

City Council Workshop
March 24, 2014
6:30 P.M.
South Portland City Hall Council Chambers

Councilors Present

Gerard Jalbert, Mayor (absent)
Linda Cohen
Thomas Blake
Patricia Smith
Michael Pock
Maxine Beecher
Melissa Linscott

Staff Present

Jim Gailey, City Manager

MINUTES

Councilor Cohen (in Mayor Jalbert absence) opened the meeting and welcomed all in attendance. She reminded folks that members of the public are invited to comment on each item as it comes before the Council for a period of no more than two (2) minutes. All questions or concerns would be made through the Chair and if they wished to address the City Council they would be asked to please raise their hand and upon being recognized would state their name and address for the records.

- 1. Waterfront Ordinance Draft Committee Update**
- 2. Event Signage**
- 3. 2015 Capital Improvement Program Presentation**

1. Waterfront Ordinance Draft Committee Update: Jim Gailey, City Manger explained that The Waterfront Ordinance Draft committee presented to the City Council an update on the progress being made and provide a preliminary timeline for finishing the project. He added that they would discuss Work to Date, Projected Future Meetings & Activities, Workflow and Draft Schedules.

Jeff Edelstein, Group Facilitator explained that the committee has been charged with exploring the development of ordinance language to address development proposals involving oil sands/tar sands products 9from City of South Portland Application for Consideration for A Draft Ordinance Committee). As well as gathering information via: City Staff, request for written information from Resource list and other interested parties, Oral public comment and Q&A with selected members of Resource List and/or others.

Russ Pierce Attorney for Norman Hanson & Troy added that the group is working well with the other members **David Critchfield** of South Portland and Mike Conothon 134 Fort Road.

Further discussion on differences between current operations and what shall arise with Tar Sands/Oil Sands, gathering information from citizens and professionals, analysis of previous

proposed Waterfront Protection Ordinance, looking ahead, future meetings and what to do with all of the information gathered. Further discussion on:

- Looking at differences with handling Tar Sands/Oil Sands and Crude Products
- Possible Ordinance changes to address concerns
- Examples presented and boundaries that they will include, exceed or not exceed
- Possible Ordinance approaches – Changes
- Continue meeting into June then to Planning Board and City Council for presentation, feedback and moving ahead.

Public Comment Opened:

Edward Rinen 25 Ballard Street expressed concerns with Tar Sands coming to Maine.

Eva Getts Knightville thanked the committee for all of their work and asked about health considerations as a category for people here and the environment.

Margaret “Peg “Dilly Casco, Maine had water concerns, the damage that could be done to the water system if there are leaks and how it would affect all of Maine.

Phil Wineberg Old Orchard had concern on the increase in carbon.

Donna Little Falmouth discussed an upcoming event on April 27; she had great concern in making the right decisions.

Patricia White 7 Orchard Street welcomed good into our City.

Pamela Cragin South Portland discussed oil companies and what they have for toxins coming into the area, monitoring air quality here in South Portland and questioned benzene levels.

Charles Higgins Ledge Road had concern on process and having the Ordinance be written clear on blocking or not.

Tess Nacelewicz 25 Robin Street asked where the oil is going and does it go to the world market?

Rosemarie De Angelis Pleasantdale Road asked about the meeting being televised or not and encouraged everything to be shared with the public as this concerns the health and well-being of all.

Bob White 7 Orchard Street discussed being a group that is healthy and active and not passive like the oil companies would want.

Karen Sanford South Portland has been working with this group to keep Tar Sands out of South Portland and has been doing the best that she can. She was very impressed with the committee for the work that is being done.

Evan Rose 57 Buchanan Street discussed the meaning of Tar Sands and felt that the newspaper had a credibility glitch.

Will Fitzmyer 307 Pine Street felt that the Chair of Exxon/Mobil is all about the money and not people.

Sharon Harriet Ocean Ave. thanked the committee and was ok with the dollar amount, also discussed doing better with use of renewable energy, keeping a balance here.

