

# MINUTES

Cumberland Town Council Meeting

Town Council Chambers

**Monday, January 9, 2023**

**6:00 P.M. Call to Order and Executive Session**

## **6:00 P.M. Call to Order**

Present: Councilors Copp, Edes, Filson, Foster, Segrist, Storey-King and Vail

### **I. EXECUTIVE SESSION** pursuant to Title 36 M.R.S.A. Section 405 (6)(E) consultation with the Town Attorney.

Motion by Councilor Segrist, seconded by Councilor Storey-King, to recess to Executive Session pursuant to Title 36 M.R.S.A. Section 405 (6)(E) consultation with the Town Attorney.

VOTE: 7-0 UNANIMOUS

TIME: 6:05 P.M.

Reconvene to regular session at 7:00 P.M.

### **II. APPROVAL OF MINUTES**

Motion by Councilor Filson, seconded by Councilor Vail, to accept the December 12, 2022 meeting minutes as presented.

VOTE: 7-0 UNANIMOUS

Motion by Councilor Filson, seconded by Councilor Vail, to accept the December 19, 2022 Special Meeting minutes as presented.

VOTE: 7-0 UNANIMOUS

### **III. MANAGER'S REPORT**

Town Manager Shane said that he is pleased to introduce three Greely students, Charlie Moore, Shawn Allen and Max Allen. They hold a fundraiser every year to raise money for the food pantry. This year they raised \$8,000 and donated gas and Hannaford gift cards to the food pantry. Charlie and Shawn are juniors this year, and Max will take over the program when they graduate.

Town Manager Shane reported that a presentation was given to the School Board at their last meeting regarding the solar project. The school will work with Revision Energy and have them come back with a letter of intent that will be presented to the School Board next week. 15 to 20 acres of land would be needed for this project, and this is just the beginning of a 2-year process.

### **IV. PUBLIC DISCUSSION**

No public discussion.

## V. LEGISLATION AND POLICY

### 23 – 001 To hear a presentation from the Prince Memorial Library Advisory Board and Library Director re: Library Capital Improvement Plan.



#### Part I: CIP Requests

1. Temporary space expansion
1. Minerva implementation



#### Request #1: Temporary Space Expansion



#### Aerial Rendering



#### Accommodating High-Demand Programs



#### Utilizing Other Community Spaces When Available



#### Space Analysis

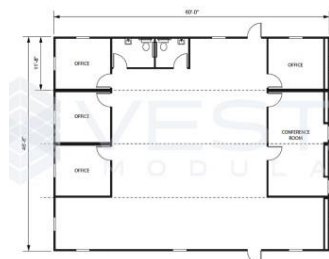
Estimated at ~\$5,000, the intended outcomes would be:

1. determining the best option for designated programming space to eliminate the ongoing disruption to other PML-patron activities,
2. identifying a viable space for the PML Friends to eliminate the currently-hazardous arrangement of frequenting the PML basement, and
3. carving out and preserving quiet individual space(s).

*The addition of a temporary space installation may be the most efficient and viable option for meeting these needs until a permanent expansion can be secured.*



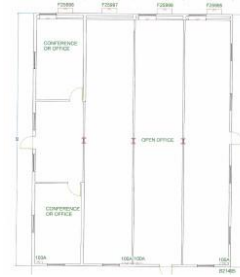
#### Temporary Space Option #1: Vesta 48' x 60'



### Temporary Space Option #2: Vesta 60' x 60'



### Temporary Space Option #3: Schiavi 60' x 60'



### Leasing vs. Purchasing

48' x 60' Options	60' x 60' Options
Installation: \$108,675	Installation: \$143,500
Steps/Decks/Ramps: \$ 35,000	Steps/Decks/Ramps: \$ 35,000
Annual Lease: <u>\$ 51,600</u> (\$4,300/mo)	Annual Lease: <u>\$ 63,600</u> (\$5,300/mo)
<b>1) \$195,275 (year)</b>	<b>1) \$242,100 (year)</b>
Purchase + Installation: \$431,000	Purchase + Installation: \$536,000
Steps/Decks/Ramps: <u>\$ 35,000</u>	Steps/Decks/Ramps: <u>\$ 35,000</u>
<b>(total) \$466,000</b>	<b>(total) \$571,000</b>
<i>*Any selected option will need to be outfitted with the necessary technology.</i>	

