City of Biddeford
Policy Committee
September 19, 2022 5:30 PM Council Chambers and via Zoom
Please click this URL to join.
https://biddeford.zoom.us/j/94656003936?pwd=SXZKQm9zQk0xcThudDhoL21aYVF3Zz09

Passcode: 361095
Webinar ID: 946 5600 3936

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Status: 5:30 p.m. in Council Chambers and via Zoom
Zoom Meeting Link:

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1. **Roll Call**
2. **Pledge of Allegiance**
3. **Adjustments to the Agenda**
4. **Acceptance of Minutes**
   4.1. July 11, 2022 Policy Committee Meeting Minutes

7-11-2022 Policy Committee Meeting.docx

5. Discussion/Review

5.1. Discussion/Amendment to Code of Ordinances, Appendix A - Rules of the City Council
09-19-2022 Amendment-Code of Ordinances, Appendix A - Rules of the City Council - MEMO
09-19-2022 Amendment-Code of Ordinances, Appendix A - Rules of the City Council - DRAFT ORDER

5.2. Ch. 58, Solid Waste, Sec. 58-7. Regulated Activities and Administration/Add language for Noncompliance with Recycling Rules
Solid Waste Containers - Ch 58.pdf
9-19-2022 Solid Waste Containers-Ch. 58-MEMO.pdf
9-19-2022 Casella City of Biddeford Recycling Audits.pdf

5.3. Ch. 42, Motor Vehicles & Traffic, Sec. 42-90 - No Parking/Add on St. Joseph Street
St. Joseph Street No Parking.doc
9-19-2022 No Parking-St Joseph St-MEMO.docx

5.4. Allocation of ARPA Funds

6. Adjourn

Policy Committee Meeting Minutes
July 11, 2022

Committee Chair Norman Belanger called the meeting to order at 5:03 p.m.

Roll Call: Councilors Norman Belanger, and Liam LaFountain;
Committee Members Jake Pierson and Renee O'Neil

Councilor Amy Clearwater was excused.

Staff Members Present: Police Chief Roger Beaupre, Chief Operating Officer Brian Phinney

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

There were no adjustments to the agenda.

Acceptance of Minutes: **March 14, 2022**
Motion by Councilor LaFountain, seconded by Committee Member O'Neil to accept the minutes as printed.
Vote: Unanimous.

Public Input Session: **May Street Traffic Calming**
The public hearing opened at 5:05 PM
Several members of the public spoke at the podium and four members of the public spoke via Zoom. The City also received online comments. The online comments are part of the public record. The general sentiment is that the public is in support of changes to improve safety.
Committee Chair Belanger requested that staff prepare a report summarizing the various recommendations and suggestions, evaluate time-to-implement issues, evaluate operational implications, evaluate cost implications, and report back to the Committee. The Committee will review the staff report at the next available meeting.
Committee Chair Belanger closed the session at 5:45 PM

Discussion/Approval: 5.1. **Ch. 42, Motor Vehicles & Traffic/Sec. 42-87-Yield Signs/Delete on Alfred Street at Main Street; and Sec. 42-89-Stop Intersections/Add on Alfred Street at Main Street.**
The recommendation is to install a stop sign at the intersection of Alfred and Main to replace the existing yield sign on Alfred Street.

Motion by Committee Member Pierson, seconded by Committee Member O'Neil to accept the recommendation for discussion.

Police Chief Beaupre provided a brief summary of traffic accidents at the intersection and their causes. Chief Beaupre is not in support of replacing yield sign with a stop sign indicating that the data does not support the change and that he has concerns a stop sign could create traffic backups.

Vote on motion: Zero for the motion, Unanimous against the motion.

Discussion/Approval: **Ch. 42, Motor Vehicles & Traffic/Sec. 42-62 Identification and use of municipal parking lots/Update City Hall Parking Lot Hours**
The recommendation is to change the referenced ordinance to align the time-limited parking with the newly adopted hours for City Hall.

Motion by Councilor LaFountain, seconded by Committee Member O'Neil to accept the recommendation.

