

City of Biddeford
City Council
October 02, 2018 6:00 PM Council Chambers

- 1. Roll Call**
- 2. Pledge of Allegiance**
- 3. Adjustment(s) to Agenda**
- 4. Recognition:**
 - 4.a. Recognition: Biddeford Citizen James Beaudry
- 5. Presentation:**
 - 5.a. Shifa Maine
- 6. Consideration of Minutes:**
 - 6.a. September 18, 2018 Council Meeting Minutes
[9-18-2018 Council Meeting MInutes.docx](#)
- 7. Second Reading:**
 - 7.a. 2018.109) Amendment/Land Development Regulations/Art. III-Official Zoning Map/Expansion of MSRD-2 District
[9-18-2018 Expand MSRD 2 - ORDER.docx](#)
[9-18-2018 Expand MSRD 2 - MEMO.pdf](#)
[9-18-2018 Proposed Zoning Change Map MSRD 2 and R1B.pdf](#)
 - 7.b. 2018.110) Amendment/Land Development Regulations/Change Certain R-1-A and R-3 Zones to New R-1-B Zone w/Different Dimensional Standards
[9-18-2018 R1B Proposal - ORDER.docx](#)
[9-18-2018 R1B Proposal - MEMO.pdf](#)
[9-18-2018 Proposed Zoning Change Map MSRD 2 and R1B.pdf](#)
 - 7.c. 2018.112) Amendment/Ch. 42, Motor Vehicles & Traffic/Sec. 42-1-Definitions/Amend LOADING ZONE Definition
[9-18-2018 Loading Zone - Definition.doc](#)
- 8. Orders of the Day:**
 - 8.a. 2018.115) Authorization/Purchase of Two(2) Compact Cars (for Code Enforcement Office and Assessor's Office)/Arundel Ford/
FY19 CIP
[10-02-2018 Compact Cars \(2\) Purchase-ORDER.docx](#)
[10-02-2018 Compact Cars \(2\) -BIDS.doc](#)
 - 8.b. 2018.116) Authorization/Purchase of 12-Passenger Van (for Recreation Dept)/Arundel Ford/FY19 CIP
[10-02-2018 12-Passenger Van Purchase-ORDER.docx](#)
[10-02-2018 12-Passenger Van-BIDS.doc](#)
 - 8.c. 2018.117) Authorization/Negotiate an Easement for Property Line Relocation at 1 Bay Street, Biddeford Pool
[10-02-2018 Authorization-Landscape Improvements 1 Bay Street-ORDER.docx](#)

- [10-02-2018 1 Bay Street Easement Proposal-LETTER.docx](#)
[10-02-2018 1 Bay Street_ProposedLotChange_MAP.pdf](#)
- 8.d. 2018.118) Authorization/Purchase of Hyperconverged Infrastructure/Scale Computing
[10-02-2018 Scale Computing - ORDER.docx](#)
[10-02-2018 Hyperconverge - CDW-G Scale Computing-MEMO.docx](#)
[10-02-2018 Hyperconverge-CDW-G-Scale Computing-QUOTE.pdf](#)
- 8.e. 2018.119) Approval/Sewer Abatement Policy
[10-02-2018 Adoption 2018 Sewer Abatement Policy-ORDER.docx](#)
[10-02-2018 Sewer Abatement Policy.docx](#)
- 8.f. 2018.120) Amendment/Appendix A-Rules of the Council/Rule 5: Committees/ADD
Downtown Committee
[10-02-2018 Establishment of the Downtown Committee - PDF.pdf](#)
- 8.g. 2018.121) Approval/Blanket Letter of Approval for 2019 Game of Chance and
Beano/Bingo Applications
[10-02-2018 Blanket Letter of Approval-Gaming.doc](#)
[10-02-2018 Blanket Letter-Game of Chance-Bingo-ORDER.docx](#)
- 9. Appointments:**
- 9.a. Downtown Committee (New Standing Committee)
[10-02-2018 Appt-Downtown Committee.docx](#)
- 10. Public Addressing the Council..(5 minute limit per speaker; 30 minute total time limit)**
- 11. City Manager Report**
- 12. Other Business**
- 13. Council President Addressing the Council**
- 14. Mayor Addressing the Council**
- 15. Executive Session (with possible action)**
- 15.a. 1 MRSA 405(6)(D)...Labor Contract Negotiations (DPW)
- 15.b Possible Action: 2018.122) Authorization/Union Contract with Public Works
Department Non-Supervisory Employees
[10-02-2018 Public Works Non-Supervisory Union Contract Approval-ORDER.docx](#)
- 16. Adjourn**

**COUNCIL MEETING
SEPTEMBER 18, 2018**

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.

Recognition:

- **Presentation of Certificate of National Accreditation to the Biddeford Police Department of its Achievement & Meeting the National Standards set forth by the Commission on Accreditation of Law Enforcement Agencies (CALEA)**

Mayor Casavant began the presentation by congratulating the Police Department on this most impressive accomplishment. He then introduced Greg Murphy, who serves as the Chair of the Northern New England Police Accreditation Coalition (NNEPAC). NNEPAC was formed in 1987 and is comprised of law enforcement agencies from Vermont, New Hampshire, Massachusetts and Maine. Its mission is to be an active proponent of law enforcement professionalism and of the law enforcement accreditation process.

Mr. Murphy and several NNEPAC agencies were very instrumental in helping the Biddeford Police Department achieve its national accreditation by providing guidance during the accreditation process and conducting a mock assessment prior to the formal CALEA assessment.

Greg Murphy offered his congratulations to the Police Department and noted that only 5% of police departments nationally have gained national accreditation. This goes to show the very high standard of conduct the Biddeford Police Department operates under. He went on to introduce Paul MacMillan, who is the Northeast Program Manager for CALEA. Mr. MacMillan presented Chief Roger Beaupre with the official CALEA certificate, which will now be proudly hung at the Police Station. Chief Beaupre, Lt. Ricky Doyon, Sgt. Jeffrey Greene and the Accreditation Manager, James Emerson were all recognized for their roles in this process.

Chief Roger Beaupre extended his thanks to both Mr. Murphy and Mr. MacMillan for being in attendance and part of this evening's recognition. He also recognized and thanked City Manager, Jim Bennett, Mayor Casavant and the Council for their commitment and support throughout the whole accreditation process.

- **Presentation to Biddeford Police Department by Senator King's Office and State of Maine Legislature**

Mayor Casavant read sentiments and presented an official certificate from Senator Angus King's Office in recognition of the Biddeford Police Department in their CALEA achievement.

State Senator Susan Deschambault expressed her heartfelt congratulations to the Biddeford Police Department, and presented Chief Beaupre with a State of Maine Flag and American Flag, both of which had been flown over the State Capital on September 7th, 2018 in honor of the Biddeford Police Department's achievement of Accreditation.

Mayor Casavant closed the recognition with special thanks to Chief Roger Beaupre and his steady and exemplary leadership in all his years of service to the City, and especially through the accreditation process. Lastly, he extended sincere thanks to the spouses and significant others of our Police Department personnel, for their undying support.

Consideration of Minutes; September 4, 2018; September 11, 2018

Motion by Councilor Ready, seconded by Councilor Foley to accept the minutes of September 4, 2018 as printed.

Vote: Unanimous.

Motion by Councilor Ready, seconded by Councilor Foley to accept the minutes of September 11, 2018 as printed.
Vote: Unanimous.

Second Readings:

{For a copy of the ordinance amendments and first readings, see the council meeting minutes of September 4, 2018}

2018.100) Amendment/Ch. 42, Motor Vehicles & Traffic/Sec. 42-56 – Taxi Parking

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

Vote: Unanimous.

2018.101) Amendment/Ch. 42, Motor Vehicles & Traffic/Sec. 42-59 – Snow Emergency Parking Ban

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

Vote: 6/3; Councilors Foley, Seaver and Ready opposed.

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

Motion carries.

2018.102) Amendment/Ch. 42, Motor Vehicles & Traffic/Sec. 42-62 – Identification and Use of Municipal Parking Lots

Motion by Councilor Belanger, seconded by Councilor Swanton to grant the second reading of the ordinance amendment.

Vote: 6/3; Councilors Seaver, Ready and Swanton opposed.

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

Motion carries.

2018.103) Amendment/Ch. 42, Motor Vehicles & Traffic/Sec. 42-64 – Fees for Parking Violations

Motion by Councilor Belanger, seconded by Councilor Swanton to grant the second reading of the ordinance amendment.

Vote: 7/2; Councilors Seaver and St. Cyr opposed.

Councilors Swanton, McCurry, Quattrone, Foley, Belanger, Ready and Lessard in favor.

Motion carries.

2018.104) Amendment/Ch. 42, Motor Vehicles & Traffic/Sec. 42-66 – Beach Permit Parking Enumerated

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

Vote: Unanimous.

2018.105) Amendment/Ch. 42, Motor Vehicles & Traffic/Sec. 42-90 - No Parking

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

Vote: 7/2; Councilors Seaver and Ready opposed.

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

Motion carries.

2018.106) Amendment/Ch. 42, Motor Vehicles & Traffic/Sec. 42-92 – Limited Parking

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

Vote: 8/1; Councilor Seaver opposed.

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

Motion carries.

2018.107) Amendment/Ch. 42, Motor Vehicles & Traffic/Sec. 42-94 – Taxi Stands

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

Vote: Unanimous.

2018.109 **IN BOARD OF CITY COUNCIL..SEPTEMBER 18, 2018**
BE IT ORDAINED by the City Council of Biddeford, Maine to amend the Code of Ordinances of the City of Biddeford as follows:

NOTE: The Planning Board held a duly noticed Public Hearing on this item (at the request of the City Council) and voted 4-0 to recommend this amendment be approved by the City Council.

Vote: Unanimous.

2018.110 **IN BOARD OF CITY COUNCIL..SEPTEMBER 18, 2018**
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 V (Establishment of Zones), Section 2 (General description of zones and allowed uses):

R-1-B: These areas are limited to single-family residential uses similar to the R-1-A Zone. The lot size and setbacks are generally smaller. These areas are served by water and sewer. These districts are best characterized as in-town single-family neighborhoods.

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

A Accessory use

	Article VI Section	R-1-A	<u>R-1-B</u>
Residential uses:			
Accessory dwelling unit* 27	78	P	<u>P</u>
Accessory structure*	2	P 3	<u>P 3</u>
Boarding, rooming house*	10		
Bed-and-breakfast*	9		
Cluster development*	18	C	<u>C</u>
Congregate housing*	19		
Duplex/2-family	24		
Home occupation*	38	C	<u>C</u>
Manufactured housing*			
Mobile home park*			
Multifamily dwelling*	47		
Planned unit developments*	73		
Single-family dwelling 11	2	P	<u>P</u>

	Article VI Section	R-1-A	<u>R-1-B</u>
Commercial uses:			
Adult business	3		
Amusement center*	5		
Art gallery			
Art studio			
Auto body shops			
Automobile graveyard, automobile recycling business, junkyard*	7		
Automobile repair, sales			
Boat building, repair, marine services, sales, boat livery, marina, yacht club			
Building materials retail sales			
Carwash*	14		
Commercial gardening, commercial greenhouse*	17	C	<u>C</u>
Commercial recreation*	18		
Commercial school*	53		
Drugstore/medical supply			
Financial institution			
Firewood processing*	33		
Fisheries processing, storage*	34		
Funeral parlor			
Gasoline service station*	36		
Hotel/motel*	40		
Indoor theater			
Kennel, veterinary hospital*	42		
	Article VI Section	R-1-A	<u>R-1-B</u>
Medical marijuana dispensaries			
Medical marijuana growing facilities			
Neighborhood convenience store		C 4	<u>C 4</u>
Off-street loading and parking lot and facilities, commercial parking garage	49		
Offices, business and professional*	52		
Planned unit developments*	73		
Publishing, printing			
Restaurant*	56		
Retail store			
Sawmill*	33		
Services			
Shopping center			
Telecommunications facilities	71		
Wholesale business			
Industrial uses:			

