



**AGENDA
COUNCIL MEETING
LISBON TOWN OFFICE**

FEBRUARY 16, 2021

(View on Website – Town Hall Live Stream)

6:00 P.M.

Town Council

Allen Ward, Chair
Don Fellows, Vice Chair
Norm Albert
Jeffrey Ganong
Kasie Kolbe
Fern Larochelle
Mark Lunt

1. CALL TO ORDER & PLEDGE TO FLAG
2. ROLL CALL
 - ___ Councilor Albert ___ Councilor Fellows ___ Councilor Ganong ___ Councilor Kolbe
 - ___ Councilor Larochelle ___ Councilor Lunt ___ Councilor WardTown Clerk reading of meeting rules
3. EXECUTIVE SESSION
2020-31 ORDER Per 1 M.R.S.A Section 405 6 (A) Personnel Matters
4. GOOD NEWS & RECOGNITION
5. PUBLIC HEARINGS
 - A. Medical Marijuana Establishment Permit for BBB Pharmaceuticals, LLC
6. AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS
7. CONSENT AGENDA
2021-32 ORDER –
 - A. Municipal Accounts Payable Warrants – \$ 170,030.42
 - B. Municipal Payroll Warrants – \$ 145,160.33
 - C. School Accounts Payable Warrants– \$ 70,122.77
 - D. School Payroll Warrants – \$ 727,387.90
 - E. Minutes of February 2, 2021
 - F. Medical Marijuana Establishment Permit for BBB Pharmaceuticals, LLC
8. COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES
 - 2021-33 ORDER – Police Department Reimbursement (Falmouth PD) & Apply to Patrick Leahy Bulletproof Vest program
 - 2021-34 ORDER – Moxie Plaza Closure Plan
 - 2021-35 ORDER – Worumbo Redevelopment Renderings RFP Award
 - 2021-36 ORDER – Amend Chapter 10, Article IV Itinerant Vendors, Sections 10-253 & 10-259 (*First Reading*)
 - 2021-37 ORDER – Amend Appendix C – Fee Schedule
 - 2021-38 ORDER – Tax Acquired Property Disposal
 - 2021-39 ORDER – Town Clerk FY 2020 Carryforward Re-Designation
 - 2021-40 ORDER – Virtual Meetings in March
9. OTHER BUSINESS
 - A. Council Committee Reports:
 1. School (Councilor Albert)
 2. Planning Board (Councilor Fellows)
 3. LDC (Councilor Larochelle/Albert)
 4. Conservation Commission (Councilor Ward)
 5. Recreation (Councilor Albert)
 6. County Budget (Councilor Ward)
 7. Library (Councilor Lunt)
 8. Water Commission (Councilor Fellows)
 9. Finance Committee (Councilor Albert)
 - B. Town Manager's Report
 - C. Municipal Budget Schedule – Zoom Meetings
 - D. Department Head Written Reports
10. APPOINTMENTS
 - 2020-41 ORDER – Appoint Water Commissioner
11. COUNCIL COMMUNICATIONS
12. AUDIENCE PARTICIPATION & RESPONSE NEW ITEMS
13. EXECUTIVE SESSION
14. ADJOURNMENT
 - 2021-42 ORDER – To Adjourn

**To comment on Public Hearings, Audience Participation and Audience Participation & Response New Items,
email award@lisbonme.org when the Chair opens Agenda Items during this meeting.**

SUMMARY OF LISBON COUNCIL MEETING RULES

This summary is provided for guidance only. The complete council working rules may be found on the town website www.lisbonme.org on the Town Officials, Town Council page.

The meeting agenda is available from the town website under Council Agendas and Minutes.

1. Please note the order that agenda items may be acted upon by the Council, however, if necessary, the Council may elect to change the order of the agenda.
2. The Council Chairman presides over the meeting. When the Chairman is not present, the Vice Chairman serves that function. The chair shall preserve decorum and decide all questions of order and procedure subject to appeal to the town council.
3. Public comment is not typically allowed during Council workshops. There may be occasions where public comment may be recruited, but normally, workshops are reserved for Council members to discuss and educate themselves on a variety of issues facing the Town. Prior to the conclusion of a workshop, if time permits, the chair may allow questions from the public.
4. During audience participation, anyone wishing to address council will wait to be recognized by the chair before beginning any remarks. Audience members will move to the lectern to address council, and shall provide name and address prior to addressing the council.
5. Note that "Consent Agenda" items (if there are any) are acted upon first, voted upon as a group, and will most often be voted on without discussion as these items often involve "housekeeping" issues (such as minor parking changes). On occasion "Consent Agenda" items are separated out as stand-alone action items by the Council to allow for more discussion.
6. Public comment on agenda items. General comments on agenda items should be made during audience participation. After introduction of an agenda item, appropriate motions, and time for explanation and council questions, the public may be allowed to comment on that agenda item at the discretion of the chair. During that period of time, the public comment shall address only the agenda item before council.
7. Action on agenda items. As each item on the agenda for any meeting is brought to the floor for discussion:
 - a. The town clerk reads the agenda item and the action being requested of council.
 - b. The sponsor of each item or, if there is no council sponsor, the town manager, or town staff, shall first be allowed to present their initial comments for consideration by the public and councilors.
 - c. Following this introduction of the issue, there will be time devoted to any questions of the sponsor or the town manager or staff regarding the agenda item which any councilor may have which would help to clarify the question presented by the agenda item. The chair may allow questions from the public during this time however; no debate or discussion of collateral issues shall be permitted.
 - d. When authorized by the chair, any additional public comment shall be no longer than two minutes per person and must be to request or furnish new or undisclosed information or viewpoints only.
 - e. Once an agenda item has been explained and clarified by any questioning, the discussion on the specific agenda item will remain with the council. Additional public comment, prior to final council vote; will only be allowed at the chairman's discretion.
8. New business is for the council to receive input on town matters not on the agenda for that meeting. It is not intended, nor shall it be construed as an opportunity for debate of previous agenda items or reinforcement of a point made by another speaker. Comments shall be to furnish new or undisclosed information or viewpoints and limited to a time period of two minutes or less and shall be directed through the chair.
9. If an "Executive Session" is conducted by the Council, State Statute prohibits public attendance for any discussion of the action to be addressed by the Council. Any action taken by the Council on any "Executive Session" matter must be acted upon in a public meeting, and may occur at the end of the "Executive Session" (which has no time element relative to the length of the discussion involved in the "session").



Town of Lisbon

Diane Barnes
Town Manager

Town Council

Allen Ward, Chairman
Norm Albert
Donald Fellows, Vice Chair
Jeffrey Ganong
Kasie Kolbe
Fernand Larochelle, Jr.
Mark Lunt

MEMO

To: Town Council

From: Diane Barnes, Town Manager

Subject: Recommendations

Date: February 16, 2021

Agenda Item 2021 – 33

Police Department Reimbursement (Falmouth PD) & Apply to Patrick Leahy Bulletproof Vest Program

The police department recently lost Officer Kristopher Kauffman who left to go to Falmouth Police Department for better pay and benefits over Lisbon PD. His last day of work was on 01/30/2021.

Because Officer Kauffman left within two years from graduating from the Maine Criminal Justice Academy (MCJA), Falmouth Police Department must follow policies put in place by the MCJA Board of Trustees. These rules are in regards to the Consumer Price Index from Urban Consumers-Northeast Region in reimbursement of the officer's training, to the Lisbon Police Department, as we are the agency that sent the officer. We have requested that Falmouth reimburse Lisbon \$32,480 the rate set by MCJA for training, and a reimbursement of \$700 for his 2-year old ballistic vest that he took with him. The total cost of reimbursement to the Lisbon Police Department will be \$33,180.

The police department has moved forward in hiring a new officer to replace Officer Kristopher Kauffman; that officer will start on February 8, 2021. We are requesting permission to utilize this reimbursement money, once received from Falmouth Police Department, to offset training and equipment costs for the newly hired officer, and other training requirements for this upcoming budget.

The department would like to apply the remaining funds to purchase bulletproof vests for the officers at the department. Their current vests have a life span of 5-years, and it was on the CIP Plan to replace them this year since they are expiring. Not only would this allow us to replace the bulletproof vests for officers in the department, but it would also allow the Chief to remove a needed cost on our CIP Plan in the upcoming FY budget, resulting in a reduction to his overall budget. Any remaining money, we respectfully request to use towards our continuing update of the department's outdated portable radios. This would further reduce any funds in the upcoming budget towards radios. Funds to be spent are as follows:

Bullet Proof Vests	\$14,000
Portable Radios	\$13,500
Police Academy	\$ 3,500
Uniforms	<u>\$ 2,180</u>
	\$33,180

We would also respectfully ask to further try to save the town money and apply for a Patrick Leahy Bulletproof Vest partnership program through the U.S. Department of Justice, if approved this could pay for a percentage of the Bullet Proof Vests and further reduce the cost that the town spends.

Recommendation

Authorize the Town Manager and Finance Director to setup a Police CIP and receipts \$33,180 from the Town of Falmouth for the purpose of spending the funds on new equipment, training and new uniforms for the new hire and authorization to solicit bids and accept funds through the Patrick Leahy Bulletproof Vest partnership program to help offset the cost of new vests.

**Agenda Item 2021 – 34
Moxie Plaza Closure Plan**

Planning is underway to create safe outdoor opportunities for the community to gather during summer 2021 and to create a warm weather event series to attract visitors to Lisbon.

On January 16 the Lisbon Town Council approved the adjustment of the traditional Moxie Festival Coordinator position to support a broader summer event series and on February 2 the Council voted to support the closure of Main Street during the coming summer in order to enable outdoor dining, events, and markets in improved “Moxie Plaza.” To address concerns about the 2020 Main Street closure and to demonstrate design improvements developed with robust community input over the last several months, Council requested a plan. With generous input from Lisbon’s Parks & Recreation, Public Works, Police, Fire, and Library Departments, and numerous community members who shared insights, ideas, and critiques, the Economic & Community Development Director respectfully submits this plan for approval as requested.

Recommendation

To approve the Main Street Moxie Plaza 2021 Plan and funding for the same as presented.

**Agenda Item 2021 – 35
Worumbo Redevelopment Renderings Request For Proposals Award**

Redevelopment of the former Worumbo Mill will be a “game-changer” in Lisbon’s long-term revitalization efforts. Over the last decade, the Lisbon community has steadily invested time, energy, and resources to prepare the site for high-quality development and to secure community green space and connectivity to the Androscoggin River just a short walk from Main Street. More recently, Lisbon cracked the top 10 communities in Maine for homes sales.¹ Foresight, sustained effort, and growing real estate demand have positioned Lisbon to fulfill the community’s longstanding vision.

The Lisbon Development Committee (LDC) has focused on Worumbo redevelopment over the last year. To complete a community visioning process for Worumbo, Town Council authorized a Request for Proposals using Downtown TIF funds process for professional services to create architectural renderings of the Worumbo site under different development scenarios.

On February 18, 2020, Lisbon’s Town Council allocated \$15,000 from the Downtown TIF fund to support professional services for Worumbo community visioning. On December 7, 2020 the Council approved an additional \$7,500 to acquire architectural services for Worumbo visioning.

Criteria for evaluating the responses to the RFP include:

- a. Resumes for key personnel who will carry out the scope of work
- b. Examples of relevant work for similar projects
- c. Overview of experience and track record working with brownfield redevelopment, mixed-use infill development, and floodplain management

¹ MaineBiz, February 5, 2021.

In addition, the RFP offered special consideration for proposals including a Letter of Interest from a developer interested in options for the Worumbo site. The Town received four responses to the RFP. The proposals are included for Council review. During the LDC's February 10, 2021 meeting, LDC members compared the four submissions and unanimously selected the proposal submitted by Acorn Engineering in partnership with Aceto Landscape Architects. Acorn was not the lowest bidder. Consistent with Article II, Section 86-37 of Lisbon's Town Ordinances, the following statements were the reasons why Acorn was the selected bidder:

- Acorn submitted highly relevant design examples from previous projects that set their proposal apart and demonstrated their team's qualifications.
- Acorn's Design Statement for the project deliverable is most closely aligned with the goals stated in the RFP and the supporting documents on the webpage where the RFP documents were made available.
- The Acorn/Aceto team have extensive relevant experience in Maine and beyond with complex, multi-faceted sites like Worumbo, including "game-changing" projects in Biddeford, Portland, and Scarborough that balance community goals with dynamic, mixed-use designs.
- Lucas Benedict of the Acorn/Aceto team traveled to Lisbon and participated in the community visioning meeting on August 24, 2020² and has followed the LDC's work in the interim.
- The Lisbon Development Committee, whose purview is economic development, voted unanimously for Acorn.

Included in the Acorn/Aceto proposal is a letter of interest from a highly reputable developer, Port Properties, ensuring that a practical market perspective and potential next steps for the site are integrated into the Worumbo designs. Therefore, with full support of the LDC, staff respectfully requests that Council award the project to the Acorn/Aceto team in the amount of \$15,960 from previously allocated Downtown TIF funds.

Recommendation

Award the Worumbo Redevelopment Renderings RFP to Acorn/Aceto in the amount of \$15,960 to be funded through Downtown RIF funds.

Agenda Item 2021 – 38 Tax Acquired Property Disposal

The Town of Lisbon foreclosed on the following property on December 20, 2020 for non-payment of Real Estate Taxes. The 30-day redemption period has now expired after the taxpayers were notified by mail that they had 30 days to redeem their property by paying all outstanding taxes and fees owed before the Town takes steps to dispose of the tax acquired property. The properties below remain unpaid.

We would also like permission to sell a piece of property on the Littlefield Road that was tax acquired many years ago. The land is .25 acres with an assessed value of \$700. The land would only be of value to an abutter and is not a buildable lot.

<u>Name</u>	<u>Address</u>	<u>Total Owed as of 2/16/2021</u>
Timothy Bard	32 Littlefield Road	\$ 3,063.44
Arlene Baud	15 Ann Street	\$ 1,961.57
Roxanne Gerry	10 Congress Street	\$15,817.28
Town of Lisbon	Littlefield Road	\$ -

The Town of Lisbon tax acquired the property below on January 3, 2017. After going through the redemption and tax sale processes, the Lisbon Town Council authorized the Town Manager to sell the property below to

² Times Record. Darcie Moore. *Lisbon Seeks Development Ideas for Worumbo Site*. August 25, 2020.

Walter C. Russell Sr. for his bid price of \$150.00. No other bids were received on the property. The amount owed including interest and fees was \$232.51. This is a very small piece of property that only has value to an abutter.

The property was inadvertently quitclaimed back to Walter Huston Heirs Of by mistake after accepting payment from Mr. Russell. We refunded the \$150.00 and the property has been taxed to Walter Huston Heirs since 2018. We recently foreclosed on the property for a second time and Faye Russell is interested in purchasing the property for the original \$150.00.

We would request that Council authorize Mrs. Russell to purchase the piece of land for \$150.00 without advertising the property for sale by sealed bid.

<u>Name</u>	<u>Address</u>	<u>Total Owed as of 2/16/2021</u>
Walter A. Huston Heirs	Summer St.	\$ 259.11

Recommendation

Authorize the Town Manager to advertise the Tax Acquired property for sale by sealed bid with the amount due as a minimum bid and authorize the Town Manager to sell a piece of land for \$150 on Summer Street to Faye Russell.

Agenda Item 2021 – 39 Town Clerk FY 2019-2020 Carryforward Re-Designation

In June 2020, the following accounts were approved to be carried forward into FY21 as it pertains to Clerk:

<u>Account Name</u>	<u>Account Number</u>	<u>Amount</u>
Temporary/Seasonal	12022500-50130	\$ 2,200.00
R&M Equipment	12022500-50536	2,500.00
Professional Svs.	12022500-50455	4,800.00
Printing	12022500-50308	2,200.00
	Total	<u>\$ 11,700.00</u>

These accounts were carried forward in anticipation of the big Presidential Election in November 2020. What we did not know back in June 2020 was how long COVID-19 would be prevalent and the effects that it would have on the election. In addition, we didn't know that there would be grants available for Municipalities to apply for and receive funds to put towards the election expenses. The Town of Lisbon received a \$5,000 grant through the Center for Tech and Civic Life (CTCL). This grant helped to offset expenses related to the election in the line items noted above.

As such, there is money left in the budget for the accounts noted above. It is the Finance Department's recommendation to take the above Carryforwards and re-designate them to the Professional Services line item to cover the cost of book restoration for the Clerk's Office. The \$10,000 book restoration was put off in FY2020-2021 due to COVID-19 and the Expense freeze. The re-designation of the carryforward, however, would allow for this to be done in FY20-2021.

Recommendation

Authorize the FY 2019-2020 Town Clerk Carryforward Re-Designation of \$11,700 to be transferred to the Town Clerk Professional Services line as presented for book restoration.

300 Lisbon Street, Lisbon, ME 04250 | Phone: (207) 353-3000 | Fax: (207) 353-3007 | www.lisbonme.org



TOWN OF LISBON

*Twila D. Lycette, Town Clerk
300 Lisbon Street, Lisbon, ME 04250
Lisa Smith, Deputy Clerk*

TOWN OF LISBON

PUBLIC HEARING

Notice is hereby given that the Lisbon Town Council intends to hold a public hearing for the purpose of considering a renewal Medical Marijuana Establishment permit on Tuesday, February 16, 2021 at 7:00 PM. View Zoom meeting on Town Hall Live Video Streaming for:

BBB Pharmaceutical Alternatives, LLC
385 Lisbon Street,
Lisbon, Me 04250

Email comments to Award@lisbonme.org when the Public Hearing is opened.

*Twila Lycette,
CMC/CCM
Lisbon Town Clerk*

Constable's
Return Of Posting
State Of Maine

Lisbon,

Androscoggin, ss.

Pursuant to the within notice, I have posted said notice at the Lisbon Center Post Office and the Town Office Building, these being in District 1, and the Lisbon Falls Post Office, this being in District 2, all being conspicuous and public places within the Town of Lisbon.

Date: 2/4/21

Sharon E. Kelley
Constable, Town of Lisbon

Agenda Date: 02-16-2020

Date	Brenda Martin	Municipal Accts Payable
2/3/2021	02022021	\$ 142,805.99
2/3/2021	2032021	\$ 15,002.91
2/11/2021	2112021	\$ 12,221.52
		\$ 170,030.42

Date	Megan Lavigne	Municipal Payroll Warrants
2/9/2021	210211	\$ 130,582.65
2/9/2021	2102W1	\$ 14,577.68
		\$ 145,160.33

Date	Louise Levesque	School Accts Payable
2/16/2021	2116	\$70,122.77

Date	Eva Huston	School Payroll Warrants
2/5/2021	1083	\$ 12,391.56
2/5/2021	1084	\$ 112.80
2/5/2021	1085	\$ 241.49
2/5/2021	1086	\$ 96,597.99
2/5/2021	1087	\$ 254,059.34
2/16/2021	1088	\$ 349,509.31
2/16/2021	1089	\$ 14,122.86
2/16/2021	47	\$ 352.55
		\$ 727,387.90



**TOWN COUNCIL
MEETING MINUTES
ZOOM
FEBRUARY 2, 2021**

Normand Albert 2021
Kasie Kolbe 2021
Allen Ward 2021
Mark Lunt 2022
Donald Fellows 2022
Jeffrey Ganong 2022
Fern Larochelle 2023

CALL TO ORDER. The Chairman, Allen Ward, called the meeting to order and led the pledge of allegiance to the flag at 7:00 PM.

ROLL CALL. Members present were Councilors Ward, Albert, Kolbe, Lunt, Larochelle, Ganong, and Fellows. Also present were Diane Barnes, Town Manager; Brett Richardson, Economic & Community Development Director; Mark Stevens, Parks & Recreation Director; and no other citizens in the zoom meeting.

GOOD NEWS & RECOGNITION

Councilor ward thanked the road crew for their work today. This was the first real storm we have had this season. We appreciated all the hard work, especially after this storm took so long to go through our town.

PUBLIC HEARING

A. RENEWAL SPECIAL ENTERTAINMENT PERMIT FOR THE RAILROAD RESTAURANT & PUB

The Chairman opened the public hearing. Comments were requested to be sent to award@lisbonme.org. The Chairman said no comments have been received at this time. The Chairman closed the public hearing.

AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS

Comments were requested to be sent to award@lisbonme.org. The Chairman said he received 142 emails from businesses, residents, and area citizens with comments for and against the downtown closure for Moxie Plaza. He thanked everyone for giving the Council feedback on this topic. Councilor Ward read comments into the record (see attached). [123 were for and 41 were against, 18 commented or were undecided.] The Chairman moved to the next item.

CONSENT AGENDA

VOTE (2021-26) Councilor Larochelle, seconded by Councilor Albert moved to approve the following:

- A. Municipal Accounts Payable Warrants \$ 443,572.59
- B. Municipal Payroll Warrants - \$ 184,101.81
- C. School Accounts Payable Warrants - \$ 91,564.13
- D. School Payroll Warrants - \$374,738.99
- E. Minutes of January 19, 2021 & Special Meeting Minutes for January 26, 2021
- F. Approve Liquor License and Special Entertainment Permit for Railroad Restaurant & Pub
- G. Set a Public Hearing on Feb 16 for a Medical Marijuana Establishment Permit for BBB Pharmaceuticals, LLC and
- H. Approve Liquor License for Flux Restaurant, LLC

Roll Call Vote: Yeas – Albert, Lunt, Larochelle, Ward, Kolbe, Ganong and Fellows. Nays - None. Order passed - Vote 7-0.

COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

NET ENERGY BILLING BID AWARD

INTRODUCTION: Mr. Richardson reported that on December 8, 2020, the Lisbon Town Council approved a solar energy credit request for proposal (RFP) to be administered by Titan Energy New England, Inc., a

Connecticut-based national energy consultant. There is no upfront cost to the Town and Titan is paid by the winning bidder as part of their project cost. The Town is under no obligation to move forward with a Credit Purchase Agreement. Using Lisbon's historical energy usage history, Titan developed an RFP and solicited bids between December 21, 2020 and January 4, 2021. For details, please see the information entitled Town of Lisbon, Maine Request for Proposals, Net Energy Billing Agreement attached. Upon the close of the open bid process on January 4, Titan analyzed the bids and provided a summary. For details, please see the information entitled TitanGen Solar Net Energy Billing Bid Results (Results) attached. In addition, there were three individual bids (see attached): 1) Ameresco; 2) Hep Global; and 3) ConEd Solutions. As described in the Results document, Titan recommends that the Town enter a 20-year agreement with Ameresco based on Ameresco's offer of .085 cents per credit, to increase by 1.5% annually over the course of the agreement. Based on the current value of CMP energy credits of .1255 cents, the Ameresco offering will enable the Town to achieve a net gain of \$.04 per credit in year 1 if things stay roughly the same, generating \$70,000 savings in year one and over \$1.5 million over the course of the 20-year agreement. Titan has also provided the attached Sensitivity Analysis for the Ameresco offering to model savings to the Town in various energy market environments, demonstrating a likely net benefit to the Town of approximately \$500,000 over the 20-year term under various conditions. He said that's assuming energy would depreciate and that really has not happened. There is a strong opportunity for the town there to perform better with Ameresco over 20 years. He indicated the town's attorney reviewed the contract. He said its standard practice to have a performance guaranty in these situations so the town could hold Ameresco accountable to deliver the value that they are putting forth in their bid in response to the RFP that Titan put out. Even in a bad scenario, the town stands to save significantly and it is more likely that the town stands to save \$75,000 or more per year over 20 years to accrue that \$1.5 million dollars. Mr. Richardson recommended that Council approve Ameresco's bid and authorize the Town Manager to negotiate a Net Energy Billing Credit Purchase Agreement with Ameresco based on Ameresco's bid response, including a reasonable performance guaranty to mitigate the Town's risk.

COUNCILOR COMMENTS: Councilor Larochelle asked if they might consider a five-year contract. Mr. Richardson said Ameresco's bid was based on a 20-year contract but the town could go back and discuss a five-year contract to see what those numbers would be. Councilor Larochelle said it sounds good money wise but this Council should not lock in future Councilors to long-term contracts. Councilor Albert asked what happens with this contract if this company goes out of business; do we loose. Councilor Albert said that Council voted two meetings ago and did not tie those savings in the first year, or that \$70,000 Mr. Richardson mentioned, but the Council did mention it would be a revenue source to pay for that project there. He said he was concerned about making that long-term commitment.

VOTE (2021-27) Councilor Fellows, seconded by Councilor Larochelle moved to approve Ameresco's bid and authorize the Town Manager to negotiate a Net Energy Billing Credit Purchase Agreement with Ameresco based on Ameresco's bid response, including a reasonable performance guaranty to mitigate the Town's risk.

Roll Call Vote: Yeas – Albert, Lunt, Larochelle, Ward, Kolbe, Ganong and Fellows. Nays - None. Order passed - Vote 7-0.

IT MANAGED SERVICES

INTRODUCTION: Mrs. Barnes reported that during her monthly call with Round Table in January, Jesse Peskay told her that our IT Managed Support Services monthly fee would be increasing from \$3,800 to over \$8,000 per month when our contract expires on May 20, 2021. For this reason, she requested authorization to explore hiring an IT professional to provide these services. The current Master Service Agreement will automatically renew for a successive one-year period after the initial term's end unless either party gives the other party written notice of non-renewal at least 90 calendar days prior to the end of the initial term. She recommended Council provide notice of non-renewal no later than February 19, 2021 if Council decided to hire a professional to provide in-house service.

COUNCILOR COMMENTS: Councilor Ward indicated he was in favor of sending out a request for proposals to see if other IT service companies are interested to compare to see which the town can benefit the most from. Mrs. Barnes mentioned the back up service to the cloud that Roundtable provides is separate from IT services and cost approximately \$11,000. Councilor Albert pointed out IT services impact productivity if issues are not taken care of quickly and suggested a clean break from Roundtable. Councilor Fellows said the town does not know yet if there is enough work to support a full-time IT position. Councilor Albert indicated the Council was not sure how much work we have to do and suggested using a temporary agency prior to the current contract ending so the scope

of work could be determined. These temporary agencies have technology resources and the background we need to make an assessment on what the municipal offices, including the police department, may need.

VOTE (2021-28A) Councilor Larochelle, seconded by Councilor Albert moved to not renew the Roundtable IT contract and to allow the Town Manager to move forward to figure out what our next option would be for IT Services and/or looking for a new IT in-house resource.

Roll Call Vote: Yeas – Albert, Lunt, Larochelle, Ward, Kolbe, Ganong and Fellows. Nays - None. Order passed - Vote 7-0.

OTHER BUSINESS

A. COUNCIL COMMITTEE REPORTS

1. School: Councilor Albert said he had nothing new to report.
2. Planning: Councilor Fellows reported the Planning Board is working on the medical marijuana changes for recreational use.
3. LDC: Councilor Larochelle said many things are happening. Mr. Richardson reported next Wednesday's topics include Main Street and the Worumbo site.
4. Conservation Commission: Councilor Ward reported the Conservation Commission is working on its goals and trail digitizing maps. He mentioned residents could attend the meeting at MTM at 6:00 p.m.
5. Recreation: Councilor Albert said he had nothing new to report.
6. County Budget: Councilor Ward said he had nothing new to report.
7. Library: Councilor Lunt said he had nothing new to report.
8. Water Commission: Councilor Fellows reported their next meeting is next week. He indicated the Water Commission and Council are accepting applications for the vacant Water Commissioner position. Two applications have been received to date.
9. Finance Committee: Councilor Albert said he had nothing new to report, but that there is a meeting coming up. He reported the Finance Committee will be sitting in on all the budget workshops and encouraged questions to be given to the Town Manager ahead of time like last year.

B. TOWN MANAGER'S REPORT

Mrs. Barnes said she had nothing new to report.

C. SUMMER 2021 PROGRAMMING

INTRODUCTION: Mr. Richardson reported they plan to use the equipment purchased last year with grant funds and that he needed to move forward aggressively and hire an event coordinator now that February is here. Those plans need to be in place and approved by Council at this point. Last September they did a recap meeting at MTM that covered what worked well, what did not, and ways to improve Moxie Plaza. He said those suggestions were incorporated into this year's designs that are now ready for Council to choose and approve. There should be better way findings, better signage, and the plaza should be more open to bring more energy there. The Parklet plan was one of those suggestions that came from the MTM recap meeting. He said this group needed clarity on which way to move ahead. He mentioned comments from residents and businesses owners were solicited and many have been received. He indicated there were two key issues to deal with; 1) the visual at the intersection of Union and Route 196 regarding through traffic that MDOT required, and 2) a temporary 4-way stop at Union and Main Streets using Maple Street and speed bumps for detouring traffic would allow for better traffic flow. He mentioned lifting the non-compete restrictions on food trucks and merchandise sales. He mentioned they were looking at the Worumbo site across the street addressing the need to spread out or create new event opportunities. He said Option B does allow for traffic flow using higher barricades, and pushing out planters and additional coning to help slow traffic by narrowing the street through that space. There is some talk about moving all this to the Worumbo site, which is good for larger events, but not for the day to day needs for adjacent outdoor space. There has been a lot of good input from lots of folks.

VOTE (2021-28B) Councilor Fellows, second by Councilor Albert moved to adopt Scenario A the Moxie Plaza Improved Closing Main Street Scenario between Fathers' Day Weekend [Friday, June 18] and Labor Day weekend [Monday, September 6 2021] pending Town Council approval of a detailed and budgeted plan on February 16 that is specifically designed to mitigate the already enumerated shortcomings of the Main Street Closure of 2020.

COUNCILOR COMMENTS: Councilor Albert said it is refreshing to hear the feedback on this topic. There is a need by older residents to access those businesses, which need to cater to their customers, like maybe the salon or even the laundromat since customers have to carry in and out laundry. Council will need to be mindful of the things that keep these businesses going. He mentioned Option A appears more beneficial and less detrimental. There will be no parade going down Main Street this year, but next year this section of the street will be under construction. He indicated what worked last year should work again this year and even better with improvements. He said the event coordinator will also focus on Graziano Square as well.

Councilor Larochelle said Option B would take care of all the businesses. He said the responses he received would not support Option A because we cannot address all of the issues. He said Option B allows for expanded seating, maintains business traffic, and other areas for events for entertainment. He said the event coordinator would be an awesome addition to our staff. Councilor Lunt said Option B is a more balanced design accommodating retail and restaurant needs. He mentioned that half of the businesses downtown do not want a street closure. Councilor Ganong said Option B allows residents access to the road while expanding their offerings. He said that the Governor should be lifting the seating restrictions in July, August, or September range. Council Fellows indicated he sort of could tell from a straw poll which way this vote would go, except for where Councilor Kolbe stood on this issue. Councilor Kolbe said she was okay with either option; that she had no trouble during the day finding a parking place and when some businesses were closed in the evening, she still had no trouble finding a parking spot at night.

Mr. Richardson said if the town wanted to go ahead with Option A, that Lisbon would have a good chance in getting MDOT approval, especially with the backing of the businesses for that closure, but there needs to be that conversation. He said that obviously MDOT would have a good deal to say over what kind of restrictions the town puts in place and what kind of impact that will have on businesses, but they were supportive last year about what the town was trying to do so if we come up with an alternative they should be on board.

Councilor Ward took a straw poll: In favor of Option A – Ward, Kolbe, Fellows, Albert. In favor of Option B – Larochelle, Lunt, and Ganong. Councilor Ward said if Option A did pass then he would be expecting to see a detailed and budgeted plan on February 16 to be able to address the feedback and concerns or the plan has no value. Councilor Fellows said, exactly.

Councilor Ward said comments included not extending Moxie Plaza so long in 2021. He said he received a comment from Carley Levesque, a Durham resident, who is against, reports the commuter traffic at the light at the intersection of Main and Route 196 between 3 p.m. and 6 p.m. is miserable. Another comment came in from Janet Tuttle who prefers Option B, referencing traffic and putting one business against another.

Councilor Fellows said he was not a fan of 4-3 votes and offered to withdraw his motion if the majority of the Council were in favor of Option B. He said if he was wrong about that, he wanted everyone to chime in. Councilor Ward said Councilor Fellows could modify his motion amending it to Option B. Councilor Fellows said, true. Councilor Ward asked Councilor Albert if he was in agreement with a friendly amendment for Option B. Councilor Albert indicated he was not. Councilor Albert did not withdraw his second to the original motion. Councilor Ward said the proper protocol would be to vote on the main motion on the table and if that fails then the Council could reintroduce another motion supporting Option B; the Town Clerk responded, correct.

Roll Call Vote: Yeas – Albert, Ward, Kolbe, and Fellows. Nays – Larochelle, Ganong, and Lunt. Order passed - Vote 4-3.

Councilor Ward said the Council is interested in seeing the plan that will address the feedback that we have heard. Mr. Richardson said to clarify this plan we'll look at:

- The Intersection Of Main And Union
- Speeding In Adjacent Neighborhoods With Strategic Placement Of Temporary Speed Bumps
- A Job Description That Entails Summer Events That Will Bring Foot Traffic To Main Street That Encompasses Grazi Square And Worumbo
- A Vendor Process That Is Simple, Inexpensive, And Streamlined Particularly For Food Trucks During Lunchtime Hours
- Complete The Way Findings Signs As Approved By Council
- And Greater Input From The Businesses And Signage To Designate Customer Parking Priority Versus Staff Parking Priority To Protect

Adjacent Parking For Businesses, In Particular The Laundromat,
Daycare

Mr. Richardson said those are the big pieces. He pointed out that there will be a cost to achieve some of these things and we will try to keep that as low as we can. Councilor Fellows and Councilor Albert made a few more recommendations as follows:

- Some Type Of Traffic Control On School Street And Route 196
- Advertising Budget
- Signage Improved On Union Street At Route 196, Less Lights, And The One On Main Street Doesn't Have To Be There If We Do A 4-Way Stop
- Mr. Richardson Said There Is Time To Get Barriers Painted To Improve Their Appearance
- Make Request From MDOT For Temporary Light At School Street
- More Organized Banner Placement And Open View From Route 196 Up Main Street
- Change Electronic Timing On The Camera System At The Light At Main Street And Route 196, Eliminating Time For Turns Onto Main Street – Looking At That Traffic Pattern

Councilor Albert said Option A should include on the presentation side that is closed off at Main and Route 125 be opened up to view Main Street from Route 196 for marketing purposes. Some businesses through banners out there, but this year he would like to see that more organized. Mr. Richardson said there might be value to leaving that open as folks pass on Route 196 they can see into Main Street and see people there; along with marketing the businesses, there is no better marketing then seeing folks there having a good time.

Councilor Lunt suggested the town look into a permanent traffic light at Union Street and Route 196 to improve the walkability to downtown. Mr. Richardson reported they looked into adding traffic lights. It would be calculated on the number of accidents, tickets, and issues that happen at that spot. He indicated Lisbon would not have a case for a 4-way light there based on last year's corridor study.

Councilor Larochelle said he would hate to think that we have to wait to hire an event coordinator. Councilor Ward said whether we have a plan for Moxie Plaza or not, the Council already agreed to hire an event coordinator now that includes utilizing other spaces and the many opportunities we have in addition to those at the plaza.

APPOINTMENTS - NONE
COUNCILOR COMMUNICATIONS

Councilor Fellows said he needed those papers he previously requested from Council members.

AUDIENCE PARTICIPATION & RESPONSE FOR NEW ITEMS
EXECUTIVE SESSION - NONE
ADJOURNMENT

VOTE (2021-29) Councilor Fellows, seconded by Councilor Kolbe moved to adjourn at 9:10 p.m.

Roll Call Vote: Yeas – Albert, Lunt, Larochelle, Ward, Kolbe, and Ganong. Nays - Fellows. Order passed - Vote 6-0.

Twila D. Lycette, Council Secretary
Town Clerk, Lifetime CCM/MMC
Date Approved 02-16-2021

**FEBRUARY 2, 2021
TOWN COUNCIL MEETING – ZOOM**

**ATTACHMENT UNDER
AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS**

Comments were requested to be sent to award@lisbonme.org. Councilor Ward read the following comments into the record and apologized if names were not pronounced correctly:

1. Mike Propromski – appreciated the live music and social distancing opportunity the outside Moxie Plaza offered.
2. *Bruce McKay – not inclined to support anything if it can not be for all.
3. Otto Meader – in favor of the plaza.
4. *Ray Medlen – against with concerns about traffic and congestion in immediate area.
5. *Scott Hall – in favor
6. Christina Jackson – concerns about parking; specifically in her immediate area and availability for business customer to park and what happens before the restaurants opened up
7. *Ken & Maryann Withers – in favor of Moxie Plaza
8. *Maryann Withers – in favor of Moxie Plaza
9. *Lisa Davis – we should be doing more to support small businesses
10. *Abigayle Evans – in favor, appreciated the music
11. Judd Jordan – against
12. Kelly Fairbanks - it breathes life into this town and much needed during 2020
13. Diane Hughes – against, referenced what is happening during the day with everything going on
14. Matt Koza – in favor
15. *Christina Amaya – concerns for limited handicapped parking in that immediate area with the amount of people, specifically for the businesses that are there during the day during that closure who offer a service
16. *Ashlee Dupuis– a positive thing for a bad situation to go through this past summer
17. *Randall Smith – concerns about the lights at the intersection and prefers to see activities migrate to Grazi Square
18. *Justine Packard – prefers to stay safe with social distancing
19. *Natalie Capano – against but would like to see a farmer’s market if it were to be in a different location
20. *Cheryl Haggerty – attractive gateway needs to be improved and the upkeep of the immediate area were of concern, along with doing a road repair in the area between Main and Maple Street. The Chairman asked that the repair be placed on the Public Works’ schedule for a temporary fix for right now.
21. *Cindy Schafer – referencing again parking and small businesses
22. *Corey Bremmer – in favor
23. Stacy Couture – why 24/7 being the number of business doors that are open, from 3 to 6, and it’s too long of a season. He said she referenced the day we rolled it out last year like every other community out there trying to extend as long as we could that kind of backlash putting a definitive timeline on it
24. Christine King – in favor of the Park’s Department for the full closure
25. *Marie Hale – against
26. *Linda Douglass – is for and concerned about an application fee and if there was one
27. *Heather Curtis – prefers the Worumbo site
28. *Aaron Plummer – in favor
29. *Amanda Plummer – in favor
30. *Adeena Levesque – is traffic
31. *Zach Henderson – prefers Option A for outside dining

32. *Nicole Bauer – against
33. *Keena Tracy – for
34. Jody Phillips – against
35. Armand, Therrien, Whitney – for
36. Nicole Paul – against
37. Sidney Douglass – for
38. Summer Poulin – against
39. *Devin Libby – for
40. *James Howard – would be in favor if we moved to the Worumbo site and had additional parking
41. *Jeffrey Cam Ramich – for
42. Michelle C – against
43. *Jeff Fournier - for
44. *Pam Fournier - for
45. *Jeff Randall – against
46. *Ashley Fournier – for
47. Diane Hughes – against, and again referenced limited handicapped parking
48. Austin Fournier – for
49. *Glen Berube – for
50. *Ashlei Howard – against
51. Kiana Lacombe - for
52. * David McCarthy – against
53. *Marcus Bubar – for
54. *Lisa Small – against
55. Chris Couture – likes Scenario A for being able to use food trucking at lunch time to make better use of the space
56. *Mona Neureuther – against
57. *Chris Ridley – for the Parklet option with a better configuration
58. *Amanda Wrobel – against, concerned about the fire access
59. *Jonathan Paul – for
60. Cherie Field – against
61. *Michelle - liked the work around to be able to make this work and appreciated it this past summer
62. *Dan Leeman – liked the work around to be able to make this work and appreciated it this past summer
63. Rob Hawkins - why second year if we are coming out of COVID
64. Brenda Hawkins – why second year if we are coming out of COVID
65. *Dean Willey – for
66. *Vanessa Moore – against
67. *Claire Kelly – for
68. *Michelle King - against
69. *Maureen King – against
70. *Jennifer Hardy David – for
71. *Jessica Bennett – against
72. Jake Daniels – for
73. *Savanah Harris – against
74. Maggie Sabo – for
75. *Laura Ingerson – against, specifying visibility, parking, and identifying the Union Street area traffic
76. Scott Harrington – for
77. *Tony Austin - for
78. *Traci Austin – for
79. Anne Kay – for
80. Jennifer Robert Howard – against
81. Mike Lacombe – for
82. Samantha Small – against
83. Taylor Feehan – for

84. *Tim McClure – against
85. *Ashley Dupuis – for
86. *Christy Pomerleau – against, specifically parking on the union street area because of businesses there
87. Caleb Davis – for
88. *Annette Wilson – against
89. *Laura Dionne - for
90. *Laurie Bowen – against
91. Mary Priestly – for
92. Felicia Hodgkins - against
93. Alexis Laliberte – for
94. *Dawn King – against
95. Keena Dionne - for
96. Amanda Moore – against
97. Kelsey Boilard – for
98. *Kerry Conroy – against and has provided a lot of feedback through this process and is not advocating for a complete closure but interested in hearing others concerns and expressing concerns about addressing issues from last year
99. Trisha Marie – for
100. Carl Barr – against
101. *Christina Nicholson – for
102. *Holly Randall – against
103. *Amber Roy – for
104. *Ross Cunningham – against if you don't have 100% support from the businesses, it should be their decision
105. Arlene Monit – for
106. Kara Therrien – against
107. Jessica Bailey – for
108. *Christina Houde – for
109. TJ Savesta - for
110. Abby Gamache – for
111. Karen Hinkley – for
112. Michelle Duckett – for
113. Terry Evans – for
114. *Jennifer Therriault – for
115. Carley Cross – for
116. Jennifer D – against
117. Lois D – for
118. Emma Kathleen – for
119. *Jessie Stewart – for
120. Tom White – for
121. *David Perry – for (like to see it extended)
122. *Jennifer Fish - for
123. *Mark Fish – for
124. Jeremy Barnes – for
125. Tyler Cone – for
126. Dustin West – for
127. Corey S – for and would like to see a farmer's market
128. *Kelly Wade – for
129. Kelly Mache – for
130. Patty Miller – for
131. *Mikaela Greene – she's a neighbor off Main Street – She found a way to work around it
132. Tyler at Sweet Cakes Bakery – Pleased with it; everyone down there should be supportive because the businesses down there support other small businesses in our community
133. Rob Kennedy – weekly dining because of the plaza and an open space

134. *Andrew Perry – for
135. *Angie D'Amours – for
136. *Kate Boynton - for
137. *Lee Boynton – for
138. *Daniel Moore – for
139. *Ken Holt – for, would like to see a stoplight at School Street
140. Shannon Brann – for
141. *Jim Harriman – for
142. *Linda Cummings – for
143. *Brian Wagner - for
144. *Jessica Wagner – for
145. *Bill Tapley - for
146. *Andrea Tapley – for
147. *Jeff Kelly – for; to support the local community specifically in that area
148. Zoey Wall – for
149. Randy Curtis – for
150. *Joanna Long – for
151. *Rochelle Fisher – for
152. *Andrew Trueworthy – for
153. Ed - for
154. Tonia – for
155. *Jennifer David – for
156. TJ Sylvester - for
157. Mark Sylvester – for
158. *Kate Madore – for
159. *Katie Breard– for
160. Ryan Pole – for; good marketing for the town in a poor situation
161. *Brianna Sautter – for
162. *Doug Sautter - for
163. *Nichole Sautter – for
164. *Payton Austin - for
165. *Heather Austin – for
166. Alex Holt – for
167. *Tania Strout – for
168. *Susan Langelier – for
169. *Leigh Ledieri – for
170. *Dewey Morong – in the middle, not for a complete closure but interested in other options
171. Randy Pruitt – for
172. *Dean Logan – for; he would like to see if we could do something about the eastbound Route 196 traffic, being able to use the right hand lane for a right hand turn and the center lane for through traffic to help with congestion
173. Burn Burns – like to see this specifically July to August and increase days
174. Lisa Cadolo - for
175. Diana Rose – for
176. Faith Young – for
177. *Frank Clarke – for
178. *Shelby Eck - for
179. Tyson Laverdiere – for
180. *Richard Main – for
181. Joseph Epstein – for
182. *Jason Laverdiere – for

123 for, 41 against, 18 comments/undecided. The Chairman moved to the next item.

(*) Lisbon Registered Voters

Name: _____ Phone Number: _____
Street Addr: _____ Birth Date: _____
Town/State/Zip: _____

Business Name: BBB Pharmaceutical Alternatives LLC Page 3

I, Christopher Bunnell (name) Owner (title) is authorized to sign on behalf of said business, and further declare that the foregoing information is accurate and true to the best of my knowledge and belief, and that the applicant does hereby acknowledge and authorized a public records check to be conducted on all individuals listed under Questions 1 & 3 above.

Signature: C. Bunnell Date: 1-22-21

*The Council is the Municipal Licensing Board. Applications require a public hearing and an **ad to appear in newspaper 7-days prior to the scheduled Public Hearing, cost included in \$250 fee.** Public records checks can take up to three weeks to process. Complete applications contain the Police & Fire Chiefs, CEO, Assessor, and Health Officer's signatures and attachments. The Council meets on the first and third Tuesdays of the month at 7PM at Town Hall. Application fees must be paid prior to the Council meeting. Other helpful contacts are:*

353-3000 Ext 112... Town Clerk	287-2336State Sales Tax Division
353-3007..... Town Office Fax	287-4190.....Bureau of Corporations
353-3000 Ext 111... Dep. Code Enforcement Officer	624-8745.....Bureau of Alcohol Beverages
353-2500..... Police Department	287-3841.....Agriculture Dept- Bakery Licenses
353-3000 Ext 111 Health Officer	624-6550.....Marine Resources
287-5671..... Health Engineering Dept.	287-2338.....Dept of Labor (Seller's Certificates)



Lisbon Police Department

A Community Policing Agency

300 Lisbon St.
Lisbon, ME 04250

Ryan A. McGee
Chief of Police

To: Town Manager Diane Barnes

From: Chief of Police Ryan McGee

Date: 2/03/21

Reference: Police Department Reimbursement from Falmouth PD request of funds

The police department recently lost Officer Kristopher Kauffman who left to go to Falmouth Police Department for better pay and benefits over Lisbon PD. His last day of work was on 01/30/2021.

Because Officer Kauffman left within two years from graduating from the Maine Criminal Justice Academy (MCJA), Falmouth Police Department must follow policies put in place by the MCJA Board of Trustees. These rules are in regards to the Consumer Price Index from Urban Consumers-Northeast Region in reimbursement of the officer's training, to the Lisbon Police Department, as we are the agency that sent the officer. I referred to the rates set from MCJA, and have requested Falmouth PD refund us a training reimbursement of \$32,480; I have also requested the reimbursement for his 2 yr. old ballistic vest of \$700, since he took this with him. The total cost of reimbursement to the Lisbon Police Department will be \$33,180.

The police department has moved forward in hiring a new officer to replace Officer Kristopher Kauffman; that officer will start on February 8, 2021. I am requesting permission to utilize this reimbursement money, once received from Falmouth Police Department, to offset training and equipment costs for the newly hired officer, and other training requirements for this upcoming budget.

