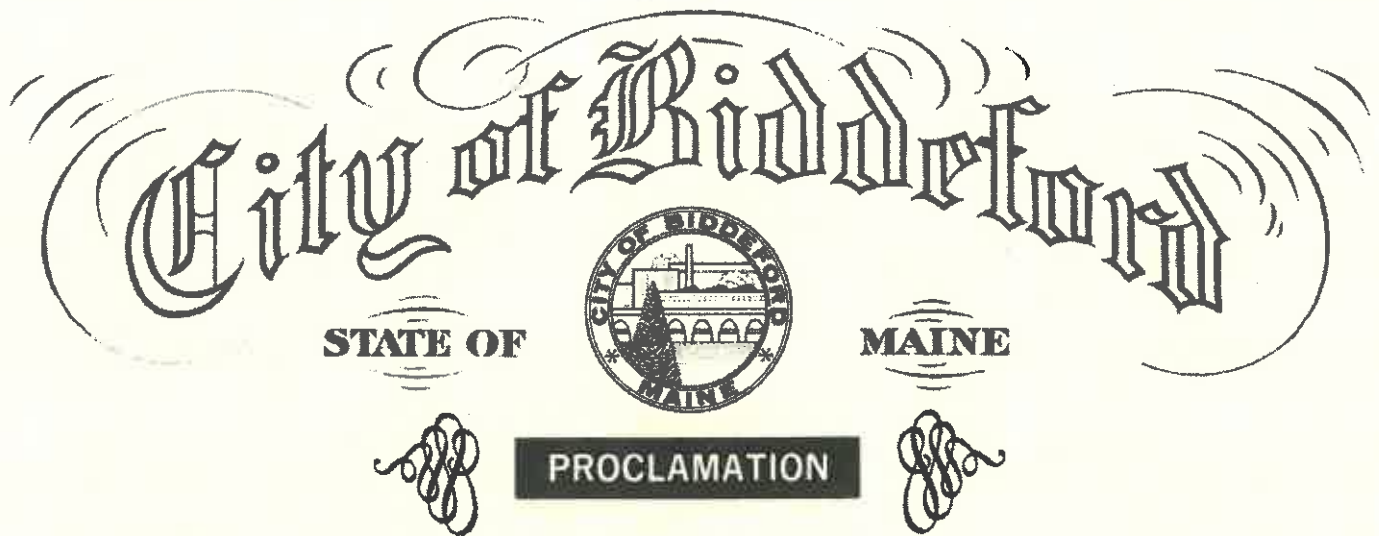


City of Biddeford
City Council
October 03, 2017 6:00 PM Council Chambers

- 1. Roll Call**
- 2. Pledge of Allegiance**
- 3. Adjustment(s) to Agenda**
- 4. Recognition:**
 - 4.a. Haley's Metal Shop - 100 Year Anniversary
[10-03-2017 Proc-Haleys Metal Shop-100 Year Anniverasary-PDF.pdf](#)
- 5. Proclamation:**
 - 5.a. Extra Mile Day
[10-03-2017 Proc-Extra Mile Day-PDF.pdf](#)
- 6. Presentations:**
 - 6.a. Emergency Preparedness
 - 6.b. Heart of Biddeford Update
- 7. Game of Chance Beano/Bingo - Applications**
 - 7.a. St. Louis Alumni Association - Game of Chance
[10-03-2017 Game of Chance App-St Louis Alumni.pdf](#)
- 8. Consideration of Minutes:**
 - 8.a. September 19, 2017 Council Meeting Minutes
[9-19-2017 Council Meeting Minutes.docx](#)
- 9. Second Reading:**
 - 9.a. 2017.101) Amendment/LDR, Art. III-Official Zoning Map/Rezone part of Main Street from R-2 Zone to B-1 Zone
[9-19-2017 Main Street Rezoning-ORDER.docx](#)
[9-19-2017 Main Street Rezoning-MEMO.pdf](#)
 - 9.b. 2017.103) Amendment/Ch. 34, Environment/Add New Article II-A - Delivery of Unsolicited Printed or Written Materials
[9-19-2017 Delivery of Unsolicited Materials.doc](#)
[10-03-2017 Delivery of Unsolicited Material-JT Letter.docx](#)
- 10. Orders of the Day:**
 - 10.a. 2017.108) Acceptance/Quote from Greenwood Emergency Vehicles/Repair of Fire Engine 28
[10-03-2017 Fire Engine Repair-ORDER.doc](#)
[10-03-2017 Fire Engine Repair - MEMO.doc](#)
[10-03-2017 Fire Engine Repair-Service Eval Form.pdf](#)
 - 10.b. 2017.109) Authorization/Sale of Vacant Property located at 32 Maple Street/C.D. Armstrong
[10-03-2017 Sale of Maple Street Property-ORDER.docx](#)
[10-03-2017 Sale of Maple Street Property-Armstrong 2017 Letter.pdf](#)

- [10-03-2017 Sale of Maple Street Property-backup docs.pdf](#)
- 10.c. Approval/Blanket Letter of Approval/Game of Chance and Beano/Bingo Applications for 2018
[10-03-2017 Blanket Approval-Game of Chance-Bingo-ORDER.docx](#)
- 11. Appointments:**
- 11.a. Al Shinkel...Biddeford Housing Authority
[10-03-2017 Appt-Shinkel-Bidd Housing Authority.docx](#)
[10-03-2017 Appt Application-Shinkel-Bidd Housing Authority.pdf](#)
- 12. City Manager Report**
- 13. Public Addressing the Council..(3 minute limit per speaker; 30 minute total time limit)**
- 14. Other Business**
- 15. Council President Addressing the Council**
- 16. Mayor Addressing the Council**
- 17. Adjourn**



Whereas In October 1917, Robert Jordan founded a small tinsmith business after moving his family to Biddeford, where he fabricated everything from copper tea kettles to the cross still standing on the top of the largest Catholic Church in Biddeford; and

WHEREAS, Robert Jordan eventually brought on his son-in-law, Joe Haley as an apprentice and together, through the Depression and World War II, they grew the business by installing heating systems throughout the local area, as well as still creating custom metal works; and

WHEREAS, In the 1950's, Mr. Jordan retired and Joe Haley, along with his son Tom Haley, took over the family business and changed the company name to Haley's Metal Shop, while also expanding the business to include the new technology of air conditioning; and

WHEREAS, Tom Haley's children, Joyce and Brian joined the company in 1979 and 1983, both bringing backgrounds which would improve the financial & management operations of the company; and

WHEREAS, In 2010, Brian's son Matthew Haley joined the company, and who now represents the 5th Generation of Haley's Metal Shop.

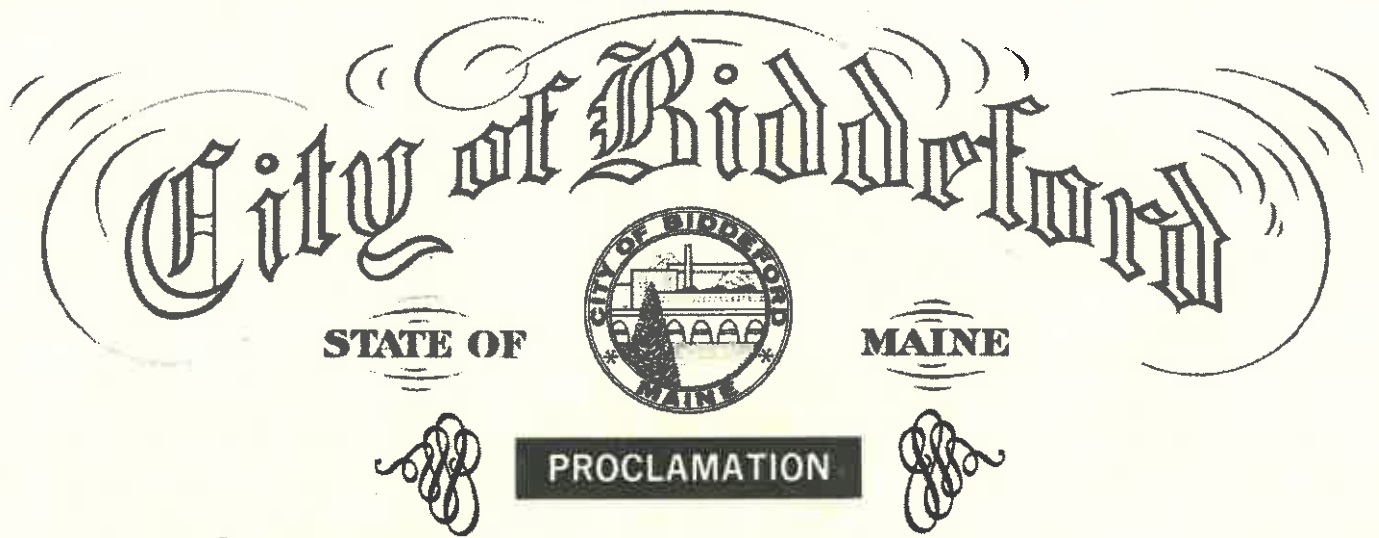
NOW THEREFORE, WE, the Mayor and City Council of the City of Biddeford do hereby **Congratulate Haley's Metal Shop on 100 Years of Service** in our community and wish them continued prosperity.

