

City of Biddeford
Budget Committee
June 04, 2020 6:00 PM
Virtual Zoom Meeting

Webinar ID: 918 2340 6656

Password: 875635

Meeting Link:

<https://biddeford.zoom.us/j/91823406656?pwd=bWFBD0Y5NGRlVUNYTm5STGRhSDhDQT09>

Or iPhone one-tap :

US: +13126266799,,91823406656# or +16465588656,,91823406656#

Or Telephone:

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

**US: +1 312 626 6799 or +1 646 558 8656 or +1 301 715 8592 or +1 346 248 7799 or +1
669 900 9128 or +1 253 215 8782**

- 1. Roll Call**
- 2. Pledge of Allegiance**
- 3. Discussion**
 - 3.1. Discussion of Proposed FY 21 City Budget
 - [Municipal Services Presentation Schedule - FY21 Budget Updates](#)
 - [Biddeford Cultural and Heritage Center - FY21 Update](#)
 - [Biddeford Mills Museum.pdf](#)
 - [Biddeford Mills Museum by the numbers.jpg](#)
 - [Southern Maine Finance Agency \(formerly BSAEDC\) - FY21 Update](#)
 - [City Theater.pdf](#)
 - [Eastern Trail Alliance - FY21 Update](#)
 - [Engine - FY21 Update \(Presentation\)](#)
 - [Biddeford Historical Society - FY21 Update](#)
 - [Heart Of Biddeford.Downtown Holiday Lighting.Downtown Promotions.pdf](#)
 - [McArthur Library - FY21 Update](#)
 - [Saco River Corridor Commission - FY21 Update](#)
 - [Biddeford Saco OOB Transit District - FY21 Update](#)
 - [Southern Maine Planning and Development Commission - FY21 Update](#)
 - [Southern Maine BeachProfile Monitoring Program.pdf](#)
 - [Youth Connection.pdf](#)
 - [Seeds of Hope.pdf](#)
 - [Historic Preservation Commission - FY21 Update](#)
- 4. Adjourn**

Municipal Services Presentation Schedule for June 4, 2020:

Time:	<u>Municipal Services:</u>
6:00	Budget Committee Meeting Begins
6:05	Biddeford Conservation Commission
6:10	Biddeford Cultural & Heritage Center
6:15	Biddeford Mills Museum
6:20	Southern Maine Finance Agency (formerly BSEDC)
6:25	City Theater
6:30	Eastern Trail Alliance
6:35	Engine
6:40	Historical Society
6:45	HOB (Heart of Biddeford), Holiday Lighting, Downtown Promotions
6:50	Age Friendly
6:55	Life Flight Foundation
7:00	Lakermesse
7:05	5 Minute Break
7:10	McArthur Library
7:15	Project Canopy
7:20	Saco River Corridor Commission
7:25	Shuttle Bus (Bidd-Saco-OOB Transit District)
7:30	So ME Regional Planning
7:35	Southern Maine Beach Profile Monitoring Program Advisory Committee
7:40	Southern Maine Veterans Memorial
7:45	Youth Connection
7:50	Seeds of Hope
7:55	DDC (Downtown Development Commission)
8:00	Historic Preservation Commission



June 2, 2020

To: City Council City of Biddeford
From: Diane P. Cyr, president
Subject: Request for \$10,000 Allocation
F/Y 2020-2021
CC: Mr. James Bennett, City Manager

Dear Mayor Casavant and City Council Members,

Thank you for the opportunity to participate in the upcoming meeting regarding the proposed City Budget. These are unprecedented and difficult times for many. We understand, as a result of the Covid-19 pandemic, many people and organizations in the City of Biddeford have been adversely affected.

Biddeford Cultural and Heritage Center (BCHC) is in a unique position and has not been impacted in quite the same manner as others because we are still a “virtual” organization without a physical location or paid employees, utilities, etc to cover. Our major programs, like the Voices of Biddeford, the Museum in the Streets, the Virtual Museum, the Volunteer Appreciation/Award picnic and the Biddeford Hall of Fame are still on-going.

COVID-19 has impacted us in a few different ways. With the La Kermesse Festival being cancelled, BCHC was not able to hold the Hall of Fame Ceremony in June and lost a non-refundable deposit fee for the tent, lost the opportunity for valuable exposure, fundraising, marketing, and were not able to provide a community meal event that was being planned as part of the Bicentennial Celebrations grant. Printing needed to be redone due to date changes.

A presentation on Maine and the Civil War was rescheduled until October. It had also been recognized by the state as a Bicentennial event. Another speaker has yet to be scheduled due to the uncertainty around us.

As always, space is a problem, a venue is needed for programs, but there are now added and unexpected rental/facility fees to consider. Rental space is prime in our city and can cost anywhere from \$500-\$1600. We have put off plans until there is more certainty of when and where that might occur, along with availability and cost involved with renting space for a meal, speakers, presentation, etc.

The Hall of Fame nominations were extended until July and plans are to hold the ceremony in early October, or virtually if needed. The proposed budget for the Hall of Fame is \$1500.

The Museum in the Streets is progressing and QR codes have been placed. There are 5 plaques missing and should those not be found, the cost could be significant to replace them, which was not in the budget, about \$1000.

The oral history program is still ongoing and interviews are being added as they become available. We are currently looking at options in regards to how best to do distance interviews, equipment needs, training, etc.

The fiscal year of BCHC is October 1st to September 30th annually. It does not run on the calendar year. Of the funds spent last year, 54% went towards programs, 33% was organizational, 8% marketing/advertising and 5% towards volunteer services.

I hope this info is sufficient and plan to sign into the meeting and speak. Please do not hesitate to reach out to me should you need any additional information. As always, I appreciate your time and continued support of the Biddeford Cultural and Heritage Center and all you do for the City of Biddeford. Thank you.

Sincerely,

Diane P Cyr

CITY COUNCIL = BUDGET REQUEST SUPPORT

NAME - DOROTHY MATHES

ADDRESS - 2 MAIN STREET - BIDDEFORD

TREASURER - BIDDEFORD MILLS MUSEUM

BIDDEFORD MILLS MUSEUM WAS FORMED 9 YEARS AGO BY A GROUP OF INDUSTRIOUS FORMER MILL WORKERS WHO SAW THE END OF THE TEXTILE INDUSTRY IN BIDDEFORD WITH THEIR OWN EYES. SOON THEY STARTED TO DOCUMENT THE HISTORY AND COLLECT THE STORIES, THE PHOTO ALBUMS, TOOLS, AND RECORDS TO BE SAVED AND SHARED WITH EACH NEW GENERATION.

THESE FIRST VOLUNTEERS HAVE BEEN JOINED BY OTHERS TO PRESERVE AND SHARE THIS HISTORY. SEVERAL THOUSAND PEOPLE ,AND MANY LOCAL SCHOOL GROUPS, HAVE TOURED THE MILLS AND LEARNED THE HISTORY OF THE BEGINNING AND THE GROWTH DURING THE 170 YEARS OF TEXTILE AND EQUIPMENT PRODUCTION HERE IN BIDDEFORD.

IN MARCH OF 2019, JUST A LITTLE MORE THAN A YEAR AGO, WE OPENED A PUBLIC EXHIBIT IN THE PEPPERELL CENTER AT 40 MAIN STREET WITH THE HELP OF THE MAINE HISTORICAL SOCIETY. A FEW MONTHS LATER, JUST A YEAR AGO, WE LEASED SPACE IN BUILDING 18 AT 2 MAIN ST, WHERE, IN NOVEMBER, WE OPENED A MUSEUM , STAFFED BY VOLUNTEERS. DURING THE WINTER WE STARTED NETWORKING WITH THE UNIVERSITY OF NEW ENGLAND INTERN PROGRAM AND WITH BOON MILL IN LOWELL TO EXPLORE THEIR EDUCATIONAL PROGRAMS.

OUR WORK IS NOT LOST, BUT LIKE SO MANY OTHERS, WE WERE FORCE TO CLOSE IN EARLY MARCH. THE MUSEUM WILL SOON REOPEN, BUT OUR TOURS WILL NOT BE AVAILABLE THIS SEASON.

WE HOPE THE CITY LEADERS WILL RECOGNIZE AND SUPPORT OUR EFFORTS IN THIS MOST DIFFICULT YEAR. THANK YOU FOR LISTENING AND THANK YOU FOR YOUR TIME.

\$5000 - ABOUT 1/2 OF OUR LOST TOUR REVENUE FOR THIS SUMMER AND ABOUT 20% OF OUR TOTAL OPERATING BUDGET.



BY THE NUMBERS

9	Number of Years organized
14	Number of active Volunteers
43	Oral History Videos Recorded
256	Cribbage Boards made from Mill Flooring
876	Items and Collections Cataloged
3510	People who have taken a Mill Tour with us

We ask the members of the City Council to support this important piece of Biddeford history in their budget planning process. At the present time it appears that curtains will not be available this season, however, the Pepperell Exhibit and the Museum at 2 Main St will be reopening soon.



June 2, 2020

Mr. James Bennett
City Manager
City of Biddeford
P.O. Box 586
Biddeford, Maine 04005

Re: City of Biddeford – Municipal Support – FY 2021

Dear Jim;

Southern Maine Finance Agency (SMFA), formerly known as the Biddeford-Saco Area Economic Development Corporation (BSAEDC) is in the process of preparing a draft budget for review by the Board of Directors. Based on the activity and long range plans of the Finance Agency, the City of Biddeford's continued support of SMFA is critical.

Accordingly, I respectfully submit this agency's budget request for flat funding of \$10,361.00 for fiscal year 2021. SMFA's budget requests have always been based upon this agency's need for financial support. While we have increased SMFA's programs and service area, we continue to endeavor to grow in a financially responsible and self-sufficient manner that benefits the businesses and communities we serve.

SMFA greatly appreciates Biddeford's continued support of this agency and it's mission to promote sustainable economic prosperity through regional business lending, targeting underserved markets. We strive to be the preferred leader in gap financing and collaborative solutions for the entrepreneurial economy in southern Maine.

To that end, we are working with the City and Matt Eddy on programs and services during the pandemic. Additionally, on behalf of York County, SMFA presented the 2020 York County Real Estate Forecast including the City of Biddeford's commercial real estate activity at MEREDA's Real Estate Forecast Conference on January 16th.

In closing, we greatly appreciate the City of Biddeford's continued support and we look forward to strengthening our partnership and economic development efforts. If you have any questions regarding SMFA's budget request, please do not hesitate to contact me at the number listed below. Thank you for your consideration and assistance with this matter.

Sincerely,

A blue ink signature of William O Armitage II, written in a cursive style.

William O Armitage II
Executive Director

Southern Maine Finance Agency

FY 2021 Budget Request

William O Armitage II, Executive Director

Biddeford City Council

June 4, 2020

Organizational Structure

- Private Non-Profit 501(c)(3)
- Created in 1992 by:
 - ✓ City of Biddeford;
 - ✓ City of Saco;
 - ✓ Biddeford-Saco Chamber of Commerce & Industry.
- Certified as Community Development Financial Institution by US Dept. of Treasury

Organizational Structure, cont.

- Governed by:
 - ✓ Board of Directors – 15 members from York County; and,
 - ✓ Loan Committee – 10 members from York County.
- Staffed by:
 - ✓ Full-time Executive Director
 - ✓ Full-time Commercial Loan Officer
 - ✓ Part-time Commercial Loan Officer
 - ✓ Full-time Portfolio Manager.

Mission

We promote sustainable economic prosperity through regional business lending, targeting underserved markets.

Mission, cont.