The department would like to apply the remaining funds to purchase bulletproof vests for the officers at the department. Their current vests have a life span of 5 years, and it was on the CIP Plan to replace them this year since they are expiring. Not only would this allow us to replace the bulletproof vests for officers in the department, but it would also allow me to remove a needed cost on our CIP Plan in the upcoming FY budget, resulting in a reduction to my overall budget. Any remaining money, I respectfully request to use towards our continuing update of the department's outdated portable radios. This would further reduce any funds in the upcoming budget towards radios.



Lisbon Police Department

A Community Policing Agency

300 Lisbon St.
Lisbon, ME 04250

Ryan A. McGee
Chief of Police

To further explain what it would reduce from the upcoming budget, I would remove the following from the Police Department CIP plan and would use the above funds of \$33,180 that is not used for the new officer, to purchase these items. Removal of \$14,000 for Bullet Proof Vests as well as \$13,500 for portable radios (\$27,500 total). This would leave \$5,680 which \$3,500 would pay for the cost of the Police Academy for the new hire and \$2,180 would go towards the purchase of uniforms and needed academy equipment for the new officer.

At this time I also respectfully ask to further try to save the town money and apply for a Patrick Leahy Bulletproof Vest partnership program through the U.S. Department of Justice, if approved this could pay for a percentage of the Bullet Proof Vests and further reduce the cost that the town spends.

Respectfully,

Ryan McGee
Chief of Police



MEMORANDUM

TO: Diane Barnes, Town Manager
FROM: Brett Richardson, Economic & Community Development Director
SUBJECT: Moxie Plaza 2021 Plan
DATE: February 16, 2021

Planning is underway to create safe outdoor opportunities for the community to gather during summer 2021 and to create a warm weather event series to attract visitors to Lisbon.

At their January 16th meeting, the Lisbon Town Council approved the adjustment of the traditional Moxie Festival Coordinator position to support a broader summer event series.

At their February 2nd meeting, the Council voted to support the closure of Main Street during the coming summer in order to enable outdoor dining, events, and markets in improved "Moxie Plaza." To address concerns about the 2020 Main Street closure and to demonstrate design improvements developed with robust community input over the last several months, Council requested a plan.

With generous input from Lisbon's Parks & Recreation, Public Works, Police, Fire, and Library Departments, and numerous community members who shared insights, ideas, and critiques, ECD respectfully submits the attached plan, as requested.



Moxie Plaza 2021

February 2021

Town of Lisbon



Executive Summary

Moxie Plaza 2021 offers opportunities to create a safe outdoor space for the community to gather between June 18th and September 6th. Moxie Plaza 2021 is part of a 2021 Summer Event Series that will invite visitors to discover local businesses and all that Lisbon has to offer. This plan summarizes general improvements in the Lisbon Falls Village Area and design upgrades at Moxie Plaza to enhance aesthetic appearance, programming, events, traffic management, and coordination staffing for the Main Street closure.

Design Overview PAGE 2

More Public Parking PAGE 3

- ✓ +/- 35 new parking spaces will be available for local employees and visitors at the Worumbo site, Davis Street, and Union Street, leaving on street parking and municipal lot parking available for visitors and customers

Directional Wayfinding Signage PAGE 4

- ✓ 14 permanent, branded signs will be installed at key points along Route 196 guiding visitors to Village areas

Promotional Business Signage & Visibility and Aesthetic Improvements PAGE 5

- ✓ Strategically placed banners at Main & Route 196 with business logos will invite visitors
- ✓ Visitors will have open sight lines into Main Street by replacing the Road Closed sign at Union with a 4-way stop and eliminating the visual barrier at Route 196; the traffic barrier blocks will be painted to create public art

Traffic Management PAGE 6

- ✓ Explore traffic signal at Route 196 and School Street
- ✓ Slow down “cut through” traffic on side streets used as detours around closure by installing speed bumps at Rte 196 access to Municipal parking lot between Mason Hall and Hair Loft; and Union, Maple, High, School and Wing Streets

Tentative Event Calendar PAGE 7

- ✓ Create frequent activities, energy, and attractions at Main Street, Grazi Square, and Worumbo during the day and on weekends, including farmers markets, classic car cruises, a craft beer festival, food trucks, health and wellness, crafts, art vendors and activities, Library children’s programming, music, and more
- ✓ Establish a simple, inexpensive vendor approval process to host pop-ups and events

Summer Event Coordinator PAGE 8

- ✓ Hire a point person using allocated Moxie Coordinator funding to design, manage, and market events

Marketing PAGE 9

- ✓ Support business-led effort to create branding assets that businesses can use to promote activities and to support advertising purchases

Advertising PAGE 10

- ✓ Create a targeted advertising campaign featuring business-led branding assets via digital ads, social media, and print

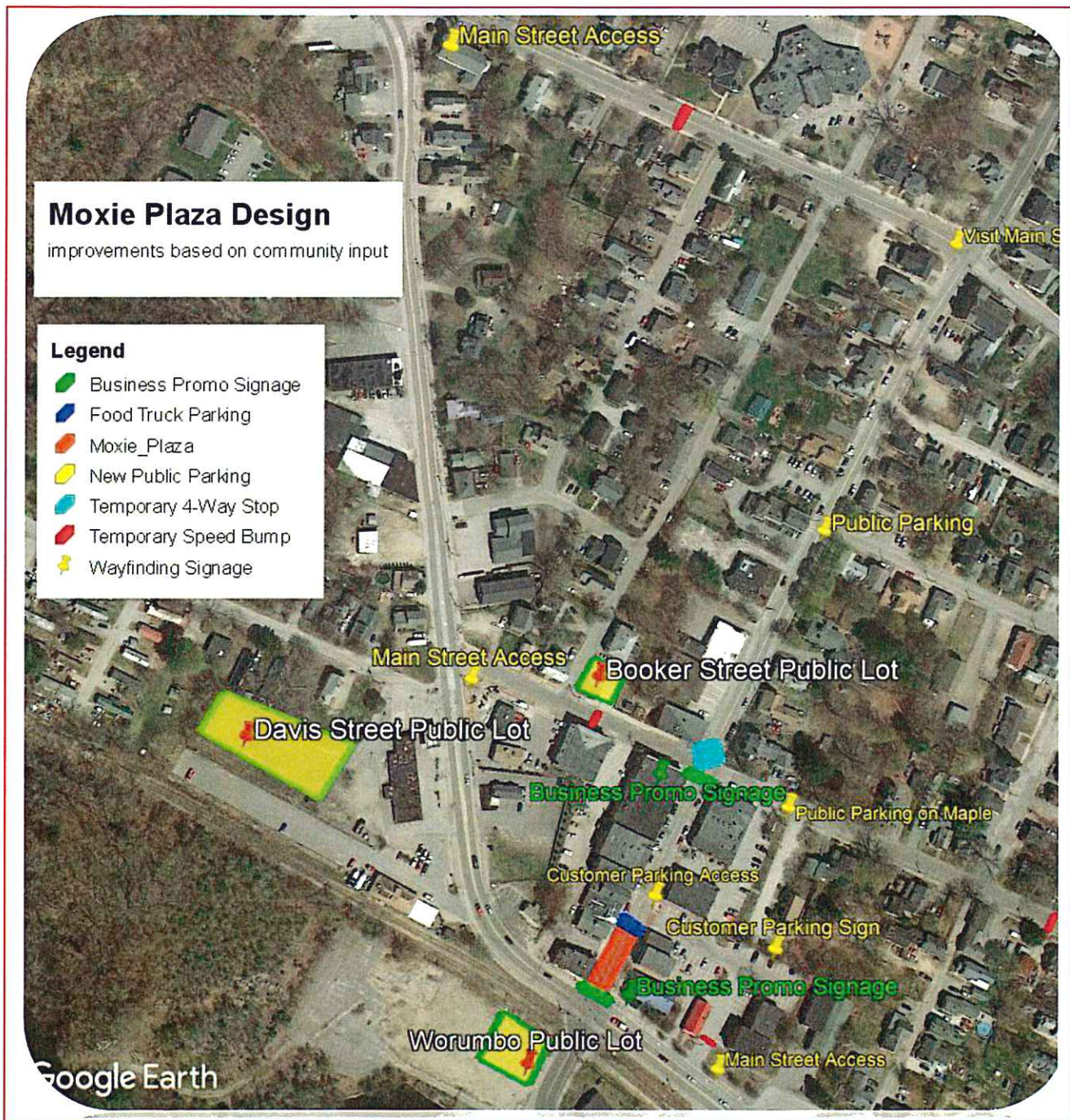
Budget PAGE 11

- ✓ Moxie Plaza 2021 will be implemented with a mix of grant funds, existing Economic and Community Development Department funds, previously allocated Covid-19 funds, and minor expenditures for long-term traffic management assets.

Design Overview

Design improvements from last year respond to community feedback:

- Business promotional signage at gateways from Rte 196 and Union Street
- Wayfinding signage to help visitors navigate to businesses and new parking areas
- Temporary 4-way stop at Union (pending DOT approval)
- Open visuals into Main Street from Route 196 and Union Street
- Dedicated food truck spot at top of Moxie Plaza



More Public Parking

+/- 35 new parking spaces are in development for summer 2021 that are a short walk from Main Street.

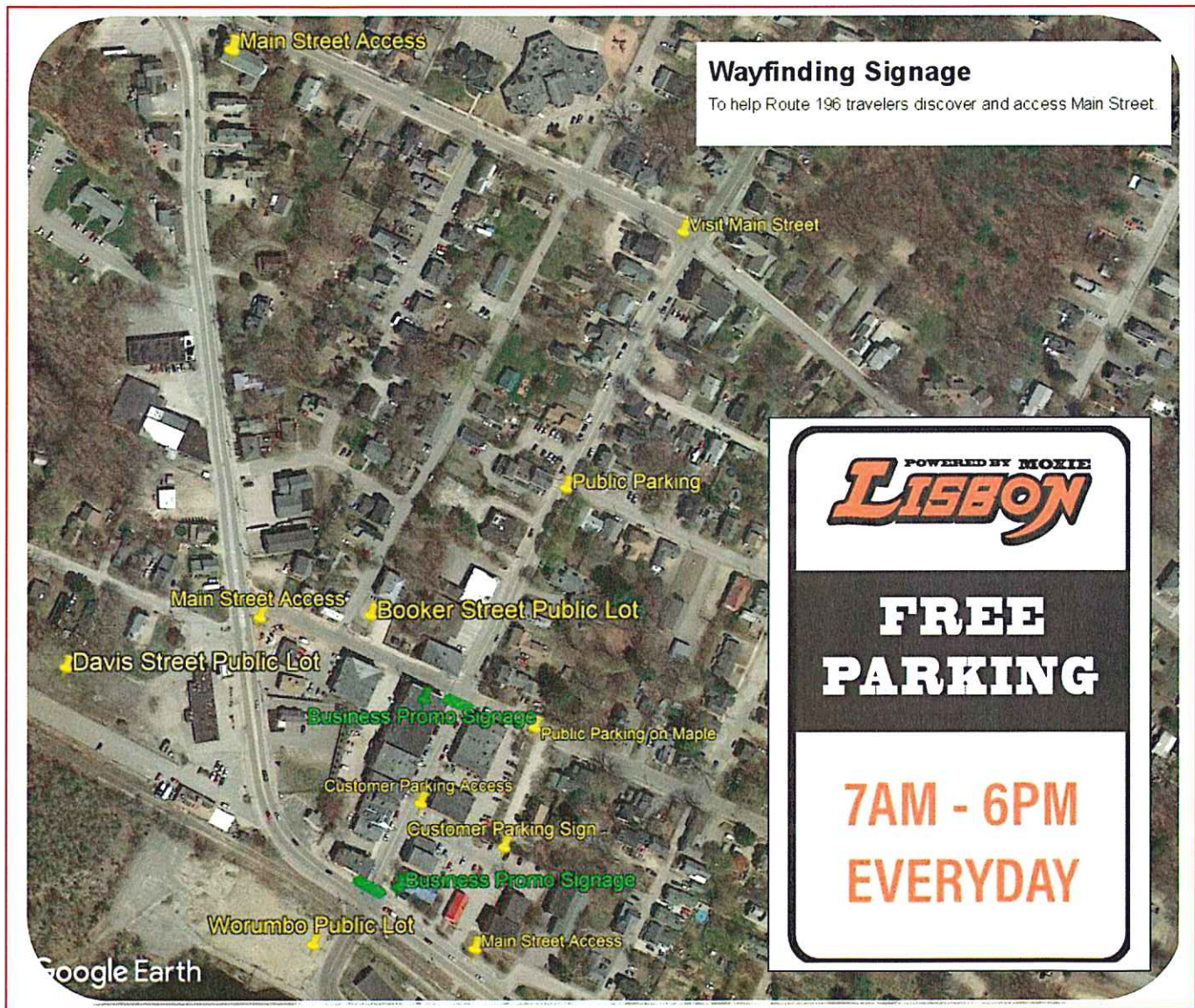
- ✓ Davis Street Public Lot
- ✓ Booker Street Public Lot
- ✓ Worumbo Public Lot

Ideal for employee parking. Local business staff should consider parking in the new public lots while at work in order to reserve on-street and nearby parking for visitors and customers. The idea of designated employee parking was brought up at the community meeting at MTM Center on September 28, 2020 and broadly supported by village area businesses in a subsequent survey in October 2020.



Navigation & Wayfinding Signage

New signage will invite Route 196 travelers to visit village area businesses. The new wayfinding signs will be permanent and located in the locations depicted below, as well as on Village Street in Lisbon Village.



Promotional Business Signage

Banners and signage will energize the gateways to Main Street. Business promotional signage will compliment wayfinding signage at access points on Rte. 196 to invite customers and visitors into Main Street.

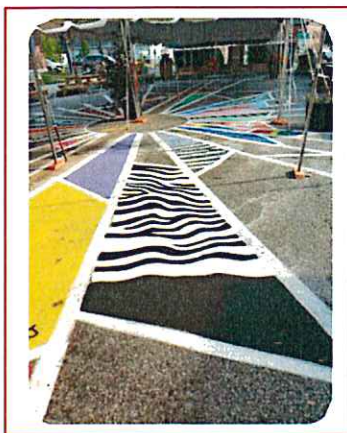
Logos from each Main Street business will be prominently featured at the intersection of Union and Main Streets, and at the intersection of Main Street and Rte 196.

The promotional signage will be developed with input from the Main Street businesses.

Visibility & Aesthetic Improvements

Simple adjustments to the Moxie Plaza design will increase visibility into Main Street and create attractive gateways to invite visitors.

- The view from Route 196 will be opened up by eliminating the fencing and fabric barrier at the lower end of Main Street. More than 15,000 vehicles travel through the intersection daily and will be able to view an attractive and engaging space.
- Visibility down Main Street from Union Street will be improved with a proposed temporary 4-way stop and attractive business promotional signage.¹
- Building on the successful street painting event last year in Moxie Plaza, colorful designs will be painted on the street and concrete traffic barriers to create a vibrant, fun environment.



¹ Pending Maine DOT approval.

Traffic Management

Route 196 is a busy road with access challenges and traffic management considerations, whether lower Main Street is closed to through traffic, or not.² Planning is underway to mitigate these challenges during the Main Street closure and beyond.

Traffic Data to inform planning, measured in Average Annual Daily Traffic (AADT), or vehicles per day³:

- Route 196: Over 15,000 vehicles per day
- School Street: 4,046 vehicles per day
- Main Street / Route 125: 3,186 vehicles per day
- Route 9: 5,700 vehicles per day

Primary traffic management challenges identified from community input:

1. Closing Main Street to through-traffic eliminates a traffic light and the opportunity for south-bound traffic to make a left hand turn on to eastbound Route 196.
2. Closing Main Street to through-traffic creates additional traffic in surrounding neighborhoods seeking to navigate around the street closure.

Options to Mitigate ongoing Route 196 traffic challenges:

Explore temporary (or permanent) traffic signal at School Street & 196. Town staff have initiated a discussion with Maine Department of Transportation traffic engineers to analyze the need, cost, and approval process for a new traffic signal. Data is being gathered regarding historical accident and moving violation occurrences at School Street to inform the analysis.

Install temporary speed bumps on side streets to slow down traffic navigating around Moxie Plaza.

Speed bumps will be installed at the Municipal Lot access from Rte 196 between the Mason Hall and Hair Loft; and on Union, Maple, High Street, Wing and School Streets.



² According to Lisbon Police Department, February 5, 2021.

³ Measured before the Covid pandemic, which reduced traffic significantly.

TENTATIVE EVENT CALENDAR : More to Come!

Event	SUN 5/23	MON 6/21	SAT 6/26	FRI 7/2	SAT 7/3	FRI 7/9	SAT 7/10	SUN 7/11	FRI 7/16	SAT 7/17	SUN 7/18	FRI 7/23	SAT 7/24	SUN 7/25	FRI 7/30	SAT 7/31	FRI 8/6	SAT 8/7	FRI 8/14	SAT 8/20	SAT 8/21	FRI 8/27	SAT 9/4
Home & Garden Show	EC																						
Plaza Decoration Party		EC																					
Grazi Sq Commemoration			EC																				
Cruise in Classic Cars				EC																			
Moxie Fireworks					P&R																		
Moxie 5k							P&R																
Recipe Contest							EC																
Concert in the Park							PCL																
Moxie Car Show							P&R																
Movie in the Park										EC													
Moxie Chugging Contest										EC													
Farmers Mkt. @ Grazi Sq																							
Arts on Main Street											EC												EC
Blue Ox Brew Fest													EC										
Fashion Show																		EC					
Craft Show																					EC		
Grazi's To go in the Sq																							

EC: EVENTS COORD
P&R: Parks and Rec
PCL: Positive Change Lisbon

This Events list is under development and does not include regular activities at Moxie Plaza, including food trucks during the day and other activities.

Event Coordinator

The Town of Lisbon will hire a Summer Event / Moxie Festival Coordinator to create and manage events and pop-up markets on Main Street in collaboration with local businesses, volunteers, and organizations. The goal is to have the Coordinator on staff by mid-March, a calendar of events in place by mid-April, and the marketing and advertising campaign developed by mid-May for early June implementation.

Below is a job description summary for the coordinator.

JOB DESCRIPTION
Summer Event / Moxie Festival COORDINATOR
TOWN OF LISBON

SUMMARY:

Lisbon is creating a summer event series to showcase local parks, trails, businesses and outdoor dining opportunities, and provide residents and visitors fun opportunities to gather. An exceptional Summer Event Coordinator will provide leadership in the planning, marketing, coordination, execution, and evaluation of *the events and activities associated with the summer event series* and the three day Moxie Festival. The summer event series coordinator will work with local businesses, volunteers, and Town staff to plan, and implement a range of events at a variety of locations. Working with internal staff and community members, the Coordinator is the principal conduit in which all event planning communications are handled.

MAJOR RESPONSIBILITIES/DUTIES:

Ability to bring energy, creativity and community relations expertise that will make a substantial impact on the Moxie Festival while enhancing the image and positive relationships of the Town of Lisbon.

1. Event Design and Coordination: a) Managing event processes, coordinating meetings, preparing, monitoring and distributing event budgets. b) Liaises event committees and the departments on the development of media, marketing materials, announcements, photo opportunities. c) Assists in developing new events, and maintains, organizes and manages existing Moxie events and special events from concept to completion, ensuring they operate smoothly, efficiently, and generate appropriate revenue and exposure. d) Working alongside Committee Chairs, co-facilitates various event related committees as required. e) Provides input on stewardship strategies to ensure seamless transition between sponsored events and stewardship activities, f) Responsible for communications and networking in support of special events, and assists with development of new opportunities to build community awareness. g) Responds to inquiries from the public about events, including assisting with media requests.

2. Volunteer Coordination: a) Helps provides volunteer coordination and recognition for special events. b) Helps provides direction to volunteer for special event duties.

3. Administrative: a) Creates, prepares, and distributes meeting minutes and supporting documents. b) Enters donor information, event invitation and participant lists. c) Responsible for communications and marketing in support of special events. d) Coordinates production and distribution of print materials for donor/sponsor/and participant's solicitations. f) Writes necessary submissions for Notebook. g) Keep up-to-date and maintain Covid-19 CDC guidelines.

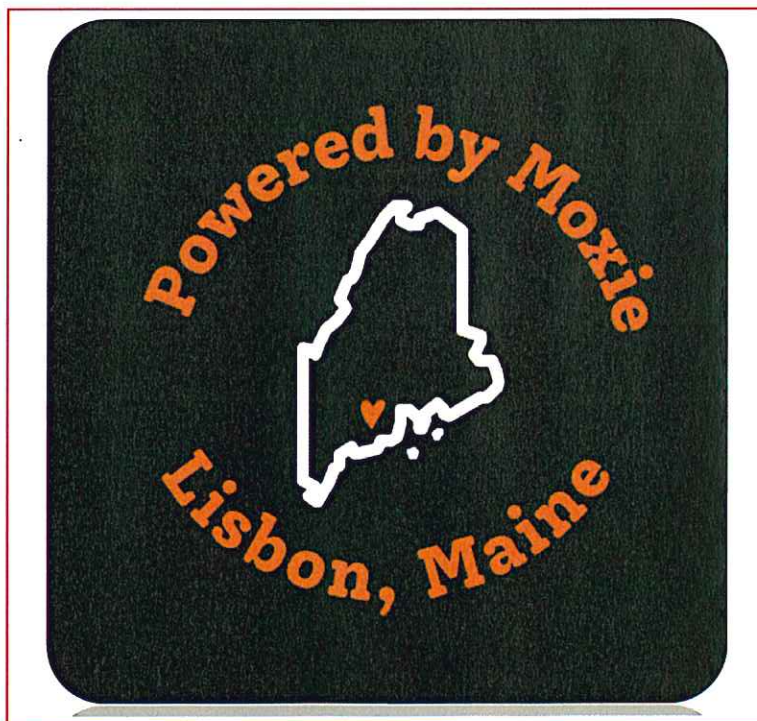
Business-led Marketing Initiative

With funding from the Maine Community Foundation's Entrepreneurship grant to Lisbon, local businesses are kicking off a branding effort to promote Lisbon's local offerings.

The business-led branding initiative will create a marketing platform to promote local businesses, from contractors and food producers, to retailers and beauty salons.

Branding assets will include a curated website, icons for individual business websites, window decals, and more.

The branding initiative will take shape over the late winter and early spring months, and will be integrated with wayfinding and navigational signage and an advertising campaign to promote the summer event series in order to attract visitors to Lisbon and Moxie Plaza.



Advertising

A tailored advertising campaign will promote Moxie Plaza and the Summer Event Series throughout southern and central Maine to attract visitors to Lisbon and to promote Lisbon generally as a great place to live, work, and play.

Lisbon's businesses, parks, and trails are attracting visitors and new residents are relocating to town. Lisbon was recently recognized by *MaineBiz*⁴ as the community with 10th highest single-family home sales in Maine. The advertising campaign will capitalize on this momentum.

The Summer Event / Moxie Plaza advertising campaign be coordinated with the business-led marketing initiative and navigational wayfinding signage to create visually cohesive, branded visuals that promote Lisbon's assets throughout southern and central Maine.

Advertising strategies that surgically identify high-priority audiences will be prioritized to reach a curated audience at the lowest cost. Lisbon's Economic and Community Development Department's existing marketing budget will fuel the advertising campaign.

Digital marketing strategies that show ads to audiences qualified by geography and interest will be prioritized.

- Southern and Central Maine residents to attract visitors
- Audiences will be identified by interest as well as geography
- Advertising focus groups will be adjusted week-to-week based on the events in Lisbon
 - For example, during weeks when Farmers Markets will occur, the advertising focus criteria will be adjusted to focus on web users whose search history suggests an affinity with locally produced food and sustainability.



⁴ MaineBiz. February 5, 2021.

Budget

Moxie Plaza 2021 is possible due to 2020 Covid-19 funding from Maine's Department of Health and Human Services. The Town purchased with 2020 grant funds the key assets needed to create the Main Street Closure, including detour signage, traffic barriers, and tables.

Moxie Plaza 2021 improvements will be implemented with a mix of grant funds, existing Economic and Community Development Department funds, previously allocated Covid-19 funds, and minor expenditures for long-term traffic management assets.

Moxie Plaza 2021 BUDGET

Goal	Item	Budget	Funding Source
Promotional Business Signage	Banners	\$1,500	Covid-19 Allocated Funding
Promotional Business Signage	Sandwich boards - street decals	1,000	Entrepreneurship Grant
Advertising	Print / Web / Radio	5,000	ECD budget
Event Calendar & Activities	Summer Event Coordinator	-	Moxie Fund
Traffic management	4-way stop signs & posts	500	Public Works
Traffic management	(12) 6' temporary speed bumps	960	Public Works
Traffic Management	(12) speed bump sign post & (12) signs	1,440	Public Works
Outdoor Vendor space	(2) tents 20' x 40'	-	Moxie Fund
Aesthetic improvements	Planters & amenities round Town	2,500	Lisbon Beautification Reserve
Business-led marketing	Website, decals, other	3,000	Entrepreneurship Grant
Safe & Efficient Events	Materials & Supplies	\$1,490	Covid-19 Allocated Funding
total		\$17,390	



MEMORANDUM

TO: Diane Barnes, Town Manager
FROM: Brett Richardson, Economic & Community Development Director (ECD)
SUBJECT: Worumbo Redevelopment Renderings RFP Award
DATE: February 16, 2021

Redevelopment of the former Worumbo Mill will be a “game-changer” in Lisbon’s long-term revitalization efforts. Over the last decade, the Lisbon community has steadily invested time, energy, and resources to prepare the site for high-quality development and to secure community green space and connectivity to the Androscoggin River just a short walk from Main Street. More recently, Lisbon cracked the top 10 communities in Maine for homes sales.¹ Foresight, sustained effort, and growing real estate demand have positioned Lisbon to fulfill the community’s longstanding vision.

The Lisbon Development Committee (LDC) has focused on Worumbo redevelopment over the last year. To complete a community visioning process for Worumbo, Town Council authorized a Request for Proposals using Downtown TIF funds process for professional services to create architectural renderings of the Worumbo site under different development scenarios.

On February 18, 2020, Lisbon’s Town Council allocated \$15,000 from the Downtown TIF fund to support professional services for Worumbo community visioning. On December 7, 2020 the Council approved an additional \$7,500 to acquire architectural services for Worumbo visioning.

Criteria for evaluating the responses to the RFP include:

- a. Resumes for key personnel who will carry out the scope of work
- b. Examples of relevant work for similar projects
- c. Overview of experience and track record working with brownfield redevelopment, mixed-use infill development, and floodplain management

In addition, the RFP offered special consideration for proposals including a Letter of Interest from a developer interested in options for the Worumbo site.

The Town received four responses to the RFP. The proposals are included for Council review.

During the LDC’s February 10, 2021 meeting, LDC members compared the four submissions and unanimously selected the proposal submitted by Acorn Engineering in partnership with Aceto Landscape Architects.

Acorn was not the lowest bidder. Consistent with Article II, Section 86-37 of Lisbon’s Town Ordinances, following is statement of the reasons why Acorn is the selected bidder.

- Acorn submitted highly relevant design examples from previous projects that set their proposal apart and demonstrate their team’s qualifications.
- Acorn’s Design Statement for the project deliverable is most closely aligned with the goals stated in the RFP and the supporting documents on the webpage where the RFP documents were made available.

¹ MaineBiz, February 5, 2021.

- The Acorn/Aceto team have extensive relevant experience in Maine and beyond with complex, multi-faceted sites like Worumbo, including “game-changing” projects in Biddeford, Portland, and Scarborough that balance community goals with dynamic, mixed-use designs.
- Lucas Benedict of the Acorn/Aceto team traveled to Lisbon and participated in the community visioning meeting on August 24, 2020² and has followed the LDC’s work in the interim.
- The Lisbon Development Committee, whose purview is economic development, voted unanimously for Acorn.

Included in the Acorn/Aceto proposal is a letter of interest from a highly reputable developer, Port Properties, ensuring that a practical market perspective and potential next steps for the site are integrated into the Worumbo designs.

Therefore, with full support of the LDC, staff respectfully requests that Council award the project to the Acorn/Aceto team in the amount of \$15,960 from previously allocated Downtown TIF funds.

² Times Record. Darcie Moore. *Lisbon Seeks Development Ideas for Worumbo Site*. August 25, 2020.

REQUEST FOR PROPOSALS



Redevelopment Design Renderings for the former Worumbo Mill Site

1 Canal Street

Lisbon Falls, Maine

December 30, 2020

**PREPARED BY
TOWN OF LISBON
ECONOMIC AND COMMUNITY DEVELOPMENT DEPARTMENT
300 LISBON STREET
LISBON, ME 04210**

OVERVIEW

The Town of Lisbon is seeking proposals and price quotes from qualified architectural, engineering, and planning firms to create redevelopment design renderings for the former Worumbo Mill parcel located at 1 Canal Street in Lisbon Falls, Maine. The purpose of this Request for Proposals (RFP) is to inform an ongoing community visioning process for the parcel.

The Lisbon community has multiple goals for the former Worumbo Mill site, including community green space, views of the Androscoggin River, and high-quality commercial and residential development that extends the Main Street village area to the river.¹ Firms experienced in brownfield redevelopment, mixed-use infill development, and floodplain management will receive special consideration.

The former Worumbo Mill parcel is approximately 4.5 acres. Much of the parcel currently lies within the floodplain below the base flood elevation (BFE). The Town intends to pursue a Letter of Map Adjustment-Fill (LOMA-F) to elevate an approximately 1.5-acre section of the site above the BFE.

Following completion of the RFP Scope of Work, the Town of Lisbon will use the Deliverable to facilitate community consensus around development priorities. Subsequently, the Town intends to:

- Obtain a fill permit from the Town Planning Board to facilitate the LOMA-F process
- Adjust zoning to consistent with community redevelopment response priorities
- Market the parcel to private sector development partners

BACKGROUND DOCUMENTS

The following documents detail existing regulatory guidance, community goals, and site plans for the Worumbo site. These documents are available the following [link on the Town webpage](#).

1. Current Zoning: Village District allowances
2. Elevation Study
3. Conceptual Flood Plain Fill Plan
4. Lisbon Downtown Revitalization Plan Update – 2014
5. Envision Downtown Lisbon Plan – 2011
6. Environmental Documentation
 - a. VRAP Certificate of Completion -- June 2020
 - b. Declaration of Environmental Covenant -- June 2020
 - c. Phase II Environmental Assessment -- September 2019
7. Lisbon Floodplain Ordinance

¹ Please see Lisbon Town Council meeting Agenda and Minutes for October 6, 2020, item 2020-175.

SCOPE OF WORK

The selected Contractor will:

1. Review parcel background materials, including site plans, elevation studies, zoning, and Maine Department of Environmental Voluntary Response Action Plan covenants.
2. Participate in two (2) one-hour planning meetings
3. Prepare draft work products for the Project Deliverable described below
4. Participate in one (1) one-hour review meeting
5. Incorporate relevant edits into draft work products
6. Present draft work products at one community meeting
7. Finalize and submit work products based on community feedback

PROJECT DELIVERABLE

Development Scenario Renderings

The Project Deliverable is renderings of three site plan scenarios depicting conceptual land use, architectural features, and transportation infrastructure. The purpose of the scenario renderings is to inform the Town-led community visioning process for the parcel.

Three-dimensional site plans with street views that effectively render building height and viewsheds from Main Street are preferred. Among other features, the renderings will depict varying options for:

- Building location and spatial relationship to the river and surrounding village area
- Building height and orientation to important surrounding viewpoints, including Main Street and eastern gateway to Lisbon from Topsham on Route 196
- Size, location, and configuration of parking areas
- Pedestrian paths and thru-ways that connect key parcel features with the River, Main Street, and nearby trails
- Vehicle access ways, and general site plan design to protect views of the river and
- Community green space and recreational amenities

Floor plans for individual buildings are not part of the scope of this project but building use assumptions will be finalized during the execution of the scope of work in order to depict adequate parking for various uses (retail vs housing; 1br vs 3br housing) under different zoning allowances.

Development Area as used in the scenario descriptions below refers to the former Worumbo Mill site at the intersection of Routes 196 and 125, the fill area located outside the regulatory floodway, and the area immediately to the west of the fill area between the regulatory floodway line and the western property boundary.

Following are general guidelines for three scenarios. Final specifications will be developed in consultation with the selected Bidder.

Scenario 1: River Gateway

The River Gateway scenario will feature limited retail, restaurant, and service development that prioritizes views of the Androscoggin River from the surrounding village area and functions as a gateway that connects the Main Street commercial district to expansive community green space at the Worumbo Riverfront.

The River Gateway drawing will:

- Maximize contiguous open space for community recreational amenities
- Protect river views from the site and from surrounding village areas with low-profile architecture
- Allocate approximately 1.75 acres within Development Area for one (1) building footprint, utilities, and parking
 - Public parking (+/- 15 spaces) at corner of Routes 196 & 125
 - Building footprint adjacent to public parking at corner of Routes 196 & 125 to minimize utility corridor size and cost
 - Building space to host retail / dining / service
- Allocate approximately 2.75 acres to open space with multi-use community recreation facility (bandstand / ball diamond / skating rink / sculpture garden) as centerpiece

Scenario 2: Lower Main Street

The Lower Main Street Scenario maximizes development under current Village District zoning allowances on building footprints within the designated Development Area, including 1BR/2BR apartment and condominium construction above 1st floor space retail /dining/ service space.

The Lower Main Street drawing will:

- Maximize contiguous open space for community recreational amenities
- Protect river views from the site, from Main Street, from rear of Railroad Diner, and from Route 196 eastern gateway from Topsham
- Allocate approximately two and one half (2.5) acres within development area for building footprints totaling up to 30,000 square feet, utilities, and parking
- Maximize development potential under current Village District zoning
- Ground floors of buildings focused on retail / dining / service plus building utility/mechanical
- 1-to-2-bedroom apartment/condo development for upper floors
- Allocate approximately two (2) acres to open space with multi-use community recreation facility (bandstand / ball diamond / skating rink) as centerpiece

Scenario 3: Worumbo Waterfront

The Worumbo Waterfront scenario reduces parking requirements and extends greater building height allowances to maximize development square footage and green space conservation, including 1BR/2BR apartment and condominium construction above 1st floor space retail /dining/ service / community event space.

The Worumbo Waterfront drawing will:

- Maximize contiguous open space for community recreational amenities
- Protect river views from Main Street and Route 196 eastern gateway from Topsham
- Allocate up to three (3) acres within and adjacent to the development area for building footprints, utilities, and parking
- Maximize development potential under new conceptual Worumbo Riverfront Zone allowances, to be consistent with current Village allowances except:
 - Allow building height to 50 feet
 - Reduce parking requirements to one space per
 - Residential unit
 - 150 square feet of retail/dining/service development
 - Eliminate side setbacks
- Ground floors of buildings focused on retail / dining / service
- Community event space for functions, pop-up markets, and gatherings
- Allocate approximately one and a half (1.5) acres to open space along Androscoggin River

BID SCHEDULE

Advertisement/RFP Available	December 30, 2020
Deadline for Written Inquiries	January 12, 2021
Responses Posted	January 15, 2021
Submission Deadline for Proposals	January 28, 2021
Bid Award Notification	February 17, 2021
Implementation of Scope of Work	February 15 – April 2021

SCHEDULE OF WORK

➤ Review parcel background	Week of February 22
➤ Participate in planning meeting one	Week of March 1
➤ Participate in planning meeting two	Week of March 8
➤ Submit draft work products	Week of March 29
➤ Participate in review meeting	Week of April 12
➤ Present updated drafts at community meeting	Week of April 26
➤ Submit final work products	May 7

PROPOSAL SUBMISSION

Bidders should email their proposal or relevant questions to Brett Richardson, Economic and Community Development Department Director, at brichardson@lisbonme.org.

Proposals should be submitted on company letterhead and include:

1. Company Information

- a. Company Name
- b. Point of Contact
- c. Address
- d. Website
- e. Phone
- f. Email

2. Qualifications.

- a. Resumes for key personnel who will carry out the scope of work
- b. Examples of relevant work for similar projects
- c. Overview of experience and track record working with
 - i. Brownfield redevelopment
 - ii. Mixed-use infill development
 - iii. Floodplain management
- d. Client references for similar projects, including phone and email contact information.

3. Design Statement.

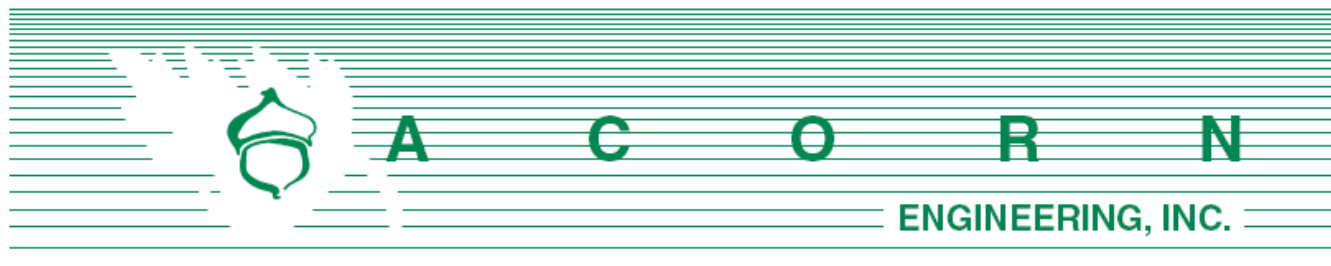
Please provide a brief statement (no more than 250 words) to describe the plan views for each development scenario that you will submit as the project deliverable, and why you selected those views as the best lens to help the Lisbon community understand the trade-offs for economic development, village placemaking, green space, and river views.

4. Cost Proposal.

Please provide a flat rate for this project.

CONTRACTOR SELECTION

This project will be awarded to the firm whose proposal represents the best value to the Town of Lisbon. The Town reserves the right to consult with bidders and contact references as part the review process and to accept and reject any and all proposals, to negotiate with any party, to waive informalities or defects in proposals, or to accept such proposals as it shall deem in the best interests of the Town. Special consideration will be given to proposals that include a letter of interest from a real estate developer representing a project for the parcel that is consistent with the Town's plans and goals.



Town of Lisbon, Maine
Economic and Community Development Department
Attn: Mr. Brett Richardson, Director
300 Lisbon Street
Lisbon, ME 04210

January 28, 2021

**Subject: Proposal for Redevelopment Design Renderings
Former Worumbo Mill Site, Lisbon Falls, ME**

Dear Mr. Richardson:

Acorn Engineering, Inc. appreciates the opportunity to submit our proposal to provide design services for the Town of Lisbon (the Town) in response to the December 30, 2020 Request for Proposals (RFP). We believe that a combination of our past work history, understanding the needs of our clients, and our overall professionalism shall provide an invaluable resource to you and the Town, and we look forward to the potential opportunity to support this exciting and rewarding project.

In accordance with the requirements of the RFP, our flat rate lump sum fee to complete the scope of services outlined in Section 4 of our proposal is **\$15,960**, which does not include reimbursable expenses or supplemental services. It is assumed that all meetings will be held remotely. Any additional work beyond the identified scope of work would be conducted on a time and material basis at prevailing hourly rates listed in our attached Company Rate Sheet.

Sincerely,

Acorn Engineering, Inc.

Lucas J. Benedict, LG, PG
Environmental Services Division Leader/
Senior Hydrogeologist

William H. Savage, PE
President and Principal Engineer

Encl. Acorn Company Rate Sheet
Acorn Engineering, Inc. - Standard Terms and Conditions



A C O R N Engineering, Inc. • www.acorn-engineering.com
207-775-2655 • PO Box 3372 • Portland • Maine • 04104

ACORN COMPANY RATE SHEET

General Civil & Environmental Engineering Services

	<u>Hourly Rates</u>
Senior Civil Engineer	\$ 125-135
Civil/Geologist Project Manager	\$ 110-125
Project Engineer	\$ 100-105
Landscape Architect	\$ 95
Design Engineer	\$ 85-95
Project Administrator	\$ 60

Reimbursable Expenses

➤ Vehicle expenses		IRS Standard Mileage Rate
➤ Black & White Copies	(8.5"x11")	at \$0.15/page
➤ Color Copies	(8.5"x11")	at \$1.00/page
➤ Black & White Copies	(11"x17")	at \$2.00/page
➤ Color Copies	(11"x17")	at \$7.00/page
➤ Black & White Plots	(24"x36")	at \$4.00/page
➤ Black & White Scans PDF	(24"x36")	at \$5.00/page
➤ Color Plots	(24"x36")	at \$25.00/page
➤ Mylar Drawings	(24"x36")	at \$32.00/page
➤ Other Direct Costs		cost + 10%

Application fees and certified mailing costs are not included, as it is assumed that these will be paid by the Owner to the reviewing authority, if necessary.

Hourly rates and fees are subject to change annually. Federal IRS Mileage rate will change as allowable rate(s) is/are modified. Acorn Engineering reserves the right add to additional employees with their associated hourly rates.



ACORN ENGINEERING, INC. - STANDARD TERMS AND CONDITIONS

The standard of care for all professional services performed or furnished by Acorn Engineering, Inc. (ACORN) under this agreement shall be the care and skill ordinarily used by members of the civil engineering profession practicing under similar circumstances at the same time and in the same locality. ACORN makes no warranties, express or implied, under this agreement or otherwise, in connection with its services. Civil Drawings will be stamped by an engineer licensed in the State of Maine, and will include civil notes, plans and details describing civil requirements. It is understood that the client will hire and experience contractor who is capable of installing civil components at areas not fully described in the notes and details and that the contractor will notify ACORN if and when additional civil guidance is needed.

1. **BILLING AND PAYMENT:** Invoices will be submitted by ACORN monthly or semimonthly, at ACORN's discretion. Any objection to an invoice must be made by the client, in writing, within ten (10) days, or the objection will be waived. Payment is due within thirty (30) days from invoice date. An invoice remaining unpaid after thirty (30) days will be subject to interest of one and one-half percent (1-1/2%) per month. If the client does not pay an invoice within thirty (30) days, ACORN may, thereafter, on ten (10) days prior written notice, elect to terminate all further services, without incurring any liability to the client. If ACORN terminates services because of non-payment, the client will pay ACORN for all services and expenses, according to the Agreement, through the termination date, interest and cost of collection, including reasonable attorney's fees. In collecting any fee due from client, ACORN may, but is not required to, submit the matter to mediation in accordance with the terms of paragraph 2 below.
2. **DISPUTE RESOLUTION:** Any claims or disputes between the Client and ACORN shall be submitted to non-binding mediation, and if not resolved within 60 days then to binding arbitration under the rules of the Maine Arbitration Act.
3. **ACCESS TO SITE:** The client will provide for the right of entry of ACORN, our consultants, our subcontractors and all necessary equipment in order to complete the work. If any of ACORN'S services are to be carried out on property or facilities not owned or occupied by the client, the client represents to ACORN that the owner and occupant have given the client permission for ACORN to enter and perform our services.
4. **NORMAL DISTURBANCE:** While ACORN will take all reasonable precautions to limit damage to the property, it is understood by the client that equipment used in performing ACORN'S services will, to some degree during the normal course of work, affect, alter or damage the site surfaces, buildings, structures, vegetation, facilities and subterranean structures. The restoration of such damage is not included in ACORN'S fees or prices and is not included as part of this Agreement unless specifically identified in the scope of services.
5. **UTILITIES:** In the prosecution of its work, ACORN will take all reasonable precautions to avoid damage or injury to subterranean structures or utilities. The client agrees to hold ACORN harmless from for any such damage or injury that cannot be avoided using reasonable precautions. The client also agrees to hold ACORN harmless for any damages to subterranean structures that are not called to ACORN'S attention by the owner/client or the local agency coordinating subsurface utility information (e.g. Dig Safe) or that are not correctly shown on the plans.
6. **SERVICES OF OTHERS:** On occasion, ACORN engages the specialized services of individual consultants or other companies to participate in a project. When considered necessary, these firms or other consultants will be hired with the client's approval, which the client agrees not to withhold or delay unreasonably. The cost of such services will be included in our invoice.
7. **TIMELINESS OF PERFORMANCE:** The Client and ACORN are aware that many factors outside ACORN's control may affect ACORN's ability to complete the services to be provided under this Agreement. ACORN will perform these services with reasonable diligence and expediency consistent with sound professional practices.
8. **CONSTRUCTION OBSERVATION SERVICES:** If ACORN'S services include observation of construction on a site, ACORN will carry out our observation in accordance with generally accepted professional practices of similar engineers and consultants. ACORN'S services will not include any supervision of any contractor or subcontractor other than its own. The construction contractor will remain solely and completely responsible for enforcement of and compliance with 1) all contract plans and specifications and 2) all site working conditions and safety requirements, day and night, for both persons and property, in each case both by the contractor and its subcontractors. These include all OSHA, NIOSH, U.S. EPA and any other applicable governmental regulations. ACORN'S observations and monitoring services do not include review of the sufficiency of the contractor's health and safety measures at or near the construction site.
9. **OPINIONS OF PROBABLE COSTS:** Since ACORN has no control over the cost of labor, materials or equipment, or over the contractor's method of determining prices, or over competitive bidding or market conditions, opinions of probable construction cost provided for herein are to be made on the basis of experience and qualifications only. These opinions represent best judgment as a design professional familiar with the construction industry. However, ACORN



cannot and does not guarantee that proposals, bids, or the construction cost will not vary from opinions of probable cost prepared by ACORN. If the Client wishes greater assurance as to the construction cost, an independent cost estimator shall be employed by the Client.

10. **OWNERSHIP OF DOCUMENTS:** All reports, boring logs, field data, field notes, laboratory test data, calculations, estimates, and other documents prepared by ACORN as instruments of service, shall remain the property of ACORN. Copies of such documents will be made available to the client upon request. The client agrees that if it fails to pay for any reports or other work that ACORN furnishes to the client or its agents, the client will return all copies of such reports and other work product to ACORN upon demand and will not use them for any purpose. The reports and other materials prepared by ACORN are not suitable for later reuse by the client or others on the project, any extension, or other sites or projects, nor at future times not contemplated by our reports. If the client reuses anything prepared by ACORN, or if others seek to use them, it will be at the client's and their sole risk, without liability to ACORN. In case of such unauthorized reuse, the client will hold ACORN harmless against all claims.

11. **INDEMNIFICATION:** The Client shall indemnify and hold harmless ACORN, its officers, directors, employees, agents and sub-consultants from and against all damage, liability and cost, including reasonable attorney's fees and defense costs, arising out of or in any way connected with the project which is the subject of this agreement, excepting only those damages, liabilities or costs attributable to the sole negligence or willful misconduct of ACORN.

It is understood and agreed that, in seeking ACORN'S consulting services under this Agreement, the client is requesting ACORN to undertake potentially uninsurable obligations for their benefit involving the presence or potential presence of hazardous substances. Therefore, the client agrees to hold harmless, indemnify and defend ACORN from and against all claims, losses, damages, liability, and costs, including but not limited to costs of defense arising out of or in any way connected with the presence, discharge, release or escape of contaminants of any kind, excepting only such liability as may arise out of ACORN'S sole negligence in the performance of services under this Agreement.

