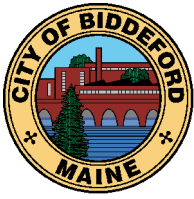


City of Biddeford
City Council
December 06, 2016 6:00 PM Council Chambers

- 1. Roll Call**
- 2. City Manager Report**
 - 2.a. City Manager Memo for December 6, 2016
[12-06-2016 City Manager Memo.docx](#)
- 3. Pledge of Allegiance**
- 4. Adjustment(s) to Agenda**
- 5. Presentation:**
 - 5.a. Presentation of 2017 Capital Improvement Projects Plan
[CIP Presentation-2016.pptx](#)
- 6. Consideration of Minutes:**
 - 6.a. Council Meeting Minutes: November 15, 2016
[11-15-2016 Council Meeting Minutes.docx](#)
- 7. Orders of the Day:**
 - 7.a. Approval/Purchase of Backhoe Loader/Nortrax Equipment
[12-06-2016 Backhoe Loader Purchase.docx](#)
[bid tab backhoe-loader.doc](#)
 - 7.b. Acceptance of Westland Avenue Extension as a Public Way
[12-06-2016 Acceptance of Westland Ave Ext-ORDER.doc](#)
[12-06-2016 Westland Ave Ext - MEMO.doc](#)
[12-06-2016 Westland Ave Ext - MAP.pdf](#)
[12-06-2016 Westland Ave Ext - Cap Proj Memo.pdf](#)
 - 7.c. Acceptance of McKenney Drive as a Public Way
[12-06-2016 Acceptance of McKenney Drive-ORDER.doc](#)
[12-06-2016 McKenney Drive - MEMO.doc](#)
[12-06-2016 McKenney Drive - MAP.pdf](#)
[12-06-2016 McKenney Drive - Cap Proj Memo.pdf](#)
 - 7.d. Acceptance of Cornerstone Drive as a Public Way
[12-06-2016 Acceptance of Cornerstone Drive-ORDER.doc](#)
[12-06-2016 Cornerstone Drive-MEMO.doc](#)
[12-06-2016 Cornerstone Drive - MAP.pdf](#)
[12-06-2016 Cornerstone Drive-Cap Proj Memo.pdf](#)
 - 7.e. Amendment/Land Development Regulations/Art. III-Official Zoning Map/Rezoning of 4 Summit Street
[12-06-2016 Five Star Holdings 4 Summit Zone Change.docx](#)
[12-06-2016 City Planner Packet-Zoning Changes.pdf](#)
[12-06-2016 Five Star Holdings Letter to Council.pdf](#)
 - 7.f. Amendment/Land Development Regulations/Art. III-Official Zoning Map/Rezoning of 360 Alfred Street
[12-06-2016 Five Star Holdings 360 Alfred Zone Change.docx](#)

- [12-06-2016 City Planner Packet-Zoning Changes.pdf](#)
[12-06-2016 Five Star Holdings Letter to Council.pdf](#)
- 7.g. Remove from table: Approval/Amendment to Human Resource Policies, Procedures and Benefits Manual/Hourly Sick Time Amendments
[10-04-2016 Employee Sick Leave-ORDER.docx](#)
[12-06-2016 Hourly Sick Time Amendments.pdf](#)
- 7.h. Review and Approval of Exchange Server Upgrade
[12-06-2016 Exchange Server Upgrade -ORDER.docx](#)
City Council Briefing Memo - Exchange Server Upgrade
Bid - Base Technology
Bid - Systems Engineering
Bid - Winxnet
Bid - BEK Inc
- 7.i. Approval/Amendment to Human Resources Policies, Procedures and Benefits Manual/Health Benefits/Insurance Coverage-POS/Employee Cost-Sharing
[12-06-2016 Health Benefits-Employee Cost-Sharing-POS.doc](#)
- 8. Appointments:**
- 8.a. Appointment: Aurelie Dyer Wallach...Historic Preservation Commission
[12-06-2016 Appt-Wallach-Historic Preservation Comm.docx](#)
[12-06-2016 Appt-Wallach-application.pdf](#)
- 8.b. Appointment: Richard Potvin, II...Planning Board
[12-06-2016 Appt-Potvin-Planning Board.docx](#)
[12-06-2016 Appt-Potvin-applicaïton.pdf](#)
- 8.c. Appointment: Leo Letendre...Project Canopy Committee
[12-06-2016 Appt-Letendre-Project Canopy Comm.docx](#)
- 8.d. Appointment: Rebecca Henry...Project Canopy Committee
[12-06-2016 Appt-Henry-Project Canopy Comm.docx](#)
- 8.e. Appointment: David Gagnon...Project Canopy Committee
[12-06-2016 Appt-Gagnon-Project Canopy Comm.docx](#)
- 8.f. Appointment: Francois Blais...Solid Waste Management Commission
[12-06-2016 Appt-Blais-SWMC.docx](#)
[12-06-2016 Appt-Blais-application.pdf](#)
- 9. Other Business**
- 10. Council President Addressing the Council**
- 11. Mayor Addressing the Council**
- 12. Adjourn**

City of Biddeford, Maine



The Office of
City Manager

James A. Bennett

Email: jbennett@biddefordmaine.org

MEMORANDUM

TO:	Honorable Mayor Casavant Honorable City Council
FROM:	James A. Bennett, City Manager
DATE:	December 1, 2016
RE:	December 6, 2016 Agenda

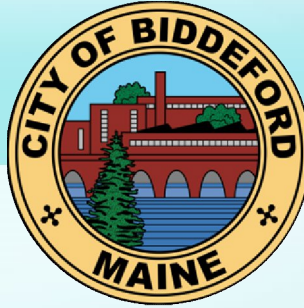
Please find the following introductory comments regarding the upcoming meeting.

Presentation

On Tuesday evening, I will give a brief presentation to outline the BCIP which will be submitted for FY18 to FY23. We will hand out a notebook version that evening and also load the final document to access electronically. No action is expected or required.

Orders of the Day

- 16-105. This item is on the Finance Committee's agenda. Staff is recommending passage.
- 16-106. Staff is confirming that the public way has met all requirements. Hence, staff has no concerns with passage.
- 16-107. Same as above.
- 16-108. Same as above.
- 16-109. Included in the package is the recommendation from the Planning Board (to not change the zoning). As you are probably aware, this is an area of concern within the community. Staff assisted the applicants with meeting with the neighborhood to try to work out most of the concerns. Details are contained within the package.
- 16-110. This item is related to the above item. This was also considered by the Planning Board and comes with a positive recommendation.
- 16-111. This is a necessary item for the City's electronic communication. Passage is requested. Details are contained within the package.
- 16-112. This has been in the works for some time and comes from the Personnel Committee for consideration. The details are contained within the package.
- 16-113. This was reviewed by the Personnel Committee and comes with their recommendation. Passage is recommended.



City of Biddeford, Maine **Capital Improvement Plan** **for FY2018**



Purpose of CIP

- *At this point...*
 - It is a planning document
 - Not a funding document
 - Needs to be integrated with FY2018 budget
 - Will be revised at time of budget adoption

FY2018 CIP



All Assets of City

- *On June 30, 2016...*

Municipal Only

– Land	\$ 7,068,780
– Construction in progress	\$ 421,241
– Buildings and improvements	\$ 10,549,212
– Vehicles and Equipment	\$ 12,406,751
– Infrastructure	<u>\$ 56,775,402</u>

Totals*

\$ 87,221,38

*not including depreciation

FY2018 CIP



Assets of City

- *On June 30, 2016...*

School Only

– Land	\$ 827,675
– Construction in progress	\$ 0
– Buildings and improvements	\$ 67,009,553
– Vehicles and Equipment	\$ 3,295,549
– Infrastructure	<u>\$ 526,959</u>

Totals*

\$ 71,659,736

*not including depreciation

FY2018 CIP



Assets of City

- *On June 30, 2016...*

Business-type activities

– Land	\$ 204,275
– Construction in progress	\$ 437,101
– Buildings and improvements	\$ 4,581,955
– Vehicles and Equipment	\$ 15,429,789
– Infrastructure	<u>\$ 19,066,816</u>

Totals*

\$ 39,722,936

*not including depreciation

FY2018 CIP



Total Assets of City

- *On June 30, 2016...*

– Land	\$ 8,100,730
– Construction in progress	\$ 3,056,244
– Buildings and improvements	\$ 82,140,720
– Vehicles and Equipment	\$ 31,132,089
– Infrastructure	<u>\$ 76,369,177</u>

Totals*

\$200,798,960

*not including depreciation

FY2018 CIP



Depreciation

- **Accounting measure to show the reduction of value over time**
- **Total accumulated depreciation (as of 6.30.16)**
 - **City assets (\$43,247,004)**
 - **School assets (\$21,790,463)**
 - **Business-type (\$14,451,184)**
- **\$79,488,651 Total**



Sources for CIP

- Sources for CIP
 - Current tax dollars
 - Use of unassigned fund balance (surplus)
 - Use of long term debt
 - Grants
 - State or federal dollars
 - Other

FY2018 CIP



CIP and GASB 34

- GASB 34 reporting requirement
 - Fairly new requirement; 11 years old
 - Requires reporting of all capital assets and the depreciation on those capital assets
- Opportunity to measure community investment
 - If depreciation reported...
 - Equals capital investment then ok
 - Exceeds capital investment then deferring costs for future taxpayers
 - Is less than capital investment then making up for past deferments
- New capital versus replacement capital



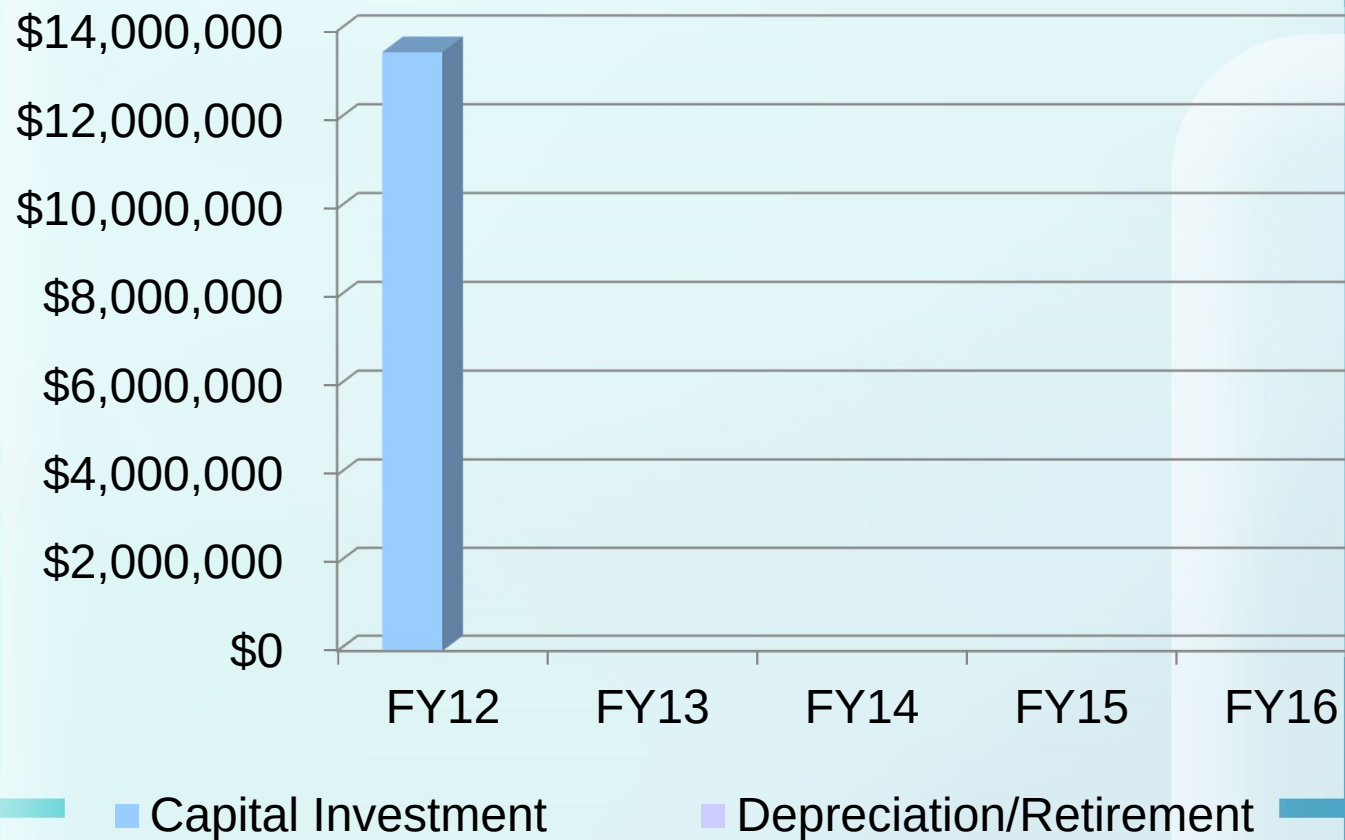
Local Charter Change

- **New for FY18**
- **Requirement to submit 5 year CIP**
- **Requirement to fund 0.05% of previous years total taxable valuation**
(Article XI, sec 2 (i))
- **\$2,257,632,500 local value**
- **\$1,128,816.25 required**

