

City of Biddeford
City Council
December 15, 2020 6:00 PM Via ZOOM
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- 1. Roll Call**
- 2. Adjustment(s) to Agenda**
- 3. Presentation:**

- 3.a. Update from Maine Water
[12-15-2020 Maine Water Update-Saco River Plant Fact Sheet.pdf](#)

Recognition

Spirit of America Volunteer - Holly Culloton

- 4. Public Hearing**
 - 4.a. 10th Amendment to the Rte. 111-Mill Redevelopment Municipal Development and Tax Increment Financing (TIF) District
[12-15-2020 TIF Amendment & New TIF Public Hearing Notice.docx](#)
 - 4.b. New Saco-Lowell Municipal Development and Tax Increment Financing (TIF) District
[12-15-2020 TIF Amendment & New TIF Public Hearing Notice.docx](#)
- 5. Consideration of Minutes:**
 - 5.a. December 1, 2020 Council Meeting Minutes
[12-01-2020 Council Meeting Minutes.docx](#)
- 6. Second Readings:**
 - 6.a. 2020.110) Amendment/Ch. 2, Administration/Art. V, Finance/Sec. 2-340-Sole source procurement/Update "Purchasing Agent" Language
[12-01-2020 Procurement-Sole Source.docx](#)
 - 6.b. 2020.84) Amendment/Ch. 2, Administration/Sec. 2, Division 12-Police Advisory Committee/Various Amendments
[10-06-2020 Police Advisory Committee-various amendments.doc](#)
[9-17-2020 Police Advisory Comm Amendments-MEMO.docx](#)
- 7. Orders of the Day:**

- 7.a. 2020.115) Amendment/Land Development Regulations/Art. V-Establishment of Zones/Allowance of Multi-Family Residential Uses in I-3 and B-2 Zones
[12-15-2020 Multi-Family in I-3 and B-2 Zones.docx](#)
[12-15-2020 Multi-Family in I-3 and B-2 Zones-MEMO.pdf](#)
- 7.b. 2020.116) Authorization/Upgrade of Boiler System in City Hall Building
[12-15-2020 City Hall Boiler Upgrade - ORDER.doc](#)
[12-15-2020 City Hall Boiler Replacement - MEMO.docx](#)
[12-15-2020 City Hall Boiler Memo with Bid Tab.doc](#)
[12-15-2020 City Hall Boiler Pre-proposal mtg attendees.pdf](#)
[12-15-2020 City Hall Boilers RFP.pdf](#)
[12-15-2020 City Hall Boiler - Jim Godbout Bid.pdf](#)
[12-15-2020 City Hall Boiler - Atlantic Comfort Systems Bid.pdf](#)
[12-15-2020 City Hall Boiler - Johnson and Jordan Bid.pdf](#)
- 7.c. 2020.117) Authorization/Purchase of Pumps for Bernard Avenue Sewer Pump Station
[12-15-2020 Bernard Ave Pumps - ORDER.doc](#)
[12-15-2020 Bernard Ave Pumps - MEMO.docx](#)
[12-15-2020 Bernard Ave Pumps - BID.pdf](#)
- 7.d. 2020.118) Authorization/10th Amendment to the Rte. 111-Mill Redevelopment Municipal Development & Tax Increment Financing (TIF) District
[12-15-2020 Rte 111-Mill TIF 10th Amendment-ORDER.docx](#)
[12-15-2020 Rte 111-Mill TIF Amend and New Saco-Lowell TIF-MEMO.docx](#)
[12-15-2020 Rte 111 Development Program 10th Amendment Application.pdf](#)
- 7.e. 2020.119) Authorization/New Saco-Lowell Municipal Development and Tax Increment Financing (TIF) District
[12-15-2020 Saco-Lowell New TIF - ORDER.docx](#)
[12-15-2020 Rte 111-Mill TIF Amend and New Saco-Lowell TIF-MEMO.docx](#)
[12-15-2020 Saco-Lowell TIF Application.pdf](#)
- 7.f. 2020.120) Authorization/Remaining Payments to Municipal Service Agencies/FY21 Budget Allocation
[12-15-2020 Municipal Service Funds-2nd Payment.doc](#)

8. Appointments:

- 8.a. Frederick Oliver...Airport Commission
[12-15-2020 Appt-Oliver-Airport Comm.docx](#)
[12-15-2020 Comm App-Oliver-Airport Comm.pdf](#)
- 8.b. Dean Tourigny...Airport Commission
[12-15-2020 Appt-Tourigny-Airport Comm.docx](#)
[12-15-2020 Comm App-Tourigny-Airport Comm.pdf](#)
- 8.c. Charles Drapeau...Biddeford Fire Advisory Committee
[12-15-2020 Appt-Drapeau-Fire Advisory Comm.docx](#)
[12-15-2020 Comm App-Drapeau-Fire Advisory Comm.pdf](#)
- 8.d. Carolyn Southwick...Biddeford Police Advisory Committee CHAIR
[12-15-2020 Appt-Southwick-Chair of BPAC.docx](#)
- 8.e. Andrew Barrs...Biddeford Police Advisory Committee
[12-15-2020 Appt-Barrs-Police Advisory Comm.docx](#)
[12-15-2020 Comm App-Barrs-BPAC.pdf](#)

- 8.f. Susan Swanton...Downtown Development Commission
[12-15-2020 Appt-Swanton-DDC.docx](#)
[12-15-2020 Comm App-Swanton-DDC.docx](#)
- 8.g. Ari Brandstein...Downtown Development Commission
[12-15-2020 Appt-Brandstein-DDC.docx](#)
[12-15-2020 Comm App-Brandstein-DDC.pdf](#)
- 8.h. Jeff Cabral...Historic Preservation Commission
[12-15-2020 Appt-Cabral-HPC.docx](#)
[12-15-2020 Comm App-Cabral-HPC.pdf](#)
- 8.i. Spiros Droggitis...Planning Board
[12-15-2020 Appt-Droggitis-Planning Brd.docx](#)
[12-15-2020 Comm App-Droggitis-Planning Brd.pdf](#)
- 8.j. Timothy Stebbins...Recreation Commission
[12-15-2020 Appt-Stebbins-Recreation Comm.docx](#)
[12-15-2020 Comm App-Stebbins-Rec Comm.pdf](#)
- 8.k. Roland Pelletier...Shellfish Conservation Committee
[12-15-2020 Appt-Pelletier-Shellfish Comm.docx](#)
[12-15-2020 Comm App-Pelletier-Shellfish Comm.pdf](#)
- 8.l. Bobby Mills...Zoning Board of Appeals
[12-15-2020 Appt-Mills-ZBA.docx](#)
[12-15-2020 Comm App-Mills-ZBA.pdf](#)
- 9. Public Addressing the Council..(5 minute limit per speaker; 30 minute total time limit)**
- 10. City Manager Report**
- 11. Other Business**
- 12. Council President Addressing the Council**
- 13. Mayor Addressing the Council**
- 14. Adjourn**



FAST FACTS

40,000

people served in Biddeford,
Saco, Old Orchard Beach
and Scarborough

250

acres of land conservation
including public access and a
Red Maple Swamp preserve

136

years of service from the
existing facility, built in 1884

\$52 million

to design and construct the
new facility and launch the
next century of service



SACO RIVER DRINKING WATER TREATMENT FACILITY

BUILDING FOR THE NEXT CENTURY OF SERVICE



Outstanding reliability
and service by local
water professionals



Average residential bill
expected to be about
\$1 per day or a penny
per gallon after facility
completion



Improved efficiency,
lower cost of operation
and state of the art
automation for treat-
ment process control



Project will protect 190+
acres of public access
to conservation area
and 65 acres of Red
Maple Swamp preserve



The Saco River offers
well-protected, high
quality source water
with almost unlimited
capacity



Long-term solutions for
4 service communities
consistent w/ regional
planning efforts

Infrastructure Investment to Support and Sustain Our Communities

- This facility replaces one built in 1884 and renovated in 1936. Further renovations of the existing plant, located in the flood plain of the Saco River, are not cost effective
- The new facility is designed to last into the next century: improved energy and process efficiencies, reducing operating costs, improved reliability and flood resilient
- The new technologies and efficiencies gained create a more carbon-friendly footprint benefitting the environment and local community

**NOTICE OF PUBLIC HEARINGS
City of Biddeford**

regarding

**An Amendment to the Municipal Development and Tax Increment Financing District
Known as the “Rte. 111-Mill Redevelopment Municipal Development and Tax Increment
Financing District”**

And

**The Designation of a Municipal Development and Tax Increment Financing District to Be
Known As “Saco-Lowell Municipal Development and Tax Increment Financing District”
And the Adoption of A Development Program, therefore:**

Notice is hereby given that the City of Biddeford will hold two public hearings at its City Council Meeting on December 15, 2020 at 6:00 p.m. via REMOTE HEARING described below. The purpose of the public hearings is to receive public comments on the proposed amendments to the tax increment financing (“TIF”) districts and development programs pursuant to the provisions of Chapter 206 of Title 30-A of the Maine Revised Statutes, as amended.

The purpose of one of the public hearings is to receive public comments on the amendment of the existing Rte. 111-Mill Redevelopment Municipal Development and Tax Increment Financing District (a) converting the district to a transit-oriented district, (b) adding to the municipal project costs, and (c) removing a portion of that district located at 59 Elm Street known as the Saco-Lowell Building in order to make the area available to designate a new Municipal Development and Tax Increment Financing District.

The purpose of the other public hearing is to receive public comments on the designation of a new district called the Saco-Lowell Municipal Development and Tax Increment Financing District, located at 59 Elm Street known as the Saco-Lowell Building, and the adoption of a development program therefor. Such development program will include authorizing a credit enhancement agreement with the developer, Tom Watson & Company, LLC or affiliated entity.

A copy of the proposed Development Program will be on file with the City’s Economic Development Office during normal business hours of 8:00 am – 5:00 pm, they can also be found at [Biddeford, ME | Official Website \(biddefordmaine.org\)](http://Biddeford, ME | Official Website (biddefordmaine.org)) or one can call 207-284-9115 during normal business hours to request that a copy be mailed to you. All interested persons are invited to attend the public hearing and will be given an opportunity to be heard at that time.

Public comments will be taken at the hearings and written comments should be submitted to *Nan Whitten: Whitten, Nan* nan.whitten@biddefordmaine.org. Written comments will be accepted until Friday, December 11, 2020.

The Biddeford City Council will hold these public hearings remotely using Zoom. Virtual meetings are allowed using emergency legislation approved by LD 2167; 1 M.R.S. §403–A, that authorizes municipalities to conduct meetings online. Allow your computer to install the free Zoom app to get the best meeting experience. To access the public hearings, please use the following information: When: Dec 15, 2020 06:00 PM Eastern Time (US and Canada)

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**COUNCIL MEETING
DECEMBER 1, 2020**

*NOTE: Due to COVID-19, this meeting was held virtually (via ZOOM),
and was live streamed on the City's website*

Mayor Casavant called the meeting to order at 6:00 p.m.

Roll Call: John McCurry, Jr., Stephen St. Cyr, Robert Quattrone, Jr., Norman Belanger, Michael Ready, Doris Ortiz, Marc Lessard

William Emhiser and Amy Clearwater were excused.

Adjustments to the Agenda:

- Add Game of Chance Application – York County Veterans Alliance
- Add Order of the Day: 2020.114) Authorization/Waiver of Fees for Biddeford School Department
- Add Executive Session: 1 MRSA 405(6)(D)...Labor Contract Negotiation
1 MRSA 405(6)(A)...Personnel Issue

Game of Chance Application: **York County Veterans Alliance**

Motion by Councilor McCurry, seconded by Councilor Ready to recommend the issuance of a Game of Chance permit to York County Veterans Alliance.

Vote: Unanimous.

Presentation: **FY22 Capital Improvement Projects Budget**

City Manager, James Bennett, through a PowerPoint presentation, gave a high level overview of the FY22 CIP Budget, and 5-year projections. He reminded the Council that the presentation is for planning purposes only.

Consideration of Minutes: **November 17, 2020**

Motion by Councilor McCurry, seconded by Councilor Lessard to accept the minutes as printed.

Vote: Unanimous.

Orders of the Day:

2020.110

IN BOARD OF CITY COUNCIL..DECEMBER 1, 2020

BE IT ORDAINED, by the City Council of the City of Biddeford that the Code of Ordinances, **Chapter 2, Administration, Article V, Finance, Section 2-340 – Sole source procurement**, is amended by adding or ~~deleting~~ to read as follows:

Sec. 2-340. Sole source procurement.

A contract may be awarded without competition when the ~~Purchasing Agent~~ City Manager determines in writing, after conducting a good faith review of available sources, that there is only one source for the required supply, service or construction item. The ~~Purchasing Agent~~ City Manager with the appropriate department head or designee shall conduct negotiations, as appropriate, as to the price delivery and terms. A record of sole source procurement shall be maintained as a public record and shall list each contractor's name, the amount and type of each contract, a listing of the item(s) procured under each contract and the identification number of each contract file.

NOTE: This ordinance amendment was discussed and approved by the Finance Committee at their October 20, 2020 meeting.

Motion by Councilor Ready, seconded by Councilor Lessard to grant the first reading of the ordinance amendment.

Vote: Unanimous.

NOTE: The language that is highlighted are the recommendations from the November 19, 2020 Policy Committee meeting.

2020.84 **IN BOARD OF CITY COUNCIL..OCTOBER 6, 2020**
BE IT ORDAINED, by the City Council of the City of Biddeford that the Code of Ordinances, **Chapter 2, Administration, Article IV BOARDS, COMMITTEES, COMMISSIONS, DIVISION 12 POLICE ADVISORY COMMITTEE Sections 2-230 et seq.** be amended by adding or deleting to read as follows:

Sec. 2-320 Establishment.

There is hereby created and established the Biddeford Police Advisory Committee, herein after BPAC, comprised of five members and a member of the Biddeford Police Department to serve as an ex officio member. All members shall be citizens and reside within the corporate limits of the City of Biddeford, with the exception of the ex officio member who may reside outside of the City. In appointing members to the BPAC, the Mayor and City Council shall seek to appoint members from a cross section of all citizens, taking into consideration the person's expertise, background and other relevant experiences. The BPAC is established under the authority of the Biddeford City Council and shall serve under the directive of the City Council.

Sec. 2-321 Purpose; responsibilities.

(a) The purpose of the Committee is to provide an organized forum for two-way communication between the Biddeford Police Department and the community.

(b) Responsibilities shall include:

(1) ~~Where~~ When appropriate, make recommendations to ~~the City Council and Police Department on substantive issues matters, with a goal of improved enhancing police-community relations services. For the purpose of this article, "substantive" issues are defined as matters of major or practical importance to all concerned. It~~ These recommendations shall not include personnel matters issues involving individual members or officers of the Police Department, or matters that deal with daily police operational enforcement and implementation strategies.

(2) Assist in identifying potential Police Department community partnerships ~~to~~ that focus or address public safety ~~related issues~~ matters within the community.

(3) Identify community resources and support for public safety activities ~~(such as parking and traffic); and give input to the City Council and the Police Department regarding perceived effectiveness.~~

(4) Receive information and comments from citizens at the Committee's open and public meeting forum regarding public safety issues.

(5) Make reports to the City Council and/or Police Chief at such times as may be requested by the City Council, Police Chief or as the BPAC determines is necessary. Make reports to the City Council at such times as may be requested by the City Council.

Sec. 2-322 Membership.

Members shall be appointed by the Mayor and confirmed by a majority of the City Council for staggered three-year terms. All subsequent appointments, except to fill a vacancy, shall be for three-year terms. A vacancy is created upon the death or written resignation to the BPAC Chair, or upon the vote of the City Council to remove a member. Members of the Committee shall serve without pay and at the discretion of the City Council. The Biddeford Police Chief, or his designee, shall serve as the administrator, advisor and ex officio member, and shall provide assistance to the BPAC.

Sec. 2-323 Organization of Committee.

(a) The Mayor shall appoint a Chair and a Vice Chair. The Chair shall serve a two-year term. A quorum shall consist of three members. The Chair shall be counted in determining a quorum and shall have one vote.

(b) The Vice Chair shall serve a two-year term. The Vice Chair shall serve as Chair upon the death or resignation of the Chair, or upon the office of the Chair becoming vacant. The Vice Chair shall discharge the powers of the office of the Chair at any meeting at which the Chair is absent. The Vice Chair shall be counted in determining a quorum and shall have one vote.

(c) The ex officio member of the BPAC is a nonvoting member and shall serve in an advisory capacity.

(d) The duties of a secretary responsible for recording meeting minutes shall be rotated sequentially among the Committee's membership for each meeting. The Chair shall be excluded from this responsibility. A roster for secretarial duties shall be established by the Committee.

(e) A quorum consisting of three members shall be necessary to take any BPAC action authorized or required by this article. An issue shall carry by a majority of those voting.

(f) Notice of any expired terms and/or vacancies shall be given to the public. The Mayor shall nominate and the City Council shall confirm all appointments to fill expired terms and/or vacancies. The City Council may remove any member for misconduct or nonperformance of duty.

(g) The BPAC may adopt and amend from time to time rules to govern the conduct of its administrative business, consistent with the provisions of this division.

Sec. 2-324 Meetings.

(a) Meetings of the Biddeford Police Advisory Committee shall be at the call of the Chair, and established by the BPAC. Meetings shall be held at the Biddeford City Hall or at a suitable municipal public location. Prior notice of any change in meeting date, time or place shall be provided to all members, the public, and the administrative staff 48 hours in advance of said meeting.

(b) All regularly scheduled and special meetings shall have an agenda approved by the Chair.

Motion by Councilor McCurry, seconded by Councilor Belanger to remove the ordinance amendment from the table.

Vote: 6/1; Councilor Lessard opposed.

Councilors McCurry, St. Cyr, Quattrone, Belanger, Ready and Ortiz in favor.

Motion carries.

Motion by Councilor McCurry, seconded by Councilor Belanger to amend the ordinance to reflect the changes that were recommended (in highlights) by the Policy Committee.

Vote: Unanimous.

Vote on ordinance, as amended: Unanimous.

2020.111 IN BOARD OF CITY COUNCIL..DECEMBER 1, 2020

BE IT ORDERED, that the City Council of the City of Biddeford does hereby authorize the Chief of Police to sign the Memorandum Of Understanding (MOU) "Extended Police Authority Agreement" regarding Mutual Aid Assistance, with other Police Agencies, pursuant to 30-A M.R.S.A. 2671 and 30-A M.R.S.A. 2674.

Motion by Councilor Ready, seconded by Councilor Lessard to grant the order.

Vote: Unanimous.

2020.112 IN BOARD OF CITY COUNCIL...DECEMBER 1, 2020

BE IT ORDERED, that the City Council of the City of Biddeford does hereby authorize the City Manager to enter into an agreement with the Maine Department of Transportation (MeDOT) and Maine Turnpike Authority (MTA) to form a three-party planning partnership initiative to conduct a so called South Street Connections Study (the Study). In accordance with the terms of the three-party agreement the cost of the Study shall be a maximum of \$125,000 with the MeDOT contributing up to 60% (maximum of \$75,000) and the City and MTA contributing 20% (maximum of \$25,000 each).

NOTE: Staff recommends repurposing up to \$25,000 of the unspent funds assigned to the FY21 CIP for channel clearing in anticipation of the Biddeford Pool/Wood Island Dredge project. The FY21 CIP included \$50,000 for the dredge project channel clearing work.

Motion by Councilor McCurry, seconded by Councilor Belanger to grant the order.

Vote: 6/1; Councilor Ortiz opposed.

Councilors McCurry, St. Cyr, Quattrone, Belanger, Ready and Lessard in favor.

Motion carries.

2020.113

IN BOARD OF CITY COUNCIL..DECEMBER 1, 2020

BE IT ORDERED, that the City Council of the City of Biddeford does hereby recognize the “above and beyond” attitude and work ethic shown by City Staff over the course of the year in the face the Covid-19 pandemic, and as a thank you grant Friday, December 31, 2020 as a paid day off for all non-union City employees.

NOTE: The granting of New Year’s Eve off is a one-time authorization, and is not intended for future years. The Personnel Committee considered this item at their November 17, 2020 meeting and voted 3/1 to recommend passage by the City Council.

Motion by Councilor Belanger, seconded by Councilor Ready to grant the order.

Vote: 4/3; Councilors McCurry, Lessard and Quattrone opposed.

Councilors Ready, Belanger, Ortiz and St. Cyr in favor.

Motion carries.

2020.114

IN BOARD OF CITY COUNCIL..DECEMBER 1, 2020

BE IT ORDERED, that the City Council of the City of Biddeford does hereby authorize the waiver of project application fees due to the City of Biddeford from the Biddeford School Department for projects involving local funds only, until otherwise rescinded. The payment of local statutory project fees that cannot be waived shall be reimbursed.

Note: Project fees due from the Biddeford School Department are an expense for the school department and a revenue for the City of Biddeford resulting in a net zero impact to the tax burden. Waiving of project fees reduces the administrative burden associated with the transaction. This waiver does not apply to projects involving state, federal, or other non-local project funding where project fees may be covered by the external funding source.

Motion by Councilor Ready, seconded by Councilor Belanger to grant the order.

Vote: Unanimous.

Appointments:

IN BOARD OF CITY COUNCIL...DECEMBER 1, 2020

ORDERED, that I, Alan M. Casavant, Mayor of the City of Biddeford, do hereby appoint:

**Richard “Rick” Laverriere
371 South Street
Ward 6**

as CHAIR of the *Airport Commission* for 2021.

Motion by Councilor McCurry, seconded by Councilor Lessard to confirm the appointment.

Vote: Unanimous.

IN BOARD OF CITY COUNCIL...DECEMBER 1, 2020

ORDERED, that I, Alan M. Casavant, Mayor of the City of Biddeford, do hereby re-appoint:

**Mildred Blanchette
290 Main Street, #4
Ward 5**

to the *Biddeford Housing Authority*, for a term to expire in December 2025.

Motion by Councilor Ready, seconded by Councilor Lessard to confirm the appointment.

Vote: Unanimous.

IN BOARD OF CITY COUNCIL...DECEMBER 1, 2020

ORDERED, that I, Alan M. Casavant, Mayor of the City of Biddeford, do hereby appoint:

**Kelly Seiler
43 Cathedral Oaks Drive
Ward 6**

to the *Biddeford Police Advisory Committee*, replacing Harry Courtois, for a term to expire in December 2023.

Motion by Councilor McCurry, seconded by Councilor Lessard to confirm the appointment.
Vote: Unanimous.

IN BOARD OF CITY COUNCIL...DECEMBER 1, 2020
ORDERED, that I, Alan M. Casavant, Mayor of the City of Biddeford, do hereby re-appoint:

William (Bill) Southwick
16 Congress Street
Ward 4

as CHAIR of the *Planning Board* for 2021.

Motion by Councilor Ready, seconded by Councilor Lessard to confirm the appointment.
Vote: Unanimous.

IN BOARD OF CITY COUNCIL...DECEMBER 1, 2020
ORDERED, that I, Alan M. Casavant, Mayor of the City of Biddeford, do hereby re-appoint:

Roch Angers
26 Cathedral Oaks Drive
Ward 6

to the *Planning Board*, for a term to expire in December 2023.

Motion by Councilor McCurry, seconded by Councilor Lessard to confirm the appointment.
Vote: Unanimous.

IN BOARD OF CITY COUNCIL...DECEMBER 1, 2020
ORDERED, that I, Alan M. Casavant, Mayor of the City of Biddeford, do hereby re-appoint:

Sean Tarpey
110 Cleaves Street
Ward 2

to the *Planning Board*, for a term to expire in December 2023.

Motion by Councilor Ready, seconded by Councilor Lessard to confirm the appointment.
Vote: Unanimous.

IN BOARD OF CITY COUNCIL...DECEMBER 1, 2020
ORDERED, that I, Alan M. Casavant, Mayor of the City of Biddeford, do hereby appoint:

Martin Grohman
9 Lisa Lane
Ward 3

as CHAIR of the *Solid Waste Management Commission* for 2021.

Motion by Councilor Ready, seconded by Councilor Lessard to confirm the appointment.
Vote: Unanimous.

IN BOARD OF CITY COUNCIL...DECEMBER 1, 2020
ORDERED, that I, Alan M. Casavant, Mayor of the City of Biddeford, do hereby re-appoint:

Brian Fleurant
77 Prospect Street
Ward 4

to the *Wastewater Management Commission* for a term to expire December 2023.

BE IT FURTHER ORDERD, that Brian Fleurant be appointed **CHAIR** of the *Wastewater Management Commission* for 2021.

Motion by Councilor McCurry, seconded by Councilor Lessard to confirm the appointment.
Vote: Unanimous.

IN BOARD OF CITY COUNCIL...DECEMBER 1, 2020
ORDERED, that I, Alan M. Casavant, Mayor of the City of Biddeford, do hereby appoint:

Don Furman
20 Elizabeth Road
Ward 1

as CHAIR of the *Zoning Board of Appeals* for 2021.

Motion by Councilor McCurry, seconded by Councilor Lessard to confirm the appointment.
Vote: Unanimous.

Public Addressing the Council...(5 minute limit per speaker; 30 minute total time limit):
A few citizens addressed their concerns to the Council.

Motion by Councilor Belanger, seconded by Councilor Quattrone to suspend the rules to allow for an additional 10 minutes for Public Addressing the Council.
Vote: Unanimous.

There was no City Manager Report given.

Other Business:

Councilor Lessard: advised the Council that he will be sharing some proposed ordinance amendments at next week's Council Workshop that will assist with affordable housing/unit rentals.

Mayor Addressing the Council: Mayor Casavant had the following items:

- He has appointed an Ad Hoc Climate Change Task Force
- He reminded folks of the Heart of Biddeford sponsored holiday event coming up on December 4th. The **Downtown Holiday Ride: Driving Through a Winter Wonderland** event includes a drive-through of Biddeford and Saco's downtowns in appreciation for the holiday lighting. More details can be found on the Heart of Biddeford website.
- He noted that the Comprehensive Plan update will be discussed at next week's Council Workshop, and he assured folks that the public will be involved in the process. He realizes the "massive" undertaking the Comp Plan has been and he and the Council are not taking the task lightly.

Executive Session:

- **1 MRSA 405(6)(D)...Labor Contract Negotiations**
- **1 MRSA 405(6)(A)...Personnel Issue**

Motion by Councilor McCurry, seconded by Councilor Belanger to move into Executive Session.

Vote: Unanimous.

Time: 7:49 p.m.

Motion by Councilor McCurry, seconded by Councilor Quattrone to move out of Executive Session.

Vote: Unanimous.

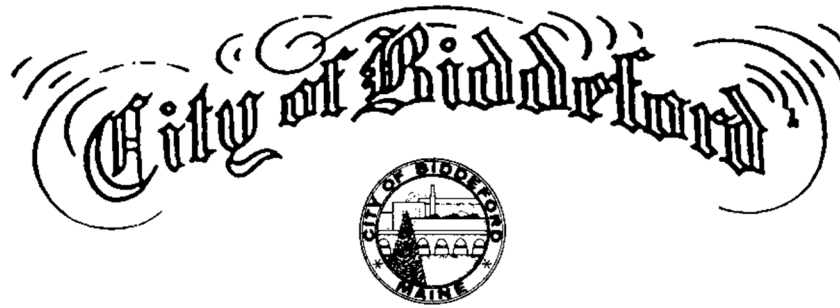
Time: 8:25 p.m.

Motion by Councilor McCurry, seconded by Councilor Lessard to adjourn.

Vote: Unanimous.

Time: 8:25 p.m.

Attest by: _____
Carmen J. Morris, City Clerk



2020.110 **IN BOARD OF CITY COUNCIL..DECEMBER 1, 2020**
BE IT ORDAINED, by the City Council of the City of Biddeford that the Code of Ordinances, **Chapter 2, Administration, Article V, Finance, Section 2-340 – Sole source procurement**, is amended by adding or ~~deleting~~ to read as follows:

Sec. 2-340. Sole source procurement.

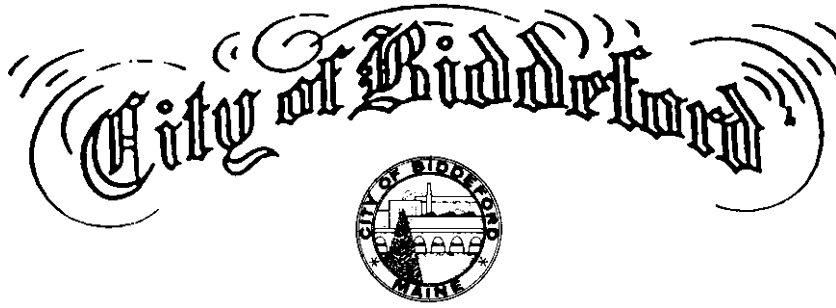
A contract may be awarded without competition when the ~~Purchasing Agent~~ City Manager determines in writing, after conducting a good faith review of available sources, that there is only one source for the required supply, service or construction item. The ~~Purchasing Agent~~ City Manager with the appropriate department head or designee shall conduct negotiations, as appropriate, as to the price delivery and terms. A record of sole source procurement shall be maintained as a public record and shall list each contractor's name, the amount and type of each contract, a listing of the item(s) procured under each contract and the identification number of each contract file.

NOTE: This ordinance amendment was discussed and approved by the Finance Committee at their October 20, 2020 meeting.

December 1, 2020

Motion by Councilor Ready, seconded by Councilor Lessard to grant the first reading of the ordinance amendment.

Vote: Unanimous.



NOTE: The language that is highlighted are the recommendations from the November 19, 2020 Policy Committee meeting.

2020.84 IN BOARD OF CITY COUNCIL..OCTOBER 6, 2020
BE IT ORDAINED, by the City Council of the City of Biddeford that the Code of Ordinances, **Chapter 2, Administration, Article IV BOARDS, COMMITTEES, COMMISSIONS, DIVISION 12 POLICE ADVISORY COMMITTEE Sections 2-230 et seq.** be amended by adding or deleting to read as follows:

Sec. 2-320Establishment.

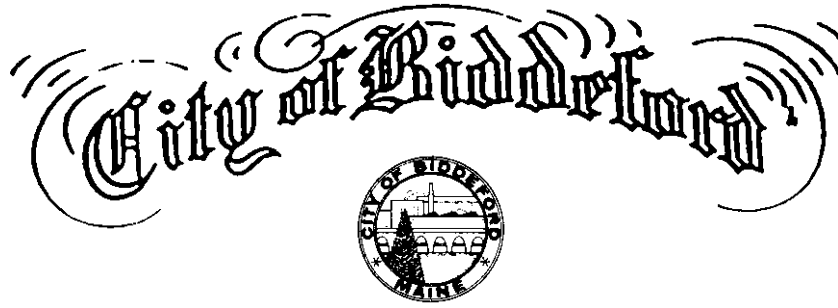
There is hereby created and established the Biddeford Police Advisory Committee, herein after BPAC, comprised of five members and a member of the Biddeford Police Department to serve as an ex officio member. All members shall be citizens and reside within the corporate limits of the City of Biddeford, with the exception of the ex officio member who may reside outside of the City. In appointing members to the BPAC, the Mayor and City Council shall seek to appoint members from a cross section of all citizens, taking into consideration the person's expertise, background and other relevant experiences. The BPAC is established under the authority of the Biddeford City Council and shall serve under the directive of the City Council.

Sec. 2-321Purpose; responsibilities.

(a) The purpose of the Committee is to provide an organized forum for two-way communication between the Biddeford Police Department and the community.

(b) Responsibilities shall include:

(1) ~~Where~~ When appropriate, make recommendations to the ~~City Council and~~ Police Department on ~~substantive issues~~ matters, with a goal of ~~improved~~ enhancing police-community relations services. ~~For the purpose of this article, "substantive" issues are defined as matters of major or practical importance to all concerned. It~~ These recommendations shall not include personnel ~~matters~~ issues involving individual members or officers of the Police Department, or matters that deal with daily police operational enforcement and implementation strategies.



- (2) Assist in identifying potential Police Department community partnerships ~~to that~~ focus or address public safety related issues matters within the community.
- (3) Identify community resources and support for public safety activities ~~(such as parking and traffic); and give input to the City Council and the Police Department regarding perceived effectiveness.~~
- (4) Receive information and comments from citizens at the Committee's open and public meeting forum regarding public safety issues.
- (5) Make reports to the City Council and/or Police Chief at such times as may be requested by the City Council, Police Chief or as the BPAC determines is necessary. Make reports to the City Council at such times as may be requested by the City Council.

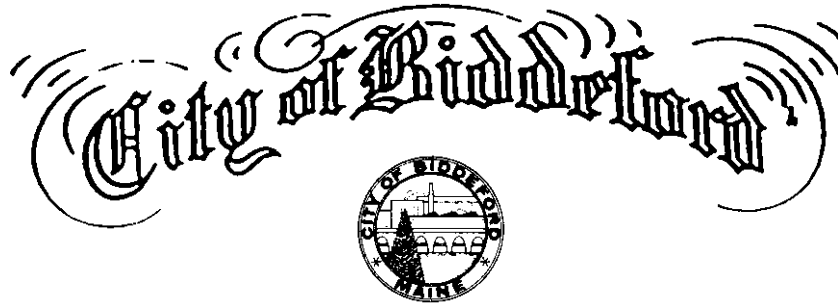
Sec. 2-322Membership.

Members shall be appointed by the Mayor and confirmed by a majority of the City Council for staggered three-year terms. All subsequent appointments, except to fill a vacancy, shall be for three-year terms. A vacancy is created upon the death or written resignation to the BPAC Chair, or upon the vote of the City Council to remove a member. Members of the Committee shall serve without pay and at the discretion of the City Council. The Biddeford Police Chief, or his designee, shall serve as the administrator, advisor and ex officio member, and shall provide assistance to the BPAC.

Sec. 2-323Organization of Committee.

(a) The Mayor shall appoint a Chair and a Vice Chair. The Chair shall serve a two-year term. A quorum shall consist of three members. The Chair shall be counted in determining a quorum and shall have one vote.

(b) The Vice Chair shall serve a two-year term. The Vice Chair shall serve as Chair upon the death or resignation of the Chair, or upon the office of the Chair becoming vacant. The Vice Chair shall discharge the powers of the office of the Chair at any meeting at which the Chair is absent. The Vice Chair shall be counted in determining a quorum and shall have one vote.



(c) The ex officio member of the BPAC is a nonvoting member and shall serve in an advisory capacity.

(d) The duties of a secretary responsible for recording meeting minutes shall be rotated sequentially among the Committee's membership for each meeting. The Chair shall be excluded from this responsibility. A roster for secretarial duties shall be established by the Committee.

(e) A quorum consisting of three members shall be necessary to take any BPAC action authorized or required by this article. An issue shall carry by a majority of those voting.

(f) Notice of any expired terms and/or vacancies shall be given to the public. The Mayor shall nominate and the City Council shall confirm all appointments to fill expired terms and/or vacancies. The City Council may remove any member for misconduct or nonperformance of duty.

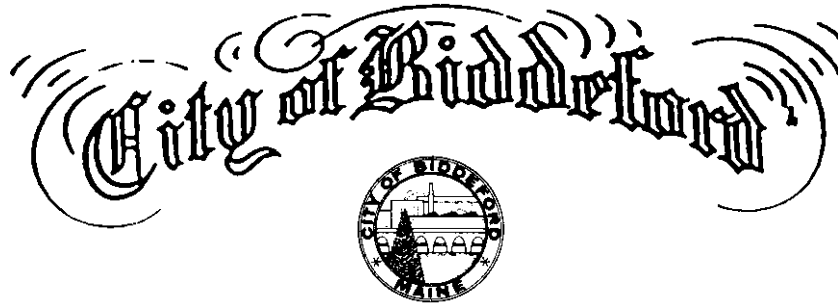
(g) The BPAC may adopt and amend from time to time rules to govern the conduct of its administrative business, consistent with the provisions of this division.

Sec. 2-324 Meetings.

(a) Meetings of the Biddeford Police Advisory Committee shall be at the call of the Chair, and established by the BPAC. Meetings shall be held at the Biddeford City Hall or at a suitable municipal public location. Prior notice of any change in meeting date, time or place shall be provided to all members, the public, and the administrative staff 48 hours in advance of said meeting.

(b) All regularly scheduled and special meetings shall have an agenda approved by the Chair.

NOTE: The Policy Committee considered this item and voted unanimously to recommend passage by the City Council.



October 6, 2020

Motion by Councilor Clearwater, seconded by Councilor Belanger to grant the first reading of the ordinance amendment.

Motion by Councilor McCurry, seconded by Councilor Lessard to table this item and send back to the Policy Committee for further review and to allow for public input.

Vote: Unanimous.

December 1, 2020

Motion by Councilor McCurry, seconded by Councilor Belanger to remove the ordinance amendment from the table.

Vote: 6/1; Councilor Lessard opposed.

Councilors McCurry, St. Cyr, Quattrone, Belanger, Ready and Ortiz in favor.

Motion carries.