### Request #2: Minerva Implementation

#### MINERVA: A Shared Library System

- Brings together over 60 libraries and over 6 million items from across the state
- Patrons can request materials without having to appear in person
- Easy access to more books, DVDs, audiobooks, magazines, and music CDs
- Library staff can easily and quickly order interlibrary loans for patrons
- The statewide delivery service, which is subsidized by Minerva reduces postage costs and shortens delivery time

#### Capital costs

- New 14-digit barcodes for existing items: \$3,000
- Receipt printers & barcode scanners: \$300

## Part II: Non-CIP Considerations

1. Minerva implementation costs
2. Additional staffing needs
3. A potentially-outdated vision

### Subsequent Consideration #1: Other Costs with Minerva

Initial Migration	Annual/Ongoing
Catalog record cleanup: \$13,500	Membership fee: \$
Scoping services: <u>\$ 2,950</u>	4,300
<b>\$16,450</b>	Increased van delivery: \$ 1,384
	Additional PTE: <u>\$20,000</u>
	<b>\$25,684</b>

### Subsequent Consideration #2: Additional Staffing Needs

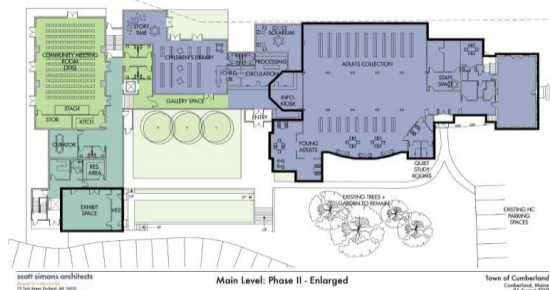
- Additional program staffing for the temporary space, particularly in the areas of Youth & Teen Services and Children's programming
- Currently the former is staffed at 30 hours, and there is no specific designation for the latter

### Subsequent Consideration #3: A Potentially-Outdated Rendering and Vision

The PML staff and Advisory Board see the need for:

- Engaging in an updated community needs assessment
- Aligning the resulting data with the space -assessment recommendations
- Forging additional local and regional partnerships
- Avoiding the expectation of the town or its citizens being the fiscal agent for a permanent expansion to PML

## 2019 Proposed Expansion is Potentially Outdated



## Moving Forward

Any permanent expansion would need to reflect an updated vision and be represented in an updated set of architectural plans.

A different strategy for fundraising would potentially include:

- Public-private partnerships (i.e. industry, Veterans Services)
- State and federal grants (i.e. regional programming, Community Resilience Partnership Climate Action Grant)
- An intentional combination of funding sources

## Guiding Principles

Ongoing PML strategic planning emphasizes:

- Seeking avenues for improving and expanding PML's physical, virtual, and human resources
- Responding to the community's diverse and growing needs
- Leveraging existing and potential partnerships
- Offering PML's experience and energy to the community's future planning efforts

## Questions or Feedback?

Thomas Bennett, Director, Prince Memorial Library  
tbennett@cumberlandmaine.com

Paul Dexter, Chair, Prince Memorial Library Advisory Board  
pauldexterj@gmail.com

(And make sure to sign up for and read the weekly PML-newsletter!)

## 23 – 002 To hear a presentation from the Assistant Town Manager re: Public Services and Val Halla Capital Improvement Plan.

Assistant Town Manager, Chris Bolduc, presented the following:



## Greely Road Widening and Sidewalk Project



## Purpose

- The project would focus on making the 3.2 mile stretch of Greely Road, from Main Street to Middle Road, safer for bicyclist and pedestrians and improve the condition of the roadway for vehicle traffic.