- Financing:
 - ✓ 8 Revolving Loan Programs totaling over \$12M.
 - ✓ 343 loans totaling over \$22.4M:
 - Created and Retained over 2,500 jobs;
 - Leveraged over \$120.7M in private investment;
 - 9.3% # Bad Loans / 4.6% \$ Charged-off;
 - ✓ 134 active loans totaling almost \$8.2M (\$6.7M outstanding principal balance).

Subcontract Relationships

- *City of Biddeford:*
 - ✓ MICRO-Loan Program; and,
 - ✓ Downtown Redevelopment Fund.
- *City of Saco:*
 - ✓ Downtown Redevelopment Fund.
- *Southern Maine Planning & Dev. Comm:*
 - ✓ EPA Brownfield Revolving Loan Program
 - ✓ EDA Revolving Loan Fund:
- *Kennebunk Development Corporation:*
 - ✓ Downtown MICRO Loan Program

COVID-19 Impact

- Portfolio:
 - ✓ 71 Loans to 43 businesses have required Debt Service Relief (53% of Loans or 46% of Balance)
 - 47 Loans / almost \$2.1M in Payment Deferment - (33%)
 - 24 Loans / over \$1M in Interest Only - (16%)
 - ✓ Approximately 35% decline in revenues due to Payment Deferments;
 - ✓ Anticipate 30% reduction in revenues for FY 2021
 - ✓ Municipal Contribution is essential to maintain operations and capacity to respond to business and municipal needs in FY 2021.

SMFA Biddeford Budget Request

Questions?

Will Armitage, Executive Director
Southern Maine Finance Agency
20 Pomerleau Street
Suite 300
Biddeford, Maine, 04005

Ph: (207) 282-1748
E-Mail: will@smfamaine.org

January 19, 2020

To: Cheryl Fournier, Finance Director City of Biddeford
From: Mark J. Nahorney, President
City Theater Associates Board of Directors

Subject: Request for Annual Allocation F/Y 2020 - 21

Dear Ms. Fournier:

Last year the City Council approved \$30,000.00 to continue with the capital repairs, additions and improvements to the theater. We thank you.

City Theater Associates Inc. is requesting \$30,000.00 for the continuation of the facility upkeep, health and safety repairs, restoration/renovation projects, and updating of facility systems. The requested funds will be used to continue with the leasehold improvements and upgrades to the theater.

Priority is based on the following criteria:

- Emergency and health & safety concerns
- Age and condition of project items
- Patron service and comfort
- Enhancing the artistic level of events
- Cost savings
- Supporting long term use of the facility
- Contractor availability
- Scheduling
- Matching donor or grant money

Biddeford City Theater is in its 124th year of existence. This past year the Theater set new seasonal (over 14,000 patrons) attendance records and number of events at 67. We once again received special notice and awards from the publication *Broadway World*. Broadway World selected City Theater as one of the top 5 theaters in the state along with 4 professional ones.

The Theater has been an integral part of the revitalization of Downtown Biddeford. City Theater Associates (CTA) Board of Directors, a volunteer driven, not-for-profit organization, and over 400 volunteers have provided the time and energy to move the Theater forward, while keeping the Theater in excellent financial health. Volunteers contribute over 9000 hours at a value of over \$160,000.

Capital improvements are not something the CTA can afford to undertake alone, necessitating our annual funding request to the City of Biddeford. We are particularly concerned about the heating and A/C projects which combined could cost over \$100,000. Without this annual City funding, we will have capital improvement issues, like these, that will not be properly addressed and will likely become an emergency issue, or require more costly solutions in the future. Building problems do not go away, they just get more expensive the longer one waits to take care of them.

The City Theater extends its gratitude for the City's continued support regarding these projects. Please contact me at thecitytheater@gmail.com or at 207-590-7277 with any questions and further assistance in this matter.

Thank you for supporting Biddeford City Theater.

Expenditures over the past few years:

Complete replacement and upgrade of the air conditioning system
Refinishing the entrance staircase and lobby hardwood floors
Replacing and maintaining carpeting
Electrical system upgrade
Sound system upgrade
Fire retardant drapery
Marquee lighting upgrade
Concession area refrigerators
Regular theatrical lighting unit replacement
Energy efficiency upgrades
Attic costume storage racks
Theater exterior side door replacement
Main Street entrance exterior refinishing

Upcoming expenditures:

Complete replacement and upgrade of heating boilers and relays
Regular theatrical lighting units and dimmer replacement
Exterior stage doors
Refinishing the orchestra section hardwood floor
Aisle railings in the balcony
Finish the Main Street entrance refinishing
Renovating Theater bathrooms - especially air circulation
Renovate concessions area
Refurbishing and some replacing of Theater seats

Anticipated Future Projects:

Complete Replacement and upgrade of heating boilers and relays

The 11 year old system is failing with one of the 3 boilers out of service and another leaking badly. Many of the relays providing heat to various areas are frozen shut and demand manual opening.
Estimated costs.....\$53,000.00

Updates and repairs to public restrooms

The addition of the heating system (2001) left areas of missing tile and holes. Handicap accessibility and better privacy both need to be taken into consideration. The metal stalls are severely rusted in the men's room and have etched graffiti in the ladies' room. There is no ventilation in either room. Quotes will be researched to make these improvements attractive, functional, and cost effective.
Estimated costs.....\$50,000.00

Upgrading the Concessions area

Paint, lighting, counter tops, cabinets, electrical service, heat and storage would be addressed. Estimated costs.....\$15,000.00

Upgrades and repairs to backstage dressing room and bathroom areas

Painting and patching holes in the hallways

General maintenance, upgrade in fixtures, and repairs are needed on an ongoing basis due to the high use of these areas. Estimated costs.....\$10,000.00

Finish the Main Street entrance refinishing

Refinish the wood ceiling and walls to match the doors that were refinished last year. This will need to be done when the weather agrees. Estimated at.....\$2,500.00

Continued upgrade of electrical service backstage

Over the past three years upgrades to electrical service backstage has been started. The major electrical panel stage right was replaced and new switches installed. Work needs to expand into other off stage areas, specifically the dressing rooms.

Estimated costs.....\$15,000.00

Continued upgrades to “fly system” with the goal of installing a counterweight system

As stated in previous reports, the current “fly system” above the stage is the original 100+ year old system. In the very near future the entire system will need to be replaced. We are currently taking steps that are “band aids” (new rope and pipes). While still safe to use, these are temporary measures until we can replace the current system.

Estimated cost for new system.....\$1,500,000.00

Addition of a split system air conditioner in stairwell

The stairwell in the lobby is not air conditioned. In the summer this area becomes very humid. The high levels of humidity are ruining the plaster and causing it to fail. A very noticeable musty smell is also apparent in the entry way during the summer months. The solution to these issues is the installation of a split system air conditioner. This would benefit both the second floor landing and stairwell of City Hall and the City Theater lobby stairwell.

Cost & installation of system.....\$15,000.00

Repair to plaster in stairwell due to excessive humidity

Excessive humidity during the summer months has caused the plaster to crack and chip in several areas of the stairwell. Once air-conditioning is installed, repairs to these highly visible areas are needed.

Cost of plaster repair and painting by Tony Castro.....\$7,500.00

Replacement of exterior stage doors in the rear of the building

The current doors are metal. There is no awning or gutter system to divert the rain above the doors. Driving rain seeps into the top of the door and is corroding the metal. Several attempts have been made to repair these doors, but they continue to have issues and are reaching the end of their lifespan. The handicap ramp door was replaced last year. There are still 2 doors that need replacing.

The cost of new doors and installation of rain redirecting barrier above the door is still being priced.

Estimated cost for two doors.....\$5,000.00

Refinishing the orchestra hardwood floor

The regular, increased use of the Theater has worn the hardwood floors. A thorough refinishing should bring back the floors to their original condition. Estimated at.....\$5,000.00

Theatrical lighting unit and systems replacement

This is a recurring expense as we take aged lighting and dimmers out of use

Estimated cost\$7,500.00

Aisle railings in the balcony

We will work with the Codes Enforcement Office to confirm what our architect stated about adding these railings. It would dramatically improve safety of patrons. Estimated at.....\$5,000.00

Additional lobby and concession space

The current lobby space is no longer adequate to serve the large number of people who are attending the Theater's productions. Discussions have been held with city officials regarding the possible addition of space.

Estimate of costs.....1,500,000.00

Set build shop and storage area

An addition of a shop and storage area would allow the stage/theater to be open to more use. Currently without such a space, we build on the stage three to four weeks before a production; thus preventing use of the theater for other events. Discussions have been held with city officials about such a space. No estimate of costs.....2,500,000.00



P O Box 250
Saco, ME 04072

207-284-9260
eta@eastertrail.org

June 1, 2020

James Bennett
City Manager
Biddeford City Hall
205 Main Street
Biddeford, ME 04005

Dear Jim,

This pandemic is one of the biggest challenges our nation has ever faced. We recognize the financial impacts of this will be felt by all and appreciate the impact this has had on municipalities.

Little by little, we are opening up our communities - expanding our bubbles – exploring a “new normal” as we move towards reopening. We cannot imagine how this has been for you to navigate and manage this storm in your life and that of your municipality. Well done!

Our thanks to you for staying the course, providing the guidance and reassurance to your community, and managing this totally unprecedented crisis by offering direction during these difficult times.

The Eastern Trail, like so many others, has felt the severe financial impacts. We have had to cancel the three fundraising events that provide over \$25,000 towards trail development each year. Our operations fundraiser has been turned into a virtual event. 98% of the prior registrants have requested a full refund.

Now, more than ever, people are searching for a semblance of order, solace and connection. As a wide path that's safe for walking, running and biking while maintaining physical distance, greenways like our Eastern Trail linear park are essential to helping us maintain mental and physical health now and into the future. Since the onset of COVID 19, the trail use has quadrupled.

Our last Economic Impact Study showed the Eastern Trail's usage has grown from 90,000 in 2014 to over 250,000 in 2018. The economic benefits to communities increased from \$1mm per year to over \$3mm as a result of trail related activities. The enclosed ETMD Annual Report highlights the actions taken and progress made during this past fiscal year.

Please consider this the official annual request to appropriate \$5,000 for 2020 - 2021 membership dues to assist the Eastern Trail Management District (ETMD) in continuing to grow and maintain this wonderful resource. An invoice is enclosed for your records. We're here to provide additional information and answer any questions you might have.

We thank you in advance for continuing your support of the Eastern Trail in FY 2021.

Sincerely,

Bill Reichl, President - ETMD

Carole Brush, Executive Director – ETMD
303-877-8337 – cell

P O Box 250
Saco, ME 04072

Date	Invoice #
7/1/2020	2021 dues

Description	Amount
Membership Dues: 7/1/20 - 6/30/21	5,000.00
Total	\$5,000.00



P O Box 250
Saco, ME 04072

207-284-9260
eta@easterntrail.org

EASTERN TRAIL MANAGEMENT DISTRICT ANNUAL REPORT

January 2019 – April 2020

For the first time in 20 years we have three projects underway to add more miles to this wonderful resource - all in different stages of development at the same time. We are “Closing the Gap” (CTG) and actively moving forward as we head “Over the River” (OTR) and through the woods “Blazing the Trail South” (BTTS) to continue our path south.

It won’t happen overnight, but when these sections are constructed, we will have 80% of the off-road trail completed and “pave” or... “unpave” the way to complete the final miles taking us to the New Hampshire border.

The existing sections of trail were constructed with \$ from Federal Highway Administration (FHWA) Maine Department of Transportation (MaineDOT), and the municipalities. As the demand for trails increased, and the federal and state \$ decreased, we recognized that “It will take a Village” — or, more likely, several cooperating and coordinated villages— to add more miles.