Motion by Councilor McCurry, seconded by Councilor Belanger to amend the ordinance to reflect the changes that were recommended (in highlights) by the Policy Committee.

Vote: Unanimous.

Vote on ordinance, as amended: Unanimous.



Policy Committee

Meeting Date: September 17, 2020

Meeting Time: 4:30 p.m.

Agenda Item No: [match agenda item #]

Item Description: Police Advisory Committee

Submitted by: Roger P. Beaupre, Chief

Supporting Information/Documentation:

[List all supporting documentation and historical references as applicable]

Key Terms:

[List key terms with definitions if introducing new topics. "N/A" if not applicable]

Executive Summary:

Under Revision of the City Charter in 2016, ARTICLE VI as enacted on November 8, 2016 mandates that the City Council create an ordinance to establish a Police Advisory Committee. The Charter change did not identify any specific functionality, purpose or structure under which this committee would serve, leaving the City Council to enact whatever it deems appropriate.

Under Ordinance No. 2016-119, the City Council at that time enacted the following governing language.

Sec. 2-320 Establishment.

There is hereby created and established the Biddeford Police Advisory Committee, herein after BPAC, comprised of five members and a member of the Biddeford Police Department to serve as an ex officio member. All members shall be citizens and reside within the corporate limits of the City of Biddeford, with the exception of the ex officio member who may reside outside of the City. In appointing members to the BPAC, the Mayor and City Council shall seek to appoint members from a cross section of all citizens. The BPAC is established under the authority of the Biddeford City Council and shall serve under the directive of the City Council.

Sec. 2-321 Purpose; responsibilities.

(a) The purpose of the Committee is to provide an organized forum for two-way communication between the Biddeford Police Department and the community.

(b) Responsibilities shall include:

(1) Where appropriate, make recommendations to the City Council and Police Department on substantive issues, with the goal of improved police services. For the purpose of this article, "substantive" issues are defined as matters of major or practical importance to all concerned. It shall not include personnel issues involving individual members or officers of the Police Department, or daily police operational enforcement and implementation.

(2) Assist in identifying potential Police Department community partnerships to address public safety related issues within the community.

(3) Identify community resources and support for public safety activities (such as parking and traffic); and give input to the City Council and the Police Department regarding perceived effectiveness.

(4) Receive information and comments from citizens at the Committee's open and public meeting forum regarding public safety issues.

(5) Make reports to the City Council at such times as may be requested by the City Council or as the BPAC determines is necessary.

Sec. 2-322 Membership.

Members shall be appointed by the Mayor and confirmed by a majority of the City Council for staggered three-year terms. All subsequent appointments, except to fill a vacancy, shall be for three-year terms. A vacancy is created upon the death or written resignation to the BPAC Chair, or upon the vote of the City Council to remove a member. Members of the Committee shall serve without pay and at the discretion of the City Council. The Biddeford Police Chief, or his designee, shall serve as the administrator, advisor and ex officio member, and shall provide assistance to the BPAC.

Sec. 2-323 Organization of Committee.

(a) The Mayor shall appoint a Chair and a Vice Chair. The Chair shall serve a two-year term. A quorum shall consist of three members. The Chair shall be counted in determining a quorum and shall have one vote.

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(c) The ex officio member of the BPAC is a nonvoting member and shall serve in an advisory capacity.

(d) The duties of a secretary responsible for recording meeting minutes shall be rotated sequentially among the Committee's membership for each meeting. The Chair shall be excluded from this responsibility. A roster for secretarial duties shall be established by the Committee.

(e) A quorum consisting of three members shall be necessary to take any BPAC action authorized or required by this article. An issue shall carry by a majority of those voting.

(f) Notice of any expired terms and/or vacancies shall be given to the public. The Mayor shall nominate and the City Council shall confirm all appointments to fill expired terms and/or vacancies. The City Council may remove any member for misconduct or nonperformance of duty.

(g) The BPAC may adopt and amend from time to time rules to govern the conduct of its administrative business, consistent with the provisions of this division.

Sec. 2-324 Meetings.

(a) Meetings of the Biddeford Police Advisory Committee shall be established by the BPAC. Meetings shall be held at the Biddeford City Hall or at a suitable municipal public location. Prior notice of any change in meeting date, time or place shall be provided to all members, the public, and the administrative staff 48 hours in advance of said meeting.

(b) All regularly scheduled and special meetings shall have an agenda approved by the Chair.

Since its inception, the BPAC has never had a full complement of members, nor have the appointed Chairs ever called for, or organized a meeting. Shortly after the BPAC was established by ordinance, the Department undertook steps to achieve national accreditation, which it did in July of 2018. The accreditation status has made it necessary to change, not only the nomenclature of this committee, but in its direction and purpose. Given the current climate, the committee would serve a better function as a link between the Police Department and the community to provide communication and understanding.

What is the Police Advisory Committee?

As its title implies, the PAC is an advisory committee and not a review board or commission. While this may seem to be a subtle difference, there is in fact a significant difference.

Commissions and boards typically are independent, empowered bodies made up of members who possess relevant competencies to conduct some form of a review process as their core purpose. Committees typically are groups of people who are brought together to accomplish a finite task or have an on-going purpose. Committees generally have no authority, operate as an internal body, and make suggestions and recommendations to an operational entity or others.

The City of Biddeford PAC is a committee with the purpose of (as written in Section 2-321(a))... to provide an organized forum for two-way communication between the Biddeford Police Department and the community. As such, committee members typically would not have any relevant experiences or competencies in law enforcement or public safety. The objective of the member selection is to create a committee made up of a cross section of the community (and not comprised of individuals with law enforcement experience or knowledge. The competency members need is the ability to articulate their perspectives and viewpoints as residents of the community. The committee may provide critical community input for decisions but it does not participate in the decision-making related to operations, policies, etc.

Staff Recommendation:

That there be additional discussion and further development of committee purpose, structure and functionality. As a starting or reference point, we can start with the following recommended changes:

DIVISION 12 POLICE ADVISORY COMMITTEE

Sec. 2-320 Establishment.

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or officers of the Police Department, or matters that deal with daily police operational enforcement and implementation strategies.

(2) Assist in identifying potential Police Department community partnerships ~~to that focus or~~ address public safety ~~related issues~~ matters within the community.

(3) Identify community resources and support for public safety activities ~~(such as parking and traffic); and give input to the City Council and the Police Department regarding perceived effectiveness.~~

(4) Receive information and comments from citizens at the Committee's open and public meeting forum regarding public safety issues.

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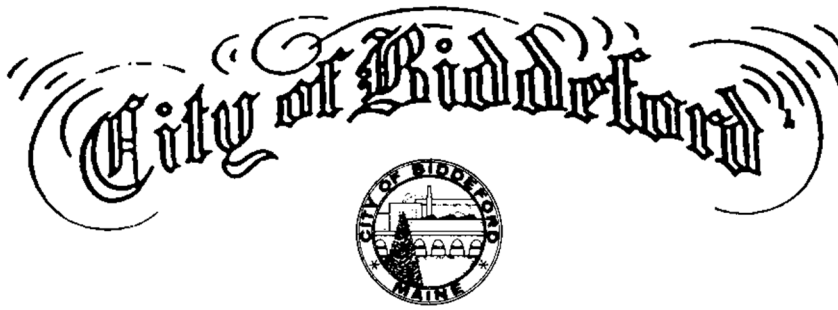
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(b) All regularly scheduled and special meetings shall have an agenda approved by the Chair.



2020.115

IN BOARD OF CITY COUNCIL..DECEMBER 15, 2020

BE IT ORDAINED by the City Council of Biddeford, Maine to amend the Code of Ordinances of the City of Biddeford as follows:

NOTE: For ease, **highlighted** text identifies text that has been changed (underline = added, ~~strike through~~ = deleted).

**Part III (Land Development Regulations), Article V (Establishment of Zones),
Section 2 (General description of zones and allowed uses):**

e. Industrial Zones

I-3: Is a gateway zone for a major entrance to the City, as such, appearance of structures and properties is a major consideration in the Planning Board's review process. Land use proposals in this area must meet more stringent design and landscaping standards; facades of new or rehabilitated structures shall be of brick or stone, other materials may be considered on a case-by-case basis; residential styled structures may be allowed on a case-by-case basis. The general zone allows **for a mix of land uses, a mixture of commercial and industrial uses.** Exterior storage and display is prohibited except on those parcels of land that abut Pomerleau Street but do not abut either Barra Road or Alfred street (Route 111). **Residential uses are not permitted on the ground floor or the first floor of any building or structure within 300 feet of Alfred Street (Route 111). Residential uses are also not permitted above off-street parking lots or facilities.**

B-2: These are highway-oriented **mixed use commercial** areas. **Residential development is prohibited from this zone. Residential uses are not permitted on the ground floor or the first floor of any building or structure within 300 feet of Route 1 (Elm Street). Residential uses are also not permitted above off-street parking lots or facilities.**

**Part III (Land Development Regulations), Article V (Establishment of Zones), Table
A (Table of Land Uses):**

KEY:

* Subject to Article VI, Performance Standards, of this ordinance.

P Permitted use.

- Not permitted.
- C Conditional use. See Article VII for specific standards.
- A Accessory use

	Article VI Section	I-3	B-2
Residential uses:			
Accessory dwelling unit* 27	78		
Accessory structure*	2	P	P
Boarding, rooming house*	10		
Bed-and-breakfast*	9		
Cluster development*	18		
Congregate housing*	19		
Duplex/2-family	24		
Home occupation*	38	C5	C5
Manufactured housing*			
Mobile home park*			
Multifamily dwelling*	47	P5	P5
Planned unit developments*	73		
Single-family dwelling 11	2		
Commercial uses:			
Adult business	3		C17
Amusement center*	5		C
Art gallery			
Art studio			
Auto body shops		C6	
Automobile graveyard, automobile recycling business, junkyard*	7		
Automobile repair, sales		C6	P6
Boat building, repair, marine services, sales, boat livery, marina, yacht club		C6	P6
Building materials retail sales		P	P
Carwash*	14	A6	C6
Commercial gardening, commercial greenhouse*	17		P
Commercial recreation*	18	C	C
Commercial school*	53	P	P
Drugstore/medical supply		P	P
Financial institution		P	P
Firewood processing*	33		

Fisheries processing, storage*	34		
Funeral parlor		P	P
Gasoline service station*	36	C6	P
Hotel/motel*	40	P	P
Indoor theater		P	P
Kennel, veterinary hospital*	42	P	P
Medical marijuana dispensaries		C23.6	
Medical marijuana growing facilities			
Neighborhood convenience store		P	P
Off-street loading and parking lot and facilities, commercial parking garage	49	A6	P9.6
Offices, business and professional*	52	P	P
Planned unit developments*	73		C
Publishing, printing		P	P
Restaurant*	56	P	P
Retail store		P	P
Sawmill*	33		
Services		P	P
Shopping center		C	C
Telecommunications facilities	71	C6	
Wholesale business		P	P
Industrial uses:			
Air transportation related use			
Air transportation dependent use*			
Airport	4		
Bulk oil terminal*	41		
Contractor's storage yard			
Demolition disposal*	23		
Experimental research and testing laboratory	29	C	C
Light manufacturing*	41	P6	C6
Light trucking dependent industry*	41	C6	C6
Manufacturing*	41	C6	
Planned unit developments*	73	C	
Resource recovery facility			
Recycling facilities	76		
Redemption centers			C6
Storage of bulk gaseous fuels*	41	P6	
Transportation facilities		C14.6	

Trucking, distribution terminal*		C6	C6
Warehousing and storage*	60	A	P
Self-storage facilities*	60	C	C25,26
Educational, institutional public uses:			
Addiction treatment facility 22			
Church, synagogue*			C
Civic, convention centers		C6	C6
Community centers, clubs		C	C
Day care center, adult	22	P	P
Day care home, adult	22		C
Day care home, children's	22		C
Day care center, children's	22	C	C
Essential services	27	C	C
Fire, police station		P	P
Group homes, hospice	19		P
Hospital*	39		
Municipal use	47.1	P	P
Museum, library		C	P
Nursing home*	39		
Public and private schools*	53		C
Public facility		P	P
Rehabilitation facility			
University/college*		C	
University uses*		C	
Water supply system		C	C
Outdoor, resource-based uses:			
Agriculture*	3, 31		
Agricultural products processing and storage*	3, 31		
Animal breeding or care	42		
Campground*	13		
Cemetery	14.1		
Extractive industry*	30		P2,6
Farm stands* 13	31		
Timber harvesting	64		
Golf course excluding miniature golf			
Parks and recreation*		P	P

5. Residential uses are not permitted on the ground floor or the first floor of any building or structure within 300 feet of Alfred Street (Route 111) or Elm Street (Route 1), are not permitted above off-street parking lots or facilities or other uses identified by Footnote 6 in Table A., and are not permitted on those properties within the Alfred Road Business Park as well as the following parcels or portions thereof: 3 Pomerleau Street (Tax Map 2, Lot 44), 17-19 Pomerleau Street (Tax Map 7, Lot 17-1), and 2 Pomerleau (Tax Map 17, Lot 4).
6. Not permitted below any residential uses.



Biddeford City Council

Meeting Date: December 15, 2020

Meeting Time: 6:00 PM

Agenda Item No: 2020.115

Item Description: Residential Uses in the Industrial-3 and B-2 Zone

Submitted by: Mathew Eddy, Director of Planning and Development
Greg Tansley, A.I.C.P., City Planner

Supporting Information/Documentation:

- See Attached Council Order.

Key Terms:

- **Mixed-Use (MU) Zoning:** The purpose of mixed-use zoning is to create opportunities within the City to provide for a compatible mix of land uses, including but not limited to, residential, retail, and offices. An MU zoning district is one that allows properties to be developed with a mix of non-residential and residential uses.

Executive Summary:

- The Planning and Development Department estimate that there is currently a waiting list of approximately 1,500 people/families looking for housing in the City).
- Recognizing this housing need, the City Council directed the Planning Board to develop an Ordinance that would allow multi-family residential land uses in the I-3 zones which reflects an existing built area of Biddeford.
- The Planning Board also considered the B-2 Zone in its review of this topic, as suggested by the City Council.
- Introducing residential uses in these zones would allow for a mixture of uses which can provide significant benefits such as:
 - Can help fill the identified need for residential uses in Biddeford in an existing, compact urban environment.
 - Creates a more traditional and complementary development environment that provides opportunities for people to live, work, and play in proximity.
 - Reduces infrastructure costs where existing infrastructure (sewer, water, roads, etc.) can serve new development in an already built environment;
 - Supports the economic viability of commercial uses by integrating residential uses into development programs. The residential development program in a mixed-use project allows for the residential component to support the commercial, allows for the shared use of parking and thus minimizing the need to create additional parking for separate uses, residents can economically support local businesses (i.e., shop there), and residents can also help serve the employment needs of nearby commercial uses.
 - Provides environmental benefits by facilitating growth in existing built areas around existing infrastructure and promoting a reduction in vehicle miles

traveled (VMT's) through accommodating transportation through walking, bicycling, and transit.

- The Planning Board developed Draft Ordinance Amendments related to the introduction of residential uses in the I-3 and B-2 Zone. Through discussions, the Planning Board believed that along the major corridors of the B-2 and I-3 commercial uses still dominate and that close to Route 111 or Route 1, the commercial character (ground floor) should remain. As such, it recommended no first floor (at grade) residential uses be permitted within 300' of either corridor.
- The Board also recommends residential uses not be located above off-street parking lots or facilities.
- Finally, the Planning also voted to exclude residential uses on those properties identified as being a part of the Alfred Road Business Park as well as the following properties identified as currently Tax Map 2, Lot 44; Tax Map 7, Lot 17-1; and Tax Map 17, Lot 4, or portions thereof. The following provides a graphical representation of those lots where residential uses would remain prohibited:



Detailed Review:

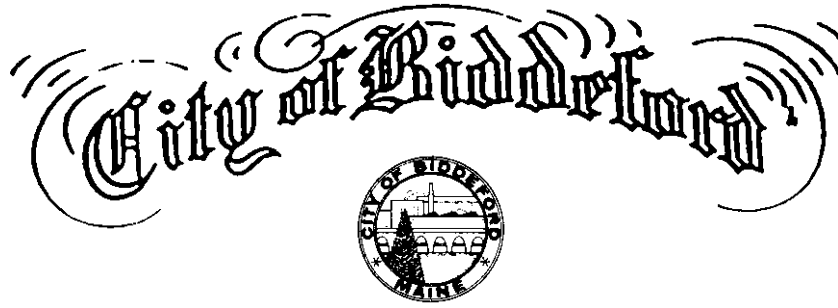
- See above.

Funding Source:

- N/A

Staff Recommendation:

Following a Public Hearing, the Planning Board voted unanimously to recommend the attached Ordinance Amendments pass at the City Council. Staff support this recommendation.

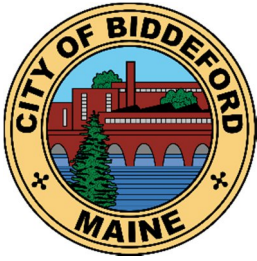


2020.116

IN BOARD OF CITY COUNCIL..DECEMBER 15, 2020

BE IT ORDERED, that the City Council of the City of Biddeford does hereby authorize awarding the upgrade of the boiler system in the City Hall building to Jim Godbout Plumbing & Heating, Inc. of Biddeford, Maine in the amount of \$81,920.00, which reflects Option 2 of the proposal. This project is funded in the heating system fund of the FY19 CIP carry forward funds – 22001-60904.

NOTE: The Finance Committee will consider this item at their December 15, 2020 meeting.



Finance Committee / City Council

Meeting Date: 12/15/2020
Meeting Time: 5:00PM / 6:00PM

Agenda Item No: Orders of the Day
Item Description: City Hall Boiler System Replacement

Submitted by: Pete Donaher – Capital Improvement Facilitator
Jeff Demers – Public Works Director

Supporting Information/Documentation:

11-10-2020 RFP Biddeford City Hall Boiler System Replacement
Bid Tabulation

Executive Summary:

Existing City Hall Boiler System (five Baxi wall units) are at the end of their service life and are experiencing frequent error codes, requiring the reset of each unit. If left uncorrected, the potential for the system failing may result in additional expenses caused by water damage or the inability to maintain a safe working environment during the winter months.

Detailed Review:

We are seeking approval to replace existing City Hall Boiler system. This issue has been pending for several years, and was identified in FY19 CIP. It has now become a high priority Capital Improvement Project requiring immediate attention. The RFP was advertised in mid-November on the City's website and receive four (4) bids.

Funding Source:

This boiler system replacement was appropriated in the heating system fund 22001-60904. The FY19 CIP carried forward an estimated the cost \$100,000.00.

Staff Recommendation:

Staff is recommending Option 2 from the low bidder, Jim Godbout, INC. This option replaces the five existing wall mount boilers with two units more effectively designed for this application. Although this system comes at a slightly higher cost than Option 1 from the same vendor, this system is better suited for City Hall. Jim Godbout has installed these units in other large buildings in the area (municipal, churches, etc.) and expected longer service life and sustainability than the wall mounted units.

City of Biddeford, Maine
PUBLIC WORKS DEPARTMENT
Capital Improvement Coordinator

MEMORANDUM
December 9, 2020

TO: Jeff Demers /Public works Director, Carmen Morris/City Clerk
FROM: Pete Donaher/Capital Improvement Facilitator
RE: Bid results City Hall boiler system replacement
CC: Finance Committee / City Council

The Public Works Department's Capital Improvement Facilitator solicited bids for boiler system replacement at City Hall. The solicitation for bid was advertised on the City's Web Site.

We received Seven (4) bids from (3) Vendors. Please see the attached Bid tabulation. Funds for this project are appropriated in the designated heating system fund 22001-60904 carried forward from FY 19 CIP budget.

Regards,

Pete Donaher
Capital Improvement Facilitator

City of Biddeford, Maine
PUBLIC WORKS DEPARTMENT
Capital Improvement Coordinator

Bid Tabulation Sheet

Project: City Hall Boiler System Replacement

Bid opening Date:
December 3, 2020 @1100

Present: Jeff Demers - Public Works Director,
Pete Donaher – Capital Improvement Facilitator

Vendor	Bid price for Boiler System Replacement		Meets Specifications	Total Bid
Atlantic Comfort Systems, Inc. 392 Hill Street Biddeford, ME 04005	Option #1	\$130,000.00	Yes	\$130,000.00
Jim Godbout Plumbing & Heating, Inc. 486 Elm Street Biddeford, ME 04005	Option #1	\$74,800.00	Yes	\$74,800.00
	Option #2*	\$81,920.00	Yes	\$81,920.00
Johnson & Jordan, Inc. 18 Mussey Road Scarborough, ME 04074	Option #1	\$95,550.00	Yes	\$95,550.00

- Vendor recommends Option 2 of those he presented (as noted in proposal packet)

Meeting Sign-In

City of Biddeford

371 Hill Street

Biddeford, Maine 04005

Tele (207)282-1579

Fax (207)282-8325

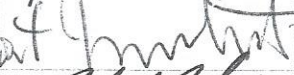
Pre Bid: Boilers City Hall

Date: 11/17/2020

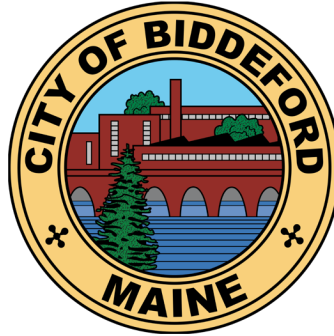
Facilitator: City Of Biddeford

Time: 10:30am

Place: City Hall Building

Print Name	Sign name	Company	Telephone	E-Mail
1. Rod Wood		ABM Mechanical	207-994-9301	rwood@abm.com
2. Matt Tisher		Atlantic Contract	207-284-6360	matt@atlanticcontract.com
3. John French		A C S	" "	
4. Jim Corbett		Jim Corbett	283-1000	jimcorbett.com
5. Patrick Corbett		Johnson & Jordan	636-9921	P.Corbett@MaineBoiler.com
6. Derek Oswald		Johnson + Jordan	883-8345	doswald@johnsonandjordan.com
7. UEL GARDNER		MB Mechanical	756-2007	uel@maineboiler.com
8.				
9.				
10.				
11.				
12.				
13.				

REQUEST FOR PROPOSALS (RFP) BIDDEFORD CITY HALL BOILER SYSTEM REPLACEMENT



**Deadline for submissions:
4:00 PM
Thursday December 2, 2020**

**Pete Donaher
Capital Improvement Facilitator
City of Biddeford
371 Hill Rd, Biddeford, ME 04005
(207)468-3261**

1. INTRODUCTION

The City of Biddeford is seeking proposals from qualified firms to remove and replace the existing natural gas boiler system at Biddeford City Hall. The required services and performance conditions are described in the Scope of Work (or Services).

2. ATTACHMENTS

The attachments below are included with this Request for Proposals (RFP) for your review and submittal (see asterisk):

Attachment A – Proposer’s Information Form*
Attachment B – Scope of Work
Attachment C – Cost Proposal Bid Form
Attachment D – Insurance Requirement

The items identified with an asterisk (*) shall be filled out, signed by the appropriate representative of the company and returned with submittal.

3. INSTRUCTIONS TO PROPOSERS

3.1 Pre-proposal Conference (prospective Proposers are strongly encouraged to attend.)

A pre-proposal meeting will be held at 1030 on Tuesday, November 17, 2020 at:

Biddeford City Hall
205 Main St.
Biddeford, ME 04005

3.2 Examination of Proposal Documents

The submission of a proposal shall be deemed a representation and certification by the Proposer they:

- 3.2.1 Have carefully read and fully understand the information provided by the City to serve as the basis for submission of this proposal.
- 3.2.2 Have the capability to successfully undertake and complete the responsibilities and obligations of the proposal being submitted.
- 3.2.3 Represent that all information contained in the proposal is true and correct.
- 3.2.4 Did not, in any way, collude; conspire to agree, directly or indirectly, with

any person, firm, corporation or other Proposer in regard to the amount, terms, or conditions of this proposal except in the case of a legitimate business relationship fully disclosed with the proposal i.e., a subcontractor or vendor relationship.

- 3.2.5 Acknowledge that the City has the right to make any inquiry it deems appropriate to substantiate or supplement information supplied by Proposer, and Proposer hereby grants the City permission to make these inquiries, and to provide any and all related documentation in a timely manner.

No request for modification of the proposal shall be considered after its submission on grounds that Proposer was not fully informed to any fact or condition.

3.3 Addenda/Clarifications

Should discrepancies or omissions be found in this RFP or should there be a need to clarify this RFP, questions or comments regarding this RFP must be put in writing and received by the City no later than 1030 on Tuesday, November 24, 2020. Correspondence shall be addressed to Pete Donaher, peter.donaher@biddefordmaine.org. Responses from the City will be communicated in writing to all recipients of this RFP. Inquiries received after the date and time stated will not be accepted and will be returned to senders without response. All addenda shall become a part of this RFP and shall be acknowledged on the Proposer's Form.

The City shall not be responsible for nor be bound by any oral instructions, interpretations or explanations issued by the City or its representatives.

3.4 Submission of Proposals

All proposals shall be submitted to:

Pete Donaher,
Capital Improvement Facilitator
City of Biddeford
371 Hill St.
Biddeford, ME 04005

Proposals must be delivered no later than 4:00 pm on Wednesday, December 2, 2020. All proposals received after that time will be returned to the Proposer unopened.

The Proposer shall submit 2 copies of its proposal in a sealed envelope, addressed as noted above, bearing the Proposer's name and address clearly marked, "RFP for Biddeford City Hall Boiler Replacement Services". The use of double-sided paper with a minimum 30% post-consumer recycled content is strongly encouraged. Please do not submit proposals in plastic binders.

3.5 Withdrawal of Proposals

A Proposer may withdraw its proposal at any time before the expiration of the time for submission of proposals as provided in the RFP by delivering a written request for withdrawal signed by, or on behalf of, the Proposer.

3.6 Rights of the City of Biddeford

This RFP does not commit the City to enter into a contract, nor does it obligate the City to pay for any costs incurred in preparation and submission of proposals or in anticipation of a contract. The City reserves the right to:

- Make the selection based on its sole discretion;
- Reject any and all proposals;
- Issue subsequent Requests for Proposals;
- Postpone opening for its own convenience;
- Remedy technical errors in the Request for Proposals process;
- Negotiate with any, all or none of the Proposers;
- Accept other than the lowest offer;
- Waive informalities and irregularities in the Proposals and/or
- Enter into an agreement with another Proposer in the event the originally selected Proposer defaults or fails to execute an agreement with the City.

An agreement shall not be binding or valid with the City unless and until it is executed by authorized representatives of the City and of the Proposer.

4. PROPOSED TENTATIVE TIMELINE

The tentative RFP timeline is as follows:

RFP Issued	NOV 10, 2020
Pre-Proposal Meeting	NOV 17, 2020 @ 10:30
Deadline for questions, clarifications	NOV 24, 2020 @10:30
Answers provided to questions	NOV 26, 2020
Proposals Due	DEC 2, 2020 @ 4:00
Proposals Reviewed	DEC 7, 2020
Contract awarded	DEC 10, 2020
Work commences	DEC 16, 2020

5. INFORMATION TO BE SUBMITTED (to be submitted in this order only)

These instructions outline the guidelines governing the format and content of the proposal and the approach to be used in its development and presentation. The intent of the RFP is to encourage responses that clearly communicate the Proposer's understanding of the City's requirements and its approach to successfully provide the products and/or services on time and within budget. Only that information which is essential to an understanding and evaluation of the proposal should be submitted. Items not specifically and explicitly related to the RFP and proposal, e.g. brochures, marketing material, etc. will not be considered in the evaluation.

All proposals shall address the following items in the order listed below and shall be numbered 1 through 7 in the proposal document.

5.1 Section 1 – Proposal Summary

This Section shall discuss the highlights, key features and distinguishing points of the Proposal. A separate sheet shall include a list of individuals and contacts for this Proposal and how to communicate with them. Limit this Section to a total of three (3) pages.

5.2 Section 2 – Profile on the Proposing Firm(s)

This Section shall include a brief description of the Prime Proposer's firm size as well as the proposed local organizational structure. Include a discussion of the Prime Proposer firm's financial stability, capacity and resources. Include all other firms participating in the Proposal, including similar information about the firms.

Additionally, this section shall include a listing of any lawsuit or litigation and the result of that action resulting from (a) any public project undertaken by the Proposer or by its subcontractors where litigation is still pending or has occurred

within the last five years or (b) any type of project where claims or settlements were paid by the consultant or its insurers within the last five years.

5.3 Section 3 – Work Plan or Schedule

This Section shall present a well-conceived work plan. Include a full description of major tasks and subtasks. This section of the proposal shall establish that the Proposer understands the City's objectives and work requirements and Proposer's ability to satisfy those objectives and requirements. Succinctly describe the proposed approach for addressing the required services and the firm's ability to meet the City's schedule, outlining the approach that would be undertaken in providing the requested services.

5.4 Section 4 – Proposed Innovations

The Proposer may also suggest technical or procedural innovations that have been used successfully on other engagements and which may provide the City with better service delivery. In this Section discuss any ideas, innovative approaches, or specific new concepts included in the Proposal that would provide benefit to the City. Proposed innovations shall be listed as a complete alternative to the requested RFP. The information must be provided in such a format as to allow the City to understand the benefit of the proposed innovation as contrasted with the requested scope of work. This will allow the City to compare proposals and clearly evaluate cost/benefit advantages.

5.5 Section 5 – Project Staffing

This Section shall discuss how the Proposer would propose to staff this project. Key project team members shall be identified by name, title and specific responsibilities on the project.

5.6 Section 6 – Proposal Exceptions

This Section shall discuss any exceptions or requested changes that Proposer has to the City's RFP conditions and requirements. If there are no exceptions noted, it is assumed the Proposer will accept all conditions and requirements identified. Items not excepted will not be open to later negotiation.

5.7 Section 7 – Cost Proposal Bid Form

The fee information is relevant to a determination of whether the fee is fair and reasonable in light of the services to be provided. Provision of this information assists the City in determining the firm's understanding of the project, and provides staff with tools to negotiate the cost, provide in a table (See Attachment C).

This Section shall include the proposed costs to provide the services desired. Include any other cost and price information that would be contained in a potential agreement with the City.

PLEASE NOTE: The City of Biddeford does not pay for services before it receives them. Therefore, do not propose contract terms that call for upfront payments or deposits.

6. **CONTRACT TYPE AND METHOD OF PAYMENT**

It is anticipated that the agreement resulting from this solicitation, if awarded, will be a *fixed fee* form of contract. The method of payment to the successful Proposer shall be on a *fixed fee* basis with a maximum "not to exceed" fee as set by the Proposer in the proposal or as negotiated between the Proposer and the City as being the maximum cost to perform all work. This figure shall include direct costs and overhead, such as, but limited to, transportation, communications, subsistence and materials. Payments will be based on Monthly Invoices for actual services performed and equipment installed.

Proposers shall be prepared to accept the terms and conditions of the Agreement, including Insurance Requirements in Attachment D. If a Proposer desires to take exception to the Agreement, Proposer shall provide the following information in Section 7 of their submittal package. Please include the following:

- Proposer shall clearly identify each proposed change to the Agreement, including all relevant Attachments.
- Proposer shall furnish the reasons for, as well as specific recommendations, for alternative language.

The above factors will be taken into account in evaluating proposals. Proposals that take substantial exceptions to the proposed Agreement may be determined by the City, at its sole discretion, to be unacceptable and no longer considered for award.

Insurance Requirements

The selected Proposer(s), at Proposer's sole cost and expense and for the full term of the Agreement or any extension thereof, shall obtain and maintain, at a minimum, all of the

insurance requirements outlined in Attachment D.

All policies, endorsements, certificates and/or binders shall be subject to the approval of the Capital Improvement Facilitator of the City of Biddeford as to form and content. These requirements are subject to amendment or waiver if so approved in writing by the Capital Improvement Facilitator. The selected Proposer agrees to provide the City with a copy of said policies, certificates and/or endorsement upon award of contract.

7. REVIEW AND SELECTION PROCESS

City staff will evaluate the proposals provided based on the following criteria:

- 7.1 Quality and completeness of proposal;
- 7.2 Quality, performance and effectiveness of the solution, goods and/or services to be provided by the Proposer;
- 7.3 Proposer's experience, including the experience of staff to be assigned to the project, the engagements of similar scope and complexity;
- 7.4 Cost to the city;
- 7.5 Proposer's financial stability;
- 7.6 Proposer's ability to perform the work within the time specified;
- 7.7 Proposer's prior record of performance with city or others;
- 7.8 Proposer's compliance with applicable laws, regulations, policies (including city council policies), guidelines and orders governing prior or existing contracts performed by the contractor.

The selection committee will make a recommendation to the awarding authority. The acceptance of the proposal will be evidenced by written Notice of Award from the City to the successful Proposer.

8. PUBLIC NATURE OF MATERIALS

Responses to this RFP become the exclusive property of the City of Biddeford. At such time as the Capital Improvement Facilitator recommends to the City Manager, the Finance Committee, or to the City Council, as applicable, all proposals received in response to this RFP becomes a matter of public record and shall be regarded as public records.

• COLLUSION

By submitting a proposal, each Proposer represents and warrants that its proposal is genuine and not a sham or collusive or made in the interest of or on behalf of any person

not named therein; that the Proposer has not directly induced or solicited any other person to submit a sham proposal or any other person to refrain from submitting a proposal; and that the Proposer has not in any manner sought collusion to secure any improper advantage over any other person submitting a proposal.

9. DISQUALIFICATION

Factors such as, but not limited to, any of the following may be considered just cause to disqualify a proposal without further consideration:

- 10.1 Evidence of collusion, directly or indirectly, among Proposers in regard to the amount, terms or conditions of this proposal;
- 10.2 Any attempt to improperly influence any member of the evaluation team;
- 10.3 Existence of any lawsuit, unresolved contractual claim or dispute between Proposer and the City;
- 10.4 Evidence of incorrect information submitted as part of the proposal;
- 10.5 Evidence of Proposer's inability to successfully complete the responsibilities and obligation of the proposal; and
- 10.6 Proposer's default under any previous agreement with the City, which results in termination of the Agreement.

10. NON-CONFORMING PROPOSAL

A proposal shall be prepared and submitted in accordance with the provisions of these RFP instructions and specifications. Any alteration, omission, addition, variance, or limitation of, from or to a proposal may be sufficient grounds for non- acceptance of the proposal, at the sole discretion of the City.

11. GRATUITIES

No person shall offer, give or agree to give any City employee any gratuity, discount, or offer of employment in connection with the award of contract by the city. No City employee shall solicit, demand, accept or agree to accept from any other person a gratuity, discount, or offer of employment in connection with a city contract.

~ End of Section ~

Attachment A Proposer's Information Form

PROPOSER (please print):

Name: _____

Address: _____

Telephone: _____

Fax: _____

Contact person, title, email, telephone and email: _____

Proposer, if selected, intends to carry on the business as (check one):

☐

Individual

☐

Partnership

☐

Joint Venture

☐

Corporation

When incorporated? _____

In what state? _____

When authorized to do business in Maine? _____

☐

Other (explain): _____

ADDENDA

To assure that all Proposers have received each addendum, check the appropriate box(es) below. Failure to acknowledge receipt of addendum/addenda may be considered an irregularity in the Proposal:

Addendum number(s) received:

☐

#1

☐☐

#2

#3

Or, ☐ _____ No

☐

Addendum/Addenda Were
Received (**check and initial**).

PROPOSER’S SIGNATURE

No proposal shall be accepted which has not been signed in ink in the appropriate space below:

By signing below, the submission of a proposal shall be deemed a representation and certification by the Proposer that they have investigated all aspects of the RFP, that they are aware of the applicable facts pertaining to the RFP process, its procedures and requirements, and they have read and understand the RFP. No request for modification of the proposal shall be considered after its submission on the grounds that the Proposer was not fully informed as to any fact or condition.

1. If Proposer is **INDIVIDUAL**, signhere:

Date:_____

Proposer’s Signature:_____

Proposer’s typed name and title:_____

2. If Proposer is **PARTNERSHIP** or **JOINT VENTURE**; at least t wo (2) Partners shall sign here:

Partnership or Joint Venture Name (type or print)

Date:_____

Date:_____

Member of the Partnership or Joint Venture
signature

Member of the Partnership or Joint Venture
signature

3. If Proposer is a **CORPORATION**, the duly authorized officer shall sign as follows:

The undersigned certify that he/she is respectively:

_____ and

Signature

Title

Of the corporation named below; that they are designated to sign the Proposal Cost Form by resolution (attach a certified copy, with corporate seal, if applicable, notarized as to its authenticity or Secretary’s certificate of authorization) for and on behalf of the below named CORPORATION, and that they are authorized to execute same for and on behalf of said CORPORATION.

