

City of Biddeford
Finance Committee
June 06, 2023 5:00 PM Council Chambers & Zoom

Please click this URL to join:

<https://biddeford.zoom.us/j/96300582356?pwd=TndOUTIxM0N3emZYMhJDdkhpWFNhUT09>

Webinar ID: 963 0058 2356

Passcode: 811185

Or One tap mobile:

+16465588656,,96300582356# US (New York)

+16469313860,,96300582356# US

Or join by phone:

Dial(for higher quality, dial a number based on your current location):

US: +1 646 558 8656 or +1 646 931 3860 or +1 301 715 8592 or +1 305 224 1968

International numbers available: <https://biddeford.zoom.us/j/96300582356?pwd=TndOUTIxM0N3emZYMhJDdkhpWFNhUT09>

Status: In-Person and via Zoom; Council Chambers; 5:00 p.m.

- 1. Call to order**
- 2. Approval of the Minutes**
 - 2.1. Minutes
[5-16-2023 Finance Committee Minutes.pdf](#)
- 3. Signing of the expenditure warrant**
- 4. Discussion/Approval**
 - 4.1. Heart of Biddeford Holiday Lighting Reimbursement Request
[20230606 Heart of Biddeford Holiday Lighting Expense Reimbursement - MEMO](#)
[20230331 Heart of Biddeford Holiday Lighting Reimbursement Request - INVOICE](#)
[20230423 HOB Holiday Lighting Expense Back-up - REFERENCE](#)
[20230606 HOB Holiday Lighting Reimbursement Request FY23 - HOB MEMO](#)
[20230606 FY23 Heart of Biddeford Municipal Services Request - REFERENCE](#)
[20220124 FY23 La Kermesse Municipal Services Request - REFERENCE](#)
 - 4.2. Recommendation/Award Downtown Cameras - Minuteman
[Finance mtg Downtown Cameras - FINANCE MEMO.docx](#)
[20230404_2023.27__Downtown_Cameras-ORDER.pdf](#)
[2023.27__Downtown_Cameras.pdf](#)
 - 4.3. Recommendation/FY24 Sewer User Fee Schedule Increase
[2023.65 Sewer User Fees MEMO.pdf](#)
[2023.65 Sewer User Fees.pdf](#)
[FY24 Update to Sewer Billing Fee Schedule.pdf](#)
- 5. Other Business**

6. Adjournment

City of Biddeford
Finance Committee Meeting Minutes
May 16, 2023

The meeting was called to order at 5:04 p.m. by Councilor Norm Belanger.

Present: Mayor Alan Casavant; Councilor Norm Belanger; Councilor William Emhiser; Councilor Marc Lessard; City Manager James Bennett; Finance Director Nichole Wood; City Clerk Robin Patterson; Director of Planning & Economic Development Greg Mitchell; Lead Rehab Assessor/Housing Rehab Coordinator Gail Wilkerson

Approval of Minutes of May 3, 2023

Motion by Councilor Emhiser, seconded by Councilor Lessard to accept the minutes as printed.

Vote: unanimous.

Motion carries.

Expenditure Warrants:

The Warrants are circulating for signature

Adjustment to the Agenda:

There were no adjustments to the agenda.

Discussion/Approval

4.1 Approval/Lead Hazard Reduction Program's Public Health Outreach Agreement with UNE

Discussion: Ms. Wilkerson presented this item. Councilor Lessard asked if UNE's output on the project has been a fair proxy of the amount we have paid them over the course of the contract. Ms. Wilkerson responded that it has. Councilor Emhiser asked about contract targets and if the previous contract targets were met. Ms. Wilkerson responded that they had with the exception of tenant contact because of COVID.

Motion by Councilor Emhiser, second Councilor Lessard

Vote: Unanimous

Motion carries

4.2 Approval/Policy Consultant for Unhoused Services

Discussion: Ms. Wilkerson presented this item. Mayor Casavant reminded the committee that Council has already appropriated these funds, that this is just an approval of the vendor/consultant. Ms. Wilkerson explained that we went to RFP and received one proposal. She called references and was very satisfied, both with what she heard from them and from speaking directly to the consultants.

Councilor Lessard has concerns about awarding a contract like this when there is only one

proposal, especially when it is a vendor we don't have previous experience. He is also having difficulty connecting the dots between where they have worked/studied (San Antonio, TX) to Biddeford.

City Manager Bennet reiterated that the deliverable here is for help in drafting policy from a community standpoint surrounding the unhoused. There is a large spectrum, from only what is required by the State to running a full program. We negotiated the price down for the deliverable to what we really need them to do for us.

Councilor Lessard asked if this was something they could provide to York County's budget committee as a county-wide initiative.

Motion by Councilor Lessard, second Councilor Emhiser

Vote: Unanimous

Motion carries

Other Business

5.1 Underbilling of the Wastewater Treatment Plant

Staff provided a breakdown of the estimated underbilling that was identified during the FY22 Audit. City Manager Bennett explained that the error was found during audit test work, and corrected; however, staff made an administrative decision at the time not to go back to try to recoup the amounts underbilled. In total it was in the \$10,000 range.

