

City of Biddeford
City Council
July 16, 2019 6:00 PM Council Chambers

- 1. Roll Call**
- 2. Pledge of Allegiance**
- 3. Adjustment(s) to Agenda**
- 4. Consideration of Minutes:**
 - 4.a. July 2, 2019 Council Meeting Minutes
[7-02-2019 Council Meeting Minutes.docx](#)
 - 4.b. July 8, 2019 Special Council Meeting Minutes
[7-08-2019 Special Council Meeting Minutes.docx](#)
 - 4.c. July 9, 2019 Special Council Meeting Minutes
[7-09-2019 Special Council Meeting Minutes.docx](#)
- 5. Orders of the Day:**
 - 5.a. 2019.69) Authorization/Allocation of Funds for Pool Street Paving Project
[7-16-2019 Pool Street Paving Project - ORDER.doc](#)
[7-16-2019 Pool Street Paving Project-MEMO.pdf](#)
 - 5.b. 2019.70) Approval/CIP Funds from FY19 Carry Forward Accounts to FY20 Budget
[7-16-2019 Carry Over Funds from FY19 to FY20.docx](#)
 - 5.c. 2019.71) Approval/Allocation of FY20 Capital Improvement Projects Master Plan
[7-16-2019 Allocation of FY20 CIP-ORDER.docx](#)
[7-16-2019 Allocation of FY20 CIP-projects breakdown.pdf](#)
 - 5.d. 2019.72) Approval/FY20 City Revenues Revised Budget Amounts
[7-16-2019 Revenues FY20 - REVISED BUDGET.docx](#)
 - 5.e. 2019.73) Approval/FY20 Airport Fund Revised Budget Amounts
[7-16-2019 Airport Operations Fund FY20-REVISED BUDGET.docx](#)
 - 5.f. 2019.74) Authorization/Commitment of FY20 Property Taxes; Due Dates; and Interest Rate
[7-16-2019 Property Tax Commitment FY20-ORDER.docx](#)
[Tax Commitment memo 190711.docx](#)
 - 5.g. 2019.75) Authorization/Renovations at Fire Department/2nd Floor Restroom
[7-16-2019 FD Bathroom Renovations - REVISED ORDER.doc](#)
[7-16-2019 FD Bathroom Renovations - ORDER.doc](#)
[7-16-2019 FD Bathroom Renovations-Backup Docs.pdf](#)
[7-16-2019 FD Bathroom Renovations-Design.pdf](#)
 - 5.h. 2019.76) Request to Planning Board/Potential Zoning Amendments Related to Dog Daycare Facilities
[7-16-2019 PB Directive - Dog Daycare Facilities.docx](#)
- 6. Public Addressing the Council..(5 minute limit per speaker; 30 minute total time limit)**
- 7. City Manager Report**
- 8. Other Business**
- 9. Council President Addressing the Council**

10. Mayor Addressing the Council

11. Adjourn

**COUNCIL MEETING
JULY 2, 2019**

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., Michael Ready, Laura Seaver, Marc Lessard

Amy Clearwater and Norman Belanger were excused.

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

There were no adjustments to the agenda.

Consideration of Minutes: **June 18, 2019**

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

Vote: Unanimous.

Second Readings:

{For a copy of the ordinance amendments and first readings, see the Council Meeting minutes of June 18, 2019}

**2019.58) Amendment/Land Development Regulations/Art. III-Official Zoning Map/
Extend B-2 Zone to Include 472, 480 and 486 Elm Street**

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

Vote: Unanimous.

**2019.64) Amendment/Ch. 42, Motor Vehicles & Traffic/Sec. 42-66-Beach permit parking
regulations enumerated/Increase Beach Permit Fees**

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

Vote: 4/3; Councilors Ready, Lessard and McCurry opposed.

Councilors Swanton, St.Cyr, Quattrone and Seaver in favor.

Motion carries.

Orders of the Day:

2019.67

IN BOARD OF CITY COUNCIL...JULY 2,2019

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 22, 2019 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.

Motion by Councilor McCurry, seconded by Councilor St. Cyr to grant the order.

Vote: 4/3; Councilors Seaver, Ready and Lessard opposed.

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

Motion carries.

2019.68

IN BOARD OF CITY COUNCIL.....JULY 2, 2019

BE IT ORDERED, that the City Manager be authorized to purchase a truck lift, including the installation, at Public Works as per Sourcewell Contract (NJPA) (the “Equipment”) from Automotive Garage Tools (the “Vendor”) and may pay the Vendor an amount not to exceed \$199,030.48 for the Equipment as follows:

The City of Biddeford expects to incur debt to reimburse expenditures to pay the cost of the Equipment;

The City of Biddeford reasonably expects that the maximum principal amount of the debt, including for reimbursement purposes, is \$199,030.48;

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 \$199,030.48, (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;

The City Manager is authorized to advance money from the General Fund of the City for payment of the costs of the Equipment; and

The City Manager, on behalf of the City of Biddeford, is authorized to negotiate, enter into, execute, deliver and cause to be performed, and to approve, any and all agreements, instruments, certificates and other documents, and to grant security interests in the Equipment, upon such terms, conditions, limitations and undertakings, which the City Manager determines are necessary and proper for the acquisition and financing of the Equipment, provided that any lease purchase, loan or other financing agreement will be countersigned by both the Mayor and the Treasurer of the City of Biddeford. Without limiting the foregoing, the City Manager, on behalf of the City of Biddeford, in connection with the acquisition of the Equipment, is authorized to sell, transfer, trade in or otherwise dispose of any equipment, which the City Manager determines is no longer useful to the City of Biddeford.

NOTE: The Finance Committee will review this item on July 2, 2019 and vote to recommend it to the City Council for approval. The purchase of the truck lift is included in the FY20 CIP budget as a lease.

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

Appointments:

IN BOARD OF CITY COUNCIL...JULY 2, 2019

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

**Spiros Droggitis
2 Main Street, #35-201
Ward 5**

on the *Planning Board* from an Associate Member, to a Full Voting Member, for a term to expire in December 2020 (replacing Larry Patoine).

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

IN BOARD OF CITY COUNCIL...JULY 2, 2019

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

**Michael P. Cantara
5 Cherry Lane
Ward 7**

to the *Planning Board*, as an Associate Member, for a term to expire in December 2022.

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

IN BOARD OF CITY COUNCIL...JULY 2, 2019

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

**James Emerson
127 Old Pool Road
Ward 1**

to the *Cable T.V. Committee*, for a term to expire in December 2022.

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

Public Addressing the Council...(5 minute limit per speaker....30 minute total time limit):
One citizen addressed his comments to the Council.

City Manager Report:

City Manager, James Bennett, had no report.

Other Business:

Councilor Ready: asked the City Manager and Staff to take the necessary steps to extend the median on Route 111 (Alfred Street) in front of the Starbucks entrance. The median should extend in such a way that no left turn can be made into Starbucks coming from the south; and no left turn can be made exiting Starbucks. With the way the median is now, that is a dangerous location.