Corporation Name (type or print)

By:_____

Date: _____

Title:_____

**Attachment B – Scope of Work
City of Biddeford
City Hall Boiler System
Removal and Replacement
Request for Proposals**

PROJECT DESCRIPTION

The City of Biddeford is requesting qualified Service Providers to submit proposals including a pricing schedule and a summary of qualifications for removal and replacement of existing boiler system according to the City's specifications and all other terms and conditions. The requested services consist of furnishing all labor, materials, supplies and equipment to perform the work at City Hall, in accordance with the specifications and conditions specified in this Request for Proposal. Request for Proposal documents are available at Biddeford City Hall, 205 Main Street, Biddeford, Maine. Sealed proposals shall be delivered to the City of Biddeford, 371 Hill Street, Biddeford, ME 04005 on or before December 2, 2020.

SCOPE OF WORK

GENERAL CONDITIONS

These General Conditions make additions, deletions, or revisions, as indicated herein. All provisions which are not added, deleted, or revised, remain in full force and effect. Terms used have the same meanings assigned in the Request for Proposal documents.

DEFINITIONS

The following respective supplemental definitions shall apply:

CITY REPRESENTATIVE(S)

The City's representative(s) shall be any person(s) designated by the City in writing to the Service Provider. The City's Representative(s) shall be the only person(s) through whom all communication between the City and the Service Provider shall be directed.

LOCATION OF THE WORK

Notice is hereby given that the City of Biddeford, "City", in York County, Maine will receive bids for the replacement of boilers and associated equipment and controls. The bid is for service and supplies. Following is a list of each building location to be included in this Request for Proposal and Qualifications:

Biddeford City Hall

205 Main St., Biddeford, ME

WORK SCHEDULE

The Service Provider's employees shall complete all the work required under the Request for Proposal documents as specified in the contract documents.

Biddeford City Hall: Removal and replacement of existing five Baxi Luna HT 1.650 [each rated 241,600 BTU/h input] wall hung natural gas boilers and associated control system, as needed, currently at the end of their life expectancy.

New boilers and boiler control system to be installed in existing mechanical room. Proposal should consider the below list of additional requirements:

- Utilize roof vent points and natural gas supply of existing system. Repair roof and existing vent and gas lines as required.
- Install new low water cut offs, boiler feed valves, and backflow prevention as required for the system.
- All new heating piping shall be constructed of pex or Type M copper.
- Modify header piping to accept new boiler piping.
- Install condensate neutralizer and connect condensate to building drain in boiler room.
- Complete all low and line voltage wiring as required.
- Complete start-up and commissioning of the system the heating system.
- Provide all manuals for operation of the boilers and controls.
- Provide adequate training on the use of controls including basic troubleshooting features of the boilers and controls.
- Remove from the facility and dispose of all metal, plastic, paper, cardboard, and other items associated with the decommissioning or installation. Disposal shall be through recycling when possible.
- Maintain a clean and safe work environment at all times.
- Review and be prepared to complete the City's Indoor Air Quality (IAQ) Control Guide checklist, planning, and inspection forms prior to starting any work on site. If no IAQ impact is anticipated this shall be documents prior to start of work. Should an IAQ issue arise that impacts facility personnel, the Proposer will be required to stop work until appropriate IAQ planning and controls are in place. Any such delay shall be at the Proposer's expense.

LEGAL ADDRESS OF THE CITY

The official address of the City shall be City of Biddeford (attn.: Pete Donaher, Capital Improvement Facilitator), 371 Hill Street, Biddeford, ME 04005. All correspondence sent to the Service Provider shall be deemed to have been given when mailed via certified mail, or delivered to the address specified in the Agreement. Notice to the City of Biddeford shall be mailed via certified mail, or delivered to the legal address of the City.

INSURANCE

Service Provider shall furnish the City with original insurance certificates and endorsements affecting coverage. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. All endorsements are to be received and approved by the City. Insurance requirements are described in Sample Agreement in Appendix A.

LAWS AND REGULATIONS

The work is located in the City of Biddeford, in the County of York, State of Maine. The Service Provider shall comply with all ordinances, regulations, and other lawful requirements of said City, County, State, and Federal governing the work on public property.

PAYMENTS TO THE SERVICE PROVIDER

The City shall pay the Service Provider in current funds for the performance of the work, subject to additions and deductions based upon monthly determination by the City and the acceptability of the work performed computed in accordance with the Service Provider's accepted proposal and price schedule. Payment shall be made within thirty (30) days after receipt of an invoice sent to the City by the Service Provider. The Service Provider shall not invoice the City for services prior to thirty (30) days following execution of an Agreement with the City and not more frequent than once every four (4) weeks. The City may withhold payment for any unacceptable service if the Service Provider has been given notice of the deficiency and has not resolved the service deficiency within five (5) working days after receipt of a notification from the City. City has the right to request additional reports and supporting information from Service Provider as deemed reasonably necessary by City to audit Service Provider's performance under this Agreement. Service Provider shall provide all additional reports and information requested by City within ten (10) days of a written request.

EXTRA WORK

Extra Work must be authorized in writing by the City (email is acceptable) and shall be shown in itemized format on the invoice submitted to the City as determined upon authorization to proceed. The invoice for Extra Work shall show the exact nature and location of the work.

END OF SCOPE OF WORK CONDITIONS

Attachment C – Cost Proposal Bid
Form City of Biddeford
City Hall Boiler System Removal and Replacement
Request for Proposals

<u>LOCATION</u>		<u>PROPOSAL TOTAL</u>
BIDDEFORD CITY HALL		

Attachment D

INSURANCE REQUIREMENTS

CONTRACTORS TO THE CITY OF BIDDEFORD (CITY), AT THEIR SOLE EXPENSE, SHALL FOR THE TERM OF THE CONTRACT OBTAIN AND MAINTAIN INSURANCE IN THE AMOUNTS FOR THE COVERAGE SPECIFIED BELOW, **AFFORDED BY COMPANIES WITH AM BEST'S KEY RATING OF A-VII, OR HIGHER, LICENSED OR AUTHORIZED TO TRANSACT INSURANCE BUSINESS IN THE STATE OF MAINE.**

AWARD IS CONTINGENT ON COMPLIANCE WITH CITY'S INSURANCE REQUIREMENTS, AS SPECIFIED, BELOW:

REQUIRED	TYPE OF COVERAGE	REQUIREMENT	MINIMUM LIMITS	
			EACH OCCURRENCE	AGGREGATE
YES	WORKER’S COMPENSATION	STATUTORY		
	EMPLOYER’S LIABILITY	STATUTORY		
YES	GENERAL LIABILITY, INCLUDING PERSONAL INJURY, BROAD FORM PROPERTY DAMAGE BLANKET CONTRACTUAL, AND FIRE LEGAL LIABILITY	BODILY INJURY	\$1,000,000	\$1,000,000
		PROPERTY DAMAGE	\$1,000,000	\$1,000,000
		BODILY INJURY & PROPERTY DAMAGE COMBINED.	\$1,000,000	\$1,000,000
YES	AUTOMOBILE LIABILITY, INCLUDING ALL OWNED, HIRED, NON-OWNED	BODILY INJURY	\$1,000,000	\$1,000,000
		- EACH PERSON	\$1,000,000	\$1,000,000
		- EACH OCCURRENCE	\$1,000,000	\$1,000,000
		PROPERTY DAMAGE		
		BODILY INJURY AND PROPERTY DAMAGE, COMBINED	\$1,000,000	\$1,000,000
YES	PROFESSIONAL LIABILITY, INCLUDING, ERRORS AND OMISSIONS, MALPRACTICE (WHEN APPLICABLE), AND NEGLIGENT PERFORMANCE	ALL DAMAGES	\$1,000,000	
		ALL DAMAGES	\$1,000,000	
YES	THE CITY OF BIDDEFORD IS TO BE NAMED AS AN ADDITIONAL INSURED: CONTRACTOR, AT ITS SOLE COST AND EXPENSE, SHALL OBTAIN AND MAINTAIN, IN FULL FORCE AND EFFECT THROUGHOUT THE ENTIRE TERM OF ANY RESULTANT AGREEMENT, THE INSURANCE COVERAGE HEREIN DESCRIBED, INSURING NOT ONLY CONTRACTOR AND ITS SUBCONSULTANTS, IF ANY, BUT ALSO, WITH THE EXCEPTION OF WORKERS’ COMPENSATION, EMPLOYER’S LIABILITY AND PROFESSIONAL INSURANCE, NAMING AS ADDITIONAL INSUREDS CITY, ITS COUNCIL MEMBERS, OFFICERS, AGENTS, AND EMPLOYEES.			

IV. INSURANCE COVERAGE MUST INCLUDE:

- D. A PROVISION FOR A WRITTEN THIRTY DAY ADVANCE NOTICE TO CITY OF CHANGE IN COVERAGE OR OF COVERAGE CANCELLATION; AND
- E. A CONTRACTUAL LIABILITY ENDORSEMENT PROVIDING INSURANCE COVERAGE FOR CONTRACTOR'S AGREEMENT TO INDEMNIFY CITY.
- F. DEDUCTIBLE AMOUNTS IN EXCESS OF \$5,000 REQUIRE CITY'S PRIOR APPROVAL.

- II. CONTACTOR MUST SUBMIT CERTIFICATES(S) OF INSURANCE EVIDENCING REQUIRED COVERAGE.
- III. ENDORSEMENT PROVISIONS, WITH RESPECT TO THE INSURANCE AFFORDED TO
“ADDITIONAL INSURED”

D. PRIMARY COVERAGE

WITH RESPECT TO CLAIMS ARISING OUT OF THE OPERATIONS OF THE NAMED INSURED, INSURANCE AS AFFORDED BY THIS POLICY IS PRIMARY AND IS NOT ADDITIONAL TO OR CONTRIBUTING WITH ANY OTHER INSURANCE CARRIED BY OR FOR THE BENEFIT OF THE ADDITIONAL INSURED.

E. CROSS LIABILITY

THE NAMING OF MORE THAN ONE PERSON, FIRM, OR CORPORATION AS INSURED UNDER THE POLICY SHALL NOT, FOR THAT REASON ALONE, EXTINGUISH ANY RIGHTS OF THE INSURED AGAINST ANOTHER, BUT THIS ENDORSEMENT, AND THE NAMING OF MULTIPLE INSURED, SHALL NOT INCREASE THE TOTAL LIABILITY OF THE COMPANY UNDER THIS POLICY.

F. NOTICE OF CANCELLATION

- 3. IF THE POLICY IS CANCELED BEFORE ITS EXPIRATION DATE FOR ANY REASON OTHER THAN THE NON-PAYMENT OF PREMIUM, THE ISSUING COMPANY SHALL PROVIDE CITY AT LEAST A THIRTY (30) DAY WRITTEN NOTICE BEFORE THE EFFECTIVE DATE OF CANCELLATION.
- 4. IF THE POLICY IS CANCELED BEFORE ITS EXPIRATION DATE FOR THE NON-PAYMENT OF PREMIUM, THE ISSUING COMPANY SHALL PROVIDE CITY AT LEAST A TEN (10) DAY WRITTEN NOTICE BEFORE THE EFFECTIVE DATE OF CANCELLATION.

NOTICES SHALL BE MAILED TO:

**DEPARTMENT OF FINANCE
CITY OF BIDDEFORD
205 MAIN STREET
BIDDEFORD, ME 04005**

Attachment A
Proposer's Information Form

PROPOSER (please print):

Name: Jim Godbout P/H Inc.

Address: 486 Elm st. Biddeford Me

Telephone: 207 283 1200

Fax: 207 283 2739

Contact person, title, email, telephone and email: Jim Godbout President
jjm@jimgodbout.com 207 467 0021

Proposer, if selected, intends to carry on the business as (check one):

- ☐ Individual
☐ Joint Venture

- ☐ Partnership
☒ Corporation

When incorporated? 1980s

In what state? Me

When authorized to do business in Maine? 1980

☐ Other (explain): _____

ADDENDA

To assure that all Proposers have received each addendum, check the appropriate box(es) below. Failure to acknowledge receipt of addendum/addenda may be considered an irregularity in the Proposal:

Addendum number(s) received:

- ☐ #1
☐
☐ #2
#3

Or, ☐ h No

☐
Addendum/Addenda Were
Received (check and initial).

PROPOSER'S SIGNATURE

No proposal shall be accepted which has not been signed in ink in the appropriate space below:

By signing below, the submission of a proposal shall be deemed a representation and certification by the Proposer that they have investigated all aspects of the RFP, that they are aware of the applicable facts pertaining to the RFP process, its procedures and requirements, and they have read and understand the RFP. No request for modification of the proposal shall be considered after its submission on the grounds that the Proposer was not fully informed as to any fact or condition.

1. If Proposer is **INDIVIDUAL**, sign here:

Date: 12-1-2020

Proposer's Signature: James M. Godbout

Proposer's typed name and title: James Godbout President

2. If Proposer is **PARTNERSHIP** or **JOINT VENTURE**; at least two (2) Partners shall sign here:

Partnership or Joint Venture Name (type or print)

Date: _____

Date: _____

Member of the Partnership or Joint Venture
signature

Member of the Partnership or Joint Venture
signature

3. If Proposer is a **CORPORATION**, the duly authorized officer shall sign as follows:

The undersigned certify that he/she is respectively:

James M. Godbout and

President

James M. Godbout

Signature

Title

Of the corporation named below; that they are designated to sign the Proposal Cost Form by resolution (attach a certified copy, with corporate seal, if applicable, notarized as to its authenticity or Secretary's certificate of authorization) for and on behalf of the below named CORPORATION, and that they are authorized to execute same for and on behalf of said CORPORATION.

Jim Godbout P&H Inc.

Corporation Name (type or print)

By: Jim Godbout

Date: 12-1-2020

Title: President

Jim Godbout Plumbing & Heating Inc.

P.O. Box 365

486 Elm st.

Biddeford, Maine 04005

207-283-1200 fax 207-283-2739

www.jimgodbout.com

November 27, 2020

City of Biddeford—City Hall

Main street

Biddeford, Maine

Att: Pete Donaher peter.donaher@biddefordmaine.org 371 Hill st Biddeford Capital Improvement coordinator

Scope of Work to replace older Baxi wall hung boilers which are at end of life expectancy
Suggest from our experience with wall hung boilers and their lack of sustainability that high volume boilers replace these Baxi boilers to provide better capital investment for city of Biddeford.

Disconnect and dispose of properly existing 5 Baxi boilers and related near boiler piping up to low loss header system.

Install five **Viessmann CU3-57** high efficiency condensing natural gas **high volume content** water boilers with Vitotronic 300 K cascade boiler modulating control system.

http://www.viessmann-us.com/en/Commercial/Products/gas/Vitodens_200_Cascade.html

This system provides lead lag modulation of systems

Install new Low water cut offs with manual reset as required by code, boiler feeder and backflow prevention for new boilers.

These units shall be installed in current mechanical room.

Boilers shall be vented through roof of mechanical room just like existing, **we shall repair and replace rubber roofing as needed for new vent terminations. We shall also repair drywall ceiling as needed to make proper vent connections.**

We shall re-connect existing natural gas line. Installing new maxitrol vent piping to meet current code.

All new piping shall be pex, type M copper on heating system.

System works on heating curve modulating boiler water on outside reset control.

Install condensate to building drain located in boiler room with condensate neutralizer.

Header piping to be modified to accept new boiler piping

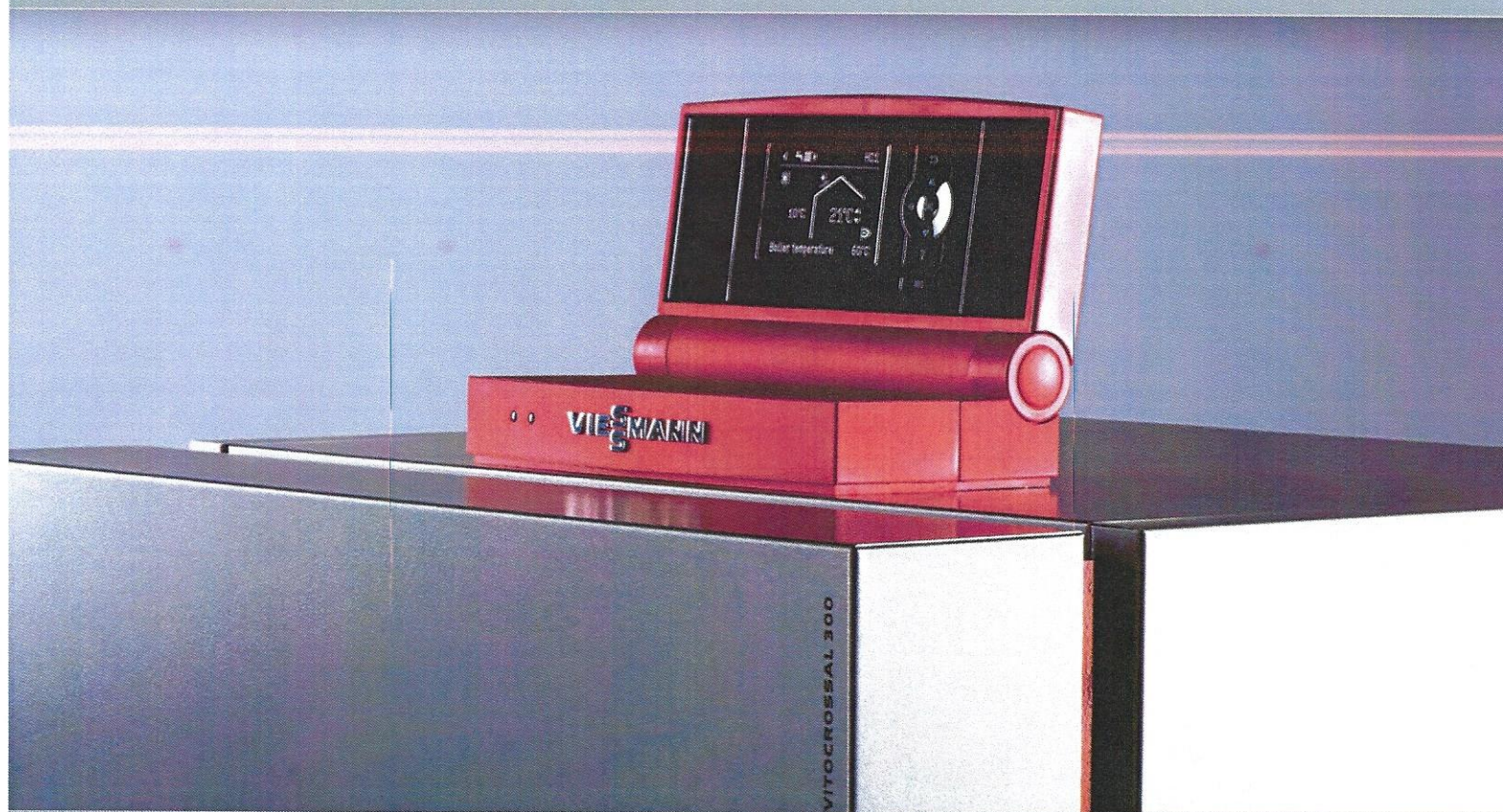
Price includes all low and line voltage wiring as well as complete start up and monitoring of system.

No other work performed on any part of heat emitters in building, just connected to existing piping.

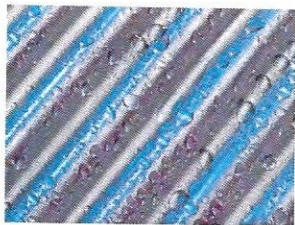
Total boiler replacement cost \$74,800.00

Gas Condensing Technology
VITOCROSSAL 300, CU3A

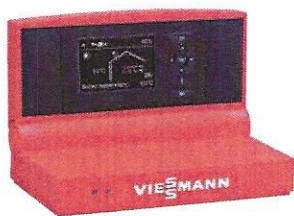
VIESSMANN



The Vitocrossal 300 gas-condensing boiler is the right solution for residential and light commercial applications – including high temperature heating, cast-iron boiler replacements, and multi-zone systems.



Stainless steel Inox-Crossal heat exchanger.



Featuring a folding Vitotronic 200 control with a graphic user interface.

The right choice for new construction or retrofits.

With its combination of high temperature capability, high mass (water volume), floor standing design, condensing stainless steel construction and modulating gas burner, the Vitocrossal 300, CU3A is the ideal choice for boiler retrofits or new construction. From homes equipped with high mass cast iron radiators, to homes with multi-zone high temperature fin tube radiators, and new installations with high DHW requirements – the Vitocrossal 300, CU3A is the best choice on the market today.

Advanced condensing technology

The vertical stainless steel Inox-Crossal heat exchanger offers ideal conditions for intensive utilization of hot gases, resulting in efficiencies of up to 98%. The smooth stainless steel surfaces allow the condensate created by the condensing process to simply run off downwards. This creates a permanent self-cleaning effect, ensuring high efficiency, long service life and reduced maintenance.

Wide water passage ways

Large water content is contained within the pocket design of the heat exchanger. This allows for simplified system piping with full system flow, eliminating the need for a dedicated boiler pump or primary/secondary piping and prevents sediment from collecting around the hot burner surfaces.

Powerful Vitotronic 200 KW6B and System Controller

The intuitive Viessmann-made Vitotronic 200, KW6B control manages the entire heating system and ensures economical performance and maximum comfort at all times. Features such as control of up to 3 heating circuits, intelligent DHW control, a variable speed pump output (0-10V), and multiple setback timers all give the user complete control of their system. Plus, with system control for multiple zone space and DHW heating, the Vitotronic 200, HO1B can control 3 zone circuits, 2 mixed heating circuits and 1 unmixed heating circuit.

The outdoor reset function automatically adjusts the boiler operating temperature to the changing outdoor temperature. This reduces fuel consumption up to 15%, giving you excellent returns year after year. Plus, with integrated system control for multiple zone space and DHW heating, the Vitotronic 200, KW6B offers even greater heating flexibility without the need for additional external controls.

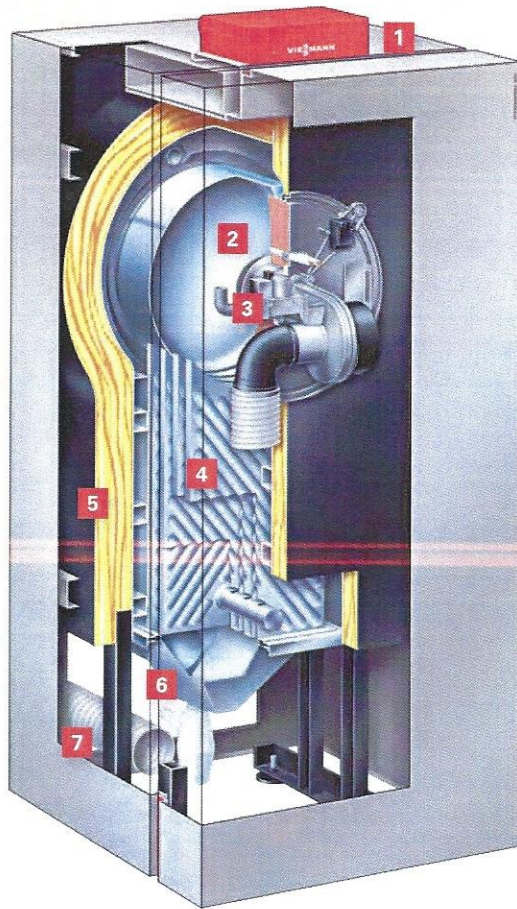
Intelligent combustion control

The proven MatriX dome gas burner with Lambda Pro combustion control automatically adjusts to fluctuating gas qualities and ensures a constantly high combustion efficiency for both natural gas and propane gas.

Connectivity

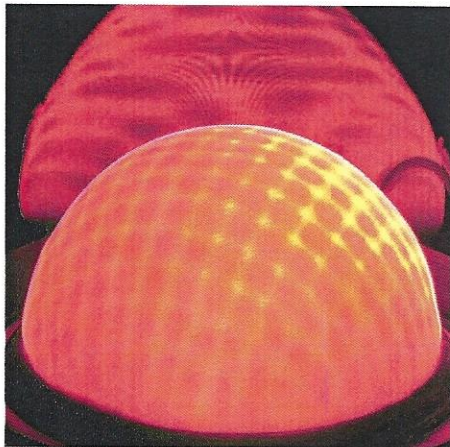
You're always in control with the Vitotrol App. It allows you to remotely operate your Viessmann heating system anytime, anywhere from your smartphone or tablet.





Vitocrossal 300, CU3A

- 1** Vitotronic 200 control KW6B with graphic user interface
- 2** Water-cooled stainless steel combustion chamber
- 3** Modulating MatriX dome gas burner
- 4** Stainless steel Inox-Crossal heat exchanger
- 5** Highly effective thermal insulation
- 6** Flue gas collector with condensate drain pipe
- 7** Combustion air inlet connection

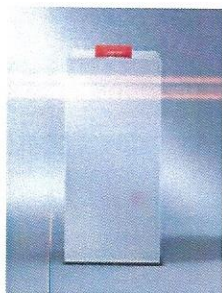


The MatriX dome gas burner for exceptionally low-emission combustion, making it a milestone in heating technology.

Take advantage of these benefits

- Compact, floor-standing gas condensing boiler from 19-199 MBH.
- High efficiency of 95% AFUE on all models.
- High temperature operation of up to 90°C (194°F).
- Inox-Crossal heat transfer surface – stainless steel heat exchanger for efficient utilization of condensing technology – self-cleaning effect via smooth stainless steel surfaces.
- Vitocrossal Pocket Design with wide water passage ways allow for system/full flow applications. No dedicated boiler pump required and eliminates primary/secondary piping.
- High water volume extends burner run time and reduces short cycling.
- MatriX dome gas burner with 5:1 turndown ratio to ensure high efficiency and extremely clean combustion.
- A self-calibrating Lambda Pro combustion management system ensures optimum combustion efficiency at all times regardless of gas/air quality. Simple commissioning with no field adjustments and adjusts to all fuel types (natural gas and propane gas).
- Durable, reliable, and long service life with Inox-Crossal stainless steel heat exchanger and high mass design.
- Multi-venting options and configurations with vent lengths up to 198'.
- Multi-boiler installation with 8 boilers up to 1592 MBH.

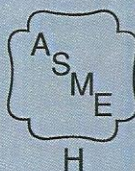
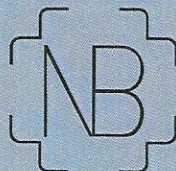
Technical Data



Vitocrossal 300, CU3A gas-fired condensing boiler

Model		26,94	35,125	45,160	57,199
AFUE	%	95	95	95	95
Minimum Input (NG)	MBH	19	25	43	43
Maximum Input (NG)	MBH	94	125	160	199
Net AHRI Rating	MBH	76	101	129	161
Overall Dimension*					
Width	Inches	26	26	26	26
Height	Inches	67	67	67	67
Depth (Length)	Inches	27	27	31.5	31.5
Weight	lbs	269	275	352	352
Boiler Water Content	USG	13.5	13	18.8	18.8
Heat Exchanger Surface	ft. ²	16.7	20.7	34.1	34.1
Maximum Operating Pressure	psig	30	30	30	30
Boiler water temperature					
- Adjustable high limit (AHL) range	°F	68 -194	68 -194	68 -194	68 -194
space heating (steady state)	°C	(20 - 90)	(20 - 90)	(20 - 90)	(20 - 90)
- DHW production	°F(°C)	194 (90)	194 (90)	194 (90)	194 (90)
- Fixed high limit (FHL)	°F(°C)	210 (99)	210 (99)	210 (99)	210 (99)
Boiler connections					
Boiler heating supply and return	NPTM	1 1/4"	1 1/4"	1 1/4"	1 1/4"
Pressure relief valve	NPTF	3/4"	3/4"	3/4"	3/4"
Boiler drain	NPTM	1"	1"	1"	1"
Gas valve connection	NPTF	3/4"	3/4"	3/4"	3/4"

*Technical information subject to change without notice.



Jim Godbout Plumbing & Heating Inc.

P.O. Box 365

486 Elm st.

Biddeford, Maine 04005

207-283-1200 fax 207-283-2739

www.jimgodbout.com

November 27, 2020

City of Biddeford—City Hall

Main street

Biddeford, Maine

Att: Pete Donaher peter.donaher@biddefordmaine.org 371 Hill st Biddeford

Optional – this is best system option to replace current and most sustainable, we have many installed locally in commercial settings public and private.

Scope of Work to replace older Baxi wall hung boilers which are at end of life expectancy
Suggest from our experience with wall hung boilers and their lack of sustainability that high volume boilers replace these Baxi boilers to provide better capital investment for city of Biddeford.

Disconnect and dispose of properly existing 5 Baxi boilers and related near boiler piping up to low loss header system.

Install two **Viessmann CM2-186** high efficiency condensing natural gas **high volume content** water boilers with GW6B boiler modulating control system.

https://www.viessmann-us.com/en/commercial/gas-boilers/gas-condensing-boiler/vitocrossal_200-cm2.html

Install new Low water cut offs with manual reset as required by code, boiler feeder and backflow prevention for new boilers.

These units shall be installed in current mechanical room.

This system provides lead lag modulation of systems

Boilers shall be vented through roof of mechanical room just like existing with 6" PP pipe, **we shall repair and replace rubber roofing as needed for new vent terminations. We shall also repair drywall ceiling as needed to make proper vent connections.**

We shall re-connect existing natural gas line. Installing new maxitrol vent piping to meet current code.

All new piping shall be pex, type M copper on heating system.

System works on heating curve modulating boiler water on outside reset control.

Install condensate to building drain located in boiler room with condensate neutralizer.

Header piping to be modified to accept new boiler piping

Price includes all low and line voltage wiring as well as complete start up and monitoring of system.

No other work performed on any part of heat emitters in building, just connected to existing piping.

Total boiler replacement cost \$81,920.00

Gas Condensing Technology
VITOCROSSAL 200, CM2

VIESSMANN



VITOCROSSAL 200

A practical approach to innovation

With its distinctive mix of proven Viessmann technology and innovative features, the Vitocrossal 200, CM2 takes a bold step forward while retaining the superior Viessmann quality you know and trust. The boiler combines unparalleled flexibility with maximum efficiency, making it your ideal choice for a new installation or economical retrofit in large residential or commercial applications.



Vitotronic 300, GW6B Touch Screen
boiler control

Viessmann technology from top to bottom

A fully-modulating Viessmann pre-mix cylinder burner features a wide modulation turndown ratio of 5:1 to precisely match load and provide clean, quiet and environmentally friendly operation. The burner comes fully pre-assembled to simplify installation and commissioning.

The generous heat transfer surface area to heat input ratio of the titanium-infused stainless steel Inox-Crossal heat exchanger allows for maximum heat extraction while maintaining a compact size. Its smooth, corrosion-resistant surface allows condensate to simply run off – a “self-cleaning” process that ensures continuous condensing efficiency, reduced maintenance costs and longer boiler service life.

When combined with the new generation Viessmann boiler and system control technology, the fully-modulating burner and Inox-Crossal heat exchanger enable the Vitocrossal 200, CM2 to achieve outstanding thermal efficiencies up to 97%¹ – delivering exceptional performance and reliability at an attractive price.

Progressive design features

The Vitocrossal 200, CM2 can operate with a low inlet gas pressure (NG) of only 4 inches of water column for compatibility with a greater range of supply pressures. Extremely low water pressure drop through the heat exchanger eliminates the need for a dedicated boiler pump and low-loss header*, while the boiler’s large water content extends burner run time and reduces cycling.

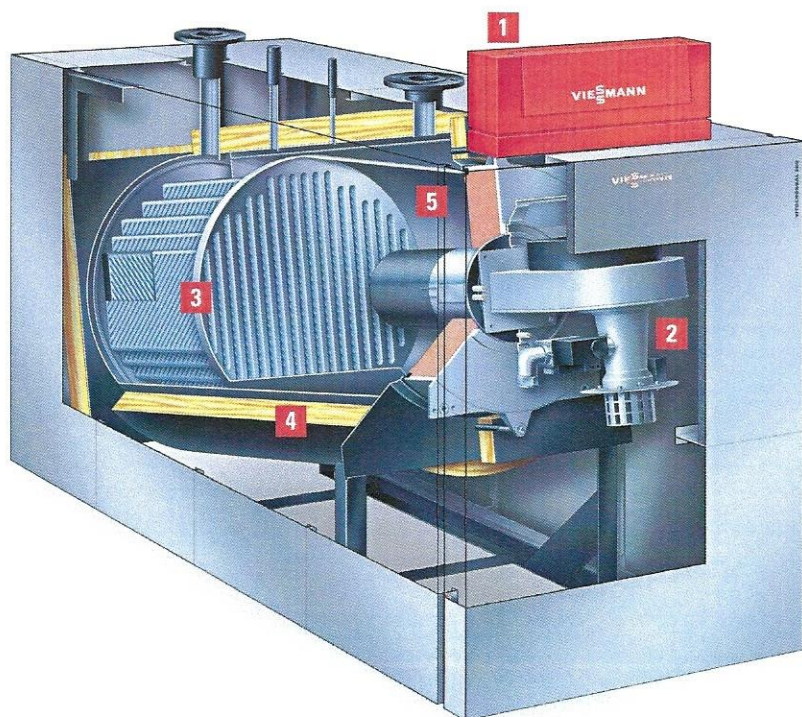
All models of the Vitocrossal CM2 (with the exception of the 620 model) are certified by the SCAQMD for low-NOx emissions. All models are certified by AHRI.

User-friendly touch screen interface

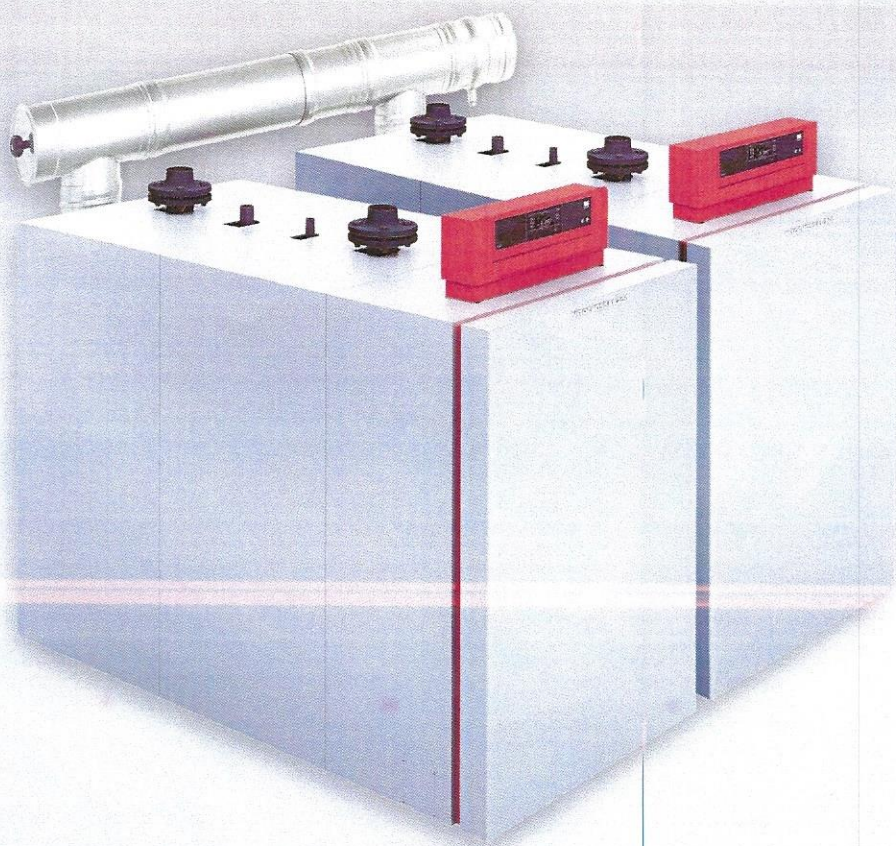
The Vitocrossal 200, CM2 offers integrated single and cascade boiler functionality.

A versatile solution

The Vitocrossal 200, CM2 offers a solution for almost every application. Multiple venting options (direct or chimney) with installed air intake kit, fuel flexibility (NG/LPG/LNG) with seamless integration into building control systems simplify retrofit projects and provide numerous possibilities for new installations. Available fully assembled (U.S. only) or unassembled for maximum shipping and installation flexibility, it is easy to install, even in older buildings with narrow entrances and small mechanical rooms. Suitable for high altitude operation up to 10,000 feet, the sky’s the limit for the Vitocrossal 200, CM2.



- 1 Vitotronic 300, GW6B Touch Screen control
- 2 Fully-modulating pre-mix cylinder burner ***
- 3 Inox-Crossal heat exchanger surfaces
- 4 Highly effective thermal insulation
- 5 Wide water passageways with low pressure drop



Product not exactly as shown.



SA240 316Ti Stainless steel
Inox-Crossal heat exchanger



Low-emission fully-modulating
premix cylinder burner

Multiple-boiler systems

Harness the full potential of a Vitocrossal 200, CM2 cascade installation with the Vitotronic 300, GW6B master control – an advanced digital boiler and system control with outdoor reset function to ensure reliable, efficient performance of the entire heating system. The Vitotronic 300 GW6B will modulate burners; stage and rotate boilers; and regulate boiler water temperature, common supply temperature and up to two heating circuits with mixing valves.