5.2 April Financial Reports

April financial reports are attached with the cumulative 10 months in one worksheet. Things not included in the reports – cash balances were reported, along with investments. Rates at the different banks (Camden National Bank and M&T Bank) were discussed. We are about 95% collected on property taxes – second half property tax was due on April 25th. Discussion of non-property tax revenues (building/code enforcement fees, investment revenue).

Councilor Emhiser asked about how much liquid cash we currently have, wondering if that was more than necessary. Ms. Wood discussed the cyclical nature of cash receipts, and that she tracks the bank balances very closely.

Councilor Emhiser then asked about the outstanding property tax receivable and asked if we felt that was out of the ordinary. Ms. Wood reminded them what the FY22 ending receivable was, and mentioned that she feels we are on track.

Adjournment

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

Vote: unanimous.

Motions carries.

Adjourned at 5:45 pm



Finance Committee

Meeting Date: June 6, 2023

Meeting Time: 5:00 PM

Agenda Item No: 4.1

Item Description: Authorization/Heart of Biddeford Holiday Lighting Invoice

Submitted by: Brian S. Phinney, COO

Supporting Information/Documentation:

Heart of Biddeford memo dated May 23, 2023

Heart of Biddeford Holiday Lighting Invoice

Heart of Biddeford Holiday Lighting Expense Back-up

FY23 Heart of Biddeford Municipal Services Request

FY23 La Kermesse Municipal Services Request

Key Terms:

N/A

Executive Summary:

Heart of Biddeford is requesting reimbursement for holiday lighting expenses incurred for the FY23 fiscal year. The holiday lighting allocation was paid to La Kermesse as the requesting agency. With the holiday lighting line expended, Heart of Biddeford is requesting authorization for payment of the Heart of Biddeford expense in the amount of \$3,501.16.

Detailed Review:

As part of the municipal services budget process agencies submit requests, the city manager recommends a dollar amount for the budget, and the council makes a final determination on the dollar amount and the allocations.

La Kermesse submitted requests in the amount of \$5,000.00 for holiday lighting and \$15,000.00 for annual sponsorship of the La Kermesse Festival. The City awarded \$5,000.00 and \$12,500, respectively. Heart of Biddeford requested \$45,000 for operations, programming, events, and marketing with an additional specific request of \$5,000.00 for River Jam. The City awarded \$47,500.00, collectively. Subsequently the City paid Heart of Biddeford an additional \$74,784 in ARPA funds of which \$2,500 was specifically to backfill full funding request of \$50,000.00.

The current protocol for distributing funds to municipal service agencies not considered a city board, committee, or commission, is to make distributions for amounts under \$10,000.00 after July 1 of each year and split allocations greater than \$10,000.00 into two

equal installments with the first installment paid after July 1 and the second installment after January 1.

This protocol was followed for FY23 resulting in a \$5,000 payment to La Kermesse for holiday lighting - along with the other allocations to Heart of Biddeford and the other municipal services agencies.

Heart of Biddeford indicated in the May 23, 2023 reimbursement request memo that although Heart of Biddeford did not request finds for holiday lighting there was a misunderstanding regarding the discussion of \$6,000.00 during the municipal services presentations. Heart of Biddeford expended \$3,501.16 for holiday lighting support based on the presentation discussion and a review of account balances. Heart of Biddeford is seeking reimbursement for the expenditure.

Funding Source:

The allocation approved for Heart of Biddeford has been fully distributed. Reimbursement of the invoice will require reallocation of funds. If the reimbursement request is approved staff recommends reallocating \$3,501.16 from the unspent balance of “Additional Community Events” 1102MUN-608067.

Staff Recommendation:

Neutral. The Finance Committee recommendation will be forward to the City Council for consideration.



INVOICE

March 31, 2023

To:

City of Biddeford
Main Street
Biddeford, ME 04005

Invoice No. 03312023_01

City of Biddeford – Lighting Reimbursement	Total Amt.
Reimbursement for Holiday Lighting Expenses	\$3,501.16
Please Pay this Amount	\$3,501.16

Please Make Check Payable to:

Heart of Biddeford, 205 Main Street, Suite 103, Biddeford, ME 04005

CONTACT:

Delilah Poupore
director@heartofbiddeford.org
(207) 284-8520

11:57 AM

04/04/23

Accrual Basis

Heart of Biddeford Profit & Loss Detail

July 1, 2022 through April 4, 2023

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Other Income/Expense									
Other Expense									
Fiscal Sponsor & Designated Exp									
Check	08/05/2022	4640	Northern Lights Display	Invoice 22-0090: 2 wreaths for lincoln street	Fiscal Sp...		Biddeford Sav...	1,081.93	1,081.93
Credit Card Ch...	10/22/2022		Dupuis Hardware & Loc...	ladders for light installation/removal	Fiscal Sp...		Card Services...	186.72	1,268.65
Credit Card Ch...	10/26/2022		Novelty Lights Inc	2022 Holiday Light Order	Fiscal Sp...		Card Services...	1,696.79	2,965.44
Credit Card Ch...	11/07/2022		Dupuis Hardware & Loc...	holiday lighting supplies	Fiscal Sp...		Card Services...	6.32	2,971.76
Credit Card Ch...	11/07/2022		Dunkin Donuts	hot cocoa for light installation volunteers	Fiscal Sp...		Card Services...	83.96	3,055.72
Credit Card Ch...	11/07/2022		Rover Bagel	bagels for light volunteers	Fiscal Sp...		Card Services...	138.38	3,194.10
Check	11/21/2022	4706	Leah Schaffer	Extension Cords Reimbursements - Main Street Holi...	Fiscal Sp...		Biddeford Sav...	54.37	3,248.47
Credit Card Ch...	04/04/2023		Home Depot	Storage for holiday lights	Fiscal Sp...		Card Services...	252.69	3,501.16
Total Fiscal Sponsor & Designated Exp								3,501.16	3,501.16
Total Other Expense								3,501.16	3,501.16
Net Other Income								-3,501.16	-3,501.16
Net Income								-3,501.16	-3,501.16