*In Witness Whereof, We, the undersigned, have herewith
affixed our signatures this 3rd day of Oct. 2017*

Carmen J. Moran
City Clerk



Al Brown
Mayor



Whereas Biddeford is a community which acknowledges that a special vibrancy exists within the entire community when its individual citizens collectively "go the extra mile" in personal effort, volunteerism, and service; and

WHEREAS, Biddeford is a community which encourages its citizens to maximize their personal contribution to the community by giving of themselves wholeheartedly and with total effort, commitment and conviction to their individual ambitions, family, friends and community; and

WHEREAS, Biddeford is a community which chooses to shine a light on and celebrate individuals and organizations within its community who "go the extra mile" in order to make a difference and lift up fellow members of their community; and

WHEREAS, Biddeford acknowledges the mission of Extra Mile America to create 575 Extra Mile cities in America and is proud to support "Extra Mile Day" on November 1, 2017.

NOW THEREFORE, I, Alan M. Casavant, Mayor of Biddeford do hereby proclaim November 1, 2017 to be Extra Mile Day. I urge each individual in the community to take time on this day to not only "go the extra mile" in his or her own life, but to also acknowledge all those who are inspirational in their efforts and commitment to make their organizations, families, community, country, or world a better place.

*In Witness Whereof, We, the undersigned, have herewith
affixed our signatures this 3rd day of Oct. 2017*

Carmen J. Mon
City Clerk



Alan M. Casavant
Mayor



STATE OF MAINE
DEPARTMENT OF PUBLIC SAFETY
MAINE STATE POLICE
SPECIAL INVESTIGATIONS UNIT
164 STATE HOUSE STATION, AUGUSTA, MAINE 04333-0164
(207) 624-7210

Application for a License to Operate Beano/Bingo or a Game of Chance

The Special Investigations Unit must receive this application at least eight days before Beano or a Game of Chance may begin

1. For what license are you applying (please check one): **BEANO** ☐ **OR** **GAME OF CHANCE** ☒

IF YOU CHECKED GAMES OF CHANCE:

2. Organization Name: St. Louis Alumni Assn

Name of Game: Beano 250

Organization Number: 1082

Number of Games: 1

Federal Tax ID # (EIN): 010343396

Open to Public? Yes ☒ No ☐

Business Address: 649 Elm St., Biddeford, ME 04005

Mailing Address: P.O. Box 493, Biddeford, ME 04005 Phone: 207-282-2285

3. Current Officers: PRESIDENT

NAME & TITLE	ADDRESS	CITY/ZIP	PHONE	DATE TERM EXPIRES
<u>JOHN THIBAUT, 146 WEST GRAND AVE., OLD ORCHARD BEACH</u>	<u>201-937-2194</u>	<u>0519</u>		

<u>ROGER GOBEL, 36 WINDWARD POINTE, WELLS</u>	<u>04090</u>	<u>207-749-0157</u>	<u>0518</u>	
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<u>NORMAN BRUNELLE, 18 PARKSIDE DRIVE, BIDDEFORD</u>	<u>04005</u>	<u>207-590-4552</u>	<u>0518</u>	
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<u>ROGER NORMAN, 18 EDGEWATER LAKE, SACO</u>	<u>04072</u>	<u>207-604-6638</u>	<u>0519</u>	
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4. Location where Beano/Bingo or Game of Chance is to be conducted:

BUILDING	ADDRESS	CITY/ZIP
<u>St. Louis Alumni Hall</u>	<u>649 Elm St.</u>	<u>Biddeford 04005</u>

5. Person responsible for operation of Beano or Games of Chance:

NAME	DAYTIME PHONE	EVENING PHONE
<u>PATRICIA BOSTON</u>	<u>207-229-3320</u>	<u>207-282-0769</u>

Name & Address where Licenses will be sent: St. Louis Alumni, P.O. Box 493, Biddeford, ME 04005

E-Mail Address: _____

6. Circle the days of the week you expect to operate: Mon Tue Wed Thu Fri Sat Sun

What are the hours of operation? 4:00 pm - 10:00 pm

7. For Tournaments and Beano Only:

What time do the doors open? _____ What time does the game start? _____

8. Dates to be licensed – Please specify weeks (Monday through Sunday) or full months. You may apply in advance for up to 6 months of licenses for Beano and 12 months for Games of Chance. See back of this form for rates.

12 MONTHS JANUARY TO DECEMBER

**COUNCIL MEETING
SEPTEMBER 19, 2017**

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., Victoria Foley, Norman Belanger, Michael Ready, Laura Seaver, Marc Lessard

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

There were no adjustments to the agenda.

Proclamation: Pain Awareness & Recovery Month

Biddeford's State Representative, Martin Grohman, read the proclamation, which had also been read by Governor LePage at the Capitol today.

Appointment of Voting Delegate for MMA Annual Business Meeting

Motion by Councilor McCurry, seconded by Councilor Foley to nominate City Manager, James Bennett as Biddeford's Voting Delegate.

Vote: Unanimous.

Consideration of Minutes: September 5, 2017

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

Vote: Unanimous.

Second Readings:

{For a copy of the ordinance amendments and first readings, see the council meeting minutes of September 5, 2017}

2017.95) Amendment/Ch. 42, Motor Vehicles & Traffic/Sec. 42-89-Stop Intersections/Add Mile Stretch Road at Lester B. Orcutt Blvd

Motion by Councilor Ready, seconded by Councilor McCurry to grant the second reading of the ordinance amendment.

Vote: Unanimous.

2017.96) Amendment/Ch. 42, Motor Vehicles & Traffic/Sec. 42-90-No Parking/Add at entrance of driveway or other private entrance

Motion by Councilor Ready, seconded by Councilor Seaver to grant the second reading of the ordinance amendment.

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

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

Motion carries.

Orders of the Day:

2017.100 **IN BOARD OF CITY COUNCIL..SEPTEMBER 19, 2017**
BE IT ORDERED, that the City Council of the City of Biddeford does hereby approve and recommend the submittal of the Year 4 – 2016 Consolidated Annual Performance and Evaluation Report (CAPER) to the U.S. Department of Housing and Urban Development.

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

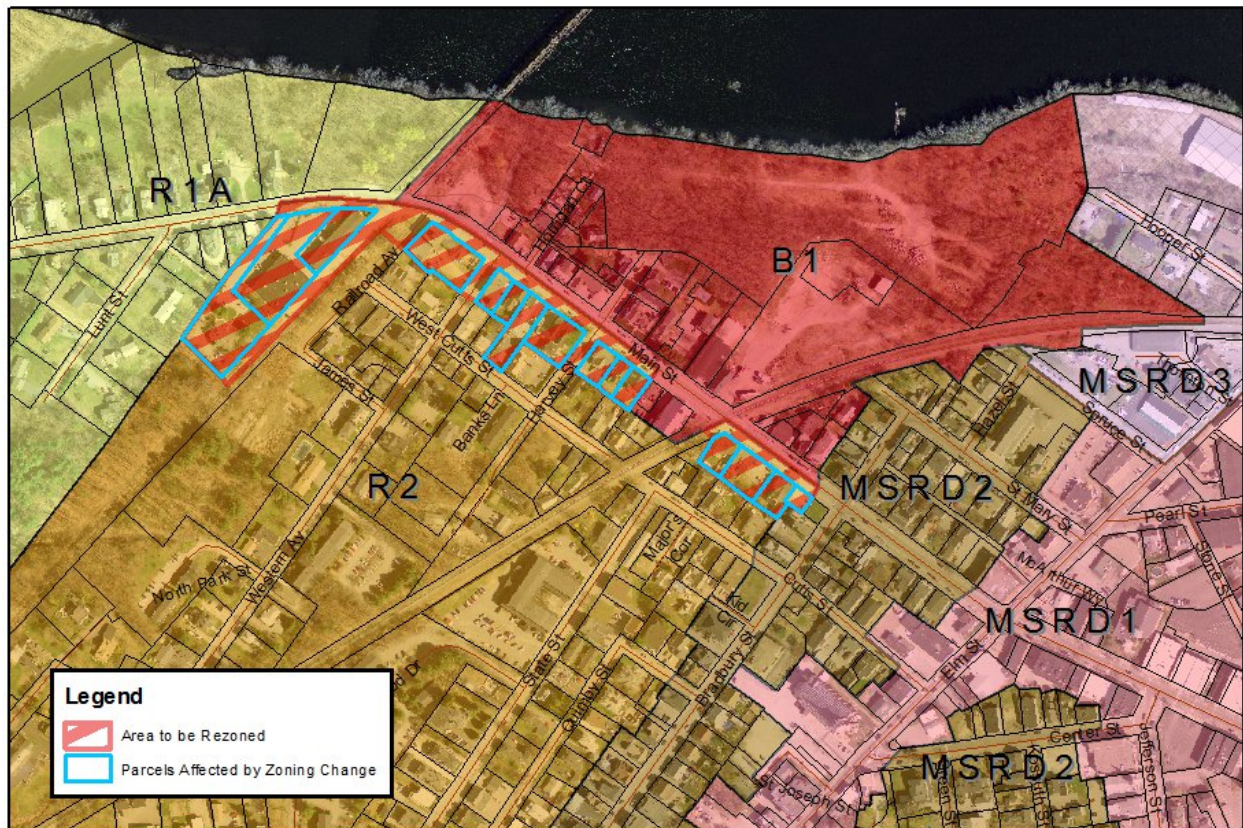
CDBG Coordinator, Linda Waters gave a PowerPoint presentation on the Year 4 CAPER expenditures and accomplishments.