## Project Specifics

- Upgrade 2 Stream Crossing's to improve water flow and fish passage, this will mitigate flooding issues to improve the integrity of the road and would allow for the widening of the road.
- Identify and mitigate isolated drainage issues.
- Add a section of sidewalk connecting the Main Street Sidewalk to Valhalla Road which would complete an existing loop to the neighborhoods.
- Improve the ValHalla Road and Greely Road intersection to make it safer.
- Add 2-to-3-foot paved shoulders and pavement overlay the entire length of Greely Road to make it safer for pedestrians, cyclist and motorists.

## Upgrade Stream Crossings



Maxfield Brook



Windell Brook



Corey Road (box culvert / fish passage)

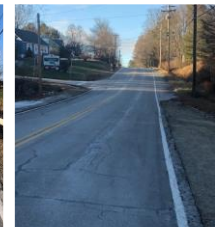
## Greely Road / Valhalla Road Intersection Reconstruction



## Addition of a Sidewalk from Main Street to Valhalla Road



## Current Condition Greely Road Shoulders



## Estimate of Cost and Funding

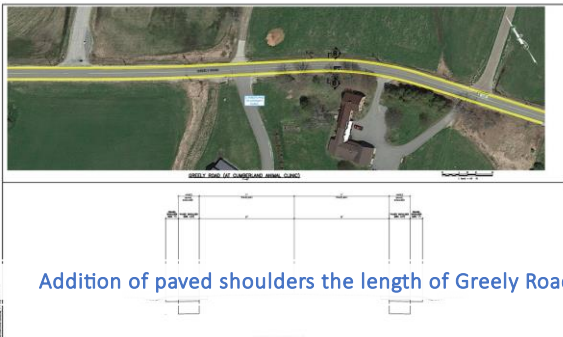
### Cost

Sidewalk, Intersection and Shoulders	\$1,420,000.00
Pave Entire Road	\$580,000.00
Drainage	\$450,000.00
Stream Crossings (with Grant Funding)	\$250,000.00
Contingency / Engineering	\$400,000.00
<b>Total</b>	<b>\$3,100,000.00</b>

### Funding

- Potentially use TIF funds for paving.
- Bond for drainage and infrastructure improvements.
- DEP Fish Passage Culvert Grant for the two stream crossings.

## Addition of paved shoulders the length of Greely Road



## History

- The administrative building was proposed and approved to replace the existing breakroom, bathrooms and office space in a building that was built in 1968 and was incorporated into the current garage space.
- The existing space was determined to be inadequate to accommodate the addition of 20+ bus drivers and administrative staff that was going to now be occupying part of the facility.
- In 2019 went out to Bond to build an addition on the existing Public Works Garage and build an administrative building.
- 2020 prices of materials escalated during construction causing the garage expansion to go over budget and funding of the Administrative Building was deferred.
- All utilities were installed and stubbed for the building, and parking and site work was completed as planned



## Public Works and SAD 51 Transportation Administrative Building

## Need Assessment

- Space for Administrative offices currently housed off site.
- Breakroom/kitchen space to accommodate more than 10 employees.
- Space for separate male and female bathrooms and ADA compliant.
- Space for the public to meet with the Public Works and School Transportation Administrative Assistants.
- On site training space for employees.
- Adequate locker facilities.

## Current Facility



Locker Room

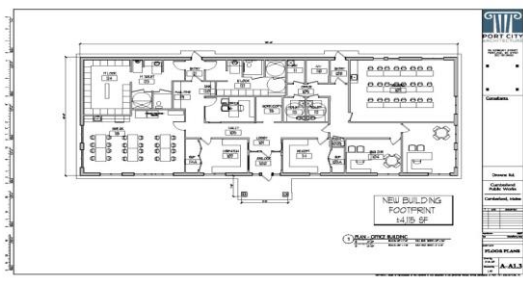


Bathroom



Breakroom / Training Room

## Proposed New Space



## Proposed Facility Site



## Funding



Proposed facility is estimated at \$1 million dollars due to the cost of materials and restrictions on commercial public infrastructure requirements.



