

MEETING NOTICE

The Special meeting of the Ellsworth City Council will be held on Tuesday, April 9, 2024 at 6:00 PM in the Ellsworth City Hall Council Chambers

Facebook: <https://www.facebook.com/ellsworthme>

YouTube: <https://www.youtube.com/c/CityofEllsworthMaine>

AGENDA

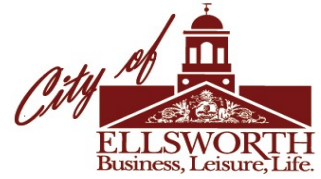
1. Call to Order.
2. Public hearing and action on the business license for Black Moon LLC DBA Black Moon Public House at 142 Main Street for a new City Class B license and State liquor restaurant license.
3. Council Order #040900, Request of the Economic Development Director to approve the submittal of a Community Enterprise Program Community Development Block Grant application to fund a downtown façade improvement grant program, and to allocate \$25,000 of FY 2024 unallocated TIF funds as matching funds.
4. Council Order #040901, Request of the Fire Chief to apply for a FEMA SAFER grant for adequate fire and emergency response program.
5. Council Order #040902, Request of the Fire Chief to apply for FEMA Fire Prevention and Safety grants.
6. Council Order #040903, Request of the Water Superintendent to approve Bench Scale testing by Woodard and Curran for future Water Treatment Plant Conceptual Design.
7. Council Order #040904, Request of the Highway Superintendent to approve the revision of the Storm Water Drainage Cleaning by Woodard and Curran to include additional areas desired by the City.
8. Council Order #040905, Request of the Waste Water Superintendent to submit construction and inspection services by Woodard and Curran for the High Street Pump Station upgrade.
9. Adjournment.

City of Ellsworth

One City Hall Plaza
Ellsworth ME 04605

Business License Renewal Form

KATINA STANWOOD
ELLSWORTH ME 04605



Please review the information we have on record, for your business. Make note of any changes or corrections, return the signed application, along with your payment to the City Office (address shown above) as soon as possible for quick processing and to avoid lapse in license. If you have any questions call 207-669-6625.

If you are no longer in business, please check this box and return the form. ☐

Account Number: 631

State Tax ID:

Business Name: KATINA STANWOOD

State License #:

Business Address: Unknown Location

Business Email:

Business Phone:

Business Fax:

Type of Business:

Mailing Address: , ELLSWORTH ME 04605

Owner Name: Unknown Owner 25

Owner Phone:

Owner Address: ,

Fees	Fee Based On	Quantity	Amount
\$85.00 per year			\$ 85.00
\$80. Public Hearing Notice Fee			\$ 80.00
Total License Fees:			\$ 165.00

Fees are due upon receipt. Payments can be made via cash or check, or by using a credit or debit card. Use of credit or debit will incur a 2.5% consumer fee. You can mail your renewal, liquor application and fees to City Clerk, 1 City Hall Plaza, Ellsworth, ME 04605.

Fees due before new license will be issued Current License expires on 01/26/2024

All applications and remittances are accepted subject to audit and approval and do not constitute a license to do business. The foregoing information is correct to the best to my knowledge. The applicant hereby acknowledges his responsibility to maintain the business in compliance with all applicable laws and ordinances.

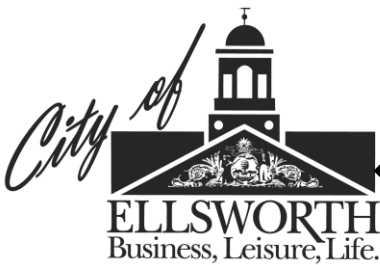
Signature

Print Name

Date

Please return signed application and payment to the City of Ellsworth

Office Use Only: Date Received: _____ Receipt No: _____



MEMO

To: City Council
From: Janna Richards, Economic Development Director
Cc: Charles Pearce, City Manager
Date: April 9, 2024
Re: Application for Community Development Block Grant Community Enterprise Program

Background:

Maine's Department of Economic and Community Development administers the State's Community Development Block Grant (CDBG) program. The funds for the program are federal and are distributed through the US Department of Housing and Urban Development (HUD). One program under the State's CDBG program is called the Community Enterprise (CE) Grant Program. This program provides grant funds to assist communities in implementing business façade improvement programs.

The City has received comment from downtown property and business owners that they would benefit from a façade improvement program. In the past five years, many of the properties in the downtown have changed hands to be owner occupied buildings, rather than commercial leasing. This means more ownership-investment; however, these small business owners are facing other financial challenges, making investment in their property difficult to prioritize.

In preparation to submitting a Letter of Interest to apply for the CDBG CE program, City staff conducted a walking survey and found that approximately 50% of the properties within the proposed geographic scope (State Street, from the intersection with Church Street, to Water Street, to Pine Street, to High Street, to Main Street) met the definition of "blight", with peeling paint, bowing brick, rotting and/or missing siding, evidence of graffiti, broken windows and signage, and holes in foundations. The City documented existence of these conditions through a spot blight analysis during the walking survey.

Given downtown property and business owner comment, and the existence of these conditions within the downtown, City staff submitted a Letter of Intent to apply for the CE CDBG program in February 2024. On March 11th, we received news from the program administrators that our proposed project meets the requirements of the program and that we are eligible to move forward with a full application.

Request:

Submittal of grant application - City staff is requesting the City Council consider moving forward with a full application submittal to the CE CDBG program. The application will request funding from the State in order to establish a downtown business façade improvement grant program. This program, administered by the City, would offer downtown businesses and property owners the ability to apply for façade grants in order to improve the exterior of their buildings and/or signage, and therefore remediate blighted conditions. The blighted conditions would be a part of the criteria necessary on the grant application in order to be considered for funding. The City's Letter of Intent to Apply and Project Geographic Location Map are included with this memo as additional information for the Council to review and consider.

Matching funds - The CDBG CE grant program requires a 25% minimum cash match and that the match be fully committed at the time the application is submitted. As such, City staff is also requesting the City Council consider approving the allocation of \$25,000 of FY2024 unallocated TIF funds as match to the City's request for \$100,000 of State CDBG funds. To date during FY2024, funds that have been allocated out of the City's unallocated TIF funds include \$25,000 to the Union River Center for Innovation (allocated during the FY24 budget process) and \$15,000 to be put toward the matching funds required for the Village Partnership Initiative Planning Phase (allocated and approved at the November 2023 City Council meeting). With a total of \$40,000 being allocated out of the unallocated FY 2024 TIF funds, there should be sufficient funds left over to be allocated as match toward this project. A memo prepared for the City's Finance Committee, which includes a proposed project budget, is included with this memo as additional information for the Council to review and consider.