Up to eight Vitocrossal 200, CM2 boilers can operate in a cascade configuration to precisely match load (inputs of 133 to 17960 MBH), maximize boiler plant efficiency and provide security against heating plant service interruption.

In cascade systems Vitotronic 300 GW6B control allows seamless integration into building management systems (BMS) via Vitogate 300 Gateway.

Specifications

- Thermal efficiencies of 97%[†]
- Inputs from 133 to 2245 MBH (single) / 17960 MBH (cascade)
- ASME CSD-1 compliant

Benefits at a glance

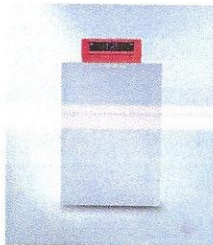
- Low emissions and quiet operation from fully-modulating Viessmann pre-mix cylinder burner
- Wide modulation turndown ratio of 5:1 precisely matches load
- Pre-assembled burner simplifies installation and commissioning
- Venting flexibility with installed air intake kit for direct/chimney venting (PP or stainless steel) up to 200 ft.
- Common venting up to four boilers**
- Gas fuel flexibility (NG/LPG/LNG)
- Low inlet gas pressure capability (NG) as low as 4 in. of water column for compatibility with a range of supply pressures
- Large water content extends burner run time and reduces cycling
- No dedicated boiler pump required due to extremely low water pressure drop through heat exchanger*
- Generous heat transfer surface area/heat input ratio of stainless steel heat exchanger maximizes heat extraction in compact size
- Vitotronic 300 control features a large touch screen user-interface with text and graphics for user-friendly operation; used as a single boiler control or as a cascade primary/secondary control.
- Seamless integration possible with building management systems

[†] Tested to AHRI Testing Standard Method to Determine Efficiency of Commercial Space Heating Boilers, BTS-2000. Technical information subject to change without notice.

* Contact your Viessmann Representative for boiler pump and low-loss header requirements in multiple-boiler installations.

** In accordance with local codes and regulations of authorities having jurisdiction.

Technical Data



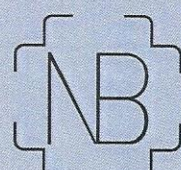
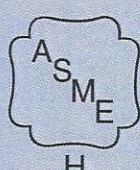
Vitocrossal 200, CM2 gas-fired condensing boiler

Model	CM2	CM2-186	CM2-246	CM2-311	CM2-400	CM2-500	CM2-620**	CM2-620TX
Combustion Efficiency*	%	95	95	95	95.1	95.1	95.1	95.1
Thermal Efficiency*	%	97	97	97	95	95	95	95
Minimum Input (NG)	MBH	133	175	222	287	358	450	450
Maximum Input (NG)	MBH	663	878	1112	1445	1800	2245	1999
Output*	MBH	643	851	1078	1372	1710	2132	1899
Net AHRI Rating	MBH	559	740	937	1193	1487	1854	1651
Overall Dimension†								
Width	Inches	36.5	36.5	36.5	42.4	42.4	44.3	44.3
Height	Inches	66	66	66	65.6	65.6	68.75	68.75
Depth (Length)	Inches	73	73	73	89.5	95.6	100.7	100.7
Weight (burner, control and insulation)	lbs	726	759	792	1495	1662	1929	1929
Boiler Water Content	USG	81	77	74	104	112	131	131
Heat Exchanger Surface	ft. ²	72.9	98.8	121.5	166.6	208.6	234	234
Maximum Operating Pressure	psig	75	75	75	75	75	75	75
Flue Outlet Size	diameter	8	8	8	10	10	10	10
Power Consumption (max input; W)		225	278	368	540	700	900	801

* Tested to AHRI Testing Standard Method to Determine Efficiency of Commercial Space Heating Boilers, BTS-2000

** All products on this table are certified to meet or exceed SCAQMD standards with the exception of CM2-620. CM2-620TX is certified.

† Includes boiler with burner, boiler panels, thermal insulation, boiler control unit and electrical connection box. Note: For high altitude installations (5,000 to 10,000 ft.), the input will have an altitude de-rating of 15% for 5,000 ft. and 18% for 10,000 ft. Technical information subject to change without notice.



Jim Godbout Plumbing & Heating Inc.

P.O. Box 365

486 Elm st.

Biddeford, Maine 04005

207-283-1200 fax 207-283-2739

www.jimgodbout.com

Jim Godbout Plumbing & Heating has been in business almost forty years supporting our local communities.

Current size of company 63 families in Biddeford area being supported by company

We are diverse company providing all mechanical services from plumbing, HVAC, fuel general contracting, excavation, and have provided service to City of Biddeford for many, many years. We also service many other surrounding communities for many years taking care of all problems arising in all municipal departments.

We are a very grounded company in Biddeford especially providing help to the needy in our community. This is something I continue to drive into employees as well so they understand how important it is to take care of each other.

We are very sound company financially setting up for many future generations to be employed and provide services to Biddeford and surrounding communities.

Installing a boiler system like proposed in cold weather months is something we are very familiar with and have done this to City Theater last year and Community center two years prior without incident.

Mid December start will present challenges some due to covid pandemic and difficulty getting equipment fast. Weather also issue when timing roof work and day of swap out something we are very familiar with.

Insurance with Local company Paquin & Carroll and on file with all city departments already

Attachment C – Cost Proposal Bid
Form City of Biddeford
City Hall Boiler System Removal and Replacement
Request for Proposals

<u>LOCATION</u>		<u>PROPOSAL TOTAL</u>
BIDDEFORD CITY HALL		\$ 74,800.-

Alt. \$ 81,920.-



Atlantic Comfort Systems, Inc.

December 2, 2020

City of Biddeford
Attn: Pete Donaher, Capital Improvement Facilitator
371 Hill Street
Biddeford, ME 04005

Section 1

- 1.) Changeout City Hall boiler system per attachment B.
- 2.) Remove and dispose of 5 existing boilers and associated piping.
- 3.) Install 5 new Viessmann B2HA285 wall hung boilers on Viessmann rack system with new insulated manifolds. Install new Viessmann cascade control.
- 4.) Wire and fire boilers.
- 5.) Changeout old glycol in secondary loop to HWC
- 6.) Supply O & M manuals.
- 7.) Owner training.

Section 2

- 31 employees
- 8 full time office staff
- 11 service 24/7/365
- 12 construction installs
- Incorporated
- Bonding to 7,000,000

Section 3

Set up and pipe new Viessmann boiler rack system for guide change over once online remove old boilers.

Section 4

Section 5

Project foreman – Ryan Schwartz, Construction Manager – oversee installation and start up.

Manufacturer Rep – Jim Bolduc – start up
Install team – TBD

Section 6

Adequacy of existing systems IE air handler, HWC, pumps, valves piping, cutting & patching, painting, finish cleaning, air quality testing and altering.

Section 7

Total cost of boiler installation	\$130,000.00
-----------------------------------	--------------



Atlantic Comfort Systems, Inc.

List of individuals and contacts of this proposal

- 1.) John Grondin
Office# 207-284-6360
Email: jgrondin@atlanticcomfort.com

Attachment A
Proposer's Information Form

PROPOSER (please print):

Name: Johnson + Jordan, Inc.

Address: 18 Mussey Rd. Scarborough, Maine 04074

Telephone: 207-883-8345

Fax: 207-883-8619

Contact person, title, email, telephone and email: Derek Osswald
Project Manager drosswald@johnsonandjordan.com

Proposer, if selected, intends to carry on the business as (check one):

- | | |
|--|---|
| ☐ Individual | ☐ Partnership |
| ☐ Joint Venture | ☒ Corporation |

When incorporated? 1990

In what state? Maine

When authorized to do business in Maine? 1990

☐ Other (explain): _____

ADDENDA

To assure that all Proposers have received each addendum, check the appropriate box(es) below. Failure to acknowledge receipt of addendum/addenda may be considered an irregularity in the Proposal:

Addendum number(s) received:

- | | |
|--------------------------|----|
| ☐ | #1 |
| ☐ | |
| ☐ | #2 |
| | #3 |

Or, ☒ No
☐
Addendum/Addenda Were
Received (check and initial).

PROPOSER'S SIGNATURE

No proposal shall be accepted which has not been signed in ink in the appropriate space below:

By signing below, the submission of a proposal shall be deemed a representation and certification by the Proposer that they have investigated all aspects of the RFP, that they are aware of the applicable facts pertaining to the RFP process, its procedures and requirements, and they have read and understand the RFP. No request for modification of the proposal shall be considered after its submission on the grounds that the Proposer was not fully informed as to any fact or condition.

1. If Proposer is **INDIVIDUAL**, sign here:

Date: _____

Proposer's Signature: _____

Proposer's typed name and title: _____

2. If Proposer is **PARTNERSHIP** or **JOINT VENTURE**; at least two (2) Partners shall sign here:

Partnership or Joint Venture Name (type or print)

Date: _____

Date: _____

Member of the Partnership or Joint Venture
signature

Member of the Partnership or Joint Venture
signature

3. If Proposer is a **CORPORATION**, the duly authorized officer shall sign as follows:

The undersigned certify that he/she is respectively:

_____ and

Corporate Secretary

Title

L. J. Smith

Signature

Of the corporation named below; that they are designated to sign the Proposal Cost Form by resolution (attach a certified copy, with corporate seal, if applicable, notarized as to its authenticity or Secretary's certificate of authorization) for and on behalf of the below named CORPORATION, and that they are authorized to execute same for and on behalf of said CORPORATION.

Johnson + Jordan, Inc.

Corporation Name (type or print)

By: Craig Smith

Date: 12-2-20

Title: Secretary



MECHANICAL CONTRACTORS

December 2, 2020

To whom it may concern,

Derek Osswald has the authority to submit an RFP to the City of Biddeford regarding the Boiler System Replacement on behalf of Johnson & Jordan, Inc.

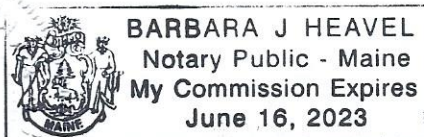
Should you have any questions please do not hesitate to reach out to me.

Sincerely,

Craig C. Smith, CPA
Corporate Secretary

Notary:

Commission Expires: 06/16/2023





MECHANICAL CONTRACTORS

December 1, 2020

Section 1 Proposal Summary

- Removal and replacement of existing five Baxi Luna HT 1.650 (each rated 241,600 BTU input) wall hung natural gas boilers and associated controls, as needed.
 - A. Dispose of properly offsite.
- Install five Viessmann Vitodens-200 series boiler packages (285MBH each) on manifold racking system with high density foam insulation.
- Vitocontrol-S cascade control package.
- 5 Grundfos UPS boiler pumps.
- Condensation neutralization package.
- Low loss header with high density foam insulation.
- New coaxial flue piping for all five boilers repair roof as necessary.
- Viessmann Factory Commissioning, included.
- Pipe insulation from air separator back to boilers.
- Update line voltage to code to all boilers.
- Tie boiler controls into existing controls.
- Install new gas piping from existing gas regulator to all five boilers.
- New boiler piping from loss header to existing air separator.
- New low water cut off and backflow fast fill combo.
- Would like to remove all the old boilers at once so we would propose doing this when the weather is above 50 degrees.

Contacts

Derek Osswald Project Manager
dosswald@johnsonandjordan.com
207-616-6594

Patrick Caskin Project Manager
pcaskin@johnsonandjordan.com

Troy Jipson Site Foreman
tjipson@johnsonandjordan.com



MECHANICAL CONTRACTORS

December 2, 2020

Section 2 Profile on Firm

Johnson and Jordan is a full service mechanical contracting firm serving the commercial and industrial markets in Maine and New Hampshire specializing in health care and private institutional construction. We also serve all aspects of retail, hospitality, process, multi-unit residential, waste water and controls.

Our main office is in Scarborough Maine with satellite offices in Portland (serving Maine Medical Center and Mercy Hospital) Bangor Maine, Sidney Maine, and Chichester NH along with our fabrication facility in Westbrook Maine.

Delivery methods include Design Build, Design Assist, and plan and specification bid. Much of our work is done on an open book fully documented time and material GMP basis. This transparency continues to build partnerships in construction that allow us to become involved in many of our projects at the schematic level.

Since our incorporation in September of 1991, Johnson and Jordan has been the leader in technological advancements in the construction industry from the first days of computer aided design to Building Information Modeling, Cloud based Information Transfer, Total Station Point locating and recently 3 D imaging for existing facilities.

The core of this company consists of 290 of the areas most talented and dedicated employees. Their commitment to the success of Johnson and Jordan has set standard of excellence, safety and dedication to all of our customers that is second to none. Our accredited apprenticeship program is continuously reinforcing the foundation for future talent by introducing new licensed mechanics and leaders into industry every year.

In January of 2016, the management of Johnson and Jordan set the stage for the continued success and prosperity of its employees by becoming a 100% employee owned business. Many of these employees are responsible for where the company is today and they will continue to maintain the relationships and standards set in place, establish new relationships, and guide their firm thru the construction landscape of the future while providing the solid footing our next generations of employees will need.

We appreciate the opportunity to provide this information and we look forward to earning your business.

Very Truly Yours,

JOHNSON & JORDAN, INC.

Christopher Jordan
President
CJ

BERKLEY INSURANCE COMPANY

January 7, 2020

RE: Johnson & Jordan, Inc.
18 Mussey Road
Scarborough, ME 04074

Dear Sir or Madam:

This letter will serve to confirm that Johnson & Jordan, Inc. is a highly regarded and valued customer of Berkley Insurance Company. During this relationship, the surety has supported single projects of \$60,000,000 with an aggregate program of \$95,000,000. We are prepared to support Johnson & Jordan, Inc. and hope you will give them favorable consideration for your project.

Naturally, as is customary with the surety industry, all surety bond approvals will be contingent upon a favorable underwriting review of project specifics, including contract terms, contract conditions, and bond forms. If you need any additional assurance regarding the bonding capacity of Johnson & Jordan, Inc. please do not hesitate to contact me.

Best regards,


Nancy L. Castonguay
Attorney-In-Fact

Local Address: 103 Park Street, PO Box 481, Lewiston, ME 04243

POWER OF ATTORNEY
BERKLEY INSURANCE COMPANY
WILMINGTON, DELAWARE

NOTICE: The warning found elsewhere in this Power of Attorney affects the validity thereof. Please review carefully.

KNOW ALL MEN BY THESE PRESENTS, that BERKLEY INSURANCE COMPANY (the "Company"), a corporation duly organized and existing under the laws of the State of Delaware, having its principal office in Greenwich, CT, has made, constituted and appointed, and does by these presents make, constitute and appoint: *Nancy L. Castonguay; Robert E. Shaw, Jr.; Heidi Rodzen; Joline L. Binette; or Melanie A. Bonnevie of Skillings - Shaw & Associates, Inc. of Lewiston, ME* its true and lawful Attorney-in-Fact, to sign its name as surety only as delineated below and to execute, seal, acknowledge and deliver any and all bonds and undertakings, with the exception of Financial Guaranty Insurance, providing that no single obligation shall exceed **One Hundred Million and 00/100 U.S. Dollars (U.S.\$100,000,000.00)**, to the same extent as if such bonds had been duly executed and acknowledged by the regularly elected officers of the Company at its principal office in their own proper persons.

This Power of Attorney shall be construed and enforced in accordance with, and governed by, the laws of the State of Delaware, without giving effect to the principles of conflicts of laws thereof. This Power of Attorney is granted pursuant to the following resolutions which were duly and validly adopted at a meeting of the Board of Directors of the Company held on January 25, 2010:

RESOLVED, that, with respect to the Surety business written by Berkley Surety Group, the Chairman of the Board, Chief Executive Officer, President or any Vice President of the Company, in conjunction with the Secretary or any Assistant Secretary are hereby authorized to execute powers of attorney authorizing and qualifying the attorney-in-fact named therein to execute bonds, undertakings, recognizances, or other suretyship obligations on behalf of the Company, and to affix the corporate seal of the Company to powers of attorney executed pursuant hereto; and said officers may remove any such attorney-in-fact and revoke any power of attorney previously granted; and further

RESOLVED, that such power of attorney limits the acts of those named therein to the bonds, undertakings, recognizances, or other suretyship obligations specifically named therein, and they have no authority to bind the Company except in the manner and to the extent therein stated; and further

RESOLVED, that such power of attorney revokes all previous powers issued on behalf of the attorney-in-fact named; and further

RESOLVED, that the signature of any authorized officer and the seal of the Company may be affixed by facsimile to any power of attorney or certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligation of the Company; and such signature and seal when so used shall have the same force and effect as though manually affixed. The Company may continue to use for the purposes herein stated the facsimile signature of any person or persons who shall have been such officer or officers of the Company, notwithstanding the fact that they may have ceased to be such at the time when such instruments shall be issued.

IN WITNESS WHEREOF, the Company has caused these presents to be signed and attested by its appropriate officers and its corporate seal hereunto affixed this 27th day of April, 2016.

Attest:

(Seal)

By

Ira S. Lederman
Senior Vice President & Secretary

Berkley Insurance Company

By

Jeffrey M. Hafter
Senior Vice President

WARNING: THIS POWER INVALID IF NOT PRINTED ON BLUE "BERKLEY" SECURITY PAPER.

STATE OF CONNECTICUT)

) ss:

COUNTY OF FAIRFIELD)

Sworn to before me, a Notary Public in the State of Connecticut, this 27th day of April, 2016, by Ira S. Lederman and Jeffrey M. Hafter who are sworn to me to be the Senior Vice President and Secretary, and the Senior Vice President, respectively, of Berkley Insurance Company.

MARIA C. RUNDBAKEN
NOTARY PUBLIC
MY COMMISSION EXPIRES
APRIL 30, 2019

Maria C. Rundbaken
Notary Public, State of Connecticut

CERTIFICATE

I, the undersigned, Assistant Secretary of BERKLEY INSURANCE COMPANY, DO HEREBY CERTIFY that the foregoing is a true, correct and complete copy of the original Power of Attorney; that said Power of Attorney has not been revoked or rescinded and that the authority of the Attorney-in-Fact set forth therein, who executed the bond or undertaking to which this Power of Attorney is attached, is in full force and effect as of this date.

Given under my hand and seal of the Company, this 7TH day of JANUARY, 2020.

(Seal)

Andrew M. Tuma



MECHANICAL CONTRACTORS

December 2, 2020

Section 3 Work Plan

Work-Flow Plan

- 1-Mobilize onsite with material and manpower.
- 2-Move all materials to boiler room area.
- 3-Shut down and drain old system.
- 4-Remove and dispose of.
 - a. Old boiler
 - b. Associated piping
 - c. Electrical
 - d. Insulation
 - e. Clean area for new install.
- 5-Start install of all new equipment such as.
 - a. Boilers & manifold racking system.
 - b. Low loss header.
 - c. Boiler piping from low loss to existing air separator.
 - d. Condensate neutralizers and condensate piping to existing drain.
 - e. Install new gas line from existing gas regulator to all five boilers.
 - f. Install new low water cut off and backflow/fast fill combo.
 - g. Drain old glycol from closed loop system and fill with new glycol.
 - h. Air test all new boiler piping and fill new system with water.

6-Electrical line and low voltage wiring.

- a. Update line voltage to code to all new boilers from exiting electric breaker.
- b. New firomatics above all new boilers and switch by the door per code.
- c. Install Vitocontrols-S cascade control package.
- d. Tie new boiler controls to existing controls on wall.

7-Boiler start-up.

- a. Viessmann Factory Commissioning
- b. Fire new boilers online.
- c. Check all control sequences for proper installation.
- d. Customer training on new boiler system.
- e. Turn system over to the customer.

8-Demobilize

- a. Clean off jobsite



MECHANICAL CONTRACTORS

December 1, 2020

Section 5 Project Staffing

Staffing plan

Four Technicians onsite during demo of old boilers and install of all new boilers and piping.

Two Electricians onsite for line voltage and control wiring.

Two Technicians, one factory rep and one electrician during start-up of new boiler system.

Troy Jipson
Onsite Foreman

Derek Osswald
Project Manager

Patrick Caskin
Project Manager



MECHANICAL CONTRACTORS

December 1, 2020

Section 6 Proposal Exceptions

- a. Access Doors
- b. Bond
- c. Coring
- d. Concrete pads.
- e. Coordination Drawings
- f. Cutting, patching and painting of floors walls and ceilings.
- g. Dumpsters
- h. Excavation or backfill.
- i. Existing Controls to remain
- j. Exterior utilities.
- k. Floor drains
- l. IP Drops, communication lines, ethernet cables or IP addresses.
- m. Jobsite cleanup beyond our work.
- n. Leeds or Wells Accreditation
- o. Load Calculations
- p. Overtime
- q. Painting
- r. Prevailing Wages
- s. Repair or reconstruction of owner supplied equipment new or reused.
- t. Starters
- r. Special Insurances.
- s. Taxes
- t. Temporary Cooling
- u. Temporary Heat
- v. Temporary Plumbing
- w. VFDs

Attachment C – Cost Proposal Bid
Form City of Biddeford
City Hall Boiler System Removal and Replacement
Request for Proposals

<u>LOCATION</u>		<u>PROPOSAL TOTAL</u>
BIDDEFORD CITY HALL		\$95,550.00



MECHANICAL CONTRACTORS

December 1, 2020

Attn: Peter Donaher
Capital Improvement Facilitator

RE: City Hall Boiler System Replacement

Johnson & Jordan, Inc. is pleased to offer our proposal for the above-mentioned project.

Mechanical Price: \$95,550.00

All of the above prices shall be held firm for a period of thirty (30) days from this date after which it shall be subject to review by this firm to cover any increased costs in material or labor.

We appreciate the opportunity to quote on this project.

Please contact me should you have any questions.

Respectfully submitted,
Derek Osswald

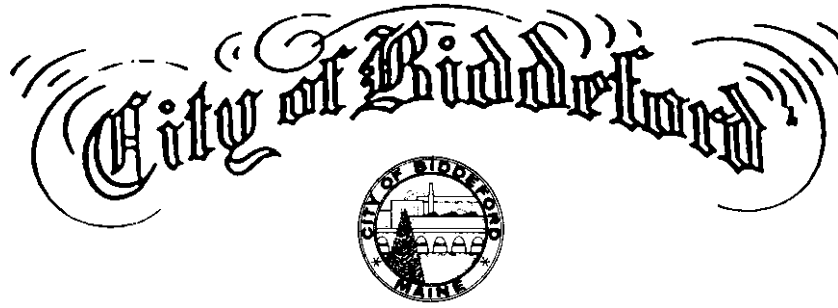
Derek Osswald
JOHNSON & JORDAN, INC.

Mechanical Scope:

- Removal and replacement of existing five Baxi Luna HT 1.650 (each rated 241,600 BTU input) wall hung natural gas boilers and associated controls, as needed.
- Install five Viessmann Vitodens-200 series boiler packages (285MBH each) on manifold racking system with high density foam insulation.
- Vitocontrol-S cascade control package.
- 5 Grundfos UPS boiler pumps.
- Condensation neutralization package.
- Low loss header with high density foam insulation.
- New coaxial flue piping for all five boilers repair roof as necessary.
- Viessmann Factory Commissioning, included.
- Pipe insulation from air separator back to boilers.
- Update line voltage to code to all boilers.
- Tie boiler controls into exiting controls.
- Install new gas piping from existing gas regulator to all five boilers.
- New boiler piping from loss header to existing air separator.
- New low water cut off and backflow fast fill combo.
- Would like to remove all the old boilers at once so we would propose doing this when the weather is above 50 degrees.

All other Labor and miscellaneous material required to install the above items with the exception of:

- a. Access Doors
- b. Bond
- c. Coring
- d. Concrete pads.
- e. Coordination Drawings
- f. Cutting, patching and painting of floors walls and ceilings.
- g. Dumpsters
- h. Excavation or backfill.
- i. Existing Controls to remain.
- j. Exterior utilities.
- k. Floor drains
- l. IP Drops, communication lines, ethernet cables or IP addresses.
- m. Jobsite cleanup beyond our work.
- n. Leeds or Wells Accreditation
- o. Load Calculations
- p. Overtime
- q. Painting
- r. Prevailing Wages
- s. Repair or reconstruction of owner supplied equipment new or reused.
- t. Starters
- u. Special Insurances.
- v. Taxes
- w. Temporary Cooling
- x. Temporary Heat
- y. Temporary Plumbing
- z. VFDs



2020.117

IN BOARD OF CITY COUNCIL..DECEMBER 15, 2020

BE IT ORDERED, that the City Council of the City of Biddeford does hereby authorize the purchase of two(2) Super T4A3-B Pumps and related equipment from Hayes Pump, Inc. for the Bernard Avenue Sewer Pump Station, in the amount of \$19,570.00. This project will be funded out of account 35102-60602 – Equipment Purchase.

NOTE: The Finance Committee will consider this item at their December 15, 2020 meeting. Despite the amount of the project, this item needs to be considered by the City Council due to the fact that it is a sole source item.



Finance Committee / City Council

Meeting Date: December 15, 2020

Meeting Time: 5:00 PM / 6:00 PM

Agenda Item No: [match agenda item #]

Item Description: Bernard Avenue pumps

Submitted by: Jeff Demers Director Public Works/Waste Water

Supporting Information/Documentation:

10-8-2020 Summary by Alex Buechner

10-8-2020 Hayes Pump Quote / Sole Source

Detailed Review:

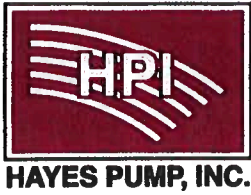
The Bernard pump station located on Marion Ave is in unsatisfactory condition and in need of new equipment. (Please see the attached summary). This station is the third largest in the city based on pumped volume and is critical to the operation of the collections system as it receives direct flow from another station (Winding Creek). Because the new equipment needs to fit in place of the old, the Wastewater staff recommends purchasing identical equipment to avoid a complete replacement of the station. The rehabilitation would also include the motor and drive units, air release valves, and above ground piping and hardware. Hayes Pump is the only supplier of Gorman Rupp pumps. (See attached sole source letter) The estimated cost of this replacement is \$19,570 for the equipment. (See attached quote) If the finance committee agrees to this purchase, the lead-time on new equipment is 6-8 weeks from the date of order placement.

Funding Source:

Funding for this project will be coming out of 35102-60602 Equipment purchase

Staff Recommendation:

Staff recommends purchase from Hayes Pump.



October 23, 2020

Mr. Alex Buechner
Superintendent
City of Biddeford Wastewater Department
63 Water Street
Biddeford, Maine 04005

Project: Bernard Pump Station Serial # 92-3692-AM

Dear Alex,

For the above referenced project, we are pleased to quote the following:

- Two (2) Super T4A3-B pumps
- Two (2) 15 HP motors rated 3/60/230 ODP
- 4" suction/discharge customer connection, 4" 3-way plug valve and 4" check valves
- Six (6) 3VX560 V-belts
- Two (2) pump sheaves - 3V, 5.6" diameter, 3 groove and two (2) motor sheaves - 3V, 4.75" diameter 3 grooves
- Tapered lock bushings
- High Temperature Switch Assemblies for the pumps
- Air release valve assemblies for each pump
- Two (2) air release isolation ball valves
- One (1) pump drain kit

Total Price:.....\$19,570 USD

Estimated Submittal Time¹:..... 3 - 4 Weeks
Estimated Revision Time¹: 2 - 3 Weeks
Estimated Production Time^{1,2}:..... 6 - 8 Weeks

¹ Estimated times are based on workload and vendor lead time trend data compiled at the time of quote and are subject to change without notice. To ensure this information is as accurate as possible please request revised lead times before the scope in this quotation is bid or placed in contract documents for bid.

² Estimated production lead time is based on either "approval-waived" or submittal "approval" with no revisions required at time of release to production. Add the "Estimated Revision Time" noted above to orders released to production that require any revisions.



October 13, 2020

City of Biddeford Wastewater Department
Attn: Mr. Alex Buechner
63 Water Street
Biddeford, ME 04005

Subject: Distributor for Municipal Engineered Systems Water and Wastewater Market

Dear Mr. Alex Buechner,

The Gorman-Rupp Company is a world leader in the production of pumps and engineered equipment for diversified markets. Our marketing strategy has been to establish a network of factory authorized distributorships trained to apply equipment unique to specific hydraulic applications. Some examples of these are construction, petroleum, industrial, water and wastewater. Our distributors are specialists and very knowledgeable within their defined market area and dedicated to helping you select and maintain the proper equipment for your application.

Please be advised Hayes Pump, Inc. is the sole authorized distributor for Municipal Water and Wastewater Pumps, Lift Stations and parts for State of Maine. Hayes Pump, Inc. is responsible for supplying all Gorman-Rupp pumps and Gorman-Rupp parts used in municipal water and wastewater lift stations or treatment plants, including individual units installed in municipal collection systems.

Hayes Pump, Inc.
280 Front Street
Bath, ME 04530
Telephone: 207.443.2601

This letter is valid from this date forward until such time Gorman-Rupp identifies a new Municipal distributor for your location, if the need arises. All previous letters you may have been provided are superseded by this letter.

We thank you for your interest in Gorman-Rupp products and look forward to working with you in any upcoming projects.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Vincent Baldasare'.

Vincent Baldasare
Sales Manager
Engineered Systems

VB: DD

GORMAN-RUPP PUMPS

P.O. Box 1217 | Mansfield, Ohio 44901-1217 | Phone: 419-755-1011 | Fax: 419-755-1251 | grsales@gormanrupp.com | www.GRpumps.com

Clarifications:

Our quotation is for the above-mentioned replacement parts ONLY, to be installed BY OTHERS.

The equipment will be shipped, F.O.B. Mansfield, Ohio, with freight allowed to the job site. Once it is on site, it is the responsibility of others to offload the equipment and set it in place. After the piping/electrical connections are made and the installation is complete, an authorized representative will perform all necessary start-up and testing procedures and operator training.

Pricing is quoted firm for acceptance within 60 days from the date of this quotation. Hayes Pump, Inc. terms and conditions are attached.

All warranties offered on the products sold hereby are the warranties of the manufacturer. The seller hereby disclaims all warranties, expressed or implied, including any implied warranty or merchantability or fitness for a particular purpose.

We appreciate being given the opportunity to quote on this project. Should you have any specific questions pertaining to our proposal, please give us a call.

Respectfully,

A handwritten signature in cursive script that reads "Ian H. Lane".

Ian H. Lane
Outside Sales & Engineering
Hayes Pump, Inc.

2020.118

IN BOARD OF CITY COUNCIL...DECEMBER 15, 2020

Tenth Amendment to the Rte 111-Mill Redevelopment Municipal Development and Tax Increment Financing District (to be re-named to Rte 111-Mill Redevelopment Transit-Oriented Municipal Development and Tax Increment Financing District)

WHEREAS, the City of Biddeford (the “City”) is authorized pursuant to Chapter 206 of Title 30-A of the Maine Revised Statutes, as amended, to amend the **Rte 111-Mill Redevelopment Transit-Oriented Municipal Development and Tax Increment Financing District** (the “Rte 111-Mill District”) Development Program (as amended, the “Rte 111-Mill Development Program”); and

WHEREAS, there is a need for economic development in the City of Biddeford, in the surrounding region, and in the State of Maine; and

WHEREAS, there is a need to improve and broaden the tax base of the City of Biddeford; and to improve the general economy of the City of Biddeford and the surrounding region; and

WHEREAS, implementation of the Development Programs will help to improve and broaden the tax base in the City of Biddeford and improve the economy of the City of Biddeford and the region by attracting business development to the Districts; and

WHEREAS, there is a need to implement continued economic development initiatives in the Districts through the Development Programs in accordance with the provision of Chapter 206 of Title 30-A of the Maine Revised Statutes, as amended; and

WHEREAS, it is expected that approval will be obtained from the State of Maine Department of Economic and Community Development (the “Department”), approving the **Tenth Amendment to the Rte 111-Mill Redevelopment Transit-Oriented Municipal Development and Tax Increment Financing District** and the Rte 111-Mill Development Program related thereto;

ORDERED AS FOLLOWS:

Section 1. The City of Biddeford hereby approves the Tenth Amendment to the Rte 111-Mill Redevelopment Transit-Oriented TIF District and Development Program; such amendment to be pursuant to the following findings, terms, and provisions:

Section 2. The City Council hereby finds and determines that:

a. This amendment to the Rte 111-Mill Development Program will not result in the Rte 111-Mill District falling out of compliance with any of the conditions of 30-A M.R.S.A. Section 5223(3); and

b. The Rte 111-Mill District and the Rte 111-Mill Development Program will make a contribution to the economic growth and well being of the City of Biddeford and the surrounding region, and will contribute to the betterment of the health, welfare and safety of the inhabitants of the City of Biddeford, including a broadened and improved tax base and economic stimulus, and

therefore constitutes a good and valid public purpose. The City has considered all evidence, if any, presented to it with regard to any adverse economic effect on or detriment to any existing business and has found and determined that such adverse economic effect on or detriment to any existing business, if any, is outweighed by the contribution expected to be made through the Ninth Amendment to the Rte 111-Mill Development Program.

Section 3. Pursuant to the provisions of 30-A M.R.S.A. § 5227, the percentage of increased assessed value to be retained as captured assessed value in accordance with the Rte 111-Mill Development Program is hereby established as set forth in the Rte 111-Mill Development Program.

Section 4. The City Manager, or his duly appointed representative, is hereby authorized, empowered and directed to submit the proposed Tenth Amendment to the Rte 111-Mill Development Program for the Rte 111-Mill District to the Department for review and approval pursuant to the requirements of 30-A M.R.S.A. § 5226.

Section 5. The foregoing adoption of the Tenth Amendment to the Rte 111-Mill Development Program for the Rte 111-Mill District shall automatically become final and shall take full force and effect upon receipt by the City of approval of the by the Department, without requirement of further action by the City, the City Council, or any other party.

Section 6. The City Manager, or his duly appointed representative, is hereby authorized and empowered, at his discretion, from time to time, to make such revisions to the Tenth Amendment to the Rte 111-Mill Development Program for the Rte 111-Mill District as the City Manager, deems reasonably necessary or convenient in order to facilitate the process for review and approval of the Rte 111-Mill District by the Department, or for any other reason, so long as such revisions are not inconsistent with these resolutions or the basic structure and intent of the Rte 111-Mill Development Program.

Dated: December 15, 2020



Biddeford City Council

Meeting Date: December 15, 2020

Meeting Time: 6:00

Agenda Item No:

Item Description: **Saco-Lowell Municipal Development and Tax increment Financing District and the Tenth Amendment to Rte 111-Mill Redevelopment Municipal Development and Tax Increment Financing District Development Program *Renaming the District To: Rte 111-Mill Redevelopment Transit-Oriented Municipal Development and Tax Increment Financing District***

Submitted by: Mathew Eddy, Director, Planning and Development

Supporting Information/Documentation:

- Route 111/Mill Redevelopment TIF, Amendment 9:
<https://d3n9y02raazwpg.cloudfront.net/biddeford/0c69ef1c-bd8c-11e6-8893-00219ba2f017-7da928e4-31b6-4ad8-adb8-4e0359e8f9ab-1508243037.pdf>
- [https://legistarweb-production.s3.amazonaws.com/uploads/attachment/pdf/721558/10-20-2020 Saco-Lowell Building Terms Agreement-MEMO.pdf](https://legistarweb-production.s3.amazonaws.com/uploads/attachment/pdf/721558/10-20-2020+Saco-Lowell+Building+Terms+Agreement-MEMO.pdf)
- Approved JDA: [Converted from C:\Windows\Temp\ufc\conversion-2567147\input.doc to C:\Windows\Temp\ufc\conversion-2567147\output.pdf by EasyPDFConvert.exe version 17.12.8.0 at 2020-11-09 14:42:34Z \(legistarweb-production.s3.amazonaws.com\)](#)
- Saco-Lowell Municipal Development and Tax increment Financing District Maine DECD TIF application
- Tenth Amendment To Rte 111-Mill Redevelopment Municipal Development And Tax Increment Financing District Development Program *Renaming The District To: Rte 111-Mill Redevelopment Transit-Oriented Municipal Development And Tax Increment Financing District Maine DECD TIF application amendment.*

Key Terms:

- Route 111/Mill Redevelopment Tax Increment Financing (TIF) District: TIF district serving the downtown and Mill area.
- Credit Enhancement: TIF agreement to return new tax dollars created through the redevelopment of a property. The credit enhancement is used to support the financing and redevelopment costs of a chosen property.
- Captured Assessed Value: the amount of new value created through development and sheltered from state and county assessments.

Executive Summary:

The Saco Lowell TIF application to Maine Department of Economic and Development (DECD) builds on the Joint Development Agreement to support the redevelopment of the Saco-Lowell building at 59 Elm Street. The amendments to the Route 111 TIF, now referred to as the *Rte 111-Mill Redevelopment Transit-Oriented Municipal Development And Tax Increment Financing District* provides greater flexibility in the use of TIF revenue, in particular the use of said fund for transit oriented development (both for operating funds for new

systems and for capital investment). Action by City Council will permit the City Manager to apply for Maine Department of Economic and Development review and approval.