Vote: Unanimous.

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 445 Main St., 443 Main St., 441 Main St., 431 Main St., 421 Main St., 415 Main St., 409 Main St., 413 Main St., 401 Main St., 399 Main St., 395 Main St., 375-377 Main St., 373 Main St., 365 Main St., and 361 Main St from R-2 to the B-1 zone (as well as some railroad/road ROW).

Note: Following a duly noticed Public Hearing the Planning Board voted unanimously to recommend the rezoning pass at the City Council.



Motion by Councilor Belanger, seconded by Councilor Seaver to grant the first reading for the ordinance amendment.

Vote: Unanimous.

BE IT ORDERED, that the City Council of the City of Biddeford does hereby authorize the City Manager to sign an agreement with Ransom Consulting, Inc for services required to initiate an appeal to the 2017 Preliminary Flood Insurance Rate Maps issued by FEMA for the Biddeford coastline. Phase I services shall not exceed \$52,500. Phase II services shall be separated into two tasks. Phase II(a) shall not exceed \$20,000. Phase II(b) shall require an additional authorization, under separate Order, to prepare FEMA transects and submit follow-up responses. The funding source for this authorization shall be 21111-60798 *Contingency*. {Note that expenditures from the Contingency account require a 2/3 council authorization.}

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

Motion by Councilor McCurry, seconded by Councilor Ready to amend the order to specify that the funds not be taken out of Contingency, but instead be taken out of an already budgeted fund, even if it means that fund will end up over budget by the end of the fiscal year.

Vote: Unanimous.

Vote on order, as amended: 8/1; Councilor Belanger opposed.

Councilors Swanton, McCurry, St. Cyr, Quattrone, Foley, Ready, Seaver and Lessard in favor. Motion carries.

BE IT ORDAINED, by the City Council of the City of Biddeford that the Code of Ordinances, CHAPTER 34, ENVIRONMENT, by adding new **Article II-A - DELIVERY OF UNSOLICITED PRINTED OR WRITTEN MATERIALS:**

Article II-A. Delivery of Unsolicited Printed or Written Materials

Sec. 34-32. Purpose and Intent: The purpose of this Article is to protect the rights of Biddeford residents and property owners who desire not to receive unwanted printed or written materials, whether commercial or noncommercial in nature, including unsolicited newspapers. The right of privacy affords citizens the right to determine and limit the materials they will allow to be delivered on their private property. When a resident or property owner affirmatively provides notice that they do not want to receive delivery of unsolicited print or other written materials on their property, to deliver such materials in contravention of such expressed desire is, in effect, a trespass against the resident or property owner.

This Article is intended to ensure and protect the privacy rights of Biddeford residents and property owners on their private property and to deter the accumulation of unsolicited printed or written materials that might signal that a house is unoccupied. It is further intended to prevent littering and protect the aesthetic appearance of the City by reasonable regulation as to the time, place, and manner of the distribution and delivery of unsolicited print or written materials within the community.

Sec. 34-33. Opt-Out List: The City Clerk shall maintain a list of all residents and property owners, by address, that have filed written notice with the City Clerk requesting that unsolicited print and other written materials not be delivered to their property.

Written notice shall be effective indefinitely until and unless written notice is received from the resident or property owner that they now desire to receive unsolicited print or other written materials. The list shall be revised from time to time as the City Clerk is notified by a resident or property owner that they desire to have their property either removed from or placed on the list. Nothing in this Article shall require the City Clerk to verify the identity of any resident or property owner or to verify any change of ownership, occupancy or control. The City shall not be liable for any errors or omissions on the list. The list shall be maintained by the City Clerk and provided electronically to license holders.

Sec. 34-34. Annual License and Record-Keeping Requirements: No person, organization, business, or other entity, or their agents or representatives, may distribute or deliver any unsolicited print or other written materials upon the property of any City resident or property owner on more than two occasions in any calendar year without first having obtained an annual license from the City Clerk prior to such distribution or delivery. The license application shall identify the name of the print or other written material to be distributed and shall be signed and duly acknowledged by an individual, or in the case of an organization, business, or other entity, by the authorized agent or representative who shall agree to accept responsibility for (i) the receipt of the opt-out list of residents and property owners described in section 34-33 above, and (ii) any notice of violations by delivery persons and carriers with the provisions of this Article.

Upon receipt of a completed application and a \$100.00 application fee, the City Clerk shall administratively issue the license unless the City Council previously has revoked or declined to renew a license previously held by Applicant. If the City Council previously has revoked or declined to renew a license application by the same Applicant, then the City Clerk shall forward the Application to the City Council who shall decide whether to issue the license.

Sec. 34.35. License Renewal: The City Clerk shall administratively renew the license annually upon payment of the annual \$100.00 license fee unless the Applicant has violated this Article on five (5) or more separate days during the prior calendar year.

If the Applicant has violated this Article on five (5) or more separate days during the prior calendar year, a hearing before the City Council shall be held to determine if the license shall be renewed. A license holder may continue to distribute print or other written material in accordance with this Article after the expiration of its license until a decision by the City Council denying the license renewal.

The license shall be renewed by the City Council if at the conclusion of the hearing the City Council determines:

1. The violations have been reasonably corrected or are expected to be corrected in the future; and
2. The violations that have occurred in the past are not expected to occur in the future; and

3. An agreement has been entered into that provides relief for the residents or property owners that have been adversely impacted by the license holder; and
4. That there are no mitigating circumstances warranting a denial of the license renewal.

An annual administrative fee of one hundred dollars (\$100.00) shall be due and payable by December 1 of each year to accompany the license application or renewal. The license may not be issued until all outstanding penalties, fees, attorney fees, court costs, and any other charges have been paid.

Sec. 34-36. Prohibition of Delivery to Opt-Out Properties: No person, organization, business, or other entity, or their employees, authorized agents or representatives, including but not limited to the authorized agent described in section 34-34 thereof and their delivery persons and carriers, shall deliver, distribute, throw, cast or place or cause or permit to be delivered, distributed, thrown, cast, or placed any unsolicited print or other written materials of any nature whatsoever upon the premises of any City resident or property owner who has requested that such print or other written materials not be delivered to their property and whose address has been listed with the City pursuant to section 34-33 hereof.

This section shall not apply to persons, organizations, businesses, or other entities, or their agents or representatives, who distribute or deliver unsolicited print or other written materials upon the property of any City resident on no more than two occasions in any calendar year.

Sec. 34-37. Delivery in Public Places: No person, organization, business or other entity shall throw, cast or place in or upon any City right-of-way, street, avenue, highway or sidewalk any unsolicited print or other written material, including but not limited to newspapers, handbills, circulars, advertising and cards.

This section shall not apply to public service announcements or notices distributed by the City or a Department of the City. Such announcements or notices shall be placed on the driver's side of the windshield of the vehicle.

Sec. 34-38. Required Removal from Public Places: Any person, organization, business, or other entity, or their agents or representatives, that delivers or distributes any unsolicited print or other written materials shall collect and remove all of its print or other written materials, from the City right-of-ways, streets, avenues, highways, sidewalks, and all other locations set forth in section 34-37 within seventy-two (72) hours from the time of delivery.