Proposed Motion:

Please note that a requirement of the CDBG program is that a public hearing on the proposal be held as part of the application process. This meeting on April 9, 2024 serves to meet that public hearing requirement to gain feedback from the public and the City Council.

After the public hearing is held, should the Council decide to move forward with the submittal of the CDBG CE Program grant application and approve the matching funds, the following motion is suggested:

Move to approve the submittal of a Community Development Block Grant Community Enterprise Program application to help fund a downtown business façade improvement grant program, and to allocate \$25,000 of FY 2024 unallocated TIF funds as matching funds to the \$100,000 requested State CDBG funds.

State of Maine
Community Development
Block Grant Program
2024 Community Enterprise Program
Letter of Intent to Apply

Due at DECD on or before February 23, 2024 at 4:00 p.m.



Letters of Intent must be submitted via email to: ocd.loi@maine.gov
Please enter "CE LOI" in the subject line.

All communities wishing to apply for a 2024 Community Enterprise Grant must use this Letter of Intent to document compliance with requirements established by Title I of the Housing and Community Development Act of 1974, as amended and the State of Maine CDBG program. Applicants who submit a completed Letter of Intent and demonstrate meeting a CDBG National Objective will be notified by OCD that they are eligible to submit a final application. Eligibility to submit a final application does not imply final project approval or funding. Funds will not be available until after July 1, 2024.

A. APPLICANT ELIGIBILITY

1. Legal Applicant:

Applicant:	City of Ellsworth	Phone:	207-669-6655
Address:	1 City Hall Plaza	Fax:	207-667-4908
City, ZIP:	Ellsworth 04605	E-Mail:	jrichards@ellsworthmaine.gov
Chief Official:	Glenn Moshier, City Manager		
Census Tracts #(s) Where Proposed Activities Will Occur:		9655.03	
Year of Slum & Blight Declaration	N/A	Parameters of Slum & Blight area (such as High St. to Green St. to Main St. etc.)	State Street (from intersection with Church Street) to Water Street to Pine Street to High Street to Main Street
National Objective (Low/Mod, or S/B)	S/B	Percent of blighted buildings in area	50%
Applicant UEI (please visit www.sam.gov) #: YUCMJ2YGS6X5			

2. Applying on Behalf of Sub-Grantee (if applicable): (e.g.: Non-Profit)

Sub-Grantee:	N/A	Phone:	
Address:		Fax:	
City, ZIP:		E-Mail:	
Agency Rep:		Title	

3. Engineer/Architect consulted for project & providing cost estimates:

Name:	N/A	Phone:	
Firm:		Fax:	
Address:		E-Mail:	
City, ZIP:			

B. ELIGIBLE ACTIVITY CATEGORIES

Place an "X" to the left of the CE categories for which this Intent to Apply is being made:

X	1. Business Façade Grants (accomplishment type: 08 Businesses)
	2. Streetscapes (accomplishment type: 01 People)

C. PROJECT INFORMATION

Provide a clear, concise description of the proposed project using the space below. The scope of work should be very specific in identifying how the money will be used in meeting a National Objective.

The City of Ellsworth would like to offer downtown businesses and property owners the ability to apply for business façade grants in order to improve their buildings. Many, approximately 50% of the properties in the geographic area provided, meet the definition of blight, with peeling paint, bowing brick, rotting and/or missing siding, evidence of graffiti, broken windows and signage, and holes in foundations. The City has documented existence of these conditions through a spot blight analysis. The grant program established and administered by the City with the CDBG funds would provide an opportunity for business and property owners to improve blighted conditions. The blighted conditions would be part of the criteria necessary on the grant application in order to be considered for funding for a project to improve the condition.

In the past five years, many of the properties in the downtown have changed hands to be owner occupied buildings, rather than commercial leasing. This means more ownership-investment; however, these small business owners are facing other financial challenges, making investment in their property difficult to prioritize. The proposed project will benefit businesses and property owners in that it will allow them to make exterior improvements to their buildings and signage. The proposed project meets a National Objective in that it will help to eliminate blighting conditions in the City's historic downtown, which is a draw to both tourists/visitors and local residents. To further eliminate blighted conditions, the City will set aside funds to improve streetscaping on public property in the designated geographic area. Streetscape improvements will include enhancement to two pocket parks, additional benches and trash receptacles, street lighting, and signage. Through a partnership with the MaineDOT, the City will also be conducting the planning phase of a Village Partnership Initiative, which will seek to improve signage, traffic calming, and sidewalks.

1. Will the project impact a Floodplain? YES NO X
2. Will the project impact a historic property YES NO X

D. COST ESTIMATES & PROJECT FUNDING

Provide the estimated project cost, amount of CDBG funds to be requested and sources, amounts and dates secured for all anticipated cash matching funds. **A minimum cash match equivalent of 25% of the grant award** may come from any public or private source.

All construction estimates should be prepared by the Engineer/Architect (from section A-3). Take into account the inflation rate in relation to the anticipated starting date of the project and applicable DAVIS/BACON wage rates as they apply to construction costs.

Total Estimated Project Cost:	\$228,000	CDBG Request:	\$100,000
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Funding Source	Amount	Date Secured
CDBG CE Grant	\$100,000	Pending
City of Ellsworth – Village Partnership Initiative Planning (Local Match)	\$50,000	November 20, 2023
City of Ellsworth – Village Partnership Initiative Implementation (Part of Local Match)	\$25,000	Pending City Council FY 25 budget approval in June 2024
City of Ellsworth Streetscape	\$48,000	\$25,000 pending City Council approval when notified to move forward with full CDBG CE application (from FY 24 funds) \$8,000 secured as part of Economic Development FY 24 budget in June 2023 \$15,000 pending City Council FY 25 budget approval in June 2024
Heart of Ellsworth Streetscape	\$5,000	September 2023
TOTAL:	\$228,000	

E. COMPREHENSIVE PLAN

List the dates on which your local comprehensive plan was adopted, updated (if applicable) and deemed consistent by Maine's Municipal Planning Assistance Program.

Adopted Date:	December 2004	
Updated:	Undergoing update currently, expected completion in November 2024	
MPAP Approval Date:	December 9, 2004	
Community does not have an adopted and consistent comprehensive plan.		
Date Comprehensive Plan Expected to be Adopted and Consistent:	December 2024	

F. NATIONAL OBJECTIVE

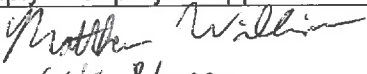
Check all applicable boxes below indicating how the National Objectives will be met and attach all required documentation listed in the appropriate box.

