

**SPECIAL COUNCIL MEETING
DECEMBER 12, 2017**

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

Roll Call: Michael Swanton, John McCurry, Jr., Stephen St. Cyr, Victoria Foley, Norman Belanger, Michael Ready, Marc Lessard
Laura Seaver arrived at 6:49 p.m.

Robert Quattrone, Jr. was excused.

The Council, and all who were present, recited the Pledge of Allegiance.

Adjustment to the Agenda:

➤ **Add Order 2017.140) Establishment of Summer Staffing Reserve Fund 2017.140 IN BOARD OF CITY COUNCIL..DECEMBER 12, 2017**
BE IT ORDERED, that the City Council of the City of Biddeford does hereby authorize the establishment of a Summer Staffing Reserve Fund funding it with \$50,000 from unassigned fund balance.

Motion by Councilor McCurry, seconded by Councilor Lessard to grant the order.
Vote: Unanimous.

Game of Chance Application: Fraternal Order of Eagles, #804

Motion by Councilor McCurry, seconded by Councilor Lessard to recommend the issuance of the Game of Chance licenses to Fraternal Order of Eagles, #804.
Vote: Unanimous.

Public Hearing: Liquor License Application: Brown and Brown Hospitality, LLC dba Elda

The Chair opened the public hearing at 6:07 p.m.

There were no public comments.

The public hearing was closed at 6:07 p.m.

Consideration of Liquor License Application: Brown and Brown Hospitality, LLC dba Elda

Motion by Councilor McCurry, seconded by Councilor Lessard to recommend the issuance of a liquor license to Brown and Brown Hospitality, LLC dba Elda.
Vote: Unanimous.

Presentation: Parking Garage Design Proposals

Members from Desman Design Management presented parking garage options for three possible sites within the City. The sites include: (1) Washington and Federal Street Lot; (2) Former Maine Energy Recovery Lot; and (3) Pepperell Plaza. It was noted that the City owns the two lots; however, does not own Pepperell Plaza.

Parking garage designs were shown for each proposed location, along with information on how many parking spaces would be incorporated in each design and the approximate costs for each design.

Presentation: Winter Parking Update

City Manager, James Bennett discussed the way snow event parking bans and snow removal parking bans will be handled this winter season. One of the biggest changes is that parking bans will now be posted to begin at a later time in some areas of the downtown. City Staff has also been working with the tow companies to ensure that they are willing and able to starting towing at a later hour.

Councilor McCurry suggested that the Council hold a workshop on this issue. Councilor Foley stressed that messaging to the public needs to be clear and consistent; and that the messaging needs to get out to all business owners and citizens alike.

Consideration of Minutes: November 21, 2017

Motion by Councilor Ready, seconded by Councilor Swanton to accept the minutes as printed.
Vote: Unanimous.

Orders of the Day:

2017.129

IN BOARD OF CITY COUNCIL..DECEMBER 12, 2017

BE IT ORDERED that the City Council of the City of Biddeford nominate and elect a Council President.

Motion by Councilor Ready to nominate Councilor John McCurry, Jr. as Council President, seconded by Councilor Swanton.

Vote: Unanimous.

2017.130

IN BOARD OF CITY COUNCIL..DECEMBER 12, 2017

BE IT ORDERED, that the City Council of the City of Biddeford does hereby adopt Roberts Rules of Order, in conjunction with the Code of Ordinances, Appendix A, Rules of the Council.

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

Motion by Councilor Belanger to amend Appendix A-Rules of the Council, Sec. A-1. Rule 1(j) – to change from three minutes per speaker to five minutes per speaker.

Vote on amendment: 7/1; Councilor Lessard opposed.

Councilors Swanton, McCurry, St. Cyr, Foley, Belanger, Ready and Seaver in favor.

Motion carries.

Vote on order, as amended: 7/1; Councilor Lessard opposed.

Councilors Swanton, McCurry, St. Cyr, Foley, Belanger, Ready and Seaver in favor.

Motion carries.

2017.131

IN BOARD OF CITY COUNCIL..DECEMBER 12, 2017

BE IT ORDERED, that Mayor Alan Casavant's appointment of STEPHEN ST. CYR to the Finance Committee be confirmed.

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

Vote: Unanimous.

2017.132

IN BOARD OF CITY COUNCIL..DECEMBER 12, 2017

BE IT ORDERED, that the Council President's appointment to the Finance Committee be confirmed.

Motion by Councilor McCurry, seconded by Councilor Lessard to confirm the Council President's appointment of Michael Ready to the Finance Committee.

Vote: Unanimous.

2017.133

IN BOARD OF CITY COUNCIL..DECEMBER 12, 2017

BE IT ORDERED, that Mayor Casavant's appointment of Keith R. Jacques and the firm of Woodman Edmands Smith Danylik, Austin & Jacques, P.A., as City Solicitor, in accordance with the Charter of the City of Biddeford be confirmed.