Sec. 34-39. Required Removal of Uncollected Items: Any lawfully delivered items that are not collected by the resident or property owner must be removed by the person, organization, business, or other entity distributing such materials within seventy two (72) hours from the time of delivery.

This section shall not apply to persons, organizations, businesses, or other entities, or their agents or representatives, who distribute or deliver unsolicited print or other written materials upon the property of any City resident or property owner on no more than two occasions in any calendar year.

Sec. 34-40. Violations and Penalties:

1. Penalties for Violations. Any person, organization, business or other entity that violates any provisions of this Article may be subject to a minimum penalty of \$100.00 and a maximum penalty of \$2,500.00 per violation. Provided, however, that any person, organization, business or other entity that fails to obtain or renew a license in accordance with this Article may be subject to a minimum penalty of \$500.00 and a maximum penalty of \$2,500.00 per violation. The amount of the penalty assessed by the City shall be based upon the frequency and severity of the violation(s) and whether the violation(s) was corrected within a reasonable time.
2. Revocation of License. The City Council, after notice and hearing may revoke the license of any person, organization, business or other entity that has violated this Article on five (5) or more separate days in a calendar year or who has failed to pay any fines, penalties and costs assessed under this Article.
3. Recovery of Costs. In any action that the City initiates to enforce the provisions of this Article, the City if it is the prevailing party shall be entitled to recover its reasonable costs, including attorneys fees and court costs.

Sec. 34-41. Severability: If any section or provision of this Article is for any reason held invalid or unconstitutional by any Court of competent jurisdiction, such portion shall be deemed a separate,

distinct and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

NOTE: This new ordinance was reviewed by the Policy Committee at their August 14, 2017 meeting and voted unanimously to forward to City Council for approval.

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

Vote: Unanimous.

2017.104 **IN BOARD OF CITY COUNCIL..SEPTEMBER 19, 2017**
BE IT ORDERED, that the City Manager be authorized to sign a contract with Gale Associates, Inc. for airport planning and engineering services for the Biddeford Municipal Airport for a 5-year term (from mid-2018 to mid-2023). The consultants would focus on projects that are eligible for Federal and State grants covering 95% of the cost. The project costs that are eligible for grants also include the consultant's fees.

NOTE: At their August 17, 2017 meeting, the Airport Commission reviewed the RFQ's for an Airport Consulting Firm and have recommended Gale Associates, Inc.

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

Vote: Unanimous.

2017.105 **IN BOARD OF CITY COUNCIL..SEPTEMBER 19, 2017**
BE IT ORDERED, that the City Council of the City of Biddeford does hereby authorize the City Manager to enter into a 99-year lease with Bangor Savings for the upgrade and permanent maintenance of City Square Park (located at 58 Lincoln Street, GIS 38-132), subject to the terms and conditions presented, and after review by the City Attorney.

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

A representative from Bangor Savings Bank gave a brief overview of the project.

Motion by Councilor Belanger, seconded by Councilor McCurry to include language in the lease agreement that if there is a sale of the property within the time period of the lease, that there is an option for the City to terminate the lease agreement.

Vote: Unanimous.

Vote on order, as amended: Unanimous.

2017.106 **IN BOARD OF CITY COUNCIL..SEPTEMBER 19, 2017**
BE IT ORDERED, that the City Council of the City of Biddeford does hereby authorize the City Manager to execute a Joint Development Agreement with LHL Holdings, LLC, substantially in the form as presented, for the development of the Lincoln Mill.

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

Vote; Unanimous.

2017.107 **IN BOARD OF CITY COUNCIL..SEPTEMBER 19, 2017**
BE IT ORDERED, that the City Manager is authorized to enter into an agreement with Smith Marine, Inc of Marblehead, MA with terms favorable to the City in an amount not greater than \$150,000 plus disposal at specified unit rates, for the clearing of identified debris in the Saco River. The clearing of debris shall be in accordance with the *Request for Bids - Saco River Marine Debris Cleanup Project* and other such terms required to successfully accomplish the debris removal project in anticipation of the USACE Dredging Project scheduled for November 2017.

BE IT FURTHER ORDERED that the City Manager be authorized to contract with a qualified project manager, at his discretion, to oversee all or a portion of the Marine Debris Cleanup Project at a rate no greater than \$100/hr.

Saco River Marine Debris Cleanup Project shall be funded jointly between the City of Saco and the City of Biddeford. Additionally, Biddeford and Saco intend to pass along the cost of the cable removal portion to Central Maine Power Company for reimbursement. The funding source for the City of Biddeford shall be 22001-60974 Miscellaneous Reserve.

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

Appointments:

IN BOARD OF CITY COUNCIL...SEPTEMBER 19, 2017
ORDERED, that I, Alan M. Casavant, Mayor of the City of Biddeford, do hereby appoint:

Harry R. Courtois
21 Evanthia Drive
Ward 3

to the *Biddeford Fire Advisory Committee (BFAC)*, for an initial term to expire in December 2018.

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

IN BOARD OF CITY COUNCIL...SEPTEMBER 19, 2017
ORDERED, that I, Alan M. Casavant, Mayor of the City of Biddeford, do hereby appoint:

John Gilbert

as the CHAIR of the *Biddeford Police Advisory Committee* for a two-year term,
to expire in December 2019.

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

IN BOARD OF CITY COUNCIL...SEPTEMBER 19, 2017
ORDERED, that I, Alan M. Casavant, Mayor of the City of Biddeford, do hereby appoint:

Roger Cantara

as the CHAIR of the *Biddeford Fire Advisory Committee* for a two-year term,
to expire in December 2019.

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

There was no *City Manager Report*

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

Other Business:

Councilor Lessard: reminded the Council that we are about nine months out from the union contracts expiration dates. He strongly urged the Councilors to get the message out of an “open door policy” so that union members may feel comfortable talking about their concerns prior to the contracts expiring.

Councilor St. Cyr: gave a shout out to the Heart of Biddeford and Saco Spirit for putting on a weekend of great events; starting with the Fringe Fest on Friday night in downtown Biddeford and then River Jam on Saturday with events in both Biddeford and Saco.

Councilor Swanton: feels that last Saturday’s Hazardous Waste Day went exceptionally well; and the new organization of the event made for shorter lines and wait times for citizens.

Council President Addressing the Council: Councilor McCurry thanked his fellow Councilors for their hard work at tonight’s meeting to work through some big decisions for the City.

Councilor McCurry recognized all the work and effort that has gone into the renovations of Waterhouse Field thus far. He especially thanked all those who have provided in-kind work.

Mayor Addressing the Council: Mayor Casavant echoed Councilor St. Cyr’s praises to the Heart of Biddeford and Saco Spirit. He felt that Friday’s Fringe Fest truly had a community feel to it and in its first year, was a definite success. He had many folks approach him and express much positivity about the newly paved Main Street, the cobblestoned crosswalks and the flower planters.

Mayor Casavant is convinced that Biddeford is on the right path to get the City where it needs to be in this economy.

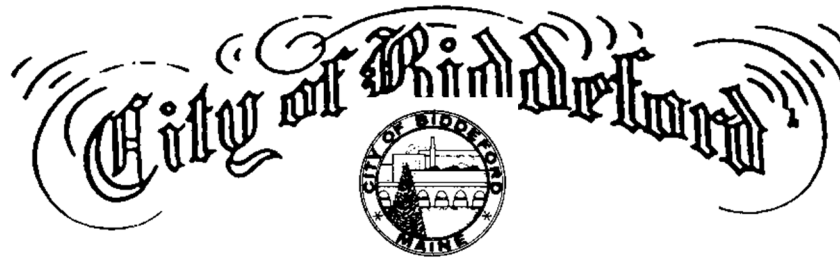
Lastly, Mayor Casavant announced another upcoming fun event for our community – the Biddeford-Saco Mayoral Gala & Fundraiser, which is scheduled for Friday, October 20th from 8:00 – 11:00 p.m. at the Pepperell Center. The Easy Money Band will be performing, local breweries will be showcased and the Chef & the Gardener will be providing the food. He encouraged all to attend.

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

Vote: Unanimous.

Time: 8:02 p.m.

