City of Biddeford
City Council
August 15, 2017 6:00 PM Council Chambers

1. **Roll Call**
2. **Pledge of Allegiance**
3. **Adjustment(s) to Agenda**
4. **Consideration of Minutes:**
   - 4.a. August 1, 2017 Council Meeting Minutes
     8-01-2017 Council Meeting Minutes.docx
5. **Orders of the Day:**
   - 5.a. 2017.88) Acceptance of 2017 Edward Byrne Memorial Justice Assistance Grant/Awarded to Biddeford Police Department
     8-15-2017 JAG Funds Acceptance.doc
   - 5.b. 2017.89) Approval/Contract for CIPP 2017 Pipe Lining/Green Mountain Pipeline Services of Bethel, VT
     8-15-2017 CIPP Project-ORDER.doc
     8-15-2017 CIPP Project-back up docs.pdf
   - 5.c. 2017.90) Approval/Purchase of Trackless Sidewalk Tractor/HP Fairfield
     8-15-2017 Sidewalk Tractor Purchase-ORDER.docx
     8-15-2017 Sidewalk Tractor Bid Tab.doc
   - 5.d. 2017.91) Approval/Purchase of Influent Screens/Wash Press for Wastewater Treatment Plant/Headworks, Inc. of Houston, TX
     8-15-2017 Purchase of Influent Screens-ORDER.docx
     8-15-2017 Purchase of Influent Screens-MEMO.doc
     8-15-2017 Purchase of Influent Screens-BIDS.docx
   - 5.e. 2017.92) Approval/Amendments to FY2018 Budget
     8-15-2017 Budget Amendments - MEMO.docx
   - 5.f. TO BE ADJUSTED: 2017.93) Approval/Transfer of Funds to Police Department for Contributions to a Criminal Case
     8-15-2017 Transfer of Funds to PD-Laflamme case.odt.doc
   - 5.g. TO BE ADJUSTED: 2017.94) Adoption of Downtown District Map/Boundaries
     8-15-2017 Downtown District Map-ORDER.doc
     8-15-2017 Downtown District Presentation.pdf
     8-15-2017 Proposed Downtown District Map.pdf
6. **Appointments:**
   - 6.a. Jacquelyn Murphy...Board of Assessment Review
     8-15-2017 Appt-Murphy-Brd of Assessment Rev.docx
     8-15-2017 Appt Application-Murphy.pdf
7. **City Manager Report**
8. **Public Addressing the Council..(3 minute limit per speaker; 30 minute total time limit)**
9. **Other Business**
10. **Council President Addressing the Council**

11. **Mayor Addressing the Council**
12. **Adjourn**

COUNCIL MEETING
AUGUST 1, 2017

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

Roll Call: Michael Swanton, John McCurry, Jr., Robert Quattrone, Jr., Victoria Foley, Norman Belanger, Michael Ready, Laura Seaver, Marc Lessard

Stephen St. Cyr was excused.

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

Mayor Casavant asked for a moment of silence for Roger Gelinas, who had recently passed away. Roger was a long-time Biddeford resident and very much involved in the operations of the Fire Department.

Adjustment to the Agenda:
Add Order 2017.87 – Approval/Purchase of Utility Vehicle for Fire Dept/Arundel Ford

Recognition of Former City Councilors: **Rick Laverriere; Bob Mills**
Mayor Casavant recognized Rick Laverriere and Bob Mills, both of whom resigned earlier this year for personal reasons, for their long-standing service and commitment to the City Biddeford through their ten years of serving as City Councilors. Both Rick and Bob were presented with chairs that were engraved with their names and years of service as City Councilors.

Recognition & Proclamation: ***Biddeford Savings Bank 150th Year Anniversary***
Mayor Casavant read a Proclamation recognizing Biddeford Savings Bank for their 150 years of doing business in Biddeford, and other surrounding communities. Charles Petersen, the President/C.E.O. of Biddeford Savings Bank was in attendance and was presented with the framed Proclamation and a congratulatory plaque.

Proclamation: **National Night Out Week 2017**
Mayor Casavant read the Proclamation; and also encouraged everyone to attend the Bacon Street Festival being held this coming Sunday, August 6th.

Nomination to MMA Executive Committee: **James Bennett, City Manager**
Motion by Councilor McCurry, seconded by Councilor Ready to nominate James Bennett to the MMA Executive Committee.
Vote: Unanimous.

Motion by Councilor Lessard, seconded by Councilor Swanton to designate the Council President to sign the MMA Voting Ballot.
Vote: Unanimous.

Game of Chance Application: **Good Shepherd Parish**
Motion by Councilor Ready, seconded by Councilor McCurry to recommend the issuance of the Game of Chance application to Good Shepherd Parish.
Vote: 7/1; Councilor Swanton opposed.
Councilors McCurry, Quattrone, Foley, Belanger, Ready, Seaver and Lessard in favor.
Motion carries.

Consideration of Minutes: **July 18, 2017**
Motion by Councilor McCurry, seconded by Councilor Swanton to accept the minutes as printed.
Vote: Unanimous.

{At the request of the Library Director, Order 2017.84 will be the first Order of the Day considered.}

Orders of the Day:
2017.84 **IN BOARD OF CITY COUNCIL...AUGUST 1, 2017**
BE IT ORDERED, that the Finance Director is authorized to create dedicated reserve accounts under the listed fund balance accounts, and transfer remaining balances identified from the

FY2017 CIP Budget designated by Order 2016.67 to said dedicated accounts as herein named in amounts not to exceed those stated, as of June 30, 2017 deducting any encumbrances:

10013-30101, General Fund Assigned Fund Balance

FY17 Account #	***Description***	***Original***
21202-60964	McArthur Library Improvements (Electrical)	$ 5,000.00
	McArthur Library Improvements (Community Room)	$ 7,500.00
	Total	$12,500.00

BE IT FURTHER ORDERED, that the City Manager be authorized to expend from the above dedicated reserves for expenses related to on-going project costs as approved in accordance with the City of Biddeford Purchasing Code.

Motion by Councilor Ready, seconded by Councilor Seaver to grant the order.
Vote: 6/2; Councilors McCurry and Lessard opposed.
Councilors Swanton, Quattrone, Foley, Belanger, Ready and Seaver in favor.
Motion carries.

2017.82 **IN BOARD OF CITY COUNCIL...AUGUST 1, 2017**

BE IT ORDERED, that the City Manager be authorized to purchase an Auger type recycling compactor as per Quote of July 20, 2017(the "Equipment") from Sani-Tech Systems Inc. (the "Vendor") and may pay the Vendor an amount not to exceed $92,780.00 (before discounts valued at $13,500.00) 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 $92,780.00;

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 $92,780.00, (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 August 1, 2017 and voted to recommend it to the City Council for approval. The lease-purchase of this item is included in the FY18 CIP budget, with a down payment of $9,000.00

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

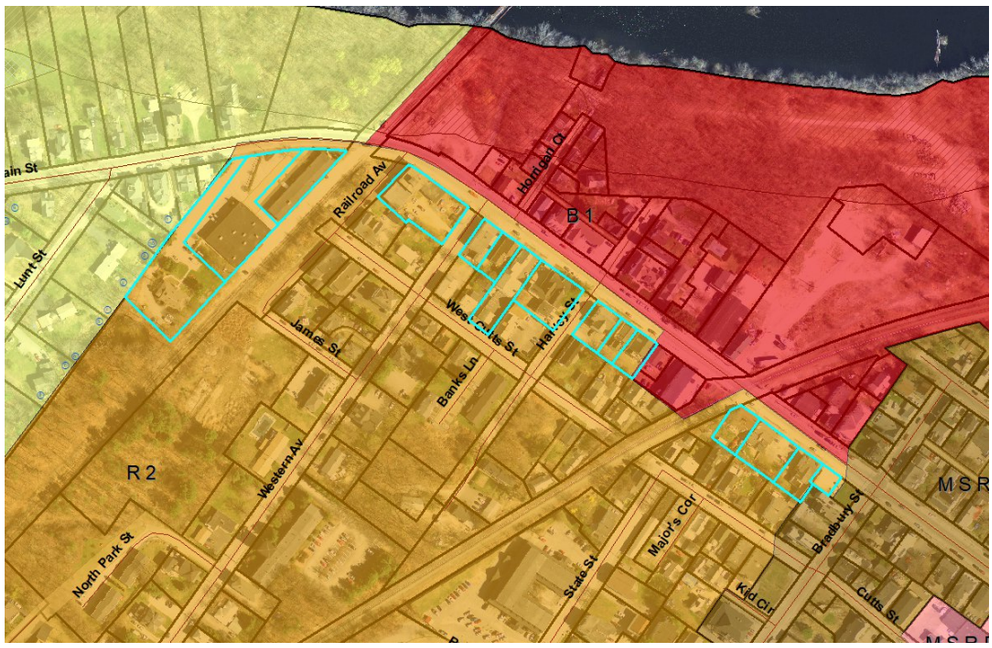
2017.83 **IN BOARD OF CITY COUNCIL..AUGUST 1, 2017**

BE IT ORDERED that the City Council does hereby request the Planning Board to conduct a Public Hearing and make recommendations to the City Council regarding possible amendments to the Zoning Ordinance as outlined below.

Part III (Land Development Regulations), Article III (Official Zoning Map), is amended to rezone the following parcels from R-2 to B-1:

445 Main St., 443 Main St., 441 Main St., 431 Main St., 421 Main St., 415 Main St., 409 Main St., 413 Main St., 401 Main St., 399 Main St., 395 Main St., 375-377 Main St., 373 Main St., 365 Main St., and 361 Main St.

The potentially rezoned parcels are depicted on the map below.



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

2017.85 IN BOARD OF CITY COUNCIL..AUGUST 1, 2017
BE IT ORDERED, that the City Council of the City of Biddeford does hereby authorize the City Manager to enter into an *Agreement for the Purchase of Lands* with the United States Department of the Interior – Fish and Wildlife Service for property described on the City of Biddeford Tax Assessors Map as Lots 61-20-1 and 61-23 (73 and 87 Mile Stretch Road), in the amount of $23,000.

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

2017.86 IN BOARD OF CITY COUNCIL..AUGUST 1, 2017
BE IT ORDERED, that in accordance with the provisions set forth under *Ch. 6, Amusements, Article V – Sales, Possession and Consumption of liquor at and during Special Events on City Public Property*, the City Council of the City of Biddeford does hereby grant approval for ***Fringe Festival, part of RiverJam***, to serve liquor at their festival on September 15th, 2017 at Shevenell Park and on Main Street from Washington Street to Alfred Street, providing that the said ***Fringe Festival*** is and remains in compliance with the provisions set forth under Ch. 6, Section 6-178 et seq.

BE IT FURTHER ORDERED, that the City Council also approves the issuance of a Special Event Permit for a Block Party to be held at Shevenell Park and Main Street from Washington Street to Alfred Street by ***Fringe Festival, part of RiverJam***.

Motion by Councilor Swanton, seconded by Councilor Lessard to grant the order.
Vote: 6/2; Councilors Seaver and Ready opposed.
Councilors Swanton, McCurry, Quattrone, Foley, Belanger and Lessard in favor.
Motion carries.

2017.87 IN BOARD OF CITY COUNCIL.....AUGUST 1, 2017
BE IT ORDERED, that the City Manager be authorized to purchase one (1) 2018 Ford Explorer as per bid of July 5,2017 (the "Equipment") from Arundel Ford (the "Vendor") and may pay the Vendor an amount not to exceed $29,281.00 (before discounts valued at $700.00) 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 $29,281.00;

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 $29,281.00, (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 August 1, 2017 and vote to recommend it to the City Council for approval. The lease-purchase of this item is included in the FY18 CIP budget, with a down payment of $5000.00

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

Motion by Councilor Ready, seconded by Councilor Seaver to amend the order by reverting back to Order 2017.79, and approving the purchase of a 2018 Chevrolet Tahoe 4x4 in the amount of $34,900.00.

Councilor Lessard called a point of order on procedure and offered the following motion:
Motion by Councilor Lessard, seconded by Councilor Ready to reconsider Order 2017.79.

City Solicitor Jacques noted that per Roberts Rules of Order, the above motion would need to be for a rescission of Order 2017.79; and suggested that the previous motions be withdrawn and then a motion to rescind Order 2017.79 be made.

Councilors McCurry and Swanton withdrew their original motion (and hence, the motion to amend is withdrawn).

Motion by Councilor McCurry, seconded by Councilor Lessard to table this order indefinitely.
Vote: 3/5; Councilors McCurry, Quattrone and Lessard in favor.
Councilors Swanton, Foley, Belanger, Ready and Seaver opposed.
Motion to table fails.