In addition to the grants awarded by FHWA and MaineDOT, all three of these campaigns are moving forward with funds from public and private sources including the proceeds from the Eastern Trail Alliance’s (ETA) Annual Appeal, contributions from corporations and large individual donors, and proceeds from grants that the Eastern Trail Management District (ETMD) has sought.

The ETMD is proud to report the following major activities over the past year:

PROJECT STATUS

- **CLOSE THE GAP – 1.6 miles - South Portland to Scarborough**
 - The funding goal to close this critical gap between the South Portland and Scarborough off-road sections of trail has been met thanks to a major collaborative effort. ETMD, together with ETA, raised and contributed over \$600,000 to this campaign. At this time the project costs are estimated at \$6MM.
 - Final design and permitting is complete. Scarborough attorneys have completed their deed and title reviews and have passed all over to the appraisers for their assessment and negotiation with property owners. These are the final stages necessary before going out to bid for construction. Pending regulatory approval, the project will go out to bid once this is completed.
- **OVER THE RIVER – 3 miles – Saco to Biddeford**
 - ETMD continues to meet with the cities of Saco and Biddeford to identify next steps in moving forward to connect the existing off-road Saco-Biddeford sections. Letters of support from Unitil and major businesses have been secured. We have reached out to Pan Am, the corridor owner in this section, requesting a meeting to discuss the potential for an easement.
 - During the spring/summer of 2020 the cities and ETMD will file a request to the Maine DOT’s Planning Partnership Initiative (PPI) requesting funding for a route feasibility and preliminary planning study for this section.

- BLAZING THE TRAIL SOUTH – 18 miles – Kennebunk through South Berwick

- Unitil, the corridor owner, has sent a letter of intent and support to move forward with the CoLocation Agreement for the balance of 18+ miles from Kennebunk through South Berwick.
- Kennebunk, Wells & North Berwick:
 - The towns of Kennebunk and Wells completed the survey work on seven of their combined ten miles and MaineDOT accepted the final report in 2018. Funding for the first seven miles was through the Planning Partnership Initiative (PPI) program where each municipality contributed 30% and Maine DOT supplied the 40% balance.
 - This past year, ETMD together with ETA and a grant from Pratt & Whitney, raised the funds to finish the balance of the survey in Wells and the first mile into North Berwick. The survey was completed in September, preparing this section for design. In October, ETMD submitted a formal request to MaineDOT for the balance of funding for the design phase.
 - That request was denied due to lack of funds available in the MDOT budget. In collaboration with MaineDOT, ETMD revisited the project and broke it down into “bite-sized” pieces. The municipalities and ETMD are now seeking funding for a smaller planning study through the MaineDOT’s PPI program-because persistence pays off:
 - This spring/summer the municipalities and ETMD will file two requests for \$24,000 each. One for the 1.25 miles from Route 9, Pratt & Whitney in North Berwick up to Perry Oliver Road in Wells. The other in Kennebunk starting where the current off-road trail ends and heading south for .75 mile.
 - ETMD & ETA continue to seek additional funding for this section through grants, private business and individual donors.
 - Proceeds from the ETA Annual Appeal are earmarked for this project.
 - On April 10th ETMD submitted a grant request to the Quimby foundation for \$24,000. Request denied on May 15th – funds designated for causes needing COVID 19 relief.
 - ETMD will continue outreach to Pratt & Whitney, Hussey Seating and Pike Industries on the 3-mile off-road ET route in North Berwick.
- South Berwick
 - There is strong support and interest in moving forward on the 5 miles of off-road trail within the town of South Berwick.
 - ETMD conducted an informal site visit of the proposed route to determine site conditions and identify potential alternatives.
 - East Coast Greenway has supplied preliminary cost estimates for survey, design and construction. Funding is needed for an on-site conditions survey and grant options are being researched.

- ETMD OPERATIONS

- ETMD has two completed Connection Agreements in Arundel, and one in process in Saco for spur trail connections.
- Trademark status is now complete for the name “Eastern Trail”.
- ETMD/ETA Trustee Jim Bucar updated the initial Economic Impact Study. Results show a significant increase in trail users and dollars spent over the 22 miles of existing off-road trail. The study indicates that the 252,000 users recorded over the past year contributed nearly \$3,000,000 to the local Maine economy. This report is an incredible resource for ETMD and the municipalities to use in quantifying the many benefits of an off-road trail.

<https://www.easterntail.org/wp-content/uploads/attachments/ETEEconomicImpactStudy2018.pdf>

- The ETMD Executive Director and Board members continue to work with the East Coast Greenway, Unitil, Maine Department of Transportation, Southern Maine Planning and Development Commission and Portland Area Comprehensive Transportation System to seek funding and direction in planning the balance of the off-road route.

In the upcoming year, the ETMD plans to focus on these crucial work tasks:

- Manage current trail conditions and events.
- Continue fundraising efforts for the Scarborough-South Portland Close the Gap campaign to assist with any unforeseen additional costs that may appear during final design and construction.
- Expand the campaign to raise funds to “Blaze the Trail South” from Kennebunk through South Berwick including applying for grants and exploring private funding to assist the municipality’s efforts. Work with Wells and Kennebunk as they move to negotiate the co-location agreement with Unitil to span this corridor to support the funding process.
- Continue to work with Saco, Biddeford, North Berwick and South Berwick to further off-road trail in these sections.
- Increase outreach efforts in all twelve communities along the trail including presentations to municipalities, Chambers of Commerce, Rotary Clubs, Parks & Rec, Continuing Education programs to raise awareness and gain support for completing the off-road sections of trail.
- Continue efforts to bring all prodigal ETMD members back into the fold, thereby increasing our political and grant-writing power and reducing the ETMD annual dues across the board.
- Recruit corporate, individual and foundation sponsors to support funding for the expansion of the Trail via donations, grants or event proceeds.
- Provide the administrative support to promote the Eastern Trail to the public, target user groups including tourist markets, as well as lobby MaineDOT and the State Legislature for continued support and funding for ET trail expansion.

Respectfully submitted,



Carole Brush
ETMD Executive Director





PROPELLING THE CREATIVE COMMUNITY

Established 2010

Creative Placemaking and Placekeeping and Community Revitalization

Shining a light on Biddeford

EVENTS

EXHIBITIONS

ARTS AND STEAM EDUCATION
AND INITIATIVES





biddefordartwalk

art in your community

IT IS POSSIBLE
ALLEN WOLF

echaKucha Night

BIDDEFORD

& Exhibitions ²⁶



Fringe Fest

Arts Smörgåsbord



York County Mini Maker Faire®



Public Art





Education



BIDDEFORD CULTURAL COALITION

CULTURE FLOWS HERE

Share of revenues

\$102,670.96	\$105,921.84	\$137,292.59	\$135,954.23	\$ 481,839.62
\$278,916.92	\$222,631.33	\$254,995.54	\$237,802.35	\$ 994,346.14
37%	48%	54%	57%	



ignite
turn your ideas into reality



Initiatives

8. Mobilize the Arts and the Creative Economy

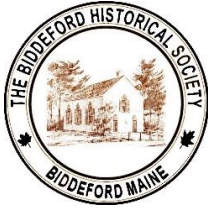
Imagine our communities devoid of creative arts and culture.

- Convene arts & cultural organizations, destination marketing groups & foundations to marshal funding and technical assistance for arts and cultural organizations.
- Provide necessary technical assistance for reopening.
- Establish a portal for local creative performances.

Thank You



PROPELLING THE CREATIVE COMMUNITY



PO Box 200
Biddeford, ME 04005

June 1, 2020

Biddeford City Hall
205 Main Street
Biddeford, ME 04005

Dear Mayor Casavant and Members of the City Council,

This letter is in response to a request for further information about Biddeford Historical Society's budget, how it has been affected by the Covid 19 pandemic, and what changes (if any) will be made to our request of support from the City.

The Society has frozen all extraneous expenses related to educational programming: lecture honorariums, refreshments, printing, advertising, and supplies. My hours as Executive Director have been reduced to 10 (ten) hours per week.

What remains as a fixed expense are repairs to the 1759 First Parish Meetinghouse, and conservation needs of our early, rare archives from Biddeford. The Society restored the nineteenth century shutters and three of the six large windows in the building in 2019. This work was completed to historic preservation standards, as befits one of the earliest public buildings in the state. Repairs that are essential to "sealing the envelope" of the building's exterior remain: restoration of three remaining window and painting exterior walls and decking. These repairs total \$ 8,075. Insurance must also be maintained on the building, and that amount is \$2,300. The Society is a designated secondary repository for City records, and part of my salary goes toward making sure the documents are accessible to the public. Going forward, these early records must be digitized so that online access is available. Storage needs for our archives and collections has been assessed by the Maine Historical Society, and it is estimated that initial storage materials to protect these items will be \$ 2,000.

The Society asks that our support from the City of Biddeford of \$10,000 remains the same because of the continuing needs related to the precious and irreplaceable elements of Biddeford history and heritage that we steward.

I, and the Board of Trustees, want to thank the City for their continued consideration of our funding request, and for ongoing support of the Society's mission and work to preserve, interpret, and present Biddeford history for the public.

Sincerely,

Catherine Glynn, Executive Director

Biddeford Historical Society

To: Biddeford City Council Budget Committee
Fr: Delilah Poupore, Heart of Biddeford
Re: Heart of Biddeford Budget Request Update
Date: June 3, 2020

Thank you for handling so many challenges related to COVID-19, in addition to your customary work. We appreciate the opportunity to provide updated information related to Heart of Biddeford's budget request.

Summary from 2019-20

After a successful fall/winter with new businesses opening, events drawing larger numbers, and enthusiasm building for the downtown, Heart of Biddeford had to adapt to COVID-19, like everyone else. This spring, Heart of Biddeford continued to play a role in fostering a vibrant, inclusive and sustainable downtown, despite the COVID-related challenges. For example:

1) Share the Love. We launched a fundraising campaign called, "Share the Love." Over \$14,000 was raised from the community. These funds have been used to purchase meals from downtown businesses, then deliver the meals to frontline workers at SMHC as well as police, fire, post office, grocery store and school department. Stacy Cooper of Biscuits & Company said, "It's been a financial lifeline for our business, bringing in much needed revenue during this extremely challenging time. HOB's innovative approach involves every aspect of our community." Jackie Hardin of Yeto's said, "Share the Love gave us a way to give back to the frontline and essential workers during a time that many of us local businesses were struggling and otherwise would have been unable to give back. We never expected all of the thank you messages from the staff at SMHC which have been absolutely heartwarming."

2) Memorial Day Parade. After consulting with members of AmVets, HOB launched a project with the City of Saco to hold a virtual ceremony, a combination live stream/pre-recorded video on Memorial Day. The online event was attended by hundreds of people, and featured local students, veterans, and the two cities' mayors. Online comments were only positive about this unique tribute to veterans, and people have continued to watch it online after the fact.

3) Business Support. HOB has coordinated five Zoom calls with downtown businesses so far, most of which included the Chamber and Biddeford Economic Development & Planning department. Our newsletters to business owners have provided follow-up information from these calls, and created opportunities for businesses to collaborate. This work, of course, continues. We are coordinating some PPE purchasing, "Moving at the Speed of Safety" media campaigns, and space design assistance to help businesses meet COVID guidelines. We also continue to serve as an information conduit for businesses.

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.