FY2018 CIP

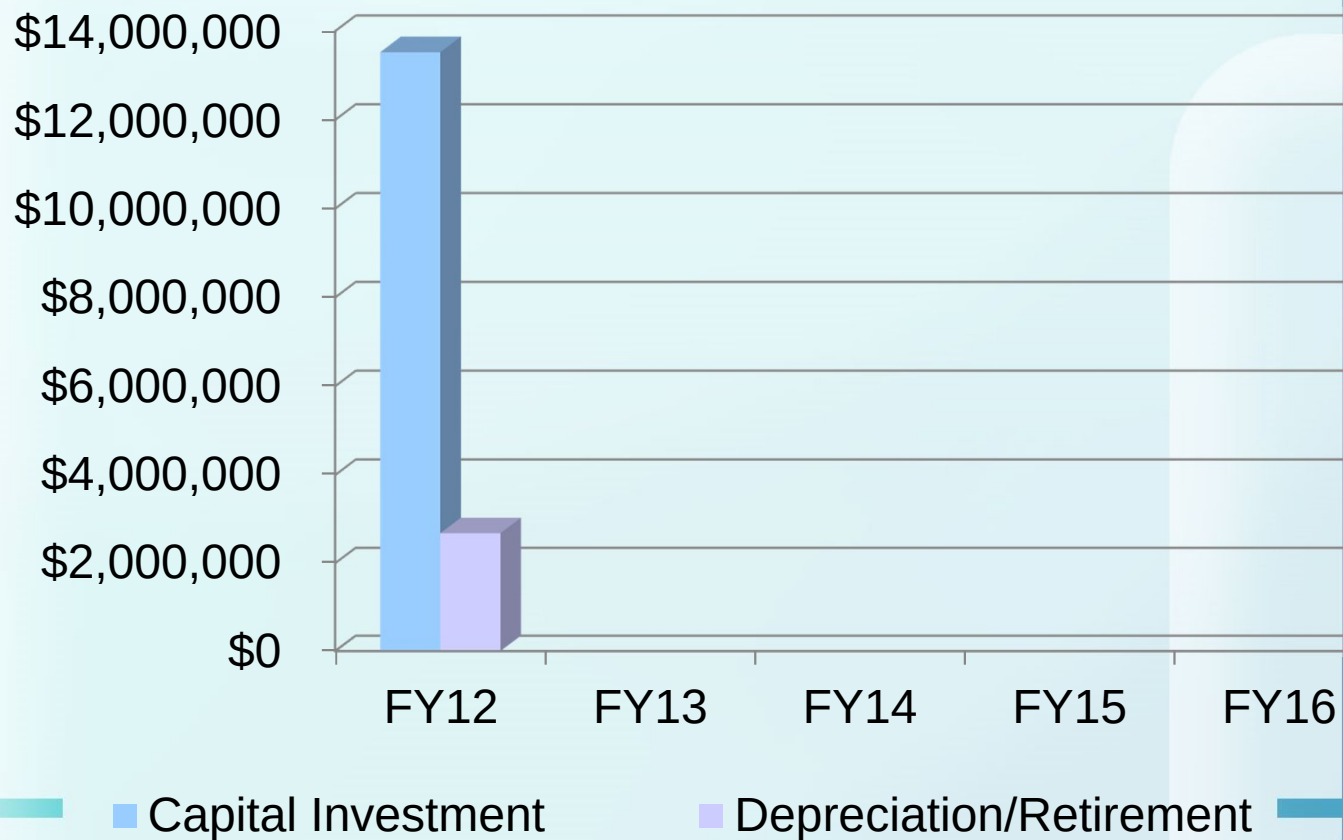


Capital Investment vs. Depreciation



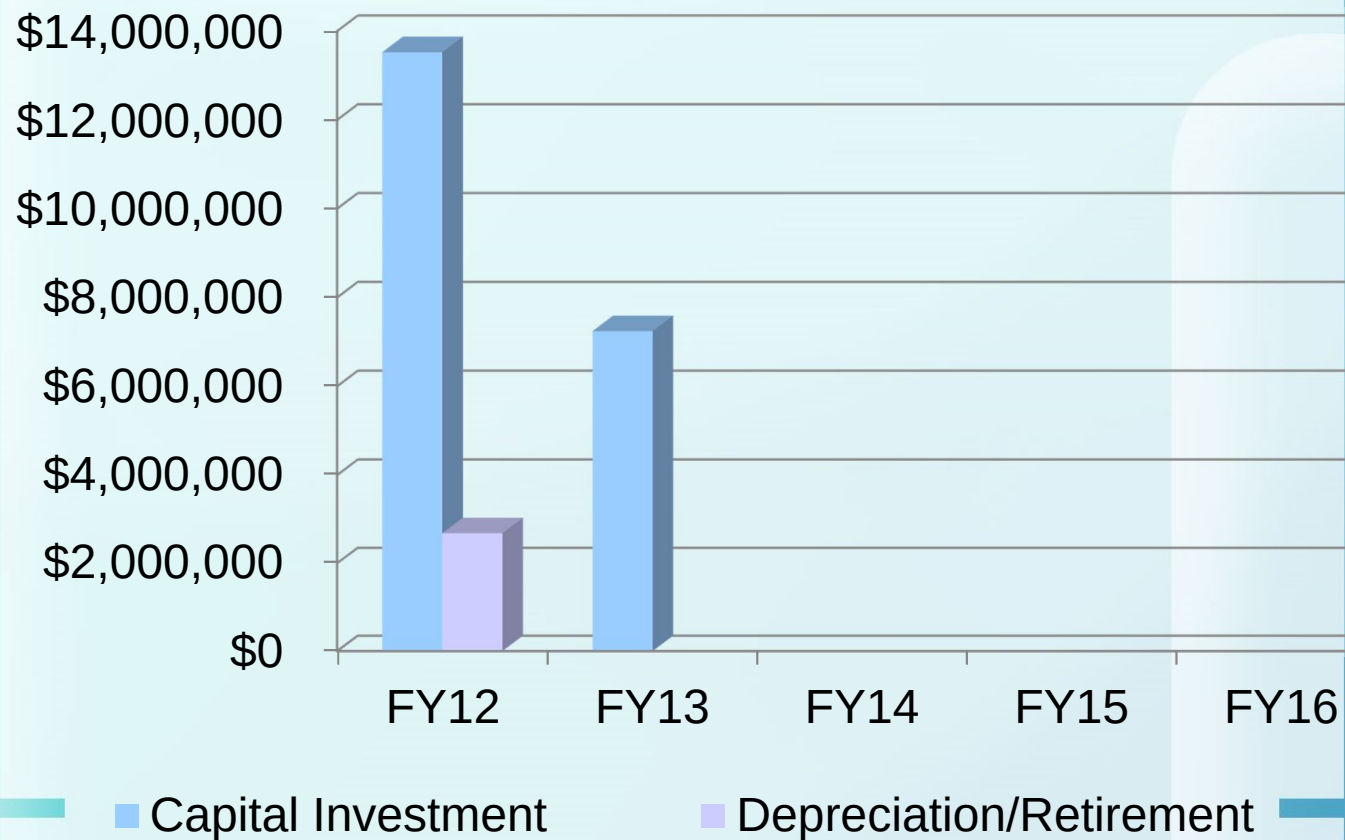
FY2018 CIP

Capital Investment vs. Depreciation



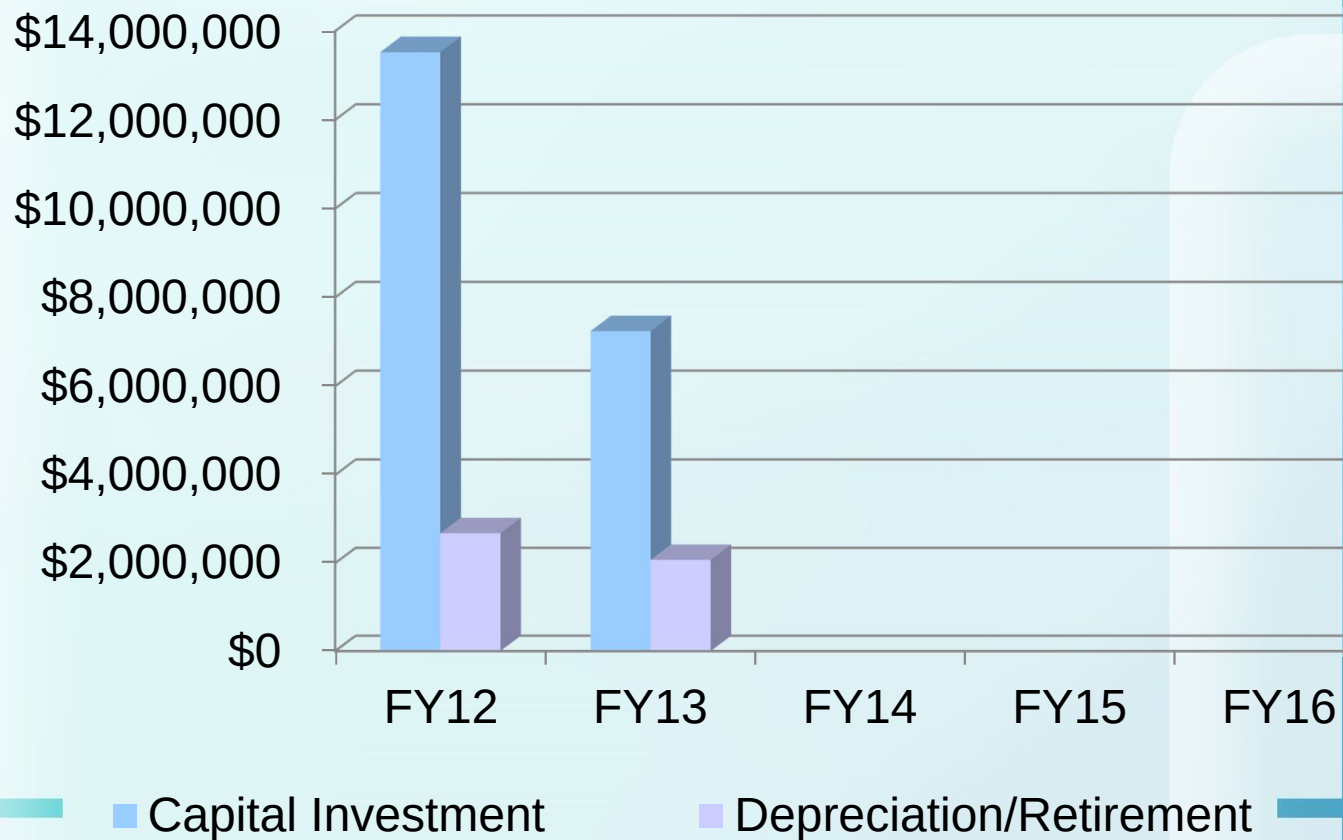
FY2018 CIP

Capital Investment vs. Depreciation



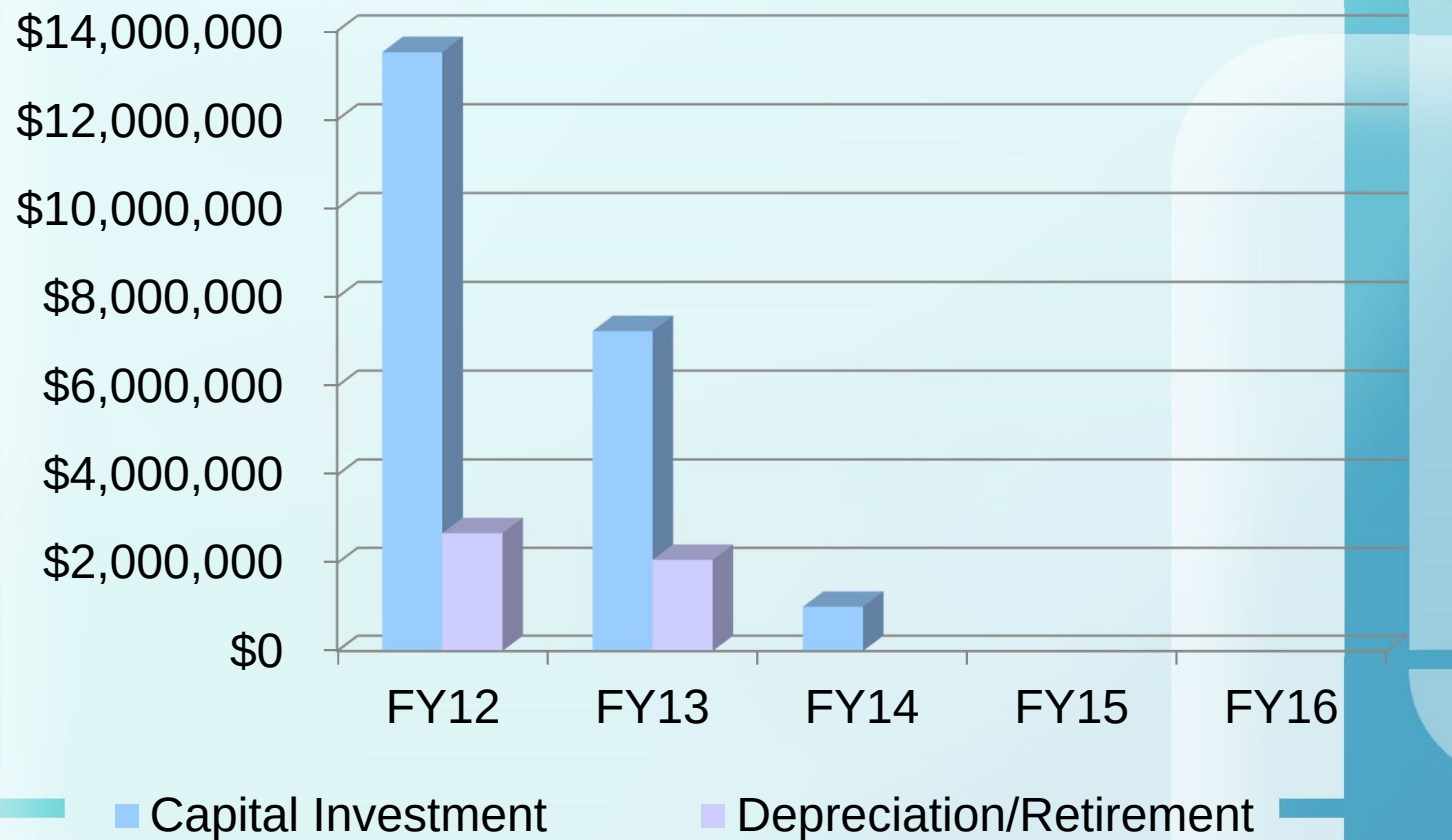
FY2018 CIP

Capital Investment vs. Depreciation



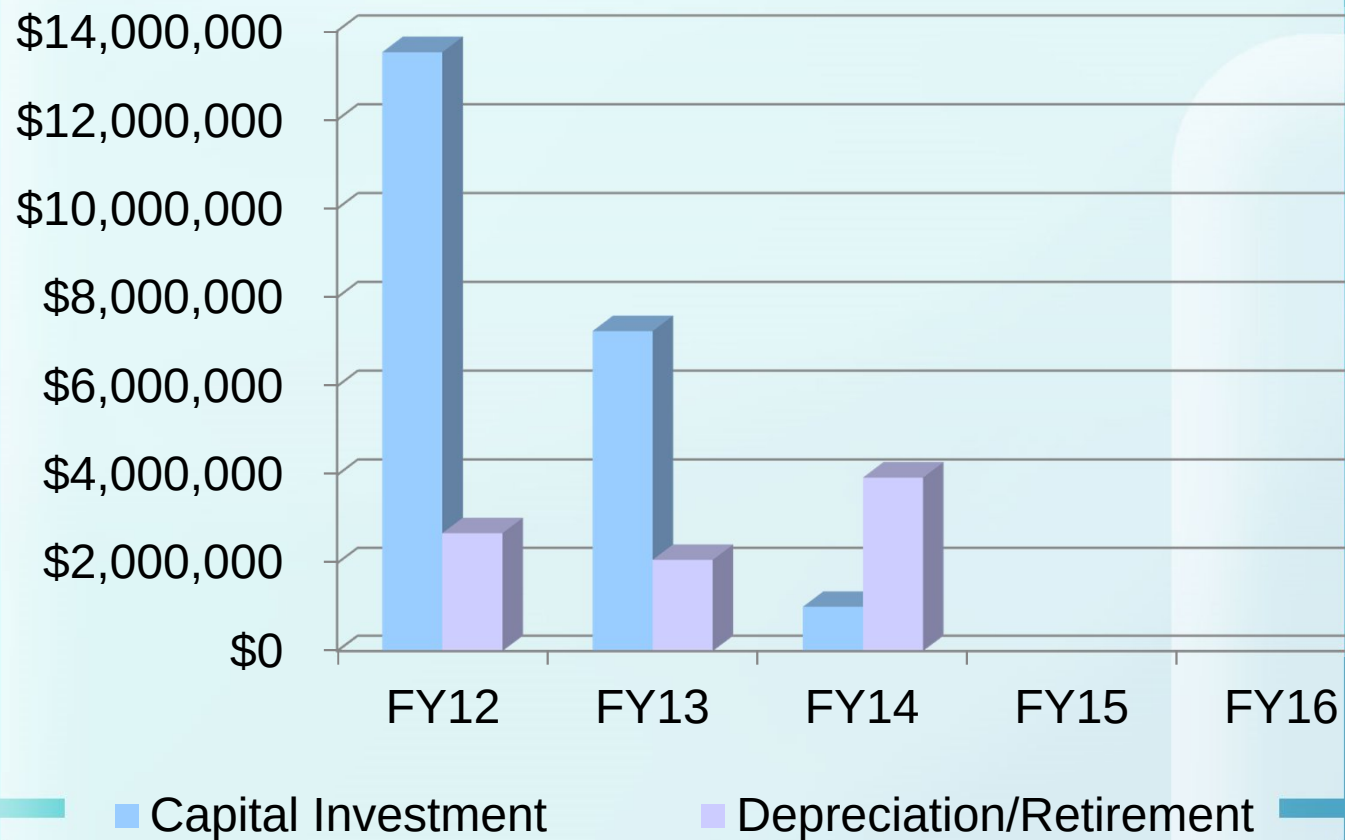
FY2018 CIP

Capital Investment vs. Depreciation



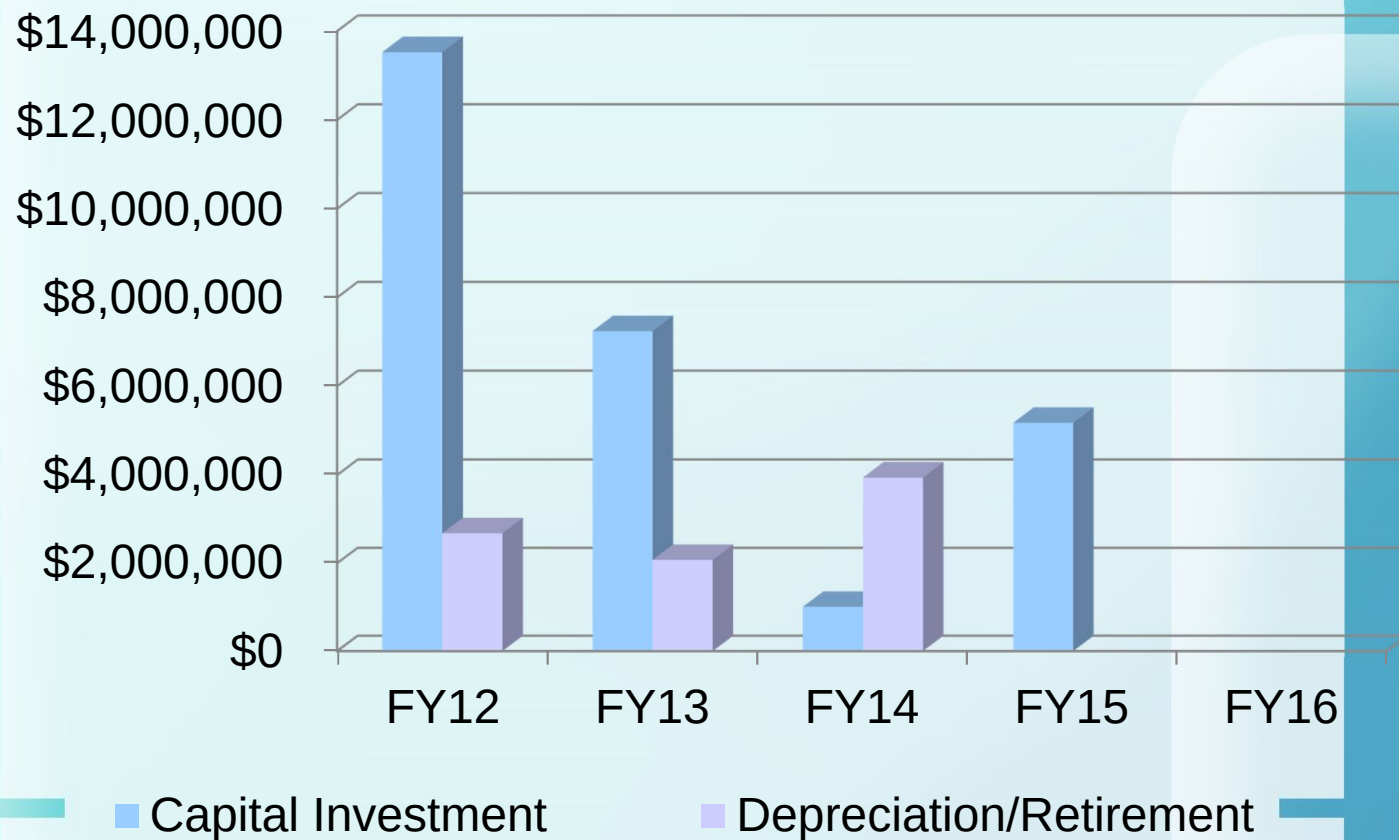
FY2018 CIP

Capital Investment vs. Depreciation



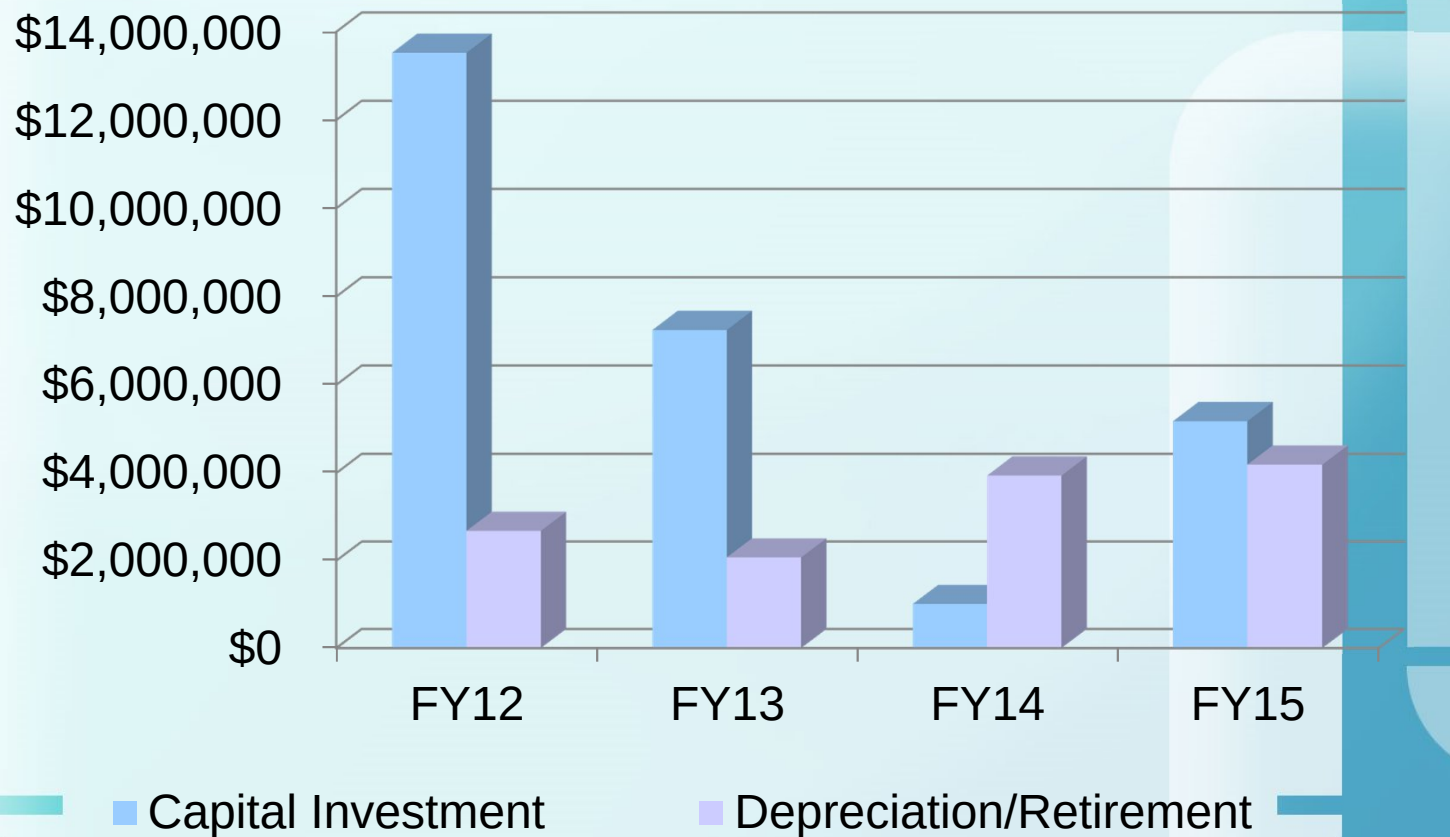
FY2018 CIP

Capital Investment vs. Depreciation



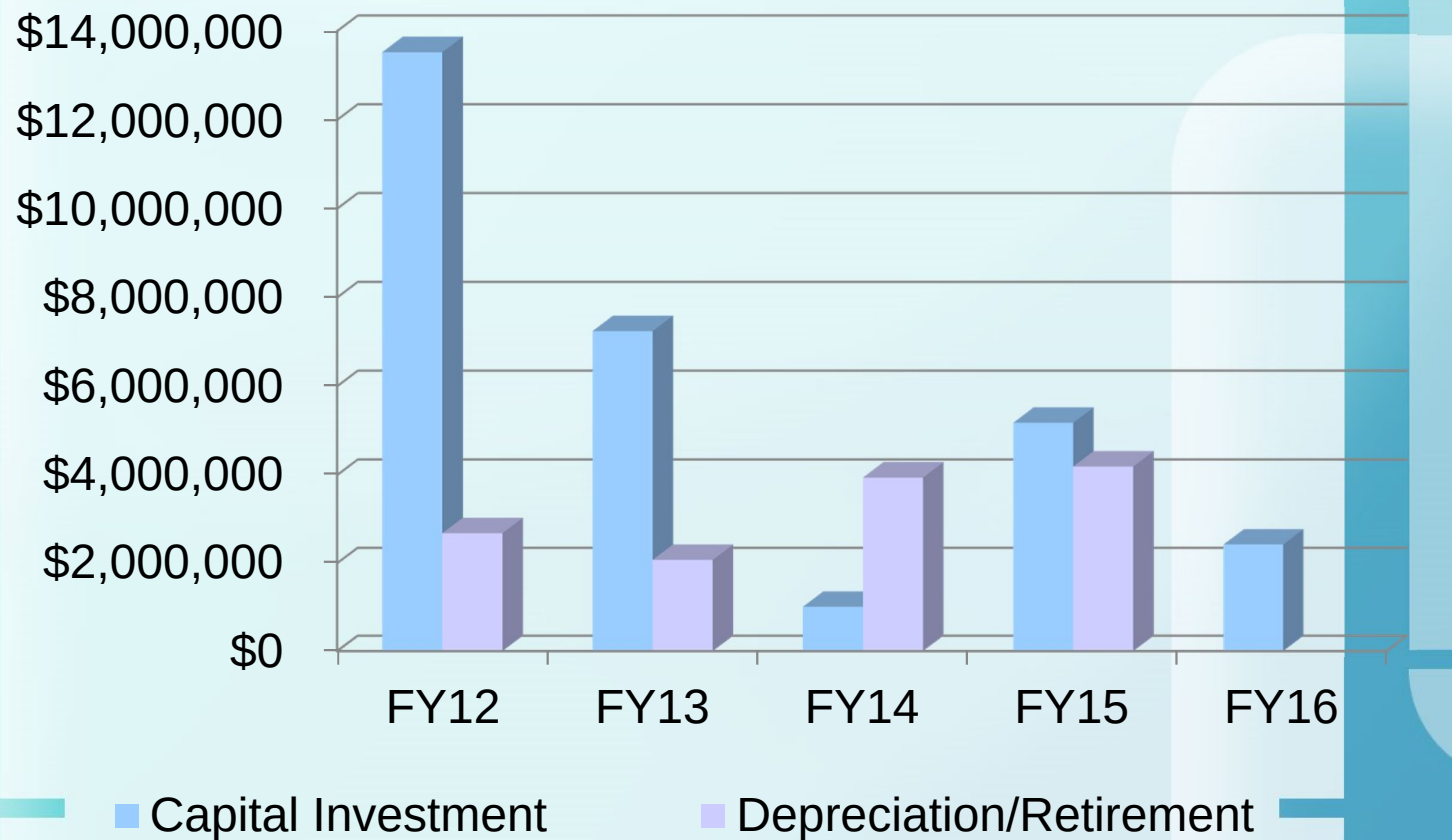
FY2018 CIP

Capital Investment vs. Depreciation



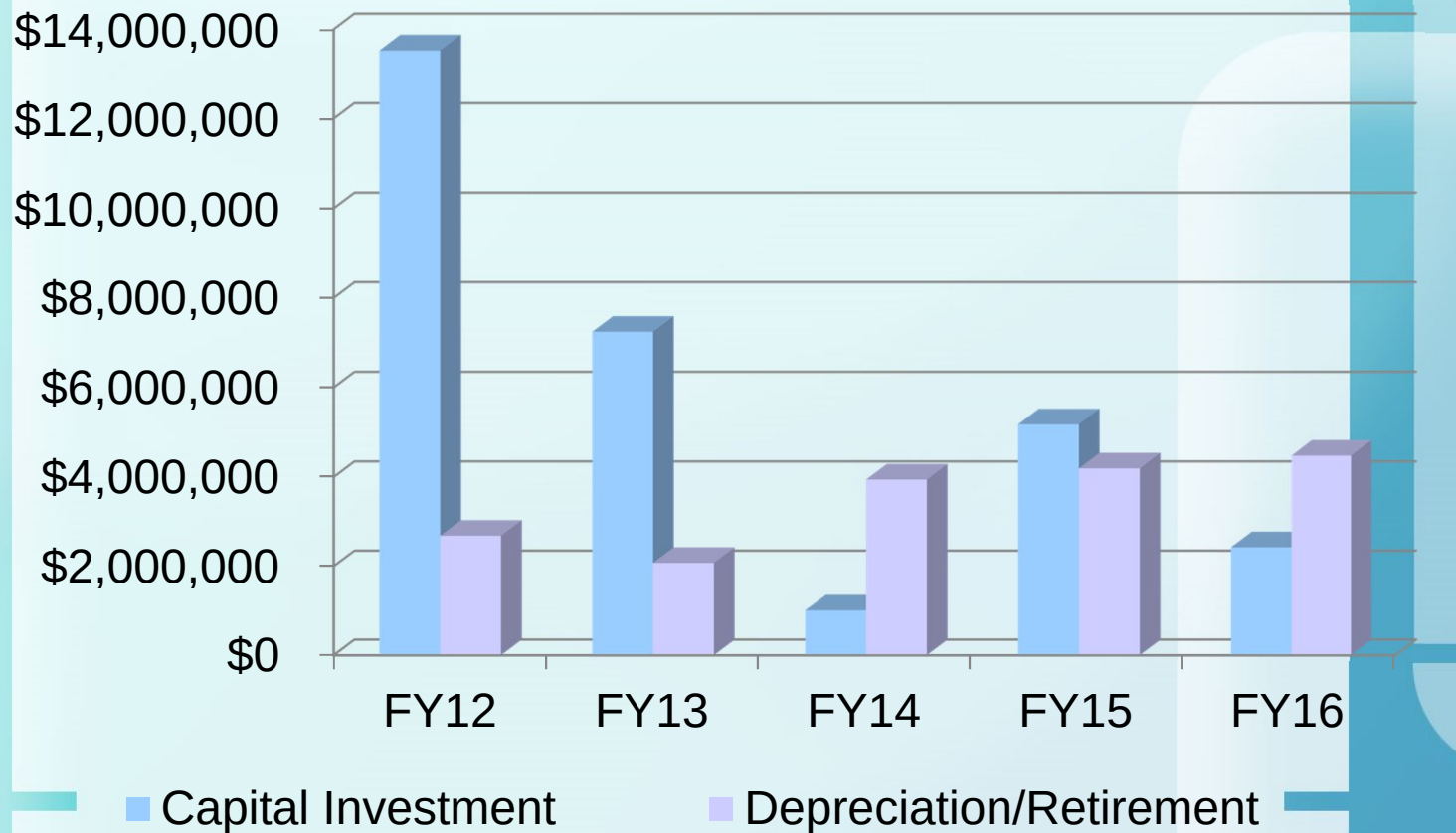
FY2018 CIP

Capital Investment vs. Depreciation



FY2018 CIP

Capital Investment vs. Depreciation



FY2018 CIP

2018 to 2022 Funding Requests

- 2018
 - \$19,126,302 in requests; \$11,879,902*
- 2019
 - \$13,181,534 in requests; \$28,349,934*
- 2020
 - \$8,696,570 in requests; \$7,579,070 *
- 2021
 - \$5,408,558 in requests; \$9,293,158*
- 2022
 - \$6,339,812 in requests; \$8,923,812 *

**City Manager recommendation*

FY2018 CIP



2018 to 2022 Impact on City Operating Budget

- 2018
 - \$10,017,683 in requests; \$3,076,943*
- 2019
 - \$5,310,575 in requests; \$6,900,975*
- 2020
 - \$6,122,406 in requests; \$4,636,056*
- 2021
 - \$2,849,094 in requests; \$4,6245,394*
- 2022
 - \$3,069,048 in requests; \$5,526,348*

**City Manager recommendation*

FY2018 CIP



All Requests By Departments

• Airport	\$ 500,000
• City Hall Depts	\$ 796,900
• Engineering	\$12,230,660
• Facilities	\$ 3,698,300
• Fire Dept	\$ 2,538,315
• Ice Arena	\$ 0
• Library	\$ 102,500
• Public Works	\$13,445,350
• Recreation & Parks	\$ 2,040,751
• Wastewater	<u>\$17,400,000</u>
TOTALS	<u>\$53,246,199</u>

FY2018 CIP



2018 CIP Specifics

- Five year identification of needs and suggested funding sources
- Current year is more defined...
- Years 2 through 5 are less defined...
- Includes multiple funding sources

FY2018 CIP



2018 Requests By Departments

• City Hall Depts	\$ 234,900
• Engineering	\$ 4,865,390
• Facilities	\$ 2,300,315
• Fire Dept	\$ 158,722
• Library	\$ 29,500
• Public Works	\$ 2,463,900
• Recreation & Parks	\$ 241,997
• Wastewater	<u>\$ 5,707,500</u>
TOTALS	<u>\$19,126,302</u>

FY2018 CIP



Next Steps

- **Council review of draft CIP; assign to a committee for review**
- **Council receives FY2018 budget**
- **Integration of budget and BCIP**
- **Council deliberates, modifies (if appropriate), and passes CIP**

FY2018 CIP



**MUNICIPAL OFFICERS MEETING
NOVEMBER 15, 2016**

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

Roll Call: Michael Swanton, John McCurry, Jr., Stephen St. Cyr, Robert Quattrone, Jr., Bob Mills, Rick Laverriere, Michael Ready, Laura Seaver, Marc Lessard

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

Administrative Hearing: Title 17, §2851-Dangerous Buildings: 21 Cole Road
Motion by Councilor Laverriere, seconded by Councilor Quattrone to the table the Administrative Hearing.
Vote: Unanimous.

Administrative Hearing: Title 17, §2851-Dangerous Buildings: 303 Hill Street
City Solicitor, Keith Jacques explained the process of the condemnation of the building at 303 Hill Street. He asked the Council that they let the presentation take place and let evidence be presented before asking any questions and making any decisions. The owner of the property, Albert W. Coffin, is present at the meeting and will be allowed to make his own presentation, if he chooses. Once the facts have been presented, the Council will have the opportunity to amend and approve the Facts and Findings..

City Manager, James Bennett facilitated the Hearing. Roby Fecteau and Paul Labrecque both gave testimony to the condition of the buildings on this property, with both recommending the demolition of the buildings located at 303 Hill Street.

The Chair closed the Administrative Hearing at 6:22 p.m.

Update: River Walk Project

City Planner, Greg Tansley gave an update on the River Walk Project, and presented pictorials of the future plans for continuing development of the River Walk.

The Municipal Officers Meeting was suspended at 6:56 p.m.

**COUNCIL MEETING
NOVEMBER 15, 2016**

Mayor Casavant called the meeting to order at 6:56 p.m.

Roll Call: Michael Swanton, John McCurry, Jr., Stephen St. Cyr, Robert Quattrone, Jr., Bob Mills, Rick Laverriere, Michael Ready, Laura Seaver, Marc Lessard

Adjustment to the Agenda:
Remove Order 2016.101

Consideration of Minutes: **November 1, 2016**
Motion by Councilor McCurry, seconded by Councilor Lessard to accept the minutes as printed.
Vote: Unanimous.

Orders of the Day:

**CITY OF BIDDEFORD, MAINE
MUNICIPAL OFFICERS/CITY COUNCIL
303 HILL STREET, BIDDEFORD, MAINE
NOVEMBER 15, 2016**

ORDER OF DEMOLITION PURSUANT TO 17 M.R.S. §§2851-2859

Notice having been given to Albert W. Coffin; and all other persons having an interest in the premises situated at 303 Hill Street in Biddeford, Maine described as Lot 23 on Tax Map 22, a copy of which is on file at the Biddeford City Hall, and more particularly described in the deed from Joan Coffin

Wishart, Personal Representative of the Estate of Josephine Marie Coffin, to Albert W. Coffin dated January 6, 1993 and recorded in the York County Registry of Deeds in Book 6400, Page 142;

A hearing having been duly held by the Municipal Officers/City Council in the City Council Chambers in Biddeford City Hall on November 15, 2016; and

The said premises having been adjudged to be structurally unsafe; unstable; unsanitary; constituting a fire hazard; unsuitable and improper for the use or occupancy to which they have been put; constituting a hazard to health and safety because of inadequate maintenance, dilapidation, obsolescence or abandonment; and otherwise dangerous to life and property within the meaning of 17 M.R.S. §2851 and beyond repair for the reasons set forth in the attached Findings and Conclusions;

NOW, THEREFORE, it is hereby ORDERED that the structures located on the premises known as 303 Hill Street, Tax Map 22, Lot 23 all as more fully described above, be removed within 45 days from the date of this Order, that the removal comply with all State and local requirements and that the premises be left in a safe and sanitary condition or that the nuisance be abated in a manner satisfactory to the City within 30 days from the date of this Order;

IT IS FURTHER ORDERED that the City Clerk cause attested copies of this Order to be served upon the persons above named as required by law;

IT IS FURTHER ORDERED that if this Order is not complied with, then the City Manager is authorized to cause the removal of the said structure described herein; and

IT IS FURTHER ORDERED that a lien be placed on the premises located at 303 Hill Street described as Tax Map 22, Lot 23, for all expenses as defined in 17 M.R.S. §2853 incurred by the City in connection with the removal of the said structure and/or the abatement of the nuisance.

DATED: November 15, 2016

CITY OF BIDDEFORD

_____ Michael Swanton	_____ John McCurry
_____ Stephen St. Cyr	_____ Robert Quattrone
_____ Bob Mills	_____ Rick Laverriere
_____ Michael Ready	_____ Laura Seaver
_____ Marc Lessard	

City Council
City of Biddeford
205 Main Street
Biddeford, Maine 04005

Motion by Councilor Laverriere, seconded by Councilor Mills to include the Findings of Fact to this Order of Demolition, as read out loud by Councilor Laverriere.

Motion by Councilor McCurry, seconded by Councilor Mills to amend the Findings of Facts, as shown here:

**BIDDEFORD CITY COUNCIL/MUNICIPAL OFFICERS
FINDINGS OF FACT
303 HILL STREET, BIDDEFORD, MAINE
DANGEROUS BUILDING HEARING
NOVEMBER 15, 2016**

1. On October 27, 2016, the Municipal Officers/City Council of the City of Biddeford gave notice of a public hearing under the Dangerous Building Statute, 17 M.R.S. §§2851-2859, on November 15, 2016 to determine whether the property located at 303 Hill Street, Biddeford, Maine was dangerous or a nuisance as defined in 17 M.R.S. §2851.

2. Notice was given to the following persons of the public hearing: Albert W. Coffin. Mr. Coffin was served with the Notice of Hearing on November 1, 2016. In addition, the City of Biddeford recorded the Notice of Hearing in the York County Registry of Deeds in Book 17353, Page 678.

3. On November 15, 2016, the Municipal Officers/City Council held the public hearing provided for in 17 M.R.S. §2851.

4. During the hearing, the Municipal Officers/City Council heard testimony from the City of Biddeford Code Enforcement Officer, Roby Fecteau and Deputy Fire Chief Paul R. LaBrecque ~~and Police Chief Roger Beaupre~~.

5. Albert Coffin addressed the City Council and agreed that the buildings needed to be torn down. Richard Coffin asked whether the Biddeford Fire Department could burn the buildings for training. Deputy Fire Chief Paul R. LaBrecque indicated that was not possible because of the condition of the buildings.

6. Roby Fecteau also provided photographs of the current condition of the property.

7. Based upon the testimony of Code Enforcement Officer Roby Fecteau and Deputy Fire Chief Paul LaBrecque ~~and Police Chief Roger Beaupre~~ and the photographs presented, the City Council determines that:

- a. A single family vacant building and storage building are located on the property. With the exception of transients who have repeatedly entered the buildings, the buildings have been vacant for over ~~ten~~ seven years.
- b. The Biddeford Fire Department has posted the buildings with an unsafe Building Posting since 2009.
- c. The property has not been habitable for over ~~ten~~ seven years. The buildings' exterior and interior conditions to deteriorate.
- d. On October 30, 2011, the Code Enforcement Office served a Notice of Violation on the property owner after receiving complaints of children in and around the buildings on the property.
- e. The Biddeford Police Department has responded to multiple service calls to the property after receiving complaints of children and other individuals around the buildings.
- f. The buildings are located in close proximity to a youth baseball field and municipal schools.
- g. There is no water and electricity in the buildings. Most of the buildings' utility systems have been removed.
- h. The buildings have been tagged with graffiti on multiple occasions.
- i. The buildings have been vandalized on multiple occasions resulting in broken windows and the removal of plywood securing the buildings.
- j. The Property Owner, Albert Coffin, has agreed that the buildings on the property need to be taken down.

8. The property at 303 Hill Street Street, Biddeford, Maine is described as Lot 23 on Tax Map 22, a copy of which is on file at the Biddeford City Hall, and is more particularly described in a deed from Joan Coffin Wishart, Personal Representative of the Estate of Josephine Marie Coffin, to Albert W. Coffin dated January 6, 1993 and recorded in the York County Registry of Deeds in Book 6400, Page 142.

Based upon the above findings, the Biddeford City Council concludes that the premises located at 303 Hill Street, Biddeford, Maine is structurally unsafe; unstable; unsanitary; constitutes a fire hazard; is unsuitable and improper for the use or occupancy to which the buildings have been put; constitutes a

hazard to health and safety because of inadequate maintenance, dilapidation, obsolescence or abandonment; and is otherwise dangerous to life and property within the meaning of 17 M.R.S. §2851 and beyond repair.

These findings and conclusions shall be attached to the Demolition Order dated November 15, 2016.

Vote on Findings of Fact, as amended: Unanimous.

