

City of Biddeford
City Council
May 16, 2017 6:00 PM Council Chambers

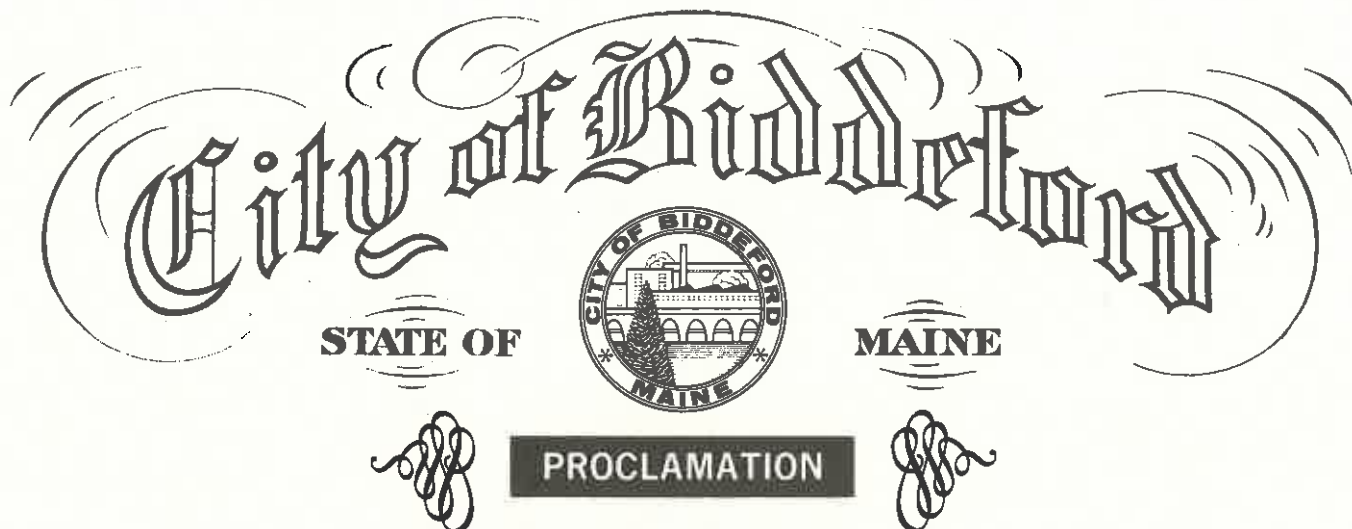
- 1. Roll Call**
- 2. Pledge of Allegiance**
- 3. Adjustment(s) to Agenda**
 - 3.a. Add: Executive Session - 1 M.R.S.A. 405(6)(E)...Pending Litigation
- 4. Proclamations:**
 - 4.a. Police Week - May 14th to May 20th
[5-16-2017 Proc-Police Week-PDF.pdf](#)
 - 4.b. Kids to Park Day - May 20th
[5-16-2017 Proc-Kids to Park Day-PDF.pdf](#)
- 5. Recognition:**
 - 5.a. Swearing In of Fire Department Officers
- 6. Game of Chance Beano/Bingo Game of Chance**
 - 6.a. Sports Projects (@ LaKermesse)
[5-16-2017 Sport Projects-Game of Chance.pdf](#)
- 7. Public Hearing**
 - 7.a. Liquor License Application: Three Sisters Family Restaurant
[Three Sisters Family Restaurant.pdf](#)
- 8. Liquor License Consideration**
 - 8.a. Three Sisters Family Restaurant
[Three Sisters Family Restaurant.pdf](#)
- 9. Consideration of Minutes:**
 - 9.a. May 2, 2017 Council Meeting Minutes
[5-02-2017 Council Meeting Minutes.docx](#)
 - 9.b. May 10, 2017 Special Council Meeting Minutes
[5-10-2017 Special Council Meeting- 1st Reading School Budget.docx](#)
- 10. Second Readings:**
 - 10.a. School Department Budget: Essential Programs & Services Funding Act
[1 School Essential Programs FY18.docx](#)
 - 10.b. School Department Budget: School Construction Projects - Local Share
[2 School Construction Funding FY18.docx](#)
 - 10.c. School Department Budget: Additional Local Funds - for School Purposes
[2-A Additional Funds to be Raised FY18.docx](#)
 - 10.d. School Department Budget: Disposition of Additional State Subsidy
[2-B Disposition-Additional State Subsidy.doc](#)
 - 10.e. School Department Budget: School Appropriations (11 lines)
[3 School Appropriations FY18.docx](#)