Councilor McCurry: echoed Councilor Ready's concern about the traffic issue at Starbucks and agrees that something needs to be done.

During Public Addressing the Council, the citizen who spoke made a comment that it seems as though the Council makes big decisions during the summer months when folks are not around and don't attend Council Meetings. Councilor McCurry pointed out that there are rarely citizens who attend the Council Meetings – at any time of the year, and he really does not know why that is.

Councilor McCurry would like to ask the Downtown Development Commission to work with the downtown businesses to determine where the free parking is for downtown customers; and the best way to direct folks to those free parking spots. The idea is that businesses should not be losing business or informing customers that they will need to pay for parking, since there is plenty of free parking on the streets and in the Yellow Parking Lot (first 2 hours are free).

Councilor Lessard: has been to the Recycling Facility quite a few times over the past few weeks and he is glad to see that Public Works Staff are checking for proof of residency and that folks are disposing of their stuff properly. He feels that operations there are running smoothly and the employees are doing a very good job.

Council President Addressing the Council: Councilor McCurry thanked all the citizens who came out for the General Meeting of Citizens last week. His recollection is that a few years back, the parking referendum discussion was about building a private/public parking garage at the old Westpoint Mill campus. It was at this time that there was talk about installing parking meters on Main Street, with the intent to force people into the proposed parking garage. It was this discussion that had riled enough citizens to come up with the 2014 Citizen Initiative Referendum question. He also recalls that part of the discussion back then was building the parking garage on the site of the Federal/Franklin Street parking lot.

Over the years, there has also been discussion that with the redevelopment of the Mills, the Mills should be providing their own parking, and Councilor McCurry agrees with this. He went on to say that he does not think that his tax dollars should be used to provide free parking to business owners in the downtown area. For this reason, he has supported paid parking in the lots, while maintaining free parking on the downtown streets for diners and shoppers.

In his research, he has determined that there are approximately 181 residents who live on Main Street. He does not feel that the City should be providing free parking for residents who live in the downtown. Residents in other parts of the City do not receive free snow removal from their driveways/properties, and therefore, all residents should be treated the same.

He believes that the current parking program is instrumental in growing the downtown; and therefore, increasing valuations and effectively keeping the tax rate from increasing so much. That said, he noted that the City did a poor job with communicating about the parking program, which is why he'd like to see the Downtown Development Commission work with the downtown businesses to get the word out about where the free parking is for their customers.

Mayor Addressing the Council: Mayor Casavant thanked all the LaKermesse volunteers and expressed how much time is put into ensuring the success of the festival each year.

Mayor Casavant shared that he recently spoke with a downtown business owner and they agreed that change is sometimes difficult. With the new parking program, the biggest change is that the downtown business owners and employees have been forced off the streets and into the paid parking lots. In doing this, it has opened up the free parking on the streets to customers, diners and shoppers.

He noted that the parking plan was the next step in making Biddeford a viable, vibrant and growing community. All the pieces need to fit together, and the parking issue cannot be dealt with in isolation from everything else going on in the City. While there have been flaws in the implementation of the parking program, he believes the program has been drafted responsibly and not with the intention to make things difficult for folks. The decisions that have been made have been for the best of the whole City. He thanked the Council for making these tough decisions and for all the work they've put into the parking program.

Executive Session: 1 MRSA 405(6)(A)...Employee Evaluation (possible action)

Motion by Councilor McCurry, seconded by Councilor Lessard to move into Executive Session.

Vote: Unanimous.

Time: 6:35 p.m.

Motion by Councilor McCurry, seconded by Councilor Swanton to move out of Executive Session.

Vote: Unanimous.

Time: 6:58 p.m.

Motion by Councilor McCurry, seconded by Councilor Lessard to amend the City Manager's Employment Contract to extend the contract by one year; to increase his salary by 2.5%; to remove the provision that 2 weeks of vacation may be bought back; and to add that 2 weeks of vacation may be carried over, but must be used within the first 60 days of the new contract year.

Vote: Unanimous.

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

Vote: Unanimous.

Time: 7:04 p.m.

Attest by:_____

Carmen J. Morris, City Clerk

**SPECIAL COUNCIL MEETING
JULY 8, 2019**

Mayor Casavant called the meeting to order at 5:31 p.m.

Roll Call: Michael Swanton, Stephen St. Cyr, Robert Quattrone, Jr., Amy Clearwater,
Norman Belanger, Michael Ready, Laura Seaver
Marc Lessard arrived at 5:50 p.m.

John McCurry, Jr., was excused.

Executive Session: 1 MRSA 405(6)(D)...Labor Contract Negotiations – Fire Department
Motion by Councilor Quattrone, seconded by Councilor Seaver to move into Executive Session.
Vote: Unanimous. Time :5:31 p.m.

Motion by Councilor Belanger, seconded by Councilor Seaver to move out of Executive Session.
Vote: Unanimous. Time: 6:24 p.m.

Motion by Councilor Seaver, seconded by Councilor Clearwater to adjourn.
Vote: Unanimous. Time: 6:25 p.m.

Attest by: _____
Carmen J. Morris, City Clerk

**SPECIAL COUNCIL MEETING
JULY 9, 2019**

Mayor Casavant called the meeting to order at 7:11 p.m.

Roll Call: Michael Swanton, John McCurry, Jr., Stephen St. Cyr, Robert Quattrone, Jr., Amy Clearwater, Norman Belanger, Michael Ready, Laura Seaver, Marc Lessard

Executive Session: **1 MRSA 405(6)(E)...Consultation with Legal Counsel**

Motion by Councilor McCurry, seconded by Councilor Clearwater to move into Executive Session.

Vote: Unanimous.

Time: 7:11 p.m.

Motion by Councilor McCurry, seconded by Councilor Clearwater to move out of Executive Session.

Vote: Unanimous.

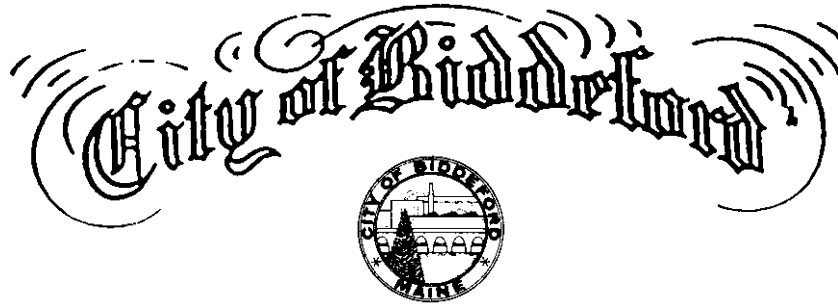
Time: 8:27 p.m.

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

Vote: Unanimous.

Time: 8:27 p.m.

Attest by: _____
Carmen J. Morris, City Clerk



2019.69

IN BOARD OF CITY COUNCIL. JULY 16, 2019

BE IT ORDERED, that the City Council of the City of Biddeford does hereby authorize the allocation of paving funds for the Re-claim/Paving Project on Pool Street – covering approximately 1.3 miles from Parkside Drive to Decary Road East.