BENEFITTING LOW-TO-MODERATE INCOME PERSONS (IMI)	
☒	Community-Wide LMI National Objective Attach Census Figures indicating 51% or more of the community is LMI along with a completed <u>Beneficiary Profile</u> OR recent survey materials meeting the requirements set forth in OCD Policy Letter Number 19 and Income Survey Methodology Handbook.)
☒	Target Area LMI National Objective Attach Census Figures indicating 51% or more of the target area is LMI along with a completed <u>Beneficiary Profile</u> OR recent survey materials meeting the requirements set forth in OCD Policy Letter Number 19 and Income Survey Methodology Handbook.)

	Limited Clientele LMI National Objective ☒ Attach written documentation that the proposed CDBG activity will serve only LMI persons, or a HUD recognized Limited Clientele group as set forth by the United States Department of Housing and Urban Development in 24 CFR Part 570 and the State of Maine CDBG Program.
	ELIMINATION OF SLUMS AND BLIGHTING CONDITIONS
	Elimination or Prevention of Slums and Blight on an Area-Wide Basis ☒ Attach completed Slum & Blight Declaration meeting the requirements of Maine State Statute 30-A, Chapter 205, Section 5202 and regulations set forth by the United States Department of Housing and Urban Development in 24 CFR Part 570.
X	Elimination or Prevention of Slums and Blight on a Spot Basis ☒ Attach completed Spot Blight Designation form and required attachments which meets regulations set forth by the United States Department of Housing and Urban Development in 24 CFR Part 570.

Applicant Certifications

- a. To the best of my knowledge and belief, the information in this Letter of Intent and all attached documentation is true and correct.
- b. This pre-application complies with all applicable State and federal laws and regulations; and
- c. Approval of this Letter of Intent by OCD to submit a final application does not imply final project approval or funding.

 <i>City Planner</i>	City of Ellsworth	02/22/2024
Signature of Chief Executive Officer <i>as proxy for City Manager</i>	Name of Community	Date: mm/dd/year

BENEFICIARY PROFILE

The demographic information is garnered from local survey forms and the Benefit Data Worksheet on Page 24 of the Survey Methodology Handbook or, for HUD listed 51% LMI communities or contiguous census tracts, from U.S. Census Data. You may access this data for your community online at <https://www.maine.gov/dafs/economist/census-information> or at <https://www.census.gov/quickfacts/ME>

1. Community: Date:
2. Name of Target Area:
3. Description of Target Area:
4. Census Tracts #(s) contained in Survey Area (whole or partial):

5. POPULATION

- a. Total Population
- b. Total Persons at or below 80% of county median income _____
- c. Total Persons above 80% of county median income _____

6. FAMILY RACE (Indicate total estimated persons for each racial group from Benefit Data Worksheet on Page 24; for town-wide surveys or contiguous census tracts use data from U.S. Census.)

Racial Group	At or below 80%	80% Plus
White		

Black/African American		
Asian		
Native Hawaiian/Other Pacific Islander		
American Indian/Alaskan Native		
Asian & White		
American Indian/Alaskan Native & White		
Black/African American & White		
American Indian/Alaskan Native & Black/African American		
Other		

7. DEMOGRAPHICS (Indicate total estimated persons for each demographic group from Benefit Data Worksheet on Page 24; for town-wide surveys or contiguous census tracts use data from U.S. Census web site listed above.)

Demographic Group	At or below 80%	80% Plus
Total Number of Elderly		
Total Number of Severely Disabled		
Total Female Heads of Households		