Air transportation related use			
Air transportation dependent use*			
Airport	4		
Bulk oil terminal*	41		
Contractor's storage yard			
Demolition disposal*	23		
Experimental research and testing laboratory	29		
Light manufacturing*	41		
	Article VI Section	R-1-A	<u>R-1-B</u>
Light trucking dependent industry*	41		
Manufacturing*	41		
Planned unit developments*	73		
Resource recovery facility			
Recycling facilities	76		
Redemption centers			
Storage of bulk gaseous fuels*	41		
Transportation facilities			
Trucking, distribution terminal*			
Warehousing and storage*	60		
Self-storage facilities*	60		
Educational, institutional public uses:			
Addiction treatment facility 22			
Church, synagogue*		C	<u>C</u>
Civic, convention centers			
Community centers, clubs			
Day care center, adult	22	C	<u>C</u>
Day care home, adult	22	C	<u>C</u>
Day care home, children's	22	C	<u>C</u>
Day care center, children's	22	C	<u>C</u>
Essential services	27	C	<u>C</u>
Fire, police station			
Group homes, hospice	19	C	<u>C</u>
Hospital*	39		
Municipal use	47.1	C	<u>C</u>
	Article VI Sectiona	R-1-A	<u>R-1-B</u>
Museum, library			
Nursing home*	39		
Public and private schools*	53	C	<u>C</u>
Public facility		C	<u>C</u>
Rehabilitation facility			
University/college*			
University uses*			

Outdoor, resource-based uses:			
Agriculture*	3, 31		
Agricultural products processing and storage*	3, 31		
Animal breeding or care	42		
Campground*	13		
Cemetery	14.1	C	<u>C</u>
Extractive industry*	30		
Farm stands* 13	31		
Timber harvesting	64		
Golf course excluding miniature golf		P	<u>P</u>
Parks and recreation*		P	<u>P</u>

Part III (Land Development Regulations), Article V (Establishment of Zones), Table B (Dimensional Requirements):

Zoning District	Minimum Lot Size, Square Feet Per Unit A				Frontage			Minimum Setback, Feet**				Maximum Heights+	
	Water and Sewer	Water, No Sewer	Sewer, No Water	Neither Water Nor Sewer	Water and Sewer	Water or Sewer	Neither Water Nor Sewer	From Major R.O.W.	From Other R.O.W	Side	Rear	Stories	Feet
R-1-A, single-family	10,000	20,000	10,000	20,000	100	100	100	40	25	10	10	3	35
<u>R-1-B, single-family</u>	<u>5,000</u>	<u>20,000</u>	<u>5,000</u>	<u>20,000</u>	<u>50</u>	<u>50</u>	<u>50</u>	<u>25</u>	<u>10</u>	<u>5</u>	<u>5</u>	<u>3</u>	<u>35</u>

Part III (Land Development Regulations), Article VI (Performance Standards), Section 59 (Signs), C (District regulations):

1. In the Suburban Residential, R-1-A, R-1-B, C-R, W-1, and W-3 Districts, only the following signs shall be permitted:

Part III (Land Development Regulations), Article VI (Performance Standards), Section 71 (Telecommunications facilities), E (Zoning districts/performance standards/dimensional requirements):

1. In the LRF and I-3 Districts telecommunications facilities shall be allowed as a conditional use conforming to the performance standards and dimensional requirements noted below.

Suburban Residential Zones (SR), Residential Zones (~~R-1-A~~, R-1-B, R-2, R-3), Coastal Residential Zone, Institutional Zone (IN), Rural Farm (RF): communication towers are prohibited.

NOTE: The Planning Board held a duly noticed Public Hearing on this item (at the request of the City Council) and voted 3-1 to recommend this amendment be approved by the City Council.

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

Vote: Unanimous.

2018.111 **IN BOARD OF CITY COUNCIL..SEPTEMBER 18, 2018**
BE IT ORDAINED, by the City Council of the City of Biddeford that the Code of Ordinances, Chapter 42, Motor Vehicles and Traffic, Article IV Specific Street Regulations, **Section 42-90 No Parking**, is amended by adding or ~~deleting~~ to read as follows:

Pool Street, both sides, from the intersection with Hills Beach Road, thence easterly to the Kennebunkport Town line.

NOTE: The Policy Committee considered this item at their Sept. 10, 2018 meeting and voted unanimously to recommend passage by the City Council **as an EMERGENCY due to Public Safety reasons.**

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

Vote: Unanimous.

Motion by Councilor McCurry, seconded by Councilor Lessard to suspend the rules to allow for the second reading and to make this ordinance amendment effective immediately as an emergency ordinance for the sake of public safety.

Vote: Unanimous.

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

Vote: Unanimous.

2018.112 **IN BOARD OF CITY COUNCIL..SEPTEMBER 18, 2018**
BE IT ORDAINED, by the City Council of the City of Biddeford that the Code of Ordinances, Chapter 42, Motor Vehicles and Traffic, Article I - IN GENERAL, **Section 42-1** Definitions, is amended by adding or ~~deleting~~ to read as follows:

LOADING ZONE A parking area reserved exclusively for use in the active loading or unloading of a vehicle that is displaying commercial, apportioned, ~~or~~ other commercial vehicle registration plates, or with a permit issued by the Chief of Police for that purpose.

NOTE: The Policy Committee considered this item at their Sept. 10, 2018 meeting and voted unanimously to recommend passage by the City Council.

Motion by Councilor Belanger, seconded by Councilor Swanton to grant the first reading of the ordinance amendment.
Vote: Unanimous.

2018.113 **IN BOARD OF CITY COUNCIL...SEPTEMBER 18, 2018**
BE IT ORDAINED, by the City Council of the City of Biddeford that the Code of Ordinances, Chapter 42, Motor Vehicles and Traffic, Article IV Specific Street Regulations, **Section 42-90 No Parking**, is amended by adding or ~~deleting~~ to read as follows:

Cathedral Oaks Drive, odd-numbered side, beginning at the southeast corner of the intersection with Indian Ridge Drive, at the four way intersection of Cathedral Oaks Drive, Alexander Drive, and Indian Ridge Drive, thence southerly for a distance of ~~60~~ 75 feet.

NOTE: The Policy Committee considered this item at their Sept. 10, 2018 meeting and voted unanimously to recommend passage by the City Council

Motion by Councilor Seaver, seconded by Councilor Belanger to grant the first reading of the ordinance amendment.
Vote: Unanimous.

2018.114 **IN BOARD OF CITY COUNCIL..SEPTEMBER 18, 2018**
BE IT ORDERED, that the City Council of the City of Biddeford hereby adopts the Maine Municipal Association Model Ordinance, General Assistance Appendices (A-D) – **General Assistance Maximums** for the period of October 1, 2018 to September 30, 2019.

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

Appointments:

MMA Annual Business Meeting – Voting Credentials

Motion by Councilor McCurry, seconded by Councilor Ready that City Manager, James Bennett be nominated as Biddeford’s voting member for the MMA Annual Business Meeting.
Vote: Unanimous.

IN BOARD OF CITY COUNCIL...SEPTEMBER 18, 2018
ORDERED, that I, Alan M. Casavant, Mayor of the City of Biddeford, do hereby appoint:

Marshall Alexander
31 Bridge Road
Ward 1

to the *Shellfish Conservation Committee*, for a term to expire in December 2021.

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

IN BOARD OF CITY COUNCIL...SEPTEMBER 18, 2018
ORDERED, that I, Alan M. Casavant, Mayor of the City of Biddeford, do hereby re-designate:

Sean Tarpey
110 Cleaves Street
Ward 2

on the *Planning Board* from an Associate Member to a Voting Member, for a term to expire in December 2019.

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

Public Addressing the Council....(5 minute limit per speaker; 30 minute total time limit):
There were no public comments.

City Manager Report:

City Manager, James Bennett had the following items:

- 1) In an on-going effort to better the communications between City Government and the citizens/public, the City has recently launched a Facebook page – City Government, Biddeford, Maine. This social media connection will now be used along with the City Departments’ Twitter feeds and, of course, the City’s revamped website.
- 2) He informed the Council that they will receive an electronic copy of the updated Comp Plan by the end of next week.
- 3) He shared that on Monday, Sept. 24th, the City will be holding a press release in the Council Chambers at 10am to make a big announcement. He says that the announcement is a once in a lifetime opportunity for Biddeford.

Other Business:

Councilor Swanton: this past Saturday, Sept. 15th, the City hosted a Household Hazardous Waste Day at Public Works. He noted that the major rush was over by 9:30 a.m. because of how well organized everything was.

Councilor Quattrone: announced that tomorrow, Sept. 19th there will be a Food Distribution Night held at the JFK School.

Councilor Foley: reminded folks that the Mayor’s Ad Hoc Community Center Review Committee will host a Listening Session on Wednesday, September 19th at 6pm in the J. Richard Martin Community Center auditorium to gather feedback on the value of the Community Center and its services.

Council President Addressing the Council: Councilor McCurry extended his congratulations to the Police Department for the Accreditation achievement.

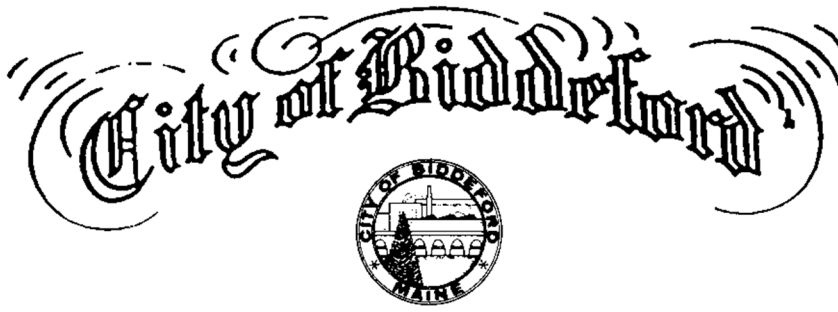
Mayor Addressing the Council: Mayor Casavant thanked the Heart of Biddeford and all the numerous volunteers who made this past weekend’s Fringe Fest and RiverJam a huge success.

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

Vote: Unanimous.

Time: 6:36 p.m.

Attest by: _____
Carmen J. Morris, City Clerk



2018.109 **IN BOARD OF CITY COUNCIL..SEPTEMBER 18, 2018**
BE IT ORDAINED by the City Council of Biddeford, Maine to amend the Code of Ordinances of the City of Biddeford as follows:

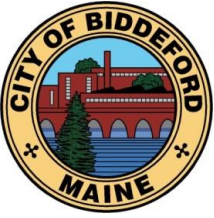
**Part III (Land Development Regulations), Article III (Official Zoning Map),
be amended to expand the MSRD-2 District as depicted on the attached map.**

NOTE: The Planning Board held a duly noticed Public Hearing on this item (at the request of the City Council) and voted 4-0 to recommend this amendment be approved by the City Council.

September 18, 2018

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

Vote: Unanimous.



CITY OF BIDDEFORD

PLANNING DEPARTMENT

Greg D. Tansley, A.I.C.P.
205 Main Street
PO Box 586
Biddeford, ME 04005
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

A handwritten signature in black ink that reads "Greg Tansley". The signature is written in a cursive, flowing style.