Through PACTS Municipal Partnership Initiative (MPI), the City is expected to receive \$205,000.00 towards the \$555,936.00 quoted by Shaw Brothers Inc for this project.. The remainder of the funds for this project will be taken out of Account 34161-60604 Road Construction/Improvements.

NOTE: The Finance Committee will consider this item at the July 16, 2019 meeting and vote to recommend approval by the City Council.

MEMORANDUM

July 14, 2019

TO: Finance Committee/City Council
FROM: Jeff Demers /Director Public Works/Waste Water
RE: Pool Road Paving
CC: Jim Bennett/City Manager; Tom Milligan /City Engineer; Alan Casavant/Mayor
SUBJECT: Pool Road Paving.

Discussion

The Public Works Department has received numerous calls over the last year and a half regarding the poor condition of Pool Road, primarily the section from Parkside Drive to the second entrance of Decary Road, heading east bound. This section of Pool Road is classified as a Collector, per the State of Maine Department of Transportation (D.O.T). Under this classification, the City's responsibilities for daily maintenance are as follows: plowing, cold patch, striping, sweeping, tree trimming, signage, etc. The D.O.T is liable for any capital improvements, such as reconstruction and rehabilitation. This work is considered a major repair and not a maintenance issue in anyway. The City has held up their end of the agreement, but has been told numerous times during several meetings with D.O.T officials, that the state cannot fix this road, as it is not programmed in for repair.

Staff has worked out with the D.O.T and Portland Area Comprehensive Transportation System (PACTS) the following: Scarborough is not using \$205,000 of the Maine Partnership Initiative (MPI) of their regional funding for 2020, as they do not have the total funding for a particular project. The other sub region communities are willing to release those funds from Scarborough to Biddeford with an approval from the PACTS policy committee. The communities are willing to hold off paving one year for a project they have ongoing. What that means for Biddeford is that Biddeford would agree not to apply for any regional MPI regional funds until 2021. The cost of paving this section of Pool Street is estimated at \$556,000. Biddeford's total cost would be around \$351,000. The funds would need to come out of the City Road Construction Improvements budget, meaning some of the work in the capital plan would need to be readjusted going into Budget year 2021.

Slated projects with D.O.T

Reconstruction of Main St, Hill St, Water St, and North Dam Mill Entrance to create a four-way intersection and install new traffic signals. Also included is the mill and fill and repaving of existing pavement beginning at Alfred Street and extending easterly 0.28 of a mile to Hill Street. Estimated project cost to be \$1,787,000. The city's share will be 25%, which is \$447,000, plus 100% of any overages.

Precourt Street beginning at Route 1 and extending southeast 0.32 mile to Landry Street. Which was estimated in 2016 to be \$214,643. 75% of the cost will be from PACTS Federal share and 25% to be paid by Biddeford \$53,660.

Recommendation

A couple factors play into staff's recommendation. The section of Pool Road discussed above is not on the radar for the D.O.T going into 2021. With the condition of the road surface as it is today, it is doubtful that it will hold together this winter. If Public Works crews need to put any amount of down pressure on the road with the grader due to icing, they will have a very tough time keeping this section of road intact to the acceptable level of safety needed.

The cost of the project: if Biddeford was to wait another 2 years, with no guarantees that D.O.T will put it in their schedule, the current estimated cost by M.D.O.T would be estimated at around \$1,600,000, with a 25% match needed to be funded by Biddeford. Staff feels the estimated cost for Biddeford would be around \$400,000 with 100% of any overages.

Again, staff feels Biddeford has done its part over the years and has done it well. We do not agree with having to take funds away from our City's roads to pave a state road. Jim Bennett, the Mayor and I have had several conversations on this topic. The mayor has gone as far as getting the State Rep. involved, which resulted in a meeting of 8 reps from D.O.T. and city staff.

Today I have no other solutions to bring forward as the winter months approach. I am requesting that the Finance Committee move this forward to the council as policy decision.

FUNDING

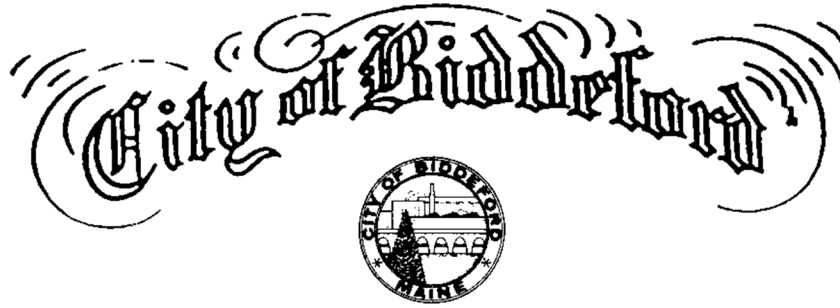
Funding for this project is in the 34161-60604 Road Construction Improvements. As of today with a couple larger projects coming in under the estimated bid price set aside for paving, I do not think the paving program would take a major hit.

Regards,



Jeff Demers

Director Public Works / Waste Water Dept.



2019.70

IN BOARD OF CITY COUNCIL...JULY 16, 2019

BE IT ORDERED, that the Finance Director is authorized to create dedicated reserve accounts under the listed fund balance accounts, and transfer remaining balances identified from the FY 2019 Budget to said dedicated accounts as herein named in amounts not to exceed those stated, as of June 30, 2019 deducting any encumbrances:

10013-30101, General Fund Assigned Fund Balance

<u>FY19 Account #</u>	<u>Description</u>	<u>Amount</u>
21128-60859	DDC	2,269
21201-60904	City Hall Improvements	100,000
21201-60907	IT Improvements	12,500
21121-60450	City Buildings Security evaluation	50,000
21123-60450	Community Center	60,000
21185-60754	Debt Principal (used for paydown on vehicles)	90,000
21186-60755	Debt Interest (used for paydown on vehicles)	20,000
21202-60940	Mayfield Middle Field	4,500
21202-60923	Court Resurface	18,500
21202-60991	Park Security Camera	10,000
21202-60922	Clifford Park MCC	5,000
21202-60950	Rotary Park Improvements	18,500
21202-60990	Mayfield Playground Equipment	12,000
21202-60992	Park Signage	3,852
21202-60910	Rotary Beach	50,000
21202-60989	Park Benches	2,304
21204-60604	Road Construction (projects in design, construction ongoing)	46,424
21204-60925	PW Equipment Lease – wastepacker/plow truck	225,849
21204-60979	Saco River Projects	50,000
Total		781,698

16013-30101, Wastewater Assigned Fund Balance

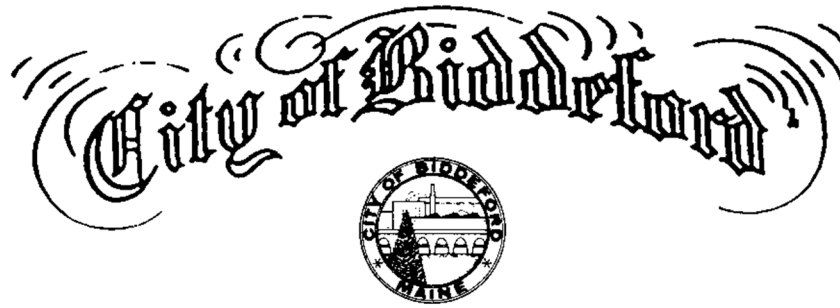
<u>FY19 Account #</u>	<u>Description</u>	<u>AMOUNT</u>
35101-40250	Inflow & Infiltration Reserve (Sec 70-170)	60,876
Total		60,876

FY2019 Budget Amendment: Move 3 kiosk machines from the Parking Fund to the Pool Beach Improvement Fund, as 3 kiosks are being used for beach parking.