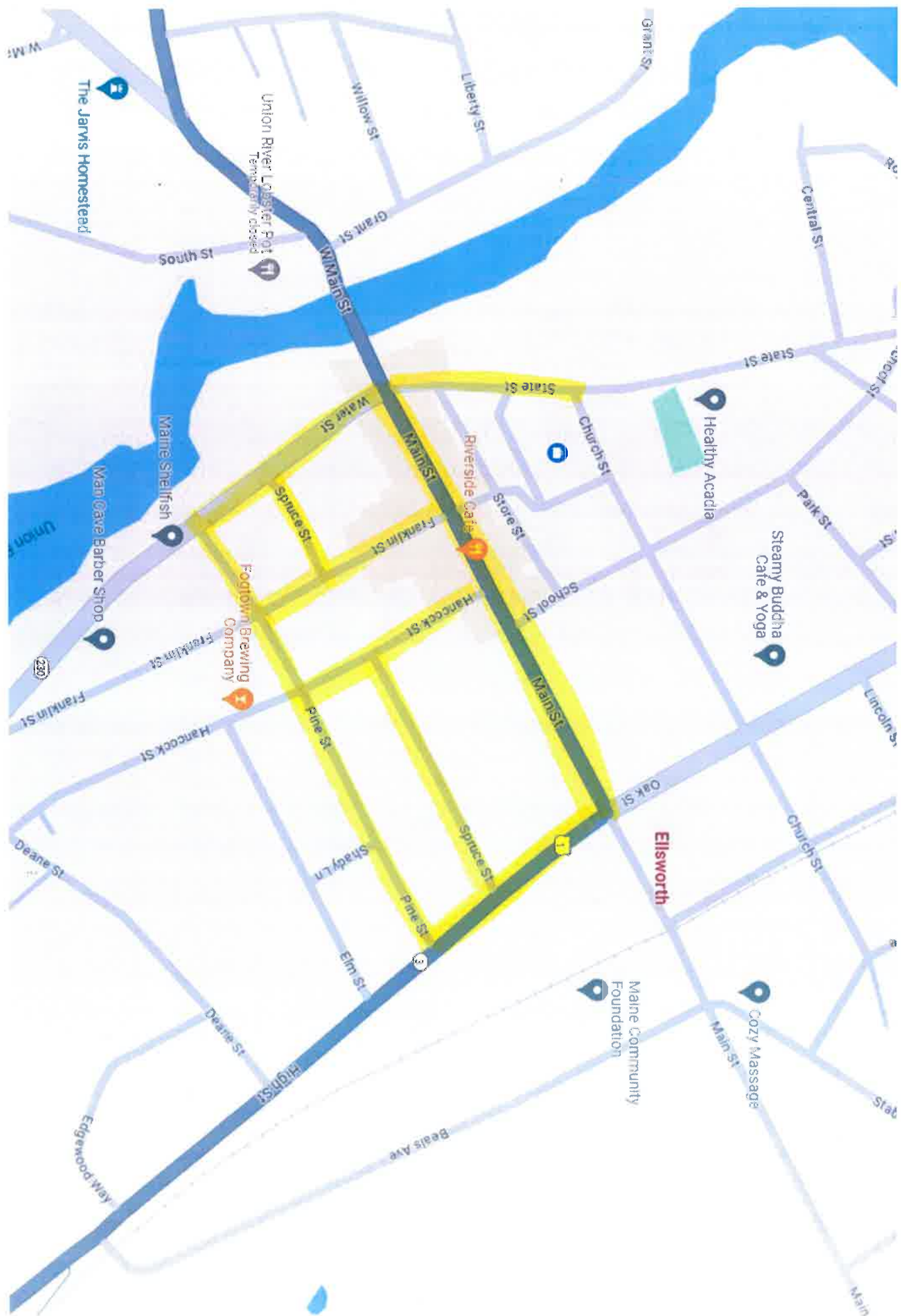
8. Date Submitted: _____

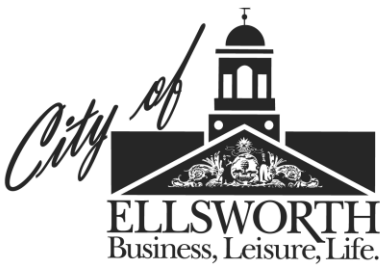
Authorized Signature: _____ Title: _____

Instructions for completing the Beneficiary Profile

All page numbers referenced below are from the Survey Methodology Handbook

- Line 1 State name of community.
- Line 2 Give name of target area; state "same as above if community wide.
- Line 3 Give a brief description of target area.
- Line 4 List all Census Tracts contained in the target area
- Line 5a In regard to a target area; use the estimated total number of persons on line 15 of the Low to Moderate Income Worksheet contained on Page 19. In regard to the entire Town or City being the target area, use the latest census information.
- Line 5b In regard to a target area; use the total estimated number of persons at or below 80% of county median income from the CDBG Benefit Data Worksheet on Page 24. In regard to the entire Town/City being the target area, use the latest census information.
- Line 5c In regard to a target area; use the total estimated number of persons above 80% of county median income from the CDBG Benefit Data Worksheet on Page 24. In regard to the entire Town/City being the target area, use the latest census information.
- Line 6 In regard to a target area; use the electronically generated figures for all racial groups from the Low to Moderate Income Worksheet contained on Page 19. In regard to the entire Town/City being the target area, use the latest census information.
- Line 7 In regard to a target area; use the electronically generated figures for all demographic groups from the Low to Moderate Income Worksheet contained on Page 19. In regard to the entire Town/City being the target area, use the latest census information.
- Line 8 Sign, date and indicate the title of the Beneficiary Profile signatory.





MEMO

To: City of Ellsworth City Council, Finance Committee
From: Janna Richards, Economic Development Director
Cc: Matthew Williams, Interim City Manager
Date: March 22, 2024
Re: State of Maine Community Development Block Grant – Community Enterprise Program 2024

Briefing

The City of Ellsworth submitted a Letter of Intent to Apply to the State's Community Development Block Grant – Community Enterprise Program in February 2024. On March 11th, we received news from the program administrators that our proposed project meets the requirements of the program and that we are eligible to move forward with a full application. This memo serves to provide the City's Finance Committee with the scope of the proposed project that the grant funds are being requested for, a proposed budget for the project (including matching funds, both secured and requested), and next steps.

Scope of Project

Geographic location is described as follows, with map attached: State Street (from intersection with Church Street) to Water Street to Pine Street to High Street to Main Street.

Within this geographic area, the City of Ellsworth would like to offer downtown businesses and property owners the ability to apply for business façade grants in order to improve their buildings.

Many, approximately 50% of the properties in the geographic area provided, meet the definition of "blight", with peeling paint, bowing brick, rotting and/or missing siding, evidence of graffiti, broken windows and signage, and holes in foundations. The City has documented existence of these conditions through a spot blight analysis.

The grant program established and administered by the City with the CDBG funds would provide an opportunity for business and property owners to improve blighted conditions. The

blighted conditions would be part of the criteria necessary on the grant application in order to be considered for funding for a project to improve the condition.

In the past five years, many of the properties in the downtown have changed hands to be owner occupied buildings, rather than commercial leasing. This means more ownership-investment; however, these small business owners are facing other financial challenges, making investment in their property difficult to prioritize. The proposed project will benefit businesses and property owners in that it will allow them to make exterior improvements to their buildings and signage. The proposed project meets a National Objective in that it will help to eliminate blighting conditions in the City's historic downtown, which is a draw to both tourists/visitors and local residents.

To further eliminate blighted conditions, the City will set aside funds to improve streetscaping on public property in the designated geographic area. Streetscape improvements will include enhancement to two pocket parks, additional benches and trash receptacles, street lighting, and signage. Through a partnership with the MaineDOT, the City will also be conducting the planning phase of a Village Partnership Initiative, which will seek to improve signage, traffic calming, and sidewalks.

Project Budget

Funding Source	Amount	Date Secured
CDBG CE Grant	\$100,000	Pending
City of Ellsworth – Village Partnership Initiative Planning (Local Match)	\$50,000	November 20, 2023
City of Ellsworth Streetscape	\$33,000	\$25,000 pending City Council approval when notified to move forward with full CDBG CE application (from FY 24 funds) \$8,000 secured as part of Economic Development FY 24 budget in June 2023
Heart of Ellsworth Streetscape	\$5,000	September 2023
TOTAL:	\$188,000	

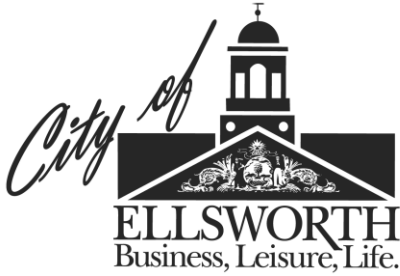
For the purpose of this Finance Committee meeting discussion, we are focused on the item identified in the above table as “\$25,000 pending City Council approval when notified to move forward with full CDBG CE application (from FY 24 funds)”. To date during FY2024, funds that

have been allocated out of the City's unallocated TIF funds include \$25,000 to the Union River Center for Innovation (allocated during the FY24 budget process) and \$15,000 to be put toward the matching funds required for the Village Partnership Initiative Planning Phase (allocated and approved at the November 2023 City Council meeting). With a total of \$40,000 being allocated out of the unallocated TIF funds, there should be sufficient funds left over to be allocated as match toward this project in the amount of \$25,000, which is 25% of the total funds being requested in the grant application. At the public hearing scheduled for April 9, 2024, this is the amount staff is planning on requesting as matching funds. Please note that the State requires that all matching funds be fully committed and secured by the application deadline of April 12, 2024.

Next Steps

City staff seek input on both the scope of the project and corresponding budget prior to the public hearing on April 9, 2024 so that any feedback provided at this Finance Committee meeting can be incorporated in to the request that will be considered at that hearing.