TO: Biddeford City Council

FR: Delilah Poupore, executive director, HOB

DATE: May 23, 2023

RE: Clarification for Lighting Reimbursement from FY23

Thank you for reviewing this matter and determining whether the city will be able to pay Heart of Biddeford's invoice for \$3501.16 – for holiday lighting that we purchased and installed during the 2022 holiday season (FY23).

Leading up to the vote for the FY22 Budget:

- HOB did not submit a written request for holiday lighting funds. Traditionally, we have considered this a service that we provide for the City.
- We discussed an expenditure of \$6000 for holiday lighting at the City Council budget meeting.
- We saw that there was \$6000 in account #60864 for holiday lighting.
- We purchased and installed \$6000 worth of lighting.
- We submitted our receipts after completion, and received \$6000 reimbursement from #60864.
- I know La Kermesse also requested \$6000 for holiday lighting in addition to their \$15,000 festival. So I do not know what account they were paid from.

Leading up to the vote for the FY23 Budget:

- HOB did not submit a written request for holiday lighting funds.
- We discussed holiday lighting at the City Council budget meeting. We told the council that we only needed \$3000. Councilor Clearwater asked if we could use \$6000 if we received it, and I said yes.
- We saw that there was \$6000 in account #60864 for holiday lighting.
- We purchased and installed \$3501.16 worth of lighting.
- We submitted our receipts for \$3501.16 after completion on March 31, 2023.
- We were recently notified by the finance director that the \$6000 in funds from account #60864 had already been distributed to La Kermesse.
- La Kermesse also requested funds for lighting in addition to their \$15,000 festival disbursement.

Mission Statement:

The Heart of Biddeford in partnership with the City of Biddeford, the business community, property owners, and residents, fosters economic development and improves the downtown and quality of life within its boundaries by supporting existing businesses, attracting new businesses, promoting the downtown through events and working to beautify the urban core.



My hunch is that there was some confusion during the budget confirmation process, since I bet the council planned to provide funding to both HOB and La Kermesse to complete holiday lighting, but the amount for each organization wasn't put in writing anywhere. Brian doesn't recall an order allocating funds during budget discussions.

Please let me know if HOB will be reimbursed for the \$3501.16 that we spent for holiday lighting this last holiday season.

Sincerely,

A handwritten signature in black ink, appearing to read 'D. Poupore'.