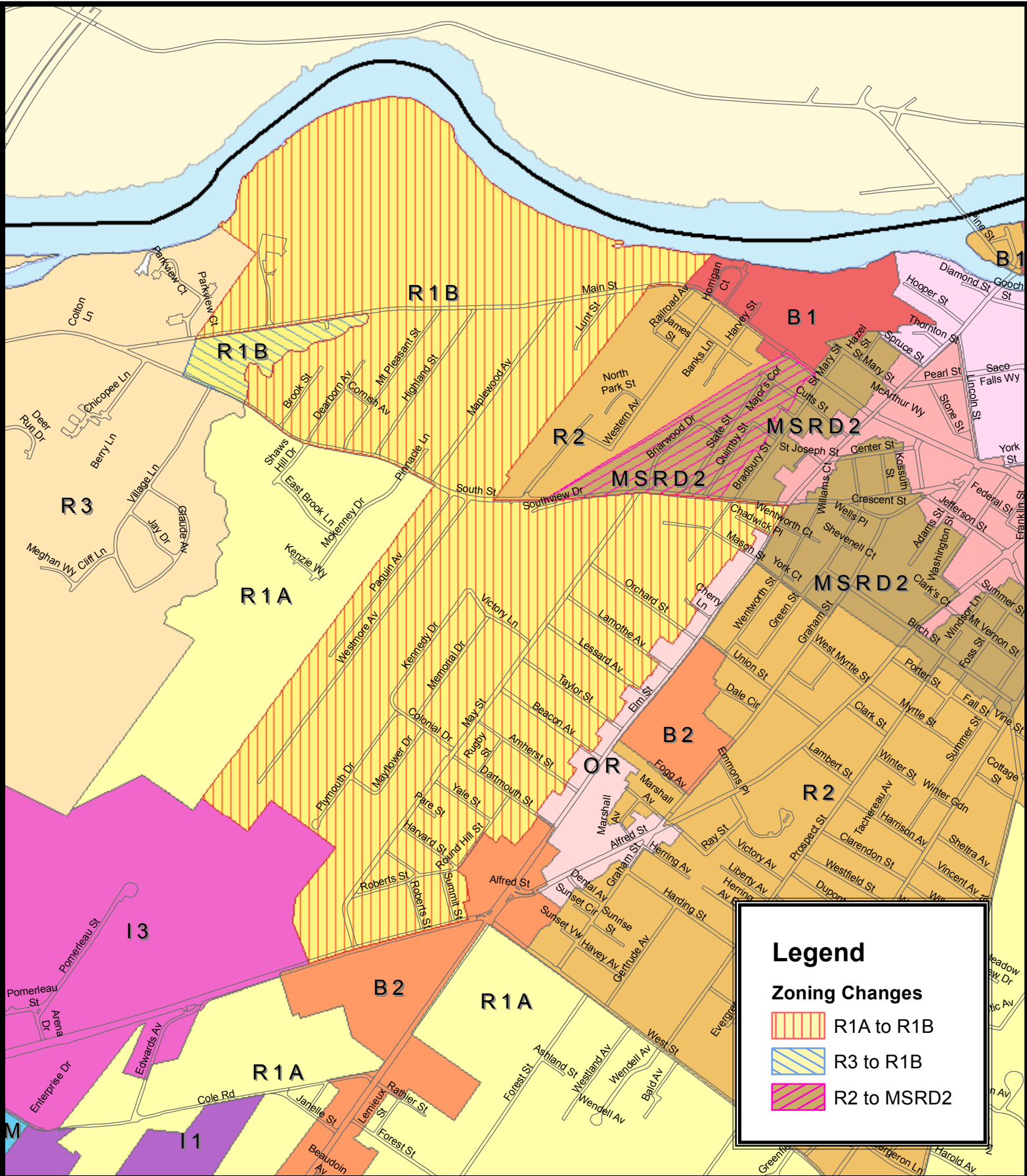
DATE: September 7, 2018

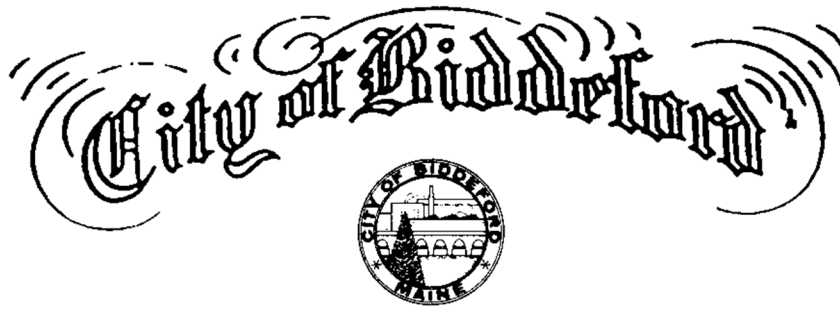
RE: A proposed amendment to change a certain area of the City from R-2 to MSRD-2 Zone.

On July 17, 2018 the Biddeford City Council formally requested that the Planning Board conduct a public hearing and make a recommendation back to it regarding the attached zoning amendment. The intent is to expand the MSRD-2 zone west of Bradbury Street as depicted on the attached map. For the most part, this will reflect densities already existence in this area (which are non-conforming due to density) or would allow additional densities in existing buildings that may be redeveloped/renovated in the future.

On September 5, 2018 the Planning Board held a duly noticed Public Hearing on the proposal. At that meeting no members of the Public spoke against the proposal. **Following the Public Hearing the Planning Board voted 4-0 to recommend this amendment be approved by the City Council.**

Please let me know if you have any questions prior to the City Council Meeting on September 18.





2018.110 **IN BOARD OF CITY COUNCIL..SEPTEMBER 18, 2018**
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),
be amended to create an R-1-B District as depicted on the attached map.

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

c. Residential Zones

R-1-B: These areas are limited to single-family residential uses similar to the R-1-A Zone. The lot size and setbacks are generally smaller. These areas are served by water and sewer. These districts are best characterized as in-town single-family neighborhoods.

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

KEY:

- * Subject to Article VI, Performance Standards, of this ordinance.
- P Permitted use.
- Not permitted.
- C Conditional use. See Article VII for specific standards.
- A Accessory use

	Article VI Section	R-1-A	<u>R-1-B</u>
Residential uses:			
Accessory dwelling unit* 27	78	P	<u>P</u>
Accessory structure*	2	P 3	<u>P 3</u>
Boarding, rooming house*	10		
Bed-and-breakfast*	9		
Cluster development*	18	C	<u>C</u>

Congregate housing*	19		
Duplex/2-family	24		
Home occupation*	38	C	<u>C</u>
Manufactured housing*			
Mobile home park*			
Multifamily dwelling*	47		
Planned unit developments*	73		
Single-family dwelling 11	2	P	<u>P</u>
	Article VI Section	R-1-A	<u>R-1-B</u>
Commercial uses:			
Adult business	3		
Amusement center*	5		
Art gallery			
Art studio			
Auto body shops			
Automobile graveyard, automobile recycling business, junkyard*	7		
Automobile repair, sales			
Boat building, repair, marine services, sales, boat livery, marina, yacht club			
Building materials retail sales			
Carwash*	14		
Commercial gardening, commercial greenhouse*	17	C	<u>C</u>
Commercial recreation*	18		
Commercial school*	53		
Drugstore/medical supply			
Financial institution			
Firewood processing*	33		
Fisheries processing, storage*	34		
Funeral parlor			
Gasoline service station*	36		
Hotel/motel*	40		
Indoor theater			

Kennel, veterinary hospital*	42		
	Article VI Section	R-1-A	<u>R-1-B</u>
Medical marijuana dispensaries			
Medical marijuana growing facilities			
Neighborhood convenience store		C 4	<u>C 4</u>
Off-street loading and parking lot and facilities, commercial parking garage	49		
Offices, business and professional*	52		
Planned unit developments*	73		
Publishing, printing			
Restaurant*	56		
Retail store			
Sawmill*	33		
Services			
Shopping center			
Telecommunications facilities	71		
Wholesale business			
Industrial uses:			
Air transportation related use			
Air transportation dependent use*			
Airport	4		
Bulk oil terminal*	41		
Contractor's storage yard			
Demolition disposal*	23		
Experimental research and testing laboratory	29		
Light manufacturing*	41		
	Article VI Section	R-1-A	<u>R-1-B</u>
Light trucking dependent industry*	41		

Manufacturing*	41		
Planned unit developments*	73		
Resource recovery facility			
Recycling facilities	76		
Redemption centers			
Storage of bulk gaseous fuels*	41		
Transportation facilities			
Trucking, distribution terminal*			
Warehousing and storage*	60		
Self-storage facilities*	60		
Educational, institutional public uses:			
Addiction treatment facility 22			
Church, synagogue*		C	<u>C</u>
Civic, convention centers			
Community centers, clubs			
Day care center, adult	22	C	<u>C</u>
Day care home, adult	22	C	<u>C</u>
Day care home, children's	22	C	<u>C</u>
Day care center, children's	22	C	<u>C</u>
Essential services	27	C	<u>C</u>
Fire, police station			
Group homes, hospice	19	C	<u>C</u>
Hospital*	39		
Municipal use	47.1	C	<u>C</u>
	Article VI Sectiona	R-1-A	<u>R-1-B</u>
Museum, library			
Nursing home*	39		
Public and private schools*	53	C	<u>C</u>
Public facility		C	<u>C</u>
Rehabilitation facility			
University/college*			
University uses*			
Outdoor, resource-based uses:			
Agriculture*	3, 31		

Agricultural products processing and storage*	3, 31		
Animal breeding or care	42		
Campground*	13		
Cemetery	14.1	C	<u>C</u>
Extractive industry*	30		
Farm stands* 13	31		
Timber harvesting	64		
Golf course excluding miniature golf		P	<u>P</u>
Parks and recreation*		P	<u>P</u>

Part III (Land Development Regulations), Article V (Establishment of Zones), Table B (Dimensional Requirements):

Zoning District	Minimum Lot Size, Square Feet Per Unit A				Frontage			Minimum Setback, Feet**				Maximum Heights+	
	Water and Sewer	Water, No Sewer	Sewer, No Water	Neither Water Nor Sewer	Water and Sewer	Water or Sewer	Neither Water Nor Sewer	From Major R.O.W.	From Other R.O.W	Side	Rear	Stories	Feet
R-1-A, single-family	10,000	20,000	10,000	20,000	100	100	100	40	25	10	10	3	35
<u>R-1-B, single-family</u>	<u>5,000</u>	<u>20,000</u>	<u>5,000</u>	<u>20,000</u>	<u>50</u>	<u>50</u>	<u>50</u>	<u>25</u>	<u>10</u>	<u>5</u>	<u>5</u>	<u>3</u>	<u>35</u>

**Part III (Land Development Regulations), Article VI (Performance Standards),
Section 59 (Signs), C (District regulations):**

1. In the Suburban Residential, R-1-A, R-1-B, C-R, W-1, and W-3 Districts, only the following signs shall be permitted:

**Part III (Land Development Regulations), Article VI (Performance Standards),
Section 71 (Telecommunications facilities), E (Zoning districts/performance
standards/dimensional requirements):**

1. In the LRF and I-3 Districts telecommunications facilities shall be allowed as a conditional use conforming to the performance standards and dimensional requirements noted below.

...

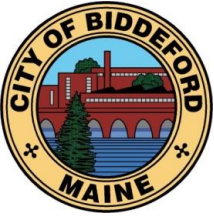
Suburban Residential Zones (SR), Residential Zones (R-1-A, R-1-B, R-2, R-3), Coastal Residential Zone, Institutional Zone (IN), Rural Farm (RF): communication towers are prohibited.

NOTE: The Planning Board held a duly noticed Public Hearing on this item (at the request of the City Council) and voted 3-1 to recommend this amendment be approved by the City Council.

September 18, 2018

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

Vote: Unanimous.



CITY OF BIDDEFORD

PLANNING DEPARTMENT

Greg D. Tansley, A.I.C.P.
205 Main Street
PO Box 586
Biddeford, ME 04005
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

A handwritten signature in black ink that reads "Greg Tansley".