If given approval to move forward with the application process and matching funds, City Staff will finalize the application and submit prior to the April 12, 2024 deadline.



From the Desk of Chief Scott Guillerault

1 City Hall Plaza ♦ Ellsworth, ME 04605-1942
Phone (207) 667-8666 ♦ Fax (207) 667-4902
www.ellsworthmaine.gov

MEMO

To: Ellsworth City Council
From: Scott Guillerault, Fire Chief
Date: March 26, 2024

Councilors,

This memo is to serve as a request to apply for FEMA Fiscal Year 2023 Staffing for Adequate Fire and Emergency Response (SAFER) Grant Program.

- **Hiring Activity:** The Hiring Activity offers grants to support applications to hire new, additional firefighters (or to change the status of part-time or paid-on-call firefighters to full-time firefighters), rehire laid off firefighters, or to retain firefighters facing layoff. National, regional, state, local, tribal and nonprofit interest organizations representing the interests of volunteer firefighters are not eligible to receive a SAFER Program award under the Hiring Activity Cost.
- **Share or Match:** There is no cost share or match or position cost limit for the FY 2023 SAFER Program.

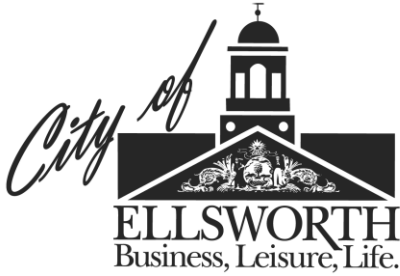
Award announcements will be made at the beginning of summer 2024 and on a continuous basis thereafter until all available funds have been awarded, but no later than September 30, 2024. The performance period starts up to 180 days from date of award, or the hiring of staff.

The goal is if awarded to have all 8 staff hired by Jan of 2025. This would give us time to train adequately for working as Firefighters for Ellsworth increase our current EMS capability to the paramedic level consistently, and finally if Ellsworth moves into EMS transport, have a dedicated crew for the ambulance(s) without affecting minimum staffing requirement for the fire suppression capabilities of the city.

Respectfully submitted,

Chief Scott Guillerault

Cc: Matt Williams, Interim City manager
Toni Dyer, City Clerk



From the Desk of Chief Scott Guillerault

1 City Hall Plaza ♦ Ellsworth, ME 04605-1942
Phone (207) 667-8666 ♦ Fax (207) 667-4902
www.ellsworthmaine.gov

MEMO

To: Ellsworth City Council
From: Scott Guillerault, Fire Chief
Date: March 26, 2024

Councilors,

This memo is to serve as a request to apply for FEMA Fiscal Year 2023 Fire Prevention and Safety (FP&S) grant.

The purpose of the FP&S Grant Program is to provide critically needed resources to fire departments and non-profit organizations to carry out fire prevention education and training, fire code enforcement, fire/arson investigation, firefighter safety and health programming, strategic national projects, prevention efforts, and research and development. This will allow the Ellsworth Fire Department to enhance programs in place for public and private sector fire prevention activities, along with improvements to our fire/arson investigation capabilities.

Award announcements will be made at the beginning of summer 2024 and on a continuous basis thereafter until all available funds have been awarded, but no later than September 30, 2024. The performance period starts up to 180 days from date of award, or the hiring of staff.

The goal is if awarded to have all 8 staff hired by Jan of 2025. This would give us time to train adequately for working as Firefighters for Ellsworth increase our current EMS capability to the paramedic level consistently, and finally if Ellsworth moves into EMS transport, have a dedicated crew for the ambulance(s) without affecting minimum staffing requirement for the fire suppression capabilities of the city.

Respectfully submitted,

Chief Scott Guillerault

Cc: Matt Williams, Interim City manager
Toni Dyer, City Clerk



April 4, 2024

Charlie Pearce, City Manager
City of Ellsworth
1 City Hall Plaza
Ellsworth, ME 04605

RE: Downtown and Oak Street Drainage Improvements
Proposal for Preliminary Work and Design

Dear Charlie:

Thank you for requesting that Woodard & Curran assist the City of Ellsworth with your goal of expanding and improving the storm drainage system in the Downtown and Oak Street areas. We are pleased to submit this proposal for your review for the preliminary work and design services.

PROJECT UNDERSTANDING

The City of Ellsworth (City) has contracted with Woodard & Curran (W&C) to investigate the City's overall drainage system and the condition of its stormwater assets. The drainage analysis included mapping and inventory including digitization of existing maps, drain surveys, Closed Circuit Television (CCTV) inspections of the highest priority areas of the drainage system, GIS mapping and creation of a database; creating a hydrologic and hydraulic (H&H) model of existing conditions to identify and evaluate drainage improvement options to determine system capacity restrictions; and a prioritization plan of improvement projects with cost estimates for capital investment planning.

Approximately 24,500 linear feet of stormwater drainage pipes were inspected out of the approximately 117,000 linear feet of pipe mapped in the GIS database. The objective of these investigations was to identify structural defects and operational & maintenance (O&M) issues in the drainage pipes. A closed-circuit television (CCTV) pathfinder camera was used to assess drainage pipe condition in accordance with the National Association of Sewer Service Companies - Pipeline Assessment Certification Program (NASSCO PACP) Condition Grading System. Structural defects are noted for physical problems observed (i.e., cracked, fractured, broken pipe, hole, deformations, or collapses) and O&M issues are for maintenance items (i.e., deposits settled, roots, infiltration, or grouting repair). Pipes were also inspected for evidence of potential illicit wastewater connections.

In parallel with the condition investigation, W&C developed a hydrologic and hydraulic (H&H) model using the Environmental Protection Agency (EPA) Stormwater Management Model (SWMM) version 5.2.3 based program PCSWMM version 7.5.3406 to evaluate the existing drainage system capacity and potential drainage improvements. W&C used the 1-D (closed conduit pipe network) PCSWMM model to identify pipe capacity during the 5, 10, 25 and 50-year design storm. Additionally, W&C used Innovyze InfoWorks ICM (Integrated Catchment Modeling) to model 2-D (overland flow and accumulation) areas of water depth on the ground



surface during the 5, 10, 25 and 50-year 24-hour design storms. The H&H models included 15.9 miles of pipe and 894 structures from the updated GIS database.

Based on the results of the hydraulic modeling, significant capacity limitations were identified throughout the stormwater collection system, which limit the level of service to less than a 5-year design storm in most locations. Using the surface flooding maps, four Focus Areas were identified for capacity improvements. Capacity improvements were designed targeting a 10-year design storm projected for the year 2100.