<u>FY19 Account #</u>	<u>Description</u>	<u>AMOUNT</u>
31234-60330	Decrease Expense Equipment Rent by	17,794
31106-60330	Increase Expense Equipment Rent by	17,794
The purchase of 15 kiosks were posted to the Parking Fund, when in fact the Pool Beach Fund is using 3 of those kiosks.		0

BE IT FURTHER ORDERED, that the City Manager be authorized to expend from the above dedicated reserves for expenses related to on-going project costs as approved in accordance with the Purchasing Code, and authorize the movement of 3 kiosks to the Pool Beach Fund.

NOTE: This item will consider this item at the July 16, 2019 meeting and vote to recommend approval by the City Council.



2019.71

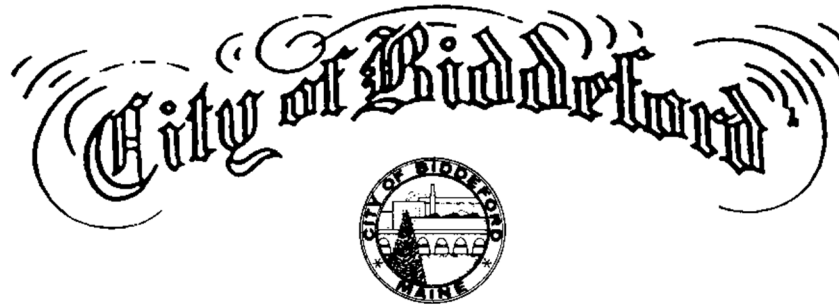
IN BOARD OF CITY COUNCIL...JULY 16, 2019

BE IT ORDERED, that the City Council of the City of Biddeford does hereby approve the Capital Improvement Projects Master Plan allocation for FY20, in the amount of **\$1,059,520** as recommended by the Capital Projects Committee. (see attached list)

Capital Projects/Operations Committee FY2020 Proposed CIP Allocations

Airport		Priority	Requested Amount	Proposed Allocation	Additional CIP
AIR-04	PAPI Design (10% grant match)		10,000		
AIR-05	QT Pod Model M4000 Self-Serve Fueling	FY19	12,295		
AIR-06	Remaining Funding Permitting and Planning (10% grant match)		10,000		
			32,295	-	-
City Hall			Requested Amount	Proposed Allocation	Additional CIP
Finance/Tax					
CH-01	Citizen Self Serve-Munis (replace Invoice Cloud-in operating budget)	Op Budget	11,200		
General Government					
CH-03	Saco River/Wood Island Debris		25,000		
CH-16	Riverwalk (not including retaining wall ENG-11)		2,500,000		
Human Resources					
CH-04	Employee Self Serve-Munis		10,446	10,446	
Technology					
CH-05	Bomgar Appliance Replacement	#6	2,500	2,500	
CH-06	Desktop Computer Refresh		21,338		
CH-07	File Server Replacement	#5	91,000	91,000	
CH-08	Hyperconverge Equipment Mgmt Program	#1	9,600	9,600	
CH-09	MS Office Replacement Program	#2	6,435	6,435	
CH-10	Phone System Upgrad	#4	18,500	18,500	
CH-11	Switch Replacement Program	#3	12,496	12,496	
CH-12	Universal Power Supply (UPS)	#7	5,817	5,817	
CH-13	WiFi Device Replacement Program	#8	12,100	12,100	
CH-15	Gateways	#9	25,000	6,106	
			2,751,432	175,000	-
Engineering			Requested Amount	Proposed Allocation	Additional CIP
ENG-03	Elm and Pearl Intersection Improvements		75,000	75,000	
ENG-04	Green Infrastructure - Install LID		100,000		
ENG-09	Morin Street Improvement Project		200,000	200,000	
ENG-10	River Wall Repair - Mechanics Park		50,000	50,000	
ENG-12	Thatcher Brook 319		84,000		
ENG-13	Thatcher Brook Watershed Mgmt Plan Phase II		73,160		
ENG-N1	Pearl St Sidewalk & Lighting		200,000		
			782,160	325,000	-
Facilities			Requested Amount	Proposed Allocation	Additional CIP
FAC-11	Fire Department-Building Repairs	#3	10,000		
FAC-15	May Field-LED Lights	#4	8,475		
FAC-20	Public Works-Salt Barn Lean To Addition	#1	135,000		
FAC-N1	Community Center - Architecture	#2	150,000		
			303,475	-	-
Fire Dept			Requested Amount	Proposed Allocation	Additional CIP
FD-03	EMS CPR Compression device	#1	40,000	38,000	
FD-07	Portable Radio Replacement	#4	20,000		
FD-08	Respirator fit testing machine	#2	10,000	10,000	
FD-09	Thermal Imagers	#3	18,000		
			88,000	48,000	-
McArthur Library			Requested Amount	Proposed Allocation	Additional CIP
ML-02	Carpeting Replacement		5,000		
ML-05	Painting of 1863 Entrance		3,900		
ML-06	Painting of Public Stairwell		1,100		
			10,000	-	-

Police			Requested Amount	Proposed Allocation	Additional CIP
PD-01	Locker Room & Office Space Upgrade		40,000	40,000	
			40,000	40,000	-
Public Works			Requested Amount	Proposed Allocation	Additional CIP
Public Works	003 Pickup	#6	30,000	30,000	-
Public Works	080 Single Axel Dump Truck	#7	160,000	32,000	-
Public Works	036 Street Sweeper	#4	204,000	32,000	100,000
Public Works	057 Single Axel Plow Truck	#5	180,000	30,000	150,000
Public Works	Add Sidewalk Paver	#2	38,000	38,000	-
Public Works/WW	Add Roll-Off Truck	#3	210,000	32,000	178,000
Police	210 Car for Detective	#8	28,560	28,500	-
Police	211 Car for Detective	#9	28,560	28,500	-
PW-01 [Note]	5 Year Vehicle/Equipment Replacement Program		879,120	251,000	428,000
PW-02	Capital Paving Program		1,306,736	388,547	300,000
PW-05	Tree Management Plan		20,000		
			2,205,856	639,547	728,000
Recreation			Requested Amount	Proposed Allocation	Additional CIP
REC-02	Clifford Park MCC	#5	6,000	6,000	
REC-10	Martel Field Safety Fence	#7	18,000		
REC-11	Martel Field Backstop	#6	60,000	43,000	
REC-30	Safety Bleachers with concrete pads	#8	22,000		
REC-33	St Louis Backstop Field II	#1	75,000	75,000	
REC-36	St Louis Flagpole	#4	5,000	5,000	
REC-37	St Louis Remote Lighting	#3	11,000	11,000	
REC-38	St Louis Street Fencing	#2	60,000	60,000	
	Recreation Allocation				
REC-N1	City Manager Adjustment		(57,000)		
			200,000	200,000	-
Total to Approve			6,413,218	1,427,547	728,000
Public Works - Approved July 2, 2019 Order #2019.68					
PW-06	Truck Lift	#1	160,000	88,000	72,000
Grand Total			6,573,218	1,515,547	800,000
Note:					
General Fund	See detail above		879,120		
School Dept.	418 School Bus		90,200		
School Dept.	422 School Bus		90,200		
PW-01	Total FY2020 CIP Program		1,059,520		