Vote: Unanimous.

Discussion: **Review of ARPA Applications**
The Committee reviewed the application summary and discussed next steps. The Committee reached consensus on next steps – those being – Chairman Belanger will prepare a ranking outline for the committee members. The committee members will rank the applications and return their ranking to Chairman Belanger. He will the compile the results in preparation for a more detailed discussion at the next scheduled meeting. Additional interviews/input from applicants may be needed based on the results of the ranking and the preference of the Commitee.

Motion: None

Vote: None (consensus).

Motion by Committee Member O'Neil, seconded by Councilor LaFountain to adjourn.
Vote: Unanimous.
Time: 6:16 PM

Policy Committee

Meeting Date: September 19, 2022
Meeting Time: 5:30 p.m.

Agenda Item No: 5.1
Item Description: Discussion/Amendment to Code of Ordinances, Appendix A – Rules of the City Council

Submitted by: Brian S. Phinney, COO

Supporting Information/Documentation:

N/A

Key Terms:

N/A

Executive Summary:

Proposal to amend the Rules of the City Council to require two readings for any order authorizing the selling, purchasing, or swapping of property.

Detailed Review:

At the request of Councilor LaFountain, the attached draft order is presented for consideration to amend the Rules of the City Council to require two readings for any order authorizing the selling, purchasing, or swapping of property.

The current Rules of the City Council limit more than one reading to all orders and resolutions imposing a penalty or authorizing the expenditure of money as well as any new ordinance or an amendment to an ordinance. Such readings shall be on different days unless allowed by a 2/3 vote of the members present for voting in accordance the Article III, Sec. 8 of the City Charter.

Funding Source:

N/A

Staff Recommendation:

Consideration of the proposed amendment is a policy decision therefor staff is neutral on the matter.

City of Biddeford

DRAFT for Policy Committee Review

2022.xx IN BOARD OF CITY COUNCIL…[Month] [day], [Year]

BE IT ORDERED, that the City Council of the City of Biddeford does hereby amend the Code of Ordinances, Appendix A – Rules of the Council, Sec. A-4, by adding or ~~deleting~~ to read as follows:

Sec. A-4. Rule 4: Ordinances; resolutions; orders. [Ord. of 4-4-1995]

a. All orders and resolutions imposing a penalty or authorizing the expenditure of money shall have more than one reading before they shall be finally passed by the Council.

b. No ordinance, order or resolution imposing a penalty or authorizing the expenditure of money shall have more than one reading on the same day, except as allowed under Article III, Section 8, of the Charter of the City of Biddeford.

c. Every new ordinance or amendment to an ordinance and any order authorizing the selling, purchasing or swapping of property shall be read and voted on two separate days in accordance with Article III, Section 8, of the Charter of the City of Biddeford. Article III, Section 8, shall govern the passage of ordinances.

Regards,

Sec. 58-7. Regulated activities and administration.

The accumulation, collection, transportation and disposal of solid waste, both acceptable and unacceptable, generated within the City of Biddeford shall be regulated in the following manner:

(1) Such City collection will be limited to properties whose primary use is residential in nature.

(2) The operating hours and general administration of the City transfer station shall be set by the City Council, except for holidays or emergencies where the Director of Public Works would have the authority to set emergency hours.

(3) When a holiday falls upon the day of collection, or severe weather necessitates cancellation of collection services, recycling services for the residents on that day's route will be collected on the following Saturday. Collection of waste shall be on the next day following the cancellation.

(4) In the event of two or more collection service cancellations in one week, the Public Works Director shall publish an emergency collection schedule, which may include, but may not be limited to, no collection for one or more routes with collection occurring on the next week's regular schedule. The requirement that all acceptable municipal solid waste fit in the designated municipal solid waste container shall be waived during emergency collection events.

(5) All grandfathered facilities shall submit a written performance- based recycling plan to the Director of Public Works as identified by the following schedule: **[Added 3-5-2019 by Ord. No. 2019.11]**

(1) Grandfathered facilities shall submit a written performance-based recycling plan within 30 days of the effective date of this subsection.