The findings of the storm drain inspection and hydrologic and hydraulic model have informed the identification of higher flood risk focus areas and potential flood mitigation projects. The alternatives were ranked based on benefit, cost, and utility coordination potential to populate a prioritization plan. In particular, Focus Area 1 is a priority with schedule pressure applied by the planned MaineDOT Oak Street project. Focus Area 1 includes portion of Oak Street and downstream infrastructure that will be necessary to accommodate drainage improvements in Oak Street. The recommended actions are anticipated to be carried out over the next 2 years and represent a major step toward rehabilitating storm drainage infrastructure and flood risk reduction. The recommended components address both structural defects and capacity limitations.

SCOPE OF SERVICES

The Scope of Services includes engineering services from the preliminary work through public bidding stage of the Downtown and Oak Street Drainage Improvements project, which includes the installation of up to 3000' of 36", 48", 60" and 72" drainage pipe, 70 drainage structures, existing water and sewer infrastructure relocations/replacements and partial retaining wall replacement.

The scope of services for the preliminary work includes:

1. Kick-off Meeting
2. Base Map Creation
 - a. Create a base map utilizing topographical and location field surveys, 1-foot contours and existing utility records from the Town, State, private utility owners, and customers, as necessary.
 - b. Area features and utility data, such as water, sewer and stormwater infrastructure, electrical distribution, and roadway features, and other site-specific information not captured within the survey will be collected by W&C staff during field visits once the draft base map is complete. This effort will need to be coordinated with Public Works to make sure we can access manholes and catch basins.
 - c. Conduct geotechnical exploration along the pipe route to determine the best methods for constructing the drainage infrastructure.
3. Permitting, Land Acquisition, and Easement Identification
 - a. Work to determine dimensions of land to be acquired and easements needed.



- b. Identify all State and Local permitting requirements.
- 4. Project Meeting(s)
 - a. Woodard & Curran will hold up to four client meetings for input at various stages of completion.
 - b. Woodard and Curran will support the City with up to two neighborhood meetings to be held at critical stages of the layout to solicit input.
- 5. Preliminary and Final Design Phases
 - a. Provide preliminary design drawings, specifications, and cost estimates for review and input by the City and MDOT, as appropriate.
 - b. Provide bid ready final design documents based on comments received.
- 6. Public Bidding Process and Construction Contract Execution
 - a. Solicit bidders, hold pre bid meeting, answer questions during the bid period, and attend bid opening,
 - b. Prepare the bid tabulation and recommendation of award.

PROPOSED SCHEDULE AND FEE

We propose to begin this Scope of Services starting with the Preliminary Work in July 2024 and anticipate being able to complete the full scope by April 2025.

In addition, we propose to complete the above Scope of Services for a lump sum not-to-exceed cost of \$625,000 inclusive of reimbursable expenses. Subsequently construction administration and inspection will be negotiated as the project progresses.

Schedule	Description of Work	Budget
July 2024 to September 2024	Preliminary Work <i>Includes topographical and location survey, geotechnical investigations, permit identification, easement identification, developing a report that considers infrastructure required to connect adjacent neighbors, investigation into existing utility locations.</i>	\$150,000
September 2024 to December 2024	Preliminary Design Phase <i>Preliminary design to refine the opinion of cost and to review the work with the Town during four client meetings and two neighborhood meetings. Includes exploring additional funding opportunities to support the Project.</i>	\$300,000



Schedule	Description of Work	Budget
December 2024 to March 2025	Final Design Phase <i>Preparing bid-ready plans and specification and a final opinion of cost.</i>	\$150,000
March 2025 to April 2025	Public Bidding Process and Construction Contract Execution	\$25,000
TBD	Construction Phase Services	TBD

TERMS AND CONDITIONS

The Scope of Services will be performed according to the previously agreed to Standard Terms & Conditions between Woodard & Curran and the City of Ellsworth signed June 24, 2019.

CLOSING

If you accept this proposal and wish to proceed with the Scope of Services, please indicate your agreement by signing the below Authorization to Proceed.

We are excited for the opportunity to continue to support the City of Ellsworth in implementing this important project for your community. Please let us know if you have any questions or would like to discuss anything in more detail.

Very Truly Yours,

Woodard & Curran, Inc.

A blue ink signature of Brent M. Bridges, written in a cursive style.

Brent M. Bridges, P.E.
Senior Principal

AUTHORIZATION TO PROCEED

City of Ellsworth

Signature

Date

Name (printed)

Title

April 2, 2024



Charlie Pearce, City Manager
City of Ellsworth, ME
1 City Hall Plaza
Ellsworth, ME 04605

Re: New Water Treatment Plant Conceptual Design
Contract Amendment 01- Bench-Scale Testing

Dear Charlie:

As part of the conceptual design phase of the new Ellsworth Water Treatment Plant, various treatment technologies will need to be piloted in order to determine the best possible strategy of reducing organic contaminants and disinfection byproducts at the plant. Prior to full-scale piloting, bench-scale testing will be required. We have partnered with Blueleaf Incorporated, a pilot testing company for water and wastewater treatment, and have prepared the following proposal for a bench-scale study to determine the effectiveness of alternative chemical pretreatment options for the reduction of organics.

SCOPE OF SERVICES

In conjunction with Blueleaf Inc., the original contract will be amended to **add** the following scope of services:

Bench-Scale Study: Blueleaf Inc. will perform a bench-scale study to evaluate alternative chemical pretreatment options for the reduction of natural organic matter (NOM) from the drinking water supply source in Ellsworth, ME. The results of this study will inform decisions on filtration and clarification technologies to be piloted and eventually implemented in the final design of the new treatment plant. The scope of work is as follows:

1. Review Historical Data and Prepare Bench Testing Plan

Blueleaf will review the historical water quality and prepare a Bench Scale Testing Plan that details the methods, experimental plan, and statistical analyses to be used. The Plan will be reviewed by all parties including the City and Woodard & Curran (W&C) prior to the commencement of the Bench Scale Testing.

2. Bench Scale Testing

Raw water samples will be shipped to the Blueleaf office in Charlton, MA and a series of tests will be completed to evaluate the following:

- Jar test to mimic rapid, coagulation, and flocculation mixing,
- Filtration to mimic particle removal with granular media filters,
- On-site analyses to include UV254 absorbance, TOC/DOC, UV₂₅₄, Fe, and Mn,
- Use of inorganic and organic coagulants at pH values in the ranges that are typical for each coagulant,



- Magnetic ion-exchange (MIEX) pretreatment at 1000 bed volumes with coagulant after pretreatment with MIEX.