FY20 BUDGET AMENDMENT

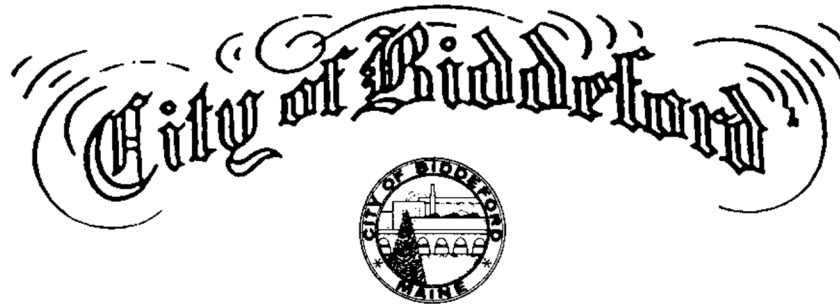
2019.72

IN BOARD OF CITY COUNCIL...JULY 16, 2019

BE IT ORDERED, that the City Council of the City of Biddeford does hereby adopt the following estimated revenues and appropriations from fund balance in support of the general fund budget for the fiscal year commencing July 1, 2019 and ending June 30, 2020:

City Estimated Revenues:

Non-School:	\$ 7,754,552
State Revenue Sharing:	\$ 1,830,000 \$ 1,975,000
Homestead:	\$ 835,415 \$ 814,593
BETE:	\$ 365,000 \$ 350,099
Appropriations from Fund Balance, City:	\$ 0
TOTAL ESTIMATED REVENUES AND APPROPRIATIONS FROM FUND BALANCE:	\$ 10,894,244 \$ 10,784,967



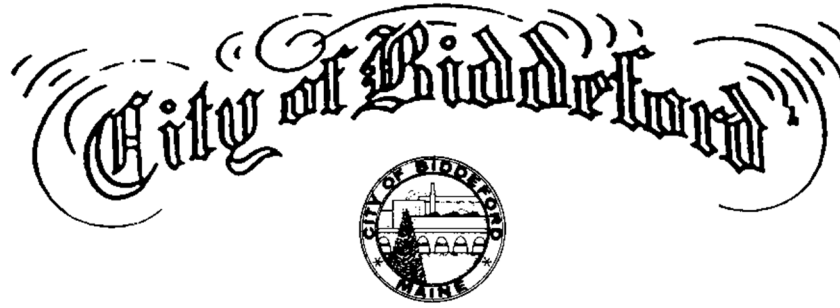
FY20 BUDGET AMENDMENT

2019.73

IN BOARD OF CITY COUNCIL...JULY 16, 2019

BE IT ORDERED, that the City Council of the City of Biddeford does hereby appropriate the sum of ~~\$7,760,810~~ ~~\$5,424,060~~ for the Biddeford Airport comprised of \$260,810 for the AIRPORT OPERATIONS FUND and ~~\$7,500,000~~ ~~\$5,163,250~~ in reimbursable grant expenses for the AIRPORT REIMBURSABLE IMPROVEMENT FUND for the fiscal year commencing on July 1, 2019 and ending June 30, 2020, and

BE IT FURTHER ORDERED, that estimated revenues to the Biddeford Airport Fund in the sum of ~~\$7,745,505~~ ~~\$5,150,593~~ comprised of \$245,505 for the AIPORT OPERTIONS FUND and ~~\$7,500,000~~ ~~\$4,905,088~~ for the AIRPORT REIMBURSABLE IMPROVEMENT FUND be hereby adopted in support of the Biddeford Airport appropriation.



2019.74

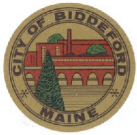
IN BOARD OF CITY COUNCIL..JULY 16, 2019

BE IT ORDERED, that the City Assessor be authorized to commit property taxes for the fiscal year commencing July 1, 2019 and ending June 30, 2020 in the total sum of \$48,049,747 with \$1,282,292 raised for County Taxes, \$23,045,885 raised for School/Educational use, \$25,296,820 raised for Municipal use, and \$1,564,442 raised for TIF funding use, less estimated State Revenue Sharing and direct State aid for tax relief of \$3,139,692, and

BE IT FURTHER ORDERED, that said Property Tax Commitment shall be payable in two equal installments on October 9, 2019 and April 8, 2020 with any odd amount to be due on the first installment, and that interest shall be collected at the rate of 9.00% per annum on any taxes remaining unpaid after each respective installment date.

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.

BE IT FURTHER ORDERED, that said Property Tax Commitment be recommended to be at the rate of \$19.98 per \$1,000 of Property Valuation.



City of Biddeford

Finance Department - (207) 284-9333

205 Main Street, P O Box 586

Biddeford, ME 04005

Fax (207) 571-0667

Cheryl Fournier, Finance Director

July 11, 2019

To: City Council

From: Cheryl Fournier, Finance Director
Nicholas Desjardins, Assessor

Re: Tax Commitment

Since the time the budget was passed on May 14, the State of Maine passed their budget, and Assessing has finished all their work for the taxable value. The following is a listing of changes that need to be taken into account when doing the Tax Commitment for FY2020.

The first item is that BETE has gone through a great deal of scrutiny during the year, due to a change in state personnel. The outcome has created an increase in personal property value which caused the reimbursement for BETE to go down. Correspondingly, the revenue forecast needs to be reduced. The BETE and Homestead revenue combined went down by \$35,723 creating an increase in taxes to be raised. Collectively, these two changes essentially net each other out.

The second item is taxable value. During the budget process we had used \$12.5 million increase in taxable value. The actual taxable value increase by \$22.6 million; a large portion directly related to the increase in personal property taxes caused by the BETE issue noted above. As a reminder, personal property tax is one of the last items that gets calculated due to the business reporting process.

The third item is that our county tax has increase by \$60,868 over the original budgeted amount. The City's value increased at a greater rate than the rest of the County as a whole. That additional value shifted more burden to Biddeford taxpayers. A slight increase in the county budget also contributed to the increase our portion of the county tax.