4) Downtown Messaging. HOB Design Committee members made large posters for the store windows downtown. Ten posters hang in windows with beautiful Biddeford images and hashtags such as #BiddefordUnited. HOB also purchased 20 electric candles and bulbs from the High School, for placement in downtown store windows.

5) Other communications. Our newsletter continues to go out to 2300 people, with others reading it on social media. We promote the downtown businesses, food resources, and COVID-safe information, including our new, "Moving at the Speed of Safety" campaign.

6) Our budget remained in good shape for 2019-20 because most of our spring fundraising pertains to events, and our events were cancelled.

Updated Budget Request for 2020-21

Downtown Holiday Lighting Original Request: \$16,132

HOB's Design Committee wants to balance keeping holiday cheer and spirits lifted with being financially responsible.

With our *existing* inventory of reusable lights (which the City has invested in over the past years), we would be able to complete the following projects:

- Main Street tree wrapping in white lights
- Shevenell Park in Blue and Green
- 315 Main Street in Multi-color
- Veterans Park in "candy cane"
- La Kermesse reinstalling same wreaths as last year

HOB had hoped to do additional lighting on lower Main Street. But, if we removed that project, we can **eliminate \$7334** from our request

We had proposed **\$5648** for additional wreaths, but that could be reduced or eliminated, as Council sees fit.

We do suggest keeping the budget for:

\$3000 for the canopy lights in the tree limbs that La Kermesse puts up

\$150 for lights in the Christmas tree

Mission Statement:

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Events and Marketing Original Request: \$12,500

-For marketing, we plan to invest in banners, paid advertising, and visuals for windows that continue to bring attention to Biddeford, as well as to focus on the “Moving at the Speed of Safety” campaigns as needed. These marketing dollars cover expenses related to having a website, Mailchimp, Adobe desktop applications.

-Events will be dependent on status of state regulations. We do not expect to run Music in the Park or a full River Jam, at this point. The \$5000 allocated to River Jam could go to either a) a replacement event (when COVID-safe), or b) additional marketing efforts to promote Biddeford.

We believe a **\$3000 reduction** in this request could be easily handled by Heart of Biddeford, given the likelihood that events will be very different this fiscal year.

HOB Operations/Programs Original Request: 34,500.

-We do not expect staffing needs to change, as we will continue to coordinate with businesses and provide business support, offer volunteer opportunities (including connecting interested and able individuals with volunteer opportunities outside HOB with frontline groups and organizations who are in need of volunteer support such as the Biddeford Food Pantry), create online or in-person events, provide COVID-19 related resources/coordination, and increase social media and website engagement. We expect a moderate increase in expenses related to COVID safety measures in the office and with activities.

We ask that the Council consider **fully funding** this aspect of our request.

Investing in community and economic development organizations such as HOB has paid off in Biddeford. Our business community will certainly require all the support to weather the continuing challenges of this period. We hope you will continue to support this community resource.

Thank you!

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.

McArthur Library - June 2020 Situation Report on COVID-19 Changes: Process and Budget

Public Libraries as a Sector

- Public libraries in Maine are governed by two separate and specific DECD sector checklists (attached as part of this presentation packet) issued in late May: (1) Public Library Sector and (2) Phase 2 / Public and Community Buildings. Maine State Library, in consultation with librarians in Maine, developed its own sector checklist (1) because DECD had not done so. This checklist was formally approved by Maine Library Commission on 5/18/20 and then endorsed by DECD with the comment that it was more comprehensive than they could have done;
- Extremely unique sector with high foot traffic in 260 communities throughout Maine, high touch (shared computers, shared library lending materials such as books, DVDs, etc), public restrooms, public group programming, and at-risk population (children and seniors as only two examples);
- Average M-F daily visitor count of 360 people in McArthur's case;
- "Curbside" service in libraries is unique to its sector, as material that gets picked up gets returned: the process of quarantining library materials is undergoing a study by the Federal government this summer with the Institute of Museum and Library Services, and is a major unknown issue;
- There are advantages of learning from 260 other public libraries in Maine and we are plugged into the national network of public libraries;
- Libraries are in the midst of a phased reopening schedule, much like retail and restaurant sectors, and keeping a close eye on community case numbers.

Safety Factors Considered

- At-risk staff as well as at-risk patron demographics - library sector employment skews older across the board;
- Strong focus from McArthur Library on keeping staff and wider community of patrons and visitors safe in urban population, especially since we typically see increases in foot traffic with seasonal residents;
- Public libraries in other medium/large Maine communities (Bangor, Portland, Scarborough, Lewiston) and most other southern Maine libraries are remaining closed to the public in June due to community transmission. In most cases, these libraries are offering some form of curbside in June and considering public re-entry in July.

Shut-Down and Staff

- McArthur Library closed on March 16th and remains closed as of 6/2/20 with a small number of staff on site M-F for minimal operations. All staff remain employed with majority working remotely;
- Immediate shift in mid-March to a variety of group virtual programming - weekly schedules of creation and broadcast on Facebook, Instagram, Youtube, and other platforms have continued and expanded;
- Staff have been engaged in a diverse range of collection-related inventories, reaching out to patrons by phone and email, professional development, on-site cleaning, planned facility improvements, and other projects.

Services and Sustainability

- Goal has been and is to provide as much remotely that mirrors our own wide range of in-person services, to whatever degree possible;
- Have been providing technology assistance remotely to patrons with e-books, e-audiobooks, their own needs for virtual/Zoom meetings, scans/printouts (mailed), and many reference queries: from providing information to Press Herald to responding to a local church's request for assistance, so that they can broadcast remote worship services;
- Planning for June 22nd launch of a mailing service @ McArthur Library (provision to loan items in a safe and zero-contact method that will not require us to roll back services if case numbers spike).

Surge in Demand for Library Services Expected Nationwide

- Libraries are anticipating an extensive increase in demand for services when fully re-open to the public: public computers and internet access, wi-fi, printing, scanning, faxing and copying, reference services, medical information, etc;
- Typical library services will peak due to increases in unemployment and a significant need for job search assistance, etc.;
- Digital divide has already increased in Biddeford, as our community has much reduced household expenses, and many more are now without home computers, internet access, cellphones, and printing. Many already relied on McArthur Library for these services.

Expenditure and Income - Current/Future & Revised FY21 Request from City of Biddeford

- Very limited savings with closure (\$2,300 comparing mid-March to May 2020 vs same period 2019), associated with modest utility savings during late winter/early spring (energy-efficient improvements to physical plant have kept our gas and electricity bills at low levels) and elimination of public programs (speaker fees, supplies for programs, etc);
- Have actually lost more income from closure (\$3,200 in same period as above) than we have saved (miscellaneous income from copying, faxing, sales of items, and patron payments);
- Current FY20 year expenditure increases during closure: technology and remote work equipment for staff, facility maintenance, PPE and cleaning supplies, virtual summer learning online platform;
- Adjustments have been made in proposed budget to other FY21 expenditures where there are known savings in public programs and supplies, group health insurance, and small reduction in investment in physical periodicals; also reducing CapEx and planning for larger donation/fundraising base;
- Have assumed same amount of endowment income as originally proposed, despite a major unknown as to a degree of reduction we may expect during FY21;
- Reducing our request from the City from \$558,608 to \$552,649.

Categories of new McArthur Library expenditure related to COVID-19

Organized by 3 different categories (top category lines are in the attached spreadsheet).

The category estimates below are incredibly conservative, and any one of these areas (especially with regard to PPE/Equipment/Cleaning and Fixtures/Building Modifications) could easily end up much higher, depending on supply and spikes in demand. We are currently seeing skyrocketing prices and lengthy delays in the supply line, for everything from sanitizer to wipes and plexiglass.

Because we do not yet have a firm opening date, it's very hard to predict the rate at which we will go through cleaning supplies. There are many unknowns affecting libraries, much like other sectors.

COVID-19 Related Remote Service Provision - Estimated costs of \$4,300

- Technology platforms and equipment for remote staff (already incurred)
- Virtual Summer Learning Program platform for Summer 2020 - 500+ children participated in summer learning program in 2019 (already incurred)
- Postage increases / related supplies for mailing of collection items (only allows for 6-8 weeks)
- Wifi hotspot purchases for loaning to public
- Virtual meeting room subscription to allow public to utilize and meet (typical annual number is 700+ uses of community meeting rooms for non-library events)
- Digital content (investment in e-book availability and licenses) as well as digital periodicals to replace some investment in physical magazines and newspapers
- Software for shared screen access - allowing librarians to work with patrons 1-on-1 on in-house computers from a distance

COVID-19 Related Staffing and Supplies for PPE/Equipment/Cleaning - Estimated costs of \$9,500

- Masks/face coverings, gloves and PPE
- Cleaning supplies for building as well as physical library collection
- Keyboard/mouse protective covers for public computers
- HVAC cleaning and adjustments for improved air quality
- Additional book carts are required for quarantining daily returns for 7 days / thousands of items being processed in and out
- Staffing costs for contracted periodic 'day porter' service: additional cleaning of 3 public and 3 staff restrooms (more frequent cleaning protocols as required by DECD)

COVID-19 Related Facility Fixtures and Building Modifications - Estimated costs of \$13,700

- Plexiglass, glass or Lexan barriers for 3 Service Points (Children's Room, Circulation Desk, and Adult Services Reference)
- Stanchions and social distance markers at various points in building, as well as required public signage
- Standing sanitizer stations for public x 8
- Additional workstations will likely be required for distancing public computers (may require additional investment in barriers for these too) - currently 30+ public computers are clustered in two major areas (these see over 23K internet session uses/year)
- Allowance for additional cable runs for relocation of public computers and/or improvements to wi-fi

McArthur Library Association Proposed Budget for FY21			
		FY21 Proposed Budget (January 2020)	FY21 Revision of Proposed Budget (June 2020)
Expenses			
Collection and Patron Services		\$91,270	\$88,500
General Operating and Building		\$199,400	\$193,600
Staff and Benefits		\$798,339	\$786,500
Administration and Overhead incl Investment Fee Adjustment		\$107,309	\$107,309
Capital Expenditure for Existing Required Projects		\$40,000	\$32,000
COVID-19 Related Remote Service Provision		NA	\$4,350
COVID-19 Related Staffing & Supplies for PPE/Equipment/Cleaning		NA	\$9,500
COVID-19 Related Facility Fixtures and Bldg Modifications		NA	\$13,700
Total		\$1,236,318	\$1,235,459
Funding			
Meeting Room Donations		\$500	\$500
Library Income (Copying, Fees, Non-Resident Cards, etc)		\$18,500	\$15,400
McArthur Association Funding		\$156,401	\$156,401
Investment Fee Adjustment		\$19,009	\$19,009
Lena McArthur Trust		\$199,000	\$199,000
Jane E. Owen Trust		\$270,000	\$270,000
Interlibrary Loan Replacements		\$1,300	\$1,300
Fundraising Campaign and Donations		\$13,000	\$21,000
City of Biddeford*		\$558,608	\$552,849
Total		\$1,236,318	\$1,235,459
*Current FY20 level of City Funding is \$505,539			



JANETT. MILLS
GOVERNOR

MAINE STATE LIBRARY
LMA BUILDING
64 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0064

JAMES RITTER
STATE LIBRARIAN

COVID-19 Prevention Checklist Public Library Guidance

May 21, 2020

On May 18, 2020, the Maine Library Commission unanimously adopted the attached Public Library Checklist for safe reopening and operations of Maine libraries. The checklist was formally submitted to Commissioner Heather Johnson of the Maine Department of Economic and Community Development and to Hannah Pingree, Director of the Governor's Office of Policy Innovation and the Future.