12. **INSURANCE:** ACORN maintains the following insurance: General Liability; Automobile; and, Professional Liability. Professional liability and other insurance coverage's may not be available to ACORN, or the profession as a whole, to cover work with certain hazardous substances. ACORN will furnish certificates of insurance at your request. ACORN will not be responsible for any loss, damage or liability beyond the amounts, limits, or exclusions and conditions of such insurance. A separate limit of our liability for negligent professional acts, errors or omissions or breach of contract is set out in Section 13. ACORN will not be responsible for any loss, damage or liability arising from client's negligent acts, errors and omissions and those by their staff, consultants and agents or from those of any person for whose conduct ACORN is not legally responsible.

13. **LIMITATION OF LIABILITY:** In recognition of the relative risks, rewards and benefits of the project to both the Client and ACORN, the risks have been allocated such that the Client agrees that, to the fullest extent permitted by the law, the total liability of ACORN to the Client for any and all injuries, claims, losses, expenses, damages or claim expenses arising out of this agreement from any cause or causes, shall not exceed the value of the contract. Such causes include, but are not limited to, ACORN's negligence, errors, omissions, strict liability, breach of contract or breach of warranty.

Any action by client for breach of this contract must be commenced within two (2) years after the cause of action accrued. Causes of action between the parties relating to acts or failures to act shall be deemed to have accrued not later than the date payment to ACORN is due pursuant to paragraph 1 above.

14. **CONFIDENTIALITY:** ACORN will hold confidential all business or technical information obtained or generated in the performance of services under this Agreement. ACORN will not disclose such information without the client's consent except to the extent required for: 1) performance of services under this Agreement; 2) compliance with applicable laws or regulations; 3) compliance with professional standards of conduct for preservation of the public safety, health, and welfare; and/or 4) protection of ACORN against claims or liabilities arising from the performance of services under this Agreement. ACORN'S obligations hereunder shall not apply to information in the public domain or lawfully acquired on a non-confidential basis from others.

15. **GOVERNING LAW; SEVERABILITY; MODIFICATIONS; ASSIGNMENT:** This Agreement shall be governed and enforceable in accordance with the laws of Maine, the State in which ACORN'S office is located, which shall be deemed the place of contracting. The provisions of this Agreement are severable. The invalidity of any provision shall not affect the validity and enforceability of any other provisions. This Agreement, made up of our authorized scope of services and budget for the project and these Terms and Conditions, represents the entire agreement of the parties and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement cannot be modified orally, or by any course of conduct, and shall control over any inconsistent or contrary provisions in any proposal, contract form, purchase order or other document issued by the client. These Terms and Conditions



shall survive the completion, or termination, of our services for the project. Any assignment of the client's rights under this Agreement requires ACORN'S prior written consent.

16. **CERTIFICATIONS:** ACORN will not execute or stamp any document that would result in its certifying, guaranteeing, or warranting the existence of conditions whose existence ACORN has not independently ascertained.
17. **FORCE MAJEURE:** Neither party shall be liable to the other for any failure to perform or delay in performing its obligations hereunder (other than an obligation to pay money) caused by any circumstances beyond its reasonable control, including but not limited to acts of war, interruption of public utilities, defaults of suppliers or subcontractors for any reason whatsoever and all types of industrial disputes, lock-outs and strikes.
18. **TERMINATION OF SERVICES:** In the event of termination of this Agreement by either party, the Client shall within fifteen (15) calendar days of termination pay ACORN for all services rendered and all reimbursable costs incurred by ACORN up to the date of termination, in accordance with the payment provisions of this Agreement.

The Client may terminate this Agreement for the Client's convenience and without cause upon giving ACORN not less than seven (7) calendar days' written notice.

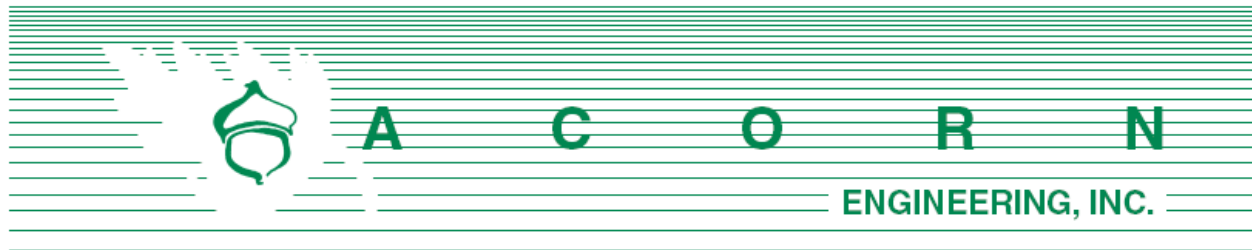
Either party may terminate this Agreement for cause upon giving the other party not less than seven (7) calendar days written notice for any of the following reasons:

- Substantial failure by the other party to perform in accordance with the terms of this Agreement and through no fault of the terminating party;
- Assignment of this Agreement or transfer of the Project by either party to any other entity without the prior written consent of the other party;
- Suspension of the Project or ACORN's services by the Client for more than ninety (90) calendar days, consecutive or in the aggregate;
- Material changes in the conditions under which this Agreement was entered into, the Scope of Services or the nature of the Project, and the failure of the parties to reach agreement on the compensation and schedule adjustments necessitated by such changes.

In the event of any termination that is not the fault of ACORN, the Client shall pay ACORN, in addition to payment for services rendered and reimbursable costs incurred, for all expenses reasonably incurred by ACORN in connection with the orderly termination of this Agreement, including but not limited to demobilization, reassignment of personnel, associated overhead costs and all other expenses directly resulting from the termination.

19. **THIRD-PARTY BENEFICIARIES:** Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Client or ACORN. ACORN's services under this Agreement are being performed solely for the Client's benefit, and no other party or entity shall have any claim against ACORN because of this Agreement or the performance or nonperformance of services hereunder. The Client and Consultant agree to require a similar provision in all contracts with contractors, subcontractors, subconsultants, vendors and other entities involved in this Project to carry out the intent of this provision.





Town of Lisbon, Maine
Economic and Community Development Department
Attn: Mr. Brett Richardson, Director
300 Lisbon Street
Lisbon, ME 04210

January 28, 2021

**Subject: Proposal for Redevelopment Design Renderings
Former Worumbo Mill Site, Lisbon Falls, ME**

Dear Mr. Richardson:

In collaboration with Aceto Landscape Architects (ALA), Acorn Engineering, Inc. (Acorn) is pleased to submit our proposal to provide design services for the Town of Lisbon (the Town) in response to the December 30, 2020 Request for Proposals. Acorn and ALA have previously collaborated on multiple projects, including the design and master planning of several high-profile redevelopment efforts in southern Maine.

Acorn has a successful track record both working for, and collaborating with, municipalities and public agencies, providing those clients with solutions that are proven to be technically sound and cost-effective. Through each design process, Acorn strives to communicate in a timely and concise manner while maintaining a high standard of professionalism.

In addition to the team's urban redevelopment expertise, we have extensive experience in civil engineering, environmental investigation and remediation, stormwater management, and creative site planning/design. We also routinely analyze projects from a zoning perspective and interface with local planning departments across the State.

We thank you for the opportunity to submit this proposal and look forward to the potential role of assisting the Town of Lisbon with this exciting project. With this proposal, we have also provided a letter of interest from Port Property Management, a well-established professional development and property management firm based in Maine with proven experience in riverfront mill redevelopment.

Respectfully submitted,

Acorn Engineering, Inc.

Lucas J. Benedict, LG, PG
Environmental Services Division Leader/
Senior Hydrogeologist

William H. Savage, PE
President and Principal Engineer



Port Property

M A N A G E M E N T

Town of Lisbon, Maine
Economic and Community Development Department
Attn: Mr. Brett Richardson, Director
300 Lisbon Street
Lisbon, ME 04210

January 28, 2021

Subject: Letter of Interest – Worumbo Mill Redevelopment

Mr. Richardson:

In response to the Town's Request for Proposals, please consider this letter of interest from Port Property Management in tandem with the proposal prepared by Acorn Engineering. In addition to managing to over 1,400 residential apartments in the Portland area, our firm has taken a keen interest in redevelopment projects within Maine over the last decade, specifically with an attraction to mixed-use urban infill. Most notably as it relates to the Worumbo Mill project, we are nearing the completion of construction on our Riverdam Mill project in Biddeford which features the renovation of two former mill buildings into a vibrant space for two retailers, a restaurant, and 71 residential apartments. This redevelopment precedes, yet was coordinated with, the City's efforts to implement a "Riverwalk" system and pocket park along the Saco River in which we will grant access easements to the City while continuing to collaborate on the design and overall planning.

I have personally worked with Acorn Engineering as my prime consultant on nearly ten projects ranging from small site alterations to eight-story mixed use buildings with hundreds of residential units. During this time, we have developed a sound professional and personal relationship. As a reflection of the many beneficial projects we've designed and built together, it's clear our skill sets complement each other.

As we review the RFP issued by the Town, we are intrigued by the opportunity to transform the Worumbo site into a mixed-use project that could once again be a productive force for the Town and State. As a follow up, we look forward to reviewing the Lisbon market analysis in the second quarter of 2021, as referenced in your January 15th memorandum. We trust this letter serves as a reference point for the history of our firm's work, our relationship with Acorn, and the general interest we have in helping revitalize Maine communities through responsible redevelopment.

Sincerely,



Tom Watson
CEO
Port Property Management

REDEVELOPMENT DESIGN RENDERINGS

Former Worumbo Mill Site

Lisbon Falls, Maine



Town of Lisbon
Economic and Community Development Department
300 Lisbon Street
Lisbon, Maine



Prepared By:
ACORN ENGINEERING, INC.
65 Hanover Street, Suite 1
Portland, ME 04101

January 28, 2021



TABLE OF CONTENTS

TABLE OF CONTENTS	1
Introduction	1
Proposal Format.....	1
1. Company Information.....	2
Key Personnel, Communications Information.....	2
Overview of Companies.....	2
2. Qualifications.....	4
Project Team and Personnel Resources	4
Narrative Description of Key Staff.....	4
Overview of Experience.....	6
References.....	6
3. Design Statement	8
River Gateway	8
Lower Main Street	8
Worumbo Waterfront	8
4. Cost Proposal	9

Attachments

Attachment 1 – Representative Projects

Attachment 2 – Organizational Chart

Attachment 3 – Resumes



Introduction

Acorn Engineering, Inc. (Acorn) and Aceto Landscape Architects (ALA) are excited for the opportunity to create redevelopment design renderings for the former Worumbo Mill parcel, located at 1 Canal Street in Lisbon Falls, Maine (the Site). We are confident we can provide the Town of Lisbon (the Town) the professional services needed to inform an ongoing community visioning process, and meet their goals for community green space, views of the Androscoggin River, and high-quality commercial and residential development at the parcel. These goals go together with our commitment to important issues such as affordable housing, inclusive design, multi-modal transportation, infrastructure resiliency, water resources and sustainability.

Successful projects require more from an engineering firm than just technical design expertise. Our team our engineers, architects and scientists focus getting the job done. We know you need someone you can rely on when taking your infrastructure or site development project from vision to completion, and we have the collective expertise needed to minimize the impact of the project, while also protecting, preserving, and restoring the natural environment.

Our employees bring high energy and a commitment to their clients, and our continued success, and sustained and organic growth has been a result of their hard work, loyalty, and diligence to our projects, colleagues, and communities.

Since 2014, the Acorn and ALA teams have supported a diverse portfolio of regional and national projects with redevelopment and construction costs in the hundreds of millions of dollars, including a recent two-time Maine award winner in the Portland.

Proposal Format

The content order of this Proposal generally follows the order of the required elements in the Town's Request for Proposals (RFP), dated December 30, 2020.

- **Section 1** presents our Company Information, including an overview of the project team and organizational chart.
- **Section 2** presents our Qualifications, including the Project Team and Personnel Resources for work under this RFP, and examples of relevant work by both firms included as **Attachment 1**. Contact information for select client references are also provided.
- **Section 3** consists of our Design Statement, which briefly describes our approach to help the community understand the benefits and tradeoffs that site redevelopment can have on economic development, village placemaking, green space, and river views in the Lisbon area.
- **Section 4** provides the Cost Proposal for our team, as well as the scope of work details, and schedule.

A copy of our Schedule of Fees can be provided under separate cover for your review and consideration.



1. Company Information

Key Personnel, Communications Information

	Acorn Engineering, Inc.	Aceto Landscape Architects
Contact Name:	Lucas J. Benedict, LG, PG	Caitlin Aceto, PLA, ASLA
Contact Email:	lbenedict@acorn-engineering.com	CA@AcetoLA.com
Physical Address:	65 Hanover Street, Suite 1 Portland, ME 04101	565 Congress Street, Suite 310 Portland, ME 04101
Mailing Address:	PO Box 3372 Portland, Maine 04104	PO Box 3787 Portland, ME 04104
Website URL:	www.acorn-engineering.com	acetola.com
Company Phone:	(207) 775-2655	(207) 221-3390

Overview of Companies

Acorn Engineering, Inc.

Acorn is a Portland, Maine-based civil and environmental engineering firm offering a full range of environmental and site development engineering services, including environmental assessment, remediation, permitting, stormwater design, civil/site development, and construction management.

The Acorn team actively makes choices to reduce our ecological footprint and follow sustainable business practices whenever we can. These goals go hand in hand with our commitment to important issues such as affordable housing, inclusive design, multi-modal transportation, infrastructure resiliency, water resources, and sustainability.

We also have several guiding principles that have helped us create an energetic and positive work culture, which are:

- Urgency
- Efficiency
- Compassion
- Honesty
- Adaptability
- Innovation
- Trust
- Integrity

We understand the importance of these principles for establishing relationships with our clients, so that our engineers and scientists can not only excel in developing solutions leveraging their diverse knowledge practices and their attention to quality, but also take pride in their abilities to listen and understand our clients' unique individual challenges, providing an exceptional level of service, regardless of project size or complexity. These are some of the many reasons Acorn has continued to provide Maine with award-winning civil and environmental science and engineering services since 1988.

Aceto Landscape Architects

ALA is a process-driven, landscape architecture and urban design firm committed to thoughtful, creative intervention at the intersection of environment, economics, art, and culture. ALA was founded on the notion that great design is a product of careful listening, inclusive decision-making, and unrelenting passion for enduring built spaces. We believe in the core tenets of placemaking and the power of design to shape our everyday experience and sense of well-being.



The ALA team offers a unique set of skills and perspective, well-equipped to harmonize and reconcile the roles and value systems of varied design disciplines. We integrate expertise and intuition to craft powerful places, built upon a commitment to resiliency and sustainability. Our studio's passion for craft and technical savvy affords us the opportunity to collaborate across a broad geographic range and myriad project scales from intimate private spaces large retreats and communities.



2. Qualifications

Project Team and Personnel Resources

The Acorn and ALA teams consist of professional engineers, licensed professional geologists, licensed landscape architects, and junior-level civil/site design and environmental engineer-interns. Assignments awarded, under this program will be managed and executed out of Acorn's Portland office, located on Hanover Street. An organizational chart depicting Acorn and ALA employees identified to support the Town under this RFP is included as **Attachment 2**.

Narrative Description of Key Staff

Brief narrative descriptions of Acorn and ALA Team members are provided, below, with employee resumes provided in **Attachment 3**.

Lucas J. Benedict, LG, PG – Environmental Services Division Leader/Senior Hydrogeologist

Lucas is a Licensed Geologist (Maine and New Hampshire) with an MS in geology from the State University of New York (SUNY) at Albany, and a BA in earth science from SUNY College at Oneonta, and leads Acorn's Environmental Services Division with over 15 years of multi-disciplinary experience completing environmentally-focused site assessment, investigation, design and remediation, and operation, monitoring and maintenance (OM&M) projects for Federal and State governments, municipalities, and private-sector customers in the Northeast US through innovation, collaboration and technology.

At Acorn he is responsible for reviewing project drawings and specifications, preparing permit and grant applications, Brownfields and VRAP documentation, groundwater monitoring and stormwater compliance reports, erosion and sedimentation control reports, and construction inspections for residential, commercial, municipal and industrial developments. He has technical and business development responsibilities for environmental, due diligence and compliance functions at Acorn, including site assessment, contaminated site investigation, remediation and post-closure monitoring, and is responsible for stakeholder engagement to deliver successful projects.

Lucas will act as the Project Manager and will be the primary contact with the City. His role will include definition of project objectives and overall project coordination. He will also review the environmental aspect of the project as needed under this contract.

Caitlin Aceto, PLA, ASLA – Principal Landscape Architect

Caitlin is a licensed landscape architect in the states of Maine and Colorado. Caitlin's project experience ranges in scale from circulation and wayfinding design at Grand Canyon National Park, to security barrier conceptualization for the Thomas Jefferson Memorial, to high end residential and hospitality design in Aspen, and community / park design in Maine. Caitlin is energized by finding ways to enhance connections between people and place and designing meaningful spaces for those connections to thrive and strengthen. In addition to the nuts and bolts of a design program-art, culture, history, and texture are some of the most exciting menu of elements that Caitlin hopes to leverage for a beautiful and well-orchestrated project.

Under this contract, Caitlin will act as the lead designer and landscape architect. She is anticipated to be the liaison for the landscape architecture piece and provide the high-level program and design basis.



William H. Savage, PE – President, Principal Engineer

Will Savage is the Principal Civil Engineer and President of Acorn. He has nearly 20 years of civil engineering experience and a diverse personal project profile throughout Maine. He is a Maine licensed Professional Engineer and has a BS in Civil Engineering from Union College. Will specializes in providing natural resource monitoring including conservation easement monitoring, stormwater inspections, zoning and shoreland zoning rules monitoring, and erosion control inspections while implementing best management practices. For one such project under Will's management, Cumberland County Soil & Water Conservation District recognized Acorn as the Contractor of the Year. Will also performs civil/site design engineering and permitting for a number of development projects in and around the Portland area. As detailed below some of these projects are built on sites with potential oil and hazardous substance impacts. He has successfully designed these projects in compliance with applicable rules to minimize potential adverse impacts from hazardous substances.

Will's role will be to provide quality assurance and quality control to ensure that tasks and deliverables are completed in accordance with internal regulatory requirements. Will's experience and expertise will also be called upon during site design and programming.

Nick Aceto, PLA, ASLA – Principal Landscape Architect

Nick is a licensed landscape architect and urban designer with a deep passion for the creative process. Nick believes in landscape as a framework for organizing the patterns and behaviors through which we live. From the private garden to the region, Nick can recognize and translate patterns into visual narratives which tell the unique story of a place through built form. Nick grew up in Portland, Maine where he developed a deep appreciation for the rich and varied New England landscape, from rocky shorelines of the Atlantic to the forested peaks of the Appalachians. As both a consummate urbanist and adventure-seeking outdoorsman, Nick is intrigued by the interplay between urban form, economics, wild nature, and ecology.

As part of this contract, Nick will provide quality control review and in-house collaboration with the ALA team.

Sam Lebel, PE – Civil/Environmental Engineer

Sam is a civil and environmental engineer for Acorn and provides design and management of site plan development, stormwater design and retrofit, and permitting primarily for commercial and residential projects. He is a licensed PE in Maine with a B.S. degree in Civil & Environmental Engineering from the University of Maine.

Sam has a passion for contributing to the rehabilitation of Maine's natural resources and infrastructure. Experience has been gained in the field of civil and environmental engineering over the past nine years working with an environmental firm as well as Acorn Engineering. His most recent contributions have included assisting in the design and permitting of the 1.4-acre porous pavement project at the Riverside Self-Storage project as well as assistance with the design of Stroudwater Preserve, a 124-unit conservation subdivision on the outskirts of Portland. Furthermore, Sam has project engineered and managed multiple urban infill projects which promote and increase housing stock through responsible development which includes taking advantage of existing infrastructure and reducing urban sprawl.



As part of this contract, Sam will be involved in site plan development, high-level engineering, and coordination with the landscape architecture design.

Seth Kimball, PLA, ASLA – Principal Landscape Architect

Seth has been practicing Landscape Architecture for over 15 years. He has a bachelor's degree in Landscape Architecture from the University of Massachusetts Amherst. Seth's project experience includes serving as project manager/lead designer for a master plan for the new Al Guhair University in Dubai, the Al Ain Oasis Cultural Quarter Master Plan in Abu Dhabi, institutional experience including Phillips Andover Academy, Bates College, George Stevens Academy, and Southern New Hampshire University, and a range of residential project including homes in Texas, Idaho, Montana, New York, Arizona, and several throughout the northeast. Seth joined ALA in 2018, bringing to the practice his experience in civic, institutional, and residential projects.

Under this contract, Seth would act as a designer, working with the team to define the program and overall site design. Seth will be responsible for developing the drawing models and final renderings.

Other Personnel Resources

Engineering, administrative, and logistical support personnel identified to assist the Town under this RFP are depicted on the organizational chart, included as **Attachment 2**.

Overview of Experience

Please refer to the examples of relevant Acorn and ALA projects provided in **Attachment 1** for an in-depth overview of our experience and expertise in Brownfield/mill redevelopment, mixed-use urban infill redevelopment, and floodplain management.

References

The following list of clients are the main contacts for a variety of projects that Acorn has completed which Brownfields, environmental permitting and compliance, civil engineering and design, and construction administration. The listed clients also represent both the private and public sectors.

Acorn References

- Tom Watson & John Laliberte – CEO & Acquisitions Lead
Port Property Management
82 Hanover Street, Suite 5
Portland, ME 04101
(207) 761-0832
john@portpropmgt.com
- Jonathan Culley – President
Redfern Properties LLC
PO Box 8816
Portland, Maine 04104
(207) 776-9715
jonathan@redfernproperties.com



- Steve Johnson, P.E. – Town Engineer
Town of Yarmouth, Maine
200 Main Street
Yarmouth, ME 04096
(207) 846-2401
SJohnson@yarmouth.me.us
- Nicholas J. Hodgkins – Oil & Hazardous Materials Specialist
Bureau of Remediation & Waste Management
Maine Department of Environmental Protection
(207) 592-0882
Nick.Hodgkins@maine.gov
- Chuck Morgan – Economic and Community Development Director
Southern Maine Planning and Development Commission
110 Main Street, Suite 1400
Saco, ME 04072
(207) 571-7065
cmorgan@smpdc.org

ALA References

- Sheila Jans – Development Consultant
Culture Worth
Madawaska, ME 04756
(207) 728-4820
sjans@cultureworth.org
- Julie Isbill, Rivers – Trails and Conservation Assistance (RTCA)
National Park Service
14 Maine Street, Suite 302
Brunswick, ME 04011
(207) 725-5028
julie_isbill@nps.gov
- Kevin Bunker – Principal
Developers Collaborative
100 Commercial Street, Suite 414, Portland, ME 04101
(207) 766-1632
Bunker.kevin@gmail.com
- Rich Ciecuch, Founder + CEO
Re:Fab,/ Design + Build + Sustain
PO Box 1433, 257 Sherman Street
Ridgway, Colorado 81432
(970) 729-0126
rich@refab-db.com

3. Design Statement

While the individual plans have not yet been developed, our team has conceptually visualized each design scenario, briefly summarizing each as such:

River Gateway

- As the name suggests, this approach will focus on the viewsheds the Androscoggin River has to offer. Open green spaces will interact with riparian habitat and provide appropriate placemaking opportunities that respects the River and its immediate upland buffer, especially given the flood elevation in relation to the site. The development opportunities will offer a more typical scheme with structure and parking footprints along the existing street network.

Lower Main Street

- This scenario will highlight the streetscape and the enhancement of the vintage downtown “Main Street” feel. Through a combination of new form and interesting architecture that showcases small business storefronts with residential units above, the plans will encourage a sense of place on the street. Tactics such as large windows, generous fenestration, canopies/awnings, and other inviting architectural features would be implemented. This scenario will give the community a “real feel” of the new pedestrian experience and is therefore important to consider.

Worumbo Waterfront

- Through traditional “cluster planning” where density is increased in favor of infrastructure efficiencies and preservation of open space, this concept will provide the community with a visual of a reimagined waterfront. With a chance to master plan a central hub, these visuals will aim to play off other Maine mill redevelopments that marry the new with the old as well as provide critical node connections as outlined in Lisbon’s 2030 Plan.

4. Cost Proposal

The requested flat rate fee and a current copy of the Acorn Company Rate Sheet for this project are provided under separate cover.

The cost proposal provided includes the following scope of work items, consistent with the RFP:

1. Review of background information
2. Participate in two (2), 1-hour kickoff planning meetings during the first week of March 2021
3. Design Scenario Planning
 - a. River Gateway
 - b. Lower Main Street
 - c. Worumbo Waterfront

For each of the three design scenarios listed above, our team will provide the following draft deliverables (schematics) by March 29, 2021, featuring the details and goals identified within the RFP on Pages 4 and 5.

- One (1) Site Plan Conceptual Plan/Diagram
 - One (1) Site Plan Rendering
 - Two or Three, 3-D Massing Models
4. Once each scenario has been completed, our team will participate in one (1), 1-hour review meeting in mid-April.
 5. Based on feedback from the preceding task, our team will revise the schematics within two (2) weeks of the review meeting, then present them at one (1) community meeting.
 6. Based on feedback from the community meeting, our team will finalize the schematics for one scenario determined to be the preferred scenario by the Town. Our team will also develop four (4) perspective views which will feature a more polished and detailed look at the preferred scenario. These final deliverables will be submitted to the Town within two (2) weeks of our community meeting presentation.

Attachment 1 – Representative Projects



Former Portland Municipal Complex Portland, Maine

Since 2018, Acorn has continued to assist local developers with cleanup and redevelopment at three properties in Portland's West Bayside (52, 65, and 82 Hanover Street). Each of these Brownfield/VRAP sites are within the former City's Department of Public Works Complex. While the Phase I and II ESAs were completed by others, Acorn is currently working as the Site civil/site design and remedial engineering firm to redevelop the site for mixed commercial/ residential use.

Assessment, Reuse Planning, and Cleanup

Various acquisition and development-focused tasks completed by Acorn at the three sites, include:

52 Hanover Street

- Completed a supplemental Phase II ESA at the 1.4-acre site occupied by a 19,000 ft² garage building to evaluate the level and extent of volatile organic compounds (VOCs) below slab.
- Prepared, submitted and obtained VRAP designation and a NAA letter for the site from MEDEP. Submittal included a soils management plan (SMP) for encapsulation/containment of impacted soils, sub-slab vapor mitigation, removal and off-site disposal of accumulated material within floor drains.
- Coordinated and managed the removal of two 20,000-gallon subsurface petroleum storage tanks, including submittal of an Underground Oil Storage Facility Site Assessment for the tanks.

65 Hanover Street

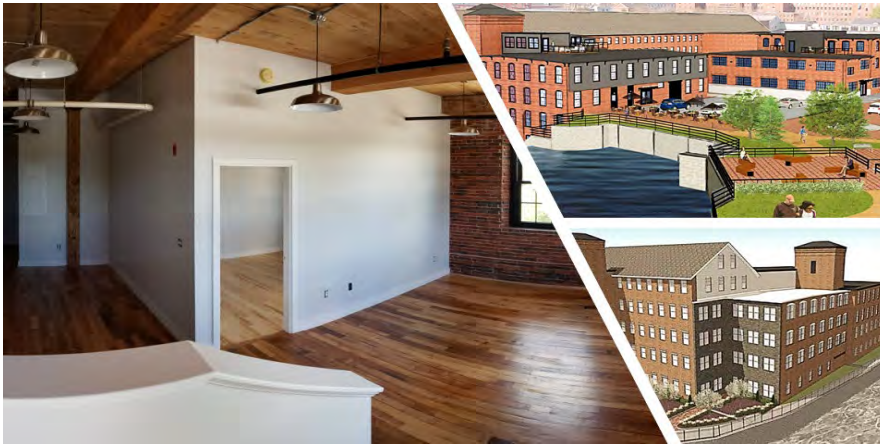
- Obtained VRAP designation and a NAA letter for this 0.68-acre site, including an SMP to specify how excavation and management of soils must be conducted in during site development.
- Assisted with the redevelopment of the existing 13,000 ft² building, currently fully occupied by local businesses (including Acorn) and shared office space.

82 Hanover Street

- Strategically raised the finish floor elevation of the building across hundreds of feet of public sidewalk all while maintain ADA accessibility to each of the 12 units. The finished floor elevation is now out of the future flood zone and provides the owners a sense of security against the chance for the union of a king tide and severe storm., given the site's low-lying location which is adjacent to Back Cove.
- Obtained a VRAP and NAA for the site. Submittal included an SMP, sub-slab vapor mitigation, removal and off-site disposal of accumulated material within floor drains, in-place closure of a subsurface oil storage tank location, and removal of ACM floor tiles and window glazing.
- Managed remedial activities alongside general contractor and construction manager at the 1.2-acre site and within the existing 41,000 ft² building.
- Prepared a DEC for the site to ensure proper management of heavy metal and PAH-containing soils kept on site and placed under engineered cover systems such as asphalt and concrete.
- Prepared a DEC for the site to ensure proper management of heavy metal and PAH-containing soils.

SERVICES PROVIDED:

- Civil Engineering and Site Design
- Environmental Site Assessments
- Coordinating with Regulatory Agencies
- Coordinating with Stakeholders
- Remediation Planning and Implementation
- Reuse Planning



Riverdam Mill Redevelopment Project Biddeford, Maine

Acorn is currently working on an active EPA-funded Brownfields mill redevelopment project in Biddeford, Maine. The Riverdam Mill Buildings, Lots 9 and 9-3, located at 26-28 Pearl Street in Biddeford, Maine is an active site under both USEPA and MEDEP oversight where Acorn is simultaneously supporting the client and the City of Biddeford with site redevelopment, planning and permitting as both the civil/site design engineering firm and the QEP. The Riverdam Mill was historically used for cotton textile manufacturing starting around the mid-1800s and continuing into the early 1900s. The mill was then used for electronics manufacturing and various machining operations. Since the 1970s, the Riverdam Mill has been used for storage and rental space for small businesses.

Site Redevelopment

The 1.13-acre Site is located immediately adjacent to the Saco River near the downtown center of Biddeford and is part of what is commonly referred to as the Riverdam Mill. The Site consists of two buildings: Building #3 and Building #4, both between 3.5 and 4.5-stories high and with footprints of 12,700 square feet (ft²) and 8,700 ft², respectively. While portions of the two on-Site buildings are occupied by small businesses, including a brewery, a distillery, a strapping and hitching manufacturer, and a woodworking shop, more than half of the building space is unrenovated and unoccupied.

The property will undergo redevelopment into 71 apartments and four retail spaces. The property will have 54,334 ft² of residential space and 14,358 ft² of commercial space. Because the property is partially occupied, the condition of the buildings is above average comparable to some other underutilized mills. Most of the exterior brick surface has been repainted in recent years and many windows are quality new replacements.

Significant coordination occurred with the City and other consultants on the Riverwalk that curtails the Saco River and will utilize a large portion of the subject site. Given the high-water line and its proximity to the Riverwalk elevation, careful attention was given to how the River will interact with the site as well as the intricacies of the building which need to be resilient to the flooding season.

Assessment, Reuse Planning, and Cleanup

Acorn completed acquisition and development-focused tasks associated with site contamination, including:

- Prepared, submitted and obtained VRAP designation and a No Action Assurance (NAA) letter for the site from MEDEP. Submittal included Phase I and Phase II ESAs, residential water well survey.
- Prepared an environmental media management plan (EMMP) for containment of impacted media, a sub-slab depressurization system (SSDS) Installation Plan, and an Elevator Pit Cleanup Plan.
- Prepared an Analysis of Brownfield Cleanup Alternatives and Community Relations Plan.
- Coordinated and managed the hazardous building materials survey, cleanup activities associated with petroleum-impacted soils in a former elevator pit, and the removal of asbestos-containing material (ACM), lead-based paint (LBP), and universal waste in each of the two site buildings.

SERVICES PROVIDED:

- Civil Engineering and Site Design
- Environmental Site Assessments
- Analysis of Brownfields Cleanup Alternatives
- Hazardous Materials Inventories
- Public Outreach and Education
- Remediation Planning and Implementation
- Reuse Planning





Pearl/Elm/Lincoln/Gooch Biddeford, Maine

SERVICES PROVIDED:

- Civil Engineering and Site Design
- Permitting Support
- Utility Layout and Design
- Public Outreach and Education
- Coordinating with Municipal Staff and Stakeholders
- Reuse Planning

Acorn has provided master planning for two clients with similar visions spanning over 15 acres along the Riverdam Mill complex, the former Maine Energy Recovery Co (MERC), and surrounding properties. Each individual project and program have included a mixed-use approach that combines residential with various commercial/retail and institutional uses. The revitalization and investment into these blocks of properties has spurred a spontaneous increase in activity and interest in this neighborhood as well as the City of Biddeford as a whole. The Riverdam redevelopment is nearing completion of construction while the other projects are under master planning and permitting to transform dilapidated buildings and blighted parking lots into taxable, influential placemaking opportunities along the Saco River.

In addition to the mixed-use approach and celebration of the riverfront history and charm, Acorn and its clients' vision for these redevelopment sites is to foster a community-based space for living adjacent to the scenic river. In tandem with the City's River Walk efforts, this redevelopment will increase the activity within the City's flourishing downtown while maintaining the character and charm of the historic buildings, while also adding new buildings and architecture in lieu of surface parking.

While the land use planning, tenant possibilities, and increase multimodal transportation opportunities excite the stakeholders the most, a critical piece of this neighborhood and various sites also included evaluation of the flood zone and future projections for potential inundation. Through each specific site and building design collaboration with the architect, flooding and climate change resiliency was incorporated into the overall design including strategic land uses on the bottom floors, rerouting of stormwater, and various other techniques that provide for buffering from future large storm events.



Little Dolphin Drive & Jocelyn Place South Portland, Maine

In collaboration with Aceto Landscape Architects, the South Portland Housing Authority and Risbara Holdings, Acorn provided civil engineering design and permitting of a multi-use subdivision at the end of Little Dolphin Drive in Scarborough. Proposed uses include a two-story office building and a three-story 60-unit senior housing facility with associated parking, landscaped placemaking, and critical links to public ways and pedestrian links.

In addition to a voluntary neighborhood meeting, the project went through a 3-step master plan phase with the Town of Scarborough in which the project was collaborated on with Planning Staff, the Planning Board, and neighbors. Acorn and ALA led these efforts as the prime consultant.

The project is subject to Maine DEP and US Army Corps permits. To adequately treat stormwater on the site, Acorn has designed multiple stormwater BMPs meeting Maine DEP Chapter 500 regulations resulting in a low impact design. The project is anticipated to go under construction in 2021.

SERVICES PROVIDED:

- Civil Engineering and Site Design
- Permitting Support
- Stormwater BMP Design
- Public Outreach and Education
- Coordinating with Municipal Staff and Regulatory Agencies
- Coordinating with Stakeholders
- Reuse Planning





East Bayside Lofts/89 Anderson Street Portland, Maine

In collaboration with Redfern properties and the East Bayside neighborhood, Acorn developed the civil/site engineering design of a mixed use 53-unit redevelopment of an existing under-utilized, urban infill lot in the East Bayside neighborhood. Acorn's scope of services included in the initial phase applying for and obtaining a zone change and conducting Phase I and Phase II Environmental Site Assessments to evaluate potential environmental contamination at the site.

After conducting the environmental remediation efforts, Acorn developed the site layout and design of sanitary sewers, storm drains, water mains, site driveway, retaining wall locations, building locations, parking lot design, building drainage structures, utility connections and landscaping plan (with a landscape architecture subconsultant) to meet the City of Portland Technical Standards. Acorn also integrated sidewalk and improvements associated with the project into the City's Anderson Street ByWay project. Furthermore, the project team worked with a non-profit organization, the Telling Room, to provide public art along the Fox Street streetscape in lieu of traditional fencing.

Overall, the project established an important mixed use building on a prominent corner lot adjacent to Kennedy Park which contains popular recreation space. The building houses a restaurant and the Gear Hub bicycle school on the first floor with residential apartments above which encourages an active street presence with housing, goods, and services that help tie the neighborhood together and keep eyes on the street.

SERVICES PROVIDED:

- Civil Engineering and Site Design
- Permitting Support
- Stormwater BMP Design
- Public Outreach and Education
- Coordinating with Municipal Staff and Regulatory Agencies
- Coordinating with Stakeholders
- Reuse Planning





667 Congress Street – The Hiawatha Portland, Maine

The \$28 million project included the civil/site engineering design for the 8-story, first floor retail and 139-unit apartment building on Congress Street in Portland. Vehicle parking is served by two levels with separate access from Vernon and Avon St. The project featured building and site design in an historic district adjacent to Longfellow Square.

Services included, but were not limited to, permitting with the City of Portland, layout and design of sanitary sewers, storm drains, water mains, pedestrian and vehicle entrances, building locations, parking lot design, and parking garage grading and drainage. Acorn provided significant coordination between the Architect, Structural Engineer, Geotechnical Engineer, Construction Management Company, Owner, and the City.

This project represents a challenging project within Maine's busiest downtown corridor. With the edges of the building creating street walls on 3 frontages, a plethora of new and existing utilities, consideration for constructability and overall management were taken into account during design. This project provided a bounty of much-needed market rate apartments in 2016, helping to address Portland's housing needs which has plagued the population for decades, ultimately preventing growth.

This mixed-use infill project maintains long-time owner Joe's Variety at the street level which features typical convenience store offerings as well as a full lunch and dinner kitchen. Activity to this section of the neighborhood has been restored with hundreds of new residents and a major facelift to the storefront and replacement of a surface parking lot with an attractive and productive building that balances new architecture with the historic charm of the Longfellow Square built environment.

SERVICES PROVIDED:

- Civil Engineering and Site Design
- Permitting Support
- Utility Layout and Design
- Public Outreach and Education
- Coordinating with Municipal Staff and Stakeholders
- Reuse Planning



Former Sparhawk Mill Complex Yarmouth, Maine

The Sparhawk Mill along the Royal River in Yarmouth carries a rich history dating back to the mid 1800's on the heels of the industrial revolution. As this property has changed ownership over the decades, a portion of the mill infrastructure is still intact and functional, including the historic buildings and their unique relationship with the River. A new vision was brought forth in 2018 which repurposes the site and building for new, prosperous businesses that will bring the community to the river in a responsible manner.

Acorn Engineering led the effort on the redesign of the site and programming of the Sparhawk Mill complex. While renovations occurred inside the building to transform the historic building into a bounty of various retail uses appropriate for the area. Acorn worked together with the Client, Architect, and tenants to understand the needs and wishes of each such that the site could be married with the internal workings of the building.

Acorn provided a more logistical site layout that pulled the development off the riverbank. As part of the re-design, the parking area was strategically incorporated into a set of stormwater management systems that provide slowing, cooling, and treatment of stormwater runoff before it finds its way back to the river. Site lighting upgrades were also included to complement the character of the site and building façade. Lastly, the creative design of a patio space overlooking the river was implemented into the fixed points of the building while providing a seamless transition to the rest of the site.

Overall, this project gives an ode the previous 175 years of hard-working industrial efforts that took place while offering the opportunity to breathe life back into the site and building. The scenic overlook is inherently attractive to a wide range of people and therefore creates the perfect setting for a small "business park" such as the one completed in 2019.

SERVICES PROVIDED:

- Civil Engineering and Site Design
- Permitting Support
- Stormwater Management System Design
- Public Outreach and Education
- Coordinating with Municipal Staff and Stakeholders
- Reuse Planning



THE SURGE: Rapidly rising sea level combined with strengthened storm surge and a glut of impervious paved surfaces and other manmade interventions lead to widespread flooding and property damage across the Bayside district.

2050

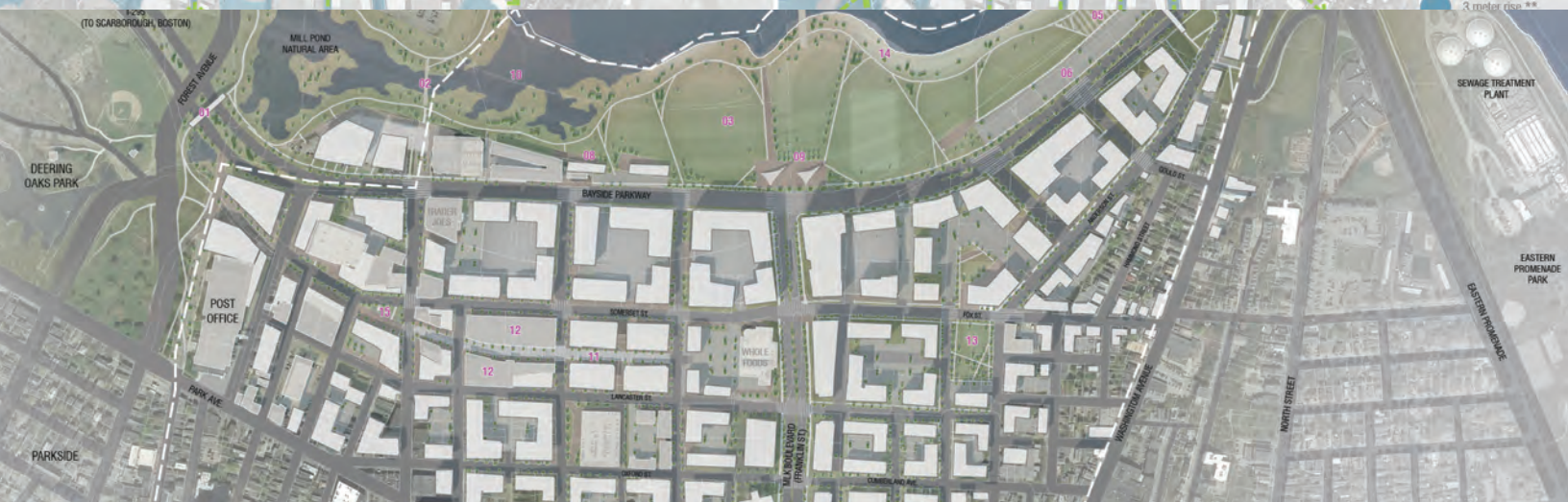
RECONNECT: A sea wall and berming is introduced along the newly re-aligned Bayside Parkway. The local street grid is reconstituted to historic alignments and reconfigured with pervious paving bio-detention swales and gardens to help mitigate localized flood risk. Mill Cove expands, reconnected with the Doering Oaks waterway.

2030

THE RETREAT: Perpetually inundated infrastructure and property damage force the Bayside community to come to terms with rising sea level. The first step to a sustainable Bayside is unshackling natural systems. Here, the historic Mill Cove is unearthed from Interstate 295, and roads are re-aligned to accommodate the flooding.

2100

PROTECT: The fully integrated sea wall allows for full redevelopment of the Bayside district, creating a network of walkable streets, tight-knit neighborhoods. Dense, mixed-use blocks encourage walking and transit, contributing drastically to overall reduction in global carbon emissions.





OUR TOWN BASALT

BASALT, CO

Aceto provided large-scale, creative town planning and visioning for a nearly 24-month effort hosted by the Town of Basalt to engage the public and community-at-large around the planning and redevelopment of Basalt's historic downtown core. Aceto's role was to collect community input documented via individual chat sessions, community forums, and public meetings and coalesce the notes into engaging visuals and exhibits.

SERVICES

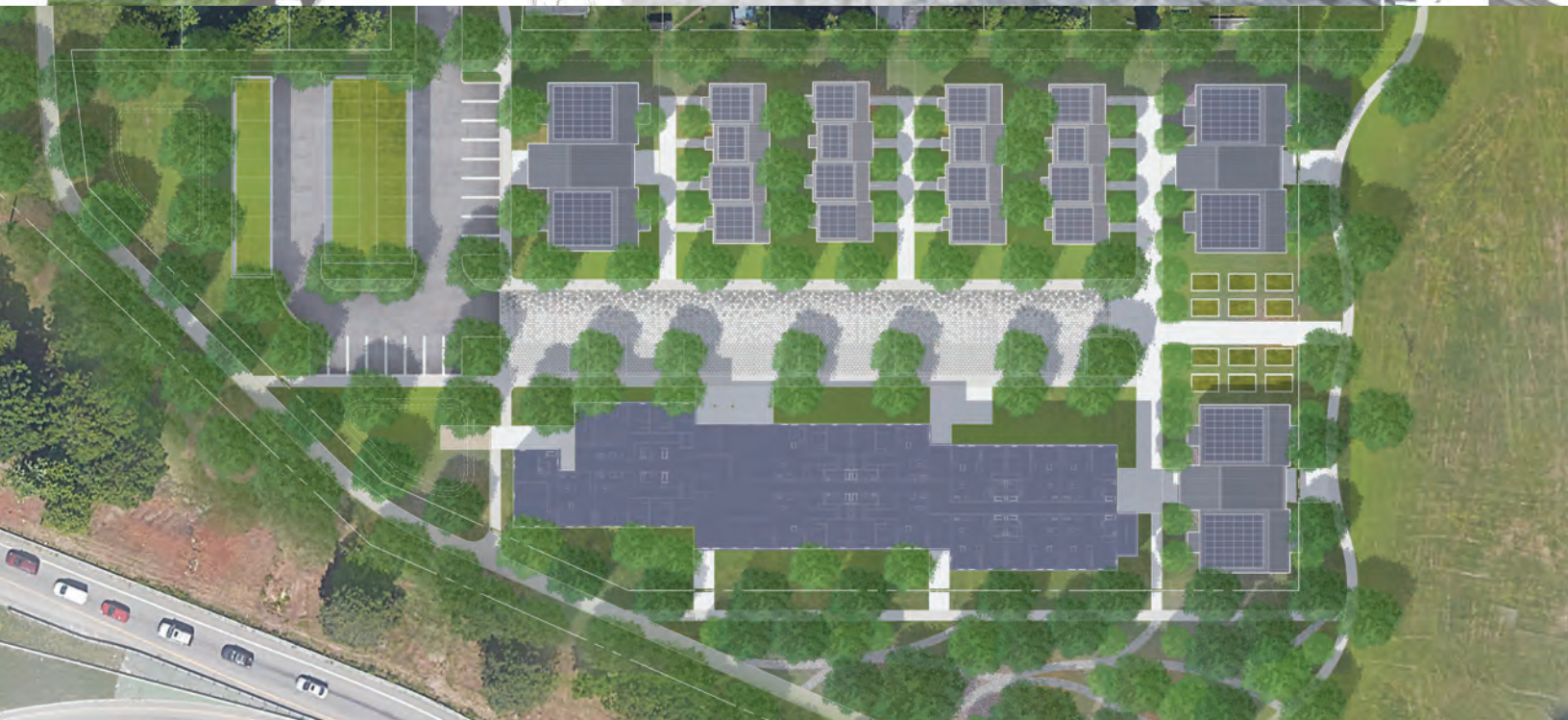
Landscape Architecture, Urban Design, Planning

STATUS

Our Town Plans Adopted 2017

REFERENCE

James Lindt, Planning Director, Town of Basalt | James@Basalt.net



WEST SCHOOL CO-OP REDEVELOPMENT PORTLAND, ME

In addition to developing the original vision for the redevelopment of this former school site, ALA also led the site planning and community input process with a team of two architecture firms and two developers. The site program consisted of 54 co-op homes in both a loft and rowhouse format as well as a larger scale apartment building organized around a woonerf street and surrounded by community gardens. This is a brownfield site with a long history of prior use.