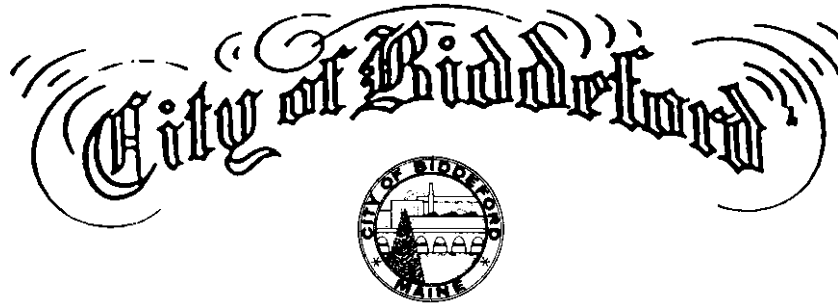
The fourth item is revenue sharing. We started with \$1,430,000 budget, increased that by \$350,000 during the final stages of our budgeting process. After receiving all the final numbers we determined that we can add an additional \$145,000 in revenue sharing to help reduce the tax rate.

With these required/suggested changes, staff is recommending that the proposed tax rate be reduced from the adopted budget of \$20.06 to a tax rate of \$19.98. The new suggested tax rate would result in an increase in the property taxes of 1.4 %. The break down in the change in the effective tax rate is as follows:

- School tax rate change \$0.22 or 2.4% increase
- York County tax rate change (\$0.01) or -1.2% decrease
- City tax rate change \$0.07 or 0.7% increase

If the Council accepts the recommendation, it would provide an overlay of \$261,231 (compared to the FY19 overlay of \$258,971).

We have provided the suggested motions to implement the recommendations above within your package for your assistance. As always, staff is available to answer any questions or concerns you might have.



REVISED ORDER

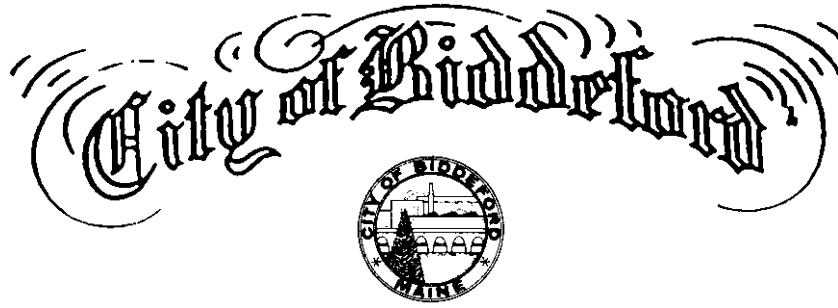
2019.75

IN BOARD OF CITY COUNCIL...JULY 16, 2019

BE IT ORDERED, that the City Council of the City of Biddeford does hereby authorize awarding the Biddeford Fire Department Bath and Shower Room Renovations to Jim Godbout Plumbing & Heating, Inc. in an amount not to exceed \$154,800.00.

Furthermore, authorize Finance to move the following funding to 22004-60936 (Fire Department Improvements) from 22001-60975 (Capital Allocations) \$28,000, 22001-60974 (Miscellaneous Reserve) \$40,076, and 22001-60306 (Other Professional/Consulting reserve) \$5,300. To make a total of \$154,800 in 22004-60936 (Fire Department Improvements) for the project.

NOTE: The Finance Committee will review this item at their July 16, 2019 meeting and vote to recommend approval by the City Council.



2019.75

IN BOARD OF CITY COUNCIL...JULY 16, 2019

BE IT ORDERED, that the City Council of the City of Biddeford does hereby authorize awarding the Biddeford Fire Department Bath and Shower Room Renovations to Jim Godbout Plumbing & Heating, Inc. in an amount not to exceed \$154,800.00.

NOTE: The Finance Committee will review this item at their July 16, 2019 meeting and vote to recommend approval by the City Council.

Memo

To: Members of the City of Biddeford Finance Committee
From: Philip C. Radding
CC: James Bennett, Cheryl Fournier
Date: 7/1/2019
Re: Biddeford Fire House Bath and Shower Room Renovations

Due to the fact that we now have a number of female fire fighters the need to renovate the second floor of the Biddeford Fire station to provide separate shower facilities for both men and woman.

Plans were provided by Caleb Johnson Architects and this went out to bid in April 2018 and was advertised in both the Journal Tribune and the Portland Press Herald as well as the Cities web site. We also had to call a number of different contractors to see if we could generate any interest in this renovation.

The following contractors picked up plans for this job:

Caleb Johnson Builders

Great Falls Construction

Ganneston Construction

Doten Construction

DiMatteo Construction

Two bids were received:

Berkeley Building Company, Portsmouth, NH	\$292,000.00
DiMatteo Construction, South Portland, ME	\$215,000.00

We worked with DiMatteo Construction to see if there was any way to reduce this cost but besides changing tile to a lower cost material they were not willing to reduce their costs substantially.

We had budgeted \$80,000 for this project based on what Caleb Johnson's firms estimated of what this project should cost.

I then had a conversation with Jim Godbout who had bid for both contractors as a subcontractor and after looking over the plans and bids came up with a price of \$154,800.00. to complete this work and this could be less if we don't encounter any unknowns during construction.

I have worked with Cheryl Fournier to see if there were any unspoken funds available to support this renovation. See attached memo concerning available funds.

Because of the need for this renovation I am recommending that this be awarded with Jim Godbout Plumbing and Heating for sum of \$154,800.00.

Jim Godbout Plumbing & Heating Inc.
P.O. Box 365
48 Elm st.
Biddeford, Maine 04005
207-283-1200 fax 207-283-2739
www.jimgodbout.com

October 22, 2018

City of Biddeford Fire Department
Biddeford, Maine
pradding@biddefordmaine.org

Proposal for Biddeford Fire Station Baths Remodel

We shall cut and cap plumbing and baseboard heating lines to 2nd floor baths and heat lines in way of rooms to be constructed. Demo and dispose of properly.

Demo existing walls and doors as needed to remodel and add bathrooms.

Frame new walls ready for mechanicals, moving one wall adjacent to bedroom, EMT storage, TV room door shall stay as situated, install closet in womens bath, move wall for janitors closet to install washer connection.

We shall do all jack hammering and core drilling to get plumbing services to proper locations. All necessary chase ways for piping shall be by others—some lines may need to be upsized.

Install rough and finish plumbing for below:

Janitor's Room- walls extended into existing bedroom.

Furnish and install plumbing for mop basin with faucet, one washer box and one floor drain.

Men's Rooms-two

Furnish and install two Kohler water closets with seats and electronic valves, One ADA. Furnish and install two lavatories with Kohler faucets, One ADA. Furnish and install three shower stalls, one ADA with valves complete with shower head, slide bar and hand shower in custom showers. Furnish and install two floor drains.

Women's Room- one

Furnish and install two Kohler ADA water closets with seat and electronic valves. Furnish and install two lavatories with Kohler faucets, one ADA. Furnish and install one ADA shower stall with valve complete with shower head, slide bar and hand shower in custom shower. Furnish and install one floor drain.