Delilah Poupore, executive director

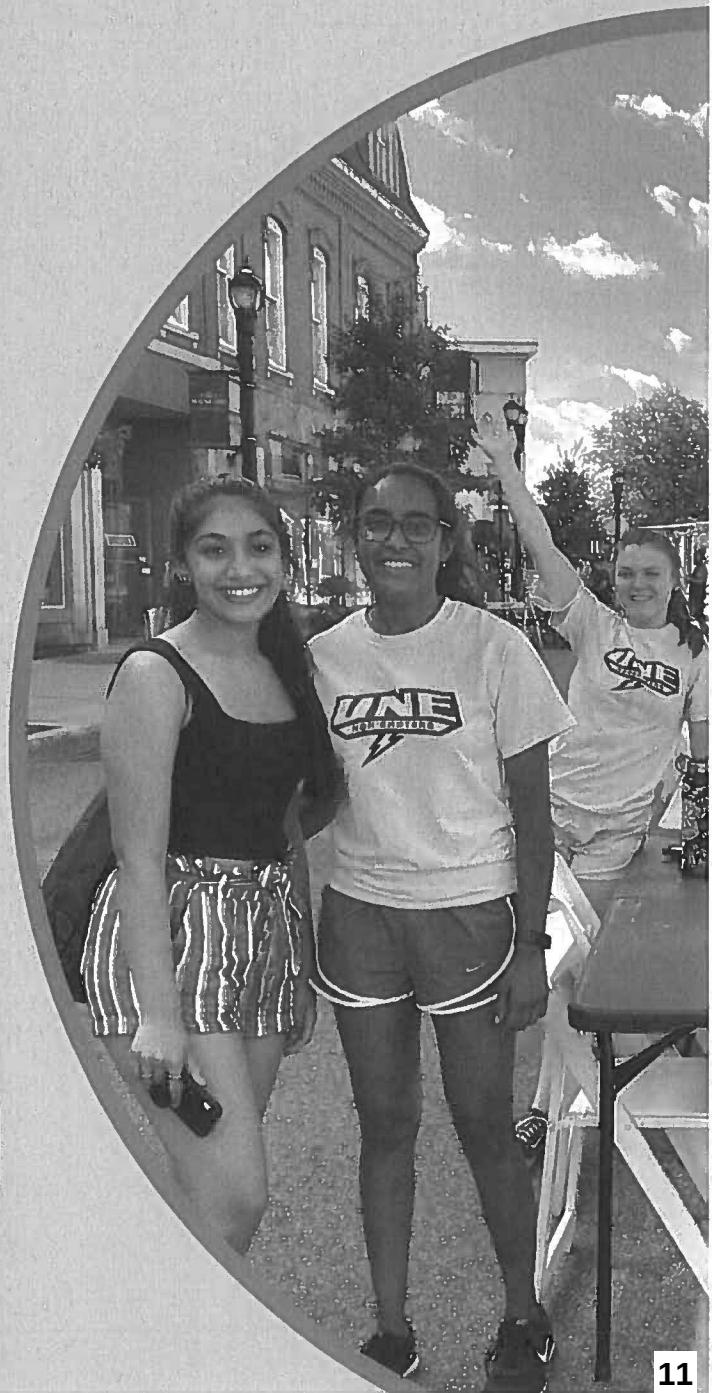
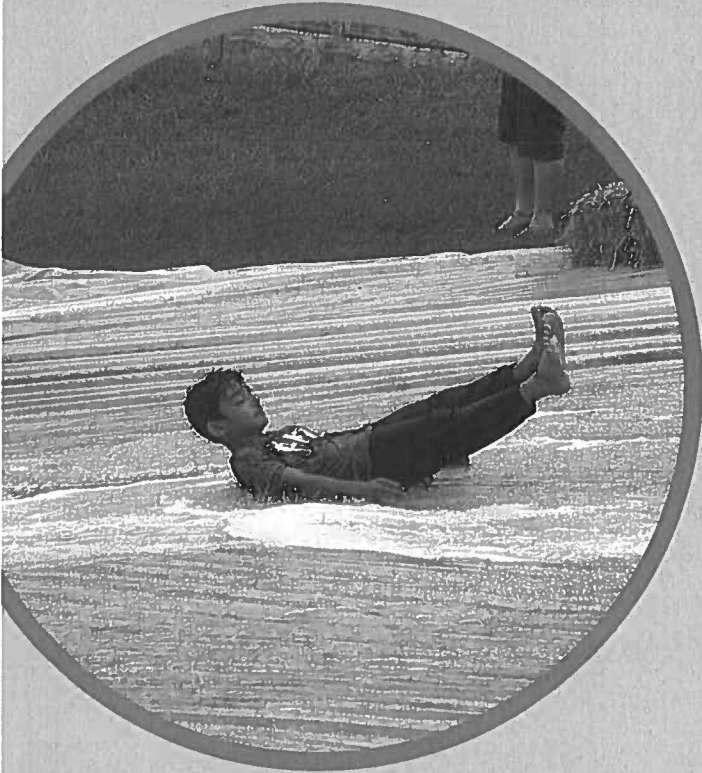
P.S. Separately, I did contact Jim and Brian as well as Paul Gagne from La Kermesse a few weeks ago. I'm hoping we can meet to discuss how the **FY24** split of funds should work. La Kermesse does not submit receipts for their holiday lighting purchases, since their disbursement covers both the material costs and a donation to the organization for their time. I believe it would be helpful to have one meeting with City staff and/or a Councilor to help both organizations ensure the council's goals for the funds are met.

Mission Statement:

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FY22 IMPACT REPORT

AND FY23
REQUEST FOR SUPPORT



EVENTS

While navigating a pandemic, HOB drew 7000 people downtown to enjoy or discover Biddeford through the following HOB events:

- Martin Luther King Jr. Day Clothing Drive
- WinterWeek (outdoor activities through the Eventzee App)
- Restaurant Week (restaurant related activities through the Eventzee App)
- Pride Flag Raising
- Hosted Mid-Town Court, outdoor dining
- Memorial Day Ceremony
- Foodie Tours
- Music in the Park (8 weeks)
- River Jam Festival
- 9-11 Commemoration
- 5K Road Race
- GrowSmart Maine host
- Business Poker Crawl, with local businesses
- Halloween Downtown Creepy Crawl
- Veterans Day Ceremony
- Lighting of the Hanukkah
- Downtown Holiday Fest

MARKETING

HOB drew attention to Biddeford and shared key information with the local community as well as visitors through the following marketing efforts:

- Sent 106 general and business email newsletters to 2200 subscribers.
- Increased Facebook followers by 10% and Instagram followers by 20%, and increased Instagram daily impressions by 49%.
- Promoted Biddeford through an "IG Takeover" of the Main Street America Instagram account for a day.
- Kept new HOB website up-to-date with listings of businesses, and leasing and employment opportunities.
- Designed and printed 2000 maps, placed at downtown businesses and in mill residences.
- Continued collaboration among Maine's 10 Main Street communities with our MainStreetMaine.org website and social media campaigns.
- Created social media campaigns, print ads and tv commercials for holiday shopping and various events.