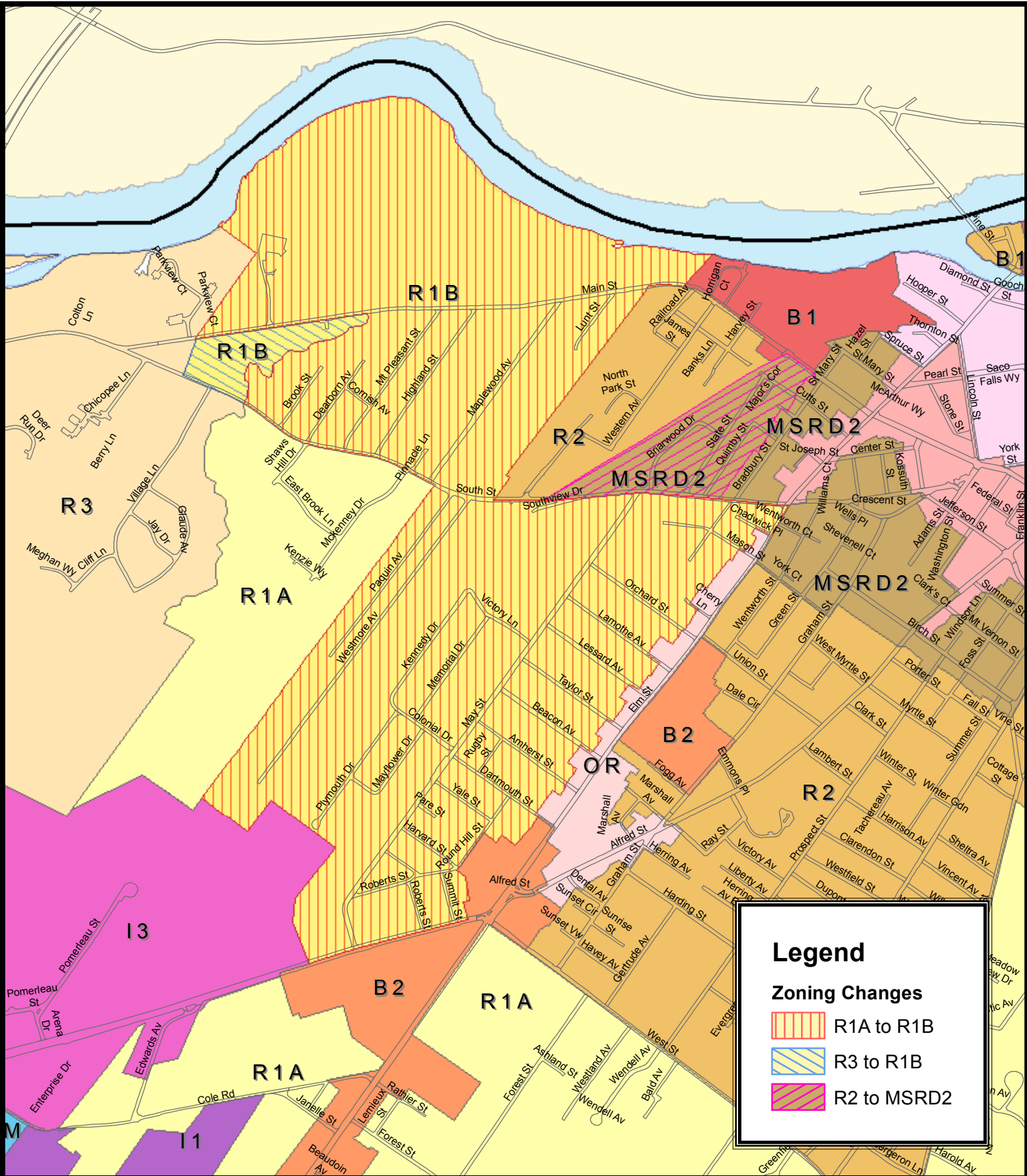
DATE: September 7, 2018

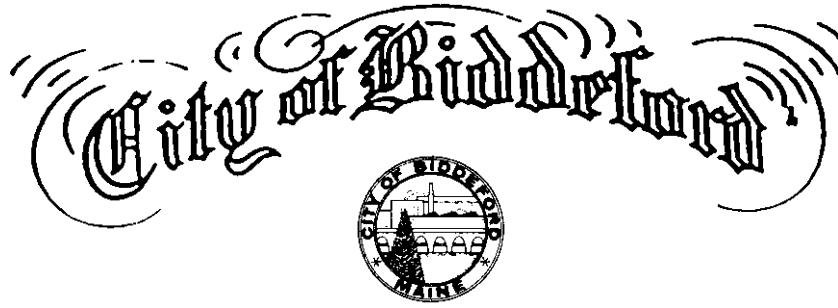
RE: A proposed amendment to change a certain area of the City from R-1-A and R-3 to a new R-1-B Zone with different dimensional standards.

On July 17, 2018 the Biddeford City Council formally requested that the Planning Board conduct a public hearing and make a recommendation back to it regarding the attached zoning amendment. The intent is to create a new R-1-B zone in certain areas of the City defined on the map which would allow for the same land uses as the current R-1-A Zone but with decreased dimensional standards (i.e., lot size, frontage, and setbacks). The proposed dimensional standards would better reflect the original lot layout pattern that created much of these areas before the current zoning went into effect. The proposed dimensional requirements would also allow for some limited infill development in an area of the City that is urban, on public sewer and water, and in close proximity to downtown and services.

On September 5, 2018 the Planning Board held a duly noticed Public Hearing on the proposal. At that meeting no members of the Public spoke against the proposal. **Following the Public Hearing the Planning Board voted 3-1 to recommend this amendment be approved by the City Council.**

Please let me know if you have any questions prior to the City Council Meeting on September 18.





2018.112 **IN BOARD OF CITY COUNCIL..SEPTEMBER 18, 2018**

BE IT ORDAINED, by the City Council of the City of Biddeford that the Code of Ordinances, Chapter 42, Motor Vehicles and Traffic, Article I - IN GENERAL, **Section 42-1** Definitions, is amended by adding or ~~deleting~~ to read as follows:

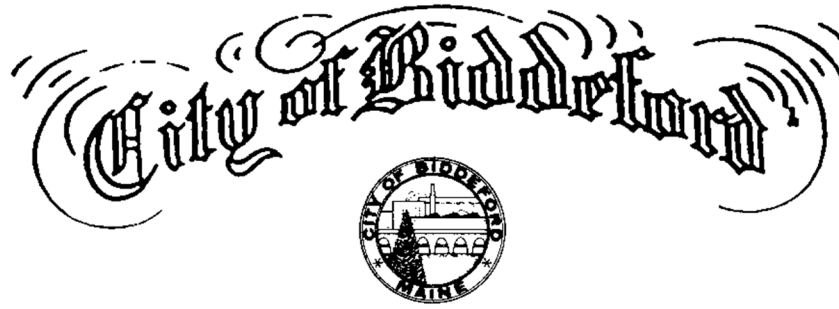
LOADING ZONE A parking area reserved exclusively for use in the active loading or unloading of a vehicle that is displaying commercial, apportioned, ~~or~~ other commercial vehicle registration plates, or with a permit issued by the Chief of Police for that purpose.

NOTE: The Policy Committee considered this item at their Sept. 10, 2018 meeting and voted unanimously to recommend passage by the City Council.

September 18, 2018

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

Vote: Unanimous.



2018.115

IN BOARD OF CITY COUNCIL.....OCTOBER 2, 2018

BE IT ORDERED, that the City Manager be authorized to purchase two (2) 2019 Ford Fiesta SE cars as per bid of September 21, 2018 (the "Equipment") from Arundel Ford (the "Vendor") and may pay the Vendor an amount not to exceed \$33,996.00 (before discounts valued at \$3,500.00) 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 \$33,996.00;
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 \$33,996.00, (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 will review this item on October 2, 2018 and vote to recommend it to the City Council for approval. The purchase of this item is included in the FY19 CIP budget

Bid Opening for 2 Compact Size Cars

Present: Carl Marcotte Public Works
Kara Cote Public Works

Bids were opened at the Public Works Department on September 21, 2018 at 11:00am. Staff is recommending the low bid from Arundel Ford with trade for the amount of \$30,496.00. These cars have been approved in the FY-19 CIP budget line 21204-60925.

Arundel Ford

2 - 2019 Ford Fiesta SE	\$33,996.00
Trade-in 2007 Ford Focus	\$2,500.00
Trade-in 2007 Ford Focus	\$1,000.00
Total Cost:	\$30,496.00

Rowe Westbrook

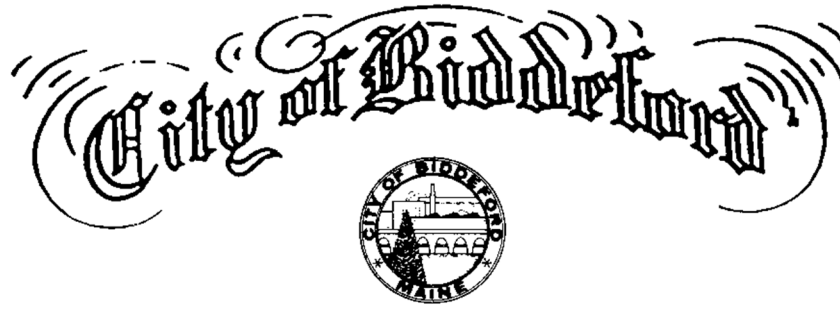
2-2019 Ford Fiesta SE	\$33,474.00
Trade-in 2007 Ford Focus	\$1,500.00
Trade-in 2007 Ford Focus	\$1,000.00
Total Cost:	\$30,974.00

Frank Galos Chevrolet

2-2019 Chevy Cruze LT	\$38,498.00
Trade-in 2007 Ford Focus	\$1,000.00
Trade-in 2007 Ford Focus	\$500.00
Total Cost:	\$36,998.00

Quirk Chevrolet

2-2019 Chevy Cruze LT	\$39,920.00
Trade-in 2007 Ford Focus	\$500.00
Trade-in 2007 Ford Focus	\$500.00
Total Cost:	\$38,920.00



2018.116

IN BOARD OF CITY COUNCIL.....OCTOBER 2, 2018

BE IT ORDERED, that the City Manager be authorized to purchase a 2019 Ford Transit van as per bid of September 21, 2018 (the "Equipment") from Arundel Ford (the "Vendor") and may pay the Vendor an amount not to exceed \$34,212.00 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 \$34,212.00;
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 \$34,212.00, (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 will review this item on October 2, 2018 and vote to recommend it to the City Council for approval. The purchase of this item is included in the FY19 CIP budget

Bid Opening for a 12 Passenger Van

Present: Carl Marcotte Public Works
Kara Cote Public Works

Bids were opened at the Public Works Department on September 21, 2018 at 11:00am. Staff is recommending the low bid from Arundel Ford in the amount of \$34,212.00. This van was approved In the FY-19 CIP budget line 21204-60925.

Arundel Ford

2019 Ford Transit	\$34,212.00
-------------------	-------------

Rowe Westbrook

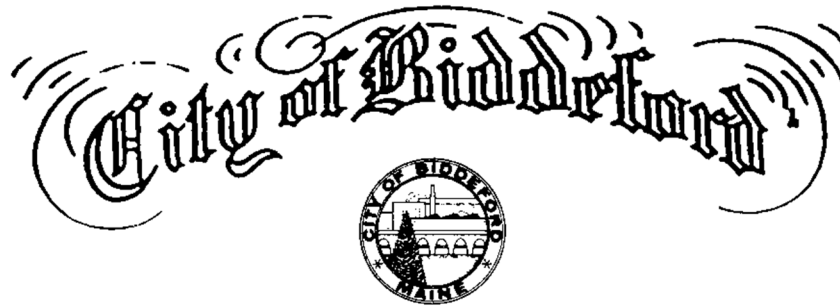
2019 Ford Transit	\$35,876.00
-------------------	-------------

Frank Galos Chevrolet

2019 Chevy Express	\$27,842.00
--------------------	-------------

Quirk Chevrolet

2019 Chevy Express	\$29,500.00
--------------------	-------------



2018.117

IN BOARD OF CITY COUNCIL..OCTOBER 2, 2018

BE IT ORDERED, that the City Council of the City of Biddeford does hereby authorize the City Manager to enter into negotiation and execute an agreement with Hans and Anne Asoera, or their designated representative, owners of the property located at 1 Bay Street (GIS 60-48), to facilitate landscape improvements at said property and the public right-of-way to the beach substantially in the form presented in the letter from Jessica Kimball of Terrence J. DeWan & Associates dated August 2, 2018. The final terms of the agreement shall be beneficial to the City of Biddeford in consultation with the City Attorney.

BE IT FURTHER ORDERED, that any cost associated with the negotiated agreement shall be the responsibility of the property owner except as otherwise required by law.

NOTE: This authorization is limited to the establishment of an agreement between the parties. This Order does not guarantee or otherwise convey or imply permit approval for the proposed improvements. All permitting shall be administratively processed under the independent jurisdiction of the applicable agency, board, commission, or committee.



Terrence J. DeWan & Associates
Landscape Architects & Planners

August 2, 2018

TO: Jim Bennett, Biddeford City Manager; City Council
FROM: Jessica Kimball, Landscape Architect

RE: Property Line Relocation Request at 1 Bay Street, Biddeford Pool

Dear Jim,

Thank you for considering the proposal to relocate the property line at 1 Bay Street to allow for landscape improvements and continued private maintenance of the property. I represent the property owners, Hans and Anne Asoera, as the landscape architect managing design and permitting for the proposed landscape improvements. The origin of this proposal came about through my conversations with Jeff Demers, the Biddeford Public Works Director. Our intention is to ensure that all proposed landscape improvements are properly permitted and in the best interest for both the City and the Asoera family.

The memo below describes the existing conditions, the proposed landscape improvements, and the details of the proposed lot line relocation. Please refer to the attached drawings as visual reference (the Survey and Preliminary Landscape Sketch Plan).

Existing conditions: The existing lot line for 1 Bay Street is located approximately 11.8 to 14.5 feet from the edge of pavement on Bay Street. Between the edge of pavement and the property line, there is approximately 2,040 square feet of land owned by the City. This land has historically been maintained by the private property owners. The Asoeras have maintained the property for the past five years, and the land was maintained by previous owner in the same manner.