Detailed Review:

Saco Lowell TIF. Port Property, the developers of Riverdam, have entered into a purchase and sale agreement with the owner (Art Gerard) of the Saco Lowell Building at 53 Elm Street. The reconstruction of the building is proposed to increase the present assessed value of the structure of \$534,700 to \$14 million, creating \$13.4 million of new captured assessed value. To support the project, The City JDA calls for a Credit Enhancement Agreement with the following schedule:

- (a) Years 1-5: 85% reimbursement to TWC; 15% to the City;
- (b) Years 6-10: 75% reimbursement to TWC; 25% to the City; and
- (c) Years 11-20: 50% reimbursement to TWC; 50% to the City.

The schedule goes out 20 years, starting in the year an occupancy permit is granted. Additional conditions of the JDA include:

- To construct the Riverwalk pathway from the railroad underpass, up Gooch Street, to its intersection with Elm Street, and to grant easements for any further “Riverwalk” improvements and extensions beyond that pathway (at the expense of the City).
- Reservation on adjacent land (the next phase of the project) for future transportation connections.

Rte 111-Mill Redevelopment Transit-Oriented Municipal Development and Tax Increment Financing District. This Amendment removes tax map parcel 40-56 from the District—the Saco-Lowell Building and property—in order to make the area available to designate a new Municipal Development and Tax Increment Financing District, to be known as the Saco-Lowell Municipal Development and Tax Increment Financing District. This Amendment shall be effective on July 1, 2021, the start date of the Saco-Lowell Municipal Development and Tax Increment Financing District. This Amendment converts the District to a transit-oriented TIF District, permitting the expenditure of up to (or exceeding) \$1.6 million. Finally, this Amendment also adds two other project costs to the list of approved projects the City may undertake with TIF revenues. Those project areas include:

- Communication Support: The Mill area of the District includes buildings and structures that do not work well with the public safety communications systems and thus requires upgrades for maintaining the safety of newly redeveloped and redeveloping area of the City: \$1.5 million.
- Program Expenditures: Mill District Capital Expenditures, Economic Development Events, and Programs to assist in maintenance and support efforts.

This District continues to run through 2034.

Funding Source:

Tif financing through the new “Route 111/Mill Redevelopment TIF” and the Saco Lowell TIF.

Staff Recommendation:

Recommend approval.

Proposed Order: See attached.

**ECONOMIC DEVELOPMENT
CITY OF BIDDEFORD, MAINE**

An Application for a Municipal Development and Tax Increment Financing District

**TENTH AMENDMENT TO
RTE 111-MILL REDEVELOPMENT MUNICIPAL DEVELOPMENT AND TAX
INCREMENT FINANCING DISTRICT DEVELOPMENT PROGRAM**

***RENAMING THE DISTRICT TO:*
RTE 111-MILL REDEVELOPMENT TRANSIT-ORIENTED MUNICIPAL
DEVELOPMENT AND TAX INCREMENT FINANCING DISTRICT
DEVELOPMENT PROGRAM**

[Removing Saco-Lowell Parcel from District, Creating the District as a Transit-Oriented District
and Adding New Project Costs]

*Submitted to:
BIDDEFORD CITY COUNCIL
December 15, 2020*

TABLE OF CONTENTS

	<u>Page</u>
I. Development Program Amendment Narrative	1
A. Introduction/Summary of the Amendment to the Rte. 111-Mill Redevelopment	
TIF Development Program.....	1
B. The Existing District and Development Program	1
C. Physical Description and Original Assessed Value	3
D. Transit-Oriented TIF District.....	3
E. Project Cost Table Additions	4
F. Special Procedural Explanation.....	7
 II. Evidence of Public Hearing and Vote for Amendment	 7
A. Notice of Public Hearing	7
B. Minutes of Public Hearing	7
C. Authorizing Votes	7
D. Statutory Requirements & Thresholds form	7

EXHIBITS:

EXHIBIT A	AMENDED MAP OF THE DISTRICT
EXHIBIT B	AMENDED ASSESSOR'S CERTIFICATE
EXHIBIT C	NOTICE OF PUBLIC HEARING
EXHIBIT D	CERTIFIED COPY OF THE PUBLIC HEARING MINUTES
EXHIBIT E	CITY COUNCIL ORDER
EXHIBIT F	STATUTORY REQUIREMENTS AND THRESHOLDS FORM

I. Development Program Amendment Narrative

A. Introduction/ Summary of the Amendment to the Rte 111-Mill Redevelopment TIF Development Program

The City seeks an amendment to the Rte 111-Mill Redevelopment Tax Increment Financing District (together with subsequent amendments thereto, the “District”) and Development Program (the “Amendment” and, together with subsequent amendments thereto, the “Development Program”).

This Amendment removes tax map parcel 40-56 from the District—the Saco-Lowell Building and property—in order to make the area available to designate a new Municipal Development and Tax Increment Financing District, to be known as the Saco-Lowell Municipal Development and Tax Increment Financing District. This Amendment shall be effective on July 1, 2021, the start date of the Saco-Lowell Municipal Development and Tax Increment Financing District. This Amendment converts the District to a transit-oriented TIF District. Finally, this Amendment also adds three new project costs to the list of approved projects the City may undertake with TIF revenues.

This Amendment is structured and proposed pursuant to Chapter 206 of Title 30-A of the Maine Revised Statutes, as amended.

B. The Existing District and Development Program

In June 2004, the City of Biddeford (the “City”) designated the Alfred-Andrews Development and Tax Increment Financing District and adopted the Development Program for the District. The Department of Economic and Community Development (“DECD”) approved the original District and the original Development Program in August 2004. The City created the District in order to capture new taxable investment primarily from commercial development occurring along portions of Route 111 and to fund a variety of public facilities and improvements as well as City economic development projects and activities. The original term of the District was twelve (12) years. The original acreage of the District was 229.12 acres and the initial original assessed value of the District was \$4,986,100.

The *First Amendment* to the District and Development Program, approved by DECD on March 14, 2007, included the following:

- (1) Extending the term from twelve (12) to fourteen (14) years, through and including the City’s fiscal year 2018;
- (2) Adding seven (7) properties to the District, increasing the number of parcels to 32; and
- (3) Adding certain projects to the approved project list.

The addition of the new property in the District resulted in a new total District acreage of 258.31 acres and a new original assessed value of \$7,518,900.

The *Second Amendment* to the District and Development Program, approved by DECD on July 23, 2008, included the following:

- (1) Officially renaming the District to the “**Rte 111-Mill Redevelopment TIF District;**”
- (2) Extending the term from fourteen (14) years to twenty-five (25) years;
- (3) Adding and deleting some of the District parcels resulting in a net 50 parcels totaling 206.18 acres and a higher original assessed value of \$21,192,100;
- (4) Adding the ability of the City to utilize credit enhancement agreements in conjunction with the District; and
- (5) Adding certain projects to the approved project list.

The acreage of the District from the Second Amendment until the Fifth Amendment was 206.18 acres and the original assessed value of the District from the Second Amendment until the Fifth Amendment is \$21,192,100. No changes to the physical District were made in the Third Amendment or the Fourth Amendment.

The *Third Amendment* to the District Development Program, also approved by DECD on July 23, 2008, included the following:

- (1) Adding certain projects to the approved project list; and
- (2) Adding a credit enhancement agreement concept whereby North Dam, LLC would be provided payments of TIF revenues with a cap of \$2,077,361 in order to assist the company with its mixed-use redevelopment project.

The *Fourth Amendment* to the Development Program, approved by DECD on August 17, 2013, extended the term of the TIF District to the maximum term of years (30) and expanded the list of approved project costs, allowing, among other things, the use of TIF revenues to pay for the transfer of ownership of the Maine Energy Recovery Company, LP (MERC) to the City.

The *Fifth Amendment* to the Development Program, approved by DECD on September 6, 2013, reduced the acreage of the District to create two new Municipal Affordable Housing Development and Tax Increment Financing districts, specifically the *Lofts at Saco Falls Municipal Affordable Housing Development and Tax Increment Financing District*, 0.83 acres, and the *Laconia House Municipal Affordable Housing Development and Tax Increment Financing District*, 0.39 acres, reducing the District to 204.96 acres. Prior to the Fifth Amendment, the District had an Original Assessed Value of \$21,192,100. The Fifth Amendment reduced the Original Assessed Value of the District to \$20,336,192 with both the *Lofts at Saco Falls* (\$560,184.00) and the former *Laconia House* area (\$295,724) removed.

The *Sixth Amendment* to the District, reduced the District acreage by a small amount, and was approved in conjunction with termination of the existing *Laconia House Municipal Affordable Housing Development and Tax Increment Financing District* and the designation of the **New** *Laconia House Municipal Affordable Housing Development and Tax Increment Financing District*. In effect, the City relocated the prior *Laconia House Municipal Affordable Housing Development and Tax Increment Financing District*, an affordable housing TIF district

that is located completely within the District. The Sixth Amendment reduced the District acreage to 204.55 acres and reduced the original assessed value of the District to \$20,260,315.

The *Seventh Amendment* to the District was undertaken in order to facilitate and encourage the redevelopment of the Lincoln Mill through an increase in the captured value percentage for a particular parcel known on City Tax Maps as Map 71, Lot 5 to 100% and provide a credit enhancement agreement to the developers of the Lincoln Mill parcel for a maximum of \$150,000 in reimbursed property taxes per year for five (5) years.

The *Eighth Amendment* to the District increased the captured value percentage for one parcel located within the District, known as Tax Map 71, lot 11, to 100% and authorized an amendment and extension to an existing credit enhancement agreement to be executed with North Dam, LLC.

The *Ninth Amendment* to the District removed parcels identified on City Tax Maps as 71-9 (1.07 acres) and 71-9-3 (0.058 acres) in order to make such area available for a new district to include the Riverdam project.

C. Physical Description and Original Assessed Value

Prior to this Amendment, the District was comprised of 203.42 acres, some of which is located in the southwestern part of the City bordering Interstate 95 and some of which is located in the center of the City's downtown area, occasionally referred to as the "Mill Sub District." Prior to this Amendment, the District had an original assessed value of \$19,252,799. Following the removal of parcel 40-56 (3.54 acres), the District will be comprised of 199.88 acres and will have an original assessed value of \$18,783,099. Please see Exhibit A for an amended map of the District and Exhibit B for an amended Assessor's Certificate for the District.

D. Transit-Oriented TIF District

With this Amendment, the City is officially designated the District to constitute a Transit-oriented development tax increment financing district. This means that the District is comprised of transit-oriented development areas and transit-oriented development corridors, as such overlay areas are marked on the map shown at Exhibit A. According to the TIF statute, transit-oriented development means a type of development that links land use with transit facilities to support and be supported by a transit system§. It combines housing with complementary public uses such as jobs, retail or services establishments that are located in transit-served nodes or corridors. Transit-oriented development is intended through location and design to rely on transit as one of the means of meeting the transportation needs of residents, customers and occupants as demonstrated through such factors as transit facility proximity, mixed uses, off-street parking space ratio less than industry standards, architectural accommodation for transit and marketing that highlights transit. This designation will allow for the City to utilize TIF revenues for a broader set of transit-related uses.

E. Project Cost Table Additions

GLOBAL PROJECT LIST – RTE 111 MILL TRANSIT-ORIENTED TIF DISTRICT

Project	Cost Estimate ¹	Additional Information
PROJECTS FROM THIS 10th AMENDMENT (December 2020):		
1. <u>Public Safety Communications Equipment:</u> The Mill area of the District includes buildings and structures that do not work well with the public safety communications systems and thus requires upgrades for maintaining the safety of newly-redeveloped and redeveloping area of the City.	\$1,500,000	30-A M.R.S.A. § 5225(1)(A)(1); 30-A M.R.S.A. § 5225(1)(B)(1); 30-A M.R.S.A. § 5225(1)(B)(2)
2. <u>Mill District Capital Expenditures and Economic Development Events and Programs:</u> Includes but is not limited to various capital equipment and other capital expenditures for District area property to facilitate access to and within the City center area and to pay for other economic development related programs, amenities and events.	\$200,000	30-A M.R.S.A. § 5225(1)(A)(1); 30-A M.R.S.A. § 5225(1)(B)(1); 30-A M.R.S.A. § 5225(1)(C)(1); 30-A M.R.S.A. § 5225(1)(C)(6)
3. <u>Transit-related and Parking Improvements and Other Costs:</u> Transit-related capital costs and limited operational costs of new or expanded transit service. Such limited operational costs shall include transit operator salaries, transit vehicle fuel and parts replacements. Specifically, the bus system serving Biddeford is being restructured to provide new and expanded service routes, including a new circulator, to the District area specifically in response to the ongoing redevelopment there. Also includes additional parking improvements in and to serve the District, including any plans, design and other costs associated therewith. This parking related infrastructure includes the demolition of the former Maine Energy Recovery Company stack to allow for stormwater retention facility needed to construct parking facilities.	\$1,630,000	30-A M.R.S.A. § 5225(1)(A); 30-A M.R.S.A. § 5225(1)(A)(8); 30-A M.R.S.A. § 5225(1)(B)(1); 30-A M.R.S.A. § 5225(1)(C)(7)

¹ These cost estimates represent the City's best guess for the expenditures to be made from TIF revenues; however, the costs may vary from those cited.

4.	<u>Trails/pedestrian Improvements and Amenities and Related Capital Improvements:</u> Costs associated with new or existing recreational trails and/or sidewalks and walkways in the City, primarily in and around the Mill area of the City, including but not limited to planning, design, construction, maintenance, grooming and improvements. Also includes integration with intermodal improvements within the District and potential for second bridge to cross the river as well as connection between the Riverwalk and the Eastern Trail.	\$2,000,000	30-A M.R.S.A. § 5225(1)(A)(1); 30-A M.R.S.A. § 5225(1)(C)(6)
PROJECTS FROM 4th AMENDMENT (August 2012):			
1.	<u>Transfer of Ownership of Maine Energy Recovery Company, LP (MERC) parcel and related site costs</u> (outside the District): Transfer to be accomplished in order to alter the use of a large parcel located at the center of Biddeford's downtown and the District to a use more compatible with downtown businesses. Includes bringing parcel into City ownership and site costs required to prepare parcel for uses more consistent with surrounding District uses. Please see further explanation in the narrative following this table.	\$3,000,000 (spread over 20 years in equal annual installments)	30-A M.R.S.A. § 5225(1)(C)(2) Ongoing.
2.	<u>Commercial Revolving Loan and Grant Fund:</u> Establish a new commercial revolving loan and grant fund to assist with business start-up and expansion with emphasis upon downtown businesses, and to be used as the local match for certain private, state and federal grants.	\$30,000 (initial principal amount)	30-A M.R.S.A. §5225(1)(C)(3) & §5230 Not Yet Undertaken.
3.	<u>Economic Development Programs:</u> Costs of funding economic development programs or events developed by the municipality or funding the marketing of the municipality as a business or arts location. Includes but is not limited to the municipal façade program, the creation of the mill master plan and City marketing expenditures. ²	\$400,000	30-A M.R.S.A. §5225(1)(C)(1) Mill Master Plan (under 5225(1)(A)) is complete, other projects are ongoing.

² The façade program, the mill master plan and marketing expenditures were already approved projects prior to the Fourth Amendment with a previous total cost estimate of \$225,000 for those three projects. The Fourth Amendment encompasses those projects within the larger category of Economic Development Programs and the cost estimate has increased to \$400,000, an increase of \$175,000.

4.	<u>Environmental Projects Relating to Economic Development:</u> Costs of funding environmental improvement projects developed by the municipality for commercial or arts district use or related to such activities.	\$150,000	30-A M.R.S.A. §5225(1)(C)(2) Not Yet Undertaken.
5.	<u>Skills Development and Training:</u> Costs of services to provide skills development and training for residents of the municipality.	\$72,500	30-A M.R.S.A. §5225(1)(C)(4) Not Yet Undertaken.
6.	<u>Child Care:</u> Quality childcare costs, including finance costs and construction, staffing, training, certification and accreditation costs related to childcare.	\$72,500	30-A M.R.S.A. §5225(1)(C)(5) Not Yet Undertaken.
PREVIOUSLY APPROVED PROJECTS:³			
7.	<u>Rte 1 (Elm St.) Reconstruction.</u>	\$750,000	5225(1)(B) Not yet undertaken, but plans for project to begin soon.
8.	<u>Capital Costs: BFD Pre-Emption Equipment.</u>	\$30,000	5225(1)(A) Ongoing.
9.	<u>Capital Costs: BPD Cruisers.</u>	\$112,180	5225(1)(A) Ongoing.
10.	<u>Capital Costs: DPW Plow Trucks.</u>	\$371,875	5225(1)(A) Ongoing.
11.	<u>Fees, Charges, Administration.</u>	\$445,020	5225(1)(A) Ongoing.
12.	<u>Mill “Sub-district” - Central Parking Facility.</u>	\$15,000,000	5225(1)(A) Ongoing.
13.	<u>Mill “Sub-district” - Riverwalk & Pedestrian Connector (Saco Island).</u>	\$2,000,000 ⁴	5225(1)(A) & 5225(1)(B) Riverwalk is approx. 1/3 completed, Pedestrian Connector in permitting process.

³ This TIF District originally contemplated water and sewer projects for a planned industrial or commercial development that was never undertaken. Following the original creation of the TIF district (originally named the Alfred-Andrews TIF District), the City decided not to develop that area, thus those particular infrastructure projects were never undertaken and were removed from the TIF Development Program.

⁴ The original cost estimate for the Riverwalk and Pedestrian Connector projects was \$2,500,000. The Fourth Amendment reduces that cost estimate from \$2,500,000 to \$2,000,000. The addition of projects 2, 4, 5, & 6 (\$325,000) combined with an increased cost estimate for the general economic development programs project as explained in footnote 2 (\$175,000), makes up for the \$500,000 reduction in the cost estimate for the Riverwalk and Connector projects.

14.	<u>Mill “Sub-district” - Infrastructure & Amenities.</u>	\$2,500,000	5225(1)(A) & 5225(1)(B) Ongoing.
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F. Special Procedural Explanation

Please note that this Amendment is also presented to the City Council on the same date as a proposal for a new Municipal Development and Tax Increment Financing District, specifically, the *Saco-Lowell Municipal Development and Tax Increment Financing District*. This project is also located in the existing Rte 111-Mill Redevelopment TIF District.

If the City Council approves the *Saco-Lowell Municipal Development and Tax Increment Financing District*, then this Amendment removing a portion of the District in order to make space available for the *Saco-Lowell Municipal Development and Tax Increment Financing District* will also be presented to DECD.

II. Evidence of Public Hearing and Vote for Amendment

A. Notice of Public Hearing

Attached as Exhibit C, is a copy of the Notice of Public Hearing published in the *Journal Tribune*, a newspaper of general circulation in the City, a date at least ten (10) days prior to the public hearing. The public hearing was held on December 15, 2020, in accordance with the requirements of 30-A M.R.S.A. § 5226(1).

B. Minutes of Public Hearing

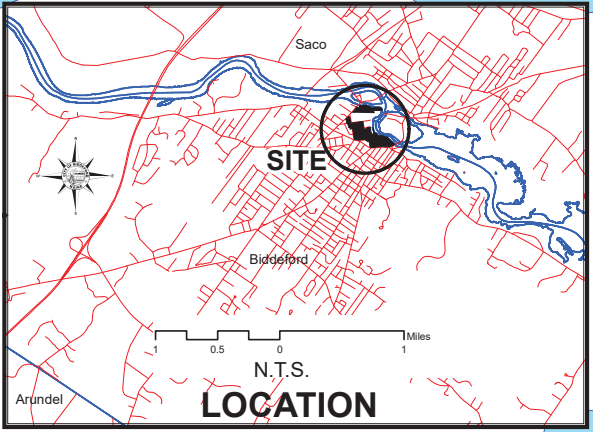
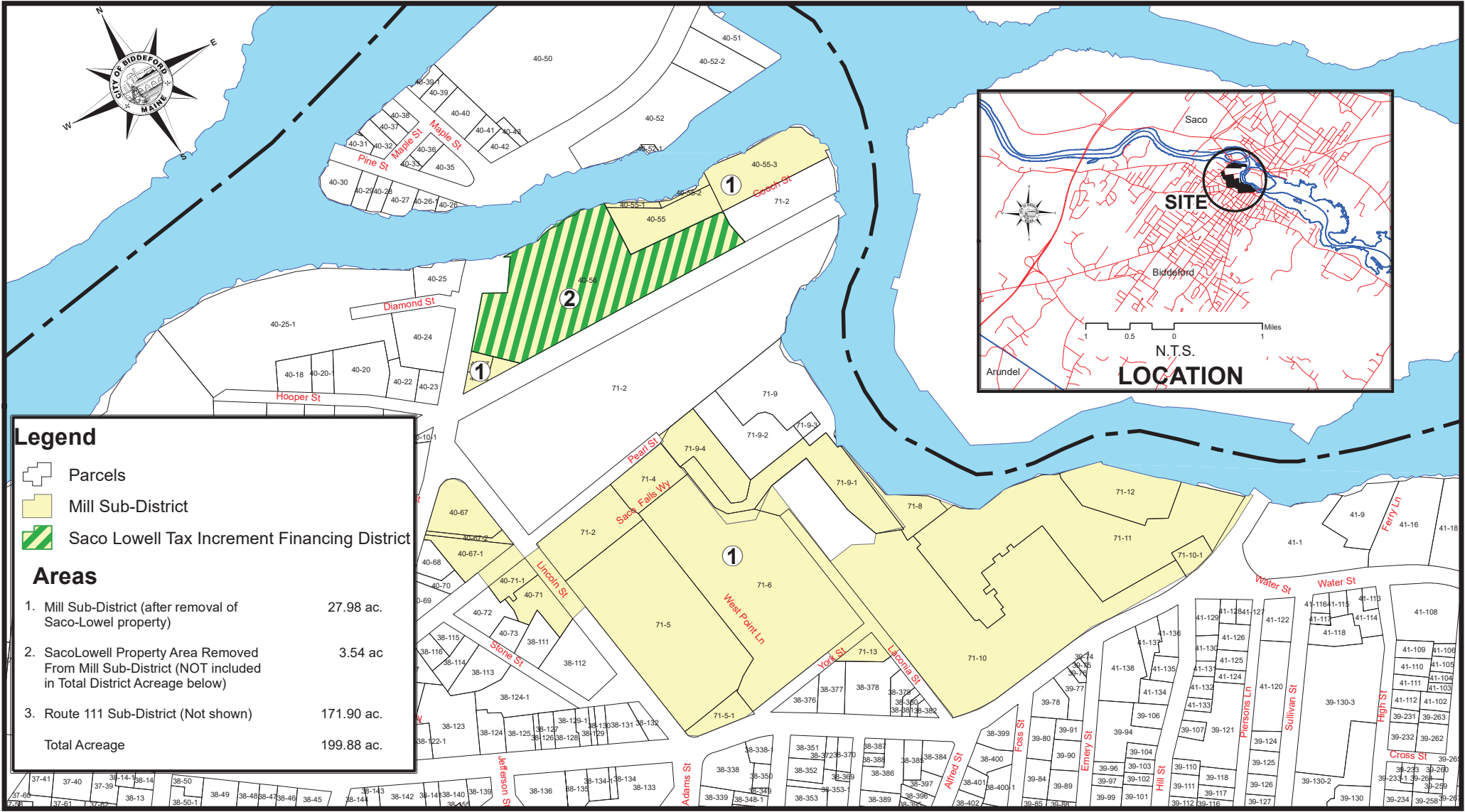
Attached as Exhibit D, is a certified copy of the minutes of the public hearing held on December 15, 2020, at which time the proposed District was discussed by the public.

C. Authorizing Votes

Attached as Exhibit E is an attested copy of the City of Biddeford Council Order, which was approved by the City Council at a City Council meeting duly called and held December 15, 2020, adopting the Amendment to the Development Program.

D. Statutory Requirements & Thresholds form

Attached as Exhibit F, is a completed statutory requirements and thresholds form for the District.



Legend

- Parcels
- Mill Sub-District
- Saco Lowell Tax Increment Financing District

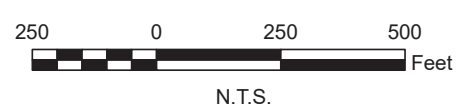
Areas

1. Mill Sub-District (after removal of Saco-Lowell property)	27.98 ac.
2. SacoLowell Property Area Removed From Mill Sub-District (NOT included in Total District Acreage below)	3.54 ac
3. Route 111 Sub-District (Not shown)	171.90 ac.
Total Acreage	199.88 ac.

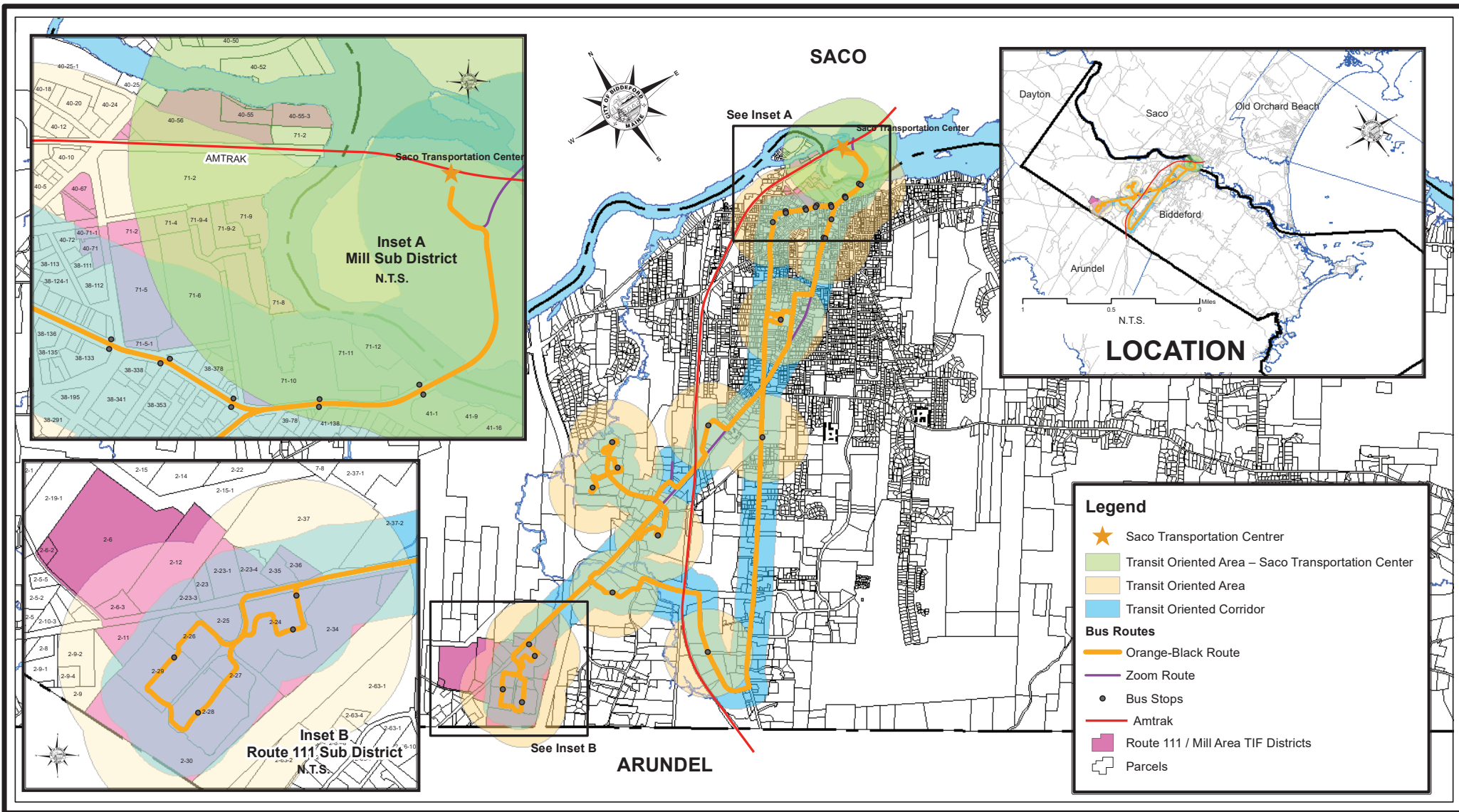


The City of Biddeford, Maine
Technologies Department - GIS Mapping
205 Main Street P.O. Box 586 Biddeford, Maine 04005-0586
Tel. 207 571-0660 Email gis@biddefordmaine.org

Route 111 - Mill District
Mill Sub-District
Showing Proposed Saco Lowell TIF District
EXHIBIT A



This map was prepared by:
BiddGIS



The City of Biddeford, Maine
 Engineering Department - GIS Mapping
 205 Main Street P.O. Box 586 Biddeford, Maine 04005-0586
 Tel. 207 284-9118 Fax 207 286-9388

Route 111 - Mill Area TIF District Transit Overlay

Exhibit A



14

EXHIBIT B
ASSESSORS' CERTIFICATE OF ORIGINAL ASSESSED VALUE

CITY OF BIDDEFORD
TENTH AMENDMENT TO THE RTE 111-MILL REDEVELOPMENT
TRANSIT-ORIENTED MUNICIPAL DEVELOPMENT
AND TAX INCREMENT FINANCING DISTRICT

The undersigned Assessor for the City of Biddeford, Maine, does hereby certify pursuant to the provisions of 30-A M.R.S.A. §5227 that the assessed value for taxable real and taxable personal property within the Rte 111-Mill Municipal Development and Tax Increment Financing District, as delineated on a map included in the Development Program to which this Certificate is included, was \$17,262,899.

IN WITNESS WHEREOF, This Certificate has been executed as of this 30th day of November, 2020.

ASSESSOR

By:  _____

Printed name: Nicholas Desjardins

Original Assessed Value by Tax Map and Lot Number

Tax Map and Lot Number Map 2 Lots	Original Assessed Value	OAV Date
6	\$0	4/1/2003 (March 31, 2004)***
6-2	\$162,200	4/1/2003 (March 31, 2004)
11	\$91,300	4/1/2003 (March 31, 2004)
12	\$0	4/1/2005 (March 31, 2006)**
23	\$385,400	4/1/2005 (March 31, 2006)
23-1	\$379,600	4/1/2005 (March 31, 2006)
23-3	\$365,800	4/1/2005 (March 31, 2006)
23-4	\$335,100	4/1/2005 (March 31, 2006)
24-1	\$111,500	4/1/2003 (March 31, 2004)
24-2	\$182,600	4/1/2003 (March 31, 2004)
24-3	\$176,600	4/1/2003 (March 31, 2004)
24-4	\$164,000	4/1/2003 (March 31, 2004)
24-5	\$210,200	4/1/2003 (March 31, 2004)
25	\$105,000	4/1/2003 (March 31, 2004)
26	\$188,100	4/1/2003 (March 31, 2004)
27	\$191,900	4/1/2003 (March 31, 2004)
28	\$142,600	4/1/2003 (March 31, 2004)
28-1	\$179,700	4/1/2003 (March 31, 2004)
28-2	\$109,700	4/1/2003 (March 31, 2004)
28-3	\$56,400	4/1/2003 (March 31, 2004)
29	\$168,700	4/1/2003 (March 31, 2004)

30	\$207,800	4/1/2003 (March 31, 2004)
31	\$189,700	4/1/2003 (March 31, 2004)
32	\$263,300	4/1/2003 (March 31, 2004)
34	\$0	4/1/2003 (March 31, 2004)***
34-1	\$412,200	4/1/2003 (March 31, 2004)
35	\$335,900	4/1/2005 (March 31, 2006)
36	\$312,600	4/1/2005 (March 31, 2006)

Tax Map and Lot Number Map 40 Lots	Original Assessed Value	
71	\$293,100	4/1/2007 (March 31, 2008)
71-1	\$141,700	4/1/2007 (March 31, 2008)
67-1	\$262,400	4/1/2007 (March 31, 2008)
67-2	\$16,500	4/1/2007 (March 31, 2008)
67	\$370,600	4/1/2007 (March 31, 2008)
58	\$13,800	4/1/2007 (March 31, 2008)
57	\$15,100	4/1/2007 (March 31, 2008)
55	\$372,500	4/1/2007 (March 31, 2008)
55-1	\$10,600	4/1/2007 (March 31, 2008)
55-2	\$5,900	4/1/2007 (March 31, 2008)
55-3	386,600	4/1/2007 (March 31, 2008)

Tax Map and Lot Number Map 71 Lots	Original Assessed Value	
13	\$79,400	4/1/2007 (March 31, 2008)
12	\$268,100	4/1/2007 (March 31, 2008)

11	\$2,012,200	4/1/2007 (March 31, 2008)
10	\$3,213,699	4/1/2014 (March 31, 2015)
9-4*	\$126,000	4/1/2007 (March 31, 2008)
8	\$1,105,000	4/1/2007 (March 31, 2008)
6	\$1,289,500	4/1/2007 (March 31, 2008)
5	\$1,123,600	4/1/2007 (March 31, 2008)
5-1	\$358,900	4/1/2007 (March 31, 2008)
4	\$369,800	4/1/2007 (March 31, 2008)

*Lot 9-4 was formerly included in lot 9 with the Ninth Amendment to the district, only lot 9-4 of the area that was originally lot 9 is remaining in the district.

** With the 9th Amendment process, it was discovered that Map 2 lot 12 was incorrectly assigned an original assessed value of more than \$0; however, it was exempt from taxation on the applicable original assessed value date.

*** With the 10th Amendment process, it was discovered that Map 2 lots 6 and 34 were also incorrectly assigned an original assessed value of more than \$0; however, they were also exempt from taxation on the applicable original assessed value date.

Note: With the 10th Amendment, Parcel 40-56 was removed from the District. The original assessed value for that parcel was \$469,700 as of April 1, 2007 (March 31, 2008), thus the total original assessed value for the District was reduced from \$19,252,799 to \$18,783,099, and then pursuant to the note above denoted by *** further reduced the District original assessed value from \$18,783,099 to \$17,262,899.

**NOTICE OF PUBLIC HEARINGS
City of Biddeford**

regarding

**An Amendment to the Municipal Development and Tax Increment Financing District
Known as the “Rte. 111-Mill Redevelopment Municipal Development and Tax Increment
Financing District”**

And

**The Designation of a Municipal Development and Tax Increment Financing District to Be
Known As “Saco-Lowell Municipal Development and Tax Increment Financing District”
And the Adoption of A Development Program, therefore:**

Notice is hereby given that the City of Biddeford will hold two public hearings at its City Council Meeting on December 15, 2020 at 6:00 p.m. via REMOTE HEARING described below. The purpose of the public hearings is to receive public comments on the proposed amendments to the tax increment financing (“TIF”) districts and development programs pursuant to the provisions of Chapter 206 of Title 30-A of the Maine Revised Statutes, as amended.

The purpose of one of the public hearings is to receive public comments on the amendment of the existing Rte. 111-Mill Redevelopment Municipal Development and Tax Increment Financing District (a) converting the district to a transit-oriented district, (b) adding to the municipal project costs, and (c) removing a portion of that district located at 59 Elm Street known as the Saco-Lowell Building in order to make the area available to designate a new Municipal Development and Tax Increment Financing District.

The purpose of the other public hearing is to receive public comments on the designation of a new district called the Saco-Lowell Municipal Development and Tax Increment Financing District, located at 59 Elm Street known as the Saco-Lowell Building, and the adoption of a development program therefor. Such development program will include authorizing a credit enhancement agreement with the developer, Tom Watson & Company, LLC or affiliated entity.

A copy of the proposed Development Program will be on file with the City’s Economic Development Office during normal business hours of 8:00 am – 5:00 pm, they can also be found at [Biddeford, ME | Official Website \(biddefordmaine.org\)](http://biddefordmaine.org) or one can call 207-284-9115 during normal business hours to request that a copy be mailed to you. All interested persons are invited to attend the public hearing and will be given an opportunity to be heard at that time.

Public comments will be taken at the hearings and written comments should be submitted to *Nan Whitten: Whitten, Nan* nan.whitten@biddefordmaine.org. Written comments will be accepted until Friday, December 11, 2020.