SERVICES	Site Planning, Urban Design
STATUS	Planned
REFERENCE	Brian Eng (bri.d.eng@gmail.com) Liz Trice



GRAND ISLE VISIONING

GRAND ISLE, ME

ALA met with the Town of Grand Isle to understand key program and goals for a boat launch, playground, trail and wildlife area. After meeting with project stakeholders, ALA produced compelling design visuals to include as part of a grant application submitted in July of 2020.

SERVICES

Landscape Architecture, Visualization

STATUS

Complete

REFERENCE

Sheila Jans, Culture Worth- Grant Writer | sjans@cultureworth.org



THE DOWNS | 510-ACRE MASTER PLAN & TOWN CENTER SCARBOROUGH, ME

ALA has played a key visionary and design role since the project's inception in late 2017. Specifically, ALA has been the sole consultant responsible for developing the overall project master plan, as well as working collaboratively with a diverse range of consultants to deliver fully-permitted and implemented site plans ranging from entire mixed-density neighborhoods, to large office users, and innovative commercial and light-industrial developments.

SERVICES

Master Planning, Urban Design, Landscape Architecture, Visualization

STATUS

Under Construction + Planning Future Phases

REFERENCE

Dan Bacon, Development Director | dbacon@mr.holdings



SANFORD DOWNTOWN CONNECTOR

SANFORD ME

ALA was selected by the City of Sanford to lead a community charrette aimed at identifying opportunities to improve a more than 2-mile corridor for safer and more convenient bicycle and pedestrian mobility. The successful charrette led to development of a series of plans and studies which will shape the City's fabric and lay the framework for redevelopment and renewed vitality.

SERVICES

Site Planning, Urban Design, Public Engagement

STATUS

Ongoing

REFERENCE

Beth Della Valle, Planning Director | bdellavalle@sanfordmaine.org



HOTEL ASPEN

ASPEN, CO

ALA provided site planning and landscape design for this iconic downtown Aspen hotel. Elements of the site plan included a pool and spa, water wall, seating, and planted spaces.

SERVICES

STATUS

REFERENCE

Landscape Architecture, Urban Design
 Building Permit Submittal Complete
 Stan Clauson | stan@scapanning.com



NEW ENGLAND OUTDOOR CENTER MILLINOCKET, ME

NEOC is a growing outdoor recreation hub encompassing more than 2,000 acres in northern Maine. ALA has been working closely with the NEOC team to develop a master plan integrating a vast trail system, Activity Center, and events venue.

SERVICES

STATUS

REFERENCE

Master Planning, Landscape Architecture, Visualization

Design Underway

Matt Polstein | matt.polstein@gmail.com

Attachment 2 – Organizational Chart



Lucas J. Benedict, LG, PG
Senior Hydrogeologist
Program Manager

Caitlin Aceto, PLA, ASLA
Principal Landscape Architect
Architectural Design Lead

Engineering and Architectural Personnel

William H. Savage, PE
Principal Engineer
QA/QC Lead

Nick Aceto, PLA, ASLA
Principal Landscape Architect
Architectural Design

Seth Kimball, PLA, ASLA
Principal Landscape Architect
Architectural Design

Faith R. Thomas, EI
Project Engineer
CAD/Design

Sam J. Lebel, PE
Project Engineer
CAD/Design

Peter F. Heil, PE, CPESC
Project Manager
CAD/Technical Review

Engineering, Administrative, and Logistical Support Personnel

Subcontractors/Subconsultants

Attachment 3 – Resumes

Lucas J. Benedict, LG, PG



A C O R N Engineering, Inc.

lbenedict@acorn-engineering.com

65 Hanover St, Suite 1, Portland, ME 04101

C: 207.712.1655

B: 207.775.2655

PROFESSIONAL EXPERIENCE:

*Environmental Services Division Leader/Senior Hydrogeologist,
Acorn Engineering, Portland, ME*

2019 - Present

Lucas is a Licensed Professional Geologist (Maine and New Hampshire) with over 15 years of multi-disciplinary experience completing environmentally-focused site assessments, investigation, design and remediation, and operation, monitoring, and maintenance (OM&M) projects for federal and state governments, municipalities, and private-sector customers through innovation, collaboration and technology.

At Acorn Lucas leads the Environmental Services Division with technical and business development responsibilities for the Division's Environmental Due Diligence, Investigation, Remediation, and Compliance functions, as well as Acorn's Petroleum Storage Permitting and Compliance, Groundwater/Water Resource Development & Protection Services, and Environmental Permitting Support services. He is responsible for scope development, plan delivery, and stakeholder engagement throughout the project lifecycle.

Senior Hydrogeologist/Subject Matter Expert, Wood, Portland, ME March 2010 - August 2019

At Wood Lucas held the role of Site Manager and Technical Lead with experience working for state governments, municipalities, and Fortune 100 private-sector customers focused on heavy metal, volatile and semi-volatile organic compounds and PCB contaminants in soil and groundwater at sites throughout the Northeast United States.

Engineering and Environmental Project Experience Includes:

- ✧ Contaminated small- to large-scale subsurface investigations and environmental media sampling events, environmental site assessments, remedial investigation/feasibility studies,
- ✧ Remedial design/remedial construction-related oversight and support services, contaminated solid/hazardous waste treatment and disposal, bioremediation and site closure and redevelopment, and post remediation long-term monitoring
- ✧ Regulatory compliance related services, including monitoring and solid/hazardous waste management and disposal.

Senior Investigator and Collaborative Research Associate

2009 – present

Geohydrologist, R.W. Gillespie & Associates, Inc., Saco, ME

2007 – 2009

Adjunct Teaching Professor, University of Southern Maine

2009

Geologist, AECOM (formerly Earth Tech Northeast, Inc.), Latham, NY

2005 – 2007

EDUCATION:

State University of New York, University at Albany, M.S. Geology

2004

State University of New York, College at Oneonta, B.A. Earth Science

2000

LICENSES/CERTIFICATIONS:

- ✧ Maine Licensed Geologist, GE571
- ✧ New Hampshire Licensed Professional Geologist, 0847
- ✧ Maine Licensed Lead Inspector (LI-0482)
- ✧ Accredited Lead Inspector (LI20-02111977)
- ✧ OSHA HAZWOPER 40-Hr (2004), 8-Hr Supervisor (2006), 8-Hr Refresher (2020)
- ✧ OSHA 10-Hr Construction Safety (2020)

William H. Savage, PE, CPESC



A C O R N Engineering, Inc.

wsavage@acorn-engineering.com
65 Hanover St, Portland, ME 04101
C: 207.317.1884
B: 207.775.2655

PROFESSIONAL EXPERIENCE:

President, Acorn Engineering, Inc.

October 2007 - Present

- ⌘ Professional Engineer with technical and business development responsibilities at Acorn Engineering; providing urban redevelopment, civil/site design, construction administration and municipal consulting with a focus on the construction of marine and rail facilities, restoration of urban impaired watersheds, stormwater design & retrofits, low impact development (LID), and environmental stewardship.
- ⌘ Review project drawings, permit applications, stormwater reports, erosion and sedimentation control reports, construction inspections for residential, commercial, municipal and industrial developments.
- ⌘ Prepare proposals, interact with the client, state and local agencies, and engage with project stakeholders to deliver a successful project.

Projects – A partial list of representative projects include:

- o Phillips Brook Restoration – Maine DEP/Town of Scarborough – Scarborough
- o 667 Congress St – Redfern Properties, LLC
- o Intermodal Site & Stormwater Infrastructure Redevelopment - Eldredge Lumber & Hardware
- o 161 York Street - Harborview Townhomes – Portland – Redfern Properties, LLC
- o Munjoy Heights – Redfern Munjoy, LLC
- o East Bayside Lofts – Redfern Properties, LLC
- o 70 Anderson Street Redevelopment- Redfern Properties, LLC – Portland
- o Skateboard Park Design - Town of Bowdoinham
- o Monmouth Grange Hall Rehabilitation – The Theater at Monmouth, LLC
- o Blue Heron Lane NRPA Permitting, Kennebunkport Maine – John P. Spottiswoode
- o Cushing Island Pier/Breakwater Assessment – Cushing Island Associates
- o 2018 - 2016 Portland International Marine Terminal Expansion – Portland – MaineDOT

Assistant District Engineer

Cumberland County Soil & Water Conservation District

July 2010 – Dec. 2018

Project Engineer, Gorrill Palmer Consulting Engineers, Inc.

August 2003 – September 2007

Field Office Engineer, HNTB Corporation

Seasonal February 2002 – August 2003

EDUCATION:

Union College, Schenectady, New York, B.S. Civil Engineering,

December 2001

Czech Technical University, Prague, Czech Republic

Fall 2001

Union College Water Resource Program, Sao Paulo, Brazil

December 2000

LICENSES/CERTIFICATIONS:

- ⌘ Maine Professional Engineering License #11419
- ⌘ New England Transportation Technician Certification Program (NETTCP)
 - o Nuclear Gauge Certification
 - o Hot Mix Asphalt Paving Inspector Certification Cert #1993
- ⌘ Maine DEP - Certified in Maintenance & Inspection of Stormwater BMP's Cert #14
- ⌘ Certified Professional in Erosion and Sediment Control (CPESC) Cert. #4620
- ⌘ Certified Erosion, Sediment and Storm Water Inspector (CESSWI) Cert #0293
- ⌘ Locally Administered Project (LAP) - MaineDOT
- ⌘ MaineDOT Construction Training – Certificate of Completion – 2012-2017
- ⌘ OSHA 10-Hour Construction Training

Samuel J. Lebel, P.E.



A C O R N Engineering, Inc.

slebel@acorn-engineering.com

65 Hanover St, Suite 1, Portland, ME 04101

B. 207.775.2655

PROFESSIONAL EXPERIENCE:

Project Engineer / Construction Manager, Acorn Engineering, Inc.

May 2016 – Present

Professional Engineer with project design/management, construction management, and environmental consulting responsibilities.

Specialties include:

- ⌘ Providing urban infill and civil/site design services
- ⌘ Applying for permits to ensure local, state, and federal compliance
- ⌘ Performing construction oversight for residential, commercial, municipal, and industrial projects
- ⌘ Communicating/coordinating with clients, business partners, stakeholders, and regulators
- ⌘ Utilizing HydroCAD software to develop hydrological models and producing stormwater reports

Projects – a partial list of representative projects include:

Stormwater Feasibility Study & Stormwater/Site Upgrade Design – La Quinta Inn & Suites

- ⌘ The project included the investigation of a Portland hotel that historically experienced severe flooding due to its low elevation. Through hydrological modeling and creative design, several alternatives were presented to the client during Phase I which aimed to solve the flooding issue during intense rain events while also improving the functionality and aesthetics of the property.
- ⌘ Phase I responsibilities included: site surveys, development of reports, and utilizing AutoCAD Civil3D to draft pipe networks, detention basins, subcatchments, and parking layouts. Phase 2 responsibilities included: the development and design of the site layout, landscaping, utility, and grading plans using AutoCAD Civil3D, development of the stormwater management report, hydrological modeling, comparison of stormwater management options, construction oversight, and annual post-construction inspections.

Stroudwater Preserve Subdivision

- ⌘ Acorn was responsible for the design and permitting of a conservation subdivision with nearly 100 house lots and a planned residential unit development (PRUD) for a total of 124 dwelling units. Over 20-acres of land adjacent to the Stroudwater River was designated as public open space to be connected with the Portland trail network. The project included full utility and site design with the implementation of multiple stormwater BMP's to provide management per Maine DEP Chapter 500 standards.
- ⌘ Responsibilities included plan and detail development, stormwater sizing, BMP computation and modeling, stormwater maintenance guides, and construction management plans and reports.

Engineering Technician, Olver Associates, Inc.

June 2012 – May 2016

As an engineering intern/technician, conducted topographic survey and pre-construction roadway layout, inspected municipal infrastructure, and assisted with the operation and maintenance of two wastewater treatment plants.

EDUCATION:

University of Maine, Orono, Maine, B.S. Civil & Environmental Engineering

May 2016

LICENSES/CERTIFICATIONS:

- ⌘ Maine Licensed Professional Engineer (P.E.) #16505
- ⌘ Maine DEP - Certified in Maintenance & Inspection of Stormwater BMP's; Third Party Inspector
- ⌘ NETTCP HMA Paving Inspection;
- ⌘ OSHA 10-Hour Construction Training,
- ⌘ Maine DOT Local Project Administration Program;



CAITLIN ACETO, PLA, ASLA

ACETO LANDSCAPE ARCHITECTS
PRINCIPAL, LICENSED LANDSCAPE ARCHITECT
CA@ACETOLA.COM

PERSONAL BIO

Caitlin has worked in the field of landscape architecture for 15 years and is licensed in the states of Maine and Colorado. Caitlin's project experience ranges in scale from circulation and wayfinding design at Grand Canyon National Park, to security barrier conceptualization for the Thomas Jefferson Memorial, to high end residential and hospitality design in Aspen, and community / park design in Maine. Caitlin is energized by finding ways to enhance connections between people and place, and designing meaningful spaces for those connections to thrive and strengthen. In addition to the nuts and bolts of a design program—art, culture, history and texture are some of the most exciting menu of elements that Caitlin hopes to leverage for a beautiful and well orchestrated project.

SELECT PROJECTS

Memorial Garden | Quantico, Virginia

Caitlin was one of the designers responsible for conceptual and final design of a \$1million memorial garden space to honor the mission, service and sacrifice by service people in government employment. The project is presently under construction.

Roaring Fork Transit Authority Bus Rapid Transit Entitlements + Permitting | Roaring Fork Valley, CO

Caitlin was the project manager responsible for the facilitation of land use entitlements and permitting for the Roaring Fork Transportation Authority's Bus Rapid Transit System— the first of its kind in the nation. This project required coordination spanning five different jurisdictions. (prior principal experience)

Grand Canyon Amphitheater, Landmark Feature and Circulation | Grand Canyon South Rim, AZ

Caitlin was a creative force behind the site planning and collaborative process that ensued with the National Park Service. Caitlin designed parking, sited new trail connections, and designed an iconic amphitheater along the canyon rim. (prior principal experience)

HONORS + AWARDS

Grand Prize | Bayside Adapts Design Competition (2017)

Selected Entry | Town of Basalt Monument Sign Design Competition (2012)

PUBLICATIONS + RECOGNITION

Start Your Engines | Landscape Architecture Magazine, March 2017

Learning By Doing | CCASLA Rocky Mountain Exposures Magazine, Featured Works, 2009

AFFILIATIONS AND VOLUNTEERISM

Architalx Board Member, 2017-2020

Portland Society for Architecture Advocacy Member, October 2016-2018

Maine Section of the Boston Society of Landscape Architects Leadership Group, October 2016-Present

Habitat for Humanity Basalt Residence Site Design, 2015



SETH KIMBALL, PLA, ASLA

ACETO LANDSCAPE ARCHITECTS
PRINCIPAL, LICENSED LANDSCAPE ARCHITECT
SK@ACETOLA.COM

PERSONAL BIO

Seth has been practicing Landscape Architecture for over 15 years. He has a Bachelor's degree in Landscape Architecture from the University of Massachusetts Amherst. Seth's early experience with plants and site construction helps transports reality to the design process, while his professional experience has given him the design sensibility to successfully accomplish any range project type and size.

EDUCATION

BLA | Landscape Architecture 1999-2003
University of Massachusetts at Amherst (UMASS)

EXPERIENCE

Aceto Landscape Architects | Principal Landscape Architect, Portland, ME 2018-Present
Carroll Associates | Project Manager-Landscape Architect, Portland, ME 2017-2018
Mitchell & Associates | Project Manager Landscape Architect, Portland, ME 2015-2016
Michael Boucher Landscape Architecture | Project Manager, Freeport, ME 2005-2015
Gawron Turgeon Architects | Landscape Designer, Scarborough, ME 2003-20105

SELECT PROJECTS

Downtown Plaza | Portland Maine

Seth is the project manager and lead designer (mbla) responsible for designing and overseeing the site plan approvals and permitting process for a 5,000 square foot urban plaza remodel in a prominent location in the heart of Portland's downtown district.

Hotel Aspen | Aspen, CO

Seth played an instrumental role in managing this landmark project in the historic center of downtown Aspen, CO. A complex urban site and large, multi-disciplinary project team, coupled with an extensive design program with many custom features have made this project a design and management challenge which Seth has successfully navigated while delivering superior design value and attention to detail and project budgets.

Phillips Academy - Paresky Commons | Andover, MA (prior experience, mbla)

Seth was the project manager responsible for leading the site renovation and redesign of the historic Paresky Commons, a 1920's Colonial Revival dining hall and student center which serves as the heart and social hub of the campus. The design expanded the entry terrace and stairs to provide a generous and comfortable experience of the landscape, allowing greater ease of daily use and much needed space for special events. A new terrace at the lower level created an outdoor extension of a busy student lounge, while the upper level serves as a vital pedestrian node between the athletic complex and academic buildings, Paresky Commons earned LEED silver certification .



NICK ACETO, PLA, ASLA

ACETO LANDSCAPE ARCHITECTS
PRINCIPAL, LICENSED LANDSCAPE ARCHITECT
NA@ACETOLA.COM

PERSONAL BIO

Nick is a licensed landscape architect and urban designer with a deep passion for the creative process. Nick believes in landscape as a framework for organizing the patterns and behaviors through which we live. From the private garden to the region, Nick has the ability to recognize and translate patterns into visual narratives which tell the unique story of a place through built form. Nick grew up in Portland, Maine where he developed an deep appreciation for the rich and varied New England landscape, from rocky shorelines of the Atlantic to the forested peaks of the Appalachians. As both a consummate urbanist and adventure-seeking outdoorsman, Nick is intrigued by the interplay between urban form, economics, wild nature, and ecology.

SELECT PROJECTS

The Downs | Scarborough Maine

ALA has worked closely in collaboration with the Planning and Engineering staff at Gorriell Palmer to provide master planning and design services for this 500+-acre master plan which includes a large town center and community park component.

LIBBYTOWN PLAYScape | Portland Maine

ALA worked closely with the Libbytown Neighborhood Association to provide conceptual design and visuals for an interpretive playscape in Dougherty Field Park in Portland. The project was awarded more than \$130,000 in CDBG funding in 2018.

HOTEL ASPEN | Aspen CO

ALA continues to play a key role in the planning and design of this landmark hotel redevelopment in downtown Aspen, CO. Our scope includes the design of intimate public amenity spaces as well as a private 'grotto' pool deck and courtyard spaces.

OUR TOWN BASALT | Basalt CO

Aceto provided large-scale, creative town planning and visioning for a nearly 24-month effort hosted by the Town of Basalt to engage the public and community-at-large around the planning and redevelopment of Basalt's historic downtown core. The first phase was completed Spring 2016.

HONORS + AWARDS

Grand Prize | Bayside Adapts Design Competition (2017)

National ASLA Honor Award, Design Team Member | Lafitte Greenway (Design Workshop, 2013)

Selected Entry | Town of Basalt Monument Sign Design Competition (2012)

Guest Lecturer | North Dakota State University School of Architecture (2011)

Honor Award | Fort Collins Urban Design Awards (2009)

First Prize | CLARB Wayne Grace Memorial Design Competition (2008)

PUBLICATIONS + RECOGNITION

Start Your Engines | Landscape Architecture Magazine, March 2017

Learning By Doing | CCASLA Rocky Mountain Exposures Magazine, Featured Works, 2009

AFFILIATIONS AND VOLUNTEERISM

Member | Portland Bicycle-Pedestrian Advisory Committee

Member | Portland Society for Architecture Board Member

Member | City of Portland Public Art Committee



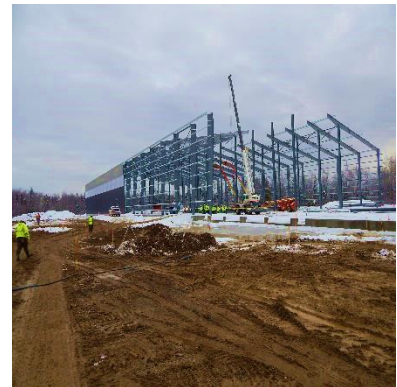
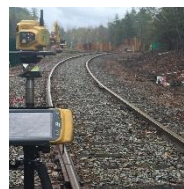
HALEY WARD

ENGINEERING | ENVIRONMENTAL | SURVEYING



Town of Lisbon

January 28, 2021



Redevelopment Design Renderings
for the former Worumbo Mill Site



One Merchants Plaza, Suite 701, Bangor, ME 04401
T: 207.989.4824 | HALEYWARD.COM



HALEY WARD

ENGINEERING | ENVIRONMENTAL | SURVEYING

FORMERLY:
CES INC

January 28, 2021

Mr. Brett Richardson
Economic and Community Development Department Director
Town of Lisbon
300 Lisbon Street
Lisbon, ME 04210

**RE: Proposal for Redevelopment Design Renderings for the former Worumbo Mill Site
| 1 Canal Street, Lisbon Falls, ME**

Dear Mr. Richardson:

Haley Ward, Inc., (formerly CES, Inc.) is pleased to present this proposal and qualifications package to develop concept design renderings for the Worumbo Mill Site in Lisbon Falls. Our architectural staff is experienced at producing memorable 3D concept renderings that can be used to develop interest and consensus around an exciting project. Our drawings are detailed enough to describe the benefits and challenges presented by a design idea, but loose enough to express the conceptual nature typical in the design of multi-building developments like the one Lisbon is considering for the Worumbo Mill site.

Our architectural designers are backed up by multi-disciplinary team of design professionals. Haley Ward is a full-service consulting firm with a 42-year history of working with municipal, state, federal and commercial clients in a variety of sectors. Our talented staff of engineers, scientists and surveyors efficiently manages our client's projects and works diligently to provide sensible solutions that meet their defined needs.

Since Haley Ward is a full-service firm, our Project Manager will easily be able to convey information to our staff; maintaining and ensuring consistency and quality all the way





through. We have found that efficiency in our management structure and attention to quality control helps to keep client expectations and compensation fees in line, from beginning to end.

We are especially excited to include Developers Collaborative as part of our team and look forward to sharing their development advice with this project. Please see their attached letter of interest.

We greatly appreciate your consideration and hope that in the end you feel, like we do, that we are the right partner for this RFP. Our design experience with development projects, coupled with the design skills of our architectural staff will greatly benefit your project. Please do not hesitate to contact us with any questions you may have.

Sincerely,
Haley Ward, Inc.

Matthew G. Carter, AIA
Senior Project Architect

Travis Noyes, PE
Principal-in-Charge
Executive Vice President
Engineering Division Director

CWS/TEN/rtt
Enc.



TABLE OF CONTENTS

SECTION 1 COMPANY INFORMATION	p. 1
SECTION 2 QUALIFICATIONS	p. 3
a. Resumes	
b. Relevant Work for Similar Projects	
c. Overview of Experience	
d. Client References	
SECTION 3 DESIGN STATEMENT	p. 23
SECTION 4 COST PROPOSAL	p. 24
ATTACHMENT A: Resumes	
ATTACHMENT B: Developer's Letter of Interest	



SECTION 1 | COMPANY INFORMATION

Haley Ward is a 100% employee-owned technical consulting firm offering a wide range of engineering, architectural, environmental and surveying services focused upon delivering client-based solutions. Founded as CES, Inc. of Brewer, Maine, our company evolved into Haley Ward in 2020 to better represent our increasing size, reach, and service portfolio.

While our name has changed, our commitment to our clients has not. By listening attentively to clients' needs and working collaboratively, Haley Ward delivers *optimal solutions* built on value, quality, promptness, and teamwork. Functioning as a team within our organization, with our subcontractors, and most importantly with our clients, promotes effective communication and results in the delivery of a cost-efficient project that is customized to fit your needs.

At Haley Ward, we value accountability and collaboration. These values drive us to provide every client with quality service that meets, and often exceeds, their expectations, and is one of the reasons clients routinely return to us for help. Haley Ward retains clients through our technical ability and years of experience solving problems across a wide spectrum of complexity.

Haley Ward is headquartered in Bangor, Maine, with branch offices located in the communities of Lewiston, Machias, Presque Isle, Waterville and Saco, as well as Fort Myers, Florida and Maynard, Massachusetts.

COMPANY NAME:

Haley Ward, Inc.

POINT OF CONTACT:

Matthew Carter, AIA

ADDRESS:

Headquarters

*One Merchants Plaza
Suite 701
Bangor, ME 04401*

Local Branch

*415 Lisbon Street
Suite 200
Lewiston, ME 04240*

WEBSITE:

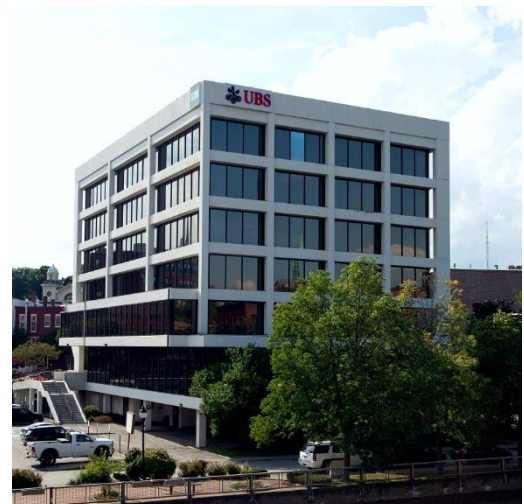
www.haleyward.com

PHONE:

207.989.4824

EMAIL:

mcarter@haleyward.com





Our services include:

- Civil Engineering
- Environmental Engineering
- Electrical Engineering
- Structural Engineering
- Mechanical Engineering
- Land and Construction Surveying
- Land Use & Community Planning
- Architecture
- Transportation Planning & Traffic Engineering
- Indoor Air Quality
- Health and Safety Compliance
- Water and Wastewater
- Hazardous Materials Management (Asbestos, Lead-based Paint, PCBs)
- Natural Resources (Wetland/Habitat)
- Geology/Hydrogeology
- Environmental Monitoring
- Permitting (Municipal, State, and Federal)
- GIS Consulting
- Informational Technology (IT) Support
- Drone Services

WORKLOAD

Haley Ward is capable of providing \$400,000.00 of engineering, architectural, environmental, and surveying services per week. Our current workload and the projected workload of key personnel are such that any reasonable time schedule which may be established for this project can be met. Since each of our personnel is trained in several different service categories, availability of personnel is assured, and schedules are maintained. Project scheduling, personnel scheduling, and resource allocation are done on a weekly basis to identify potential conflicts and to adjust schedules accordingly. Our present workload will not affect our ability to provide the service you should expect.

DIRECTORS

ROLE

Denis St. Peter, PE	President/CEO
Jeff Teunisen, PLS	Executive VP, Surveying Division Director
Travis Noyes, PE	Executive VP, Engineering Division Director
John Pond, WWTPD/RSP	Executive VP, Environmental Division Director

PROFESSIONALS ON STAFF:

CATEGORY

NUMBER

Professional Engineers (PE)	23
Civil	15
Environmental	2
Structural	4
Mechanical	3
Electrical	2
Degreed Engineers-In-Training (EI)	6
Certified Geologists (CG)	3
Environmental Scientists	19
Professional Foresters (PF)	1
Professional Land Surveyors	11
GIS Professionals	2
Radon Service Providers	2
Wastewater Treatment Plant Operators	3
Drone Operators	4
Licensed Architects	1



SECTION 2 | QUALIFICATIONS

A. RESUMES

At Haley Ward, we are always seeking to hire the best professionals in their prospective field, as well as external team members that meet the specific needs of our potential clients. We are pleased to provide the following team members that we believe will bring about the desired successful outcome for the Town:

PROJECT ROLE	KEY PROJECT PERSONNEL
Principal-in-Charge	Travis Noyes, PE
Project Manager/Architect	Matthew Carter, AIA
Landscape Architect	Regina S. Leonard, PLA, ASLA
Civil Engineer	Jon Whitten Jr, PE
Structural Engineer	Christopher Snowdeal, PE
Environmental Scientist	Dennis B. Kingman, Jr. CHMM

Travis Noyes, PE will act as the Principal in Charge for this project, providing technical support and peer review at Haley Ward to ensure product quality is maintained and to ensure that adequate resources are made available.

Matthew Carter, AIA will act as the Project Manager and Lead Architect for this project. He will be the primary client contact and manage the day-to-day work of the project, as well as provide his graphic and design skills to create the images that are the goal of this project.

Regina S. Leonard, PLA, ASLA Will be the Lead Landscape Architect for this project, providing assistance and advice about streetscape materials and greenscape design for the Worumbo Mill site.

John Whitten Jr, PE will be the Lead Civil Engineer for this project. He will oversee the understanding and application of landform design, land use standards and civil engineering systems as we design the Worumbo Mill site.

Christopher Snowdeal, PE will be the Lead Structural Engineer for the Worumbo Mill project. He will provide design assistance regarding retaining structures, soil bearing systems and capacities, and other structural information for the project.



Dennis B. Kingman, Jr. CHMM will be the Lead Environmental Scientist for this project. He will provide his considerable experience with brownfield development to the project.

RESUMES

Resumes for key personnel listed above have been included as **Attachment A**.



B. RELEVANT WORK FOR SIMILAR PROJECTS

Matthew Carter will be the lead architect and project manager for this project. He brings over 27 years of experience as a Maine-based architect and project manager on library, educational, municipal, institutional, and civic work, with an emphasis on code compliance, master planning, existing facilities renovation, and public safety projects. Matthew believes in the importance of a client-centered, team-driven design process that considers all aspects of design, understands the needs of the many stakeholders involved in a project, and is concerned with the effective use of the client's resources to produce affordable designs. His projects are sensitive to their surroundings and the needs of their occupants.

Following are a few projects including skills and abilities of Matthew Carter and our team in addressing the needs for design rendering and redevelopment.





BRUNSWICK LANDING & TOPSHAM COMMERCE PARK

As part of the Federal Base Realignment and Closure (BRAC) Commission's decision to close Brunswick Naval Air Station and move its operations elsewhere, the Town of Brunswick found itself with a large property with many different assets available for reuse and redevelopment. A report was commissioned to consider what to do with all the property associated with the decommissioned air base. The report sets guidelines for how elements of the public realm and the private realm are to be developed, considers green design elements as part of the process, and develops visualizations of what various development areas of the base may look like once they are fully developed. Many different strategies were used to explain the design concepts to the community, including the collection and presentation of “look book” style imagery from similar developments, 3-D aerial imagery of proposed layouts for various districts, and accompanying text that explained the design intentions for the project. The report was presented to the community for comment and the resulting suggestions were incorporated into the final document. The report is used by Brunswick to guide development on the base.

Matthew Carter led and managed this project while employed at WBRC Architects/Engineers.





PORTER MEMORIAL LIBRARY MASTER PLAN, MACHIAS, MAINE

Contact: Lee Downing, Library Director, (207) 255-3933

Sarah Dedmon, Trustee Chair, (207) 478-4378

This project provided concept level fund raising documentation for the renovation of the Porter Memorial Library. The project contemplated renovation, space reassignment and the construction of a small wing that would provide new functionality to the building and would connect to a larger future addition.



Program features included the renovation and reuse of the children's library located in the basement of the existing library, creation of a new accessible building entrance and lobby, a new monumental stair, a new elevator, accessible restrooms, a new circulation desk, and new reading and stack areas. The project contemplated three solutions to the problem statement, of differing complexity, cost and size.



The projected Construction Cost for the project was \$1,500,000 and it was expected to be delivered under a traditional design-bid-build contract.



The capital campaign for this project is underway and should be complete in 2022.



TOWN OF SKOWHEGAN PUBLIC SAFETY BUILDING

This project involved the development of a new 25,000 SF combined police and fire department facility to house public safety activity and staff for the Town of Skowhegan.

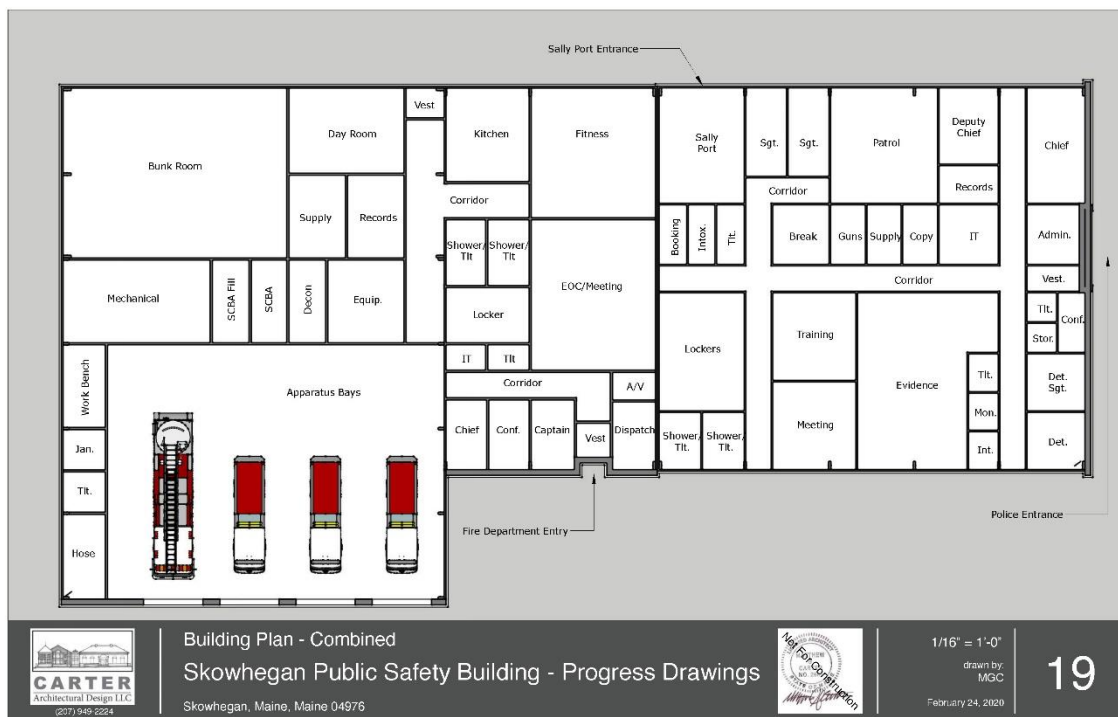
Program features included fire apparatus storage bays, public service spaces, living accommodations for fire department staff, administrative and support spaces for both police and fire department staff, evidence storage, an emergency operations center, a police sally port, booking space and support storage. The ongoing design process for this project involved detailed programming meetings with city management and police department staff and required the evaluation of the program for location on three different project sites.

Haley Ward staff assisted the Town of Skowhegan in presenting the plan for the new facility to taxpayers via in person and remote meetings and graphic exhibits that were used to support the need for the project. Our support allowed the Town to secure voter approval for the project during a challenging election season.



Now that approval for the project is secured, Haley Ward is engaged in the process of completing the detailed design of the building, the creation of final construction documents and specifications, the administration of a competitive bid process, and the observation of construction activity in the field. The building is expected to be ready for occupancy in the fall of 2022.

The Project Budget for the new facility is expected to be approximately \$8,950,000, delivered under a traditional Design-Bid-Build contract.



CAMDEN PUBLIC LIBRARY MASTER PLAN, CAMDEN, MAINE

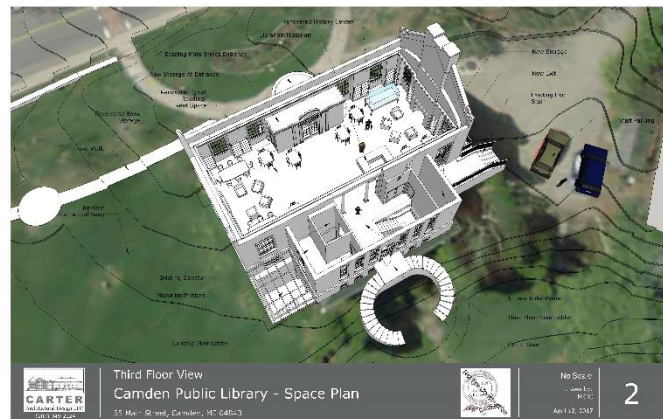
Contact: Nikki Maounis, Library Director, (207) 236-3440

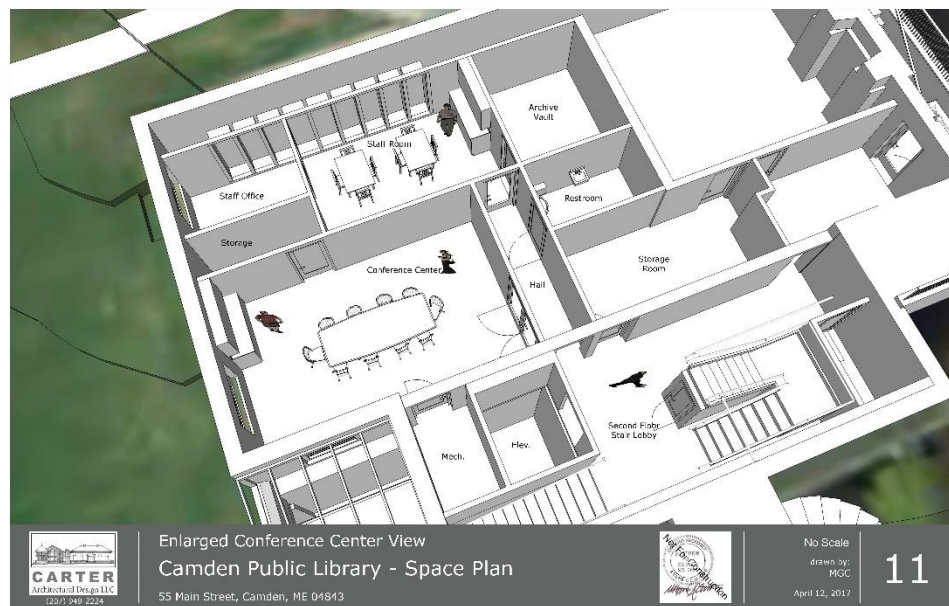
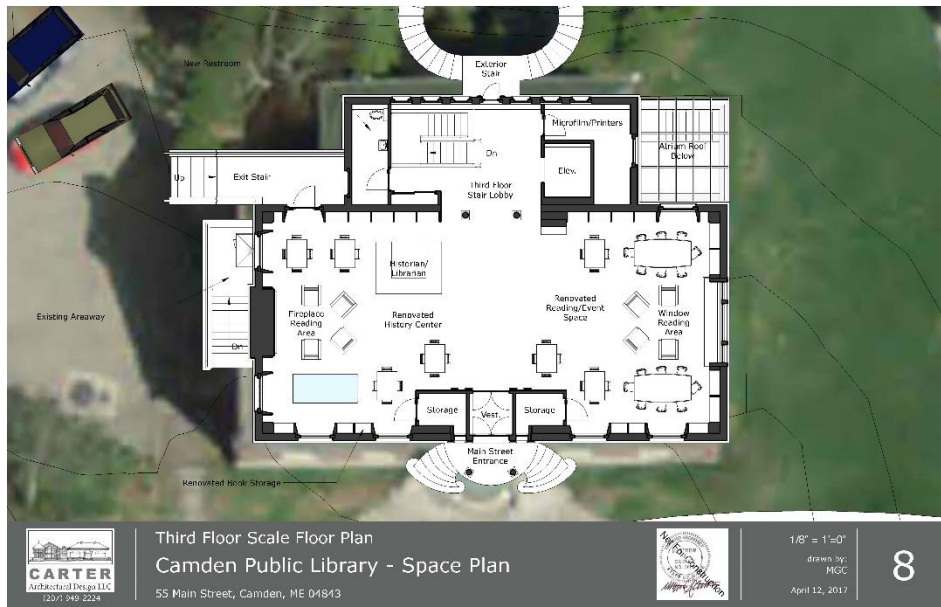
This project provided concept level fund raising documentation for the renovation of the Camden Public Library. The project contemplated renovation, space reassignment and space upgrades while adding a minimum of new space to the building. The purpose of the project was to bring the internal space plan of the building back into alignment with the library's evolving community mission.

Program features included the renovation and reuse of the historic main reading room of the library to serve as an event space and curated historic artifact collection, creation of a new conference center with supporting A/V features and storage space, refurbishment of finishes in existing library spaces. The project contemplated two solutions to the problem statement, one that added no new space to the building, and one that added a small wing to house the proposed historic center.

The projected Construction Cost for the project was \$1,500,000 and was expected to be delivered under a traditional design-bid-build contract.

The capital campaign for this project is underway and should be complete in 2020.







C. OVERVIEW OF EXPERIENCE

Municipalities have many different development and planning goals. Haley Ward thoroughly understands goals held by municipalities with various population sizes and tax bases, and we are skilled at working with them to determine solutions to fill those needs.

We have provided services for a wide variety of municipalities in Maine, Massachusetts, and Florida. Below are some of the municipal services that we have experience in:

Municipal Infrastructure

- Roads, Streets, Parking
- Walkways, Trails, Paths
- Water and Sewer Systems
- Playing and Recreation

Field Environmental Services

- Special, Solid, and Hazardous Waste Management
- Pollution Prevention and Compliance SPCC Plans, SWPPP, and ICPs
- Environmental Assessments
- Environmental Monitoring
- Wetland/Habitat Mapping/Delineation
- EPA Municipal Vehicle Maintenance Facility Audits
- Federal and State Permitting
- Storm Water Management
- Radon and Mold Testing

Information Technology Services

- Custom Computer Systems
- Network Hardware Installation
- Data Management
- Remote Backup Services

Planning and Development

- Development Peer Review
- Marine and Coastal Planning
- Permitting and Construction Oversight
- CDBG Assistance and Administration
- Geographical Information Systems (GIS)
- Master Planning
- Tax Map Updates
- Traffic Movement Analysis/Engineering

Structural

- Town Offices and Municipal Buildings
- Sand/Salt Storage Sheds
- Fire Stations
- Marine Structures
- Shore and Riverbank Stabilization

Surveying

- Boundary
- Topography
- Cemeteries
- FEMA Flood Hazard Area Determinations
- Aerial Mapping Control
- Utility Surveys



Brownfield Redevelopment

We are proud to have completed Brownfield projects in our local area that have resulted in successful redevelopment of sites which now enrich the communities where they are located. These projects have brought jobs and new opportunities to local municipalities that have leveraged Brownfield environmental assessment funds into real growth and have resulted in “Development Ready” properties in prime locations that formerly contained deteriorating infrastructure and/or public hazards.

We understand that the resurgence of any region depends partly on a welcoming environment for visitors which can be achieved through the enhancement of the downtown area by cleaning up blighted buildings. The professionals at Haley Ward will be able to provide needed services in a timely, effective manner during the entire course of any Brownfields cleanup and beyond.

Haley Ward is familiar with State laws, policies, guidelines and administrative rules, including the Maine Department of Environmental Protection's (MDEP) Remedial Action Guidelines (RAGs) for Sites Contaminated with Hazardous Substances. Haley Ward has conducted project work on several sites with differing risk-based soil, indoor air and groundwater exposure scenarios, including potential residential, park user, commercial worker and construction worker exposure, and fully understands the applicable RAGs for each pathway and scenario. For sites with concerns relating to drinking water, Haley Ward frequently uses the Center for Disease Control's Maximum Exposure Guidelines (MEGs) for Drinking Water.

Our knowledge of federal and state regulations and the ability to appropriately apply this knowledge has resulted in projects routinely being completed ahead

WHAT WE DELIVER

Haley Ward is pleased to offer a variety of deliverable products to our brownfields clients. Examples of the deliverables that we can provide are:

Outreach Material (poster, handouts, flyers, online content)

Quarterly Reports

Analysis of Brownfields Cleanup Alternatives

Community Relations Plan

Engineering Plans, Project Manual, Specifications

Bid Documents

VRAP Applications

Final Remedial Action Report

Reuse Plan

We provide a task-by-task approach to work that is designed to be used to effectively assist our clients. Examples of these tasks include:

Cooperative Agreement Oversight

Community Outreach and Engagement

Conducting and Overseeing Cleanup Efforts

Reporting on Cleanup Efforts

Providing Deliverable Products



of schedule and under budget. Our experience with federal projects in both the Brownfields and Superfund Programs have resulted in our strong knowledge of federal laws, policies, guidelines and administrative rules. Our strong background in hazardous materials investigations and management has given us familiarity with Regional Screening Levels (RSLs) and Toxic Substance Control Act (TSCA) regulations, particularly their application to PCB-impacted soils. Haley Ward also frequently uses National Primary and Secondary Drinking Water Standards, including Maximum Contaminant Levels (MCLs).

As a firm believer in reducing environmental impacts and promoting natural resource conservation, Haley Ward strives to provide solutions to engineering and environmental problems by using the most green and sustainable options and practices available for all projects. This policy is directly in-line with EPA's Green and Sustainable Remediation Guidance.

Our designs are informed by our technical expertise and the rigor we use in satisfying architectural needs and programs. Our business practices require us to be forthright, honest and clear in the project scopes we develop. The power of good architecture lies in its ability to make the world a better place when it is put in the service of clients and communities. This belief sustains our architectural services and informs our art and goals as well as our ultimate purpose as locally based, globally thinking architectural designers.

Mixed-use Infill Development

Our recent experience with the demolition of the former Verso Paper Mill in Bucksport, and redevelopment of the site is a positive example of how Haley Ward provided expertise in the areas of environmental management and engineering, community involvement and working with regulators. Haley Ward, as CES, became involved with this project on the day that the mill closed, and understandably emotions of the local communities and State government were high; not only were many jobs lost, but the heart of the community was disappearing.

As part of Haley Ward's role in this project we worked with the new owners, the town and regulators to create a functioning team that, while difficult in the beginning, was ultimately successful in setting the stage for the current redevelopment projects taking place at the former mill site. Formal and informal meeting with town officials, community members and regulators, allowed for open and honest communications and the ability to provide input and feedback regarding the overall project and individual concerns.

At the same time, Haley Ward worked with the new owners to identify, assess and



quantify hazardous materials, prepare amendments to the existing site permit, prepare remediation specifications, demolition specifications and provide on-going support for the mill demolition. In addition, Haley Ward assisted in the management of existing assets at the facility, including the on-site landfill, and power generation facility.

The team's success lead to efficient and cost-effective remediation and demolition of the former mill structures, which resulted in enhancing the value and attractiveness of the site for future development. To date, the former mill site is being redeveloped with the largest land-based salmon farm in the northeast, a training facility for Maine Maritime Academy and a power generation facility. Haley Ward is proud to have been, and continues to be, a part of the overall project success and redevelopment of the site.

In addition, Haley Ward is currently working with the Town of East Millinocket, providing engineering design plans, construction bid specifications and estimated construction costs for the renovation and redevelopment of the former GNP (east) paper mill site.