Motion by Councilor Lessard, seconded by Councilor Laverriere to accept that:

Based upon the above findings, the Biddeford City Council concludes that the premises located at 303 Hill Street, Biddeford, Maine is structurally unsafe; unstable; unsanitary; constitutes a fire hazard; is unsuitable and improper for the use or occupancy to which the buildings have been put; constitutes a hazard to health and safety because of inadequate maintenance, dilapidation, obsolescence or abandonment; and is otherwise dangerous to life and property within the meaning of 17 M.R.S. §2851 and beyond repair.

Vote: Unanimous.

Motion by Councilor McCurry, seconded by Councilor Mills to approve the Order of Demolition for 303 Hill Street, Biddeford, Maine.

Vote: Unanimous.

2016.103 IN BOARD OF CITY COUNCIL...NOVEMBER 15, 2016

BE IT ORDERED, that the City Manager is hereby authorized to purchase licenses and software for Microsoft Office 2016 from GovConnection, Inc., as low bidder, in the amount of \$34,849.80 in accordance with Sales Quote #24212995.01-W1. The funding source shall be from the approved FY2017 CIP under 21201-60963.

NOTE: The Finance Committee will review this item on November 15, 2016.

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

Vote: Unanimous.

2016.104 IN BOARD OF CITY COUNCIL..NOVEMBER 15, 2016

BE IT ORDERED, that the City Council of the City of Biddeford does hereby authorize the City Manager to seek proposals from consultants for the design and associated services for the downtown parking structure project.

Motion by Councilor Laverriere, seconded by Councilor Mills to grant the order.

Vote: Unanimous.

City Manager Report:

City Manager, James Bennett made the following comments:

- 1) The City will be trying out an electric car in a few weeks. The City is looking to this as a small way to save on gas emissions.
- 2) He publicly thanked the City Clerk, Carmen Morris and all who were involved in planning, organizing and running last week's election. He was impressed that folks did not wait in long lines to get and cast their ballots, as was the case in many municipalities throughout the State.
- 3) He noted that all but two of the Charter questions passed; and those that did pass will go into effect January 1st. At their meeting last night, the Policy Committee has directed Staff to start drafting an ordinance for the establishment of a Police Advisory Committee and a Fire Advisory Committee. The hope is to get this new ordinance to the full Council for consideration by the end of the year.

Other Business:

Councilor McCurry – received another email from a citizen who is not happy with the upgrades that Time Warner is making to their equipment, especially since there's a chance that the upgrades won't work with the televisions that folks own. Inevitably, more and more people are going to go to dish TV.

Councilor McCurry agreed with the comments made by the City Manager regarding the election, and that staff did a great job. Now that election is over, he would like to schedule a meeting with the State Representatives to discuss the issues that are important to this Council and the City.

Councilor Lessard – is pleased that folks are expressing positive comments on the election; especially in light of the fact that this was the first Presidential Election we’ve held at the consolidated polling place. He feels it was a great job by all Staff involved.

In regards to the parking structure that was discussed earlier in this meeting, he cautioned that there are going to be many parallel issues that will need to be addressed throughout the process, and the project is going to encompass much more than just building a parking garage.

Councilor Ready – noted that the Policy Committee looked at the issue of handbills being thrown in folks’ driveways; as well as a discussion of the newly approved Charter revisions.

Councilor Ready reminded folks that on all Sundays in November, the Public Works facility will be open – including the recycling, large item container and leaf/brush drop off.

Councilor Ready agreed that the City Clerk did a tremendous job planning the election and that all Staff members who were involved at the election did a great job. He feels that the election was well planned out and well executed.

Councilor Mills – echoed the sentiments of a job well done by all Staff with the election planning.

Councilor Mills commended the Biddeford Schools, Staff and Students for the Veterans Day events held last week.

Councilor Mills noted that the Cable TV Committee has been and will continue to talk about what is going on with the proposed upgrades from Time Warner. He reminded folks that unfortunately, the City is locked into a contract with Time Warner until 2020.

Toni Sipka, a Cable TV Committee member is in the process of putting together a workshop for folks on how to properly do a Public Access appearance.

Lastly, Councilor Mills asked the City Manager for a public update on the former Voltigeur property. He would also like a public update on the proposed relocation of the York County Courthouse to the former Pate property.

Councilor Swanton – asked if and when the Downtown Task Force meeting minutes will be available to the public.

Councilor Swanton asked if there is a way to pull up City maps on the iPad.

Councilor Swanton announced that one member is needed on the Solid Waste Management Commission.

Executive Session: 1 MRSA 405(6)(D)..Update: Labor Contract for Fire Department
Motion by Councilor McCurry, seconded by Councilor Laverriere to move into Executive Session.

Vote: Unanimous.

Time: 7:54 p.m.

Motion by Councilor McCurry, seconded by Councilor Ready to move out of Executive Session.
Vote: Unanimous.

Time: 8:45 p.m.

Motion by Councilor Laverriere, seconded by Councilor Mills to authorize the City Manager to execute the proposed Contract significantly in the format as currently agreed upon by a majority of the City Council to the Fire Department Union.

Vote: 5/4; Councilors McCurry, St. Cyr, Lessard and Quattrone opposed.

Councilors Swanton, Mills, Laverriere, Ready and Seaver in favor.

Motion carries.

Motion by Councilor Swanton, seconded by Councilor Ready to suspend the rules to extend the meeting until 9:30 p.m.

Vote: 8/1; Councilor McCurry opposed.

Councilor Swanton, St. Cyr, Quattrone, Mills, Laverriere, Ready, Seaver and Lessard in favor.

Motion carries.

Motion by Councilor McCurry, seconded by Councilor Laverriere to adjourn.
Vote: Unanimous. Time: 9:19 p.m.

**RECONVENE MUNICIPAL OFFICERS MEETING
NOVEMBER 15, 2016**

Mayor Casavant reconvened the Municipal Officers meeting at 9:19 p.m.

Adjustments to the Agenda:

Add Game of Chance Applications: AMVETS, Post #1 and St. Louis Alumni

Game of Chance Applications:

- **Fraternal Order of Eagles**
- **York County Veterans Alliance**
- **Rochambeau Club**
- **AMVETS, Post #1**
- **St. Louis Alumni**

Motion by Councilor Ready, seconded by Councilor McCurry to recommend issuance of the Game of Chance permits to the above listed civic organizations.

Vote: 8/1; Councilor Swanton opposed.

Councilors McCurry, St. Cyr, Quattrone, Mills, Laverriere, Ready, Seaver and Lessard in favor.
Motion carries.

Public Addressing the Council..(3 minute limit per speaker):

A couple citizens addressed their concerns to the Council.

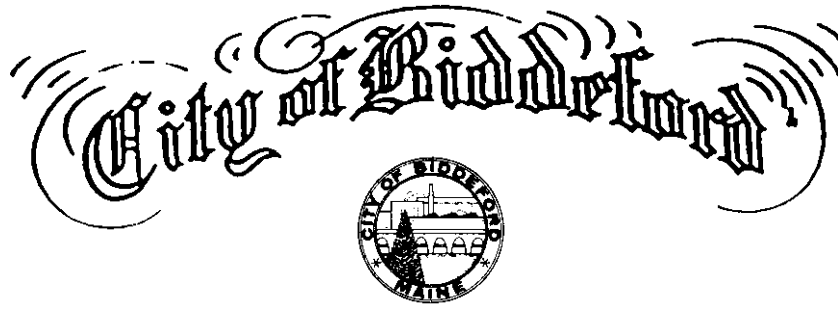
Council President Addressing the Council: in response to a concern brought forward during Public Addressing the Council, Councilor McCurry stated that the Main Street sidewalk project is a work in progress and the planters and a watering plan have not even been discussed yet.

Councilor McCurry congratulated those candidates who recently won their respective races for State office.

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

Vote: Unanimous. Time: 9:30 p.m.

Attest by:_____
Carmen J. Morris, City Clerk



2016. 105

IN BOARD OF CITY COUNCIL...DECEMBER 6, 2016

BE IT ORDERED, that the City Manager be authorized to purchase one (1) 2017 John-Deere 410L Backhoe/Loader as per bid of November 23, 2016 (the "Equipment") from Nortrax Equipment (the "Vendor") and may pay the Vendor an amount not to exceed \$120,500.00 (before trade-in valued at \$28,000.00) for the Equipment as follows:

1. The City of Biddeford expects to incur debt to reimburse expenditures to pay the cost of the Equipment;
2. The City of Biddeford reasonably expects that the maximum principal amount of the debt, including for reimbursement purposes, is \$120,500.00;
3. The City Manager, on behalf of the City of Biddeford, is authorized to enter into a lease purchase, loan or other financing agreement for the Equipment provided that (a) the principal amount of such agreement will not exceed \$120,500.00, (b) the term of such agreement will not exceed one hundred and twenty (120) months and (c) any obligation of the City of Biddeford to make lease or loan payments pursuant to such agreement is subject to annual appropriation by the City Council of the City of Biddeford;
4. The City Manager is authorized to advance money from the General Fund of the City for payment of the costs of the Equipment; and
5. The City Manager, on behalf of the City of Biddeford, is authorized to negotiate, enter into, execute, deliver and cause to be performed, and to approve, any and all agreements, instruments, certificates and other documents, and to grant security interests in the Equipment, upon such terms, conditions, limitations and undertakings, which the City Manager determines are necessary and proper for the acquisition and financing of the Equipment, provided that any lease purchase, loan or other financing agreement will be countersigned by both the Mayor and the Treasurer of the City of Biddeford. Without limiting the foregoing, the City Manager, on behalf of the City of Biddeford, in connection with the acquisition of the Equipment, is authorized to sell, transfer, trade in or otherwise dispose of any equipment, which the City Manager determines is no longer useful to the City of Biddeford.

NOTE: The Finance Committee reviewed this item on December 6, 2016 and voted to recommend it to the City Council for approval. The lease-purchase of this item is included in the FY17 Wastewater budget, with a down payment of \$9,000.00

Bid Opening for a Four Wheel Drive Backhoe-Loader

Present:	Carl Marcotte	Public Works	Jim Swain	Beauregard
	Kara Cote	Public Works	Adam Brock	Nortrax
			Scott Smith	Nitco

Bids were opened at the Public Works Department at 11:00AM on November 23, 2016. Staff is recommending the low bid that meets specification from Nortrax Equipment with trade for a total of \$92,500.00. This backhoe/loader was approved in the FY/17 Wastewater budget 35105-60603 as a lease.

Southworth Milton

4 Wheel Drive Backhoe-Loader	\$136,870.00
<i>2017 Caterpillar 430F2</i>	
Trade In	\$40,000
Total Cost	\$96,870.00

Nitco

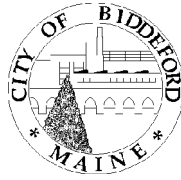
4 Wheel Drive Backhoe-Loader	\$106,000.00	(Does not meet Specification)
<i>2016 JCB 3CX-15 Super</i>		
Trade In	\$28,000.00	
Total Cost	\$78,000.00	

Beauregard

4 Wheel Drive Backhoe-Loader	\$125,900.00
<i>2017 Case 590 SN</i>	
Trade In	\$30,000.00
Total Cost	\$95,900.00

Nortrax

4 Wheel Drive Backhoe-Loader	\$120,500.00
<i>2017 John Deere 410L</i>	
Trade In	\$28,000.00
Total Cost	\$92,500.00



City of Biddeford, Maine

TO: City Council

FROM: Tom Milligan, PE City Engineer

DATE: November 29, 2016

SUBJECT: Richard and JoAnn Pion, Westland Avenue,— Tax Map 21, Lot 57-2
Request for acceptance of the extension of Westland Avenue as a Public Road

Based on the applicants' request for acceptance of the extension of Westland Avenue as a public way, the Engineering Department has conducted a final inspection to determine if it has been constructed in substantial compliance with the City Street Standards and the approved plans.

During the course of construction of the extension of Westland Avenue, the Engineering Department conducted several inspections of the road to verify that it was being constructed in substantial compliance with the approved roadway plans.

As the road has been determined to be substantially complete, Staff is recommending that the City formally accept the extension of Westland Avenue as a public way with any remaining improvements as may be noted below being bonded by a letter of credit or other acceptable performance guarantee.

The extension of Westland Avenue is a 23 foot wide, 125 feet long extension of the existing Westland Avenue (23 feet wide) located off West Street. This extension will provide a turnaround for City plow and trash trucks so that they will no longer have to back in or out of the current street as is now required. One outstanding item remains to be addressed as listed below.

1. Grass Growth/stabilization/removal of erosion control once stable
To be complete prior to release of performance guarantee

Currently, the City has a cash performance guarantee from the Pions for \$9,600. The City will reduce this amount to \$2000 to insure item 1 above is addressed.

The Capital Projects Committee reviewed the request for acceptance at their November 15, 2016 meeting and recommended 3-0 to forward this on to council for their consideration.

Staff would recommend that the City Council accept the extension of Westland Avenue conditioned upon Item 1. Additionally, the City will retain a \$2,000 performance guarantee for miscellaneous grass growth.

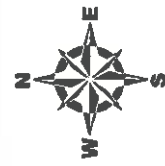
Cc: Richard and JoAnn Pion
Paul Gadbois, Engineer
Public Works – Guy Casavant & Ray Parent
City Planner -- Greg Tansley
City Manager – James Bennett
File



**WESTLAND AVE
EXTENSION**

Property Map

1 inch = 295 feet



Data and scale shown on this map are provided for planning and informational purposes only. BIDDEFORD (ME) and Vision Government Solutions are not responsible for any use for other purposes or misuse or misrepresentation of this information.

11/29/2016



City of Biddeford, Maine

TO: Capital Projects Committee

FROM: Tom Milligan, PE City Engineer

DATE: November 8, 2016

SUBJECT: Richard and JoAnn Pion, Westland Avenue,— Tax Map 21, Lot 57-2
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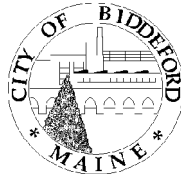
1. Grass Growth/stabilization/removal of erosion control once stable
To be complete prior to release of performance guarantee
2. As-Built- electronic copy for our GIS office
To be completed prior to Council Acceptance
3. Draft Deeds/tax forms
To be completed prior to Council Acceptance

Currently, the City has a cash performance guarantee from the Pions for \$9,600. The City will reduce this amount once all outstanding items in 2 and 3 have been addressed by the applicant.

The owner shall submit to the Engineering office prior to Council acceptance an as-built plan on an electronic copy for our GIS office, draft/final street deeds and tax forms.

Staff would recommend this street be forwarded to the City Council for formal acceptance conditioned upon Item 2 and 3 being addressed prior to being placed on a Council agenda. Additionally, the City will retain a \$2,000 performance guarantee for miscellaneous grass growth.(item)

Cc: Richard and JoAnn Pion
Paul Gadbois, Engineer
Public Works – Guy Casavant & Ray Parent
City Planner -- Greg Tansley
City Manager – James Bennett
File



City of Biddeford, Maine

TO: City Council

FROM: Tom Milligan, PE City Engineer

DATE: November 29, 2016

SUBJECT: Indian Cliff Development Corp, McKenney Drive,–Tax Map 7, Lot 18-13
Request for acceptance of the extension of McKenney Drive as a Public Road

Based on the applicants' request for acceptance of the extension of McKenney Drive as a public way, the Engineering Department has conducted a final inspection of McKenney Drive to determine if it has been constructed in substantial compliance with the City Street Standards and the approved plans.

During the course of construction of the extension of the McKenney Drive, the Engineering Department conducted several inspections of the road to verify that it was being constructed in substantial compliance with the approved roadway plans.

As the road has been determined to be substantially complete, Staff is recommending that the City formally accept the extension of McKenney Drive as a public way with any remaining improvements as may be noted below being bonded by a letter of credit or other acceptable performance guarantee.

The extension of McKenney Drive is a 26 foot wide, 400 foot long extension of the existing McKenney Drive located off South Street. McKenney Drive is curbed and has a sidewalk installed. One outstanding item is as listed below.

1. McKenney Drive has received final paving. Although the air temperature on the day of paving met the 50 degree F requirement, since the paving date was after the October 15th deadline for the installation of final paving, the applicant will place a performance guarantee on the pavement to ensure against failure or deterioration this winter.

Currently, the City has a letter of credit from Indian Cliff Development Corp for \$15,000, which the City would release once all outstanding items have been addressed by the applicant and upon satisfactory pavement performance over the winter.

The Capital Projects Committee reviewed the request for acceptance at their November 15, 2016 meeting and recommended 3-0 to forward this on to council for their consideration.

Staff would recommend that the City Council accept the extension of McKenney Drive conditioned upon Item 1. The City will retain the \$15,000 performance guarantee for the winter to insure pavement performance.

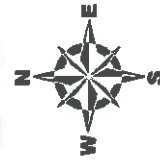
Cc: Indian Cliff Development Corp
BH2M -- Engineer
Public Works – Guy Casavant & Ray Parent
City Planner -- Greg Tansley
City Manager – James Bennett
File



McKENNEY DRIVE EXTENSION

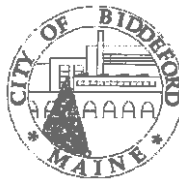
Property Map

1 inch = 591 feet



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11/29/2016



City of Biddeford, Maine

TO: Capital Projects Committee

FROM: Tom Milligan, PE City Engineer

DATE: November 8, 2016

SUBJECT: Indian Cliff Development Corp, McKenney Drive,—Tax Map 7, Lot 18-13
Request for acceptance of the extension of McKenney Drive as a Public Road

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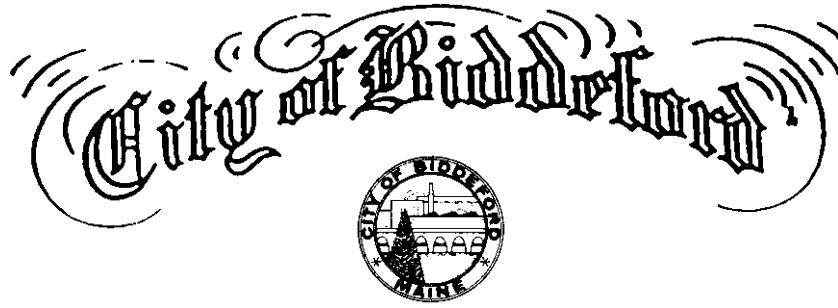
1. As-Built (on paper & mylar) & electronic copy for our GIS office
To be completed prior to Council Acceptance
2. Draft Deeds/tax forms
To be completed prior to Council Acceptance
3. Final Paving:
McKenney Drive has received final paving. Although the air temperature on the day of paving met the 50 degree F requirement, since the paving date was after the October 15th deadline for the installation of final paving, the applicant will place a 1 year performance guarantee on the pavement for one year to ensure against failure or deterioration.
4. Catch Basin Cleaning of sumps as may be required
To be completed prior to Council Acceptance

Currently, the City has a letter of credit from Indian Cliff Development Corp for \$15,000, which the City would release once all outstanding items have been addressed by the applicant and upon 1 year of satisfactory pavement performance.

The owner shall submit to the Engineering office prior to Council acceptance an as-built plan (on paper & mylar and an electronic copy for our GIS office), draft/final street deeds and tax forms.

Staff would recommend this street be forwarded to the City Council for formal acceptance conditioned upon Items 1, 2 and 4 being addressed prior to being placed on a Council agenda. Additionally, the City will retain a \$15,000 performance guarantee for the item 3 listed.

Cc: Indian Cliff Development Corp
BH2M -- Engineer
Public Works – Guy Casavant & Ray Parent
City Planner -- Greg Tansley
City Manager – James Bennett
File

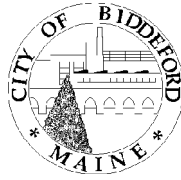


2016.108

IN BOARD OF CITY COUNCIL..DECEMBER 6, 2016

BE IT ORDERED, that the City Manager be authorized to receive, execute, and record a deed from John and Susan Dee to accept **Cornerstone Drive** as a public way subject to the conditions outlined in the City Engineer's memo of November 29, 2016.

NOTE: The Capital Projects Committee discussed this item November 15, 2016, and voted to forward on to City Council for consideration the acceptance of **Cornerstone Drive** as a public way with conditions as outlined in the City Engineer's memo of November 8, 2016.



City of Biddeford, Maine

TO: City Council

FROM: Tom Milligan, PE City Engineer

DATE: November 29, 2016

SUBJECT: John and Susan Dee, Cornerstone Drive,— Tax Map 22, Lot 14
Request for acceptance of Cornerstone Drive as a Public Road

Based on the applicants' request for acceptance of Cornerstone Drive as a public way, the Engineering Department has conducted a final inspection of to determine if it has been constructed in substantial compliance with the City Street Standards and the approved plans.

During the course of construction of Cornerstone Drive, the Engineering Department conducted several inspections of the road to verify that it was being constructed in substantial compliance with the approved subdivision/roadway plans.

As the road has been determined to be substantially complete, Staff is recommending that the City formally accept Cornerstone Drive as a public way with any remaining improvements as may be noted below being bonded by a letter of credit or other acceptable performance guarantee.

Cornerstone Drive is a 26 foot wide, 650 feet long road located off Granite Street Extension. Cornerstone Drive is curbed and has a sidewalk.

The outstanding items are listed below.

1. Timber guard rail and reflectors at the end of the road

2. Final Paving

The City has requested that the applicant delay final paving until the adjacent and connecting Cherryfield Drive is completed and paved. This delay in paving will ensure that damage will not occur to any new pavement placed (on Cornerstone) during the construction activities on Cherryfield Drive. The applicant will provide the City the funds or other suitable performance guarantee required to complete the paving and associated work. The funds to be provided are based on the cost that the applicants paving contractor would charge the applicant to complete the work. The City will coordinate the paving work with the paving of Cherryfield Drive, this paving will be paid for using the applicant's provided funds.

3. Sidewalk Paving

Sections of sidewalk base pavement will need to be repaired and the final pavement will need to be placed. . The applicant will provide the City the funds or other suitable performance guarantee required to complete the paving and associated work. The funds to be provided are based on the cost that the applicants paving contractor would charge the applicant to complete the work.

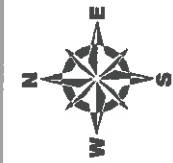
4. Catch Basin Cleaning of sumps as may be required

5. Sewer Main Inspection and Cleaning as may be required
6. Install a stop sign at the street intersection Cornerstone Drive with Granite Street Extension
7. Install granite curbing per the approved plan at the intersection of Cornerstone Drive and Granite Street Extension. The applicant will provide the City the funds or other suitable performance guarantee required to complete the curbing and associated work. The funds to be provided are based on the cost that the applicant's contractor would charge the applicant to complete the work.

Capital Projects Committee reviewed the request for acceptance at their November 15, 2016 meeting and recommended 3-0 to forward this on to council for their consideration.

Staff would recommend that the City Council accept the Cornerstone Drive conditioned upon Items 1, 4, 5, and 6 being completed prior to acceptance of the deeds and that the applicant provide a suitable performance guarantee as approved by staff to complete items 2, 3 and 7.

Cc: John and Susan Dee
Paul Gadbois, Engineer
Public Works – Guy Casavant & Ray Parent
City Planner -- Greg Tansley
City Manager – James Bennett
File

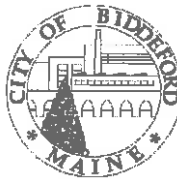


11/29/2016

Property Map

1 inch = 148 feet

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City of Biddeford, Maine

TO: Capital Projects Committee

FROM: Tom Milligan, PE City Engineer

DATE: November 8, 2016

**SUBJECT: John and Susan Dee, Cornerstone Drive,— Tax Map 22, Lot 14
Request for acceptance of Cornerstone Drive as a Public Road**

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Cornerstone Drive is a 26 foot wide, 650 feet long road located off Granite Street Extension. Cornerstone Drive is curbed and has a sidewalk.

The outstanding items are listed below.

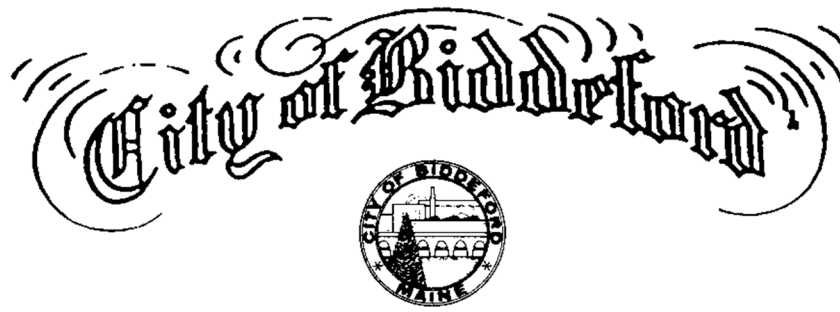
1. Timber guard rail and reflectors at the end of the road
To be completed prior to Council Acceptance
2. As-Built (on paper & mylar) & electronic copy for our GIS office
To be completed prior to Council Acceptance
3. Draft Deeds/tax forms
To be completed prior to Council Acceptance
4. Final Paving
The City has requested that the applicant delay final paving until the adjacent and connecting Cherryfield Drive is completed and paved. This delay in paving will ensure that damage will not occur to any new pavement placed (on Cornerstone) during the construction activities on Cherryfield Drive. The applicant will provide the City the funds or other suitable performance guarantee required to complete the paving and associated work. The funds to be provided are based on the cost that the applicants paving contractor would charge the applicant to complete the work. The City will coordinate the paving work with the paving of Cherryfield Drive, this paving will be paid for using the applicant's provided funds.
5. Sidewalk Paving
Sections of sidewalk base pavement will need to be repaired and the final pavement will need to be placed.

6. Catch Basin Cleaning of sumps as may be required
To be completed prior to Council Acceptance
7. Sewer Main Inspection and Cleaning as may be required
To be completed prior to Council Acceptance

The owner shall submit to the Engineering office prior to Council acceptance an as-built plan (on paper & mylar and an electronic copy for our GIS office), draft/final street deeds and tax forms.

Staff would recommend this street be forwarded to the City Council for formal acceptance conditioned upon the applicant addressing items 4 and 5 and that items 1 thru 3, 6 and 7 being completed prior to being placed on a Council agenda.

Cc: John and Susan Dee
Paul Gadbois, Engineer
Public Works – Guy Casavant & Ray Parent
City Planner -- Greg Tansley
City Manager – James Bennett
File



2016.109

IN BOARD OF CITY COUNCIL..DECEMBER 6, 2016

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

Part III (Land Development Regulations), Article III (Official Zoning Map), is amended to rezone 4 Summit Street (Tax Map 27, Lot 166) from R-1-A to B-2.

Note: This Zoning Amendment was not recommended by the Planning Board by a 0-3 vote. As such, a 2/3 vote in the affirmative by the City Council is required to pass this Amendment.



CITY OF BIDDEFORD PLANNING DEPARTMENT

Greg D. Tansley, AICP
205 Main Street
PO Box 586
Biddeford, ME 04005
(207) 284-9115
gtansley@biddefordmaine.org

MEMORANDUM

To: Mayor Casavant
Council President McCurry & Members of City Council
J. Bennett, City Manager

From: Greg Tansley, A.I.C.P., City Planner

A handwritten signature in black ink, appearing to read "Greg Tansley", is written over the "From:" line.

Date: November 18, 2016

Re: **Proposed Zoning Amendments – Zone Change of 360 Alfred Street (Tax Map 27, Lot 167) and 4 Summit Street (Tax Map 27, Lot 166) from R-1-A to B-2**

Attached is a map depicting two lots where an applicant has requested a zoning change from R-1-A to B-2. Also enclosed is a *conceptual* development plan for the properties and the adjacent D'Angelo's site (owned by Five Star Holdings, LLC). The zone change request was initiated by Five Star Holdings, LLC. Five Star Holdings own 360 Alfred Street and have an option to purchase 4 Summit Street.

The Planning Board held a duly noticed Public Hearing on the proposal on November 2, 2016. Although it closed the Public Hearing on November 2, it also allowed further public comment on November 16 when it deliberated and decided on its recommendation. Rather than notifying abutters within the standard 250' of the proposed change, this office decided to go further and notify abutter's within 1,000' for both meetings.

In summary, the abutting neighborhood seemed most concerned about two things:

- Potential traffic impacts from the originally proposed access to and from Summit Street for a new Starbucks and commercial building.
IMPORTANT NOTE: THE APPLICANT REMOVED ANY PROPOSED ACCESS TO AND FROM THE PROJECT ON SUMMIT STREET IN RESPONSE TO NEIGHBORHOOD CONCERNS.
- Encroachment into the neighborhood of commercial uses by rezoning 4 Summit Street.
NOTE: The neighborhood appeared accepting of the rezoning of 360 Alfred Street.

Planning Board Recommendation:

360 Alfred Street: The Planning Board voted unanimously to recommend the City Council approve the requested zone change.

4 Summit Street: The Planning Board voted unanimously to **not** recommend the City Council approve the requested zone change.

