

**RECORD OF SPECIAL MEETING
ELLSWORTH CITY COUNCIL**

DATE: AUGUST 5, 2016

TIME: 8:00 AM

PLACE: ELLSWORTH CITY HALL COUNCIL CHAMBERS

**CITY COUNCIL PRESENT: BEATHAM, BLANCHETTE, CROSTHWAITE,
FORTIER, MOORE AND PHILLIPS.**

CITY COUNCIL ABSENT: (ONE SEAT IS VACATE)

**KEY SPEAKERS PRESENT: CITY MANAGER DAVID COLE, TAMMY MOTE,
GARY SAUNDERS, MIKE HANGGE, AND PETE BICKMORE.**

Call to Order.

Chairman Crosthwaite called the special meeting of the Ellsworth City Council to order at 8:00 AM.

Council Order #081601, Request of the City Manager to accept a bid on the Forrest Avenue Extension construction project.

David Cole, City Manager stated at the recent bid opening three bids were received for the Forrest Avenue Extension Construction Project. R.F. Jordan was the lowest bidder with a price of \$777,100. See attachment #1 for the complete list of bids received. The original cost estimates appear to be accurate based on the bids received. Eero Hedefine from Hedefine Engineering & Design, Inc has reviewed the bid documents and has determined the bid documents are in compliance with the requirements. He has provided a letter as part of attachment #1 recommending the City accept the low bid from R.F. Jordan. The City's objective is to have this project substantially completed by snow fall of 2016. The final paving will be completed in the spring. The bid documents list 80 days for substantial completion. There was a limited discussion on the coordination of the three projects taking place in that area and how they will come together. The three projects discussed were the Rt. 1A Project, Forrest Avenue Extension Construction Project and the Railroad Crossing Project. The existing entrance and light to the High School will remain open until the new light and entrance are fully functional with the exception of the final paving on the entrance road to the High School.

On a motion by Fortier, seconded by Moore, it was unanimously

RESOLVED to approve Council Order #081601, request of the City Manager to accept the bid of R.F. Jordan & Sons Construction for the Forrest Avenue Extension Construction project at unit pricing as bid (attachment #1) for an estimated cost of \$777,100 to be funded by bond proceeds.

Council Order #081602, Request of the City Manager to accept a proposal for security improvements to City Hall.

Tammy Mote, Deputy City Manager stated the Council recently voted to outsource the third shift dispatch services to the Regional Communication Center. As a result

Call to Order.

Approved - Council Order #081601, request of the City Manager to accept the bid of R.F. Jordan & Sons Construction for the Forrest Avenue Extension Construction project at unit pricing as bid (attachment #1) for an estimated cost of \$777,100 to be funded by bond proceeds.

Approved - Council Order #081602, request of the Finance Director to award a bid to Maine

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of this change, City Hall will need a security system that will ensure the building is locked down during the overnight hours while the second and third floors are vacant. The building was accessed by Steve Joyal (Facilities Manager), Pete Bickmore (Police Chief) and Gary Saunders (Deputy Fire Chief). Joyal was present to answer any specific questions. Three quotes were requested with only two responding with a proposal. The low bidder was Maine Fire Protection with a quote of \$17,210. See attachment #2 for the complete request and quote from Maine Fire Protection. The staff recommends awarding the contract to Maine Fire Protection. The proposals do not include replacing the sprinkler system that is a separate issue. Joyal stated the locksmith fees, the two telephones along with installation, and the yearly monitoring fees will be in addition to the proposals received. Joyal stated the yearly monitoring fee will be \$275. The fire alarms and panic button monitoring system will be an additional \$425 yearly. Different components of the security plan were provided as well as pieces that had to be removed to make the project cost feasible. Card readers will be added to exterior doors only, there are currently eight doors that would need them in order to add a card reader to the ninth door would require a third module. Each module can control four doors. The additional module would cost \$3,200 plus \$300 in locksmith fees. Joyal suggested placing a locking handset on the interior door at the top of the stairs entering the Fire Department living quarters rather than a card reader system. The cost for adding a locking handset alone would be \$300. The security upgrade will cover all the perimeter doors, so that the dispatch center can move out of City Hall and the building can be locked down. Joyal discussed the plan for the front double doors of City Hall without absorbing a large cost. The existing doors will be used; however, the closers will be changed out. The cost to replace the doors would be approximately \$25,000 to \$30,000. David Cole, City Manager stated this security plan does not meet every security issue in the building nor is it meant to at this time. The Chiefs are working with an internal City Hall staff committee on current security concerns, necessary training for different safety issues, and additional security measures that might be needed. The current security plan is an unscheduled expense and until recently an unbudgeted item. Chairman Crosthwaite inquired if the monitoring fees would be included within the next budgeting cycle. Joyal explained the front doors and the Police Department door would be monitored along with the fire system including the panic button alarms. Maine Fire Protection would be monitoring these systems; they are the current vendor used for this purpose. Councilor Blanchette asked which doors make up the nine doors as discussed. Joyal listed the nine doors that would have a card reader installed on them. The front doors would have a timed locking system installed on them. Joyal explained how the front doors would be addressed to enhance security and still

