

Fort Fairfield Town Council Special Meeting
Council Chambers
Wednesday, October 24, 2018
4:45 p.m.

- I. Roll Call
- II. Old Business
 - A. Community Center Generator
- III. New Business
 - A. Application for Assistance to Firefighters Grant
- IV. Executive Session
 - A. MRSA 405(6)(A) Town Manager Selection, Personnel
- V. Adjournment



Memorandum

October 22, 2018

To: Town Council
From: James Risner, Town Manager
Subject: Community Center Generator

Background: At its September 19, 2018 regular meeting, Town Council authorized the Town Manager to seek requests for bids for a generator project to provide automatic backup power to the portion of the community center that is currently served by two-phase power.

In the event of a power outage, the community center is out of power. The lack of backup power for the portion of the community center served by two-phase creates problems with providing fire, rescue and ambulance services, power to the Town's Emergency Operations Center (EOC), and heat for the entire building. The fire department bay doors can be opened manually, but due to their size it is a difficult and timely process that cuts into emergency response time. Lack of heat during the winter can cause severe damage from frozen pipes.

Discussion: I requested B.R. Smith Associates, Inc. (BRSA) of Presque Isle to conduct a preliminary review of the existing electrical system in order to ensure the right sized generator is purchased. On October 17, BRSA submitted a proposal (attached) based on their findings in the preliminary review.

The preliminary review states a 400-amp generator will likely be needed, and if so, the 200-amp electric load to the panel will need to be upgraded to a 400-amp service in order to meet the National Electric Code. The Town does not have staff with the training or experience to conduct the design elements in BRSA's design phase, nor most of the bid and construction phase elements.

The BRSA's fee for services they will provide is \$7,500 if a 200-amp generator is sufficient, and \$9,500 if a 400-amp generator is needed. There is currently \$256,235.60 in the undesignated fund (G 1-3300-00).

Recommendation: Town Council authorize the Town Manager to accept BRSA's proposal and use up to \$9,500 from the undesignated fund (G 1-3300-00) to pay for the service.