

CEDC Meeting
June 6 2019 – 6:30 PM
Town Office Conference Room



Meeting Materials

CEDC
Thursday June 6, 2019
6:30pm – Town Office Conference Room

CALL TO ORDER

- Guest acknowledgements
- Approve minutes
- Review financials

NEW BUSINESS

- Rob Williamson from Wright Pierce presenting information – Matt Garside
- Western Maine transportation Services – Matt Garside

OLD BUSINESS

- Maine State Bicentennial – December 31, 2020
- BAH – June 27, 2019
- Banners
- Website and visitpoland.me
- Plantings at the Town of Poland signs

OPEN ISSUES/ OTHER

- July Meeting is on July 4th
- Elect officers – July

ADJOURNMENT

CEDC Meeting Minutes

For May 2, 2019 Meeting

CALL TO ORDER

Acting Chairperson Cyndi Robbins called the meeting to order at 6:30 PM with Members Ray Cloutier, Norm Davis, and Jennifer Letourneau present. Jay Kiel absent with notice.

Guest acknowledgements

Guests present – Matt Garside, Noreen Norton, Joe Cimino, Steve Robinson, Walter Gallagher, Jim Porter, Sheila Foley, Stacey Bsullak, and Jimmy Walker.

Approve minutes

Norm Davis moved to approve the meeting minutes from the April 4, 2019 meeting. Ray Cloutier seconded the motion. Discussion: None Vote: 4-yes 0-no

Review financials – Matt Garside

Ray Cloutier moved to approve the financials and invoices. Jen Letourneau seconded the motion. Discussion: None Vote: 4-yes 0-no

NEW BUSINESS

Noreen Norton – TIF presentation

Noreen gave her presentation on TIF's to the Committee and assorted guests who had lots of questions.

Maine State Bicentennial – December 31, 2020

The Committee would like to celebrate the state bicentennial. There is money available from the State to support local celebrations and the Committee would like to capitalize on it. Initial thoughts are fireworks at Heritage Day 2020 etc. A subcommittee will be formed to work on this.

Elect officers

At the start of the meeting there was no official chair, vice chair, or secretary. Steve Robinson and Stan Tetenman are no longer on the Committee because they have been voted onto the Board of Selectpersons. Therefore, the Committee is short two members. There are multiple applications before the Board of Selectpersons, and they should be appointing new members at their next meeting.

A conversation about who will be the next Chairperson ensued. Norm agreed to temporarily be the Chairperson and at the July meeting after the new members are sworn in etc. there will be a new vote.

Cyndi Robbins nominated Norm Davis as temporary Chairperson. Ray Cloutier seconded the motion. Discussion: None Vote: 3-yes 0-no 1-abstained

CEDC Meeting Minutes

For May 2, 2019 Meeting

BAH – send out postcards on May 20th, John Williams and Becky Conrad confirmed as speakers, get me lists of people you want invited, anything new?

Sarah Merrill gave an update and asked the Committee members to send her the contact info for people they wanted to be sent postcards to come to the event.

Banners – update on CMP, have poles been picked?

Sarah Merrill gave an update on hearing from CMP. Cyndi Robbins and Ray Cloutier will get the pole numbers to be approved by CMP.

The Committee also talked about the “Welcome to Poland” town signs. The logos on the signs need to be fixed. Mr. Chips will look at them and let the Committee know what the cost will be.

Ray Cloutier would like to put raised beds around the signs and get better plantings. The Committee would like to investigate this and look at starting with the signs on Route 26. Also, the watering of the plants at all of the signs will be done by Poland Public Works summer crew.

Website and visitpoland.me – what should this look like?

The Committee needs to think about what they want on this and would like it placed on the agenda for the next meeting. The Committee would also like to get some new pictures of Poland to put on the website. A good way to do this might be to have a photo contest and or hire a professional.

OLD BUSINESS

Water/ Sewer Extension

The latest update Matt Garside has been given is that getting this from Five Corners in Mechanic Falls is not going to happen anytime soon.

The Committee would like a line item breakdown of costs that include how much Wright Pierce is making on the project.