- 10.f. School Department Budget: Adult Education
[4 Adult Education FY18.docx](#)
- 10.g. School Department Budget: Food Service
[5 Food Service FY18.docx](#)
- 10.h. 2017.35) Amendment/Ch. 46-Parks, Sec. 46-11-Alcoholic beverages; fire; use of closed areas/Prohibition
[5-02-2017 Ch 46-Alcoholic Beverages.doc](#)
- 10.i. 2017.36) Amendment/Ch. 6-Amusements Add New Article V- Sales, Possession and Consumption of Liquor at and during Special Events on City Public Property
[5-02-2017 Ch 6- Sales and Consumption of Alcohol and City Property.doc](#)
- 10.j. 2017.37) Amendment/Ch. 10-Animals, Sec. 10-35-Running at large on public ways prohibited; restraint required/Unleashed Dogs
[5-02-2017 Ch 10 ANIMALS - Dogs at Large.doc](#)
- 10.k. 2017.38) Amendment/Ch. 46-Parks, Sec. 46-13-Park operating policy/Dogs on City Beaches & Rotary Park
[5-02-2017 Ch 46-Park operations-dogs.doc](#)
- 10.l. 2017.46) Approval/Refinancing of the City's 2010 and 2011 Bonds
[5-02-2017 Refunding 2010-2011 Bonds-ORDER.docx](#)
[5-16-2017 General Obligation Bonds-Bidd Savings Report.pdf](#)

11. Orders of the Day:

- 11.a. 2017.47) Approval/Community Development Block Grant (CDBG) Year 5 Action Plan to U.S. Department of Housing & Urban Development
[5-16-2017 CDBG Action Plan-ORDER.doc](#)
[5-16-2017 CDBG Action Plan-MEMO.doc](#)
[5-16-2017 CDBG Action Plan-document.doc](#)
[5-16-2017 CDBG Action Plan-Budget.docx](#)
- 11.b. 2017.48) Approval/Citizens Participation Plan Revisions to U.S. Department of Housing & Urban Development
[5-16-2017 Citizen Participation Revision-ORDER.doc](#)
[5-16-2017 Citizen Participation Revisions-MEMO.doc](#)
[5-6-2017 Citizen Participation PLAN.doc](#)
- 11.c. 2017.49) Approval for LaKermesse Franco-Americaine to Serve Liquor on Public Property; Approval for LaKermesse Franco-Americaine Block Party
[5-16-2017 LaKermesse-approval to serve liquor.doc](#)
[5-16-2017 LaKermesse Special Event Application.pdf](#)
- 11.d. 2017.42) Remove from table: Confirmation/Appointment of Cheryl Fournier as Finance Director
[5-02-2017 Appt-Finance Director-Fournier.docx](#)
[5-02-2017 Resume Cheryl Fournier-Finance Director.doc](#)
- 11.e. 2017.39) Remove from table: Amendment/Ch. 42, Motor Vehicles & Traffic/Sec. 42-90-No Parking/Add on Summit Street
[5-02-2017 Summit Street No Parking.docx](#)
- 11.f. 2017.50) Amendment/Ch. 42, Motor Vehicles & Traffic/Sec. 42-64-Fees for parking violations/Fee Increases
[5-16-2017 Parking Fees Increase Amendments.docx](#)

- 11.g. 2017.51) Amendment/Ch. 42, Motor Vehicles & Traffic/Sec. 42-92.1-Waiver of parking fees under specific circumstances/Delete Entire Section
[5-16-2017 Repeal waiver of parking fees.docx](#)
- 11.h. 2017.52) Amendment/Ch. 18, Buildings and Building Regulations/Sec. 18-61-Permit fee schedule/Increase Construction Permit Fee; and Sec. 18-158-Electrical Permit Fees/Add Administrative Fees
[5-16-2017 Building & Electrical Permit Fee Increases.docx](#)
- 11.i. 2017.53) Amendment/Ch.42, Motor Vehicles & Traffic/Sec. 42-66-Beach permit parking regulations enumerated/Increase in all beach permit fees
[5-16-2017 Beach Permits-Increase in fees.docx](#)
- 11.j. 2017.54) Amendment/Ch. 6-Amusements, Art. IV-Special Events, Sec. 6-143-Permit required/Add Special Event Permit Fees
[5-16-2017 Ch 6-Special Event Permit Fees.doc](#)
- 11.k 2017.55) Request to Planning Board/Public Hearing to Rezone 38 South Street
[5-16-2017 38 South Street Amendment Request to PB.docx](#)
- 11.l 2017.56) Amendment/Ch. 2, Administration/Art. I - In General/Add New Sec. 2-3 - Code of Ethics
[5-16-2017 Ch 2-Code of Ethics.doc](#)
- 12. Appointments:**
 - 12.a. Donna Tippet...Solid Waste Management Commission
[5-16-2017 Appt-Tippett-SWMC.docx](#)
[5-16-2017 Committee App-Tippett-SWMC.pdf](#)
- 13. City Manager Report**
- 14. Public Addressing the Council..(3 minute limit per speaker)**
- 15. Other Business**
- 16. Council President Addressing the Council**
- 17. Mayor Addressing the Council**
- 18. Adjourn**