Fire Protection in the amount of \$17,210 (see attachment #2) for City Hall Security upgrades; to be funded from the City Hall Capital Improvement Account.

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guarantee anyone in the building could exit through them. If the front doors do not shut completely after hours an alarm will be sent to the monitoring system and someone will be alerted to check the door. Councilor Fortier was concerned with not adding a card reader to the door at the top of the stairs to the Fire Department living quarters. The idea of adding a locking handset which would require a key for entry to that stairwell from the City Hall level was discussed in detail. Councilor Phillips felt this was a great first step. Phillips inquired if there were any major differences between the two companies that provided quotes. Maine Fire Protection is the current vendor for City Hall and the Moore Community Center. Each security company uses different equipment and because of this Joyal feels it is very important to keep the same contractor. Joyal has used Maine Fire Protection for many of the buildings he has managed in the past and has always found them to be a good company to work with. They were the low bidder on this project. Bullet proof glass was not recommended as part of the security plan at this time. That type of glass is very expensive and the current building structure does not lend itself to installing it. Fortier recommended spending the additional \$3,300 to purchase the third module. This would protect door #9 with a card reader and add room to add a couple additional doors if the need arises. Joyal stated that can be added in the future without any additional fees. There was a lengthy discussion on whether to add a key lock, card reader or leave door #9 unlocked. Fortier stated \$59,000 was transferred last month to fund the security plan. Mote reminded the Council that the goal was not to use all of the \$59,000 for this project because the roof repair was also needed at this time. The goal was to apply some of this money to that project so the City would not need to borrow money to complete it. Pete Bickmore, Police Chief stated he felt the security plan meets the objective at this time. The original cost estimates were \$30,000 and after discussions with a larger group of interested parties the price increased to \$40,000. After many cuts to the original project the building will be secured, access will not be as convenient because a key will be needed; however, the security goals have been addressed at a more reasonable cost. Gary Saunders, Deputy Fire Chief confirmed the concern with door #9 and the desire to have a card reader on that door. Joyal stated that door #9 will be locked 24 hours a day from the City Hall level with egress from the stairwell guaranteed. The difference in convenience is based on whether a key or card is used when opening the locked door for entry. City Hall will still require keys for entry into certain doors; the building will not be converted to 100% card readers at this time. The card reader will only get employees into the building, they will then need to use their key to access their individual offices. If employees need to access the Fire Department level of the building they will need a key or take the elevator to that floor. The elevator will be disabled nightly when maintenance leaves. A new

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locking procedure will be implemented in conjunction with the new security plan. In the past the elevator has been left open at night occasionally when the Maintenance Department is not schedule during the evening hours. When consistent locking procedures are used by everyone in the building and training is conducted this should not be an issue again. Joyal did not feel there would be an additional fee on top of the \$3,200 if the module was added at a later date. The card readers are wired; there are no plans at this time to bring wires over to door #9. Councilor Beathem felt any improvement is better than what exists today. He felt this was a good starting point; however, did see a few items he would question in the future. If there is no additional cost to add items later, Beathem saw no reason to extend beyond that point at this time. There are currently approved locks inside all the fire personnel bedroom doors for use at night for safety.

On a motion by Phillips, seconded by Beathem, it was unanimously

RESOLVED to approve Council Order #081602, request of the Finance Director to award a bid to Maine Fire Protection in the amount of \$17,210 (see attachment #2) for City Hall Security upgrades; to be funded from the City Hall Capital Improvement Account.

Adjournment.

On a motion by Blanchette, seconded by Moore, it was unanimously

RESOLVED to approve adjournment at 8:48 AM.

A TRUE COPY

**ATTEST: _____
HEIDI-NOËL GRINDLE**

**Approved -
Adjournment at 8:48
AM.**