Recommending bonding at \$80,000 a year.

Golf Course Superintendent, Toby Young, presented the following for Val Halla:



## ABOUT US

Val Halla started as a 9-hole golf course in 1965 before being purchased by the Town in the early 1970's. In 1986, the second 9 was opened, creating the 18-hole golf course we have today. The course sits on a 153.5-acre parcel consisting of roughly 90 acres of maintained turf.



## BUILDINGS & STORAGE



There are currently 3 buildings on the property used for the maintenance and storage of over 50 pieces of equipment, 14 utility vehicles, a dozen PTO attachments and 65 golf carts. Parks Dept. equipment is also serviced at Val Halla.

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## CURRENT BUILDINGS & STORAGE



**MAINTENANCE**  
40'x60' Metal building.  
1/3 of the building is heated workspace.  
2/3 of the building is cold storage.

Est. 1985



**COLD STORAGE**  
30'x40' Metal building.  
Used for storage of equipment, irrigation supplies, chemicals and fertilizers.

Est. 1998



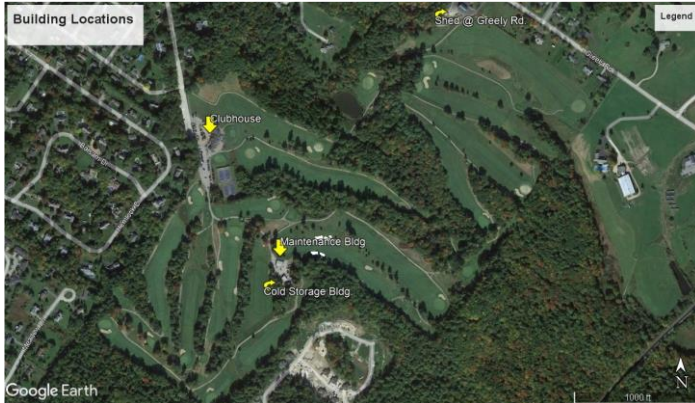
**COLD STORAGE**  
40'x60' Quonset hut.  
Used for equipment storage. Relocated from PW.  
Shared use of space with PW & Parks.

Est. 2021



**OUTDOOR STORAGE**  
Remaining equipment, tractors and PTO attachments.

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## PROBLEMS

### INSUFFICIENT STORAGE

As our operation continues to grow and equipment is added, more equipment is forced to be left outside in season.

### INSUFFICIENT STORAGE

Packing buildings full for winter means equipment must be shuffled frequently for maint.

### INSUFFICIENT WORKSPACE

Small shop area limits work on certain pieces of equipment and creates tight working conditions.

### INSUFFICIENT WORKSPACE

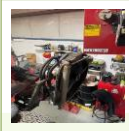
1/10 of total storage space is heated. Waiting for parts on one machine can render what little heated space we have useless.

### INSUFFICIENT WORKSPACE

In order to keep working on other equipment while waiting for parts, staff must use portable heaters on the cold storage side which is often colder than the outside temp.

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## CLEARANCE & LIFT LIMITATIONS



**HEATER CLEARANCE**  
The heater currently limits how high certain equipment can be lifted.



**FRONT CLEARANCE**  
Equipment depth on lift must be situated to allow for room to walk around.



**ROOF CLEARANCE**  
Leaving room to walk around the lift limits working height.



**REAR CLEARANCE**  
Large equipment on the lift can leave as little as 14" clearance and workspace.

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## SOLUTION

**1.) 40'x60' COLD STORAGE BUILDING**  
Create a new 40'x60' cold storage building across from existing 40'x60' maintenance building.