Katherine Chapman 24 Beaufort Street discussed safety issues with Tar Sands and all that would be involved here.

Mary Jane Ferreier School Street cautioned committee when working and using “Tar Sands” name.

Public Comment Closed:

Jim Gailey City Manager went over the questions asked during public comment, he explained that the Workshops are taped but are not “live, they are aired the following week. He further discussed staying consistent for the schedule of meetings.

Jeff Edelstein, Facilitator further discussed the questions asked regarding impact and how they consider all safety, health and well being. He added that there is a limited time to get this work done and they can not focus on just one item or become bogged down with that issue.

Councilor Smith discussed tools, methodology, and the vehicle to get to where they need to be, and she discussed this being a global issue to look at.

Councilor Beecher thanked the committee and for the hard work that they have done and will do ahead.

Councilor Linscott thanked the group as well and understood the need for focus and the time issues.

Councilor Blake thanked all of the people for coming out to speak as well as the committee, all digging in and working hard. He added that this process included many different aspects from the start of selecting the team, resources, creating a mission, using the Comp Plan as a guide as well as the climate agreement, and felt that this is a great group.

Councilor Pock asked about having information online, questions and answers as well and did agree that the group is working very hard and is well done.

Councilor Cohen thanked all involved here, felt that this was a great a great selection for the team and asked about a first reading for a moratorium as they are moving toward the last week for the extension on this. (April 23rd will have reading on this)

2. Event Signage: Jim Gailey, City Manager explained that with the renovation of Mill Creek Park, the City no longer has signage to advertise for various public event activities. With the increased number of events happening in the City, staff believes it important to have public signage to promote arts and cultural activities including events, festivals, tourism or civic programs, as well as sporting and events of public interest. The FY2105 Capital Improvement Program includes a request of \$25,000 to install two sign poles across Broadway near the Armory. The City will manage all requests for event signage. When approved, a qualified entity hosting a public event in South Portland will provide a banner to specific dimensions and pay \$100 per week to cover the cost of installation.

Jon Jennings, Assistant City Manager and **Doug Howard**, Public Works Director further discussed that the banner would be used for special events and that there would be an application fee to hang one for such an event. They added that if it happened to be a City partnership, the fee may be waived and the banner may be left up for no more then 14 days, have wind slits and can be applied for through the City Clerk’s Office.

Event Signage Guidelines

1. Banner Applications will be accepted from entities hosting public events in South Portland. Applications must be submitted to the City Clerk's Office.
2. Banner Season: Banners are only available to be displayed from April 1 to November 15 annually. No banners will be approved for longer than two (2) seven (7) day periods for a total of 14 days. The manager's office has the right to approve or deny banner applications outside of the established banner season.
3. Banner Specifications: The exact size of the banner is being developed based upon span across roadway. Each banner will be required to have wind slits and have double sided printing.

4. Application forms will be provided by the City Clerk's Office. The application shall contain the name of the organization, contact information for organization, a description of the event, and dates requested.
5. All applications shall be accompanied with payment in the amount appropriate for the time period requested. The fee for a seven day period is \$100.00 with a maximum of 14 days. No fees will be pro-rated or refunded except if application is rejected.
6. Each application shall be accompanied by proof of insurance verifying coverage for Commercial General Liability Insurance in the amount of a minimum of \$500,000 per occurrence and \$1,000,000 general aggregate for the time frame the banner will be hung. The certificate should name the City of South Portland as an additional insured with respect to the Banner Permit.
7. Upon receipt of the completed application, payment of fee and proof of insurance, City Staff will make a final decision on whether banner will be accepted. The City of South Portland reserves the right to reject any banner.
8. If approved, the Applicant will be placed on list of approved banners and the Parks Department will be notified for installation.
9. Applicant will be responsible for cost and delivery of all banners to the City of South Portland no later than the Thursday before the date the banner is authorized to be displayed.
10. Applicant will be responsible for picking up their banner within one week of the removal. Banners will not be stored after that time period.