Motion by Councilor Seaver, seconded by Councilor Ready to grant the order (Order 2017.87).

Motion by Councilor Seaver, seconded by Councilor Ready to amend the order by reverting back to Order 2017.79, and approving the purchase of a 2018 Chevrolet Tahoe 4x4 in the amount of $34,900.00.

Motion by Councilor McCurry, seconded by Councilor Lessard to move the question.
Vote: Unanimous.

Vote on amendment: 4/4; Councilors Lessard, Quattrone, Swanton and McCurry opposed.
Councilors Foley, Belanger, Ready and Seaver in favor.
Mayor Casavant voted in favor to break the tie.
Motion to amend carries.

Motion by Councilor McCurry, seconded by Councilor Lessard to amend the order by changing the requested color of the vehicle from siren red to fire engine red.
Motion was withdrawn.

Motion by Councilor McCurry, seconded by Councilor Lessard to amend the order by adding $2,000.00 to the requested amount in order to have the vehicle painted fire engine red instead of the requested siren red.

Motion by Councilor Ready, seconded by Councilor Seaver to move the question.
Vote: 5/3; Councilors Lessard, Belanger and McCurry opposed.
Councilors Swanton, Quattrone, Foley, Ready and Seaver in favor.
Motion to move the question carries.

Vote on amendment to have the vehicle painted fire engine red for an additional cost of $2000.00: 2/6; Councilors McCurry and Lessard in favor.
Councilors Swanton, Quattrone, Foley, Belanger, Ready and Seaver opposed.
Motion fails.

Motion by Councilor McCurry, seconded by Councilor Lessard to amend the order by removing the additional cost associated with painting the vehicle the requested siren red.
Vote: 4/4; Councilors Seaver, Ready, Belanger and Foley opposed.
Councilors Swanton, McCurry, Quattrone and Lessard in favor.
Mayor Casavant voted in opposition to break the tie.
Amendment fails.

Motion by Councilor Seaver, seconded by Councilor Ready to move the question.
Vote: 5/3; Councilors Lessard, Quattrone and McCurry opposed.
Councilors Swanton, Foley, Belanger, Ready and Seaver in favor.
Motion to move the question carries.

Vote on order, as amended: 4/4; Councilors McCurry, Swanton, Quattrone and Lessard opposed.
Councilors Foley, Belanger, Ready and Seaver in favor.
Mayor Casavant voted in favor to break the tie.
Motion to purchase a 2018 Chevrolet Tahoe 4x4 (painted siren red), in the amount of $34,900 carries.

Appointment:

IN BOARD OF CITY COUNCIL…AUGUST 1, 2017

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

Randall Desmarais
5 Old Town Road
Ward 3

to the *Harbor Commission,* with a term to expire December 2018.

Motion by Councilor Ready, seconded by Councilor Belanger to confirm the appointment.
Vote: Unanimous.

City Manager Report:
Chief Operating Officer, Brian Phinney (in the absence of Jim Bennett), gave the following update:

(1) Staff is working on getting a quote for a ball-containment system with roof for St. Louis Field.
(2) The Recreation Department has reported that the beach wheelchair, which is new this season, has been used about five times already.

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

Other Business:
Councilor Lessard: is pleased that Staff is looking into a ball-containment system for St. Louis Field.

Councilor Seaver: addressed concerns that she had become aware of about an employee watering the flowers in the downtown planters on a Sunday. She offered assurances that the employee was working regular hours and not being paid for overtime hours.

Councilor Seaver encouraged everyone to attend the Bacon Street Festival this coming Sunday.

Councilor Swanton: would like Biddeford to join with other coastal communities, like Wells, Kennebunk and Old Orchard Beach, to file an appeal against the most recent FEMA maps.

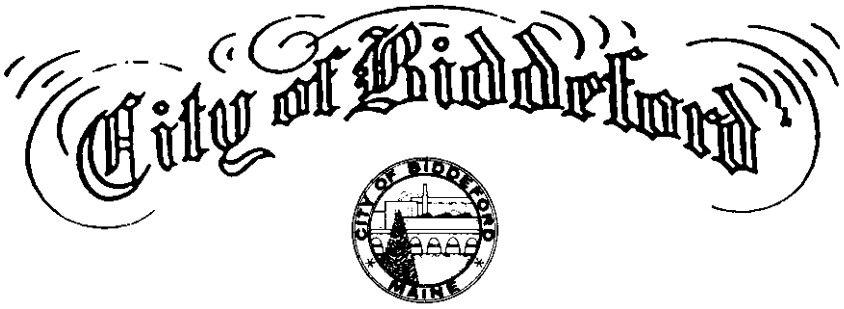
Council President Addressing the Council: Councilor McCurry noted that so many people have battled and some continue to battle some kind of cancer. He is hopeful that someday soon, there will be a cure for this disease that has claimed so many lives.

Executive Session: **1MRSA 405(6)(E)..Litigation – Consultation with City Solicitor**
Motion by Councilor McCurry, seconded by Councilor Lessard to move into Executive Session.
Vote: Unanimous. Time: 7:19 p.m.

Motion by Councilor McCurry, seconded by Councilor Seaver to move out of Executive Session.
Vote: Unanimous. Time: 7:28 p.m.

Motion by Councilor McCurry, seconded by Councilor Seaver to adjourn.
Vote: Unanimous. Time: 7:28 p.m.

Attest by:_____
Carmen J. Morris, City Clerk



2017.88 IN BOARD OF THE CITY COUNCIL…..AUGUST 15, 2017

BE IT ORDERED, that the City Council of the City of Biddeford does hereby accept the 2017 Edward Byrne Memorial Justice Assistance Grant (JAG), which has been awarded by the U.S. Department of Justice to the Biddeford Police Department. The Police Department will use this grant money to purchase TASER equipment, replacing older units which are approaching end of life.

NOTE: A stipulation of this Grant is that these funds, or any part thereof may not be sued to supplant the Police Department budget. This is a direct Grant, which requires no matching funds, or in-kind contributions. Grant is in the amount of $37,519.00 and must be officially approved by the city council in order to receive funds.

City of Biddeford

2017.89 IN BOARD OF CITY COUNCIL….AUGUST 15, 2017

BE IT ORDERED, that the City Manager be authorized to sign a unit cost contract with Green Mountain Pipeline Services of Bethel, VT for performing pipe lining and associated work in connection with the 2017 CIPP Lining Projects as per the bids opened on August 9, 2017, in the bid amount of 145,065.00, funding for this work to be provided from the City Wastewater Reserve accounts and from the 2009 voter approved sewer separation bonds.

.

NOTE: The Finance Committee will review this item at their August 15, 2017 meeting.

City of Biddeford, Maine

TO: **Finance Committee and City Council**

FROM: **Tom Milligan, P.E. City Engineer**

DATE: **August 9, 2017**

SUBJECT: **2017 Cured in Place (CIPP) Pipe Lining Project**

Cc: Alan Casavant, Mayor; James Bennett, City Manager; John McCurry, Council President; Guy Casavant, Director of Public Works; Jeff Demers, Assistant Director of Public Works Wastewater Division

The City of Biddeford requested bids by public advertisement in the Biddeford Journal Tribune for the above named project. The bid advertisement was also posted on the City of Biddeford's Web Site. The bids were opened on August 9, 2017.

The pipe lining work will be done at various locations within the City. Location maps are enclosed.

The project is part of the City's CSO Program and will reduce the infiltration of water into the sewer system thereby reducing the volume and number of CSO events that occur as well as reducing the volume of wastewater to be treated at the treatment plant.

Four (4) pipe lining firms requested the plans and specifications for the work. Four (4) firms submitted bids for the project. Bidding results are attached. Green Mountain Pipeline Services of Bethel Vt, submitted the low bid. Based on a review of the bids, check of their references, and referenced prior satisfactory work (as provided by the references contact), Green Mountain Pipeline Services appears to be qualified to perform the work. Therefore, Staff recommends that.Green Mountain Pipeline Services be awarded the contract work.

The contract is a unit cost contract and only those items supplied and installed will be paid. Funding for the work will be provided from the City Wastewater Reserve accounts and from the 2009 voter approved sewer separation bonds.

Staff is respectfully requesting both the Finance Committee and City Council review and take action on the project at their August 15, 2017 meeting.

2017 Cured in Place Pipe(CIPP) Plan Holders/Bidders

August 9 2017

Company Name	Mailing Address	City, State, Zip--City	City, State,	Registered	Bid	Amount
Test	0	0	ME			
city of biddeford	po box 586	biddeford	ME			
LAYNE INLINER, LLC	195A NORRIDGEWOCK ROAD	FAIRFIELD	ME	X	X	$ 169,590.00
Michels Corporation	99 Callender Road	Watertown	CT	X		
Ted Berry Co. Inc.	521 Federal Rd.	Livermore	ME	X	X	$ 273,560.00
Green Mountain Pipeline Services	768 South Main Street	Bethel	VT	X	X	$ 145,065.00
Insituform Technologies		Chesterfield	MO		X	$ 167,170.00

LIC NOTICES

, 04064, appointed
nal Representative,
ut bond.
KEB A. KIMBALL,
f Wells, deceased.
lo, 2017, Curtis F.
ill of 123 Pleasant
d, Springvale, Maine,
3, appointed Personal
esentative, without

ALD L. WALKER, late
ston, deceased. July
017, Rodney R. Walk-
21 Everett Lane, East
rboro, Maine, 04030,
inted Personal Repre-
ative, without bond.
NY M. ELLINGWOOD,
of Sanford, deceased.
10, 2017, Timothy
erson of 11 King Street,
ngvale, Maine, 04092,
pointed Personal Repre-
ative, without bond.
KY L. ROUX, late of
ford, deceased. July 7,
7, Sheila J. Tague of
Hanniskett Rd., Wells,
ne, 04090, appointed
sonal Representative,
out bond.
BERT DUFORT, late of
lle, deceased. July 10,
7, Zachary Dufort of
8 Sanford Road, Lot 21,
ille, Maine, 04090, ap-
nted Personal Repre-
ntative, without bond.
FRED GRASSEY a/k/a
FRED B. GRASSEY
a/k/a ALFRED BERNARD
RASSEY a/k/a ALFRED
RASSEY, JR. a/k/a
FRED B. GRASSEY, JR.
a/k/a ALFRED BERNARD
RASSEY, JR., late of Ne
k, Massachusetts, de-
ased. July 11, 2017,
inda M. Grassey of 38
est Central Street, Natick,
assachusetts, 01760, ap-
inted Personal Repre-
ntative, without bond.
OBERT S. WEBBER, late
Lebanon, deceased. Ju
11, 2017, Joshua Webber
423 Little River Road,
anbury, Maine, 04027,
ppointed Personal Repre-
ntative, without bond.
LIZABETH HILTON, late
f Wells, deceased. July
, 2017, Steven D. Hanley
f 190 Howard Street,
ilmington, Massachusetts,
887, appointed Personal
epresentative, without
ond.
IRK JAN VANDEN HEU-
EL, JR., late of Wells, de-
eased. July 11, 2017, Ja-
mson Mill of 40 Paddock
illage, Unit E, Wells,
laine, 04090, appointed
Personal Representative,
without bond.
SCOTT ROBERT ARMIT-
AGE a/k/a ROBERT SCOTT
MITAGE, late of Sanford,
deceased. July 12, 2017,
Jessica A. Armitage of 693
Sagamore Avenue, Ports-
mouth, New Hampshire,
03801, appointed Personal
Representative, without

PUBLIC NOTICES

bond.
FREDERICK P. DUVAL,
late of Sanford, deceased.
July 12, 2017, Laura A.
Gilchrest of 51 Fall Mill
Road Ext., York, Maine,
03909, appointed Personal
Representative, without
bond.
PATRICIA G.E. LYDA, late
of Kennebunkport, de-
ceased. July 13, 2017, Mi-
chael T. Brennan of 12 Ry-
ancote Road, Kennebunk,
Maine, 04043, appointed
Personal Representative,
without bond.
FREDERICK KELLOGG
GIFFORD, late of South
Berwick, deceased. July
13, 2017, Yuhong Sun of
39 Pine Street, South Ber-
wick, Maine, 03908, ap-
pointed Personal Repre-
sentative, without bond.
OSCAR N. MICHAUD, late
of Biddeford, deceased.
July 14, 2017, Gregory J.
Millaud of 135 Mountain
Road, Falmouth, Maine,
04105, appointed Personal
Representative, without
bond.
LINDA L. CLUFF, late of
Wells, deceased. July 14,
2017, Eric Stevens of 698
Tatnic Road, Wells, Maine,
04090, appointed Personal
Representative, without
bond.
RAYMOND L. ROULEAU,
late of Lebanon, deceased.
July 14, 2017, Stephen R.
Rouleau of 9 Cobble Hill
Road, Hamlin, New Hamp-
shire, 03062, appointed
Personal Representative,
without bond.
PHILIP B. BROWN, late of
Sarasota, Florida, de-
ceased. July 14, 2017,
Anne Elizabeth Adams of
18 Riley Road, Lunenburg,
Massachusetts, 01462, ap-
pointed Personal Repre-
sentative, without bond.
Dated: July 17, 2017