The Biddeford City Council will hold these public hearings remotely using Zoom. Virtual meetings are allowed using emergency legislation approved by LD 2167; 1 M.R.S. §403-A, that authorizes municipalities to conduct meetings online. Allow your computer to install the free Zoom app to get the best meeting experience. To access the public hearings, please use the following information: When: Dec 15, 2020 06:00 PM Eastern Time (US and Canada)

Please click the link below to join the webinar:

<https://biddeford.zoom.us/j/98779942684?pwd=SHhVdjBqRjMwZ2dqN25waEViSWRIdz09>

Passcode: 470088

Or iPhone one-tap:

US: +16465588656,,98779942684# or +13017158592,,98779942684#

Or Telephone:

Dial (for higher quality, dial a number based on your current location):

US: +1 646 558 8656 or +1 301 715 8592 or +1 312 626 6799 or +1 669 900 9128 or +1 253 215 8782 or +1 346 248 7799

Webinar ID: 987 7994 2684

International numbers available: <https://biddeford.zoom.us/j/98779942684>

EXHIBIT D

Placeholder

Certified Copy of the Public Hearing Minutes

EXHIBIT E
CITY COUNCIL ORDER

CITY OF BIDDEFORD CITY COUNCIL ORDER

**Tenth Amendment to the Rte 111-Mill Redevelopment Municipal Development and Tax Increment Financing District (to be re-named to Rte 111-Mill Redevelopment Transit-Oriented Municipal Development and Tax Increment Financing District)
and
Saco-Lowell Municipal Development and Tax Increment Financing District**

WHEREAS, the City of Biddeford (the "City") is authorized pursuant to Chapter 206 of Title 30-A of the Maine Revised Statutes, as amended, to amend the **Rte 111-Mill Redevelopment Transit-Oriented Municipal Development and Tax Increment Financing District** (the "Rte 111-Mill District") Development Program (as amended, the "Rte 111-Mill Development Program"); and

WHEREAS, the City is authorized pursuant to Chapter 206 of Title 30-A of the Maine Revised Statutes, as amended, to designate the **Saco-Lowell Municipal Development and Tax Increment Financing District** (the "Saco-Lowell District," and together with the Rte 111-Mill District, the "Districts") and the Development Program (the "Saco-Lowell Development Program," and together with the Rte 111-Mill Development Program, the "Development Programs") for the Saco-Lowell District; and

WHEREAS, there is a need for economic development in the City of Biddeford, in the surrounding region, and in the State of Maine; and

WHEREAS, there is a need to improve and broaden the tax base of the City of Biddeford; and to improve the general economy of the City of Biddeford and the surrounding region; and

WHEREAS, implementation of the Development Programs will help to improve and broaden the tax base in the City of Biddeford and improve the economy of the City of Biddeford and the region by attracting business development to the Districts; and

WHEREAS, there is a need to implement continued economic development initiatives in the Districts through the Development Programs in accordance with the provision of Chapter 206 of Title 30-A of the Maine Revised Statutes, as amended; and

WHEREAS, it is expected that approval will be obtained from the State of Maine Department of Economic and Community Development (the "Department"), approving the **Tenth Amendment to the Rte 111-Mill Redevelopment Transit-Oriented Municipal Development and Tax Increment Financing District** and the Rte 111-Mill Development Program related thereto and approving the **Saco-Lowell Municipal Development and Tax Increment Financing District** and the Riverdam Development Program related thereto;

ORDERED AS FOLLOWS:

EXHIBIT E
CITY COUNCIL ORDER

Section 1. The City of Biddeford hereby approves the Tenth Amendment to the Rte 111-Mill Redevelopment Transit-Oriented TIF District and Development Program; such amendment to be pursuant to the following findings, terms, and provisions:

Section 2. The City Council hereby finds and determines that:

a. This amendment to the Rte 111-Mill Development Program will not result in the Rte 111-Mill District falling out of compliance with any of the conditions of 30-A M.R.S.A. Section 5223(3); and

b. The Rte 111-Mill District and the Rte 111-Mill Development Program will make a contribution to the economic growth and well being of the City of Biddeford and the surrounding region, and will contribute to the betterment of the health, welfare and safety of the inhabitants of the City of Biddeford, including a broadened and improved tax base and economic stimulus, and therefore constitutes a good and valid public purpose. The City has considered all evidence, if any, presented to it with regard to any adverse economic effect on or detriment to any existing business and has found and determined that such adverse economic effect on or detriment to any existing business, if any, is outweighed by the contribution expected to be made through the Ninth Amendment to the Rte 111-Mill Development Program.

Section 3. Pursuant to the provisions of 30-A M.R.S.A. § 5227, the percentage of increased assessed value to be retained as captured assessed value in accordance with the Rte 111-Mill Development Program is hereby established as set forth in the Rte 111-Mill Development Program.

Section 4. The City Manager, or his duly appointed representative, is hereby authorized, empowered and directed to submit the proposed Tenth Amendment to the Rte 111-Mill Development Program for the Rte 111-Mill District to the Department for review and approval pursuant to the requirements of 30-A M.R.S.A. § 5226.

Section 5. The foregoing adoption of the Tenth Amendment to the Rte 111-Mill Development Program for the Rte 111-Mill District shall automatically become final and shall take full force and effect upon receipt by the City of approval of the by the Department, without requirement of further action by the City, the City Council, or any other party.

Section 6. The City Manager, or his duly appointed representative, is hereby authorized and empowered, at his discretion, from time to time, to make such revisions to the Tenth Amendment to the Rte 111-Mill Development Program for the Rte 111-Mill District as the City Manager, deems reasonably necessary or convenient in order to facilitate the process for review and approval of the Rte 111-Mill District by the Department, or for any other reason, so long as such revisions are not inconsistent with these resolutions or the basic structure and intent of the Rte 111-Mill Development Program.

Section 7. The City of Biddeford hereby designates the Saco-Lowell District and adopts the associated Saco-Lowell Development Program for the Saco-Lowell District; such designation and adoption to be pursuant to the following findings, terms, and provisions:

EXHIBIT E
CITY COUNCIL ORDER

Section 8. The City Council hereby finds and determines that:

- a. At least twenty-five percent (25%), by area, of the real property within the Saco-Lowell District, as hereinafter designated, is suitable for commercial uses; and
- b. The total area of the Saco-Lowell District does not exceed two percent (2%) of the total acreage of the City, and the total area of all existing and proposed development districts within the City (including the Saco-Lowell District) does not exceed five percent (5%) of the total acreage of the City; and
- c. The original assessed value of all existing and proposed tax increment financing districts (including the Saco-Lowell District) does not exceed five percent (5%) of the total value of equalized taxable property within the City as of April 1, 2020; and
- d. The Saco-Lowell District and pursuit of the Saco-Lowell Development Program will make a contribution to the economic growth and well-being of the City of Biddeford and the surrounding region, and will contribute to the betterment of the health, welfare and safety of the inhabitants of the City of Biddeford, including a broadened and improved tax base and economic stimulus, and therefore constitutes a good and valid public purpose. The City has considered all evidence, if any, presented to it with regard to any adverse economic effect on or detriment to any existing business and has found and determined that such adverse economic effect on or detriment to any existing business, if any, is outweighed by the contribution expected to be made through the Saco-Lowell District and Saco-Lowell Development Program.

Section 9. Pursuant to the provisions of 30-A M.R.S.A. § 5227, the percentage of increased assessed value to be retained as captured assessed value in accordance with the Saco-Lowell Development Program is hereby established as set forth in the Saco-Lowell Development Program.

Section 10. The City Manager, or his duly appointed representative, is hereby authorized, empowered and directed to submit the proposed Saco-Lowell Development Program for the Saco-Lowell District to the State of Maine Department of Economic and Community Development for review and approval pursuant to the requirements of 30-A M.R.S.A. § 5226.

Section 11. The foregoing designation of the Saco-Lowell District and adoption of the Saco-Lowell Development Program for the Saco-Lowell District shall automatically become final and shall take full force and effect upon receipt by the City of approval by the State of Maine Department of Economic and Community Development, without requirement of further action by the City, the City Council, or any other party.

EXHIBIT E
CITY COUNCIL ORDER

Section 12. The City Manager, or his duly appointed representative, is hereby authorized and empowered, at his discretion, from time to time, to make such revisions to the Saco-Lowell District and Saco-Lowell Development Program for the Riverdam District as the City Manager may deem reasonably necessary or convenient in order to facilitate the process for review and approval of the District by the State of Maine Department of Economic and Community Development, or for any other reason, so long as such revisions are not inconsistent with these resolutions or the basic structure and intent of the Saco-Lowell Development Program.

Section 13. The City Manager, in the name and on behalf of the City, is hereby authorized and directed to enter into a credit enhancement agreement between the City and the developer of the project to be located in the Saco-Lowell District, on terms as described in the Saco-Lowell Development Program and any other negotiated agreements between the City and the Developer.

Dated: December 15, 2020

STATUTORY REQUIREMENTS AND THRESHOLDS

Tenth Amendment to Rte 111 – Mill Transit-Oriented TIF District & Development Program

SECTION A. Acreage Caps		
1. Total municipal acreage;	14,838	
2. Acreage of proposed Municipal TIF District;	199.88	
3. Downtown-designation ¹ acres in proposed Municipal TIF District;	0	
4. Transit-Oriented Development ² acres in proposed Municipal TIF District;	199.88	
5. Total acreage [=A2-A3-A4] of proposed Municipal TIF District counted toward 2% limit;	0	
6. Percentage [=A5÷A1] of total acreage in proposed Municipal TIF District (CANNOT EXCEED 2%).	0%	
Total acreage of all <u>existing/proposed</u> Municipal TIF districts in municipality including Municipal Affordable Housing Development districts: ³ Riverdam TIF – 1.13 Saco-Lowell TIF – 3.54** The Lofts at Saco Falls AHTIF – 0.83 Mission Hill AHTIF – 2.3 Laconia House AHTIF – 0.39 Emery School AHTIF – 1.0	Existing	9.19*
	Proposed	199.88
	Total:	209.07
30-A § 5223(3) EXEMPTIONS ⁴		
7. Acreage of an <u>existing/proposed</u> Downtown Municipal TIF district;	0	
8. Acreage of all <u>existing/proposed</u> Transit-Oriented Development Municipal TIF districts:	199.88	
9. Acreage of all <u>existing/proposed</u> Community Wind Power Municipal TIF districts:	0	
10. Acreage in all <u>existing/proposed</u> Municipal TIF districts common to ⁵ Pine Tree Development Zones per 30-A § 5250-I (14)(A) excluding any such acreage also factored in Exemptions 8-10 above:	0	
11. Total acreage [=A7-A8-A9-A10-A11] of all <u>existing/proposed</u> Municipal TIF districts counted toward 5% limit;	9.19	
12. Percentage of total acreage [=A12÷A1] of all <u>existing/proposed</u> Municipal TIF districts (CANNOT EXCEED 5%).	.06%	
13. Real property in proposed Municipal TIF District that is:	ACRES	% [=Acres÷A2]
a. A blighted area;	0	0%
b. In need of rehabilitation, redevelopment or conservation;	0	0%
c. Suitable for commercial or arts district uses.	199.88	100%
TOTAL (except for § 5223 (3) exemptions a., b. <u>OR</u> c. must be at least 25%)		100%

¹ Before final designation, the Commissioner will seek advice from MDOACF and MDOT per 30-A § 5226(2).

² For Transit-Oriented Development (TOD) definitions see 30-A § 5222 sub-§§ 19-24.

³ For AH-TIF acreage requirement see 30-A § 5247(3)(B). Alternatively, Section B. must exclude AH-TIF valuation.

⁴ Downtown/TOD overlap nets single acreage/valuation caps exemption.

⁵ PTZ districts approved through December 31, 2008.

*This total excludes the entire Rte 111-Mill Transit TIF as it is included in the “proposed” amount.

**This assumes the Saco-Lowell TIF is approved simultaneous with the Rte 111 Mill Transit TIF 10th Amendment.

STATUTORY REQUIREMENTS AND THRESHOLDS

Tenth Amendment to Rte 111 – Mill Transit-Oriented TIF District & Development Program

SECTION B. Valuation Cap		
1. Total TAXABLE municipal valuation—use most recent April 1;	\$2,419,981,690	
2. Taxable Original Assessed Value (OAV) of proposed Municipal TIF District as of March 31 preceding municipal designation—same as April 1 prior to such March 31;	\$17,262,899	
3. Taxable OAV of all <u>existing/proposed</u> Municipal TIF districts in municipality excluding Municipal Affordable Housing Development districts: Riverdam TIF – \$983,700 Saco-Lowell TIF - \$534,700**	Existing	\$1,518,400*
	Proposed	\$17,262,899
	Total:	\$18,781,299
30-A § 5223(3) EXEMPTIONS		
4. Taxable OAV of an <u>existing/proposed</u> Downtown Municipal TIF district;	0	
5. Taxable OAV of all <u>existing/proposed</u> Transit-Oriented Development Municipal TIF districts:	\$17,262,899	
6. Taxable OAV of all <u>existing/proposed</u> Community Wind Power Municipal TIF districts:	0	
7. Taxable OAV of all <u>existing/proposed</u> Single Taxpayer/High Valuation ⁶ Municipal TIF districts:	0	
8. Taxable OAV in all <u>existing/proposed</u> Municipal TIF districts common to Pine Tree Development Zones per 30-A § 5250-I (14)(A) excluding any such OAV also factored in Exemptions 4-7 above:	0	
9. Total taxable OAV [=B3-B4-B5-B6-B7-B8] of all <u>existing/proposed</u> Municipal TIF districts counted toward 5% limit;	\$1,518,400	
10. Percentage of total taxable OAV [=B9÷B1] of all <u>existing/proposed</u> Municipal TIF districts (CANNOT EXCEED 5%).	0.06%	

COMPLETED BY	
NAME :	Shana Cook Mueller
DATE :	December 15, 2020

⁶ For this exemption see 30-A §5223(3)(C) sub-§§ 1-4.

* This total excludes the entire Rte 111-Mill Transit TIF as it is included in the “proposed” amount.

**This assumes the Saco-Lowell TIF is approved simultaneous with the Rte 111 Mill Transit TIF 10th Amendment.

2020.119

IN BOARD OF CITY COUNCIL...DECEMBER 15, 2020

Saco-Lowell Municipal Development and Tax Increment Financing District

WHEREAS, the City is authorized pursuant to Chapter 206 of Title 30-A of the Maine Revised Statutes, as amended, to designate the **Saco-Lowell Municipal Development and Tax Increment Financing District** (the “Saco-Lowell District,” and together with the Rte 111-Mill District, the “Districts”) and the Development Program (the “Saco-Lowell Development Program,” and together with the Rte 111-Mill Development Program, the “Development Programs”) for the Saco-Lowell District; and

WHEREAS, there is a need for economic development in the City of Biddeford, in the surrounding region, and in the State of Maine; and

WHEREAS, there is a need to improve and broaden the tax base of the City of Biddeford; and to improve the general economy of the City of Biddeford and the surrounding region; and

WHEREAS, implementation of the Development Programs will help to improve and broaden the tax base in the City of Biddeford and improve the economy of the City of Biddeford and the region by attracting business development to the Districts; and

WHEREAS, there is a need to implement continued economic development initiatives in the Districts through the Development Programs in accordance with the provision of Chapter 206 of Title 30-A of the Maine Revised Statutes, as amended; and

WHEREAS, it is expected that approval will be obtained from the State of Maine Department of Economic and Community Development (the “Department”), approving the **Tenth Amendment to the Rte 111-Mill Redevelopment Transit-Oriented Municipal Development and Tax Increment Financing District** and the Rte 111-Mill Development Program related thereto and approving the **Saco-Lowell Municipal Development and Tax Increment Financing District** and the Saco-Lowell Development Program related thereto;

ORDERED AS FOLLOWS:

Section 1. The City of Biddeford hereby designates the Saco-Lowell District and adopts the associated Saco-Lowell Development Program for the Saco-Lowell District; such designation and adoption to be pursuant to the following findings, terms, and provisions:

Section 2. The City Council hereby finds and determines that:

- a. At least twenty-five percent (25%), by area, of the real property within the Saco-Lowell District, as hereinafter designated, is suitable for commercial uses; and
- b. The total area of the Saco-Lowell District does not exceed two percent (2%) of the total acreage of the City, and the total area of all existing and proposed development districts within the City (including the Saco-Lowell District) does not exceed five percent (5%) of the total acreage of the City; and

- c. The original assessed value of all existing and proposed tax increment financing districts (including the Saco-Lowell District) does not exceed five percent (5%) of the total value of equalized taxable property within the City as of April 1, 2020; and
- d. The Saco-Lowell District and pursuit of the Saco-Lowell Development Program will make a contribution to the economic growth and well-being of the City of Biddeford and the surrounding region, and will contribute to the betterment of the health, welfare and safety of the inhabitants of the City of Biddeford, including a broadened and improved tax base and economic stimulus, and therefore constitutes a good and valid public purpose. The City has considered all evidence, if any, presented to it with regard to any adverse economic effect on or detriment to any existing business and has found and determined that such adverse economic effect on or detriment to any existing business, if any, is outweighed by the contribution expected to be made through the Saco-Lowell District and Saco-Lowell Development Program.

Section 3. Pursuant to the provisions of 30-A M.R.S.A. § 5227, the percentage of increased assessed value to be retained as captured assessed value in accordance with the Saco-Lowell Development Program is hereby established as set forth in the Saco-Lowell Development Program.

Section 4. The City Manager, or his duly appointed representative, is hereby authorized, empowered and directed to submit the proposed Saco-Lowell Development Program for the Saco-Lowell District to the State of Maine Department of Economic and Community Development for review and approval pursuant to the requirements of 30-A M.R.S.A. § 5226.

Section 5. The foregoing designation of the Saco-Lowell District and adoption of the Saco-Lowell Development Program for the Saco-Lowell District shall automatically become final and shall take full force and effect upon receipt by the City of approval by the State of Maine Department of Economic and Community Development, without requirement of further action by the City, the City Council, or any other party.

Section 6. The City Manager, or his duly appointed representative, is hereby authorized and empowered, at his discretion, from time to time, to make such revisions to the Saco-Lowell District and Saco-Lowell Development Program as the City Manager may deem reasonably necessary or convenient in order to facilitate the process for review and approval of the District by the State of Maine Department of Economic and Community Development, or for any other reason, so long as such revisions are not inconsistent with these resolutions or the basic structure and intent of the Saco-Lowell Development Program.

Section 7. The City Manager, in the name and on behalf of the City, is hereby authorized and directed to enter into a credit enhancement agreement between the City and the developer of the project to be located in the Saco-Lowell District, on terms as described in the Saco-Lowell Development Program and any other negotiated agreements between the City and the Developer.

Dated: December 15, 2020



Biddeford City Council

Meeting Date: December 15, 2020

Meeting Time: 6:00

Agenda Item No:

Item Description: **Saco-Lowell Municipal Development and Tax increment Financing District and the Tenth Amendment to Rte 111-Mill Redevelopment Municipal Development and Tax Increment Financing District Development Program *Renaming the District To: Rte 111-Mill Redevelopment Transit-Oriented Municipal Development and Tax Increment Financing District***

Submitted by: Mathew Eddy, Director, Planning and Development

Supporting Information/Documentation:

- Route 111/Mill Redevelopment TIF, Amendment 9:
<https://d3n9y02raazwpg.cloudfront.net/biddeford/0c69ef1c-bd8c-11e6-8893-00219ba2f017-7da928e4-31b6-4ad8-adb8-4e0359e8f9ab-1508243037.pdf>
- [https://legistarweb-production.s3.amazonaws.com/uploads/attachment/pdf/721558/10-20-2020 Saco-Lowell Building Terms Agreement-MEMO.pdf](https://legistarweb-production.s3.amazonaws.com/uploads/attachment/pdf/721558/10-20-2020+Saco-Lowell+Building+Terms+Agreement-MEMO.pdf)
- Approved JDA: [Converted from C:\Windows\Temp\ufc\conversion-2567147\input.doc to C:\Windows\Temp\ufc\conversion-2567147\output.pdf by EasyPDFConvert.exe version 17.12.8.0 at 2020-11-09 14:42:34Z \(legistarweb-production.s3.amazonaws.com\)](#)
- Saco-Lowell Municipal Development and Tax increment Financing District Maine DECD TIF application
- Tenth Amendment To Rte 111-Mill Redevelopment Municipal Development And Tax Increment Financing District Development Program *Renaming The District To: Rte 111-Mill Redevelopment Transit-Oriented Municipal Development And Tax Increment Financing District Maine DECD TIF application amendment.*

Key Terms:

- Route 111/Mill Redevelopment Tax Increment Financing (TIF) District: TIF district serving the downtown and Mill area.
- Credit Enhancement: TIF agreement to return new tax dollars created through the redevelopment of a property. The credit enhancement is used to support the financing and redevelopment costs of a chosen property.
- Captured Assessed Value: the amount of new value created through development and sheltered from state and county assessments.

Executive Summary:

The Saco Lowell TIF application to Maine Department of Economic and Development (DECD) builds on the Joint Development Agreement to support the redevelopment of the Saco-Lowell building at 59 Elm Street. The amendments to the Route 111 TIF, now referred to as the *Rte 111-Mill Redevelopment Transit-Oriented Municipal Development And Tax Increment Financing District* provides greater flexibility in the use of TIF revenue, in particular the use of said fund for transit oriented development (both for operating funds for new

systems and for capital investment). Action by City Council will permit the City Manager to apply for Maine Department of Economic and Development review and approval.

Detailed Review:

Saco Lowell TIF. Port Property, the developers of Riverdam, have entered into a purchase and sale agreement with the owner (Art Gerard) of the Saco Lowell Building at 53 Elm Street. The reconstruction of the building is proposed to increase the present assessed value of the structure of \$534,700 to \$14 million, creating \$13.4 million of new captured assessed value. To support the project, The City JDA calls for a Credit Enhancement Agreement with the following schedule:

- (a) Years 1-5: 85% reimbursement to TWC; 15% to the City;
- (b) Years 6-10: 75% reimbursement to TWC; 25% to the City; and
- (c) Years 11-20: 50% reimbursement to TWC; 50% to the City.

The schedule goes out 20 years, starting in the year an occupancy permit is granted. Additional conditions of the JDA include:

- To construct the Riverwalk pathway from the railroad underpass, up Gooch Street, to its intersection with Elm Street, and to grant easements for any further “Riverwalk” improvements and extensions beyond that pathway (at the expense of the City).
- Reservation on adjacent land (the next phase of the project) for future transportation connections.

Rte 111-Mill Redevelopment Transit-Oriented Municipal Development and Tax Increment Financing District. This Amendment removes tax map parcel 40-56 from the District—the Saco-Lowell Building and property—in order to make the area available to designate a new Municipal Development and Tax Increment Financing District, to be known as the Saco-Lowell Municipal Development and Tax Increment Financing District. This Amendment shall be effective on July 1, 2021, the start date of the Saco-Lowell Municipal Development and Tax Increment Financing District. This Amendment converts the District to a transit-oriented TIF District, permitting the expenditure of up to (or exceeding) \$1.6 million. Finally, this Amendment also adds two other project costs to the list of approved projects the City may undertake with TIF revenues. Those project areas include:

- Communication Support: The Mill area of the District includes buildings and structures that do not work well with the public safety communications systems and thus requires upgrades for maintaining the safety of newly redeveloped and redeveloping area of the City: \$1.5 million.
- Program Expenditures: Mill District Capital Expenditures, Economic Development Events, and Programs to assist in maintenance and support efforts.

This District continues to run through 2034.

Funding Source:

Tif financing through the new “Route 111/Mill Redevelopment TIF” and the Saco Lowell TIF.

Staff Recommendation:

Recommend approval.

Proposed Order: See attached.

**ECONOMIC DEVELOPMENT
BIDDEFORD, MAINE**

An Application for a Municipal Development and Tax Increment Financing District

**SACO-LOWELL
MUNICIPAL DEVELOPMENT AND
TAX INCREMENT FINANCING DISTRICT**

*Presented to:
BIDDEFORD CITY COUNCIL
December 15, 2020*

TABLE OF CONTENTS

	<u>Page</u>
I. INTRODUCTION.....	1
A. The Site and Development Project	1
B. Establishment of the Development Project	1
C. Advantages of TIF District.....	1
II. DEVELOPMENT PROGRAM NARRATIVE	2
A. The Projects	2
B. The Development District.....	4
C. The Development Program	4
D. Improvements to the Public Infrastructure.....	4
E. Operational Components.....	4
III. FINANCIAL PLAN	5
A. Increased Assessed Values & Tax Shifts.....	6
B. Sources of Revenues	6
C. Public Indebtedness	6
D. Original Assessed Value	6
VI. MUNICIPAL APPROVALS.....	6
A. Notice of Public Hearing.....	6
B. Minutes of Public Hearing Held by City Council	6
C. Authorizing Votes	6

EXHIBITS:

A	TIF District Map Showing District in Relation to Municipal Boundaries and District Boundary
B	Statutory Requirements & Thresholds
C	Assessor’s Certification of Original Assessed Value
D-1	TIF Revenue/Captured Assessed Values Projections
D-2	Tax Shift Calculations
E	Public Hearing Notice
F	Public Hearing Minutes
G	City Council Order

I. Introduction

A. The Site and Development Project

The City seeks to establish a tax increment financing (“TIF”) district in order to facilitate and promote the redevelopment of 59 Elm Street known as the Saco-Lowell Building. The development and the TIF district also present opportunities for the City to invest in public infrastructure and other economic development activities described more fully herein.

The City proposes to enter into a credit enhancement agreement with the developer of the project to be located in the District (the “Developer”), to promote the redevelopment of 59 Elm Street. The redevelopment project will include street-level commercial space, intended to be a storage company and market-rate apartment units, and will add to the City’s Riverwalk project.

B. Establishment of the Development Project

The City hereby establishes the “**Saco-Lowell Municipal Development and Tax Increment Financing District**” (the “District”). The District will exist for a total of twenty-three (23) years beginning on July 1, 2021 and is more fully described below in this Development Program. The District is depicted on the maps attached as Exhibit A. The City plans to capture one hundred percent (100%) of the increased assessed value of taxable real property located within the District for twenty-three (23) years and will use the property taxes paid on such captured value (the “TIF Revenues”), not otherwise obligated under the credit enhancement agreement described below, to fund the projects described in detail in Table 1 herein.

C. Advantages of TIF District

In designating the District and adopting this Development Program, the City can accomplish the following goals:

- Maintain existing tax revenues;
- Realize new tax revenues generated by new development within the District;
- Create long-term, stable employment opportunities for area residents; and
- Improve the overall economy of the region and the State of Maine.

In addition, by creating the District, the City will “shelter” the increase in municipal valuation that development in the District will bring about. This tax shelter will mitigate the impacts that the District’s increased assessed property value would have on the City’s share of state aid to education, municipal revenue sharing and its county tax assessment. An estimate of the tax shelter benefit is shown as Exhibit D-2 attached hereto.

II. Development Program Narrative

A. The Projects

1. Project Costs

The City desires to support the costs described below in Table 1 using TIF Revenues.

TABLE 1
City of Biddeford's Saco-Lowell TIF District Project Costs

Project	Cost Estimate	Statutory Cite
1. <u>Economic Development Programs and Capital Expenditures</u> : Costs of funding economic development programs or events developed by the municipality or funding the marketing of the municipality as a business or arts location, including but not limited to arts attractions, events and economic development programing, particularly in the downtown and along the Riverwalk.	\$573,659	30-A M.R.S.A. § 5225(1)(C)(1); (1)(A)(1); (1)(B)(1); (1)(C)(6)
2. <u>Riverwalk & Pedestrian Connector</u> : Costs of funding additions to and maintenance of the Riverwalk, including but not limited to connecting the City's Riverwalk to the Riverdam Boardwalk. The Riverwalk provides recreational trails connecting businesses throughout the Mill area, the Eastern Trail, and the City's neighborhoods.	\$650,147	30-A M.R.S.A. § 5225(1)(A)(1); (1)(C)(6)
3. <u>Transit Capital Improvements</u> : Including transit service capital costs, transit vehicles, buses, vans, rail conveyances, bus shelters, benches, other transit-related equipment, infrastructure, and associated smart infrastructure.	\$573,659	30-A M.R.S.A. § 5225(1)(C)(7)
4. <u>Parking Improvements</u> : Provide funding for a parking facility or facilities made necessary by or directly related to the District development.	\$114,732	30-A M.R.S.A. § 5225(1)(A); (1)(B)(1)

Project	Cost Estimate	Statutory Cite
5. <u>Commercial Revolving Loan and Grant Fund:</u> Establish a new commercial revolving loan and grant fund to assist with business start-up and expansion with emphasis upon downtown businesses, and to be used as the local match for certain private, state and federal grants.	\$30,000 (initial principal amount)	30-A M.R.S.A. §5225(1)(C)(3); §5230
6. <u>Environmental Projects Relating to Economic Development:</u> Costs of funding environmental improvement projects developed by the municipality for commercial or arts district use or related to such activities.	\$150,000	30-A M.R.S.A. §5225(1)(C)(2)
7. <u>Skills Development and Training:</u> Costs of services to provide skills development and training for residents of the municipality.	\$72,500	30-A M.R.S.A. §5225(1)(C)(4)
8. <u>Child Care:</u> Quality childcare costs, including finance costs and construction, staffing, training, certification and accreditation costs related to childcare.	\$72,500	30-A M.R.S.A. §5225(1)(C)(5)
Total Municipal Project Costs:	\$2,237,197	

2. Credit Enhancement Agreement with Developer

In designating the District, the Council will also be authorizing a credit enhancement agreement with the Developer. Such credit enhancement agreement (CEA) will provide for a 20-year CEA term during which eight-five percent (85%) of the TIF Revenues generated by the captured assessed value from the District will be paid to the Developer during CEA years 1-5, seventy-five percent (75%) of the TIF Revenues generated by the captured assessed value from the District will be paid to the Developer during CEA years 6-10, and fifty percent (50%) of the TIF Revenues generated by the captured assessed value from the District will be paid to the Developer during CEA years 11-20. Certain performance standards shall be included in the credit enhancement agreement as are being negotiated between the City Council and the Developer involving timelines for land use approvals for the project in the District as well as a neighboring property.

B. The Development District

1. Physical Description

The proposed District will encompass a 3.54-acre area comprised of parcel known on City tax maps as Lot 40-56. Maps of the proposed District are presented in Exhibit A-1 and A-2.

2. Statutory Requirements and Thresholds

The Statutory Requirements and Thresholds form addressing the acreage and valuation conditions for approval mandated by 30-A M.R.S.A. § 5223(3) is set forth in Exhibit B.

3. Duration of the Program

The District and will begin July 1, 2021 and will continue for a total of twenty-three (23) years, terminating on June 30, 2044.

4. Certification of Original Assessed Value

The Original Assessed Value of the District was five hundred thirty-four thousand seven hundred dollars (\$534,700) as of March 31, 2020 (April 1, 2019). This assessed value is wholly attributable to taxable real property value. The Assessor's Certificate of Original Assessed Value is included as Exhibit C.

C. The Development Program

Under this Development Program, the City will capture one hundred percent (100%) of the increased assessed taxable real property value of the District and retain the tax revenues generated by the captured assessed taxable real property value for designated economic development purposes for twenty three (23) years.

This Development Program is structured and proposed pursuant to Chapter 206 of Title 30-A of the Maine Revised Statutes, as amended. Subsequent to a public hearing and City Council vote, adoption of this Development Program will be effective upon approval by DECD.

D. Improvements to the Public Infrastructure

Please refer to Table 1 for the various public infrastructure improvements that TIF Revenues will support.

E. Operational Components

1. Commercial Improvements Financed Through Development Program

Please refer to Table 1. The City will enter into a credit enhancement agreement with the Developer to support commercial improvements in the District.

2. Relocation of Displaced Persons.

Not applicable.

3. Transportation Improvements

Please refer to Table 1.

4. Environmental Controls

The improvements made under this Development Program will meet or exceed all federal, state and local environmental laws, regulations and ordinances and will comply with all applicable land use requirements for the City.

5. Plan of Operation

During the term of the District, the City Manager or his designee will be responsible for all administrative matters within the purview of the City concerning the implementation and operation of the District.

III. Financial Plan

The District will encompass a total of 3.54 acres of property. The Original Assessed Value of the District was five hundred thirty four thousand seven hundred dollars (\$534,700) as of March 31, 2020 (April 1, 2019). The City will capture one hundred percent (100%) of the increased assessed value for the 20-year term of the District. The TIF Revenues so collected will fund and/or contribute to the funding of the approved municipal projects, including each of the projects described on Table 1 hereof, and will provide funding for the credit enhancement agreement so authorized herein, which collectively will improve the City's economy and increase the City's ability to stand out in a competitive marketplace as a dynamic place in which to grow a business. All taxable real property value captured in the District will be added to the general tax rolls at the end of the TIF term.

Upon each payment of property taxes by the future property taxpayers in the District, the City will deposit into a development program fund (the "Development Program Fund") the entirety of the property tax payments constituting TIF Revenues. The Development Program Fund is pledged to and charged with the payment of the project costs in the manner provided in 30-A M.R.S.A. § 5227(3). The Development Program Fund consists of two segregated accounts, a sinking fund account ("Sinking Fund Account") and a project cost account (the "Project Cost Account"). The City will deposit the TIF Revenues necessary to pay debt service on any bonds issued to pay for District improvements, if any, into the Sinking Fund Account. The money in this account is pledged to and charged with the payment of interest and principal on municipal indebtedness related to the improvements in the District. The City will deposit any additional TIF Revenues into (a) a subaccount or subaccounts of the Project Cost Account to be used for credit enhancement payments, if any, and/or (b) to a subaccount of the Project Cost Account for other

approved municipal projects outlined in this Development Program and not financed with City indebtedness.

A. Increased Assessed Values & Tax Shifts

Estimates of the increased assessed value of the District property and the anticipated TIF Revenues generated by the District are shown in Exhibit D-1 and the estimated tax shifts are shown in Exhibit D-2.

B. Sources of Revenues

It is anticipated that all private improvements located within the District will be funded through private sources.

C. Public Indebtedness

The City anticipates funding some of the public infrastructure costs through public indebtedness. The City reserves the right to incur bonded indebtedness for approved projects in the future, provided that the timing and funding of any bonded projects complies with all statutory requirements for paying bonded indebtedness with TIF Revenues.

D. Original Assessed Value

Certification by the City's Tax Assessor of the original assessed value of the District is set forth in Exhibit C.

VI. Municipal Approvals

A. Notice of Public Hearing

Attached as Exhibit E is a copy of the Notice of Public Hearing regarding the establishment of the Riverdam Municipal Development and Tax Increment Financing District and adoption of this Development Program for the District, published in The Journal Tribune, a newspaper of general circulation in the City on a date at least ten (10) days prior to the public hearing. The public hearing on the District designation and Development Program, was held on December 15, 2020, in accordance with the requirements of 30-A M.R.S.A. § 5226(1).

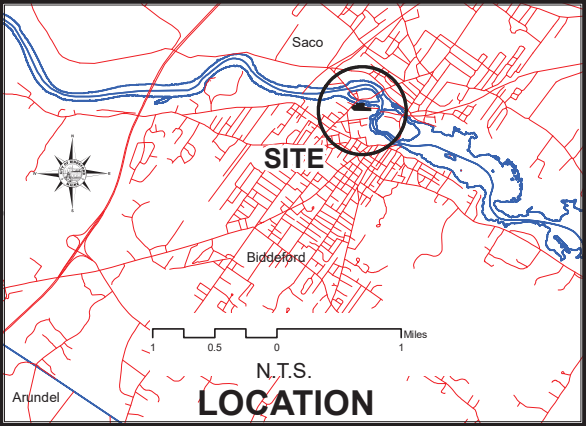
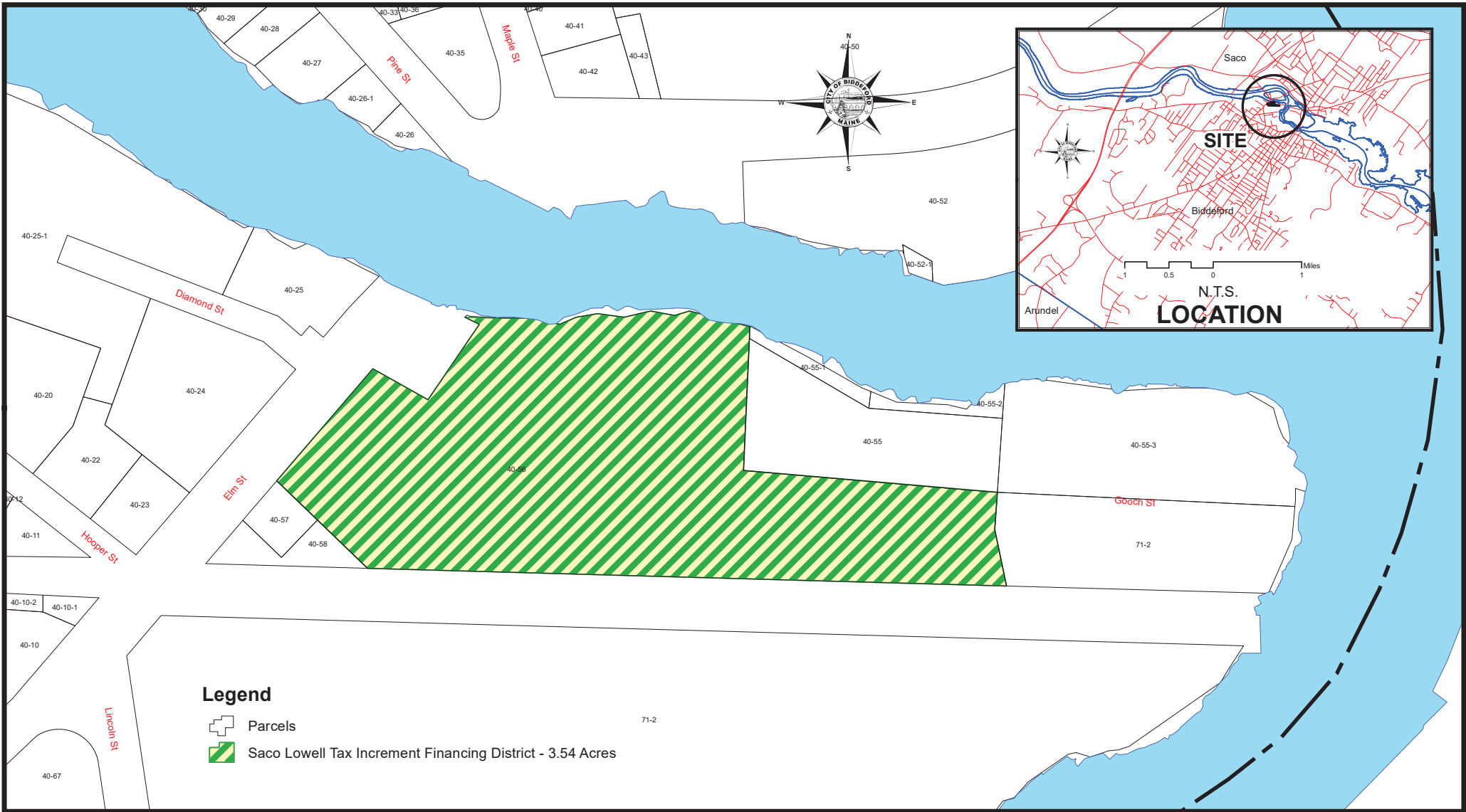
B. Minutes of Public Hearing Held by City Council

Attached as Exhibit F is a certified copy of the minutes of the public hearing held on December 15, 2020, at which time the proposed District, Development Program and Credit Enhancement Agreement were discussed by the public.