**2.) MOVE EQUIPMENT**  
Move equipment from cold storage portion of maintenance building to new cold storage building.

**3.) HEAT COLD STORAGE PORTION OF MAINT. BLDG.**  
Insulate remaining 40'x40' cold storage portion of maintenance building and heat. \*Current heater is sufficient in size.

**4.) MOVE EQUIPMENT LIFT**  
Move equipment lift from 20'x40' heated portion to newly heated 40'x40' area, allowing for better access and increased maintenance area.

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## ACTION STEPS & FUNDING



**QUOTES**  
Get quotes on a 40'x60' (2,400 sq. ft.) metal building.  
Approx. \$300,000



**INSULATION**  
Insulate remaining 40'x40' portion of maintenance building. Funded out of existing building maintenance accounts.



**CAPITAL RESERVES**  
Establish a Building Capital Reserve account funded by golf course revenues.



**GENERAL FUND**  
Supplement costs with the General Fund.

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## IRRIGATION SYSTEM

The Irrigation system is comprised of over 650 individual heads, 200+ valves, ~10 miles of pipe and 14 miles of wire. It is powered by 2, 50HP main pumps and 1, 30HP pressure maintenance pump producing a combined total of over 1,000 GPM.

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## PROBLEMS, ISSUES & CONCERNS



**LIFE EXPECTANCY**  
Ave. life expectancy of PVC pipe used for irrigation in the Northeast is 20 years.



**SYSTEM AGE**  
Current system was installed in 2008 and has seen 14 years of use. Some main lines are over 25+ years old.

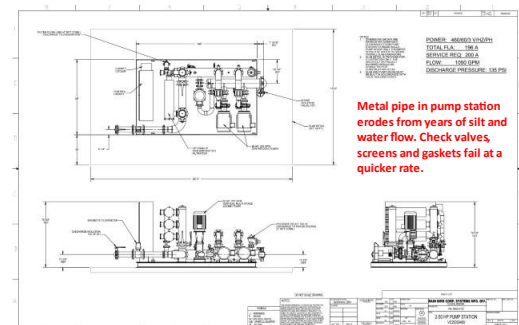
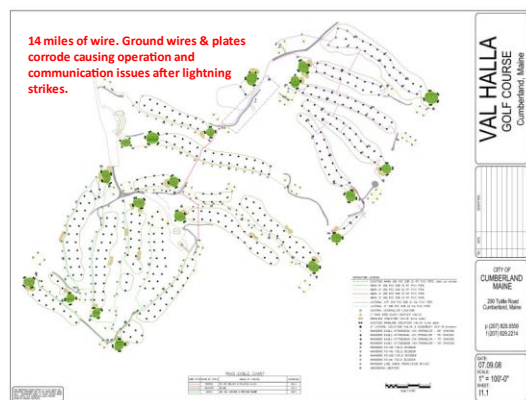
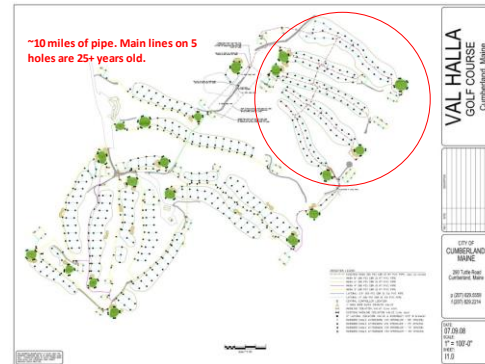


**WEAR & TEAR**  
PVC wears down after years of pressurization and winterization, silt erodes pump station and lightning damages wires/sensors.



**INCREASED MAINT.**  
Pipe breaks, worn out or broken irrigation heads, electrical issues and pump failures all require increased labor in addition to the cost of parts & materials.

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#### ACTION STEPS & FUNDING



##### AUDIT

Conduct an irrigation system audit to test for pressure, flow rates, uniformity, voltage, efficiency and state of pipe.



##### DETERMINE

Determine need for an update (combination of heads, valves, pumps, wire & select pipe) or a total overhaul.