Whereas National Police Week has been designated to honor the service and sacrifice of those law enforcement officers killed in the line of duty while protecting our communities and safeguarding our democracy.

WHEREAS, the Congress and President of the United States have designated May 15 as Peace Officers Memorial Day, and the week in which it falls as Police Week;

WHEREAS, the International Association of Chiefs of Police has declared law enforcement officer safety and wellness a top priority, and the IACP's Center for Officer Safety and Wellness promotes the importance of individual, agency, family, and community safety and wellness awareness; and

WHEREAS, as members of the law enforcement agency of Biddeford, Maine play an essential role in safeguarding the rights of freedoms of its citizens; and

WHEREAS, it is important that all citizens know and understand the problems, duties and responsibilities of their police department, and that members of our police department recognize their duty to serve the people by safeguarding life and property, by protecting them against violence or disorder, and by protecting the innocent against deception and the weak against oppression or intimidation; and

WHEREAS, the police department of the City of Biddeford has grown to be a modern and scientific law enforcement agency which unceasingly provides a vital public service;

NOW, THEREFORE, I, Mayor Alan M. Casavant call upon all citizens of Biddeford, Maine and upon all patriotic, civil and educational organizations to observe the week of **May 14 – May 20, 2017, as Police Week** with appropriate ceremonies in which all of our people may join in commemorating police officers, past and present, who by their faithful and loyal devotion to their responsibilities have rendered a dedicated service to their communities and, in doing so, have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens.

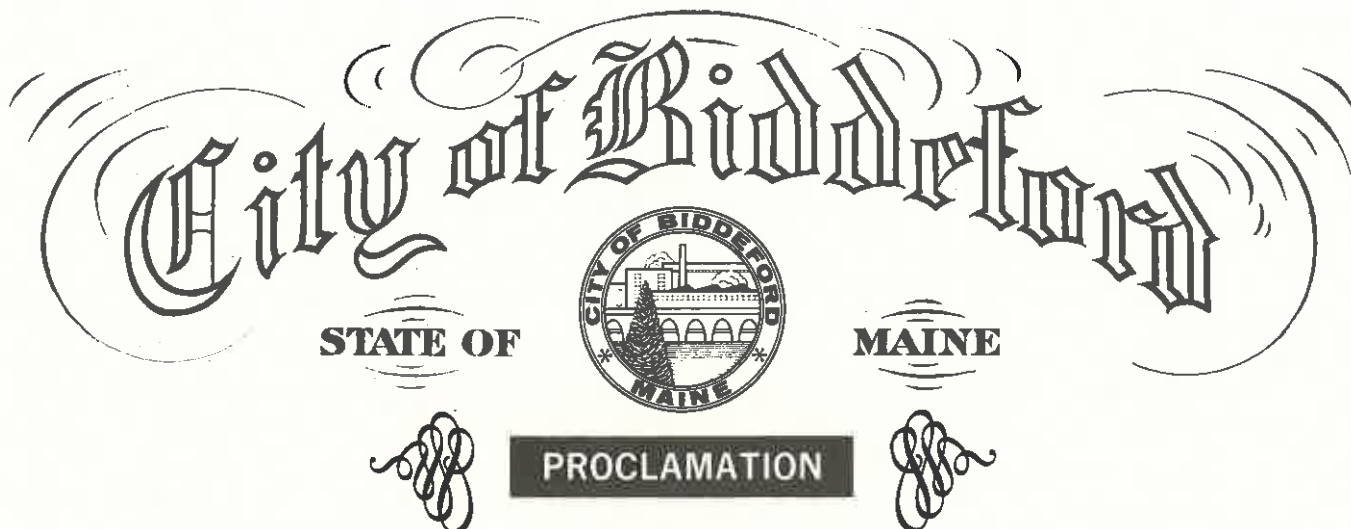
*In Witness Whereof, We, the undersigned have herewith
affixed our signatures this 16th day of May 2017*