OPEN ISSUES / OTHER ISSUES

Invoice question from Sarah Merrill

Sarah Merrill received an invoice from Gems of 26 and asked for clarification from the Committee as to what it is and whether it's something that is going to be paid. According to Cyndi Robbins it has been going on for ten years promoting the area and businesses along Route 26 from Gray to South Paris. Several Committee members would like to have more discussions about this at some point in the future, but are fine with paying the invoice in the meantime.

Ray Cloutier moved to approve paying this invoice. Jennifer Letourneau seconded the motion.

Discussion: None Vote: 3-yes 0-no 1 abstained

ADJOURNMENT

Ray Cloutier moved to adjourn the meeting at 8:05 pm. Jennifer Letourneau seconded the motion.

Discussion: None Vote: 4-yes 0-no

Expense Detail Report

Department(s): E 400-01-5650 - E 400-01-5650
May

Account-----			Current			Unexpended
Date	Jrnl	Desc---	Budget	Debits	Credits	Balance
400 - PSB TIF 1 FUNDS			56,500.00	33,260.85	192.50	23,431.65
01 - PSB TIF 1			56,500.00	33,260.85	192.50	23,431.65
5650 - CEDC EXPENSE			56,500.00	33,260.85	192.50	23,431.65
05/07/19	A 0597	5/6/2019		126.39	0.00	
05/07/19	A 0597	MEMBERSHIP		300.00	0.00	
05/07/19	A 0597	WEBSITE		2,100.00	0.00	
05/07/19	A 0597	WEBSITE CONVERSION		1,125.00	0.00	
05/02/19	P 0599	05/02/19 Payroll (Dist)		98.00	0.00	
05/09/19	P 0612	05/09/19 Payroll (Dist)		98.00	0.00	
05/21/19	A 0619	GEMS OF 26		1,000.00	0.00	
05/16/19	P 0627	05/16/19 Payroll (Dist)		98.00	0.00	
05/23/19	P 0641	05/23/19 Payroll (Dist)		98.00	0.00	
05/30/19	P 0659	05/30/19 Payroll (Dist)		98.00	0.00	
May			0.00	5,141.39	0.00	18,290.26
Expense.....			56,500.00	38,402.24	192.50	18,290.26
Division....			56,500.00	38,402.24	192.50	18,290.26
Department..			56,500.00	38,402.24	192.50	18,290.26
Final Totals			56,500.00	38,402.24	192.50	18,290.26

Gems of 26
640 Maine Street
Poland Spring, ME 04274 US
crobbins@fairpoint.net

Invoice

BILL TO
town of Poland CDEC town of Poland

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
1008	04/29/2019	\$1,000.00	05/29/2019	Net 30	

SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
Dues	gems of 26	1	1,000.00	1,000.00

BALANCE DUE

\$1,000.00

Oxford Hills Chamber of Commerce
4 Western Avenue
South Paris, ME 04281
(207) 743-2281 | fax: (207) 743-0687
info@oxfordhillsmaine.com

Invoice

Invoice Date: 5/15/19
Invoice Number: 4884
Account ID:

Town of Poland
1231 Maine Street
Poland, ME 04274

		Terms	Due Date
		Due on receipt	5/15/19
Description	Quantity	Rate	Amount
Annual Dues	1	\$225.00	\$225.00
Subtotal:			\$225.00
Tax:			\$0.00
Total:			\$225.00
Payment/Credit Applied:			\$0.00
Balance:			\$225.00

Noreen G. Norton

1 Kelsey St. #2
Waterville, Maine 04901
noreennorton@gmail.com
(207) 441-0609

Invoice 19003

Date: May 23, 2019

Bill To:

Town of Poland, Maine

Project

TIF 101 with CEDC

Terms

Due upon Receipt

Description	Time/Miles	Rate	Amount
Preparation for and meeting with Poland Community and Economic Development Committee: TIF 101, Q&A	6 hours	125	\$750.00
Travel: To/from Poland Town Office	132 miles	\$0.58	\$76.56
Preferred client discount			(250.00)
Total:			\$576.56

Please make check payable to **Noreen Norton**

TO:	Matthew Garside	DATE:	5/17/2019
FROM:	Rob Williamson, Collin Stuart	PROJECT NO.:	14225A
SUBJECT:	Water and Sewer Cost Estimates		

This memo serves as our response to your request for further explanation and details of our conceptual construction and engineering cost estimates for the proposed water and sewer projects outlined in our study dated November 29, 2018.