BUSINESS SUPPORT

- Hosted three Business Zoom calls to share information and gain feedback, particularly related to the pandemic.
- Served as resource for business start-ups and assisted eight (8) new or expanded businesses openings.
- Designed, purchased and installed 23 "Open" flags throughout the downtown.
- Registered Biddeford for Maine Craft Weekend, prompting multiple events that drew visitors to town.
- Made property and business owners aware of a Commercial District Revolving Fund, eligible to Main Street Biddeford businesses through HOB.
- Staffed the Midtown Court to enable outdoor eating and drinking, particularly during times of higher hesitancy at indoor restaurants and bars.

PARTNERSHIPS

- Promoted City's Comp Plan surveys and activities.
- Completed holiday lighting effects including purchase of 8 new wreaths for Lincoln Street.
- Hosted 45 people from 7 organizations for Part 1 of HOB's training related to Diversity, Equity & Inclusion.
- Continued Adopt-a-Park program, recruiting, training and appreciating volunteers who maintain parks.
- Served on Biddeford Cultural Coalition, supporting completion of the new cultural plan.
- Partnered closely with Engine, Biddeford Cultural & Heritage Center, Biddeford Recreation, Adult Ed., and La Kermesse to improve and expand the River Jam Festival.
- Collaborated with McArthur Library and Seeds of Hope on a book club, featuring a historic fiction novel about a pandemic in England.
- Won a Main Street Resiliency Grant for \$8,500 to promote Biddeford's Black-owned businesses in partnership with Black Owned Maine.



Back to School... Biddeford Style!



LaTocha Evans, Owner



Tanya Smith, Owner



Mario Ramos, Owner



KLASSICALLY KUTE
114 Main Street
Kid's clothing & accessories



STYLZ 4 LESS
65 Jefferson Street
100% bag fashion and custom t-shirts

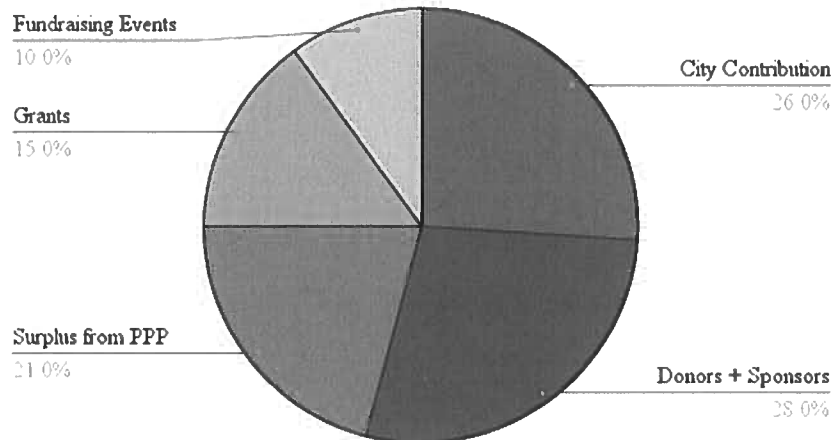


WOODGRAIL BARBERS
47 Main Street
Biddeford, ME
(207) 494-8590



Welcomes you downtown as kids prepare to go back to school, featuring these Black-owned businesses: FMI heartofbiddeford.org & BlackOwnedMaine.org

FY22 INCOME SOURCES



FOR EVERY
\$1
THAT THE
CITY
INVESTED IN
HOB IN FY22

Value of volunteer hours	\$25,900
Value of staff hours spent on	\$50,000
City-related projects and events	
Donations & Sponsorships	\$48,125
Fundraisers	\$17,650
Grants	\$36,000
TOTAL	\$177,675

HOB
LEVERAGED
\$3.95
MORE FOR
BIDDEFORD

Imagine funding a department with two employees and hundreds of volunteers that does events, marketing, beautification, outreach, volunteerism, grant winning and business support -- for \$44,000!

FY23 REQUEST

HOB respectfully requests \$45,000 in annual support for operations, programming, events and marketing, plus \$5,000 specifically for River Jam.





La Kermesse Franco-Américaine

P. O. Box 289
Biddeford, ME 04005-0289

FY23

January 24, 2022

To ; Nicole Wood
Finance Director

As in previous years, please accept this request for the amount of \$6,000 for La Kermesse organization to continue decorating the city for the Christmas Season. Would also request the amount of \$15,000.00 which was not needed for the past two years due to the virus. In the prior year this was an annual sponsorship amount from the city to help promote the festival.

Hopefully we can to continue having your support. Please feel free to contact me if any questions come up.

e-mail bfp808@gwi.net or 229-2024

Sincerely

Paul N. Gagne
Treasurer



Finance Committee

Meeting Date: June 6, 2023

Meeting Time: 6:00 PM

Agenda Item No: 4.2

Item Description: Authorization/Purchase and Installation of Downtown Cameras for Minuteman Security Technologies

Submitted by: JoAnne Fisk, Interim Chief of Police

Supporting Information/Documentation:

See attached document

Executive Summary:

Minuteman Security Technologies has installed fourteen security camera systems along the Main Street to Water Street corridor, including cameras throughout Mechanics Park. This work included three replacement exterior cameras at the Police Department. This work was approved by Chief Beaupre prior to his retirement and has been completed.