3. Prepare Report

Blueleaf Inc. and Woodard & Curran will prepare a report with all methods, data, statistical analyses, and conclusions for Bench Scale testing.

4. Chemical Analyses

Blueleaf will collect samples for offsite analyses, and can analyze TOC, DOC, and manganese. Blueleaf will complete the chlorine and pH adjustments and analyses required for the Simulated Distribution System Testing. All other analyses will be completed by a State-certified analytical laboratory.

PROPOSED SCHEDULE AND FEE

The bench-scale study is expected to take 1 month from when the raw water samples are collected.

We propose to complete the Scope of Services presented above for a lump sum fee of \$25,000, inclusive of bench-scale study and time for W&C to coordinate and review for the duration of the study.

TERMS AND CONDITIONS

All services will be performed in accordance with the Terms and Conditions executed between the City of Ellsworth and Woodard & Curran dated June 24, 2019.

CLOSING

If this scope adjustment and fee proposal is acceptable, please print and sign/date below, and return one copy to our office to act as our Authorization to Proceed.

If you require any additional information or have any questions, please contact me at (207) 558-3807 or bbridges@woodardcurran.com.

Yours Truly,

WOODARD & CURRAN, INC.

A blue ink signature of Brent M. Bridges.

Brent M. Bridges, PE
Senior Principal

AUTHORIZATION TO PROCEED CITY OF ELLSWORTH, ME

Signature

Date

Name (printed)

Title

Via Electronic Mail

March 26, 2024



Adam Wilson
Public Works Foreman
City of Ellsworth, ME
1 City Hall Plaza
Ellsworth, ME 04605

Re: Proposal for Professional Services
Culvert/Storm Drain Assessment and Evaluations

Dear Adam:

Woodard & Curran has completed an initial field conditions assessment for the City of Ellsworth's largest and most critical stormwater infrastructure and is presently working to finalize recommendations from the field assessment and the subsequent stormwater model that was prepared. During the field inspection work, there were several structures and pipes that could not be adequately inspected because the debris inside the pipes needed heavy cleaning; in some areas the debris prevented the camera equipment from fully inspecting a length of pipe. Woodard & Curran has recommended to the City that these pipes and structures be heavily cleaned and re-inspected to determine any structural damage that might exist. A map of the pipes and structures to be heavily cleaned and re-inspected was sent to the City on January 5, 2024. Table 1 shows the quantity of pipes and structures included.

Table 1. Quantity of Pipes and Structures for Cleaning and Re-inspection.

Pipes

Intervention	Number of Pipes	Estimated Linear Footage
Clean	39	4304
Clean & Re-inspect	52	6608

Structures

Intervention	Catch Basin Count	Manhole Count
Clean	8	8
Clean & Re-inspect	12	0

The City has asked Woodard & Curran to prepare a proposal to complete the heavy cleaning and re-inspection scope in addition to a few areas that The City would like added. The additional areas to be heavily cleaned and inspected include culverts/pipes on Deane Street from 46 Deane Street to Hancock Street and a culvert/pipe section on Pine Street.

The scope will include subcontracted services to clean and inspect the drainage infrastructure indicated, oversight and data review by Woodard & Curran, and reporting of the conditions encountered to include recommendations and preliminary cost estimates for any rehabilitation work recommended. Additional recommendations will be appended to the City of Ellsworth



Storm Drain Infrastructure Prioritization Plan that is currently being drafted and expected to be finalized before this additional work is complete.

Scope of Services

Woodard & Curran agrees to provide the following services:

Task 2.C: Conditions Assessment (Additional)

Woodard & Curran will subcontract with Vortex services to clean and conduct visual inspections of the structures and storm drains as identified in the maps sent to the City. The field CCTV inspections will be performed by a NASSCO certified PAPC operator/inspector from Vortex Services with oversight and direction from a Woodard & Curran engineer.

Utilizing GIS technology, our field personnel will collect and record the information as necessary in the field, utilizing a mobile device, which will automatically update the GIS database and feed this data out into a web-viewer.

Woodard & Curran assumes access to the system will allow for the cleaning and inspections to be completed within a total of eight (8) days with a cleaning crew and equipment and a total of five (5) days of a CCTV inspection crew and equipment. While we are relatively confident with this estimate, which is based on our experience and assumptions herein, the number of days to complete the services may need to be revisited based on actual field conditions and rate of production, if this occurs, we will advise the City accordingly.

Deliverables

Technical Memorandum summarizing results of the re-inspection and recommendations- The memorandum will be appended to the City of Ellsworth Storm Drain Infrastructure Prioritization Plan which is currently being developed by Woodard & Curran.

Assumptions and Understandings

- Woodard & Curran has assumed that inspections may be completed from the inlet and outlet of the culvert/storm drain.
- Woodard & Curran will not enter a space defined as a "confined space" by OSHA. Should a confined space entry be required, or other aforementioned factors be encountered, the culvert will be "flagged" as requiring future special access considerations and will be identified as a maintenance activity.
- Inspections will be conducted by a two-person field crew with traffic cones for maintenance and protection of traffic (MPT). If a police detail or other MPT measures are required, we will discuss the needs with the City. Woodard & Curran's fee does not include police details or other flagging.
- All work will be performed within City's right-of-ways and/or easements. No work will be performed on private properties unless the City obtains permission from the landowner prior to the investigation. Should a critical piece of infrastructure or flow channel be identified on private property, it will be "flagged" for the City to obtain access for subsequent inspection and/or survey.
- Woodard & Curran is not required to obtain any permits for execution of the Project.

- The hydraulic model will not be updated to incorporate any new findings in the field from the re-inspection work.

Proposed Schedule

Woodard & Curran can begin work within three weeks upon Authorization to Proceed and anticipate completion within two months, depending on scheduling with Vortex and the City.

Proposed Fee

Woodard & Curran proposes a lump sum budget of not-to-exceed \$70,000 to perform the services described within Task 2.C, invoiced monthly. We will communicate with the City on our efforts relative to this budget and work requested. We will not exceed this budget without written authorization from the City.

Description of Work	Budget
Task 1: Culvert and Storm Drain Mapping and Inventory	Completed
Task 2.A: Review Existing Information	Completed
Task 2.B: Conditions Assessment	Completed
Task 2.C: Conditions Assessment (Additional)	\$70,000*
Task 3: Modeling and Projections	Completed
Task 4: Capital Planning	Completed
Proposed Fee	\$70,000
Previously Authorized Fee	\$280,000
Total Fee	\$350,000
*includes \$45,860 for CCTV/cleaning subcontractor	

Terms and Conditions

Terms and Conditions of this work shall be conducted per the previously agreed to Standard Terms & Conditions between Woodard & Curran, Inc., and City of Ellsworth, signed June 24, 2019.