The proposed projects were evaluated in a desktop study using available roadway layout and topography and well as a windshield survey of the project routes. General “big picture” details of each project were outlined and included length and general depth of pipe, pipe alignment, manholes and pump stations. The estimates at this early stage of the projects did not include specifics such as service connections and required fittings, valves and other ancillary items normally associated with a complete project. They also include conservative estimates for potential ledge and rock removal and paving restoration. This level of detail is typical for a planning level conceptual study such as this and would be considered approximately 10% complete and are intentionally very conservative (i.e. high).

As a project continues to develop, estimates, quantities, permitting requirements and other unknowns become clearer and more refined and correspondingly, costs become more refined and accurate.

The next step in the project development would be preliminary design which is intended to bring the project to approximately 30-35% complete and will define the final design parameters.

Because of the lack of specific detail, conceptual construction cost estimates are based on a unit cost per linear foot. Cost figures are based on recent similarly bid projects with an added factor of safety. The unit costs vary depending on the size of the pipe being installed and known existing conditions of the area where construction is taking place. Additional contingencies can be added depending on the perceived complexity and location of the work.

Memo To: Matthew Garside
Subject: Water & Sewer Project Costs
5/17/2019
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The estimates also include conservative contingencies for design and construction engineering and permitting. At the conceptual phase, these contingencies are determined based on a percentage of the estimated construction cost. Like construction estimates, as the project moves forward into preliminary and final design and more is known about the actual project, the engineering and permitting contingencies tend to become less. Preliminary design will include more detailed tasks such as survey and borings to help quantify potential ledge quantities. For this project, a 35% engineering and permitting contingency was assumed.

Detailed project cost breakdowns are attached for each of the Projects outlined in the study. The estimates include unit costs for pipe, ledge and pump stations. They also include line items for engineering contingencies. As we have noted in the past, the unit costs are simply conservative estimates and are not reflective of what actual bid costs will or could be. And similarly, the engineering figures are estimates based on a percentage of the estimated construction and are intentionally conservative.

Please note the following in relation to the estimates provided in our November 29, 2018 letter:

- Project 4 – note that the project cost would drop by approximately \$1M if the utilities do not extend across the causeway and stop at Cindi's Dockside Restaurant.
- Project 6B – Review of our figures, there appeared to be a typo for the costs of Project 6B. It was reported as \$9,775,000. The actual cost is \$9,015,000.

If you would like to move ahead with the preliminary design phase, we can provide a detailed engineering estimate and agreement for this work at your request.

We hope that the information provided in this memo addresses your questions fully. We appreciate the opportunity to assist the Town of Poland with this endeavor.

PROJECT 1 - Extend the water line from the current terminus near the Top Gun store on Route 26 north to Whalesback Drive.
 Bridge crossing/Earthen dam crossing

Item	Quantity	Unit	Dia. (in.)	Cost/Unit	Cost	Comment
Water Main Off-Road	11,800	LF	12	200	\$2,360,000	Project adjacent to water bodies, wetlands, and inland water fowl/wading bird habitat. Also on a MEDOT roadway.
Water Main in Road	1,000	LF	12	275	\$275,000	
Ledge/Rock Removal	600	CY	-	\$125	<u>\$75,000</u>	

Sub-total \$2,710,000

Engineering/Permitting
 Contingency (35%) \$948,500

Total \$3,658,500

Trench volume

length	depth	width	total volume (cys)	ledge 5%	<i>ledge amount is judgement call based on windshield survey of project route</i>
12,800	6	4	11,378	569	

PROJECT 2 - Extend the water line from its current terminus on Route 26 south to Shaker Hill Nursery.

Item	Quantity	Unit	Dia. (in.)	Cost/Unit	Cost	Comment
Water Main Off-Road	800	LF	12	\$200	\$160,000	MEDOT roadway
Booster Pump Station	1	EA	-	\$700,000	\$700,000	
Ledge/Rock Removal	70	CY	-	\$125	<u>\$8,750</u>	
Sub-total					\$868,750	
Engineering/Permitting Contingency (35%)					<u>\$304,063</u>	
Total					\$1,172,813	

Trench volume

length	depth	width	total volume (cys)	ledge 10%	ledge amount is judgement call based on windshield survey of project route
800	6	4	711	71	

PROJECT 3 - Extend the water line from its current terminus on Route 122 east to a point near Old Castle Lawn and Garden.