Install all rough and finish drainage, venting in sch. 40 PVC.

All penetrations shall be fire caulked per code.

Install drywall, prime, paint 2 coats on all walls

Install solid core composite doors which have two coats of paint with new hardware and trim.

Install new suspended ceilings to match as close as possible to existing ceilings

Remove VCT flooring and install all new VCT flooring in disturbed areas.

Install rough and finish electrical to meet code with MC, install new light troughers for each bathroom ceiling grid which shall be switched LED fixtures.

Install bathroom ventilation ducted to existing duct system, operated by switches in each space.

Install three custom vanities made to meet ADA compliance, these shall have stone tops with undermount bowls,

Install vinyl cove base moulding after flooring is installed.

We shall install hot water panel radiators in both baths and Janitors room as required connecting to existing heat supply and return manifolds.

Temporary Shower equipment room

Install 36" one-piece shower with shower valve in 1st floor storage area on built up platform constructed by others. We shall core drill concrete wall to tie into water and drain lines of service sink in adjacent room

HVAC

Relocate HVAC duct as needed for walls being moved.

Provide dust protection to HVAC systems return air ducts

We are responsible for all demo disposal and cleanup, trying to keep house as clean as we can providing dust protection.

Work to conform to all state and local codes

Price includes all permits.

Total project cost- \$154,800.00

Radding, Philip C.

From: Fournier, Cheryl
Sent: Monday, July 1, 2019 10:25 AM
To: Radding, Philip C.
Subject: FW: possible money

See below, there is also \$81,423.54 in 22003-60936

Cheryl Fournier
Finance Director

City of Biddeford
(207) 284-9333

www.biddefordmaine.org

From: Fournier, Cheryl
Sent: Wednesday, September 5, 2018 5:02 PM
To: Radding, Philip C. <Philip.Radding@Biddefordmaine.org>
Subject: possible money

22001-60975 Allocation for Capital Improve \$28,000 been there since 2017 (2016 carryforward)
As of June 30, 2019 there is still \$28,000
22001-60974 Miscellaneous Reserve Account \$54,199 been there since 2017 (2016 carryforward)
As of June 30, 2019 there is still \$43,874
22001-60961 Charter Revision Commission \$12,490 been there since 2016 (2015 carryforward)
As of June 30, 2019 there is still \$0
22001-60306 Other Prof/Consult reserve \$5,300 been there since 2013 (2012 carryforward)
As of June 30, 2019 there is still \$5,300

Cheryl Fournier
Finance Director

City of Biddeford
(207) 284-9333

www.biddefordmaine.org

BID FORM

Renovations for The Men's and Woman's Bathrooms Biddeford Fire House, Biddeford, Maine

The undersigned Contractor agrees to perform the services indicated in the above scope of work and on the Attached Contract Documents for the lump sum amount of:

BASE BID AMOUNT \$ 215,000.-

BASE BID AMOUNT IN WORDS \$ TWO HUNDRED
AND FIFTEEN THOUSAND.
ALTERNATE #1 ADD \$ 20,750.-

PREPARED BY: MICHAEL DIMATTIO

TITLE: OWNER/MANAGER

COMPANY: DIMATTIO CONSTRUCTION MANAGEMENT

PHONE NO: 767-7910

EMAIL: DIMATTIOCRIS@YAHOO.COM

DATE: APRIL 11, 2018

EXCLUSION: NO HAZARDOUS MATERIAL ABATEMENT
QUALIFICATION: WE CAN'T START PROJECT UNTIL
SEPT 5, 2018.

clearly marked with the name and address of the bidder, and the name of the project:

Philip C. Radding, Director of Facilities, City of Biddeford

205, Maine Street, Biddeford, Maine 04005

(Phone 207-571-1602 Email: Philip.Radding@biddefordmaine.org)

All questions concerning the project should be sent via email and will be answered to all contractors who hold plans and specifications by Friday April 9, 2018 by 4:00 PM.

A performance bond of 10% of the total cost of the project will be required from the Contractor awarded the bid.

The City of Biddeford is an affirmative action/equal opportunity employer (AA.EOE), and encourages participation from certified minority and woman-owned businesses

Certificate OF Eligibility For

Renovations for the Men's and Woman's Bathrooms –Biddeford Fire House

Biddeford, Maine

This form must be completed by and submitted by Prospective Contractors and their subcontractors who wish to be considered for this work. Failure to complete the certificate of eligibility will result in disqualification of the prospective contractor. Attachments to this sheet are acceptable (please properly label) Each subcontractor should submit a separate form.

1. Name and address of Firm.

DIMARCO CONST. MANAGEMENT (Name)

231 FRONT ST., SO. PORTLAND, (Address)

ME 04106

2. Has your firm or any predecessor firm defaulted on a contract or had work terminated for non-performance with in the last five (5) years? NO
If so, on a separate sheet describe the project, owner, date and circumstances/reasons
3. Has your firm or any predecessor firm been denied a concern of surety, a bid bond, or a performance bond with in the last twelve (12) months? NO
If so, on a separate sheet describe the circumstances/reasons.
4. Provide the following on all current projects in progress: (Use additional sheets as necessary.)

Project Name: SEE ATTACHMENTS

Location: _____

Owner: _____ Phone: _____

Architect/Engineer: _____ Phone: _____

Contract Amount: \$ _____

Scheduled Complexation Date: _____

Project Name: _____

Location: _____

Owner: _____ Phone: _____

Architect/Engineer: _____ Phone: _____

Contract Amount: \$ _____

Scheduled completion Date: _____

Project Name: _____

Location: _____

Owner: _____ Phone: _____

Architect/Engineer: _____ Phone _____

Contract Amount: \$ _____

Scheduled completion Date: _____

BID FORM

Renovations for The Men's and Woman's Bathrooms Biddeford Fire House, Biddeford, Maine

The undersigned Contractor agrees to perform the services indicated in the above scope of work and on the Attached Contract Documents for the lump sum amount of:

BASE BID AMOUNT

\$ 292,000

BASE BID AMOUNT IN WORDS

\$ Two Hundred Ninety Two Thousand
Dollars.

PREPARED BY: Michael Cupozzi

TITLE: Vice President

COMPANY: Berkeley Building Company

PHONE NO: 603.433.3353

EMAIL: mc@berkeleybuildingcompany.com

DATE: April 20, 2018

clearly marked with the name and address of the bidder, and the name of the project:

Philip C. Radding, Director of Facilities, City of Biddeford

205, Maine Street, Biddeford, Maine 04005

(Phone 207-571-1602 Email: Philip.Radding@biddefordmaine.org)

All questions concerning the project should be sent via email and will be answered to all contractors who hold plans and specifications by Friday April 9, 2018 by 4:00 PM.

A performance bond of 10% of the total cost of the project will be required from the Contractor awarded the bid.

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Certificate OF Eligibility For

Renovations for the Men's and Woman's Bathrooms –Biddeford Fire House

Biddeford, Maine

This form must be completed by and submitted by Prospective Contractors and their subcontractors who wish to be considered for this work. Failure to complete the certificate of eligibility will result in disqualification of the prospective contractor. Attachments to this sheet are acceptable (please properly label) Each subcontractor should submit a separate form.

