



# City of Westbrook, Maine

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January 29, 2013

Mr. Aaron Shapiro  
Cumberland County Development Program  
Cumberland County – Executive Office  
142 Federal Street, Suite 102  
Portland, Maine 04101

Dear Mr. Shapiro:

I am writing to submit a request for matching grant funding for the City of Westbrook's Fred C. Wescott Building Electrical Service Upgrades project. Over the past two and a half years, the City has been working diligently on converting the closed Fred C. Wescott Junior High School into an active and vibrant community center. The building serves as a hub for a multitude of recreational opportunities as well as essential community services such as the local food pantry, head start classrooms, general assistance office and the kitchen for Meals on Wheels to name a few.

Previous projects at the facility include a complete reconstruction of the roof, replacement of all exterior doors and windows, asbestos abatement, interior and exterior high efficiency electrical upgrades, HVAC replacement and upgrades, swimming pool upgrades, and most recently the replacement of the gymnasium and dance studio floors. This funding request is to provide a new electrical service to the facility from Bridge Street. This is a high priority project as we have learned that the current electrical service is inadequate and could fail at any time. A failure would be very costly as the building would be closed for up to two weeks as repairs were made and replacement parts were sourced from out of state. During this time, many of the vital community services that are provided within the facility would be closed or temporarily relocated putting further strain on our low-moderate income residents.

Our City Engineer, Eric Dudley, will serve as the primary contact for Westbrook for this project but please do not hesitate to contact me directly if I may be of help during the grant review and funding process.

Very truly yours,

  
Colleen Hilton  
Mayor

Cumberland County Community Development Program  
2013 CDBG General Program Application  
Community Cover Page

**Project Title** Fred C. Wescott Building Electrical Service Upgrades

**Lead Community** City of Westbrook

**Additional Communities** N/A

**Contact Information** Name Eric Dudley, PE, City Engineer

Address 2 York Street, Westbrook, ME 04092

Email edudley@westbrook.me.us Tel 207-854-9105

**Program Category**

Public Infrastructure/Facility  Downtown Revitalization

Public Service  Housing  Economic Development

**CDBG "National Objective"**

Low/Moderate Income: Area-Wide  Limited Clientele

Low/Moderate Income

Direct Benefit: Presumed Group Residents (Identify Group)

Slum/Blight: Area-Wide  Spot Basis

**Amount of CDBG Funds Requested** \$150,000

**Total Estimated Project Cost** \$295,000

**Name of Authorized Official** \_\_\_\_\_

**Signature of Authorized Official** 

2013 CDBG General Program Application  
Submitted by the City of Westbrook, Maine  
Project: Fred C Wescott Building Electrical Service Upgrade

## **Summary**

The City of Westbrook continues to make improvements to the former Wescott Junior High School to convert the facility into a fully functioning community center. The community center currently houses a number of programs and services including: Food Pantry and Resource Center, Meals on Wheels, general assistance office, before and after school care, pre-kindergarten program, senior citizen center, Westbrook Historical Society, DHHS satellite office, gymnasium, swimming pool and general recreation services office.

This project is designed to provide a new underground electrical service to the Fred C. Wescott Building from Bridge Street to the facility. This is a high priority project as we have learned that the current electrical service is inadequate and could fail at any time. A failure would be very costly as the building would be closed for up to two weeks as repairs were made and replacement parts were sourced from out of state. During this time, many of the vital community services that are provided within the facility would be closed or temporarily relocated putting further strain on our low-moderate income residents. The current electrical service is a shared switch with Congin Elementary School which is protected by a series of large fuses. These fuses must be sourced from Indiana with an individual cost of \$7,000 plus shipping.

The proposed project aims to replace the current switch with a dedicated underground power feed from Bridge Street to a pad mounted transformer outside of the building's mechanical room. The switch will be removed from operation and the new conduits and pad mounted transformer will meet current and future electrical demands of the building.