Teaming with the City of Lewiston and in conjunction with the Maine Department of Environmental Protection (MDEP) and U.S. Environmental Protection Agency (EPA), Haley Ward has been fortunate to be involved with the development and implementation of site characterization and/or redevelopment activities at the Bates Mill Complex from the beginning phases of revitalization of the complex to its current status as a vibrant hub of community and commercial activity. Each of us who have been a part of that redevelopment can't help but feel pride in what the complex has become. We have also been involved with redevelopment activities associated with the Androscoggin Mill No. 8, the Avon Mill, the Hill Mill, the Continental Mill, and the Libby Mill all located in Lewiston.

Our Team has extensive experience with projects that are funded either in whole or partially by local, state, or federal funding including loan programs and grants. Haley Ward is familiar with the documentation required for the bid process and steps required during construction to ensure compliance with funding agency requirements including payroll review of contractors.

Floodplain Management

As a multi-disciplined firm, Haley Ward has Floodplain experience in our design, survey, and environmental endeavors.



Geology is a broad field that encompasses a host of specialized subdisciplines such as geophysics, sedimentology, geochemistry, geomorphology, and hydrogeology. At Haley Ward, we apply our expertise in hydrology, material resources, and near-surface geologic processes to both environmental and engineering investigations and natural resource development projects.

The application of these and many other sub-disciplines allows us to understand the framework within which we must work to solve environmental problems or develop and utilize the Earth's natural resources to meet project-specific objectives. Whether you are developing a new source of drinking water or are attempting to locate and design a landfill, it cannot be done successfully without first completing a thorough geologic investigation. These projects can involve everything from the mapping of existing geologic conditions to evaluating the potential for meeting future material or natural resource needs.

Given our specific background in hydrogeology and surficial geology, Haley Ward provides services related to groundwater supply development, natural resource management, geologic hazard avoidance, and environmental impact investigations. Projects range from the design of groundwater management programs and development of contaminant fate and transport models to the design and construction of water supplies used for residential and industrial/commercial purposes. We offer services in:

Groundwater Supply Development

- *Location of High-yield Industrial and Commercial Water Wells*
- *Water Well Design*
- *Design of Aquifer Pumping Tests for Well Yield Evaluation*
- *Aquifer Mapping*
- *Aquifer Characterization and Analysis; Fractured Crystalline Bedrock, Karst Terranes, and Porous Media*
- *Location and Development/ Licensing of Spring Water Sources*

Geological Hazard Analysis and Design Support

- *Slope Stability Analysis*
- *Evaluation of Developments in At-risk Environments*
- *Flood Plain Identification and Planning*
- *Erosion and Sediment Control Measures*

Materials Inventory and Resource Planning

- *Construction Material Mapping and Inventory*
- *Mining Layout and Design*
- *Baseline Water Quality Assessments and Monitoring*
- *Material Feasibility Determinations*
- *Mineral Resource Development*



We also have engineering personnel that have recently or are currently engaged in design and management work that involves creating optimal solutions in floodplain situations. Our team of experts can tackle any issues on your site using multiple approaches, from start to finish.

We have included additional write-ups consistent with your project needs on the following pages.

BUCKSPORT MILL LLC **Town of Bucksport**

Contact: Jeff McGlin
AIM Development USA, LLC
(920) 570-1061
jmcglin@aimrecyclinggroup.com

PROJECT DESCRIPTION

Haley Ward is providing a range of environmental and engineering consulting services to assist AIM Development USA as it navigates the pathways to successful redevelopment of the former Verso Paper Mill site in Bucksport through thoughtful planning and phased demolition of the former mill structures and management of the mill assets such as the associated landfill.



Consulting services have included:

- Develop permitting strategy for the proposed demolition, given community sensitivity;
- Preparation and submission of MDEP Site Location of Development Act (SLODA) amendment application and natural resource permitting as well as support throughout the application/permitting process;
- Completion of hazardous materials assessments (e.g., asbestos, and lead-based paint) for the impacted facility structures;
- Preparation of asbestos abatement specifications and contractor bidding documents;
- Preparation of demolition contractor specifications and contractor bidding documents;
- Completion of limited structural analyses;



- Preparation of partial RCRA hazardous waste closures;
- Stormwater management including the development of site-specific Stormwater Pollution Prevention Plans;
- Polychlorinated Biphenyl (PCB) assessment and management;
- Wastewater Treatment System Operation;
- Regulatory compliance support and permitting;
- Communications and public outreach to support the redevelopment process; and
- Landfill management, permitting, inspections and annual monitoring.

Haley Ward continues to provide support services on an as needed basis to support the on-going demolition and facility transition and is contracted with Whole Oceans as it develops a state-of-the-art salmon farm on a portion of the former mill site.





HOWLAND TANNERY | HOWLAND, MAINE (2009 – 2016)

Mr. David Lloyd, Town Manager, Town of
Howland
PO Box 386, Howland, Maine 04448-0472
(207) 732-4112

Brownfield Cleanup Grants (\$600,000.00 Total)

Maine DECD Grant (\$200,000)

CDBG Grant (\$150,000)

Private funding (>\$100,000)



*Abandoned Howland Tannery
Howland, Maine*

The risks identified during a Phase I ESA and delineated during a Phase II ESA had rendered a majority of the site unusable, and the Tannery structure itself had deteriorated beyond the point of renovating. Of greatest immediate concern was the portion of the property adjacent to the Penobscot River, which had been used as a disposal site for industrial waste during the tannery operations. A settling tank was discovered in this area which had been partially filled with tannery process waste prior to being covered with soil. In 2009, the Town received \$600,000 in Recovery Act Funding from the Environmental Protection Agency to help remediate portions of the site. Haley Ward was retained by the Town of Howland to evaluate remedial options and to implement the chosen remedial approach. Tasks included evaluation of existing environmental reports and discussion of remedial options for the site; preparation of bid documents for the selection of a cleanup contractor; preparation of required state/federal reports; preparation of a site-specific health and safety plan (HASP) and a SSQAPP; creation and maintenance of a project website; characterization of on-site contaminants specified for disposal; addition of an adjacent property with similar historic use to the remediation and redevelopment; and oversight of construction activities.



**Howland Tannery Site Improvements
Howland, Maine**

The old Howland Tannery site covers several acres in the heart of downtown Howland. This site, located at the confluence of the Penobscot and Piscataquis Rivers, had been used for industrial purposes since the late 1800's. Environmental

As part of this project, Haley Ward worked closely with the Town, the Penobscot River Restoration Trust (PRRT), and other stakeholders in developing a new "vision" for the site. This included connecting the cleanup efforts to a

new innovative fish bypass being proposed by PRRT and design of a new recreational area on a portion of the site. Haley Ward was able to design a new boat ramp and multi-use path which was incorporated into the project construction to be flexible to accommodate future development. These projects aimed at the ultimate reuse of the site, but were also integral to the cover system, both in function and construction scheduling.

Haley Ward staff also worked with the Town to leverage the EPA funding and capitalize on the momentum that the project had developed. This resulted in the Town securing a \$200,000 grant from the Maine Department of Economic and Community Development (DECD) to begin demolition of the tannery structure itself, further preparing the site for redevelopment and a \$150,000 Community Development Block Grant (CDBG) for improving the site. Haley Ward was retained by the Town to conduct a feasibility study and develop and implement a remedial work plan. Tasks included preparation of bid documents for the selection of a cleanup contractor; and oversight of demolition and construction activities.

In 2012, Haley Ward assisted the Town with obtaining a grant to fund improvements on the site. The grant was a CDBG provided by the DECD. Haley Ward was retained to design the improvements to the site which included paving the bike trail built during the initial cleanup on site, installing pedestrian scale lighting along the trail, siting of chairs and other amenities to provide a welcoming, park-like atmosphere, boat access improvements, and landscaping features. The project was designed in 2013 and constructed during the spring of 2014.

Another task Haley Ward performed during the design of the improvements in 2013 was facilitating a master planning process with the Town. Although the vision for the portion of the site along the river had already been determined, the Town was still unclear where they should focus their future efforts on the remaining land at the site. Haley Ward and Coplon Associates worked together to facilitate the master planning process for the Town. This exercise included participating in meetings with Town leaders and residents to obtain

feedback on what they thought should be provided, preparation of conceptual planning level plans that outlined development pods and sharing this information with the Town. This will help provide the Town with a focus and a direction as they continue moving forward towards developing the site. The work produced will be beneficial for obtaining additional funding from other agencies and for soliciting interest from developers at large.





D. CLIENT REFERENCES

We are proud of the fact that a large portion of our business is repeat business. We strive to develop long-term relationships with our clients, and it shows. Our client relations goal is for our clients to be confident that the products we produce will be of high quality and completed in a timely and cost-effective manner. Please feel free to contact any of the references listed below regarding our team members' ability to complete the project

Haley Ward, Inc. - Engineering

Rick Bronson

Town Manager
Town of Lincoln
63 Main Street
Lincoln, Maine 04457
207-794-3372
townmanager@lincolmmaine.org

Norm Burdzel, PE

The Jackson Laboratory
600 Main Street
Bar Harbor, ME 04609
207-288-6142
Norm.Burdzel@jax.org

Mark Hurvitt

Superintendent of Schools
Blue Hill Consolidated Schools
207-374-9927
mhurvitt@schoolunion93.org

Dave Cota

Town Manager
Town of Carrabassett Valley
1001 Carriage Road
Carrabassett Valley, Maine 04947
207-235-2645
towncvtm@roadrunner.com

Matthew Carter, AIA - Architect

Jan Snow

Chair of the School Board, Blue Hill
Consolidated Schools
207-374-5185
Jsnow123@myfairpoint.net

Robert Perry

Owner, Robert Perry Builders
79 St. Louis Avenue
Hermon, ME 04401
207- 974-9060
rpcgm@yahoo.com

Nikki Maounis

Director, Camden Public Library
55 Main Street
Camden, ME 04843
207-236-3440
nmaounis@librarycamden.org

Sarah Dedmon

President, Board of Trustees
Porter Memorial Library
92 Court Street
Machias, ME 04654
207-255-3933
sarah_dedmon@yahoo.com



SECTION 3 | DESIGN STATEMENT

When developing concept renderings to present design ideas to people having diverse graphic understanding, it is important to provide many representations of the ideas being explained, so that they can be absorbed by people with different skill sets. The development of three-dimensional design models allows our artists to create multiple views of an idea that present many different viewpoints. We would probably start with the following types of images to provide a baseline representation strategy, and then incorporate your requests:

- **Overall Annotated Site Plan:** The central drawing for each scheme would be a colorful, overall site plan (drawn to scale) providing an overhead view of the scheme and its features. Important landmarks would be indicated with concise annotations that describe our design thinking about each feature and how it fits into the overall concept. Perspective views would be keyed to the plan to make it easy to understand where they are taken.
- **Central Feature View:** An aerial view of the central feature of each scheme showing how that feature organizes the development of the overall scheme.
 - **The River Gateway** key view would focus on the community recreational center.
 - **The Lower Main Street** key view would center on the new residential/retail area of the scheme.
 - **The Worumbo Waterfront** key view would focus on the new waterfront access contemplated by the scheme.
- **Perspective Views:** Each scheme will have street level perspective views that provide additional understanding of the design flavor of key development features and strategies.



SECTION 4 | COST PROPOSAL

Presented below is a breakdown for the project showing the lump sum budget for each task. Haley Ward will invoice monthly based on the percentage completed for the line items presented. Additional services outside the scope presented will be billed according to our current Schedule of Charges. No additional services will be undertaken without approval from the Town.

Task 1: Review Background Materials: Haley Ward will review and study the background materials describing your continued development of the site, and incorporate the information found there into a brief which will inform our strategy for the project.

Task 2: Planning Meetings: Our project manager will participate in two one-hour design meetings to gather your thoughts about the best use of the project site, and the various schemes you would like us to consider.

Task 3: Prepare Draft Work Products: Haley Ward staff will develop baseline 3-D imagery of the project site, and then make a first pass through each requested scenario for the Worumbo Mill project. We will create draft versions of the views for each scheme.

Task 4: Review Meeting: Once Haley Ward has created draft imagery for the various design schemes, we will meet with your design committee to collect your input on the work.

Task 5: Work Product Revisions: Haley Ward will revise the draft imagery, based on your feedback, and then share the results with you.

Task 6: Presentation: Haley Ward will present the revised images to the community to describe the various schemes to all interested parties, and then collect input and suggestions.

Task 7: Final Document: Haley Ward will produce a final document incorporating community insight gathered during the presentations in Task 6.

Total Proposed Design Fee: \$9,750.



ATTACHMENT A: Resumes



HALEY WARD

ENGINEERING | ENVIRONMENTAL | SURVEYING

Travis E. Noyes, PE

Principal-in-Charge Project Manager

tnoyes@haleyward.com | 207.989.4824

Travis E. Noyes has over 24 years of civil engineering experience related to site development and infrastructure design and analysis. Travis has worked on a wide range of projects including roads, trails, and site design, wastewater treatment plant upgrades; pump station design; water system analysis and design; civil utility; Capital Improvement Plan for development for water utilities; and project management. Travis also has experience coordinating with State and Federal funding agencies for sewer and water projects. Along with his project management experience, Travis serves as the Engineering Division Director where he is responsible for ensuring appropriate resources are allocated to meet the goals and milestones of each project.

PROFESSIONAL HISTORY

2008 – Present

Haley Ward, Inc., formerly CES, Inc.
Project Manager

2003 – 2008

Woodard and Curran
Project Manager / Team Leader / Regional Delivery Manager

2001 – 2003

City of Brewer
Assistant City Engineer

1996 – 2001

CES, Inc.
Project Engineer



CORE EXPERTISE:

*Site Design and Permitting
Utilities and Roads
Capital Improvement
Planning*

EDUCATION:

*B.S. (1996) Civil and
Environmental
Engineering, University of
Maine*

REGISTRATIONS:

*Professional Engineer,
State of Maine (#9713)*

AFFILIATIONS:

*American Council of
Engineering Companies,
State of Maine Chapter
Board Member*



PROJECT EXPERIENCE

Campground Development | Winter Harbor, Maine

Travis is currently acting as project manager for the development of a 150-acre campground which includes approximately 100 sites and a variety of mixed use non-motorized vehicular trails. There are approximately five miles of trails associated with the project. The project construction start date was summer 2013. The project required a SLODA permit, local permitting, and a NRPA permit for wetland and vernal pool impacts.

Verso | Bucksport, Maine

Travis served as Project Manager and Project Engineer for the site design and permitting of a new wood yard associated with a wood handling process upgrade. The site design focused on balancing stormwater collection needs with maximizing the wood yard area within the constraints of the new process. Travis was responsible for coordinating all tasks with the lead engineering firm, our direct client for this work, BE&K Engineering from North Carolina. SLODA permit amendments were required.

Maine Veterans Home | Machias, Maine

As Project Engineer for the design of new utilities to service facility, including storm water collection, wastewater collection, water distribution, electrical, and communications, Travis assisted in site design review and specification production. He was responsible for coordinating all tasks with the lead Architectural firm. Amendments to the site SLODA were required.

The Jackson Laboratory | Bar Harbor, Maine

Travis served as Project Engineer for the design of new utilities to service an expansion of the existing facility and a new 150 space parking lot. Design included storm water collection and wastewater collection. Travis also assisted in site design and specification production, coordinated all tasks with the lead Architectural firm and Laboratory. This work also resulted in a need to amend the SLODA permit for the site.

Hartt Transportation | Auburn, Maine

Travis managed the design of a seven-acre site expansion, road design, and utilities within an existing business park in Auburn. Follow up services include assisting the owner with obtaining SLODA amendments for future expansion needs.

Site and Utility Design | SeDoMoCha Middle School | Dover-Foxcroft, Maine

Travis served as Project Engineer for site design and utility design for the expansion of an existing elementary school. The utility design included replacement of existing sewer piping, a new stormwater collection system, and water mains. Site design focused on an expansion of access to the site and significant improvements to existing parking conditions as well as improvements to the existing athletic fields. He was responsible for coordinating all tasks with lead Architectural firm.



Site Design | Hope School | Hope, Maine

Travis was Project Engineer for site design for the expansion of an existing elementary school. The site design focused on an expansion of access to the site and significant improvements to existing parking conditions as well as improvements to the existing athletic fields.

Utility Design | Maine Veterans Home | Machias, Maine

Travis assisted in site design review and specification production in his capacity as Project Engineer for this site. His duties included the design of new utilities to service facility, including storm water collection, wastewater collection, water distribution, electrical, and communications. He also coordinated all tasks with lead Architectural firm.

Utility Service Design | The Jackson Laboratory | Bar Harbor, Maine

Travis served as Project Engineer for the design of new utilities to service an expansion of the existing facility. The design included stormwater collection and wastewater collection. He also assisted in site design and specification production, as well as coordinated all tasks with lead architectural firm.

Facility Expansion | USDA National Cold Water Marine Aquaculture Center | Franklin, Maine

Travis was Project Engineer for the site design and utility design for the expansion of an existing aquaculture research facility. The utility design included effluent discharge piping and influent fresh and salt water lines. Site design focused on significant grade changes and new access roads to accommodate new buildings. Travis helped to produce specifications for the construction project, and coordinated all tasks with lead Architectural firm.

Infrastructure Improvements | Milford, Maine

CES was hired by the Town of Milford and the Old Town Water District to prepare the design of improvements within the Davenport Street neighborhood. The improvements included the design of new road, stormwater collection and conveyance, sanitary sewer collection and conveyance, potable water distribution, sidewalks and roadways. The value of the work was nearly \$2.5 million.

Infrastructure Improvements | Castine, Maine

CES was hired by the Town of Castine to design Phase I of their Long Term Infrastructure Improvements project. Phase I included approximately \$2,000,000 worth of improvements. The project included the design of improvements to roads, stormwater systems, water mains, and sewers for portions of Battle Avenue, Perkins Street, and Wadsworth Cove Road. Travis served as Project Manager for this project.

Commercial Park | Baileyville, Maine

Travis assisted the Town of Baileyville with the permitting and design of the extension of an existing Commercial Park. The Park is currently capable of serving two lots and the Town has plans to extend the road and utilities out approximately 1,700 feet to serve



approximately eight more lots. Phase II of construction included the construction of a road, sewer, water, and electrical extensions.

Large Retail Commercial Development | Bangor, Maine

CES recently completed the evaluation and design of nearly 2,000 feet of sanitary sewer improvements and nearly 4,200 linear feet of storm drainage improvements. The project includes the design of pervious pavement to be utilized as a stormwater treatment mechanism.

Road Reconstruction | Newcastle, Maine

Travis served as Project Manager for the design of the reconstruction of three roads in Newcastle. The projects included full-depth reconstruction, reclaim and pave, and drainage improvements.

Road Reconstruction | Veazie, Maine

Travis was Project Manager for the design of the reconstruction of seven roads/streets in Veazie. The projects included full-depth reconstruction, drainage improvements, and sewer and water improvements.

Capital Improvement Planning | Bar Harbor, Maine

Travis served as Project Engineer assisting the community with the development of a Comprehensive Master Plan. The work included utilizing the previously-developed distribution system model to identify problem areas within the system and develop potential improvements to remedy the problems, making recommendations for future projects, developing cost estimates for the proposed improvements, and development of a unidirectional flushing program.

Capital Improvement Plan, Richmond Utilities District | Richmond, Maine

Travis acted as Project Manager for the Capital Improvement Plan. The project included GPS location of all available water system components, development of a System Map, development and calibration of a WaterCAD water system distribution model, analysis of the system to identify deficiencies, a prioritized listing of recommended improvements for the District, and a report summarizing our findings along with cost estimates for each recommendation. The Plan outlined Short Term and Long Term recommendations.



HALEY WARD

ENGINEERING | ENVIRONMENTAL | SURVEYING

Matthew G. Carter

Senior Project Architect

mcarter@haleyward.com | 207.989.4824

Matthew Carter has 28 years of experience providing architectural design, civic architecture, institutional design, and historic preservation. As a Senior Architect / Project Manager for WBRC Architects/Engineers, Matt designed and delivered civic facilities including churches, libraries, public safety buildings, housing and offices, with a concentration on renovation and rehabilitation projects. Matt has participated in all phases of the project delivery process, including facilities surveys, code studies, schematic design, design development, construction documents, specification writing, bidding and construction administration.

PROFESSIONAL HISTORY

2020 – Present

Haley Ward (formerly CES, Inc.)
Senior Project Architect

2015 – 2020

Carter Architectural Design LLC
Principal

2002 – 2014

WBRC Architects / Engineers
Associate, Senior Architect, Project Manager

1996 – 2002

Noelker and Hull Associates, Architects
Principal Architect, Treasurer

1994 – 1996

Bargainier Davis-Sims Architects
Regional Architect, Project Manager



CORE EXPERTISE:

*Civic Architecture
Institutional Design
Historic Preservation*

EDUCATION:

*B.A. (1990) Carnegie-Mellon
University, Pittsburgh, PA*

REGISTRATIONS:

*NCARB Certified #47142
Maine Certified #ARC2867*

AFFILIATIONS:

*American Institute of
Architects
Construction Specifications
Institute
LEED Accredited
Professional*



PROJECT EXPERIENCE

Blue Hill Consolidated School | Blue Hill, Maine

Renovation: Designer and Architect of Record – Project to implement a program of new and improved teaching facilities, life safety improvements, and site amenities. Project included a new Tech Center and Fab Lab.

Porter Memorial Library | Machias, Maine

Concept Design: Project Designer - Plan to provide interior programming updates and life safety improvements at an historic community library. Project included addition and renovation space. Provided exhibits to raise funds for the project.

Camden Public Library | Camden, Maine

Concept Design: Project Designer - Plan to reorganize the interior program of a large historic community library. Project considered both addition and renovation space. Provided exhibits to raise funds for the project.

Ellsworth Public Library | Ellsworth, Maine

Concept Design: Project Designer - Plan to double the program area of an historic community library. Project included addition and renovation space. Provided exhibits to raise funds for the project.

Our Lady of Angels Catholic Church | South Berwick, Maine

New Building: Designer and Architect of Record - 350-seat church commissioned by the Diocese of Portland to merge two neighboring parishes.

Brewer Public Safety Building | Brewer, Maine

New Building: Designer and Architect of Record - 27,000 SF building to house City of Brewer police and fire departments including all vehicles and apparatus.

Immaculate Conception Parish | Calais, Maine

New Building: Designer and Architect of Record - 17,600 SF church and parish center constructed on the foundations of an existing church that was destroyed in a fire.

Shawn Walsh Hockey Center | University of Maine, Orono Campus

Renovation and Addition: Designer and Architect of Record - Addition and expansion to Maine Black Bears hockey clubhouse at Alford Arena.



Bangor Waterworks Redevelopment | Bangor, Maine

Renovation: Designer and Architect of Record - Converted historic Bangor Waterworks facility into 35 units of low-income section 8 housing for Shaw House, a home for endangered youth.

Bangor Police Station | Bangor, Maine

New Building: Designer and Architect of Record - 3 story, 42,000 SF office and garage facility built to house the City of Bangor's police department and 911 call facility.

Holy Family Catholic Community | Middletown, Maryland

New Building: Project Designer - New church and parish center for a growing central Maryland Catholic parish church.



Regina Leonard, PLA

Senior Landscape Architect

Regina has over 21 years of experience in landscape architecture with a primary focus on public landscapes. Her background as a municipal landscape architect lends a unique perspective to her work. She understands the inherent complexities of civic-scale projects and has demonstrated experience working with communities and interest groups toward common goals. Over the years, she has forged strong alliances with officials, regulatory agencies, neighborhood, and advocacy groups to advance a wide variety of civic-scale projects.

YEARS EXPERIENCE

21 *Landscape Architect*

7 *Landscape Industry*

EDUCATION

MLA, *Landscape Architecture*
University of Massachusetts

BS, *Landscape Horticulture*
University of Maine

LICENSE CERTIFICATIONS

Landscape Architect - ME, VT

*Council of Landscape
Architectural Registration
Board (CLARB)*

*Maine DOT Locally
Administered Project (LAP)
Certification, exp. 2022*

AFFILIATIONS

*American Society of
Landscape Architects (ASLA)*

*Leadership, Maine Section,
Boston Chapter ASLA*

*Association of Pedestrian and
Bicycle Professionals*

*Maine Olmsted Alliance for
Parks and Landscapes, Board
of Trustees (former)*

Parks & Recreation

Regina's park work includes design and planning for parks and recreation facilities at all levels from site design through town-wide facilities master planning. Her experience spans from expansive parks to small urban plazas, playgrounds, athletic fields, and natural areas. Many of her projects integrate public art, memorials, architectural, and historic features.

- * Amesbury Sports Fields Master Plan, Amesbury, Massachusetts
- * Agawam Parks & Recreation Master Plan, Agawam, Massachusetts
- * Baxter Elementary School Playground, Portland, Maine
- * Bayside Community Park, Portland, Maine
- * Confluence River Park, Montpelier, Vermont
- * Deering Oaks Park Playspace, Portland, Maine
- * Dougherty Field Recreational Facility Master Plan, Portland, Maine
- * Dougherty Field Phase One Improvements, Portland, Maine
- * Dougherty Field Master Plan Update, Portland, Maine
- * Dougherty Field Playground Design, Portland, Maine
- * East End Community Playground, Portland, Maine
- * Eastern Promenade Trail Improvements, Portland, Maine
- * Eastern Promenade Street Tree Recommendations, Portland, Maine
- * Franklin Pasture Bike Path, Lewiston, Maine
- * Fort Allen Park Landscape Preservation Plan, Portland, Maine
- * Fort Allen Trail Plan, Portland, Maine
- * Fort Sumner Park Rehabilitation Plan, Portland, Maine
- * Gateway Park Planting Plan, Lewiston, Maine
- * Hall School Boulder Garden, Portland, Maine
- * Head of Tide Park, Topsham, Maine
- * High Street Park Improvements, South Portland, Maine
- * Hislop Park Master Plan & Phase One, Portsmouth, New Hampshire
- * Loring Memorial Trail, Portland, Maine
- * Bernard Langley Sculpture Preserve, Cushing, Maine
- * John F. Kennedy School Playground, Biddeford, Maine
- * Kiwanis Pool Playground Design, Portland, Maine
- * Maple Haven Park Master Plan, Portsmouth, New Hampshire
- * Mill River Park Design, Thomaston, Maine
- * Mill Creek Park Improvements, South Portland, Maine
- * Mirada Adams Park, Portland, Maine
- * Peirce Island East End Trails Project; Portsmouth, New Hampshire
- * Peppermint Park Concept Plan, Portland, Maine
- * Public Landing Revitalization Plan, Rockland, Maine
- * Prentiss Park Master Plan, Saco, Maine

Regina Leonard, PLA

- * Riverton Schoolyard Greening Project, Portland, Maine
- * Riverton Playground Site Design, Portland, Maine
- * Rockport Harbor Park Master Plan, Rockport, Maine
- * Sanford Parks and Recreation Master Plan, Sanford, Maine
- * Sohier Park Improvements, York, Maine
- * Tate-Tyng Playground Improvements, Portland, Maine
- * Taylor Street Park Improvements, Portland, Maine
- * Veterans' Green, South Portland, Maine
- * Veterans' Park Municipal Waterfront Improvements, Milo, Maine

Trails

Regina's involvement in trails projects spans across all phases of work, from feasibility studies, field layout, design, permitting, and construction. Over the years, she has developed strong relationships with trail organizations and land trusts, and public land managers. Her focus on secondary trails is unique in the design and engineering field. She works very closely with communities to find cost-effective and environmentally sensitive solutions to trail development - often through partnerships with experienced nonprofit advocacy groups.

- * Bridge to Bridge Trail Project, Topsham, Maine
- * Cobbossee Stream Trail, Gardiner, Maine
- * Cliffside Landscape Trail Planning, Fort Williams Park, Cape Elizabeth, Maine
- * Eastern Promenade Trail Improvements, Portland, Maine
- * Fort Allen Trail Project, Portland, Maine
- * Franklin Pasture Bike Path, Lewiston, Maine
- * Loring Memorial Trail, Portland, Maine
- * Lower Fort Sumner Park & Trail Improvements, Portland, Maine
- * Mill River Park Trails, Thomaston, Maine
- * Peirce Island East End Trails Project, Portsmouth, New Hampshire
- * Riverfront Trail Feasibility Study, Topsham, Maine
- * Town Landing Trail Permitting & Design, Topsham, Maine

Natural Areas

Regina's field experience in landscape maintenance combined with her training in horticulture and landscape architecture make her especially prepared to assist clients in the restoration and maintenance of natural areas. She has worked with many communities to assess landscape health and develop strategies for improving sustainability and ecological value. Two of her recent projects, the Willard's Woods Brook Restoration and the Capisic Pond Restoration, received awards for excellence in engineering.

- * Anchorage Embankment Restoration Landscape Plan, Ogunquit, Maine
- * Capisic Pond Park Restoration Plan, Portland, Maine
- * Capisic Pond Watershed Study & Pond Restoration Plan, Portland, Maine
- * Capisic Pond Restoration - Construction Phase, Portland, Maine
- * Cliff Walk Landscape Management Plan, Fort Williams Park, Cape Elizabeth, Maine
- * Clifton Street Drainage Improvements, Filtration Plantings, Portland, Maine
- * Eastern Promenade, Portland, Maine
- * Jacob's Ladder Trail Vegetation Management Plan, Lee, Massachusetts
- * Long Creek Watershed Filtration Plantings, South Portland, Maine
- * Riverside Vegetation Restoration Plan, Portland, Maine
- * Rockland Avenue Outfall Naturalization Project, Portland, Maine
- * Whipple Hill Stream Restoration Project, Lexington, Massachusetts
- * Willard's Woods Brook Restoration Project, Lexington, Massachusetts
- * Willard's Woods Invasive Plant Management Plan, Lexington, Massachusetts
- * Valleyfield and Grassland Avenue Stormwater Project, Lexington, Massachusetts

Regina Leonard, PLA

Civic/Institutional/Historic

Over the course of her career, Regina has been involved with many institutional projects throughout New England, including work for Amherst College, University of Massachusetts, University of Southern Maine Portland and Gorham campuses, and at the Baxter School for the Deaf. Her experience also includes landscape preservation and restoration of significant and special landscapes, including the Fort Allen Park Landscape Restoration Project which received a Preservation Honor award from Greater Portland Landmarks in 2016.

- * Amherst College Landscape Improvements & Plantings, Amherst, Massachusetts
- * Bayside Village Seawall Feasibility Study & Conceptual Design, Northport, Maine
- * Fort Allen Park Landscape Restoration Plan, Eastern Promenade, Portland, Maine
- * French Hall Site Improvements, University of Massachusetts, Amherst, Massachusetts
- * Frederick Harris Elementary School Memorial Garden, Springfield, Massachusetts
- * Governor Baxter School for the Deaf, Dormitory Expansion Planning, Falmouth, Maine
- * Headmaster's House Landscape, Loomis Chaffee School, Windsor, Connecticut
- * Joshua Chamberlain Statue Project, Brunswick, Maine
- * Mayor Baxter Woods Master Plan, Portland, Maine
- * Municipal Complex Master Plan, Portsmouth, New Hampshire
- * Municipal Building Sign Design, South Portland, Maine
- * Public Library Signage & Landscape Improvements, South Portland, Maine
- * Reiche School Master Plan Charrette, Portland, Maine
- * Rondileau Campus Center, Bridgewater State College, Bridgewater, Massachusetts
- * Restoration of the Sunken Garden at The Elms, Newport, Rhode Island
- * Soujourner Truth Memorial, Florence, Massachusetts
- * Touchstone School Master Plan, Grafton, Massachusetts
- * Union College Circulation, Open Space & Parking Study, Schenectady, New York
- * University of Southern Maine Arts Campus, Gorham, Maine
- * University of Southern Maine Exeter Street Enhancement; Portland, Maine
- * Ventfort Hall, Historic Plantings Assessment, Lenox, Massachusetts
- * Vienna Town Hall Master Plan, Vienna, Maine
- * York Village Master Plan & Preliminary Design | York, ME





HALEY WARD

ENGINEERING | ENVIRONMENTAL | SURVEYING

Jon H. Whitten, Jr., PE

Project Manager

jwhitten@haleyward.com | 207.989.4824

Jon H. Whitten, Jr. has over 20 years of civil engineering experience related to site development project management, design and permitting. Design experience includes private and public infrastructure, including roadways, utilities, stormwater management systems, and erosion control features for municipal, commercial and residential projects. Working on a wide range of projects of varying size and location, Jon has extensive management and coordination of Local, State and Federal zoning, natural resources and regulatory permits throughout the State of Maine. Specific types of projects Jon has managed include: Commercial Site Plans, Residential/Commercial Subdivisions, Condominium Development, Municipal/State Roadways and Utilities, Gravel and Rock Extractions, Solid Waste Facilities, Recreation Trails, Construction Administration/Observation, Post Construction Stormwater Inspections, etc.

PROFESSIONAL HISTORY

2019 – Present

Haley Ward, Inc., formerly CES, Inc.
Project Manager

2015 – 2019

Plymouth Engineering Inc.
Senior Project Manager

2006 – 2015

Terradyn Consultants, LLC
Principal / Project Manager

1996 – 2006

Sebago Technics, Inc.
Project Manager / Project Engineer



CORE EXPERTISE:

Site Design and Permitting
Utilities and Roads
Construction
Administration/Oversight
Environmental Permitting

EDUCATION:

B.S. Civil Engineering,
University of Maine, Orono

REGISTRATIONS:

Professional Engineer,
State of Maine (#10414)
MDOT LPA Certified

AFFILIATIONS:

American Society of Civil
Engineers
National Society of
Professional Engineers



PROJECT EXPERIENCE

Whole Oceans Aquaculture Facility | Bucksport, Maine

Jon currently serves as Haley Ward's Engineering Design Project Manager for the proposed Whole Oceans Aquaculture Facility, a large, state of the art, Land Based Aquaculture Facility, on the site of the old Verso Paper Mill in Bucksport, Maine. The project includes the development of approximately 22-Acres of new buildings and a myriad of support system components on a 104-Acre site. Haley Ward plays an important role as a member of the Whole Oceans Design Team, which is a collaboration of several consultants from various locations throughout the United States and Canada. Haley Ward, Inc., recently, successfully coordinated the submittal, review and approval of an Amended Site Location of Development Act (SLODA) Permit from the Maine Department of Environmental Protection and a Town of Bucksport Land Use Permit. Final design and construction planning are currently underway and Haley Ward continues to play a significant role in the preparation, coordination and permitting of these plans and documents.

Town of Baldwin | Baldwin, Maine

Jon served as Project Manager and Project Engineer for the stormwater modeling of over 200 acres of mountainous terrain to establish flow characteristics and flood levels at two problematic culvert crossings on Brown Road in Baldwin, Maine. The re-design of the culvert crossings included the installation of new, larger pipes as well as new vertical alignment for approximately 700 LF of roadway. Jon coordinated with FEMA and MDEP throughout the project design and construction observation for this project.

Dearborn Precision Tubular Products, Inc. | Fryeburg, Maine

Jon managed the campus planning and design, site grading, stormwater management and permitting for a large expansion of an existing site. The site included 22 acres of impervious area on a 76-acre parcel of land. Stormwater management features included catch basin and pipe system, dry swales, and large infiltration basins. Jon worked closely with a construction firm to obtain a Site Location of Development Permit from MDEP for this project.

Watchic Lake Association | Standish, Maine

Several waterfront properties on the eastern shore of Watchic Lake were experiencing degradation of their property due to lack of stormwater runoff control. Jon worked with landowners, Watchic Lake Association Members, the Town of Standish, and MDEP to develop a shared stormwater management system to responsibly convey runoff from the north side of Route 114 to Watchic Lake. Work included the use of natural, wooded wetlands to temporarily impound runoff, a serpentine, vegetated swale and a settling basin, swale and culvert system.



Residential Development Projects | Various Locations, Maine

Longfellow Street Condominiums, Westbrook, Maine – 12-unit condominium project with private access drive, public water and sewer, underground utilities, natural gas, and LID stormwater features.

Majestic Woods Subdivision, Westbrook, Maine

Patrick Drive, Scarborough, Maine

Shalom House, Inc., Westbrook, Maine – 5-unit building

Olde Woolen Mill, MSHA Housing, North Berwick, Maine

Jockey Cap Ridge Subdivision, Fryeburg, Maine

Mobius, Inc. Damariscotta, Maine – 5-unit building

MSHA Rental Housing, Chebeague Island, Maine

Convene Road Subdivision, Sebago, Maine

Hawthorne Lane Subdivision, Westbrook, Maine

Knight Street Subdivision, Westbrook, Maine

Fox Hill Estates, Naples, Maine

Commercial Site Plans | Various Locations, Maine

Village Green History Park, Windham Historical Society

McDonald's Restaurant Addition, Bridgton, Maine

Fire and Rescue Station, Town of Sebago, Maine

Salt Storage Shed, Town of Limington, Maine

Construction Demolition and Debris Recycling Facility, Naples, Maine

Coastal Kids Preschool, Damariscotta, Maine

Burns' Fencing Co. Office Building, Westbrook, Maine

Windham Youth Soccer, Soccer Field, Windham, Maine

Shaw Earthworks, Inc., Office and Shop, Gorham, Maine

Becky's Diner, Portland, Maine

Westbrook Heights Business Park, Westbrook, Maine



HALEY WARD

ENGINEERING | ENVIRONMENTAL | SURVEYING

Chris W. Snowdeal, PE

Project Manager

csnowdeal@haleyward.com | 207.989.4824

Chris Snowdeal holds a B.S. in Civil/Structural Engineering from the University of Maine and has over 20 years of structural engineering work experience, including foundation design and design of wood, steel, and concrete structures. Chris also has 11 years of site design experience, including site plan and storm water quantity applications, subdivision designs, drainage analysis and design, roadway design, and design of underground utilities. Additionally, Chris is skilled in using AutoCAD Architecture, Revit, RAM Elements, and Microsoft Software.

PROFESSIONAL HISTORY

2018 – Present

Haley Ward, Inc., Formerly CES, Inc.
Senior Project Engineer / Project Manager

2013 – 2018

CES, Inc.
Senior Project Engineer

2009 – 2013

CES, Inc.
Project Engineer

1999 – 2009

CES, Inc.
Assistant Engineer

1998 – 1999

CES, Inc.
Technician



CORE EXPERTISE:

*Building & Life Safety Code Review
General Structural Building Analysis & Design
Construction Document Development
Construction Administration*

EDUCATION:

*B.S. Civil Engineering,
University of Maine, Orono
PSMJ Project Management Training*

REGISTRATIONS:

*Professional Engineer,
State of Maine (#13764)*

AFFILIATIONS:

*Mathcounts, Volunteer,
Chapter Coordinator*



PROJECT EXPERIENCE

Town of Bar Harbor Transfer Station | Bar Harbor, Maine

CES was retained by the Town of Bar Harbor to complete engineering services for the Town's transfer station facility. As Project Manager, Chris was responsible for overseeing building design, foundation and framing design, as well as plumbing, heating, and electrical coordination. Chris also was responsible for overseeing plan development, construction permit applications, technical specification and bid package, bidding services, and project administration.

The Jackson Laboratory – Building 250 Expansion | Ellsworth, Maine

CES was retained by the Jackson Laboratory to complete engineering services for their 30,000 square foot addition to the existing Lowe's building. As Senior Project Engineer, Chris was responsible for, foundation and structural steel framing design, as well as coordination with architect. Chris also was responsible for plan development, construction permit applications, technical specification and bid package, bidding services, and project administration, and was Engineer of Record.

Downeast Horizons, Inc – Developmental Center | Brewer, Maine

CES was retained by Downeast Horizons, Inc. to complete engineering services for their new 5,500 square foot Development Center Building. As Senior Project Engineer, Chris was responsible for building design, foundation and framing design, as well as plumbing, heating, and electrical coordination. Chris also was responsible for plan development, construction permit applications, technical specification and bid package, bidding services, project administration, and was Engineer of Record.

Town of Bar Harbor Municipal Building | Bar Harbor, Maine

CES was retained by the Town of Bar Harbor to complete engineering services for the Town's 20,000 square Municipal Building. As Project Engineer, Chris was responsible for building design, foundation and framing design, as well as plumbing, heating, and electrical coordination. Chris also was responsible for plan development, construction permit applications, technical specification and bid package, bidding services, and project administration.

Treats Falls House | Orono, Maine

Chris served as the Project Engineer for the structural design for the renovations and additions to the 16,000 sf Intermediate Care Facility in Orono. The project was financed by a \$5 million USDA RD Loan and included two building additions and a renovation of the existing structure. The additions and renovations were phased to accommodate use of the existing facility during construction. Materials included conventional dimensional lumber, pre-engineered trusses, composite framing, and structural steel.



Sargent Corporation – Corinth Elementary School – Fire Cistern Tank | Corinth, Maine

CES was retained by the Sargent Corporation to complete an engineering design review for a 50,000-gallon Cast-in-Place underground Fire Cistern Tank. As Project Engineer, Chris was responsible for preparing design calculations and reviewing construction plans for an alternate proposal to a pre-engineered, precast fire cistern tank. Chris was also the Engineer of Record.

Processing Facility, BBS Lobster Trap | Steuben, Maine

CES worked with BBS Lobster Trap on the major expansion of their processing and shipping facility in Steuben, Maine. This facility grades, sorts, and ships more than three million pounds of live lobster each year. The project included design of several holding tanks, water supply systems, and water treatment provisions. The designed facility has the capacity to hold 300,000 pounds of live lobsters for extended periods of time. The tanks are housed within a commercial structure that was also part of the project design. Chris acted as the Project Engineer for the design of this facility.

Town of Roque Bluffs Fire Station | Roque Bluffs, Maine

As Project Engineer, Chris was responsible for site, foundation, framing and general building design; contract document development and construction administration for a 1,400-square foot Fire Station partially funded by a Community Development Block Grant.

Eastport Port Authority Warehouse | Eastport, Maine

As Project Engineer, Chris was responsible for reviewing design plans and technical specifications for conformance to the current building code for 30,000 square foot fabric covered warehouse.

Eastport Port Authority Office Building | Eastport, Maine

As Project Engineer, Chris was responsible for building code review, plan development, foundation and framing design, and Construction and Barrier Free permit applications for a 5,900-square foot office building.

Town of Lowell Municipal Building and Fire Station | Lowell, Maine

CES was retained by the Town of Lowell to complete engineering services for the Town's 5,000 square Municipal Building and Fire Station. As Project Engineer, Chris was responsible for site design, building design, foundation and framing design, as well as plumbing, heating, and electrical design. Chris also was responsible for plan development, construction permit applications, technical specification and bid package, bidding services, and project administration.



Sand/Salt Storage Facilities | Various Locations, Maine

Chris has provided structural engineering and site design on several sand/salt storage facilities.

The following are a selection of sand/salt shed projects Chris has been involved with for CES, Inc.:

Town of Belmont: Site Design, Plan Review/Permitting, Foundation Design, Project Manual Development, Oversight of Plan Development, and Plan Development for 2,500 cy, Fabric Covered Building, 72' x 80'

Town of Rockport: Foundation Design, Building Design, Project Manual Development, Oversight of Plan Development, and Plan Development for 5,000 cy, Standard Laminated Arch Building, 70' x 130'

City of Belfast: Site Design, Site Plan Review/Permitting, Foundation Design, Building Design, Project Manual Development, and Oversight of Plan Development for 4,500 cy, Standard Laminated Arch Building, 70' x 120'

Town of Corinth: Site Design, Site Plan Review/Permitting, Foundation Design, Building Design, Project Manual Development, Oversight of Plan Development, and Plan Development for 4,500 cy, Standard Laminated Arch Building, 60' x 150'

Town of Jonesboro: Site Design, Site Plan Review/Permitting, Foundation Design, Building Design, Project Manual Development, Oversight of Plan Development, and Plan Development for 1,500 cy, Standard Laminated Arch Building, 60' x 72'

Town of Enfield: Site Design, Site Plan Review/Permitting, Foundation Design, Building Design, Project Manual Development, Oversight of Plan Development, and Plan Development for 2,850 cy, Standard Laminated Arch Building, 70' x 84'

Town of Norridgewock: Foundation Design, Building Design, Oversight of Plan Development, and Plan Development for 4,800 cy, Standard Laminated Arch Building, 80' x 132'

Town of Orland: Site Design, Site Plan Review/Permitting, Foundation Design, Building Design, Project Manual Development, Oversight of Plan Development, and Plan Development for 2,890 cy, Standard Laminated Arch Building, 60' x 100'

Penobscot County: Site Design, Site Plan Review/Permitting, Foundation Design, Building Design, Project Manual Development, and Oversight of Plan Development for 1,200 cy, Standard Laminated Arch Building, 50' x 72'

Town of Lowell: Site Design, Site Plan Review/Permitting, Foundation Design, Building Design, Project Manual Development, Oversight of Plan Development, and Plan Development for 2,490 cy, Standard Laminated Arch Building, 60' x 100'



Town of Trenton: Site Design, Site Plan Review/Permitting, Foundation Design, Building Design, Project Manual Development, Oversight of Plan Development, and Plan Development for 2,050 cy, Standard Laminated Arch Building, 60' x 84'



HALEY WARD

ENGINEERING | ENVIRONMENTAL | SURVEYING

Dennis B. Kingman, Jr., CHMM

Vice President, Senior Project Manager

dkingman@haleyward.com | 207.989.4824

Dennis Kingman has 33 years of experience providing asbestos, lead and PCB management, occupational health and safety consultation; and environmental management services to industry, public and private academic institutions, as well as local, state, and federal governments. As a Senior Project Manager and Senior Environmental Scientist, Dennis oversees, coordinates, and completes environmental, asbestos, lead-based paint (Pb), Industrial Hygiene, and Indoor Air Quality (IAQ) projects. Dennis is experienced in conducting Phase I Environmental Site Assessments and associated HUD related documentation, OSHA compliance audits, industrial hygiene monitoring, IAQ assessments, development and implementation of health and safety programs and associated training. Additionally, Dennis has served as an in-house safety manager for a large academic institution and has developed and implemented exposure assessment programs and managed asbestos management programs for a broad range of public and private sector facilities.

PROFESSIONAL HISTORY

2013 – Present

Haley Ward, Inc., formerly CES, Inc.
Vice President/Senior Project Manager

2003 – 2013

Summit Environmental Consultants, Inc.
Manager, Environmental Services

1999 – 2003

URS Corporation
Senior Project Manager, Office Manager

1997 – 1999

University of Maine.
Assistant Director Environmental Health and Safety



CORE EXPERTISE:

Environmental Management

OSHA/Health & Safety
Regulatory Compliance

Asbestos, PCB, & Lead-based
Paint Management

Industrial Hygiene & Indoor Air
Quality Consulting

EDUCATION:

B.S. (1983) Wildlife Biology,
University of Maine

REGISTRATIONS:

Asbestos Design
Consultant/Inspector/
Management Planner – MDEP

Certified Hazardous Materials
Manager (CHMM) #12061

AFFILIATIONS:

Maine Indoor Air Quality
Council (MIAQC) – Past
President/ Former Board
Member



PROJECT EXPERIENCE

Former Verso Paper Mill Environmental Management | Bucksport, Maine

Dennis has worked with the current owners of the Verso Paper Mill (Bucksport Mill LLC) to provide a wide range of environmental management consulting to support the demolition and redevelopment of the facility. These services included preparation and submission of MDEP SLODA application, completion of hazardous materials assessment for the impacted facility, preparation of asbestos abatement specifications and contractor bidding documents, preparation of demolition contractor specifications and contractor bidding documents, preparation of a partial RCRA closure program, stormwater management, Polychlorinated Biphenyl (PCB) assessment and management, and landfill monitoring and management. Dennis continues to provide support services on an as needed basis to support the on-going demolition, facility operations and facility transition.