Attest by: _____
Carmen J. Morris, City Clerk



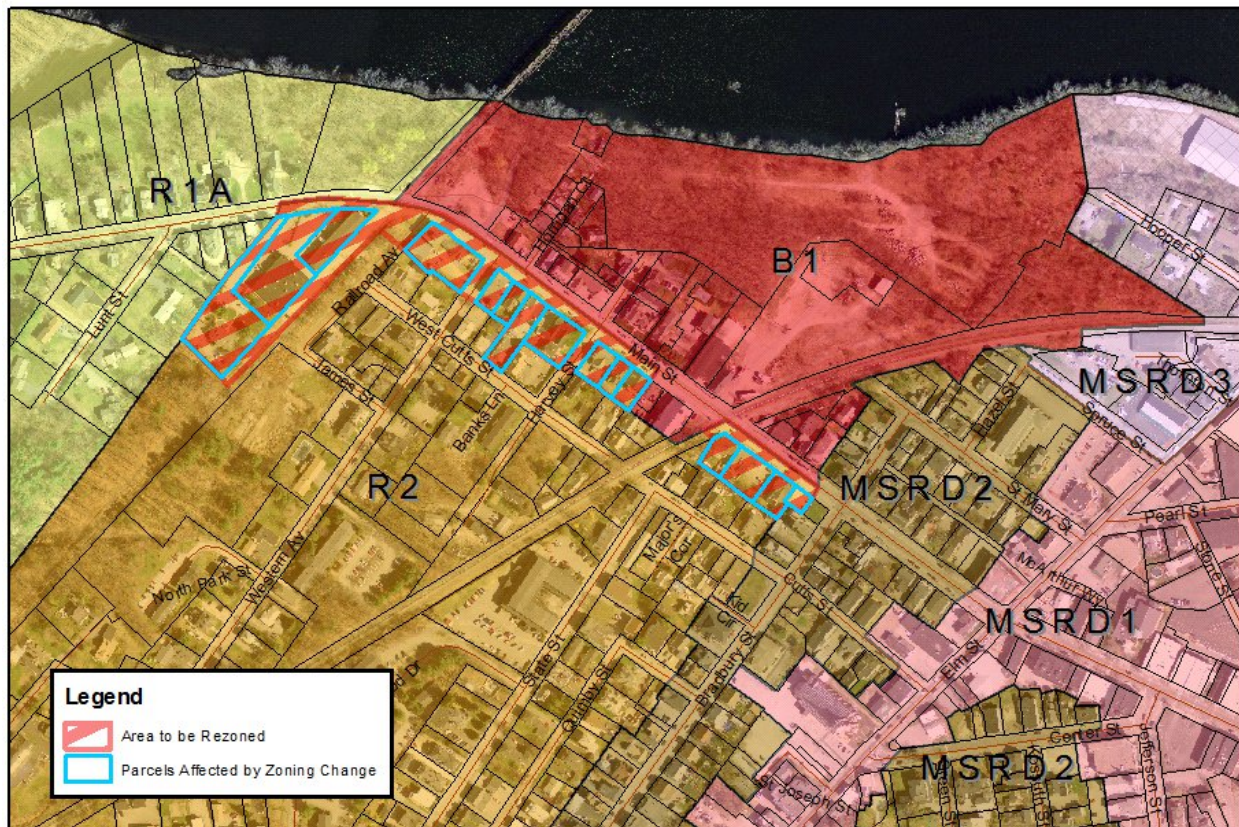
2017.101

IN BOARD OF CITY COUNCIL. SEPTEMBER 19, 2017

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 445 Main St., 443 Main St., 441 Main St., 431 Main St., 421 Main St., 415 Main St., 409 Main St., 413 Main St., 401 Main St., 399 Main St., 395 Main St., 375-377 Main St., 373 Main St., 365 Main St., and 361 Main St from R-2 to the B-1 zone (as well as some railroad/road ROW).

Note: Following a duly noticed Public Hearing the Planning Board voted unanimously to recommend the rezoning pass at the City Council.



September 19, 2017

Motion by Councilor Belanger, seconded by Councilor Seaver to grant the first reading for the ordinance amendment.

Vote: Unanimous.



CITY OF BIDDEFORD

PLANNING DEPARTMENT

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

Greg.Tansley@biddefordmaine.org

MEMORANDUM

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

From: Greg Tansley, AICP, City Planner 

Date: September 7, 2017

Re: **Partial Main Street Rezoning From R-2 (Residential-2) to B-1 (Business-1)**

At the request of the City Council the Planning Board held a Public Hearing on September 6, 2017 regarding a proposed rezoning of part of Main Street as depicted on the map in the City Council Order.

Property owners potentially affected by this re-zoning were again sent a letter informing them of the Public Hearing (similar to the letter sent to them before the City Council acted to request the Planning Board hold a Public Hearing on the proposal back in August). A sample of both letters is attached.

Only one property owner, Mr. Tremblay who is an owner of 441, 443, and 445 Main Street attended and spoke at the Public Hearing. He was in support of the rezoning.

The Planning Board voted unanimously to recommend the rezoning pass at the City Council.

Cc: File



CITY OF BIDDEFORD

PLANNING DEPARTMENT

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

Greg.Tansley@biddefordmaine.org

NOTICE TO PROPERTY OWNER

PLANNING BOARD PUBLIC HEARING

POTENTIAL REZONING OF PROPERTY FROM R-2 to B-1

TO: Main Street Property Owner

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

DATE: August 9, 2017

RE: **Possible re-zoning of your property from R-2 (Residential-2) to B-1 (Business-1)**

Public Hearing Date: September 6, 2017

Public Hearing Location: City Council Chambers, Biddeford City Hall, 2nd Floor

You should have received a previous letter regarding a City Council proposal to request the Planning Board to hold a Public Hearing about a potential re-zoning of your property from R-2 (Residential-2) to B-1 (Business 1). The property you own, according to tax records, is located at 361 Main Street. The Biddeford City Council did in fact make that request.

Please Note: The City Council will not take action on any rezoning of your property until after the Planning Board has held the Public Hearing on September 6, 2017.

Should you have any questions or would like to discuss this proposal please contact me at 207-284-9115.



CITY OF BIDDEFORD PLANNING DEPARTMENT

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

Greg.Tansley@biddefordmaine.org

NOTICE TO PROPERTY OWNER

POTENTIAL REZONING OF PROPERTY FROM R-2 to B-1

TO: Main Street Property Owner

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

DATE: July 26, 2017

RE: **Possible future re-zoning of your property from R-2 (Residential-2) to B-1 (Business 1)**

Council Meeting Date: August 1, 2017

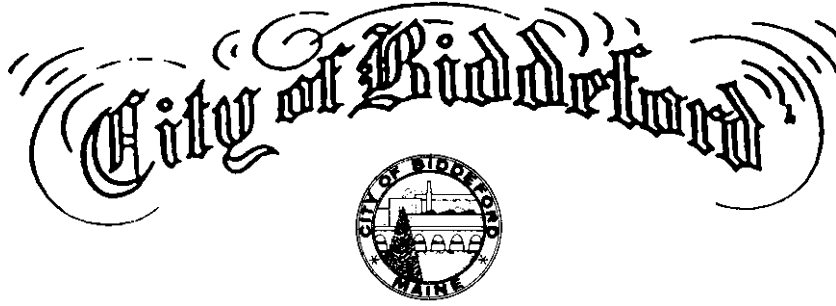
The Biddeford City Council will consider requesting the Planning Board to hold a Public Hearing about a potential re-zoning of your property from R-2 (Residential-2) to B-1 (Business 1). The property you own, according to tax records, is located at 409 Main Street.

This zoning change should not have any negative impacts on your current use of the property and may in fact create a more flexible zoning environment in the future.

Enclosed is the Council Order.

Please Note: The City Council will not take action on any rezoning of your property until after the Planning Board has held a Public Hearing, which at the earliest, would be September 6, 2017. If such a Planning Board Public Hearing is scheduled, you will be notified by mail in advance of the hearing date.

Should you have any questions or would like to discuss this proposal please contact me at 207-284-9115.



distributed and shall be signed and duly acknowledged by an individual, or in the case of an organization, business, or other entity, by the authorized agent or representative who shall agree to accept responsibility for (i) the receipt of the opt-out list of residents and property owners described in section 34-33 above, and (ii) any notice of violations by delivery persons and carriers with the provisions of this Article.

Upon receipt of a completed application and a \$100.00 application fee, the City Clerk shall administratively issue the license unless the City Council previously has revoked or declined to renew a license previously held by Applicant. If the City Council previously has revoked or declined to renew a license application by the same Applicant, then the City Clerk shall forward the Application to the City Council who shall decide whether to issue the license.

Sec. 34.35. License Renewal: The City Clerk shall administratively renew the license annually upon payment of the annual \$100.00 license fee unless the Applicant has violated this Article on five (5) or more separate days during the prior calendar year.

