

Administration

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MEMORANDUM

TO: Mayor Lovell and City Council
FROM: Kevin L. Sutherland, City Administrator
DATE: December 17, 2018
RE: **Administrative Update**

Public Works Facility

Site Clearing has occurred. This work was done in conjunction with the tree harvest Sweetser reserved the right to do on the land prior to our final purchase date.

Site and road design is being completed by CES Inc for permitting applications. Wetland impact was minimized in Phase 1 to allow for a tier 1 permit, which should help our timeline and upfront cost considerably. Permit applications will go to the regulatory agencies in January.

Facility Design/Build – The RFQ has been developed and posted on the City website and submitted to the paper. We will receive and review the bidders in late December. The top two or three will receive the full Design/Build RFP and we will be evaluating their proposals and costs in January/February. Notice to proceed should allow the selected team to get a jump on a June start date for construction which will be contingent on permit review time from DEP and ACOE.

The school department transportation manager has been made aware we are programming a place for the building they currently have under construction at Biddeford Vocational School to be placed, but a new building is not the responsibility of the Design/Build firm we're selecting.

I want to personally thank our Public Works staff, especially Patrick Fox and Joe Laverriere for the extra time and energy they have put into preparing for this project and doing it in as a cost effective manner as possible

Status of Union Negotiations

Five of the unions – Police – Command, Patrol, Support; Water Resource Recovery Department; and, Public Works/Park and Rec have now ratified their contracts and I will look to review the contracts with Council in Executive Session this evening and hopefully we can be in a position to approve the contracts after we meet.

City Hall Closures

City staff work a half day on December 24th, (half day Holiday) and because it falls on Monday this year, I've received a commitment from all City Hall staff to take the beginning part of that day as a vacation, so City Hall will be closed on Monday and Tuesday (Christmas) next week.

City Administrator Vacation

I will be taking a week off – December 30th through January 5th to visit my parents in Key West. I will attempt to bring back some sunshine.