Carmen J. Mon

City Clerk



Mayor



Whereas May 20th, 2017 is the seventh Kids to Parks Day organized and launched by the National Park Trust; and

WHEREAS, Kids to Parks Day empowers kids and encourages families to get outdoors and visit America's parks; and

WHEREAS, it is important to introduce a new generation to our nation's parks because of the decline in Park attendance over the last decades; and

WHEREAS, we should encourage children to lead a more active lifestyle to combat the issues of childhood obesity, diabetes mellitus and hypertension; and

WHEREAS, Kids to Parks Day is open to all children and adults across the country to encourage a large and diverse group of participants; and

WHEREAS, Kids to Parks Day will broaden children's appreciation for nature and outdoors; and

NOW THEREFORE, WE, the Mayor and City Council of the City of Biddeford, do hereby proclaim to participate in **Kids to Parks Day**. We urge residents of Biddeford to make time on May 20th, 2017 to take the children in their lives to a neighborhood, state or national park.

In Witness Whereof, We, the undersigned have herewith affixed our signatures this 16th *day of* May *to* 2017

Carmen J. Nori
City Clerk



Mayor



STATE OF MAINE
DEPARTMENT OF PUBLIC SAFETY GAMING & WEAPONS SECTION

164 STATE HOUSE STATION, AUGUSTA, MAINE 04333-0164
(207) 624-7210

Application for a License to Operate Beano/Bingo or a Game of Chance

1. License you are requesting is for: **BEANO** ☐ OR **GAMES OF CHANCE** ☒

(PLEASE CHECK ONE)

2. Organization Name is: SPORTS PROTECTS INC

IF YOU CHECKED GAMES OF CHANCE:

Name of Game: MONEY WHEEL (15⁰⁰)

Number of Games: 1

Open to Public? Yes ☒ No ☐

Beano/Games Organization Number is: 1653

Business Address: 389 RANDALL ROAD LEWISTON, ME 04240

Mailing Address: SAME Phone: 782-5526

3. Date of Founding 1976 Place of Founding LEWISTON, ME 04240

4. Current Officers:

NAME & TITLE	ADDRESS	CITY/ZIP	PHONE	DATE TERM EXPIRES
<u>Mickey Amiotte Pres.</u>	<u>389 RANDALL Rd</u>	<u>LEWISTON 04240</u>	<u>782-5526</u>	<u>12/2017</u>

<u>Howard Siegel V. Pres.</u>	<u>15 OAK ST. MECHANIC FALLS</u>	<u>04256</u>	<u>345-9506</u>	<u>12/2017</u>
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<u>Betty Siegel Sec.</u>	<u>15 OAK ST. MECHANIC FALLS</u>	<u>04256</u>	<u>345-9506</u>	<u>12/2017</u>
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<u>Melissa Leighton Treas.</u>	<u>160 LEWISTON RD NEW GLOUCESTER</u>	<u>04260</u>	<u>240-5450</u>	<u>12/2017</u>
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5. Location of Beano/Bingo or Game of Chance:

BUILDING	ADDRESS	CITY
<u>LAKEMERE FESTIVAL</u>	<u>ST. LOUIS FIELD Bldg</u>	<u>BIDDEFORD ME 04005</u>

6. Person responsible for operation of Beano/Bingo or Games of Chance:

Name: Mickey Amiotte 389 RANDALL Rd LEWISTON 782-5526 782-5526
DAYTIME PHONE & EVENING PHONE

Name & Address where

Licenses will be sent: SPORTS PROTECTS INC 389 RANDALL Rd LEWISTON, ME 04240

E-Mail Address: mickeyam@adl.com

7. Circle the days of the week you expect to operate: Mon Tue Wed Thu Fri Sat Sun

8. For Beano/Bingo Only: How many times per month do you plan to run Beano/Bingo? _____

What time do doors open for Beano/Bingo? _____

9. Dates to be licensed – Please specify weeks (Monday through Sunday) or full months. You may apply for up to six months of licenses in advance. See back of this form for yearly rates.

1 WEEK

JUNE 22-24

Complete this application – both front & back. Sign, date, and return it to the Gaming & Weapons Section at the address shown above.