##### DESIGN

Complete a pump station and irrigation system design.



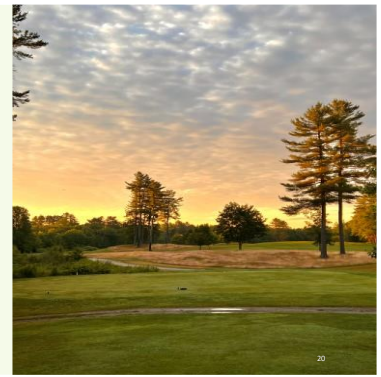
##### QUOTES & BOND

Get quotes on materials and put out an RFP for complete installation.

Funded by \$1 -1.5M bond.

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#### QUESTIONS?



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### **23 – 003 To consider and act on authorizing the Town Manager to execute an Administrative Consent Agreement with Lakeside Concrete Cutting, Inc.**

Town Manager Shane explained there is an access road that connects two lots on Route 1 from Skyview Drive to Casco Bay Drive. As businesses were built there, driveway entrances along Route 1 were developed and the thought was that the access road wouldn't be used much. Recently, more and more construction vehicles were starting to go through the adjacent parking lots and out to Skyview Drive. That was never the intent and we shared that with the owner of Lakeside Concrete and made it a condition of approval to not use Skyview Drive as an exit. The activity continued and we issued a notice of violation to Lakeside. We have been working with Lakeside and their attorney, and have agreed to the Consent Agreement that is before the Town Council this evening.

Chairman Foster asked for any public comment.

No public comment.

Motion by Councilor Vail, seconded by Councilor Segrist, to authorize the Town Manager to execute an Administrative Consent Agreement with Lakeside Concrete Cutting, Inc.

VOTE: 7-0 UNANIMOUS

### **23 – 004 To authorize the Town Manager to accept payment for delinquent FY'19 taxes in the amount of \$150.00 on property identified as Map U19/Lot 18.**

Town Manager Shane explained that that this property owner is trying to get caught up on their taxes. The property is in foreclosure and the Town Council has to approve the acceptance of any tax payments.

Chairman Foster asked for any public comment.

Motion by Councilor Edes, seconded by Councilor Copp, to authorize the Town Manager to accept payment for delinquent FY'19 taxes in the amount of \$150.00 on property identified as Map U19/Lot 18.

VOTE: 7-0 UNANIMOUS

### **23 – 005 To appoint members to boards and committees.**

Motion by Councilor Copp, seconded by Councilor Segrist, to reappoint:

- Andrew Black, Ronald Copp, Sr., and Matthew Manahan to the Board of Adjustments and Appeals
- Alan Johnson and James Thomas to the Board of Assessment Review

- Doug Pride and Steve Sloan to the Board of Sewer Appeals
- Ivy Frignoca and David Witherill to the Coastal Waters Commission
- Bill Hansen and Bill Stiles to the Cumberland Housing Authority
- Mike Schwindt to the Lands and Conservation Commission
- Gordon Lichter and Sally Stockwell to the LCC Forest Subcommittee
- Brian Sterns to the LCC Trails Subcommittee
- Bridget Perry and Joshua Saunders to the Planning Board
- Chris Fitzpatrick, Rhonda Grigg and Melissa Cott to the Parks and Recreation Commission
- Alfred Butler to the Personnel Appeals Board
- Jill O'Connor and Bill Stiles to the Prince Memorial Library Advisory Board
- Michael Brown to the Shellfish Conservation Commission

**I move to appoint:**

- David Cowan to the Lands and Conservation Commission
- Brian Cashin, Stacie Daigle, Hillary Doane, Rita Farry, Deborah Gray, and Mike Kemna to the Aging in Place Committee

VOTE: 7-0 UNANIMOUS

**VI. NEW BUSINESS**

**Councilor Storey-King** – Congratulations to our Chief of Police who was recently appointed to serve on the Ethics Committee of the International Association of Chiefs of Police.