(2) A written performance-based recycling plan shall be submitted to the Code Enforcement Office. The method of delivery may include plans submitted via email, fax, regular mail or hand delivery.

(3) The Code Enforcement Office shall identify any deficiencies, in writing, along with a due date for a response/corrective action and may request a plan modification upon failure to provide a performance-based demonstration of compliance.

(6) Residential, 3/5 unit facilities. Contamination of Recyclables

Residential property owners are issued a Recycling Container (Blue Tote), and are responsible for compliance with the rules and restrictions for its use. Violations are subject to the provisions of Section 58-9.

(7) If there is a loss of recycling service and privileges, as a result of non-compliance with the Recycling Rules.

The owner of any property participating in the recycling program will be required to lease a larger garbage bin:

One (1) Garbage container aka "green 65-gallon tote" for at a yearly fee of $122.00 for the first year (price per year will vary by tipping fee cost). City staff will replace the existing 35-gallon Green Tote with a registered 65-gallon Green Tote, for use at the user's address. This fee will offset for the extra tipping fee for the larger garbage can due to the loss of the recycling bin privileges due to non-compliance.

If the offenders lease is voided the new lease holder will be giving the recycling can back and a 35-gallon garbage can will replace the 65-gallon trash can. Education information will be giving to the new tenant.

:1

Policy Committee

Meeting Date: September 19, 2022
Meeting Time: 5:30 PM

Agenda Item No: [match agenda item #]
Item Description: Loss of Recycling Service

Submitted by: Jeff Demers, Director of Public Works/Waste Water; Recycling and Waste Management Commission

Supporting Information/Documentation:

9/2/2022 Draft New Ordinance 58-7 #7
Casella, City of Biddeford Recycling Audits

Executive Summary:

The Biddeford Public Works Solid Waste staff along with the Recycling and Waste Management Commission and Casella Inc., have worked diligently over the last three years educating residents on how to recycle properly. Unfortunately, even with all our hard work we still have repeat offenders. We are now at the point where we need to start pulling recycling totes from repeat offenders and discontinue their recycling services.

On November 16, 2021, Public Works staff brought forward to City Council draft language explaining the steps that would be taken to handle repeat offenders. It was voted not to move forward with this new policy at that time. It was felt by the majority that staff did not have enough data to show which residents were the major offenders: residential units or tenement buildings. So, Biddeford Public Works Department along with the Recycling and Waste Management Commission and Casella Inc., went back to work.

Staff and the committee decided to schedule three separate audits. These audits separated the residential units and the tenement units. (Please see attached documents). The recycling team also put into effect an educational program called "Boots on the Ground". This educational process had each curbside tote inspected and tagged if the recyclables were contaminated. The tagged contaminated totes were not picked up until residents cleaned up the non-recyclable items that were in their recycling totes.

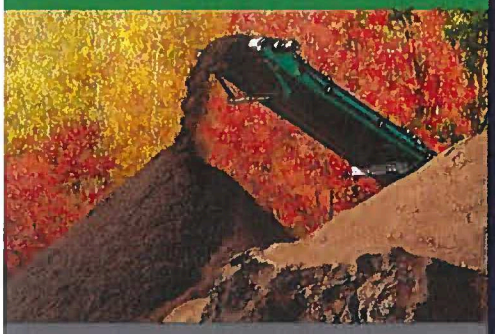
Public Works staff along with the Recycling and Waste Management Commission are requesting that the policy committee move forward to the City Council the drafted language in Sec. 58-7. Regulated activities and administration.

Funding Source:

N/A

Staff Recommendation:

Pulling the recycling cans of repeated offenders.