Please let me know if you have any questions before the December 6, 2016 City Council Meeting.

Cc: P. Donahue, Five Star Holdings, LLC (via e-mail)
B Thompson, BH2M Engineers (via e-mail)
D. Stevenson, Economic Development Director (via e-mail)

Encl: Letter of Zoning Change Request dated September 29, 2016 from Bill Thompson of BH2M Engineers
Property Map of 360 Alfred Street and 4 Summit Street
Conceptual Site Plan labeled "Concept D"



Berry, Huff, McDonald, Milligan Inc.
Engineers, Surveyors

28 State Street, Gorham, Maine 04038
207 839-2771

Greg Tansley
Biddeford City Planner
P.O. Box 586
Biddeford, Maine 04005

Re: Rezoning Application
Five Star Holdings LLC
Tax Map 27 Lots 166 & 167

Dear Greg;

On behalf of the applicant, Five Star Holdings LLC, we are preparing an application to rezone two parcels of land, one recently purchased and the second is under contract to purchase.

The two parcels are currently in the R1-A Zone and abut the B2 Zone. The first parcel is on the corner of Alfred Road (Route 111) and Summit Street. The second parcel is contiguous to the first parcel and has its frontage on the easterly side of Summit Street. These two parcels at the Five Points intersection share a common boundary line with the recently closed DeAngelo's restaurant and the property of McDonald's restaurant.

If this rezoning request is accomplished the applicant wishes to site a small building with the potential being a bank or credit union. The primary vehicle access would be from Route 111 with the potential of an internal traffic connection thru the McDonalds site to the existing signalized intersection at Route 1.

Our request of a rezoning to an abutting zone is common and would not be constituted as spot zoning. This would simply be moving the B2 zone line 100 feet westerly to an existing roadway intersection.

We appreciate your attention to this request. Our submission includes a site plan of the area, copies of the Deeds to support right, title or interest on the subject parcels and the application fee. We would look forward to presenting this application at the November 2, 2016 planning board meeting.

Sincerely,

William A. Thompson
Project Manager

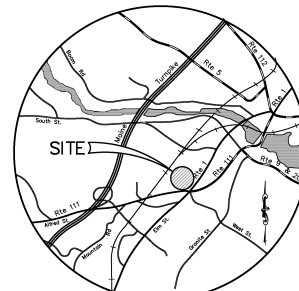
encl.
cc: Five Star Holdings

LESTER S. BERRY
WILLIAM A. THOMPSON
ROBERT C. LIBBY, Jr.
WALTER E. PELKEY
ANDREW S. MORRELL
STEVEN J. BLAKE

September 29, 2016

RECEIVED
10/4/16





LOCATION MAP

SCALE: 1" = 2 MILES

- NOTES:
1. OWNER/APPLICANT: FIVE STAR HOLDINGS, LLC
452 ALFRED ROAD
BIDDEFORD, MAINE
 2. ENGINEER: STEVEN BLAKE, PE#11695
BUREAU
28 STATE STREET
GORHAM, MAINE
 3. SURVEYOR: ROBERT C. LIBBY JR., PL# #2190
BH/2M
 4. DEED REFERENCE: BK. 17080, PG. 237
17173, PG. 489
BK. 17173, PG. 489
 5. TAX MAP REFERENCE: MAP 27, LOTS 167, 168 AND 169
 6. ZONING: B2
 7. PROJECT AREA: 32,849 S.F.
 8. PROPOSED USE: COMMERCIAL BUILDING
 9. MINIMUM STANDARDS: LOT
LOT SIZE = 1,000 S.F.
FRONTAGE = 30' MAJOR, 25' OTHER
SETBACKS = 10' FRONT, SIDE AND REAR
 10. SEWER SERVICE: PUBLIC
 11. WATER SERVICE: PUBLIC
 12. ELECTRIC/TELEPHONE: UNDERGROUND
 13. ALL CONSTRUCTION AND SITE ALTERATIONS SHALL BE DONE IN ACCORDANCE WITH THE EROSION PREVENTION PROVISIONS OUTLINED IN THE MAINE EROSION CONTROL AND SEDIMENTATION HANDBOOK FOR CONSTRUCTION: BEST MANAGEMENT PRACTICES, LATEST REVISION

THIS PLAN REVIEWED AND APPROVED BY THE CITY
OF BIDDEFORD PLANNING BOARD.

DATE _____

CHAIR

I CERTIFY THAT THIS SURVEY CONFORMS
TO THE MAINE BOARD OF LICENSURE
FOR PROFESSIONAL LAND SURVEYORS
TECHNICAL STANDARDS OF PRACTICE FOR
A STANDARD BOUNDARY SURVEY WITH
THE FOLLOWING EXCEPTIONS:

1. NO SURVEYORS REPORT



ROBERT C. LIBBY JR.

PLS #2190

REVISION	
NO.	DATE
DESCRIPTION	


BH2M

Berry, Huff, McDonald, Milligan Inc.
Engineers, Surveyors
Tel. (207) 839-2771
Fax (207) 839-8250

FOR
Five Star Holdings, LLC
451 Alfred Street
Biddeford, Maine

CONCEPT D

COMMERCIAL SITE

ROUTE 111
RIDGEFORD, MAINE

DESIGNED W. Thompson	DATE Sept. 2016
DRAWN Dept.	SCALE As Noted
CHECKED S. Blake	JOB. NO. 16066

SHEET

1

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EXPRESSED WRITTEN CONSENT
OF BHGM INC. IS PROHIBITED

FiveStarHoldings LLC

451 Alfred st. Biddeford, ME 04005 207-400-2707

November 29, 2016

Biddeford City Council
205 Main Street
Biddeford, ME 04005

Dear Councilors:

We would like to thank you for taking the time to consider our application to rezone two parcels of land situated at the corner of Alfred Road and Summit Street. From the beginning, we have recognized that transparency and collaboration with the surrounding neighbors are key elements to the success of our project. With this in mind, we would like to offer some additional details that we hope will better inform your decision whether to approve our application.

Our initial application was submitted to the Biddeford City Planner on September 29, 2016. On October 20th, our representatives met with members of the Summit Street neighborhood to discuss and address any concerns regarding our project. At this meeting, three areas of concern stood out to us: 1) our proposed traffic exit on Summit Street, 2) existing and ongoing issues relating to McDonald's, and 3) the current use for our property situated at 360 Alfred Street.

First, following the neighborhood meeting we revisited our site plan with both our engineer and the City Planning Department. In consideration of the input we received at the meeting, together with additional concerns raised by the Planning Department, we decided the best solution was to eliminate any traffic entrance or exit on Summit Street.

Second, although the actions and decisions of McDonald's are beyond our control, we reached out to McDonald's management and expressed many of the neighbors' concerns regarding that location. McDonald's indicated to us that they are willing to meet with the neighbors and work through any problems they may have.

The final concern was the current use of our apartment building located at 360 Alfred Street. At the neighborhood meeting, it was brought to our attention that there were frequent fights between tenants and incidences of police being called to the building. Upon learning of these issues, we began the process of evicting the current tenants in an effort to minimize any ongoing negative impacts on the surrounding neighbors. We believe the majority of the neighborhood recognizes that the transition from residential to commercial use is a natural one for 360 Alfred Street.

Prior to our meeting with the Planning Board on November 16th, we received information from Greg Tansley indicating that the neighborhood did not want a commercial building to be placed on Summit Street. He suggested that we concede to not building a commercial unit on the 4 Summit Street lot as a condition of approval for our rezoning application. Though we had been under the impression that our prior concessions resolved any outstanding issues with the neighborhood, we again opted to compromise and agreed to the condition. Later that evening at the planning board meeting, several of the neighbors acknowledged all of the concessions we made and expressed their appreciation for alleviating their concerns. It was at this time, however, that we learned the property owners at 6 Summit Street felt our project would have an adverse impact on their property value. As of the date of this letter, we are working directly with the property owners to address their worries.

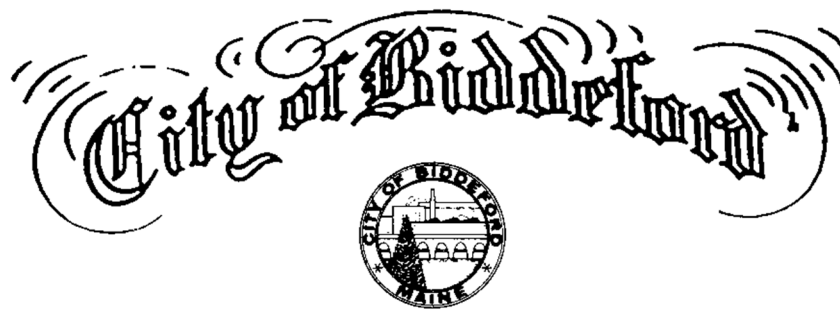
Further, based on our conversations with local realtors as well as the City Economic Development Department, we strongly believe that any negative impact from our project on the neighboring lot would be minimal, if at all. We have made every effort to acknowledge, review and address all of the concerns that have been raised since this project began, however, we struggle with this final matter relating to 6 Summit Street. In our view, it is fair to say that a potential homebuyer looking to purchase the property would consider the presence of commercial properties already in the area and would not be deterred from buying because of our project.

Given the concerns we've heard from the neighbors, Councilor Ready and the Planning Department, we believe that our proposed project and zone change would be a far better fit for the neighborhood than other potential uses that would conform to present zoning regulations. We sincerely hope that the Council will recognize and consider the great lengths we have gone to and the compromises we have made in an effort to make this project work for everyone.

Best Regards,

A handwritten signature in black ink, appearing to read 'Patrick Donahue', with a stylized, flowing script.

Patrick Donahue
Five Star Holdings, LLC



2016.110

IN BOARD OF CITY COUNCIL..DECEMBER 6, 2016

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

Part III (Land Development Regulations), Article III (Official Zoning Map), is amended to rezone 360 Alfred Street (Tax Map 27, Lot 167) from R-1-A to B-2.

Note: This Zoning Amendment was recommended by the Planning Board by a 3-0 vote. As such, a majority vote in the affirmative by the City Council is required to pass this Amendment.



CITY OF BIDDEFORD PLANNING DEPARTMENT

Greg D. Tansley, AICP
205 Main Street
PO Box 586
Biddeford, ME 04005
(207) 284-9115
gtansley@biddefordmaine.org

MEMORANDUM

To: Mayor Casavant
Council President McCurry & Members of City Council
J. Bennett, City Manager

From: Greg Tansley, A.I.C.P., City Planner

A handwritten signature in cursive script, reading "Greg Tansley", is written over the "From:" line.

Date: November 18, 2016

Re: **Proposed Zoning Amendments – Zone Change of 360 Alfred Street (Tax Map 27, Lot 167) and 4 Summit Street (Tax Map 27, Lot 166) from R-1-A to B-2**

Attached is a map depicting two lots where an applicant has requested a zoning change from R-1-A to B-2. Also enclosed is a *conceptual* development plan for the properties and the adjacent D'Angelo's site (owned by Five Star Holdings, LLC). The zone change request was initiated by Five Star Holdings, LLC. Five Star Holdings own 360 Alfred Street and have an option to purchase 4 Summit Street.

The Planning Board held a duly noticed Public Hearing on the proposal on November 2, 2016. Although it closed the Public Hearing on November 2, it also allowed further public comment on November 16 when it deliberated and decided on its recommendation. Rather than notifying abutters within the standard 250' of the proposed change, this office decided to go further and notify abutter's within 1,000' for both meetings.

In summary, the abutting neighborhood seemed most concerned about two things:

- Potential traffic impacts from the originally proposed access to and from Summit Street for a new Starbucks and commercial building.
IMPORTANT NOTE: THE APPLICANT REMOVED ANY PROPOSED ACCESS TO AND FROM THE PROJECT ON SUMMIT STREET IN RESPONSE TO NEIGHBORHOOD CONCERNS.
- Encroachment into the neighborhood of commercial uses by rezoning 4 Summit Street.
NOTE: The neighborhood appeared accepting of the rezoning of 360 Alfred Street.

Planning Board Recommendation:

360 Alfred Street: The Planning Board voted unanimously to recommend the City Council approve the requested zone change.

4 Summit Street: The Planning Board voted unanimously to **not** recommend the City Council approve the requested zone change.

Please let me know if you have any questions before the December 6, 2016 City Council Meeting.

Cc: P. Donahue, Five Star Holdings, LLC (via e-mail)
B Thompson, BH2M Engineers (via e-mail)
D. Stevenson, Economic Development Director (via e-mail)

Encl: Letter of Zoning Change Request dated September 29, 2016 from Bill Thompson of BH2M Engineers
Property Map of 360 Alfred Street and 4 Summit Street
Conceptual Site Plan labeled "Concept D"



Berry, Huff, McDonald, Milligan Inc.
Engineers, Surveyors

28 State Street, Gorham, Maine 04038
207 839-2771

Greg Tansley
Biddeford City Planner
P.O. Box 586
Biddeford, Maine 04005

Re: Rezoning Application
Five Star Holdings LLC
Tax Map 27 Lots 166 & 167

Dear Greg;

On behalf of the applicant, Five Star Holdings LLC, we are preparing an application to rezone two parcels of land, one recently purchased and the second is under contract to purchase.

The two parcels are currently in the R1-A Zone and abut the B2 Zone. The first parcel is on the corner of Alfred Road (Route 111) and Summit Street. The second parcel is contiguous to the first parcel and has its frontage on the easterly side of Summit Street. These two parcels at the Five Points intersection share a common boundary line with the recently closed DeAngelo's restaurant and the property of McDonald's restaurant.

If this rezoning request is accomplished the applicant wishes to site a small building with the potential being a bank or credit union. The primary vehicle access would be from Route 111 with the potential of an internal traffic connection thru the McDonalds site to the existing signalized intersection at Route 1.

Our request of a rezoning to an abutting zone is common and would not be constituted as spot zoning. This would simply be moving the B2 zone line 100 feet westerly to an existing roadway intersection.

We appreciate your attention to this request. Our submission includes a site plan of the area, copies of the Deeds to support right, title or interest on the subject parcels and the application fee. We would look forward to presenting this application at the November 2, 2016 planning board meeting.

Sincerely,

William A. Thompson
Project Manager

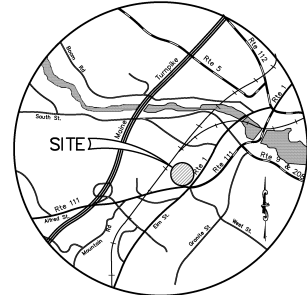
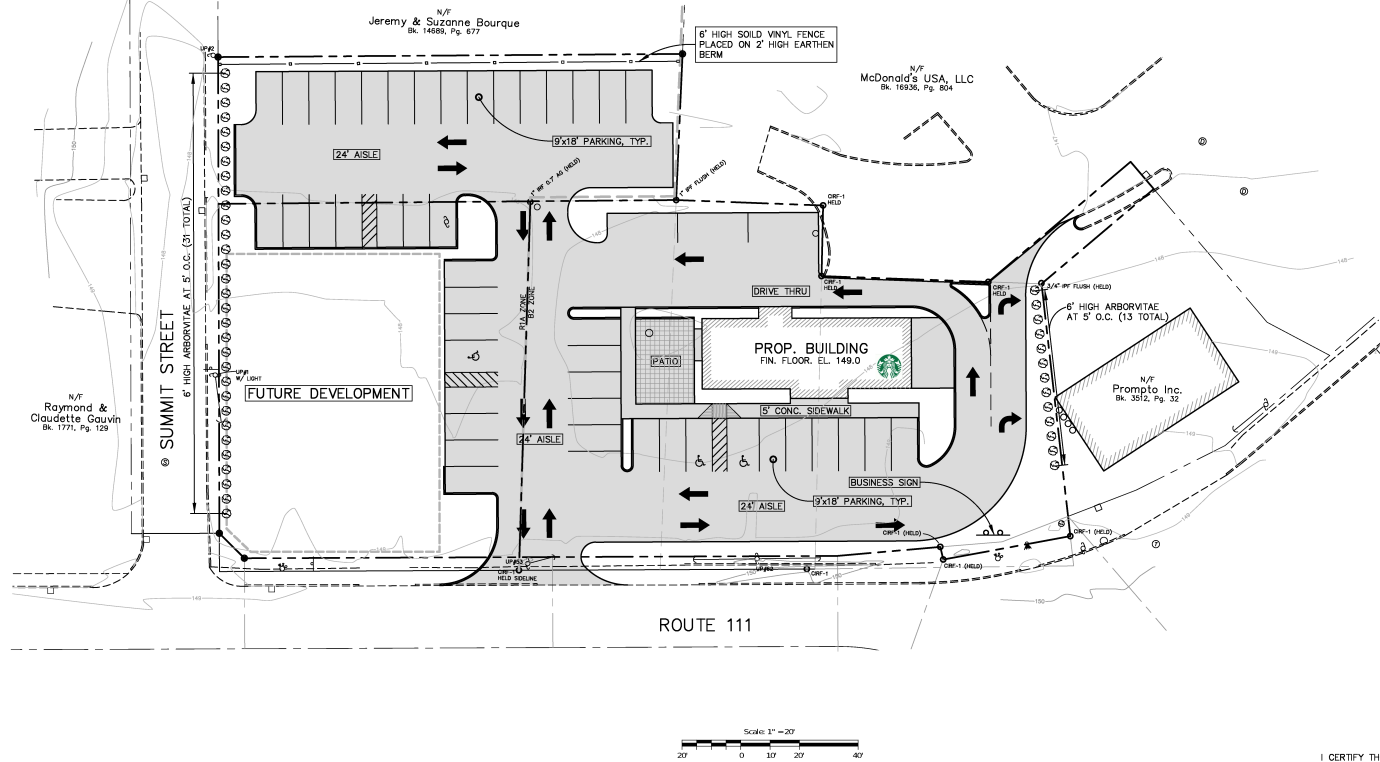
encl.
cc: Five Star Holdings

LESTER S. BERRY
WILLIAM A. THOMPSON
ROBERT C. LIBBY, Jr.
WALTER E. PELKEY
ANDREW S. MORRELL
STEVEN J. BLAKE

September 29, 2016

RECEIVED
10/4/16





- NOTES:
- OWNER/APPLICANT: FIVE STAR HOLDINGS, LLC
452 ALFRED ROAD
BIDDEFORD, MAINE
 - ENGINEER: STEVEN BLAKE, PE#1695
BH2M
28 STATE STREET
GORHAM, MAINE
 - SURVEYOR: ROBERT C. LIBBY JR., PLS #2190
BH2M
 - DEED REFERENCE: BK. 17080, PG. 237
BK. 17173, PG. 489
BK. 17173, PG. 489
 - TAX MAP REFERENCE: MAP 27, LOTS 167, 168 AND 169
 - ZONING: B2
 - PROJECT AREA: 32,849 S.F.
 - PROPOSED USE: COMMERCIAL BUILDING
 - MINIMUM STANDARDS: B2
LOT SIZE - 1,000 S.F.
FRONTAGE - 30' MAJOR, 25' OTHER
SETBACKS - 10' FRONT, SIDE AND REAR
 - SEWER SERVICE: PUBLIC
 - WATER SERVICE: PUBLIC
 - ELECTRIC/TELEPHONE: UNDERGROUND
 - ALL CONSTRUCTION AND SITE ALTERATIONS SHALL BE DONE IN ACCORDANCE WITH THE EROSION PREVENTION PROVISIONS OUTLINED IN THE MAINE EROSION CONTROL AND SEDIMENTATION HANDBOOK FOR CONSTRUCTION: BEST MANAGEMENT PRACTICES, LATEST REVISION.

I CERTIFY THAT THIS SURVEY CONFORMS TO THE MAINE BOARD OF LICENSURE FOR PROFESSIONAL LAND SURVEYORS TECHNICAL STANDARDS OF PRACTICE FOR A STANDARD BOUNDARY SURVEY WITH THE FOLLOWING EXCEPTIONS:

1. NO SURVEYORS REPORT



ROBERT C. LIBBY JR. PLS #2190

THIS PLAN REVIEWED AND APPROVED BY THE CITY OF BIDDEFORD PLANNING BOARD.

DATE:

CHAIR

NO.	DATE	REVISION	DESCRIPTION
1	8-14-16	ADD Summit St. Building	
2	9-22-16	TRAFFIC SUBMISSION	



BH2M

Berry, Huff, McDonald, Milligan Inc.
Engineers, Surveyors
28 State Street
Biddeford, Maine 04005
Tel. (207) 839-3771
Fax (207) 839-0500

FOR
FIVE STAR HOLDINGS, LLC
452 Alfred Street
Biddeford, Maine

CONCEPT D
COMMERCIAL SITE
ROUTE 111
BIDDEFORD, MAINE

DESIGNED W. Thompson	DATE Sept. 2016
DRAWN DHP	SCALE As Noted
CHECKED S. Blake	JOB. NO. 10066

SHEET
1

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FiveStarHoldings LLC

451 Alfred st. Biddeford, ME 04005 207-400-2707

November 29, 2016

Biddeford City Council
205 Main Street
Biddeford, ME 04005

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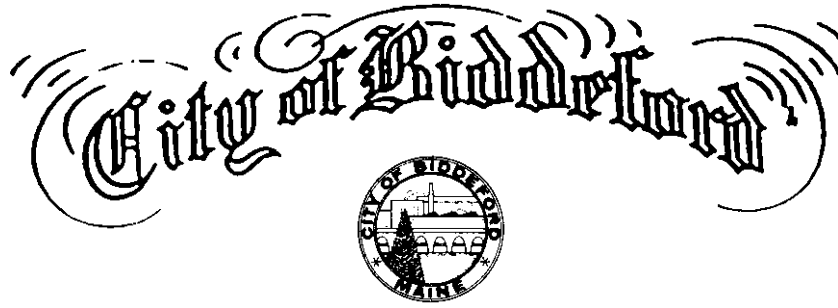
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Best Regards,

A handwritten signature in black ink, appearing to read 'Patrick Donahue', with a stylized, flowing script.

Patrick Donahue
Five Star Holdings, LLC



2016.92 **IN BOARD OF CITY COUNCIL..OCTOBER 4, 2016**
BE IT ORDERED, that the City Council of the City of Biddeford does hereby amend the Human Resource Policies, Procedures and Benefits Manual, SICK LEAVE, as attached.

October 4, 2016

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

Motion by Councilor Ready, seconded by Councilor Laverriere to table this order in order for the Council to have a discussion either at a Workshop or Committee-of-the-Whole.

Vote: 7/2; Councilors Lessard and McCurry opposed.

Councilors Swanton, St. Cyr, Quattrone, Mills, Laverriere, Ready and Seaver in favor.

Motion to table carries.

SICK LEAVE

Sick leave is available to all regular and part-time employees as follows:

A. Hourly employees:

1. Sick leave shall accrue at the rate of one workday for each full calendar month of service, accumulative to a maximum of 120 working days. For the purposes of this section, the first month of an employee's service shall be counted as a full month of service if employment begins on or before the 15th day of the month. Sick leave will be accumulated during the probationary period of the new employee but not available should the employee fail the probationary period.
2. Sick leave may be used only in the following cases: personal illness; to care for the sickness or disability in the employees family, meaning spouse or children living in the same household, or; physical incapacity of such degree as to render the employee unable to perform the duties of his position, unless the employee is capable of other work in his division and assigned to such other work. If requested, the employee shall furnish the Department Head a certificate from his attending physician.
3. Sick leave usage shall be recorded regularly, on weekly time and attendance sheets and the record shall be maintained by the Human Resource Department.
4. Employees failing to submit a two weeks' notice shall receive no compensation for unused sick leave.

5. Sick leave incentive: all employees shall participate in the sick leave incentive program. Employees shall have unused sick time swept into a deferred compensation retirement 457 plan, fully vested in their name, based on the following schedule:

1. Less than 240 hours 0 hours swept

2. Less than 350 hours but more than 240 hours 36 hours swept

3. Less than 350 hours but more than 600 hours 72 hours swept

4. More than 600 hours on the books 108 hours swept

5. Hours will be paid out based on the current hourly wage and factored at 25%

6. Hours will be swept on December 31 of each year and payment will be made in the employees account on about July 30th of the following year. Should employee leave in good standing prior to July 30, the funds will be deposited upon written notice of separation.

7. Any employees that have in excess of 200 hours on the books as of the November 1, 2016 shall have all excess hours swept up to 480 hours. These hours will be carried in a separately tracked sick bank. The employee may use these hours for any reasons covered by this policy. Any used hours left in this bank shall be paid upon employee

separation in good standing based on the hourly wage the employee is receiving on November 1, 2016 and factored at 50%. This provision is valid only onetime on November 1, 2016 and shall no longer be applicable after that date. The City shall keep a separate accounting for these employees and hours and cause a report to be issued annually to the Personnel Committee and the employees detailing the same.

5.6.

B. Salaried employees:

1. Sick leave may be used only in the following cases: personal illness; to care for the sickness or disability in the employees family, meaning spouse or children living in the same household, or; physical incapacity of such degree as to render the employee unable to perform the duties of his position unless the employee is capable of other work in his division and assigned to such other work. If requested, the employee shall furnish the Department Head a certificate from his attending physician.
2. Salaried employees shall be paid their weekly salary in full even if the employee was unable to attend their normal work schedule because of sick leave. Salaried employees occupy leadership roles in the organization that does not allow extensive absence from work regardless of the reasons. In the event a salaried employee is absent or shall require to be absent for an extended period of time, they shall notify their immediate supervisor and Department of Human Resources. The City will make reasonable accommodations to the extent it can, taking into consideration seniority, job performance, critical nature of the job functions, and other factors. In all circumstances, the legitimate business needs of the City shall be the determining factor in dealing with such extend or continued pattern of absences.
3. Unused sick time is not compensable upon termination of employment.

PERSONAL DAYS

Two and one-half (2 ½) personal days are granted per year to each regular and part-time employee; provided, however, that the employee shall make the request in writing to the Department Head at least seven days prior to the day requested. In the event of a request being made by two employees of the same department for the same day, personal time shall be granted according to seniority in that department. Personal days shall commence from date of hire and shall not accumulate from year to year. Unused personal time is not compensable upon termination of employment.

SICK/VACATION TIME DONATION PROGRAM

The purpose of the Sick/Vacation Time Donation Program is to permit an employee to donate accrued sick or vacation leave to another employee. This policy permits such a donation to occur when an employee has a need for additional paid leave because they have exhausted all paid leave and have a serious medical hardship or catastrophic illness or injury that poses a threat to life and/or requires inpatient, hospice or residential health care. The employee's need may arise from their own serious medical hardship or catastrophic illness or from their need to care for a family member, including a spouse or domestic partner, child, or parent, who has a serious medical hardship or catastrophic illness. This policy is not intended to cover an employee who is experiencing a normal pregnancy, has a common illness, has an illness or injury covered by an employer-administrated short or long term disability policy or worker's compensation, or has incurred injury during the course of committing a felony. Similarly, this policy is not intended to provide leave to any employee who has previously abused any paid leave.

Checkout Upon Separation

Employees, who resign, retire or are removed/discharged or laid off will be required to turn in any City owned property, clothing, keys, working materials etc. no later than their final workday. The Director of Human Resources will conduct an exit interview with all regular full time and part time employees prior to termination. An appointment to conduct the exit interview shall be set up at the convenience of both parties prior to the last week of work.

Death of an Employee

Separation shall be effective as of the date of death of the employee. Any wages, stipend or other allowances due the employee as of their date of death, including vacation and/or sick time, (in no case will sick time exceed the maximum accrual allowed) shall be paid to the estate of the employee or last known beneficiary on record and in writing with the Director of Human Resources.

OTHER PAYMENTS UPON SEPARATION

Accrued Vacation Pay: All earned vacation pay will be due the employee in full upon separation

Unused Sick Time: all hourly employees shall be entitled to the following payout of unused sick time:

<u>Employment Period</u>	<u>Payout Percentage</u>
<u>Less than 10 years</u>	<u>0%</u>
<u>More than 10 years but less than 25 years</u>	<u>25%</u>
<u>More than 25 years</u>	<u>50%</u>
<u>Employees that retire or are 65 years of age</u>	<u>100%</u>

~~Retiring from the city, as determined by either reaching the age of 65 or having worked for the city for at least twenty-five (25) consecutive years:~~

~~50% of the value~~

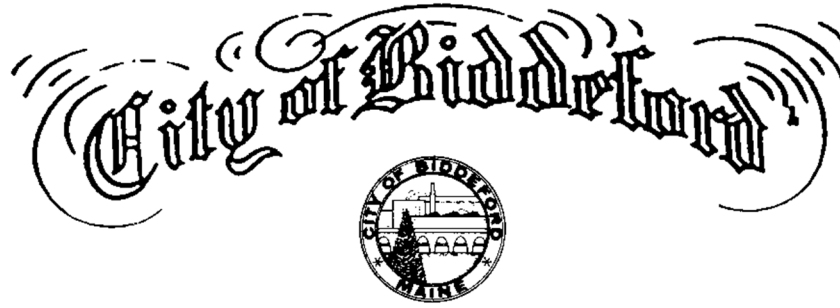
Salaried employees: no cash value

PERFORMANCE EVALUATIONS

Annual reports of each employee's performance during the preceding year are to be completed by supervisory personnel and discussed with the department head prior to presentation to the employee. It is the responsibility of the department head to see that evaluations are completed and submitted within the proper time frames. The rating supervisor will provide the employee with a copy of the evaluation report at the time of discussion with the employee. A completed, signed and dated copy will then be submitted to the City Manager for placement in the employee's personnel file.