In response to the recent social media posts that she has seen saying that the Town of Cumberland would give the school 10 acres of land on Stiles Way for a new school, she wants to be clear that it is our responsibility to protect the taxpayers of Cumberland. We are working with the school district to find a suitable site for a new school. North Yarmouth will still have to pay its share, but the Town of Cumberland is not giving away land.

She would like to introduce a resolution for the Town Council to consider regarding the Rail Use Advisory Committee. There has been overwhelming support from the bicycle community, and the property abutters are getting railroaded over this whole ordeal. The more she digs into this, the more she is convinced that she is right. There is signage all over town for a bike route around Cumberland that already exists. These signs were posted by the East Coast Greenway. They are an organization of 16 states, they are headquartered in North Carolina, and Dick Woodbury from Yarmouth and a huge pusher of the Casco Bay bike path, is their treasurer. The more she looks into this, she realizes that there is big lobby, and big money behind it, and the landowners have still not been involved in the process. She drafted the following resolution:

**Town of Cumberland Resolution in Support of Rail**

*Whereas the Town of Cumberland was asked to support the Rail Use Advisory Council established by Maine LD 1133, and*

*Whereas Cumberland Town Councilors supported creation of the RUAC so that Cumberland “could have a seat at the table,” and*

*Whereas a Cumberland Town Councilor was not appointed to the RUAC by Commissioner Bruce Van Note as was a condition of our support of the RUAC, and*

*Whereas the landowners abutting this land corridor were not represented on the RUAC, and*

*Whereas the Town of Cumberland currently has no public access to the Portland to Auburn rail land, and*

*Whereas the Town of Cumberland does not expect to gain any economic benefit from the establishment of a trail, and*

*Whereas the Town of Cumberland has more important budget requests, and*

*Whereas the Town of Cumberland has two parallel transportation arteries (Route 1 and Route 88) with paved shoulders that are safely ridden by bicycles, and*

*Whereas the State of Maine is seeking to aggressively address Climate Change, and reestablishing a passenger rail among the communities from Portland to Auburn would be an actionable step in meeting these goals:*

*Now, therefore be it resolved that the Cumberland Town Council rejects the RUAC majority recommendation to create a recreational bike path on the SLR rail corridor, and furthermore,*

*The Cumberland Town Council supports the establishment of a commuter rail from Portland to Auburn, including stops in desiring communities between.*

She would like the Town Council to discuss this at their next meeting.

**Councilor Edes** – no new business.

**Councilor Segrist** – The Housing Task Force has completed a draft of their report to the Town Council. They will be presenting it at our January 23<sup>rd</sup> meeting and followed by a Town Council workshop on February 13<sup>th</sup> to discuss their recommendation.

**Councilor Vail** – In response to Councilor Storey-King's draft resolution, he looks forward to that discussion and feels that it is worthy of our attention.

**Councilor Filson** – The Lands & Conservation Commission met last week and as always, they have many irons in the fire.

She is also looking forward to discussing the rail to trail issue.

**Councilor Copp** – He and his friend Dean donated to the 4-H fund that benefits the Food Pantry. He urged others to give to this very worthy cause. He thanked the 3 young gentlemen who were here at the beginning of the meeting for the good work they did for our Food Pantry. Their parents and the community should be very proud.

**Chairman Foster** – The Lands & Conservation Commission will be before the Town Council on February 13<sup>th</sup> to present the Rines Forest forestry plan. The forestry plan for Knight's Pond will have to go to the

Joint Standing Committee before it comes to the Town Council. The plan for Twin Brook is not completed yet and Mike Schwindt is going to follow up with the Town Forester to see when we can expect it.

**VII. ADJOURNMENT**

Motion by Councilor Vail, seconded by Councilor Segrist, to adjourn.

VOTE: 7-0 UNANIMOUS

TIME: 9:26 P.M.

Respectfully submitted by,

Brenda L. Moore  
Council Secretary