On May 20, 2020, the Maine Department of Economic and Community Development issued a Stage 2 checklist for Public and Community Buildings. Within this checklist, DECD stated:

Public and community settings include, but are not limited to, municipal and county offices and libraries. As local communities and governing bodies determine the best way to safely re-open services, this document and the COVID-19 Prevention Checklist General Guidance reflect baseline steps. Other governing bodies and associations may release further guidance for specific types of public and community buildings. Libraries, in particular, should refer to the checklist published by the Maine Library Commission for further guidance: COVID-19 Prevention Checklist –Public Library Guidance.

The process for public libraries to safely open is:

1. Review the Public and Community Buildings Checklist (all municipal, county, libraries, etc.)
2. Review the General Guidance Checklist (all businesses)
3. Review the Public Library Checklist adopted by the Maine Library Commission.
4. Prepare a plan to open safely that is approved by your governing body
5. Fill out the COVID-19 Prevention Form (select Public and Community Buildings)
6. Download a sign/badge to post on your door or in your library (optional)

Please contact your Maine State Library Regional Liaison if you need any assistance or have any questions.

COVID-19 Prevention Checklist

Public Library Guidance

As the number of COVID-19 cases begins to decrease, the State of Maine is adopting a staged approach, supported by science, public health expertise and industry collaboration, to allow Maine businesses to safely open when the time is right.

This is a guidance checklist document that has been approved by the Maine Library Commission and recommended as guidance by the Maine DECD as part of their [Public and Community Building Guidance Checklist](#). Both checklists have been prepared for public libraries so they can meet minimum health guidelines and reopen safely when they choose. Please make sure you pair this document with the [general guidance document](#) that applies to all institutions in Maine.

*Please note: This document may be updated as additional information and resources become available. Additionally, your **local communities and governing bodies** approve plans to safely reopen to the public, this document reflects **minimum** steps a library must consider. Libraries may certainly go beyond the guidance in this outline.*

Public Libraries Alignment with Maine's Staged Reopening

Summary of Stages

Stage 2 (June – Public Libraries may reopen in accordance with all checklists)

Public libraries assess the following as plans for opening buildings to the public and staff are developed with the health and safety of library staff and visitors as the primary objective. Libraries should use this checklist to develop implementation plans.

Plans should be revised regularly based upon emerging public health guidance and presence of community spread.

Libraries should use appropriate square footage and building configuration (size of rooms) in the planning process. Use only library spaces where 6 ft. physical distancing between people can be maintained.

Libraries determine what services they offer in Stage 2.

Stage 3 (July-August)

Public libraries utilize plans developed to open library buildings to the public and offer services that conform to social distancing, proper utilization of PPE plus the library's ability to follow their approved plans by their appropriate governing authorities (municipalities and/or governing boards) with the **health and safety of library staff and visitors as the primary objective**.

Local public health guidance and presence of community spread are considered.

Libraries should use appropriate square footage and building configuration (size of rooms) to allow for continued social distancing for patrons and staff.

Library Specific Guidance

***Approved by the Maine Library Commission 2020, May 18, 2020
Public and Community Building Checklist published, May 20, 2020
Library may open on June 1, 2020 if they are in compliance with all checklists.
No library is required to open.***

Library Staff: Personal Protective Gear, Supplies, and Clothing

- Require employees and patrons to wear face coverings
- Provide gloves to employees for contact with high-touch surfaces, cleaning and disinfecting, and direct contact with patron handled library materials that have not been quarantined for 72 hours. Gloves should be changed when library staff move between tasks (shelving, handling returned materials, checking books out, etc.)
 - Wear gloves when handling any patron library card or patron or ILL library materials.
 - Wear gloves when returning library cards, books, other library materials or cash to patrons. Libraries may use bags for this purpose as well.
- Provide workers with up-to-date COVID -19 information and training on safe donning, doffing, and disposal of personal protective equipment such as gloves and face coverings.
 - COVID-19 Information: [Maine CDC](#), [National CDC](#)
 - Masks: [National CDC](#); [Maine CDC](#)
 - Gloves: [Project 3D](#); [Montana State Library](#)

Patrons

Inform your patrons of your COVID-19 policies and procedures in advance, if possible, via website, newsletters, newspaper, signage, etc.

- **Post on library doors:**
 - Don't come to the library if you feel sick
 - Limit time in the library to 30 minutes
 - Maintain physical distance in all areas of the library
 - Follow signage and library staff instructions in library for accessing library materials
 - Face coverings are required for staff and patron safety (following the Governor's order).
- Use posters and signage in the library to remind patrons and staff of physical distancing at entrance, checkout areas, computers, counters, etc.
- Encourage patrons to limit who they bring into the library, particularly children.
- Consider limiting time patrons can spend in the library to reduce possible transmission of COVID-19
- Support physical distance between patrons and library staff by taping off 6 feet distance from counter.

- Use of plexiglass barriers
 - Minimum: a temporary easy to install plexiglass barrier to maximize physical distancing where appropriate in the library based on procedures for check-out and circulation desk configuration.
 - Maximum: more permanent glass or plexiglass barriers that the library will most likely keep in place beyond Stage 4.
- Do not let patrons in library staff areas.
- Minimize shared touch surfaces such as tablets, pens, library cards, receipts, etc.
- Consider going fine free to limit cash transactions
- Consider free printing to limit contact and cash transactions depending on your local printer access and policies.

Library Buildings

Understand the square footage of the library facility. Use MSL PDF or library measurements. ([download the PDF of Maine libraries sq./ft.](#)) and limit the number of people in the library to no more than the maximum allowable under Governor Mills' Stage 2 and Stage 3 guidance. Libraries should also take in account the layout and size of rooms as well as seek guidance from local building code and fire officials.

People in the library must be able to appropriately social distance. (i.e. if Stage 2 allows for no more than 50 people in a business at one time, but also requires 6 feet social distancing, the library facility must be able to accommodate the social distancing requirement. If unable, then reduce the number of people allowed in the library facility to accomplish the social distancing requirement.

- Make it very clear to patrons if certain areas of the library are off limits.
- Arrange furniture and any seating to ensure social distancing.
- Based upon room size, consider opening Children's area for one family at a time
- Consider special hours for high-risk individuals to make appointments to use the library.
- Signage – prepare signage relating to patron behavior
- Doors/Entrances – signage and counters for # of people
- Clean and disinfect high touch surfaces (e.g. counter tops, door handles, keyboard covers, phones) in the work place, often. See [general guidance. CDC Workplace Guidance.](#)
- Parking lot and spaces – clearly designate areas for curbside pickup. Institute a practice for patrons to call.
- Policies for Staff physical distancing in work areas, lunchrooms, kitchens, etc.
- CDC - [Cleaning and Disinfecting Your Facility](#)

Restrooms

- Minimum: Create signage on the restroom door that indicates when the restroom was last cleaned. Clean on a regular and scheduled basis.
- Maximum: Establish separate restrooms for staff and patrons and use minimum guidance.
- Install signage promoting proper handwashing.
- Consider installing touch-free fixtures if possible (faucets, soap dispensers, paper towels).
- Check with health officials for local ordinances and building codes if you intend to close public access to bathrooms in early stages.

Safe Handling of Library Materials

When federal guidance is received from the REALM Research project (IMLS/Battelle) this guidance may change and will be updated after Maine CDC review.

Quarantine returned library materials for a minimum of 72 hours and up to 7 days until further guidance is received from the IMLS/Battelle national study. See: <https://www.ims.gov/news/covid-19-research-partnership-inform-safe-handling-collections-reopening-practices-libraries>.

- Library lendable items are made of a variety of materials and the latest studies indicate that the coronavirus can live on surfaces for up to 72 hours under laboratory conditions. Other studies point to up to 7 days.
- Let library materials quarantine for 72 hours to 7 days rather than trying to clean/disinfect. Time is the best sanitizer.
- Continue to remind library workers to not touch their face and practice hand hygiene, especially after handling materials handled by others.
- Books and other library materials that have been on library shelves, in a drop box, in a bag or in a tote and not touched in the 72 hours to 7-day span should be safe to handle.

Quarantining of library materials should be done when:

- Materials are returned to the book drop or by drop off appointment or left in a designated area.
- Handled by patrons in the library
 - Note: Library materials (CD cased, acetate book covers, etc.) **may** be cleaned/disinfected using approved cleaning/disinfecting products but **quarantine** is a safer option, as it reduces library staff exposure and uses less PPE (gloves)

Lending Services - Curbside

- Curbside Services can begin based upon library readiness in June 2020. Schedule appointments and materials for pick up by phone or email or by utilizing your library's ILS/LMS functions.
- Have patrons stay in their vehicles if library staff will be delivering materials curbside.
- If patrons are picking up designated bags of materials, ensure they are clearly marked and inform patrons that only one person is allowed in the materials pick up area. Patrons are not to congregate or linger when picking up materials.
- Create a designated "touch-free" drop spot for library materials if a book drop is not available for materials return

Lending Services – In Library

- Support physical distance between patrons and library staff by taping off a counter checkout area and waiting line with 6-foot intervals marked.
- Follow a closed stack versus an open stack model for lending materials
- For open stacks, create signage and guided paths through library stacks (one-way signs, floor stickers, arrows, etc.) to maintain physical distancing in all areas of the library.
- Don't serve coffee, food or snacks. Libraries working with other community organizations to provide social services should consider providing these services curbside.
- Consider circulation desks, checkout scanning equipment, tables, and public access computers

as “hot spots” with high touch surfaces in confined areas. Staff checking out library materials should wear gloves and clean barcode scanners when finishing tasks. Equipment should be cleaned in between each staff use.

- Patrons should bring minimal items into the library.
- Limit the number of patrons in the library at any one time to [library square footage guidance](#) or the library’s ability to staff and manage patrons
- Do not share pens, paper or other materials.

Public Access Computing

- Ensure computers are updated and in good working order to minimize close contact during patron use
- Ensure social distancing while computers are in use. Remove computers, chairs, desks to accomplish this. Access to other public technology resources like scanning stations, photocopiers, printers should also be reviewed for social distancing, cleaning, and practicality purposes.
- Larger libraries with public access computer areas should establish perimeters around areas of normal congregation, indicate start of queue, etc.)
- Libraries can adopt scheduling computer use by appointment. Laptops and tablets can allow for easier cleaning.
- Exchangeable keyboard covers may provide easier disinfecting routines.

Reference Services and/or Other In-person Library Consultations

- Provide services virtually by utilizing online video conferencing, or via phone or email to minimize face-to-face interactions. Reference and other consultation services can be done remotely.
- In library services should be arranged by appointment or call ahead to minimize time for staff and patron are together
- In library services should be provided in areas with chairs, desks arranged for appropriate social distancing and privacy for patrons.
- Limit patrons in the library at any one time to library square footage guidance or library room specific calculations.
- Reference Desks and other service areas are high-touch surfaces and need regular wiping down.
- Operate with reduced number of reference and other staff.
- Conduct all reference work with books, paper and other items in a spacious area for patron to review. Reduce back and forth handling of materials. Maintain physical distance of 6 feet.
- Do not share pens.

Library Programming

- Avoid special events/promotions that could draw large numbers of library patrons to your building or property at one time. If [large gatherings are planned, follow state guidance](#).
- Consider outside versus inside events so social distancing is possible and under control
- Continue or initiate virtual programming as an alternative to in-library programs.

- Adhere to all current guidance as it relates to maximum number of people that can gather in a physical space at one time.