C. Authorizing Votes

Attached as Exhibit G is a copy of the Biddeford City Council Order designating the District and adopting this Development Program and authorizing the execution of a credit

enhancement agreement and associated agreement regarding property tax, which Order was adopted by the Council at a meeting of the Council duly called and held on December 15, 2020.

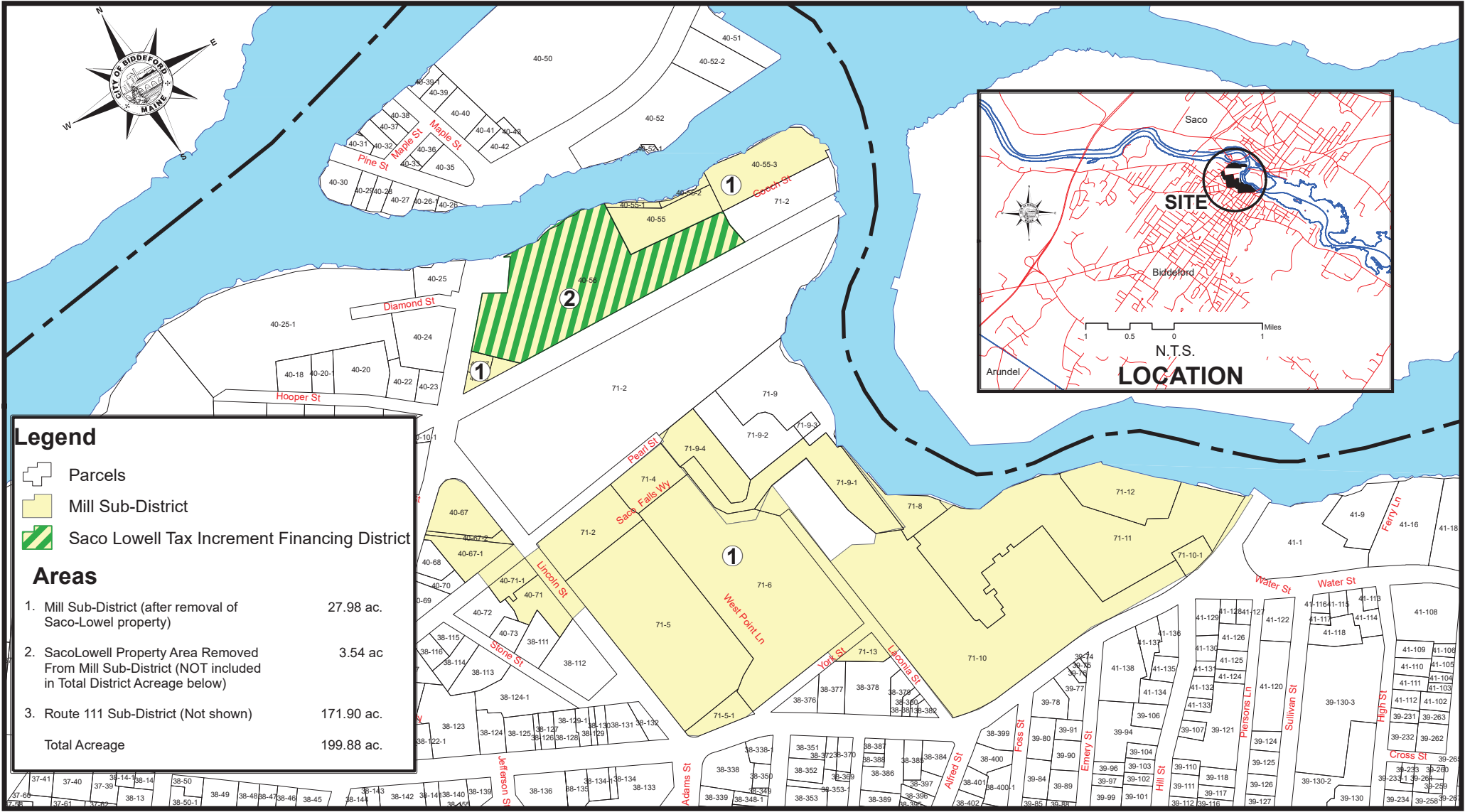


The City of Biddeford, Maine
 Technologies Department - GIS Mapping
 205 Main Street P.O. Box 586 Biddeford, Maine 04005-0586
 Tel. 207 571-0660 Email gis@biddefordmaine.org

Saco-Lowell TIF District - Exhibit A

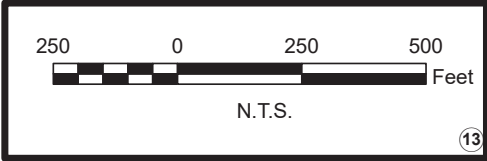


This map was prepared by:
BiddGIS



The City of Biddeford, Maine
 Technologies Department - GIS Mapping
 205 Main Street P.O. Box 586 Biddeford, Maine 04005-0586
 Tel. 207 571-0660 Email gis@biddefordmaine.org

Route 111 - Mill District
Mill Sub-District
Showing Proposed Saco Lowell TIF District
EXHIBIT A



This map was prepared by:
BiddGIS

STATUTORY REQUIREMENTS AND THRESHOLDS
Saco-Lowell TIF District & Development Program

SECTION A. Acreage Caps		
1. Total municipal acreage;	14,838	
2. Acreage of proposed Municipal TIF District;	3.54	
3. Downtown-designation ¹ acres in proposed Municipal TIF District;	0	
4. Transit-Oriented Development ² acres in proposed Municipal TIF District;	3.54	
5. Total acreage [=A2-A3-A4] of proposed Municipal TIF District counted toward 2% limit;	0	
6. Percentage [=A5÷A1] of total acreage in proposed Municipal TIF District (CANNOT EXCEED 2%).	0%	
7. Total acreage of all <u>existing/proposed</u> Municipal TIF districts in municipality including Municipal Affordable Housing Development districts: ³ <i>Rte 111-Mill TIF – 199.88**</i> <i>The Lofts at Saco Falls AHTIF – 0.83 Mission Hill AHTIF – 2.3 Riverdam TIF - 1.13</i> <i>Laconia House AHTIF – 0.39 Emery School AHTIF – 1.0</i>	Existing	205.53*
	Proposed	3.54
	Total:	209.07
30-A § 5223(3) EXEMPTIONS⁴		
8. Acreage of an <u>existing/proposed</u> Downtown Municipal TIF district;	0	
9. Acreage of all <u>existing/proposed</u> Transit-Oriented Development Municipal TIF districts:	199.88	
10. Acreage of all <u>existing/proposed</u> Community Wind Power Municipal TIF districts:	0	
11. Acreage in all <u>existing/proposed</u> Municipal TIF districts common to ⁵ Pine Tree Development Zones per 30-A § 5250-I (14)(A) excluding any such acreage also factored in Exemptions 8-10 above:	0	
12. Total acreage [=A7-A8-A9-A10-A11] of all <u>existing/proposed</u> Municipal TIF districts counted toward 5% limit;	9.19	
13. Percentage of total acreage [=A12÷A1] of all <u>existing/proposed</u> Municipal TIF districts (CANNOT EXCEED 5%).	.06%	
14. Real property in proposed Municipal TIF District that is:	ACRES	% [=Acres÷A2]
a. A blighted area;	0	0%
b. In need of rehabilitation, redevelopment or conservation;	0	0%
c. Suitable for commercial or arts district uses.	3.54	100%
TOTAL (except for § 5223 (3) exemptions a., b. OR c. must be at least 25%)		100%

¹ Before final designation, the Commissioner will seek advice from MDOACF and MDOT per 30-A § 5226(2).

² For Transit-Oriented Development (TOD) definitions see 30-A § 5222 sub-§§ 19-24.

³ For AH-TIF acreage requirement see 30-A § 5247(3)(B). Alternatively, Section B. must exclude AH-TIF valuation.

⁴ Downtown/TOD overlap nets single acreage/valuation caps exemption.

⁵ PTZ districts approved through December 31, 2008.

*This total excludes the Saco-Lowell TIF as it is included in the “proposed” amount.

**This assumes the Rte 111 Mill Transit TIF 10th Amendment is approved simultaneously with the Saco-Lowell TIF.

STATUTORY REQUIREMENTS AND THRESHOLDS
Saco-Lowell TIF District & Development Program

SECTION B. Valuation Cap		
1. Total TAXABLE municipal valuation—use most recent April 1;	\$2,419,981,690	
2. Taxable Original Assessed Value (OAV) of proposed Municipal TIF District as of March 31 preceding municipal designation—same as April 1 prior to such March 31;	\$534,700	
3. Taxable OAV of all <u>existing/proposed</u> Municipal TIF districts in municipality excluding Municipal Affordable Housing Development districts: Rte 111-Mill TIF - \$17,262,899** Riverdam TIF - \$983,700	Existing	\$18,246,599*
	Proposed	\$534,700
	Total:	\$18,781,299
30-A § 5223(3) EXEMPTIONS		
4. Taxable OAV of an <u>existing/proposed</u> Downtown Municipal TIF district;	0	
5. Taxable OAV of all <u>existing/proposed</u> Transit-Oriented Development Municipal TIF districts:	\$17,262,899	
6. Taxable OAV of all <u>existing/proposed</u> Community Wind Power Municipal TIF districts:	0	
7. Taxable OAV of all <u>existing/proposed</u> Single Taxpayer/High Valuation ⁶ Municipal TIF districts:	0	
8. Taxable OAV in all <u>existing/proposed</u> Municipal TIF districts common to Pine Tree Development Zones per 30-A § 5250-I (14)(A) excluding any such OAV also factored in Exemptions 4-7 above:	0	
9. Total taxable OAV [=B3-B4-B5-B6-B7-B8] of all <u>existing/proposed</u> Municipal TIF districts counted toward 5% limit;	\$1,518,400	
10. Percentage of total taxable OAV [=B9÷B1] of all <u>existing/proposed</u> Municipal TIF districts (CANNOT EXCEED 5%).	.06%	

COMPLETED BY	
NAME :	Shana Cook Mueller
DATE :	12/15/2020

⁶ For this exemption see 30-A §5223(3)(C) sub-§§ 1-4.

*This total excludes the Saco-Lowell TIF as it is included in the “proposed” amount.

**This assumes the Rte 111 Mill Transit TIF 10th Amendment is approved simultaneously with the Saco-Lowell TIF.

EXHIBIT C
ASSESSORS' CERTIFICATE OF ORIGINAL ASSESSED VALUE
CITY OF BIDDEFORD
SACO-LOWELL MUNICIPAL DEVELOPMENT
AND TAX INCREMENT FINANCING DISTRICT

The undersigned Assessor for the City of Biddeford, Maine, does hereby certify pursuant to the provisions of 30-A M.R.S.A. §5227 that the assessed value for taxable real property within the Riverdam Municipal Development and Tax Increment Financing District, as delineated on a map included in the Development Program to which this Certificate is included and identified as tax map and parcel 40-56 consisting of 3.54 acres, was \$534,700 as of March 31, 2020 (April 1, 2019).

IN WITNESS WHEREOF, This Certificate has been executed as of this 30th day of November, 2020.

By: 
Printed name: Nicholas Desjardins

Exhibit D-1 | Captured Assessed Value & TIF Revenue Projections

City of Biddeford - Saco-Lowell Municipal Development and TIF District

Fiscal Year	TIF Year	Original Assessed Value	Projected New Value	Projected Increased Assessed Value	Percent of Value Captured in TIF	TIF District Projected Captured Assessed Value	Mil Rate 2020: 20.05	Projected Total TIF Revenue	Projected TIF Revenue CEA (85% 1-5, 75% 6-10, 50% 11-20)	Projected TIF Revenue to City
2021-2022	1	\$534,700	\$534,700	\$0	100%	\$0	20.05	\$0	\$0	\$0
2022-2023	2	\$534,700	\$14,000,000	\$13,465,300	100%	\$13,465,300	20.05	\$269,979	\$229,482	\$40,497
2023-2024	3	\$534,700	\$14,280,000	\$13,745,300	100%	\$13,745,300	20.05	\$275,593	\$234,254	\$41,339
2024-2025	4	\$534,700	\$14,565,600	\$14,030,900	100%	\$14,030,900	20.05	\$281,320	\$239,122	\$42,198
2025-2026	5	\$534,700	\$14,856,912	\$14,322,212	100%	\$14,322,212	20.05	\$287,160	\$244,086	\$43,074
2026-2027	6	\$534,700	\$15,154,050	\$14,619,350	100%	\$14,619,350	20.05	\$293,118	\$249,150	\$43,968
2027-2028	7	\$534,700	\$15,457,131	\$14,922,431	100%	\$14,922,431	20.05	\$299,195	\$224,396	\$74,799
2028-2029	8	\$534,700	\$15,766,274	\$15,231,574	100%	\$15,231,574	20.05	\$305,393	\$229,045	\$76,348
2029-2030	9	\$534,700	\$16,081,599	\$15,546,899	100%	\$15,546,899	20.05	\$311,715	\$233,786	\$77,929
2030-2031	10	\$534,700	\$16,403,231	\$15,868,531	100%	\$15,868,531	20.05	\$318,164	\$238,623	\$79,541
2031-2032	11	\$534,700	\$16,731,296	\$16,196,596	100%	\$16,196,596	20.05	\$324,742	\$243,556	\$81,185
2032-2033	12	\$534,700	\$17,065,922	\$16,531,222	100%	\$16,531,222	20.05	\$331,451	\$165,725	\$165,725
2033-2034	13	\$534,700	\$17,407,240	\$16,872,540	100%	\$16,872,540	20.05	\$338,294	\$169,147	\$169,147
2034-2035	14	\$534,700	\$17,755,385	\$17,220,685	100%	\$17,220,685	20.05	\$345,275	\$172,637	\$172,637
2035-2036	15	\$534,700	\$18,110,493	\$17,575,793	100%	\$17,575,793	20.05	\$352,395	\$176,197	\$176,197
2036-2037	16	\$534,700	\$18,472,703	\$17,938,003	100%	\$17,938,003	20.05	\$359,657	\$179,828	\$179,828
2037-2038	17	\$534,700	\$18,842,157	\$18,307,457	100%	\$18,307,457	20.05	\$367,065	\$183,532	\$183,532
2038-2039	18	\$534,700	\$19,219,000	\$18,684,300	100%	\$18,684,300	20.05	\$374,620	\$187,310	\$187,310
2039-2040	19	\$534,700	\$19,603,380	\$19,068,680	100%	\$19,068,680	20.05	\$382,327	\$191,164	\$191,164
2040-2041	20	\$534,700	\$19,995,447	\$19,460,747	100%	\$19,460,747	20.05	\$390,188	\$195,094	\$195,094
2041-2042	21	\$534,700	\$20,395,356	\$19,860,656	100%	\$19,860,656	20.05	\$398,206	\$199,103	\$199,103
2042-2043	22	\$534,700	\$20,803,264	\$20,268,564	100%	\$20,268,564	20.05	\$406,385	\$0	\$406,385
2043-2044	23	\$534,700	\$21,219,329	\$20,684,629	100%	\$20,684,629	20.05	\$414,727	\$0	\$414,727
23-year total:								\$7,426,969	\$4,185,240	\$3,241,728
23-year average:								\$322,912	\$181,967	\$140,945

Assumptions:

- Projections show anticipated increased assessed values, captured assessed values, and TIF revenues.
- Assumes a 23-year District term with a 20-year CEA term triggered from Certificate of Occupancy.
- Projections assume a flat mil rate of 20.05.
- Assumes a 100% of the increased assessed value is captured in the District and a declining percentage is available to the Credit Enhancement Agreement following a Certificate of Occupancy with the Developer (85% for years 1-5, 75% for years 6-10 and 50% for years 11-20).
- The preceding financial information contains projections and forward-looking statements that are subject to a number of risks and uncertainties, many of which are beyond the Developer's or the Town's control, that could cause the actual results, performance, or achievements of the project to differ materially from any future results, performances, or achievements expressed or implied by the financial information reported in this projection. The model is not, nor intended to be, an appraisal or guarantee of an assessed value, and there may be positive or negative variations in the actual assessment of the project due to variety of factors, including without limitation the employment of alternative methods of valuation.

Exhibit D-2 | Tax Shift Benefits

City of Biddeford - Saco-Lowell Municipal Development and TIF District

Fiscal Year	TIF Year	State Aid to Education Benefit	County Tax Benefit	State Revenue Sharing Benefit	Total Tax Shift Benefits
2021-2022	1	-	-	-	\$0
2022-2023	2	-	-	-	\$0
2023-2024	3	-	\$0	\$0	\$0
2024-2025	4	\$0	\$6,487	\$15,974	\$22,461
2025-2026	5	\$110,146	\$6,622	\$16,305	\$133,073
2026-2027	6	\$112,437	\$6,760	\$16,642	\$135,838
2027-2028	7	\$114,773	\$6,900	\$16,985	\$138,658
2028-2029	8	\$117,156	\$7,043	\$17,336	\$141,535
2029-2030	9	\$119,586	\$7,189	\$17,693	\$144,469
2030-2031	10	\$122,065	\$7,338	\$18,058	\$147,461
2031-2032	11	\$124,594	\$7,490	\$18,430	\$150,513
2032-2033	12	\$127,174	\$7,644	\$18,809	\$153,627
2033-2034	13	\$129,805	\$7,802	\$19,195	\$156,802
2034-2035	14	\$132,488	\$7,964	\$19,589	\$160,041
2035-2036	15	\$135,225	\$8,128	\$19,991	\$163,345
2036-2037	16	\$138,017	\$8,295	\$20,401	\$166,714
2037-2038	17	\$140,865	\$8,466	\$20,819	\$170,151
2038-2039	18	\$143,770	\$8,641	\$21,245	\$173,656
2039-2040	19	\$146,733	\$8,819	\$21,680	\$177,232
2040-2041	20	\$149,755	\$9,000	\$22,123	\$180,879
2041-2042	21	\$152,838	\$9,185	\$22,575	\$184,598
2042-2043	22	\$155,982	\$9,374	\$23,036	\$188,392
2043-2044	23	\$159,189	\$9,566	\$23,506	\$192,262
2044-2045		\$162,460	\$9,763	\$23,985	\$196,208
2045-2046		\$165,797	\$9,963	\$24,474	\$200,234
2046-2047		\$169,200	-	-	\$169,200
Totals:		\$3,030,055	\$178,439	\$438,854	\$3,647,348
Averages:		\$131,742	\$7,758	\$19,081	\$151,973

Assumptions:

1. Data sources include the 2020 mil rate reported by the City, York County's FY2020 Tax Allocation, the State Treasurer's Office Municipal Revenue Sharing projections for FY 2021 07/01/20 - 06/30/21 Published 08/03/20, and the Maine Department of Education 11/16/20 2020-2021 ED 279 form for the Biddeford Public Schools.
2. Tax shift losses are comprised of declining subsidies in revenue sharing and increasing obligations to pay county taxes. Tax shift losses occur a couple of years following the year in which the new assessed value is first recognized in the assessment. No tax shift losses occur when a TIF captures all of the new value.
3. These projections assume that the formulas and general inputs for state subsidies and county taxes do not change over time and they assume that all other values in other communities are static relative to one another except for the new value assessed. The projections are less likely to be accurate farther into the future.
4. Assumes the assessment ratio in the City is 100% when new property value arrives, such that the market value of new property is used for assessment purposes.
5. The projections above assume that no tax increment financing district is put in place, thus the mil rate is reduced by the influx of new value in the City. This analysis factors in tax shift impacts resulting from the project's new assessed value into future commitments and mil rate calculations to arrive at projected property tax payments.

**NOTICE OF PUBLIC HEARINGS
City of Biddeford**

regarding

**An Amendment to the Municipal Development and Tax Increment Financing District
Known as the “Rte. 111-Mill Redevelopment Municipal Development and Tax Increment
Financing District”**

And

**The Designation of a Municipal Development and Tax Increment Financing District to Be
Known As “Saco-Lowell Municipal Development and Tax Increment Financing District”
And the Adoption of A Development Program, therefore:**

Notice is hereby given that the City of Biddeford will hold two public hearings at its City Council Meeting on December 15, 2020 at 6:00 p.m. via REMOTE HEARING described below. The purpose of the public hearings is to receive public comments on the proposed amendments to the tax increment financing (“TIF”) districts and development programs pursuant to the provisions of Chapter 206 of Title 30-A of the Maine Revised Statutes, as amended.

The purpose of one of the public hearings is to receive public comments on the amendment of the existing Rte. 111-Mill Redevelopment Municipal Development and Tax Increment Financing District (a) converting the district to a transit-oriented district, (b) adding to the municipal project costs, and (c) removing a portion of that district located at 59 Elm Street known as the Saco-Lowell Building in order to make the area available to designate a new Municipal Development and Tax Increment Financing District.

The purpose of the other public hearing is to receive public comments on the designation of a new district called the Saco-Lowell Municipal Development and Tax Increment Financing District, located at 59 Elm Street known as the Saco-Lowell Building, and the adoption of a development program therefor. Such development program will include authorizing a credit enhancement agreement with the developer, Tom Watson & Company, LLC or affiliated entity.

A copy of the proposed Development Program will be on file with the City’s Economic Development Office during normal business hours of 8:00 am – 5:00 pm, they can also be found at [Biddeford, ME | Official Website \(biddefordmaine.org\)](http://Biddeford, ME | Official Website (biddefordmaine.org)) or one can call 207-284-9115 during normal business hours to request that a copy be mailed to you. All interested persons are invited to attend the public hearing and will be given an opportunity to be heard at that time.

Public comments will be taken at the hearings and written comments should be submitted to *Nan Whitten: Whitten, Nan* nan.whitten@biddefordmaine.org. Written comments will be accepted until Friday, December 11, 2020.

The Biddeford City Council will hold these public hearings remotely using Zoom. Virtual meetings are allowed using emergency legislation approved by LD 2167; 1 M.R.S. §403-A, that authorizes municipalities to conduct meetings online. Allow your computer to install the free Zoom app to get the best meeting experience. To access the public hearings, please use the following information: When: Dec 15, 2020 06:00 PM Eastern Time (US and Canada)

Please click the link below to join the webinar:

<https://biddeford.zoom.us/j/98779942684?pwd=SHhVdjBqRjMwZ2dqN25waEViSWRIdz09>

Passcode: 470088

Or iPhone one-tap:

US: +16465588656,,98779942684# or +13017158592,,98779942684#

Or Telephone:

Dial (for higher quality, dial a number based on your current location):

US: +1 646 558 8656 or +1 301 715 8592 or +1 312 626 6799 or +1 669 900 9128 or +1 253 215 8782 or +1 346 248 7799

Webinar ID: 987 7994 2684

International numbers available: <https://biddeford.zoom.us/j/98779942684>

EXHIBIT F

Placeholder

Public Hearing Minutes

EXHIBIT G
CITY COUNCIL ORDER

CITY OF BIDDEFORD CITY COUNCIL ORDER

**Tenth Amendment to the Rte 111-Mill Redevelopment Municipal Development and Tax Increment Financing District (to be re-named to Rte 111-Mill Redevelopment Transit-Oriented Municipal Development and Tax Increment Financing District)
and
Saco-Lowell Municipal Development and Tax Increment Financing District**

WHEREAS, the City of Biddeford (the "City") is authorized pursuant to Chapter 206 of Title 30-A of the Maine Revised Statutes, as amended, to amend the **Rte 111-Mill Redevelopment Transit-Oriented Municipal Development and Tax Increment Financing District** (the "Rte 111-Mill District") Development Program (as amended, the "Rte 111-Mill Development Program"); and

WHEREAS, the City is authorized pursuant to Chapter 206 of Title 30-A of the Maine Revised Statutes, as amended, to designate the **Saco-Lowell Municipal Development and Tax Increment Financing District** (the "Saco-Lowell District," and together with the Rte 111-Mill District, the "Districts") and the Development Program (the "Saco-Lowell Development Program," and together with the Rte 111-Mill Development Program, the "Development Programs") for the Saco-Lowell District; and

WHEREAS, there is a need for economic development in the City of Biddeford, in the surrounding region, and in the State of Maine; and

WHEREAS, there is a need to improve and broaden the tax base of the City of Biddeford; and to improve the general economy of the City of Biddeford and the surrounding region; and

WHEREAS, implementation of the Development Programs will help to improve and broaden the tax base in the City of Biddeford and improve the economy of the City of Biddeford and the region by attracting business development to the Districts; and

WHEREAS, there is a need to implement continued economic development initiatives in the Districts through the Development Programs in accordance with the provision of Chapter 206 of Title 30-A of the Maine Revised Statutes, as amended; and

WHEREAS, it is expected that approval will be obtained from the State of Maine Department of Economic and Community Development (the "Department"), approving the *Tenth Amendment to the Rte 111-Mill Redevelopment Transit-Oriented Municipal Development and Tax Increment Financing District* and the Rte 111-Mill Development Program related thereto and approving the *Saco-Lowell Municipal Development and Tax Increment Financing District* and the Riverdam Development Program related thereto;

ORDERED AS FOLLOWS:

EXHIBIT G
CITY COUNCIL ORDER

Section 1. The City of Biddeford hereby approves the Tenth Amendment to the Rte 111-Mill Redevelopment Transit-Oriented TIF District and Development Program; such amendment to be pursuant to the following findings, terms, and provisions:

Section 2. The City Council hereby finds and determines that:

a. This amendment to the Rte 111-Mill Development Program will not result in the Rte 111-Mill District falling out of compliance with any of the conditions of 30-A M.R.S.A. Section 5223(3); and

b. The Rte 111-Mill District and the Rte 111-Mill Development Program will make a contribution to the economic growth and well being of the City of Biddeford and the surrounding region, and will contribute to the betterment of the health, welfare and safety of the inhabitants of the City of Biddeford, including a broadened and improved tax base and economic stimulus, and therefore constitutes a good and valid public purpose. The City has considered all evidence, if any, presented to it with regard to any adverse economic effect on or detriment to any existing business and has found and determined that such adverse economic effect on or detriment to any existing business, if any, is outweighed by the contribution expected to be made through the Ninth Amendment to the Rte 111-Mill Development Program.

Section 3. Pursuant to the provisions of 30-A M.R.S.A. § 5227, the percentage of increased assessed value to be retained as captured assessed value in accordance with the Rte 111-Mill Development Program is hereby established as set forth in the Rte 111-Mill Development Program.

Section 4. The City Manager, or his duly appointed representative, is hereby authorized, empowered and directed to submit the proposed Tenth Amendment to the Rte 111-Mill Development Program for the Rte 111-Mill District to the Department for review and approval pursuant to the requirements of 30-A M.R.S.A. § 5226.

Section 5. The foregoing adoption of the Tenth Amendment to the Rte 111-Mill Development Program for the Rte 111-Mill District shall automatically become final and shall take full force and effect upon receipt by the City of approval of the by the Department, without requirement of further action by the City, the City Council, or any other party.

Section 6. The City Manager, or his duly appointed representative, is hereby authorized and empowered, at his discretion, from time to time, to make such revisions to the Tenth Amendment to the Rte 111-Mill Development Program for the Rte 111-Mill District as the City Manager, deems reasonably necessary or convenient in order to facilitate the process for review and approval of the Rte 111-Mill District by the Department, or for any other reason, so long as such revisions are not inconsistent with these resolutions or the basic structure and intent of the Rte 111-Mill Development Program.

Section 7. The City of Biddeford hereby designates the Saco-Lowell District and adopts the associated Saco-Lowell Development Program for the Saco-Lowell District; such designation and adoption to be pursuant to the following findings, terms, and provisions:

EXHIBIT G
CITY COUNCIL ORDER

Section 8. The City Council hereby finds and determines that:

- a. At least twenty-five percent (25%), by area, of the real property within the Saco-Lowell District, as hereinafter designated, is suitable for commercial uses; and
- b. The total area of the Saco-Lowell District does not exceed two percent (2%) of the total acreage of the City, and the total area of all existing and proposed development districts within the City (including the Saco-Lowell District) does not exceed five percent (5%) of the total acreage of the City; and
- c. The original assessed value of all existing and proposed tax increment financing districts (including the Saco-Lowell District) does not exceed five percent (5%) of the total value of equalized taxable property within the City as of April 1, 2020; and
- d. The Saco-Lowell District and pursuit of the Saco-Lowell Development Program will make a contribution to the economic growth and well-being of the City of Biddeford and the surrounding region, and will contribute to the betterment of the health, welfare and safety of the inhabitants of the City of Biddeford, including a broadened and improved tax base and economic stimulus, and therefore constitutes a good and valid public purpose. The City has considered all evidence, if any, presented to it with regard to any adverse economic effect on or detriment to any existing business and has found and determined that such adverse economic effect on or detriment to any existing business, if any, is outweighed by the contribution expected to be made through the Saco-Lowell District and Saco-Lowell Development Program.

Section 9. Pursuant to the provisions of 30-A M.R.S.A. § 5227, the percentage of increased assessed value to be retained as captured assessed value in accordance with the Saco-Lowell Development Program is hereby established as set forth in the Saco-Lowell Development Program.

Section 10. The City Manager, or his duly appointed representative, is hereby authorized, empowered and directed to submit the proposed Saco-Lowell Development Program for the Saco-Lowell District to the State of Maine Department of Economic and Community Development for review and approval pursuant to the requirements of 30-A M.R.S.A. § 5226.

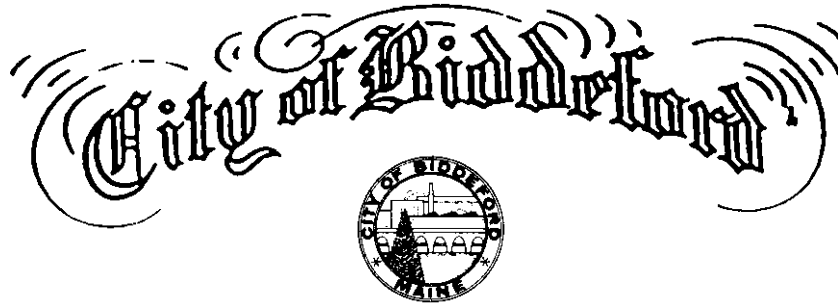
Section 11. The foregoing designation of the Saco-Lowell District and adoption of the Saco-Lowell Development Program for the Saco-Lowell District shall automatically become final and shall take full force and effect upon receipt by the City of approval by the State of Maine Department of Economic and Community Development, without requirement of further action by the City, the City Council, or any other party.

EXHIBIT G
CITY COUNCIL ORDER

Section 12. The City Manager, or his duly appointed representative, is hereby authorized and empowered, at his discretion, from time to time, to make such revisions to the Saco-Lowell District and Saco-Lowell Development Program for the Riverdam District as the City Manager may deem reasonably necessary or convenient in order to facilitate the process for review and approval of the District by the State of Maine Department of Economic and Community Development, or for any other reason, so long as such revisions are not inconsistent with these resolutions or the basic structure and intent of the Saco-Lowell Development Program.

Section 13. The City Manager, in the name and on behalf of the City, is hereby authorized and directed to enter into a credit enhancement agreement between the City and the developer of the project to be located in the Saco-Lowell District, on terms as described in the Saco-Lowell Development Program and any other negotiated agreements between the City and the Developer.

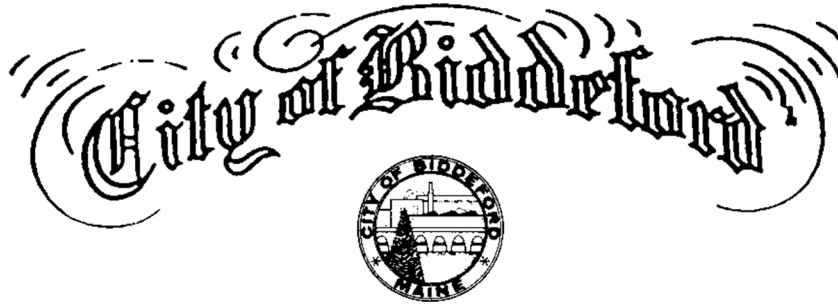
Dated: December 15, 2020



2020.120

IN BOARD OF CITY COUNCIL..DECEMBER 15, 2020

BE IT ORDERED, that the City Council of the City of Biddeford does hereby authorize the remaining payments allocated in the FY21 Municipal Service Budget.



IN BOARD OF CITY COUNCIL...DECEMBER 15, 2020
ORDERED, that I, Alan M. Casavant, Mayor of the City of Biddeford, do hereby
re-appoint:

Frederick Oliver
316 Granite Street
Ward 3

to the *Airport Commission*, for a term to expire in December 2023.

CITY OF BIDDEFORD

Application for City Committees, Commissions and Boards

Date: 11-20-2020

Name: FREDERICK A. OLIVER

Street Address: 316 GRANITE STREET
BIDDEFORD, ME. 04005

Mailing Address:
(if different) _____

Phone Number(s): 282 7184

Email Address: C.OLIVER9@MAIN.ME.COM

Which City Committee, Board or Commission do you request to be appointed to:

- | | |
|--|---|
| ☒ • Airport Commission | _____ • Harbor Commission |
| _____ • Biddeford Fire Advisory Committee | _____ • Historic Preservation Commission |
| _____ • Biddeford Housing Authority | _____ • Planning Board |
| _____ • Biddeford Police Advisory Committee | _____ • Policy Committee |
| _____ • Board of Assessment Review | _____ • Project Canopy Committee |
| _____ • Cable T.V. Committee | _____ • Recreation Commission |
| _____ • Capital Projects Committee | _____ • Shellfish Conservation Committee |
| _____ • Conservation Commission | _____ • Solid Waste Management Commission |
| _____ • Downtown Development Commission | _____ • Wastewater Management Commission |
| _____ • Economic Improvement Commission | _____ • Zoning Board of Appeals |

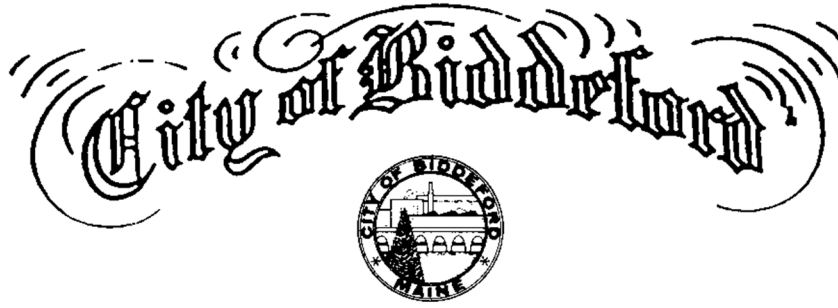
CITY OF BIDDEFORD
Committee Application

Please list any prior experience serving on any Public Boards, Commissions or Committees (and approximate dates)

Please list any other experience that may be pertinent to the Board or Committee in which you are requesting to serve on.

Please provide a brief statement describing your interest in serving the City of Biddeford.

Attach any additional information to this application and return it to the City Clerk's Office.



IN BOARD OF CITY COUNCIL...DECEMBER 15, 2020
ORDERED, that I, Alan M. Casavant, Mayor of the City of Biddeford, do hereby
re-appoint:

Dean Tourigny
12 Thatcher Brook Lane
Ward 6

to the *Airport Commission*, for a term to expire in December 2023.