1. Name and address of Firm.

Berkeley Building Company (Name)

104 Congress St., suite 301 (Address)

Portsmouth, NH 03081

2. Has your firm or any predecessor firm defaulted on a contract or had work terminated for non-performance within the last five (5) years? NO
If so, on a separate sheet describe the project, owner, date and circumstances/reasons
3. Has your firm or any predecessor firm been denied a concern of surety, a bid bond, or a performance bond within the last twelve (12) months? NO
If so, on a separate sheet describe the circumstances/reasons.

4. Provide the following on all current projects in progress: (Use additional sheets as necessary.)

Project Name: Raymond Bisson Phase 2
Location: 70 Rochester Hill Rd, Rochester, NH
Owner: State of NH Phone: 603.271.1643
Architect/Engineer: Architechnology Phone: 603.934.6300
Contract Amount: \$ 1,550,000
Scheduled Completion Date: 5/15/2018

Project Name: Altitude North Attleboro
Location: 1505 So. Washington St. No. Attleboro, MA
Owner: Steve Banker Phone: 508.776.4857
Architect/Engineer: phase zero design Phone: 781.452.7121
Contract Amount: \$ 1,000,000
Scheduled completion Date: 7/1/2018

Project Name: Union Club of Boston
Location: 78 Park St., Boston, MA
Owner: Bryant Lemier, GM Phone: 617.227.0589

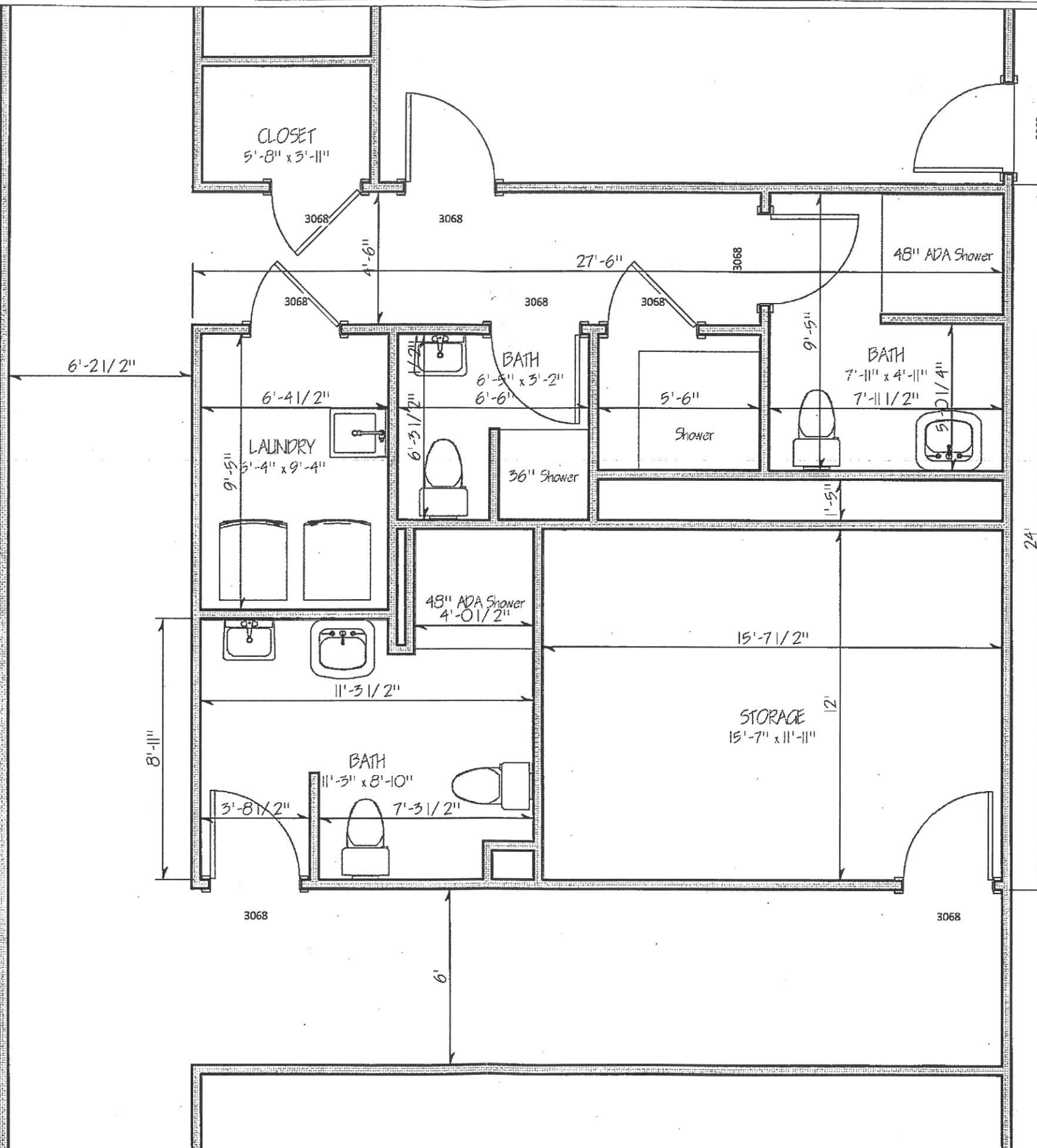
Architect/Engineer: John Cunningham Phone 617.957.0266
Contract Amount: \$ 450,000
Scheduled completion Date: 7/30/2018

Han V. ~~AV~~

Biddeford Fire Department

152 Alfred Street | Biddeford

Phone #
(207) 282-6632

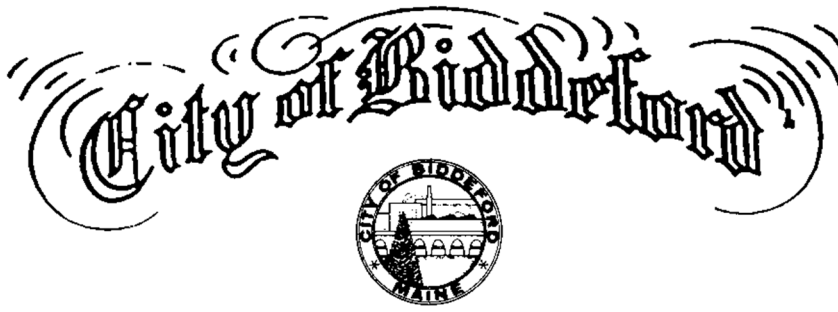


Drawn by: AAG

10/11/2018

Page: 1

Carl A. Goodwin, Inc.



2019.76

IN BOARD OF CITY COUNCIL...JULY 16, 2019

BE IT ORDERED that the City Council does hereby request the Planning Board develop a proposal and conduct a Public Hearing for recommendations to the City Council for potential amendments to the Zoning Ordinance related to Dog Daycare Facilities in Biddeford.