

Mayor William P. Doyle
Councilor Marshall Archer
Councilor Jim Purdy
Councilor Joseph Gunn



Councilor Lynn H. Copeland
Councilor Alan R. Minthorn
Councilor Jodi L. MacPhail
Councilor Nathan D. Johnston

**SACO CITY COUNCIL MEETING
MONDAY, APRIL 6, 2020 – 6:30PM
ONLINE MEETING VIA ZOOM (SEE BELOW FOR MORE INFORMATION)**

- I. CALL TO ORDER**
- II. RECOGNITION OF MEMBERS PRESENT**
- III. PLEDGE OF ALLEGIANCE**
- IV. GENERAL**
- V. COMMITTEE CORRESPONDENCE TO COUNCIL**
- VI. PUBLIC COMMENT**
- VII. APPROVAL OF MINUTES**
- VIII. CONSENT ITEMS**
 - A. PACTS Paving Match **P2**
- IX. ACTION ITEMS**
 - A. Waive of Interest Penalties **P6**
- X. NEW BUSINESS**
 - A. PILOT Policy Exercise **P7**
 - B. Department Budget Presentations -
See Presentations Here
 - Administration
 - Information Technology
 - Parks & Recreation
 - Public Works & Capital
 - Finance
- XI. ADMINISTRATIVE UPDATE**
- XII. COUNCIL DISCUSSION AND COMMENT**
- XIII. EXECUTIVE SESSION:**

*Be it Ordered that the City Council enter into executive session,
pursuant to [M.R.S.A. Title 1, Chapter 13, Subchapter 1, §405(6)]:*

 - (A) Personnel Update
 - (E) Toddle Inn Property Update
- XIII. REPORT FROM EXECUTIVE SESSION**
- XIV. ADJOURNMENT**

INFO ON COUNCIL MEETINGS WHILE CITY HALL IS CLOSED TO THE PUBLIC

For up to date information on watching Council meetings and submitting public comments, visit
sacomaine.org/watchmeetings

ELECTED OFFICIALS EMAIL ADDRESSES

To reach Saco's Elected Officials use first letter of first name last name @sacomaine.org.

Ex: bdoyle@sacomaine.org. See a list of the Elected Officials above.

Starting with Mayor Bill Doyle, Councilor Archer, Ward 1, Councilor Purdy, Ward 2, etc.

MEETING ITEM COMMENTARY

AGENDA ITEM: PACTS Paving Project- Spring Hill Road

STAFF RESOURCE: Patrick Fox, Public Works

COUNCIL RESOURCE: Councilor Joseph Gunn

BACKGROUND: Saco has a pending project application through the Portland Area Comprehensive Transportation System (PACTS) for rehabilitation of Spring Hill Road from Industrial Park Road to Route 1. The project requires Council authorization. The total project cost is estimated to be \$200,000, with 50% State funds through PACTS, and 50% local matching funds. If approved, the State project funds will be available to the City January 2021, and the work will take place in Spring/Summer 2021. Local funds for 50% of the project can come from the Capital Plan or the Public Works operations paving account.

EXHIBITS: 2021 PACTS MPI Application for Spring Hill Road

RECOMMENDATION: City staff recommends utilizing the PACTS Municipal Partnership Initiative to access State funds to cover 50% of the Spring Hill Road paving project in 2021.

SUGGESTED MOTION: *“Be it ordered that the City Council endorses the use of the PACTS MPI program for the paving of Spring Hill Road in calendar year 2021.”*

2020 PACTS Municipal Partnership Initiative Policy Checklist

Municipality: City of Saco

Project Location: Spring Hill Road (Industrial Park Road to Portland Road)

Estimated Project Cost: \$200,000

PACTS MPI Funds Requested: \$100,000 (50%)

Local Match Funds: \$100,000 (50%)

Description of Project Location:

The project limits are from Industrial Park Road to Portland Road (Rt 1). The segment is 2534 feet long and an average pavement width of 30 feet.

Scope of Work:

The project will consist of reclaiming and paving the entire 2,534' x 30' road segment of Spring Hill Road. The pavement section will consist of 2.5" of binder pavement, followed by 1.5" of surface pavement. Ancillary work will include adjusting drainage structures and restoring the gravel shoulders to proper grade and slope. This project would be completed between May 1, 2021 and October 15, 2021.

Design Exceptions:

This project will not require any Maine DOT design exceptions.

Council Endorsement:

Once put forward as one of the 2021 PACTS subregion projects by the subregion community representatives in March 2020, this project will go before Saco City Council for endorsement in April 2020. The project is already accounted for in the FY 20-21 Capital Plan budget for Saco.