FOR OFFICE USE ONLY

Check # _____

Amount \$ _____



STATE OF MAINE

DEPARTMENT OF PUBLIC SAFETY GAMING & WEAPONS SECTION

164 STATE HOUSE STATION, AUGUSTA, MAINE 04333-0164
(207) 624-7210

Application for a License to Operate Beano/Bingo or a Game of Chance

1. License you are requesting is for: **BEANO** ☐ **OR** **GAMES OF CHANCE** ☒
(PLEASE CHECK ONE)

2. Organization Name is: Sports Protects Inc

IF YOU CHECKED GAMES OF CHANCE:

Name of Game: Sealed Tickets 150

Number of Games: 1

Open to Public? Yes ☒ No ☐

Beano/Games Organization Number is: 1653

Business Address: 389 RANDALL ROAD LEWISTON, ME 04240

Mailing Address: SAME Phone: 782-5526

3. Date of Founding 1976 Place of Founding LEWISTON, ME 04240

4. Current Officers:

NAME & TITLE	ADDRESS	CITY/ZIP	PHONE	DATE TERM EXPIRES
<u>Mickey Amlette Pres.</u>	<u>389 RANDALL Rd</u>	<u>LEWISTON 04240</u>	<u>782-5526</u>	<u>12/30/17</u>

NAME & TITLE	ADDRESS	CITY/ZIP	PHONE	DATE TERM EXPIRES
<u>Howard Siegel V. Pres</u>	<u>15 Oak St. MECHANIC FALLS</u>	<u>04256</u>	<u>345-9506</u>	<u>12/30/17</u>

NAME & TITLE	ADDRESS	CITY/ZIP	PHONE	DATE TERM EXPIRES
<u>Betty Siegel Sec.</u>	<u>15 Oak St. MECHANIC FALLS</u>	<u>04256</u>	<u>345-9506</u>	<u>12/30/17</u>

NAME & TITLE	ADDRESS	CITY/ZIP	PHONE	DATE TERM EXPIRES
<u>Melissa Leighton Treas</u>	<u>160 LEWISTON Rd</u>	<u>New Gloucester 04260</u>	<u>240-3450</u>	<u>12/30/17</u>

5. Location of Beano/Bingo or Game of Chance:

BUILDING	ADDRESS	CITY
<u>LA Kermesse Festival</u>	<u>St. Louis Field Biddeford</u>	<u>ME 04005</u>

6. Person responsible for operation of Beano/Bingo or Games of Chance:

Name: Mickey Amlette 389 RANDALL Rd LEWISTON 782-5526 782-5526
DAYTIME PHONE & EVENING PHONE

Name & Address where Licenses will be sent: Sports Protects Inc 389 RANDALL Rd LEWISTON, ME 04240

E-Mail Address: mickeyam@adl.com

7. Circle the days of the week you expect to operate: Mon Tue Wed Thu Fri Sat Sun

8. For Beano/Bingo Only: How many times per month do you plan to run Beano/Bingo? _____
What time do doors open for Beano/Bingo? _____

9. Dates to be licensed - Please specify weeks (Monday through Sunday) or full months. You may apply for up to six months of licenses in advance. See back of this form for yearly rates.

1 week June 22-24

Complete this application - both front & back. Sign, date, and return it to the Gaming & Weapons Section at the address shown above.

FOR OFFICE USE ONLY

Check # _____
Amount \$ _____



STATE OF MAINE
DEPARTMENT OF PUBLIC SAFETY GAMING & WEAPONS SECTION
 164 STATE HOUSE STATION, AUGUSTA, MAINE 04333-0164
 (207) 624-7210

Application for a License to Operate Beano/Bingo or a Game of Chance

1. License you are requesting is for: **BEANO** ☐ **OR** **GAMES OF CHANCE** ☒
 (PLEASE CHECK ONE)

2. Organization Name is: Sports Protects Inc

IF YOU CHECKED GAMES OF CHANCE:

Name of Game: Sealed Tickets 1500

Number of Games: 1

Beano/Games Organization Number is: 1653

Open to Public? Yes ☒ No ☐

Business Address: 389 RANDALL ROAD LEWISTON, ME 04240

Mailing Address: SAME Phone: 782-5576

3. Date of Founding 1976 Place of Founding LEWISTON, ME 04240

4. Current Officers:

Mickey Amlette Pres 389 RANDALL Rd LEWISTON 04240 782-5576 12/2017
 NAME & TITLE ADDRESS CITY/ZIP PHONE DATE TERM EXPIRES

HOWARD SIEGEL V. Pres 15 Oak St. MECHANIC FALLS 04256 345-9506 12/2017
 NAME & TITLE ADDRESS CITY/ZIP PHONE DATE TERM EXPIRES