Motion by Councilor Ready, seconded by Councilor Lessard to confirm the appointment of Keith Jacques, Esq. as City Solicitor.

Vote: Unanimous.

2017.134

IN BOARD OF CITY COUNCIL..DECEMBER 12, 2017

BE IT ORDERED, that I, Alan Casavant, Mayor of the City of Biddeford, do hereby appoint the following Councilors to the CAPITAL PROJECTS/OPERATIONS COMMITTEE:

Robert Quattrone Jr., CHAIR
Victoria Foley
Laura Seaver

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

Vote: Unanimous.

2017.135 **IN BOARD OF CITY COUNCIL..DECEMBER 12, 2017**
BE IT ORDERED, that I, Alan Casavant, Mayor of the City of Biddeford, do hereby appoint the following Councilors to the PERSONNEL COMMITTEE:

John McCurry, Jr., CHAIR
Norman Belanger
Michael Ready
Stephen St. Cyr

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

2017.136 **IN BOARD OF CITY COUNCIL..DECEMBER 12, 2017**
BE IT ORDERED, that I, Alan Casavant, Mayor of the City of Biddeford, do hereby appoint the following Councilors to the POLICY COMMITTEE:

Laura Seaver, CHAIR
Norman Belanger
Marc Lessard

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

2017.137 **IN BOARD OF CITY COUNCIL..DECEMBER 12, 2017**
BE IT ORDERED, that I, Alan Casavant, Mayor of the City of Biddeford, do hereby appoint the following Councilors to the following committees and commissions:

Cable TV Committee: *Michael Swanton*

Downtown Development Commission: *Victoria Foley*

Saco Joint Committee: *Michael Ready; Michael Swanton*

Solid Waste Management Commission: *Marc Lessard; Michael Swanton*

Wastewater Management Commission: *Robert Quattrone, Jr.*

York County Budget Committee: *Marc Lessard*

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

2017.138 **IN BOARD OF CITY COUNCIL..DECEMBER 12, 2017**
BE IT ORDERED, that the City Council of the City of Biddeford does here approve the purchase of Wearable Video System (Body Cam) from WatchGuard Inc. of Allen Texas, for the Biddeford Police Department; with a total purchase price of \$47,040. This purchase is funded through C.I.P.

Motion by Councilor McCurry, seconded by Councilor Lessard to grant the order.
Vote: 7/1; Councilor Swanton opposed.
Councilors McCurry, St. Cyr, Foley, Belanger, Ready, Seaver and Lessard in favor.
Motion carries.

2017.139 **IN BOARD OF CITY COUNCIL.... DECEMBER 12, 2017**
BE IT ORDERED, that the City Manager be authorized to accept EPA 319 grant funds on behalf of the City, in the amount of not to exceed \$139,790 for the implementation of the identified work plan in the initial phase of the Thatcher brook Watershed Implementation Project, Phase 1. An additional \$99,521 will be contributed to the total project cost from local match funds and in kind services. The total estimated project cost of \$239,311 includes costs for consulting services (to include such services as permitting, preliminary and final design, grant procurement/administration, bidding services, construction administration, and resident engineering), advertising expenses, and other costs as may be necessary for the implementation of the work plan.elements to improve the water quality in the Thatcher Brook Watershed as identified in the approved Thatcher Brook Watershed Master Plan and in the approved grant.

NOTE: This project will be funded 58.4% (not to exceed \$139,790) from an EPA grant and 41.6% (not to exceed \$99,521) from local matching funds and in kind services. This implementation plan is required to address water quality issues in the Thatcher Brook Watershed. Local Match funding for this project was approved as CIP items in fiscal years 2017 and 2018.

BE IT FURTHER ORDERED, that the City Manager be authorized to contract with the York County Soil and Water Conservation District, the project sub-grantee, in the amount of not to exceed \$49,790, to extend their previous services provided during the development and acceptance of the Thatcher Brook Watershed Master Plan, these services to include planning, permitting, preliminary and final design assistance, grant procurement/administration, bidding services, construction administration, and engineering for upcoming implementation work. This amount of the contract is included in the \$239,311 estimated total project cost, which will be funded 58.4% from EPA funds and 41.6% from local match and in kind services. Local Match funding for this project was included as part of the CIP items in fiscal years 2017 and 2018.

BE IT FURTHER ORDERED, that the City Manager be authorized to sign contracts with the lowest qualified bidder (contractor) to provide any construction services for upcoming implementation of watershed improvement projects. The amount of these contracts are included in the \$239,311 estimated total project cost, which will be funded 58.4% from the EPA grant and 41.6 % from local match and in kind services provided. This contract work amount was included in the total project budget and will be implemented in fiscal years 2018 and 2019.

BE IT FURTHER ORDERED, that the City Manager be authorized to accept additional EPA 319 grant funds on behalf of the City, for use in implementing the work in Phase 1 of this project should such additional funds become available.

Motion by Councilor McCurry, seconded by Councilor Lessard to grant the order.
Vote: Unanimous.