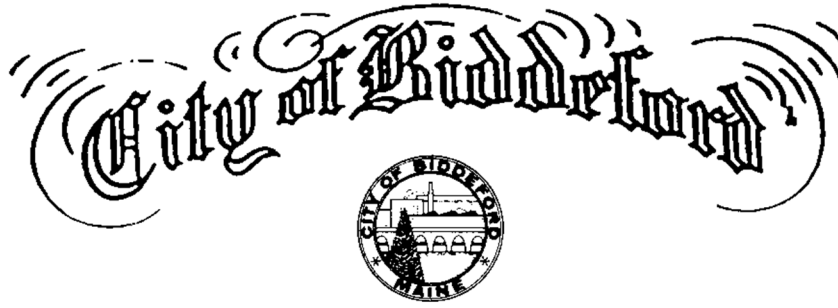
Detailed Summary:

Funding Source:

The total for the work is \$80,255.06. The funds would come from Asset Forfeiture 31119-40576.

Staff Recommendations:

Staff Recommends payment to Minuteman Security Technologies in the amount of \$80,255.06



2023. 27

IN BOARD OF CITY COUNCIL... April 4, 2023

BE IT ORDERED, that the City Council does hereby authorize the City Manager to execute an agreement with Minuteman Security Technologies in the amount of \$80,255.06 for the purchase and installation of Downtown Cameras.

Attest by: _____

Fisk, JoAnne

From: Peter Green <pgreen@minutemanst.com>
Sent: Tuesday, March 28, 2023 7:28 PM
To: Fisk, JoAnne
Subject: Fwd: Biddeford Police

EXTERNAL: This email originated from outside of the City of Biddeford email system. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Sent from my iPhone

Begin forwarded message:

Peter Green

Chief Revenue Officer
Minuteman Security & Life Safety

Office: 978-783-0018
Mobile: 207-831-0542
pgreen@minutemanst.com
minutemanST.com
1 Connector Road, Andover, MA, 01810



From: Angela Wilder <awilder@minutemanst.com>
Date: March 28, 2023 at 2:18:45 PM PDT
To: Peter Green <pgreen@minutemanst.com>
Subject: FW: Biddeford Police

7200 / Parking Lot Replacement Cameras

INV#82979

\$4,996.15

Total of all three is **80,255.06**

Angela Wilder

Finance Manager, ME/FL/IL
Minuteman Security & Life Safety

Office: 207-464-0018
Mobile: 207-894-0295
awilder@minutemanst.com
minutemanST.com
42 Industrial Park Rd, Saco, ME, 04072





Minuteman Security
Technologies
1 Connector Road
Andover, MA 01810
(207) 464-0018

Date	Invoice
01/20/2023	84529
Account	
Biddeford Police D	

Bill To:
Biddeford Police Department Attn: Roger Beaupre 39 Alfred Street Biddeford, ME 04005 United States

Ship To
Biddeford Police Department Attn: Roger Beaupre 39 Alfred Street Biddeford, ME 04005 United States

Terms	Due Date	PO Number	Reference
Net 30	02/19/2023		

Project Name	Main/Water St 360 Camera		
Billing Type	Standard		
Company Name	Biddeford Police Department		
Contact Name	Roger Beaupre		
Other Charges	Quantity		
Billable Other Charges			
PNM-9085RQZ1: Wisenet P Multi 5MPx4 Outdoor Dome, PTRZ w/IR	3.00		
SBP-317HMW: Can be used with PNM-9084RQZ/9085RQZ. Mount scre	3.00		
SBP-390WMW2: Wall Mount Accessory 2x knock out built-in com	3.00		
SBP-300NBW: Installation Back box compatible with (SBP-300WM	3.00		
SBP-300PMW1: Pole Mount Base for Wall Mount, White	2.00		
EVIP01: (1) Pro IP Camera License	4.00		
XNO-8080R: Wisenet X powered by Wisenet 5 network IR outdoo	1.00		
WAYPOINT17A: Power Supply, Waypoint Series, 24Vac@7.25A Or 28	2.00		
775600-11DBS: CAT6 DIRECT BURIAL	500.00		
E-100BTX-FX-05: Fast Ethernet Stand-Alone Media Converter	6.00		
MISC-S-Inactive: Misc Security Installation Materials	1.00		
TPE-TG52: TRENDnet TPE-TG52 5-Port Gigabit PoE+ Switch, 32W, 10Gbps	1.00		
MISC-S: Misc Security Installation Materials	1.00		

Fixed Fee		
We thank you for your business! Advancing Security, Life Safety, and Communications	Invoice Subtotal:	\$22,577.05
	Sales Tax:	\$0.00
	Invoice Total:	\$22,577.05
	Payments:	\$0.00
	Credits:	\$0.00
	Balance Due:	\$22,577.05

IMPORTANT

We are updating our records. If you are tax exempt, please forward your most recent tax-exempt certificate to ar@minutemanst.com.



Minuteman Security
Technologies
1 Connector Road
Andover, MA 01810
(207) 464-0018

Date	Invoice
02/14/2023	86079
Account	
Biddeford Police D	

Bill To:
Biddeford Police Department Attn: Accounts Payable 39 Alfred Street Biddeford, ME 04005 United States

Ship To
Biddeford Police Department Attn: Accounts Payable 39 Alfred Street Biddeford, ME 04005 United States

Terms	Due Date	PO Number	Reference
Net 30	03/16/2023		

Project Name	City Cameras
Billing Type	Standard
Company Name	Biddeford Police Department
Contact Name	Accounts Payable
Other Charges	Quantity
<u>Billable Other Charges</u>	
PNM-9085RQZ1: Wisenet P Multi 5MPx4 Outdoor Dome, PTRZ w/IR	6.00
SBP-317HMW: Can be used with PNM-9084RQZ/9085RQZ. Mount scre	6.00
SBP-390WMW2: Wall Mount Accessory 2x knock out built-in com	6.00
SBP-300NBW: Installation Back box compatible with (SBP-300WM	6.00
SBP-300PMW1: Pole Mount Base for Wall Mount, White	6.00
EVIP01: (1) Pro IP Camera License	6.00
VLS-LSM-B: LONGSPAN MAX BASE. Hi-Power, up to 90W long-range Ethernet	6.00
VLS-LSM-C: LONGSPAN MAX CAMERA. Hi-Power, up to 90W long-range Ethern	6.00
MISC-S: Misc Security Installation Materials	1.00
SBP-300PMW1: Pole Mount Adapter Accessory, use with SBP-300WMW1, White color, made	1.00
WAYPOINT17AU: CCTV Power Supply Outdoor 2 Fused Outputs 24/28VAC @ 7.25A 11	1.00
NBE-5AC-GEN2-US: 5GHz NanoBeam ac Gen2 19dBi US	2.00

MISC-S: Misc Security Installation Materials		1.00
Fixed Fee		
We thank you for your business! Advancing Security, Life Safety, and Communications	Invoice Subtotal:	\$52,681.86
	Sales Tax:	\$0.00
	Invoice Total:	\$52,681.86
	Payments:	\$0.00
	Credits:	\$0.00
	Balance Due:	\$52,681.86

IMPORTANT

We are updating our records. If you are tax exempt, please forward your most recent tax-exempt certificate to ar@minutemanst.com.



Minuteman Security
Technologies
1 Connector Road
Andover, MA 01810
(207) 464-0018

Date	Invoice
12/27/2022	82979
Account	
Biddeford Police D	

Bill To:
Biddeford Police Department Attn: Accounts Payable 39 Alfred Street Biddeford, ME 04005 United States

Ship To
Biddeford Police Department Attn: Accounts Payable 39 Alfred Street Biddeford, ME 04005 United States

Terms	Due Date	PO Number	Reference	
Net 30	01/26/2023			

Project Name	Parking Lot Replacement Cameras		
Billing Type	Standard		
Company Name	Biddeford Police Department		
Contact Name	Accounts Payable		
Other Charges	Quantity		
Billable Other Charges			
PNM-9022V: WN7 Panoramic Multi-sensor camera, 180° view, (2MP X 4 sens	1.00		
SBP-276HMMW: Cap adapter for the PNM-9084QZ, PNM-8082VT, PNM-9022V, PNM-	1.00		
SBP-300WMW1: Wall Mount Accessory (white), Compatible with white hanging	1.00		
SBP-300NBW: Installation Back box compatible with (SBP-300WMW, SBP-300W	1.00		
QNO-8080R: Wisenet Q network outdoor vandal bullet camera, 5MP @ 30fps	2.00		
SBO-126B: IR bullet camera back box. (XNO-L6080R, QNO-8080R)	2.00		
MISC-S: Misc Security Installation Materials	1.00		
Fixed Fee			
We thank you for your business! Advancing Security, Life Safety, and Communications	Invoice Subtotal:		\$4,996.15
	Sales Tax:		\$0.00
	Invoice Total:		\$4,996.15
	Payments:		\$0.00
	Credits:		\$0.00
	Balance Due:		\$4,996.15

IMPORTANT



City Council

Meeting Date: June 6, 2023

Meeting Time: 6:00 pm

Agenda Item No: 9.g

Item Description: 2023.65) Approval/FY24 Sewer User Fee Increase

Submitted by: Nichole Wood, Finance Director

Supporting Information/Documentation:

Order 2023.65) Approval/FY24 Sewer User Fee Increase

Key Terms:

N/A

Executive Summary:

The Budget Committee recommended, and Council approved, a 2% increase in revenue line 35102-40249 Sewer User Fee Revenue to offset the decrease in the transfer from the General Fund.

Detailed Review:

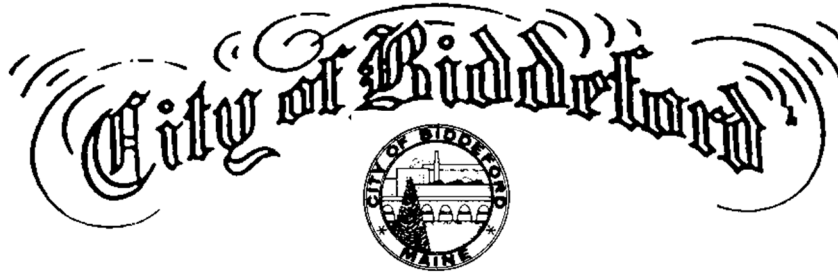
To facilitate a 2% increase in the Sewer User Fee Revenue, staff make changes to the Sewer User Fee schedule currently in place, increasing rates by 2% across the board.

Funding Source:

No funding source required. Sewer user fees are a revenue.

Staff Recommendation:

Adopt the sewer user fee schedule presented. Invoicing to commence beginning with the first billing cycle in July, 2023.



2023.65

IN BOARD OF CITY COUNCIL...JUNE 6, 2023

WHEREAS, City ordinance declares it necessary and conducive to the protection of the public health, safety, welfare and convenience of the City to collect charges, referred to as sewer user fees, from all users who contribute wastewater to the City's treatment works; and,

WHEREAS, the sewer user fees are collected and deposited in a non-lapsing fund known as the "Wastewater Fund"; and,

WHEREAS, the proceeds of such fees so derived are used for the purpose of operating and maintain the public wastewater treatment works and providing for future needs; and,

WHEREAS, the City Council is authorized to review, and, if necessary, revise the sewer user fees as the basis for sewer fee billing; and,

BE IT ORDERED, that the following rate structure be adopted:

Attest by: _____

FY24 Sewer Billing Fee Schedule

Type of Billing	Frequency	# of Weeks	Min Volume (100CF)	Max Volume (100CF)	Rate	Min Charge
Residential (30)	Monthly	4 Weeks	-	392	\$ 4.68	\$ 18.72
Residential (30)	Monthly	4 Weeks	393	1,666	\$ 6.52	
Residential (30)	Monthly	4 Weeks	1,667	1,000,000,000	\$ 6.84	

Multi Unit (35)	Monthly	4 Weeks	-	392	\$ 5.05	\$ 20.20
Multi Unit (35)	Monthly	4 Weeks	393	1,666	\$ 7.02	
Multi Unit (35)	Monthly	4 Weeks	1,667	1,000,000,000	\$ 7.36	

Residential (40)	Quarterly	12 Weeks	-	1,175	\$ 4.68	\$ 56.16
Residential (40)	Quarterly	12 Weeks	1,176	5,000	\$ 6.52	
Residential (40)	Quarterly	12 Weeks	5,001	1,000,000,000	\$ 6.84	

Multi Unit (45)	Quarterly	12 Weeks	-	1,175	\$ 5.05	\$ 56.16
Multi Unit (45)	Quarterly	12 Weeks	1,176	5,000	\$ 7.02	
Multi Unit (45)	Quarterly	12 Weeks	5,001	1,000,000,000	\$ 7.36	

Commercial (50)	Monthly	4 Weeks	-	425	\$ 7.78	\$ 31.12
Commercial (50)	Monthly	4 Weeks	426	1,667	\$ 7.37	
Commercial (50)	Monthly	4 Weeks	1,668	4,167	\$ 8.15	
Commercial (50)	Monthly	4 Weeks	4,168	1,000,000,000	\$ 8.81	

Multi Unit (55)	Monthly	4 Weeks	-	425	\$ 7.83	\$ 31.32
Multi Unit (55)	Monthly	4 Weeks	426	1,667	\$ 7.37	
Multi Unit (55)	Monthly	4 Weeks	1,668	4,167	\$ 8.15	
Multi Unit (55)	Monthly	4 Weeks	4,168	1,000,000,000	\$ 8.81	

Commercial (60)	Quarterly	12 Weeks	-	1,275	\$ 7.83	\$ 101.79
Commercial (60)	Quarterly	12 Weeks	1,276	5,000	\$ 7.37	
Commercial (60)	Quarterly	12 Weeks	5,001	12,500	\$ 8.15	
Commercial (60)	Quarterly	12 Weeks	1,250	1,000,000,000	\$ 8.81	

Multi Unit (65)	Quarterly	12 Weeks	-	1,275	\$ 7.83	\$ 101.79
Multi Unit (65)	Quarterly	12 Weeks	1,276	5,000	\$ 7.37	
Multi Unit (65)	Quarterly	12 Weeks	5,001	12,500	\$ 8.15	
Multi Unit (65)	Quarterly	12 Weeks	12,501	1,000,000,000	\$ 8.81	

Annual Flow by CU FT

Residential	-	4,700	\$ 4.41
Residential	4,701	20,000	\$ 5.99
Residential	20,001	Plus	\$ 6.28

Commercial	-	5,100	\$ 6.56
Commercial	5,101	20,000	\$ 6.56
Commercial	20,001	50,000	\$ 7.25
Commercial	50,001	Plus	\$ 7.83

Current Charge

\$ 18.43

\$ 6.39

\$ 6.71

\$ 19.82

\$ 6.88

\$ 7.22

\$ 55.22

\$ 6.39

\$ 6.71

\$ 59.38

\$ 6.88

\$ 7.22

\$ 30.72

\$ 7.23

\$ 7.99

\$ 8.64

\$ 30.72

\$ 7.23

\$ 7.99

\$ 8.64

\$ 92.16

\$ 7.23

\$ 7.99

\$ 8.64

\$ 92.16

\$ 7.23

\$ 7.99

\$ 8.64

\$ 4.32

\$ 5.87

\$ 6.16

\$ 6.43
\$ 6.43
\$ 7.11
\$ 7.68