Carol J. Lapsley
Register of Probate
(7/22, 7/29/17)

NOTICE OF PUBLIC SALE
14 M.R.S. § 6323

Notice is hereby given that in accordance with a Judg-
ment of Foreclosure and
Sale dated May 31, 2017
which judgment was en-
tered on June 29, 2017 by
the Maine District Court,
District Ten, Location: Bid-
deford, York County,
Maine, in an action brought
by Bangor Savings Bank
against the City of Biddeford,
Special Administrator of the
Estate of Rose E. Watson
et al., Docket No. BIDDFI-
2016-150, and wherein the
Court adjudged a foreclo-
sure of a Mortgage deed
granted by Rose E. Watson

PUBLIC NOTICES

dated May 16, 2005 and
recorded in the York Coun-
ty Registry of Deeds in
Book 14466, Page 258, the
period of redemption from
said judgment having ex-
pired, all of the following
described property will be
sold at a public sale at
11:00 a.m. on August 18,
2017, at Elden Pearson, 80
Exchange Street, Bangor,
Maine 04401. The property
to be sold is located gener-
ally at 46 Lower Egypt
Road in Buxton, York
County, Maine, and is fur-
ther described on the Town
of Buxton Tax Maps at Map
5, Lot 22B, together with
and subject to the rights,
covenants, easements, and
encumbrances affecting the
property. Reference should
be had to said mortgage
deed for a more complete
legal description of the
property to be conveyed.
TERMS OF SALE
THE PROPERTY HEREIN-
ABOVE DESCRIBED IS
BEING SOLD ON AN AS
IS "WHERE IS" BASIS
WITHOUT ANY WARRAN-
TY WHATSOEVER AS TO
THE CONDITION, FIT-
NESS, SIZE OR LOCA-
TION OF THE PROPERTY
OR THE EXTENT OF THE
TO THE PROPERTY.
The bidder to whom the
property is sold must, at the
time and place of sale,
make a deposit of Two
Thousand Five Hundred
Dollars ($2,500.00) by cash

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or certified check payable
to Bangor Savings Bank,
and must sign a Purchase
and Sale Agreement with
Bangor Savings Bank,
which agreement shall pro-
vide in part (i) that the pur-
chaser will be responsible
for all real estate and/or
personal property taxes and
other municipal charges as-
sessable to the respective
property unpaid and in ar-
rears and for all subsequent
tax years as assessed by
the Town of Buxton, and (ii)
that a closing of the sale
shall be held within thirty
(30) days of the public sale
where the remaining bal-
ance of the purchase price
will be paid in cash or certi-
fied funds. The convey-
ance will be by Release
Deed. Bangor Savings
Bank expressly reserves
the right to bid, to modify
the terms of the sale set
forth above, to add addi-
tional terms as it so wishes,
and to authorize the mort-
gagor to sell the property
prior to the sale date. All
other terms and conditions
of sale, including any modi-
fication or additions to the
terms set forth above, will
be announced at the time of
the sale.
For further information, con-
tact Jennifer Quinn, Asset
Resolutions Manager of
Bangor Savings Bank, at
(207) 942-5211
(Boomer 7/8, 7/22, 7/29/17)

NOTICE OF REQUEST FOR BIDS

2017 Cured-In-Place-Pipe (CIPP) Lining Projects

The relining of existing combined sewer pipe at various locations in the City of Biddeford, Maine.

Notice is hereby given that the City of Biddeford Engineering Department is requesting sealed bids for the relining of approximately 2,955 linear feet of various sizes of existing combined sewer at various locations with a Cured-In-Place-Pipe (CIPP) liner. Bids must be received by the Engineering Department at 205 Main Street Biddeford Maine, 04005 by 2:00 p.m. on August 9, 2017.

Bids shall be submitted on the bid form and shall state the cost per foot and the total cost for the relining of existing combined sewer with a Cured-In-Place-Pipe (CIPP) liner, including all necessary services and incidentals. This project shall be 50% completed by December 31, 2017 and completed and ready for service by June 30, 2018.

Interested parties may obtain copies of the bid documents and specifications online by clicking the documents link below at https://www.biddefordmaine.org/rfp or in person from the City of Biddeford's Engineering Department at 205 Main Street, Biddeford Maine 04005. All respondents must register using the online form provided on the RFP webpage. Assistance with access to the RFP and online registration form is available by calling Mr. Brian Phinney at (207) 571-0092. Bids received after the designated time will not be accepted. Project questions must be submitted online on the RFP site no later than 12 a.m. on Friday August 4, 2017.

All bids will be required to remain valid for a period of sixty (60) days.

The City of Biddeford reserves the right to accept or reject any or all bids, and to negotiate with any Bidder in what it alone considers to be in the best interest of the City.

141 TRAVEL TRAILERS

2015 30' SUMMER LAND travel trailer, like new, all amenities, 1 slide out, easy towing, weighs 6,800 lbs, $16,700 call 602-0027

142 MOTOR HOMES AND CAMPERS

2001 SUNNYBROOK CAMPER, 28 ft., new tires, new rims, bathroom, vent fan, new 16 ft awning, no soft spot in floors, has on hand, excellent condition, $4000 OBO, 207-284-1386

510 MERCHANDISE FOR SALE

BLUE diamond point indiana glass pedestal dish 1970's. $8 call 284-5744.

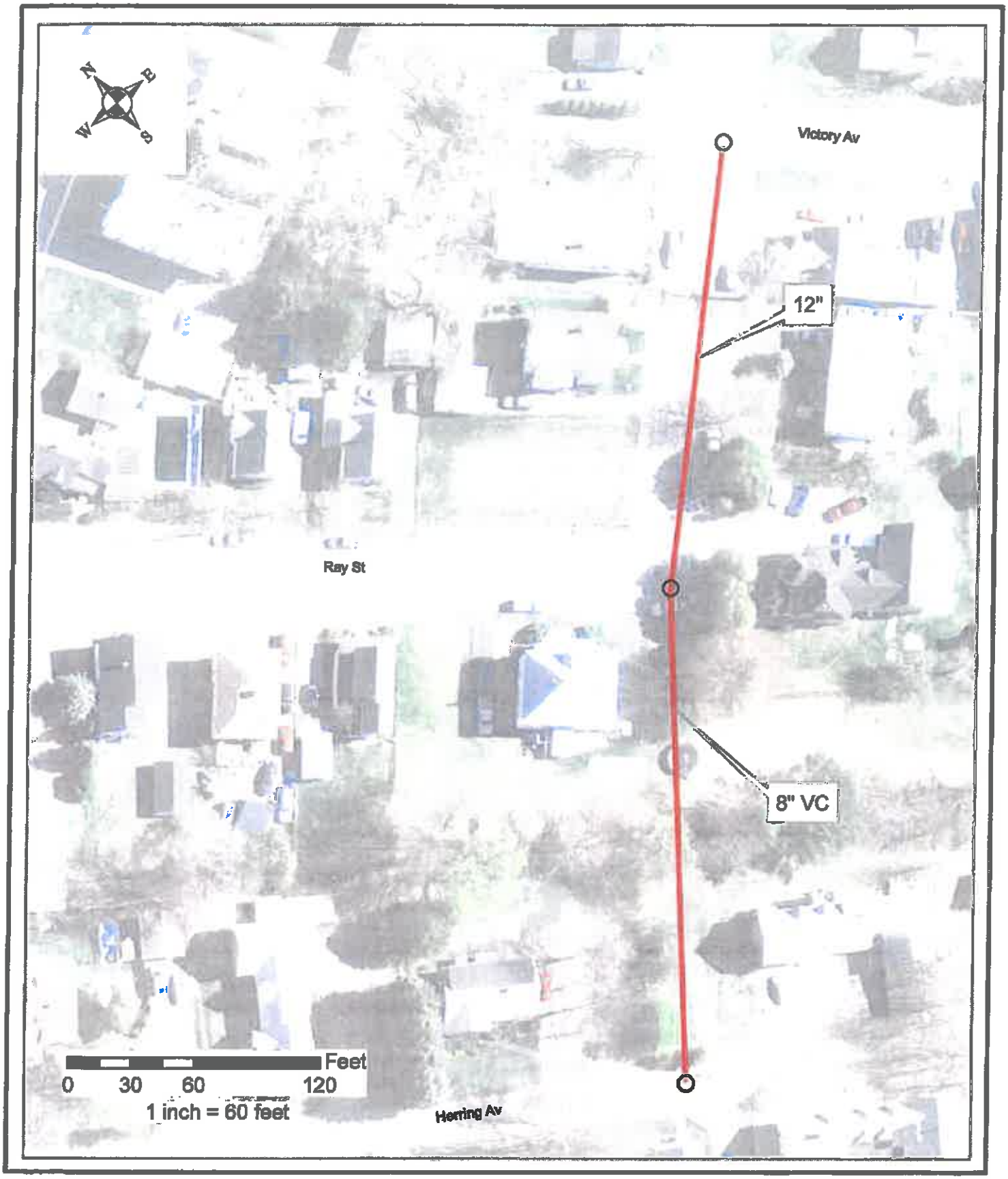
751 UNFURNISHED APARTMENTS

SACO- 7 room, 1 1/2 bath, first, last & security, $1200 mth, no pets, 831-8836 or 284-4619

WATERBORO – $175 weekly rent, all utilities, no pets, no smoking, 247-3581.

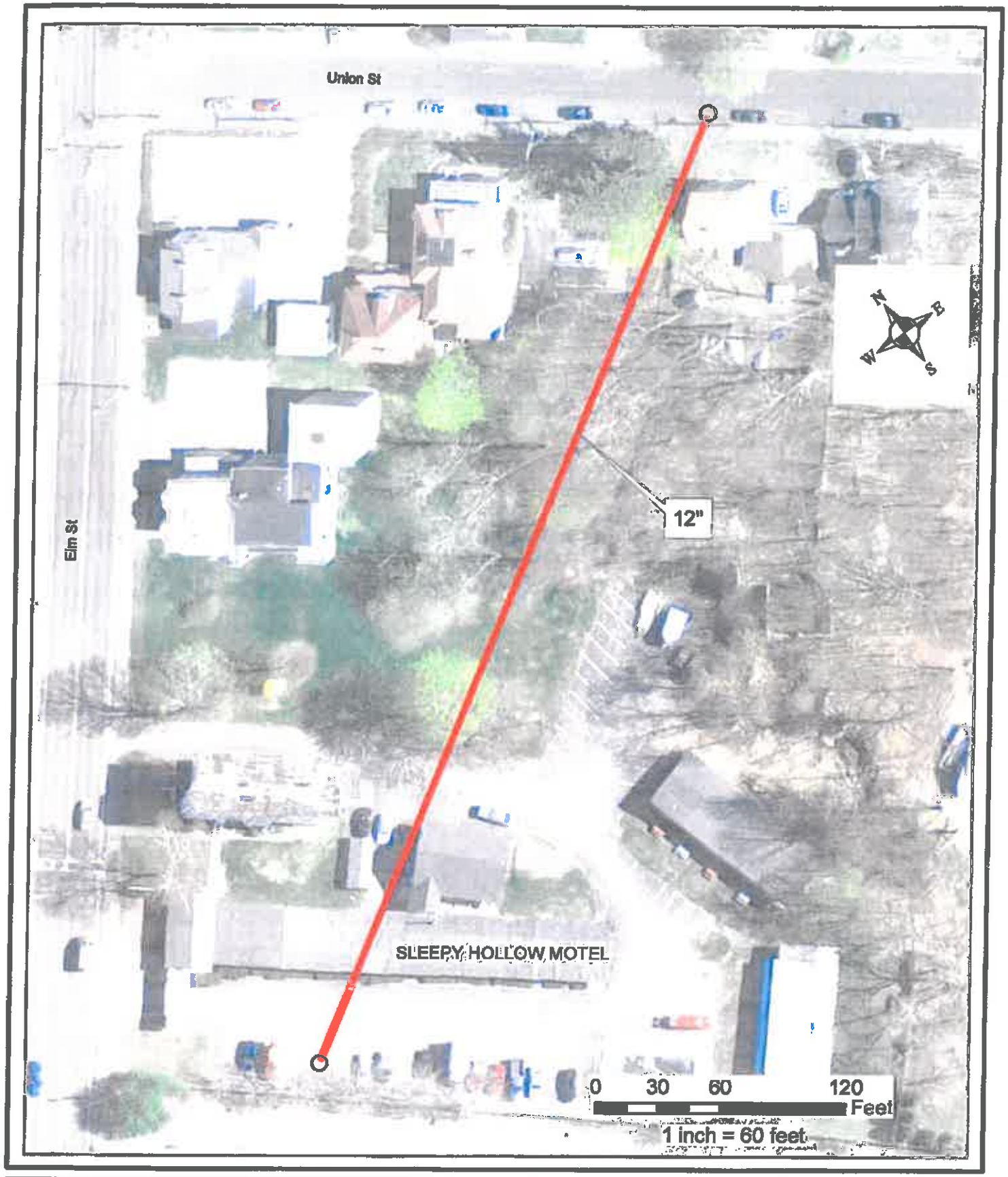
810 SEASONAL RENTALS

OOB- furnished studio, heat/hot, cable & wi-fi incl. 300 ft from beach, no pets, avail 9/1/17-6/15/18 - $750 mth, 207-468-8878



The City of Biddeford, Maine
Engineering Department - GIS Mapping
205 Main Street · P.O. Box 586 · Biddeford, Maine 04005-0586
Tel. 207 284-9118 · Fax 207 286-9388

2017 CIPP PROJECT
RAY ST X-COUNTRY RUN
○ Existing SMH



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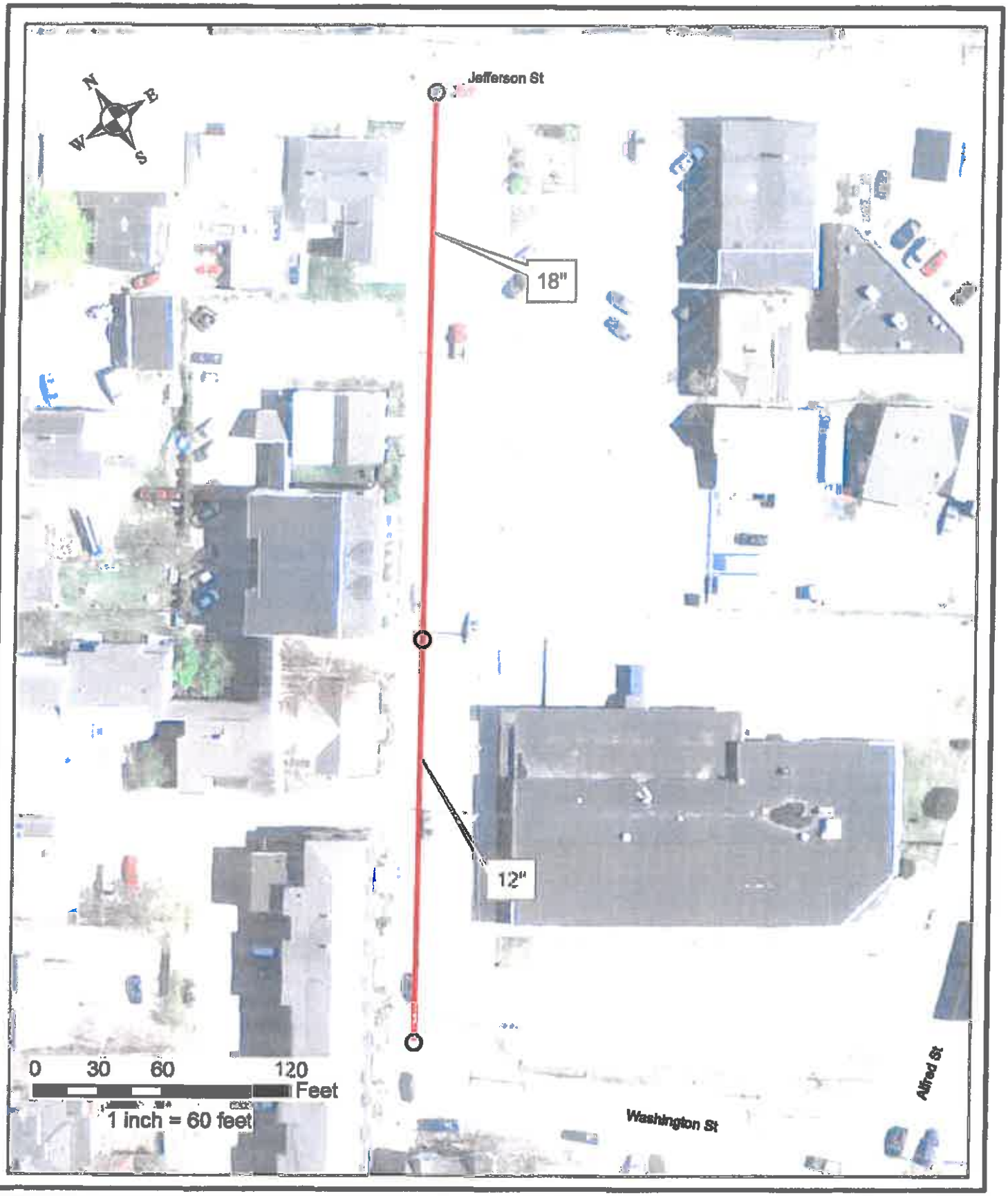
2017 CIPP PROJECT
SLEEPY HOLLOW TO UNION STREET

○ Existing SMH



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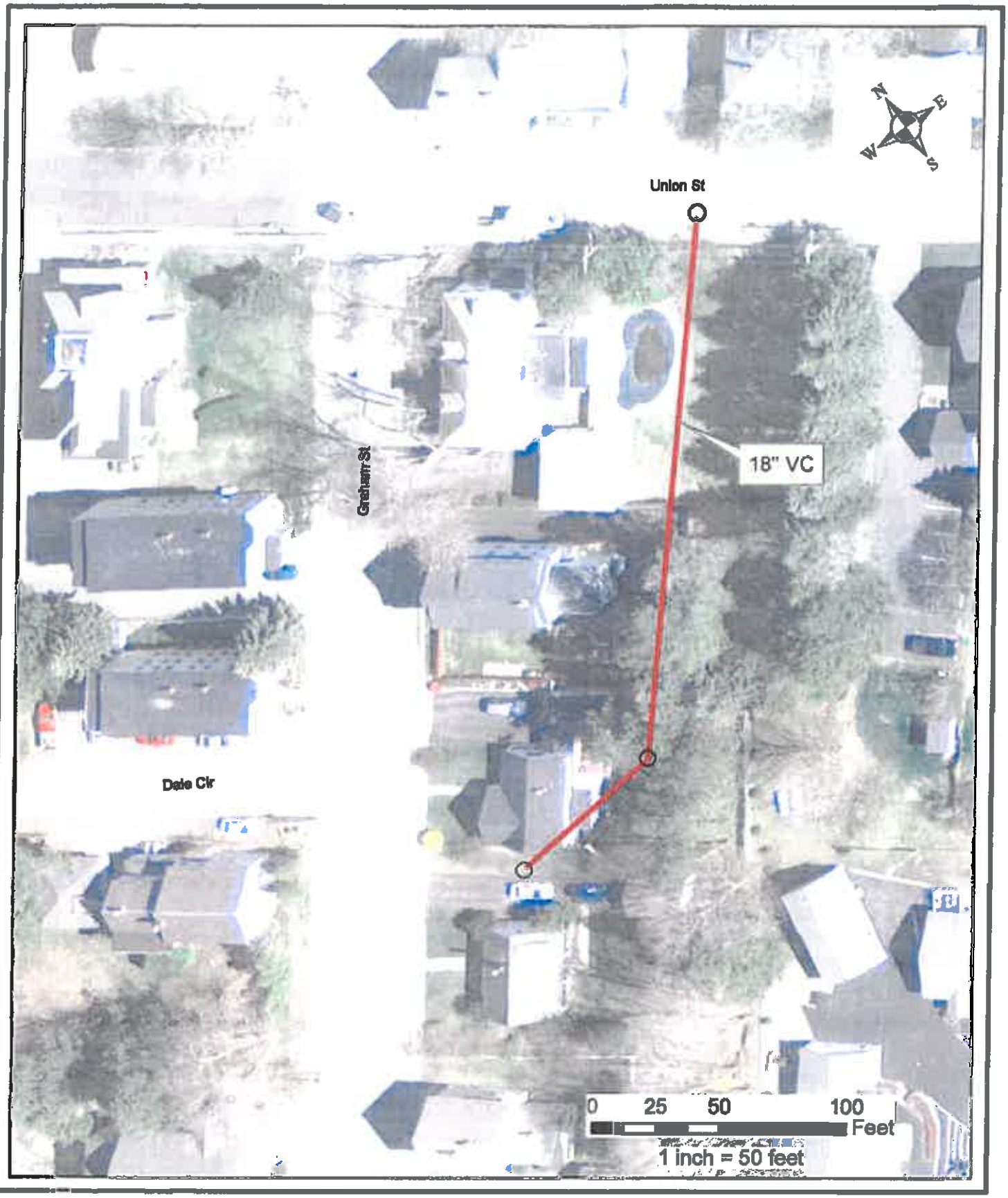
205 Main Street · P.O. Box 586 · Biddeford, Maine 04005-0586
Tel. 207 284-9118 · Fax 207 286-9388

2017 CIPP PROJECT
WASHINGTON STREET

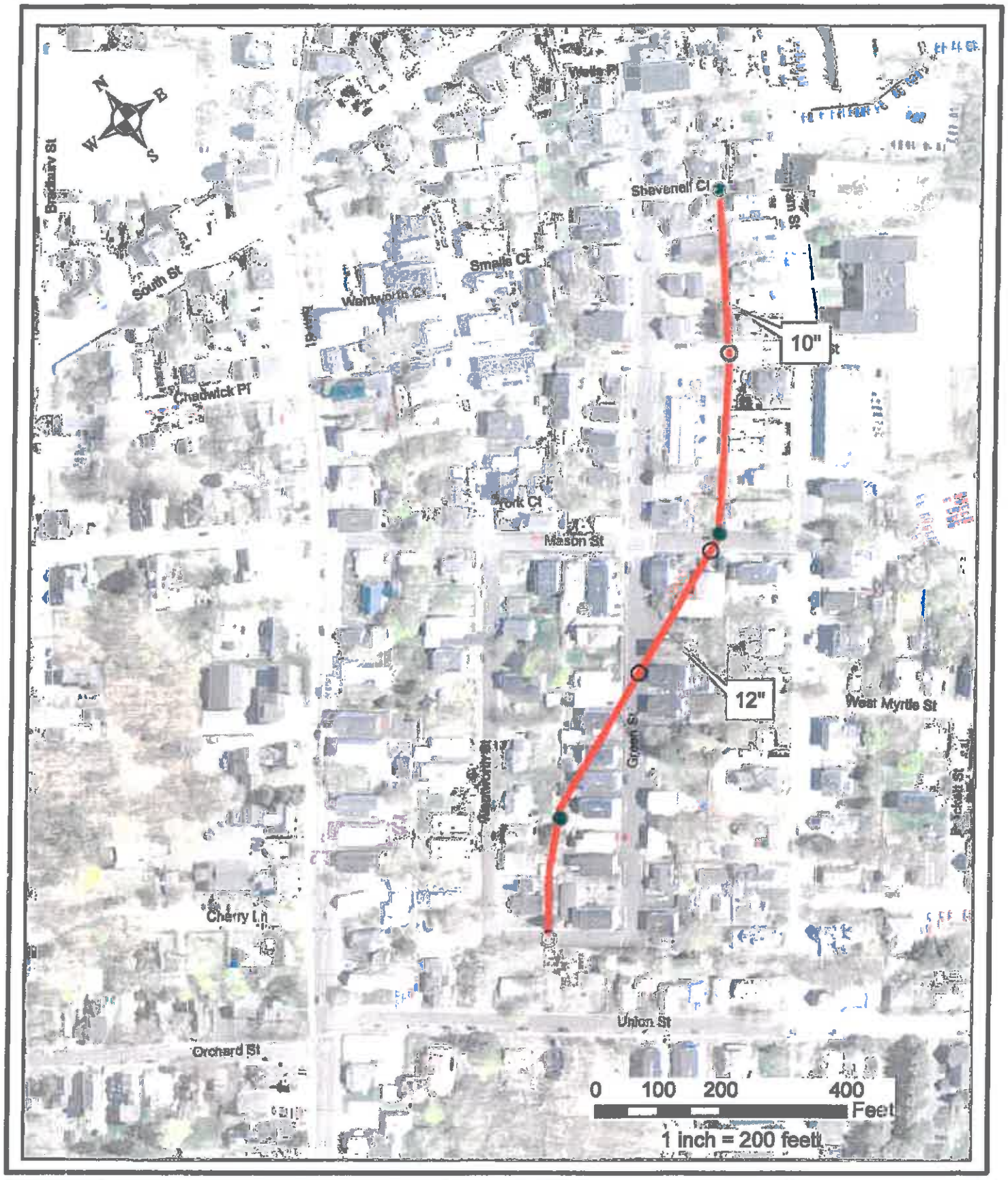
○ Existing SMH



The City of Biddeford, Maine
Engineering Department - GIS Mapping
205 Main Street · P.O. Box 586 · Biddeford, Maine 04005-0586
Tel. 207 284-9118 · Fax 207 286-9388

2017 CIPP PROJECT
UNION STREET TO GRAHAM STREET

○ Existing SMH



The City of Biddeford, Maine
Engineering Department - GIS Mapping
205 Main Street · P.O. Box 586 · Biddeford, Maine 04005-0586
Tel. 207 284-9118 · Fax 207 286-9388

2017 CIPP PROJECT
UNION TO SCHEVENELL

- Existing SMH
- PROPOSED SMH

City of Biddeford

2017.90 **IN BOARD OF CITY COUNCIL.....AUGUST 15, 2017**

BE IT ORDERED, that the City Manager be authorized to purchase one (1) 2017 Trackless sidewalk tractor as per bid of August 4,2017 (the "Equipment") from HP Fairfield (the "Vendor") and may pay the Vendor an amount not to exceed $140,999.00 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 $140,999.00;

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 $140,999.00, (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 August 15, 2017 and vote to recommend it to the City Council for approval. The lease-purchase of this item is included in the FY18 CIP budget, with a down payment of $10,000.00

Bid Opening for Sidewalk Tractor

Present: Carl Marcotte – Public Works
Kara Cote – Public Works
Travis Baker – HP Fairfield

Bids were opened at the Public Works Department at 11:00am on August 4, 2017. Staff is recommending the low bid from HP Fairfield in the amount of $140,999.00. This sidewalk tractor is budgeted in the FY18 CIP budget as a lease in line 21204-60925.

HP Fairfield

2017 Trackless Sidewalk Tractor	$140,999.00

WH Rose

2017 Trackless Sidewalk Tractor	$143,566.00

City of Biddeford

2017.91 **IN BOARD OF CITY COUNCIL...AUGUST 15, 2017**

BE IT ORDERED, that the City Manager be authorized to sign a purchase order for the purchase of two(2) Influent Screens from Headworks, Inc. of Houston, Texas, for a total of $111,830.00, as bid.

Note: The funding for this project is in the Waste Water Designated Fund Balance – Influent Screens (22005-60902); and FY18 Equipment purchase (35102-60602).

MEMORANDUM
August 9, 2017

TO: Finance Committee
FROM: Jeff Demers /Assistant Director Wastewater Operations
RE: Influent Screens/Wash Press
CC: Guy Casavant /Public Works Director, Tom Milligan /City Engineer, Dan Laflamme /Chief Operator
SUBJECT: Approval of purchase Influent screens.

RECOMMENDATION

The Public Works Department's Wastewater Division advertised for proposal's for a Screen/wash press. We received (6) proposal packages. Staff recommends that the Finance committee approve and send forward to council to authorize the Public Works Department's Wastewater Division to execute the purchase of (2) Headwork's screens to be purchased through Headwork's Inc. for a total of $111,830.00

DISCUSSION

The Screen's play a very important part of the beginning stage for the treatment plant's process. The determination to go with Headwork's Inc. was the quality of the product and that they were the low bidder through the proposal process for the rake/screen portion.

The Water Street plant has two influent channel's requiring (2) screens one for each channel. The equipment at the plant operating today are Parkson Screens that were installed during the 1998 plant upgrade making the equipment over 18 years old and in need of replacement.

FUNDING

Funding for this project is in the Waste Water Des, fund balance – Influent Screens 22005-60902 and FY 18 Equipment purchase capital 35102-60602.
This purchase is for (2) screens only.

Regards,
Jeff Demers
Assistant Director Public Works Waste Water Dept.

Proposal Tabulation Sheet

Project: Screen/Wash Press

Proposal opening Date: July 24, 2017

Present: Jeff Demers/Asst. Director, Guy Casavant/Director, Gene Weeks/ BAU-Hopkins, Albe Larson/ Wescor Associates.

Vendor .	Rake/Screen Only	Wash/Press Only	Rake screen/ Wash Press Combo
Kusters 101 Zima Park Drive Spartanburg, SC 29301	$64,330.00	$44,130.00	$89,710.00
Headworks INC. 11000 Brittmoore Park Drive Houston, TX 77041	$55,915.00	$50,831.00	$106,746.00
Aqualitec 3415 S. Sepulveda Boulevard Suite 1100, Los Angeles, CA 90034	$67,000.00	$40,700.00	$107,700.00
Huber INC. 9735 North Cross Court Hunterville, NC 28078	$79,800.00	$61,200.00	$117,800.00
Enviro-Care 1570 St. Paul Avenue Gurnee IL 60031	$78,192.00	$47,774.00	$125,966.00
WTP Equipment Corp. 83 Nuggett Court, Ontario, Canada	$86,400.00	$58,200.00	$137,100.00

City of Biddeford

Finance Department - (207) 284-9333
205 Main Street, P O Box 586
Biddeford, ME 04005

To: Budget Committee

From: Cheryl Fournier
Brian S. Phinney

CC: James Bennett

Date: August 9, 2017

Re: Amendments to the Fiscal Year 2018 Budget

As reported on July 25, with adoption of the State budget comes additional revenue and changes in the municipal allocation. The result is a decrease in the Homestead reimbursement rate and an increase in school funding for a net increase in state funding. The City Council must now determine how best to allocate the additional revenue. The following information is intended to assist the City Council with the decision. This information is provided as background and additionally as recommendations for consideration.

As part of the budget amendment process it is requested that a few administrative issues be addressed prior to the larger discussion on allocation of the additional State funds. The benefit of addressing these issues in this order is that the impact of additional funds will be based on an accurate baseline budget.

Administrative Issues

Three administrative errors and one unintended consequence have been identified since the second reading of the budget and preliminary entry of the individual line items into Munis, the City's accounting software. These issues are explained in more detail below and involve the Airport Fund and Municipal Services.

Airport Fund

Issue: A clerical error listed the total Airport Fund expense line as $774,256, comprised of $304,256 in the Airport Operations Fund and $440,000 in the Airport Reimbursable Fund. The actual total when adding the two fund subtotals is $744,256. This correction does not have a General Fund impact but is needed for accuracy.

Request: Make a motion to reduce the total Airport expense appropriation by $30,000 for a new total of $744,256.

Municipal Services

Issue: Upon entering the Social & Municipal Services budget in Munis, staff identified a clerical error with the total allocation and subsequently identified funding shortfalls with two of the support agency lines.

First, the subtotal for the Social Services component was $57,000 and the subtotal for the Municipal Services component was $658,016 for a total allocation of $715,016 in the original Order. No change is needed to the Social Services component. The Municipal Services component, however, contained a clerical error having to do with identifying the allocation total on the night of the vote. As noted above, the 1st reading of the Municipal Services component totaled $658,016. On May 24th the Council approved agency appropriations by taking the total agency requests and reducing each by a uniform 5% resulting in a total appropriation of $710,371 and then through a separate motion increasing McArthur Library funding within the Municipal Services component to the FY17 allocation of $478,364. This resulted in an increase of $19,989 from the first motion for a new Municipal Services subtotal of $730,360. Adding the $57,000 for Social Services, the new line item total becomes $787,360. The 2nd reading total on the Order was listed as $783,511, a shortfall of $3,849.

Subsequently, a review of the Eastern Trail and SMPDC funding requirements indicates that the community's contribution is fixed and does not fit the 5%-across-the-board-reduction model applied to determine agency allocations. The net shortfall for the Eastern Trail membership fee is $250 and the net shortfall for the SMPDC membership fee is $369.

The net shortfall total is $4,468 ($3,849 + $250 + $369)

Request: Motion to increase the Social and Municipal Services line by $4,468 for total allocation of $787,360.

If the requests associated with the Administrative Issues are granted, the amended General Fund total becomes $31,337,538, including the two unallocated reductions.

General Government	$10,773,954
Public Safety	$ 9,816,612
Public Works	$ 4,531,210
Public Services	$ 1,197,725
Social & Municipal Services	$ 787,979
Debt Service	$ 2,964,511
Capital Outlay	$ 1,515,547
Subtotal	**$31,587,538**
Less Item #1 (equivalent of one employee)	*-$ 75,000**
Less Item #2 (unallocated reduction)	*-$ 175,000*
Total	**$31,337,538**

*Note that the Order for the reduction of one employee specified, "a reduction of one employee or $100,000, whichever is less." $75,000 is used as the actual cost with benefits, being less than $100,000.

If the administrative corrections are accepted, the full tax rate (city, school & county) is **$20.23** and can now be used in the State funding discussion.

State Finding Budget Amendments

Changes in State Funding – Homestead & School

The approved State budget included changes to the Homestead reimbursement rate from 62.5% to 50%, which decreases Biddeford's revenue by $170,083. The loss of Homestead revenue is an "automatic" calculation so no specific Council action is required with regard to Homestead.

The Biddeford School Department is expected to receive approximately $900,000 in additional revenue. The original budget orders contemplated a potential for additional funding and authorized the following language for the School Budget Validation Referendum Election:

> ***Disposition of Additional State Subsidy:*** *The City Council has authorized the School Committee with consent of the City Council to use all or part of additional state subsidy received, if any, to increase expenditures for school purposes in cost center categories approved by the School Board, increase the allocation of finances in a reserve fund approved by the School Board, and/or decrease the local cost share expectation, as defined in Title 20-A, section 15671-A(1)(B), for local property taxpayers for funding public education as approved by the School Board.*

Consistent with the intent of the City Council and School Committee, the Orders support the possibility of splitting the additional funding between the School and City with $450,000 going to the Biddeford School Department and $450,000 going to the City.

With the increased School funding there is an opportunity to restore the bottom-line reduction of $175,000 and still reduce the Mil rate. Please note that the adopted motion to reduce by one position or $100,000 ($75,000 in actuality) remains in the budget.

Recommendations:

- Motion to accept and determine what to do with the additional School funding. Recommend splitting the additional funding by allocating $450,000 to the School Department and $450,000 to the General Fund.
- Motion to restore the $175,000 previously removed as an unallocated bottom-line reduction. (Reduction of one employee to remain).

Budget Impact

A list of recommended budget amendments is reiterated below. The table summarizes the impact of the State budget changes and the budget recommendations:

- Reduce Airport Appropriation by $30,000 (correction) $744,256
- Increase Social & Municipal Services by $4,468 (correction) $787,979

- Reduction in Homestead Reimbursement (lost revenue) $170,083
- Increase in Revenue from School Surplus (new revenue) $450,000
- Restore Bottom-line Reduction (recommendation) $175,000

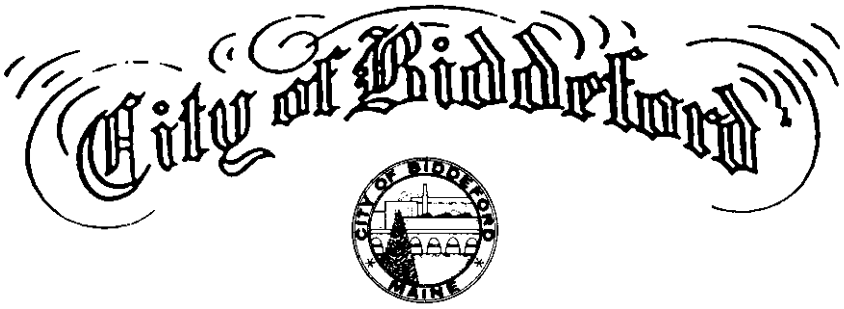
General Fund (w/ Social & Municipal Services Corrections		Allocation	Mil Rate Impact
General Government	$	10,773,954	
Public Safety	$	9,816,612	
Public Works	$	4,531,210	
Public Services	$	1,197,725	
Social & Municipal Services	$	787,979	
Debt Service	$	2,964,511	
Capital Outlay	$	1,515,547	
Subtotal	$	31,587,538	
Less Item #1 (equivalent of one employee)	$	(75,000)	
Less Item #2 (unallocated reduction)	$	(175,000)	
Subtotal	$	31,337,538	20.23

Impact of State Budget Changes			
50% of Surplus (new rev)	$	(450,000)	-0.19
Change in Homestead Reimbursement (lost Rev)	$	170,083	0.07
Net State Budget Impact	$	(279,917)	-0.12

Impact of Recommendation			
Restore Bottom Line Reduction	$	175,000	0.08
Total Allocation	$	31,232,621	20.19

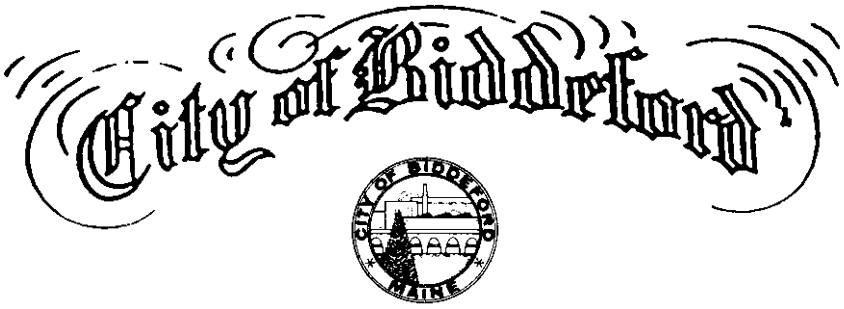
Net Change (overall budget reduction) $ (104,917.00)

Due to the variables involved, a formal Order will be generated following a decision by the Budget Committee. The Order will be presented to the City Council for action immediately following the Budget Committee Meeting.



2017.93 BOARD OF CITY COUNCIL..AUGUST 15, 2017

BE IT ORDERED, that the Biddeford City Council does hereby grant approval pursuant with Title 15 M.R.S.A. §5824(3) & §5822(4)(A) to the transfer of $5,000.00 in U.S. Currency, or any portion thereof, on the grounds that the City of Biddeford Police Department did make a substantial contribution to the investigation of this or related criminal case.CR-17-253. These funds shall be transferred to the City of Biddeford, to Police Overtime account for Community Service events.

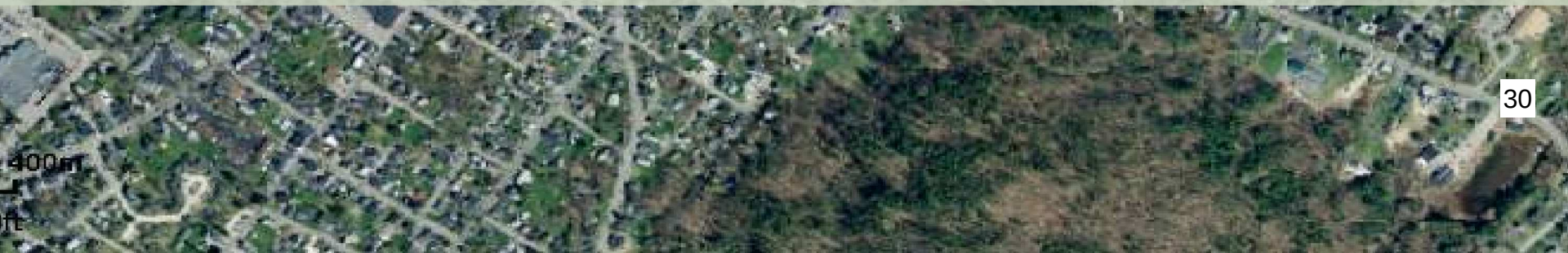


2017.94 IN BOARD OF CITY COUNCIL..AUGUST 15, 2017

BE IT ORDERED, that the City Council of the City of Biddeford does hereby adopt the Downtown District map and boundaries, as are depicted in the attached document.

PROGRESS UPDATE
AD HOC
DOWNTOWN POLICY & MANAGEMENT COMMITTEE

JULY 21, 2015



The Committee

- Committee Established January 2015
- Members
  - Mayor Alan Casavant
  - John McCurry, Council President, Ward 2
  - Bob Mills, Councilor Ward 5
  - Mike Ready, Councilor Ward 7
  - Marc Lessard, Councilor at Large
- Meetings open to the public w/ public input

The Evaluation

- **Three underlying principles**
  - Recognize change is coming…
  - Harness momentum…
  - Control and focus change to maximize benefits…
- **Questions to answer**
  - Where are we and where do we want to go?
  - What factors can we control locally?
  - How do we incorporate safe, attractive, desirable growth?
  - Are there funding options?

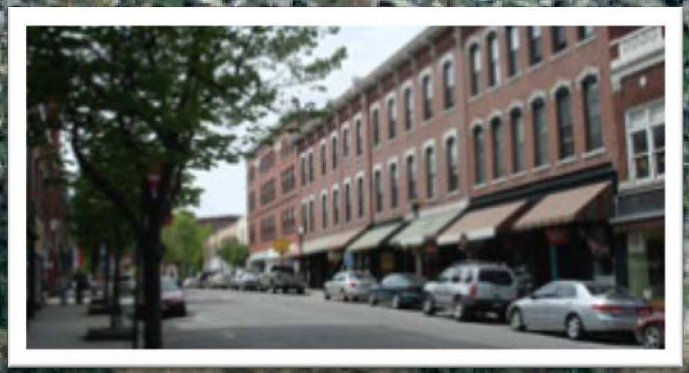
The Process

- **Start in the downtown area – 3 Findings**
  - Multiple definitions for "downtown"…
  - There is no cohesive design…
  - There is no formal plan for growth…
- **General approach**
  - Must be consistent: codes, aesthetics, goals
  - Must be positive and promote the "good things"
  - Must establish a "design principle" and guide redevelopment and renovation
  - Must consider parking and economic restructuring

Example of "consistency"

Compare the "look" of these

to the 'look' of these



Moving Forward

- **Assign specific duties to committees**
  - Foster an open process
  - Obtain public input
  - Maintain a timely schedule

Finance
- Funding
- Marketing
- Tax Districts

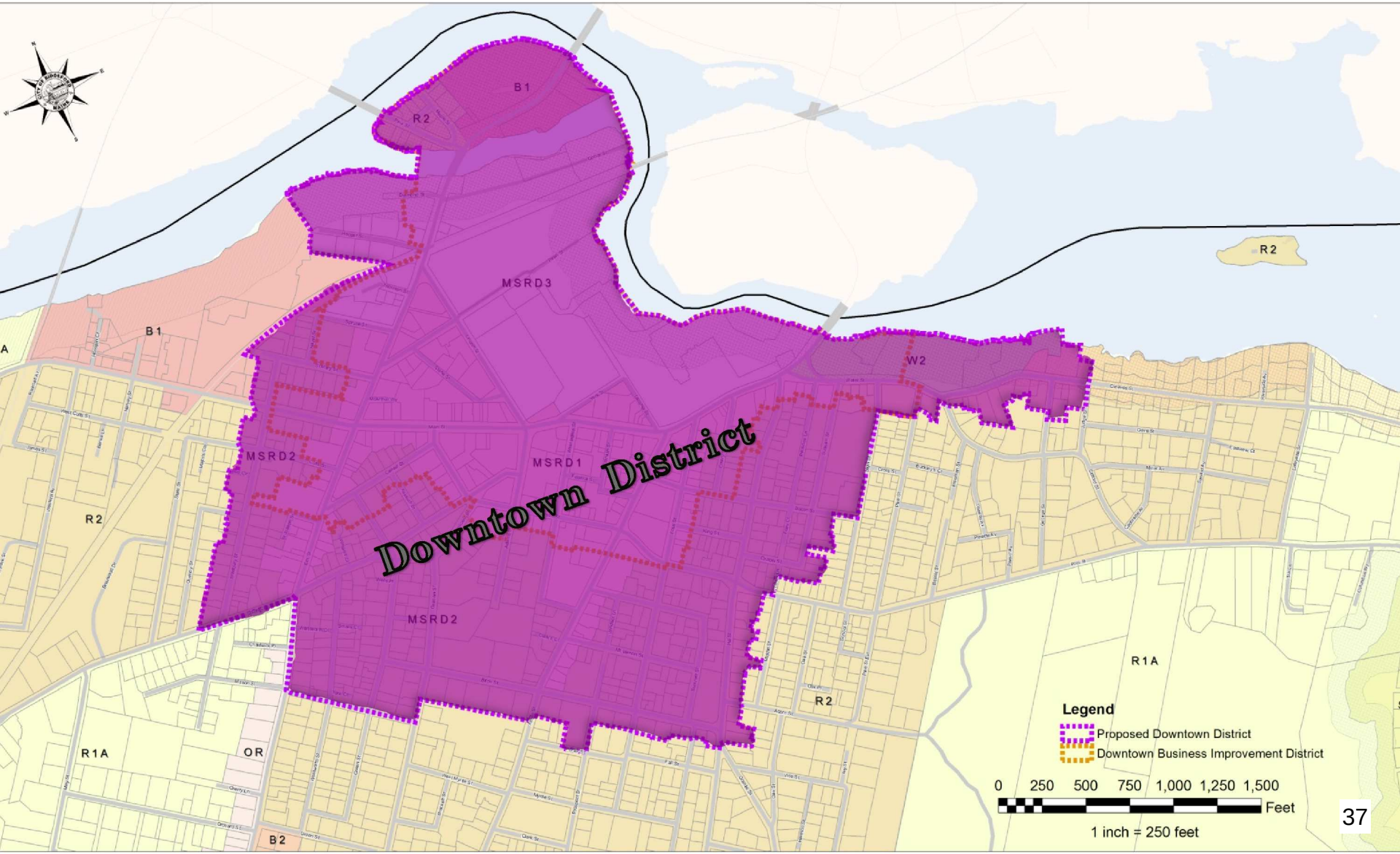
Policy
- Hist. Character
- Iconic/Archit.
- Address Blight

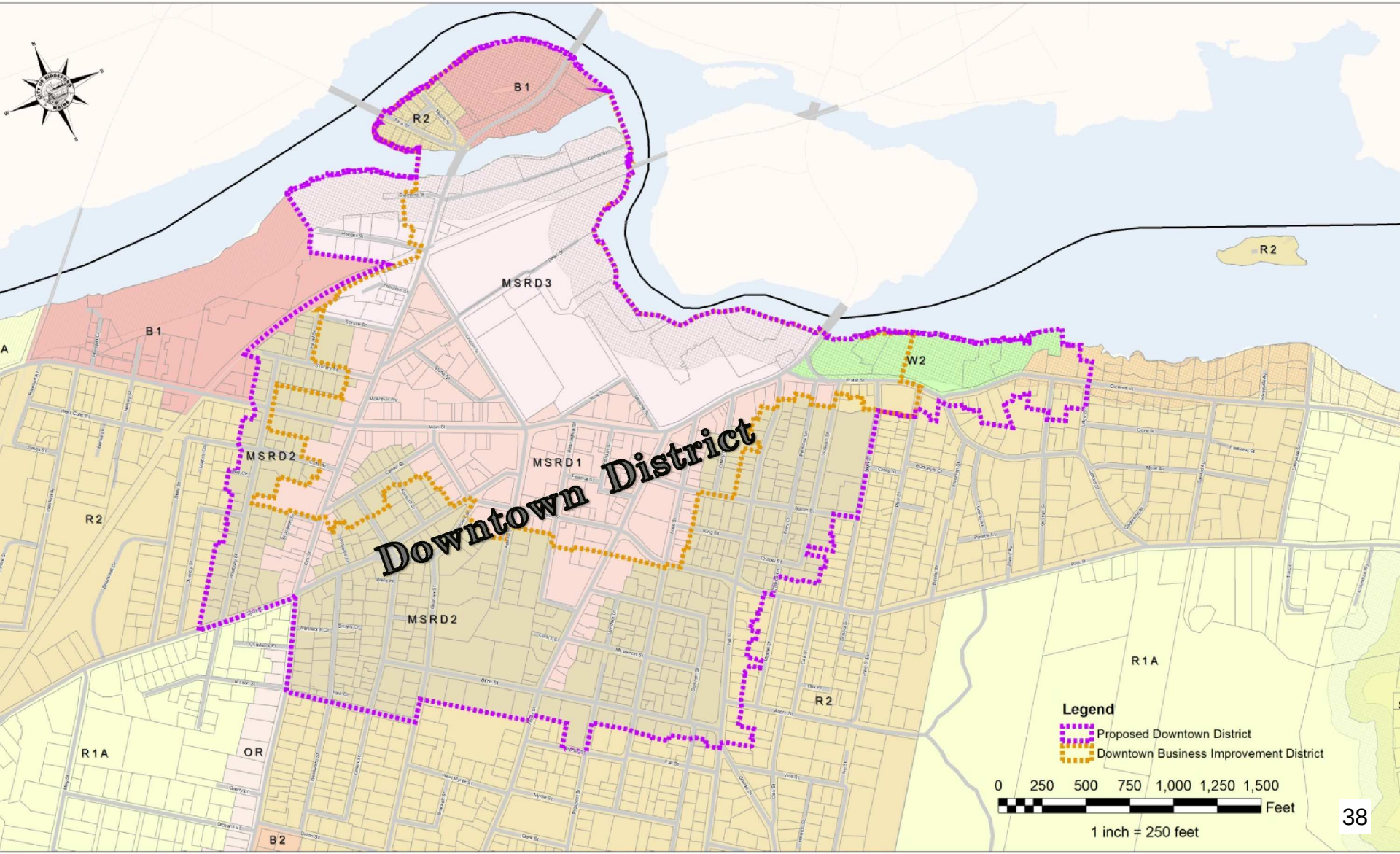
Capital/Ops
Codes
Ops. Planning
Assist/Enforce

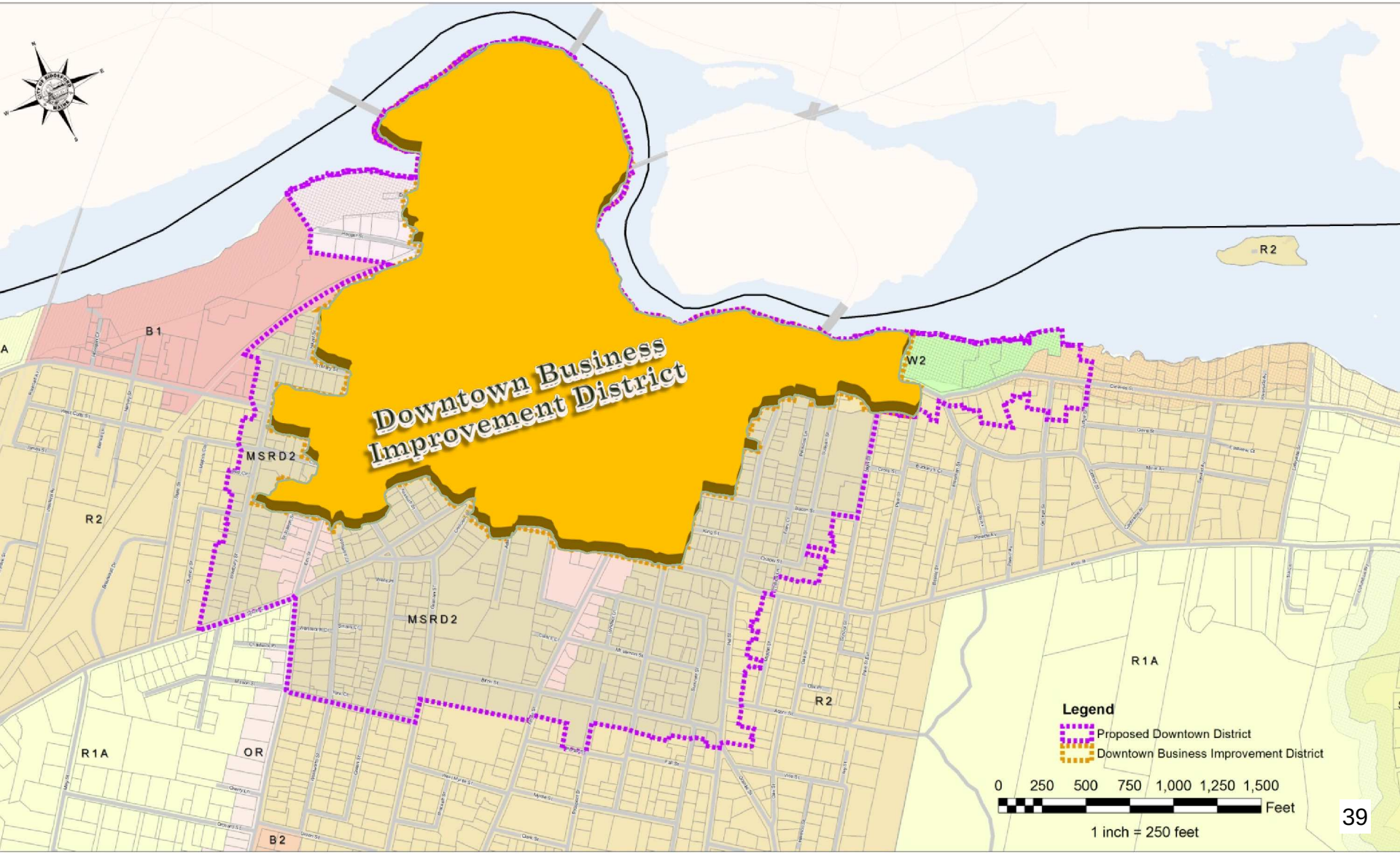
Public Safety
Parking
Policing
Transit
Safety

Committee Action

- Committee proposes downtown districts
  - Downtown District
  - Downtown Business Improvement District
- Both incorporate all previous definitions selecting the broadest aspects of each
- Along each street boundary both sides of the street are included for consistency and aesthetics


Downtown District
B1
R2
MSRD3
W2
MSRD2
MSRD1
R1A
OR
B2
Legend
Proposed Downtown District
Downtown Business Improvement District
0 250 500 750 1,000 1,250 1,500
Feet
1 inch = 250 feet


Downtown District
B1
R2
MSRD3
W2
MSRD2
MSRD1
R1A
OR
B2
Legend
Proposed Downtown District
Downtown Business Improvement District
0 250 500 750 1,000 1,250 1,500
Feet
1 inch = 250 feet


Downtown Business Improvement District
B1
MSRD2
R2
W2
MSRD2
R2
R1A
R1A
OR
B2
Legend
Proposed Downtown District
Downtown Business Improvement District
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Feet
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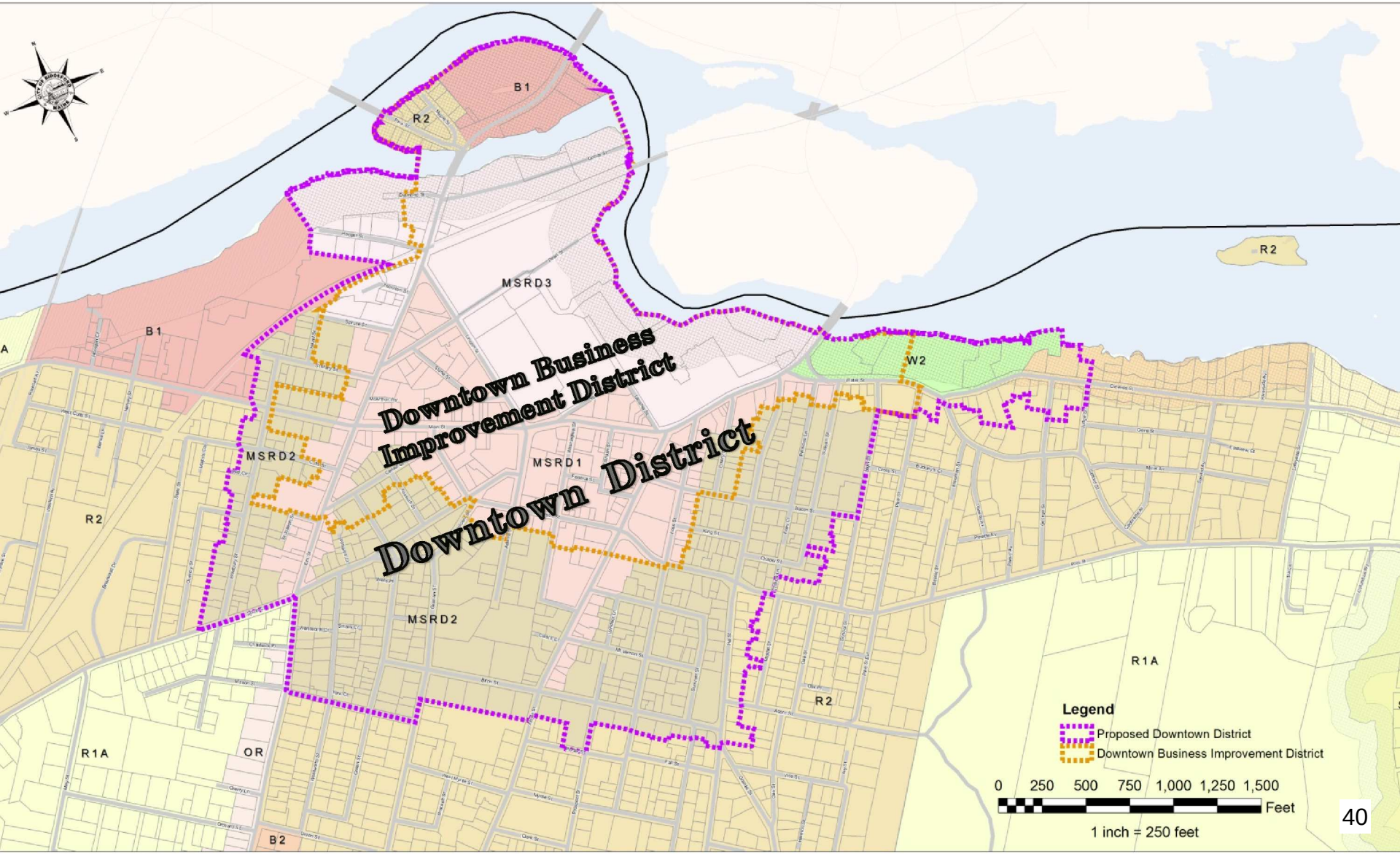
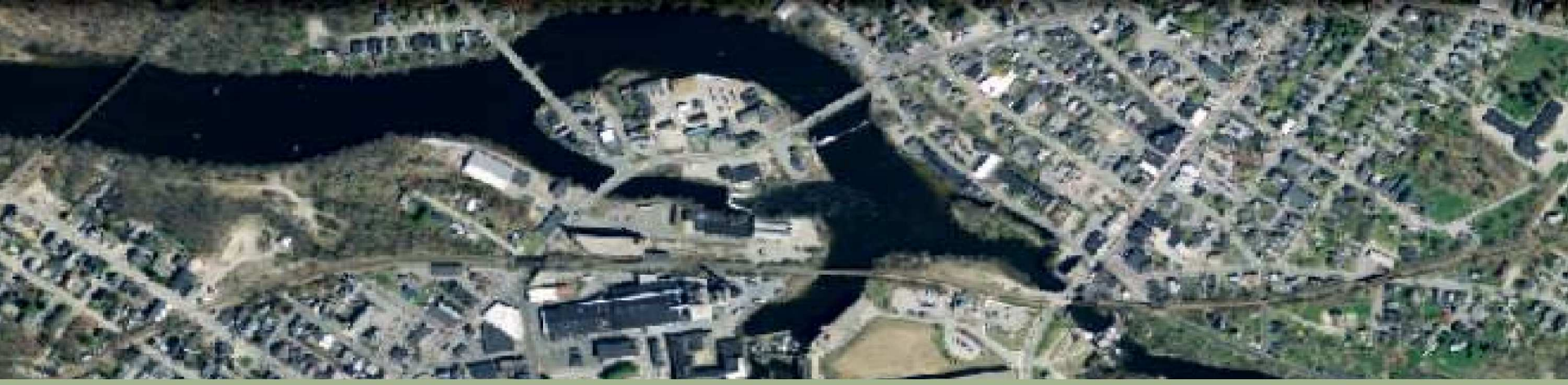
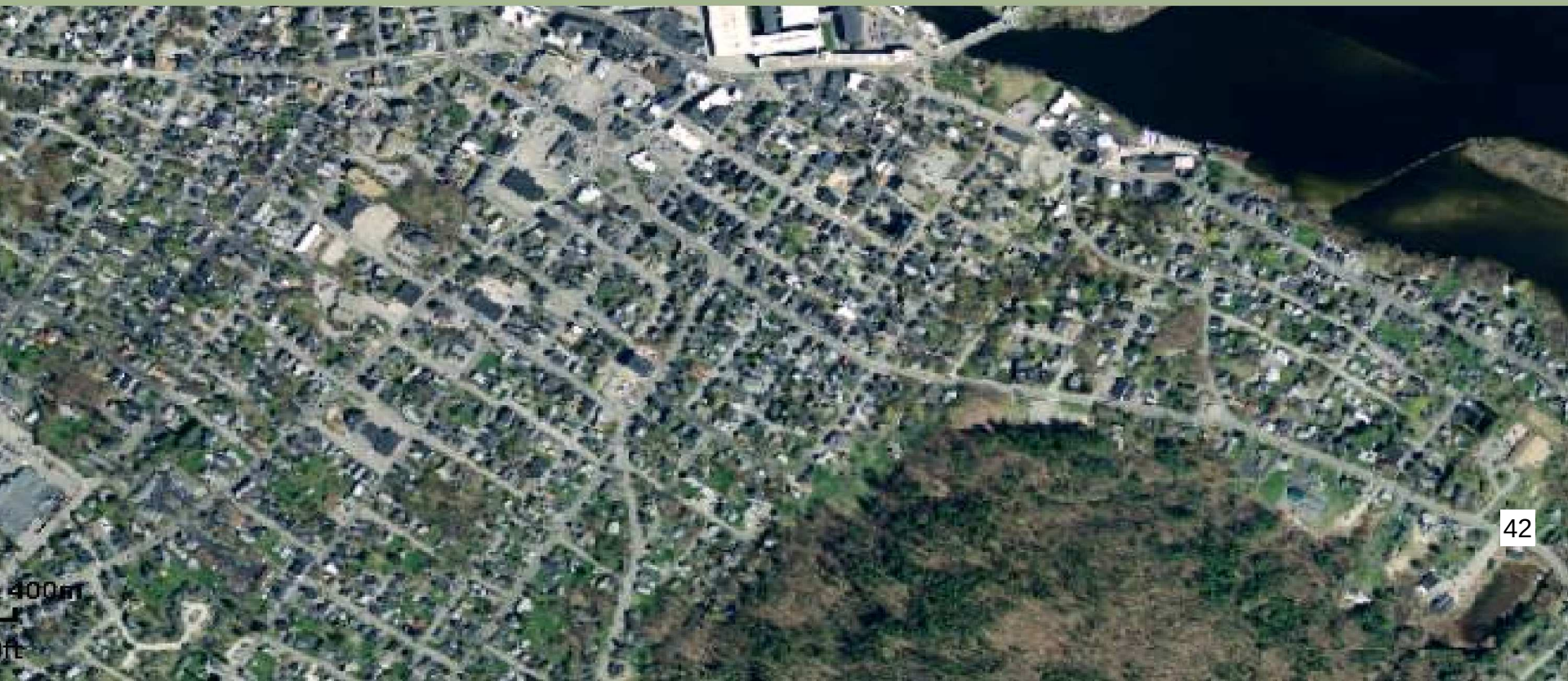

B1
R2
MSRD3
B1
W2
R2
Downtown Business Improvement District
Downtown District
MSRD2
MSRD1
R2
MSRD2
R1A
R2
R1A
OR
B2
Legend
Proposed Downtown District
Downtown Business Improvement District
0 250 500 750 1,000 1,250 1,500
Feet
1 inch = 250 feet

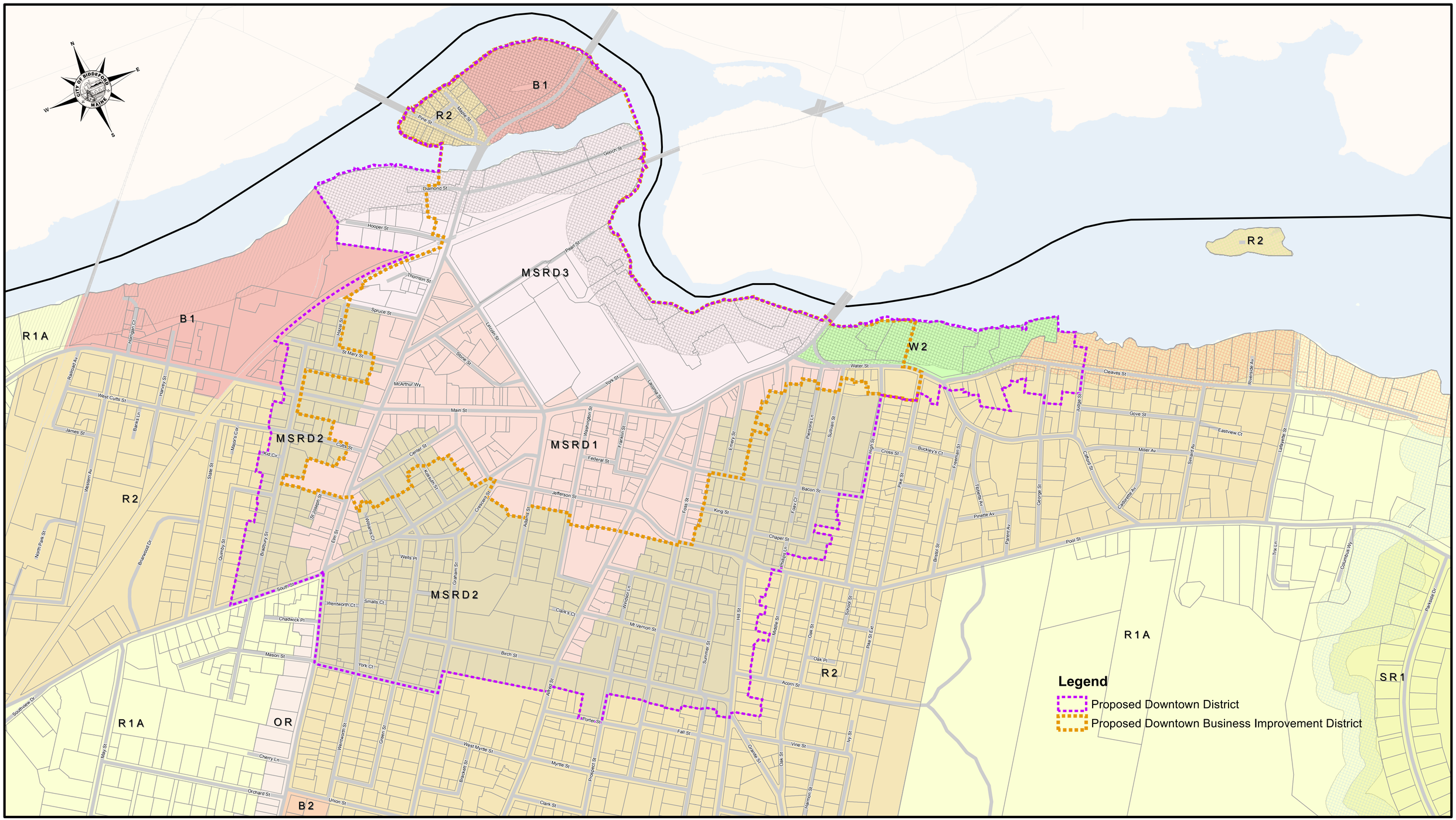
So Where Do We Go From Here?

1. Committee requests acceptance of the District maps
2. Draft a plan for committee assignments
3. Begin public process



Questions?





The City of Biddeford, Maine
Engineering Department - GIS Mapping
205 Main Street · P.O. Box 586 · Biddeford, Maine 04005-0586
Tel. 207 284-9118 · Fax 207 286-9388

PROPOSED DOWNTOWN DISTRICT AND PROPOSED DOWNTOWN BUSINESS IMPROVEMENT DISTRICT

0 250 500 750 1,000 1,250 1,500 Feet

1 inch = 250 feet

ESRI Special Achievement In GIS Winner 2007

City of Biddeford

IN BOARD OF CITY COUNCIL..AUGUST 1, 2017

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

Jacquelyn Murphy
23 Orchard Street
Ward 7

to the *Board of Assessment Review,* with a term to expire December 2021.

CITY OF BIDDEFORD

Application for City Commissions, Committees and Boards

Date:	7/20/2017
Name:	Jacquelyn Murphy
Street Address:	23 Orchard St Biddeford, ME 04005
Mailing Address: (if different)	Same
Phone Number(s):	207-747-2981(c) 207-253-4163 (w)
Email Address:	jmurphy@cportcu.org

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

YES ☐ NO ☐

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

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

- ☑ Other: looking for one of the above
- ☐ Other:
- ☐ Other:
- ☐ Other:

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

See attached
- Community Television Network- January 2016-Present

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

See attached
- Branch Manager, cPort Credit Union
- Emerging Leaders Graduate
- BA in Business Economics
- 12 graduate credit hours in Public Policy and Management
- Mortgage loan officer with understanding of housing market and valuation
- Personal interest in the development and success of Biddeford

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

See attached

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

July 24, 2017

To Whom it May Concern,

Please accept this letter as application for a Committee role with the City of Biddeford.

I am a new resident of Biddeford and a Branch Manager at cPort Credit Union. As part of my duties through my work, I assist in making decisions regarding the future of the Credit Union. Throughout my time as Branch Manager I have enjoyed building connections with many groups and demographics, as my branch is strongly tied with the Portland community. In particular, I lead a pilot project that provides financial literacy training to the community free of charge.

Before becoming Branch Manager at cPort, I was attending the Muskie School of Public Service with hopes of pursuing a career in Economic Development. This passion developed through my undergraduate degree in Business Economics. At the time I was attending graduate school, I was also working for cPort. My love for the work I was doing took focus away from my education and I eventually decided to pursue a career in banking instead. However, I continue to have interest in local policymaking and would love to learn through my experience as a committee member in Biddeford.

Beyond my professional life and education, I feel I have unique experiences that may prove relevant to one of your committees. I am a graduate of the Emerging Leaders Program through Lift360. The Emerging Leaders Program provides training to young professionals specifically focused on board membership and community leadership. After graduating from the program in December of 2015, I then became a board member of Community Television Network located in Portland, Maine. I currently hold the title of Vice President of the board.

I believe that the Biddeford has many great things to come. I see it as a hub for surrounding areas and have been impressed with the path it has taken. I chose to move to Biddeford because I believe in its future. Conversely, as a new resident, I still have much to learn. An opportunity to sit on a committee in Biddeford is an opportunity to truly become part of the City and hopefully bring something of value to the table in exchange.

Thank you for considering my application.

Sincerely,

Jacquelyn Murphy [NMLS# 1097851]
Branch Manager
cPort Credit Union [NMLS# 409174]
285 Forest Ave | Portland, ME 04101

Jacquelyn Murphy

Phone: (c) 207-747-2981 (w) 207-253-4163 E-Mail: Jacquelyn.h.murphy@gmail.com, jmurphy@cportcu.org

LinkedIn Profile: http://www.linkedin.com/pub/jacquelyn-murphy/40/125/517

PROFESSIONAL EXPERIENCE

Branch Manager. cPort Credit Union. Portland, Maine. *April 2015-Present*

Responsible for the management and leadership of a staff of 13 employees, processing consumer and business loans, mortgages, and all aspects of member service. Under my leadership, the branch continues to enjoy year-over-year membership and loan growth.

Assistant Branch Manager. cPort Credit Union. Portland, Maine. *May 2014-April 2015*

Managed branch as acting Branch Manager under Assistant Branch Manager title.

Member Service Representative. cPort Credit Union. Portland, Maine. *August 2013-May 2014*

Responsible for all aspects of member service, primarily processing loan and membership applications.

Teller. cPort Credit Union. Portland, Maine. *Dec 2012-August 2013*

Intern. Maine Health Research Institute. Office of MaineCare Services. Augusta, Maine. *Feb 2012-Sept 2012*

Reported to the director of the Children's and Noncategorical Waivers. Primary duties included assisting with reporting, data compilation and analysis, administrative support, assistance with basic grant-writing, and other sundry office tasks.

EDUCATION

University of Maine at Farmington. Farmington, Maine. *Graduated May 2012*

Program: B.A. in Business Economics

GPA: 3.768. Magna Cum Laude. Dean's List

Activities, Advancements:

Community Concert Band	*Eight Semesters*
Saxophone Quartet	*Seven Semesters*
Group Study Leader for Principles of Economics: Supplemental Instruction Program	*Four Semesters*
Tutor: Statistics for Business, Math for Elementary Education, Behavioral Economics	*One Semester Each*
Student Assistant: Summer Experience Program	*Two Summer Sessions*
Peer Advisor for Undeclared Students	*One semester*
Wilson Scholar Program: Designed an economic model of community gardening	*Spring 2011*

CONTINUING DEVELOPMENT

Emerging Leaders Program. Lift360 *Completed Fall 2015*

"Lift360's Emerging Leaders is a popular and innovative program that prepares and launches leaders 22 to 40 to successful Maine nonprofit board and committee leadership roles."

Board Member. Community Television Network. Portland, ME *January 2016-Present*

Muskie School of Public Service, University of Southern Maine. Portland, Maine. *Discontinued 2013*

Program: Master's in Public Policy and Management

Completed 4 courses before leaving to focus on banking career

Notary Public. Commissioned Cumberland, Maine. *Commission Expires March 14, 2021*