Important Note Regarding Children Services

Children find it difficult to maintain physical distancing. It is recommended that children's programming be suspended until at least Stage 3 or Stage 4 of the Stay Safer at Home Order while the state tracks spread of COVID-19 and makes assessments about gathering of children. Libraries may follow future guidance issued for summer camps

- Story time, summer reading in the library, children's craft and programming should not be planned unless a library is assured that parents can control children's movements in the library. Libraries may look to future guidance issued for summer camps
- Children count in the number of people allowable in your building.
- Singing is a high-risk activity and may spread the virus, therefore, refrain from singing during face to face story time until the virus is well under control and public health guidance has been provided.

National resource for the library community

<https://www.webjunction.org/news/webjunction/libraries-and-the-coronavirus.html>

OSHA Guidance

[Guidance on Preparing Workplaces for COVID-19](#)



RESTARTING MAINE'S ECONOMY

COVID19 Prevention Checklist Industry Guidance

The State of Maine has adopted a staged approach, supported by science, public health expertise and industry collaboration, to allow Maine businesses to safely open when the time is right. The plan is available at www.maine.gov/covid19/restartingmaine.

This is one of many guidance documents the State is preparing for organizations so they can be prepared to meet health guidelines and reopen safely. Please make sure you pair this document with the general guidance document, which is available on maine.gov/DECD.

Please note: This document may be updated as additional information and resources become available.

Phase 2: Public and Community Buildings *Released May 20, 2020*

Public and community settings include, but are not limited to, municipal and county offices and libraries. As local communities and governing bodies determine the best way to safely re-open services, this document and the [COVID-19 Prevention Checklist General Guidance](#) reflect baseline steps. Other governing bodies and associations may release further guidance for specific types of public and community buildings. Libraries, in particular, should refer to the checklist published by the Maine Library Commission for further guidance: [COVID-19 Prevention Checklist – Public Library Guidance](#).

Operations

- Limit the number of individuals that can gather in a shared space, in accordance with Executive Orders from the [Office of the Governor](#).
 - People in a shared space must be able to maintain 6 feet of physical distance. If a space in your building cannot accommodate individuals maintaining 6 feet of physical distance, further restrict the number of individuals allowed in that space beyond the limits established by Executive Order.
- Understand the square footage of your building and limit the number of people in the building to no more than the maximum allowable described in the checklist guidance for [retail businesses](#).
- Require all staff, vendors, and visitors to maintain 6 feet of physical distance from individuals who are not part of their household group whenever possible.
- Require all staff, vendors, and visitors to wear a face covering, per Executive Order #49 FY

19/20. Face coverings are not required when individuals are alone in personal offices.

- Place signage at entrances and throughout buildings (particularly high traffic areas such as service counters and information desks) alerting staff and visitors to required occupancy limits, physical distancing requirements, and face covering policies.
- Inform patrons of your COVID-19 policies and procedures in advance, if possible, via website, newsletters, social media assets, newspaper, etc.
- Provide services and conduct business by phone or internet to the greatest extent practicable.
- Consider installing non-porous physical barriers such as partitions or plexiglass barriers to protect visitors and staff. Barriers should be placed at visitor information desks, service counters, and other similar locations where it is not possible to maintain a minimum of 6 feet of physical distance.
- Limit activities that require staff and/or visitors to enter within 6 feet of another person, regardless of whether physical barriers are installed.
- Eliminate waiting rooms and lines to the greatest extent practicable. Where lines are unavoidable, ensure 6 feet of distance between individuals. This can be accomplished by demarcating 6-foot distances on floors or walls.
- Modify building traffic flow to minimize contact between staff, contractors, and visitors; consider one-way entrances and exits, if possible. Use floor decals and/or signage to establish travel patterns.
- Minimize traffic in enclosed spaces, such as elevators and stairwells. Consider limiting the number of individuals in an elevator at one time and designating one directional stairwells, if possible.
- Use digital rather than paper formats to the greatest extent practicable.
- Remove all unnecessary items such as brochures, magazines, newspapers, and any other unnecessary paper products from common areas.
- Minimize shared touch surfaces such as pens, tablets, receipts, etc.
- To the greatest extent practicable, implement hours where service can be safely provided to individuals at higher risk for severe illness.
- If municipal space is used for other activities, those activities should follow appropriate guidelines for that activity (e.g. fitness, community gatherings, etc.).
- For contact tracing purposes, to the extent practicable, establishments should maintain a record including contact information for visitors and staff who have direct prolonged interaction.
 - Based on current knowledge, a close contact is someone who was within 6 feet of an infected person for at least 15 minutes starting from 48 hours before illness onset until the time the patient is isolated. Close contacts should stay home, maintain social distancing, and self-monitor until 14 days from the last date of exposure.

Restrooms

- Limit restroom occupancy for group restrooms to allow for physical distancing.

- Clean and disinfect restrooms on a regular and scheduled basis (see General Cleaning and Disinfecting section).
- Remove any items that do not have to be in the restrooms (e.g., magazines, decor).
- Consider establishing separate restrooms for staff and visitors.
- Post handwashing signs in all restrooms.
- Check with health officials for local ordinances and building codes if you intend to close public access to bathrooms in during initial stages of re-opening.

Employees

- Staff should consider whether they can work safely in a facility if they have any of these conditions and managers should discuss potential risks for individuals with the following:
 - People 65 or older
 - People who live in a nursing home or long-term care facility
 - People of all ages with underlying medical conditions, particularly if not well controlled including:
 - People with chronic lung disease or moderate to severe asthma
 - People who have serious heart conditions
 - People who are immunocompromised: Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications
 - People with severe obesity (body mass index [BMI] of 40 or higher)
 - People with diabetes
 - People with chronic kidney disease undergoing dialysis
 - People with liver disease
- Require employees to practice good hand hygiene with frequent handwashing, especially after contact with patrons/visitors and high-touch surfaces.
- Where possible, stagger employee shifts and meal breaks to avoid crowding.
- Adjust seating in break rooms and other common areas to reflect physical distancing practices.
- Permit employees to take breaks and lunch outside, or in such other areas where physical distancing is attainable.
- Limit in-person gatherings or meetings of employees to the greatest extent practicable.
- Limit interactions between employees and outside visitors or delivery drivers; implement touchless receiving practices if possible.
- Adjust training/onboarding practices to limit number of people involved and allow for

6 foot spacing; use virtual/video/audio training when possible.

- Discourage employees from using colleagues' phones, desks, workstations, radios, handhelds/wearables, or other office tools and equipment.
- Provide employees training on:
 - physical distancing guidelines and expectations
 - monitoring personal health
 - proper wear, removal, and disposal of Personal Protective Equipment (PPE)
 - laundering of face coverings and uniforms: Cleaning and Disinfecting Your Facility, How to Disinfect: Laundry (CDC)
 - cleaning protocols, including how to safely and effectively use cleaning supplies: Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools and Homes (CDC)
- Consider employee training in safe de-escalation techniques.

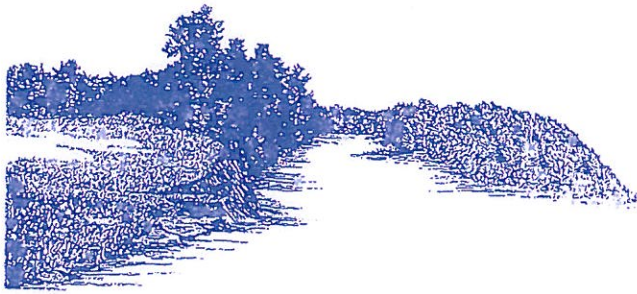
Transactions

- Promote "contactless" payment options (e.g., online payments, pay by phone options, RFID credit and debit cards, Apple Pay, Google Pay, etc.)
- Where possible, card readers should be placed in front of physical barriers so visitors can swipe their own cards and enter their codes. Card readers and keypads should be cleaned and disinfected frequently. Hand sanitizer should be made available for visitors before and after transactions.
- Wash hands or use alcohol based hand sanitizer (at least 60% alcohol) after handling credit, debit, or identification cards, cash, or visitor paperwork.

General Cleaning and Disinfection

Refer to the following documents for guidance on general cleaning and disinfection:

- COVID-19 Prevention Checklist General Guidance (State of Maine)
- Cleaning and Disinfecting Your Facility (CDC)
- Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools and Homes (CDC)



Saco River Corridor Commission

"Communities Working Together To Protect Our Rivers"

June 2, 2020

Biddeford City Council
205 Main Street
Biddeford, ME 04005

Dear Biddeford City Council Members:

The Saco River Corridor Commission has had a successful year and achieved a great deal through the Water Quality Monitoring Program and the Land Use Regulatory Program. The Land Use Regulatory Program included the review of 34 permit applications for development in the Saco River Corridor in Biddeford, 28 applications for review in Saco, and 125 permit applications in total throughout the Corridor in 2019. The Land-Use Regulatory Program ensures the standards of the Saco River Corridor Act are carried out. The standards work to preserve the Maine natural shoreline; the scenic, visual, and aesthetic qualities of the Corridor; and the water quality of the Saco, Ossipee, and Little Ossipee Rivers. The value gained to the citizens of Biddeford through this program is the assurance of the preservation of one of the most valuable natural resources, clean water.

The Commission has expanded the Water Quality Monitoring (WQM) Program to include new sampling parameters, additional sample sites, and additional personnel. COVID-19 has impacted the Commission's operations, increasing costs across the board for various safety reasons. With the start of the 20th consecutive monitoring season there has been a large increase in the amount of funds spent on gloves and sanitation supplies. This is a necessary expense as the WQM program includes 39 sample sites, over 130 river miles, and takes place from May to September over a 20 week period. The program has 11 volunteers, and to ensure their protection gloves must be worn before handling the sampling equipment. Additionally, significant sanitation measures are taken by staff on a daily basis. This has also increased the payroll costs of the WQM personnel who are working longer hours, under more stringent sanitation requirements.

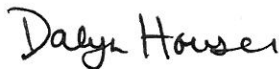
The Commission's WQM program has a QAPP (Quality Assurance Project Plan) approved by the Maine DEP, NH DES, and the EPA that is currently under review. The DEP offered several changes to the program specific to sampling procedures in Biddeford and Saco. For instance, due to elevated conductivity levels at certain sites in the area, staff will now follow new protocols if a conductivity reading is above 1,000 ms/cm. This will involve personnel calculating the maximum allowable difference's on site, recalibrating the equipment with a different conductivity solution, and taking more meter readings. This includes increased personnel and supply costs, but is necessary to ensure valid data collection pertaining to the water quality of the Saco River. The Commission will also move to sampling for Enterococci bacteria in the tidal portion of the Saco River in an effort to continue monitoring for any potential elevated bacteria levels.

The Maine Outdoor Heritage Fund approved a grant for the Commission to partner with FB Environmental Associates to produce a 10-year report on the water quality of the Saco River Corridor. The report will include an analysis of the trends of water quality from the data the commission has collected over the past 20 years. This report will be provided to the City, and all other municipalities in the Corridor, next year.

The Commission would like to thank the City of Biddeford for its steadfast support in our programs over the past 25 years. The protection of the Saco River Corridor's unique and exceptional natural resources is due in large part to this ongoing support. The Commission does its absolute best to maximize program output on a constrained budget, and the funding we receive from the City of Biddeford is absolutely crucial for the continued success of our programs. If funding is reduced, the Commission will be forced to make some hard decisions, such as potential cutbacks to water quality monitoring in Saco and Biddeford. The Commission currently samples at 5 sites in Saco and Biddeford and conducts weekly "swimmability" monitoring at Rotary Park to ensure the safety of swimmers if elevated bacteria levels are discovered.