ESTABLISHED 1975

City of Biddeford

Recycling Audits

April 4, 2022 – April 8, 2022

RECYCLING • SOLUTIONS • ORGANICS • COLLECTION • ENERGY • LANDFILLS

City of Biddeford, ME
Automated Zero-sort Collection

Route Day Monday 4/4/2022 Auditors:
Audit Performed Monday- 8am 4/4/2022 Erin/ Tal/ Matt + Nick/ Jodi

Casella Hours: 7hrs

KEY

Sm. Clean IBC (108)	124	78
Lg Dirty IBC (167)	118	96
Blue & Green Carts (28)	in table	
Metal 2yd (572)	72	64
Metal 2yd (572)	108	130

Sample Size: *Old Pool Road (GOOD)*
464 lbs. 464

	MSW	OBW	Textiles	Bags/Film	Food & Yard Waste	C&D/ Metals
	16	2	12	12	0	0
TOTAL	16	2	12	12	0	0
% each category	3.45%	0.43%	2.59%	2.59%	0.00%	0.00%

Total Contamination 9.05%

Examples of items seen in each category:

MSW:	bagged (plastic) trash & recycling, styrofoam
OBW:	Lots of coat hangers
Textiles:	Bags of socks
Bags/Film:	dog/ cat food bags, bread bags, sandwich bags
Food & Yard Waste:	
C&D/ Bulky Metals:	

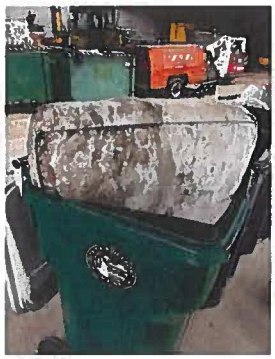
Sample Size: *Hills Beach (BAD)*
442 lbs. 442

	MSW	OBW	Textiles	Bags/Film	Food & Yard Waste	C&D/ Metals
	22	20	22	8	2	0
TOTAL	22.00	20	22	8	2	0
% each category	4.98%	4.52%	4.98%	1.81%	0.45%	0.00%

Total Contamination 16.74%

Examples of items seen in each category:

MSW:	dirty/food soiled containers, candle holders
OBW:	Blinds, kitchen faucet, tubing, coat hangers
Textiles:	Couch cushion, slipers, sneakers, sandles
Bags/Film:	gorcery, pet food, chip bags
Food & Yard Waste:	leaves and branches
C&D/ Bulky Metals:	



City of Biddeford, ME
Automated Zero-sort Collection

Route Day Tuesday
Audit Performed Tuesday- 8am

Casella Hours: 7hrs
4/5/2022 Auditors:
4/5/2022 Erin/ Tal/ Matt + Nick/ Jodi

KEY
Sm. Clean IBC (108)
Lg Dirty IBC (162)
Blue & Green Carts (28)
Metal 2yd (572)
Metal 2yd (572)

Sample Size: ***Parkside Rd (GOOD)***
372 lbs 327

	MSW	OBW	Textiles	Bags/Film	Food & Yard Waste	C&D/ Metals
	10	16	2	10	0	0
TOTAL	10	16	2	10	0	0
% each category	2.69%	4.30%	0.54%	2.69%	0.00%	0.00%

Total Contamination 11.62%

Examples of items seen in each category:

MSW:	styrofoam, paper plates, paper towels
OBW:	
Textiles:	grill cover, clothing
Bags/Film:	pet food bags, sandwich and chip bags
Food & Yard Waste:	
C&D/ Bulky Metals:	

rec
88
99
34
68

Sample Size: ***High Street (BAD)***
500 lbs 500

	MSW	OBW	Textiles	Bags/Film	Food & Yard Waste	C&D/ Metals
	58	40	40	12	0	0
TOTAL	58.00	40	40	12	0	0
% each category	13.12%	9.05%	9.05%	2.71%	0.00%	0.00%

Total Contamination 30.00%

Examples of items seen in each category:

MSW:	styrofoam
OBW:	keurig, bike helmet, plant pots,
Textiles:	bedding set, jackets, gloves
Bags/Film:	pet food bags, sandwich and chip bags
Food & Yard Waste:	
C&D/ Bulky Metals:	

G35

Rec
68
138
62
82

City of Biddeford, ME
Automated Zero-sort Collection

Casella Hours: 5hrs

Route Day Wednesday 4/6/2022 Auditors:
Audit Performed Wednesday- 7am 4/6/2022 Erin/ Matt + Nick