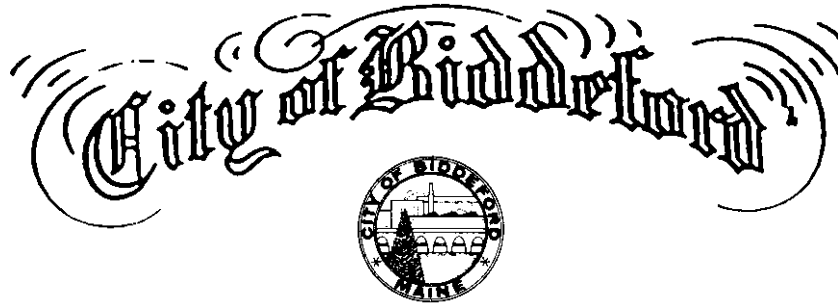
If the Applicant has violated this Article on five (5) or more separate days during the prior calendar year, a hearing before the City Council shall be held to determine if the license shall be renewed. A license holder may continue to distribute print or other written material in accordance with this Article after the expiration of its license until a decision by the City Council denying the license renewal.

The license shall be renewed by the City Council if at the conclusion of the hearing the City Council determines:

1. The violations have been reasonably corrected or are expected to be corrected in the future; and
2. The violations that have occurred in the past are not expected to occur in the future; and
3. An agreement has been entered into that provides relief for the residents or property owners that have been adversely impacted by the license holder; and
4. That there are no mitigating circumstances warranting a denial of the license renewal.

An annual administrative fee of one hundred dollars (\$100.00) shall be due and payable by December 1 of each year to accompany the license application or renewal. The license may not be issued until all outstanding penalties, fees, attorney fees, court costs, and any other charges have been paid.

Sec. 34-36. Prohibition of Delivery to Opt-Out Properties: No person, organization, business, or other entity, or their employees, authorized agents or representatives, including but not limited to the authorized agent described in section 34-34 thereof and their delivery



persons and carriers, shall deliver, distribute, throw, cast or place or cause or permit to be delivered, distributed, thrown, cast, or placed any unsolicited print or other written materials of any nature whatsoever upon the premises of any City resident or property owner who has requested that such print or other written materials not be delivered to their property and whose address has been listed with the City pursuant to section 34-33 hereof.

This section shall not apply to persons, organizations, businesses, or other entities, or their agents or representatives, who distribute or deliver unsolicited print or other written materials upon the property of any City resident on no more than two occasions in any calendar year.

Sec. 34-37. Delivery in Public Places: No person, organization, business or other entity shall throw, cast or place in or upon any City right-of-way, street, avenue, highway or sidewalk any unsolicited print or other written material, including but not limited to newspapers, handbills, circulars, advertising and cards.

This section shall not apply to public service announcements or notices distributed by the City or a Department of the City. Such announcements or notices shall be placed on the driver's side of the windshield of the vehicle.

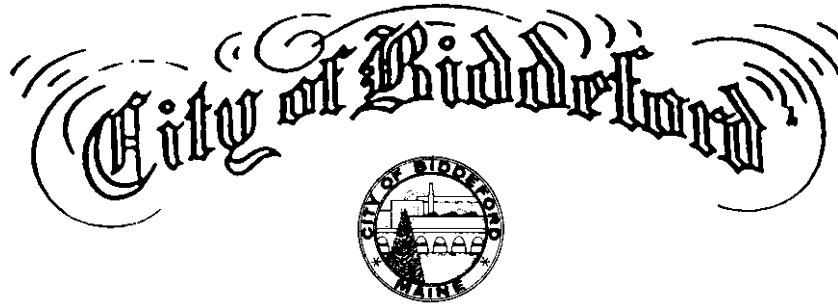
Sec. 34-38. Required Removal from Public Places: Any person, organization, business, or other entity, or their agents or representatives, that delivers or distributes any unsolicited print or other written materials shall collect and remove all of its print or other written materials, from the City right-of-ways, streets, avenues, highways, sidewalks, and all other locations set forth in section 34-37 within seventy-two (72) hours from the time of delivery.

Sec. 34-39. Required Removal of Uncollected Items: Any lawfully delivered items that are not collected by the resident or property owner must be removed by the person, organization, business, or other entity distributing such materials within seventy two (72) hours from the time of delivery.

This section shall not apply to persons, organizations, businesses, or other entities, or their agents or representatives, who distribute or deliver unsolicited print or other written materials upon the property of any City resident or property owner on no more than two occasions in any calendar year.

Sec. 34-40. Violations and Penalties:

1. Penalties for Violations. Any person, organization, business or other entity that violates any provisions of this Article may be subject to a minimum penalty of \$100.00 and a maximum penalty of \$2,500.00 per violation. Provided, however, that



any person, organization, business or other entity that fails to obtain or renew a license in accordance with this Article may be subject to a minimum penalty of \$500.00 and a maximum penalty of \$2,500.00 per violation. The amount of the penalty assessed by the City shall be based upon the frequency and severity of the violation(s) and whether the violation(s) was corrected within a reasonable time.

2. Revocation of License. The City Council, after notice and hearing may revoke the license of any person, organization, business or other entity that has violated this Article on five (5) or more separate days in a calendar year or who has failed to pay any fines, penalties and costs assessed under this Article.
3. Recovery of Costs. In any action that the City initiates to enforce the provisions of this Article, the City if it is the prevailing party shall be entitled to recover its reasonable costs, including attorneys fees and court costs.

Sec. 34-41. Severability: If any section or provision of this Article is for any reason held invalid or unconstitutional by any Court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

NOTE: This new ordinance was reviewed by the Policy Committee at their August 14, 2017 meeting and voted unanimously to forward to City Council for approval.

September 19, 2017

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

Vote: Unanimous.



Wednesday, September 27, 2017

RE: 2017.103 Code of Ordinances, Article II-A-Delivery of Unsolicited Printed or Written Materials

To: Representatives of City Council of Biddeford, James A. Bennett, Mayor Alan Casavant, John McCurry and Michael Ready

From: Devin Hamilton, David Clark, representing the Journal Tribune and the Biddeford-Saco-OOB Courier, respectively

Distinguished Council Members, City Manager James Bennett, Mayor Alan Casavant and John McCurry,

This letter is in regards to the first reading of an amendment to a proposed City of Biddeford Ordinance referred to as 2017.103, which adds a new Article II-A-Delivery of Unsolicited Printed or Written Materials, which took place on Tuesday, September 19, 2017.

Both the Journal Tribune and the Courier respectfully request that the amendment be tabled to allow us to continue to work with the City of Biddeford to build on the improvements we have made to our delivery and recovery methods of the Journal Tribune and the Courier. In doing so, the Journal Tribune and the Courier pledge to meet with the City Council and other City of Biddeford officials on a consistent basis to effectively address the Council and citizens of Biddeford's concerns in regards to the delivery and recovery of our respective newspapers.

I met with James Bennett on Thursday, September 21, 2017 to discuss some concerns that we have with the proposed amendment to the ordinance. Some of the items covered in the proposed amendment dismiss the protections that the First Amendment of the Constitution affords a newspaper. By approving the amendment and the conditions within the amendment, we will have no choice but to protect our rights as an organization and an industry through legal remedies.

In the past two years, we have increased resources here at the Journal Tribune for recovery of newspapers. We have organized the "do not deliver" lists and distribute them weekly to the drivers that deliver our Sunday newspapers. During inclement weather, we adjust our delivery routines to make allowances for the harsh weather and we work diligently to recover newspapers left by residents.

Our preference is to continue working with the City of Biddeford to address issues together and hopefully keep state and national publishing trade associations that protect our Freedom of the Press and our right to deliver newspapers directly to properties and households out of the conversation.

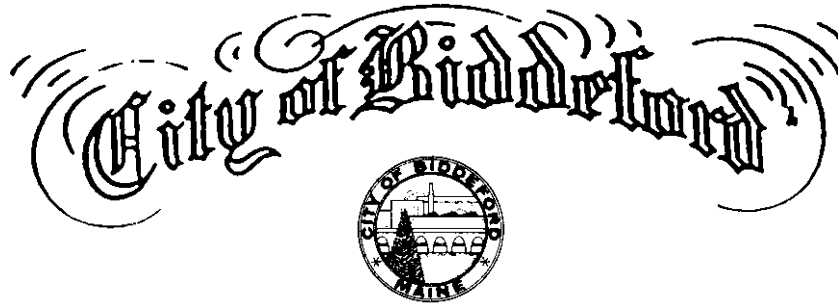
We will however be forced to protect our rights as an organization, the livelihood of our staffs, independent contractors and the families that they support through litigation, if this amendment moves forward in its current form.

We welcome the opportunity to meet and discuss our concerns as we look to work out an amicable solution that will benefit the City of Biddeford, the Journal Tribune, the Courier and the residents that read our newspapers.