Though we can understand municipalities may be facing difficult decisions due to the impacts of COVID-19, our request for appropriations has not changed. The Commission would like to request the continued annual appropriation of \$10,000. The Commission's work offers the citizens of Biddeford an immense value, the protection of the water quality of the Saco River, the drinking water supply for the City. The Commission will continue to protect public health, safety, and quality of life for the State of Maine, but we really do need the support of the City to succeed. Thank you for considering our request and for your continued support of the Commission's programs.

Sincerely,

A handwritten signature in dark ink that reads "Dalyn Houser". The script is cursive and fluid, with the first name "Dalyn" and last name "Houser" clearly legible.

Dalyn Houser
Executive Director

BSOOB Transit Biddeford Budget Presentation

June 4, 2020

Tony Scavuzzo

Executive Director – Biddeford Saco Old Orchard Beach Transit

COVID-19 response & budget request

BSOOB Transit – COVID-19 response

COVID-19 response:

- March 20 - Reduced service and suspended fare collection.
- April 1 - Shutdown service after Maine CDC confirmed two positive internal tests.
- May 1 – Returned to reduced service to ensure those depending on our service can get to essential destinations (health care, grocery shopping, essential employment, pharmacy etc.)
- June 1 – Phase 2 of reduced service expanded hours and service toward return to full.
- CARES Act for transportation will help support us financially for any operating and COVID-19 related expenses. This does not include lost revenue.
- Ridership down 85%. Current financial model will not work after CARES Act support ends.
- Continuing to take all cleaning measures to ensure buses are sterilized each day.

BSOOB Transit – COVID-19 response

Lost revenue:

Fare recovery - \$529,000 – Will be down at least 75% this year

Advertising & Stop revenue - \$150,000 – all in question

Public/Private partnerships – all in question

Must recover all sources of revenue before CARES Act support ends

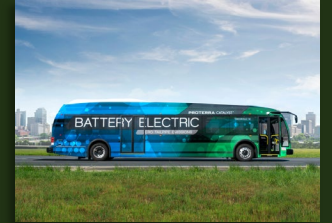
BSOOB Transit – COVID-19 response

COVID-19 response:

- Public Transit landscape looking much different going forward.
- Social distancing on board limits how many can ride and fares being recovered.
- Costs for safety being put in place are new and high.
- Will be a long road to earn public trust again to ride public transportation.
- Losing large piece of revenue stream due to summer tourist quarantine regulations.
- CARES Act will help short term.
- Contactless payments and other technology will be key for future.

BSOOB Transit Progress update

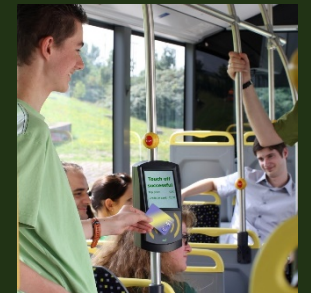
Electric buses – Two of first four electric buses in Maine will be coming to BSOOB Transit. Other two to Metro in joint project venture. November 2021 delivery.



Automated Vehicle locator – Live in February. Now shows via web app the real time location of our buses.



Electronic Fare collection – *POSTPONED* Regional project includes South Portland and Metro to help standardize rates, payment method, streamline operations, increase security, enhance rider experience.



Going forward – 4 ways to pay to ride



Smart phone app



Stored value card



1 ride QR code token



Cash

Downtown Circulator Update

- Circulator that would service the downtowns of Biddeford and Saco.
- Stops would include Biddeford City Hall, 3 Lincoln site, Mill district.
- Potential finished product would support workforce transportation and congestion mitigation needs in Biddeford's downtown.
- Requesting CMAQ (Congestion Mitigation and Air Quality) funding to get the new route started. Gaps in funding will need municipal support.
- Will have FTA (50%) funding & UNE as a local match partner.
- Will not exist without proper future local support.

Funding Needs & Challenges

BSOOB Transit Funding Needs & Challenges

- New and increasing expenses:
 - Health insurance – 7% increase last year, 15-20% potentially this year. We are shopping.
 - WiFi on buses – To power new technology including electronic fare box (and open to public).
 - Automated vehicle locator – Shows where bus is in real time for riders.
 - Loss of Maine Turnpike support needs to be replaced.

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 - State
 - Municipal
 - Fares
 - Partnerships
 - Advertising

BSOOB Transit Funding Needs & Challenges

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 - Loss of Maine Turnpike support needs to be replaced.
- Healthy balance of funding from all sources:
 - Federal - Fares
 - State - Partnerships
 - Municipal - Advertising
- COVID-19 recovery support:
 - CARES Act will help bridge the pre and post COVID-19 financial environments.
 - Local funding must be bolstered in the future toward healthy support.
 - Alternatives are much more costly.

Funding request

- Current municipal contribution is \$165,000.
- Agreement was an increase to \$200,000 for upcoming fiscal year.
- Offer has been extended for this year's municipal contribution to remain flat at \$165,000 given the circumstances. This is a way that the CARES Act funding can be indirectly shared with the owner municipalities.
- Assumption is any municipal HEROES Act support would be shared back with us and our current funding will continue to increase in the future to healthily support local transit.
- CARES will cover short term effects of COVID-19.
- Current Biddeford contribution is equal to 5% of the total annual Transit budget.

Questions

From: [Norton, Kendi](#)
To: [Contact all Councilors; Bennett, James](#)
Cc: ["pschumacher@smpdc.org"](#)
Subject: Southern Maine Planning and Development Commission (SMPDC) request and need for funds during this turbulent time.
Date: Monday, June 1, 2020 2:18:07 PM

From: Paul Schumacher <pschumacher@smpdc.org>
Sent: Monday, June 1, 2020 2:17 PM
To: Norton, Kendi <Kendi.Norton@Biddefordmaine.org>
Subject:

Hi Kendi,

Can you forward to Jim, etc.

Thanks. Stay well.

Dear Mayor Casavant, Manager Bennett and City Council members,

In response to an email from Kendi the other day I would like to just briefly outline the Southern Maine Planning and Development Commission (SMPDC) request and need for funds during this turbulent time.

While our request was for an additional 3% on our Dues payment (from \$8928 to \$9196) we are certainly ready to accept the same amount as last year (\$8928).

Even during this stay at home order we have managed to accomplish the following in Biddeford:

1. Provided the city a grant for \$200,00 for the Riverdam clean up of asbestos and lead paint.
2. Closed on \$490,000 low interest loan for the same project to finish the clean up.
3. Closed on the final Lincoln Mill loan amount for
4. Approved and will shortly close on another low interest 200k loan for Pepperell Mill.
5. Deferred loan payments for a number of loan recipients in Biddeford due to cash flow issues associated with the pandemic.
6. Provided support to the City Planner and Planning Board.
7. Worked with City Manager and all York County Managers on pandemic response.

I would also say the above related project activity is very encouraging to see in Biddeford as these projects move forward in this challenging environment.

We are hopeful for additional economic development support from the state and federal level. Your dues can ensure that this will take place.

Thank you for your time and consideration.

Paul Schumacher
Executive Director
SMPDC
110 Main St., Suite 1400
Saco, Me. 04072
(207) 571.7065
www.smpdc.org

Southern Maine Beach Profile Monitoring Program Operating at Fortunes Rocks Beach, Biddeford

Updates Report - Biddeford City Council Budget Committee

Respectfully submitted by Kristen Grant, Program Manager, Maine Sea Grant
and University of Maine Cooperative Extension

Background: Volunteer Monitoring at Fortunes Rocks Beach

- Volunteer monitoring began at the beach in 1999 with strong participation from roughly a dozen beach residents, and continued through 2007 when health issues experienced by aging volunteers resulted in the retirement of the team.
- With new engagement from Biddeford Pool residents (year-round and seasonal) in 2018, the team was re-established in 2018 with 8 volunteers routinely monitoring.
- UNE students have also participated occasionally in monitoring effort over this time period since 1999.

Monitoring Locations and Reporting

- Two profile lines are regularly monitored at Fortunes Rocks Beach:
 - FR03 which is located in a dune along Middle Beach
 - FR04 at the southwest corner of the beach along the walled section
- A group of 3 – 4 volunteers monitors at each of these locations
- Changes at Fortunes Rocks Beach were covered in the State of Maine's Beaches in 2019 report which can be found at https://digitalmaine.com/cgi/viewcontent.cgi?article=1569&context=mgs_publications

Impacts of COVID-19

- Because monitoring is conducted outdoors on a monthly basis, monitoring efforts throughout southern Maine (York to South Portland) have been limited only by official beach closures and/or volunteers opting to temporarily suspend monitoring.
- Monitoring volunteers at Fortunes Rock Beach suspended monitoring for the months of April and May, but anticipate monitoring in late June.

Protocols Implemented for Those Opting to Continue Monitoring on Open Beaches

- On beaches that remain open during the pandemic, volunteer monitors should decide as a team if they will plan to continue monitoring, or if they will choose to suspend monitoring temporarily. This decision is made by the participating team members.
- Check and observe State and local advisories/regulations.
- Do not carpool unless everyone is part of the same household.
- Do not sample if you or anyone in your household feels or is sick.
- Follow social distancing recommendations - maintain at least a 6-foot distance from people who are not part of your household.
- Wear a face mask while monitoring.

- Have one person dedicated to each job and do not share/pass equipment or recording materials (phone or clipboard and pencil) with one another. Sanitize equipment after each monitoring event.

Beach Profile Monitoring Program: Funding Request

- There is no change in the program's request for \$1000 for FY21



Infectious Disease Preparedness and Response Plan

A. Company Policy

Apex Youth Connection ["Apex"] is committed to maintaining a workplace that promotes the health and safety of all employees, volunteers, and participants. The World Health Organization has declared a pandemic in connection with the respiratory disease, COVID-19, which is caused by the novel coronavirus (SARS-CoV-2). The virus that causes COVID-19 has been found to be easily transmitted from person to person and, therefore, creates a risk of exposure in the workplace and in program implementation. To address this potential hazard, Apex has developed an Infectious Disease Preparedness and Response Plan (the "Plan"). The Plan intends to address all aspects of potential exposure and summarizes the steps Apex is taking to reduce such potential exposure. All employees are required to review and comply with the Plan. Failure to do so will lead to disciplinary action up to and including termination of employment. All volunteers are required to review and comply with the Plan. Failure to do so will necessitate immediate expulsion from all program activities and Apex property. Participant parents/guardians are required to review, sign and comply with the COVID-19 Waiver. Failure to do so will lead to expulsion from all program activities and Apex property.

We are confident that by working together to reduce potential exposure to the coronavirus, we will protect our employees, our volunteers, our participants, and Apex from the potentially devastating effects of this pandemic.

Questions about the Plan or the coronavirus should be directed to Melissa Cilley.

B. General Infection Prevention Measures Applicable to All Persons on Apex Property

a. HANDWASHING

- i. There will be two handwashing stations, one indoors and one outdoors.
- ii. There will be three "sanitation stations" – one indoors, one on the parking lot, and one in or near the quarry to include
 1. Hand sanitizer
 2. Paper towels
 3. Bleach spray
 4. Trash receptacle
- iii. All employees, volunteers, and participants will wash/sanitize hands
 1. Upon entering Apex property
 2. Before and after eating
 3. Before and after using personal cell phones

b. STAYING HOME WHEN SICK

- i. As much as we need and value you as employees and volunteers, we need you to please stay home if you are sick.
- ii. Youth participants are required to stay home when sick.
- iii. Any employee, volunteer, or participant testing positive for COVID-19, *must* stay home and report the diagnosis.
 1. Employees report to the E.D.
 2. Volunteers report to their Program Manager
 3. Youth report to their program staff

c. REPORTING – If you are an employee, volunteer, or participant who receives an order from any state or local public health agency directing you to self-quarantine, you must report that order to the same person as outlined under b.iii above.

d. RESPIRATORY ETIQUETTE – Always cough or sneeze into the crook of your elbow.

e. SHARING EQUIPMENT – No employee, volunteer, or participant should share any type of equipment directly with any other person.