Appointments:

IN BOARD OF CITY COUNCIL...DECEMBER 12, 2017

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 2020.

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

IN BOARD OF CITY COUNCIL...DECEMBER 12, 2017

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 2020.

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

IN BOARD OF CITY COUNCIL...DECEMBER 12, 2017

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

**Anne Daly
170 Hills Beach Road
Ward 1**

to the *Biddeford Housing Authority*, for a term to expire in December 2022.

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

IN BOARD OF CITY COUNCIL...DECEMBER 12, 2017

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

**Lucien Belanger
7 Debbie Avenue
Ward 3**

to the *Cable T.V. Committee*, for a term to expire in December 2020.

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

IN BOARD OF CITY COUNCIL...DECEMBER 12, 2017

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

**Daniel P. Boucher
72 Hill Street, Apt. 102
Ward 2**

to the *Capital Projects Committee*, for a term to expire in December 2019.

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

IN BOARD OF CITY COUNCIL...DECEMBER 12, 2017

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

**Robert Provencher
38 Western Avenue
Ward 6**

to the *Capital Projects Committee*, for a term to expire in December 2019.

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

IN BOARD OF CITY COUNCIL...DECEMBER 12, 2017

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

**Kenneth Buechs
10 Seal Lane
Ward 1**

to the *Conservation Commission*, for a term to expire in December 2022.

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

IN BOARD OF CITY COUNCIL...DECEMBER 12, 2017

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

**Joyce Locke
56 Guinea Road
Ward 1**

to the *Economic Improvement Commission*, for a term to expire in December 2024.

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

IN BOARD OF CITY COUNCIL...DECEMBER 12, 2017

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

**Larry Patoine
24 Appleridge Drive
Ward 6**

to the *Planning Board* for a term to expire December 2020; as well as be appointed as the CHAIR of the *Planning Board* for 2018.

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

IN BOARD OF CITY COUNCIL...DECEMBER 12, 2017

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

**Clement Fleurent
291 Granite Street
Ward 3**

on the *Planning Board* from Associate Member to Full Voting Member, for a term to expire December 2018.

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

IN BOARD OF CITY COUNCIL...DECEMBER 12, 2017

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

**Renee O'Neil
48 Seigny Avenue
Ward 2**

to the *Policy Committee*, for a term to expire in December 2019.

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

IN BOARD OF CITY COUNCIL...DECEMBER 12, 2017

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

**Charlotte Jacques
1 Hillside Avenue
Ward 4**

to the *Project Canopy Committee*, for a term to expire in December 2022.

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

IN BOARD OF CITY COUNCIL...DECEMBER 12, 2017

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

**Ron Ouellette
308 Pool Street
Ward 2**

to the *Recreation Commission*, for a term to expire in December 2022.

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

IN BOARD OF CITY COUNCIL...DECEMBER 12, 2017

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

**David Morissette
8 Rosewood Circle
Ward 3**

to the *Shellfish Conservation Committee*, for a term to expire in December 2020.

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

IN BOARD OF CITY COUNCIL...DECEMBER 12, 2017

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 2020.

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

IN BOARD OF CITY COUNCIL...DECEMBER 12, 2017

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

**James Emerson
127 Old Pool Road
Ward 1**

to the *Solid Waste Management Commission*, for a term to expire in December 2020.

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

IN BOARD OF CITY COUNCIL...DECEMBER 12, 2017

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 in December 2020.

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

City Manager Report:

City Manager, James Bennett, on behalf of all City Staff, wished everyone Happy Holidays and a Happy and Prosperous New Year!

Public Addressing the Council...(3 minute limit per speaker; 30 minute total time limit)
There were no public comments.

Other Business:

Councilor Lessard: wished everyone a Merry Christmas and Happy Holidays; and safety to all City Staff who will be working during the holidays.

Councilor Swanton: at a previous meeting, he had asked for a copy of the Lincoln Street Property Feasibility Study and still has not received it. The City Manager stated that he will get that out to all the Councilors.

Councilor Swanton corrected a recent article in the Journal Tribune by stating that he was not wearing a tuxedo to the Inauguration.

Councilor Belanger: would like a discussion on the JDA and whether there's been a default.

Councilor Ready: asked where the City is with the *Delivery of Unsolicited Materials* ordinance enforcement. City Attorney, Keith Jacques responded that the newspapers' lawyers have been contacted twice and there has been no response as of yet.

Council President Addressing the Council: Councilor McCurry thanked his fellow Councilors for their vote and support in keeping him as the Council President for another term. He looks forward to working with everyone again.

Councilor McCurry wished everyone a very Merry Christmas.

Mayor Addressing the Council: Mayor Casavant thanked all who participated in and shared in making the recent Inauguration a success; and he especially thanked City Clerk, Carmen Morris for coordinating everything.

Mayor Casavant wished all a Merry Christmas and a Happy New Year.

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

Vote: Unanimous.

Time: 7:22 p.m.

Attest by: _____
Carmen J. Morris, City Clerk