Where rating supervisors have identified characteristics of an employee's performance needing improvement, the supervisor should be as specific as possible in describing the deficiency and the ways and means of improving to an acceptable level. Supervisors are therefore entitled to retain a copy of each of their employee's evaluation report for the purpose of follow-up to any actions required or for reference in general.

Discretionary Performance Evaluations



2016.111 **IN BOARD OF CITY COUNCIL...DECEMBER 6, 2016,**
BE IT ORDERED, that the City Manager is hereby authorized to enter into an agreement with Systems Engineering for an Exchange Server Upgrade, in the amount of \$42,453.00 in accordance with the Systems Engineering bid dated November 7, 2016. The funding source shall be from the approved FY2017 CIP under 21201-60963.

NOTE: The Finance Committee will review this item for approval on December 6, 2016.



City of Biddeford

Chief Operating Officer/Technology Dept/IPP
P.O. Box 586 • 205 Main Street
Biddeford, ME 04005
Phone: (207) 571-0032 • Fax: (207) 571-0656

Briefing Memo

TO: Council President John McCurry and Members of the Biddeford City Council
Mayor Alan Casavant
City Manager James Bennett

CC: Mike Wilson, Finance Director
Jerry Gerlach, IT

FROM: Brian S. Phinney, COO/Technology/IPP

DATE: November 30, 2016

RE: Request for Approval of Funds for Exchange Server Upgrade

The Technology Department's IT Division released an Invitation to Bid (ITB), soliciting pricing for an exchange server upgrade. The City posted the ITB on the City of Biddeford website and published the ITB notice in the Journal Tribune.

The ITB requested pricing on a two-phased project to build, transfer, and upgrade current systems to Exchange 2016 with licensing. The City of Biddeford currently manages two 2007 Exchange email servers. In addition to the needed upgrade, this project supports the IT Division's continuing consolidation plans. This upgrade will combine the two email servers and operate both the BPD.net (Police, Fire, and Codes) and Biddefordmaine.org email domains off this one server. This is one of the last IT related items to be consolidated.

Once the project is complete, the City will have one Exchange 2016 server running in the virtual environment hosting all of the City's email. This upgrade and consolidation will bring added features and benefits to include but not be limited to, cross-domain calendar sharing, disk space savings, faster backups, and ease of administration and staff cross training. This also creates an opportunity, if desired, to change the current Police, Fire, and Codes email from bpd.net to biddefordmaine.org creating consistency when emailing city staff.

The IT Division received four (4) responses to the ITB. Evaluation of the responses resulted in two being removed from consideration for failing to meet specification. In one instance, the bidder failed to provide pricing for Phase II work. In the second instance, the bidder failed to include an intermediate step as listed in the ITB. The City received no response to a clarification

request sent to one of the bidders. Of the two (2) remaining qualified bids, the pricing ranged from \$41,675.64 to \$42,453. A bid summary is provided below.

Bidder	Project Bid
Systems Engineering	\$ 42,453.00
Winxnet	\$ 41,675.64
BEK Inc*	\$ 32,785.00
Base Technology*	\$ 63,007.00

*Rejected-did not meet specification

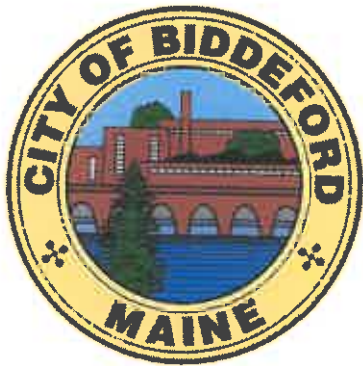
Based on evaluation of the bids received, the Technology Department recommends award to Systems Engineering in the amount of \$42,453.00. While Systems Engineering was not the low bidder, a difference of less than \$778.00, Systems Engineering has been the City's systems integrator for 12 years. They have proven their skills and knowledge on many projects. Systems Engineering has also worked with the City allowing both Jerry Gerlach and Bill Gooch to perform certain project tasks to reduce costs. Furthermore, Systems Engineering is intimately familiar with the City's infrastructure. A copy of each bid is attached for review.

The upgrade request is in accordance with the approved CIP project list for FY2017 under Order 2016.67, which authorized expenditure of up to \$80,000 for IT Software Updates. If approved, this project combined with the earlier CIP approval for the Microsoft Office 2016 Upgrade will result in a total expenditure of \$77,302 leaving a balance of \$2,698 in the CIP Software Upgrade account.

Please note that this item has been placed on the December 6th Finance Committee agenda for approval. The Finance Committee recommendation will be provided to the Council.

SBase Response

To



For Upgrade Exchange 2007 to Exchange 2016

Date of Submission: November 12th, 2016 @ 2 p.m.

Prepared by: Bharath R
President, SBase Technologies, Inc.
600 E Las Colinas Blvd, Ste # 1350,
Irving, TX 75039
Mobile: 918-406-6765
Office: 469-844-4833
Fax: 469-461-0771
E-mail: bharathr@sbasetech.net

“ORIGINAL”

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Cover Letter

City of Biddeford,

SBase Technologies would like to thank City of Biddeford for the opportunity to be considered for your Upgrade Exchange 2007 to Exchange 2016

We are excited about the possibility of partnering with such an esteemed organization. Our vision for City of Biddeford is to provide Upgrade Exchange 2007 to Exchange 2016.

SBase is a preferred Microsoft service provider, with satisfied clients in various sectors such as cities and municipalities, higher education, financial services, government organizations, health-care, retail, manufacturing and telecommunications. Our client engagement model begins with a detailed knowledge of the industry and core business processes. This proven approach has been vital to our success we termed this approach as CIS (Customer Intuitive Services). Our business solution approach has won the approval of stakeholders and continued to associate with us, we have resources operating in various regions which helps us to choose right talent for every project.

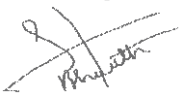
SBase Microsoft solutions has been enabling organizations to achieve a competitive advantage in the ever changing business trends. Our expertise extends to implement and migrate Office 365, SharePoint and Skype for business, Azure, Exchange mail systems etc.

SBase will be delighted to be technology associate for City of Biddeford, we are confident that our solution would fulfil your business goals. Our solutions deliver suitable services that provide strategic benefits and advantages which includes business differentiation, improved time to market and increased flexibility. Through our practice, we are able to provide right solution and technology expertise that meets your unique business needs. Our resources with deep domain experiences help constantly endeavor to provide tailored service as per the needs of our customer.

Our Core Values include “Innovation”, “Expeditious Delivery” and “Quality Processes”. Our entire organization adheres to these core values and we continue to enhance them throughout our organization. While Strategies and Tactics may change, our guiding principles endure as the standards by which we conduct our business.

Thank you once again for this opportunity for SBase Technologies, Inc. to respond to your Request for Proposal for Upgrade Exchange 2007 to Exchange 2016. Please feel free to contact me at any time if you have any questions.

Sincerely

A handwritten signature in black ink, appearing to read 'Bharath R.', written over a light blue horizontal line.

Bharath R.
President, SBase Technologies, Inc.

Phone: 918-406-6765

E-mail: bharathr@sbasetech.net

Executive Summary

SBase Technologies is founded in 2011. We are the **Silver Partner** of Microsoft. We have delivery centers in Texas, Oklahoma and India. Our consultants are certified Microsoft professionals. We have been executing Microsoft solutions across industries and across geographical locations.

SBase has been helping organizations to deliver unparalleled Microsoft services. Microsoft Exchange Server 2016 brings a new set of technologies, features, and services to Exchange Server, the messaging platform that provides email, scheduling, and tools for custom collaboration and messaging service applications. Exchange server 2016 supports organizations with different architectural changes.

SBase Technologies is a fastest growing Microsoft product suite solutions provider. We have extensive experience in delivering Exchange server solutions. We are committed to deliver world class solutions to our clients. We have a successful track record in delivering solutions to our clients. Our simple and cost-effective cloud-based solutions make our clientele to manage swiftly advancing infrastructure requirements.

SBase Technologies services cover all aspects of a project life cycle from the conception of the idea to the planning, implementation, delivery and continuous maintenance using appropriate implementation and quality assurance methodologies. To meet this need, we have developed a range of specialized consulting services aiming to the planning and development of business solutions. Our services are tailored to the needs of each client, always taking under consideration the dynamically evolving market environment and the technological trends. Our service offerings are designed to help clients generate revenue, reduce costs and access the information necessary to operate their business on a timely basis. Our services are always delivered through professionalism, ethics, technology and hard work.

We provide experienced dedicated Application Development teams, combining business and industry knowledge with technology, who work closely with clients to develop comprehensive solutions. Our Product Development and Outsourcing services offer complete product lifecycle solutions as an extension to our client's engineering team. We accelerate the creation of software products, reduce product-marketing time and assist in making schedules more predictable.

Our Core Values include "Innovation", "Expeditious Delivery" and "Quality Processes". Our entire organization adheres to these core values and we continue to enhance them throughout our organization. While Strategies and Tactics may change, our guiding principles endure as the standards by which we conduct our business.

Thank you once again for this opportunity for SBase Technologies to respond to the implementation of Unified Messaging System Upgrade. Please feel free to contact me at any time if you have any questions.

SBase Technologies is a fast-growing professional Silver Partner of Microsoft and Provide Office 365 solutions. We are committed in delivering better solutions to our clients. We have a successful track record of empowering clients. SBase Technologies provides managed services to assist customers to take better decisions. Our simple and cost-effective cloud-based solutions make our clientele to manage swiftly advancing infrastructure requirements. SBase services are adaptable to meet future needs and we have an expertise in cloud-computing strategies, managing services, virtualization, Microsoft Office 365, Cloud Transformation, and Cloud Infrastructure.

SBase Technologies Cloud-based solutions are exceptionally manageable, reliable and scalable. It is not just about technology here at SBase. We help the clients to procure the advantages of rapid deployment, flexibility and lower costs. We joined hands with some of the leading companies and we help the clients to amplify productivity and quality to attain maximum efficiency. We work to be a true extension of your team, not just as a vendor. We have handful of experience in different domains such as Human Resource Information System, e-Governance, Information Technology, Mobile Technologies, School Management, Accounting.



At SBase Technologies, we can provide the clients with the greatest cloud solutions. SBase Techies are driven to develop Microsoft Office 365 and Cloud-based services and we excel at delivering formidable results for our customers. Clearly, we help you in every step, right from the beginning to the end (achieving better results).

Migration Services:

SBase provides highly reliable and cost-effective migration services that help clients switch from their current setup to Office 365 with zero strain. Whether it is an Office 2007 to Office 2016 upgrade, Exchange 2003 to Exchange Online migration or Lync 2013 to Skype for Business, SBase follows a standard assessment approach that not only collects the accurate information about the existing infrastructure but also helps plan data migration tasks that securely transforms existing setup into cloud with the absolute care and precision.

Benefits of SBase Technologies Migration Services are:

- Manageable and resilient migration services to our clients.
- Provide smooth and high level of flexibility to make your organization efficient and effective.
- We help to upgrade productivity and performance of your organization through interactive tools.
- We assist you to reduce operating expenditures by integrating services.
- Our IT staff will provide a detailed procedure to inspect technical requirements and manageability.

Types of Migration Services

Managed Services:

SBase keeps your business ahead and helps you thrive in your industry by providing matchless Office 365 managed services. We practice globally recognized cloud managed services that leverage the reliability and stability of the business resources. For any business, it is necessary to provide the best in class services especially at the peak time. Our managed 365 services ensure the high availability of resources to run the business with the peace of mind.

Allowing you to focus on developing your business, SBase team of experienced professionals' helm your business requirement efficiently in the background. We have a pool of expert cloud management team who can pre-analyze the infrastructure requirement and provide the best assistance in adopting the resources that fit best for your growing business. We provide superior ongoing support with 24/7 monitoring service. Our managed Microsoft 365 services undertake the following cloud support services:

- Efficient management of Exchange, SharePoint, Lync and SQL platform.
- Durable performance of network devices and server applications.
- Minimal downtime and high ROI from the least operational cost.
- 24/7 monitoring, proactive measures and assistance in minimizing the risk.

Our Objective: We will identify the business goals of our Clients and customer success is our main aim. We understand the needs of our customers and value their demands and specifications.

Achieving Results: At SBase, our IT professionals work to achieve results for clients. We follow the method "Try and Try until you succeed". We attempt new trails and results are our end game.

Partners:

SBase Technologies has partnered with cloud providers to successfully implement the cloud solutions that best match the requirements of our clients. We join hands with the organizations that deliver an eccentric perspective into the cloud solution market. We are a certified partner of Microsoft.

Recognition:

SBase Microsoft Office 365 deployment and migration services have been recognized by the list of healthcare, education, entertainment and government organizations. These organizations concur that SBase provides superior solutions to make their transition to Office 365 efficient and successful.

Our Understanding

Our Understanding about the existing environment:

- The Current mailing environment is Microsoft Exchange Server 2007.
- Windows Server 2012 R2.
- Total Storage Space: **39 GB**.

Scope of Work

General Scope:

Broadly, the Deployment Scope will include, preparing the environment for Exchange 2016, introducing Exchange 2016 into the existing messaging environment, testing the connectivity and moving the mailboxes to Exchange 2016. Here is the list of activities to be performed for achieving the same. The implementation sequence of the listed activities may change as per the environment requirement.

The entire set of activities needs to be grouped in such a way that by completing a group of activities meets certain deliverables. For the ease of grouping, let us consider the major activities as

1. Environment Discovery and Provide Pre-requisites
2. Exchange pre-deployment checks for implementation.
3. Setup co-existence between Exchange 2007 and Exchange 2010.
4. Migrate the mailboxes to Exchange 2010 and test the connectivity.
5. Introduce Exchange 2016 into the existing co-existence environment.
6. Exchange 2016 Test cases and fine tuning.
7. Mailbox Migration from Exchange 2010 to Exchange 2016.
8. Stabilize the migration and throughput analysis.
9. Handholding, Knowledge Transfer.
10. Documentation and Sign Off.

Phase	Activity	
Phase1	Preparing the new environment	1. A patched Microsoft 2012 server will be pre built by the city. 2. Install Exchange 2016 on the new server and migrate all data from the Exchange 2007. Storage size is 36GB. 3. Setup and configure Outlook Web Access. 4. Create a method for client auto configuration 5. All DNS and security certificates updated as needed.
Phase2	Testing pilot and production roll out.	1. Provide proof of concept for the ability to migrate a second existing Exchange 2007 server to the server provided in Phase 1. Proof of concept can be done by testing in the live environment. 2. Migrate the second Exchange 2007 server to the Exchange 2016 server from Phase 1. Storage for this server is 39GB. 3. Setup and configure Outlook Web Access. 4. Create a method for client auto configuration. 5. All DNS and security certificates updated as needed. 6. Configure any core infrastructure routing changes needed to allow mail traffic between domains. 7. Provide Pricing for upgrading the second Exchange 2007 server to a prebuilt Microsoft 2012 server in the event the proof of concept does not pass. Include the additional license for Exchange 2016.

Areas out of Scope:

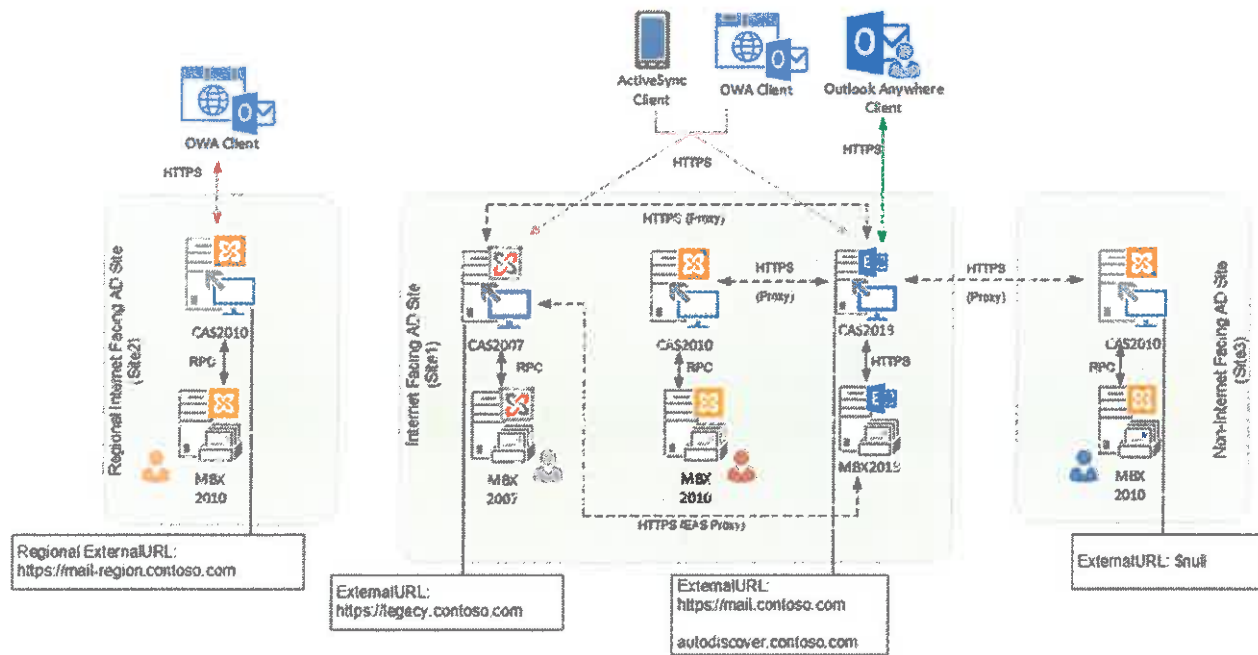
The areas that are out of scope for this engagement include.

- Any exchange or AD consolidation activity
- Any hardware, network or storage related activity including remediation of the underlying network infrastructure e.g. DNS, Firewall/Proxy, routers, etc.
- Procurement of any license for Microsoft for any third part application software.
- Any custom development in SharePoint Online.
- Migration of encrypted messages and encrypted mailboxes. COBM must ensure the data is decrypted prior to migration. Encrypted items and mail files will be skipped during migration.
- PBX configuration and installation is out of scope.
- Backup of user's laptop/desktop.
- Entire migration to be done from onsite and remote location only.

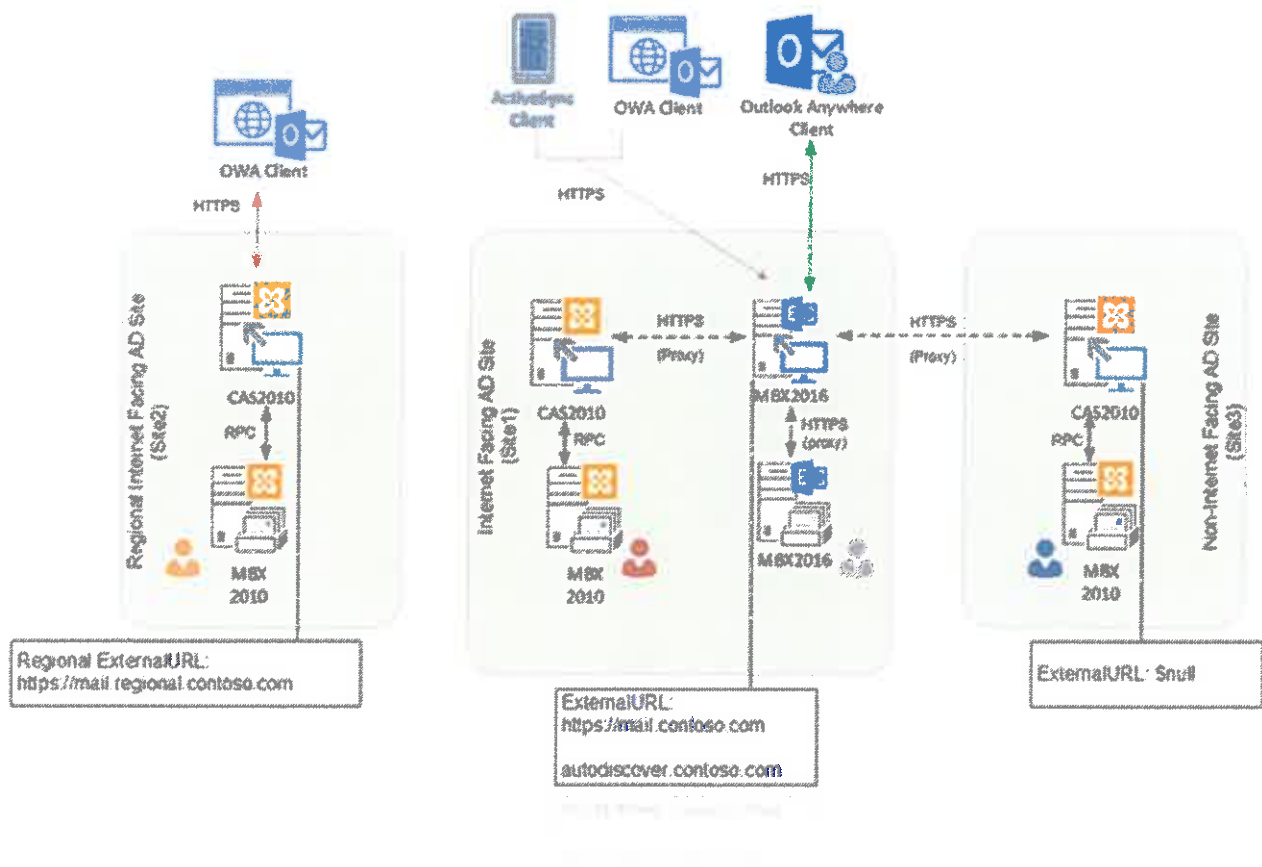
The Solution Architecture

Exchange 2007 to Exchange 2016 migration will be completed in 2 phases:

Phase 1: Exchange 2007 co-existence with Exchange 2010.



Phase 2: Migration from Exchange 2010 to Exchange 2016.



Deployment Steps

Phase 1: Exchange 2007 and Exchange 2010 co-existence:

Following depicts high-level steps on how to upgrade If Exchange 2007 to 2010 environment.

The steps are recommended to be done in the same sequence as listed here.

- 1) Run Exchange Pre-Deployment Analyzer (ExPDA)
<http://www.microsoft.com/download/en/details.aspx?displaylang=en&id=11636>
- 2) Remove existing EDGE servers
- 3) Remove Public Folder Free/Busy System Folder (optional)
- 4) Verify and upgrade if needed existing Exchange 2007 servers to Exchange 2007 Service Pack 2 (SP2).
- 5) Deploy Exchange 2010 servers in this order:
 - a. Client Access
 - b. Hub Transport
 - c. Unified Messaging
 - d. Mailbox
- 6) Configure the Exchange 2010 Client Access server.
- 7) Transfer OWA, ActiveSync, Exchange Web Services and possible Outlook Anywhere traffic to new CAS servers and reconfigure Exchange 2007 service URLs.
- 8) Configure the Exchange 2010 Hub Transport servers.
- 9) Transfer inbound and outbound mail traffic to the 2010 Hub Transport servers.
- 10) Configure the Unified Messaging servers.
- 11) Install Exchange 2010 DAG mailbox servers.
- 12) Create public folder replicas on Exchange 2010 servers using AddReplicatoPFRe-cursive.ps1 or Exchange 2010 Public Folder tool.
- 13) Move mailboxes to Exchange 2010 using Move Mailbox Wizard or PowerShell.
- 14) Rehome the Offline Address Book (OAB) generation server to Exchange Server 2010.
- 15) Transfer all Public Folder Replicas to Exchange Server 2010 Public folder store(s) only.
- 16) Delete Public and Private Information Stores from Exchange 2007 server(s).
- 17) Uninstall all Exchange 2007 servers.

Management during Co-existence:

The Exchange Management Console (EMC) is available in both Exchange Server 2010 and Exchange Server 2007. The following lists the tasks and actions that can be performed using the EMC in either Exchange 2010 or Exchange 2007:

- Actions that create objects, such as new mailboxes or a new offline address book (OAB), can only be performed on a version of the EMC that's the same as the target object. For example, creating a mailbox on an Exchange 2007 Mailbox server must be performed with the EMC in Exchange 2007.
- The following applies:
 - Exchange 2007 Mailbox databases can't be managed from the EMC in Exchange 2010, although these databases can be viewed.
 - The EMC in Exchange 2010 can't enable or disable Exchange 2007 Unified Messaging mailboxes.
 - The EMC in Exchange 2010 can't manage Exchange 2007 mobile devices.
- Actions that require viewing of objects can be performed from any version of the EMC to any version of Exchange objects, with a few exceptions:
 - Exchange 2010 and Exchange 2007 transport rule objects can only be viewed from their corresponding version of the EMC.
 - Exchange 2010 and Exchange 2007 servers can only be viewed from their corresponding version of the EMC.
 - The Queue Viewer tool in the EMC in Exchange 2010 can't connect to an Exchange 2007 server to view queues or messages.
- You can't use message tracking configuration tasks between Exchange 2010 and Exchange 2007. You must use Exchange 2007 messaging tracking tools within your Exchange 2007 servers, and Exchange 2010 messaging tracking tools within your Exchange 2010 servers.

The following is a list of Exchange 2010-only and Exchange 2007-only objects. These objects are available for viewing, managing, and creating only in the corresponding version of the EMC.