The landscape components on this City property include: lawn, plantings, cobble borders, a portion of the driveway, and a curved retaining wall near the beach access way made of stacked cobbles supporting an elevated garden. There is also an electrical distribution pole with a supporting guy pole located near 7th Street and a guy wire supporting an off-site electrical pole near the beach access.

Proposal: The property owners, Hans and Anne Asoera, have recently renovated their home at 1 Bay Street and would like to improve the landscape. The proposed improvements will not increase the existing impervious surface area on the property. The proposed landscape improvements include:

- The construction of a new stone retaining wall (approximately 2 feet in height) tied into the existing stacked cobble retaining wall. The existing cobble retaining wall would be improved to better retain the elevated planting bed and will match the new stone wall.
- The construction of the retaining wall is dependent on re-grading the area between the proposed retaining wall and the Bay Street roadway. The new grading will reduce the existing slope of the lawn adjacent to Bay Street in the southwest portion of the property.

- New planting beds will be installed throughout the property, including the area between the house and the Bay Street roadway.
- The gravel driveway (accessible from 7th Street) will be upgraded with pavers and a small stepping stone patio will connect the driveway with the front porch.

Relocated Property Line: A sketch of the proposed property line relocation is represented as a red dashed line on the attached drawing sheets. The proposed property line is offset by approximately 11.5 feet from the southwest corner of the existing property line. The property line then follows a 3-foot setback from the existing roadway pavement to meet the southeast lot corner near 7th Street. As shown, the size of the area to be transferred to private property is approximately 1,610 square feet (0.04 acres).

As proposed, the private property would encompass the existing cobble retaining wall adjacent to the public beach access. The public beach access would remain on City property. The expanded lot area would provide the property owners with the land to construct and maintain the proposed landscape improvements while leaving the electrical and guy poles (at the intersection of Bay Street and 7th Street) on City property. All hardscape, with the exception of the driveway connecting to 7th Street will be located on private property. The property owners will continue to maintain the landscape to the edge of pavement, as has been done historically.

There is no proposal to alter the property line along 7th Street. The owners will be making improvements to the existing driveway between the lot line and the 7th Street roadway, but will be doing so with the permission of the City instead of a proposed change in the lot line.

The exact location of the amended lot line is an initial proposal. The City may wish to amend this proposed property line to better suit the needs of the City.

Benefits: We believe the proposed lot line relocation is an opportunity to improve the existing landscape conditions while maintaining public access to the beach. This proposal is the best interest of both the owners of 1 Bay Street and the City of Biddeford for the following reasons:

- The public access way to the beach will continue to be on public property and remain open. The conditions will be improved by the landscape improvements around the stacked cobble retaining wall and the regrading of the area near the beach access. We will work with the City to ensure all proposed improvements enhance the public access way.
- The proposed landscape improvements will strengthen the divide between private and public property and improve way-finding to the public beach. In the past, those looking for access to the beach have ended up on the lawn at 1 Bay Street, unsure of the correct beach access point. The addition of the retaining wall will serve as an improvement.
- The proposed improvements will reduce erosion and improve conditions in the southwest corner of the property near the beach access way. The conditions will be improved by the regrading and construction of a retaining wall, as well as the installation of plant species with root systems capable of reducing erosion.
- This property will continue to be maintained by the private property owners, taking the burden of maintenance away from the City.

- The construction and maintenance of the improved landscape will be professionally managed. The property owners have hired a licensed landscape architect and experienced landscape contractor to design and complete this work. A professional gardener familiar with the neighborhood will continue to maintain the property to ensure the quality of the landscape is maintained over time.



Existing conditions at public beach access. Stacked cobble retaining wall to be improved and area to be regraded to reduce soil erosion. Public beach access to be remain on City property.



Existing grade of property next to Bay Street roadway. Area to be regraded to be level with roadway surface and held back with retaining wall. This will assist in reducing erosion at beach access way.

NOTE: Photo taken May 2018 during house renovation. Lawn has been replanted since photo.

Thank you for your consideration of this proposal. If you would like to discuss the proposed relocation of the property line or have further questions beyond what is described above, please feel free to call or email at your convenience.

Sincerely,

Jessica Kimball
Maine Registered Landscape Architect
Terrence J. DeWan & Associates
207.846.0757
kimball@tjda.net

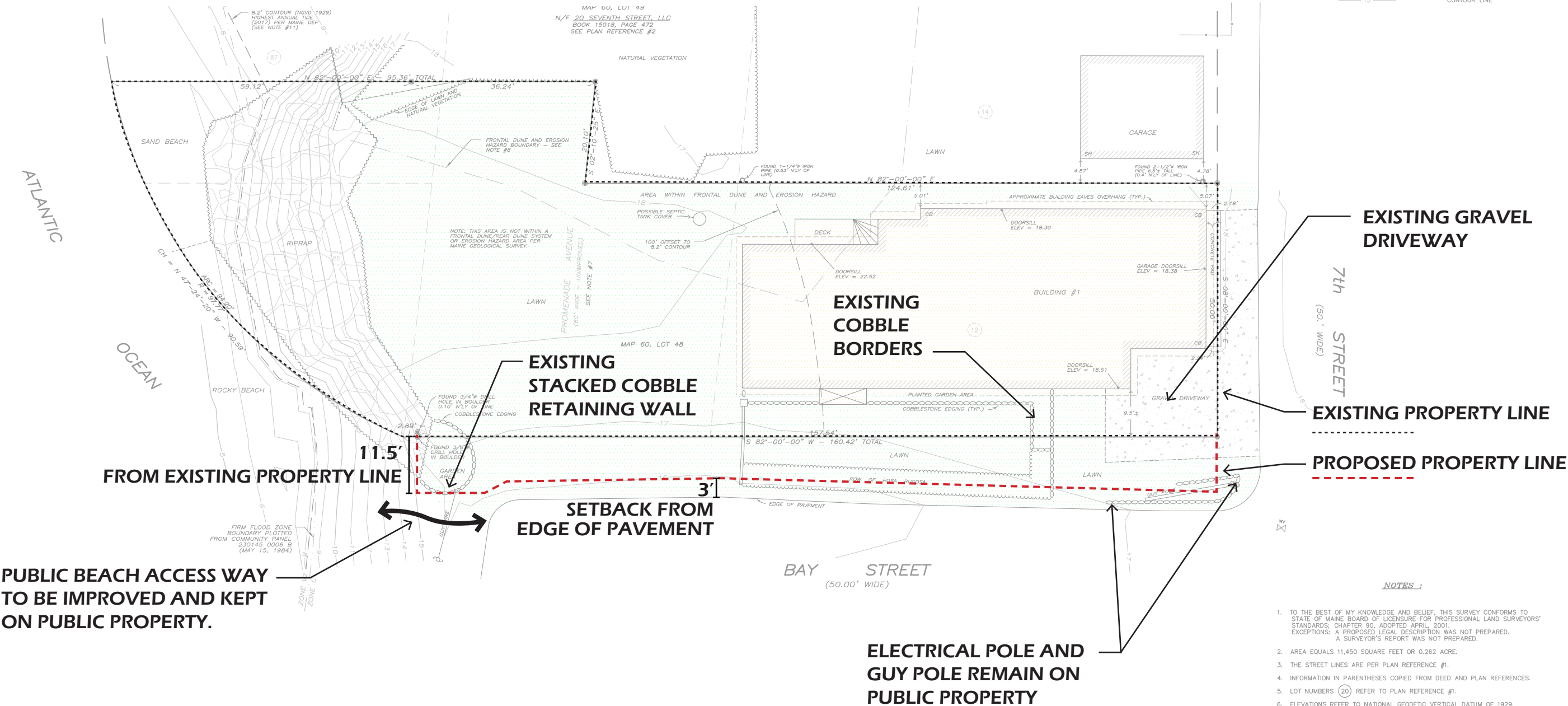
1 BAY STREET SURVEY

WITH EXISTING CONDITIONS AND PROPERTY LINE RELOCATION

August 2, 2018

Drawing by Jessica Kimball

Terrence J. DeWan & Associates



LEGEND :

●	SET IRON ROD WITH CAP
⊕	HYDRANT
⊙	UTILITY POLE
⊗	FOUND IRON ROD WITH CAP #1201 (UNLESS OTHERWISE NOTED)
φ	DIAMETER
N/F	NOW OR FORMERLY
CB	CORNERBOARD
SH	BOTTOM OF SHINGLE
—OU—	OVERHEAD UTILITY LINES
⊖	COBBLESTONE EDGING
—15—	CONTOUR LINE

EXISTING GRAVEL DRIVEWAY

EXISTING COBBLE BORDERS

EXISTING STACKED COBBLE RETAINING WALL

FROM EXISTING PROPERTY LINE

SETBACK FROM EDGE OF PAVEMENT

EXISTING PROPERTY LINE

PROPOSED PROPERTY LINE

ELECTRICAL POLE AND GUY POLE REMAIN ON PUBLIC PROPERTY

NOTES :

- TO THE BEST OF MY KNOWLEDGE AND BELIEF, THIS SURVEY CONFORMS TO STATE OF MAINE BOARD OF LICENSURE FOR PROFESSIONAL LAND SURVEYORS' STANDARDS; CHAPTER 90, ADOPTED APRIL, 2001. EXCEPTIONS: A PROPOSED LEGAL DESCRIPTION WAS NOT PREPARED. A SURVEYOR'S REPORT WAS NOT PREPARED.
- AREA EQUALS 11,450 SQUARE FEET OR 0.262 ACRE.
- THE STREET LINES ARE PER PLAN REFERENCE #1.
- INFORMATION IN PARENTHESES COPIED FROM DEED AND PLAN REFERENCES.
- LOT NUMBERS (20) REFER TO PLAN REFERENCE #1.
- ELEVATIONS REFER TO NATIONAL GEODETIC VERTICAL DATUM OF 1929.
- THE LOCUS WAS CONVEYED "SUBJECT TO WHATEVER RIGHTS MAY EXIST IN OTHER LOT OWNERS ON SAID SOUTH POINT PLAN TO USE THE "PROMENADE".
- THE FRONTAL DUNE - BACK DUNE BOUNDARY AND EROSION HAZARD AREA WERE PLOTTED FROM "COASTAL SAND DUNE GEOLOGY", DATED 2011, PUBLISHED BY THE MAINE GEOLOGICAL SURVEY.
- ACCORDING TO THE CITY OF BIDDEFORD ZONING MAP, THE SUBJECT PARCEL IS LOCATED WITHIN THE COASTAL RESIDENTIAL (CR) ZONE AND IS ALSO LOCATED ENTIRELY WITHIN THE LIMITED RESIDENTIAL (LR) OVERLAY DISTRICT.
- REFERENCE IS MADE TO CERTIFICATE OF VARIANCE APPROVAL RECORDED AT THE YORK COUNTY REGISTRY OF DEEDS IN BOOK 8337, PAGE 340.
- THE 8.2' CONTOUR (NGVD 1929) IS APPROXIMATELY EQUAL TO THE 7.5' CONTOUR (NAVD 1988).

LOT AREA COVERAGE NOTES :

- TOTAL AREA OF PARCEL EQUALS 11,450 SQUARE FEET.
- AREA OF PARCEL TO THE 8.2' CONTOUR EQUALS 10,617± SQUARE FEET.
- AREA OF PARCEL LOCATED WITHIN A FRONTAL/BACK DUNE FROM THE 8.2' CONTOUR EQUALS 2,053± SQUARE FEET.
- THE SUBJECT PARCEL IS LOCATED ENTIRELY WITHIN A LIMITED RESIDENTIAL (LR) OVERLAY DISTRICT.

NON-VEGETATED AND DEVELOPED AREAS (IN SQUARE FEET AND PERCENTAGE OF PARCEL AREA):

	WITHIN FRONTAL/BACK DUNE	WITHIN PARCEL TO 8.2' CONTOUR
BUILDING, STEPS, LANDINGS AND EAVES OVERHANG	253± S.F. (12.3%)	3,337± S.F. (31.4%)
GRAVEL DRIVEWAY	N/A	304± S.F. (2.9%)
RIPRAP, SAND AND ROCKY BEACH	249± S.F. (12.1%)	1,460± S.F. (13.7%)
CONCRETE PAD	N/A	18± S.F. (0.2%)
LAWN/GARDEN	1,471± S.F. (71.7%)	N/A
TOTAL	1,973± S.F. (96.1%)	5,119± S.F. (48.2%)

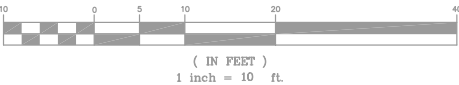
PLAN REFERENCES :

- "PLAN OF SOUTH POINT COTTAGE LOTS", DATED JANUARY, 1882, BY W. S. DENNETT, RECORDED AT YORK COUNTY REGISTRY OF DEEDS IN PLAN BOOK 3, PAGE 2.
- "PLAN SHOWING A BOUNDARY SURVEY AND TOPOGRAPHIC SURVEY MADE FOR CHARLES A. CAMAJIER", DATED NOVEMBER 14, 2006, BY DOW & COULOMBE, INC.