Respectfully,

Devin D. Hamilton
Media Publisher
Journal Tribune

David Clark
General Manager
Biddeford-Saco-OOB-Courier

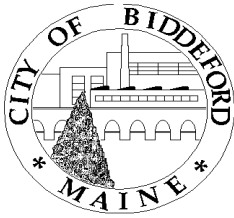


2017.108

IN BOARD OF CITY COUNCIL.OCTOBER 3, 2017

BE IT ORDERED, that the City Council of the City of Biddeford does hereby accept the quote from Greenwood Emergency Vehicles in North Attleboro, MA for corrosion repair, body work and re-painting of Fire Engine 28, which is a 2005 E-One Typhoon in the amount of \$34,980.00. This expenditure was included in the FY18 CIP budget, account 21203-609810.

NOTE: The Finance Committee will review this item at their October 3, 2017 meeting and vote to send to the full Council with a recommendation.



City of Biddeford, Maine

Public Works Department

371 Hill Street Biddeford, Maine 04005
Phone: (207) 282-1579 Fax: (207) 286-9395

To: Finance Committee
From: Carl Marcotte
Date: 9/25/2017
RE: Corrosion repair on fire truck

Engine 28 is a 2005 E-One Typhoon and has about 8-10 years before its time to replace it. We have received a quote from Greenwood emergency Vehicles to repair all of the corrosion on the frame rails and body. The frame rails need to be sandblasted, tested and repainted and the rear body needs to be taken apart, sandblast the corrosion and repainted. We are proposing to use Greenwood Emergency Vehicles because they are the only factory authorized repair facility for this area. We are recommending the first two items of the quote totaling \$34,980.00. This work was approved in the FY-18 CIP budget 21203-60981



530 JOHN DIETSON BOULEVARD
NORTH ATTLEBORO, MA 02763-1080

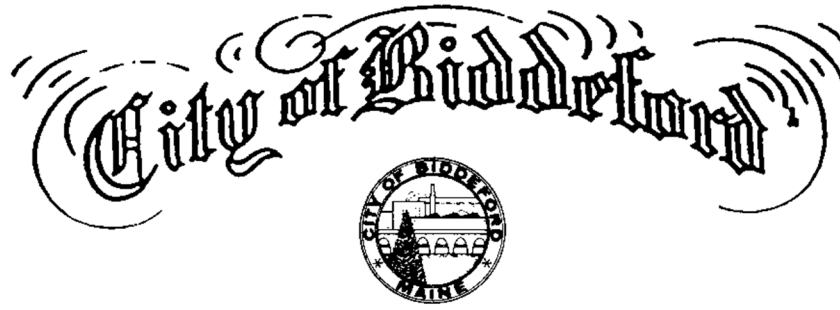
Service Evaluation Form

Customer Name : Biddeford Fire Department
Customer # : 3696
Unit : 129681
Unit Description : Pumper Custom
SRO : 0000045768
Date : 9/18/2017

APPROVAL	Description of Failure	Price Quote
☒ ☐ Y N	10 CHASSIS CORROSION Clean spots on framerails to allow for 3rd party thickness measurements. Send measurements to E-One engineering. Remove rear spring hangers, helper stops fuel tank, air tanks. Sandblast all accessible areas of corrosion. Coat with POR 15 corrosion inhibitor & topcoat with chassis black paint. Replace fuel tank, sender & body u-bolts. Report Engineering repair recommendations to department and quote any further repairs required.	10196.00
☒ ☐ Y N	20 PAINT CORROSION BODY & CAB Remove doors, hardware, accessories and glass as required to access affected areas. Grind out all areas of corrosion, prepare, prime and paint entire body and corroded sections of cab. Buff and polis blends and reassemble using current protection techniques. Clean apparatus of repair process debris. Truck to be restriped & lettered by department.	24784.00
☐ ☒ Y N	30 REPAINT TOP OF CAB BLACK Inc remove & reinstall, windows doors etc. Paint break to remain the same. Inc overlap with corrosion repair.	6218.00
☐ ☒ Y N	40 REPAINT BOTTOM OF CAB RED Inc overlap with corrosion repair.	5336.00

Customer Approval _____

"Quote valid for 30 days"



2017.109

IN BOARD OF CITY COUNCIL...OCTOBER 3, 2017

BE IT ORDERED, that the City Council of the City of Biddeford does hereby authorize the City Manager to execute the necessary documents to sell the vacant property located at **32 Maple Street, Map 40, Lot 38**, at the bid price of \$16,000 to C.D. Armstrong, New Dam, LLC of Biddeford, Maine.

NOTE: The Finance Committee will review this item at their October 3, 2017 meeting and vote to send to the full Council with a recommendation.

From: C.D. Armstrong
New Dam LLC
14 Elm St.
Biddeford, ME 04005

To: Mr. Daniel Stevenson,
Director of Economic & Community Development
City Hall, 205 Main Street,
Biddeford, ME 04005

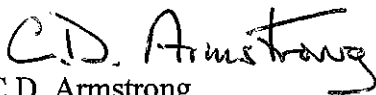
9/26/17

To the City of Biddeford and Mr. Stevenson:

Please accept this letter of confirmation that the proposal submitted 8/31/16 for the purchase and re-use of #32 Maple St. Biddeford on behalf of New Dam LLC still stands as proposed.

New Dam LLC has funding available to close at the earliest convenience of the City.

Respectfully Submitted,


C.D. Armstrong
New Dam LLC.

From: C.D. Armstrong
New Dam LLC
14 Elm St.
Biddeford, ME 04005

To: Mr. Michael Wilson
Finance Director,
City Hall, 205 Main Street,
Biddeford, ME 04005

8/31/16

To the City of Biddeford and Mr. Wilson:

This proposal is submitted for the purchase and re-use of item #5 also identified as #32 Maple St. Biddeford on behalf of New Dam LLC a Biddeford Maine corporation. C.D. Armstrong is the manager of New Dam, LLC. and is authorized to conduct business on it's behalf.

We have read and understand the RFP conditions concerning the reuse of the site, as outlined in the invitation for proposals and this proposal is made in accordance with the invitation. Further we certify that no person acting for or employed by the City of Biddeford has a direct or indirect financial interest in the proposal or in any portion of profit or loss which may be derived therefrom.

Regarding lot use - I have spoken with Mr. Fecteau of the Biddeford Code Enforcement office regarding possible re-development and uses for the property. The property is approx 46' wide and there is a 10' side setback, and 25' rear setback as well as impervious surface limitations for improvements on this site. The property is in the flood zone and any new structure must be built at least 1 foot above flood levels. Thus I believe any new structure would need to be approx. 4' to 5' above the current ground level. It would also likely require DEP and Army Core of Engineers approval. Any proposals to these organizations will require extensive engineering and survey preparation. We also discussed the possibility of moving a building to the site. All the same conditions would apply. Because of the limitations and high development costs it would appear to be a challenging site on which to build a modest house. After much discussion I believe the best use for this property to be off street parking. Though I certainly cannot speak for him I believe Mr. Fecteau would concur with that opinion. Thus I propose to use the lot for off street parking.

We would propose to clean up the lot, maintain it, and make it available for leased parking. Deering Lumber is situated nearby and has a need to more off street parking and would lease parking slots. We would also make slots available for nearby building residents.

Additional consideration. On the tax card for #32 Maple St there is reference to a garage. Looking at the tax map while speaking with Mr. Fecteau the subject garage appears to be the garage located next to the sewer pump station located at the end of Maple St. next to the river.

In October 2015 New Dam purchased #22 Maple St from the Nelson family and continues today to lease the property to the residents who leased from the Nelsons. According to Mr. Nelson the garage was built by his father prior to the installation of the pump station possibly in the 50's or 60's and goes with #22. Bottom line there appears to be a question of ownership. In any case the residents in #22 Maple currently park on Maple St. and use the garage. Further they have difficulty with trash and items being dumped near the garage. As you can see from the photos the garage is in rough shape.

If New Dam were the successful bidder and any question of lot and garage title/ownership was cleared up by owning both properties, then New Dam would propose: a. to clean up and secure the garage, and b. to make off street parking in the #32 lot available to the residents of #22 so they would no longer need to park on the street.

We would propose to clean up around the lot and garage and prepare the lot for off street parking and by year end 2016. Any improvements to the garage would need to be done in consultation with the Code Enforcement Office and I would hope to be complete by spring 2017.

We propose a purchase price of \$16,000. We arrived at this price after speaking with a local real estate agent regarding the value of in town building lots and making a preliminary review of the development costs associated with the site should it make sense (given the development costs) to construct a residential building, and the market value of finished residential units in this neighborhood.