Exchange 2007 objects no longer present in Exchange 2010:

- Storage groups
- Exchange Administrators
- WebDAV

Exchange 2010 Management Console-only objects:

- Database availability group
- Certificate creation
- Database copies

- Federation trust
- Sharing relationships
- Sharing policies
- Microsoft Office Outlook Web App mailbox policies
- Customer Experience Program properties

Following table shows what is supported and what is not between different versions of EMC:

2007 Object	EMC on 2007	EMC on 2010
View Users, Contact, DDL	Supported	Supported
Manage Users, Contacts, DDL	Supported	Supported
Provision (Create) mailboxes	Supported	Not Supported
View Mailboxes	Supported	Supported
Manage Mailboxes (Edit/Remove)	Supported	Supported
Manage Mobile Devices	Supported	Not Supported
Import MBX from PST and Export to 2007 (Open Issue)	Supported	Supported
View Disconnected MBXs	Supported	Supported
Connect Disconnected Mailbox	Supported	Not Supported
Connect to Public Folder DB	Supported	Supported
Manage Send As permissions	Supported	Supported
manage Full Access permissions	Supported	Supported
Enable/Disable UM	Supported	Not Supported
Manage Global Objects (Address Lists/GALs)	Supported	Supported
Provision (Create) OAB	Supported	Not Supported
View OAB	Supported	Supported
Manage EAP	Supported	Supported
Manage MRM Objects (Default folders, custom folders, mailbox policies)	Supported	Supported
View Transport Rules & Journal Rules	Supported	Not Supported
Manage remote domains, accepted domains, send connectors, Edge subscriptions	Supported	Supported
View UM Dial Plans,UM IP Gateways,UM Mailbox,UM Auto	Supported	Supported

Attendants		
Manage UM Dial Plans,UM IP Gateways,UM Mailbox,UM Auto Attendants	Supported	Supported
Manage Active Sync Mailbox Policies	Supported	Supported
View per-server objects (Servers, Virtual directories,POP3,IMAP4,Receive Connectors)	Supported	Not Supported
Manage Databases	Supported	Not Supported
View Databases	Supported	Not Supported
2010 Object	EMC on 2007	EMC on 2010
View Users, Contact, DDL	Supported	Supported
Manage Users, Contacts, DDL	Not Supported	Supported
Provision (Create) mailboxes	Not Supported	Supported
View Mailboxes	Supported	Supported
Manage Mailboxes (Edit/Remove)	Not Supported	Supported
Manage Mobile Devices	Not Supported	Supported
Import MBX from PST and Export to 2007 (Open Issue)	Not Supported	Supported
View Disconnected MBXs	Supported	Supported
Connect Disconnected Mailbox	Not Supported	Supported
Connect to Public Folder DB	Not Supported	Supported
Manage Send As permissions	Supported	Supported
Manage Full Access permissions	Not Supported	Supported
Enable/Disable UM	Not Supported	Supported
Manage Global Objects (Address Lists/GALs)	Supported	Supported
Provision (Create) OAB	Not Supported	Supported
View OAB	Supported	Supported
Manage EAP	Supported	Supported
Manage MRM Objects (Default folders, custom folders, mailbox policies)	MRM V2 components are not exposed in the EMC on 2007, only V1 components (managed folders, content settings, policy).	Supported

View Transport Rules & Journal Rules	Not Supported	Supported
Manage remote domains, accepted domains, send connectors, Edge subscriptions	Supported	Supported
View UM Dial Plans, UM IP Gateways, UM Mailbox, UM Auto Attendants	Supported	Supported
Manage UM Dial Plans, UM IP Gateways, UM Mailbox, UM Auto Attendants	Not Supported	Supported
Manage Active Sync Mailbox Policies	Supported	Supported
View per-server objects (Servers, Virtual directories, POP3, IMAP4, Receive Connectors)	Not Supported	Supported
Manage Databases	Not Supported	Supported
View Databases	Not Supported	Supported
2010 Object	EMC on 2007	EMC on 2010
View Users, Contact, DDL	Supported	Supported
Manage Users, Contacts, DDL	Not Supported	Supported
Provision (Create) mailboxes	Not Supported	Supported
View Mailboxes	Supported	Supported
Manage Mailboxes (Edit/Remove)	Not Supported	Supported
Manage Mobile Devices	Not Supported	Supported
Import MBX from PST and Export to 2007 (Open Issue)	Not Supported	Supported
View Disconnected MBXs	Supported	Supported
Connect Disconnected Mailbox	Not Supported	Supported
Connect to Public Folder DB	Not Supported	Supported
Manage Send As permissions	Supported	Supported
Manage Full Access permissions	Not Supported	Supported
Enable/Disable UM	Not Supported	Supported
Manage Global Objects (Address Lists/GALs)	Supported	Supported
Provision (Create) OAB	Not Supported	Supported
View OAB	Supported	Supported
Manage EAP	Supported	Supported
Manage MRM Objects (Default folders,	MRM V2 components are	Supported

custom folders, mailbox policies)	not exposed in the EMC on 2007, only V1 components (managed folders, content settings, policy).	
View Transport Rules & Journal Rules	Not Supported	Supported
Manage remote domains, accepted domains, send connectors, Edge subscriptions	Supported	Supported
View UM Dial Plans,UM IP Gateways,UM Mailbox,UM Auto Attendants	Supported	Supported
Manage UM Dial Plans,UM IP Gateways,UM Mailbox,UM Auto Attendants	Not Supported	Supported
Manage Active Sync Mailbox Policies	Supported	Supported
View per-server objects (Servers, Virtual directories, POP3, IMAP4, Receive Connectors)	Not Supported	Supported
Manage Databases	Not Supported	Supported
View Databases	Not Supported	Supported

2010 Object	EMC on 2007	EMC on 2010
View Users, Contact, DDL	Supported	Supported
Manage Users, Contacts, DDL	Not Supported	Supported
Provision (Create) mailboxes	Not Supported	Supported
View Mailboxes	Supported	Supported
Manage Mailboxes (Edit/Remove)	Not Supported	Supported
Manage Mobile Devices	Not Supported	Supported
Import MBX from PST and Export to 2007 (Open Issue)	Not Supported	Supported
View Disconnected MBXs	Supported	Supported
Connect Disconnected Mailbox	Not Supported	Supported
Connect to Public Folder DB	Not Supported	Supported
Manage Send As permissions	Supported	Supported
Manage Full Access permissions	Not Supported	Supported

Enable/Disable UM	Not Supported	Supported
Manage Global Objects (Address Lists/GALs)	Supported	Supported
Provision (Create) OAB	Not Supported	Supported
View OAB	Supported	Supported
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Manage MRM Objects (Default folders, custom folders, mailbox policies)	MRM V2 components are not exposed in the EMC on 2007, only V1 components (managed folders, content settings, policy).	Supported
View Transport Rules & Journal Rules	Not Supported	Supported
Manage remote domains, accepted domains, send connectors, Edge subscriptions	Supported	Supported
View UM Dial Plans, UM IP Gateways, UM Mailbox, UM Auto Attendants	Supported	Supported
Manage UM Dial Plans, UM IP Gateways, UM Mailbox, UM Auto Attendants	Not Supported	Supported
Manage Active Sync Mailbox Policies	Supported	Supported
View per-server objects (Servers, Virtual directories, POP3, IMAP4, Receive Connectors)	Not Supported	Supported
Manage Databases	Not Supported	Supported
View Databases	Not Supported	Supported

Move Mailbox

Exchange Server 2007 EMC **cannot** move an Exchange Server 2007 mailbox to an Exchange Server 2010 server, or move an Exchange Server 2010 mailbox to an Exchange Server 2010/Exchange Server 2007 server.

Exchange Server 2010 EMC **can** move an Exchange Server 2010/Exchange Server 2007 mailbox to an Exchange Server 2010/Exchange Server 2007 server.

- When an Exchange Server 2007 mailbox is moved to an Exchange Server 2010 sever, the mailbox is upgraded to Exchange Server 2010 version. After the version upgrade, the mailbox should still work with the associated policies (ActiveSync, OWA, UM, etc.) that are in a down-version. (Open Issue)
- When moved back to an Exchange Server 2007 server from an Exchange Server 2010 server, the mailbox is downgraded to Exchange Server 2007.

Move OAB:

Exchange Server 2010 EMC can move an Exchange Server 2007 OAB to an Exchange Server 2010 server.

Exchange Server 2010 EMC can move an Exchange Server 2010 OAB to an Exchange Server 2007 server.

Send Connector Source/Send Server:

Exchange Server 2007 EMC can set either an Exchange Server 2007 or Exchange Server 2010 transport server as the source server of a send connector.

Exchange Server 2010 EMC can set either an Exchange Server 2010 or Exchange Server 2007 transport server as the source server of a send connector.

Queue Viewer:

Exchange Server 2007 Queue Viewer snap-in cannot connect to an Exchange Server 2010 server to view Exchange Server 2010 queues or messages.

Exchange Server 2010 Queue Viewer snap-in cannot connect to an Exchange Server 2007 server to view Exchange Server 2007 queues or messages.

Organization Configuration:

Organization objects are global in nature and can be managed using both versions of management tools with some specific exceptions.

Exchange 2010 mailbox and public folder databases only appear under the Organization Configuration node in the Exchange 2010 EMC.

Exchange 2007 mailbox and public folder databases appear under the Server Configuration node in Exchange 2007 EMC.

Messaging Records Management features for Exchange 2010 (MRM v2) only appear under the Organization Configuration node in the Exchange 2010 EMC. MRM v1 features appear in both versions and can be managed from both tools.

Server Configuration

Server management is very clear in EMC interoperability scenarios. Exchange 2007 servers do not appear in the result pane of the Exchange 2010 EMC and vice versa.

Recipient Configuration:

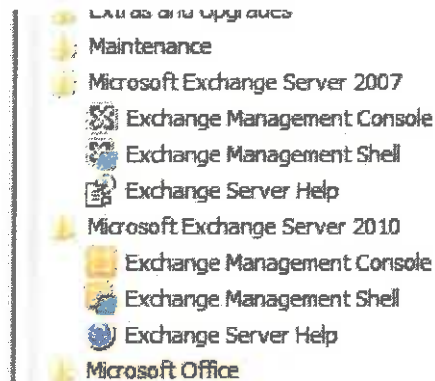
Recipient Objects that are created with Exchange 2007 management tools can be managed using both tool sets.

Recipient Objects that are created using Exchange 2010 management tools can only be managed using Exchange 2010 management tools.

The limitations on EMC are the same as using relevant commands with Exchange Management Shell.

1.1 Side-by-side management

It is possible to install Exchange 2010 Management tools on a management workstation together with Exchange 2007 Management tools.



To use this side-by-side EMC feature, the Exchange 2007 EMC must first be installed on a non-Exchange administrative machine. After the Exchange 2007 EMC is installed, you can then install the Exchange 2010 EMC to run in a side-by-side scenario

Prerequisites for Side-by-Side Deployment:

The following Windows operating systems are supported for the Exchange Management Tool role:

- Windows Vista SP2 x64 bit
- Windows 2008 SP2 x64 bit

The prerequisites for installing Exchange 2007 and Exchange 2010 Management tools in a side-by-side deployment are:

- a. .Net Framework 3.5 and 3.5 SP1
- b. Windows Remote Management v2.0
- c. Windows PowerShell v2.0
- d. Windows Installer version 4.5 is required to install Exchange 2007 SP2 on Vista SP2, but is not required on Windows Server 2008 SP2 because it is already included.

- e. Internet Information Services (IIS) features **IIS 6 Metabase Compatibility** (Web-Metabase) and **IIS 6 Management Console** (Web-Lgcy-Mgmt-Console).

SMTP Coexistence

EDGE sync removal

If Exchange 2007 EDGE servers are better to be removed before any Exchange 2010 HUB Transport server is installed. This is because when installing the first Exchange 2010 Hub Transport server, it would recognize and take over edge synchronization and replicate all EdgeSync data.

Later that EdgeSync Subscription would need to be removed from Exchange 2010 Hub Transport server, if EDGE is not removed before first 2010 Hub Transport role install.

HUB Transport coexistence

You can add an Exchange 2010 Hub Transport server to an existing Exchange organization after you successfully deploy Exchange 2010 Client Access servers. After you introduce Exchange 2010 Hub Transport servers to your Exchange 2007 environment, you still need to maintain your Exchange 2007 Hub Transport servers.

Exchange 2010 Mailbox servers can only communicate with Exchange 2010 Hub Transport servers, and Exchange 2007 Mailbox servers can only communicate with Exchange 2007 Hub Transport servers.

Therefore, you need to keep Exchange 2007 HUB server role as long as you have any Exchange 2007 mailbox roles deployed.

When Exchange 2010 Hub Transport roles are installed and configured and WNLB settings made, we can then change DNS records for SMTP applications to point to Exchange 2010 Hub Transport WNLB addresses.

Smtp.domain.com need to be a SMTP virtual server instance configured with anonymous authentication.

Before pointing DNS record smtp.domain.com to Exchange 2010, If can test the individual applications by using hosts file on the application server/workstation for redirecting SMTP traffic to new Exchange 2010 SMTP NLB address.

After all apps are tested, the global DNS change can be done.

You would need to add the needed new Exchange 2010 servers as source servers for send- and receive connectors to Exchange 2010 servers separately.

Transport rules

When installing Exchange 2010, if the Setup program detects the existence of Exchange 2007 transport rules, these legacy rules are automatically exported to a temporary location and subsequently imported to the Exchange 2010 transport rule container in Active Directory. This process happens automatically without any user interaction

Note: When later managing the rules, any changes you make must be made twice; once with

Exchange 2010 management tools, and once with Exchange 2007 management tools.

DSN settings changes

In Exchange 2010, the internal and external DSN (Delivery Status Notification) settings are configured for your entire Exchange organization.

In Exchange 2007, these settings were configured on a per-server basis.

As a result, these settings are stored in different configuration objects in Active Directory, and just like transport rules, need to be managed separately in a coexistence scenario.

Specifically, the following settings were moved from the **Set-TransportServer** cmdlet to the **Set-TransportConfig** cmdlet in Exchange 2010:

- ExternalDelayDsnEnabled
- ExternalDsnDefaultLanguage
- ExternalDsnLanguageDetectionEnabled
- ExternalDsnMaxMessageAttachSize
- ExternalDsnReportingAuthority
- ExternalDsnSendHtml
- ExternalPostmasterAddress
- InternalDelayDsnEnabled
- InternalDsnDefaultLanguage
- InternalDsnLanguageDetectionEnabled
- InternalDsnMaxMessageAttachSize
- InternalDsnReportingAuthority
- InternalDsnSendHtml

When setting or changing these settings, you must make the change once for the organization using the **Set-TransportConfig** cmdlet in the Exchange 2010 Shell and once for each Exchange 2007 Hub Transport server in the organization using the **Set-TransportServer** cmdlet in the Exchange 2007 Shell.

CAS Server coexistence

Exchange 2010 CAS roles can coexist with Exchange 2007 CAS.

After installing Exchange 2010 CAS roles, and configuring WNLB networks, all https client traffic should be directed to Exchange 2010 CAS servers, that will proxy or redirect traffic to Exchange 2007 CAS servers when needed, depending where the users mailbox resides.

The process goes following:

1. User will open his favorite web browser and access the URL <https://webmail.domain.com/owa>.
2. The user will enter his credentials in the forms based authentication dialog.
3. CAS2010 will authenticate the user and access Active Directory and retrieve the following information:
 1. User's mailbox version

2. User's mailbox location (AD Site)
3. The External URL of Exchange 2007 Client Access Server(s) OWA virtual directory located within the mailbox's AD site (if it exists)
4. One of three scenarios will happen:
 1. If the mailbox is local, CAS2010 will retrieve and render the user's mailbox data from the Exchange 2010 mailbox server and provide the data view back to the user.
 2. If the mailbox is not local and an External URL is specified on the Client Access server(s) in the target AD site, CAS2010 will then redirect the user's browser session to the specified External URL. The user will then enter his credentials into the forms based authentication dialog on the target (redirected) CAS. This CAS will authenticate the user, retrieve and render the user's mailbox data from the mailbox server and provide the data view back to the user.
 3. If the mailbox is not local and an External URL is NOT specified on the Client Access server(s) in the target AD site, CAS2010 will then proxy the session to a CAS2010 server in the appropriate Active Directory site.

How to do the redirection is explained here below for each service:

This direction must be done before any mailboxes are moved to Exchange 2010. Also, when the direction is done, the Exchange 2010 CAS role servers becomes fully loaded by all If OWA clients and http operations and therefore must be configured to handle the full client load.

It is recommended also to enable Kerberos authentication behind NLB CAS Array, some actions need to be performed. This includes creating a new Service Account into AD.

OWA

IF is currently using <https://webmail.domain.com> for OWA access in Exchange 2007.

When this name must be directed to new Exchange 2010 CAS servers, it is required to create a legacy DNS name for redirection to old Exchange 2007 CAS servers.

IF has decided to use <https://legacy.domain.com> for that redirection.

When moving to Exchange 2010, following steps are required after Exchange 2010 CAS roles are installed:

1. Obtain a exportable digital certificate for Exchange 2010 CAS role server that contains among others, both names **webmail.domain.com** and **legacy.domain.com**. All needed names for the certificate can be found in the "If Exchange 2010 Architecture" document.

This certificate could contain all needed names and then it could be exported to all other Exchange 2010 and also to 2007 CAS servers.

Note that current IF Exchange 2007 servers are using server names in e.g. OWA configurations, and not NLB names webmail.domain.com as proposed in Exchange 2007 architecture document.

When deploying new certificates to Exchange 2007 servers, this must be taken into consideration in SAN field in the certificate.

2. Install that certificate on both Exchange 2010 CAS servers as well as Exchange 2007 CAS servers.
3. Create a DNS record for **legacy.domain.com** and point it to Exchange 2007 CAS NLB IP address.
4. Configure all 4 Exchange 2010 CAS servers Exchange 2010 OWA internalURL.

Set-OWAVirtualDirectory -Id Server2010\OWA -InternalURL <https://webmail.domain.com/owa>

5. Configure both Exchange 2007 servers OWA internal and externalURL:

Set-OWAVirtualDirectory -Id CAS-Server\OWA -InternalURL <https://legacy.domain.com/owa> -ExternalURL <https://legacy.domain.com/owa>

Make sure authentication methods match on Exchange 2010 and 2007 OWA Virtual Directories to have single sign-on. Both must have same auth settings be e.g. forms based.

6. Copy the Exchange 2007 OWA binaries to all CAS2010 servers:

On the CAS2010 server(s), establish a connection to the CAS2007 server's drive that contains the Exchange binaries and navigate to the \Client Access\OWA directory (e.g. \\cas2007\c\$\Program Files\Microsoft\Exchange Server\Client Access\Owa).

Copy the highest version folder (e.g. 8.2.140.0) from the CAS2007 to CAS2010 Exchange binaries \Client Access\OWA directory (e.g. C:\Program Files\Microsoft\Exchange Server\V14\ClientAccess\Owa).

Finally Execute IISReset -noforce on all the CAS2010 machines (you should do all the other Virtual Directory changes below also before IISReset).

Note: Later when Service Packs might change these files on Exchange 2007, you would need to redo the copy process to keep both Exchange 2007 and 2010 file versions the same.

7. Change DNS record for webmail.domain.com to point to Exchange 2010 CAS NLB IP address.

(Note: do this only after you have configured all the rest of other Exchange 2010 services below. For testing from a workstation, you should use first hosts file to redirect webmail.domain.com to Exchange 2010 CAS NLB IP address, before changing DNS for all clients. Test carefully that all services work for both Exchange 2007 user and Exchange 2010 user.)

8. Create also publishing rule for <https://legacy.domain.com> on If TMG server and point it to Exchange 2007 CAS for internet access. Reconfigure existing publishing rule to point to Exchange 2010 CAS and allow single sign-on for if.eu in TMG.

How to configure TMG is out of scope of this documentation.

9. Test, that Exchange 2007 mailbox user can access the mailbox using familiar <https://webmail.domain.com/owa>.

10. Move a mailbox to Exchange 2010 server, and test that the moved user can still access the mailbox with OWA using the same URL.

ActiveSync

For **Activesync** the configuration is quite similar than for owa.

All **Exchange** 2010 CAS server settings must be configured as:

```
Set-ActiveSyncVirtualDirectory -Id Server2010/Microsoft* -InternalURL  
https://webmail.domain.com/Microsoft-Server-ActiveSync -ExternalURL  
https://webmail.domain.com/Microsoft-Server-Activesync
```

Exchange 2007 CAS server settings must be configured as:

```
Set-ActiveSyncVirtualDirectory -Id CAS-Server/Microsoft* -InternalURL  
https://legacy.domain.com/Microsoft-Server-ActiveSync -ExternalURL:$null
```

This is recommended scenario, when phones don't support http 451 redirect command, so this will force ActiveSync clients to be proxied by Exchange 2010 (not redirected).

Other option would be to configure Exchange 2007 CAS for redirection as:

```
Set-ActiveSyncVirtualDirectory -Id CAS-Server/Microsoft* -InternalURL  
https://legacy.domain.com/Microsoft-Server-ActiveSync -ExternalURL  
https://legacy.domain.com/Microsoft-Server-ActiveSync
```

In case proxying would not work for all clients, redirection could be used.

Since Activesync clients are redirected to <https://legacy.domain.com> if their mailboxes are still on Exchange 2007, If need to add DNS resolution for this name and allow traffic thru TMG server, like in this documents OWA section.

When moving a user's mailbox from Exchange 2007 to Exchange 2010, some users might be prompted to perform a full synchronization of their mailbox. This is a requirement for many mobile phones and only occurs during the first synchronization of the user phone after the mailbox is moved.

Exchange Web Services (EWS)

All Exchange 2010 CAS server settings must be configured as:

```
Set-WebServicesVirtualDirectory -Id Server2010/EWS* -InternalURL  
https://webmail.domain.com/EWS/Exchange.asmx
```

Both Exchange 2007 CAS server settings must be configured as:

```
Set-WebServicesVirtualDirectory -Id CAS-Server/EWS* -InternalURL  
https://legacy.domain.com/EWS/Exchange.asmx -ExternalURL  
https://legacy.domain.com/EWS/Exchange.asmx
```

Additionally for If business applications If has created new Virtual Directories for EWS with anonymous authentication settings that are used by these applications.

These needs to be recreated also to Exchange 2010 CAS servers.

How to perform the transition and how to choose the URLs is dependent on the applications capabilities on how they manage URL redirections and mailbox moves. Therefore, setting the URLs of these directories might not have same effects than the other above tested scenarios.

Setting application Virtual Directories requires separate application testing during coexistence phase at If.

Offline Address Book (OAB)

All Exchange 2010 CAS server settings must be configured as:

Set-OabVirtualDirectory -Id Server2010/OAB* -InternalURL <https://webmail.domain.com/OAB>

Exchange 2007 CAS server settings must be configured as:

Set-OabVirtualDirectory -Id CAS-Server/OAB* -InternalURL <https://legacy.domain.com/OAB> -ExternalURL <https://legacy.domain.com/OAB>

Change Offline Address Book Generation server

When if still needs Outlook 2003 client support for OAB, then Public Folder distribution must be enabled. If this will be the case, then before doing these steps, if need to replicate the Offline Address Book System Public Folders to Exchange 2010 PF servers before continuing.

If no Public Folders are needed, these steps below can be done immediately.

Change the offline address book generation server from 2007 to a 2010 server and enable Web distribution on all Exchange 2010 Client Access servers.

When enabling web-based distribution, CAS servers will take of replicating the files to each other from the one where they are generated.

If Public Folders are needed, check also the 'Enable Public Folder distribution'.

Exchange Control Panel (ECP)

Exchange Control Panel is a new feature on Exchange 2010 and is not a subject of coexisting.

However, when setting up internalURLs on Exchange 2010 services, If should also set ECP on all 4 CAS servers to use the same URL as other services:

Set-EcpVirtualDirectory -Id server/ECP* -InternalURL <https://webmail.domain.com/ECP>

Auto discovery

What auto discovery does?

- Automatically configures user profile settings for clients running Microsoft Office Outlook 2007 or Outlook 2010, as well as supported mobile phones. Phones running Windows Mobile 6.1 or a later version are supported. If your phone isn't a Windows Mobile phone, check your mobile phone documentation to see if it's supported.
- Provides access to Exchange features for Outlook 2007 or Outlook 2010 clients that are connected to your Exchange messaging environment.
- Uses a user's e-mail address and password to provide profile settings to Outlook 2007 or Outlook 2010 clients and supported mobile phones. If the Outlook client is joined to a domain, the user's domain account is used.

Domain joined Outlook Clients request the autodiscovery service from Active Directory SCP record.

SCP must be set on all 4 CAS servers using **Set-ClientAccessServer** cmdlet after all above web services configurations are done:

```
Get-ClientAccessServer Server2010 | Set-ClientAccessServer -AutoDiscoverServiceInternalUri  
https://webmail.domain.com/Autodiscover/Autodiscover.xml
```

Note: Since same DNS name (webmail.domain.com) is used on Exchange 2007, new Exchange 2010 servers start to provide autodiscovery services not before internal DNS record for webmail.domain.com has been changed to Exchange 2010 CAS NLB IP address.

Non- domain joined and Internet clients (e.g. mobile clients at If) uses DNS to request autodiscovery service on CAS servers IIS by using **the** primary SMTP domain address from the user's e-mail address, e.g.

<https://domain.com/autodiscover/autodiscover.xml> or
<https://autodiscover.domain.com/autodiscover/autodiscover.xml>

If has not currently enabled, this IIS based autodiscovery.

It is recommended for If to implement autodiscovery for external (e.g. mobile phones) and non-domain joined clients. This could be done by using SRV record when having multiple SMTP domains for end users. SRV records should be created both in internal DNS as well as external DNS zones.

If SRV record method is chosen, If can ignore the need for adding names into certificates for autodiscover.if.se, autodiscover.if.no, etc... and just use autodiscover.if.eu, and created SRV record for each country specific domain.

Autodiscovery service will be automatically running on new Exchange 2010 servers.

After configuring all Exchange service above, If should test coexistence carefully and after testing change autodiscovery connection point for all clients by changing webmail.domain.com DNS records to point to Exchange 2010 CAS NLB IP address.

POP3 and IMAP4

Exchange 2010 CAS role server can redirect POP3 and IMAP4 clients using Exchange 2007 mailboxes in the same AD site without any specific settings.

There is no externalURL settings needed on POP3 or IMAP4.

The clients are pointed to Exchange 2010 CAS server when changing the DNS record for pop.domain.com and imain.domain.com.

For testing before global DNS change, local hosts file can be used.

Mailbox Move

Exchange 2010 has new capabilities when moving mailboxes. The Microsoft Exchange Mailbox Replication service is responsible of the move processing.

There are many benefits to having the mailbox moves carried out by this service:

- Mailboxes can now be moved online whilst the users are logged into them. (Source mailbox must be running Exchange 2007 SP2 or later, or Exchange 2010).
- Items in the dumpster are now moved as part of the process.

- The mailbox contents are no longer processed by the computer running the move process. In Exchange 2010 moves are performed by the Microsoft Exchange Mailbox Replication service running on the Client Access Server.

Note: The Move request must be initiated with Exchange 2010 EMC or Shell. You can't move the mailbox from Exchange 2007 using Move-Mailbox cmdlet. You must use New-MoveRequest cmdlet from Exchange 2010 server.

After all mailboxes are moved to Exchange 2010 you would still need to keep Exchange 2007 mailbox servers running a few weeks so that all Outlook clients has once logged on to their mailboxes and got the new referral in Outlook profile configuration to new Exchange 2010 mailbox.

SMTP using applications

Those if applications that just send SMTP via existing Exchange 2007 Hub Transport servers, should be most easy to coexist.

If the apps are using DNS names smtp.domain.com, a simple DNS change to point to Exchange 2010 Hub Transport role server NLB address should be sufficient.

Possible static IP addresses in applications need to be changed.

Applications should be tested individually at any time new Exchange 2010 SMTP is running in production.

Outlook client based applications

Some applications use client side Outlook software to integrate.

When existing Outlook version is updated, these applications should be tested individually by customer.

Phase 2: Exchange 2010 to Exchange 2016 upgrade.

Step 1: Prepare AD

Step 2: Install new Exchange 2016 Server in Exchange 2010 Environment.

Step 3: Prepare the Namespace in Exchange 2016 for client connectivity.

Configure Internal URL

Configure External URL

Add the Exchange Certificate.

Step 4: **Configure DAG in Exchange 2016 with File Share witness and at least one passive copy.**

Step 5: **Configure Outlook Anywhere:**

We will be using Outlook Anywhere in your Exchange 2010 environment; we will need to enable and configure Outlook Anywhere on all Exchange 2010 servers in our organization. This will allow Exchange 2016 servers to proxy connections to Exchange 2010 servers. When we use the steps below to configure Outlook Anywhere, the following configuration is set on each Exchange 2010 server:

- The Outlook Anywhere external URL is set to the external host name of the Exchange 2016 server.
- Client authentication, which is used to allow clients like Outlook 2016 to authenticate with Exchange, is set to Basic.
- Internet Information Services (IIS) authentication, which is used to allow Exchange servers to communicate, set to NTLM and Basic.

Step 6: Configure service connection point (SCP)

Autodiscover uses an Active Directory object called the service connection point (SCP) to retrieve a list of Autodiscover URLs for the forest in which Exchange is installed. When you install Exchange 2016, you need to update the SCP object to point to the Exchange 2016 server. This is necessary because Exchange 2016 servers

provide additional Autodiscover information to clients to improve the discovery process.

Step 7: Configure DNS records

The step is to change your DNS records to direct connections to your new Exchange 2016 server. You'll move the host names (for example, Webmail.domain.com) users have been using to connect to Outlook Web Access (now known as Outlook on the web in Exchange 2016), Autodiscover, and so on, from your Exchange 2010 server to your Exchange 2016 server. When an Exchange 2010 user tries to open their mailbox, the Exchange 2016 server will proxy the request and communicate with the Exchange 2010 server on their behalf. Configuring DNS includes the following:

Point the below records to the exchange 2016 servers,

Autodiscover.domain.com → Webmail.domain.com

Once DNS Records pointed to Exchange 2016, you can still see the mailboxes of the Exchange 2010 getting connected without any issues.

Step 8: Move mailboxes from 2010 Database to Exchange 2016 Database.

After you moved the Microsoft Exchange system mailbox to Exchange 2016, you'll also be able to successfully perform the following administrative tasks:

- Run the Search-AdminAuditLog cmdlet.
- Export the administrator audit log in the EAC.
- Successfully create and start eDiscovery searches by using the EAC or the Shell in Exchange 2016.

Migration Timeline:

For getting a predictable timeline for how long the migration will take, we will do complete sizing of the migration before it happens. Sizing of migration will be done by performing a test migration ahead of time and using the statistics generated to extrapolate duration and speed.

Migration Window:

Migration activity will be done in below mentioned window:

- There will be phased migration approach.
- SBase uses two migration schedules.
 - 1.0 – 95 % of migration
 - 2.95 – 100% of migration.
- Migration activity will start once the necessary infrastructure is set up and ready.
- There will be a partial downtime during migration phase for selective mail box user for whom mail box will be moved to cloud during the migration window.

SBase Technologies team would request City of Biddeford Maine to communicate internally to users for general downtime between during migration week days.