LOCUS DEED REFERENCE :

ARTHUR EASTWOOD, JR. AND PAULA J. EASTWOOD
TO
HANS ASOERA AND ANNE K. ASOERA
JUNE 6, 2014 BOOK 16832, PAGE 813

GRAPHIC SCALE



No.	Revision	Date
1.	REVISED CONTOUR AND LOT OFFSET, REVEAL LOT AREA COVERAGE NOTES.	07-12-2017



PLAN SHOWING A BOUNDARY SURVEY AND TOPOGRAPHIC SURVEY MADE FOR
HANS ASOERA AND ANNE K. ASOERA
(MAILING ADDRESS : 8 GILES DRIVE, ESSEX JUNCTION, VT 05452)
PARCEL LOCATED AT 1 BAY STREET, BIDDEFORD MAINE
BIDDEFORD

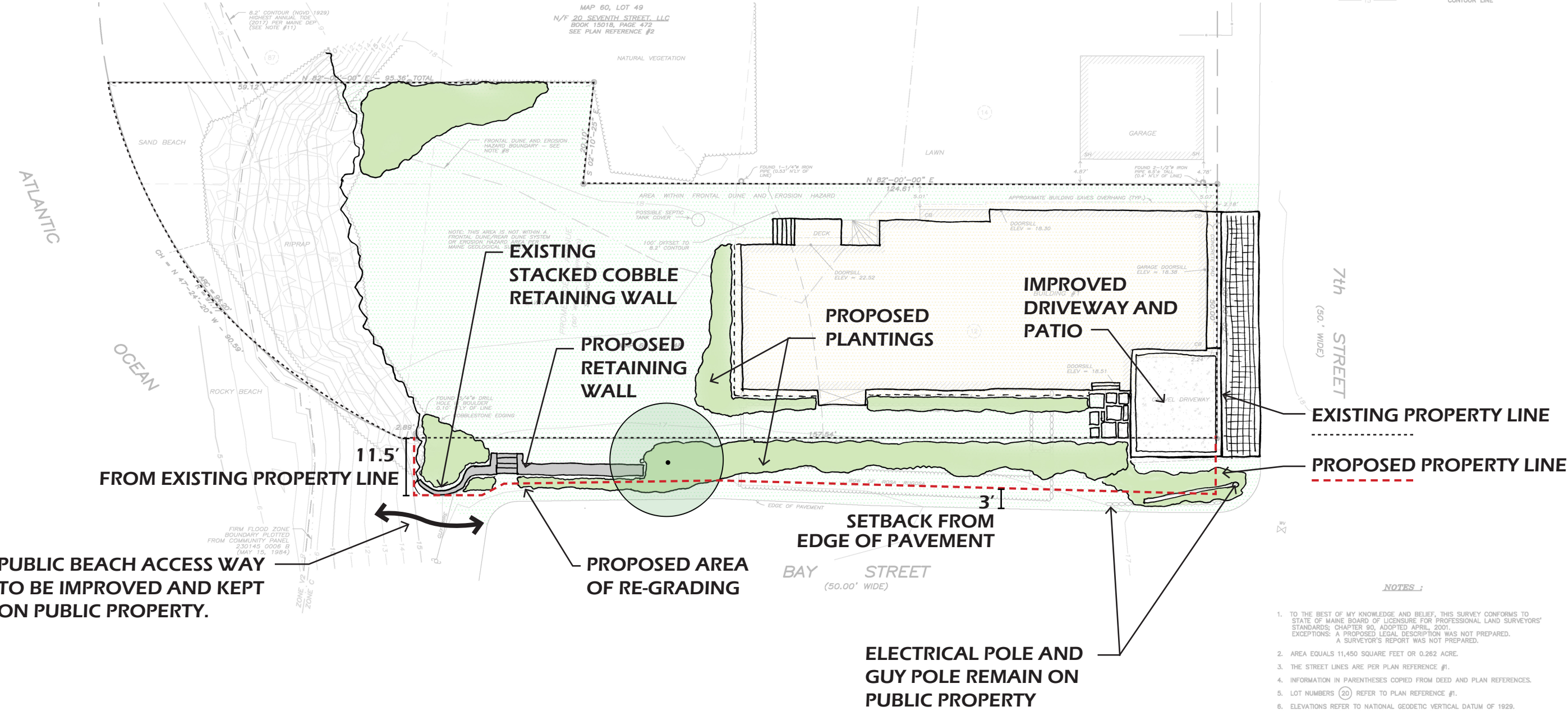
Dow & Coulombe, Inc.
Land Surveyors & Land Planners Since 1864
13 Park Street, Saco, Maine 04072
Telephone: (207)284-4521 * Fax: (207)284-4522
info@dowcoulombe.com * www.dowcoulombe.com

Date:	JANUARY 26, 2016
H. Scale:	Drawn by:
1" = 10'	MJC
Chk'd by:	Appv'd by:
PDD	MJC
SHEET 1 OF 1	

ZONE-18
DWGS2016/ASOERA18r1

1 BAY STREET PREIMINARY LANDSCAPE SKETCH PLAN WITH PROPOSED IMPROVEMENTS AND PROPERTY LINE RELOCATION

August 2, 2018
Drawing by Jessica Kimball
Terrence J. DeWan & Associates



LOT AREA COVERAGE NOTES :

- TOTAL AREA OF PARCEL EQUALS 11,450 SQUARE FEET.
- AREA OF PARCEL TO THE 8.2' CONTOUR EQUALS 10,617± SQUARE FEET.
- AREA OF PARCEL LOCATED WITHIN A FRONTAL/BACK DUNE FROM THE 8.2' CONTOUR EQUALS 2,053± SQUARE FEET.
- THE SUBJECT PARCEL IS LOCATED ENTIRELY WITHIN A LIMITED RESIDENTIAL (LR) OVERLAY DISTRICT.

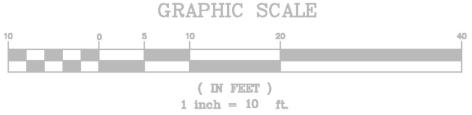
NON-VEGETATED AND DEVELOPED AREAS (IN SQUARE FEET AND PERCENTAGE OF PARCEL AREA):

	WITHIN FRONTAL/BACK DUNE	WITHIN PARCEL TO 8.2' CONTOUR
BUILDING, STEPS, LANDINGS AND EAVES OVERHANG	253± S.F. (12.3%)	3,337± S.F. (31.4%)
GRAVEL DRIVEWAY	N/A	304± S.F. (2.9%)
RIPRAP, SAND AND ROCKY BEACH	249± S.F. (12.1%)	1,460± S.F. (13.7%)
CONCRETE PAD	N/A	18± S.F. (0.2%)
LAWN/GARDEN	1,471± S.F. (71.7%)	N/A
TOTAL	1,973± S.F. (98.1%)	5,119± S.F. (48.2%)

- PLAN REFERENCES :**
- "PLAN OF SOUTH POINT COTTAGE LOTS", DATED JANUARY, 1882, BY W. S. DENNETT, RECORDED AT YORK COUNTY REGISTRY OF DEEDS IN PLAN BOOK 3, PAGE 2.
 - "PLAN SHOWING A BOUNDARY SURVEY AND TOPOGRAPHIC SURVEY MADE FOR CHARLES A. CAMAJER", DATED NOVEMBER 14, 2006, BY DOW & COULOMBE, INC.

LOCUS DEED REFERENCE :

ARTHUR EASTWOOD, JR. AND PAULA J. EASTWOOD
TO
HANS ASOERA AND ANNE K. ASOERA
JUNE 6, 2014 BOOK 16832, PAGE 813



No.	Revision	Date
1.		07-12-2017

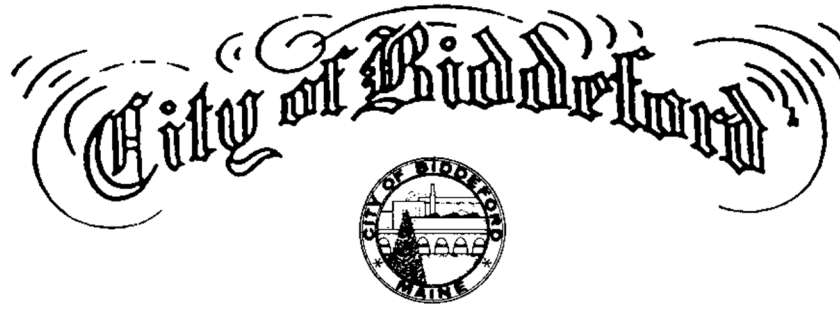


PLAN SHOWING A BOUNDARY SURVEY AND TOPOGRAPHIC SURVEY MADE FOR
HANS ASOERA AND ANNE K. ASOERA
(MAILING ADDRESS : 8 GILES DRIVE, ESSEX JUNCTION, VT 05452)
PARCEL LOCATED AT 1 BAY STREET, BIDDEFORD MAINE

Dow & Coulombe, Inc.
Land Surveyors & Land Planners Since 1864

13 Park Street, Saco, Maine 04072
Telephone: (207)284-4521 • Fax: (207)284-4522
info@dowcoulombe.com • www.dowcoulombe.com

Date:	JANUARY 26, 2016
H. Scale:	1" = 10'
Chk'd by:	MJC
PDD	MJC
SHEET 1 OF 1	
ZONE-18	DWGS2016/ASOERA18r1

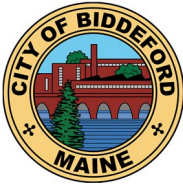


2018.118

IN BOARD OF CITY COUNCIL...OCTOBER 2, 2018,

BE IT ORDERED, that the City Manager is hereby authorized to purchase Scale Computing equipment and services through CDW-G in the amount of \$94,953.41.00 in accordance with the CDW-G quote dated September 13, 2018. The funding source shall be from the approved FY2019 CIP IT allocation.

NOTE: The Finance Committee will review this item for approval on October 2, 2018.



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: Honorable Mayor Casavant
Honorable John McCurry and Members of the Biddeford City Council

CC: James Bennett, City Manager
Cheryl Fournier, Finance Director
Jerry Gerlach, IT Director

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

DATE: September 28, 2018

RE: Approval/Hyperconverged Infrastructure Equipment/CDW-G, Scale Computing
FY2019 Capital Project List

As noted in August during the FY2019 CIP review process, an evaluation of the virtual operating environment, service life of critical network components, and a change in the needs of departments, the PD in particular, warranted a strategic evaluation of the IT CIP request to accommodate the changing work environment.

The Scale Computing approval request through CDW-G request reflects this strategic change. Jerry Gerlach will be presenting a technical overview of the evolution of the city's network environment, a general explanation of what a "hyperconverge" entails, and what the benefits are to the municipality.

However, by way of traditional background, the city obtained initial quotes from vendors offering various types of hyperconverged architecture. The vendors and quotes are listed below.

Dell EMC	\$175,308
Simplivity	\$175,000
Nutanix	\$159,270

By comparison, a quote on traditional architecture replacement by Systems Engineering totaled \$138,638.

In response to a formal Request for Bid, CDW-G responded with a quote of \$94,953.41 (see attachment), far less expensive than prior vendor quotes and less expensive than a traditional replacement but providing all of the benefits of a hyperconverged infrastructure specific to a municipality.

As we considered the available options going into this project, one of the underlying considerations was sustainability. If you look back at prior CIP requests you will see significant fluctuations in the department request from year to year. The fluctuations coincide with system updates that were driven by system hardware compatibility issues inherent in the traditional network architecture model, scheduled replacement of critical infrastructure to maintain a high level of system integrity and reliability, and planned obsolescence by manufacturers. Planned obsolescence in particular is outside the city's control and coupled with system integration requirements, forces IT departments to perform system upgrades and to rely on outside technical experts to ensure system compatibility and reliability.