Municipal Contact: Patrick Fox **Title:** Public Works Director
Daytime Phone Number: 207-284-6641 **E-mail:** pfox@sacomaine.org
Fed. Func. Classification: Major Collector **AADT:** 3539

Requirements

Professional Engineer Certified: The City's Engineer will certify that the project was completed to specification. The contact information is as follows:

Joseph A. Laverriere, P.E.
Saco Public Works
300 Main Street
Saco, ME 04072
JLaverriere@sacomaine.org

10-Year Useful Life: The City estimates the useful life of a reclaim and paving project at 15 to 20 years for this road.

Deliverability: The City of Saco will assure that the construction commences within twelve (12) months and is certified complete within twenty-four (24) months from when a Cooperative Agreement is executed. Saco has demonstrated on several previous MPI projects the ability to deliver completed projects in a timely manner.

Public Involvement: The City of Saco will work to embrace public involvement and awareness of this project from the design phase through final construction, by utilizing existing public forums, such as the Traffic Safety Committee and newly formed Saco Bike and Pedestrian Advisory Committee, to solicit public feedback on any proposed changes to the existing road dimensions and usability.

Betterment to the State Transportation System: Improvements to the deteriorating Spring Hill Road will assist with connectivity between I-95 Exit 36 and Route 1. This route has also seen a growth in public transportation use for workers in the adjacent manufacturing and processing facilities. The transportation service providers as well as the ridership will experience an improved commuting experience with roadway and shoulder enhancements.

Multiple Party Agreements: The City of Saco is willing to enter into an agreement with PACTS, which will include language that caps the PACTS state funds contribution to 50% of the project costs up to a maximum PACTS contribution of \$100,000.

Right-of-Way Acquisition: The project, as proposed, falls completely within the existing right of way and existing roadway section.

Safety: Improvements to the current road pavement condition and shoulders will be a safety improvement to the corridor.

Economic Development & Job Creation: The enhancements to Spring Hill Road will enhance access to and use of the public bus service used by many members of the Industrial Park workforce.

Degree of Betterment: This project provides a greatly improved ride quality and reduction in summer and winter maintenance costs. Truck traffic has increased significantly to new and expanded businesses in the area increasing the safety needs and benefits of improving Spring Hill Road.

Percentage of Local Match: The City proposes a 50% match on roadway construction costs. The City will self-perform all engineering, permitting, and public engagement to assure all PACTS funds are used solely for direct improvements to the roadway.

Destination 2040: Spring Hill Road serves as a vital connector road to an area serving the region as trucking and rail distribution hubs, as well as commuting connectivity to businesses and turnpike access. This will complement the adjacent Industrial Park Road paving project that was completed in the past two years.

Customer Benefit: Safety and rideability will be the most noticeable customer benefit of this project. Travelers of this roadway will see reduced maintenance costs in personal, public and private commercial fleets that travel this roadway several times per day. Reliable access for trucking to and from railroad yard access along Spring Hill Road will be enhanced with this project as well.

MEETING ITEM COMMENTARY

AGENDA ITEM: Waive of Interest Penalties

COUNCIL RESOURCE: Councilor Jodi MacPhail

STAFF RESOURCE: Glenys Salas, Finance Director

BACKGROUND: In light of the economic uncertainty surrounding the national health crisis related to the spread of novel coronavirus COVID-19, Council would like to waive the interest rate normally applied to delinquent taxes. This action does not delay the timing of liens or foreclosures, which are set by the state. This will apply to tax payments postmarked April 7th through the last day that City Hall is closed to the public. Separate action will be necessary to extend this relief further. This relief is available only to citizens who pay by mail.

RECOMMENDATION: City staff recommends approval.

SUGGESTED MOTION *Be it ordered that the City Tax Collector waive the interest rate normally applied to delinquent taxes on payments received by mail and postmarked April 7th, 2020, through the last day that City Hall is closed to the public.*

"I move to approve the order".

Finance

Saco City Hall
300 Main Street
Saco, Maine 04072-1538



Glenys Salas
Finance Director & Treasurer
GSalas@sacomaine.org
Phone: (207) 710-5015

MEMORANDUM

TO: Mayor & City Council
FROM: Glenys Salas, Finance Director
DATE: 4/2/2020
RE: **PILOT Recommendation**

On March 16th, I presented a recommendation to the Council to develop a more robust PILOT program to collect some revenue from non-profit organizations that own property in the City of Saco. This recommendation was based on a mix of property valuations, the current tax rate, and a credit for services rendered by each organization. Under the new proposal, some non-profit organizations would pay more in lieu of taxes while others would pay less.

The attached PILOT worksheet lists all of the non-profit organizations, their existing PILOT payments, if any, and their payments as likely to be made under the updated PILOT program. One change from my original presentation is that the Trustees of Thornton Academy has been categorized as Quasi-Governmental and therefore exempted from the PILOT proposal.

Councilors may edit any of the cells in yellow to observe the impact on the on the total new PILOT program as compared to the current program.

Once final direction on credits and rates has been made, Finance can work with the City Solicitor to update the Ordinance.