* NOTE: The City of South Portland will not be responsible for any lost, stolen, or damaged banners.

Public Comment Opened:

Sharon Herrick Ocean view asked if this would be electronic and felt that this was very costly for an organization to have a banner but a great idea for involvement.

Greg Lewis 151 Mussey St. would not want to see this being electronic and asked about the proposed location for the banner, what the limits are, as well as further details.

Public Comment Closed:

Jon Jennings explained that this would not be electronic it would be vinyl and it would be \$100.00 to install and take down, as well as having restrictions to being for the event only.

Doug Howard discussed the width measurement is still being worked out and would need approval first.

Councilor Blake discussed signage and not being against it but felt like this was not enough information for him to support. He had a problem with the safety aspect and felt that this would be a dangerous area as there are signs around this stretch already. He had concern for the other side of the City and not involving them as well, he felt that there was too much activity on the east side of the City. He felt that promoting this on social networks and the newspaper would actually grab more people's attention.

Councilor Beecher asked about costs, who puts the banner up and who gets first in line for having one, would it be a constant fixture and how do you reject someone?

Councilor Linscott added that she really missed the sign that was at the edge of Millcreek Park, she asked about the cost of the banner and insurance as well. She is not against this idea but would like to see it be free, a smaller one and had concern about the location. She also would like to see both sides of the City included in this proposal.

Councilor Pock felt that this was a 1950's style signage and also felt that we are getting a sensory overload and had concern about this. He discussed the electronic sign near the Armory and asked about the cost of telephone poles.

Councilor Smith discussed signage as being big issues, gateway signs as an entrance to the City and agreed with the need of more information on this proposal. She asked about the signage plan in the City's Comprehensive Plan and did feel that the banner idea could be very costly for a business. She further discussed being a "qualified" entity, criteria and what happens with denial of an applicant as well as insurance questions. She would like to see much of this flushed out prior to moving ahead.

Councilor Cohen discussed banners in many areas and some being for nonprofit events used with Parks & Recreation, etc. She felt his policies/guidelines worked well and did agree that there would be two sides of the City to hang banners and was not sure how this would work. She hoped for another sign like the one that was in Millcreek Park and did feel that this was a small-town idea as well.

3. FY 2015 Capital Improvement Program: Jim Gailey, City Manager explained that he would be making a PowerPoint Presentation on the FY 2015-2021 Capital Improvement Program with discussion following areas:

FY 2015 includes the following projects totaling \$9,356,832.

Main Library - Children's' Room & Circulation Desk - Design Serv. \$10,000
SPCC - Replacement Updates-Pool/Gym/Teen Wing \$50,000
SPCC -Therapy Spa Contribution \$20,000
Water Resource Protection - Cold Planer Attachment \$18,900
Water Resource Protection - Maine Mall Road Sewer Replacement \$241,340
Water Resource Protection - Steerable CCTV Transporter \$25,000
Water Resource Protection - Thornton Heights Separation Phase I Construction \$2,874,577
Water Resource Protection - Thornton Heights Separation Phases II, III and IV \$3,500,000
Water Resource Protection - Treatment Plant Boiler \$264,000
City Hall - Lower Level Meeting Room Renovations \$25,000
Human Resources - MUNIS HR Software \$34,375
Information Systems - City Fiber Optic Infrastructure \$155,000
Information Systems - Email Archive and eDiscovery Software \$45,000
Information Systems - Vmware Host Server Hardware \$35,000
Land Bank Account \$35,000
Planning and Development - Bike Racks \$10,000
Planning and Development - Window Replacement - Phase III \$15,000
Public Event Banners for Broadway \$25,000
Parks - 3/4 Ton Replacement Plow Truck #81 \$35,000
Parks - Foley Accu Grinder \$35,000
Parks - Golf Course Study- Comp Transition Plans \$10,000
Parks - Thomas Knight Park - ADA Path \$15,000
Fire Department - EMS Rapid Response Unit \$100,000
Fire Department - Fire Truck Reserve \$175,000
Police Department - Regional Crime Lab \$10,000
Police Department - Tactical Body Armor Replacement \$23,630