Item	Quantity	Unit	Dia. (in.)	Cost/Unit	Cost	Comment
Water Main Off-Road	4,600	LF	12	\$200	\$920,000	Project adjacent to wetlands. Also on a MEDOT roadway.
Ledge/Rock Removal	200	CY	-	\$125	<u>\$25,000</u>	

Sub-total \$945,000

Engineering/Permitting
Contingency (35%) \$330,750

Total \$1,275,750

Trench volume

length	depth	width	total volume (cys)	ledge 5%	ledge amount is judgement call based on windshield survey of project route
4600	6	4	4,089	204	

PROJECT 4 - Extend sewer line from the current terminus near the Top Gun store on Route 26 north to Schellinger Road

Item	Quantity	Unit	Dia. (in.)	Cost/Unit	Cost	Comment
Sewer Main Off-Road	4,300	LF	12	\$300	\$1,290,000	
Sewer Main in Road	1,000	LF	12	\$400	\$400,000	50+ elderly housing connecting to exsitng sewer south of Top Gun
Forcemain Off-Road	6,100	LF	4	\$150	\$915,000	Project adjacent to water bodies/wetlands. MEDOT roadway.
Pump Station	1	EA	-	\$1,000,000	\$1,000,000	
Ledge/Rock Removal	1,400	CY	-	\$125	<u>\$175,000</u>	

Sub-total \$3,780,000

Engineering/Permitting Cc \$1,323,000

SubTotal \$5,103,000

***Deduction if not crossing Causeway* \$1,000,000**

SubTotal \$4,103,000

Trench volume - forcemain	length	depth	width	total volume (cys)	ledge 5%	<i>ledge amount is judgement call based on windshield survey of project route</i>
	6100	6	4	5,422	271	

Trench volume - gravity	length	depth	width	total volume (cys)	ledge 10%	<i>ledge amount is judgement call based on windshield survey of project route</i>
	5300	12	4	9,422	942	total
				ps	150	1,363

Item	Quantity	Unit	Flow/Unit (gpd)	Total Flow (gpd)
Existing homes	7	EA	250	1,750
Undeveloped Parcels	4	EA	250	1,000
Motel	29	Unit	95	2,755
Total				5,505

preliminary calculation to determine relative size of sewer pump station

PROJECT 5 - Extend sewer line from Schellinger Road to Whalesback Drive. Bridge crossing/Earthen dam crossing.

Item	Quantity	Unit	Dia. (in.)	Cost/Unit	Cost	Comment
Sewer Main Off-Road	5,300	LF	12	\$300	\$1,590,000	
Forcemain Off-Road	1,200	LF	4	\$150	\$180,000	Project adjacent to water bodies/wetlands. MEDOT roadway.
Pump Station	1	EA	-	\$600,000	\$600,000	
Ledge/Rock Removal	1,150	CY	-	\$125	<u>\$143,750</u>	
Sub-total					\$2,513,750	
Engineering/Permitting Contingency (35%)					<u>\$879,813</u>	
Total					\$3,393,563	
Trench volume - forcemain	length	depth	width	total volume (cys)	ledge 5%	<i>ledge amount is judgement call based on windshield survey of project route</i>
	1200	6	4	1,067	53	
Trench volume - gravity	length	depth	width	total volume (cys)	ledge 10%	<i>ledge amount is judgement call based on windshield survey of project route</i>
	5300	12	4	9,422	942	
				ps	150	total 1,146
Item	Quantity	Unit	Flow/Unit (gpd)	Total Flow (gpd)	<i>preliminary calculation to determine relative size of sewer pump station</i>	
Existing homes	20	EA	250	5,000		
Undeveloped Parcels	4	EA	250	1,000		
Total				6,000		

PROJECT 6A - Sewer line from high point on Route 26 to high school, forcemain from high school to Whalesback drive.
Large part of route runs parallel to pond

Item	Quantity	Unit	Dia. (in.)	Cost/Unit	Cost	Comment
Sewer Main Off-Road	4,000	LF	12	\$300	\$1,200,000	
Forcemain Off-Road	11,700	LF	4	\$150	\$1,755,000	Project adjacent to water bodies/wetlands. MEDOT roadway.
Pump Station	1	EA	-	\$600,000	\$600,000	
Ledge/Rock Removal	1,400	CY	-	\$125	<u>\$175,000</u>	