A hyperconverged infrastructure streamlines system integration and network management and is doing to the network environment what Microsoft Office did to the office environment. IT administrators have much better control over systems, require far less outside technical expertise, and can schedule and perform upgrades with only cursory reliance on outside expertise. By utilizing hyperconverged architecture, we are able to improve the user experience, reduce energy consumption, manage and balance network resources on the fly, reduce reliance on outside expertise, reduce physical equipment, and do far more with the same level of personnel.

All bid terms, including prices, will remain in effect for ninety (90) days after the Bid Due Date.

QUOTE CONFIRMATION



DEAR JERRY GERLACH,

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
KCFV805	9/13/2018	KBBK546	6873937	\$94,953.41

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
Scale Computing 10GBase direct attach cable - 10 ft Mfg. Part#: BSFP3M-CABLE UNSPSC: 26121609 Contract: MARKET	9	4833129	\$160.00	\$1,440.00
Dell Networking X4012 - switch - 12 ports - managed - rack-mountable Mfg. Part#: B12-DL-10 UNSPSC: 43222612 Contract: MARKET	2	3818774	\$1,200.00	\$2,400.00
Scale HC1150Dz - NAS server - 25.92 TB Mfg. Part#: HZ25.92T2-128 UNSPSC: 43201835 Contract: MARKET	4	5107118	\$15,781.72	\$63,126.88
HC3 Cloud Unity - subscription license (1 year) - 8 TB capacity, 16 cores. Mfg. Part#: QDGUS-1-8T16C124 UNSPSC: 43233006 Contract: MARKET	1	5077459	\$11,500.00	\$11,500.00
HC3 Move Powered by Double-Take - license Mfg. Part#: ADTM UNSPSC: 43233415 Electronic distribution - NO MEDIA Contract: MARKET	6	3119058	\$0.01	\$0.06
Scale HC1100 32TB Raw 16TB Usable 256GB NAS Server Mfg. Part#: HM32-256 UNSPSC: 43201835 Contract: MARKET	1	5146788	\$14,000.00	\$14,000.00
ScaleCare Support Premium Installation Service - remote installation Mfg. Part#: QSPI Electronic distribution - NO MEDIA Contract: MARKET	1	4393268	\$1,168.00	\$1,168.00
Scale - SFP (mini-GBIC) transceiver module - GigE Mfg. Part#: TSR-SFP UNSPSC: 43201553 Contract: MARKET	8	4770239	\$60.00	\$480.00

PURCHASER BILLING INFO		SUBTOTAL	\$94,114.94
Billing Address: CITY OF BIDDEFORD ACCTS PAYABLE 205 MAIN ST BIDDEFORD, ME 04005 Phone: (207) 286-0594 Payment Terms: Net 30 Days-Govt State/Local		SHIPPING	\$838.47
		SALES TAX	\$0.00
		GRAND TOTAL	\$94,953.41
		Please remit payments to: CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515	
DELIVER TO			
Shipping Address: CITY OF BIDDEFORD JERRY GERLACH 205 MAIN STREET BIDDEFORD, ME 04005-0586 Phone: (207) 286-0594 Shipping Method: DROP SHIP-GROUND			

Need Assistance? CDW•G SALES CONTACT INFORMATION



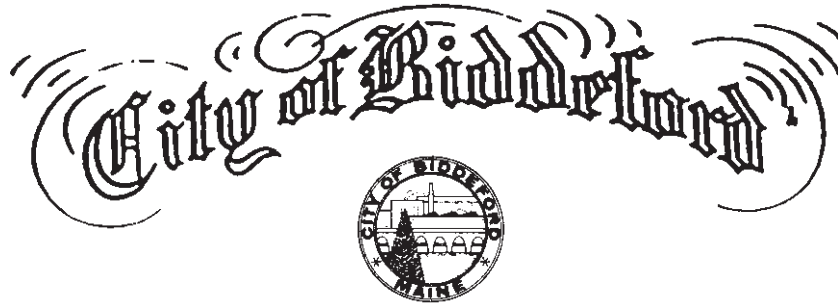
Kevin Cotto

800.808.4239

kevicot@cdwg.com

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdwg.com/content/terms-conditions/product-sales.aspx>
For more information, contact a CDW account manager

© 2018 CDW•G LLC, 200 N. Milwaukee Avenue, Vernon Hills, IL 60061 | 800.808.4239



2018.119 **IN BOARD OF CITY COUNCIL...OCTOBER 2, 2018**

WHEREAS, the Wastewater Management Commission identified inadequacies in the existing Sewer Abatement Policy as a result of water meter replacements; and

WHEREAS, the Wastewater Management Commission sought to correct these inadequacies by updating the Sewer Abatement Policy; and

WHEREAS, the Policy Committee has reviewed, amended, and accepted the 2018 Sewer Abatement Policy and recommended presenting the 2018 Sewer Abatement Policy to the Biddeford City Council; and

WHEREAS, the Biddeford City Council wished to support the various boards, committees, and commissions by, in part, providing appropriate guidance and decision-making policies:

NOW THEREFORE, BE IT ORDERED, that the City Council of City of Biddeford hereby adopts the 2018 Sewer Abatement Policy.

2018 Sewer Abatement Policy

The following Sewer Abatement Policy (Policy) shall define the procedures for consistent and timely Petition for Abatement (PFA) processing. The Policy establishes responsibilities for the applicant, finance director or the finance director designee, the Wastewater Management Commission (Commission) and the Finance Committee.

Background

Maine Water, previously Biddeford & Saco Water Company (Company), installs and maintains water meters at business and residential facilities receiving water from the Company. In areas serviced by city sewer, the Company provides periodic flow data to the City for each account. The water bill data (input) is assumed to equal the sewer discharge (output) from each associated account. Thus for these accounts, sewer billing is based on data provided by the Company.

Sewer users obtaining water from a source other than the Company must install and maintain a meter to measure the sewer discharge. All such meters must be inspected and approved by the City and must be available for inspections during the year. For these accounts the user must report the meter reading.

By ordinance, residential users receive quarterly sewer bills based on actual water usage as determined by the Company's meter readings. Commercial and industrial users, who receive water bills from the Company on a monthly basis, also receive sewer user bills from the city on a monthly basis.

If a residential, commercial, industrial, or institutional user has a consumptive use of water, or, in some other manner, uses water which is not discharged into the collection system, the user charge for that contributor may be based on readings of wastewater meter(s) or a separate water meter(s) (sub-meter), which must be purchased through the City to ensure conformity and calibration, and installed and maintained at the user's expense.

PFA requests may be submitted for any number of reasons. One such reason involves reconciliation of estimated accounts. Occasionally the Company is not able to perform an actual meter reading or a user fails to report or reports incorrect data. When the Company is not able to read a meter, the Company estimates the water bill and subsequently the data the City receives for sewer billing is also estimated. The Company, by practice reports that a card is left on the premises indicating the inability to read the meter and notifying the resident that the bill will be estimated unless the actual meter reading is "called in". The Company replaces water meters periodically either due to a specific concern or as part of a larger upgrade project. In most instances, users receiving sewer bills based on actual readings do not see any impact to the sewer bill. For users receiving sewer bills based on estimated readings, depending on the length of time between initial account estimation and verification of an actual meter reading, the catch-up billing may be significant albeit representative of actual use.

Given that the City is impacted by and must evaluate and address sewer billing questions and PFAs based on estimated water readings and reporting by sewer users of which the City would have no prior responsibility as to the accuracy of the information, the City has modified its procedures to ensure sewer users are aware of the implications of estimated billings and to limit the City's exposure with regard to estimated accounts and PFA resolutions.

Notification Procedure for Estimated Accounts

The Finance Department shall compile and maintain a list of all sewer users whose bill is calculated based on estimated water meter readings. This initial list shall be based on data provided by the Company. Thereafter, the City will receive an updated list of estimated accounts monthly.

The City, through the Finance Department, will provide a one-time notice to each named account holder on the list informing the user of the updated city policy on abatement procedures. The notice shall be transmitted by certified mail and issued within 15 days of receipt of the list. The notice shall inform the user that the upcoming bill will be estimated unless the user provides a meter reading or schedules an actual meter reading within 30 days of their receiving the notice otherwise the bills (water and sewer) will be based on estimated usage. Finally, the notice will clearly state that failure to provide accurate data or arrange for a meter reading may result in reconciliation at a future date. The user is responsible for payment of the reconciled amount.

PFA Submittal and Recordkeeping

PFAs shall be submitted in writing to the finance director using only a city-provided form. The finance director shall establish a recording system that at a minimum includes date of receipt, the PFA contact information, the account address, the amount of the PFA request, the reason for the request, the date of the PFA review, the PFA review decision and rationale, the amount of the abatement if issued, and any appeal dates, decisions, and amounts (PFA Summary).

PFA Processing

Administrative Review

The finance director or the finance director designee shall administratively review each PFA to determine if the submittal is complete. The finance director or designee may request additional information. Once the PFA is administratively complete, it shall be accepted for technical review.

Technical Review

The finance director or designee shall perform a technical review of the PFA and provide an opinion of eligibility (eligible or not eligible for abatement) along with a recommendation as to the amount of an abatement if applicable. The eligibility opinion, abatement recommendation, and rationale shall be documented and become part of the PFA. The eligibility opinion and abatement recommendation shall be performed in accordance with the General PFA Review Criteria with such determination based on general fairness and the merits of the request. The finance director may request that engineering and or wastewater department staff review the information submitted and provide data on expected flows, verify calculations, and or provide technical guidance as to the reasonableness and accuracy of the information submitted in support of the PFA. Upon completion of technical review, the PFA shall be forwarded to the Commission.

General PFA Review Criteria

- PFA requests equal to the last quarter/monthly amount where no previous history exists shall be deemed ineligible for abatement. (Sec. 70-32(g)(2))
- PFA requests involving a disputed amount identified as a prohibited discharge (Sec. 70-86), associated with failure to comply with requirements specified in Sec. 70-90 *Protection from accidental discharge of prohibited material; notification requirements*, or listed as a *prohibited discharge* (Sec. 71-5) shall be deemed ineligible for abatement.
- A PFA shall be deemed ineligible for abatement when the finance director determines and the Commission confirms the abatement is based solely or in part on unauthorized use of the sewer system or misrepresentation by the user.
- A PFA shall be deemed ineligible for abatement when the finance director determines and the Commission confirms the abatement is based solely or in part upon the user failing to obtain the necessary municipal permits or authorizations for activity at the physical address associated with the account, including but not limited to failing to request and install a sub meter.
- A PFA shall be deemed ineligible if submitted more than three (3) billing cycles from the most recent sewer bill identifying a disputed amount as referenced by the PFA. For the purpose of clarification, a PFA may cover a period longer than three (3) billing cycles but a PFA must be submitted within three (3) billing cycles of becoming aware of the disputed amount.
- A PFA submitted on the sole basis of ability to pay (hardship request), shall be forwarded to General Assistance (GA) for review and consideration using the existing GA hardship evaluation process.
- In all cases where a PFA is deemed eligible and a credit is to be calculated based on estimated data, the maximum allowable credit shall be based on the estimated value but in no event shall be greater than the minimum applicable charge over the period in question.
- PFA requests where the disputed amount is solely the result of reconciling one or more estimated bills - by way of example but not limitation, reconciling due to the sale of a property, the replacement of a meter, or a meter upgrade – the PFA shall be deemed ineligible for any period after documented notification that the bill is being estimated.
- PFA requests where the disputed amount covers a period prior to documented notification that the bill is being estimated and is solely the result of reconciling one or more estimated bills - by way of example but not limitation, reconciling due to the sale of a property, the replacement of a meter, or a meter upgrade – the PFA shall be evaluated and if deemed eligible, processed in accordance with the following:

For small single-family residential units, defined as up to three units (on one account) one of which must be owner occupied, the user shall be responsible for the applicable sewer fee for a period no greater than the last 36 months.

For all other accounts, the user shall be responsible for the applicable sewer fee for a period no greater than the last 10 years.

