus (SCBA) equipment is hereby accepted in the amount not to exceed \$142,000.00 as recommended by the Capital Improvements Committee, and

FURTHER ORDERED that the Town Manager is authorized, on behalf of the Town to execute related contract documents.

VOTE: 6 Yeas

100-19 Waive Bid Process for the Upgrade of the HVAC (Heating, Ventilation and Air Conditioning) System at the Standish Municipal Center [Pomerleau]

Moved by Libby seconded by Paul and voted to dispense with the Clerk's reading of the order. (Unanimous)

Chief Caron noted that currently the Town's contract is with Honeywell, the system computer runs on Windows 97 can no longer be updated. This amount is lower than the amount budgeted.

Bill Giroux noted that this is a service contract and it makes sense to continue with the established vendor.

Councilor Nesbitt said that he was curious as to why we didn't have an itemized report of the work that they would be providing. He questioned is there would be a VAV controller in every room?

Chief Caron said that the VAV controllers would not been updated in very room.

Councilor Leclerc said that he supports the order to make sure that the Town Offices are comfortable working conditions for the employees.

Chair Libby called for additional discussion, hearing none, he called for the vote.

WHEREAS Section 302(f) of the Standish Charter requires a competitive bid process for transactions exceeding \$3,500 in value, unless so waived by the Town Council, and

WHEREAS the town has an existing service contract with Honeywell, and

WHEREAS the FY 20 budget raised funds to update the existing HVAC system to current industry standards, now be it

ORDERED that the bidding requirements for the upgrade to the existing HVAC system is hereby waived, and

FURTHER ORDERED that the attached quote from Honeywell for upgrading and installing this system is hereby accepted in the amount not to exceed \$70,000 as recommended by the Capital Improvements Committee, and

FURTHER ORDERED that the Town Manager or Finance Director is authorized, on behalf of the Town to execute related contract documents.

VOTE: 6 Yeas

101-19 Waive Bid Process for the Purchase and Installation of a Keyless Entry System at Standish Municipal Center [Pomerleau]

Moved by Libby seconded by LeClerc voted to dispense with the Clerk's reading of the order. (Unanimous)

Councilor Pomerleau noted that it makes sense to continue to work with this vendor since they initially installed the current equipment.

Chair Caron noted that initially the plan was to update the buildings entry system over time, but in the most recent budget process it was decided to tackle the whole building at once. He explained that the system will be tied into the camera system we have, and each computer will have an icon to alert in the event of a shut-down. He noted that this is within the budgeted amount.

Councilor Nesbitt's opinion that the keyless entry for every door was excessive and that some equipment needs to be updated is disappointing.

Chair Libby called for additional discussion, hearing none, he called for the vote.

WHEREAS Section 302(f) of the Standish Charter requires a competitive bid process for transactions exceeding \$3,500 in value, unless so waived by the Town Council, and

WHEREAS in 2018 a program to upgrade the entry system to the Standish Municipal Center was initiated in part due to the re-location of the Standish Dispatch Offices who provided after-hours access to members of the public using the Town facilities, and

WHEREAS the FY 20 budget raised additional funds to continue the process of updating the Standish Municipal Center's building access to a keyless system, and

WHEREAS Norris Inc. has provided the work thus far, now be it

ORDERED that the bidding requirements for the purchase and installation additional keyless entry equipment is hereby waived, and

FURTHER ORDERED that the attached quote from Norris Inc. for furnishing and installing this system is hereby accepted in the amount not to exceed \$66,350 as recommended by the Capital Improvements Committee, and

FURTHER ORDERED that the Town Manager or Finance Director is authorized, on behalf of the Town to execute related contract documents.

VOTE: 5 Yeas – 1 Nay, Nesbitt

102-19 Receive Assessor's Recommendation for 2020 FY Tax Rate [Libby]

Bill Giroux noted that the mil rate came in lower than what was expected.

Councilor Nesbitt suggested that they should start discussing a re-valuation process for in the near future or consider adding employees to the Assessing Department so in-depth assessment can be completed.

Bill Giroux echoed the Councilors comments regarding staffing, this matter needs to be discussed in the upcoming budget process. In addition, he noted that Mr. Merry our Assessor is weighing the re-valuation process. He explained that the re-valuation process is very expensive we'll try to hold off the process as long as we can.

Chair Libby called for additional discussion, hearing none, he called for the vote.

ORDERED that the Council receives the assessor's recommendation to set the tax rate for the 2020 fiscal year at \$14.30 /1,000 valuation based on a total taxable valuation of \$1,086,998,451 for a total taxation to be committed of \$15,144,329.96 with an overlay of \$148,665.82.

VOTE: 6 Yeas

PUBLIC ITEMS

There were no public items at this meeting.

ANNOUNCEMENTS

Several upcoming meetings were announced.

EXECUTIVE SESSION

An executive session was not needed at this meeting.

ADJOURN

Moved seconded and voted to adjourn. The meeting adjourned at 7:40 pm by unanimous consent.

Submitted by: _____
Clerk/Secretary