Lower Main Street PCB Assessment and Remediation, Emera Maine | Bangor, Maine

At the request of Emera Maine (Emera), CES provided hazardous materials management support for an on-going PCB assessment and remediation project at Emera's Lower Main Street maintenance facility. The project was part of a larger RCRA closure project for the property to facilitate the transfer of the property to a commercial developer. Under Dennis' management, the CES team evaluated the status of the on-going PCB assessment, developed a stream-lined approach to characterize the extent of historic PCB contamination within two buildings on the property and completed the necessary building materials sampling which resulted in substantial costs savings for the client. Based upon the findings of the assessment, Dennis developed PCB remediation work plans for both buildings to remediate contaminated concrete and surface coatings which was reviewed and approved by the USEPA. Dennis oversaw on-site remediation oversight and post-remediation clearance inspections and verification testing. Upon completion of remediation work, Dennis developed an Environmental Covenant and long-term Monitoring and Maintenance Plan (MMP), which has been submitted to USEPA for review and approval.

Powers Hall PCB Assessment and Remediation, UMaine at Machias | Machias, Maine

Dennis managed a PCB assessment for the exterior of Powers Hall affected by planned building envelope repair project. Based upon the findings of the assessment, Dennis developed PCB remediation work plans for contaminated caulk and soils remediation which was reviewed and approved by the USEPA. Dennis oversaw on-site remediation oversight and post-remediation clearance inspections and verification testing. Upon completion of remediation work, Dennis developed an Environmental Covenant and long-term Monitoring and Maintenance Inspection Plan (MMIP), which was submitted to USEPA for review and approval.



Environmental Consultation Services – Maine State Housing Authority

Dennis has served as client manager and Senior Project Manager, providing on-call environmental consultation services for Maine State Housing Authority (MaineHousing), since 2007. Dennis works closely with MaineHousing Environmental Legal Counsel to provide environmental services to support MaineHousing's mission. He oversees a variety of services to support the development/redevelopment of low income housing across the State of Maine including, but not limited to: completion of Phase I and Phase II ESA, MDEP Voluntary Response Action Program (VRAP) support services, hazardous materials assessments, soil vapor sampling, HUD environmental reviews, and preliminary site assessments to identify potential environmental concerns. Dennis also provides on-call support to MaineHousing on an as-needed basis.

Phase I Environmental Site Assessment (ESA) – Various Clients | New England

Dennis manages Phase I and Phase II ESAs for public and private sector clients throughout Maine and northern New England. Clients range from local and national lending institutions, attorneys, woodland property managers, developers, commercial and industrial organizations, and public and private housing development agencies. Dennis has managed and performed ESAs for properties ranging from single family residential lots, housing developments, and commercial buildings, to woodland parcels encompassing entire townships.

Margaret Chase Smith Federal Building Hazardous Materials Management | Bangor, Maine

Dennis completed Asbestos, Lead-Based Paint (LBP), and Polychlorinated Biphenyl (PCB) assessments of the MC Smith Federal Building to support current building renovations and upgrades. Dennis developed site specific remediation specifications, PCB remediation work plans for bidding, provided remediation oversight and quality control testing, and inspection services.

Indoor Air Quality and Health & Safety Assessment | Private Health Care Facility, Maine

Dennis completed an in-depth assessment of a private health care facility as a result of employee and client concerns. The assessment included evaluation of treatment processes, building utilities, employee interviews and ambient air testing. The assessment resulted in the implementation of facility improvements and process modifications, which improved workplace conditions and the quality of client care.

Bureau of General Services, State of Maine-Client Coordinator for Asbestos | Various Locations throughout Maine

Dennis acted as Senior Project Manager for asbestos-related work for various public school and state government facilities throughout the state of Maine. Work involved all aspects of Asbestos management including oversight and performance of surveys, re-inspections and development of management plans, abatement design, contract management, including the development of air monitoring plans. Dennis also conducted abatement management and provided logistical support and interaction with building occupants, parents, and employees as a representative of the client.



ATTACHMENT B: Letter of Interest



1-20-21

Mathew Carter
Senior Project Architect
Haley Ward
One Merchants Plaza, suite 701
Bangor, ME 04401

Dear Matt,

Please accept this letter of interest to assist the Haley Ward team in its application to the Town of Lisbon to conceptualize three site plan alternatives on the site of the former Worumbo Mill in Lisbon Falls.

We know the site well and applaud planning efforts for a mixed use, in-fill development that compliments the village and celebrates the river, while at the same time cleaning up a former industrial site. We know parcels like this well and we would welcome the chance to help develop a project that fits within the Town's plans and goals.

Thank you for considering Developers Collaborative. We look forward to next steps.

All the best,

Mike Lyne
Senior Project Manager



HALEY WARD

ENGINEERING | ENVIRONMENTAL | SURVEYING

HALEYWARD.COM



Presented to:

TOWN OF LISBON

Architectural Services Proposal:

**REDEVELOPMENT DESIGN RENDERINGS
FOR THE FORMER WORUMBO MILL SITE**

January 28, 2021

January 28, 2021

Brett Richardson, Director
Economic and Community Development Department
300 Lisbon Street
Lisbon, ME 04210
brichardson@lisbonme.org

Re: Request for Proposal, Redevelopment Design Renderings for the former Worumbo Mill Site

Dear Brett Richardson,

Please accept the attached materials and this letter of interest in your Request for Proposals for redevelopment design renderings for the former Worumbo Mill site at 1 Canal Street in Lisbon Falls. We would welcome the opportunity to join your team and provide not only our expertise in generating stunning graphic renderings using the most cutting-edge 3D modeling software available, but also offer our experience as architects, developers, and construction managers to ensure the highest value for your project in terms of aesthetics, function and price.

Our experience in rendering high-quality, economical design solutions to meet tight budgets and accelerated delivery timeframes would be an immense asset to your process. As planners, architects and developers, the personnel of Platz Associates are actively involved in the on-going revitalization of downtown Lewiston. Over the last 20 years, we have designed the City of Lewiston's five parking facilities built in support of downtown economic development, with additional phased construction currently proposed for our continuing fit-up at the historic Bates Mill Complex and the additional 375,000 sf redevelopment of the historic Weave Shed #5. Using 3D software and an artistic eye, we are able to produce inspiring images for marketing, historic review or community outreach. It is critical to effectively present and convey intent of the design at every stage of development.

In the following package you will find information related to our approach, similar project experience, our team, and design fee schedule. We look forward to the opportunity to meet with you personally to discuss in more detail our qualifications and experience. As a former resident of Lisbon Falls, it would be a great personal pleasure to work with your Team and extend the positive groundwork initiated by the recent public meetings, Envision Downtown and Downtown Revitalization plans and contribute to the successful future of the Worumbo Mill site.

Sincerely,



Travis R. Nadeau, LEED AP BD+C
Licensed Maine Architect

0.1 TABLE OF CONTENTS

0.0	COVER LETTER
1.0	COMPANY INFORMATION
2.0	QUALIFICATIONS
3.0	DESIGN STATEMENT
4.0	COST PROPOSAL

1.0 COMPANY INFORMATION



1.1 COMPANY INFORMATION

REQUESTED

Company Name: Platz Associates

Point of Contact: Travis Nadeau, Architect

Address: Two Great Falls Plaza, 7th Floor
Auburn, Maine 04210

Website: www.platzassociates.com
New website launching soon.
platzassociates.wixsite.com/2021 Password: EBF

Phone: 207.784.2941

Email: Architects@PlatzAssociates.com

ADDITIONAL

History: Corporation founded in 1980 in Maine by Thomas & James Platz

Principal: Thomas H. Platz, AIA TPlatz@PlatzAssociates.com

Staff: Total 9 - 4 Licensed Architects, 2 Construction Specialists

Specialties: Historic Buildings (Including Tax Credits)
Adaptive Reuse of Buildings
Commercial Offices
Multifamily Residential
Sustainable Building Design
Construction Efficiency
Master Planning
Parking Structures
Banking Operation Centers

Affiliations: American Institute of Architects, Maine Chapter Member
National Fire Protection Association, Member
National Council of Architectural Registration Boards, Member
Androscoggin County Chamber of Commerce, Member

Recent Honors: Maine Preservation Honor Awards
2020 Maine Historic Preservation Honor Award
Sophia's House

American Institute of Architects - Maine Design Awards
2019 Design Award Citation
The Pub at Baxter Brewing Company in Lewiston



1.2 PLATZ ASSOCIATES

WHO WE ARE

Platz Associates is a multi-discipline design and construction management firm with a long history rooted in community centered projects. Since 1980, we have worked to blend function, aesthetics, and cost-efficiency in our designs. As a long-time developer of historic mill buildings, Tom Platz brings first-hand knowledge in what it takes to successfully deliver projects with an understanding of the total development costs, from real estate and legal concerns, soft costs, and economic viability.

HISTORY

In 1979, two brothers from Auburn, Tom and Jim Platz, decided to embark on a new business together where they would join their architecture and engineering expertise to begin a firm in Lewiston-Auburn, Maine. Within just a few years, they had made a substantial impact within their hometown, earning the business of many clients. While people were abandoning downtowns for the suburbs, they located their new office in downtown Auburn and built a high-rise building next door to it, where they eventually moved their business. This commitment has gone deeper and broader through the years with their support of many local non-profits as well as the extensive list of projects Platz Associates has designed that make our communities better places to live, work and play.

OUR APPROACH

From the very beginning of a project, our knowledge of construction techniques and materials plays a major role in design decisions, ensuring that aspirations and budget align. Our construction engineer, Bruce Allen, works closely with our architects to ensure that drawings reflect the needs of the project in regard to scheduling, structural issues, maintenance requirements and material availability. We understand the necessity of working within well-defined budget constraints.

At Platz Associates, every project is unique, that there is no cookie cutter formula for designing space for a particular use. Our experienced designers will work with the client to craft a truly unique design, choosing the most appropriate materials, colors, and lighting for the different users, tailoring innovative solutions for complex design challenges.



2.0 QUALIFICATIONS



2.1 KEY PERSONNEL

Key personnel assigned to this project.

Additional staff of experienced architects and construction managers at Platz Associates are available to assist on an as-needed basis.



FIRM LEAD

Thomas H. Platz, AIA
President, Licensed Maine Architect

With over 40 years of architecture and development experience Tom has a unique understanding of what it takes to make complex economic/community projects a successful. Tom will help guide the process and lend his first-hand experience to ensure the project runs smoothly.



PROJECT LEAD

Travis R. Nadeau, LEED AP BD+C
Licensed Maine Architect

With 17 years experience in a wide variety of projects Travis is well-versed in guiding projects through both community meetings and complex permitting processes. Travis will act as both the point-of-contact and will attend all scheduled meetings.



3D DESIGNER

William R. McLaughlin,
Architectural Designer / BIM

With his structural background Bill has a well-tuned understanding of how buildings are put together. He has pulled that knowledge base into building Platz Associates projects in detailed 3D, giving clients a clear vision of their projects through static renderings and fly-through videos.

Thomas H. Platz, AIA

President

Platz Associates

Thomas H. Platz founded Platz Associates with his brother 40 years ago and he currently serves as the firm's senior architect. Tom is responsible for the day-to-day firm management as well as working with the firm's architects to craft our creative direction. Tom has over 40 years of experience designing projects in New England and throughout the United States. His experience includes involvement on projects such as The Baltimore Aquarium, The San Antonio Museum of Art and The Boston Children's Museum.

Tom has extensive experience in project development, sustainable design, and providing innovative design solutions for a vast array of clients. In 1980, he and his brother Jim designed the largest Trombe wall ever built in Maine, which to this day heats an engineering and boat maintenance facility in Castine, Maine.

In recent years Tom has been the lead architect in the renovation of well over one million square feet of historically significant buildings. This includes work on the Bates Mill, the Knapp Shoe Building, The B. Peck Building, The Libby House, The McGuillicuddy Block, and many other historical restorations. Platz Associates has been presented with awards from the Maine Preservation Society, Lewiston Preservation Board, the Maine Development Foundation, the Androscoggin Chamber of Commerce and Lewiston-Auburn Economic Growth Council.

Since completing his Master's degree, Tom has returned to Harvard's Graduate School of Design to complete coursework in; Public Library Planning & Design, Hospital Planning & Design, Design for Critical Care, Hotel Design & Development, Theatre Design as well as several other strategic educational courses.

RELEVANT PROJECTS:

The Lofts at Bates Mill - Lewiston, Maine

49-Unit Workforce Housing I N.P.S. Tax Credit Project I Winner of 2013 Historic Preservation Honor Award by Maine Preservation I Winner of 2013 Excellence in Historic Preservation by Historic Preservation Review Board, City of Lewiston

Business Service Center - Lewiston, Maine

Adaptive Reuse I N.P.S. Tax Credit Project I Winner of 2007 Excellence in Historic Preservation by Historic Preservation Review Board, City of Lewiston

Bates Mill #6 - Lewiston, Maine

Renovation of a 1926 Mill Building for Mixed Use I Winner of 2007 Excellence in Historic Preservation by Historic Preservation Review Board, City of Lewiston

Maine Community Health Options Headquarters - Lewiston, Maine

Bates Mill Complex

Bates Mill Dermatology - Lewiston, Maine

Dermatology office and Surgical Center

Park Street Parking Garage - Lewiston, Maine

385-vehicle Parking Garage

Lincoln Street Parking Garage - Lewiston, Maine

396-vehicle Parking Garage



EDUCATION

Harvard University,
Bachelor of Arts Harvard

Graduate School of Design
Master of Architecture

Massachusetts Institute of Technology
Special Studies in Construction

REGISTRATIONS

Maine #1440
New Hampshire #04285

BUSINESS AFFILIATIONS

NCARB
American Institute of Architects
Maine Chapter AIA (former Director)

International Code Council

National Fire Protection Association

Baxter Brewing Company
Chairman of the Board

CSP Mobile Productions
Chairman of the Board

AWARDS

Maine Development Foundation
Economic Development Champion
Award 2016

PRESS

Mainebiz - November 11, 2013
"Young visionaries, veteran developer take on
Bates Mill No. 5"

VOLUNTEER WORK

Maine Public
Board of Directors

The Public Theater
Board of Directors, Treasurer

Central Maine Community College
Architectural Advisory Committee

Travis R. Nadeau, LEED AP BD+C

Licensed Maine Architect

Platz Associates

Travis brings over seventeen years of experience in a wide range of municipal, residential, civic, religious, and retail projects, from 70-unit apartment buildings to 175,000 square foot retail entertainment centers. His resume includes the design coordination of six historic tax credit projects, and winners of two Maine Preservation Awards, with the 49-unit Lofts at Bates Mill and the Business Service Center, the adaptive reuse of Maine's first indoor automobile dealership in downtown Lewiston, Maine. Focused on client satisfaction and effective communication, the design of parking garages has been a specialty for Travis, with projects including a 380-vehicle garage in Lewiston, a 730-vehicle parking structure for the Thompson's Point mixed-use development in Portland, Maine, and a 523-vehicle parking component of a mixed-use development in historic Downtown Portsmouth, New Hampshire.

A tremendous asset to his clients, Travis brings a practical perspective to complex design issues and a strong focus on quality construction documents. With all of his projects, he works hard to build consensus with well-pitched design concepts and beautifully detailed architectural renderings. These qualities have proven particularly valuable with projects that have intensive design review and public participation, where his skillful blend of design and diplomacy incorporates the collective considerations toward enhancing architectural design.

In addition to his design work, Travis has extensive carpentry and contracting experience through his many renovations of light wood-framed residential projects, giving him a solid base of hands-on problem-solving experience and wide-ranging understanding of various construction costs and fabrication techniques.

RELEVANT PROJECTS:

The Hartley Block - Lewiston, Maine

63-unit family housing and storefront retail in downtown Lewiston

Bath Savings Institution - Operations Centers and Branch Offices, Maine

Operations centers in Bath and two branch offices in Falmouth & South Portland

Business Service Center - Lewiston, Maine

Adaptive Reuse I N.P.S. Tax Credit Project I Winner of 2007 Excellence in Historic Preservation by Historic Preservation Review Board, City of Lewiston

The Lofts at Bates Mill - Lewiston, Maine

49-Unit Workforce Housing I N.P.S. Tax Credit Project I Winner of 2013 Historic Preservation Honor Award by Maine Preservation I Winner of 2013 Excellence in Historic Preservation by Historic Preservation Review Board, City of Lewiston

Bates Mill #6 - Lewiston, Maine

Renovation of a 1926 Mill Building for Mixed Use I Winner of 2007 Excellence in Historic Preservation by Historic Preservation Review Board, City of Lewiston

Arts District Parking Garage - Portland, Maine

240-vehicle Parking Garage in Downtown Portland's Commercial District



EDUCATION

Syracuse University
Bachelor of Architecture

Study Abroad Program
1997 Florence, Italy

REGISTRATIONS

Maine

AFFILIATIONS

LEED AP BD+C

Leadership in Energy and Environmental

Design Accredited Professional

Building Design & Construction

VOLUNTEER WORK

NCARB Intern Development Program (IDP)
Supervisor

William R. McLaughlin,
Architectural Designer / BIM
Platz Associates

Bill joined Platz Associates in April of 2017 with over 12 years of construction design, and graphic rendering experience on a wide range of commercial and residential projects. He has a base of knowledge developed from years of working with construction professionals on the design of structural, architectural, mechanical, HVAC, electrical, and plumbing systems. Practice of administrative support for construction, supplier, and building department professionals helps to provide a coherent transition from design to implementation. With a background in construction labor, together with design, and administration practice; Bill helps to provide sensible and efficient solutions for the client.

Rendering, and graphic presentation has taken on a growing role in construction development. With the most modern software and continuous development we have found that providing detailed and accurate representations of a finished product is very helpful in securing projects, winning contracts, and conveying the vision throughout the construction process. With the combination of construction experience, and three dimensional software Bill is capable of producing realistic renderings, and videos which then transcribe directly to construction documents leading to a predictable outcome for the vision of a project.

With the experience of over 250 building and construction inspections, Bill has the insight to foresee possible issues, helping to make the construction process as seamless as possible. This is an asset to the creation of construction documents that provide clear direction incorporating all aspects of a buildings design.

RELEVANT PROJECTS:

The Hartley Block - Lewiston, Maine

63-unit family housing and storefront retail in downtown Lewiston

Arts District Parking Garage - Portland, Maine

240-vehicle Parking Garage in Downtown Portland's Commercial District

48 Hampshire Street Housing - Auburn, Maine

53-unit family housing in an urban setting

Lofts at Saco Falls - Biddeford, Maine

Historic Mill Renovation - 80 apartment units

Lincoln Mill* - Biddeford, Maine

Historic Mill Renovation

Bayside Bowl Expansion* - Portland, Maine

Multi-use addition with mezzanine & rooftop access

Salvation Army* - Portland, Maine

4,000 square foot dining hall addition

*Projects prior to joining Platz Associates



EDUCATION

St. Petersburg College
Construction Technology
Computer Aided Design & Drafting

REGISTRATIONS

International Code Council
Commercial Building Inspector Certification

Solidworks
Certified Solidworks Associate

2.2 RELEVANT WORK EXAMPLES

Below and on the following pages are a sample of recent projects with a visualization aspect. Please visit our website www.platzassociates.com for a full range of project types and scales that Platz Associates has successfully completed over our 40 year history.

SAMPLE PROJECTS

LEWISTON BATES MILL COMPLEX

MUSEUM L-A

HOTEL MASTER PLANNING

HOUSING PROJECT VISUALIZATION

PARKING / DRIVE-THOUGH STUDY

BATH SAVINGS VISUALIZATION

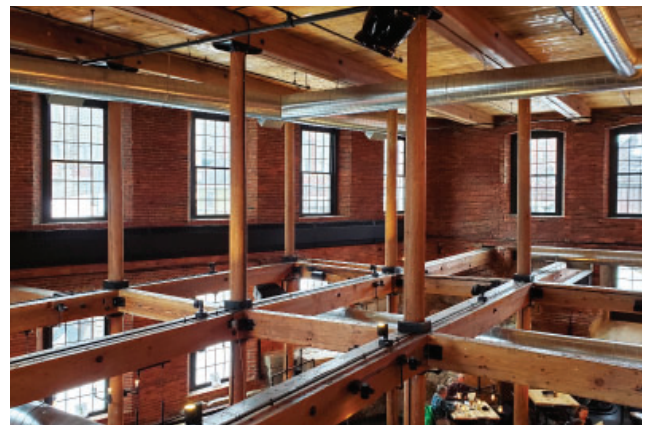


LEWISTON BATES MILL COMPLEX

Platz Associates is actively involved in the ongoing revitalization of the historic mill district in downtown Lewiston, Maine. For the past 20+ years, the founding principal of Platz Associates, Tom Platz, has been the lead developer of the historic Bates Mill Complex in Lewiston, Maine. Working successfully with the city, businesses, and community leaders is a testament to Platz Associates ability to coordinate complex projects.

The birthplace of Maine's industrial revolution, the Bates Manufacturing Company was once the largest employer in the State of Maine. At more than 1,200,000 square feet over 9 acres and eight buildings, redeveloping the Bates Mill Complex has been crucial in turning the tide of perception and spearheading a boon in growth for the city as a whole. Bates Mill Complex is now host to over 2,000 people who live here or work at the banks, restaurants, offices, and other organizations residing in the Mill. At full build-out, the collective employment in the Bates Mill Complex is projected to exceed 5,000 people.

Location: Lewiston, Maine
Client: Multiple
Area: 1,200,000 SF, 9 Acre Site
Completed: 1997-2020, Ongoing Projects
Additional: Historic Tax Credits

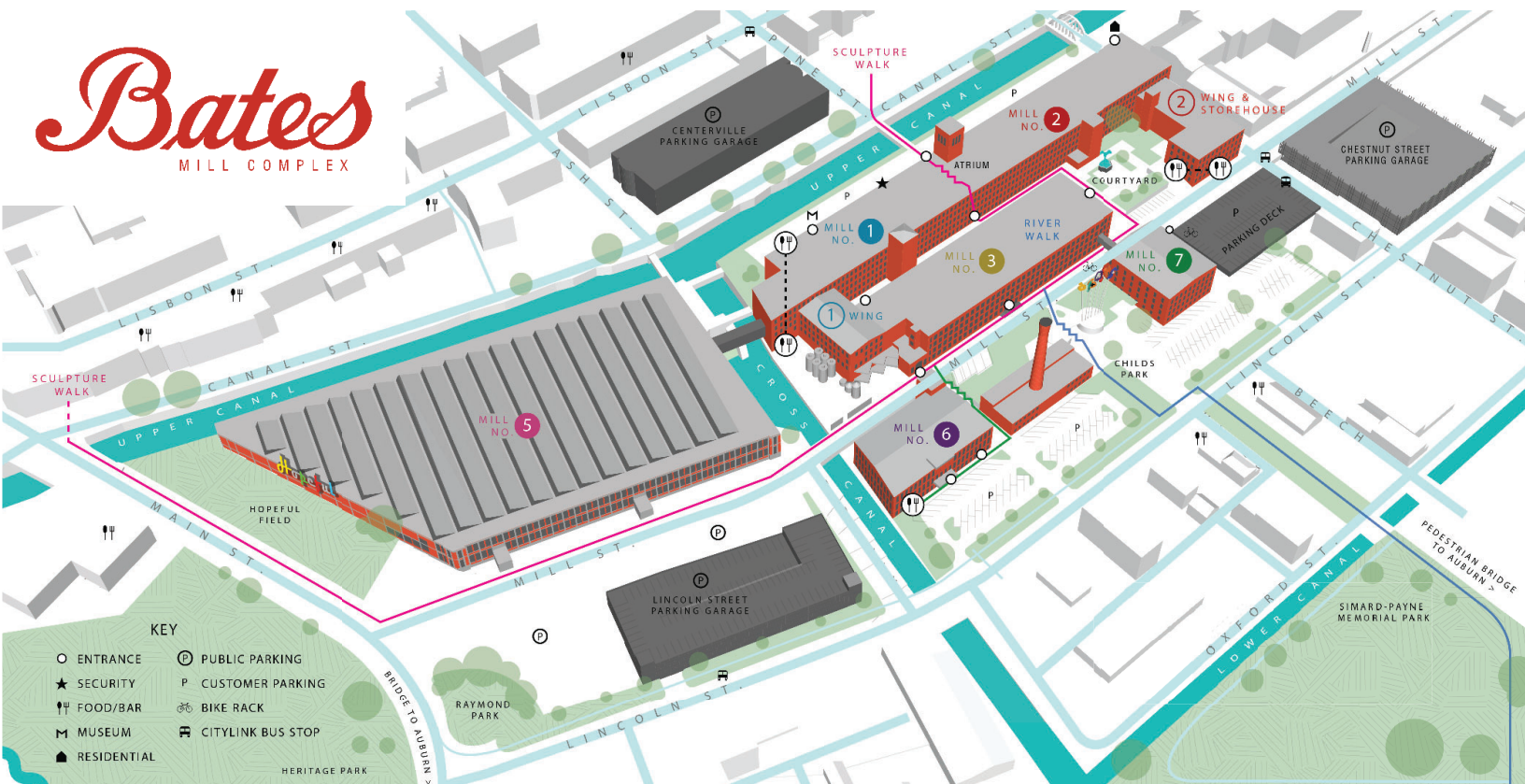


PLATZ ASSOCIATES
A



To date, Platz Associates has developed 65% of the over one million square foot complex including residences, offices, restaurants, bars, and a full production brewery.

BUILDING	AREA	DEVELOPED
MILL NO. 1	172,000 SF	60%
MILL NO. 2	172,000 SF	65%
MILL NO. 2 W&S	41,000 SF	100%
MILL NO. 1 WING	26,000 SF	85%
MILL NO. 3	166,000 SF	100%
MILL NO. 5	365,000 SF	0%
MILL NO. 6	54,000 SF	100%
STOREHOUSE NO. 7	49,000 SF	100%





MUSEUM L-A

Platz Associates was chosen as the architectural team to work with Museum L-A to design their new home at the former Camden Yarns Mill. Schematic perspectives and plans were created as an exercise that will develop the scope of the project and create fundraising images. This is a layered process and the next step will be working with the client to define the feel of each area as well as the connecting transition zones. These connection areas are critical to breathing life into the building.

Museum L-A came to us with a vision for a museum in downtown Lewiston that celebrates the history of labor, immigrants, textiles and shoemaking in Maine. It was important to our client that, though they wanted to be a source for the history that built Maine, they also wanted to be a force that encouraged their visitors to use the past to build on an innovative future. This needs to be a space that not only looks back, but also looks forward.

Location: Lewiston, Maine
Client: Museum L-A
Area: 32,000 SF
Completed: 2020 Plans & Renderings





floor 2

Platz Associates took the program that the Museum L-A board initiated and defined the size and envelope requirements to hold the program. We are currently moving forward as a team to create a vibrant space that helps tell the story of our history, but also encourages curiosity, creativity, and a drive to connect with our future. Our goal is to create a feel and atmosphere that encourages connections and helps define this building as a center for the community. These images help continue the dialogue with the building committee and build upon their initial goals.



floor 1

The Oral History Lab will give visitors the opportunity to record their community history into the Museum's archives as well as view and listen to the histories of those who passed before us.





HOTEL MASTER PLANNING

Stills from 3D fly-through video of hotel complex.





HOUSING PROJECT VISUALIZATION

3D Elevation Study above. Photo of completed project below.





PARKING / DRIVE-THROUGH STUDY

Stills from 3D fly-through video of bank site.





BATH SAVINGS VISUALIZATION

2D to 3D visualization of a branch bank.



2.3 EXPERIENCE OVERVIEW

BROWNFIELD REDEVELOPMENT

Platz Associates has been the lead architect for developer Thomas Platz for the transformative redevelopment of the historic Bates Mill Complex in Lewiston over the last 20 years. Consisting of over 1.2 million square feet and 9 acres of former industrial uses, the Bates Mill Complex is situated among a network of canals that historically brought power to the eight buildings and served in the dust collection system. Special consideration of the cross canals that traverse the mills, the lead paint and coal ash deposits left by decades of industrial use, and the needs of a wide array of tenant uses factors into the redevelopment of each building and site.

The planning process for the Bates Mill redevelopment began with structural analysis, code analysis, Phase I and II environmental assessments, and future parking needs study. The process has continued with ongoing visioning of evolving site plan and building usage and redevelopment schedule. To date almost 500,000 square feet have been completely redeveloped and four buildings totaling almost 200,000 square feet were demolished because of structural deficiencies. As part of the planning process Platz Associates has made many presentations to the City Council, Planning Board, Historic Presentation Commission, and various public hearings for the project in general and specific components in particular.

Intensive public process with presentations and feedback sessions for each project

Many public presentations to Lewiston City Council with approvals required
Complex listed on the National Register of Historic Places as a Historic District

Current tenants and fit-outs completed by Platz Associates include:

- Androscoggin Bank Operations Center
- Bates Mill Dermatology
- Baxter Brewing Co., Brewery
- The Pub at Baxter Brewing
- Fish Bones American Grill
- The Lofts at the Bates Mill
 - Maine Historic Preservation Award
 - Historic Tax Credit Project
 - MESH (Maine State Housing Authority Project)
- Grand Rounds Operations Center
- Northeast Bank Operations Center
- Maine Community Health Options
- Cross Insurance
- Museum LA
- TD Bank

2.4 EXPERIENCE OVERVIEW

MIXED-USE INFILL DEVELOPMENT

Mixed-use urban infill projects are a large segment of our work at Platz Associates. In Lewiston alone, Platz Associates has designed over thirty adaptive reuse and urban infill projects for a wide range of clients, including recent projects The Hartley Block, a mix of 63 family housing units and retail storefronts, and the adaptive reuse of a historic building for business and government tenants at the Business Service Center. Other mixed use projects in downtown Lewiston include barber shops, non-profit consignment shops, firearms stores, parking garages, and a several private and public housing projects.



2.5 EXPERIENCE OVERVIEW



Bates Mill Lewiston

FLOODPLAIN MANAGEMENT

Floodplain management is a paramount concern for many of the projects that Platz Associates have engaged with over the years. From large redevelopments like the Auburn Urban Infill of the 1980's, the ongoing redevelopment of the Bates Mill Complex (surrounded by canals and adjacent to Androscoggin River), and the Lewiston Gas Works to smaller projects like an addition for Doggone Fun Doggie Daycare along the Androscoggin River, our office is well versed in the requirements and considerations for developments within or adjacent to floodplains.



Lewiston Gas Works

2.6 CLIENT REFERENCES

CITY OF LEWISTON

David Hediger, Director of Planning & Code Enforcement
207-513-3000
27 Pine Street, Lewiston, ME

Lincoln Jeffers, Director of Economic & Community Dev.
207-513-3014
27 Pine Street, Lewiston, ME

THE SZANTON COMPANY

Nathan Szanton, President
207-871-9811
482 Congress Street, Portland, ME

NORWAY SAVINGS BANK

Brian Shibles, EVP & Treasurer
207-743-7986
261 Main Street, Norway, ME

ANDROSCOGGIN COUNTY CHAMBER OF COMMERCE

Chip Morrison, Former President
207-754-2537

CLIENT QUOTES:

"We here at the Lewiston-Auburn College of the University of Southern Maine are very pleased with the work of Platz associates and I highly recommend your firm."
– Professor Betty Robinson, Former Dean, Lewiston-Auburn College

"The workmanship is not only outstanding, but the job was finished on schedule and under budget."
– David J. Merck, former President Androscoggin Home Health Services



3.0 DESIGN STATEMENT

3.1 DESIGN STATEMENT

For all three scenarios (River Gateway, Lower Main Street, and Worumbo Waterfront) we propose five primary views that will be submitted as stills. Each scenario will be from the exact same angle to ensure a clear comparison for the Town of Lisbon. In addition, each scenario will include a video fly-through using the same 3d Model based on the five stills as a sequencing framework.

- 1 Angled Birdseye view as overview with clearly labeled features.
- 2 River perspective communicating uniqueness of context on water next to dam.
- 3 196/Lisbon Street view driving at street level, this will connect the residents with a familiar view and approach to the development. Existing buildings will frame the view for reference.
- 4 Main Street pedestrian view walking down Main street will depict the approach and reassure that the connection to the river is intact and enhanced.
- 5 View of the interior of development at eye level, exact angle dependent on layout. Fly-through will continue and return to the original view 1.



3.2 DESIGN APPROACH



EARLY ENGAGEMENT

At Platz Associates we stress programming as a key component of a successful design, and in every project it is essential that the design team engages early and often with stakeholders. It is not the miraculous approach of one individual but rather the combining of professional expertise with the first-hand knowledge of users that leads to effective programming and successful design solutions. For example, how much space is needed by each of the user groups? How do they interact with each other? With the public? We at Platz Associates stress programming as the key component of a successful design process. But it is not just us telling you what you need; we listen to our clients' descriptions of their needs and of the relationships of different work components and apply our experience and knowledge as professionals to design efficient and functional space.

3.3 DESIGN APPROACH

OPTIMIZE FUNCTION

The design of every building and site should reflect the functional core of how people and equipment operate. It makes financial and aesthetic sense to constantly ask what is necessary and what is not. Throughout our 40 year history, Platz Associates has leveraged a diverse set of construction types depending on the highest and best value for the project. Whether it be the reuse of a historic heavy timber buildings, a hybrid podium structure, or an insulated metal frame building (see Auburn Hanger below), we can pivot to the construction type that is right for your needs.



3.4 DESIGN APPROACH



COLLABORATION LEADS TO SUCCESS

Platz Associates has a long history of successful collaborations. We have learned the best means to effective communication within the design team, and our public approvals process has been forged by many years of successful collaboration with owners, city officials, board members, and responding to public feedback.

As planners, architects, and developers, the personnel of Platz Associates are actively involved in the ongoing revitalization of the historic mill district in downtown Lewiston, Maine. For the past 20+ years, the founding principal of Platz Associates, Tom Platz, has been the lead developer of the historic Bates Mill Complex in Lewiston, Maine. At more than 1,200,000 square feet over 9 acres and eight buildings, redeveloping this former textile mill is proof that Platz Associates understands that success only comes through collaboration.

4.0 COST PROPOSAL



4.1 COST PROPOSAL

Platz Associates is pleased to submit the following fee proposal and schedule of deliverables for the redevelopment design renderings for the former Worumbo Mill site at 1 Canal Street in Lisbon Falls, Maine.

SCOPE OF SERVICES

Generally; to provide renderings of three site plan scenarios depicting conceptual land use, architectural features, and transportation infrastructure for the purpose of informing a Town-led community visioning process for the parcel. Using three-dimensional computer modeling, our site plan scenarios will support flexible outputs including rendered streetscapes to detail building height and view shed options and animated time-lapse fly-through videos to show activated public spaces and possible phasing of development activities. Town planning and community meetings will be supported by digital presentations (pdf format) along with two (2) foam core mounted presentation boards and three (3) printed sets of all graphic materials.

SCHEDULE OF WORK

We have availability to fit a project of this type in the upcoming workflow and we commit to starting the project immediately upon contract award. Subject to the Town's timeline and expectations, this delivery timetable can be advanced or expanded on an hourly basis to meet schedule goals.

Review background materials on parcel:	February 22-26, 2021
Participate in first planning meeting:	March 1-5, 2021
Participate in second planning meeting:	March 8-12, 2021
Submit draft work products for review:	March 29-April 2, 2021
Participate in work products review meeting:	April 12-16, 2021
Present revised materials at community meeting:	April 26-30, 2021
Submit final work products:	May 7, 2021

PROPOSAL FEE

Subject to discussion and agreement on any additional work product deliverables, we propose to provide the design services identified above for architectural renderings of three redevelopment scenarios for the former Worumbo Mill site for \$6,750. This flat rate includes all reimbursable expenses including travel and presentation materials for the meetings and the work product submissions described in the schedule above.

Worumbo



STATEMENT OF QUALIFICATIONS FOR REDEVELOPMENT DESIGN RENDERINGS FOR THE FORMER WORUMBO MILL SITE

SimonsArchitects, LLC
January 28, 2021

January 28, 2021

Brett Richardson, Economic and Community Development Department Director
Town of Lisbon
300 Lisbon Street
Lisbon, Maine 04250

Dear Brett,

Thank you for the opportunity to submit our qualifications for the creation of redevelopment design renderings for the former Worumbo Mill site. The Simons Architects/Rasor team is very interested in helping you further your community conversation around how best to re-use this valuable property. Your project is exactly the kind that energizes us and allows us to think deeply about how architecture can be more than the sum of its parts, a synthesis of design and functionality that creates a transformative experience for the community.

Simons Architects is recognized regionally for its design excellence and commitment to projects that positively impact the wider community. Our extensive experience over the past 26 years developing feasibility studies and master plans for municipalities and institutions have given us experience in the designing projects of all types and sizes as well as facilitating conversations with communities to help them coalesce around a strong design idea. We have teamed with Mitchell Rasor, a talented planner and landscape architect who has extensive experience working with municipal planning as well as brownfields, floodplains, and infill design. Eric Dube of Casco Bay Engineering is on the team to provide civil engineering support if needed.

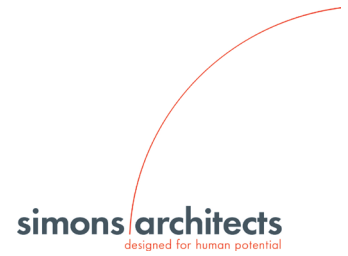
We have structured our team to create a dynamic, talented mix of designers that will work together to provide the Town of Lisbon with innovative design, technical experience, quality rendering skill, and professional service for the duration of the project. Our team's ability to lead a design process with a depth of inquiry, while keeping our sights on the larger framework, aligns well with your desire to develop a redevelopment plan for the Worumbo Mill site that will work for the Town for years to come. We will work closely with you to develop renderings that will further the community conversations that have already begun and move you further towards a viable and compelling design solution.

We look forward to meeting with you to further discuss this exciting and transformative project for the Town of Lisbon.

Thank you,



Ryan Kanteres, AIA, LEED AP



1. Company Information

- a. Company name: Simons Architects, LLC
- b. Point of contact: Ryan Kanteres, AIA, LEED AP
- c. Address: 75 York Street, Portland, Maine 04101
- d. Website: www.simonsarchitects.com
- e. Phone: 207-772-4656
- f. Email: ryan@simonsarchitects.com

2. Qualifications

a. Resumes for key personnel who will carry out the scope of work

The design team we are proposing for the Worumbo Mill project includes Ryan Kanteres and Kayla Caron of Simons Architects, Mitchell Rasor of Rasor, and Eric Dube of Casco Bay Engineering. The design team has extensive experience in community engagement and site design with skill in developing compelling designs for the project. The team has a collaborative approach that will involve all stakeholders, including the community in the development of the design. We recognize that the best ideas arise when there is an openness and flexibility in the design process.

Ryan Kanteres, Simons Architects

Ryan Kanteres, AIA, LEED BD+C, Principal, has over seventeen years of experience planning and design for a wide variety of institutional and planning projects. Ryan was the project architect for the Bangor Public Library renovation and addition and is currently the project manager for the Rice Public Library renovation and addition in Kittery. He is currently working on the Dining Commons for the Ecology School in Saco, the State's first Living Building Challenge project, as well as two conceptual studies for the University of Maine that have produced renderings to help "sell" the projects. He was the project manager for the Lisbon High School Gymnasium and the new office building for Patrons Oxford, and Hancock Lumber's new headquarters as well as the redevelopment of their old mill site. Ryan is a graduate of the Institute for Civic Leadership and is known nationwide for his expertise and experience with mass timber and high-performance buildings.

Kayla Caron, Simons Architects

Kayla Caron, AIA, Principal has over eight years of experience designing municipal and institutional projects. She was a member of the project teams for the Lisbon High School Gymnasium, the Bangor Public Library renovation, and the Multi-purpose building for St. John's school. She was the project manager for the renovation projects to improve accessibility at the First Parish Church Brunswick, the Burbank Branch renovation of the Portland Public Library and is currently a member of the Fort Williams Master Planning team. Kayla also worked on conceptual design for the redevelopment of the site of the Liberty Shipyard in South Portland. She is also a graduate of the Institute for Civic Leadership and has led many community process meetings. Kayla's strong planning, organizational, and client communication skills add value to all projects.

Mitchell Rasor, Rasor

Mitchell Rasor, Principal, a talented landscape architect and site planner, has over 20 years of experience focusing on cultural landscapes and downtown waterfronts. His projects include the Bug Light Waterfront Park in South Portland, Beggar's Wharf Arts Complex Master Plan and Urban Design in Rockland, Cobbosseecontee Stream Corridor Smart Growth and Creative Economy Rezoning in Gardiner, Eastside Waterfront Park Design and Permitting in Boothbay Harbor, Harbor Trail and Park Design in Rockland, among many others. Mitch's collaborative and holistic approach to site design are invaluable assets to the project.

Eric Dube, Casco Bay Engineering

Eric Dube, PE, Vice President, has twenty-four years' experience and will head his firm's civil engineering effort on this project. He was the civil engineer for the Lisbon High School Gymnasium project, which included extensive site circulation and parking lot re-building and re-configuration. Simons Architects has worked with Casco Bay Engineering for the past fifteen years on numerous planning and building projects, including the Lisbon High School project, the Gould Academy building projects, and the Wells Library project. He has also worked on many other projects that include complex site issues, including the Carleton Street renovation for the Ronald McDonald House in Portland, and the Freeport Historical Society, among others. We have a great deal of confidence in their ability to analyze both civil and structural components of a project and make thoughtful recommendations for re-use, renovation and new construction.



Simons Architects was established in 1995. Over the years the firm has evolved to its present form, a multi-disciplinary firm providing architectural, landscape architectural, planning and interior design services for a broad range of clients in the United States.

Based in Portland, Maine, the firm is well known for innovative solutions to design challenges, large and small. Our guiding principle is to design spaces of exceptional beauty and substance. We love challenges and are known for our projects that combine site planning, master planning and combinations of new buildings with renovated and historic buildings. We have a strong ability to envision future facility and space needs and to create sustainable design solutions that add lasting value for owners and their communities.

Our office is organized as an open design studio. Members of the design team are involved at all stages of each project, from initial planning and conceptualization through completed construction and occupancy. We extend this working method to our interactions with our clients, encouraging them to share their ideas and suggestions at every opportunity. A team approach is created for thoughtful design, careful attention to the budget, quality construction, and an overall commitment to excellence.

We bring a unique design approach to all our projects. We balance listening and leading with depth of inquiry. Our goal is to stimulate imaginations and encourage rigorous investigation. We search for solutions that will support the goals and visions of our clients. We provide leadership, guidance, and technical expertise to insure that the final building product is true to our clients' intentions and supports their mission, programs, and highest aspirations.



OUR VALUES

Simons Architects is guided by our company values to provide the highest quality professional design services. Our dedication enables us to constantly exceed expectations for an ever-widening circle of clients nationwide.

INNOVATION

We develop creative, innovative architectural solutions for our clients. These solutions challenge our clients and our staff, and contribute to the development of the regions' architectural vocabulary.

COLLABORATION

We engage our clients in the design process to insure meaningful collaboration and customer satisfaction. We honor the client/architect relationship and organize our work flow to allow our clients to actively participate in the conceptualization and development of the design solution.

LASTING VALUE

We design and build for the long term, providing lasting value for our clients and our community. We work tirelessly to educate and inform our clients about the value of a building well designed and well built, and dedicate our efforts to insure that we always achieve this goal.

SUSTAINABILITY

We are dedicated to designing high performance buildings. We use passive and active solar techniques, high efficiency heating systems, and a tightly sealed, highly insulated building envelope. Sustainable design benefits the client, community, and environment by reducing energy costs and the impact on our fragile ecosystem.

RESULTS

We achieve excellent long term results for our clients, our staff, and our communities by designing buildings of exceptional beauty and substance. Our designs are carefully thought out, well designed and detailed and well executed.



RYAN KANTERES
LEED AP BD+C, AIA



Ryan Kanteres, AIA, Principal, LEED AP BD+C, joined SA in the fall of 2012. A native of New Hampshire, Ryan has over seventeen years of experience, including working at JSA Architects in NH for 8 years. While there he worked on a variety of institutional project types, including education, library, and municipal design. His projects include the renovation of Roger Williams Hall and Hedge Hall at Bates College and several projects at the University of New Hampshire.

Ryan's design skill and construction document expertise are assets to the office. At SA, he has been the project manager for a new gymnasium at Lisbon High School, a new office buildings for Patrons Oxford Insurance and Hancock Lumber, and a multi-purpose facility for St. John's School/All Saints Parish in Brunswick as well as the renovation of the Bangor Public Library. He is currently the project manager for a new educational building for the Ecology School in Saco that is being designed to Living Building Challenge standards and the renovation of the Rice Public Library in Kittery. Ryan is known nationwide for his expertise and experience with mass timber and high-performance buildings.

EDUCATION

University of Oregon, Masters of Architecture, 2003
University of New Hampshire, Bachelor of Arts, 1997

AWARDS

Plan/NH Alfred Granger Fellowship, 2002

REGISTRATIONS

Registered Architect: Maine, New Hampshire
LEED Accredited Professional

PROFESSIONAL AFFILIATIONS

Portland Society for Architecture (PSA)
Architalx Board Member
American Library Association AIA Design Awards Juror 2016
Institute for Civic Leadership

ACADEMIC POSITIONS DESIGN CRITIC

University of Maine 2014-2015; 2018-2019
Boston Architectural Center, 2008-2009
Graduate Teaching Fellow: University of Oregon 2001-2003
Collaborative for Inclusive Urbanism, Research Associate 2011



KAYLA CARON
AIA

Kayla Caron, AIA, Principal, has worked at Simons Architects since the spring of 2013. Prior to joining SA, she worked at Maclay Architects in Waitsfield, Vermont and was a classroom teacher. Her passion is to design projects that impact the community positively.

Since joining SA, Kayla has worked on a variety of institutional, educational, and library projects. She has been a member of project teams for the Lisbon High School gymnasium, the Waynflete Lower School and the All Saints Parish Multi-Purpose building. She was an integral member of the team for the Tilton Master Plan Update and the Lincoln Academy Master Plan. Her library projects include the Bangor Public Library and the Falmouth Memorial Library. She was the project manager for the renovation of the Burbank Branch of the Portland Public Library and recently completed a building renovation project for the Ronald McDonald House in Portland that had challenging existing conditions. She is currently working on a new Nature Store/ Administration Building for the Gray Wildlife Park and an update to the Fort Williams Master Plan.