CITY OF BIDDEFORD

Application for City Committees, Commissions and Boards

Date: 11/20/20

Name: Dean Toonigan

Street Address: 12 Thatcher Brook Lane

Mailing Address:
(if different)

Phone Number(s): H: 207-267-2476 C: 207-68-1745

Email Address: drdt@maine.rr.com

Which City Committee, Board or Commission do you request to be appointed to:

- | | |
|--|--|
| ☒ • Airport Commission | ☐ • Harbor Commission |
| ☐ • Biddeford Fire Advisory Committee | ☐ • Historic Preservation Commission |
| ☐ • Biddeford Housing Authority | ☐ • Planning Board |
| ☐ • Biddeford Police Advisory Committee | ☐ • Policy Committee |
| ☐ • Board of Assessment Review | ☐ • Project Canopy Committee |
| ☐ • Cable T.V. Committee | ☐ • Recreation Commission |
| ☐ • Capital Projects Committee | ☐ • Shellfish Conservation Committee |
| ☐ • Conservation Commission | ☐ • Solid Waste Management Commission |
| ☐ • Downtown Development Commission | ☐ • Wastewater Management Commission |
| ☐ • Economic Improvement Commission | ☐ • Zoning Board of Appeals |

CITY OF BIDDEFORD
Committee Application

Please list any prior experience serving on any Public Boards, Commissions or Committees (and approximate dates)

AIRPORT COMMISSION - 2 terms

Please list any other experience that may be pertinent to the Board or Committee in which you are requesting to serve on.

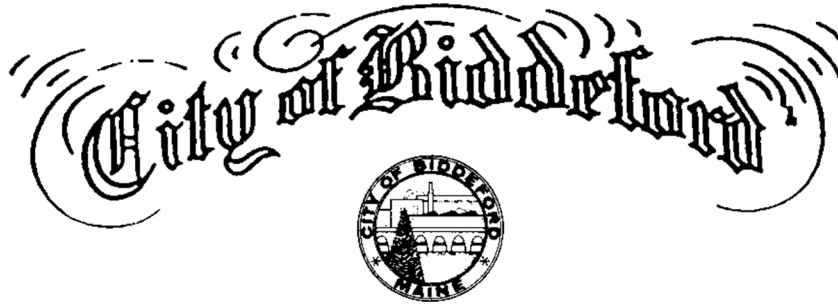
see above

Please provide a brief statement describing your interest in serving the City of Biddeford.

I feel a need to give back to this community in some way.

* Looking at possible move in the coming year. Possibly out of Biddeford.

Attach any additional information to this application and return it to the City Clerk's Office.



IN BOARD OF CITY COUNCIL...DECEMBER 15, 2020
ORDERED, that I, Alan M. Casavant, Mayor of the City of Biddeford, do hereby
re-appoint:

Charles Drapeau
8 Cherryfield Avenue
Ward 3

to the *Biddeford Fire Advisory Committee*, for a term to expire in December 2025.

CITY OF BIDDEFORD

Application for City Committees, Commissions and Boards

Date:

NOV 19, 2020

Name:

CHARLES R DRAPEAU

Street Address:

3 CHERRYFIELD AVE.

BIDDEFORD, ME 04005

Mailing Address:
(if different)

Phone Number(s):

CELL 207-710-1854

Email Address:

DRAPEAU S2@GMAIL.COM

Which City Committee, Board or Commission do you request to be appointed to:

- | | |
|--|--|
| ☒ • Airport Commission | ☐ • Harbor Commission |
| ☐ • Biddeford Fire Advisory Committee | ☐ • Historic Preservation Commission |
| ☐ • Biddeford Housing Authority | ☐ • Planning Board |
| ☐ • Biddeford Police Advisory Committee | ☐ • Policy Committee |
| ☐ • Board of Assessment Review | ☐ • Project Canopy Committee |
| ☐ • Cable T.V. Committee | ☐ • Recreation Commission |
| ☐ • Capital Projects Committee | ☐ • Shellfish Conservation Committee |
| ☐ • Conservation Commission | ☐ • Solid Waste Management Commission |
| ☐ • Downtown Development Commission | ☐ • Wastewater Management Commission |
| ☐ • Economic Improvement Commission | ☐ • Zoning Board of Appeals |

CITY OF BIDDEFORD
Committee Application

Please list any prior experience serving on any Public Boards, Commissions or Committees (and approximate dates)

- BIDDEFORD FIRE ADVISORY 2019-2020
- WATERBORO FIRE DEPT - 1970'S - 80'S
- ROAD REVIEW COM - WATERBORO - 2013-16
- FINANCE COM - WATERBORO, 1990-1995

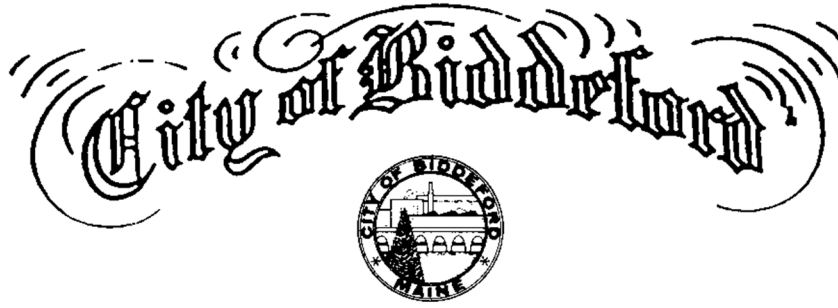
Please list any other experience that may be pertinent to the Board or Committee in which you are requesting to serve on.

WATERBORO FIRE DEPT.
WATERBORO FIRE DEPT - CHIEF
SUPERVISORY POSITIONS PRATT: WHITNEY
33 YEARS

Please provide a brief statement describing your interest in serving the City of Biddeford.

BORN IN BIDDEFORD -
RETURNED 2017
MY FAMILY LIVES HERE - VERY INTERESTED
IN FIRE SERVICE -
WANT TO BE PART OF AND HAVE
KNOWLEDGE OF COMMUNITY

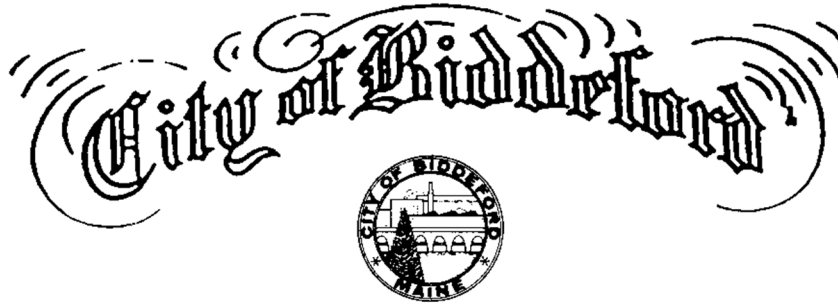
Attach any additional information to this application and return it to the City Clerk's Office.



IN BOARD OF CITY COUNCIL...DECEMBER 15, 2020
ORDERED, that I, Alan M. Casavant, Mayor of the City of Biddeford, do hereby
appoint:

Carolyn Southwick as Chair of the Biddeford Police Advisory Committee

The Chair will serve a 2-year term.



IN BOARD OF CITY COUNCIL...DECEMBER 15, 2020
ORDERED, that I, Alan M. Casavant, Mayor of the City of Biddeford, do hereby re-appoint:

Andrew Barrs
12 Sevigny Avenue
Ward 2

to the *Biddeford Police Advisory Committee*, for a term to expire in December 2025.

BE IT FURTHER ORDERED, that Andrew Barrs be appointed as Vice Chair of the Biddeford Police Advisory Committee.

CITY OF BIDDEFORD

Application for City Committees, Commissions and Boards

Date: 11/23/2020

Name: Andrew Barrs

Street Address: 12 Seigny Ave

Mailing Address:
(if different)

Phone Number(s): 508-965-1761

Email Address: acbarrs@gmail.com

Which City Committee, Board or Commission do you request to be appointed to:

- | | |
|---|---|
| ☐ • Airport Commission | ☐ • Harbor Commission |
| ☐ • Biddeford Fire Advisory Committee | ☐ • Historic Preservation Commission |
| ☐ • Biddeford Housing Authority | ☐ • Planning Board |
| ☒ • Biddeford Police Advisory Committee | ☐ • Policy Committee |
| ☐ • Board of Assessment Review | ☐ • Project Canopy Committee |
| ☐ • Cable T.V. Committee | ☐ • Recreation Commission |
| ☐ • Capital Projects Committee | ☐ • Shellfish Conservation Committee |
| ☐ • Conservation Commission | ☐ • Solid Waste Management Commission |
| ☐ • Downtown Development Commission | ☐ • Wastewater Management Commission |
| ☐ • Economic Improvement Commission | ☒ • Zoning Board of Appeals |

CITY OF BIDDEFORD
Committee Application

Please list any prior experience serving on any Public Boards, Commissions or Committees (and approximate dates)

2018-2020 Zoning board of appeals
2018-2020 Police Advisory Committee

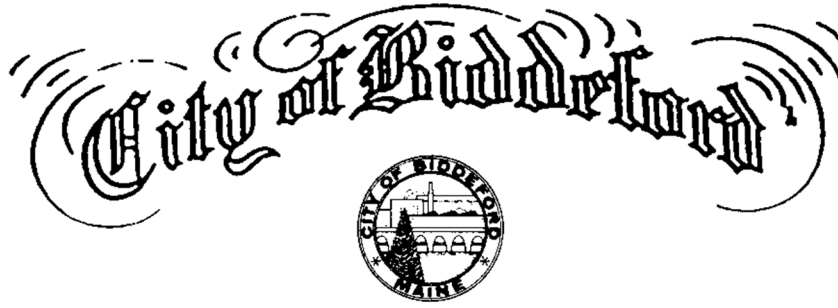
Please list any other experience that may be pertinent to the Board or Committee in which you are requesting to serve on.

20+ years DoD experience
20+ years Program Management experience

Please provide a brief statement describing your interest in serving the City of Biddeford.

I would like to stay involved and give back to the community

Attach any additional information to this application and return it to the City Clerk's Office.



IN BOARD OF CITY COUNCIL...DECEMBER 15, 2020
ORDERED, that I, Alan M. Casavant, Mayor of the City of Biddeford, do hereby
re-appoint:

Susan Swanton
110 Old Pool Road
Ward 1

to the *Downtown Development Commission*, for a term to expire in December 2023.

CITY OF BIDDEFORD

Application for City Committees, Commissions and Boards

Date: Nov. 25, 2020

Name: Susan Swanton

Street Address: 110 Old Pool Road

Biddeford, ME 04005

Mailing Address:
(if different) _____

Phone Number(s): 207-281-2453 (c)

Email Address: susanswanton2@gmail.com

Please indicate whether you would like your contact information posted on the City's website:

☒ YES

☐ NO

Which City Committee, Board or Commission do you request to be appointed to:

- | | |
|---|---|
| ☐ • Ad Hoc Comprehensive Plan Comm. | ☐ • Harbor Commission |
| ☐ • Biddeford Housing Authority | ☐ • Historical Preservation Commission |
| ☐ • Board of Assessment Review | ☐ • Planning Board |
| ☐ • Cable T. V. Committee | ☐ • Police Commission |
| ☐ • Capital Projects/Operations Committee | ☐ • Policy Committee |
| ☐ • Conservation Commission | ☐ • Project Canopy |
| ☒ • Downtown Development Commission | ☐ • Recreation Commission |
| ☐ • Economic Improvement Committee | ☐ • Saco River Corridor Commission |
| ☐ • Environmental Board | ☐ • Shellfish Conservation Committee |
| ☐ • Fire Commission | ☐ • Solid Waste Management Commission |
| ☐ | ☐ • Wastewater Management Commission |
| ☐ | ☐ • Zoning Board of Appeals |
| ☐ | ☐ • Other Strategic Planning |

CITY OF BIDDEFORD
Committee Application

Please list any prior experience serving on any Public Boards, Commissions or Committees (and approximate dates)

Submerged Lands Task Force (ME Legislature – 1995?)

Submerged Lands Working Group (Bureau of Parks & Lands 2008/9)

Stormwater General Permit Working Groups (ME DEP 2 rounds, early/mid 2000's)

Boat Yards & Marinas Initiative (ME DEP 2002-2004)

Downtown Development Commission (2017 – present)

Please list any other experience that may be pertinent to the Board or Committee in which you are requesting to serve on.

Served as strategic planning trainer/coordinator for District One, Altrusa International, Inc.

Served on ME DOL WIOA strategic planning working group

Current member Downtown Development Commission

Please provide a brief statement describing your interest in serving the City of Biddeford.

I'm one of those people who likes to have a volunteer project to work on and while I serve on a couple of non-profit boards it is important to me to give a little back to what has been my home town for more than 40 years. I welcome the opportunity to do so by continuing to serve on the DDC.

Attach any additional information to this application and return it to the City Clerk's Office.

BIOGRAPHY

Susan Swanton

Executive Director - Retired

Maine Marine Trades Association

www.mainemarinetrades.com



Ms. Swanton began her career in the marine industry in 1979. For nearly twenty years she worked primarily as a service manager in small boatyards located on Maine's southern coast. Other industry experience includes managing a major marine retail operation and inside sales work for a marine wholesaler.

In 1997, she accepted a position as Executive Director of the Maine Marine Trades Association – a statewide organization that represents approximately 150 member firms that are engaged in all aspects of boat building, repair, and service. During her tenure in this position she has played a significant role in creating the Maine Marine Trades Apprenticeship Program, the Maine Clean Boatyards & Marinas Program (the first in the nation to be housed in a trade association) and several other environmental initiatives in partnership with EPA Region 1 and Maine Dept. of Environmental Protection. In addition, she was instrumental in the creation of the Marine Systems Training Center, a program of the MMTA which focused on providing high quality, high demand training for incumbent workers, and she co-chaired Maine's North Star Alliance Initiative, a \$14.4M federal grant.

RECOGNITIONS/APPOINTMENTS:

2004

US Environmental Protection Agency – New England Region Environmental Merit Award recognizing groundbreaking work on Maine Clean Boatyards & Marinas Program, New England Clean Marine Engines Initiative, etc.

2005

Recipient - District Fifteen Altrusa International, Inc. Reciprocal Career Exchange which provided the opportunity to spend several weeks studying the recreational marine industry in New Zealand

Appointed by Gov. John E. Baldacci to serve on the Maine Jobs Council – Maine's statewide workforce investment board (reappointed – 2008)

2008

National Skills Coalition Leadership Council (reappointed 2013)

2011

American Boat Builders & Repairers Association – Commitment to Training Award

2017

American Boat Builders & Repairers Association – Dennis Snow President's Award

Maine Marine Trades Association - Francis L. Pierce Award for Outstanding Service to the Maine Marine Trades Industry

PUBLIC POLICY EXPERIENCE:

Maine Dept. of Environmental Protection:

- Boatyards & Marinas Initiative – member stakeholders' group (rewrote BMP manual)
- Stormwater Permit Program – member stakeholders' group

Maine Dept. of Conservation:

- Served on the Submerged Lands Task Force as directed by the Maine Legislature's Joint Standing Committee on Agriculture, Conservation and Forestry

Maine Coastal Program

- NOAA Working Waterfronts Project of Special Merit – advisory committee member

2016

City of Biddeford Strategic Planning Steering Committee

2017

Commissioner – Downtown Development Commission

Provided testimony to Maine State legislature on various topics

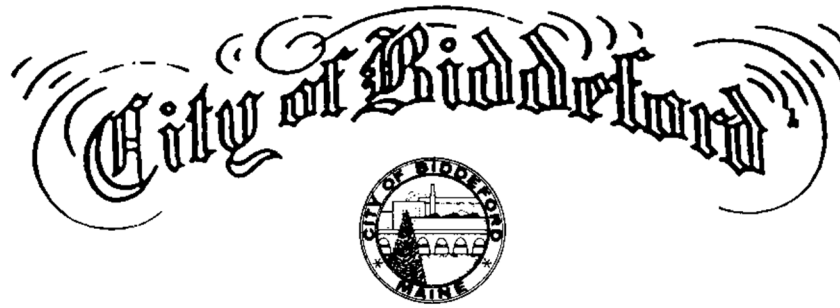
Provided Policy Briefing for Congress at the request of the Senate Oceans Caucus

PROFESSIONAL AFFILIATIONS

- Maine's North Star Alliance Initiative – co-chair Executive Committee (Maine's successful US DOL WIRED Initiative grant submission - Workforce Investment in Regional Economic Development - \$14.4M awarded) 2006 – 2009
- Maine Jobs Council – member statewide workforce investment board 2005 - 2011
- Maine Sea Grant College Program – member Policy Advisory Committee 2002 -2014
- Maine's Working Waterfront Coalition – founding member, Executive Committee member
- MITEC (Marine Industry Training & Education Council) – council member, vice chair
- [National Skills Coalition](#) – member National Leadership Council – 2008 - 2014
- [The Landing School](#) of Boatbuilding and Design – Board of Trustees – 2012 – present; current Vice Chair and Chair of the Governance Committee
- [American Boat Builders & Repairers Association](#) – mentor for Certified Marine Service Manager program candidates

VOLUNTEER AFFILIATIONS

- [The Ecology School](#) – member Board of Directors; chair – Governance Committee
- Past President Altrusa International, Inc. of Biddeford-Saco, Maine
- Past Governor District One Altrusa International, Inc. (territory includes New England, Eastern Canada, and Bermuda)
- Former Strategic Planning Trainer and Coordinator District One Altrusa International, Inc.
- Former director [Altrusa International, Inc.](#), Chicago, IL
- Member and Past Vice Commodore Biddeford Pool Yacht Club
- Past President American Cancer Society – York Unit



IN BOARD OF CITY COUNCIL...DECEMBER 15, 2020
ORDERED, that I, Alan M. Casavant, Mayor of the City of Biddeford, do hereby
appoint:

Ari Brandstein
6 Buckleys Court
Ward 2

to the *Downtown Development Commission*, for a term to expire in December 2023.

CITY OF BIDDEFORD

Application for City Committees, Commissions and Boards

Date: 12/2/2020

Name: Ari Brandstein

Street Address: 6 Buckleys Court
Biddeford, Maine 04005

Mailing Address:
(if different) _____

Phone Number(s): 413-636-2608

Email Address: Aribrandstein@gmail.com

Which City Committee, Board or Commission do you request to be appointed to:

- | | |
|---|--|
| ☐ • Airport Commission | ☐ • Harbor Commission |
| ☐ • Biddeford Fire Advisory Committee | ☐ • Historic Preservation Commission |
| ☒ • Biddeford Housing Authority | ☐ • Planning Board |
| ☒ • Biddeford Police Advisory Committee | ☒ • Policy Committee |
| ☐ • Board of Assessment Review | ☐ • Project Canopy Committee |
| ☐ • Cable T.V. Committee | ☐ • Recreation Commission |
| ☐ • Capital Projects Committee | ☐ • Shellfish Conservation Committee |
| ☐ • Conservation Commission | ☐ • Solid Waste Management Commission |
| ☒ • Downtown Development Commission | ☐ • Wastewater Management Commission |
| ☐ • Economic Improvement Commission | ☐ • Zoning Board of Appeals |

CITY OF BIDDEFORD
Committee Application

Please list any prior experience serving on any Public Boards, Commissions or Committees (and approximate dates)

My experience serving on any Public Boards, Commissions or Committees is limited. I have just recently finished my graduate program and work full time so my free time was recently very consumed. While in school, I was a member of a training committee in the Commonwealth of Massachusetts Judicial Branch for transgender education which was led by the Chief Judge of the Family and Probate Court in 2018. This year, I have been placed on the committee in the Maine Judicial Branch to create policy on the resumption of evictions and small claim cases in Maine courts.

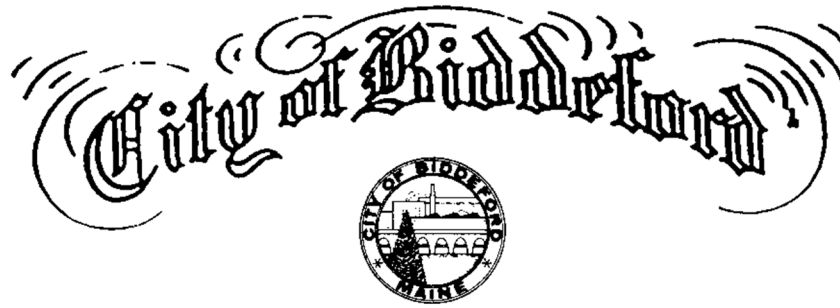
Please list any other experience that may be pertinent to the Board or Committee in which you are requesting to serve on.

I am requesting to serve on either the Police Advisory Committee or the Downtown Development Commission, as they have vacancies. I have also selected the Biddeford Housing Authority or the Policy Committee as well should an opening come up. I hold a Bachelor's degree in Political Science and a Master's in Public Policy. I have work in the Judicial Branch in Massachusetts and in Maine in a supervisory capacity. Besides my educational experience of studying the creation, implementation, and enforcement of policy, I also hold career experience working in a government setting. The roles I play in my current position are to uphold and follow very direct government policy while promoting equal access to justice for all citizens and businesses in Maine.

Please provide a brief statement describing your interest in serving the City of Biddeford.

My interest in serving on a committee for Biddeford is two-fold. Very simply and to start, I want to do it for experience and an opportunity to learn more about how smaller city government operates. The second reason is because I care about my community. My wife and I spent two years looking for homes and communities to start our family. We lived with my mother until we could find the perfect place. Ultimately, we chose Biddeford because of the growth we are seeing. I have a fierce passion to advocate and work hard for the community I live in. I have seen how much Biddeford has changes and I also see how much more Biddeford can change. I want to be a part of this. I think my passion and skills would help while serving as a citizen member of a board/committee.

Attach any additional information to this application and return it to the City Clerk's Office.



IN BOARD OF CITY COUNCIL...DECEMBER 15, 2020
ORDERED, that I, Alan M. Casavant, Mayor of the City of Biddeford, do hereby
re-appoint:

Jeff Cabral
50 Adams Street, #5
Ward 5

to the *Historic Preservation Commission*, for a term to expire in December 2023.

CITY OF BIDDEFORD

Application for City Committees, Commissions and Boards

Date:

11/20/20

Name:

Jeff Cabral

Street Address:

50 Adams St #5

Biddeford ME 04005

Mailing Address:
(if different)

Phone Number(s):

(302) 858-8351

Email Address:

jcabral@mcArthurLib.me.us

Which City Committee, Board or Commission do you request to be appointed to:

- | | |
|--|--|
| ☐ • Airport Commission | ☒ • Harbor Commission |
| ☐ • Biddeford Fire Advisory Committee | ☐ • Historic Preservation Commission |
| ☐ • Biddeford Housing Authority | ☐ • Planning Board |
| ☐ • Biddeford Police Advisory Committee | ☐ • Policy Committee |
| ☐ • Board of Assessment Review | ☐ • Project Canopy Committee |
| ☐ • Cable T.V. Committee | ☐ • Recreation Commission |
| ☐ • Capital Projects Committee | ☐ • Shellfish Conservation Committee |
| ☐ • Conservation Commission | ☐ • Solid Waste Management Commission |
| ☐ • Downtown Development Commission | ☐ • Wastewater Management Commission |
| ☐ • Economic Improvement Commission | ☐ • Zoning Board of Appeals |

CITY OF BIDDEFORD
Committee Application

Please list any prior experience serving on any Public Boards, Commissions or Committees (and approximate dates)

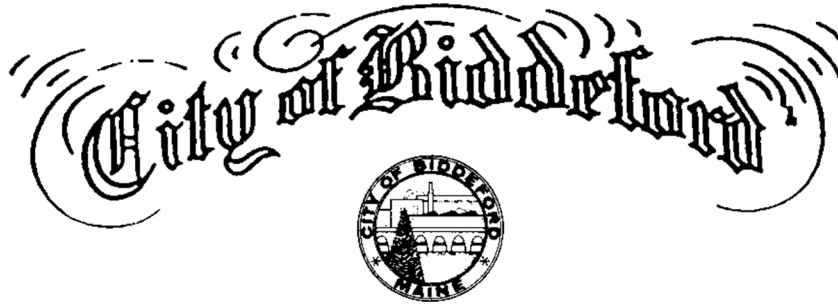
Historic Preservation Commission	2012-Present
Biddeford Historic Society (Board Member)	2018-Present
Biddeford Mills Museum (Board President)	2012-Present
Bid/Saco Chamber of Commerce (Board Member)	2020-Present
McArthur Home for the Aged (Board Member)	2015-Present
Maine Library Commission	2013-Present

Please list any other experience that may be pertinent to the Board or Committee in which you are requesting to serve on.

Please provide a brief statement describing your interest in serving the City of Biddeford.

I have recently been appointed Chair of the HPC, and we have a fantastic group of members who serve to uphold the ordinance. It's my pleasure to continue to serve the City in this role on the Commission.

Attach any additional information to this application and return it to the City Clerk's Office.



IN BOARD OF CITY COUNCIL...DECEMBER 15, 2020
ORDERED, that I, Alan M. Casavant, Mayor of the City of Biddeford, do hereby
re-appoint:

Spiros Droggitis
2 Main Street, #35-201
Ward 5

to the *Planning Board*, for a term to expire in December 2023.

CITY OF BIDDEFORD

Application for City Committees, Commissions and Boards

Date: November 21, 2020

Name: Spiros C. Droggitis

Street Address: 2 Main Street, Suite 35-201
Biddeford, Maine 04005

**Mailing Address:
(if different)**

Phone Number(s): 240-479-1964

Email Address: spiros.droggitis@verizon.net

Which City Committee, Board or Commission do you request to be appointed to:

- | | |
|--|--|
| ☐ • Airport Commission | ☐ • Harbor Commission |
| ☐ • Biddeford Fire Advisory Committee | ☐ • Historic Preservation Commission |
| ☐ • Biddeford Housing Authority | ☒ • Planning Board |
| ☐ • Biddeford Police Advisory Committee | ☐ • Policy Committee |
| ☐ • Board of Assessment Review | ☐ • Project Canopy Committee |
| ☐ • Cable T.V. Committee | ☐ • Recreation Commission |
| ☐ • Capital Projects Committee | ☐ • Shellfish Conservation Committee |
| ☐ • Conservation Commission | ☐ • Solid Waste Management Commission |
| ☐ • Downtown Development Commission | ☐ • Wastewater Management Commission |
| ☐ • Economic Improvement Commission | ☐ • Zoning Board of Appeals |

CITY OF BIDDEFORD
Committee Application

Please list any prior experience serving on any Public Boards, Commissions or Committees (and approximate dates)

Planning Board from Nov./Dec. 2018 to the present

Downtown Development Commission from mid-2016 to December 2018

Appointed by Mayor Casavant to serve on the committee in 2017 to review bids from parking lot consultants and engineering firms on the prospective parking garage in Biddeford.

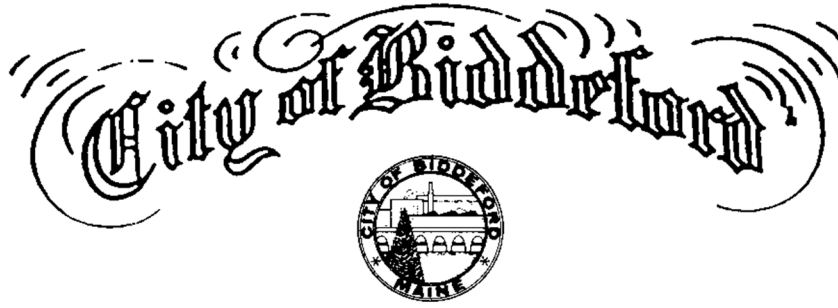
Please list any other experience that may be pertinent to the Board or Committee in which you are requesting to serve on.

During my many years at the U.S. Nuclear Regulatory Commission in Washington, DC, I served on committees and panels where I learned the value of receiving a variety of views and perspectives on issues, but also the need to reach decisions on matters based on the best information available and within the dictates of the applicable laws and requirements.

Please provide a brief statement describing your interest in serving the City of Biddeford.

Born and raised in Biddeford, I returned to Biddeford in 2015 after 40 years in the Washington, DC area where I worked for the U.S. Senate, the Office of Senator Edmund S. Muskie of Maine, including his reelection campaign in 1976, and the U.S. Nuclear Regulatory Commission (NRC). I also worked for a year in the Washington office for Fiber Materials, Inc. I retired from the NRC in 2012 as Associate Director for Federal and External Affairs within the Office of Congressional Affairs. My wife and I now live in the Mill District where we have developed an interest in the revitalization of downtown Biddeford and the City as a whole. My grandfather once operated a shoe shine and repair shop on Main Street and later on Washington Street. My father and his three brothers founded and operated the Wonder Bar Steak House from 1935 to 1982. I hope to see Biddeford return to the thriving downtown it once was in those days.

Attach any additional information to this application and return it to the City Clerk's Office.



IN BOARD OF CITY COUNCIL...DECEMBER 15, 2020
ORDERED, that I, Alan M. Casavant, Mayor of the City of Biddeford, do hereby
re-appoint:

Timothy Stebbins
29 Harold Avenue
Ward 3

to the *Recreation Commission*, for a term to expire in December 2025.

CITY OF BIDDEFORD

Application for City Committees, Commissions and Boards

Date: 11-24-2020

Name: Tim Stebbins

Street Address: 29 Harold Ave.

Biddeford, ME 04005

Mailing Address:
(if different) _____

Phone Number(s): 207-391-3228

Email Address: tstebbins@biddefordschools.me

Which City Committee, Board or Commission do you request to be appointed to:

- | | |
|--|--|
| ☐ Airport Commission | ☐ Harbor Commission |
| ☐ Biddeford Fire Advisory Committee | ☐ Historic Preservation Commission |
| ☐ Biddeford Housing Authority | ☐ Planning Board |
| ☐ Biddeford Police Advisory Committee | ☐ Policy Committee |
| ☐ Board of Assessment Review | ☐ Project Canopy Committee |
| ☐ Cable T.V. Committee | ☒ Recreation Commission |
| ☐ Capital Projects Committee | ☐ Shellfish Conservation Committee |
| ☐ Conservation Commission | ☐ Solid Waste Management Commission |
| ☐ Downtown Development Commission | ☐ Wastewater Management Commission |
| ☐ Economic Improvement Commission | ☐ Zoning Board of Appeals |

CITY OF BIDDEFORD
Committee Application

Please list any prior experience serving on any Public Boards, Commissions or Committees (and approximate dates)

I have served for about 8 years on Recreation Committee. In the past I served on St. James School Board. I have also been on youth sports boards in the past.

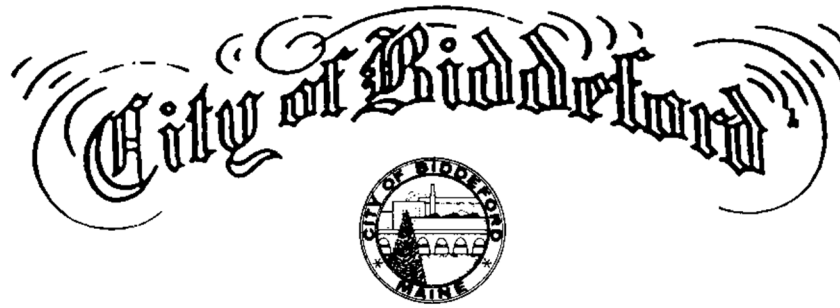
Please list any other experience that may be pertinent to the Board or Committee in which you are requesting to serve on.

Education: Teacher, Coach, Administration

Please provide a brief statement describing your interest in serving the City of Biddeford.

Simply said; I just want to give something back to the community I have always lived in. I'm also interested in seeing Biddeford provide as many recreational opportunities as possible.

Attach any additional information to this application and return it to the City Clerk's Office.



IN BOARD OF CITY COUNCIL...DECEMBER 15, 2020
ORDERED, that I, Alan M. Casavant, Mayor of the City of Biddeford, do hereby
re-appoint:

Roland Pelletier
10 Debbie Avenue
Ward 3

to the *Shellfish Conservation Committee*, for a term to expire in December 2023.

CITY OF BIDDEFORD

Application for City Committees, Commissions and Boards

Date: 11-21-2020

Name: ROLAND PELLETIER

Street Address: 10 DEBBIE AVE.
BIDDEFORD, MAINE 04005

Mailing Address:
(if different) _____

Phone Number(s): 207-282-6792 (CELL 207-229-3193)

Email Address: ROLAND.NOMI@MAINE.RRA.COM

Which City Committee, Board or Commission do you request to be appointed to:

- | | |
|--|--|
| ☐ Airport Commission | ☐ Harbor Commission |
| ☐ Biddeford Fire Advisory Committee | ☐ Historic Preservation Commission |
| ☐ Biddeford Housing Authority | ☐ Planning Board |
| ☐ Biddeford Police Advisory Committee | ☐ Policy Committee |
| ☐ Board of Assessment Review | ☐ Project Canopy Committee |
| ☐ Cable T.V. Committee | ☐ Recreation Commission |
| ☐ Capital Projects Committee | ☒ Shellfish Conservation Committee |
| ☐ Conservation Commission | ☐ Solid Waste Management Commission |
| ☐ Downtown Development Commission | ☐ Wastewater Management Commission |
| ☐ Economic Improvement Commission | ☐ Zoning Board of Appeals |

CITY OF BIDDEFORD
Committee Application

Please list any prior experience serving on any Public Boards, Commissions or Committees (and approximate dates)

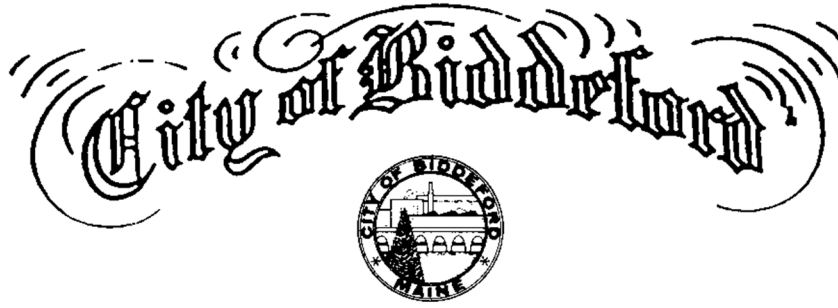
Shellfish conservation committee from 2014 to 2020

30+ year with the Coastguard Auxiliary 1984 to 2020

Please list any other experience that may be pertinent to the Board or Committee in which you are requesting to serve on.

Please provide a brief statement describing your interest in serving the City of Biddeford.

Attach any additional information to this application and return it to the City Clerk's Office.



IN BOARD OF CITY COUNCIL...DECEMBER 15, 2020
ORDERED, that I, Alan M. Casavant, Mayor of the City of Biddeford, do hereby
re-appoint:

Bobby Mills
10 Windsor Lane
Ward 4

to the *Zoning Board of Appeals*, for a term to expire in December 2023.

CITY OF BIDDEFORD
Committee Application

Please list any prior experience serving on any Public Boards, Commissions or Committees (and approximate dates)

I HAVE SERVED ON VARIOUS BOARDS AND COMMISSIONS FOR A NUMBER OF YEARS.

Please list any other experience that may be pertinent to the Board or Committee in which you are requesting to serve on.

CITY COUNCIL 2007 - 2017

ZONING BOARD OF APPEALS 2017 - PRESENT

WASTEWATER 2007 OFF AND TILL NOW
ENVIRONMENTAL COMMISSION

Please provide a brief statement describing your interest in serving the City of Biddeford.

I ENJOY BEING PART OF THE PROCESS OF APPEALS AND REVIEWING INFORMATION. I WOULD LIKE TO CONTINUE WITH IT.

Attach any additional information to this application and return it to the City Clerk's Office.

CITY OF BIDDEFORD

Application for
City Committees, Commissions and Boards

Date: 11/22/2020

Name: BOBBY MILLS

Street Address: 10 WINDSOR LANE
BIDDEFORD, ME 04005

Mailing Address:
(if different) _____

Phone Number(s): (207) 205-7977

Email Address: bjmills1965@gmail.com

Which City Committee, Board or Commission do you request to be appointed to:

- | | |
|--|--|
| ☐ Airport Commission | ☐ Harbor Commission |
| ☐ Biddeford Fire Advisory Committee | ☐ Historic Preservation Commission |
| ☐ Biddeford Housing Authority | ☐ Planning Board |
| ☐ Biddeford Police Advisory Committee | ☐ Policy Committee |
| ☐ Board of Assessment Review | ☐ Project Canopy Committee |
| ☐ Cable T.V. Committee | ☐ Recreation Commission |
| ☐ Capital Projects Committee | ☐ Shellfish Conservation Committee |
| ☐ Conservation Commission | ☐ Solid Waste Management Commission |
| ☐ Downtown Development Commission | ☒ Wastewater Management Commission |
| ☐ Economic Improvement Commission | ☐ Zoning Board of Appeals |

REAPPOINTMENT