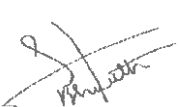
City of Biddeford Responsibilities:

Deliverable	Description of Deliverable Content
Access to Policies & Procedures	Under COBM's IT supervision
Access to Systems & Software	Under COBM's IT supervision
Provide Network diagrams and designs	COBM IT's responsibility
Access to stakeholders' calendars and internal resources	Under COBM IT's supervision

SBase Technologies Responsibilities:

Deliverable	Description of Deliverable Content
Project Status Report	Details all meetings, actions, and risks, which occurred during the project
Project Closure Report	Prepared to confirm that the project has met its objectives
Project Plan	Document from SBase Technologies outlining the project plan
Communication Management Plan	Documented plan on achieving full communication between stakeholders and end-users
Delivery management/Governance Plan	Detailed plan of achieving success through process management with Microsoft, SBase Technologies, and COBM.
Infrastructure build out	Implementation Exchange 2010 and Exchange 2016 and migration from Exchange Server 2007 to Exchange Server 2016.
Migration Plan	Exchange 2007 → Exchange 2010 Exchange 2010 → Exchange 2016
Develop Project Specific Documentation	SBase Technologies will develop specific documentation about the design of the infrastructure, as-built, support of Office 365, and administration of managed services.

Scope Acceptance

Agreed to: City of Biddeford Maine By: <u>SBase Technologies, Inc</u>  Authorized Signature Date : 11 – Nov, 2016 Name (type or print): <u>Bharath. R</u> Address: 600 E Las Colinas Blvd, Ste # 1350, Irving, TX 75039 Mobile: 918-406-6765 Office: 469-844-4833 Fax: 469-461-0771	Agreed to: SBase Technology Partners By: _____ Authorized Signature Date : Name (type or print): _____ Address: _____
--	--

Bills of Material

Role	Configuration	Count
Exchange Server 2010 Enterprise	Hub Transport 12 cores 1 GB per core or 8GB (minimum) Client Access Server 12 cores 2GB per core or 8GB (minimum) Mailbox 12 cores 4GB plus 2-10MB per mailbox	2
Exchange 2016 Enterprise	Processor: - x64 architecture-based computer with Intel processor that supports Intel 64 architecture (formerly known as Intel EM64T) - AMD processor that supports the AMD64 platform - Intel Itanium IA64 processors not supported Memory: Varies depending on Exchange roles that are installed: Mailbox 16GB minimum Edge Transport 8GB minimum Disk space: - At least 30 GB on the drive on which you install Exchange - An additional 500 MB of available disk space for each Unified Messaging (UM) language pack that you plan to install 200 MB of available disk space on the system drive A hard disk that stores the message queue database on with at least 500 MB of free space. Disk Format: Disk partitions formatted as NTFS file systems, which applies to the following partitions: - System partition - Partitions that store Exchange binary files or files generated by Exchange diagnostic logging Disk partitions containing the following types of files can be formatted as ReFS: - Partitions containing transaction log files - Partitions containing database files - Partitions containing content indexing files	2
Windows Server 2012 R2 Datacenter	Processor: 1.4 GHz 64-bit processor RAM: 16 GB. Disk space requirement: 50 GB.	2

References

Reference # 1:

Company Name	Navajo Tribal Utility Authority
Contact Name	Avis Jimm
E-mail Id	avisj@ntua.com
Title	Purchasing Agent

Reference # 2:

Company Name	AdvoCare
Contact Name	Mark Bandurski
E-mail Id	mbandurski@advocare.com
Title	System Administrator

Reference: #3

Company Name	SSATB
Contact Name	Bob Adlema
E-mail Id	radleman@ssat.org
Title	IT Director

Anticipated Project Timeline

Phase 1: Exchange 2007 co-existence with Exchange 2010.

Activity	Start Date	End Date
Defining Solution	Nov 21, 2016	Nov 23, 2016
Set up new Exchange	Nov 24, 2016	Nov 28, 2016
Weekends Nov 26 & Nov 27		
Migration	Nov 29, 2016	Dec 7, 2016
Weekends Dec 3 & Dec 4		

Total Estimated Hours: 104 hours

Phase 2: Migration from Exchange 2010 to Exchange 2016

Activity	Start Date	End Date
Defining Solution	Dec 8, 2016	Dec 12, 2016
Weekends Dec 10 & Dec 11		
Set up new Exchange	Dec 13, 2016	Dec 15, 2016
Migration	Dec 16, 2016	Dec 27, 2016
Weekends & Holidays Dec 17, Dec 18, Dec 24, Dec 25 & Dec 26		

Total Estimated Hours: 104 hours

Pricing

Phase: 1 Exchange 2007 co-existence with Exchange 2010.

Resources Rate Card:

Role	Hourly Rate
Project Manager	\$ 120
Solution Architect	\$ 100
Infrastructure Consultant	\$ 80
Exchange Admin	\$ 70

Total Estimated Pricing for **Phase 1:** \$ 17520

Phase: 2 Migration from Exchange 2010 to Exchange 2016

Resources Rate Card:

Role	Hourly Rate
Project Manager	\$ 120
Solution Architect	\$ 100
Infrastructure Consultant	\$ 80
Exchange Admin	\$ 70

Total Estimated Pricing for **Phase 2:** \$ 17520

LICENSING PRICE:

Item	Quantity	Price (\$)
Microsoft Exchange Server 2016 Standard	1	\$847.00
Microsoft Exchange 2016 Standard CAL's	256	\$17,920.00
Microsoft Windows Server 2012 user CAL's	200	\$9,200.00

Total Licensing Price: \$ 27,967.00

Grand Total (Licensing + Phase 1 + Phase 2): \$ 45,487.00

ERRON
LICENSING NOT INCLUDED
TOTAL IS \$ 63,007.00

17,520
17,520
x 27,967

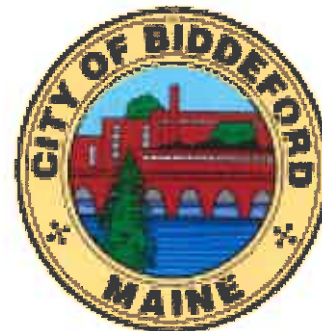
45,487.00

Assumptions:

- Client should provide all the information about the existing system and technology.
- Any out of project expense and travel should be borne by the client.
- Any licensing which has to be purchased beyond the scope of work and would be priced as per the cost of the license from the particular vendor.
- Any travel or accommodation associated with this project will be charged on actuals to City of Biddeford Maine.

Exchange 2007 to 2016 Migration - RFP

Prepared for:



Prepared by

Paul Ryder

November 7, 2016

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November 7, 2016

Jerry Gerlach
City of Biddeford I.T. Director
City of Biddeford
205 Main Street
Biddeford, Maine 04005

RE: Exchange Upgrade RFP

Dear Jerry,

Thank you for providing Systems Engineering (SE) with the opportunity to respond to your RFP request to upgrade and combine your Exchange 2007 environments at the City of Biddeford, and the Biddeford Police Department. The goal of this migration, is to simplify support by combining both domains on one email server, and to have Global Access lists available to both domains.

Due to the fact that there is no upgrade path directly from Exchange 2007 to Exchange 2016, Systems Engineering proposes to perform this work with a two phase approach. Phase one will involve migrating the City of Biddeford's Exchange Server (CITYEXCH2007) to a 2012 Server prebuilt by the city for this migration. Systems Engineering will install Exchange 2013 on this server, and migrate The City of Biddeford's mailboxes and public folders. Systems will then verify connectivity and functionality with Exchange 2013, and will create a migration plan for the Biddeford Police Department (BPDMAIL), to the new environment.

Phase two will involve migrating two users from the Biddeford Police Department, to test for mail flow, Outlook Web Access (OWA), and functionality. When that is fully vetted, SE will migrate all Biddeford Police Department mailboxes, and retire the BPDMAIL Exchange Server. The new Exchange server will then be upgraded to Exchange 2016. All City and BPD mailboxes and public folders will be migrated to the new 2016 Exchange Server, and tested for connectivity, functionality, and mail flow. When SE and both the City of Biddeford and Police Department have confirmed functionality on the new server, the Exchange 2013 server will be removed from service, and retired.

In the event the migration does not go as expected, and the 2016 Exchange Server will not accommodate the inclusion of the Police Department to the same server as the City of Biddeford, SE will provide a contingency plan. This plan will include purchasing a second Exchange License, and migrating the Police Department to a separate Virtual Server provided by the City. SE will configure and install Exchange 2013, and migrate the mailboxes and public folders to this server. Once this has been fully tested, and is functioning as expected, SE will migrate this server to Exchange 2016, verifying email flow, and connectivity, and retiring BPDMAIL.

Thank you very much for the opportunity to assist you with your Microsoft Exchange 2016 upgrade, we look forward to partnering with the City of Biddeford, and the Biddeford Police Department, on this Exchange project.

Sincerely,



Paul Ryder
Account Manager
Systems Engineering, Inc.
207-553-1647
pryder@syseng.com

How Systems Engineering Can Help

Systems Engineering (SE) is Northern New England's leading IT consulting and managed services provider serving over 500 legal, healthcare, financial services, and government clients throughout the region. Established in 1988, SE is a 100% employee owned company committed to delivering engineering excellence and superior customer service. Our team of over 100 network engineers, security professionals, data management experts, field service technicians and account managers are available 24x7, 365 days per year to meet the needs of our clients. SE's annual SOC 2 audit assures clients that appropriate policies and controls are in place and verified by a third party. From network design, installation and training to a full complement of managed security, data management, business consultation and help desk support services, Systems Engineering helps clients Get Ahead of IT.



Comprehensive IT Services

Systems Engineering's comprehensive IT Services include:

- [IT Consulting Services](#)
- [Managed IT](#)
- [Cloud Services](#)
- [Security Services](#)
- [Software Services](#)
- [Industry Specific Experience](#)

Best-of-Breed Partners

Systems Engineering is a preferred partner with industry leaders to deliver proven technology platforms. Our partners include:



Statement of Work

Migrate to Exchange 2013 at City Hall

- Install and Configure Exchange 2013
- Install SSL certificates
- Verify internal and external connectivity to Exchange
- Migrate mailboxes
- Migrate Public Folders
- Verify internal and external connectivity to Exchange
- Retire and remove CITYEXCH2007

Configure Remote Exchange Connectivity

- Configure connectivity from current BPDMAIL server to new Exchange Server
- Setup migration plan and migrate a test account from BPDMAIL to the new environment
- Migrate 2 users and verify functionality (OWA, ActiveSync, Internal/External/Cross-forest email flow)
- Test OWA, ActiveSync, Internal/External/Cross-forest email flow
- Test Free/Busy and GAL access
- Update SCP (Service Connection Point) info manually in the BPD Domain for Auto discover and client access
- Migrate BPD mailboxes
- Retire and remove BPDMAIL

Migrate to Exchange 2016 (City Hall and BPD Mailboxes)

- Install and Configure Exchange 2016
- Install SSL certificates
- Verify internal and external connectivity to Exchange
- Migrate City Domain mailboxes
- Migrate Public Folders
- Setup migration plan and migrate a test account from BPD to 2016 Server
- Migrate 2 BPD users and verify functionality (OWA, ActiveSync, Internal/External/Cross-forest email flow)
- Test OWA, ActiveSync, Internal/External/Cross-forest email flow
- Test Free/Busy and GAL access
- Update SCP (Service Connection Point) info manually in the BPD Domain for Auto discover and client access

- Migrate BPD mailboxes
- Retire and remove Exchange 2013 Server

Infrastructure Changes

- Firewall changes to reflect mail flow changes

Documentation * As Built Documentation *

Project Management

- Professional Services by a member of our Project Management team, throughout the process.

Contingency Plan – if a second Exchange Server is needed to service the BPD

Migrate to Exchange 2013 at Biddeford PD

- Install and Configure Exchange 2013
- Install SSL certificates
- Verify internal and external connectivity to Exchange
- Migrate mailboxes
- Migrate Public Folders
- Verify internal and external connectivity to Exchange
- Retire and remove BPDMAIL

Migrate to Exchange 2016

- Install and Configure Exchange 2016
- Install SSL certificates
- Verify internal and external connectivity to Exchange
- Migrate City Domain mailboxes
- Migrate Public Folders
- Setup migration plan and migrate a test account from BPD to 2016 Server
- Migrate BPD mailboxes
- Retire and remove Exchange 2013 Server

Exhibit A - Investment Detail Pricing

Exchange Licensing	Quantity	Unit Price	Total
Microsoft Exchange Server 2016 Standard - License - 1 PC - Local Government	1	\$565.00	\$565.00
Microsoft Exchange 2016 Standard CAL - License - 1 User CAL - Local Government	256	\$70.00	\$17,920.00
Microsoft Exchange Server Standard Media Kit - DVD	1	\$35.00	\$35.00
Total for Exchange Licensing			\$18,520.00

Windows Server Licensing	Quantity	Unit Price	Total
Microsoft Windows Server 2012 - License - 1 User CAL - Government Use	200	\$31.00	\$6,200.00
Total for Windows Server Licensing			\$6,200.00

Labor Estimate	Quantity	Unit Price	Total
- Migrate City Hall to Exchange 2013 - Configure remote connectivity - Migrate to Exchange 2016 (City Hall and Biddeford Police Department Mailboxes) - Firewall changes - Documentation - Dedicated Project Management	1	\$17,733.00	\$17,733.00
Total for Labor Estimate			\$17,733.00

Investment Summary		
	Subtotal : Parts	\$24,720.00
	Tax @ 5.5 %	\$0.00
	Subtotal : Labor	\$17,733.00
	Grand Total	\$42,453.00

Proposal valid for 30 days, or as supplies last.

Contingency Plan – if a second Exchange Server is needed to service the Biddeford Police Department

In the event internal testing show that migration will not allow for a single Exchange Server, and both Exchange servers need to reside on separate physical servers, SE will implement a contingency plan to create a separate Exchange Server for the Biddeford Fire Department, requiring additional licensing and labor hours:

Exchange Licensing (Contingency plan)	Quantity	Unit Price	Total
Microsoft Exchange Server 2016 Standard - License - 1 PC - Local Government	1	\$565.00	\$565.00
Microsoft Exchange Server Standard Media Kit - DVD	1	\$35.00	\$35.00
Total for Exchange Licensing			\$600.00

Labor Estimate (Contingency plan)	Quantity	Unit Price	Total
Migrate Police Department to Exchange 2013 - Configure remote connectivity - Migrate to Exchange 2016 (Police Department Mailboxes) - Firewall changes - Documentation - Fixed Rate labor	1	\$9,240.00	\$9,240.00
Total for Labor Estimate			\$9,240.00

Proposal Terms

When signed by both parties, this agreement, including and together with the Pricing Page attached hereto as Exhibit A and all other exhibits and attachments, if any, shall be deemed to be the "Proposal" and shall be incorporated into and become a part of the currently effective Master Service Agreement, if any, between Systems Engineering ("SE") and the Customer identified below, as the same may be modified from time to time (the "MSA"). The accepted Proposal is effective as of the date of SE's signature below ("the Effective Date").

Additional terms and conditions applicable to the work performed hereunder:

1. **ADDITIONAL SERVICE.** SE shall provide the services described in this Proposal as T&M Work, under the terms and conditions set forth in the MSA. If an MSA is not in place, then SE's Standard Terms and Conditions of Sale (Goods and Services) attached hereto shall apply to the performance of services hereunder.
2. **PAYMENT.** As consideration for the services to be provided hereunder, Customer shall pay SE for authorized work on a time and materials basis at the rates set forth herein. In addition, Customer shall pay SE for all reasonable preapproved travel and lodging expenses incurred by SE in providing services under this Proposal. Customer is responsible for all travel and lodging expenses of its own employees.
3. **ACCEPTANCE OF PRODUCT; REJECTION AND RETURNS.**
 - a. Acceptance. Buyer shall, within ten (10) business days after receipt of any shipment of products purchased from Seller, notify Seller in writing of any manner in which such products fail to meet the specifications therefor. Such notice shall identify the particular product, time of delivery and nature of the failure. Buyer's failure to fully comply with the preceding sentence shall constitute and be deemed Buyer's acceptance of such products.
 - b. Rejection. Buyer may reject the Order for products because of the failure of the product to satisfy the specifications set forth in the Order. If such rejection is made prior to making payment for such order, Buyer's obligation to make such payment shall be suspended. Buyer shall, upon receipt of Seller's request for return, promptly dispatch the rejected product to Seller, at Seller's cost. If Seller accepts that any defect or non-conformance to the specifications was caused by Seller, Seller shall at its own expense replace the order of defective or non-conforming products.
 - c. Disputes Regarding Satisfaction of Specifications. If the parties disagree about whether a product satisfies the specifications or contains a defect following a good faith effort to resolve their disagreement, the product shall be submitted to an independent third party agreed upon by the parties for inspection and determination of condition. Both parties agree to abide by

the opinion of the independent third party, which will be final and binding on the parties. The party in error shall pay the independent third party's fees and all transportation, shipping and insurance costs and other fees incidental to the shipping of the replacement products. Seller may, in its discretion, suspend its obligations hereunder during the pendency of any such dispute or require alternative payment terms to ensure Seller's exposure to Buyer is not increased during the pendency of any such dispute.

- d. **Returns.** Products shall not be returned by Buyer without Seller's prior written authorization. Authorized returns shall be returned at Buyer's sole expense, freight prepaid, unless the return is made pursuant to Subsection 3 (b) hereof. Buyer shall be responsible for any third party restocking fee that Seller incurs. Returns of special order or made-to-order items are not allowed. No returns shall be accepted following 60 days after delivery. No credit will be issued for shipping charges or other special expenses.
4. **CONFIDENTIALITY.** This proposal contains confidential information relating to the design, process, and methodology SE uses in designing network infrastructure and security, core server and storage solutions, and in developing technology strategies and plans. These designs, processes and methodologies are owned solely by SE. Disclosure of any design, process or method information included herein to others is expressly prohibited.
5. **OWNERSHIP OF WORK PRODUCT.** Deliverables purchased and delivered as a result of this project (work product), including network and core infrastructure design, research reports, technology strategies and plans, applications and process recommendations, and system and user requirements shall be the sole property of the Customer.
6. **CONFLICTS IN PROVISIONS.** In the event of a conflict among the provisions of the MSA, this Proposal and the Standard Terms and Conditions of Sale attached hereto, with respect to the services and products provided under this Proposal, the priority of the documents shall be (1) this Proposal, (2) the MSA and (3) the Standard Terms and Conditions of Sale.

Systems Engineering

Client: _____

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

Why Choose Systems Engineering?

- For over 25 years, Systems Engineering has been committed to a mission of delivering engineering excellence and superior customer service. Over 500 companies throughout Northern New England routinely rely on the expertise of our team.
- As an employee owned company, we attract and retain some of the most talented people, and we manage our business using a client first mentality for ensuring continuous performance improvement.
- Systems Engineering's team of specialists work across functional lines to deliver an integrated technology solution with ongoing support services to maximize performance.
- Systems Engineering partners with tier-one equipment and software manufacturers. Our solutions are tried and true.
- Systems Engineering has developed a best practice for service delivery and service management. This framework is founded on the cornerstone of our partner-manufacturers' best practice guidelines and industry trade organization influences, coupled with our 25 year history of real-world field experience dealing with complex, integrated technologies in business environments
- Systems Engineering's annual SOC 2 audit provides assurance to clients that we not only have appropriate operational controls and policies in place as verified by an independent 3rd party.
- Systems Engineering has built a unique team of technical resources who have the depth and breadth of skills required to support the information technology needs of our clients in an increasingly complex operating environment.
- Systems Engineering's comprehensive suite of managed services – from network security and 24x7 monitoring to help desk support services, data management and cloud based server options – keep your business up and running at optimal levels.

Team-Based Approach

Systems Engineering deploys a team-based approach to meet the needs of our clients. Each of our highly specialized teams work together, across functions, to deliver end-to-end technology solutions for our clients. Our teams are structured in the following ways:

Employee Owned Company: Systems Engineering became a 100% employee owned company in 2008 with the adoption of an Employee Stock Ownership Plan (ESOP). As owner-participants in the ESOP, the entire team at Systems Engineering knows that to be successful, our clients need to be successful. Each of us understands how mission-critical technology drives business results, and our team works diligently to become an indispensable partner and advisor to each client.

Network Solutions offers computer network design, implementation and on-going maintenance. Led by senior engineers and team leaders, Network Solutions is grouped into four network administration teams. These teams work with server technologies, thin client computing, virtualization, SAN storage, backup and disaster recovery design and all of the Microsoft operating system components.

Managed Services employs a number of industry leading network management tools to provide comprehensive, 24x7 network monitoring and remote managed services. Systems Engineering Managed Services (SEMS) team actively monitors the critical performance characteristics of your network, reports on key network metrics, and proactively patches your server infrastructure. Benefits include greater network uptime, lower support costs, increased security, and better visibility into your network performance.

Network Security delivers a comprehensive set of security services that provide fully managed, co-managed and client managed security solutions. The Network Security team meets the needs of large companies with in-house security teams and compliance needs as well as smaller companies with little-to-no internal security expertise.

Software Services develops custom programming applications that help businesses realize the potential presented by the macro technology trends of mobile, social and "big data." Specializing in Microsoft applications including SQL, Access and SharePoint, the group's services include design, implementation, data conversion and training for custom applications that enhance business competitiveness.

Infrastructure & IP Telephony focuses on the next generation in communication technologies, converging voice, video and data into one system. This team leverages a core set of Cisco products, and they manage LAN switching, WAN routing, Wireless Networking and IP Telephony deployments for the business.

City of Biddeford's SE Resources

President: Craig Tribuno (ctribuno@syseng.com, 207-553-1564)

Sales and Marketing Director: Todd Molloy (tmolloy@syseng.com, 207-553-1585)

Account Manager: Paul Ryder (pryder@syseng.com, 207-553-1647)

Inside Sales Manager: John Plisch (jplisch@syseng.com)

Engineering Director: Matt McGrath (mmgrath@syseng.com, 207-553-1599)

Engineering Manager (Core Engineering): Bob Keenan (bkeenan@syseng.com)

Engineering Manager (Infrastructure): Jerry Lyon (jlyon@syseng.com)

Project Management Office Manager: Victoria Reed (vreed@syseng.com)

NOC Engineering Manager: David Stephenson (dstephenson@syseng.com)

Customer Service Manager: Tina Boutin (tboutin@syseng.com)

Software Engineering Manager: Michael Hynes (mhynes@syseng.com)

Managed Services Director: Jim Woolverton (jwoolverton@syseng.com, 207-553-1572)

SE EventWatch Manager: Doug Sax (dsax@syseng.com)

SE Help Desk Manager: Andrew Suitor (asuitor@syseng.com)

SE Monitoring Manager: Ron Gagnon (rgagnon@syseng.com)

References

Apothecary be Design

Contact: **Mark McAuliffe**

141 Preble Street, Portland, Maine 04101

Phone: 207.899.0663

Thompson, Bowie, & Hatch LLC

Contact: **Bonnie Pendleton**

3 Canal Plaza, PO Box 4630

Portland, Maine 04112

Phone: 207.774.2500

Maine Public Employees Retirement System

Contact: **John Mavodones**

96 Sewall Street

Augusta, Maine 04333

Phone: 207.512.3185



Complete Business Technology Solutions



WINXNET RFP RESPONSE TO CITY OF BIDDEFORD EXCHANGE UPGRADE

November 11th, 2016

City of Biddeford
Attn: Information Technology Director
205 Main Street
Biddeford, Maine 04005

Dear Jerry:

Winxnet is pleased to submit this response to the City of Biddeford's RFP for its Exchange Upgrade. Our team is dedicated to providing the best client service and technical solutions at the highest standards. We have reviewed the RFP, understand it, and we agree to the terms and conditions stated therein.

Winxnet is a New England-based firm with extensive experience providing strategic technology planning, managed IT services, system monitoring and security, and help desk support to organizations of varying sizes and markets including non-profits, financial services and municipalities. We take pride in developing long-term relationships with all of our clients and helping them achieve their strategic goals. As a result, we are one of the fastest growing companies in New England and continue to achieve extraordinary customer satisfaction and retention benchmarks, leading the global IT services industry.

We are genuinely excited to work with an important municipality in southern Maine. Considering the criticality of maintaining a reliable and secure technology environment, we take very seriously the responsibility associated with our response to this RFP. We look forward to demonstrating how a truly collaborative partnership can produce extraordinary results!

We put together a proposal and support structure that we feel is best suitable for Biddeford. If you have any questions or concerns about the proposal, we welcome the opportunity to discuss in detail so we can ensure both parties are satisfied with a potential partnership. Thank you for the opportunity to participate, please do not hesitate to contact me or anyone on my team with questions or concerns.

Sincerely yours,

Kevin Bailey

Kevin Bailey
Account Executive
Winxnet, Inc

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Executive Summary

Since 1999, Winxnet has been delivering innovative and technology-enabled solutions for customers throughout New England and beyond. Our passion for IT excellence in addition to our relentless pursuit of customer satisfaction is what motivates our growing team of professionals on a daily basis.

Today, Winxnet remains headquartered in Portland, Maine and has offices in Chattanooga, Tennessee and Methuen, Massachusetts. Members of our consulting practice have worked with global clients, in addition to clients throughout New England. Our clients represent a broad cross-section of public, private, and non-profit organizations, for which we provide a full range of services including managed IT, application and data management services, IT security services and healthcare IT.

A Field Managed Microsoft Partner, Winxnet has numerous Microsoft VTSPs on staff and works closely with Microsoft on strategy, marketing, pre-sales and solution delivery. These badged Microsoft engineers have access to internal training, collateral and a myriad of Microsoft resources ensuring tuned delivery of Microsoft solutions.

Winxnet employs 120 full-time employees. Roughly 24% of our staff is focused on sales, marketing, administration or customer support. The remaining staff is technical in nature.

Recent awards and recognitions include:

- 2015 Best Places to Work in Maine
- 🏆 2015 MSP Mentor Top Managed Services Provider
- 🏆 2015 Inc. 5000 Fastest Growing Companies
- 🏆 2015 SMB 500 Top Performing Channel Partners
- 🏆 2015 TECH 200 Fastest Growing Private Technology Companies

Our employees collectively hold over 170 Microsoft, Citrix, Cisco and other certifications. We understand the complexity of a diverse IT environment and have a team with extensive knowledge surrounding (but not limited to) network infrastructure, virtualization, related Microsoft technologies i.e. Office 365 and RDP, AD, WSUS, SQL etc., ADP, information security and compliance, and business process consulting. Our technical and professional staff invest in areas such as ShoreTel/Cisco Voice Over IP; Dynamics SL and GP; and pro-active Security Management. This results in our ability to serve as a single, primary strategic IT resource to organizations throughout New England and to function as a major contributor to an organization's data needs to aggregate, consolidate and report on the diverse sources of information that exists within an organization.

Winxnet Experience: Why Winxnet is Different

Winxnet has achieved over 40% growth year over year for the last several years. Since 1999, Winxnet has maintained an extremely high customer retention rate with some of our customers having grown with Winxnet since the beginning.

We Innovate and Inspire:

Winxnet is driven by the principles of integrity, innovation, and excellence. We constantly aspire for greatness and as a result consistently innovate in partnerships with our clients to produce extraordinary results.

Transforming the Delivery and Management of IT:

Technology can be a powerful enabler that, when done right, allows organizations to rapidly, efficiently, and cost-effectively achieve their business objectives and realize their potential.

By working together with clients that share this perspective, IT initiatives bring substantially more value to the organization in the form of:

- Reduced IT costs
- Lower risk
- Greater ROI on technology initiatives
- Leveraging technology to achieve strategic business objectives

This transformation doesn't happen by chance or simply by changing the way one thinks about IT. It is driven by:

- A fundamental change in the approach to IT, which focuses on understanding our client's business first and aligning our recommendations to achieve strategic objectives
- A process focus – we apply mature, proven processes to produce measureable results
- The best technology to address the need – letting needs of clients drive technology decisions
- Trust- SSAE 16 SOC I Type II certified, HIPAA trained and compliant
- Great people – dedicated to doing what's right for clients, certified professionals that go above and beyond with a focus on listening first, then communicating; a committed team of experts in their technologies who genuinely care about the clients they service

Approach and Methodology

City of Biddeford has requested the assistance of Winxnet to perform an upgrade of their existing on premise Exchange 2007 server to Exchange 2016. This project will include Design, Implementation, and Documentation for the new Exchange 2016 environment as well as all required Exchange 2016 licensing.

Also included in this Project is a formal assessment to ascertain the effort and method required to migrate a second Exchange 2007 server into the new Exchange 2016 environment. Following this assessment Winxnet will provide the City of Biddeford with a detailed project plan design and proposal for Phase II. In addition, Winxnet is proposing a recurring support agreement for predictable support requests.

This is a time and materials project and based upon current deliverables and assumptions is expected to take approximately 107 – 115 hours. Unknowns, changes to assumptions, or scope changes may impact this estimate and will require approval by City of Biddeford before making any modifications to this original time estimate.