- For a PFA request where the disputed amount is confirmed to not have entered the sewer system, based on evidence such as receipts, invoices, etc., or through a documented opinion from a qualified municipal employee, or for a one-time filling of a pool, the Commission may consider a full abatement of the disputed amount.
- For a PFA request where the disputed amount is confirmed to have entered the sewer system, based on evidence such as receipts, invoices, etc., or through a documented opinion of a qualified municipal employee, the Commission may consider a partial abatement of no more than 50% of the difference between the disputed amount and the average of the last three years of billing history multiplied by the identified PFA period. In the event the previous billing consumption values rely on estimates or suspect values, the finance director or the finance director designee shall document and use representative consumption values in calculations.
- For a PFA request, determined to be the result of an administrative billing error, the finance director or designee shall verify the disputed amount and upon verification deem the PFA eligible, the Commission may consider full abatement of the disputed amount.
- For all other PFA requests, the finance director or designee shall evaluate the PFA on a case-by-case basis in accordance with this policy and past practice and submit a recommendation to the Commission based on general fairness and the merits of the request. In the event the PFA is unique and no applicable past practice exists, the finance director shall document the final determination to serve as future evidence of past practice.

Once the technical review is complete, the finance director shall submit all PFAs to the Commission for review and consideration at the next regular Commission meeting. For the purpose of clarification, a PFA with a completion of technical review date after the agenda preparation date, which is typically one (1) week prior to a scheduled meeting, shall be considered by the Commission no later than the second regular Commission meeting following technical review.

Commission Review

The Commission shall review each PFA and render a determination after consideration of the weight of the evidence provided, the testimony offered, and general fairness of the determination based on the merits of the request. The determination shall be consistent with the intent and guidance provide in this policy.

All Commission PFA decisions shall include a formal determination consisting of either a tabling, an approval, or a denial.

- Tabled PFAs shall not remain tabled for more than the lesser of 90 days or such time needed for the Commission to receive requested information.
- Approvals and denials shall be documented with such documentation consisting of the determination (approval or denial), the specific amount of any abatement issued, and the rationale supporting the determination.
- All Commission decisions shall become part of the PFA (PFA record).

Appeals

A decision by the Commission may be appealed to the Finance Committee.

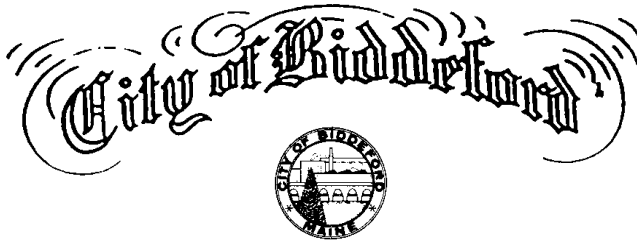
All PFA appeals must be submitted to the finance director in writing and clearly identify the basis for the appeal. The finance director shall attach the PFA record to the appeal. The PFA record and the PFA summary shall be submitted to the Finance Committee. The finance director shall notify the person submitting the appeal of the date, time, and location of the appeal meeting.

The appeal shall be heard at the next regular meeting of the Finance Committee. In the event the request for PFA appeal is received after the agenda preparation date, the appeal will be heard at the Finance Committee's second regularly scheduled meeting after receipt of the request for appeal.

The Finance Committee shall approve the Commission's decision(s) unless it finds that the decision is illegal, arbitrary, capricious, or unsupported by substantial evidence. The Finance Committee shall order the claim dismissed or paid in accordance with this decision, which shall be final.

PFA Limitations

- In no event shall the period of time associate with a PFA exceed ten (10) years prior to the date of PFA submittal.
- In no event shall a credit associated with a PFA result in payment of less than the greater of the sum of the undisputed amount paid over the period identified in the PFA or the sum of applicable minimum charge(s) for the period identified in the PFA, administrative billing errors notwithstanding.



2018.120

IN BOARD OF CITY COUNCIL...OCTOBER 2, 2018

BE IT ORDAINED, by the City Council of the City of Biddeford that the Code of Ordinances, Appendix A – Rules of the City Council, is amended by adding or ~~deleting~~ to read as follows:

Sec. A-5 Rule 5: Committees.

- a. The following shall be the standing committees of the City Council: Personnel; Capital Projects/Operations; Policy; Finance; Public Safety; and Downtown Committee.
[Amended 8-19-2014 by Ord. No. 2014.79]
- b. (Reserved)^[1]
[1] *Editor's Note: Former Subsection b, which provided for the establishment of the Finance Committee was repealed 2-4-2014 by Ord. No. 2014.10. For current provisions, see now Subsection a. Prior provisions setting forth the composition for the Coordinating Committee, were repealed 11-4-2010 by Ord. No. 2010.118.*
- c. The Capital Projects/Operations and Policy Committees shall consist of a chairperson, two Council members and two citizens. The two citizen members shall be appointed by the Mayor and confirmed by the Council. No citizen member may be a chairperson.
[Amended 2-4-2014 by Ord. No. 2014.10]
- d. The Personnel Committee shall consist of a chairperson who shall be a City Councilor and three Council members. There shall be no citizen members on the personnel committee.
- ~~d.~~e. The Downtown Committee shall consist of the mayor, four councilors, and a member of the Downtown Development Commission. The Downtown Development Commission member shall serve as a non-voting member except in the absence of a full time voting member. A chairperson shall be selected from the voting members.
- e.f. (Reserved)^[2]
[2] *Editor's Note: Former Subsection e, regarding the membership of the Public Safety Committee, was repealed 3-21-2017 by Ord. No. 2017.27.*
- ~~f.g.~~ The Council committees are subagents of the full Council which is the sole governing body of the City of Biddeford. The committees are delegated various functions by the full Council and are to provide recommendations upon which the full Council will act except where otherwise specified. The committees will examine the appropriate subject matter before them, collect the facts pertaining thereto and make a report which will recommend what action, if any, should be taken by the full Council. Additionally, each committee may take whatever action specifically authorized by the Charter, ordinance, or state law.

g-h. In general, the committees shall have the following subject matter before them:

- (1) ¹³Finance Committee. The duties of the Finance Committee are set forth in the City Charter.
[3] *Editor's Note: Former Subsection f(1), Coordinating Committee, was repealed 11-4-2010 by Ord. No. 2010.118.*
- (2) Personnel Committee. The Personnel Committee will investigate matters pertaining to employment matters with the City of Biddeford. It shall review the salaries of department heads and the City Manager. In the event of a termination hearing, for cause, it shall serve as a fair hearing authority before whom an impartial hearing shall take place involving the subject municipal employee.
[Amended 2-4-2014 by Ord. No. 2014.10; 1-5-2016 by Ord. No. 2016.2]
- (3) Capital Projects/Operations Committee. The Capital Projects/Operations Committee shall establish a five-year plan for implementation of major capital improvements in the City. It shall review matters involving the Public Works Director, Public Works Department and public property issues. This committee shall review the City's claims issues, insurance issues, making appropriate recommendations to the full Council when necessary. It shall coordinate with the Capital Projects Committee when necessary if issues involve the use of capital improvements within the City.
[Amended 1-5-2016 by Ord. No. 2016.2]
- (4) Policy Committee. The Policy Committee shall be responsible for establishing and recommending ordinance language, Code revisions, (except for Chapter 42, Motor Vehicles and Traffic, and all other matters and ordinances that relate to Public Safety) and City policy to the full Council. The Policy Committee shall coordinate with the City Planner and the Code Enforcement Officer regarding the amendment, establishment and/or update of the City's land use ordinances.¹⁴
[Amended 8-19-2014 by Ord. No. 2014.79]

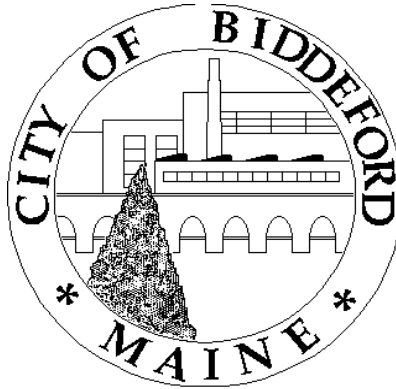
[4] *Editor's Note: Former Subsection g(5), Public Safety Committee, which immediately followed, was repealed 3-21-2017 by Ord. No. 2017.27.*

- (5) Downtown Committee. The Downtown Committee shall be responsible for reviewing matters affecting the City of Biddeford's downtown, including but not limited to, downtown improvement initiatives, collaborating with external agencies and businesses on downtown improvement projects, all minor garage design feature decisions, and is delegated as the Parking Authority with powers limited to those defined in Sec 42-8.

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Font: Bold, Not Italic, Underline

h-i. Each committee meeting is a public proceeding as defined in 1 M.R.S.A. § 402(2). Each committee may hold executive sessions pursuant to the conditions and limitations expressed in 1 M.R.S.A. § 405. Should a committee vote, in public, to proceed into executive session, only those members of the committee shall be present in the executive session.



October 2018

Dept. of Public Safety, Gaming & Weapons Section
164 State House Station
Augusta, ME 04333-0164

To Whom It May Concern:

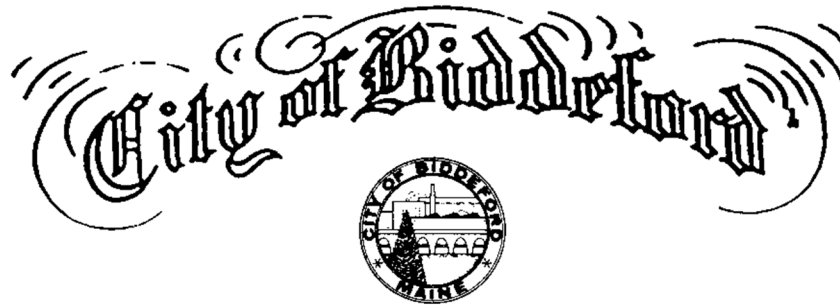
The Municipal Officers of the City of Biddeford, at their Council meeting of October 2, 2018, granted a "blanket letter of approval" for any and all renewals of Beano/Bingo applications and Game of Chance applications for all applicable organizations in Biddeford. This "blanket letter of approval" will cover the calendar year of 2019.

*Municipal Officers
City of Biddeford*

_____	_____
_____	_____
_____	_____
_____	_____

ATTEST BY: _____

CARMEN J. MORRIS, CITY CLERK

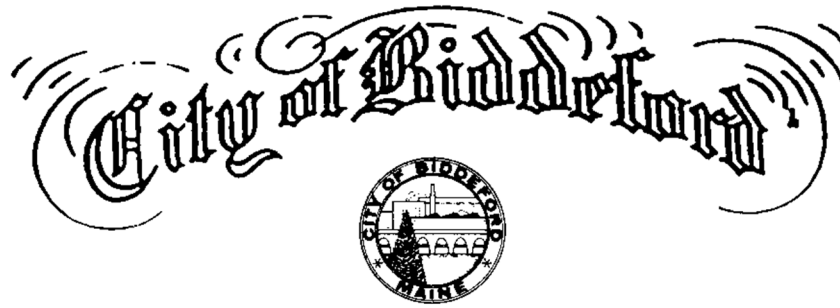


2018.121

IN BOARD OF CITY COUNCIL..OCTOBER 2, 2018

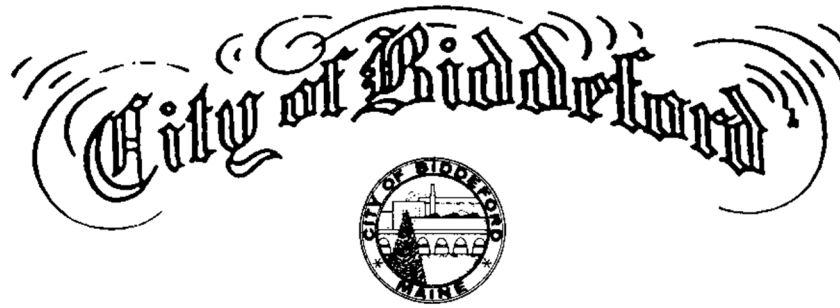
BE IT ORDERED, that the City Council of the City of Biddeford does hereby approve a “blanket letter of approval” for the renewals of State Beano/Bingo applications and State Game of Chance applications for all applicable local organizations, to cover the calendar year of 2019.

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...OCTOBER 1, 2018
ORDERED, that I, Alan M. Casavant, Mayor of the City of Biddeford, do hereby
appoint the following to the **Downtown Committee**:

Councilor Norman Belanger
Councilor Marc Lessard
Councilor John McCurry, Jr.
Councilor Michael Ready



2018.122

IN BOARD OF CITY COUNCIL..OCTOBER 2, 2018

BE IT ORDERED, that the City Council of the City of Biddeford does hereby authorize the City Manager to execute the proposed Public Works Department Non-Supervisory Union Contract substantially in the form presented to the City.