New Dam LLC has immediate funding available to both close at the earliest convenience of the City and to follow thru on the above proposal costs.

Respectfully Submitted,



C.D. Armstrong
New Dam LLC.

8/31/16





CITY OF BIDDEFORD, MAINE

**SALE & REUSE OF 2Bradbury Street, 34 St. Marys Street, 14 Piersons Lane,
106 Hill Street and 32 Maple Street**

RFP #: 2017-001

PROPOSAL DUE DATE: September 1, 2016 before 10:00 AM

PROPOSAL FORM

TO: Michael Wilson, Finance Director
City of Biddeford
City Hall, 205 Main Street
Biddeford, ME 04005

Dear Sir:

The undersigned hereby declares that he/she has carefully examined the proposed Sale and Reuse of City Owned land items and that he/she proposes and agrees, if the proposal is accepted, to complete the transaction on the item(s) proposed.

ITEM 1: *proposal for item #5 on reverse side.*

Location Address	2 Bradbury Street
Price Offered	\$
Reuse of Property (use separate sheet if applicable)	

ITEM 2:

Location Address	34 St. Marys Street
Price Offered	\$
Reuse of Property (use separate sheet if applicable)	

ITEM 3:

Location Address	14 Piersons Lane
Price Offered	\$
Reuse of Property (use separate sheet if applicable)	

ITEM 4:

Location Address	106 Hill Street
Price Offered	\$
Reuse of Property (use separate sheet if applicable)	

ITEM 5:

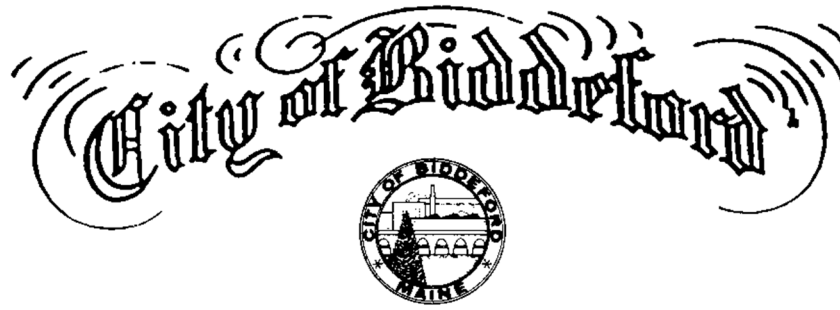
Location Address	32 Maple Street
Price Offered	\$ 16,000
Reuse of Property (use separate sheet if applicable)	Off street parking please see separate sheet/proposal

Bid Deposit Amount: \$ 1,600 (minimum 10% of the total amount of bid) include appropriate security: Certified Check, Cashier's Check or Bond (personal and business checks not accepted). Sign the proposal form in ink before returning it to the Finance Director. Please return in a clearly marked sealed envelope with Bid Name and Number on the front.

The City Council reserves the right to accept or reject any and all proposals.

NAME	New Dam LLC
SIGNATURE	C.D. Armstrong
PRINTED/TYPED NAME	C.D. Armstrong
TITLE	manager
LEGAL ADDRESS	14 Elm St. Biddleford, ME 04005
MAILING ADDRESS	same
DATE	8/31/16
TELEPHONE #	207-283-3621 or 602-4023
FAX #	207-282-6577
E-MAIL ADDRESS	carmstrong@deeringlumber.com

Please attach any other supporting materials required by the request for proposal or which you believe would be helpful in the evaluation of your proposal.

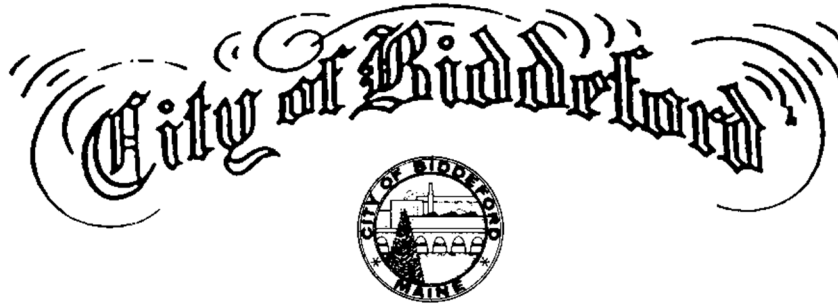


2017.110

IN BOARD OF CITY COUNCIL..OCTOBER 3, 2017

BE IT ORDERED, that the City Council of the City of Biddeford does hereby approve a “blanket letter of approval” for the renewals of State Beano/Bingo applications and State Game of Chance applications for all applicable local organizations, to cover the calendar year of 2018.

NOTE: This Blanket Letter of Approval eliminates the need to obtain Councilors’ signatures each time an application is filed with the City Clerk. However, the City Council still needs to consider and approve each application.



IN BOARD OF CITY COUNCIL...SEPTEMBER 19, 2017
ORDERED, that I, Alan M. Casavant, Mayor of the City of Biddeford, do hereby
appoint:

Al Shinkel
716 Pool Street
Ward 1

to the *Biddeford Housing Authority*, replacing Donald Guillerault, for a term to expire in
December 2019.

CITY OF BIDDEFORD

Application for City & School Committees, Commissions and Boards

Date:

9/21/17

Name:

Al Shirikel

Street Address:

Po Box 206

714 Pool St.

BIDDEFORD Pool, ME 04006

Mailing Address:
(if different)

Phone Number(s):

2825893

Email Address:

alshirikel@gmail.com

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

☐ YES

☒ NO

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

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

CITY OF BIDDEFORD
Committee Application

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

Conservation Commission

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

MAYE WAY

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

to help people find affordable housing.

ENVIRONMENTAL BOARD only:

This board will consist of seven voting members: one shall represent business, one shall represent the engineering profession, one shall represent the environmental community and one shall be a member (through education or by employment) of the legal profession.

List Professional Qualifications:

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

BHA Board of Commissioners Prospective Board Member Application

The purpose of this questionnaire is to enable the BHA Nominating Committee to make appropriate recommendations for inclusion on the board.

I am interested in serving on the Biddeford Housing Authority Board of Commissioners. I have read and understand the expectations of Board Membership on reverse side and would be willing to be nominated for a position whose term is defined in the By-Laws.

Information:

Name: Al Shunkel

Email Address: alshunkel@gmail.com

Home Address: 716 Pool St

City Biddeford Pool State ME Zip Code 04006

Home Phone: 282 5893 Cell Phone: _____

A. Please list your work and/or volunteer experience.

Board McArthur Library
Biddeford Pool Comm. Center Board
Alum Council UNE
YC Senior College Council

B. Please list any special interests you may have in specific Board areas/activities:

all

C. Please list any Boards of Directors on which you currently serve or have served:

same as above

D. Do you have any experience in Housing? If yes, please describe:

yes same way

E. Please list skills, expertise and community contacts that you would bring to the Board

people skills

By signing below, I attest that the information I have provided is true and correct. Additionally, my signature represents that I understand and agree to participate pursuant to the policies and procedures of the Biddeford Housing Authority Board of Commissioners By-laws.

Signature:  Date: 9/21/17

Biddeford Housing Authority Board Member Expectations:

- ☐ Work as a part of a cohesive team with common goals.
- ☐ Support the Mission Statement of the BHA
- ☐ Share his/her skills and expertise.
- ☐ Dedicate time to board and committee meetings.
- ☐ Volunteer and assist in community education efforts.
- ☐ Remain aware of the activities that are planned and make yourself available whenever and wherever the need arises.

- ☐ Be prepared for meetings by reading through the minutes of the previous meeting.
- ☐ Respect and support the majority decisions of the Board.
- ☐ Recognize that all authority is vested in the full Board only when it meets in legal session.
- ☐ Keep well informed of developments relevant to issues that may come before the Board.
- ☐ Participate actively in Board meetings and events.
- ☐ Bring any issues you believe will have an adverse effect on the residents we serve, the organization or its members, to the attention of the Board.

- ☐ Refer complaints to the proper level on the chain of command.
- ☐ Represent all those whom this organization serves and not a particular interest group.
- ☐ Consider yourself a "trustee" of the organization and its mission and do your best to ensure that it is well-maintained, financially secure, growing and always operating in the best interest of the residents served.

- ☐ Declare conflicts of interest between your personal life and your position on the Board and abstain from voting when appropriate.

- ☐ There will be no criticizing of fellow Board members or their opinions in or out of the Board meetings.

- ☐ There will be no use of the organization for personal advantage or that of friends or relatives.
- ☐ There will be no discussion of the confidential proceedings of the Board outside meeting.
- ☐ There will be no promise of how you will vote on any issue before a meeting