If you accept this proposal and wish to proceed with this Scope of Services, please indicate your agreement by signing the below Authorization to Proceed and return a copy for our records.



Conclusion

We appreciate the opportunity to work with you and welcome any questions you may have on this proposal. Please do not hesitate to call us at (207) 558-3807.



Sincerely,

Woodard & Curran, Inc.

A handwritten signature in blue ink that reads "Brent M. Bridges".

Brent M. Bridges, P.E.
Senior Principal

JLM

Cc: Matt Williams – Interim City Manager

AUTHORIZATION TO PROCEED

CITY OF ELLSWORTH

Signature

Date

Matt Williams

Name (printed)

Interim City Manager

Title

March 26, 2024



Michael Harris, Wastewater Superintendent
City of Ellsworth
1 City Hall Plaza
Ellsworth, ME 04605

RE: Proposal for Engineering Services During Construction
High Street Pump Station Upgrade

Dear Michael,

Thank you for the opportunity to submit this proposal for engineering services during construction associated with the High Street Pump Station Upgrade Project. The bid-phase for the project was completed in March 2024 and Woodard & Curran is ready move forward with construction phase services when Apex Construction, Inc. has been issued Notice to Proceed.

BACKGROUND

Woodard & Curran has finalized bid documents and permitting for the High Street Pump Station Upgrade project to be constructed starting in Spring 2024. The project includes upgrading the station with suction-lift pumps to be housed in a newly constructed building about a new pre-cast concrete wet well structure.

The construction project is expected to have a timeline of one (1) year with 320 days to substantial completion and 365 days to final completion. The active onsite construction is expected to be a six (6) month time period.

This proposal includes services for construction administration, periodic on-site resident project representation, and providing assistance with SRF and Community Development Grant funding requisition services.

SCOPE OF SERVICES

Woodard & Curran will provide the following services:

Construction Phase

- Consult with City and act as City's representative for the project.
- Resident Project Representative (RPR): Provide the services of an RPR at the site to assist the Engineer and to provide periodic review of contractor's work. It is expected that the duration for providing this service will be six (6) months and will begin once the contractor has mobilized to the site.
- Participate in and chair a pre-construction conference prior to commencement of work at the site.
- Participate in and chair periodic construction meetings during active construction at the site. Seven (7) construction meetings have been included in our estimate.



- Develop with City and Contractor jointly protocols for transmittals between and among owner, contractor, and engineer during the construction phase and post-construction phase.
- Receive, review, and determine the acceptability of all schedules that Contractor is required to submit to Engineer, including the progress schedule, schedule of submittals, and schedule of values.
- Establish baselines and benchmarks for locating the work which in Engineer's judgment are necessary to enable Contractor to proceed.
- Engineer to make visits to the site at intervals appropriate to the various stages of construction to observe, as an experienced and qualified design professional, the progress of Contractor's executed Work. Based on information obtained during such visits and observations, Engineer will determine in general if the work is proceeding in accordance with the construction contract documents, and Engineer shall keep City informed of the progress of the work.
- Recommend change orders and work change directives to City, as appropriate, and prepare change orders and work change directives as required.
- Respond to any notice from Contractor of differing site conditions, including conditions relating to underground facilities such as utilities, and hazardous environmental conditions.
- Review and approve or take other appropriate action with respect to shop drawings, samples, and other required Contractor submittals.
- Determine the amounts that Engineer recommends Contractor be paid based on review of Applications for Payment and accompanying supporting documentation.
- Receive from Contractor, review, and transmit to City maintenance and operating instructions, schedules, guarantees, bonds, certificates, or other evidence of insurance required by the construction contract documents, certificates of inspection, tests and approvals, and shop drawings, samples, and other data approved as provided.
- Receive from Contractor and review the annotated record documents which are to be assembled by Contractor in accordance with the construction contract to obtain final payment. The Engineer shall prepare record drawings and furnish such record drawings to City.
- Promptly after notice from Contractor that Contractor considers the entire work ready for its intended use, in company with City and Contractor, visit the site to review the work and determine the status of completion. Follow the procedures in the construction contract regarding the preliminary Certificate of Substantial Completion, punch list of items to be completed and issuance of a final certificate of Substantial Completion.
- Assist the City with filling out payment requisitions for the duration of the construction contract for SRF and Community Development Grants. It is assumed that assistance will be needed on a quarterly basis to fill out the necessary paperwork and provide back-up documentation for the pay requisitions.



Post-Construction Phase

- Together with City, visit the project areas and observe any apparent defects in the work, make recommendations as to replacement or correction of defective work or the need to repair any damage to the site or adjacent areas, and assist City in consultations and discussions with Contractor concerning correction of any such defective work and any needed repairs.
- Together with City, visit the project within one month before the end of the construction contract's correction period to ascertain whether any portion of the work or the repair of any damage to the site or adjacent areas is defective and therefore subject to correction by Contractor.

SCHEDULE

Woodard & Curran is prepared to start working with the City and Contractor as soon as a construction contract is approved by the City.

ASSUMPTIONS AND UNDERSTANDINGS

The following assumptions and understandings apply to the scope of work, schedule, and budget described herein.

- Project representation and site visits are included for up to six (6) months of active construction.
- Attendance at seven (7) monthly construction meetings is included.
- Quarterly assistance will be provided for gathering documentation the City needs for SRF and Community Development Grants. It is expected that the City will need assistance with a total of four (4) payment requisitions.

BUDGET

Woodard & Curran proposes to perform the work described in this proposal on a Lump Sum Basis, invoiced monthly based upon percentage of work complete, in the amount of \$155,000. Monthly invoices will include a summary of services provided during the invoice period. The fee breakdown is shown below.

Description of Work	Budget
Construction Phase	
Construction Administration	\$80,000
Resident Project Representative	\$65,000
Post Construction Phase	\$10,000
Total Fee	\$155,000



TERMS AND CONDITIONS

The work listed above will be provided in accordance with the Standard Terms & Conditions between the City of Ellsworth and Woodard & Curran, Inc. signed June 24, 2019.

We very much appreciate the opportunity to work with you and the City of Ellsworth, and we look forward to a successful project. If you have questions or desire any changes to more closely reflect your needs or budget, please feel free to contact me at any time.

Very truly yours,

WOODARD & CURRAN

A handwritten signature in blue ink that reads "Brent M. Bridges".

Brent M. Bridges, PE
Senior Principal

JLM

Cc: Matt Williams – Interim City Manager

AUTHORIZATION TO PROCEED

CITY OF ELLSWORTH

Signature	Date
Matt Williams	
Name (printed)	
Interim City Manager	
Title	