Beth Siegel Sec 15 Oak St. MECHANIC FALLS 04256 345-9506 12/2017
 NAME & TITLE ADDRESS CITY/ZIP PHONE DATE TERM EXPIRES

Melvin Leighton Treas 160 LEWISTON Rd NEW GLOUCESTER 04260 240-5450 12/2017
 NAME & TITLE ADDRESS CITY/ZIP PHONE DATE TERM EXPIRES

5. Location of Beano/Bingo or Game of Chance:

LA Kermesse Festival St. Louis Field Biddeford ME 04005
 BUILDING ADDRESS CITY

6. Person responsible for operation of Beano/Bingo or Games of Chance:

Name: Mickey Amlette 389 RANDALL Rd LEWISTON 782-5576 782-5576
 DAYTIME PHONE & EVENING PHONE

Name & Address where

Licenses will be sent: Sports Protects Inc 389 RANDALL Rd LEWISTON, ME 04240

E-Mail Address: mickeyam@aol.com

7. Circle the days of the week you expect to operate: Mon Tue Wed Thu Fri Sat Sun

8. For Beano/Bingo Only: How many times per month do you plan to run Beano/Bingo? _____

What time do doors open for Beano/Bingo? _____

9. Dates to be licensed – Please specify weeks (Monday through Sunday) or full months. You may apply for up to six months of licenses in advance. See back of this form for yearly rates.

1 week June 22-24

Complete this application – both front & back. Sign, date, and return it to the Gaming & Weapons Section at the address shown above.

FOR OFFICE USE ONLY	
Check # _____	
Amount \$ _____	

\$10.00 application fee is applicable to all NEW businesses
\$60.00 advertising fee for new liquor license applications is an up-front charge

pd \$ 210.00
4/18/2017

City of Biddeford
BUSINESS LICENSE APPLICATION

BUSINESS NAME: Three Sisters Family Restaurant
Business Address: 641 Elm St. Map Lot
Mailing Address:
Business Telephone Number: 494-9254
Email Address: nanacyr@gmail.com
OWNER/OPERATOR: Charlotte M. Hebert & Catherine E. Cyr
Home Physical Address: 148 Summer St. Biddeford, Me.
Home Mailing Address:
Home Telephone Number: 494-8186
Applicant(s) Date of Birth: 2.22.54

Catherine E. Cyr
Applicant's Signature

4.18.17
Date

Any information provided in this application, which is found to be false, will result in the denial or revocation of this license – per 1 M.R.S.A. 17-A §453.

TYPES OF ENTERTAINMENT:

\$150.00 (single/multiple events)

- ☐ Concert
- ☐ Exhibitions (live performances)
- ☐ Circus/Carnival

☐ Playhouse/Play

- ☐ Indoor Skating Rink
- ☐ Bowling Lanes
- ☐ Theater/Movie House
(plus \$25.00 per screen)
- ☐ Billiard Room(s)

\$150.00 (annual)

- ☐ Public Firing Range
- ☐ Bottle Club

AUTOMOBILE REPAIR AND/OR GRAVEYARD:

- ☐ Automobile Repair Garage for maintenance
- ☐ Automobile Graveyard

\$75.00

\$200.00

PLACES/DEALERS IN PRODUCTS:

\$200.00

- ☐ Secondhand Dealers
- ☐ Dealers in gold jewelry, etc.
- ☐ Antique Dealer

- ☐ Flea Market (for 20 tables; \$5 per add'l table)
- ☐ Junk Dealer/Recycling

\$10.00 application fee is applicable to all NEW businesses

\$60.00 advertising fee for new liquor license applications is an up-front charge

PAWNBROKER: **\$200.00**

VENDOR ON A PUBLIC PLACE: **\$50.00**

ICE CREAM TRUCK VENDOR **\$75.00**

(need to show proof of at least \$500,000 liability insurance)

VENDING ON WATERWAYS **\$100.00**

OPERATING LICENSE:

- ☒ Victualer (no alcohol)-State Cert. Required **\$75.00**
- ☐ Victualer serving beer and/or wine-State Cert. Required **\$100.00**
- ☒ Victualer serving beer, wine and/or liquor **\$150.00**
State Cert. Required
- ☐ Taxicab, motorbus, public automobile **\$50.00**
(plus \$20.00 per vehicle)
- ☐ Massage Establishment/Therapist **\$100.00**
- ☐ Combined Massage Establishment/Massage Therapist **\$150.00**
- ☐ Adult Business **\$2,000.00**
- ☐ Sludge Disposal **\$50.00**

MISCELLANEOUS:

- ☒ Advertising (for liquor licenses) **\$60.00**
- ☐ Newspaper Vending Machines (per machine) **\$10.00**
- ☐ Video Game Devices (up to a max of \$50.00) **\$10.00 (each machine)**

New Business License Application Disclosure: By submitting, signing and paying the applicable \$10.00 application fee (and \$60.00 advertising, when applicable), the issuance of business license in the City of Biddeford is not guaranteed. You will be required to pay the full business license fee(s) once departmental reviews have been completed and an Occupancy Permit has been issued by the Code Enforcement Office.