Her organizational skills and attention to details are assets to every project she works on.

EDUCATION

Norwich University, Master of Architecture, 2010
Norwich University, Bachelor of Science, 2009, Summa Cum Laude

AWARDS

AIA VT Henry McAdams Certificate: Excellence in GPA - 2010

**PROFESSIONAL
AFFILIATIONS**

Portland Society for Architecture (PSA)
Architalx Board Member
Institute for Civic Leadership

Overview

Rasor Landscape Architecture is an award-winning landscape architecture and urban design office based in Yarmouth, Maine. The office is recognized as one of New England's leaders in waterfront planning and design. Mitchell Rasor, a landscape architect and urban designer, founded Rasor in 2000. The office collaborates with clients and communities in an engaging manner leading to informed and integrated decisions regarding downtown and waterfront planning and design, economic development, strategic infrastructures, and visioning.

The design, planning, and community engagement work of Rasor has been recognized by such organizations as the Congress for the New Urbanism, AIA New England, AIA Maine, The Maine Association of Planners (seven times), The New England Association of Planners (three times), The Greater Portland Council of Governments, The Environmental Protection Agency, The Museum of Modern Art, The American Society of Landscape Architects, The Boston Society of Landscape Architects, GrowSmart Maine (four times), The Rudy Bruner Foundation, and MaineBiz. We work closely with clients and other professionals sharing our appreciation of the collaborative process. This approach encourages trust and transparency throughout the course of a project. Our extensive experience with community visioning forums and stakeholder relations engages a cross-section of the entire community, building consensus for a project.

Our select, but broad client base includes institutions, municipalities, the private sector, and non-profit agencies. This range of work gives us a unique understanding of varying project types, market forces, group dynamics, and policy decisions.

Whether working at the scale of a 2,000-acre master plan or an urban plaza, the office emphasizes the quality of good design to create engaging, economically sustainable, and environmentally sensitive places.

Rasor has developed specific expertise and is recognized in the areas of:

- Waterfront / Resiliency Planning and Design
- Downtown Planning and Design
- Brownfield Redevelopment
- Streetscapes
- Market Analysis and Economic Development Strategies
- Complete Streets / Shared Spaces
- Public Participation and Stakeholder Engagement
- Visualizations
- Site / Landscape Design

Mitchell Rasor: RLA, CLARB Principal

Mitchell Rasor, Rasor Principal, has over 20 years of experience with landscape architecture and planning, focusing on downtown waterfronts and resiliency. He founded Rasor in 2000. Mitchell has been honored by numerous organizations including the Maine Association of Planners (seven times), The National Endowment for the Arts, The AIA, The ASLA, MaineBiz, MoMa/PS1, The EPA, and The Congress for The New Urbanism.

Select Projects

- 3 Lincoln Street Mill District Urban Design and Economic Development Plan, Biddeford, ME
- Bath Neighborhood Transportation and Waterfront Master Plan, Bath, ME
- Bayside Transportation Master Plan and Urban Design, Portland, ME
- Beggar's Wharf Brownfields Master Plan and Economic Development Master Plan, Rockland, ME
- Boardwalk Restoration Design and Waterfront Master Plan, Sandwich, MA
- Boothbay Region Strategic Economic Development Plan, Boothbay, ME
- Bug Light Waterfront Park, South Portland, ME
- Casco Bay Regional YMCA, Freeport, ME
- Chebeague Stone Pier Master Plan and Design, Chebeague, ME
- COVID-19 Main Street Responsive Planning and Design, Rockland, ME
- Cushing's Point Transportation Master Plan, South Portland, ME
- Downtown Revitalization Master Plan, Rockland, ME
- Downtown / Waterfront Master Plan, Belfast, ME
- Erie Canal Corridor Master Plan and Port Designs, Monroe County, NY
- Eastside Waterfront Park Design and Permitting, Boothbay Harbor, ME
- Eastside Harbor Zoning Expert Peer Review, Boothbay Harbor, ME
- Eastern Promenade Waterfront Access Project, Portland, ME
- Eastern Waterfront Master Plan, Portland, ME
- Front Street and Harbor Village Master Plan, Belfast, ME
- Gasholder Site Brownfield and Economic Development Master Plan, Concord, NH
- Great Bay Waterfront Park and Access, Greenland, NH
- Harbor Trail and Park Design, Rockland, ME
- Intervale Floodplain Park, Kennebunk, ME
- Kennebec Riverwalk Master Plan, Skowhegan, ME
- Kittery Foreside Transportation, Parking, and Land Use Study, Kittery, ME
- Lincolnville Harbor Master Plan and Market Study, Lincolnville, ME
- Main Street Gateway TOD Master Plan, Westbrook, ME
- Maine State Pier Master Plan and Urban Design, Portland, ME
- Millinocket Downtown and Riverfront Plan, Millinocket, Maine
- Minot Avenue Mill Redevelopment Master Plan, Auburn, ME
- The Riverway Park and Neighborhood Design, New Auburn, ME
- Reclaiming Franklin Street Master Plan, Portland, ME
- Shore and Harbor Master Plan, Damariscotta, ME
- South Street Village / Turnpike Spur 300-Acre TOD Master Plan, Biddeford, ME
- Sunset Point Waterfront Infrastructure and Park Resiliency Study, Chebeague, ME
- Tillson Avenue Waterfront District Market/Highest & Best Use Study; Rockland, ME
- Topsham Main Street Village Master Plan, Topsham, ME
- Union Station TOD Market Study and Urban Design, New Haven, CT
- Vinalhaven Waterfront and Main Street Resiliency Planning and Design, Vinalhaven, ME
- Waterfront Area Redevelopment Plan, Rockland, ME
- West Commercial Street Multi-Modal Working Waterfront Master Plan, Portland, ME

Education

- Harvard University Graduate School of Design, Cambridge, MA: Masters in Landscape Architecture
- Oberlin College, Oberlin, OH: BA English/Environmental Art



ERIC DUBE, P.E.

CIVIL PROJECT MANAGER

EDUCATION

Bachelor of Science, Arch. Engineering 1992
Wentworth Institute of Technology

REGISTRATIONS

Maine, New Hampshire, New York, Texas

PROFESSIONAL AFFILIATIONS

State of Maine-Technical Building Codes & Standards Board

ACEC American Council of Engineering Companies

SEAM Structural Engineers Association of Maine

AISC American Institute of Steel Construction

ASCE American Society of Civil Engineers

AIA AIA, Maine Chapter, Affiliate Member

PSA Portland Society of Architects

RSU 5 School Board 2009-2012, Vice Chair

Town of Pownal Planning Board 2005-2010

Architalx Board of Directors 2007-2009

PROJECT EXPERIENCE

Music Wing at York High School, York, ME

Project Civil Mgr. of 10,000 sf Music Wing for band & chorus rehearsals. Civil responsibilities included Planning Board presentations, permitting, and detention pond design. Constr. Cost >\$2.2M

Lisbon High School Addition, Lisbon, ME

Project Civil Mgr. for 17,830 sf new and 4,532 sf renovation of High School. Civil responsibilities included Site Plan depicting building and associated parking, erosion control plan, utility locations, Town Planning permit meetings. Constr. Cost \$4.7M

Gould Academy Hanscom Hall Renovation, Bethel, ME

Project Civil Mgr. for 13,200 sf renovation of this 1930's multi-purpose building housing School's Library, Campus Bookstore, Classrooms and Admin. Site incorporated a new grand entrance into the 2nd floor Campus Library while attempting to re-integrate the building into the surrounding campus and landscaping. Constr. Cost \$1.85M

Magic Lantern Theater, Bridgton, ME

Project Civil & Struct. Mgr. for 26,000 sq. ft. Theater/Retail Building, which includes (4) theaters in a four-story building with associated parking on site. Constr. Cost >\$2M



2. Qualifications

b. Examples of relevant work for similar projects

Bayside Conceptual Development Master Plan, City of Portland, Maine

Simons Architects led a multidisciplinary team of ten consultants to perform master planning, design and technical services for the proposed Bayside Development Planning Project for the City of Portland. The project included a Conceptual Development Plan for the entire 6.8 acre parcel from Elm Street to Franklin Arterial in Portland's Bayside neighborhood as well as the design and engineering of a 705 car parking garage. It also included the conceptual design of the Bayside Trail, along with an ALTA survey of the parcels, and geotechnical, traffic and utility studies. The process required a collaborative effort among the ten members of the SA consultant team, City staff, the Bayside Steering Committee, and the Bayside Neighborhood Association, to effectively gather information, review design alternatives, and to create a long-term vision for Bayside. The City continues to use the Conceptual Development Plan as it moves forward with Bayside's development.

Tillson Downtown Rockland Study, Rockland, Maine

The City of Rockland asked the Simons Architects team to update their 2005 Rockland Downtown Revitalization Plan and to prepare a Master Redevelopment Plan for the Tillson Avenue District and Waterfront. The Tillson Avenue District, which is located below Rockland's Main Street along the waterfront, is home to warehouses, the City's sewage treatment plant, parking lots, and run-down buildings. The City asked us to determine what it would take, in terms of infrastructure, urban planning, municipal services, sidewalks, lighting, and amenities to make the area attractive for economic redevelopment and to make it an integral part of the City of Rockland. SA was part of a design team that included Woodard and Curran, Smart Mobility and Rasor. We created a vision for the Tillson District and developed a series of recommendations for improvements that could be made to bring it about. SA also conducted a study of all the building facades along Main Street and the Tillson District to create a working base of existing conditions and recommendations for bringing them up to standards. Public participation was an important part of the planning strategy to receive feedback from stakeholders and to create support for the recommended plan improvements. As a result of the study and the proposed plan updates the City of Rockland applied for and was awarded its first CDBG Downtown Revitalization grant in the amount of \$600,000 from the Maine Department of Economic and Community Development in 2010, the only state-wide grant awarded to a community that year. In addition, the Plan won the American Planners Association's award for Northern New England as the Plan of the Year in 2010.

Lisbon High School, Lisbon, Maine

Over the years, Simons Architects has worked with the Lisbon School Department to upgrade their facilities. Lisbon High School received a warning from NEASC that its facilities were inadequate and that its accreditation was at risk. SA was hired to conduct a facilities assessment, which included mechanical, electrical, structural, and civil investigations and developed a plan to address the most serious issues the school faced with a phased renovation plan to implement the changes immediately. We also prepared Lisbon's application to the State Department of Education for major capital improvement funding.

After a careful study of many alternatives, which included various renovations and new construction strategies, we recommended renovating and expanding the existing Lisbon High School on its existing in-town site. The building's location in the center of town, combined with its proximity to adequate playing fields, and the generally acceptable quality of the existing structure made the renovation of existing portions of the building, combined with additions as needed to meet undersized program needs, the most reasonable, sustainable solution for Lisbon High School.

Portions of the building were in very poor condition and required major renovations; other portions were in fair condition and required more modest renovations. SA recommended undertaking a series of short-term improvements to make the existing classroom, support, and staff spaces work better and to keep the building functioning.

In the long term we recommended major renovations, including conversion of the existing undersized gymnasium into an auditorium and band room, renovation of the existing administrative office areas into new classrooms, and conversion

of the art and shop classrooms below the gymnasium into athletic support spaces. We also recommended additions to the existing high school building, including a new entrance and administrative offices area, five new classrooms, two new special education classrooms, a new shop classroom and support spaces, a new science classroom, and a new regulation size, double court gymnasium. With a plan in place for future improvements, the Lisbon High School was able to move forward with the accreditation process. First on their list was to tackle the inadequate gymnasium and support facilities. Simons Architects designed the brand new 17,830 SF gymnasium, entrances and concourse, and renovated portions of the existing building to provide much needed support spaces. In addition to the new gym, improvements include updated locker rooms, a fitness room, visiting locker room, restrooms, concessions stand, and a trainer's room.

Fort Williams Master Plan, Cape Elizabeth, Maine

Working with Richardson Associates, Landscape Architects, we are part of a team working to update the existing Fort Williams Master Plan. The Town of Cape Elizabeth has seen a tremendous increase in visitors to Fort Williams park, creating parking challenges for cars and buses, safe pedestrian traffic, and intersection of a multiple, sometimes conflicting, uses. The park has buildings that need to be upgraded as part of an overall plan for determining their contribution to the site.

Spring Street Conceptual Studies, Portland, Maine

Simons Architects has worked with two different developers on separate parcels on Spring Street to design new building infill projects that maximize the building lot while integrating with the surrounding buildings. As part of the conceptual studies we produced renderings for the developers to use in "selling" the project to potential investors.

Rendering Skill

Almost every project we undertake today requires the development of renderings to convey the design intent and frequently to garner support for the project. Our skill and experience with rendering provide our clients with compelling images to gather support for their projects.

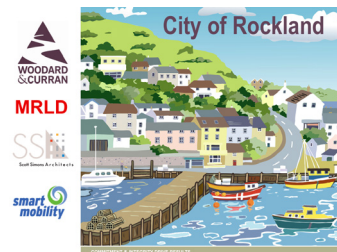
Selected Rasor Projects

Minot Avenue Mill Redevelopment Vision Auburn, Maine
Main Street Gateway, Westbrook, Maine
Bug Light Park, South Portland, Maine
Eastside Waterfront Park, Boothbay Harbor, Maine
Gasholder Building Brownfield Master Plan, Concord, NH

ROCKLAND: TILLSON STUDY



Rockland, Maine
Municipal Planning
Completed Spring 2010



Development Plan

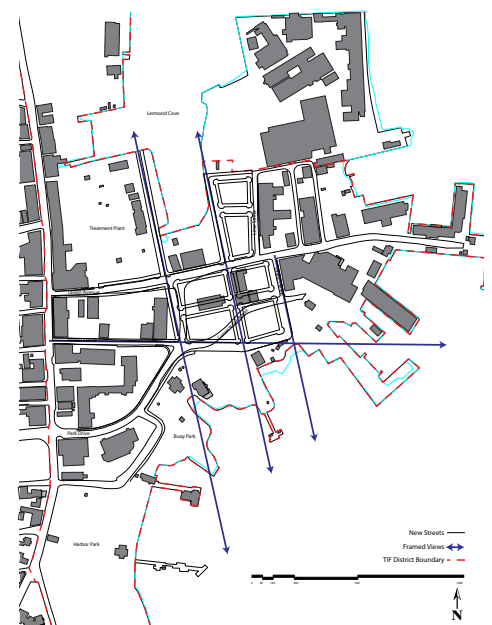


Existing Conditions

The City of Rockland asked the Simons Architects team to update their 2005 Rockland Downtown Revitalization Plan and to prepare a Master Redevelopment Plan for the Tillson Avenue District and Waterfront. The Tillson Avenue District, which is located below Rockland's Main Street along the waterfront, is home to warehouses, the City's sewage treatment plant, parking lots, and run-down buildings. The City asked us to determine what it would take, in terms of infrastructure, urban planning, municipal services, sidewalks, lighting, and amenities to make the area attractive for economic redevelopment and to make it an integral part of the City of Rockland. SA was part of a design team that included Woodward and Curran, Smart Mobility and MRLD. We created a vision for the Tillson District and developed a series of recommendations for improvements that could be made to bring it about. SA also conducted a study of all the building facades along Main Street and the Tillson District to create a working base of existing conditions and recommendations for bringing them up to standards. Public participation was an important part of the planning strategy to receive feedback from stakeholders and to create support for the recommended plan improvements. As a result of the study and the proposed plan updates the City of Rockland applied for and was awarded its first CDBG Downtown Revitalization grant in the amount of \$600,000 from the Maine Department

of Economic and Community Development in 2010, the only state-wide grant awarded to a community that year.

In addition, the Plan won the American Planners Association's award for Northern New England as the Plan of the Year in 2010.



LISBON HIGH SCHOOL GYMNASIUM



Lisbon High School
Lisbon, Maine
Educational
Size: 17,830 SF new; 4,532 SF renovation
Cost: \$4,691,000
Completed Fall 2015



The Lisbon School Department had been using a defunct multipurpose room as their gym and auditorium for years. The space was in disrepair, cited as an item jeopardizing accreditation in 2009. Since the court was not regulation size, tournaments had to be hosted elsewhere. The undersized space was not even sufficient enough to hold a large group for graduation, causing families to travel to Lewiston to see their students graduate. The community of Lisbon rallied around the cause and passed a bond for a new facility.

Simons Architects designed the new 17,830 SF gymnasium and renovated portions of the existing building to provide much needed support spaces. In addition to the new gym, improvements include updated locker rooms, a fitness room, visiting locker room, restrooms, concessions stand, and a trainer's room.

An upper concourse looks over the court, providing ample space for gathering before and after events, and features six solatubes for natural lighting

during the day. An art wall runs the length of the concourse to display student artwork. A new elevator ensures accessibility for all throughout the space. Greyhound pride is highlighted in the graphics on the court, bleachers, and wall accents in the brand new fitness room. The court was sized to accommodate a tournament court, two practice courts, a volleyball court, and a drop down batting cage.

The gym is lit from above with a translucent polycarbonate wall system that allows diffuse light to wash over the court and rich maple floor, eliminating the need for lighting during the day.

Once touted as one of the worst high school courts in Maine, the new gym can now accommodate tournaments, hold the graduation ceremony, and provide a gathering space that all residents of Lisbon can enjoy.



RAM - SPRING STREET



Portland, Maine
Feasibility Study
200,000 SF
Completed Summer 2019

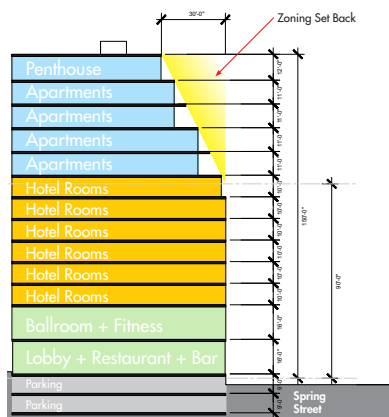
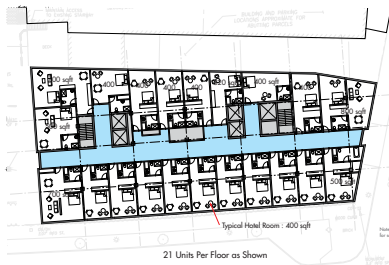
The RAM Development Company asked Simons Architects to conceptualize a luxury hotel and condominium project for them on a dense urban site in downtown Portland.

The top level has four large, double height units with sweeping views of the Harbor to the south, the islands of Casco Bay to the East, the White Mountains to the northwest, and the City all around.

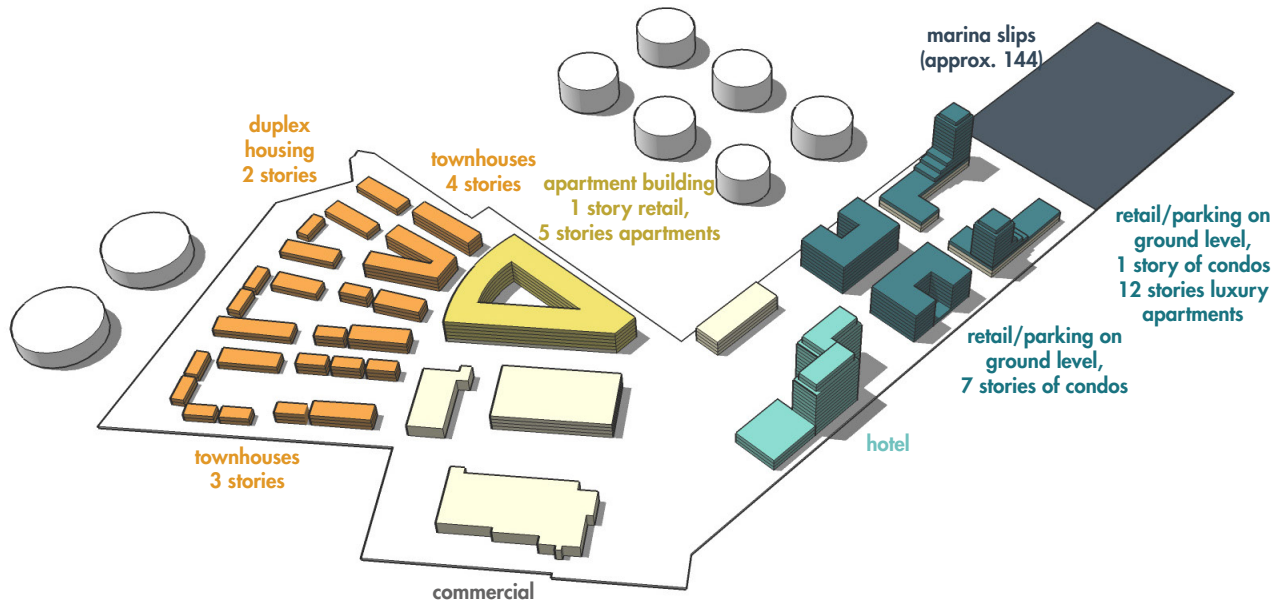
The program called for 150 luxury hotel rooms on six levels atop an active ground floor level that included guest services, lounge, a four star restaurant, gift shops, and a separate residential entrance lobby. The mezzanine level was to include a fitness center, meeting rooms, conference rooms, and management offices. Four levels of luxury condominiums step back above the hotel rooms, providing south facing terraces for every unit.

Below the building, there are two levels of parking for the residents. Additional parking for the hotel is provided in a neighboring parking garage.

Zoning allowed for a building 150' tall, with step backs starting at 90'. The form of the building is derived directly from the Form Based Code.



WATERFRONT DEVELOPMENT STUDY



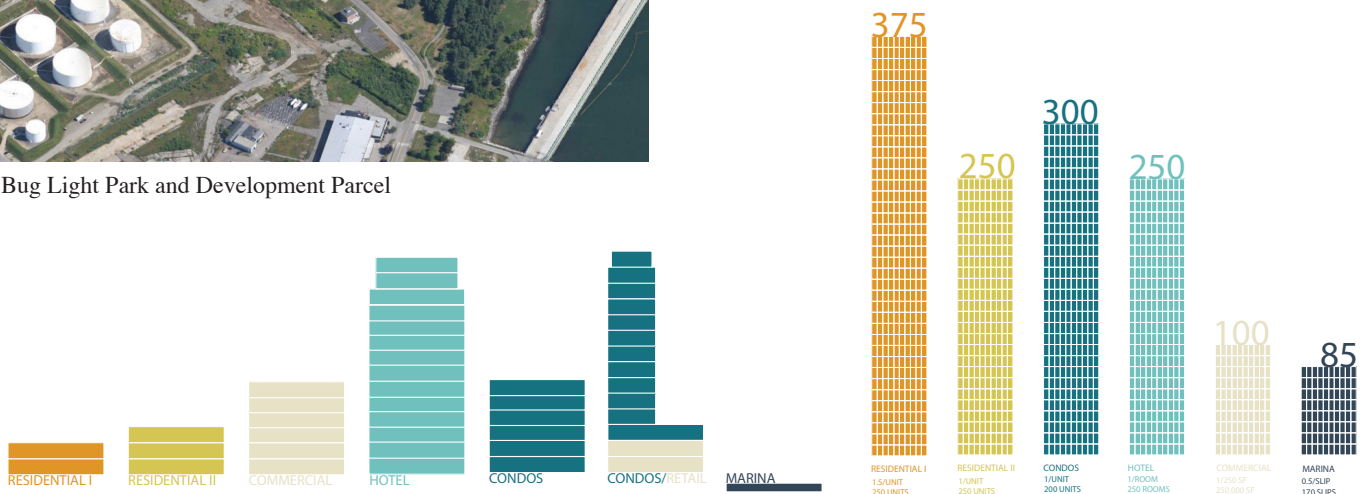
South Portland, Maine
Development Study
1,475,000 SF
Completed Summer 2019



Bug Light Park and Development Parcel

Simons Architects was hired to develop a master plan feasibility study for a waterfront parcel adjacent to Bug Light Park. The site was originally used as a shipyard in the 1940's to meet the demands of World War II. The shipyard employed 30,000 people and was responsible for the production of over 200 ships during that time. Few remnants of the shipyard remain, but there are several historic buildings on the site that will be preserved.

The mixed-use development presents an opportunity to reactivate the waterfront property and to act as a destination and hub for South Portland. The scope of the project includes mid to high density housing, retail/restaurant space, hotel space, luxury condos, and a marina. Green space will be used throughout the site to create desirable pedestrian and bike paths, providing a public connection to the waterfront and to Bug Light Park.



58 FORE STREET MASTER SITE DEVELOPMENT PLAN



Portland, Maine
Private Development
Master Plan
2016

Simons Architects was part of a Master Planning team led by the developers and Perkins + Will to develop a 10-acre parcel on the Eastern Waterfront in Portland that was formerly owned by the Portland Company. The site served as a pre-Civil War locomotive manufacturing industrial complex and seven of the historically significant buildings will remain on the site.

Located between Portland's vibrant Old Port, the working waterfront, and the Eastern Promenade residential neighborhood, the site presents a once-in-a-lifetime opportunity to develop a significant parcel along Portland's waterfront, creating new opportunities for growth and increased access to the water's edge. A mixed-use development is planned, including over 600 residential units, 124,000 SF of office space, 54,000 SF of retail/restaurant space, 98,000 SF of hotel space, and an 220 slip marina.

The process leading to the Planning Board submission required a collaborative effort

among the consultant team, development principals, and the City to create a long-term, sustainable vision for the site.

The planning process involved developing an overall urban vision, with possibilities for the build-out of parcels, including the historic core, which was the focus of SSA's work on the project. Attention was paid to adaptive re-use of existing structures, pathways through the site, view corridors, and public access to open spaces and the water.

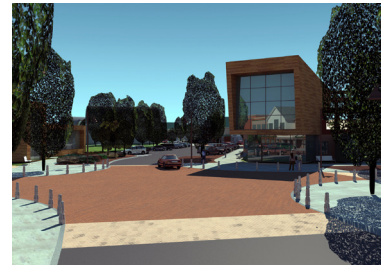
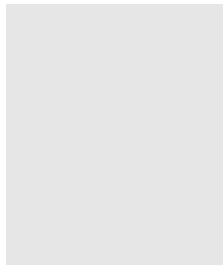
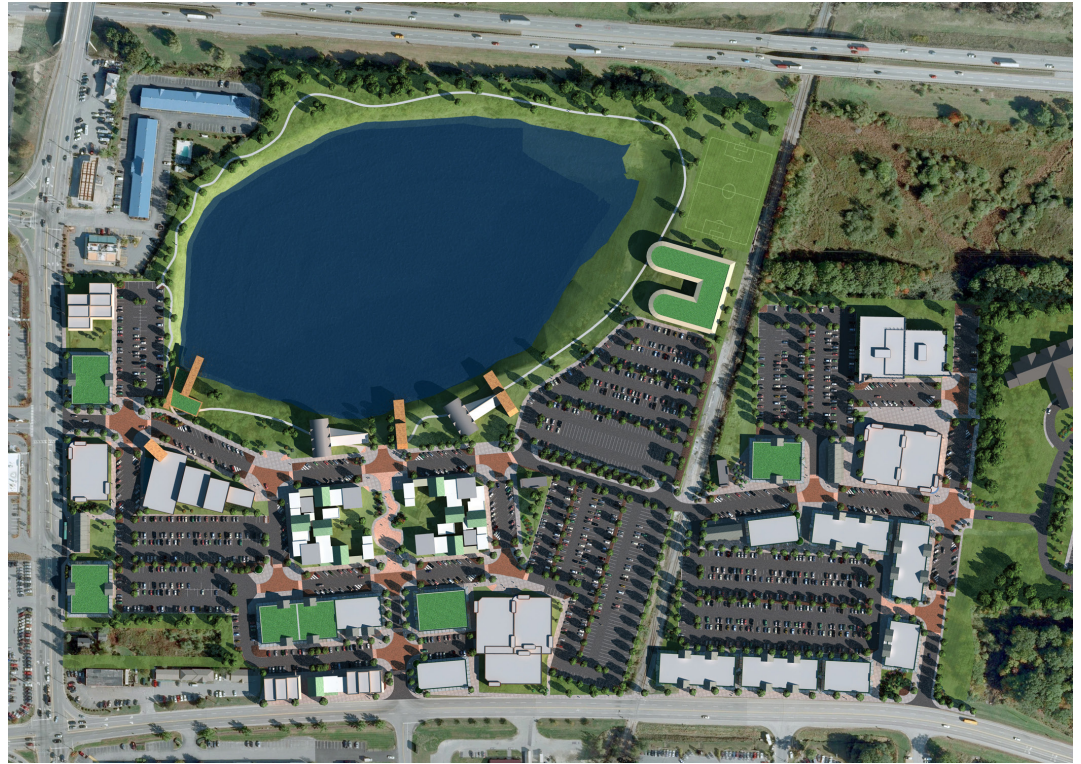
The project received approval from the Portland City Council in December 2016.





Rasor assisted the City of Auburn on specific site and urban design strategies to transform Minot Avenue into a high performance corridor in terms of buildings, sites, streetscapes, Complete Streets, mobility, and economic development. At the core of the project is the transformation of a historic mill into a modern engine for commerce with anticipated private sector investment in the tens of millions. Additional work includes new infill buildings, additional connectivity by expanding the area street grid and sidewalks, and green infrastructure for stormwater.

Rasor prepared a series of visualizations for the City to illustrate how Minot Avenue will evolve into an attractive and functional multi-modal gateway to the downtown.

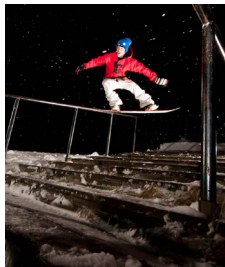


Rasor was retained by Pike Industries to prepare a 90-acre master plan for a proposed \$110-million dollar transit-oriented redevelopment of a quarry site. The client previously commissioned a design for a lifestyle center, but refocused the project as a transit-oriented / new urbanist development in response to existing bus service, the potential for activating the Mountain Division Line, which bisects the site, and a park and ride facility serving Southern Maine via the adjacent turnpike exit.

The project balances the needs of pedestrians and vehicles with well-defined street networks and a series of open spaces. Views of signature buildings and the reclaimed quarry are established through street alignments and strategically located parks.

Parking is located in mixed-use structures, on-street parking, and surface lots placed behind buildings and along the rail corridor. Low impact development and green infrastructures are integrated throughout the site as landscape features to store and treat stormwater.

Main Street Gateway is integrated with the context by fronting the existing perimeter streets with new buildings and aligning new streets with existing intersections. The site has been developed, generally following the Rasor vision, as Rock Row.



Bug Light Park is located on thirteen acres of reclaimed land created for the construction of World War II Liberty Ships. The park features a five-acre sloped lawn earthwork rising twenty feet, enhancing the panoramic views of Casco Bay. Other components include a curving shore walk, a public boat launch, a multi-purpose recreational field, the restored lighthouse and sea wall, and an existing parking lot saw cut to the size and shape of a Liberty Ship. Existing site features are repurposed and amplified to maximize the project budget and create a range of spatial experiences. One example is a grove of red pines pruned to eight feet – a subtle sculptural gesture – creating shelter and revealing the horizon, harbor activity, and Fort Gorges centered in Casco Bay.

Bug Light Park is one of the most accessible and popular open spaces on Casco Bay. The park is highly visible by boats, ferries, and incoming planes to the Jetport. The park was deliberately under programmed, allowing for unexpected uses such as major kite events, music festivals, watching the fireworks, and snow boarders tricking the railings for frontside noseslides.

Featured in Landscape Architecture Magazine

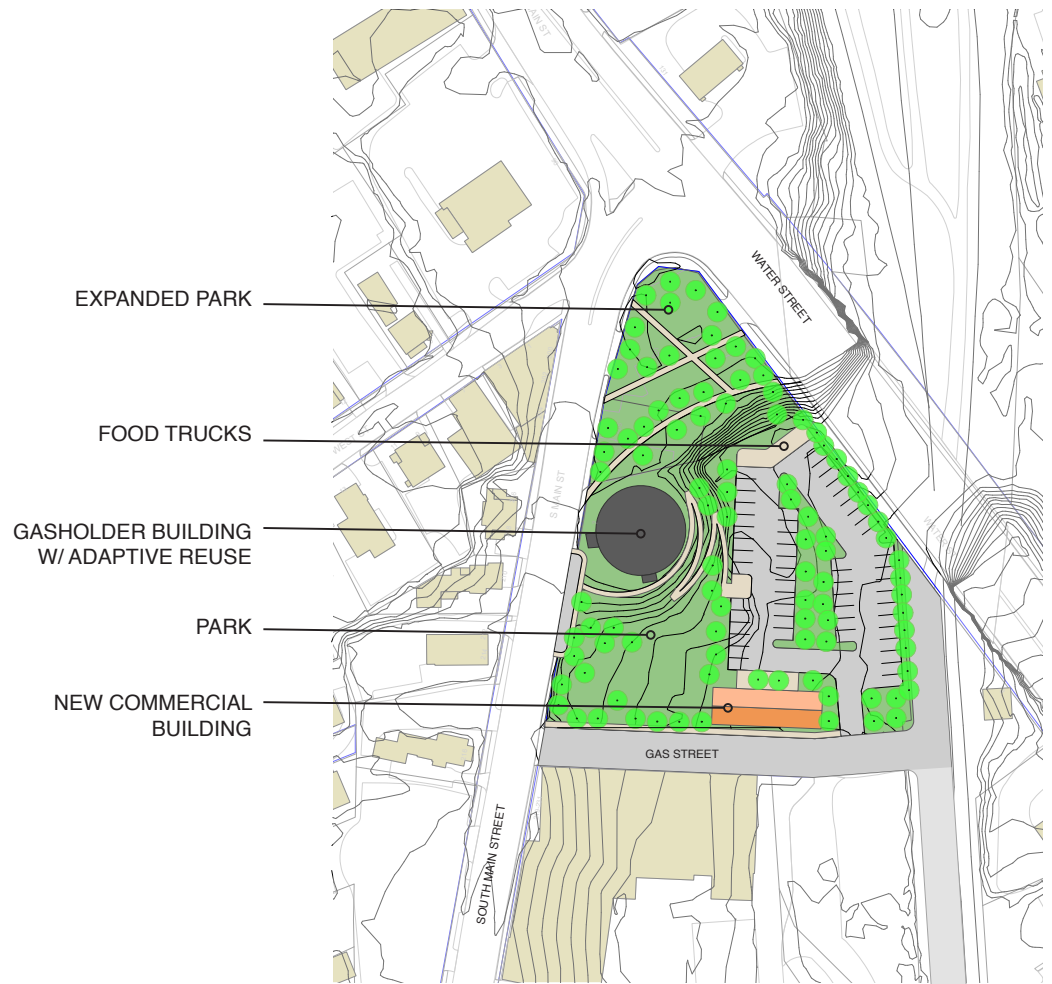


Rasor was retained by Boothbay Harbor Waterfront Preservation to develop a master plan, detail design, zoning analysis, cost estimates, and marketing materials for a park and working waterfront development for Boothbay Harbor. The project includes recreational and working waterfront marinas, landside support, open spaces, performance areas, housing, a restaurant, and a store.

The site is currently a hotel with 95% lot coverage. Rasor was able to reduce impervious surface by 45% while maintain a vital mix of uses for a contemporary park.

Eastside Waterfront Park is an example of how a mix of uses can be integrated into a waterfront site in an efficient, economically feasible, and sustainable manner.

Rasor is now working on the design, permitting, and construction documents for this landmark park.



Rasor was retained by the New Hampshire Preservation Alliance to develop a Brownfield and Economic Development Master Plan for the historic Gasholder site and building. Liberty Utilities was scheduled to demo the building January 2021, but Rasor and the project team wored with all stakeholders to develop a preservation and econonmic development plan leading to the successful vote from the City Council to work with Liberty and other organizatrions to preserve the building and turn the site into a public park with infill redevelopment. Libertry is now pledging the demolition budget of a million dollars towards building preservation and site redevelopment. Excitement for the plan and strategy for redevelopment encouraged a resident to donate an additional \$500,000.00 towards the revitalization of the site.

2. Qualifications

Overview of experience and track record working with

- i. Brownfield redevelopment
- ii. Mixed-use infill development
- iii. Floodplain management

Project: 54 York Street, Portland, Maine

• Brownfield redevelopment • Mixed-use infill development • Floodplain management (coastal) Floodplain management (coastal)

Simons Architects was part of a team consisting of architect, engineers, and a contractor hired by Unity College to study how to best develop a property they purchased at 54 York Street. Located on a corner lot, we studied how to best infill the site to maximize the development potential and at the same time create a sustainable building envelope in this historic building. The lot was tested for brownfields and due to its proximity to Commercial Street, floodplain management was part of the conceptual design.

Project: Bayside Conceptual Development Master Plan, City of Portland, Maine

• Brownfield redevelopment • Mixed-use infill development • Floodplain management (coastal)

Simons Architects led a multidisciplinary team of ten consultants to perform master planning, design and technical services for the proposed Bayside Development Planning Project for the City of Portland. The project included a Conceptual Development Plan for the entire 6.8 acre parcel from Elm Street to Franklin Arterial in Portland's Bayside neighborhood as well as the design and engineering of a 705 car parking garage. It also included the conceptual design of the Bayside Trail, along with an ALTA survey of the parcels, and geotechnical, traffic and utility studies. The project included brownfield redevelopment, as part of the parcel had a manufacturing facility on it at one time, as well as high tide flooding considerations due to its proximity to the Back Cove. Mitch Rasor of Rasor also worked on a Transportation Master Plan for Bayside and as part of the project developed a plan for the brownfields.

Project: Beggar's Wharf, City of Rockland

• Brownfield redevelopment • Floodplain management (coastal)

Rasor worked with the City of Rockland to develop an arts and waterfront design for Beggar's Wharf. The design took into consideration flood plains, brownfields and incorporates historic buildings.

Project: Maskers Brownfield and Flood Plain Redevelopment, City of Belfast

• Brownfield redevelopment • Mixed-use infill development • Floodplain management (coastal)

Rasor and Simons Architects worked on a development plan for the waterfront in Belfast that included studying brownfields, the impact of tides and ocean on the landscape and overall urban design. As part of the Maskers parcel remediation planning efforts, the team looked at development opportunities while addressing the 100-year flood plain, sea rise, contaminated soils, parking, the new Harbor Walk, access to Thompson's Wharf, the reconstruction of Front Street, and continued expansion of the Front Street Shipyard.

Project: New Auburn Village Flood Plan Redevelopment Plan, City of Auburn

• Floodplain management

Rasor assisted the City of Auburn with a complete urban design/mobility redevelopment plan for the New Auburn Village. The project included looking at strategies for flood plain management and redevelopment. allows that space to become a gallery space again, as originally conceived.

URBAN ECOLOGY CENTER - ADAPTIVE RE-USE OF HISTORIC BUILDING

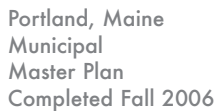


Portland, Maine
Educational
20,000 SF Renovation and
Adaptive Re-use

Living Building Challenge
Pending

The Urban Ecology Center is pursuing Full Living Building Challenge (LBC) Certification, targeting the achievement of all seven of the LBC Petals required for certification: Place, Water, Energy, Health + Happiness, Materials, Equity, and Beauty. Achieving LBC Certification means that this project will produce more energy than it uses and treat all water onsite, and its use of resources would have minimal environmental impact. Located in in Portland's Old Port, the adaptive re-use of this historic building to meet these goals means that Simons Architects will be working with the Center in order to find solutions to incorporate healthy materials, find low-carbon solutions, create an inviting environment for occupants, and identify opportunities to promote equity through the building's design and programming.





The process required a collaborative effort among the SA consultant team, City staff, the Bayside Steering Committee, Bayside residents and the public, to effectively gather information, review design alternatives, and

The design process involved developing detailed alternatives of an overall urban vision, with possibilities for the build-out of parcels, and illustration of the varying building sizes and locations. It had to incorporate the Bayside Trail design alternatives within the parcels, and study how various overall development ideas fit into the Bayside vision of high density development without surface parking lots, an active streetscape, and combined retail, commercial, office, and residential development. Through the creation of over twenty alternatives, the team was able to establish strong consensus around one option that best reflected the desired development potential of the area.





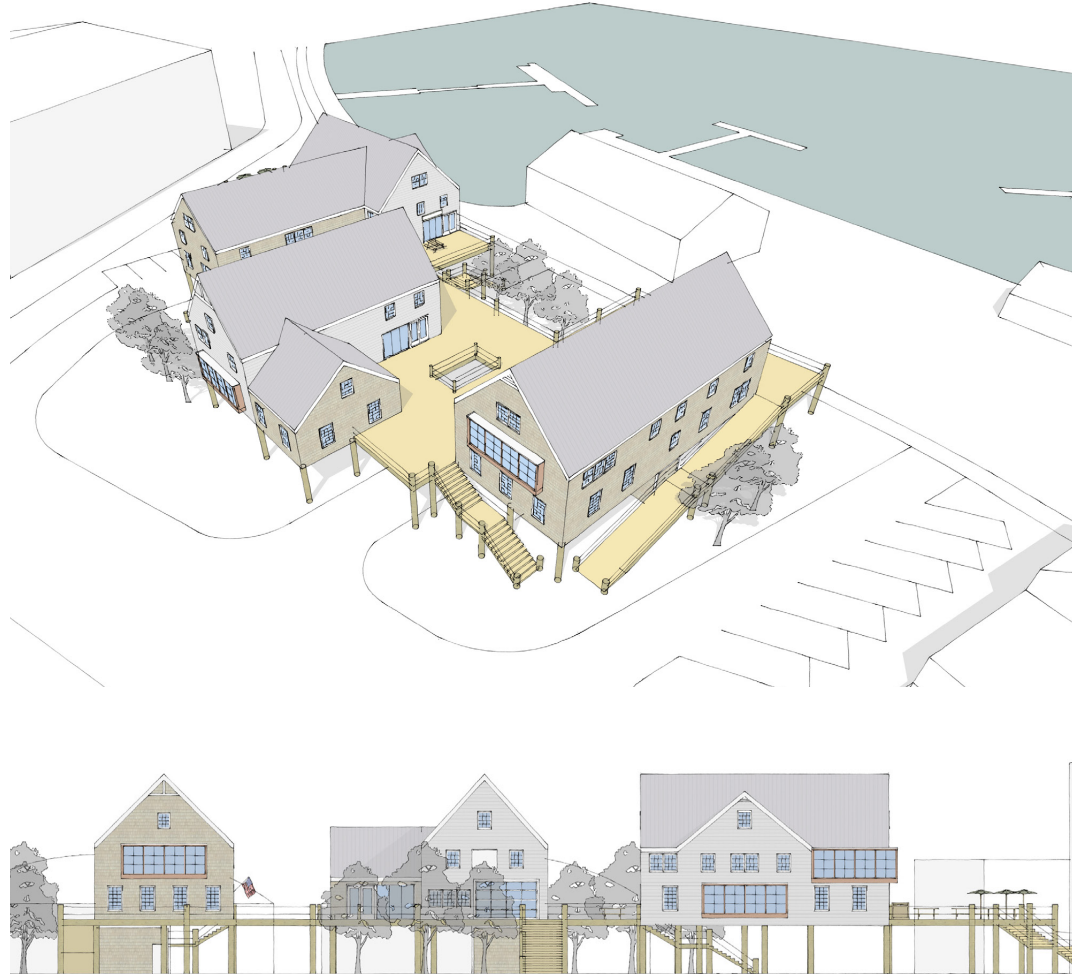
Rasor provided urban design, land use, and streetscape consulting for the Bayside Transportation Master Plan. The intent of the Master Plan is to review and consolidate the goals and accomplishments of previous studies and policies as well as recent and ongoing development impacting transportation, land use, and economic development issues in the 250-acre study area. Large portions of the study area are in mapped food plains and designated Brownfields. The project team followed a Complete / Green Street methodology to forecast growth and transportation needs in order to prepare a comprehensive guiding document integrating mobility and urban design – where the street network supports and guides growth. The Master Plan leverages proposed projects in order to implement mobility / streetscape improvements in a cost effective manner. In addition, the Master Plan identifies critical concepts to be further studied for transportation and redevelopment implications. The above graphics prepared by Rasor (existing and proposed) represent a long-term vision of a one-way to two-way street conversion, in addition to complete street / shared space design components supporting the transformation of the adjacent buildings from low intensity suburban to vibrant mixed urban uses.

The Master Plan process included extensive public outreach and coordination with METRO, numerous City Departments as well as the MaineDOT



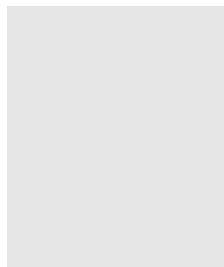
Rasor was commissioned by the City of Rockland with funding from the EPA to develop an arts and waterfront urban design for Beggar's Wharf. The design takes into consideration floodplains, Brownfields, and incorporates historic industrial buildings. Rockland is becoming one of Maine's art and cultural meccas. The Farnsworth and Center for Maine Contemporary Art among other art and cultural institutions draw approximately fifty thousand visitors annually. The heart of the Beggar's Wharf Redevelopment is the Arts Complex. The Museum at the gateway corner begins as an interior ground seamless with the streetscape outside, unfurling upward through intermingling indoor and outdoor spatial sequences. Along the way are galleries, theater and lecture spaces, cafes and markets, terraces and parks. The historic Bicknell Factory Building, the original Beggar's Wharf hub, is reclaimed as a continuation of the Museum exhibition / event space, with educational and studio space in the large mezzanine suspended from above. The block is bisected by pedestrian thoroughways and a center-block sculpture garden and includes ground floor commercial, townhouses and artist-in-residence work / live studios. The project also includes a hotel, new streets, a waterfront park, and marina. Site planning, design, and economic analysis funded through the EPA Brownfield's Program.

*Boston Society of Architects First Place Waterfront Urban Design 2019 / A/N Awards. First Place 2018
Architizer A+ Awards Finalist 2018*



Rasor and Scott Simons Architects were retained by the City of Belfast to work on a range of waterfront access, Brownfield, flood plain, urban design, landscape architecture, mobility, and site redevelopment issues. These efforts have lead to millions in grants and leveraged tens of millions more in private sector investment.

The Belfast waterfront is one of Maine's great economic development success stories. However, with the rapid change, the City is carefully evaluating how to proceed with several key remaining parcels in order to strike the right balance of uses, character, and access to the waterfront. As part of the Maskers parcel remediation planning efforts, MRLD looked at development opportunities while addressing the 100-year flood plain, sea rise, contaminated soils, parking, the new Harbor Walk, access to Thompson's Wharf, the reconstruction of Front Street, and the continued expansion of the Front Street Shipyard. The working concept is a resilient waterfront mixed-use neighborhood elevated on piles with the required parking beneath. The scale of the proposal is responsive to the context and regulations. The deck is a civic space servicing first floor commercial uses. The project can be built in phases, responding to the market and the availability of grants. It is a unique and flexible solution to a complex site.