Scheduling Considerations

A Winxnet internal meeting will be scheduled within two weeks of signing the statement of work to establish resources and timeline.

Deliverables

- Project Design and Planning
- Install Exchange 2016
- Configure Outlook Web Access
- Replicate Send/Receive connectors
- Firewall Modifications
- Migration of 40GB of Mail Data
- Testing/Remediation for Data Migration
- Post Implementation support
- Project Assessment for Phase II migration
- As built documentation (Up to 4 pages)
- Administrator / Technical Point of Contact training (Up to 8 hours)
- Environment Assessment for Phase II migration
- On site visits (Up to 2 visits)

Project Prerequisites & Client Responsibilities

- **Prerequisite:** Active Directory Domain Functional Level at 2008 R2 or higher.
- **Prerequisite:** City of Biddeford will provision, and fully patch a new 2012 R2 Server for Exchange 2016.
- City of Biddeford will designate a single point of contact for all communications and to support coordination with all City of Biddeford staff.
- City of Biddeford is responsible for purchasing any equipment, software, or licenses not included as part of the project such as cables, anti-virus, etc.
- City of Biddeford is responsible for providing any wiring or cabling services required to implement this project.
- City of Biddeford is responsible for any carpentry requirements such as drilling holes for cables, mounting computers or monitor brackets, anchoring server racks, installing conduit, etc.

Notes & Assumptions

- City of Biddeford is located in Biddeford, ME and any onsite work will be performed at that location unless specifically defined as part of the project.
- Winxnet will be granted remote access with Admin privileges to modify and configure.
- During the project, both parties will communicate changes prior to implementation for impact review.
- Internet/Network connection is capable of typical broadband speeds.
- All software in City of Biddeford's environment is up to current vendor-supported levels.
- Work will be remote unless otherwise noted; if necessary Winxnet will be granted on site access to any areas required to complete requested work.
- Travel is billed portal to portal at standard consulting rates.
- Work may necessitate down time for City of Biddeford or its workers. Down time required within business hours will be agreed upon prior to any outage.
- All work will take place during normal business hours of M – F, 8 am – 5 pm, unless otherwise noted. Request for after-hours and weekend work may result in a change order.
- Projects involving hardware installation could take as long as 5 weeks to begin the implementation, from the time that the contract is signed and product prepayment has been received. Some products can take 2-3 weeks to be delivered, and product staging and testing can take 1-2 weeks to complete before installation can begin.
- Sufficient power and power protection for the new hardware is in place or will be purchased by City of Biddeford.
- Sufficient space is available for any new equipment.
- Project delays on the part of City of Biddeford will result in a new timeline, dependent on engineering availability.
- If the tasks outlined in this Statement of Work are on hold for more than 60 days by City of Biddeford, a project reengagement fee may apply.
- All specifications and information provided to Winxnet by City of Biddeford are correct and accurate to the best of City of Biddeford's knowledge. Incorrect or inaccurate information from City of Biddeford may result in a change request from Winxnet and additional hours.
- Time to configure mobile device changes is not included in this Statement of Work. Requests to configure mobile devices could result in a change order.
- This Statement of Work does not involve an upgrade to the Outlook client. Upgrading the outlook client may result in a change order.
- City of Biddeford agrees to pay for actual hours worked.
- Continuous pre-approval of expected hours will take place throughout this project.
- Engagements of this size typically range from 107 – 115 hours.
- Project labor cost is not to exceed \$18,375.00 without prior approval from City of Biddeford.

Work Plan

Description
Project Initiation
Project Setup
Project Start & Scope Review
Client Kickoff Meeting
Project Planning
Planning and Design
Project checkpoint
Status Meetings and Updates
Execution / Implementation
Install Exchange 2016

Configure Outlook Web Access
Replicate Send/Receive Connectors + Testing
Firewall Modifications + Testing
Migration of 40GB of Mail Data
Remediation for Data Migration
Add Exchange 2016 Server to Backup job
Environment Assessment for Phase II migration
Post-Implementation
Administrator / Technical Point of Contact training (Up to 8 hours)
Post Implementation support (Up to 8 hours)
Create/ Update documentation (Up to 4 pages)

Additional Features

As mentioned in the approach and methodology, Winxnet is taking the approach to scope and address Phase II, the second 2007 server migration into the new Exchange 2016 environment, once Phase I is complete. Due to the complexity and unknowns we feel a discovery is necessary in order to accurately quote this portion of the request and to be prepared to implement it in a risk-free manner. We cannot complete Phase II without a proof of concept, and we responsibly estimate this effort without a discovery. We are certainly open to discussing options around this if Biddeford otherwise favors Winxnet's proposal for Phase I.

Winxnet is also proposing an Exchange Monitoring and Support Agreement, designed to help Biddeford maintain its new Exchange environment on a reduced budget. This service provides monitoring and maintenance through a combination of telephone support, web-based support, remote monitoring and proactive administration.

In addition to the regular maintenance and support, Biddeford will have a dedicated senior technician responsible for supporting the environment. Monitoring and response within SLA1 is included, and troubleshooting/migrations will be billed at \$175/hr.

Detailed and Itemized Pricing

Pricing Calculations

Software Summary	Quantity	Price	Extended Price
Government Pricing			
Exchange 2016 Server License	1	\$535.36	\$535.36
Exchange 2016 User CALs	256	\$66.38	\$16,993.28
Windows Server 2012 R2 User CALs	200	\$28.86	\$5,772.00
Software Total			\$23,300.64

Labor Summary	Hours	Price	Extended Price
T&M Labor Estimate – Exchange Upgrade	93	\$175.00	\$16,275.00
Project Management Estimate	14	\$150.00	\$2,100.00
Labor Total			\$18,375.00

Support	Quantity	Price	Extended Price
Monthly Exchange Monitoring/Support – SLA 1	1	\$299.00/mo	\$299.00/mo

*Standard Support 8AM-5PM M-F; response times within same business day / resolution plan within 8 business hours
Critical Outage Support 8 AM-5PM M-F; response times within 1 hour / resolution plan within 4 hours

Project Recap	Amount
Software	\$23,300.64
Labor	\$18,375.00
Project Total	\$41,675.64

Appendix A: References

Town of Falmouth
Jennifer Phinney
Director of Information Systems
2 Marshall Drive
Falmouth, ME 04105
207.699.5219
jphinney@falmouthme.org

Town of York
Brett Horr
Director of Technology
186 York Street
York, ME 03909
207.363.1007
bhorr@yorkmaine.org

Town of Wells
Jon Carter
Town Manager
208 Sanford Road
Wells, ME 04090
207.646.5113
jcarter@wellstown.org

Appendix B: Company Notes

Official Registered Name: Winxnet, Inc.

DUNS Number: 016621273

68 Marginal Way Suite 4A
Portland, ME 04101

Phone: 207-780-0497
Phone: 866-946-9638
Fax: 800-808-1642

Contractual Authority: Christopher Claudio

Trademarks

Winxnet, the Winxnet logo, and Winxnet's products and services are trademarks or registered trademarks of Winxnet. Other trademarks and trade names may be used in this document to refer to either the entities claiming the marks and/or the names of their products. Winxnet disclaims proprietary interest in the marks and names of others. You, the Client, have the right to retain a reasonable number of copies of this proposal to adequately review and assess the proposal. Winxnet grants no license, express or implied to any Winxnet intellectual property by virtue of this proposal.

Our Relationship

This document is not a contract. When we conduct business, our relationship will be governed by Winxnet's standard terms and conditions unless we negotiate a separate written agreement.

Winxnet takes care to review and verify the information provided in this document. However, we cannot be responsible for errors or omissions that may occur in the production of this document or as a result of the passage of time. In addition, Winxnet may improve or change this presentation or improve or change its products and service offerings from time to time, without updating this document. Please contact your sales representative for updates or validation of the information in this document.

Subject to our ability to reach a mutually acceptable agreement on this issue, Winxnet does take responsibility for the actions of its employees and agents that are performed in the scope of their employment.

Confidentiality

All information supplied for the purpose of this proposal is to be considered Winxnet confidential.

ITB 2016-059 RESPONSE

for

Exchange Upgrade

Prepared for

City of



Information Technology Division
205 Main Street
Biddeford, Maine 04005
(207) 286-0594 2

Final

Prepared by:

Marc Smith, Acct. Mgr.
David Buthlay, COO

11/10/16

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ITB DESCRIPTION & BEK RESPONSES

INTENT SUMMARY

The core elements of this invitation to bid will include the following two options:

Phase 1:

- A patched Microsoft 2012 server will be pre built by the city.
- Install Exchange 2016 on the new server and migrate all data from the Exchange 2007. Storage size is 36GB.
- Setup and configure Outlook Web Access.
- Create a method for client auto configuration
- All DNS and security certificates updated as needed.

RESPONSE: Acknowledged. See Attachment #1- BEK Scope of Work Outline.

Phase 2:

- Provide proof of concept for the ability to migrate a second existing Exchange 2007 server to the server provided in Phase 1. Proof of concept can be done by testing in the live environment.
- Migrate the second Exchange 2007 server to the Exchange 2016 server from Phase 1. Storage for this server is 39GB.
- Setup and configure Outlook Web Access.
- Create a method for client auto configuration.
- All DNS and security certificates updated as needed.
- Configure any core infrastructure routing changes needed to allow mail traffic between domains.
- Provide Pricing for upgrading the second Exchange 2007 server to a prebuilt Microsoft 2012 server in the event the proof of concept does not pass. Include the additional license for Exchange 2016.

RESPONSE: Acknowledged, however, **PLEASE NOTE:** Phase 2-b, “If cross-forest linked mailbox migration fails”. See Attachment #1- BEK Scope of Work Outline.

LICENSING

- QTY 1 Microsoft Exchange Server 2016 Standard
- QTY 256 Microsoft Exchange 2016 Standard CAL's
- QTY 200 Microsoft Windows Server 2012 1 user CAL's

RESPONSE: Acknowledged, see Proposal Section “ITB Bill of Materials and Professional Services Pricing Summary”.

TECHNOLOGY FEATURES

- The City of Biddeford is split between two domains connected by a domain trust. Both Biddefordmaine.org and bpd.net currently exist on separate 2007 exchange servers.
- The City of Biddeford utilizes VMware 5.5 both exchange servers are virtual. The proposed exchange server(s) will continue to be hosted in our VMware environment.

RESPONSE: Acknowledged.

ADDITIONAL FEATURES

- Vendors may propose additional features, and must be specifically identified as “additional features”, if in their judgment and experience the additional features would add value beyond any associated additional startup and ongoing costs.

RESPONSE: Acknowledged, no additional features at this time.

STANDARD COMMERCIAL PRODUCT

- The City desires and expects to purchase a complete comprehensive system that has been developed and is being continuously maintained as a Commercial Off-The-Shelf software product that is installed at and used by multiple customers.

RESPONSE: Acknowledged.

REFERENCES

- Vendors must provide three references from projects of like size/complexity or larger. The practical experience of other customers is an important factor in evaluating competing bids.

RESPONSE:

BEK's Respectful Reference Policy-

BEK will provide Reference Contact information upon final candidate qualification/selection. In this manner, our Clients maintain privacy, are contacted only when significant next steps are in play, which results in eliminating numerous or unnecessary inquiries, providing for consideration for our client to remain productive within their daily operations commitments. Finally, should BEK be selected for this project, the same respectful courtesy would be extended to the City of Biddeford.

BEK has performed "Exchange Upgrades" for the following Clients-

Holden Insurance Agency, Portland

Rousseau Management Inc., Brunswick

Perkins Olson, Portland

IMPLEMENTATION APPROACH

The City expects a phased approach to implementation.

- Install Exchange 2016 on-site, migrate data, and demonstrate baseline operation.
- Test and demonstrate planned functionality using completed software.
- Test and verify acceptable performance levels. Performance levels checked will be Proper CPU usage, memory usage, and client connection speeds using industry standards.
- Begin operational use of new system.
- After implementation, tune server as needed.
- Test the ability to migrate an additional Exchange 2007 to the newly built Exchange 2016 server.
- Migrate second Exchange 2007 server, and retest performance levels.
- If proof of concept fails – Install Exchange 2016 on a second provided Microsoft 2012 server.
- Test and demonstrate planned functionality using completed software.
- Test and verify acceptable performance levels. Performance levels checked will be Proper CPU usage, memory usage, and client connection speeds using industry standards.
- Begin operational use of new system.
- After implementation, tune server as needed.

RESPONSE: Acknowledged. See Attachments #'s 1- Scope of Work Summary. This detail and all other Scope information, would be included in Attachment #'s 2 & 3, Example BEK Scope of Work and Example Project Plan, documents.

ITB Bill of Materials and Professional Services Pricing Summary

Licensing

Microsoft Exchange Server 2016 Standard - Local Government
256 Microsoft Exchange 2016 Standard user CAL - Local Government
200 Microsoft Windows Server 2016 user CAL - Local Government

LICENSING TOTAL \$24,685.00

Professional Services Implementation

Phase 1 and Phase 2a

(Professional Services may include some or all of the following: Network Assessment & Solution Development, Travel, on/off site equipment preparation/testing/programing, Project Management, Installation, Admin/End-user Training and System Configuration Documentation)

PROFESSIONAL SERVICES TOTAL \$8,100.00

ITB Total Licensing and Professional Services \$ 32,785.00

Professional Services Implementation

Phase 2-B, "IF cross-forest linked mailbox migration fails, THEN"

Additional Professional Services \$810.00

Assumptions

- Exchange Organization is fully functional and configured according to Industry Best Practices;
- All Servers supporting this initiative are “Current”, as to OS, Patching and managed to industry “Best Practices”;
- All Servers supporting this initiative will have sufficient RAM, CPU and Disc;
- Virtualization Application is current and under active Vendor Support.

Attachments List

1. Scope of Work Outline
2. Example- Scope of Work Document & Project Agreement
3. Example- Project Plan Document

City of Biddeford, Exchange Upgrade ITB, Scope of Work Outline, by Phases and If/Then

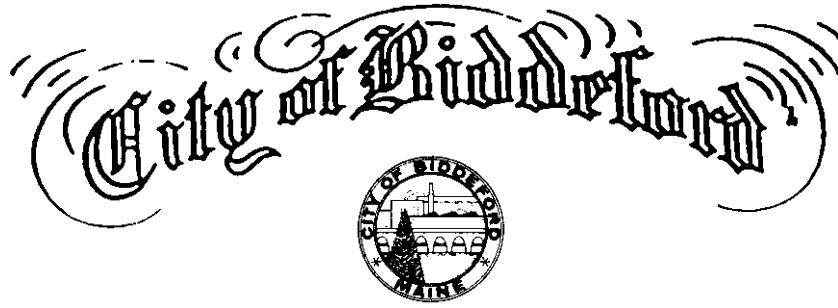
Phase 1		Notes & Assumptions
Install & update Exchange 2013 on temp server		Server already domain member, provided user member of Enterprise Admins, Domain admins, Schema admins
Migrate data to 2013 server (mailboxes, public folders, address lists) Configure & verify OWA, Outlook Anywhere, autodiscover, install certificate Switch connectors, external SMTP firewall ports to point to 2013 server & verify mail flow		Will vary based on number of items in mailboxes and PF, this is not strictly related to size.
Decommission Exchange 2007 server Verify mail flow, OWA and ActiveSync Install & update Exchange 2016		To the point of removing it from the domain entirely, Exchange 2016 will not install with Ex2007 in the domain
Migrate data to 2016 server (mailboxes, public folders, address lists) Configure & verify OWA, Outlook Anywhere, autodiscover, install certificate Switch connectors, external SMTP firewall ports to point to 2016 server & verify mail flow Decommission temp Exchange 2013 server Verify mail flow, email archiver functionality		Again will vary based on number of items, should be approximately the same as Ex2007->2013 time City of Biddeford Inhouse IT configures firewall / anti Viurs/Spam solution City of Biddeford Inhouse IT configures firewall / anti Viurs/Spam solution
Phase 1 Subtotal		
Phase 2		
Install & Update Exchange 2013 on second temp server Test linked mailbox cross-forest migration, troubleshoot		Cross-domain trusts already configured and working by inhouse IT
2a - IF cross-forest migration works, migrate additional mailboxes, PFs, etc., THEN:sd Configure & verify OWA, Outlook Anywhere, autodiscover, install certificate for second domain Verify mail flow externally and cross-domain Decommission Exchange 2007 server Verify mail flow, OWA and ActiveSync		
2b IF cross-forest linked mailbox migration fails Install & update Exchange 2016 Migrate data to 2016 server (mailboxes, public folders, address lists) Configure & verify OWA, Outlook Anywhere, autodiscover, install certificate Switch connectors, external SMTP firewall ports to point to 2016 server & verify mail flow Decommission temp Exchange 2013 server Verify mail flow, email archiver functionality		City of Biddeford Inhouse IT configures firewall / anti Viurs/Spam solution

Total Phase 1 + Phase 2a

Total Phase 1 + Phase 2b

11/10/2016

Prepared by: Steve Neetz, BEK- Sr. Staff Engineer, BEK Inc.

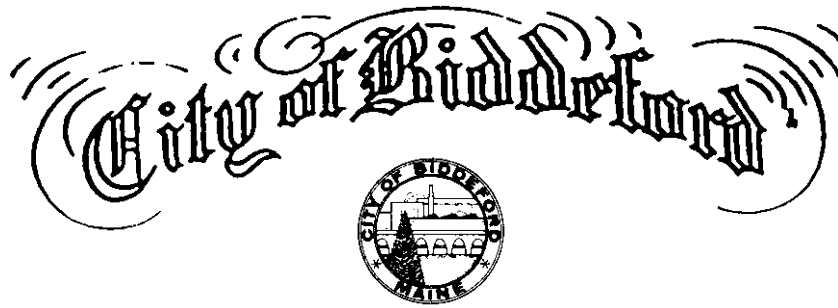


2016.112 IN BOARD OF CITY COUNCIL..DECEMBER 6, 2016

BE IT ORDERED, that the City Council of the City of Biddeford does hereby amend the Human Resource Policies, Procedures and Benefits Manual, HEALTH BENEFITS, as follows:

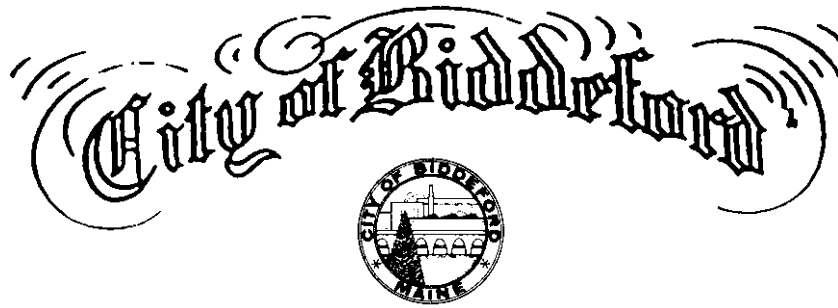
The City of Biddeford will offer group health insurance to its regular full time employees. If it is desirous to change insurance carriers, the City will provide equal or better coverage.

- A. Beginning September 6, 2001, regular employees will pay 15 percent of the cost of health insurance coverage. Beginning January 1, 2017, the employee contribution amount will increase to twenty (20%). Payment will be made through payroll deduction and will be based on the number of payroll deductions during the calendar year. **Beginning January 1, 2017, the City will continue to offer employees three health coverage options, the HMO, POS and HMO LO, however, if the employee elects the higher priced plan coverage (POS) the employee shall be responsible for 100% of the premium difference between the HMO and POS plan.**
- B. The City shall provide employees with an insurance buyout program. If an employee can demonstrate that he has appropriate health insurance coverage elsewhere, the employee will be allowed to cash in coverage from the City for a family plan for \$1,500.00 per year, payable quarterly.
- C. For employees who retire after September 6, 2001, the City shall pay for the medical insurance only, at the same percentage of current employees, to employees who retire between the ages of 62 and 65, until said employee reaches the age of 65, providing said employee has a minimum of ten years of service with the City. Medical insurance coverage for the employee's dependents shall be at the expense of said employee. When the retiree reaches the age of 65, all insurance for said employee and dependents will terminate.
- D. For employees who retire before July 1, 1995, the City shall continue to pay the cost of medical insurance for a retired employee between the ages of 62 and 65. Beyond the age of 65, the retired employee may enroll in the City's Medicare companion plan at his own expense.
- E. As an exception to the above, if a retiring employee has a dependent (husband/wife only) who is younger and currently enrolled on the City's health plan, then the City will continue to pay the cost of the Medicare companion plan for the retiree until the dependent reaches age 65. The retiree will be responsible for the cost of dependent coverage. When both the retiree and the dependent have reached age 65, they may both continue in the City's Medicare companion plan at their own expense. At the time when the retired employee becomes responsible for the cost of medical coverage, payment will be made to the City on a monthly basis at the current rate.



- F. If an employee has to retire prior to age 62 because of medical reasons and is eligible for social security disability income, he may continue on the group medical coverage at his own expense. If the retired employee carried dependent coverage, that will also be continued at the retired employee's own expense.
- G. For employees who retire prior to July 1, 1995, and, if the retiree has continuous employment with the City for a period in excess of ten years, the City shall pay the insurance expense for the employee for a period not to exceed 24 months or whenever Medicare becomes applicable. Subsections (E) and (F) of this section shall also apply.
- H. Employees hired after January 1, 1997 are not eligible for Sections C through G above. Said employees shall contribute \$15 per week to retirement health savings (RHS) which will be matched by the City. The employer matched contribution amount shall have a ten year (10) vesting period, to coincide with the employees original date of hire, as follows:

0 to 2 years:	Zero percent (0%)
Over 2 years	Ten percent (10%)
Over 3 years	Fifteen percent (15%)
Over 4 years	Twenty percent (20%)
Over 5 years	Thirty five percent (35%)
Over 6 years	Fifty percent (50%)
Over 7 years	Sixty five percent (65%)
Over 8 years	Eighty percent (80%)
Over 9 years	Ninety percent (90%)
Over 10years	One hundred percent (100%)



IN BOARD OF CITY COUNCIL...DECEMBER 6, 2016

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

**Aurelie Dyer Wallach
31 Granite Point Road
Ward 1**

to the Historic Preservation Commission with a term to expire December 2019.

CITY OF BIDDEFORD

RE Application for
City Commissions, Committees and Boards

Date:

11/16/16

Name:

Aurelie Dyer WALLACH

Street Address:

31 Granite Pt. Rd

Mailing Address:
(if different)

Phone Number(s):

207 282 2451

Email Address:

aurelie wallach@hotmail.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:

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

☐ Other: ☐ Other: ☐ Other: ☐ Other:

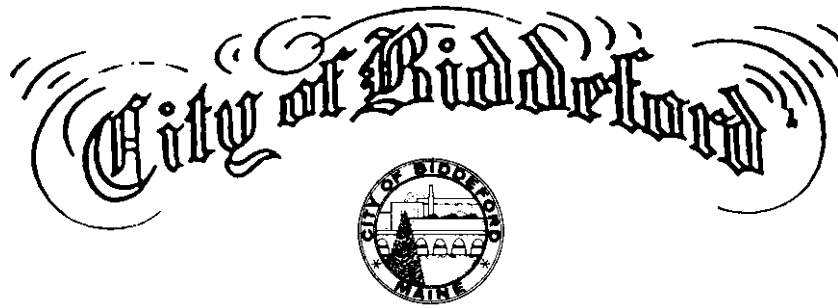
1. Please list any prior experience serving on any Public Boards, Commissions or Committees (and approximate dates):

14 years Chair of HPC -
BA in art history
ONGOING INTEREST IN ADAPTIVE
REUSE

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

3. 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 6, 2016

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

**Richard Potvin, II
150 Guinea Road
Ward 1**

to the *Planning Board* with a term to expire December 2019.

CITY OF BIDDEFORD

Application for
City Commissions, Committees and Boards

Date: 11/15/16

Name: RICHARD POTVIN II

Street Address: 150 GUINER
BIDDEFORD

Mailing Address:
(if different)

Phone Number(s): 294-1431

Email Address: APOTVIN@MAJOR.RR.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:

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

☐ Other: ☐ Other: ☐ Other: ☐ Other:

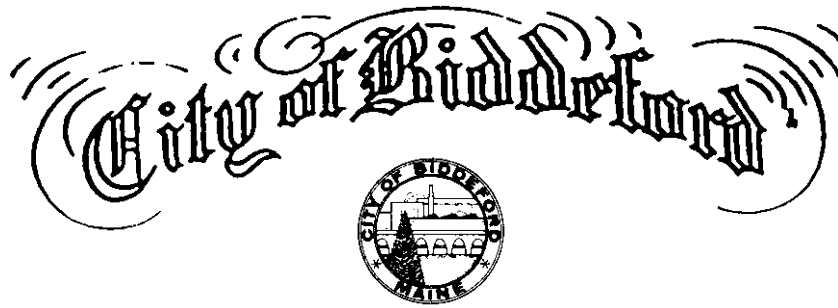
1. Please list any prior experience serving on any Public Boards, Commissions or Committees (and approximate dates):

E.I.C. 20+ years
PLANNING 2 yrs

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

3. 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.

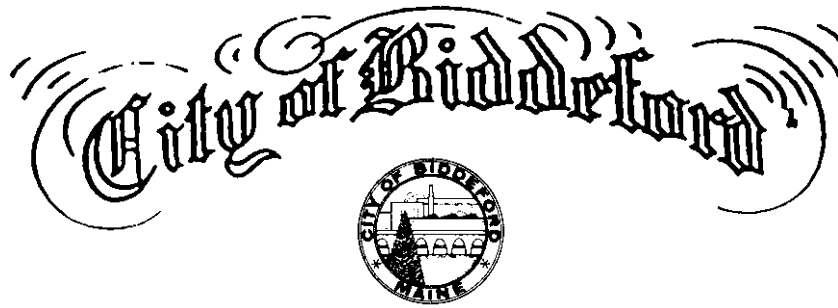


IN BOARD OF CITY COUNCIL...DECEMBER 6, 2016

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

**Leo Letendre
2 Meetinghouse Road
Ward 1**

to the *Project Canopy Committee* with a term to expire December 2021.

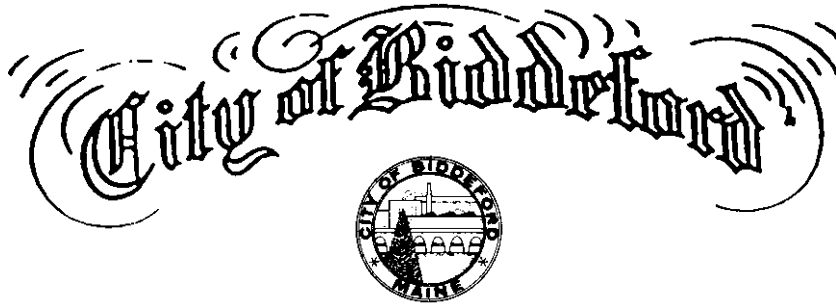


IN BOARD OF CITY COUNCIL...DECEMBER 6, 2016

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

**Rebecca Henry
5 Forest Street
Ward 7**

to the *Project Canopy Committee* with a term to expire December 2021.

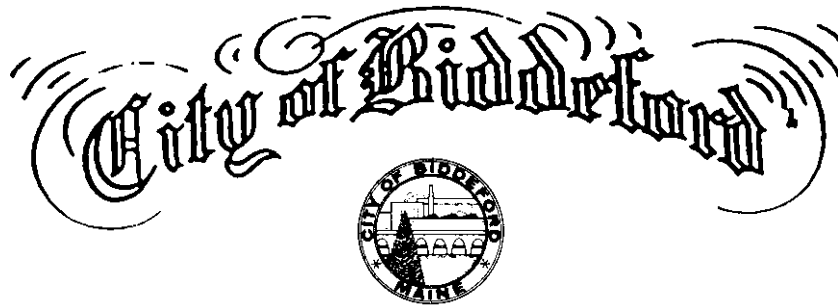


IN BOARD OF CITY COUNCIL...DECEMBER 6, 2016

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

**David Gagnon
29 Harding Street
Ward 4**

to the *Project Canopy Committee* with a term to expire December 2021.



IN BOARD OF CITY COUNCIL...DECEMBER 6, 2016

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

**Francois Blais
26 Westland Avenue
Ward 4**

to the *Solid Waste Management Commission* with a term to expire December 2019.

CITY OF BIDDEFORD

**Application for
City Commissions, Committees and Boards**

Date:

Name:

Street Address:

Mailing Address:
(if different)

Phone Number(s):

Email Address:

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:

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

☐ Other:

☐ Other:

☐ Other:

☐ Other:

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

Served 3 years on Solid waste Commission
invited back by ~~Marty~~

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

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

To engage in my civic Duty

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