CITY COUNCIL APPROVAL DATE (if applicable): _____

CODE ENFORCEMENT APPROVAL:
(Occupancy Permit Issued)

[Signature] Life Safety Insp.

CITY CLERK ISSUED: _____ **DATE:** _____

**BUREAU OF ALCOHOL BEVERAGES AND LOTTERY OPERATIONS
DIVISION OF LIQUOR LICENSING AND ENFORCEMENT
8 STATE HOUSE STATION, AUGUSTA, ME 04333-0008
10 WATER STREET, HALLOWELL, ME 04347
TEL: (207) 624-7220 FAX: (207) 287-3434
EMAIL INQUIRIES: MAINELIQUOR@MAINE.GOV**

DIVISION USE ONLY	
License No:	
Class:	By:
Deposit Date:	
Amt. Deposited:	
Cash Ck Mo:	

NEW application: ☒ Yes ☐ No

PRESENT LICENSE EXPIRES _____

INDICATE TYPE OF PRIVILEGE: ☒ MALT ☒ VINOUS ☒ SPIRITUOUS

INDICATE TYPE OF LICENSE:

- ☒ RESTAURANT (Class I,II,III,IV) ☐ RESTAURANT/LOUNGE (Class XI) ☐ CLASS A LOUNGE (Class X)
☐ HOTEL (Class I,II,III,IV) ☐ HOTEL, FOOD OPTIONAL (Class I-A) ☐ BED & BREAKFAST (Class V)
☐ CLUB w/o Catering (Class V) ☐ CLUB with CATERING (Class I) ☐ GOLF COURSE (Class I,II,III,IV)
☐ TAVERN (Class IV) ☐ QUALIFIED CATERING ☐ OTHER: _____

REFER TO PAGE 3 FOR FEE SCHEDULE

ALL QUESTIONS MUST BE ANSWERED IN FULL

Corporation Name: THREE SISTERS RESTAURANT			Business Name (D/B/A) THREE SISTERS RESTAURANT		
APPLICANT(S) - (Sole Proprietor) CATHERINE E. CYR			DOB: 2-22-54		
APPLICANT(S) - (Sole Proprietor) CHARLOTTE M. HEBERT			DOB: 5-15-75		
Address 641 ELM ST.			Physical Location: 641 ELM ST		
City/Town BIDDEFORD			State ME		Zip Code 04005
Mailing Address 641 ELM ST					
City/Town BIDDEFORD			State ME		Zip Code 04005
Telephone Number 494-9254			Fax Number —		
Business Telephone Number 494-9254			Fax Number —		
Federal I.D. # 47-3588716			Seller Certificate #: or Sales Tax #: 1173137		
Email Address: Please Print nancycr @ g. mail. com			Website:		

If business is NEW or under new ownership, indicate starting date: **MAY 2015**

Requested inspection date: **WED-FRI 7:30-1:30** Business hours: **WED-SUNDAY 7:30-1:30**

1. If premise is a Hotel or Bed & Breakfast, indicate number of rooms available for transient guests: _____
2. State amount of gross income from period of last license: ROOMS \$ _____ FOOD \$ _____ LIQUOR \$ _____

3. Is applicant a corporation, limited liability company or limited partnership? YES ☒ NO ☐

If Yes, please complete the Corporate Information required for Business Entities who are licensees.

4. Do you permit dancing or entertainment on the licensed premises? YES ☐ NO ☒

5. If manager is to be employed, give name: _____

6. Business records are located at: **BEGIN & ASSOCIATES 19 COMMON ST. SACO, ME 04072**

7. Is/are applicants(s) citizens of the United States? YES ☒ NO ☐

8. Is/are applicant(s) residents of the State of Maine? YES ☒ NO ☐

9. List name, date of birth, and place of birth for all applicants, managers, and bar managers. Give maiden name, if married:
Use a separate sheet of paper if necessary.