KEY

Sm. Clean IBC (108)	124	78
Lg Dirty IBC (162)	118	96
Blue & Green Carts (28)	in table	
Metal 2yd (572)	72	64
Metal 2yd (572)	108	130

Sample Size: ***Summer & Harrison (GOOD)***
327 lbs. 327

	MSW	OBW	Textiles	Bags/Film	Food & Yard Waste	C&D/ Metals
	6	18	1	8	6	0
	40					
TOTAL	46	18	1	8	6	0
% each category	14.07%	5.50%	0.31%	2.45%	1.83%	0.00%

Total Contamination 24.16%

Examples of items seen in each category:

MSW:	Bags of trash, styrofoam
OBW:	Wood, dog leashs
Textiles:	socks
Bags/Film:	pet food bags, sandwich and chip bags
Food & Yard Waste:	pizza in box, lettuce in tupperaware, full condiment jars/bottles
C&D/ Bulky Metals:	

79
86
74
34
54

Sample Size: ***Bernard (BAD)***
316lbs. 316

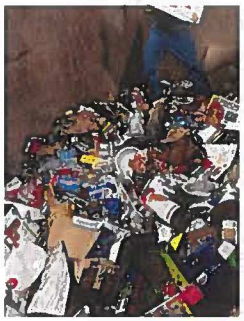
	MSW	OBW	Textiles	Bags/Film	Food & Yard Waste	C&D/ Metals
	16	32	4	12	6	0
TOTAL	16.00	32	4	12	6	0
% each category	5.06%	10.13%	1.27%	3.80%	1.90%	0.00%

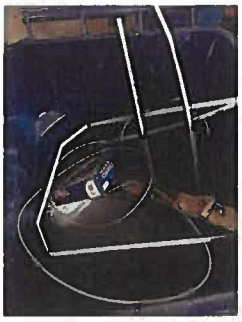
Total Contamination 22.15%

Examples of items seen in each category:

MSW:	bags of trash, styrofoam, liquids
OBW:	Keurig, humidifier, juicer (brand new)
Textiles:	Kids Floaties, sneakers, dog collars
Bags/Film:	
Food & Yard Waste:	Full bottles of water
C&D/ Bulky Metals:	

68
130
48
572





City of Biddeford, ME
Automated Zero-sort Collection

Route Day Thursday
Audit Performed Thursday

Casella Hours: 6hrs
4/7/2022 Auditors:
4/7/2022 Erin/ Matt & Nick/ Jodi

KEY
Sm. Clean IBC (108)
Lg Dirty IBC (162)
Blue & Green Carts (28)
Metal 2yd (572)
Metal 2yd (572)

Sample Size: ***Wako Drive (GOOD)***
226 lbs. 226

	MSW	OBW	Textiles	Bags/Film	Food & Yard Waste	C&D/ Metals
	8	8	2	6	0	0
TOTAL	8	8	2	6	0	0
% each category	3.54%	3.54%	0.88%	2.65%	0.00%	0.00%

Total Contamination 10.62%

Examples of items seen in each category:

MSW:	bagger (plastic) bottles, styrofoam
OBW:	wood, electronics
Textiles:	socks, rags
Bags/Film:	soil & fertilizer bags, sandwich/ food bags
Food & Yard Waste:	
C&D/ Bulky Metals:	

62
78
8
54

Sample Size: ***Wentworth St (BAD)***
278 lbs. 278

	MSW	OBW	Textiles	Bags/Film	Food & Yard Waste	C&D/ Metals
	36	22	12	6	6	0
TOTAL	36.00	22	12	6	6	0
% each category	12.95%	7.91%	4.32%	2.16%	2.16%	0.00%

Total Contamination 29.50%

Examples of items seen in each category:

MSW:	bagged (plastic) trash, diapers, styrofoam
OBW:	knife block, drawer handles
Textiles:	cloth bags, shoes, hats
Bags/Film:	soil & fertilizer bags, chip bags
Food & Yard Waste:	pizza, left overs in wrappers
C&D/ Bulky Metals:	