## **Need for Activity**

This project will provide for a more secure and serviceable power feed to the building. Central Maine Power is advising the City that the current switch must be removed from service from a safety and reliability standpoint. The facility services an average of 350 people per day. Daily there are 45 children attending the pre-k program, up to 25 students in the alternative education program and 155 children attending the after school care program. In addition to that, evening meetings and classes take place along with events on the outdoor fields. It will directly affect all of the building users and will help avoid a shutdown of highly needed services. Central Maine Power and our electricians have advised that the City is on borrowed time with the current electrical service and it must be replaced. The current switch could fail at any time, effectively closing the facility until necessary repairs are made. This switch was installed in the 1960's and has been phased out of use throughout the country. Parts are difficult to find and extremely

expensive. The total number of people affected by the issue is roughly 8,000 based on the many uses of the Community Center.

Forty (40%) percent of the patrons of the food pantry and the general assistance office meet the criteria for low income. Twenty five (25%) percent of the students in the pre-k program are identified as "at risk". The after school program has 30% of the children enrolled identified as coming from low-moderate income households (free and reduced lunch).

A community center offers opportunity for enrichment, fitness and socialization for everyone. A community center is an investment in a community by linking neighbors together, by providing services such as food and resources, by offering programs such as English as a Second Language classes, providing a space for pre-kindergarten and afterschool and summer camp for children. In addition, the ability to be involved in fitness classes and recreational opportunities is beneficial to both individuals and families. This project is essential to improve the reliability of electrical service to the facility. Without it, the building could close unexpectedly which would disrupt these essential services. Additionally, a major power failure during the winter months could be catastrophic as the building would rapidly lose heat making the plumbing, fire suppression and heating systems vulnerable to major damage from freezing.

### **Project Management**

The project will be managed by Eric Dudley, P.E. City Engineer. Eric has a wealth of experience in major capital improvement projects ranging from roadway, sewer, bridge, and building projects. These projects range in price from a few thousand dollars to multi-million dollar projects including projects with federal grant requirements. Eric will manage the project from beginning to completion including all design, bidding, and construction administration requirements bringing in experts and other professionals for key portions of the project.

Eric is currently involved in a CDBG funded project for asbestos abatement and floor reconstruction for the gymnasium and dance studio. The project has gone well and is on schedule. Eric is also completing an Efficiency Maine funded HVAC project at the historic Walker Memorial Library with a construction contract of \$234,000. He is also working on energy efficiency and fire alarm system upgrades at the Fred C Wescott Building with budgets of \$590,000 and \$61,000 respectively. Eric is also involved in major infrastructure projects including the replacement of Whitney Bridge and the City's combined sewer overflow abatement program.

The City of Westbrook is fully committed to continued capital improvement and maintenance of the Fred C. Wescott Building. When the school was determined to be functionally obsolete as a school facility, the City began a long public process to determine what to do with the building. With a public pool located in the facility as well as other strong assets and a need for a permanent home from the City's Rec Center, the committee recommended reusing the facility as a community center. The building was in very poor condition and the City has invested a significant amount of money into the building to make it a safe and inviting space. A new, highly insulated roof has been installed over the entire building. All exterior windows and doors have been replaced. A leaking skylight has been replaced. The heating systems have been

upgraded and converted from oil fired to natural gas fired. Energy efficiency projects have been initiated to reduce operating expense such as the installation of indirect hot water heaters, installation of a pool cover, conversion of the pool water heating system, replacement of interior lighting to high efficiency lights on occupancy sensors, and new LED parking lot fixtures just to name a few. The City is using a combination of local tax dollars, donations and grants to revive the building and transform it into a safe and vibrant community center. The City has long term plans to continue renovations to the facility including further upgrades to the HVAC system, electrical system, etc.