- i. Phones: The upstairs phone should be picked up only by Tom Foley. The downstairs central phone should be picked up/used only by Peter Yanson. The downstairs office phone should be picked up/used only by Phil Bailey. If Rebecca needs to use the phone, the holder of the phone must disinfect it before handing it to her.
 - ii. Please do not share office supplies.
 - iii. Any work or program tools that must be shared must be disinfected and dry before transferring.
- f. DISTANCING
 - i. Avoid close contact (and maintain 6 feet)
 - ii. Use the main HQ door for entry and the ABF door for exit. Both doors will be clearly marked as "Entrance only" and "Exit only."
 - iii. Before going up or down the stairs, please announce your intention loudly so others will know you are coming.
 - iv. Bathroom doors will be kept open except when occupied. There will be a tape line on the floor 6 feet from the doors for waiting.
- G. NO HANDSHAKING
- h. FOR EMPLOYEES, IF YOU ARE ABLE TO WORK FROM HOME OR OFF-SITE, PLEASE DO
- i. MEETINGS
 - i. No in-person meetings of more than three people, five people only for staff meetings and with physical distancing
 - ii. All meetings must be held in the upstairs program area or the lunch area using separate tables.
- j. DISINFECTING
 - i. All common surfaces (counters, tables, railings, door handles, bathroom door knobs, faucets, toilets, railing) must be sprayed with bleach spray once in the morning (between 10 and 11 am), after lunch, and before leaving the building.
 - ii. Apex will contract with a provider to heavily disinfect Apex HQ over each weekend. This will include the refrigerator, microwave, corner walls, and all common areas noted in i. above.
 - iii. All employees, volunteers, and participants must follow the policy, "if you touch it, you wipe it."
- k. DISCOURAGING THE SPREAD OF COVID-19
 - i. All persons must wear masks at Apex HQ and at the Apex Hub at all times.
 - ii. The first employee to arrive each day should open as many windows and doors as weather permits. Even when raining, at least the primary HQ door can be left open. The last employee to leave must ensure all windows and doors are closed.

C. Identification and Isolation of Sick People

- a. SELF-MONITORING - All employees and volunteers should self-monitor for signs and symptoms of COVID-19, relying on CDC list of symptoms.
- b. TEMPERATURE SCREENING –
 - i. All youth participants will be temperature screened on arrival each day and whenever suspicion or report necessitates a recheck
 - ii. For employees and volunteers, if you have a sudden onset of symptoms, use the scanning thermometer to ensure you have not developed a fever.
- c. VISITOR SCREENING – *all visitors are strongly discouraged*
 - i. Screen all visitors with verbal assurance of self-monitoring
 - ii. Refuse entry to anyone reporting symptoms including but not limited to a fever
 - iii. All package deliveries will be left outside
- d. SYMPTOMATIC EMPLOYEES
 - i. Any person with symptoms (including a fever), must leave Apex immediately.
 - ii. Report your health status within 24 hours.
 - 1. Employees report to E.D.
 - 2. Volunteers report to Program Manager
 - 3. Participants report to program staff

4. All health information will be kept confidential
- e. WHEN DOCUMENTED INFECTION
 - i. Apex will *at least* determine the timeline of when the infected person was on-site/engaged in programs
 - ii. Determine close contacts of that person while on-site/engaged in programs
 - iii. If feasible, self-quarantine those close contacts for 14 days
 - iv. It is also highly foreseeable that Apex will close down programs with a COVID-19 positive report

D. Returning to Work/Restarting Programs Following a Positive COVID-19 Test

- a. Apex will FOLLOW CDC GUIDANCE regarding discontinuing home isolation
 - i. If the infected person **will not** have a COVID-19 test to determine if they are still contagious, then he/she can return to Apex only after:
 1. No fever for at least 72 hours (3 full days of no fever without the use of medicine), **and**
 2. Respiratory symptoms have improved, **and**
 3. At least 10 days have passed since symptoms first appeared
 - ii. If the infected person **will** have a COVID-19 test to determine if still contagious, then he/she can return to work only after:
 1. No fever (without use of medicine), **and**
 2. Respiratory symptoms have improved, **and**
 3. They received two negative tests in a row, at least 24 hours apart

E. The Plan -- We want your thoughts

- a. If you have any questions about the Plan, please contact Melissa Cilley
- b. If you see anything in the workplace that causes you concern or if you believe the Plan should be modified in any way, please contact Melissa Cilley

F. Enforcement

Apex is committed to reducing exposure to the coronavirus in the workplace. The Infectious Disease Preparedness and Response Plan is designed to reduce exposure for all employees, volunteers, and participants and, therefore, all employees are required to comply with the Plan at all times. Failure to do so may result in disciplinary action. All volunteers are required to comply with the Plan at all times. Failure to do so may result in separation. All parents/guardians of participants are required to review this document and sign the associated COVID-19 Waiver.

* * * * *

I acknowledge receipt of Apex's Infectious Disease Preparedness and Response Plan (the "Plan"). I understand that I am required to review the Plan and consult with Melissa Cilley if there is anything that I do not understand or cannot comply with. I further understand that my failure to comply with the Plan may lead to disciplinary action for employees and separation for volunteers. Nothing in this Plan alters the at-will nature of the employment relationship for employees.

Signature

Date

Please print name

COVID-19 Participation Agreement

Version: 05/13/2020

As Apex Youth Connection (Apex) welcomes our students and families back to participate in our programming, we will do our utmost to comply fully with state, CDC, and WHO guidance with regard to management of the novel coronavirus and COVID-19.

Here is how we are striving to protect our students, staff, and volunteers. The following steps will be taken to mitigate the spread or introduction of COVID-19 or both to the greatest extent possible:

- All staff, students, volunteers, and parents will be asked to wear a face covering while on Apex property or buildings or otherwise participating in Apex programming. Face masks will be provided as necessary but students, parents and volunteers are strongly encouraged to provide their own. When programmatically possible or necessary, when social-distancing can be maintained, and when the situation can be monitored by an Apex staff, face masks may be removed for a specific programmatic purpose and only for the duration necessary.
- All staff, students, participants, volunteers, and parents will maintain the social-distancing standard of six feet, or the current prevailing standard, unless circumstances require less distance for risk management purposes.
- In such case that program operations create bottle necks or need for proximity that challenges the six-foot or prevailing standard, such as bathroom use, physical markings and traffic management will be employed to mitigate interactions to the extent possible in an effort to comply with CDC guidance to minimize duration and exposure of students and staff to each other.
- Soap, hand sanitizer, and washing stages will be available and there will be regular hand-washing and sanitization of program spaces built into the program schedule.

Please see program-specific mitigation efforts below. Be aware, however, that no amount of diligence can guarantee protection from COVID-19. Therefore, volunteers, students, program participants, and their families accept that they are participating in Apex programs and entering Apex property **at their own risk**. Anyone showing signs or symptoms of being infected with the novel coronavirus or of having Covid-19, and anyone who knows to have been in contact with someone showing signs or symptoms of being infected with the novel coronavirus or of having Covid-19, must stay home or will be separated from others and sent home immediately upon symptom detection or suspicion from any Apex agent. Failure of a student to comply with these regulations or to willfully or repeatedly put others in danger will result in removal from the program.

Physical, emotional, and psychological safety is the highest priority of Apex Youth Connection.

Please signify that you have read and understand this document by signing below.

Student/Participant _____ Date _____

Printed Name _____

Parent/Guardian _____ Date _____

Printed Name _____

Parent/Guardian _____ Date _____

Printed Name _____



Leveraging the power of human connection, Apex programs get youth "out there" to help them aspire toward the future, persist through challenges, & explore the world around them.



Free excursions and hands-on experiences for kids in 3rd through 12th grade!

Apex Youth Connection means adventure.

Apex Youth Connection means independence.

Apex Youth Connection means community.

This is



- After-school programs
- School-based programs
- Summer programs
- Youth Cycling Team
- Weekend excursions
- Workshops
- STEM classes



Trek2Connect

Location: 45 Granite St., Biddeford, ME

Mailing: P.O. Box 783, Biddeford, ME, 04005

Phone: 207-282-9700

To volunteer, donate, or schedule a visit, email

volunteer@apexyouthconnection.org or visit

www.apexyouthconnection.org



Warming Center Budget Request
December 1, 2020 – March 30, 2021

Average nights at 20 degrees or below	60 nights
# of hours/shift	12
Hourly rate for contract paid staff	\$30/hour
Hourly rate for contract Security staff	\$25/hour
Administrative Oversight/Insurance	\$2,000
Anticipated cost for staff for winter season	
Contract SOH staff:	
# of nights x 12 hrs./night x \$30/hr.	\$21,600
Contract Security staff:	
# of nights x 12 hrs./night x \$25/hr.	\$18,000
Additional fuel oil / electricity expense	\$4,000
Based on 3 year history of gallons used (this was a mild winter)	
<u>Estimated Total</u>	\$45,600
We have been recommended to be funded from the CDBG	\$21,600
We requested funding from Saco and OOB, but unlikely this year	
Our budget request is:	\$24,000

Summary of Warming Center Statistics

January 16 – March 1, 2020

Statistics

Breakdown:	# of participants	Frequency of participant #
	0	1 night
	3	5 nights
	4	2 nights
	5	5 nights
	6	3 nights
	7	3 nights
	9	1 night
	11	2 nights
	14	<u>1 night</u>
# of nights open		23 nights

There were at least 4-5 other nights we could have been open and probably at the higher numbers of attendance due to the miserableness of the weather – pouring rain, sleety, or wet snow that didn't trigger our temperature guidelines but we would definitely open this year for nights like these.

From: [Norton, Kendi](#)
To: [Contact all Councilors](#); [Phinney, Brian](#)
Subject: FW: Historical Preservation Commission invitation to present to Biddeford City Council on June 4th
Date: Wednesday, June 3, 2020 8:31:11 AM
Attachments: [image001.png](#)

From: aurelie wallach <aureliewallach@hotmail.com>
Sent: Tuesday, June 2, 2020 6:25 PM
To: Norton, Kendi <Kendi.Norton@Biddefordmaine.org>; Favreau, Brad <Brad.Favreau@Biddefordmaine.org>
Subject: Re: Historical Preservation Commission invitation to present to Biddeford City Council on June 4th

Kendi:

I have been trying to find out if any information was sent from the Planning Board regarding our Historic Preservation Budget and have not heard back from them for several days.

So, I will state that I would like to continue receiving an \$800 budget, which is the smallest budget that is being reviewed. We have an even smaller budget than the Saco Snowmobile Club.

We meet monthly and have been meeting on Zoom and have not had to cancel any meetings, however, it is inconvenient not being in the conference room where we can view plans, etc. for Certificate of Appropriateness and meet personally with the applicants.

In regards to our paltry budget. I try to make it stretch. Several times a year we attend workshops held by Greater Portland Landmarks, Maine Development Foundation, National Trust and so forth as it is our responsibility to educate the public regarding all the benefits of Historic Preservation.

Biddeford benefits in many ways from having a volunteer commission such as ours. Property values increase and higher taxes follow as well as revitalization not to mention a community that understands the value of saving our heritage.

I can zoom into the meeting should anyone have any questions.

aurelie