52
68
22
54

City of Biddeford, ME
Automated Zero-sort Collection

Route Day Friday
Audit Performed Friday

Casella Hours: 2.5hrs
4/8/2022 Auditors:
4/8/2022 Matt + Nick/ Kaleb

KEY
Sm. Clean IBC (108)
Lg Dirty IBC (162)
Blue & Green Carts (28)
Metal 2yd (572)
Metal 2yd (572)

Sample Size: ***Cathedral Oaks (GOOD)***
410 lbs. 410

	MSW	OBW	Textiles	Bags/Film	Food & Yard Waste	C&D/ Metals
	34	14	2	6	0	0
TOTAL	34	14	2	6	0	0
% each category	8.29%	3.41%	0.49%	1.46%	0.00%	0.00%

Total Contamination 13.66%

Examples of items seen in each category:

MSW:	bagged trash and bagged recycling, styrofoam
OBW:	
Textiles:	clothes, socks
Bags/Film:	food bags, chip/ sandwish bags
Food & Yard Waste:	
C&D/ Bulky Metals:	

100
124
130

Sample Size: ***St. Mary's/ Main St. (BAD)***
328 lbs. 328

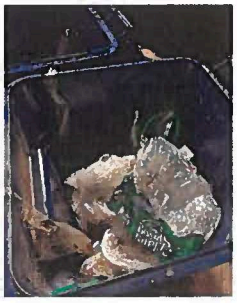
	MSW	OBW	Textiles	Bags/Film	Food & Yard Waste	C&D/ Metals
	80	6	0	4	0	0
TOTAL	80.00	6	0	4	0	0
% each category	18.10%	1.36%	0.00%	0.90%	0.00%	0.00%

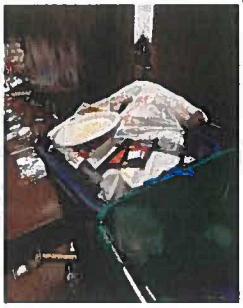
Total Contamination 27.44%

Examples of items seen in each category:

MSW:	bag of metal car parts, bags of trash
OBW:	door mats, coffee pot
Textiles:	
Bags/Film:	water case wraps, single use grocery bags
Food & Yard Waste:	
C&D/ Bulky Metals:	

70
82
86





Demers, Jeff

From: Talya Bent <talya.bent@casella.com>
Sent: Tuesday, April 12, 2022 12:57 PM
To: Blais, Nick; Jewett, Dylan; Demers, Jeff
Cc: Matthew Ayres; Erin Banfield; Christopher McHale
Subject: Audit Results/Report
Attachments: Biddeford Audit April 2022.pdf

Hi All-

Attached are the results from the audits last week with photos included. We are missing some photos for Monday/Thursday- Nick, if you have any photos could you please share them with me so that I can add them? Now that audits are complete, I'd be happy to set up some time to discuss the results and to create a plan going forward with tagging and education/communication to residents.

Let me know if you have any questions on this.

Thank you,

Talya Bent
Municipal Account Representative

110 Main Street, Suite 1308, Saco, ME 04072
c. (603) 327-9098 e. talya.bent@casella.com w. casella.com

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City of Biddeford

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**, be amended by adding or deleting to read as follows:

St. Joseph Street Northwesterly side, beginning at the northwesterly side of the intersection with Elm Street, thence northwesterly for a distance of 152 feet.

Policy Committee

Meeting Date: September 19, 2022
Meeting Time: 5:00 p.m.

Agenda Item No: 5.3
Item Description: No Parking – St. Joseph Street

Submitted by: Roger P. Beaupre, Chief of Police

Supporting Information/Documentation:

Attached

St Joseph St Letter 8.10.22.pdf

Key Terms:

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

Executive Summary:

Request No Parking on the Northwesterly side of Street.

Detailed Review:

Request made by David Gadbois of Good Shepherd Parish to make the Church side of St. Joseph Street as No Parking. Street is twenty-four (24) feet in width, and vehicles parking on that side of the street interferes with access to the Church's parking areas.

Funding Source:

Staff Recommendation: