

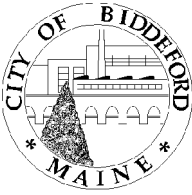
City of Biddeford
City Council
July 17, 2018 6:00 PM Council Chambers

- 1. Roll Call**
- 2. Pledge of Allegiance**
- 3. Adjustment(s) to Agenda**
 - 3.a. Order 2018.77) Authorization/Contract w/Becker Structural Engineers for On-call Parking Structure Administrative Review Services
- 4. Presentation:**
 - 4.a. Communication Plan Progress Update
[Briefing Memo - Strategic Communications Update](#)
[Crisis Communication Plan - Draft](#)
[Social Media for Elected Officials -Draft](#)
[Social Media and Interview Training Outline - Draft](#)
[Briefing Memo - Strategic Communications Update](#)
- 5. Consideration of Minutes:**
 - 5.a. June 19, 2018 Council Meeting Minutes
[6-19-2018 Council Meeting Minutes.docx](#)
- 6. Second Reading:**
 - 6.a. 2018.62) Approval/Moratorium/Downtown Parking Requirements Waivers
[6-19-2018 Moratorium-Downtown Parking Requirements Waivers.docx](#)
- 7. Orders of the Day:**
 - 7.a. 2018.65) Authorization/Purchase of Wash Pressess for Wastewater Treatment Plant/Headworks, Inc.
[7-17-2018 Wash Presses Purchase-WWTP-ORDER.doc](#)
[7-17-2018 Wash Presses Purchase-WWTP-backup docs.pdf](#)
 - 7.b. 2018.66) Authorization/Purchase of 2(two) Police Cruisers/Arundel Ford
[7-17-2018 Police Cruisers Purchase-ORDER.docx](#)
[7-17-2018 Police Cruisers-BIDS.doc](#)
 - 7.c. 2018.67) Planning Board Directive/Rezone a Specific Area from R-2 to MSRD-2
[7-17-2018 PB Directive-Rezone R2 to MSRD2 - ORDER.docx](#)
[7-17-2018 Proposed Zoning Change-MAP.pdf](#)
 - 7.d. 2018.68) Planning Board Directive/Rezone a Specific Area from R-1-A and R-3 to R-1-B; General description of zones and allowed uses
[7-17-2018 PB Directive-Rezone in Residential Zone-ORDER.docx](#)
[7-17-2018 Proposed Zoning Change-MAP.pdf](#)
 - 7.e. 2018.69) Authorization/Contract with J. Pratt Company/Lincoln Street Improvement Project - Phase II
[7-17-2018 Lincoln Street Project-Phase II-ORDER.doc](#)
[7-17-2018 Lincoln Street Project-Phase II-MEMO.doc](#)
[7-17-2018 LIncoln Street Project-Phase II-BIDS.xlsx](#)

- 7-17-2018 Lincoln Street Project-Phase II-Aerial Map.pdf
- 7-17-2018 Lincoln Street Project-Phase I - Locus Map.pdf
- 7-17-2018 Lincoln Street Project-Phase II-Newspaper Ad.pdf
- 7.f. 2018.70) Endorsement/Main Street Sidewalk Plan - Phase II Design
 - 7-17-2018 Main St Sidewalk Improvement Design-ORDER.doc
 - 7-17-2018 Main Street Phase II Design Project-MEMO.doc
 - 7-17-2018 Main Street Sidewalk-Phase II Design-Layout Plans.pdf
 - 7-17-2018 Main Street Sidewalk-Phase II Design-Layout Plans(2).pdf
- 7.g. 2018.71) Approval/Transfer of Funds to Police Department for Contributions in a Criminal Case
 - 7-17-2018 Transfer of funds to PD-Criminal Case.doc
- 7.h. 2018.72) Authorization/Due Dates of FY19 Property Taxes/Setting of Interest Rate
 - 7-17-2018 Property Tax Due dates and interest FY19.docx
- 7.i. 2018.73) Confirmation/Nicholas Desjardins as City Assessor
 - 7-17-2018 Confirmation of Assessor-Desjardins.docx
- 7.j. 2018.74) Approval/Biddeford Saco Chamber of Commerce to Serve Alcohol on City Property (Mechanics Park)
 - 7-17-2018 Permission to Serve Alcohol-Mechanics park.docx
- 7.k. 2018.75) Amendment/Ch. 42, Motor Vehicles & Traffic/Add New Sec. 42-8-Parking Authority
 - 7-17-2018 Parking Management Prog-Authority Granted.docx
- 7.l. 2018.76) Amendment/Ch. 42, Motor Vehicles & Traffic/Sec. 42-62-Identification and use of municipal parking lots/Authority to implement fees
 - 7-17-2018 Parking Management Prog-Authority to Implement Fees.docx
- 7.m. 2018.77) Authorization/Contract w/Becker Structural Engineers for On-call Parking Structure Administrative Review Services
 - 7-17-2018 On-Call Parking Structure Admin Review Services - ORDER.docx
 - 7-17-2018 On-Call Parking Structure Administrative Review Services-MEMO.pdf
- 8. Appointments:**
 - 8.a. MMA Legislative Policy Committee
 - 7-17-2018 Appt-MMA Legislative Policy Committee.pdf
 - 8.b. Social Service Committee
 - 7-17-2018 Appt-Social Service Committee.docx
 - 8.c. Charles Drapeau...Solid Waste Management Commission
 - 7-17-2018 Appt-Drapeau-SWMC.docx
 - 7-17-2018 Appt Application-Drapeau-SWMC.pdf
- 9. Public Addressing the Council..(5 minute limit per speaker; 30 minute total time limit)**
- 10. City Manager Report**
- 11. Other Business**
- 12. Council President Addressing the Council**
- 13. Mayor Addressing the Council**
- 14. Executive Session**
 - 14.a. 1 MRSA 405(6)(D)...Labor Contract Negotiations

14.b 1 MRSA 405(6)(A)...Employee Evaluation (possible action)

15. Adjourn



City of Biddeford, Maine

Chief Operating Officer / Technology / Industrial Pretreatment

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Phone: (207) 571-0032

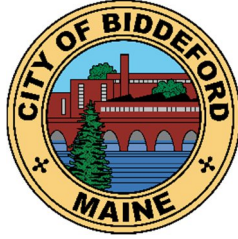
Fax: (207) 571-0656

Memorandum

To: Honorable Mayor Alan Casavant and Honorable City Council
From: Brian S. Phinney, COO
Date: July 12, 2018
Subject: Biddeford 2018 Strategic Communications Plan and Update

Several working documents are provide for informational purposes as an update to the progress made by Danica and Eric, our summer management analysts. These documents reflect a sample of what has been happening behind the scenes, so-to-speak, related to development and implementation of a Strategic Communications Plan. These are working drafts as noted by the title of each document.

I will be present to make an initial introduction and then Danica will provide an overview of the “program” through a short PowerPoint presentation.



Draft

City of Biddeford

Crisis Communication Plan

Updated 6/19/18

Objective

The Crisis Communication Plan is different from the regular City Communication Plan, which was designed to guide communication with the public about City events, programs and services. The Crisis Communication Plan is designed to handle emergencies and those situations that threaten the integrity or reputation of the City of Biddeford. Situations considered to be a crisis can include any kind of legal dispute, theft, accident, fire, flood, manmade disaster or unexpected event that could affect or be attributed to the City. A crisis situation may occur when the media or general public believes that the City did not react to a given situation in an appropriate manner. The public will turn to the media and the government for information, instructions and reassurance. By providing critical information to the public in a timely manner, the City can maintain both public safety and public confidence in all response efforts.

Evaluating the Crisis

Every event that qualifies as a crisis is different, which means that every crisis is going to require a different response. Some crises may effectively be managed by writing a timely press release and responding to reporter inquiries, while other more serious events may require more action on the part of the City to reassure the public and provide more detailed information.

- 1) After a crisis event has occurred, the City Manager or their designee will meet with the [Communications Director] immediately to discuss all information available about the crisis. The City Manager may choose to contact the City Attorney to share the known facts of the situation and to determine if any litigation may be possible as a result of the crisis incident.
- 2) At this point, a determination will be made of the severity of the crisis and what steps should be taken to move forward. The City Manager will notify elected officials of the crisis and its severity as soon as possible.

Handling a Crisis and Choosing a Spokesperson

- 1) The City Manager [and Communications Director] will [work together to] determine the facts and who is the appropriate person to speak on behalf of the City. The spokesperson will represent the City and make all official statements and answer media questions

throughout the crisis. A back-up to the designated spokesperson should also be identified to fill the position in the event that the primary spokesperson is unavailable. In situations that result in a legal dispute or litigation, the City Attorney will act as the City spokesperson and will respond to all media request and inquiries.

- 2) Each department head, and their backup spokesperson, is responsible for alerting their staff to the crisis situation and reminding them that they are to refer all inquiries or requests for information to the appropriate City spokesperson.
- 3) If handled correctly, damage to the City's integrity and reputation can be minimized. It is important to always respond to a crisis situation as quickly as possible, stating all of the facts that can be shared and are known to be truthful. These measures will help to minimize the crisis and prove the City's desire to assist in any investigation needed, requests for public records, or media inquiries.
- 4) The [Communications Director] will keep an accurate record of all media contacts and requests for interviews or information, along with the given response. The City Manager or the designee will keep an accurate record of all requests for public records. The City Attorney may also be consulted to determine the release of information.

Criteria for the Spokesperson and Backup Spokesperson

- 1) Comfortable in front of a TV camera and with reporters (print and broadcast).
- 2) Preferably, skilled in handling media, skilled in identifying key points, able to speak without using jargon, and respectful of the role of the reporter.
- 3) Knowledgeable about the City and the crisis at hand.
- 4) Able to establish credibility with the media, able to project confidence to the audience, good diction, good appearance and charisma, sincere, straightforward and believable.
- 5) Accessible to the media [and to the Communications Director], who will facilitate media interviews.
- 6) Able to remain calm in stressful situations.
- 7) Clearly understands the City's mission and goals.

Moderate Crises

Sometimes, an event may require a fast response from the City to inform citizens of emergency management information or defend the City's position on an issue, but it is not considered a "severe" crisis that will generate significant media attention. Examples of a moderate crisis include, but are not limited to:

- A major weather event
- An unexpected closure of a major road or parking area

- Unexpected disruptions to electricity/water services
- A news story is published that portrays the City in a poor light

In these “moderate” crisis situations, responses must still be quick and effective at emphasizing the City’s key messages, but steps such as a press conference may not be necessary.

In a moderate crisis, the following modified emergency protocol should be followed:

- 1) The [Communications Director] and/or the designated spokesperson should develop an initial basic statement about the crisis. This statement should be sent out over the City’s social media platforms, posted on the City website, and offered to any reporters that may call to ask questions about the crisis.
- 2) If the crisis is likely to affect a significant portion of the population and could be deemed an emergency, the statement should be sent out as an alert on appropriate systems (email lists, website, social media, etc).
- 3) If the crisis involves a power outage or other potential barriers to internet access, a paper copy of the statement should also be posted in a public location.
- 4) Does the prepared statement cover the information that residents need and want to know about the situation, or are there still questions that need to be answered? If there is additional information that needs to be released, the [Communications Director] should prepare a press release as soon as possible and distribute it to media contacts, the Mayor and City Councilors, and department heads. Post the press release on the website’s media center.
- 5) The [Communications Director] will monitor local newspaper websites and social media for any mentions of the crisis and respond to any citizen inquiries or direct them to the designated spokesperson for more information. The [Communications Director] or spokesperson will also address any inaccuracies in media reports with the reporter that wrote the story.
- 6) As any additional information about the crisis becomes available, post it on the City website as well as all social media channels as quickly as possible.

For nearly all situations that fall into the moderate crisis category, simply acknowledging they happened and making available all appropriate information to the public through a press release will be sufficient to address the needs of citizens. If there is still a significant amount of citizen and media unrest about the crisis, the crisis likely should have been categorized as severe and the Severe Crises and Emergencies protocol below should be followed.

Severe Crises and Emergencies

A severe crisis or emergency is a situation that requires immediate response from the City, whether due to existing or imminent threats of injury or death or a serious accusation against the City. Typically, crises that fall into this category are expected to attract an unusually large amount of media attention, meaning that the City will have a greater responsibility to answer questions for the public. Examples of severe crises could include, but are not limited to:

- An active shooter, bombing, or other violent attack
- A violent criminal on the loose
- A catastrophic weather event
- A serious public health concern that is exceptionally severe in Biddeford (contaminated water, disease outbreak, chemical contamination, poisoning, etc.)
- A fire that caused extensive damage
- An employee seriously injured or killed in the line of duty
- City equipment failure that results in injury or death
- A City employee alleged to be involved in a scandal that threatens public trust in City government proceedings

It is important to note that there are countywide and statewide emergency communication systems in place to assist with severe weather events or public health concerns. In some cases, even though the crisis may be described as severely affecting Biddeford, these higher-level communication channels will be better equipped to get critical information out to residents of the City. In these cases, Biddeford's Emergency Management Director will work with the York County Emergency Management Agency on communications efforts and the higher-level communication channels with take precedence. Under this scenario the [Communication Director] will coordinate and support Biddeford's Emergency Management Director .

As a basic rule, if the problem is affecting many municipalities throughout the state and the public or media is unlikely to place responsibility for addressing the problem solely on the City of Biddeford, the communication process for a moderate crisis may be adequate. For example, in most severe snowstorms, a press release reporting details such as power outages throughout the City and parking ban information is an adequate response. If the storm was especially severe along the coast and destroyed seaside structures or severely eroded the City's public beaches, a more thorough response may be deemed to be necessary.

Crisis Communication Team

The Crisis Communication Team will convene in the event of a severe crisis.

- 1) The Crisis Communication Team consists of the City Manager, Chief Operating Officer, Communications Director, Economic Development Director, City Clerk and City Attorney. Based on the situation, the Chief of Police, or any City employee or elected official, may be asked to join the team if they are a key individual to the situation or if their assistance is needed. In some cases, the department head of the employee/department involved in the situation may be asked to join the team. If there is anyone else involved who could share the facts and/or be able to shed some light on the situation such as eyewitnesses, they may be asked to meet with the team to share information.
- 2) Since crisis situations do not always happen at the most convenient time and place, a complete roster of all Communication Team members will be kept by the City Manager, Communications Director, and City Clerk so they can be easily contacted. The Communications Director will update the roster with any changes in contact information. However, it is imperative that all team members inform the Communications of any changes in their information. Contact information for each team member will include home

telephone numbers, work telephone numbers, cell phone numbers, alternate phone numbers, work and home addresses. The Communications Director will also keep a list of all media contacts, representatives and reporters so that they may be contacted, if needed.

- 3) In addition to the designated spokesperson and backup, it can be anticipated that other parties involved in the crisis (e.g. police, fire department, county officials, etc.) will also have a spokesperson. The Communications Director will obtain the identity of additional spokespersons as early as possible so all statements and contacts with the media can be coordinated between the spokespersons and their organization/interest(s) as part of a joint information system. Contact information for those individuals will be shared and available to the Crisis Communication Team.

Positioning

- 1) The Communication Team will decide on a position for the crisis. It is important to step out of your role in your job with the City and put yourself in the situation of whomever was involved in the crisis or try to view the crisis from the eye of the public. Ignoring the situation will only make things worse. Examples of categories to consider for positioning are: human error, clerical error, unauthorized procedures, inadequate supervision, misuse of confidential information, errors of judgment, inadequate standard operating procedures. As you are considering the position it is important to consider the wide range of consequences (e.g., legal, financial, public relations, effects on administration, effects on operations, etc.).
- 2) Once positioning has been established, a statement or update on the situation should be planned and carried out as soon as possible. Keep in mind that people tend to remember what they hear first and last. Facts must be shared and information provided on what has happened, what steps or action is taking place to deal with the crisis, what action will be taken to remedy the situation for the best possible outcome, and when more information will be given. Do not make assumptions or speak about information that has not been thoroughly verified.

Preparing a Statement

- 1) If you don't communicate immediately, you lose your greatest opportunity to control events. After a crisis situation has taken place, a statement or news release should be prepared and distributed as soon as possible. Even if there is limited information available that can be shared, the news release should include at a minimum: the who, what, when and where of the situation. Always prepare a statement that can be used to make an initial general response to the media when knowledge about the crisis first becomes known on a widespread basis or by reporters.
- 2) State only the facts that have been gathered from reliable sources and confirmed. Don't overreach and don't speculate. If you do nothing more than show concern for the public and/or for your employees in your first press interaction, you are already on the right track. Always express concern and work to generate goodwill to secure the loyalty of City residents and employees by taking the initiative to share information with them. If employees and City residents don't feel like insiders, they are going to act like outsiders.

- 3) As the crisis progresses and new information and facts become available, it is also advisable to develop periodic prepared statements to be made by the City spokesperson at the onset of any media interview, briefing or news conference.
- 4) The City spokesperson should have the prepared statements available to read over the telephone to reporters who call to request information but are not represented at news conferences or briefings. The statement should also be made available to the media by e-mail and posted on the City's website and social media accounts.

Collateral Materials

- 1) Information brochures, fact sheets or other suitable documents about the City, department, company or the area in which the crisis has occurred should be made available for the media. This helps to inform the reporters, or anyone else seeking information, about the area/place where the crisis occurred.
- 2) In some cases it might be necessary to explain in-house procedures or other pertinent information. If we explain how in-house procedure works and point out where a breakdown occurred, there is less chance of a reporter interpreting the situation erroneously.
- 3) The core elements of crisis communication include messages, audience, staffing, working with the media and working with other agencies. A variety of messages may be required for effective communication. In emergency and disaster situations, core information such as shelter locations and survival tips can be prepared in advance. This can greatly reduce the response time of providing the public with crisis information.
- 4) Relaying the information can and will go out through multiple methods. E-mail, fax, websites, social media, a recording on the main switchboard number and interviews are a few of the ways to inform the public through the media.
- 5) Always do what you can to make a complicated issue as simple as you can for reporters. If the crisis was caused by a piece of equipment, consider bringing in a similar piece of equipment to show reporters. At the very least, provide a schematic or drawing. If possible, always give media a visual to keep them from speculating or trying to find it on their own.

Developing a Contact Log

- 1) A contact log should be established to record all telephone calls from the media or other parties inquiring about the crisis. This will help to ensure that callbacks or requests for information are not overlooked. It will also assist in the post-crisis analysis.
- 2) The contact log should contain the following information: date, name of caller, affiliation/organization represented by caller, questions(s) asked, office and mobile telephone number, e-mail address, person responsible for response and, if necessary, what additional follow-up is needed.

Holding a News Conference

When a crisis is extremely severe and is attracting significant attention from the media, a news conference should be held.

- 1) The Crisis Communication Team will select a place to be used for the news conference. It should be some distance away from the offices of the crisis communication team, emergency operations center, and in the case of a disaster, away from the disaster site, to ensure that media are not in the middle of the action. If there is a visual (a fire or rescue operation) the media center should be in an area close enough to allow them to see what is going on but far enough away that they will not be in immediate danger or interfere in the rescue effort. It is also important to locate the news conference in an area that can handle vehicular traffic easily and is not impacted by fumes or other potential negative airborne impacts of the crisis.
- 2) It is important to remember that the media are a useful tool to get the word out to the public and to keep them informed of any danger in the area, road closures, etc. Work with them, and they will work to help you share your message to the public. If you are unwilling to assist the media with getting their story when a crisis situation arises, then they may respond by skipping future news conferences and not writing community interest articles or publicizing positive City news and events. You do not want to lose their confidence or appear to be hiding something.
- 3) Determine what, if any, equipment is needed for the news conference including lectern, microphone, video player, overhead equipment, etc. Allow the main spokesperson and other speakers to become familiar with the equipment.
- 4) Don't change the rules that you already have established for the media. If there are unavoidable circumstances that would require the media to be given unusual treatment, such as a safety hazard that requires them to be escorted, they should be advised of this up front. Any change in the way the media are dealt with during a crisis may change the views of the reporters, and it is important that they feel that you aren't trying to hide anything.
- 5) Reporters may ask to speak to staff who were involved with or have been affected by the crisis. Reporters have the right to interview anyone they want to; however, the City will restrict interviews to the primary spokesperson or back-up spokesperson. Controlling the interview process is key to managing the crisis.
- 6) All media should be treated equally. What is given to one (fact sheets, access to an area affected by the crisis, etc.) should be available to all media.

Assessing the Public's Response

- 1) Media outlets will be monitored by the Communications Director and City staff to confirm that appropriate information and the correct messages are getting out to the public. Monitoring should also take place for rumor control and misinformation. Staff can assist the Communications Director by monitoring information that is being reported online and providing any errors or questionable information found to the Communications Director, who can then communicate with the media to correct the information and reiterate the facts.

- 2) If the Communications Director is too involved in details regarding the crisis, another City staff member shall be assigned as the primary monitor of online media information.

Post-Crisis Analysis

- 1) The Crisis Communication Team will meet to discuss the way the crisis situation was handled and discuss what was learned from experience.
- 2) The Crisis Communication Team should discuss the strengths and positive elements of how the crisis was handled; these can be drawn upon in the future.
- 3) The Crisis Communication Team should discuss those areas that need improvement and the negative aspects where improvement could be made, whether it be in relation to procedures, organizational changes or other matters.
- 4) The Crisis Communication Team should discuss the issues and themes requiring debate and clarification. A written after-action report should be compiled by the team.

Crisis Communication Plan

Quick Reference

Crisis Communication Plan Quick Reference

Assessment:

- ☐ What are the known certainties about the crisis situation?
- ☐ What about the crisis situation appears true but cannot yet be verified?
- ☐ What is the worst possible outcome of this crisis?
- ☐ Who will be hurt by this crisis?
- ☐ Who might be blamed for this crisis?
- ☐ What could be misunderstood?
- ☐ What can be done to help?
- ☐ What cannot be said because of confidentiality, privacy or other reasons?
- ☐ What impact does this crisis have on Biddeford's image and reputation?
- ☐ Based on the answers to the question above, is this crisis moderate or severe?

Preparation

- ☐ Act quickly.
- ☐ Inform City Manager and Communications Director.
- ☐ Gather accurate information and facts about the situation.
- ☐ Determine a spokesperson.
- ☐ Inform City employees to direct all media calls and visits to the designated spokesperson.
- ☐ Time code all information as it arrives.
- ☐ Verify all facts and the nature and scope of the incident with staff, the Police Department and/or responding emergency agencies.
- ☐ Determine if there are injuries and/or fatalities (do not release names).
- ☐ Assess the public health risk (if any).
- ☐ Inform elected officials of the situation and keep them up to date.
- ☐ Determine what authorities must/should be consulted.
- ☐ Keep in consultation with appropriate government and legal authorities.
- ☐ Consult immediately with responding agencies to coordinate release of information.
- ☐ Begin a plan to inform internal and external audiences of the situation (Emergency email/text message notification system? Social media? Press release? News conference?)
- ☐ Prepare a statement that may include one or more of the following points:
 - Basic information on what has happened.
 - Concern/sympathy for any victims who may be involved.

- How the City is responding to the situation and what will be done to help.
 - How the City will/is providing for public safety.
 - How the City will keep the public informed of the situation and any changes.
- ☐ Determine best way(s) to distribute statement (news conference, e-mail, fax, social media).
 - ☐ Prepare for interviews.
 - ☐ Alert City employees to the time and location of news conference for any media inquiries.
 - ☐ Set up channels of communication so that any change or new information about the crisis is conveyed to the spokesperson.
 - ☐ Make arrangements for updating the media.
 - ☐ Keep the Crisis Communication Team up to date.
 - ☐ Start a media contact record.

When the Media Arrive

- ☐ Ask media for identification, ask them to sign in and exchange business cards.
- ☐ Determine a designated area for media, and show them where they may park vehicles and set up their equipment.
- ☐ Inform reporters of restrictions on movement/photography/filming.
- ☐ Proceed with a media briefing.
- ☐ Advise media of the time and place of the next briefing and/or how future updates will be distributed.
- ☐ Follow up on additional media inquiries.

What the Media Will Likely Ask

Description of the crisis or disaster:

- ☐ Extent of emergency.
- ☐ Blasts and explosions.
- ☐ Crimes of violence.
- ☐ Attempts at escape or rescue.
- ☐ Duration.
- ☐ Collapse of structures.
- ☐ Color of flames.
- ☐ Extent of spill.
- ☐ Accompanying incidents.
- ☐ Number of spectators, spectator attitudes and crowd control.
- ☐ Unusual happenings.
- ☐ Anxiety, stress of families, survivors, etc.

Causes of the crisis:

- ☐ Testimony of participants.
- ☐ Testimony of witnesses.
- ☐ Testimony of key responders—the crisis management team, police, fire, etc.
- ☐ How emergency was discovered.
- ☐ Who sounded the alarm? Who summoned aid?
- ☐ Previous indications of danger.

If there were injuries or casualties:

- ☐ The number of casualties, injuries, or who and how many escaped (use caution with initial numbers and cite only numbers that have been verified by the incident commander).
- ☐ Nature of injuries received.
- ☐ Care given to the injured.
- ☐ Prominence of anyone who has died, been injured, or escaped.
- ☐ Obstructions to escape.

If there was property damage:

- ☐ Estimated value of loss.
- ☐ Description and importance of property.
- ☐ Other property threatened.
- ☐ Insurance protection.
- ☐ Any previous emergencies in the area.

If there was a rescue or relief operation:

- ☐ The number of people engaged in rescue and relief operations.
- ☐ Was there any prominent person in relief crew?
- ☐ What equipment was used?
- ☐ Were physically disabled persons rescued?
- ☐ Will there be care for the destitute and homeless?
- ☐ How was the emergency prevented from spreading?
- ☐ How was property saved?
- ☐ Were there any acts of heroism?

Legal Actions:

- ☐ Inquests, coroner's reports.
- ☐ Police follow-up.
- ☐ Insurance company actions.
- ☐ Professional negligence or inaction.
- ☐ Lawsuits stemming from the incident.

Action – Sharing Information

- Tell your own bad news first.
- Show your concern for others affected by the crisis.
- Avoid speculation. Don't assume anything. Politely decline to respond to hypothetical questions or give your own opinion.
- Be open and responsive to requests from the news media.
- Keep your answers brief, factual and to the point.
- Let other organizations speak for themselves.
- If you don't know the answer or are unsure about what to say, it is better to say you do not know or not to say anything. Offer to get back to the reporter with accurate information. Be sure to follow up with the reporter as soon as you have the facts.
- Do not say, "No comment." Instead, explain why the information is not available.
- Don't place blame.
- Do not reveal confidential information or personal information about City staff.
- Don't be evasive or misleading.
- Respect reporters' deadlines.

Follow-up

- Promptly correct erroneous statements made by others and any errors in what has been reported.
- Think of possible outcomes and prepare tentative responses.
- Be willing to adapt responses as circumstances change.
- Keep reporters up to date and advise media of any new developments.
- Log all media contact.
- Monitor media coverage.
- Evaluate effectiveness of plan and what worked well and what could have been done better.
- After plan evaluation; revise as necessary.

Spokesperson Guidelines for Communicating with the Media During a Crisis

Spokesperson Guidelines for Communicating with the Media During a Crisis

- ❑ Demonstrate organizational concern about people.
- ❑ Explain what is being done to remedy the situation.
- ❑ Keep the message consistent with all constituencies. Never tell one constituency anything that is not being told to the media.
- ❑ Be open, honest and tell as much of the full story as possible. If you do not, someone else will, increasing the possibility that citizens will begin to distrust the information you provide.
- ❑ Never respond with “no comment;” instead explain why you cannot answer the question (e.g., “We do not have the details confirmed at this time; we will provide you with an update when we do have an answer to that question.”)
- ❑ Do not guess or speculate. If you do not know the answer, say so and offer to track down the answer.
- ❑ Respect reporter deadlines. If you promise to get information, do so promptly.
- ❑ Never speak off the record. Assume that there is no such thing and the media can use any information released or obtained.
- ❑ Never give exclusive interviews during a crisis. All members of the media should have the same chance for gathering information.
- ❑ If an injury or death has occurred, do not release the name(s) of the injured/deceased until all next of kin (immediate family) have been notified. Consult with public safety officials to know when this has occurred.
- ❑ Do not provide damage estimate, discuss responsibility for the incident, or discuss legal liability in any way.
- ❑ Be available 24 hours a day.
- ❑ Notify all City employees to direct all media inquiries to the spokesperson or Communications Director without commenting on the situation in any way.
- ❑ Do not discuss illegal activity at any time. If it is assumed, say something to the effect of:

“Police are investigating. We are cooperating.” Refer all questions to the appropriate law enforcement agency.

- ❑ In cases when media request interviews with family members of individuals involved in the crisis, provide a liaison to family members for the media so that the family can protect their privacy if they choose.
- ❑ Avoid “side comments” meant to be humorous.
- ❑ Do NOT respond to hypothetical questions.
- ❑ Do NOT repeat negatives in a question. Taken out of context, these remarks can be very damaging.
- ❑ Use everyday language, not jargon, when talking to reporters. Lack of clarity makes people think the organization is purposefully being confusing in order to hide something.
- ❑ Provide written materials that give reporters background information whenever practical.

The following notice should be posted on the City of Biddeford website:

INCLEMENT WEATHER & EMERGENCY COMMUNICATIONS

The City of Biddeford will communicate with members of the community when an inclement weather delay or closing, emergency, or urgent situation arises by using several different methods of communication:

BiddefordMaine.org

The City of Biddeford will use its website to post up-to-date information about inclement weather closings or delays, parking bans, or any emergency/urgent situation that could affect citizens. All members of the community should check the website regularly for updates.

Social Media

The City of Biddeford will post up-to-date information about any inclement weather delays or closings or any emergency/urgent situation on all of the City's active social media sites.

Telephone Recording

The City's main telephone number, (207) 571-0700, will have a recorded response to provide information about operating hours for City Hall during a severe weather event or emergency.

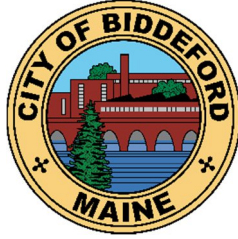
Public Media

The City of Biddeford will notify the following TV/Radio stations of any information about parking bans, closure of City Hall due to inclement weather or an emergency situation, or any other disruptions to public services: NECN (Channel 4), NBC/WCSH (Channel 6), ABC/WMTW (Channel 8), CBS/WGME (Channel 13), WOKQ (97.5), WPKQ (103.7), SHARK (102.1; 105.3), WTSN (1270 AM), and WBYY (98.7).

Emergency Alert System

Community members can register to receive a text message or email with updates and instructions to follow in the event of an emergency.

To register or edit contact information in the Emergency Alert System, please visit www.biddefordmaine.org and click on "Sign Up for Notify Me" on the home page, or click the link below. Select the option to sign up for emergency alerts and enter the requested information.



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City of Biddeford

Guidelines on Social Media Use by Elected Officials

Updated 6/19/18

While Councilors may maintain and use personal web pages and websites, blogs, microblogs, social networking sites and other forms of social media while off-duty, their status as elected officials requires that the content of any postings on those social media sites or other web pages not be in violation of existing City policies, directives, rules or regulations. The City's image as a professional organization comprised of professionals is critical to maintaining the respect of its constituents. Although the City recognizes that officials may choose to express themselves by posting personal information upon electronic media sites or by making comments upon electronic sites hosted by other persons, groups or organizations, this right of expression should not interfere with the operation of the City. That is, although the City acknowledges its Mayor and Councilors have the First Amendment right to free speech, they Officials should exercise caution with respect to comments they post, particularly those concerning the City and the business of the City.

General Guidelines

While social media, with its use of popular abbreviations and shorthand, does not adhere to standard conventions of correspondence, the content and tenor of online conversations, discussions, and information posts should model the same professional behavior displayed during Council meetings and community meetings.

Social media are not to be used as mechanisms for conducting official city business other than to informally communicate with the public. Examples of business that may not be conducted through social media include making policy decisions, official public noticing, and discussing items of legal or fiscal significance that have not previously been released to the public. Whenever possible, officials' social media site(s) should contain links directing users back to the City's official website for in-depth information, forms, documents, or online services necessary to conduct official city business.

Officials must not reveal any confidential or privileged information about the City, its constituents, or its contractors. Officials must be particularly careful to protect against the inadvertent disclosure of confidential information.

Officials should be honest and accurate when posting information or news, and if they make a mistake must correct it quickly. Officials should not post any information or rumors they know to be false about the City, its employees, constituents, officials, suppliers, vendors, contractors or any other entities or individuals.

Officials may express only their personal opinions and should never represent themselves as a spokesperson for the City unless designated to do so. Officials who publish blogs or other online posts related to their role with the City should make clear in the page's description that they are not speaking on behalf of the City and that the content they create represents their personal views.

Beyond the above general provisions, elected officials are strongly encouraged to consider the impact of their statements before making them. The City strives to be professional in its operations and processes. Posts that suggest a likelihood of more or less favorable treatment toward any individual or group of individuals, e.g. based upon race, gender, national origin, or sexual orientation, reflects poorly on the individual making an inappropriate statement as well as the City and its citizens. Further, comments suggesting such treatment can expose the City to liability and legal costs. All are strongly encouraged to carefully consider their comments before posting them.

Records Retention Act Compliance

State and local records retention laws and schedules apply to social media content. All social media content with retention value must be maintained for the required retention period on a City server in an easily accessible format that preserves the integrity of the original record to the extent possible. Prior approval of the retention format and procedures for each social media tool being used must be received from IT Department staff. It is the responsibility of each official to maintain current, approved retention procedures and to ensure that those procedures are followed.

Freedom of Access Act Compliance

As with any correspondence sent in his or her capacity as an elected official, postings and messages on social media about official City business may be subject to disclosure via Freedom of Access Act requests. Any social media tools used should clearly state that all content submitted by members of the public is potentially subject to public disclosure.

Under the Maine Freedom of Access Act, the City is responsible for responding accurately and completely to any public records request, including a request for public records on social media maintained by individual Council Members. Therefore, it is critical that records have been retained according to approved procedures.

Open Public Meetings Compliance

Communication between Councilors via social media, as with telephone and email, may constitute a "meeting" under Maine's Open Public Meetings law. For this reason, Council Members are

discouraged from “friending” other Council Members. Councilors who do choose to become “friends” shall refrain from discussions on City business through their social media channels.

Content Guidelines

Users of social media sites who submit comments should be clearly notified that the intended purpose of the site is to serve as a mechanism for informal communication between elected officials and the public regarding the topics discussed. If the public is allowed to post comments to a Councilor’s site, the Social Media User Agreement must be displayed or made available by hyperlink. Any content removed in compliance with the User Agreement must be retained, including the time, date, and identity of the poster when available.

Equal Access

Sites requiring membership or subscription should be avoided to ensure that all members of the public may obtain equal access to any information posted. The most public and open settings possible should be used on all social media sites to allow the public to view content without logging in to the website.

Additional Policies

In addition to these guidelines, use of social media is also subject to the City’s Social Media Acceptable Use of Technology Agreement, Information Security Policy, and Sexual Harassment Policy; the City’s other policies and standards of conduct, rules, regulations, and by-laws; and any other relevant federal, state, or local laws.

Social Media Training

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-Why do we need to be on Facebook?

-Our citizens are already there – putting information on facebook allows them to see what we're doing without changing their daily routine.

-We need to share information in a faster way than we do now.

-Allows us to interact with users to solicit feedback and monitor what people say about us.

-Setup and Operation of Platforms

<https://www.townweb.com/2015/09/08/how-to-create-a-facebook-page/>

-Page must be linked to a personal account – in order to avoid linking to an employee's personal facebook page, we should create a proxy profile for the city and all authorized posters can have access to the login info for this account – this proxy account should not be updated for any reason, no friends should be added, etc.

-Use Biddeford logo as profile photo. Cover photo should be City Hall or other image that is easily identifiable as Biddeford. Can change this photo with seasonality (ex beach in summer, snowy scene in winter).

-Online Safety Standards

1. Use a strong password. The longer it is, the more secure it will be.
2. Use a different password for each of your social media accounts.
3. To help stop unauthorized logins from happening in the first place, you can enable two-factor authentication. This requires an additional login code whenever someone attempts to access the account from an unrecognized computer or device, meaning your password is only the first hurdle a hacker has to leap.
4. If you have social media apps on your phone, be sure to password protect your device, and don't leave your phone unattended in public places.
5. Click links with caution. Social media accounts are regularly hacked. Look out for language or content that does not sound like something a citizen would really be asking us to look at.
6. Protect your computer by installing antivirus software to safeguard. Also ensure that your browser, operating system, and software are kept up to date.
7. Remember to log off when you're done.

1. Appoint a backup administrator

The quickest way attackers can get into your business's page is through an administrator's personal Facebook account. If one of your admins gets hacked, having a designated backup can help you regain control of your business's page.

When you set up your admins, ensure they're taking steps to secure their own personal accounts. When they post to the city's page, they should also be sure to post as the city and not as themselves in order to hide their own information.

2. Know your page roles

In addition to administrators, there are five other page roles that you can assign, with varying levels of access to create content, post ads, view insights, and perform other functions on the city's page. Employees should only be able access to what they need, rather than letting everyone have total control. If someone should no longer be able to edit or post to the page (say, a disgruntled employee who was recently fired), remember to revoke their access as soon as possible to avoid unauthorized posts to the city page.

3. Keep an eye on logins

Enabling "get alerts about unrecognized logins" in your Facebook account settings means that you'll be notified whenever someone logs in from an unknown location. This is a great way to catch a hacker in the act and rapidly bar their access.

4. Manage permissions

The Settings tab lets you control how visitors interact with the city's Facebook page, including giving them the ability to post a comment or photo, tag your page, or send a message. You can also add restrictions by age or country, filter profanity, and block accounts that are posting spam or unwanted content. You'll likely want to let visitors interact with your page, but be sure to review what is posted on a regular basis, and remember that you can always delete suspicious comments or content from your visitors.

Common Social Media Scams to Avoid:

"SEE WHO'S VIEWED YOUR PROFILE!"

This scam is a form of "clickjacking", luring you into clicking on a link by promising some sort of desirable incentive, and instead leading to an online survey that will earn a commission for the scammer. Sometimes, the survey will even collect personal information about you, with which the scammer can then use or sell as they see fit. Keep in mind that Facebook does not track this type of information, nor would they share it with the public if they did.

FACEBOOK "DISLIKE" BUTTON

This scam urges Facebook users to enable a "dislike" button on their account to allow the added capability of "disliking" a post. However, when you click on the ad to "enable" the button, you will either be taken to a survey scam or inadvertently install malware on your device.

FAKE CELEBRITY/POLITICAL NEWS

For example, "President Donald Trump has been stabbed!", generally accompanied by an image or photo that seemingly verifies the claim. False news reports are a relatively assured

way to get clicks, but are also a guaranteed method to risk a phishing attempt or get a malware download onto your device. While you should not be clicking on news articles at all on social media during work hours, please verify that the source of the link is a reputable institution (i.e. The New York Times, Washington Post, etc) before clicking it. When you hover your mouse over the article, the source of the link will show up at the bottom of your webpage on the left-hand side. “News articles” that link to websites with sensational-sounding titles or just a string of numbers and letters as their web addresses are *never* safe to click. Searching for the title of the story to see if it is reporting by multiple outlets is another good way to verify if it is real.

“YOUR ACCOUNT HAS BEEN CANCELLED,” OR “CONFIRM YOUR EMAIL ADDRESS”

This phishing attempt, seemingly from your social media provider, informs you that your account has been cancelled or that you need to confirm information about yourself in order to lure you into providing the scammer with your username and password, which they can then use to access the more detailed information about you located on your social media profile. Remember, if you ever need to verify anything about your account, go directly to your social media site. Never trust the link provided in the message.

FAKE CUSTOMER SUPPORT

Attackers use fake customer service accounts to impersonate brands. When a user complains about an issue with the company, the attacker quickly reaches out to help with a reputable-looking link that is actually malicious. Although it is now commonplace for companies to search for these kinds of complaints and respond to them, remember that a company’s real customer service account will be verified by the social media platform. Do not engage with any non-verified account to get assistance.

-Brand Messaging

Brand messaging builds the public’s image of the government (about trust vs. profit for a municipality) – not your “mission” but the qualities that set you apart.

- Use official city logo as profile picture.
- Show something about the City with header photo (beach, City Hall, local park, etc).
- Use a light tone to sound friendly and open to citizens – exclamation points when relevant, creative hashtags, sharing positive content about the City from others, and posting photos and videos can all help set an appropriate tone.

INSTEAD OF POSTING THIS...	TRY THIS...
City Council meeting tonight at 7 p.m.	The Top 5 reasons YOU should be at tonight’s City Council meeting... See you at 7 p.m.!
Planning commission meets at 6 p.m.	Our City of the Future might include flying cars. Find out why at 6 p.m.

-The unique characteristics of employees are part of the brand – allow people to use their own voice in posts.

-Content to consider posting:

- Crime prevention/police assistance
- Emergency alerts/severe weather updates
- Activities and events
- Council/committee meetings
- Construction updates/road closures
- Job applications
- Press releases
- Debunk myths or misperceptions that are circulating in community
- Solutions to common problems – ex. “how to winterize your home in ten minutes”
- Changes we are making to improve service
- Behind-the-scenes photos
- Profile employees, community members, etc

As a general rule, post things that are relevant to your department that you think your audience will be engaged by. If nobody is going to find it interesting, important, or timely, you should probably just post it on the website.

-Posting Best Practices

- Find ways to have your audience engage with your posts – Q&As, polls, etc.
- Users that are most likely to share what a municipality posts have been found to be stay-at-home parents, teachers, and small business owners – post things that might be of interest to these specific groups.
- Share relevant content from other organizations that relate to things that we’re doing.
- Correct errors quickly and indicate in the edited post that it has been updated to reflect the correction.
- Find peak times for engagement and try to schedule posts for that time.
- Tailor content to what has been found to be most successful on that platform.
- Encourage users to submit their own content that can be shared by us later.

-Monitor what is being posted about us online from other users (positive and negative) and share it/respond to it when appropriate (ex. Follow #Biddeford on Twitter).

-Don't post too much or too little – about one post per day on Facebook is appropriate but a second post may be necessary if there is a lot going on to talk about, experts suggest 3-5 tweets per day maximizes engagement but do not post meaningless updates just to hit an arbitrary threshold.

-Don't try to use slang/jargon to sound “in touch” – it has opposite effect.

-Don't just pull random photos from the internet to supplement a post – you could be violating copyright laws and inviting a lawsuit (ex. If you're looking for a stock photo of an American flag for Independence Day, don't just grab the first option off of Google Images).

<https://search.creativecommons.org/> is a good website to use to search for images that are open for public use. When in doubt, try to share photos we've taken ourselves.

-How to respond to comments

-Social media is a two-way communication channel, so people are going to use it to respond to the content we post or ask us general questions they want answers to. The common types of comments are as follows:

A validation statement such as, “I'm excited about the re-opening of the Sports Complex” is an opinion looking for validation from others. The person may not require an answer or comment but, if one were provided, it would be in the style of conversation to validate the opinion, appreciate the comment, and perhaps promote participation.

A research statement such as, “I'm looking for a place to take the kids for a hike,” expects help to find information or make a decision. The site administrator can provide this information in a customer service capacity which would then be available to others who would find that information helpful.

An observation statement such as, “The new Grist Mill playground is beautiful” communicates either a positive or negative experience. Response to a positive comment would be appreciative and perhaps promotional. Response to a negative comment could ask for information or, offer an explanation.

A request for assistance such as, “Please send me directions to the Nokiidaa Trail” is a comment requiring customer service help and an opportunity to provide helpful information. Often, when a user makes a complaint they are offering an opportunity to fix a problem. For example, “The City is not doing a very good job maintaining the roads in my neighborhood”, is another form of request for customer service. A non-defensive response or request for more information (such as “We're sorry to hear that! Please reach out to our Public Works department at 282-1579, they will be happy to assist you”, or “what kinds of issues are you experiencing in your neighborhood?”) could be a positive way to continue the conversation.

-Dealing with Negativity

-While most people will want to interact with us in a respectful way as described above, others WILL post negative comments to the city on our Facebook. However, we know that these conversations are happening anyway, and it's better that it's happening on our pages because it allows us to easily monitor and respond to these comments that are often just rooted in misperceptions about city activity.

-Make sure to maintain respect at all times, even if someone is being aggressive towards you. Direct them to any accurate information that could make them change their viewpoint, or invite them to come to City Hall and chat with someone about their issue.

Make sure that you differentiate between the four types of criticism:

1. People looking for a legitimate resolution to a concrete problem. They sound upset at the situation, but not the municipality. They aren't taking it personally, and they want a resolution.

-Apologize for the situation and ask for contact information to try to resolve the situation off of Facebook. Later, if the situation is resolved, PUBLICLY write, "So glad to have resolved your concern!" This way, others see that you are actively engaged in customer service.

2. People who are upset about political choices the City has made. It is important to listen to this criticism of our actions, but it can be hard to know how to respond. A general rule of thumb is to provide critics with more background information about why we have made a particular decision. We cannot expect to change anyone's mind, but directing them to factual reports and documentation supporting the city's decision is the best way to ensure that their opinion is rooted in the truth and not rumors. Remember, our job on social media is to provide citizens with accurate and timely information, not to control what they think about that information.

These commenters may turn into the third type of critics as described below.

3. People who just want to complain. Nothing you say can even begin to satisfy them. It's just not going to happen.
 - If they are just jerks: At first, try to resolve. If it becomes clear that no rational person would be able to resolve their concern, do not hesitate to say, "We're sorry – we're genuinely trying to help you, but it doesn't appear you want a resolution. Please let us know if that is something you are interested in at a future date." Try to avoid blocking and deleting comments if at all possible – do so only if a poster becomes abusive or threatening. Screen-shot the comments before deleting them.

These kinds of comments may begin with *window breaking statements* that are critical, inflammatory and somewhat unreasonable. An example might be, "Municipal bureaucrats are overpaid and underworked". People who make this sort of statement are

not usually asking for resolution since they are typically upset about a problem that cannot truly be solved, and arguments may be avoided if you avoid responding at all.

Trolls. They are cursing, slandering, angry, upset. This is why we have a policy on when to delete or ban a user. While everyone has a right to complain or object to what we are doing, if they are unable to go about it in a civil way, we are not obligated to engage with them or leave their offensive content on our social media channels. If you do delete/block, make sure the person is unambiguously violating our social media policy.

-Comment Moderation and Freedom of Speech

As a government entity, if we delete comments that are negative towards the city, we are engaging in viewpoint-based discrimination and violating the First Amendment.

We have developed a clear comment policy that will be posted/linked to on all our social media channels to outline appropriate use of our platforms. If a commenter violates these policies, we have a right to delete their post. If they simply say something that we find inconvenient to respond to or bad for the city's image, we do not have the right to take this comment down.

Examples of content that violates our user agreement: profanity, sexual content, abusive/discriminatory comments directed at other individuals/protected groups, postings that include someone's personal information, spam directing users to other websites.

Examples of content that does not violate our user agreement: a user complaining that taxes in this city are too high, disagreement with a decision made by the city council, etc.

Social media posts may be public records – if you delete a comment, make sure to take a screenshot (press “print screen”, paste in Paint) to save a record of it in case of FOIA request. Social media posts should reiterate information available elsewhere in order to be classified as

The recent court ruling that President Donald Trump cannot block social media users from his personal profile as an elected official may have implications for the city. We should delete or block users as rarely as possible and with significant evidence/justification as to why it was appropriate in order to avoid any possible litigation. When possible, a warning should be provided to the user to inform them that continuing their behavior may result in them getting banned from our channels to allow them a chance to reform their behavior.

-Best Analytics to Track

Follower Growth – this is important to track on every form of social media and shows how many new people we are attracting to our pages.

Also, pay attention to what kind of content gets the most “likes”/“favorites” or “retweets”/“shares”. These are the most basic metrics of what your audience cares about.

-Facebook

Response rate (how quickly you reply to questions posted on social media) – should be posting, then reading comments and responding to them, not just posting and ignoring subsequent feedback. A quick response rate shows that you are listening to citizens.

Reach (how many people have seen your post) – the more interesting/relevant your content is, the more likely it is that it will be shared, meaning that more people will see it.

-Twitter

Tweet Impressions (how many people saw the tweet) – because of Twitter algorithms, not all your followers are going to see everything you post. Try mixing up your content if it seems that nobody is seeing your posts.

Engagement (interactions with tweet) – even if people are seeing your post, are they actually clicking the links/opening the image?

-Employee Use of Social Media

Review social media policy

- On a basic level, don't do anything illegal
- Don't present yourself to the public as a spokesperson for the City (put a disclaimer in bio that "views are my own", cannot use logo for personal accounts)
- You can be held liable for inappropriate comments made on your personal accounts
- You can't harass or discriminate against others involved in City business over social media platforms
- You have no expectation of privacy when accessing personal social media on devices supplied by the city.
- You shouldn't be updating personal accounts during work hours

Interview Training

<https://www.slideshare.net/JohnChambers7/media-training-for-municipal-government-officials>

Media Interview Best Practices

You never get a second chance to make a first impression. Once you are on tape or quoted in the paper, you can't take it back. And it's even more challenging now due to the Internet. Your comments are not just out there for a day, they are out there forever in the speed of a few clicks of a mouse. However, there is an art to making media coverage work in your favor.

Here are some basic skills that will help individuals faced with a media interview.

Basic points

- Reporters are neither your friends nor your enemies – they are professional colleagues and should be treated as such
- Keep your own messages in mind
- With preparation, you can influence the outcome of the story
- Media has a pervasive bias of negativity (reporters tend to only call when they hear about a controversy). The challenge is to break through with an aggressively positive point of view.

Your mission is twofold

- Meet the reporter's news needs if you choose to
- Get your message across

When a reporter calls

- Never engage in an immediate interview. Tell the reporter you are busy at the moment (which is *always* true), but emphasize that you want to respond as promptly as possible.
- Get the reporter's name, phone number, email, deadline and a brief summary of what the reporter wants to know.
- Arrange a time at which you or the reporter will initiate a second call.
- Take some time to prepare for the interview. Off-the-cuff, unprepared responses have the most risk of making the City come across poorly.

How to prepare

- Consult with the appropriate content expert(s) on the topic at hand.

- Determine one to three key messages you want to get across in an interview.
- Balance compelling statistics with personal/emotional human stories that illustrate each of your key messages.
- Remember that the reporter has limited space and time, so prepare clear, concise, quotable answers.
- Using the information the reporter gave you in response to your earlier questions, anticipate what the reporter will ask.
- Be sure the most important information you have is in the first one or two sentences of your answer. Be prepared to support what you say with specific examples and data.
- Anticipate questions that will be difficult to answer. Work on the answers until you are comfortable.
- Think about what your ideal quote on this subject would be. Practice saying that quote out loud.

What are key messages?

Key messages are the one to three important points about your subject that you want to convey in an interview. It takes some time and hard thinking to boil down everything you know about the subject into the most important points.

Remember, the key messages must be what's most important to the reporter's readers, listeners or viewers, not what is the most important to you and your organization.

When developing key messages, make sure they meet the following criteria:

- They're true
- They're concise
- They're memorable
- They sound like a human being, not an institution
- They can influence your audience

How are key messages used?

1) As an answer to a question

Sometimes, you will get a question from a reporter like, "What's this all about?" If you get a general question like this, recite all of the key messages as your answer.

2) Logically connect a key message to the question

This is a bit trickier. You will be asked questions you don't want to answer, and you can't evade them. You need to quickly answer the specific question, then get back to territory you feel comfortable with by attaching a logical key message.

Example:

Interviewer: What does the governor think of the senator's political troubles?

Spokesperson: Not much. The governor is concentrating on his initiatives concerning education, the environment and the economy.

Lesson learned: The spokesperson answered the question in two words, then used the rest of his answer to insert one of his key messages about the governor's priorities.

3) Repeat key messages

Don't worry about sounding like a broken record. Stay focused and repeat your key messages as often as you can. That way, you give the reporter context and your audience is more likely to remember your key points.

Interview preparation checklist

Before doing the interview, answer these questions:

- Which reporter or anchor will do the interview?
- Why do they want to talk with me?
- What kind of story are they doing? What is their angle?
- What publication, station or website is represented?
- What kind of information do they want?
- When will the story be published or broadcast?
- How will the interview be used?
- Who else is being interviewed and supplying information?
- How much time will the interview take?
- Where and when will the interview be held?

Have I prepared by...

- Defining my communications objectives and key messages?
- Organizing and identifying the support I will need from my staff?

- Considering the most likely questions and their answers?
- Determining the ground rules (mine and theirs?)
- Gathering evidence to support my assertions?
- Identifying a human example that will illustrate my points?
- Preparing important numbers or statistics for the reporter in written summary, table, charts, or graphs?
- Preparing notes I can put in front of me as I interview (phone only)?

Conducting the interview

Remember, the reporter's job is to tell a good story – not hurt you and make you look bad (nor help you and make you look good). Don't be affected by the reporter's charm, aggressive demeanor, or apparent sympathy with your point of view. Only pay attention to the content of the question.

Be brief, simple, clear and slow in your answers

- Use short sentences.
- The less complex you are, the less room for error.
- Don't use jargon.
- Make your point at the top, and don't beat around the bush.

Have in mind what you want to say

- Insert key messages where they logically fit.

Support your points

- Use human anecdotes, comparisons and examples.
- Choose two or three compelling statistics.
- Sharing your personal opinion is never appropriate.
- Don't respond to any hypotheticals – stick with what is actually happening.
- Do not feel forced to respond to “yes/no” or “either/or” questions – provide the explanation you need to answer the question.

Don't over answer the question

- When you have said what you want to say, stop talking – don't fill the silence.
- Avoid going off on tangents.

If you don't know the answer, say so

- Don't bluff.
- Say you will find out the answer, and do so. Call back the reporter quickly. If appropriate, direct them to someone else who will know the answer.
- Don't make speculations that you cannot confirm to be true.

Answer the tough questions truthfully

- Don't dodge if the question requires a straightforward answer. If something has not worked out as well as you hoped it would, say so. Explain why. The truth will come out eventually and you do not want to make it look like you were withholding important information.

If the difficult question is vague, loaded, or off-topic, try to bridge your answer back to your positive messages

- "That's an interesting question, and to put that in perspective..."
- "I don't have the precise details, but what I do know is..."
- "The key issue/underlying question here is..."
- Don't get drawn into loaded "he said/she said" rumors or criticism.

If you aren't going to answer a question, explain why

- NEVER say "no comment" without an explanation. This makes it look like you have something to hide. Often, even if you say "no comment," the reporter will use what you say anyway.
- Legitimate reasons not to comment include:
 - o Proprietary information
 - o Pending litigation
 - o Internal review not completed

Never go off the record

- A reporter is not obligated to keep anything you say to them private.

If a reporter asks several questions at once, choose one

- Stay calm, cool and collected under rapid fire.
- If two related questions are asked, answer them in the order you choose.
- If a barrage of questions is asked, choose the one you like best.

Correct mistakes, tactfully

- If the question is based on faulty information, or a false premise, say so simply, matter-of-factly, and politely.
- Do not condescend.

Be creative (within reason)

- Use metaphors and descriptive language, if that comes naturally. Don't try to make up metaphors if they do not contribute to your point.
- Use humor only if it is not open to misunderstanding. If you're even slightly unsure if it is appropriate, don't use humor.
- Let your voice work for you – be expressive.

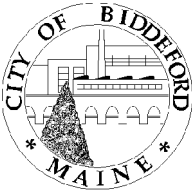
Don't try to sell the reporter – sell the audience

- The reporter is not your audience. The people who will read, listen to, or watch the reporter's story are your audience. Speak to them.
- Do not argue with the reporter, just tell them the facts.

Ending the interview

- If a reporter has failed to ask a key question that will help sell your perspective on an issue, raise the subject yourself.
- Offer to be available for clarification as the reporter writes the story.
- If you have provided statistics in response to questions, check them again with the reporter. Offer to email him or her any additional facts to ensure accuracy.
- Never ask for pre-approval of statements attributed to you. You won't get it, and your credibility will plummet for asking. Your best opportunity to head off mistakes is to offer to be available for follow-up calls.

- Remember – anything you say when a reporter is around – even if you aren't speaking to them directly – may be quoted!



City of Biddeford, Maine

Chief Operating Officer / Technology / Industrial Pretreatment

P.O. Box 586 • 205 Main Street • Biddeford, ME 04005

Phone: (207) 571-0032

Fax: (207) 571-0656

Memorandum

To: Honorable Mayor Alan Casavant and Honorable City Council
From: Brian S. Phinney, COO
Date: July 12, 2018
Subject: Biddeford 2018 Strategic Communications Plan and Update

Several working documents are provide for informational purposes as an update to the progress made by Danica and Eric, our summer management analysts. These documents reflect a sample of what has been happening behind the scenes, so-to-speak, related to development and implementation of a Strategic Communications Plan. These are working drafts as noted by the title of each document.

I will be present to make an initial introduction and then Danica will provide an overview of the “program” through a short PowerPoint presentation.

**COUNCIL MEETING
JUNE 19, 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, Marc Lessard

Laura Seaver was excused.

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

Adjustments to the Agenda:

- Remove Order 2018.60
- Add Executive Session, per 1MRSA 405(6)(E)...Consultation with City Solicitor

Presentation: Streetlight Conversion Project

Chief Operating Officer, Brian Phinney gave a PowerPoint presentation, updating the Council on the Streetlight Conversion Project (switching to LED lighting).

Consideration of Minutes: **June 5, 2018**

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

Councilor Swanton requested that he be given two copies of Order 2018.44, which was approved at the June 5, 2018 council meeting.

Vote to accept minutes: Unanimous.

Orders of the Day:

2018.58 **IN BOARD OF CITY COUNCIL...JUNE 19, 2018**

BE IT ORDERED, that the City Council of the City of Biddeford does here by approve and authorize the amendment to the Citizens Participation Plan (associated with the Community Development Block Grant) to change the membership from 3 to 5 members, to a maximum of 7 members.

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

Vote: Unanimous.

2018.59 **IN BOARD OF CITY COUNCIL...JUNE 19, 2018**

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 LaKermesse Franco-Americaine to serve liquor (beer and wine) at their festival on June 22nd, 23rd and 24th, 2018 at St. Louis Field, providing that the said LaKermesse Franco-Americaine is and remains in compliance with the provisions set forth under Ch. 6, Section 6-178 et seq.

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

Vote: 7/1; Councilor Ready opposed.

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

Motion carries.

2018.61 **IN BOARD OF CITY COUNCIL...JUNE 19, 2018**

BE IT ORDERED, that the City Manager is hereby authorized to proceed with procuring and converting streetlights and other exterior fixtures from conventional technology to LEDs (the “Street Light Project”) as follows:

1. Extend an invitation to the Biddeford School Dept., Biddeford Ice Arena, Biddeford Alumni Association, and Shuttle Bus-Zoom, to be party to the Street Light Project with each entity being responsible for their respective cost of procurement, conversion, installation, and financing of streetlights should they choose to join;
2. Enter into an agreement with Central Maine Power Company (CMP), in the name of

3. Obtain pricing, in conformance with current purchasing rules, for ongoing maintenance of conventional streetlights for the period immediately after procurement from CMP through immediately after conversion to LEDs;
4. Work with Realterm Energy US, LP, as necessary and proper for the completion of the Street Light Project to establish the total cost of conversion with financing based upon a final reconciliation with CMP using the actual number of fixtures converted and the actual program expenses as the basis for the total cost of conversion;
5. Negotiate, enter into, execute, deliver and cause to be performed, and to approve, in the name of and on behalf of the City of Biddeford, a lease purchase agreement and any and all other agreements, instruments, certificates and other documents, upon such terms, conditions, limitations and undertakings, including but limited to prepayment of the lease purchase agreement, as the City Manager determines are necessary and proper for the completion of the Street Light Project, and to grant security interests in the Street Light Project, upon such terms, conditions, limitations and undertakings, as the City Manager determines are necessary and proper for the procurement and financing of the Street Light Project, provided that any lease purchase agreement will be countersigned by both the Mayor and the Treasurer of the City of Biddeford and that (a) the principal amount of such agreement will not exceed \$1,650,500.00, (b) the term of such agreement will not exceed one hundred and twenty (120) months, and (c) any obligation of the City of Biddeford to make lease payments pursuant to such agreement shall be subject to annual appropriation by the City Council of the City of Biddeford
6. With advice of bond counsel and to the extent available under the Internal Revenue Code of 1986, as amended (the "Code"), designate the lease purchase agreement as a qualified tax-exempt obligation under Section 265 of the Code of 1986.
7. Without limiting the foregoing, the City Manager is authorized, in the name of and on behalf of the City of Biddeford, to refinance the lease purchase agreement at a future date, independently or consolidated with other debt instruments of the City, if such refinancing is in the best interest of the City; provided, however, that any such refinancing shall not extend the original term of the lease purchase agreement without prior approval by the City Council.
8. Due to the steps required for the proposed procurement and conversion of the Street Light Project, the City expects to incur and pay costs of the of the Street Light Project prior to entering into any lease purchase agreement and intends to reimburse such costs as part of the lease purchase financing; the City Manager is therefore authorized to establish a debt account for payment of these interim expenses of the of the Street Light Project, with such advances being repaid upon execution of the lease purchase agreement.
9. This order is a declaration of official intent under Treasury Regulation §1.150-2.

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

WHEREAS, the Biddeford City Council has directed City staff to prepare a Parking Management Program for the City Council's study and review; and

WHEREAS, on June 4, 2018, a draft Parking Management Program was provided to the City Council and the public for review; and

WHEREAS, on June 12, 2018, the draft Parking Management Program was the subject of a City Council workshop; and

WHEREAS, the City Council anticipates that after further discussion and deliberation, the Biddeford City Council will vote on whether to adopt a Parking Management Program; and

WHEREAS, Section 49 of the Performance Standards of the Biddeford Land Use Ordinance allows the Biddeford Planning Board to waive parking requirements at the request of an applicant under certain circumstances; and

WHEREAS, the City Council needs time to review the parking waiver provisions as they relate to any future Parking Management Program; and

WHEREAS, a moratorium is necessary to prevent the potential overburdening of public parking while the implementation of a Parking Management Program is being discussed; and

WHEREAS, it is anticipated that a study, review, and development of a final Parking Management Program will take at least one hundred eighty (180) days from the date the City enacts this Moratorium on the waiver of parking requirements;

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Biddeford, that the following Moratorium Ordinance on the Waiver of Downtown Parking Requirements be, and hereby is, enacted, and, in furtherance thereof, the City Council does hereby declare a Moratorium on the Waiver of Downtown Parking Requirements within the City. This Moratorium Ordinance shall be effective as of June 19, 2018, in accordance with the provisions of the City Charter and Code of Ordinances. The Moratorium shall remain in effect for one hundred eight (180) days from the date of the implementation of this Ordinance, unless extended, repealed, or modified by the City Council. Provided, however, that upon the City Council's adoption of a Parking Management Program, this Moratorium shall automatically be repealed.

BE IT FURTHER ORDAINED, that during the period this Moratorium Ordinance is in effect, no officer, official, employee, office, administrative board or agency of the City shall accept, process, approve, deny, or in any other way act upon a request to waive the downtown parking requirements contained in the Biddeford Land Use Ordinances; and

BE IT FURTHER ORDAINED, that those provisions of the City's current Code of Ordinances that are inconsistent or conflicting with the provisions of this Moratorium, are hereby repealed to the extent that they are applicable for the duration of this Moratorium, and as it may be extended as permitted by law, but not otherwise; and

BE IT FURTHER ORDAINED, that should any section or provision of this Ordinance be declared by any Court of competent jurisdiction to be invalid, such a declaration shall not invalidate any other section or provision.

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

Vote: 5/3; Councilors Belanger, Foley and St. Cyr opposed.

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

Motion carries.

Motion by Councilor McCurry, seconded by Councilor Ready to suspend the rules and allow for an immediate second reading.

Vote: 4/4; Councilors Belanger, Foley, St. Cyr and Swanton opposed.

Councilors McCurry, Quattrone, Ready and Lessard in favor.

Mayor Casavant voted in opposition to break the tie.

Motion fails.

Motion by Councilor Ready, seconded by Councilor Swanton to reconsider Order 2018.62.
Vote: 5/3; Councilors Belanger, Foley and St. Cyr opposed.
Councilors Swanton, McCurry, Quattrone, Ready and Lessard in favor.
Motion to reconsider carries.

Motion by Councilor Ready, seconded by Councilor Lessard to make the effective date of the moratorium June 19th, 2018.
Vote: 5/3; Councilors Belanger, Foley and St. Cyr opposed.
Councilors Swanton, McCurry, Quattrone, Ready and Lessard in favor.
Motion carries.

2018.63 **IN BOARD OF CITY COUNCIL...JUNE 19, 2018**
BE IT ORDERED, that the City Council of the City of Biddeford does hereby cancel the July 3rd, 2018 City Council Meeting.

NOTE: The City Council will meet only once in July, and that will be on July 17th, 2018.

Motion by Councilor Lessard, seconded by Councilor Swanton to grant the order.
Vote: 5/3; Councilors McCurry, Ready and Quattrone opposed.
Councilors Swanton, St. Cyr, Foley, Belanger and Lessard in favor.
Motion carries.

2018.64 **IN BOARD OF CITY COUNCIL...JUNE 19, 2018**
BE IT ORDERED, that the City Council of the City of Biddeford approves a property tax abatement in compliance with Title 36, §841.2 in the following amounts (as requested by the property owner); Case #18-1:

- **FY17 – ~~\$3,302.16~~**
- **FY18 - ~~\$3,302.16~~**

Total abatement: \$3,302.16

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

Motion by Councilor McCurry, seconded by Councilor Swanton to move into Executive Session for discussion, per Title 36, Sec. 841.2.
Vote: Unanimous. Time: 6:40 p.m.

Motion by Councilor McCurry, seconded by Councilor Lessard to move out of Executive Session.
Vote: Unanimous. Time: 6:57 p.m.

Motion by Councilor Lessard, seconded by Councilor McCurry to amend the order by correcting the amount of the total abatement to \$3,302.16.
Vote: 7/1; Councilor Ready opposed.
Councilors Swanton, McCurry, St. Cyr, Quattrone, Foley, Belanger and Lessard in favor.
Motion to amend carries.

Vote on order, as amended: 7/1; Councilor Ready opposed.
Councilors Swanton, McCurry, St. Cyr, Quattrone, Foley, Belanger and Lessard in favor.
Motion to amend carries.

Appointment:

IN BOARD OF CITY COUNCIL...JUNE 19, 2018
ORDERED, that I, Alan M. Casavant, Mayor of the City of Biddeford, do hereby appoint:

Adam Bellefeuille
111 Pool Street
Ward 2

as the CHAIR of the *Solid Waste Management Commission* for 2018; replacing Martin Grohman, who has resigned from this Commission.

Motion by Councilor Ready, seconded by Councilor McCurry 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, James Bennett had no report.

Other Business:

Councilor Lessard: warned folks that this year we will see the effect of El Nino, which refers to the cycle of warm and cold temperatures, as measured by seas surface temperature. He cautioned that folks start planning for their winter and heating needs now in light of what's to come.

Councilor Ready: Motion by Councilor Ready, seconded by Councilor Swanton to reconsider Order 2018.62.

Vote: 5/3; Councilors Belanger, Foley and St. Cyr opposed.
Councilors Swanton, McCurry, Quattrone, Ready and Lessard in favor.
Motion to reconsider carries.

Motion by Councilor Ready, seconded by Councilor Lessard to make the effective date of the moratorium June 19th, 2018.

Vote: 5/3; Councilors Belanger, Foley and St. Cyr opposed.
Councilors Swanton, McCurry, Quattrone, Ready and Lessard in favor.
Motion carries.

Council President Addressing the Council: Councilor McCurry reminded folks that school's out; therefore, children are out! He cautioned drivers to be careful and put cellphones away while driving.

Councilor McCurry gave a shout out to the Police Department personnel who ran the torch through Biddeford for the Special Olympics.
He also wished the LaKermesse organization good luck with this coming weekend's festivities.

Mayor Addressing the Council: Mayor Casavant announced that the Biddeford Cultural Heritage Center will announce their first inductees into their Hall of Fame, which will take place at the LaKermesse Festival this coming weekend.

Mayor Casavant is pleased that he is hearing so many praises and comments about the changes and improvements happening in Biddeford. He is excited with the trend the City is on and loves that Biddeford is being noticed!

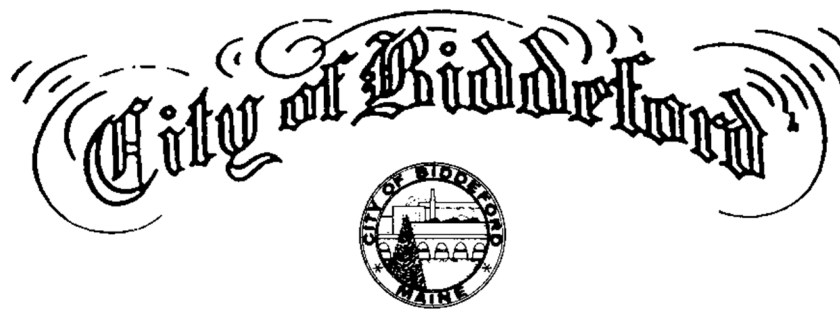
Executive Session: 1MRSA 405(6)(E)...Consultation with City Solicitor

Motion by Councilor McCurry, seconded by Councilor Lessard to move into Executive Session.
Vote: Unanimous. Time: 7:04 p.m.

Motion by Councilor McCurry, seconded by Councilor Quattrone to move out of Executive Session.
Vote: Unanimous. Time: 7:16 p.m.

Motion by Councilor McCurry, seconded by Councilor Quattrone to adjourn.
Vote: Unanimous. Time: 7:16 p.m.

Attest by: _____
Carmen J. Morris, City Clerk



2018.62

IN BOARD OF CITY COUNCIL... JUNE 19, 2018

**MORATORIUM ORDINANCE ON DOWNTOWN PARKING
REQUIREMENT WAIVERS**

BE IT ORDAINED: that the City of Biddeford, Maine hereby adopts the following Moratorium Ordinance on the Granting of any Future Downtown Parking Waivers:

WHEREAS, the City of Biddeford currently has no formal Parking Management Program; and

WHEREAS, the Biddeford City Council has directed City staff to prepare a Parking Management Program for the City Council's study and review; and

WHEREAS, on June 4, 2018, a draft Parking Management Program was provided to the City Council and the public for review; and

WHEREAS, on June 12, 2018, the draft Parking Management Program was the subject of a City Council workshop; and

WHEREAS, the City Council anticipates that after further discussion and deliberation, the Biddeford City Council will vote on whether to adopt a Parking Management Program; and

WHEREAS, Section 49 of the Performance Standards of the Biddeford Land Use Ordinance allows the Biddeford Planning Board to waive parking requirements at the request of an applicant under certain circumstances; and

WHEREAS, the City Council needs time to review the parking waiver provisions as they relate to any future Parking Management Program; and

WHEREAS, a moratorium is necessary to prevent the potential overburdening of public parking while the implementation of a Parking Management Program is being discussed; and

WHEREAS, it is anticipated that a study, review, and development of a final Parking Management Program will take at least one hundred eighty (180) days from the date the City enacts this Moratorium on the waiver of parking requirements;

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Biddeford, that the following Moratorium Ordinance on the Waiver of Downtown Parking Requirements be, and hereby is, enacted, and, in furtherance thereof, the City Council does hereby declare a Moratorium on the Waiver of Downtown Parking Requirements within the City. This Moratorium Ordinance shall be effective as of June 19, 2018, in accordance with the provisions of the City Charter and Code of Ordinances. The Moratorium shall remain in effect for one hundred eighty (180) days from the date of the implementation of this Ordinance, unless extended, repealed, or modified by the City Council. Provided, however, that upon the City Council's adoption of a Parking Management Program, this Moratorium shall automatically be repealed.

BE IT FURTHER ORDAINED, that during the period this Moratorium Ordinance is in effect, no officer, official, employee, office, administrative board or agency of the City shall accept, process, approve, deny, or in any other way act upon a request to waive the downtown parking requirements contained in the Biddeford Land Use Ordinances; and

BE IT FURTHER ORDAINED, that those provisions of the City's current Code of Ordinances that are inconsistent or conflicting with the provisions of this Moratorium, are hereby repealed to the extent that they are applicable for the duration of this Moratorium, and as it may be extended as permitted by law, but not otherwise; and

BE IT FURTHER ORDAINED, that should any section or provision of this Ordinance be declared by any Court of competent jurisdiction to be invalid, such a declaration shall not invalidate any other section or provision.

June 19, 2018

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

Vote: 5/3; Councilors Belanger, Foley and St. Cyr opposed.

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

Motion carries.

Motion by Councilor McCurry, seconded by Councilor Ready to suspend the rules and allow for an immediate second reading.

Vote: 4/4; Councilors Belanger, Foley, St. Cyr and Swanton opposed.

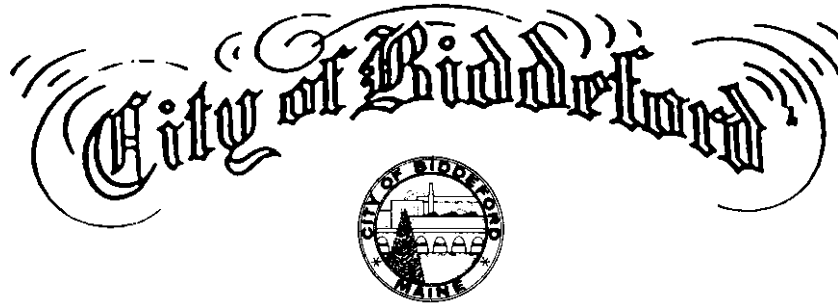
Councilors McCurry, Quattrone, Ready and Lessard in favor.

Mayor Casavant voted in opposition to break the tie.

Motion fails.

Motion by Councilor Ready, seconded by Councilor Swanton to reconsider Order 2018.62.
Vote: 5/3; Councilors Belanger, Foley and St. Cyr opposed.
Councilors Swanton, McCurry, Quattrone, Ready and Lessard in favor.
Motion to reconsider carries.

Motion by Councilor Ready, seconded by Councilor Lessard to make the effective date of the moratorium June 19th, 2018.
Vote: 5/3; Councilors Belanger, Foley and St. Cyr opposed.
Councilors Swanton, McCurry, Quattrone, Ready and Lessard in favor.
Motion carries.



2018.65

IN BOARD OF CITY COUNCIL..JULY 17, 2018

BE IT ORDERED, that the City Council of the City of Biddeford does hereby award a contract with Headworks, Inc. of Houston, Texas, for the purchase of two(2) wash presses for the Wastewater Treatment Plant, in an amount not to exceed \$118,117.00.

NOTE: Funding for this project is in the Wastewater Equipment Purchase, Capital FY18; and the Designated Fund Balance.

MEMORANDUM
July 5, 2018

TO: Finance Committee
FROM: Jeff Demers /Public Works Director Waste Water Dept.
RE: Influent Wash Press
CC: Alex Buechner/ Superintendent Waste water, Tom Milligan /City Engineer,
SUBJECT: Approval of purchase Influent Wash presses.

RECOMMENDATION

The Public Works Department's Wastewater Division advertised for proposal's for two wash presses. We received (1) proposal package. 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 wash presses to be purchased through Headwork's Inc. for a total of \$118,117.00

DISCUSSION

The wash presses play a very important part of the beginning stage for the treatment plant's process.

The Water Street plant has two influent channel's requiring (2) wash presses one for each channel. The equipment at the plant operating today are Parkson wash presses that were installed during the 1998 plant upgrade making the equipment over 19 years old and in need of replacement.

FUNDING

Funding for this project is in the Waste Water Equipment Purchase Capital FY 18 35102-60602 and Des, Fund Balance 22005-60605.

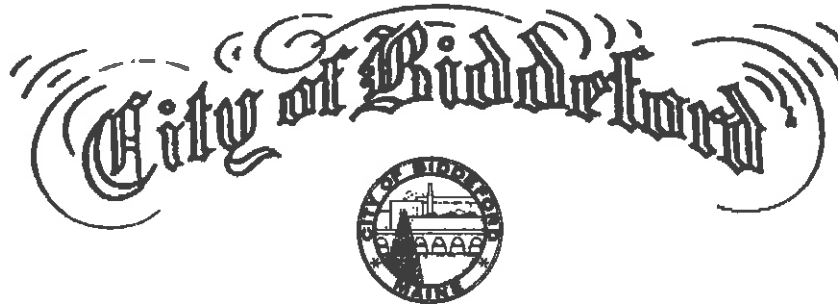
This purchase is for (2) wash presses.

Regards,



Jeff Demers

Director Public Works Waste Water Dept.



2018.

IN BOARD OF CITY COUNCIL..July 17, 2018

BE IT ORDERED, that the City Council of the City of Biddeford does hereby award a contract for the purchase of (2) wash presses with Headworks Inc. Based out of Houston, TX.

For an amount not to exceed \$118,117.00.

Bid Form

Proposed prices must include all costs associated with providing the Equipment specified, including materials, training, technical support, insurance, transportation, delivery, fuel or other surcharges and related costs. Charges for items or services not in the RFP will not be allowed. All prices and fees must be in U.S. dollars. Vendor may Bid on any individual piece of equipment or Bid on both units together.

I. PURCHASE PRICE

Item No.	Item	Rating/ Flow	Number Required	Unit Cost	Total
1	Wash Press	MGD	2	\$59,058.50	\$118,117.00

Equipment is sold FOB destination with freight included in the above price to the nearest specified destination, provided suitable access roads exist for the delivery carrier(s).

Headworks Inc. Authorized Representative: _____

Date: _____

Screwpacktor Description

General Description: The HEADWORKS® SCREWPACTOR™ is an extremely reliable compactor used for dewatering screenings and reducing volume. The screenings compactor consists of the housing, shafted screw, bearing unit, drive unit, inlet hopper, discharge pipe, and control panel unit.

Screened solids are fed into the sieve zone which allows free water to drain. The shafted screw conveys solids through the optional wash zone where sprays wash the screenings to reduce organic content. Next, the press zone compacts the screenings forcing out water. The press zone and discharge tube impart additional pressure and dewatering and the discharge tube directs screenings to a dumpster or other suitable receptacle (provided by others). The Screwpacktor can also be fitted with an optional bagging module.

Housing: The housing consists of the bearing unit, the sieve, optional wash, press, and transport zones. The housing is perforated in the sieve, optional wash and press zones and made of a round pipe with wear bars in the transport zone. Below the perforated section is a collection pan mounted by quick release clamps to collect the presswater.

Press Screw: The shafted screw consists of a spiral welded to mechanical tubing. The shafted screw shall be manufactured from one (1) concentric flight formed from carbon plate and welded to form a single spiral. The pitch of the screw is reduced and the flight thickness increases, which increases wear life. The final quarter-pitch of the shafted screw is hard faced.

Bearing Unit: The bearing unit consists of an axial thrust bearing and rotary shaft seals. These seals prevent water from entering into the bearing. Additionally, a grease nipple is provided for lubrication to prevent water from infiltrating the bearing.

Drive Unit: The gearbox is direct mounted to the screw and driven by a direct coupled motor. The gear unit is fixed to and supported by the unit housing.

Inlet Hopper: The inlet hopper is above the Sieve Zone and bolted to the housing. The size and shape of the hopper are designed to meet site requirements.

Discharge Tube: The discharge tube follows the transport zone. The discharge tube is flanged and bolted to the housing. Additional dewatering of the screenings material occurs in the discharge tube through friction and back pressure. The discharge tube increases in diameter to reduce the potential for plugging. Length and position of the discharge tube are designed to meet site requirements. The discharge tube

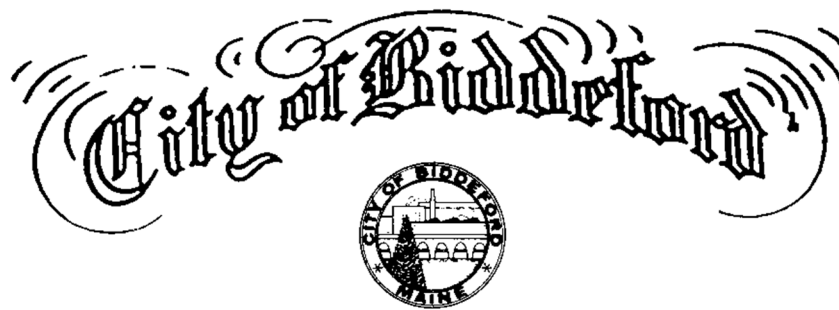


**City of Biddeford, ME
Technical Proposal**

directs screenings to a dumpster or other suitable receptacle (provided by others). The Screwfactor can also be fitted with an optional bagging module.

Materials: Stainless steel construction with carbon steel screw.

Controls: The unit typically operates when the associated equipment (i.e. upstream screen) is started. The unit runs for a set period of time after the upstream equipment has shut down. Overload is detected by monitoring current. When a fault is detected the equipment shuts down and an alarm contact is initiated.



2018.66

IN BOARD OF CITY COUNCIL.....JULY 17, 2018

BE IT ORDERED, that the City Manager be authorized to purchase two (2) 2019 Ford Explorer utility police cars as per bid of June 25, 2018 (the "Equipment") from Arundel Ford (the "Vendor") and may pay the Vendor an amount not to exceed \$61,460.00 (before discounts valued at \$13,000.00) for the Equipment as follows:

1. The City of Biddeford expects to incur debt to reimburse expenditures to pay the cost of the Equipment;
2. The City of Biddeford reasonably expects that the maximum principal amount of the debt, including for reimbursement purposes, is \$61,460.00;
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 \$61,460.00, (b) the term of such agreement will not exceed one hundred and twenty (120) months and (c) any obligation of the City of Biddeford to make lease or loan payments pursuant to such agreement is subject to annual appropriation by the City Council of the City of Biddeford;
4. The City Manager is authorized to advance money from the General Fund of the City for payment of the costs of the Equipment; and
5. The City Manager, on behalf of the City of Biddeford, is authorized to negotiate, enter into, execute, deliver and cause to be performed, and to approve, any and all agreements, instruments, certificates and other documents, and to grant security interests in the Equipment, upon such terms, conditions, limitations and undertakings, which the City Manager determines are necessary and proper for the acquisition and financing of the Equipment, provided that any lease purchase, loan or other financing agreement will be countersigned by both the Mayor and the Treasurer of the City of Biddeford. Without limiting the foregoing, the City Manager, on behalf of the City of Biddeford, in connection with the acquisition of the Equipment, is authorized to sell, transfer, trade in or otherwise dispose of any equipment, which the City Manager determines is no longer useful to the City of Biddeford.

NOTE: The Finance Committee reviewed this item on July 17, 2018 and voted to recommend it to the City Council for approval. The purchase of this item is included in the FY19 Budget line 21146-60603

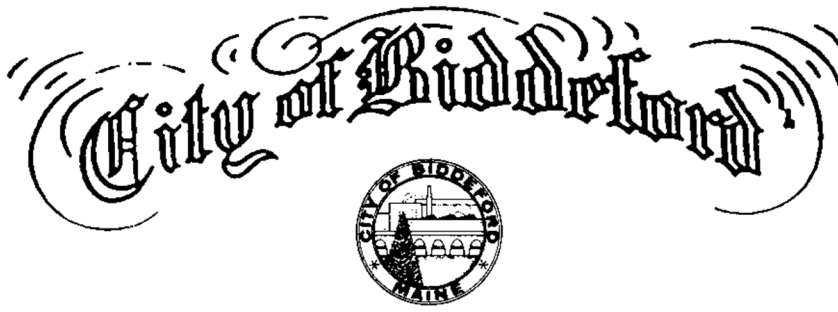
Bid Opening for 2 Ford Utility Police Interceptors

Present: Carl Marcotte Public Works
Kara Cote Public Works

Bids were opened at the Public Works Department on June 25, 2018 at 11:00am. We are recommending the bid from Arundel Ford with trade for the amount of \$48,460.00. These cars have been approved in the FY-19 budget line 21146-60603.

Arundel Ford

2 - 2019 Ford Explorers	\$61,460.00
2 - Trade In's	\$13,000.00
Total	\$48,460.00

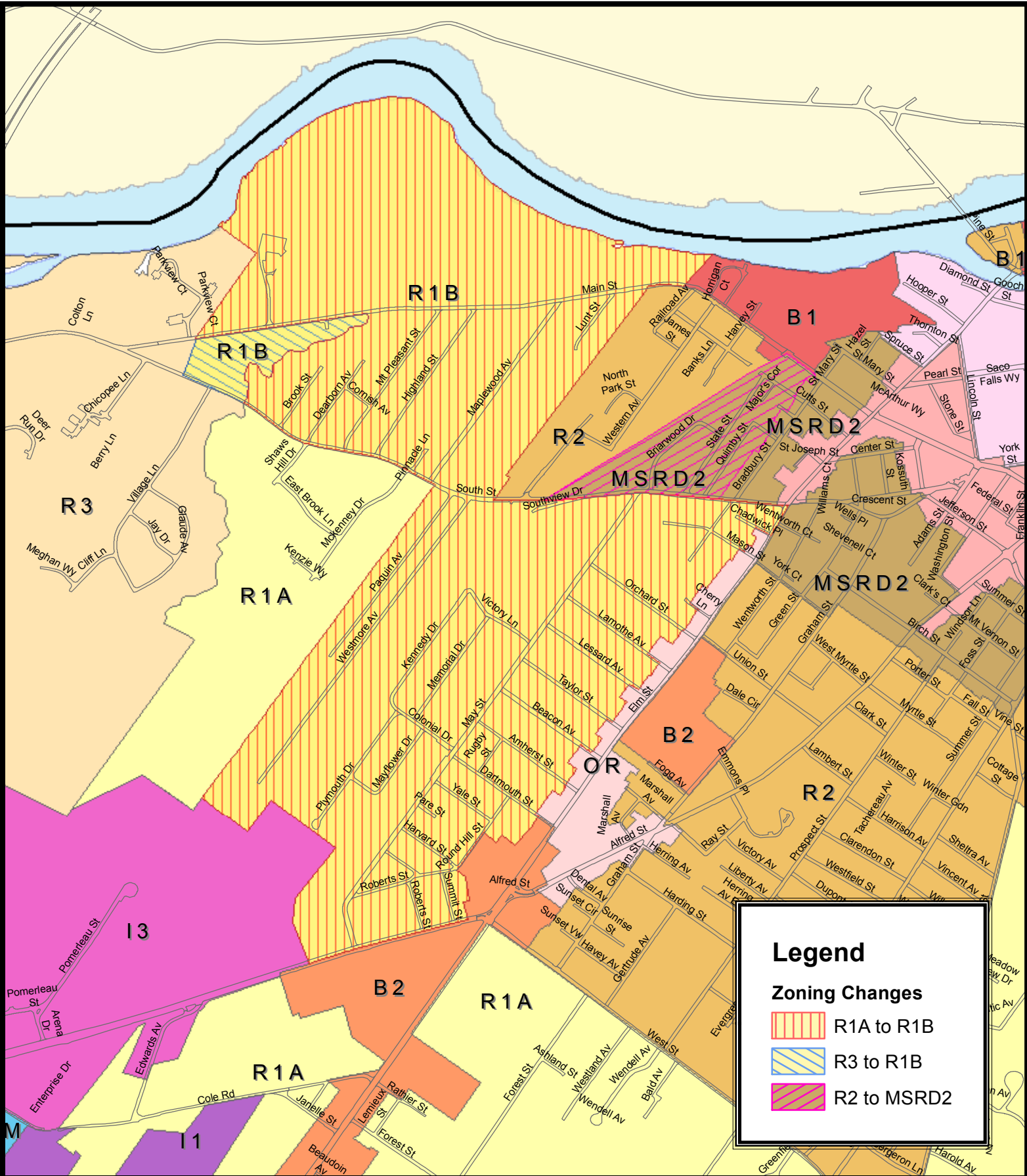


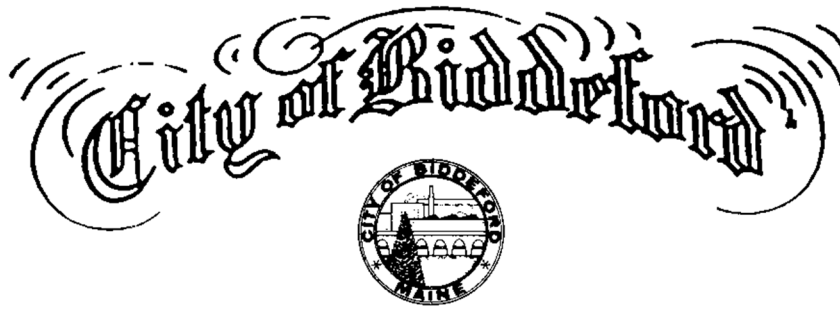
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IN BOARD OF CITY COUNCIL...JULY 17, 2018

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 proposed amendments to the Zoning Ordinance as outlined below.

Part III (Land Development Regulations), Article III (Official Zoning Map), is amended to rezone the area depicted on the attached map from R-2 to MSRD-2.





2018.68

IN BOARD OF CITY COUNCIL...JULY 17, 2018

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 proposed amendments to the Zoning Ordinance as outlined below.

Part III (Land Development Regulations), Article III (Official Zoning Map), is amended to rezone the areas depicted on the attached map from R-1-A and R-3 to R-1-B and the following:

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	R-1-A	<u>R-1-B</u>
	Section		
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):**

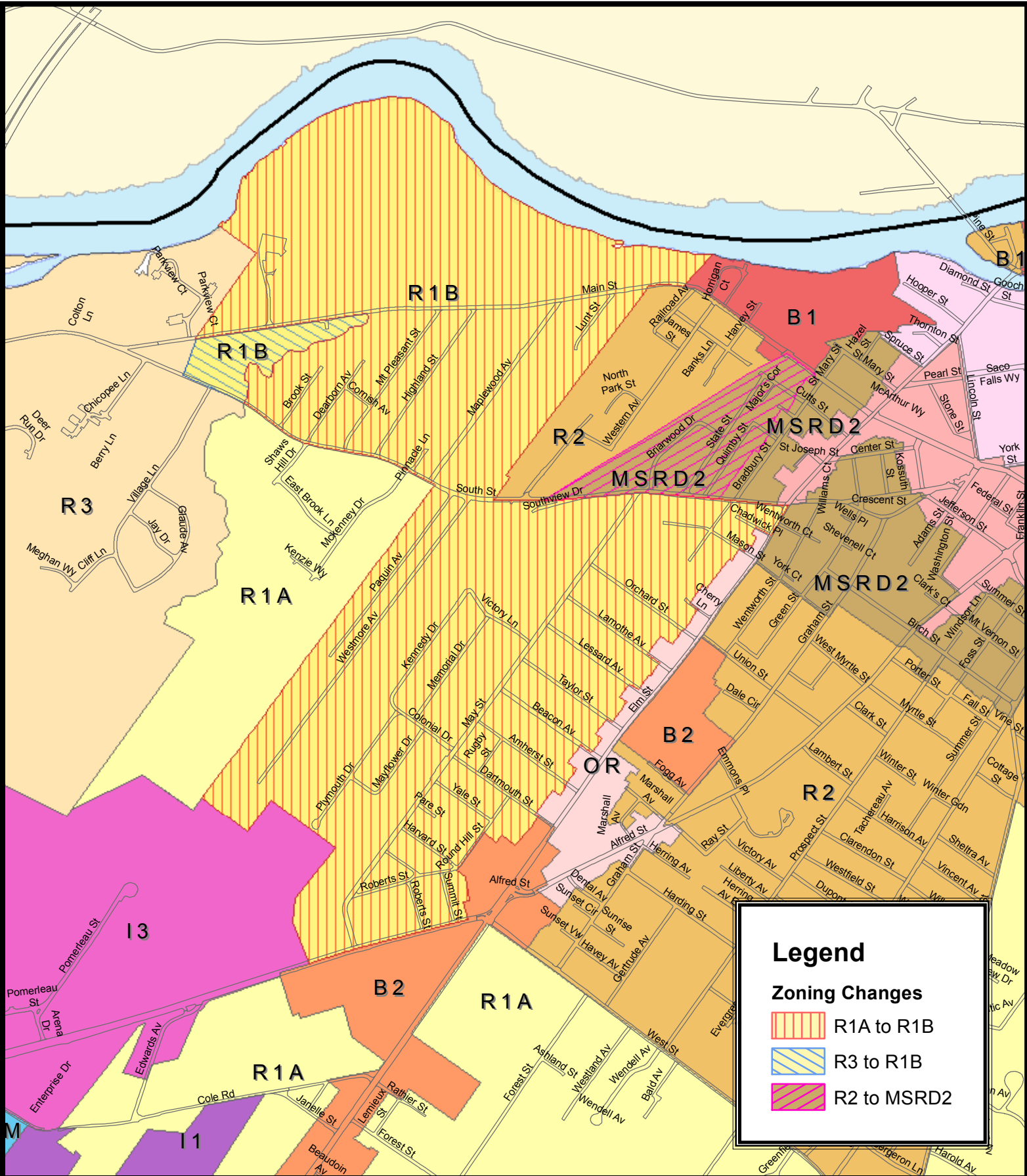
1. In the Suburban Residential, R-1-A, R-1-B, C-R, W-1, and W-3 Districts, only the following signs shall be permitted:

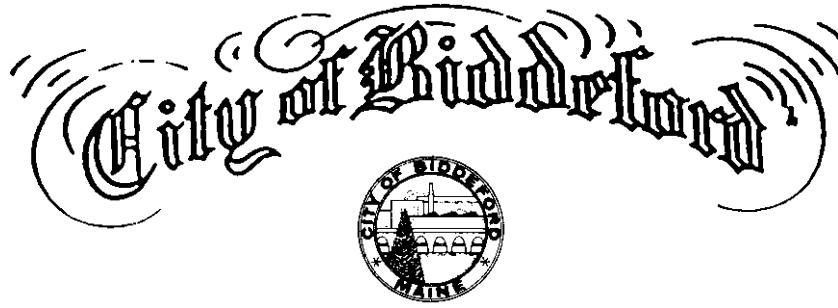
**Part III (Land Development Regulations), Article VI (Performance Standards),
Section 71 (Telecommunications facilities), E (Zoning districts/performance
standards/dimensional requirements):**

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.

In addition, the shared use of preexisting accessory-use towers and alternative tower structures is permitted in the Medical Zones (M), — 125 feet, Business Zones (B-1, B-2), and Industrial Zones (I-1, I-2, I-4) — 250 feet. Maximum height is measured from top of the tower or attached apparatus to the bottom of the tower or other structure on which the tower is mounted. The tower or structure height is not increased beyond the following limits:

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.





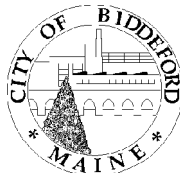
2018.69

IN BOARD OF CITY COUNCIL....JULY 17, 2018

BE IT ORDERED, that the City Manager be authorized to sign a unit cost contract with J Pratt Inc. of Hebron, Maine for the construction of the Lincoln Street Reconstruction Project Phase II as per the bids opened on June 29, 2018, in the bid amount of \$1,394,171.00, funding for this work to be provided in part from the MDOT BPI grant received by the City with the required City match amount from City TIF account and additional funding from the PACTS MPI grant with the required City match.

.

NOTE: The Finance Committee will review this item at their July 17, 2018 meeting. The Capital Projects Committee has been provided a copy of the Project Information for their review.



City of Biddeford, Maine

TO: Finance Committee and City Council

FROM: Tom Milligan, P.E. City Engineer

DATE: July 11, 2018

SUBJECT: Lincoln Street Reconstruction Project 2018, Phase II, City Goal 2018-37

Cc: Alan Casavant, Mayor; James Bennett, City Manager; John McCurry, Council President; Jeff Demers, Director of Public Works; Matt Eddy Economic Development Director; Greg Tansley, City Planner; John Malloy, Staff Engineer

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 June 29, 2018.

The project work area is on Lincoln Street from Main Street to Saco Falls Way. A location map is enclosed.

The project is the Phase II portion of the Lincoln Street Reconstruction Project, the entire project running between Main Street and Pearl Street. Phase 1 work included removal of the old sidewalk on the easterly side of the street, rehabilitating portions of the existing granite wall, installing underground utility conduit and facilities under the sidewalk in preparation for placing utilities underground. The Phase I work is substantially complete.

Phase II work will include removal of the old street pavement, raising the elevation of the road, installation of granite curbing and concrete sidewalks, installation of crosswalks and bump outs, installation of additional underground utility conduits and utility vaults and the installation of LED street lighting.

Five (5) construction firms reviewed the plans and specifications for the work. Three (3) firms submitted a bid for the project. Bidding results are attached. J Pratt Inc. of Hebron, Maine submitted the lowest bid in the amount of \$1,394,171.00. Based on a review of the bids, and prior satisfactory work within the City on the Main Street Sidewalks and Street Improvement Project 2016, J Pratt Inc. appears to be qualified to perform the work. Therefore, Staff recommends that J Pratt Inc. be awarded the contract work.

The contract is a unit cost contract and only those items supplied and installed will be paid. One third of the funding for the work will come from the MDOT BPI grant received by the City with the required City two thirds match coming from the City TIF account. Additional funding will be provided by the PACTS MPI grant funding and associated City match provided in the FY 18 budget. The MDOT BPI program needs to obligate the project program funds to insure their availability to the City.

The project is on fast track in order to have the work completed this Fall prior to the closing of the paving plants. Therefore, staff is respectfully requesting both the Finance Committee and City Council review and take action on the project at their July 17, 2018 meeting. Capital Projects Committee has been provided with information and has been invited to review the project as part of the Finance Committee's review.

Legend

Aerial Photo of Main & Lincoln Street Area



PHASE I

71-5

Lincoln St

Stone St

Adams St

South St

Pearl St

McArthur Wy

Main St

Elm St

40-5

40-1

40-68

40-67-1

40-71-1

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classified

call 282-1335 | fax 282-3118 | email classified@journaltribune.com

PUBLIC NOTICES

ADVERTISEMENT: NOTICE TO CONTRACTORS, CITY OF BIDDEFORD, MAINE - Notice is hereby given that the City of Biddeford is requesting sealed bids for the Lincoln Street Improvements Project. Sealed proposals, addressed to City of Biddeford and endorsed on the outside of the envelope with the name of the Bidder and Project Name must be received by the Engineering Department at Biddeford City Hall, 205 Main Street Suite 101, Biddeford, ME 04005, by 1:00 p.m. (pre-vailing time) on Friday, June 22, 2018 at which time they will be publicly open and read. Interested parties may refer to the following link for the full bid advertisement: <http://www.biddefordmaine.org/ftp> (6/5/18)

PUBLIC NOTICES

2018.44) Amendment/Land Development Regulations/Art. XIV-Shoreland Zoning and Art. V-Establishment of Zones, Table of Land Uses/UNE Shoreland Zoning Modifications. 2018.45) Amendment/Ch. 2, Administration/Article V-Finance/Division 5. Unrestricted Fund Balance Policy

PUBLIC NOTICES

Administrative Collaborative Regional Service Center (Biddeford & Dayton School Departments) 2018.57) Approval/Formulation of Southern Maine Regional Service Center (Various School Departments) 11. Public Addressing the Council... (5 minute limit per speaker; 30 minute total time limit) 12. City Manager Report 13. Other Business 14. Council President Addressing the Council 15. Mayor Addressing the Council 16. Executive Session: 1MRSA 405(6)(D)...Labor Contract Negotiations 17. Adjourn (6/1/18)

PUBLIC NOTICES

The City of Saco is soliciting bids for Tree Pruning and Tree Removal Services. Bids must be submitted on the bid response form in a sealed envelope marked "Tree Pruning and Tree Removal Services". Bids will be accepted until 2:00 p.m. on Thursday, June 27, 2018, at the Finance Office, Saco City Hall, 300 Main Street, Saco, Maine, 04072. There will be a public opening of all bids received at that time. Any questions regarding the bid specifications should be directed to the Parks & Recreation Department Director Ryan Sommar at rsommar@saco.me.

PUBLIC NOTICES

2018.50) Approval/Facade Improvement Business Assistance Program for Downtown 2018.51) Approval/Abatement of Delinquent Taxes - 16 Lind Avenue 2018.52) Approval/Directive to Planning Board/Medical Marijuana Growing Facility in I-3 Zone 2018.53) Approval/Renewal of Shared Assessing Department Agreement with Saco 2018.54) Approval/Interlocal Cooperation Agreement for a Biddeford-Saco Animal Control Officer

PUBLIC NOTICES

10. Orders of the Day: 2018.47) Approval/Award of Contract for Pavement Marking Program/Poitier Guidelines 2018.48) Authorization/Contract for South Street Sewer Separation Project/Pratt and Sons, Inc. of Mechanic Falls, Maine 2018.49) Authorization/Relocation and Re-cabling of Radio Tower at Biddeford Pool/Funds from Contingency 2018.50) Approval/Facade Improvement Business Assistance Program for Downtown

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New head gasket, timing belt, new sticker, winter package \$7,420

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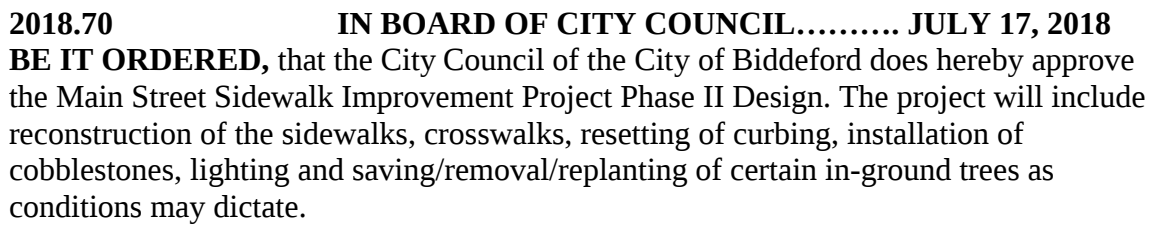
Special OF THE WEEK

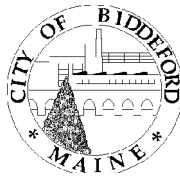
2006 Subaru Forester
1.6L Boxer, new head gasket, timing belt, leather roof, winter package, one owner only \$6,990

2006 Subaru Forester
1.6L Boxer, new head gasket, timing belt, leather roof, winter package, one owner only \$6,990

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City of Biddeford, Maine

TO: City Council

FROM: Tom Milligan, P.E. City Engineer
Linda Waters, Community Development Coordinator

DATE: July 11, 2018

SUBJECT: Main Street Sidewalk Improvement Project 2018, Phase II, Goal No. 2018-37

Cc: Alan Casavant, Mayor; James Bennett, City Manager; John McCurry, Council President; Jeff Demers, Director of Public Works; Matt Eddy, Economic Development Director; Greg Tansley, City Planner; John Malloy, Staff Engineer

A brief presentation will be given for the final design of the Main Street Sidewalk Improvement Project 2018, Phase II at the Council Meeting on Tuesday July 17, 2018. The purpose of the presentation and Council Action will enable the design to be sent to the Maine Historic Preservation Commission for final approval and then out to bid. The City is on a tight construction schedule and it is important to get this project bid, under contract and construction as soon as possible. The project will include reconstruction of the sidewalks, crosswalks, resetting of curbing, installation of cobblestones, lighting, planters and saving/removal/replanting of certain in ground trees as conditions may dictate. In general, the Phase II design will continue with the same design concept as was done in Phase I. The contracted firm for design and engineering is HEB of Bridgton Maine.

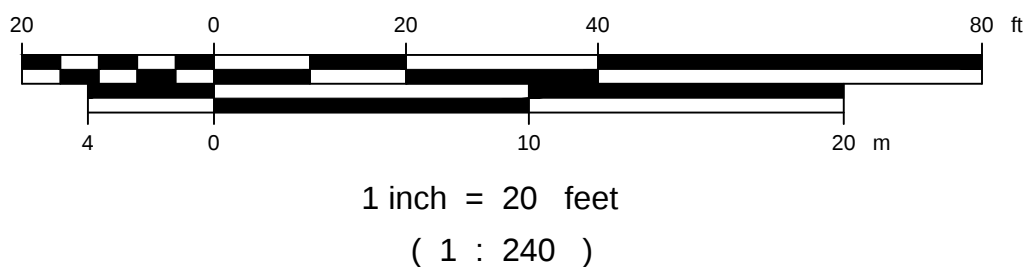
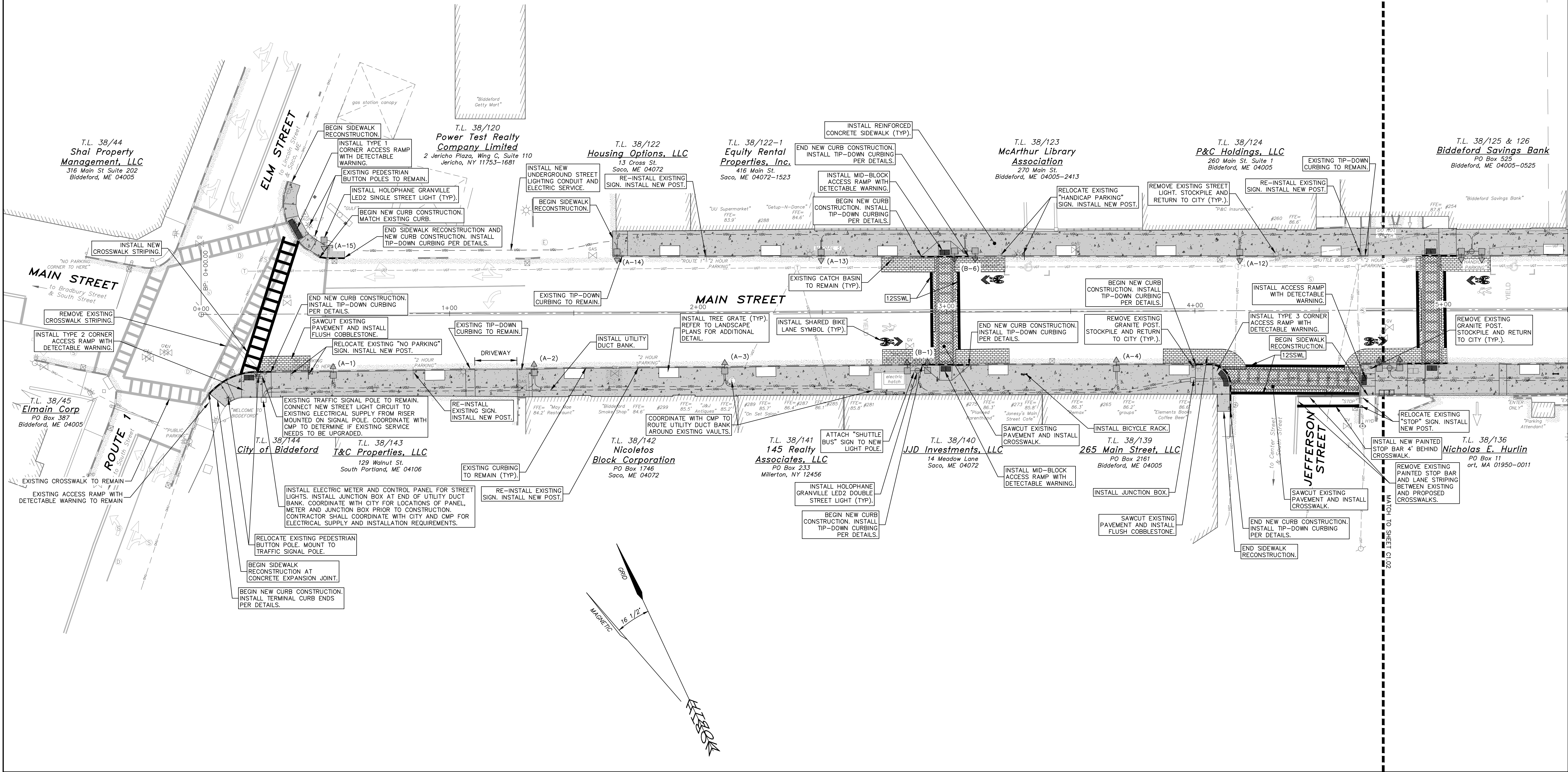
A Public Meeting was held on Tuesday May 31, 2018 in City Hall Council Chambers to present the proposed design and to receive input regarding the design for the sidewalk project. The public meeting was advertised in the local paper and on the City's website, and announcement posters were placed in downtown locations. The design was presented and a great deal of the conversation revolved around amenities including saving/removal of existing trees, crosswalks, speed of traffic, the bump outs and the corner radii as they effect bicycles movements. Subsequently, ongoing review and discussions of these issues took place to determine and report back recommendations to address the concerns raised.

A 2nd Public Meeting was held on Tuesday July 10, 2018 in City Hall to provide information relative to the questions raised at the 1st public meeting and to receive additional public input regarding the design for the sidewalk project. This public meeting was again advertised in the local paper and on the City's website. The design information and response to the previous comments/input was presented and appeared to be well received. Dale Pierson from Pierson Nurseries provided input on the trees and recommendations on whether they should be retained or removed. Additional discussion was also had relative to the proposed bump outs and bicycle movements. Jeff Demers, Director of Public Works, provided information on proposed planter boxes to be located on the bump

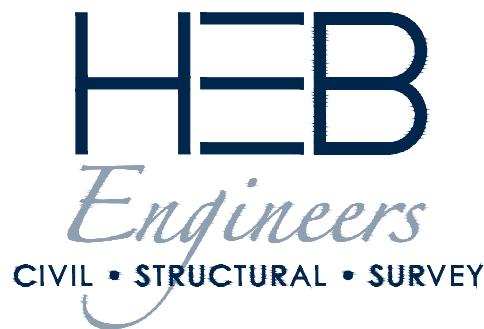
outs at crosswalks as a means to reduce traffic speeds with the goal of improving pedestrian safety. Also, the type of planters and plantings that could be installed in tree boxes, maintenance of these amenities, and removal for the winter, etc. were discussed.

We respectfully request your approval of the proposed design for the Phase II project.

If you have any questions or need more information regarding this project please feel free to call Engineering at 284-9118 or Linda Waters at 284-9105 or email at lwaters@biddefordmaine.org.



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No.	Revision	DATE		BY	

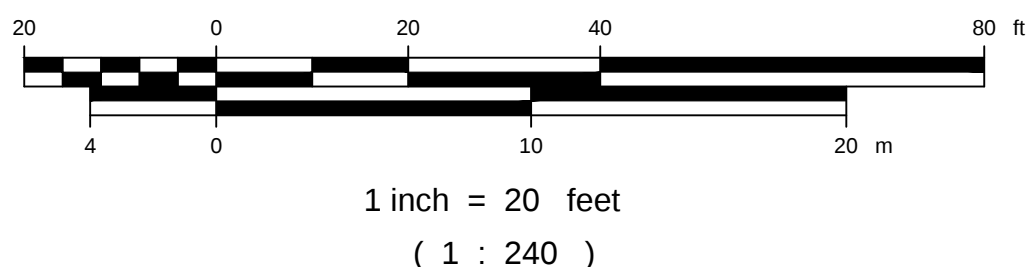
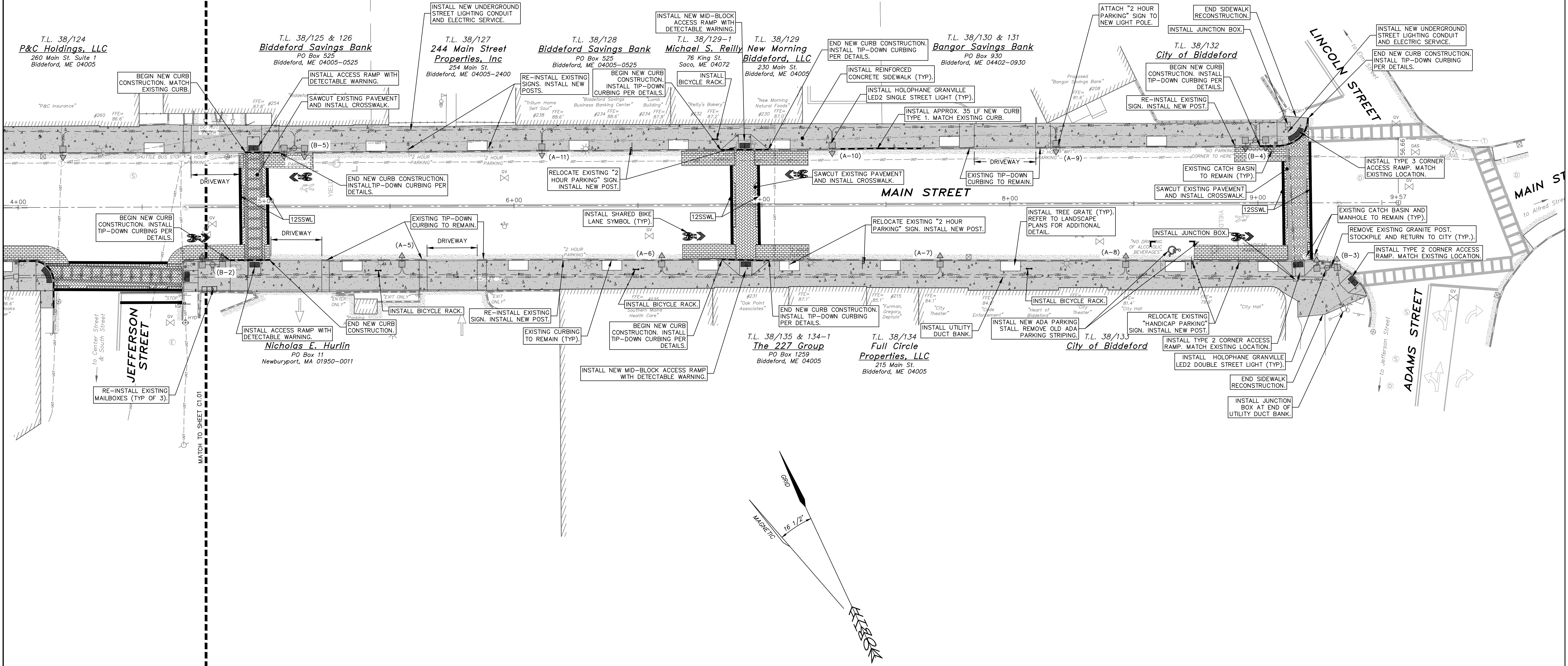


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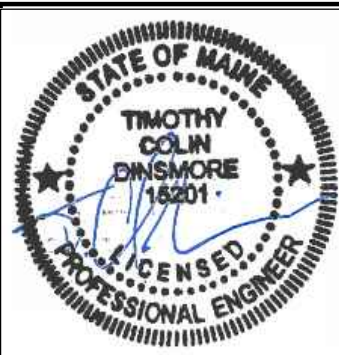
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DESIGNED BY	TCD
DRAWN BY	MKT
CHECKED BY	JMM
FIELD BOOK	354
SCALE	1"=20'
DATE	06/13/2018

Roadway Layout Plans
for the
Main Street Sidewalk Improvements
located in
Biddeford, Maine
prepared for the
City of Biddeford

2018-017
C1.01
SHEET 5 OF 8



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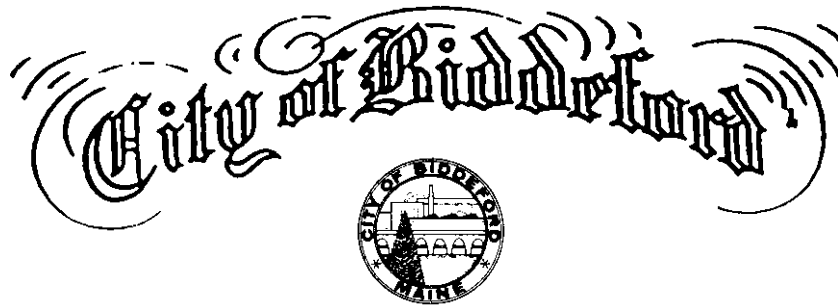
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prepared for the
City of Biddeford

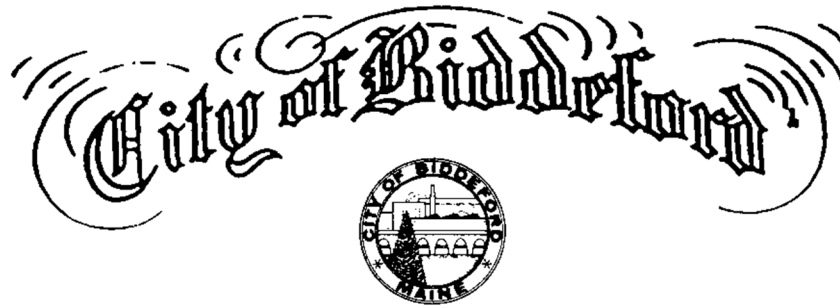
2018-017
C1.02
SHEET 6 OF 8



2018.71

BOARD OF CITY COUNCIL.....JULY 17, 2018

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 \$20,872.00 in U.S. Currency, or any portion thereof, and \$8,358.00 in currency, or any portion thereof (\$3,946.05) 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-18-91. These funds shall be transferred to the City of Biddeford, Asset Forfeiture Account 31119-40576

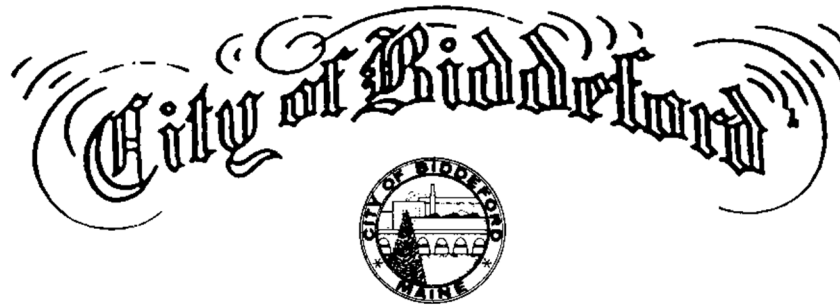


2018.72

IN BOARD OF CITY COUNCIL.. JULY 17, 2018

BE IT ORDERED, that said Property Tax Commitment shall be payable in two equal installments on October 10, 2018 and April 10, 2019 with any odd amount to be due on the first installment, and that interest shall be collected at the rate of 8.00% per annum on any taxes remaining unpaid after each respective installment date. A taxpayer that pays an amount in excess of that finally assessed shall be repaid the amount of overpayment plus interest from the date of overpayment at the annual rate of 4.00%.

BE IT FURTHER ORDERED, that the Tax Collector by authorized to accept voluntary prepayments on property taxes and to pay interest on these voluntary prepayments at the rate of 0% per annum.



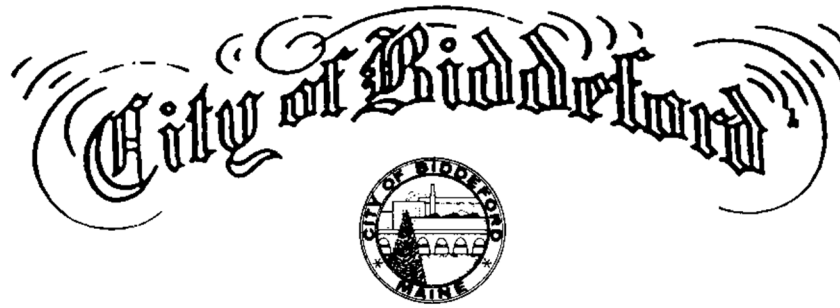
2018.73

IN BOARD OF CITY COUNCIL...JULY 17, 2018

ORDERED, that the City Council of the City of Biddeford does hereby confirm the City Manager's appointment of:

Nicholas Desjardins

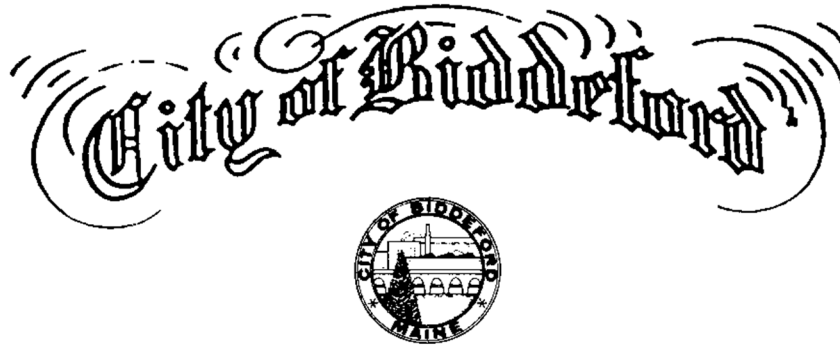
as the City Assessor.



2018.74

IN BOARD OF CITY COUNCIL...JULY 17, 2018

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 Biddeford Saco Chamber of Commerce to serve liquor at their Membership Cookout on August 23, 2018 at Mechanics Park, providing that the said Biddeford Saco Chamber of Commerce is and remains in compliance with the provisions set forth under *Ch. 6, Section 6-178 et seq.*



2018.75

IN BOARD OF CITY COUNCIL...JULY 17, 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, **New Section 42-8-Parking Authority**, to read as follows:

The City Council may establish rules, regulations and/or other restrictions for parking; or the City Council may delegate authority by Council Order. Any rules, regulations and/or other restrictions so promulgated shall have the full force and effect of an ordinance, except that the delegated authority is limited to the following:

- 1) Creation, elimination or relocation of Disability Parking spots under Sec. 42-100.
- 2) Creation, elimination or otherwise amending of Limited Parking under Sections 42-56, 42-60, 42-92.1, 42.94 to include: Timed Parking; Loading Zones, Drop Off Zones, Taxi or Bus Parking, etc.
- 3) Creation, elimination or otherwise amending Limited Parking zones within the municipal surface parking lots identified under Section 42-62, e.g., Time Parking and the charging of a fee for its use.

Any changes to the parking regulations identified herein shall require only one vote by the parking authority to become effective.

(a)

There shall be no parking on the following streets for the specified distance:

Adams Street, even-numbered side (City Hall side), from Main Street to the intersection of South Street (monument)

Adams Street, even-numbered side, beginning at a point 500 feet southwesterly from the intersection with Jefferson Street, thence southwesterly for a distance of 29 feet

Adams Street, odd-numbered side (hotel side), from alleyway between the Journal building to Main Street

Adams Street, northwesterly side, across from St. Demetrios Church from bank curb cut to corner of Adams Street and Jefferson Street

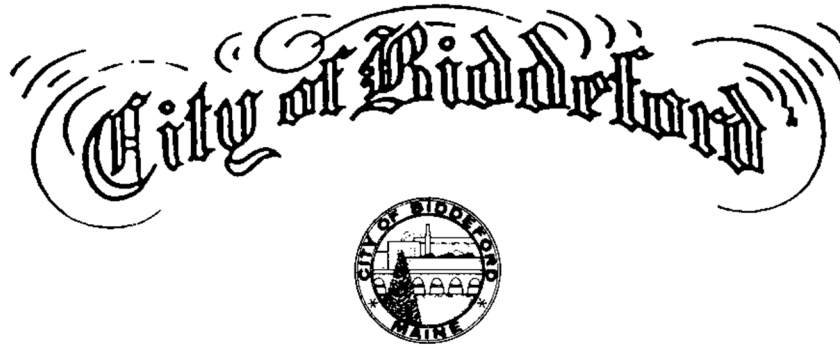
Alfred Street, from the Elm Street intersection, westerly to the Arundel town line, both sides of the street
Alfred Street, 39 Alfred Street:

Handicapped parking at corner of Bacon Street and Alfred Street

Two spaces for police use only

Alfred Street, even side, from Franklin Street to Jefferson Street

Alfred Street, even side, from Jefferson Street to Washington Street



Alfred Street, northeasterly corner, from Birch Street to a distance of 50 feet from the corner of Birch Street on Alfred Street

Alfred Street, northeasterly side, from 1,000 feet before the entrance of the turnpike and 1,000 feet beyond the entrance of the turnpike

Alfred Street, odd-numbered side, from Pool Street to the police facility building to a distance of 255 feet

Alfred Street, odd-numbered side, from Summer Street to Pool Street

Alfred Street, on a curve for a distance of 75 feet on curve and within lot line

Alfred Street, southeasterly corner, from Birch Street back to a distance of 50 feet from Birch Street on Alfred Street

Alfred Street, southwesterly side, for a distance of 50 feet southeasterly from Graham Street

Birch Street, even-numbered side, from Alfred Street to 50 feet beyond Prospect Street

Birch Street, even-numbered side, from Graham Street, 220 feet toward Alfred Street

Birch Street, northerly side, from Alfred Street easterly back to a distance of 75 feet on Birch Street

Birch Street, northerly side, from Prospect Street back to a distance of 40 feet heading in an easterly direction on Birch Street

Birch Street, odd-numbered side, from Prospect Street, a distance of 40 feet in a westerly direction on Birch Street, toward Foss Street

Bradbury Street, even-numbered side, from Main Street to South Street

[Added 12-2-2014 by Ord. No. 2014.121]

Bradbury Street, odd-numbered side, for six feet on either side of the small driveway (exit) of St. Joseph's Credit Union

Bradbury Street, westerly side, from Main Street to a distance of 50 feet from the corner of Main Street on Bradbury Street

Center Street, odd-numbered side, beginning at a point 100 feet east from the northeast corner of the intersection with Kossuth Street, thence easterly for a distance of 42 feet

[Added 9-20-2011 by Ord. No. 2011.64]

Crescent Street, even-numbered side, from Green Street to South Street

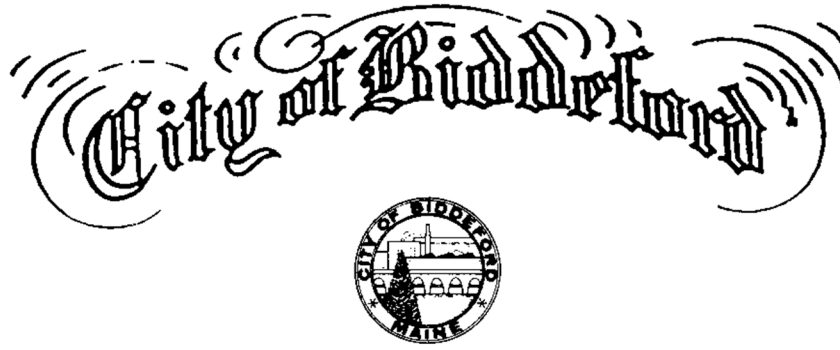
Cutts Street, even-numbered side between Elm Street and Bradbury Street

Elm Street, even-numbered side, from the intersection of Elm Street and South Street back to a distance of 50 feet from the intersection

Elm Street, even-numbered side, from the Saco City line, thence southerly to the intersection with Main Street.

[Added 7-15-2014 by Ord. No. 2014.59]

Elm Street, even-numbered side, from the intersection with St. Joseph Street, thence southerly to the intersection with South Street.



[Added 7-15-2014 by Ord. No. 2014.60]

Elm Street, odd-numbered side between South Street and Main Street

Elm Street, from the intersection of Main Street and Elm Street to the intersection of Cutts Street and Elm Street (Steego Auto Parts side)

Elm Street, 150 feet from Five Points to the Tousignant property and First National Bank property lot line, 325 feet

Elm Street, westerly (even-numbered) side, from the corner of St. Joseph's Street northerly for a distance of 88 feet

Emery Street, Main Street to Bacon Street, parking on righthand side only

Federal Street, both sides, from Washington Street to entrance of Franklin Street parking lot

Federal Street, northeasterly side

Foss Street, easterly side (church side), back for a distance of 35 feet from the intersection of Summer Street and Foss Street

Foss Street, even-numbered side, from Main Street to Pool Street

Foss Street, odd-numbered side, from King Street to Main Street

Foss Street, odd-numbered side, from Porter Street to Myrtle Street

Franklin Street, even-numbered side, from the intersection with Main Street, thence southwesterly to Federal Street

Franklin Street, odd-numbered side, from the intersection with the Downtown Parking Lot, thence southwesterly to Alfred Street

Graham Street, easterly (odd-numbered) side, for a distance of 20 feet northerly and 55 feet southerly from the entrance to the Ledgewood Apartments

Graham Street, even-numbered side, beginning at the point of 20 feet from the southwesterly corner of the intersection with Birch Street, thence southwesterly for a distance of 50 feet from 7:00 a.m. to 4:00 p.m. on school days

Graham Street, even-numbered side, from Birch Street to a distance of 40 feet

Graham Street, for 20 feet, on either side of the entry of the Ledgewood Apartments building, namely 9 Graham Street

Graham Street, westerly (even-numbered) side, for a distance of 145 feet from Fogg Avenue

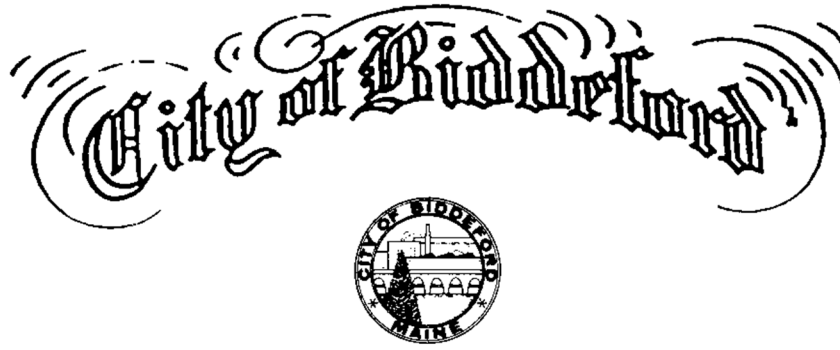
Hill Street, even-numbered side, from Bacon Street to Pool Street

Hill Street, even-numbered side, from Pool Street to Birch Street

Hill Street, from the intersection of Main Street along southeast side of Hill Street for 120 feet

Hill Street, odd-numbered side, from Main Street to a point 25 feet up Hill Street

Hill Street, odd-numbered side, from West Street to Raymond Street



Hill Street, right side, from the corner of Hill Street and Pool Street to Emery School

Hill Street, right side, from Main Street to Bacon Street

Jefferson Street, from the intersection of Washington Street along the northeasterly side of Jefferson Street easterly to a point 50 feet east of the intersection of Jefferson and Washington Streets

Jefferson Street, northeasterly side, from 18 Jefferson Street to Center Street

Jefferson Street, odd-numbered side, from Alfred Street to South Street, except for two spaces in front of Mickey's Market and two spaces in front of the Sandwich Man

Jefferson Street, southwesterly side, from South Street to Alfred Street

southerly to the intersection with Mile Stretch Road

Lincoln Street, even-numbered side, along the entire frontage of the M.E.R.C. property, from Pearl Street to the Newman lot line, being a distance of 140 feet, more or less

Lincoln Street, from Pearl Street to Elm Street (U.S. Route 1) (M.E.R.C. plant exit)

Lincoln Street, northeasterly (odd-numbered) side, for a distance of 30 feet from the entrance and exit of the M.E.R.C. facility

Main Street, even-numbered side, beginning at the northeast corner of the intersection with St. Mary's Street, thence easterly for a distance of 80 feet±

Main Street, odd-numbered side, beginning at the southwest corner of the intersection with Bradbury Street, thence westerly for a distance of 50 feet±

Main Street, northerly side, from the Rotary Park entrance westerly to South Street

Main Street, northerly side, for a distance of 50 feet west of the intersection of Main Street and Elm Street and for a distance of 120 feet east of the intersection

Main Street, southerly side, for a distance of 50 feet west of the intersection of Main Street and Elm Street and for a distance of 30 feet east of the intersection

Main Street, southerly side, from Maplewood Avenue to Highland Street, from 7:00 a.m. to 4:00 p.m., school days only

Main Street, odd-numbered side, beginning at the southwest corner of the intersection with Elm Street, thence westerly for a distance of 250 feet.

[Added 7-15-2014 by Ord. No. 2014.61]

Main Street, odd-numbered side, from the intersection with South Street, thence easterly for a distance of 540 feet, no parking

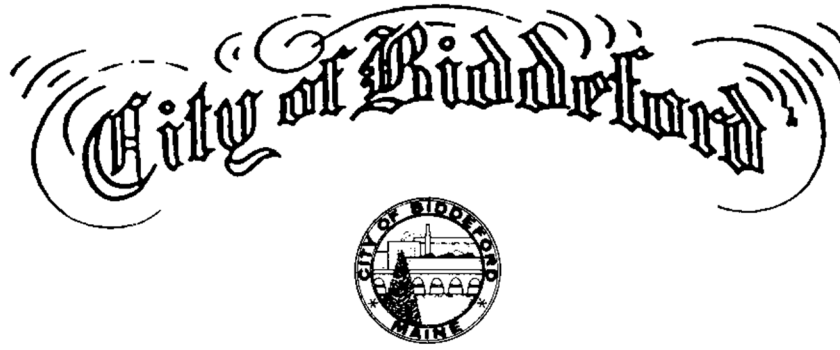
[Amended 7-20-2010 by Ord. No. 2010.64]

Main Street, southwesterly side, from Bradbury Street to 30 feet from the corner of St. Mary's Street

Main Street, odd-numbered side, from Main Street Bridge to Hill Street

Main Street, odd-numbered side, from Foss Street to Alfred Street

Main Street, even-numbered side, from Laconia Street, thence westerly for a distance of 40 feet



Main Street, even-numbered side, from the Biddeford Saco American Legion Memorial Bridge (Lower Main Street) thence westerly for a distance of 407± feet

McArthur Way, both sides from the intersection of Elm Street to the end

Pearl Street, lefthand side, heading in an easterly direction from Lincoln Street to Smith Street

Pine Street, northerly side, from Elm Street to Pine Street bridge

Pool Street, odd-numbered side from northeast corner of Pool Street and Foss Street, easterly for a distance of 63 feet

Pool Street, southwesterly side, from Alfred Street to Foss Street

Pool Street, southwesterly side, in front of St. Andre's Credit Union, from entrance to exit

Pool Street, westerly side of northerly leg, for a distance of not less than 75 feet from the intersection of Hill Street

St. Mary's Street, odd- and even-numbered sides, from the ninety-degree angle down to extension leading to railroad tracks to the end

St. Mary's Street, odd-numbered side from the ninety-degree curve, thence southeasterly for a distance of 87 feet

[Added 11-17-2009 by Ord. No. 2009.86]

St. Mary's Street, odd-numbered side from the ninety-degree curve, thence southwesterly for a distance of 25 feet

[Added 11-17-2009 by Ord. No. 2009.87]

Smith Street, both sides

South Street, even-numbered side, from Adams Street (monument) to a distance of 177 feet from Adams Street (City Hall side)

South Street, even-numbered side, from Green Street to William's Court

South Street, even-numbered side, from a point beginning 236 feet east of pole J 83, thence to the intersection of Brook Street

South Street, odd-numbered side, from Adams Street (monument) back for a distance of 70 feet from Adams Street (bank side)

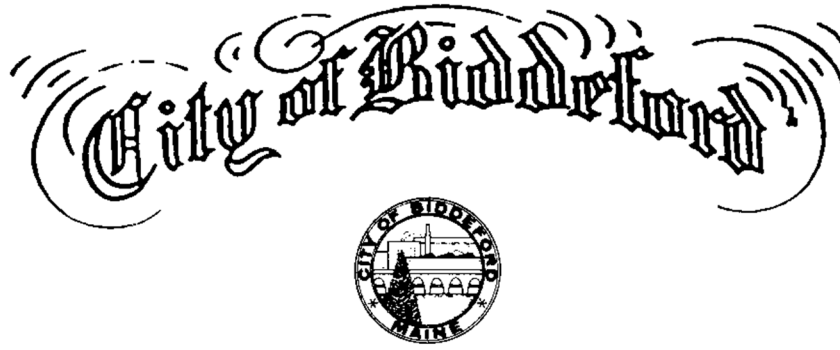
South Street, odd-numbered side, from Green Street to Elm Street intersection

Stone Street, easterly (odd-numbered) side, from the funeral home driveway south for a distance of 50 feet

Stone Street, both sides, for a distance of 120 feet from Pearl Street

Summer Street, westerly side, from Alfred Street to Prospect Street

Washington Street, beginning at a point on the odd-numbered side of Washington Street, said point being more specifically identified as 181 feet from CMP Pole No. 11, thence proceeding for a distance of 81 feet



Washington Street, a distance of 10 feet from either side of driveway entrance to Presidential Apartments located at 80 Washington Street

Washington Street, northerly side, from Alfred Street to the post office exit

Water Street, odd-numbered side, from Main Street to White's Wharf Street

Water Street, righthand side, from High Street to Clifford Street

Water Street, southerly side, from Hill Street for a distance of 73 feet

Water Street, southerly side, between Sullivan Street and High Street

West Cutts Street, even-numbered side, beginning at the northeast corner of the intersection with Harvey Street, thence southerly to the dead end

Sec. 42-91 No-parking tow-zone area.

[1975, § 14-81; Ord. of 11-21-1989(2); Ord. of 6-5-1990(1); Ord. of 6-5-1990(2); Ord. of 6-5-1990(3); Ord. of 6-13-1990; Ord. of 11-7-1990; Ord. of 3-16-1993; Ord. of 6-6-1995; Ord. No. 2003.53, 5-6-2003]

The following streets are hereby designated as no parking-tow zone areas:

Hazel Street, both sides, from St. Mary's Street to Spruce Street

[Added 11-18-2014 by Ord. No. 2014.118]

Main Street, from the corner of Main Street and Elm Street, 50 feet from the corner heading a westerly direction to the sign, being the lefthand side of Main Street from the traffic light, allowing for the flow of traffic on a green arrow

South Street, northerly side, from the intersection of Elm Street and South Street, to the first driveway on South Street

Sec. 42-92 Limited parking.

[Code 1975, § 14-82; Ord. of 7-17-1990(2); Ord. of 10-2-1990(2); Ord. of 10-1-1991(2); Ord. of 5-19-1992(2); Ord. of 5-19-1992(3); Ord. of 5-19-1992(4); Ord. of 11-4-1992; Ord. of 12-21-1993(2); Ord. of 12-21-1993(3); Ord. of 4-5-1994(2), § 14-82; Ord. of 8-15-1995; Ord. of 9-5-1995; Ord. of 9-20-1995; Ord. of 9-20-1995; Ord. of 6-4-1996(2);

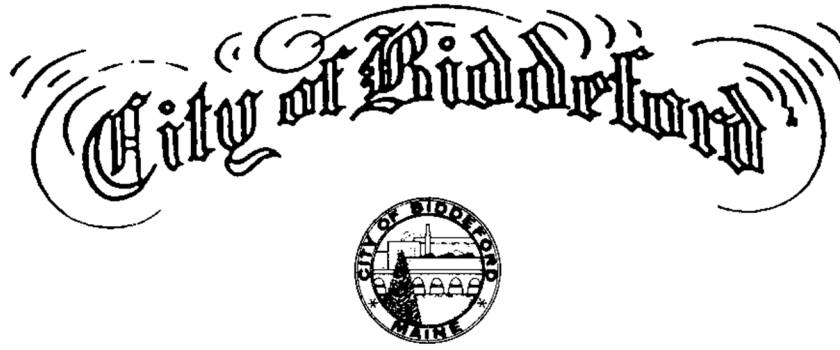
(a) Parking will be limited at the following locations in the specified manner.

Beginning at a point 50 feet westerly of the intersection of the northeasterly side of Main Street with the northwesterly side of Elm Street;

Thence, westerly along said Main Street a distance of 36 feet to the first driveway apron;

Thence, beginning at a point 106 feet westerly of the intersection of the northeasterly side of Main Street with the northwesterly side of Elm Street;

Thence, westerly along said Main Street a distance of 54 feet to a point



Said herein described premises creates five parking spaces which will be restricted to two-hour parking

Adams Street, even-numbered side, beginning at a point 20 feet from the intersection of Main Street and Adams Street curblines, thence southerly for three, one-hour parking spaces, between the hours of 8:00 a.m. and 5:00 p.m., Monday through Saturdays; exception: holidays

Alfred Street, southwesterly (even-numbered) side, from Main Street from the second handicap parking space to Franklin Street, for all available spaces to be two hours, 8:00 a.m. to 5:00 p.m.; exception: Sundays and holidays

Alfred Street, southerly (odd-numbered) side, from Main Street to Bacon Street, two hours, 8:00 a.m. to 5:00 p.m.; exception: Sundays and holidays

Alfred Street, westerly side, between signs, at Lot 177, Map 34, for 118 feet (from lot line to lot line), also known as 200 Alfred Street, two hours, from 9:00 a.m. to 5:00 p.m.

Alfred Street, even-numbered side, from Birch Street towards W. Myrtle for four spaces, 15 minutes

Alfred Street, even-numbered side, beginning at a point 20 feet from the intersection of Birch Street and Alfred Street, thence easterly, for one fifteen-minute parking space

Alfred Street, odd-numbered side, from Summer Street toward Pool Street, three spaces for 15 minutes

Alfred Street, in front of the Farm Store located at 38 Alfred Street, one space, 15 minutes

Alfred Street, odd-numbered side, at corner of Summer Street towards Mt. Vernon Street, two spaces, two hours

Alfred Street, even-numbered side, beginning at a point 20 feet southwest from the intersection with Main Street, thence southwesterly of a distance of 44 feet, 15 minutes

Alfred Street Parking Lot, commencing with Rows 2 and 3, being 44 spaces; Row 1 shall be reserved for police parking only, being 15 spaces, with the exception of two spaces in the first row to be marked handicap parking only, two hours

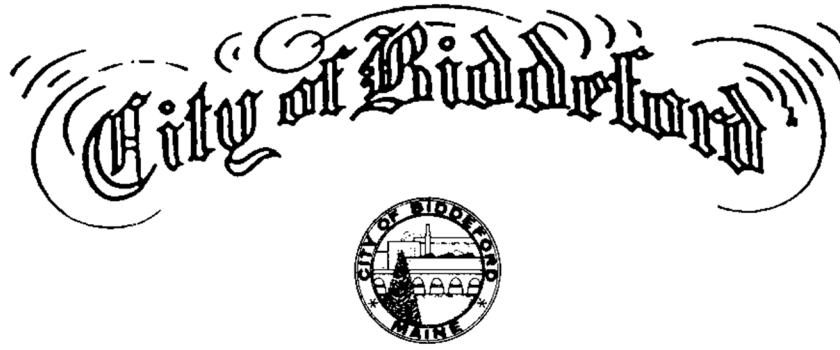
Alfred Street Parking Lot, fourth row (closest to St. Andre's Credit Union), four hours

Alfred Street Parking Lot, from the first snowfall or December 1, from the hours of 12:00 a.m. (midnight) to 6:00 a.m. unit May 1, except Christmas Eve and New Year's Eve, with the exception of police vehicles

Bacon Street, northeasterly (odd-numbered) side, Alfred Street to Foss Street, two hours, 8:00 a.m. to 5:00 p.m.; exception: Sundays and holidays

Birch Street, odd-numbered side, from Alfred Street to Graham Street, six spaces, ten-minute parking 7:00 a.m. through 4:00 p.m. Monday through Friday

Birch Street, at the corner of Birch Street and Summer Street, being two spaces in front of store on Birch Street, 15 minutes



City Hall Parking Lot, from the intersection of Adams Street and the entrance to the City Hall parking lot, beside and easterly of City Hall, six one-hour parking spaces

City Hall Parking Lot, northerly of the Civil War Memorial traffic island, five one-hour parking spaces

Elm Street, easterly (odd-numbered) side, from the northerly side of Thornton Street and running south 96 feet, two hours

Elm Street, even-numbered side, beginning at a point 20 feet southwesterly of the intersection with Cutts Street, thence southwesterly for a distance of two parking spaces (44 feet ±), 15 minutes

Elm Street, even-numbered side, beginning at a point 180 feet south of the intersection of St. Joseph Street, thence for a distance of 21 feet, 15 minutes. This area is more specifically located in front of 200 Elm Street

Elm Street, westerly (even-numbered) side, from Thornton Street a distance of 85 feet in a southwesterly direction, two hours

Foss Street Parking Lot, no parking from 12:00 a.m. (midnight) to 6:00 a.m. commencing with the first snowfall or December 1 until May 1, except for Christmas Eve and New Year's Eve

Franklin Street, even-numbered side, beginning at a point 57 feet from the intersection with Alfred Street, thence westerly for a distance of 66 feet, 15 minutes

Franklin Street, odd-numbered side, beginning at a point 42 feet southeast from the intersection with Main Street, thence southwesterly to the intersection with the Downtown Parking Lot, two hours, from 8:00 a.m. to 5:00 p.m. Monday through Friday, except holidays

Franklin Street, odd-numbered side, beginning at a point 20 feet from the intersection with Main Street, thence southwesterly for a distance of one space, 15 minutes

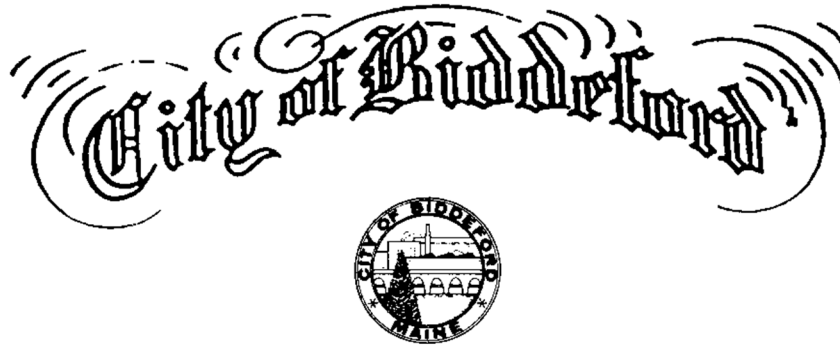
Hill Street, odd-numbered side, beginning at a point 20 feet northeast from the northeast corner of the intersection with Pool Street, thence northeasterly for a distance of two parking spaces, 20 minutes, Monday through Friday from 8:00 a.m. to 5:00 p.m.

[Added 4-21-2015 by Ord. No. 2014.130]

Jefferson Street, northeasterly (odd-numbered) side, from the Franklin Street parking lot entrance to Washington Street, 15 minutes

Lincoln Street, odd-numbered side, beginning at a point 20 feet south from the intersection with Stone Street, thence southerly for two two-hour parking spaces, from 8:00 a.m. to 5:00 p.m., Monday through Saturday, except holidays

Lincoln Street, westerly (even-numbered) side, commencing at Pearl Street and running southerly a distance of 225 feet, two hours



Main Street, even-numbered side, beginning at a point 20 feet west from the intersection with Elm Street, thence northwesterly for a distance of two parking spaces, 15 minutes

[Added 12-2-2014 by Ord. No. 2014.115]

Main Street, even-numbered side, beginning at a point of the perpendicular sight line with the northwest corner of the intersection with Emery Street, thence westerly to Laconia Street, two hours, between the hours of 8:00 a.m. and 6:00 p.m., Monday through Friday, except on holidays, and excepting for those spaces that have been designated elsewhere in this chapter for disability parking, loading zone, or otherwise

[Added 3-15-2011 by Ord. No. 2011.9]

Main Street, even-numbered side, from Laconia Street to Elm Street, two hours, between the hours of 8:00 a.m. to 5:00 p.m. Monday through Friday, except holidays, and excepting for those spaces that have been designated elsewhere in this chapter for disability parking, loading zone, or otherwise

Main Street, odd-numbered side, from Hill Street to Elm Street, two hours, between the hours of 8:00 a.m. to 5:00 p.m. Monday through Friday, except holidays, and excepting for those spaces that have been designated elsewhere in this chapter for disability parking, loading zone, or otherwise

Main Street, even-numbered side, two parking spaces in front of 144 Main Street, 15 minutes, 11:00 a.m. to 1:00 p.m.

Main Street, odd-numbered side, beginning at a point 20 feet southeast from the intersection with Washington Street, thence southerly for a distance of 21 feet, 15 minutes, between the hours of 8:00 a.m. to 5:00 p.m. Monday through Saturday

Main Street, odd-numbered side, beginning at a point 58± feet southwest from the curblines with the intersection with Adams Street, thence southwesterly for a distance of two parking spaces (44± feet) 30 minutes, between the hours of 8:00 a.m. to 5:00 p.m. Monday through Friday, except holidays

Main Street

[Amended 3-15-2011 by Ord. No. 2011.9; repealed 11-19-2013 by Ord. No. 2013.94]

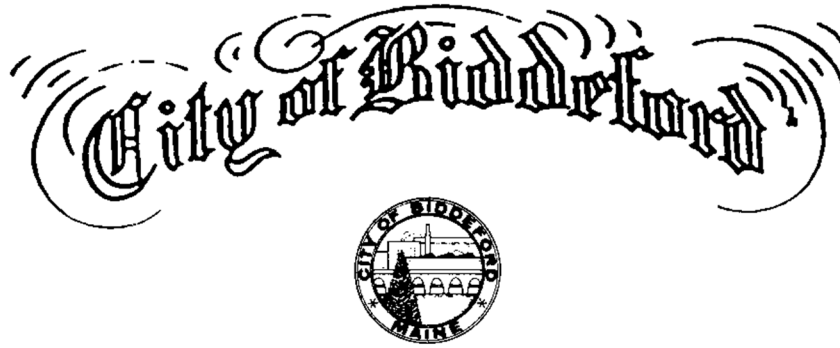
Main Street, southerly (odd-numbered) side, beginning 20 feet from the corner of Washington Street, two 15-minute spaces

Pool Street, in front of Pool Street Market, store side, three spaces, 15 minutes

Prospect Street

St. Mary's Street, even-numbered side from the ninety-degree curve, thence southwesterly for a distance of 60 feet

[Added 11-17-2009 by Ord. No. 2009.88]



St. Mary's Street, even-numbered side, beginning at a point 20 feet west from the intersection with Hazel Street, thence northwesterly to end of street, no parking between the hours of 7:00 a.m. and 7:00 p.m.

[Amended 11-18-2014 by Ord. No. 2014.119]

South Street, east side, behind Christ Episcopal Church/Headstart Headquarters, for a distance of 30 feet, from 8:00 a.m. to 1:00 p.m., Monday through Friday

Spruce Street, northerly side beginning at a point 177 feet from the intersection of Elm Street and Spruce Street for a distance of 66 feet, two hours

Summer Street, even-numbered side, beginning at a point 20 feet northeast from the intersection with Birch Street, thence northeasterly for a distance of 20 feet, 15 minutes

Summer Street, southerly side, corner of Alfred Street, three spaces, two hours

Washington Street, even-numbered side, beginning at a point of 20 feet southwest from the intersection of Main Street, thence southeasterly for a distance of 43 feet (two spaces) from 8:00 a.m. to 8:00 p.m., 15 minutes

[Added 11-15-2011 by Ord. No. 2011.78]

Washington Street, even-numbered side, beginning at a point 63 feet southwest from the intersection with Main Street, thence southeasterly for a distance that is within 146 feet of the intersection with Jefferson Street, two hours, from 8:00 a.m. to 5:00 p.m. Monday through Friday, except holidays

Washington Street, even-numbered side, beginning at a point of 20 feet southwest from the intersection of Main Street, thence southeasterly for a distance of 43 feet (two spaces) from 12:00 noon to 5:00 p.m., two hours, Monday through Friday

Washington Street, odd-numbered side, beginning at a point 63 feet southeast from the intersection with Main Street, thence southwesterly to the intersection with Jefferson Street, two hours, from 8:00 a.m. to 5:00 p.m. Monday through Friday, except holidays

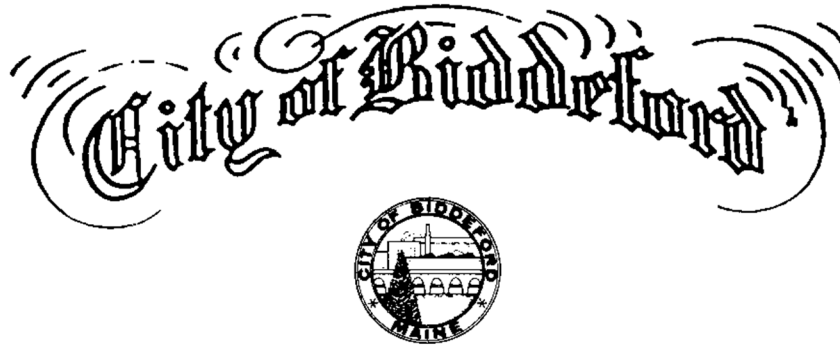
Water Street, southerly side, from Liberty Park to Sullivan Street, 30 minutes

Sec. 42-93 Loading zones.

[Code 1975, § 14-83; Ord. of 2-19-1991(1); Ord. of 6-18-1991; Ord. of 10-20-1992; Ord. of 8-3-1993(2); Ord. of 4-5-1994(1), § 14-83; Ord. of 9-20-1995; Ord. of 10-17-1995; Ord. of 12-17-1996; Ord. of 7-15-1997(2); Ord. of 8-4-1998(5); Ord. of 10-20-1998(2); Ord. of 10-20-1998(4); Ord. of 7-20-1999; Ord. No. 99.89, 10-19-1999; Ord. No. 2001.28, 4-17-2001; Ord. No. 2002.37, 4-16-2002; Ord. No. 2002.53, 6-4-2002; Ord. No. 2002.97, 9-17-2002; Ord. No. 2003.42, 4-15-2003; Ord. No. 2003.78, 7-15-2003; Ord. No. 2006.80, 10-3-2006]

The following areas are designated as loading zones and are subject to the indicated restrictions:
Alfred Street, even-numbered side in front of 38 Alfred Street (Goodwill Store), one space, from 7:00 a.m. to 11:30 a.m.

Center Street, northerly side, from the corner of Jefferson Street back to a distance of 35 feet



City Hall Parking Lot, one space located adjacent to City Hall basement door from 6:00 a.m. to 3:00 p.m., Monday through Friday

Cutts Street, odd-numbered side, beginning at a point 20 feet northwesterly of the intersection with Elm Street, thence northwesterly for a distance of 33 feet±, between the hours of 7:00 a.m. and 5:00 p.m., Monday through Friday

[Added 7-7-2009 by Ord. No. 2009.47]

Franklin Street, even-numbered side, beginning at a point 20 feet from the intersection with Alfred Street, thence westerly for a distance of 37 feet, 8:00 a.m. to 4:00 p.m. Monday through Friday

Franklin Street Parking Lot, one space, located directly behind 62 Alfred Street, and adjacent to the rear door, between the hours of 8:00 a.m. and 9:00 p.m.

Franklin Street Parking Lot, two spaces located immediately in the rear of the Super Sub Shop (69 Jefferson Street), for deliveries only, 7:00 a.m. to 5:00 p.m.

Hill Street, odd-numbered side, beginning at a point 84 feet from the southerly corner of the intersection with Pool Street, thence southwesterly for a distance of 20 feet, 15 minutes from 8:00 a.m. to 6:00 p.m.

Main Street, odd-numbered side, beginning at a point 20 feet east from the southeast corner of the intersection with Emery Street, thence easterly for a distance of 44 feet, (two parking spaces) between the hours of 8:00 a.m. and 6:00 p.m.

[Added 11-19-2013 by Ord. No. 2013.93]

Main Street, odd-numbered side, beginning at a point 20 feet southeasterly from the intersection of Western Avenue, thence easterly for a distance of 20 feet, one space, from 8:00 a.m. to 6:00 p.m., Monday through Friday.

Pearl Street, even-numbered side, from Stone Street to Lincoln Street

Summer Street, even-numbered side, from the corner of Birch Street back to a distance of 30 feet on Summer Street, two spaces.

Thornton Street, southerly side, beginning from the proposed handicap parking space, 30 minutes, between the hours of 9:00 a.m. to 6:00 p.m., two spaces

Sec. 42-94 **Taxi stands.**

[Code 1975, § 14-84; Ord. of 12-17-1996; Ord. No. 2003.78, 7-15-2003]

The following streets and areas are hereby designated as taxi stands:

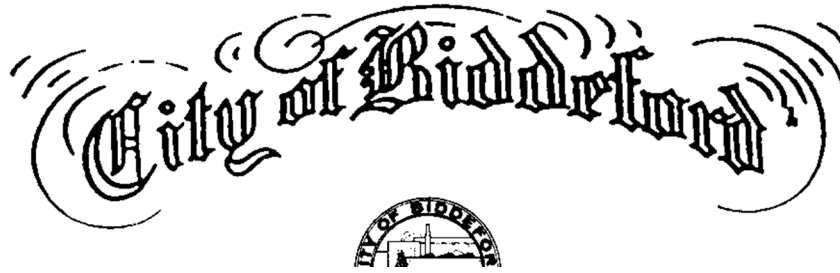
Lincoln Street, odd-numbered (westerly) side, beginning at a point 20 feet north from the intersection with Main Street, thence northerly for a distance of three parking spaces

The following locations shall be designated as bus stops.

Adams Street, odd-numbered side, in front of the Thatcher Hotel

Washington Street, odd-numbered side, beginning at pole J-7 thence northeasterly for a distance of ±79 feet

Sec. 42-98 **Truck zone.**



[Code 1975, § 14-87]

The location designated as a truck zone is on Main Street, two spaces in front of 143 Main Street, from 8:00 a.m. to 12:00 noon.

Sec. 42-100. Disability parking.

[Code 1975, § 14-89; Ord. of 6-5-1990(3); Ord. of 6-5-1990(4); Ord. of 2-19-1991(2); Ord. of 4-16-1991; Ord. of 5-21-1991(3); Ord. of 4-6-1993(1); Ord. of 4-6-1993(2); Ord. of 5-18-1993(1); Ord. of 12-17-1996; Ord. of 7-15-1997(4); Ord. of 12-22-1997; Ord. of 5-5-1998(3); Ord. of 12-15-1998(10); Ord. No. 99.80, 9-21-1999; Ord. No. 99.81, 9-21-1999; Ord. No. 99.88, 10-19-1999; Ord. No. 2000.23, 4-4-2000; Ord. No. 2000.58, 7-5-2000; Ord. No. 2000.108, 10-26-2000; Ord. No. 2000.126, 11-21-2000; Ord. No. 2001.11, 3-8-2001; Ord. No. 2001.28, 4-17-2001; Ord. No. 2002.26, 3-19-2002; Ord. No. 2002.97, 9-17-2002; Ord. No. 2003.6, 1-21-2003; Ord. No. 2003.41, 4-15-2003; Ord. No. 2003.78, 7-15-2003; Ord. No. 2003.92, 9-30-2003; Ord. No. 2005.36, 5-3-2005; Ord. No. 2006.99, 11-21-2006; Ord. No. 2006.105, 12-5-2006]

(a) In addition to those areas listed below, and designated as disability parking, the Chief of Police is authorized to temporarily designate an area as reserved for "disability parking" in order to meet special needs and circumstances. The enforcement of these spaces would be consistent and pursuant to the provisions under Section 42-51(a). All such designated disability parking shall remain in effect for not longer than 72 hours.

The following locations are designated for disability parking only:

Adams Street, odd-numbered side, in front of 25 Adams Street, three spaces between 8:00 a.m. and 4:00 p.m. only on those days that District Court is open to conduct regular business.

[Amended 6-17-2014 by Ord. No. 2014.44]

Foss Street, odd-numbered side, 26 feet from the intersection of Foss/Pool Street, one space

Graham Street, odd-numbered side, beginning at a point 20 feet northeasterly from the intersection with Harding Street, thence northeasterly for a distance of two parking spaces.

[Added 2-21-2012 by Ord. No. 2012.14]

Graham Street, two spaces, easterly side, in front of the United Church of Christ, Congregational, transept (or annex) entrance

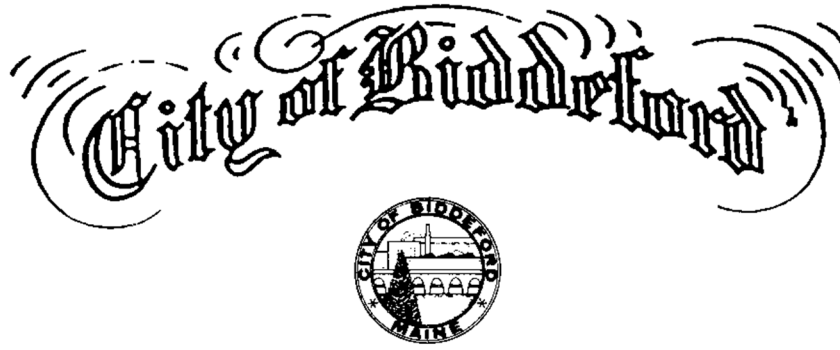
Lincoln Street, even-numbered side, beginning at a point 50 feet from the intersection of Main Street and Lincoln Street curblines, thence northerly, for one handicap parking space

Main Street, even-numbered side, beginning at a point 47 feet west from the northwest corner of the intersection with Laconia Street, thence northwesterly for a distance of one parking space

Main Street, even-numbered side, one space in front of the Biddeford Savings Bank

Main Street, odd-numbered side, beginning at a point 61 feet west from southwest corner of the intersection with Alfred Street, thence westerly for a distance of one parking space

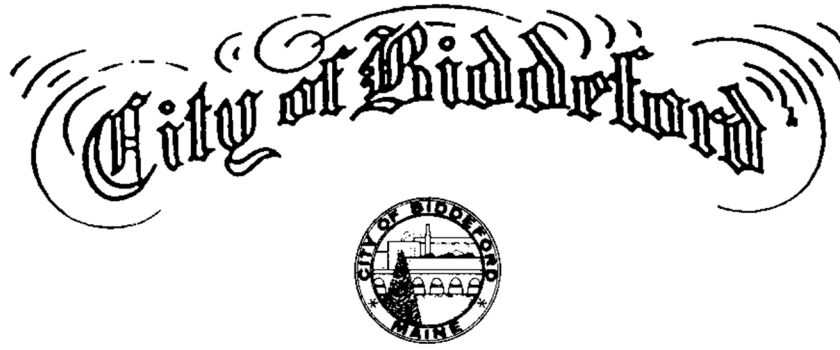
Main Street, odd-numbered side, beginning at a point 62 feet southwest from the intersection with Alfred Street, thence northwesterly for a distance of 21 feet



Main Street, one parking space in front of 205 Main Street, beginning at a point 36 feet from the intersection of Main and Adams Street curblines, thence northwesterly for one handicap parking space

Main Street, one space in front of McArthur Library, located at 270 Main Street

Washington Street, odd-numbered side, beginning at a point 20 feet southeast from the intersection with Main Street, thence southwesterly for a distance of 43 feet, two parking spaces

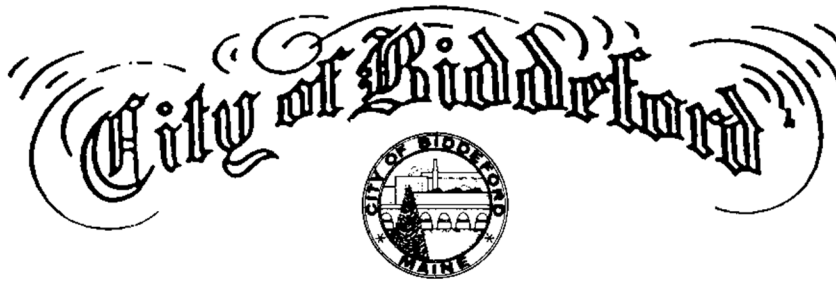


2018.76

IN BOARD OF CITY COUNCIL..JULY 17, 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 III, Parking, Stopping and Standing, **Section 42-62-Identification and use of municipal parking lots**, to add the following:

The City Council has the authority to regulate the use of all municipal parking lots and may establish and implement parking fees, permits and rates for the use thereof.



2018.77

IN BOARD OF CITY COUNCIL....JULY 17, 2018

BE IT ORDERED, that the City Council of the City of Biddeford does hereby authorize the City Manager to negotiate and enter into an agreement with Becker Structural Engineers for on-call parking structure administrative review services on a time and materials basis at the established unit rates. The authorization shall not exceed \$50,000 without prior authorization.

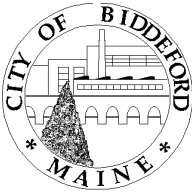
Be it further ordered that this expenditure is categorized as an “original expenditure” as defined by the Declaration of Official intent adopted April 4, 2017.

Note: The Declaration of Official Intent authorized the following:

1. The City of Biddeford currently intends to proceed with the following project (the “Project”):

Design, construction, furnishing and equipping of a downtown parking garage expected to be located in or near the City’s Mill Redevelopment TIF District.

2. The City intends to finance some or all of the costs of the Project through issuance of the City’s tax-exempt bonds.
3. The City reasonably expects that the maximum principal amount of bonds to be issued for the Project, including for reimbursement purposes, is an amount not to exceed \$14,000,000.
4. The City expects to pay certain costs of the Project, prior to the issuance of such bonds (the “original expenditures”) and the City Manager is hereby authorized to advance money from the General Fund or from the City’s TIF Fund(s) for payment of original expenditures of the Project.
5. The City expects to use bond proceeds to reimburse itself for such original expenditures.
6. This is a declaration of official intent pursuant to the requirements of Treasury Regulation §1.150-2.
7. This declaration is in accordance with the City’s Declaration of Official Intent adopted April 4, 2017.



City of Biddeford, Maine

Chief Operating Officer / ECO / Industrial Pretreatment

P.O. Box 586 • 205 Main Street • Biddeford, ME 04005

Phone: (207) 571-0032

Fax: (207) 571-0656

TO: Honorable Mayor Casavant and Council President McCurry
Honorable City Council

FROM: Brian S. Phinney, COO

CC: James A. Bennett, City Manager
Cheryl Fournier, Finance Director

DATE: July 17, 2018

SUBJECT: Authorization/Agreement with Becker Structural Engineers for On-call Parking
Structure Administrative Review Services

As per the authorization granted under Order 2018.15, staff released a *Request for On-Call Parking Structure Administrative Review Services*, (On-call RFQ). The City received two responses On-call RFQ responses, which were distributed to the City Council on June 12, see ILegislate packet labeled "Test".

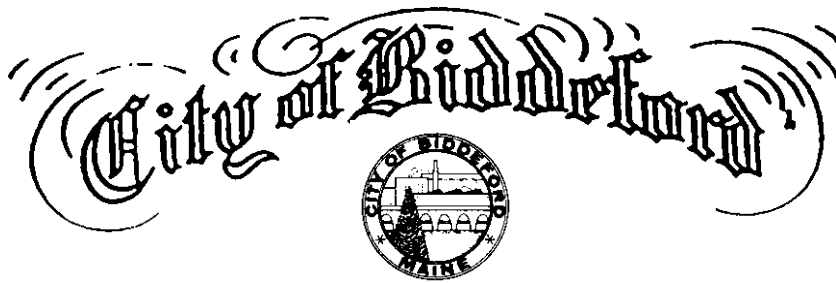
Based on direction provided by the City Council, A four-person staff review committee¹ evaluated the responses and interviewed the two firms. The committee recommends Becker Structural Engineers (Becker) as the preferred firm based on qualifications and interview results. A copy of each firm's scenario estimate for price comparison purposes is attached for your records.

The initial priority for Becker will be to review and prepare a parking structure financial opinion. The financial opinion is intended to support the existing parking structure financial model in order to be able to obtain parking structure financing. As noted in the Order, the work will be performed based on the established time and material rates and the total award to Becker shall not exceed \$50,000 without prior authorization.

The funding for this task shall be in accordance with the Council's Declaration of Official Intent dated April 4, 2017, authorizing "original expenditures" to be advanced and subsequently reimbursed from bond proceeds.

This item is on the Finance Committee agenda of Tuesday, July 17, 2018.

¹ The committee included Jim Bennett, Cheryl Fournier, Mat Eddy, and Brian Phinney, with additional input from Joseph Cuetara, bond council.



2018. IN BOARD OF CITY COUNCIL....July 17, 2018

BE IT ORDERED, that the City Council of the City of Biddeford does hereby authorize the City Manager to negotiate and enter into an agreement with Becker Structural Engineers for on-call parking structure administrative review services on a time and materials basis at the established unit rates. The authorization shall not exceed \$50,000 without prior authorization.

Be it further ordered that this expenditure is categorized as an “original expenditure” as defined by the Declaration of Official intent adopted April 4, 2017.

Note: The Declaration of Official Intent authorized the following:

1. The City of Biddeford currently intends to proceed with the following project (the “Project”):

Design, construction, furnishing and equipping of a downtown parking garage expected to be located in or near the City’s Mill Redevelopment TIF District.

2. The City intends to finance some or all of the costs of the Project through issuance of the City’s tax-exempt bonds.
3. The City reasonably expects that the maximum principal amount of bonds to be issued for the Project, including for reimbursement purposes, is an amount not to exceed \$14,000,000.
4. The City expects to pay certain costs of the Project, prior to the issuance of such bonds (the “original expenditures”) and the City Manager is hereby authorized to advance money from the General Fund or from the City’s TIF Fund(s) for payment of original expenditures of the Project.
5. The City expects to use bond proceeds to reimburse itself for such original expenditures.
6. This is a declaration of official intent pursuant to the requirements of Treasury Regulation §1.150-2.
7. This declaration is in accordance with the City’s Declaration of Official Intent adopted April 4, 2017.

July 17, 2018

Motion by:
Vote:

Attest by:_____

July 17, 2018

Mr. Brian Phinney
Chief Operating Officer
City of Biddeford
205 Main Street
Biddeford, ME 04005

RE: Request for On-Call Parking Structure Administrative Review Services

Mr. Phinney,

Per your email request on July 13, 2018 and our meeting with Cheryl Fournier, Jim Bennett and Matt Eddy on July 16, 2018 we have prepared the following estimated hours and fees based on the scope presented. Based on our meeting it was our understanding that most of the focus of this work would be in the review of the financial analysis that you provided to ensure the projections are feasible prior to submitting to bond market. In addition, it was noted that the City would like an engineering peer review at Schematic Design, Design Development and prior to the release of Construction/Bid documents.

Based on our discussions with the City we have assumed the scope for the financial review will include the following:

1. Municipal Rate Survey
2. Pricing Strategy
3. 10 Year Revenue Projections
4. Operating Assumptions
5. Routine Maintenance Recommendations
6. Review of Estimated Construction Cost
7. Review and Projections of Future Restoration Cost

Based on this we offer the following preliminary estimate for your consideration.

Estimated Fee Range

Phase	Estimated Hours	Estimated Fee
Schematic Design (SD)		
Becker Structural	8-16	\$1,240-\$2,480
Woodard & Curran	4-8	\$768 - \$1,536
Design Development (DD)		
Becker Structural	10-20	\$1,550-\$3,100
Woodard & Curran	8-12	\$1,536-\$2,304
Construction Documents (CD)		
Becker Structural	24-40	\$3,720 - \$6,200
Woodard & Curran	16-30	\$3,072-\$5,760
Consultation		
Becker Structural	10-20	\$1,550 - \$3,100
Woodard & Curran	10-20	\$1,920 - \$3,840
Financial Review		
SP+	75-85	\$15,000-\$17,000
Becker Structural	8-12	\$1,240 - \$1,860
Total Estimated Fee Range		\$31,596 - \$47,180

These fees do not include any regulatory reviews to support Planning Board or any other permitting bodies. If selected, we will provide a proposal for these services that identifies our scope and role in this project.

We trust that this address your request for additional information. If you need any clarifications or additional information, please feel free to contact us. We look forward to hearing from you.

Sincerely,

BECKER STRUCTURAL ENGINEERS, Inc.



Todd M. Neal, P.E.
Vice President

RATE SCHEDULE

<u>Classification</u>	<u>Hourly Rate</u>
<i>Principal</i>	\$155.00
<i>Senior Associate</i>	\$140.00
<i>Associate</i>	\$135.00
<i>Senior Engineer</i>	\$125.00
<i>Project Engineer III</i>	\$115.00
<i>Project Engineer II</i>	\$105.00
<i>Project Engineer I</i>	\$95.00
<i>Staff Engineer</i>	\$90.00
<i>CAD/REVIT Senior Designer</i>	\$100.00
<i>CAD/REVIT Designer/Detailer II</i>	\$90.00
<i>CAD/REVIT Designer/Detailer I</i>	\$80.00
<i>Administration</i>	\$80.00
<u>Reimbursables</u>	<u>Charge</u>
<i>Mileage</i>	\$0.70/mile
<i>Blueprints / CAD Plots</i>	\$7.00/sheet (24X36)
<i>Photocopies</i>	\$0.20/sheet
<i>Scan/Finishing (E-mail)</i>	Cost plus 12%
<i>Communications Charge</i>	1.5% of amount invoiced
<i>Outside Consultants</i>	Cost plus 12%

Effective September 2017

Maine Standard Rates

2017 - 2018 Rate Schedule



Consultant Personnel	
Labor Category	Hourly Rate
I. Support Services	
- Administrative / Clerical	\$67
- Project Assistant	\$89
II. Professional Services	
- Technician	\$90
- GIS Analyst	\$102
- Designer / Engineer 1	\$104
- Survey/Mapping Specialist	\$105
- Regulatory Specialist 1	\$108
- Geologist 1	\$110
- Scientist	\$111
- Engineer 2	\$112
- Resident Engineer	\$115
- GIS Analyst 2	\$117
- Engineer 3	\$119
- Project Geologist	\$120
- Senior Designer	\$121
- Project Technical Specialist 1	\$133
- Project Engineer / Project Scientist	\$134
- GIS Manager	\$140
- Senior Project Scientist	\$142
- Project Technical Specialist 2	\$143
- Project Engineer 2	\$144
- Senior Geologist	\$170
- Project Manager	\$175
- Senior Structural Engineer	\$185
- Senior Project Manager	\$192
- Principal Scientist-Geologist	\$200
- Principal Engineer	\$210
This Rate Schedule is confidential and for customer internal use only. W&C reserves the right to adjust billing rates each January 1st.	

Expense Category

Travel ¹	.535/mile
Expenses	At Cost Plus 10%
Subcontracts (lab tests, drilling, etc.)	At Cost Plus 10%

1. Mileage rate will change as the federal allowable rate is modified.



Rate Schedule

Financial Review Services

\$200.00/Hr.

July 16, 2018

James A. Bennett
City Manager
City of Biddeford
205 Main Street, Suite 107
PO Box 586
Biddeford, ME 04005

*Re: Proposal for On-Call Parking Structure Administrative Review Services
Biddeford, ME*

Dear Jim:

Thank you again for spending time with Walker Consultants during our interview on July 13th. To follow, we offer the additional information that you requested concerning our capabilities for parking facility financial consulting and estimated fee ranges for services.

As requested, Walker has attached a list of recent consulting engagements related to parking facility financial feasibility which includes services to secure financing. Over the past 25 years, the studies that Walker has produced have assisted owners in obtaining more than \$3 billion in project financing. We have a successful record of accomplishments providing parking facility financial feasibility studies in dozens of US communities. Walker is a known professional service provider, both in New England and nationally, and therefore represents less risk to the City than unknown or unproven firms.

While a scope of services for this project has not been established yet, we offer estimated fee ranges for services that we anticipate might occur:

- **Review of Existing City Financial Analysis:** These services will include reviewing existing financial analysis and spreadsheets as well as reviewing backup material which supports it. Walker would provide a brief written review and indicate any areas that we would recommend further work be performed. Estimated fee range: \$5,000 - \$10,000;
- **Perform Finance - Grade Report:** We expect that this product would need to be performed in order to get financing. This product would include up-to-date supply/demand and shared use analysis, rate analysis, revenue and expense projections, review of ancillary revenue that supplements parking revenue, revenue from parking citations analysis, review of capital costs which includes construction costs and project costs which include financing. Estimated fee range: \$50,000 - \$75,000;
- **Perform Review Services for Design & Construction:** The service would include review of any design documents during design production, review of construction cost estimation, review of bidding, review of testing, submittals, and similar services during construction. Estimated fee range \$25,000 - \$75,000.



We appreciate this opportunity to be of service to the City of Biddeford. If you have any questions or additional needs, please call Brandon or me.

Sincerely,

WALKER CONSULTANTS

A handwritten signature in blue ink that reads "Arthur G. Stadig".

Arthur G. Stadig P.E.
Vice President

Enclosure: List of Recent Municipal Financial Consulting Engagements



EXPERIENCE

List of **municipal, financial** study projects within the last 10 years:

Project	City	State	Year
Birmingham Parking Authority	Birmingham	AL	2013
City of Tucson Convention Center Hotel	Tucson	AZ	2009
Glendale Sports and Entertainment District	Glendale	AZ	2011
Heritage District PS	Gilbert	AZ	2017
City of Sacramento	Sacramento	CA	2012
City of Sacramento P3	Sacramento	CA	2013
City of Sacramento	Sacramento	CA	2014
City of Healdsburg	Healdsburg	CA	2015
City of Napa	Napa	CA	2015
City of Pismo Beach Downtown	Pismo Beach	CA	2016
Sacramento County	Sacramento	CA	2016
City of Sacramento Golden 1 Center	Sacramento	CA	2016
City of San Luis Obispo Palm/Nippomo Development	San Luis Obispo	CA	2009
City of Long Beach	Long Beach	CA	2014
City of Culver City	Culver City	CA	Active
Fitzsimons Village Hotel and Conference Center	Aurora	CO	2013
Denver Housing Authority Corp HQ Building PS	Denver	CO	2016
Town of Telluride SMPA	Telluride	CO	2016
City of Denver RTD University Station PS	Denver	CO	2016
Storrs Center	Mansfield	CT	2010
Wall Street Place Development	Norwalk	CT	2009
City of Riviera Beach Marina District	Riviera Beach	FL	2016
City of Sarasota St. Armands Circle	Sarasota	FL	2016
City of Fort Lauderdale 216 SE 6th Street Dev.	Fort Lauderdale	FL	2017
City of Daytona Beach	Daytona Beach	FL	2017
City of Fort Lauderdale Parking System	Fort Lauderdale	FL	2017
West Palm Beach Development	West Palm Beach	FL	2017
City of Miami Beach	Miami Beach	FL	2018
City of Chicago Project Magee	Chicago	IL	2012
City of Chicago Project Falcon	Chicago	IL	2015
City of Indianapolis	Indianapolis	IN	2010
City of Lexington	Lexington	KY	2015
Union Square Revitalization Plan	Somerville	MA	2010
Massport Air Rights Garage	Boston	MA	2013
MBTA Fenway Park Area	Boston	MA	2014
Springfield Civic Center Parking Garage	Springfield	MA	2016
City of Frederick	Frederick	MD	2015
Saint Paul HRA	Saint Paul	MN	2010



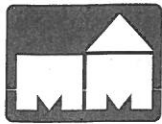
EXPERIENCE

Project	City	State	Year
City of Saint Paul Downtown	Saint Paul	MN	Active
Kansas City River Neighborhood	Kansas City	MO	Active
City of Lincoln Urban 38 and Haymarket District	Lincoln	NE	2012
Urban 38 and Haymarket District	Lincoln	NE	2012
City of Lincoln Parking Structures	Lincoln	NE	Active
Ridgewood Development	Ridgewood	NJ	2018
Newark PATH Extension	Newark	NJ	2017
Village of Ridgewood	Ridgewood	NY	2015
City of Syracuse Parking System	Syracuse	NY	2011
Downtown Lancaster	Lancaster	OH	2008
City of Cincinnati	Cincinnati	OH	2010
Fountain Square North Garage	Cincinnati	OH	2009
Washington Park	Cincinnati	OH	2010
Hamilton County Development	Cincinnati	OH	2011
City of Springfield	Springfield	OH	2011
Cincinnati 5th & Race Development	Cincinnati	OH	2013
Hamilton County	Cincinnati	OH	2012
City of Cincinnati	Cincinnati	OH	2014
City of Cincinnati 7th & Sycamore Dev.	Cincinnati	OH	2014
Cincinnati 4th & Race Development	Cincinnati	OH	Active
Cincinnati 8th & Sycamore Dev.	Cincinnati	OH	2015
Ziegler Park & Kroger Headquarters Bldg	Cincinnati	OH	2015
City of Dublin	Dublin	OH	2017
Court Street Parking Structure	Cincinnati	OH	2016
City of Springfield Downtown PS	Springfield	OH	2017
Oklahoma City Main Street	Oklahoma City	OK	2013
Tulsa Parking Authority	Tulsa	OK	2015
Borough of Lititz	Lititz	PA	2011
Allentown Parking Authority	Allentown	PA	2011
Allentown Parking Authority	Allentown	PA	2012
Borough of State College	State College	PA	2014
Borough of Lititz	Lititz	PA	2015
North Shore Option Area	Pittsburgh	PA	2011
North Shore Development	Pittsburgh	PA	2017
City of Sioux Falls Downtown PS	Sioux Falls	SD	2016
City of San Antonio	San Antonio	TX	2009
City of Tyler Downtown District	Tyler	TX	2011
5th and Brazos Development	Austin	TX	2011
City of Tyler	Tyler	TX	2013



EXPERIENCE

Project	City	State	Year
St. Mary's Garage Expansion	San Antonio	TX	2014
City of New Braunfels	New Braunfels	TX	2016
Murray City Parking Garage	Salt Lake City	UT	2017
City of Staunton	Staunton	VA	2017
City of Bothell	Bothell	WA	2011
Waterfront Place	Everett	WA	Active
City of Madison, Wisconsin	Madison	WI	2013
City of Madison	Madison	WI	2014
City of Beloit Stateline Area	Beloit	WI	2017
City of Middleton	Middleton	WI	2017



Maine Municipal Association

60 COMMUNITY DRIVE
AUGUSTA, MAINE 04330-9486
(207) 623-8428
www.memun.org

Memorandum

To: Key Municipal Officials of MMA's Member Municipalities
From: Linda C. Cohen, President, Maine Municipal Association
Date: June 14, 2018
Re: Ballots for Election to MMA'S Legislative Policy Committee



MMA's member municipalities have made their nominations for the 2018-2020 Legislative Policy Committee (LPC). It is now time to elect your representatives to serve on the Committee. The election ballot is enclosed. The ballot must be completed by the Board of Selectmen or Town or City Council of your municipality.

Number of votes

Most municipalities are asked to vote for two candidates, because there are two elected LPC members for most districts. Some municipalities only vote for one candidate, because the other LPC member in that district is appointed. ***You are instructed on the ballot (above the list of candidates) whether to vote for two candidates or just one.***

Candidate profiles

If you are not familiar with any of the candidates, please review the Candidate Profiles on the back of the ballot. Feel free, also, to contact the candidates directly.

Write-in candidates

In addition to the candidates listed on the ballot, you may vote for a candidate whose name is not on the ballot by writing that person's name in. The write-in candidate need not be from your municipality, but must be an elected or appointed official from a municipality in your Senate/LPC District. ***Check to be sure the write-in candidate is willing to serve if elected!*** Write-in candidates should be communicating their interest in serving among the municipal officers within their district.

If you are instructed to vote for two candidates and only one candidate is on the ballot, please use the "write-in" line for your second vote if you know of someone who is willing to serve.

Deadline for returning ballot

Return ballot by 5:00 p.m. on **August 2, 2018** to:

State and Federal Relations Dept.
Maine Municipal Association
60 Community Drive, Augusta, ME 04330
FAX: 624-0129

Your participation is important - Thank You!

OFFICIAL BALLOT – District 32

Maine Municipal Association's Legislative Policy Committee

July 1, 2018 – June 30, 2020

VOTE FOR ONE (*Biddeford appoints one member*):

☐

George Donovan, Selectman, Town of Alfred

☐

Laurie Smith, Manager, Town of Kennebunkport

☐

_____ (name) (position) (municipality) ( write in)

Candidate Profiles Are On Reverse Side

MUNICIPALITY: _____ DATE: _____



BY SELECTMEN/COUNCILORS:

signature

print name

signature

print name

signature

print name

signature

print name

signature

print name

Return by 5:00 p.m., August 2, 2018 to:

Laura Ellis, Maine Municipal Association
60 Community Drive, Augusta, ME 04330

Fax: 624-0129

(over)

LPC Senate District 32 *(Biddeford appoints one member)*

Alfred
Arundel

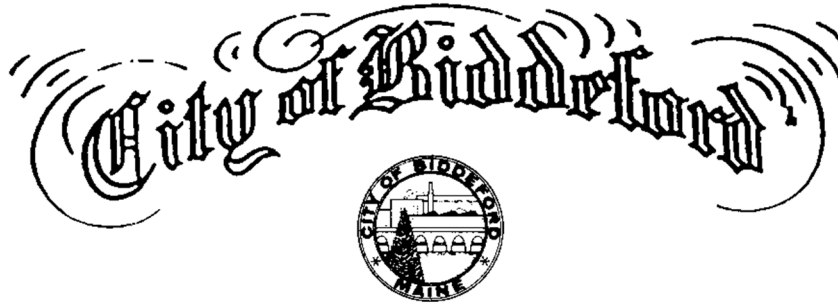
Biddeford
Dayton

Kennebunkport
Lyman

Candidate Profile:

George Donovan has served the Town of Alfred as Selectman for the past 15 years and prior to that he served 3 years as an Emergency Medical Assistant. Mr. Donovan would like to serve on the LPC because he would like to take part in decision making and to coordinate with committees and the Legislature.

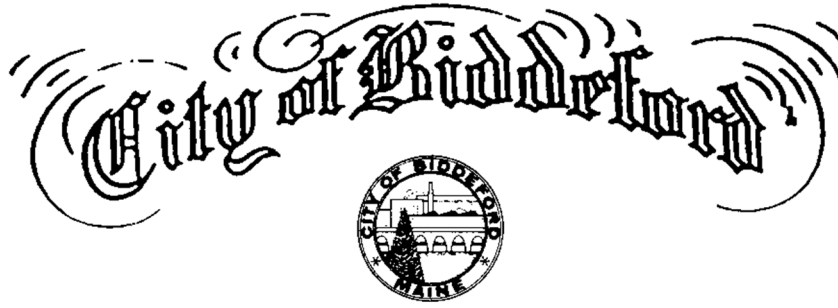
Laurie Smith has served as Manager in the Town of Kennebunk for the past 4 years. Prior to that she served as Manager in Wiscasset, Assistant Manager in the City of Auburn, Boothbay, Boothbay Harbor, and Oxford. Ms. Smith has served on MMA's Executive Committee for several terms, currently serving as Immediate Past President, and as Chair of the LPC when she served as the Executive Committee's Vice President. She has also served on the LPC in the past, both as Alternate and Member and would like to continue her service to develop platforms for ensuring the return of revenue sharing, equity in education funding, and the importance in local government as part of the State service delivery model.



IN BOARD OF CITY COUNCIL...JULY 17, 2018

ORDERED, that I, Alan Casavant, Mayor of the City of Biddeford, do hereby appoint the following City Councilors to the **Social Services Committee**:

**Michael Ready
Norman Belanger
Robert Quattrone, Jr.**



IN BOARD OF CITY COUNCIL...JULY 17, 2018

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

**Charles Drapeau
8 Cherryfield Avenue
Ward 3**

to the *Solid Waste Management Commission*, replacing Martin Grohman, for a term to expire in December 2018

CITY OF BIDDEFORD

Application for City Committees, Commissions and Boards

Date:

6/27/2018

Name:

CHARLES DRAPEAU

Street Address:

8 CHERRYFIELD AVE.

BIDDEFORD, ME 04005

Mailing Address:
(if different)

Phone Number(s):

H 207-494-9511 C 207-710-1854

Email Address:

drapeau52@gmail.com

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

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

CITY OF BIDDEFORD
Committee Application

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

WATERBORO FIRE DEPT-1978-1989 (1989 CHIEF)
WATERBORO FINANCE COM. 2009-2013
WATERBORO ROAD REVIEW COM. 2013-2017
WATERBORO WATER DISTRICT TRUSTEE 2000 ? ->

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

ATTENDED VARIOUS FIRE TRAINING COURSES-
- ATTENDED MONTHLY SELECTMEN'S MEETING,
AND PUBLIC HEARINGS- ALWAYS TRIED TO
BE IN THE KNOW ABOUT THE WATERBORO
COMMUNITY.

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

I WAS BORN AND RAISED IN BIDDEFORD, GRADUATED
FROM ST-LOUIS IN 1970. LEFT BIDDEFORD TO LIVE
IN WATERBORO TO RAISE FAMILY- RETIRED IN 2014.
PURCHASED NEW HOME IN BIDDEFORD. ALWAYS VERY
INTERESTED IN THE COMMUNITY IN WHICH I LIVED.
I WANT TO BE PART OF THE BIDDEFORD
COMMUNITY BY CONTRIBUTING TO A COMMITTEE.
MY GOAL IS TO OFFER DIFFERENT IDEAS, AND
BE A NEW, DIFFERENT SET OF EYES.

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