Sub-total \$3,730,000

Engineering/Permitting
Contingency (35%) \$1,305,500

Total \$5,035,500

Trench volume - forcemain	length	depth	width	total volume (cys)	ledge 5%	<i>ledge amount is judgement call based on windshield survey of project route</i>
	11700	6	4	10,400	520	

Trench volume - gravity	length	depth	width	total volume (cys)	ledge 10%	<i>ledge amount is judgement call based on windshield survey of project route</i>
	4000	12	4	7,111	711	total
				PS	150	1,381

Item	Quantity	Unit	Flow/Unit (gpd)	Total Flow (gpd)
Existing homes	16	EA	250	4,000
Undeveloped Parcels	7	EA	250	1,750
Shopping Complex	94	Parking Space	2	188
Highschool	860	Person	30	25,800
Total				31,738

preliminary calculation to determine relative size of sewer pump station

PROJECT 6B - Extend the sewer line from Whalesback Drive up to the Poland High School. Large part of route runs parallel to pond.

Item	Quantity	Unit	Dia. (in.)	Cost/Unit	Cost	Comment
Sewer Main in Road	4,100	LF	12	\$400	\$1,640,000	
Sewer Main Off-Road	7,600	LF	12	\$300	\$2,280,000	Project adjacent to water bodies/wetlands. MEDOT roadway.
Forcemain Off-Road	8,100	LF	4	\$150	\$1,215,000	
Pump Station	2	EA	-	\$600,000	\$1,200,000	
Rock Removal	2,740	CY	-	\$125	<u>\$342,500</u>	
	11,700			Sub-total	\$6,677,500	
				Engineering/Permitting Contingency (35%)	<u>\$2,337,125</u>	
				Total	\$9,014,625	
Trench volume - forcemain	length	depth	width	total volume (cys)	ledge 5%	<i>ledge amount is judgement call based on windshield survey of project route</i>
	8100	6	4	7,200	360	
Trench volume - gravity	length	depth	width	total volume (cys)	ledge 10%	<i>ledge amount is judgement call based on windshield survey of project route</i>
	11700	12	4	20,800	2,080	
				PS	300	total 2,740
Item	Quantity	Unit	Flow/Unit (gpd)	Total Flow (gpd)	<i>preliminary calculation to determine relative size of sewer pump station</i>	
Existing homes	51	EA	250	12750		
Undeveloped Parcels	10	EA	250	2500		
Animal Hospital	10	Employee	10	100		
Community School	598	Person	30	17940		
Highschool	860	Person	30	25800		
Shopping Complex	94	Parking Space	2	188		
			Total	59,278		

PROJECT 6C - Combines Sewer Extension B and C1 but removes sewer line included in Extension B.
 Large part of route runs parallel to pond

Item	Quantity	Unit	Dia. (in.)	Cost/Unit	Cost	Comment
Sewer Main Off-Road	4,000	LF	12	\$300	\$1,200,000	
Forcemain Off-Road	17,000	LF	4	\$150	\$2,550,000	Project adjacent to water bodies/wetlands. MEDOT roadway.
Pump Station	1	EA	-	\$1,000,000	\$1,000,000	
Rock Removal	1,600	CY	-	\$125	<u>\$200,000</u>	

Sub-total \$4,950,000

Engineering/Permitting
Contingency (35%) \$1,732,500

Total \$6,682,500

Trench volume - forcemain	length	depth	width	total volume (cys)	ledge 5%	<i>ledge amount is judgement call based on windshield survey of project route</i>
	17000	6	4	15,111	756	

Trench volume - gravity	length	depth	width	total volume (cys)	ledge 10%	<i>ledge amount is judgement call based on windshield survey of project route</i>
	4000	12	4	7,111	711	total
				PS	150	1,617

Item	Quantity	Unit	Flow/Unit (gpd)	Total Flow (gpd)
Existing homes	16	EA	250	4000
Undeveloped Parcels	7	EA	250	1750
Shopping Complex	94	Parking Space	2	188
Highschool	860	Person	30	25800
Total				5,938

*preliminary calculation to determine relative
size of sewer pump station*