### **Readiness to Proceed**

The City has been working with Central Maine Power and Corey Electric on the design for the project improvements. A plan has been developed to install 2 new utility poles and a series of 4 underground conduits that will run from Bridge Street to a junction box in the lawn area just north of the front parking lot. From there, 3 conduits will run from the junction box to the pad mounted transformer to be installed outside of the building's mechanical room. Conductors will be installed in the proposed conduits to be connected to the main electrical panel in the building. The only permits required for this work will be an electrical and DigSafe permit. The cost estimates have been developed by Corey Electric and Central Maine Power. If the City is granted the request, we will move forward quickly once funds are available with the bidding and procurement process. The entire process from financial award to project completion will not exceed 12 months. We do not foresee any impediments to the project. The City's matching funds are available in the Fred C. Wescott Building Capital Improvement Fund. These funds are not secured but will be by Council action as part of the acceptance of the CDBG grant money if awarded. The necessary funds in the CIP account will be encumbered specifically for this project.

### **Need for CDBG Funds**

The need for CDBG funds to help pay for improvements is crucial. The City of Westbrook has invested a significant amount of money into the capital improvements of a neglected building and the facility is still in major need of improvements. Currently, the City of Westbrook like all other communities in Maine is seeing increased demands for capital improvement money while revenues are decreasing. The latest round of state funding cuts such as the elimination of state revenue sharing and decreases to school funding and vehicle excise tax further underscore the City's need for funding assistance. The City has not sought funding through other sources and does not plan to. Without this outside funding, the project will be significantly delayed while the City determines how to fill the funding gap. During that time, the building will run a greater risk of electrical service failure which will interrupt the delivery of essential social services to Westbrook's low/moderate income population.

<b>Project Implementation Schedule</b>								
<b>Activity</b>	<b>Q #1 J - S 2013</b>	<b>Q #2 O - D 2013</b>	<b>Q #3 J - M 2014</b>	<b>Q #4 A - J 2014</b>	<b>Q #5 J - S 2014</b>	<b>Q #6 O - D 2014</b>	<b>Q #7 J - M 2015</b>	<b>Q #8 A - J 2015</b>
Final Design	X							
Project Bidding	X							
Contract Award/Permits		X						
Construction		X	X					
Completion/Final Paperwork			X					
Project Completed:								

Type of Funding	Match Amount	Source of Match	How is the match calculated?	Is the match secured? Please circle yes or no.	If yes, please attach relevant documentation. <sup>1</sup>	If no, please outline and attach future steps to secure match. <sup>2</sup>
Cash	\$145,000	City CIP Funds		No		
	\$	Other Cash		Yes / No		
	\$	Other Cash		Yes / No		
	\$	Other Cash		Yes / No		
In-Kind/ Donation	\$	Municipal In-Kind & Donation		Yes / No		
	\$	Other In-Kind & Donation		Yes / No		
	\$	Other In-Kind & Donation		Yes / No		
	\$	Other In-Kind & Donation		Yes / No		
<b>TOTAL MATCH</b>	\$145,000					

<sup>1</sup> Please feel free to attach up to 1 page of additional documentation demonstrating secured match.

<sup>2</sup> Please feel free to attach up to 1 page explaining the future steps that will be taken to secure matches.

Appendix IV: Budget

<u>Construction Projects</u>				
Cost Category	CDBG Funds	Municipal Funds	Other Funds	Total
Design/Engineering	\$0	\$450		\$450
Land Costs				\$0
Materials/Supplies	\$0	\$500		\$500
Construction Costs	\$150,000	\$144,050		\$294,050
Project Management				\$0
Other				
1.				
2.				
3.				
4.				
<b>Total Costs</b>	<b>\$150,000</b>	<b>\$145,000</b>		<b>\$295,000</b>
<p><b>Provide the basis for determination of budget amounts:</b></p> <p><b>Price quotations for necessary work from Central Maine Power and Corey Electric. Materials cost associated with printing services for bidding documents.</b></p>				