Rasor assisted Auburn with a complete urban design / mobility redevelopment plan for New Auburn Village Center and the mill district specifically looking at strategies for flood plain management and redevelopment. The total study area is approximately 45 acres and includes frontage on both the Little Androscoggin and Androscoggin Rivers. The focus area for redevelopment is approximately 15 acres. This area has been severed from the 1873 New Auburn street grid by a series of planning decisions favoring the automobile over the pedestrian. It was not the goal of the Study to recreate the past, but instead craft an ideal future of economic recovery and demographic rebound through urban form, where streets are the framework for revitalization, not a barrier. The process began with the drafting and adoption of a Value and Needs Statement, which included a range of metrics for guiding the process. Metrics included establishing the right balance between the scale of development in relationship to the public realm, shared / on-street parking, creating new development blocks responsive to the market, intersection to area ratios, ROW to development area ratios, and net residential densities. The Study resulted in detail street drawings, changes to zoning standards, implementation strategies, and illustrative perspectives.

The Riverway and The Little Androscoggin Park have been built and new development sites above the 100-year flood plain have been created. This is one of the most ambitious urban waterfront projects undertaken in Maine in the last hundred years.

2. Qualifications

d. Client references for similar projects, including phone and email contact information

Richard Green, Superintendent
Lisbon School Department
Phone: 207-353-6711 x205
Email: rgreen@lisbonschoolsme.org

Kevin Hancock, President and CEO
Hancock Lumber
Phone: 207-627-4201
Email: khancock@hancocklumber.com

Mark Pettingill, President and CEO
Patrons Oxford
Phone: 207-699-1599
Email: mpettingill@patrons.com

Jennifer DeHart (formerly sustainability officer at Unity College)
Phone: 207-616-6681
Email: jennifer.dehart@waicu.org

Dave Sensus, Director of Planning and Design
Portland Foreside
Phone: 207-210-7035
Email: das@portlandforeside.com

References

Anne Ball
Senior Program Director
Maine Downtown Center
2 Beech Street, Suite 203
Hallowell, ME 04347
207 512 4906
aball@mdf.org

Millinocket Downtown Main Street and Waterfront Plan – Revitalization and Preservation Strategies

Stuart Arnett
Project Manager, ADG
10 Fisk Road, Unit B
Concord, NH 03301
603 419 9154
stuart@arnettdevelopmentgroup.com

Gasholder Site Brownfield Master Plan (Concord, NH) – Master Plan and Redevelopment Strategies

Tom Luttrell
Rockland City Manager
270 Pleasant Street
Rockland, ME 04841
207 593 0636
tluttrell@rocklandmaine.gov

Waterfront Area Redevelopment Plan – Master Plan and Economic Analysis
Winter Street Shared Space Redesign – Design and Permitting
COVID-19 Main Street Responsive Planning and Design – Design and Permitting

3. Design Statement

Please provide a brief statement (no more than 250 words) to describe the plan views for each development scenario that you will submit as the project deliverable, and why you selected those views as the best lens to help the Lisbon community understand the trade-offs for economic development, village placemaking, green space, and river views.

Developing a strong vision takes the right team and we believe our design team is the best fit for the redevelopment of the Worumbu mill site. This is an exciting project, with the potential to transform the Lisbon community.

Our team of creative professionals are big-picture thinkers that are first and foremost excellent listeners and facilitators. Our experience working in Lisbon means we have some familiarity with the site and understanding of the history that precedes this redevelopment effort. With experience on redevelopment projects at a variety of scales, including Brownfield redevelopment, Mixed-use Infill development, and Floodplain management, our team is well positioned to add real and tangible value to your project.

We believe that all three of the development scenarios must be approached in a way which contributes to Lisbon's unique character and community. Each scenario will have its own set of opportunities and challenges. Our team has experience working in public forums using diagrammatic studies to explore contextual response, site plan design, volumetric massing, and character sketches as a way to quickly develop a shared vision and establish project goals. Successfully developing a design for each scenario will involve generating compelling imagery, as well as clearly enumerating and quantifying the values of each approach to facilitate informed decision making. Some opportunities such as coupling open space and flood plain requirements may have similarities across scenarios, but we believe it will be fundamental to create a unique, truly viable and compelling solution for each.

4. Cost Proposal

Given what we understand about your goals from the RFP, the location, and relative complexity of this project we are proposing a flat lump sum fee for design services of \$18,200 with a not-to-exceed allowance for reimbursable of \$1,500 to cover reproduction, millage, communication, and other direct supporting expenses.

This approach assumes a fixed number of meetings and the number of vignette views per scenario (4 per) as provided in the RFP Q&A on the Town website. Additional images or design development will need to be reflected as a change to project scope and professional design fees.

For your reference we have attached a preliminary project breakdown of hours below to give you a sense of how we would approach your project, and we would be happy to discuss scope modifications to better align with your committee's needs.

Breakdown of Hours and Meetings

Initial meeting (1 hour)	4 hours
Site and permitting investigation	12 hours
Initial design charrette	16 hours
Preliminary production	8 hours
Second meeting (1 hour)	6 hours
Second design charrette	20 hours
Production (1 feedback loop)	40 hours
Final presentation (1 hour)	6 hours
Community feedback	12 hours
Revisions to final draft	16 hours
Total	140 hours

Landscape Architect and Civil Engineering support is included in the hours above.

CHAPTER 10 – BUSINESSES
ARTICLE IV. – ITINERANT VENDORS

...

Sec. 10-251. - License required.

No person shall offer for sale any food, drink or merchandise as an itinerant vendor without first obtaining a license from the town council. Landowners offering space for charge for itinerant vendors must obtain a license for the facility which will cover the facility. This pertains to vehicles, pushcarts, temporary stands or other types of distribution units. Promoters of carnivals, festivals or flea markets shall obtain a license for the event which will cover all vendors.

(T.M. of 5-20-1996, art. 18; T.M. of 5-15-2007, § 2007-068; C.M. of 3-1-2016, V. 2016-55; C.M. of 2-20-2018, V. 2018-38)

Sec. 10-253. - Term of license; fee.

(a) Every license issued under this article shall be issued only for the following terms, subject to the corresponding fee. For terms and Application fees ~~shall be:~~ See Appendix C-Fee Schedule

Temporary stands (90 days or less)	\$75.00
6 months itinerant vendor	100.00
12 months itinerant vendor	150.00
1 week carnivals and festivals	200.00
12 month outdoor flea market	100.00
12 month indoor flea market	200.00
Public records checks	50.00

(b) Municipal organizations, Lisbon Non-Profit School Groups, or agencies are exempt from fees in this section.

(c) The town council may waive fees for charitable and non-profit organizations registered with the Secretary of State and in compliance with the Internal Revenue Service Code Section 501.

(T.M. of 5-20-1996, art. 18; Sel. Ord. of 2-18-2003, § 5.158; Sel. Ord. of 6-21-05, § 5.016; C.M. of 7-1-2014, V. 2014-118; C.M. of 7-7-2015, V. 2015-192; C.M. of 3-1-2016, V. 2016-55; C.M. of 2-20-2018, V. 2018-38)

Sec. 10-254. - Food.

Any vendor serving food shall be considered a victualer and shall be licensed under, and comply with, the provisions of Article V, Victualers.

(T.M. of 5-20-1996, art. 18; T.M. of 11-3-2005, art. 8)

Sec. 10-259. - Amendments.

The town council shall have the further power to adjust the fees and license requirements of this article as appropriate ~~after public hearing~~.

(T.M. of 5-20-1996, art. 18; T.M. of 5-15-2007, § 2007-068)

APPENDIX C - FEE SCHEDULE^[1]

Section this Code	Description	Fee/Rate
BUSINESSES		
10-253	Itinerant vendors application fee:	
	Temporary stands (90 days or less)	75.00 <u>25.00</u>
	Six months itinerant vendor	100.00
	12 months itinerant vendor	150.00
	One week carnivals and festivals	200.00
	12-month outdoor flea market	100.00
	12-month indoor flea market	200.00
	Junkyard license \$50.00 fee for application and \$50.00 fee for advertising	100.00
	Municipal organizations, <u>Lisbon Non-Profit School Groups</u> , or agencies are exempt from fees in this section	
	Moxie Festival Saturday Craft/Trade Vendor Fees:	
	Before May 17 th	
	Lisbon Non-Profit/School Groups Friday & Saturday	Free
	Lisbon Businesses—Craft Vendors Friday & Saturday	75.00
	Lisbon Businesses—Food Vendors Friday & Saturday	100.00
	Out of town Businesses—Craft Vendors Friday	100.00
	Saturday	125.00
	Out of town Businesses—Food Vendors Friday	125.00
	Saturday	175.00
	After May 17 th	
	Lisbon Non-Profit/School Groups Friday & Saturday	Free
	Lisbon Businesses—Craft Vendors Friday	100.00
	Saturday	125.00
	Lisbon Businesses—Food Vendors Friday	125.00
	Saturday	150.00

	Out of town Businesses—Craft Vendors Friday	125.00
	Saturday	175.00
	Out of town Businesses—Food Vendors Friday	150.00
	Saturday	225.00
	2 Day Participation Discount	-25.00
	Electrical Fee Per Space for Saturday only	25.00
	Friday Night All Vendors—No power available	100.00
	Clean Up Fee (if area not left clean)	25.00
	Art Vendor Non-Refundable Application Fee	35.00
	After April 14	50.00
10-613	Marijuana licensing fees:	
	Registered caregiver retail store	250.00
	Registered dispensary	250.00
	Manufacturing facility	250.00
	Marijuana testing facility	250.00
10-505	Pawnbroker	250.00
10-166	Special amusement permit application fee	100.00
82-51	Victualer establishment annual license fee:	
	Restaurants and all others, excluding itinerant vendors	100.00
	Itinerant vendors	50.00
	Reinspection by health officer or codes enforcement officer, per reinspection	150.00

(Sel. Ord. of 3-19-2002, § 5.171; Sel. Ord. of 4-2-2002, § 5.173(B); Sel. Ord. of 12-3-2002, § 5.121; Sel. Ord. of 11-1-2005, § 5.110; T.M. of 10-17-2006, § 2006-62; T.M. of 8-21-2007, § 2007-135; T.M. of 9-18-2007, § 2007-158; C.O. of 11-6-2008, § 2008-183; C.M. of 3-4-2014, V. 2014-33; C.M. of 7-1-2014, V. 2014-118; C.M. of 9-16-2014, V. 2014-187; [C.M. of 2-3-2015, V. 2015-37](#); [C.M. of 3-17-2015, V. 2015-72](#); [C.M. of 4-7-2015, V. 2015-86](#); [C.M. of 8-8-2015, V. 2015-237](#); [C.M. of 9-15-2015, V. 2015-277](#); [C.M. of 9-15-2015, V. 2015-278](#); [C.M. of 2-16-2016, V. 2016-35](#); [C.M. of 3-1-2016, V. 2016-55](#); [C.M. of 3-21-2017, V. 2017-65](#); C.M. of 9-5-2017, [V. 2017-216](#); C.M. of 12-5-2017, [V. 2017-302](#); [C.M. of 3-6-2018, V. 2018-48](#); [C.M. of 3-20-2018, V. 2018-56](#); [C.M. of 4-3-2018, V. 2018-65](#); [C.M. of 11-13-2018, V. 2018-249](#); C.M. 3-5-2019, V. [2019-43](#); C.M. 6-25-2019, V. [2019-136](#); C.M. 1-7-2020, V. [2020-07](#); C.M. 3-10-2020, V. [2020-55](#))



MEMORANDUM

SUBJECT: Clerk – FY20 Carryforward Re-Designation
TO: Diane Barnes, Town Manager
FROM: Kayla Tierney, Finance Director
DATE: February 16, 2021

In June 2020, the following accounts were approved to be carried forward into FY21 as it pertains to Clerk:

<u>Account Name</u>	<u>Account Number</u>	<u>Amount</u>
Temporary/Seasonal	12022500-50130	\$ 2,200.00
R&M Equipment	12022500-50536	2,500.00
Professional Svs.	12022500-50455	4,800.00
Printing	12022500-50308	2,200.00
	Total	<u>\$11,700.00</u>

These accounts were carried forward in anticipation of the big Presidential Election in November 2020. What we didn't know back in June 2020 was how long Covid-19 would be prevalent and the effects that it would have on the election. In addition, we didn't know that there would be grants available for Municipalities to apply for and receive funds to put towards the election expenses. The Town of Lisbon received a \$5,000 grant through the Center for Tech and Civic Life (CTCL). This grant helped to offset expenses related to the election in the line items noted above.

As such, there is money left in the budget for the accounts noted above. It is the Finance Department's recommendation to take the above Carryforwards and re-designate them to the Professional Services line item to cover the cost of book restoration for the Clerk's Office. The \$10,000 book restoration was put off in FY21 due to Covid-19 and the Expense freeze. The re-designation of the carryforward, however, would allow for this to be done in FY21.

Lisbon Municipal Budget Schedule FY2021-2022

6:00 PM- Budget Workshops

7:00 PM- Public Hearings/Council Meetings/Special Meetings

5:00 PM-Finance Committee Meetings

January 25, 2021	Monday, Finance Committee Meeting <i>Presentation of Draft Capital Improvement Plan</i>
February 22, 2021	Monday, Finance Committee Meeting <i>Municipal Budget Presentation and CIP</i>
March 09, 2021	Tuesday, Special Town Council Meeting <i>School Budget Presentation to Council</i>
March 16, 2021	Tuesday, Town Council Meeting <i>Municipal Budget Presentation</i>
March 23, 2021	Tuesday, Town Council Budget Workshop <i>Elected Officials, Town Manager, Insurance, Legal, Technology, Assessing, Abatements, Finance, & Tax, Debt Service and Presentation of Capital Improvement Plan to Council & Planning Board</i>
March 29, 2021	Monday, Finance Committee Meeting <i>Budget Meeting</i>
March 30, 2021	Tuesday, Town Council Budget Workshop <i>Lisbon Emergency Police & Fire & EMA Budget</i>
April 06, 2021	Tuesday, Town Council Meeting <i>Approve Warrant</i>
April 13, 2021	Tuesday, Town Council Budget Workshop <i>Public Works, Transfer Station, Street / Traffic Lights, Hydrant Rental & Wastewater Treatment Plant</i>
April 20, 2021	Tuesday, Town Council Budget Workshop & Regular Meeting <i>Codes, Town Buildings, Board of Appeals, Planning, Economic Development, Town Clerk, General Assistance, Misc. & Community Service</i>
April 22, 2021	Thursday, Planning Board Meeting <i>Planning Board Adoption of CIP at Planning Board Meeting</i>
April 26, 2021	Monday, Finance Committee Meeting <i>Budget Meeting</i>
April 27, 2021	Tuesday, Town Council Budget Workshop <i>Parks & Recreation & Library</i>
May 03, 2021	Monday, School Committee Meeting <i>Adopt School Budget</i>
May 04, 2021	Tuesday, Town Council Meeting <i>School Budget/CIP Public Hearing</i>
May 11, 2021	Tuesday, Special Town Council Meeting <i>Adopt School Budget Council Recommendation on School Budget for Ballot</i>
May 21, 2021	Municipal Budget Public Hearing Ads <i>10 AM Deadline to Sun Journal</i>
May 23, 2021	First Municipal Public Hearing Ad in Newspaper Per Charter Sec.6.04(a)1 <i>(The times and places where copies of the budget messages and the budgets will be available to the public, and</i>
May 24, 2021	Monday, Finance Committee Meeting <i>Budget Meeting</i>
June 07, 2021	Second Municipal Public Hearing Ad in Newspaper Per Charter Sec.6.04(a)2 <i>(...not less than two weeks after the first such publication) of a public hearing on the proposed budgets.</i>
June 08, 2021	School Budget Validation Referendum
June 15, 2021	Tuesday, Council Meeting <i>Municipal Budget Public Hearing</i>
June 22, 2021	Tuesday, Special Town Council Meeting/Adopt Municipal Budget

MEMO TOWN OF LISBON

TO: DIANE BARNES, TOWN MANAGER
FROM: KATHY MALLOY, ASSESSOR
DATE: FEBRUARY 10, 2021
RE: JANUARY MONTHLY REPORT

- Working on permit list supplied by the code enforcement officer
- Checking status of buildings coded as unfinished for prior years
- Picked-up 7 mobile homes, 2 garages, and 4 houses

Code Enforcement

Dennis J. Douglass

Code Enforcement Officer, Building Inspector, Licensed Plumbing
Inspector, Local Health Officer

Monthly Report for January 2021

Building permits issued - 3

- 1 New accessory apartment
- 1 Remodel
- 1 Misc.

Electrical permits issued – 7

- 1 Commercial
- 1 Garage
- 4 Service upgrades
- 1 Generator

Plumbing permits issued - 5

- 4 Internal plumbing
- 1 Replacement HHE200

Miscellaneous permits - 1

- Barn demo debris

Planning Board:

Case #20-08 – Tier 2 Site Plan Review Application – Proposed 8 unit condominium

Gervais Homes, LLC

9 Merrill Ave., Lisbon ME 04250

Tax Map U16 Lot 041

Rural Open Space II Zone – Discussion on the intent of this zone and issues with family owned land.

Medical/Adult Use Marijuana ordinance review

Planning Board goals for 2021

Appeals Board – No Cases to report

Health Officer -

- Landlord/Tenant issues – Uninhabitable buildings, Illegal apartments, Covid...



TOWN OF LISBON

Economic & Community Development
300 Lisbon Street
Lisbon, ME 04250
(207) 353-3000, ext. 122

TO: Diane Barnes, Town Manager
FROM: Brett Richardson, Economic & Community Development Director
DATE: February 16, 2020
RE: Monthly Department Report

Over the last month, the Economic Development Department (ECD) advanced village area planning activities, Lisbon's entrepreneurship initiative and other ongoing grant activities, and business retention and expansion programming.

SUMMER EVENT SERIES & MAIN STREET SCENARIOS

Over the last month, ECD has collaborated with almost every Town Department to plan events and activities that will help drive economic development in Lisbon during the ongoing Covid pandemic. After gathering public input over the last several months, ECD proposed Main Street scenarios to Council and has develop a *Moxie 2021 Plan* top detail design improvements for the Main Street closure during the coming summer months.

ENTREPRENEURSHIP INITIATIVE

ECD submitted the requested funding to Maine Community Foundation for a summer 2021 event and market series, development of a facility to serve as a year-round entrepreneurial hub, and a Lisbon branding campaign initiated and led by local businesses. The request has been approved and funding will flow to Lisbon in February for implementation.

CDBG FAÇADE GRANT UPDATE

ECD has received three façade grant applications totaling \$51,000 in upgrades on Main Street and the Route 196 gateway from Lewiston. The Citizen Advisory Committee, or LDC, will review the requests during their February meeting and make recommendations to Council.

SOLAR RENEWABLE ENERGY CREDIT OPPORTUNITY

ECD presented responses to the energy credit RFP run on the Town's behalf by Titan Energy. Council approved a bid and the energy credit agreement is currently in negotiation. The agreement will be designed to reduce the Town's energy budget and carbon footprint.

LISBON DEVELOPMENT COMMITTEE UPDATE

During the upcoming February meeting, the LDC will discuss responses to the Worumbo Redevelopment Rendering RFP, CDBG façade grant applications, and implementation of the entrepreneurship initiative.



TOWN OF LISBON

Economic & Community Development
300 Lisbon Street
Lisbon, ME 04250
(207) 353-3000, ext. 122

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FINANCE REPORT - REVENUE

SUBJECT: Finance Department Council Report – data pulled February 10, 2021 for Period 8
Kayla Tierney, Finance Director

DATE: February 16, 2021

Revenues:

- Revenues are in line with our projections to the budget as of the end of Period 7. February Revenue Sharing will come in towards the end of the month.
- Revenue Sharing for July through January 2021 are listed below:

Payment Date ▼	Revenue Sharing 1 ▼	Revenue Sharing 2 ▼	Total Amount ▼
Jul-20	86,377.46	27,396.54	113,774.00
Aug-20	65,769.47	21,948.22	87,717.69
Sep-20	79,323.80	26,472.00	105,795.80
Oct-20	105,136.25	35,086.16	140,222.41
Nov-20	85,289.34	28,462.83	113,752.17
Dec-20	78,964.91	26,352.24	105,317.15
Jan-21	89,749.97	29,951.44	119,701.41
	\$ 590,611.20	\$ 195,669.43	\$ 786,280.63

- Budgeted \$800,000 for Revenue Sharing for FY21 – At this point, it is safe to say that we will collect more in Revenue Sharing than what was expected/budgeted. With four more months left in the year, taking the average amount of money received for each Revenue Sharing I and Revenue Sharing II, I have projected the following revenue sharing for the next four months if the current trend continues: Average Revenue Sharing I over the past 7 months = \$84,373.03; Average Revenue Sharing II over the past 7 months = \$27,952.78; Total between the two Revenue Sharing on an Average Basis = \$112,325.80. If we take this average and multiply it by the next 5 months (including February as it has not been received yet), the expectation would be \$561,629 over the remaining 5 months in the fiscal year.
 - However, given the current state of the economy and the continuation of COVID-19, it is indeterminable whether the State will have the funds. This above calculation is just based on an Average.

- When looking at Revenue collected on an Organizational Level within the General Fund, we are doing well.

General Funds - by Organization	YTD Revenue	FY21 Budget	FY21 % Co
1000-20 Gen Fund - Gen Gov't	2,165,098.83	2,709,494	80.00
1000-30 Gen Fund - Health & Welfare/General As	5,281.06	17,500	30.20
1000-40 Gen Fund - Public Safety	91,817.21	124,303	73.90
1000-50 Gen Fund - Public Works	133,190.44	146,800	90.70
1000-60 Gen Fund - Culture & Recreation	91,092.64	271,123	33.60
TOTAL GENERAL FUND	2,486,480.18		

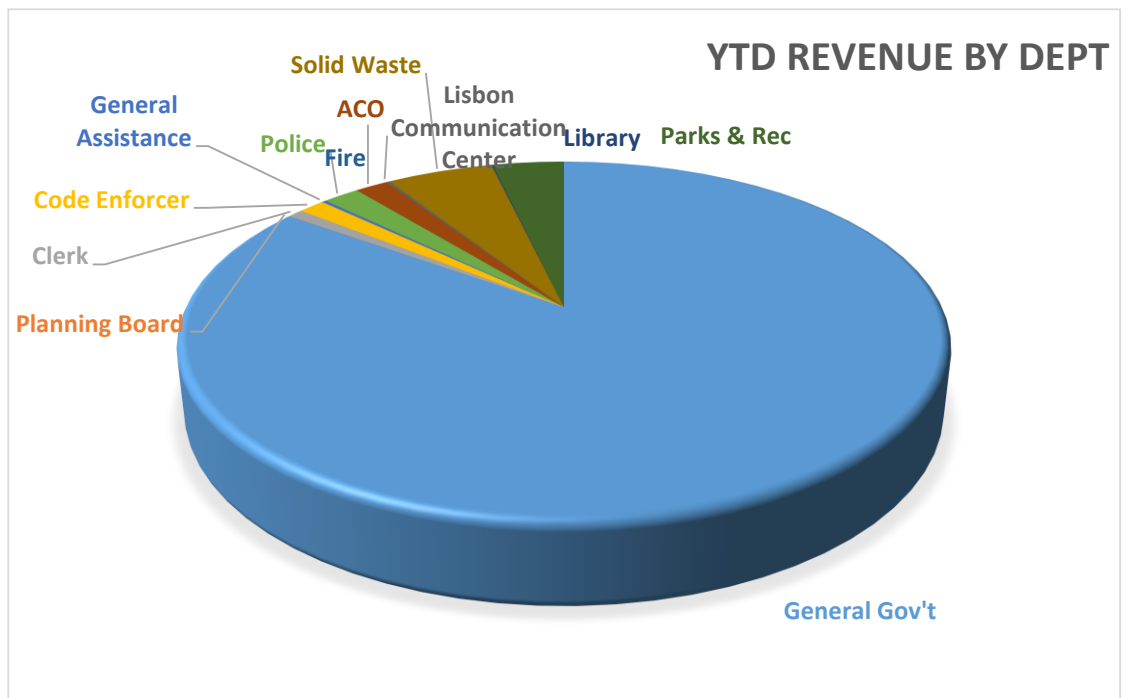
- Revenue collected on an Organizational Level for all other funds are as follows:

All other Funds - by Organization	YTD Revenue	FY21 Budget	FY21 % Co
ED Loan Fund	1,464.78	-	100.00
Special Revenue Fund	97,850.32	-	100.00
DARE Fund	(0.77)	-	100.00
Snowmobile Reserve	(2.63)	-	100.00
Sale of Town Owned Property	50,204.40	-	100.00
Debt Service	32,842.13	-	100.00
Capital Projects	3,211.50	-	100.00
Trust Funds	272.62	-	100.00
Sewer Fund	698,129.44	1,364,655.00	51.20
TOTAL ALL OTHER FUNDS	883,971.79		

- Total Revenues collected \$3,370,451.97 as of February 10, 2021.
- When looking at Revenues within the General Fund and the Sewer Fund – we can break it down by Department as follows:

Of the \$3,370,451.97 listed above as total revenue from July 1, 2020 through February 10, 2021 \$2,486,480.18 is within the General Fund and \$698,129.44 is within the Sewer Fund.

General Fund - by Dept	YTD Revenue
General Gov't	2,112,178.76
Planning Board	449.92
Clerk	18,945.55
Code Enforcer	33,524.60
General Assistance	5,281.06
Police	45,731.96
Fire	110.00
ACO	41,475.25
Lisbon Communication Center	4,500.00
Solid Waste	133,190.44
Library	1,610.92
Parks & Rec	89,481.72
Sewer Dept	698,129.44
TOTAL REVENUE - GENERAL FUND	2,486,480.18
TOTAL REVENUE - SEWER FUND	698,129.44
	3,184,609.62



- General Government is largely comprised of :
 - \$1,101,362.74 YTD collected from Motor Vehicle Excise Taxes. Motor Vehicle Excise Taxes were budgeted for a \$1,500,000 revenue collection and so far we have collected 73.42% of that budget.

- State Revenue Sharing is also held within the General Fund Category. As noted above, \$786,280.63 has been received.
- Sewer Department largely comprised of:
 - \$569,622.40 YTD Domestic Sewer Revenue
 - \$80,765.42 YTD Septage Revenue
 - \$34,699.11 YTD Industrial Sewer Revenue
- Parks & Rec largely comprised of:
 - \$13,728.96 YTD Playground Summer Camp
 - \$23,483.29 YTD Before School
 - \$10,848.96 YTD Trekker Summer Camp
 - \$7,249.40 YTD Beaver Park Fees
 - With COVID-19, Parks & Rec is seeing less in Revenue than projected for sports/trips/school programs/etc. However, the Beaver Park Fees are higher than expected; this is also attributable to COVID-19 because families are wanting to get outside, and what better place than locally at Beaver Park. We have receipted 72.49% of the 10,000 budget for Beaver Park Fees as of February 10, 2021.
- Solid Waste largely comprised of:
 - \$73,677 YTD Transfer Station Stickers/Permits; this is 95.68% collected of the budget of \$77,000.
 - \$20,826 YTD Yard Items; this is 99.17% collected of the budget of \$21,000.
 - \$22,472.80 YTD Metal; this is 97.71% collected of the budget of \$23,000
 - \$5,383.04 YTD Cardboard
 - \$5,746 YTD Universal Waste; this is more than what was budgeted (budgeted \$5,000) for this line item.
- ACO largely comprised of:
 - \$21,323 YTD Sabattus ACO Revenue; fully collected (budgeted \$21,323)
 - \$11,156 YTD Bowdoin ACO Revenue; fully collected (budgeted \$11,156)
 - \$8,546.25 YTD Durham ACO Revenue



FINANCE REPORT - EXPENSES

SUBJECT: Finance Department Council Report – data pulled February 10, 2021 for Period 8

Kayla Tierney, Finance Director

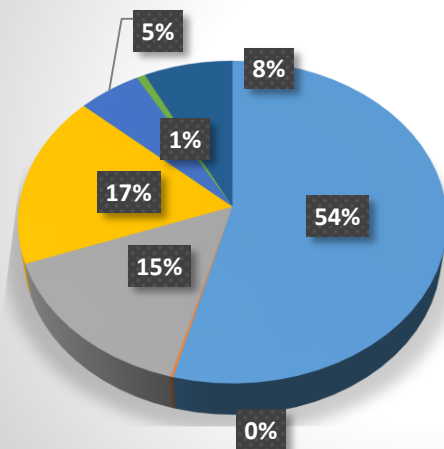
DATE: February 16, 2021

Expenses:

- Total General Fund Expenses YTD are: \$10,722,222.36. FY21 Budget for General Fund Expenses is \$16,831,006. There is \$61,659.19 encumbered which leaves a \$6,047,124.45 remaining budget. Approximately 64% of the budget has been used YTD – as of February 10, 2021 (Period 8). At the end of period 8, I would expect 67% expended. As such, I think that we are right on track.

General Fund by Org	YTD Expended	FY21 Budget	FY21 %
1000-20 Gen Fund - Gen Gov't	5,795,933.49	9,276,081	62.48
1000-30 Gen Fund - Health & Welfare/General As	19,535.87	44,645	45.80
1000-40 Gen Fund - Public Safety	1,622,204.08	2,736,712	59.60
1000-50 Gen Fund - Public Works	1,858,890.13	2,905,191	64.50
1000-60 Gen Fund - Culture & Recreation	560,657.94	971,517	58.90
1000-70 Gen Fund - Economic Development	75,940.06	107,799	70.40
1000-85 Gen Fund - Intergovernmental	789,060.79	789,061	100.00
	10,722,222.36	16,831,006	

FY20 YTD Expended - Gen Fund



- 1000-20 Gen Fund - Gen Gov't
- 1000-30 Gen Fund - Health & Welfare/General As
- 1000-40 Gen Fund - Public Safety
- 1000-50 Gen Fund - Public Works
- 1000-60 Gen Fund - Culture & Recreation
- 1000-70 Gen Fund - Economic Development
- 1000-85 Gen Fund - Intergovernmental

- When looking at the other Funds, \$2,511,815.82 has been expended YTD. FY21 budget for all other funds is \$1,612,679 – which includes budget for the Debt Service Fund and the Sewer Fund. YTD expended for Debt Service and Sewer Fund is: \$1,031,369.81 with \$53,113.25 encumbered, leaving \$528,195.94 in available budget.

All Other Funds by Org	YTD Expended	FY21 Budget	FY21 %
ED Loan Fund	145,045.18	-	100.00
Special Revenue Fund	114,286.87	-	100.00
Moxie Fund	848.75		
Snowmobile Reserve	8,500.00	-	100.00
Debt Service	330,741.83	419,104.00	78.90
Capital Projects	1,211,765.21	-	100.00
Sewer Fund	700,627.98	1,193,575.00	63.10
	2,511,815.82	1,612,679	

- The Debt Service Fund is showing as 78.9% expended as of Period 8
 - This is within my expectations as the majority of our bonds have the first half of the payments due by September 15th. We did have some final fall bonds paid out in October. The remaining amounts due for debt service are primarily interest and those will be due around April 2021.
 - The Sewer Fund is 63.10% expended through the middle of Period 8; I would expect 67% at the end of period 8, which is right on track.
- Looking at it on a department level within the General Fund:
 - County Tax is 100% within the budget for county taxes paid out for FY21 as these get fully paid early on in the fiscal year.
 - The General Fund as a whole is 64% expended, which is right on track for where I would expect us to be in Period 8. By the end of Period 8, I would expect 67% expended.
- Please see below for the chart showing the YTD expended and the associative % expended on a department level:

General Fund by Dept ▼	YTD Expended ▼	% Expended ▼
Elected Officials	13,636.44	67.00
Town Manager	153,138.46	63.30
Appeals Board	466.01	27.30
Planning Board	2,267.74	12.30
Legal	25,470.46	99.20
Clerk	105,794.26	58.10
Finance	136,571.34	62.80
Tax Collection	118,289.61	62.50
Assessor	71,085.95	62.70
Code Enforcement	72,878.03	61.60
Liability Insurance Program	74,404.96	69.40
Technology	146,232.42	68.90
School	4,724,109.42	62.50
Town Buildings	141,845.74	59.00
Abatements	9,742.65	100.00
Health Officer	4,294.81	63.60
General Assistance	15,241.06	42.60
Police	960,922.46	60.00
Fire	235,617.51	49.90
Emergency Management	150,569.85	74.90
ACO	64,247.66	63.80
Lisbon Communication Center	210,846.60	61.20
Public Works	1,858,890.13	64.50
Library	174,363.74	60.50
Parks & Rec	356,294.20	57.30
Other Public Services	30,000.00	69.40
Economic Development	75,940.06	70.40
County Tax	789,060.79	100.00
Sewer	700,627.98	63.10
TOTAL GENERAL FUND	10,722,222.36	
TOTAL SEWER FUND	700,627.98	

- Looking at each of the departments above (General Fund), the % Expended expectation for Period 8 should be right around 67% at the max.
- For the most part, the Departments are all within or below the 67% expended amount with the exception of the following:
 - Legal – There is \$14,214.40 encumbered and \$25,470.46 YTD Expended. As we navigate through COVID-19, there has been more legal inquiries between the Town and our Legal Counsel in the current year.
 - Abatements – not a budgeted line item

- Emergency Management – this relates to the quarterly amounts paid to Lisbon Emergency. The Town has paid three quarters, thus approximately 75%; there is one more payment for the final quarter.
- The Public Works Line in total is 64.50% which is in line with expectations. If we were to break down Public Works further, it would be as follows:
 - Department of Public Works 69.30% expended YTD
 - Winter Operations 47% expended YTD
 - Solid Waste 55.40% expended YTD
 - Other Public Works 70.90% expended YTD
 - All of the above bring us to the 64.50% expended as a whole. As we are in the middle of winter, the Winter Operations budget is seeing most of the expenditures at the moment (including plowing, parts, salt, materials, etc.). Public Works will live in this line item predominantly, until snow season is over; they flip between their regular Public Works Department and their Winter Operations when we enter and exit these winter months.



Town of Lisbon

Fire Department

Nathan LeClair, Fire Chief



To: Lisbon Town Council
Department Monthly Report: January 2021

In the month of January, the Fire Department responded to 39 calls for service (includes inspections, various investigations, and complaints, such as unpermitted burns). The Department responded to 6 requests for the Fire Department First Responders. The Department responded to 1 request to assist Lisbon Emergency this past month.



In the month of January we responded to 3 request for mutual aid. These were to the towns of Durham, Freeport, and Lewiston. 2 were to the scene, with one of those also requesting station coverage, and the one to Lewiston was for station coverage

The month of December there was a total of 53 calls for service. This brought the total call count for the calendar year of 2020 to

471. This is a significant increase from the 413 the year before.

The new year started off with bang. The Fire Department responded to 3 fires in the month January, with the first one on New Year's Day. This was located on Royal Street. We also had a fire on Ridge Road Rd on the 22nd and a large fire on Kelly Lane on the 23rd. We also responded to a working vehicle fire, snow blower fire, and a chimney fire. This has kept the firefighters busy with responses and equipment and vehicle up keep.

In January, firefighters completed their annual mandated training, as required by federal and state requirements. This includes topics such as blood borne pathogens, respiratory protection, and PPE assessment. They also had a morning of forcible entry training with use of props to learn how to access different types of doors.



Winter typically has a higher fire occurrence then the rest of the year. We urge all residents to be mindful of the use of alternate heating devices, and please use caution when charging portable devices.



Town of Lisbon

Fire Department

Nathan LeClair, Fire Chief



Month of January incident type break down.

Incident Type	Occurrences
Fire, other	1
Building fire	3
Chimney of flue fire, contained to chimney or flue	1
Fuel burner/boiler malfunction, fire contained	1
Mobile property (vehicle) fire, other	1
Passenger vehicle fire	1
Overpressure rupture, explosion, overheat other	1
Medical assist, assist EMS crew	1
EMS Call, excluding vehicle accident with injuries	6
Motor vehicle/pedestrian accident (MV Ped)	1
Gas leak (natural or LPG)	1
Vehicle accident, general cleanup	1
Assist police or other governmental agency	2
Public service	2
Unauthorized burning	1
Cover assignment, standby, moveup	2
Good intent call, other	3
Dispatched & canceled en route	1
No incident found on arrival at dispatch address	1
Steam, other gas mistaken for smoke, other	1
Smoke scare, odor of smoke	2
HazMat release investigation w/no HazMat	1
False alarm or false call	1
Smoke detector activation due to malfunction	1
Sprinkler system activation, no fire – unintentional	1
Alarm system activation, no fire – unintentional	1
Total:	39

Respectfully submitted

A handwritten signature in black ink, appearing to read "N. LeClair".

Nathan LeClair

Fire Chief

LIBRARY DEPARTMENT
January 2021 Monthly Report

Adult Books	960	New Patrons	5
Adult DVD's	247	Cloud Library E-Books	81
Juvenile Books	710	Cloud Library Audio Books	103
Juvenile DVD's	137	Cloud Library Users	51
Adult Audio Bks	82	Inter Library Loan Outgoing	264
Juv Audio Bks	8	Inter Library Loan for Lisbon Patrons	157
Paperbacks	40	Patron Count	607
Patron Computers	79	Patron photocopy Serv.	25 (approx.)
Magazine Circulation	26	Patron Fax Services	9 (approx.)
Child Craft kits: Snowflake Art.	13 given out in-house & 140 Facebook Reach & 10 You Tube views	Lego On-Line Program:	106 Facebook Reach & 6 You Tube videos
Steam Lab/Science Kit:	18 kits given out in-house & 90 Facebook Reach & 173 video views	Microscope Check out for Patron Use	1
Winter Read Challenge Program	11 adult & 17 children participants read 161 hours	Adult Author Feature: Hawthorne, Nathaniel	205 Views
In-House Adult Display: "Staff Picks"	185 Views	Crafting with Claudia: Sea Glass Plant Art	205 Views
In the Kitchen: French Cooking	148 Views	Display Case: Claudia Lemieux: Watercolor paintings.	521 Views
"Stop Motion: Program	139 Facebook views & 66 video views	Grab-n-Go Adult Craft: Sea Glass Plant Art Kit	20 kits given out to Lisbon Library Patrons & Residents

The Library was busy in the month of January. We are pleased that more patrons visited the library last month and checked out more books, magazines, audio books and DVD's than the previous month. Patrons were pleased with the selection of new adult and children's books that we purchased in January.

The "patron-use" computers were also busier in the month of January. Seventy-nine Lisbon residents appreciated the availability of the computers for their business and personal needs. We also saw an increase in the number of Lisbon citizens who came in for their photocopy and fax services needs. Many mentioned they are grateful the library still provides these services in these difficult times. One patron told us "You are all the best"!

The Cloud Library Service Program continues to be popular with patrons who have chosen not to return to in-house library services at this time. 57 Lisbon patrons downloaded 82 audio books and 67 E-Books in the month of January. That is a significant increase from the previous month and verifies the expenditure and value of our library's participation in this statewide service.

Our Inter Library Loan Services reached more Lisbon patrons last month. 157 items that included music CD's, children's books and adult non-fiction titles were ordered and enjoyed by our patrons. Our library shared 264 of our items to area libraries as well.

Our first month of adult "Grab-n-Go" craft kits was a success. Claudia Lemieux made up 20 sea glass art kits and they were all gone in two days! 205 patrons also viewed and enjoyed the crafting project on-line. Patrons of all ages appreciate the opportunity to have a fun activity at this time. The February adult Grab-n-Go" wooden beads key chain craft will be available the week of February 15th. This "thinking outside of the box" service will serve our adult patrons and community well as we transition to more in-house services as state mandates allow. The rest of the on-line adult programs that include recipes and a monthly featured author continue to be popular as well.

The children and their families continue to appreciate the monthly "Craft-in-a-bag" program as well. The January snowflake art kit was popular with children of all ages. They continue to enjoy the on-line Lego Club and the "Stop Motion" Program.

The staff and I continue to research other programs that may be of interest to our patrons and implement those as time and budget allows.

The staff was busy with a variety of projects in January. Cyndi Medlen continues to re-catalog and assess the "Picture Book" collection. Children's Librarian, Bill Meakin continues to assess and "weed" outdated non-fiction children's books to ensure the collection meets the needs of the children who visit the library and meet their school research needs. Claudia Lemieux, Adult Services Assistant, was busy with the overdue process and sent notices and bills to patrons who have not returned items in a timely manner. The rate of returned overdue materials continues to be very good at the Lisbon Library Department. We are always willing to work with a patron to get our materials back and available to all.

I continued to work on and completed the proposed 2021-22 Library Department budget. That will be presented to the Town Manager and Finance Director on February 16, 2021. I also completed the review and revisions of the Library Department job descriptions as requested by the Town Manager.

Our library continues to follow the current state of Maine mandates. We continue to "quarantine" returned library items for 72 hours as all Maine libraries are doing. We sanitize the "common areas" of the library often and sanitize patron computers after each use.

Respectfully submitted,
Diane Nadeau
Library Director



Lisbon Police Department

A Community Policing Agency

300 Lisbon St.
Lisbon, ME 04250

Ryan A. McGee
Chief of Police

January 2021 Report to Council

Police Department

In the month of January, the Town of Lisbon continued to see an increase in Covid-19 cases in the area. The Police Department continues to take precautions in order to keep the community and the members of the department healthy.

In January, the police department utilized an online CPR and First Aid training hosted by Dirgo Safety LLC. In past years this was always an in-person class, however, precautions were utilized to decrease the risk of a COVID outbreak within our department. The police department is also borrowing a "FIT" testing instrument from Brunswick Fire Department, and we have begun fit testing the PPE sealed face masks that officers utilize. This will be done over the course of the next few months.

In the month of January, the police department handled a total of **986 calls**. There were a total of **9** motor vehicle crashes and **118** motor vehicle stops conducted during patrol shifts and directed traffic enforcement details. There were a total of **48** investigations initiated, and **22** individuals were arrested or charged with criminal violations. One of those arrests was for the very serious charge of Elevated Aggravated Assault, involving a stabbing on Beech Street in Lisbon. Of the total serious Investigations, **8** investigations included Mental Health Crisis calls, as well as Attempted/threatened suicide calls.

Also during the month of January, Officer Kristopher Kauffman resigned and went to work for the Falmouth Police Department, due to increased pay and benefits.

This leaves the department shorthanded two officers since the brother of Kris, Officer Nicholas Kauffman is currently deployed with the US Military, and we are also short the lieutenant position as well.

We are also facing a backlog at the Maine Criminal Justice Academy of a waiting list of upwards of 240 officers in Maine waiting to get into the 18-week police academy. At this point upon hiring a new officer, it will take nearly two years to get a new officer into the full-time Maine Criminal Justice Academy to be trained as a certified police officer.

Thank you,

Ryan McGee
Chief of Police

MEMORANDUM FROM THE PUBLIC WORKS DIRECTOR

TO: DIANE BARNES, TOWN MANAGER
FROM: RANDY CYR
SUBJECT: JANUARY 2021, MONTHLY REPORT
DATE: FEBRUARY 5, 2021

Public Works – In the month of January, we investigated and actioned on resident and dispatch calls for icing, potholes, ditching and drainage issues as well as policing up trash and deceased animals. Fixed and replaced various road signs for any missing or hard to see. Had several snow storms and days with icy roads to action on. Worked on old benches which are being prepped to be placed at Worumbo Mill site. Fixed hole and crack in front of post office on Main St sidewalk. Inspected and cleaned catch basins of ice and snow, to include in front of all bus stops. Continue checking on snow fence to ensure its still up.

Mechanic continued working on vehicles/equipment to ensure inspections were completed and safe for operation. Tested out new lift system for plow wings and works great for maintenance. Picked up the shop, salt shed and employee areas for cleanliness.

Continue to ensure all employees are briefed on mitigation/safety measures sent down from Management regarding COVID-19.

Transfer Station - Below is a summary of the items shipped during the past month.

<u>Item</u>	<u>Tonnage</u>
Single Stream	5.38
Trash	216.18
Bulky Waste	23.02
Wood	15.58
Brush	19.09
Shingles	9.8
Freon	29 units

MEMORANDUM FROM THE SEWER SUPERINTENDENT

TO: DIANE BARNES, TOWN MANAGER
FROM: STEVE AIEVOLI
SUBJECT: JANUARY 2021 MONTHLY REPORT
DATE: FEBRUARY 8, 2021

Below is a summary of the activities beyond the typical sewer system and treatment plant maintenance completed during this month.

- Repaired broken plow on truck # 797.
- Installed new brushes on the Lakeside screen in the Headworks.
- Met with Maine DEP and Olver Associates regarding future projects and weather related high flows in the collection system.
- Greased the centrifuge screw conveyor.
- Repaired a manhole on Hope Street
- Inspected the cross-country sewer lines.
- Repaired the local alarm at the Moody Road pump station.

Please contact me if you have any questions.

FEBRUARY 2021

TOWN CLERK & ELECTION DEPARTMENT

The Council meeting agendas and packets were prepared and the minutes transcribed and posted online and with Clerkbase. Council meeting agendas and minutes were printed and filed completing the 2020 Council book. Planning Board minutes were transcribed and posted online for January. The 2020 Planning Board Book was reviewed for completeness. Council meetings were scheduled for live video streaming for the next six months.

Voter registration cards from the Bureau of Motor Vehicle are slowly being processed. We matched up death records to voter files to identify deletions and pull those cards. Monthly BMV voter cards were processed. We certified petitions and other election paperwork. The web site was updated with Election information about upcoming elections.

I updated the database for boards and committees, which contains names, addresses, phone numbers, and terms of office for easy access. The 2021-2022 budget was prepared and presented to the Town Manager.

The usual Victualer and Mobile Home Park business license databases were updated in preparation for renewal mailings. Inspection lists were sent off to the Health/Code Enforcement Officers to begin the inspection process. Games of Chance, renewal Special Entertainment Permits, Liquor Licenses, and Medical Marijuana Establishment renewals are slowly coming in to be processed.

Our monthly vitals report and the State of Maine dog report along with the revenues were given to finance to process and mail to Augusta. Dog licensing late fees began on February 1, however, due to COVID-19 all late fees will be waived until 30 days after the Governor's Executive Order ends. If you have not registered your dog though, please do so! Year-end dog tags were reconciled. 75 online dog licenses for January were processed and tags mailed to owners.

Ballots were transferred out of the blue/green transfer cases and placed into cardboard containers for short-term storage. Election supply boxes are cleaned up and ready for the June School Budget Validation Referendum Election.

Progress has been made on the Annual Town Report that is due prior to adopting the Municipal budget.



Town Council to Fill
Water Commission Member Position
Vacancy – Term Expires in 2022

The Town of Lisbon is accepting applications/resumes for a vacant Water Commission position, with a term that expires in November of 2022. The Council will be appointing someone to fill this vacancy until the current term expires. You must be a U.S. Citizen and a resident of the Town of Lisbon. Applications are available from our website. Submit applications/resumes by February 10 to the Town Manager's Office, 300 Lisbon Street, Lisbon, ME 04250.