Bus Service - Hub Terminal - HVAC, Canopy, AVL Sign Equipment \$94,010
Bus Service - Transit Bus (2) \$800,000
Bus Service - Transit Bus Reserve \$50,000
Public Works - Asphalt Hot Box and Pavement Recycler \$75,000
Public Works - Rapid Pedestrian Warning Beacons (3) \$36,000
Public Works - Sawyer Street Sidewalk \$40,000
Public Works - Street Paving Program \$475,000
Total \$9,356,832

Fiscal Year 2015 includes the following project to be funded from a general obligation bond:
Water Resource Protection - Thornton Heights Separation Phases II, III and IV **\$3,500,000**
\$2,459,604 will be funded from prior year CIP unexpended balances/accrued interest.

The following projects will be funded from these accounts:

Main Library - Children's' Room & Circulation Desk - Design Serv. \$10,000
SPCC - Replacement Updates-Pool/Gym/Teen Wing \$791
Water Resource Protection - Thornton Heights Separation Phase I Construction \$2,210,000
Information Systems - City Fiber Optic Infrastructure \$7,211
Information Systems - Email Archive and eDiscovery Software \$45,000
Planning and Development - Window Replacement - Phase III \$15,000
Parks - 3/4 Ton Replacement Plow Truck #81 \$35,000
Fire Department - EMS Rapid Response Unit \$55,228
Bus Service - Hub Terminal - HVAC, Canopy, AVL Sign Equipment \$5,374
Public Works - Rapid Pedestrian Warning Beacons (3) \$36,000
Public Works - Sawyer Street Sidewalk \$40,000
Total \$2,459,604

Fiscal year 2015 includes the following projects to be funded from TIF Reserves:
Water Resource Protection - Thornton Heights Separation Phase I Construction \$136,083
Public Event Banners for Broadway \$25,000

Total \$161,083

The following projects will be funded from General Fund Reserves:

Human Resources - MUNIS HR Software
Information Systems - City Fiber Optic Infrastructure \$119,000
Information Systems - Vmware Host Server Hardware \$20,000
Parks - Foley Accu Grinder \$17,500
Parks - Golf Course Study- Comp Transition Plans \$10,000
Bus Service - Transit Bus (2) \$120,000

Total \$286,500

The following project will be funded from Sewer User Fund Reserves and/or Surplus:

Water Resource Protection - Cold Planer Attachment \$18,900
Water Resource Protection - Maine Mall Road Sewer Replacement \$241,340
Water Resource Protection - Steerable CCTV Transporter \$25,000
Water Resource Protection - Thornton Heights Separation Phase I
Construction \$528,494
Water Resource Protection - Treatment Plant Boiler \$264,000

Total \$1,077,734

The following projects totaling \$893,239 are targeted to be funded from Grants which include monies from Federal Highway Grants, Community Development Block Grants, and Maine Department of Transportation Grants:

Information Systems - City Fiber Optic Infrastructure \$15,000

Parks - Thomas Knight Park - ADA Path \$15,000
Police Department - Tactical Body Armor Replacement \$23,630
Bus Service - Hub Terminal - HVAC, Canopy, AVL Sign Equipment \$84,609
Bus Service - Transit Bus (2) \$680,000
Public Works - Asphalt Hot Box and Pavement Recycler \$75,000
Total \$893,239

The following projects will be funded from year-end undesignated fund balance:

SPCC - Replacement Updates-Pool/Gym/Teen Wing \$49,209
SPCC -Therapy Spa Contribution \$20,000
City Hall - Lower Level Meeting Room Renovations \$25,000
Human Resources - MUNIS HR Software \$34,375
Information Systems - City Fiber Optic Infrastructure \$13,789
Information Systems - Vmware Host Server Hardware \$15,000
Land Bank Account \$35,000
Planning and Development - Bike Racks \$10,000
Parks - Foley Accu Grinder \$17,500
Fire Department - EMS Rapid Response Unit \$44,772
Fire Department - Fire Truck Reserve \$175,000
Police Department - Regional Crime Lab \$10,000
Bus Service - Hub Terminal - HVAC, Canopy, AVL Sign Equipment \$4,027
Bus Service - Transit Bus Reserve \$50,000
Public Works - Street Paving Program \$475,000
Total \$978,672

Included is a copy of the PowerPoint presentation.

Public Comment Opened:

Patricia White 7 Orchard Street asked about the City Hall basement renovations and would this be to just explore or to do the work? She asked where this money would come from.

Greg Lewis 15 Mussey Street asked if the purchase of new body armor is really needed in South Portland. Encouraged turning down of loud street Beacons and was unsure if they are needed or not.

Russ Lunt Brigham Street commended the Department Heads for all of their hard work and felt that they did a great job on these requests being made.

Jim Gailey included basement exploration and improvements with the \$25,000 and added that the Street Beacons will not be loud, very similar to others.

Edward Googins Police Chief explained that body armor for Police are not warranted after five (5) years and would need to be replaced they break down and they do need this people as well as officers have been killed.

Councilor Blake agreed with the Chief of Police on the body armor need as they do breakdown after wear and tear.

Councilor Beecher asked if they blade chopper was for Parks?

Councilor Linscott asked about the Library work.

Jim Gailey discussed efficiencies and updating the area as well.

Councilor Blake enjoys this process each year, he learns a great deal and did feel that the lower level conference room at City Hall is in need of repairs, the Fire Dept. rapid response vehicles and wondered what the best way to go on this would be. He asked about a bond in the November election as we recently just had one so this was a concern, he asked about the Sawyer Street sidewalk as well.

Greg L'Heureux Finance Director discussed the following: Having no reserves for this but borrowed from sewer user fees, Storm Water (TIF Fund), Tax Rate Payment for remainder of this, State borrow discount rate and may need to delay.

Councilor Blake asked about Wilkinson Park, Bus Hub terminal (summer open).

Richard Towle Parks & Recreation/Waterfront Director discussed Wilkinson Park, started with old funds first then looking at other areas soon as well as holding Public Meetings for discussion of park, the building looks like it will be a pavilion for sure and this spring/summer it will begin.

Councilor Smith thanked all for the work being done and work that has been done on this proposed work. She asked about the basement work at City Hall and if there was asbestos? She asked about the circulation desk at the Library.

Further discussion on the Bus Hub and a Golf Course analysis and benefits from these.

Councilor Beecher asked about street paving and how much will get done with the amount funded, she asked if sidewalks were not getting done due to lack of funds and asked about the west side as well as the fiber system connection at the new high school.

Chris Dumis IT Director explained that the high school wireless is all set, everything is up and reliable from the outdated and older equipment. He further discussed routing in and around for the schools and City Hall.

Councilor Pock asked about the Hot Box Truck and felt that this was expensive.

Councilor Linscott asked if there was Munis Software with Public Works (no). She further asked about the plow truck and selling this (surplus list), discussed optic network, running lines and people to do this as the work would be faster. (yes) She asked about mold in the basement? (test done and ok so far) She felt that body armor is much needed and would be very scary if it was not there. She was appreciated all of this information.

Greg L'Heureux explained that Munis has upgrades every seven (7) years as well as annual maintenance support.

Councilor Beecher was grateful for all of the work done here and thanked Jim Gailey and all Department Heads.

Councilor Cohen was also appreciative of this work that has been done, and agreed that body armor is needed there should not be any losses at all, there needs to be safety at all times. She discussed the basement at City Hall, mold and lead paint and was happy to see work being proposed for this area. She further discussed the Bus Service and if there was going to be one big merge with all of the systems would we take our fleet with us?

Arthur Handman, Transportation Director discussed this process and added that yes they would not loose anything, they are looking at a cost analysis on May 9th, and will be looking at the buses, etc.

The City Council Workshop Adjourned at 9:25 p.m.