Name in Full (Print Clearly)	DOB	Place of Birth
CATHERINE E. CYR	2-22-54	DENVER, CO.
CHARLOTTE M. HEBERT	5-15-75	DENVER, CO.
Residence address on all of the above for previous 5 years (Limit answer to city & state)		
BIDDEFORD, ME.		
ARUNDEL, ME		

10. Has/have applicant(s) or manager ever been convicted of any violation of the law, other than minor traffic violations, of any State of the United States? YES ☐ NO ☒

Name: _____ Date of Conviction: _____

Offense: _____ Location: _____

Disposition: _____ (use additional sheet(s) if necessary)

11. Will any law enforcement official benefit financially either directly or indirectly in your license, if issued?

Yes ☐ No ☒ If Yes, give name: _____

12. Has/have applicant(s) formerly held a Maine liquor license? YES ☐ NO ☒

13. Does/do applicant(s) own the premises? Yes ☒ No ☐ If No give name and address of owner: _____

14. Describe in detail the premises to be licensed: (On Premise Diagram Required) _____

RESTAURANT / FULL KITCHEN

15. Does/do applicant(s) have all the necessary permits required by the State Department of Human Services?

YES ☒ NO ☐ Applied for: _____

16. What is the distance from the premises to the NEAREST school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel? 5 MILES?

Which of the above is nearest? SCHOOL

17. Have you received any assistance financially or otherwise (including any mortgages) from any source other than yourself in the establishment of your business? YES ☒ NO ☐

If YES, give details: SBED LOAN \$40,000 / PREVIOUS OWNERS HOLD MORTGAGE
ADRIAN & PAT COTE

The Division of Liquor Licensing & Enforcement is hereby authorized to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also such books, records and returns during the year in which any liquor license is in effect.

NOTE: "I understand that false statements made on this form are punishable by law. Knowingly supplying false information on this form is a Class D offense under the Criminal Code, punishable by confinement of up to one year or by monetary fine of up to \$2,000 or both."

Dated at: 4.17.17 BIDDEFORD, ME. on APRIL 17, 20 17
Town/City, State Date

Catherine E. Cyr
Signature of Applicant or Corporate Officer(s)

CATHERINE E. CYR
Print Name

Please sign in blue ink

Charlotte M. Hebert
Signature of Applicant or Corporate Officer(s)

CHARLOTTE M. HEBERT
Print Name

FEE SCHEDULE

FILING FEE: (must be included on all applications)..... \$ 10.00

Class I Spirituous, Vinous and Malt \$ 900.00

CLASS I: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Vessels; Qualified Caterers; OTB.

Class I-A Spirituous, Vinous and Malt, Optional Food (Hotels Only) \$1,100.00

CLASS I-A: Hotels only that do not serve three meals a day.

Class II Spirituous Only \$ 550.00

CLASS II: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; and Vessels.

Class III Vinous Only \$ 220.00

CLASS III: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.

Class IV Malt Liquor Only \$ 220.00

CLASS IV: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Taverns; Pool Halls; and Bed and Breakfasts.

Class V Spirituous, Vinous and Malt (Clubs without Catering, Bed & Breakfasts) \$ 495.00

CLASS V: Clubs without catering privileges.

Class X Spirituous, Vinous and Malt – Class A Lounge \$2,200.00

CLASS X: Class A Lounge

Class XI Spirituous, Vinous and Malt – Restaurant Lounge \$1,500.00

CLASS XI: Restaurant/Lounge; and OTB.

UNORGANIZED TERRITORIES \$10.00 filing fee shall be paid directly to County Treasurer. All applicants in unorganized territories shall submit along with their application evidence of payment to the County Treasurer.

All applications for NEW or RENEWAL liquor licenses must contact their Municipal Officials or the County Commissioners in unincorporated places for approval and signatures for liquor licenses prior to submitting them to the bureau.

All fees must accompany application, make check payable to the **Treasurer, State of Maine.**

This application must be completed and signed by the Town or City and mailed to:
Bureau of Alcoholic Beverages and Lottery Operations
Division of Liquor Licensing and Enforcement
8 State House Station, Augusta, ME 04333-0008.
Payments by check subject to penalty provided by Title 28A, MRS, Section 3-B.

STATE OF MAINE

Dated at: _____, Maine _____
City/Town (County)

On: _____
Date

The undersigned being: ☐ Municipal Officers ☐ County Commissioners of the
☐ City ☐ Town ☐ Plantation ☐ Unincorporated Place of: _____, Maine

Hereby certify that we have given public notice on this application and held public hearing thereon as required by Section 653 Title 28A, Maine Revised Statutes and hereby approve said application.

THIS APPROVAL EXPIRES IN 60 DAYS

NOTICE – SPECIAL ATTENTION

§653. Hearings; bureau review; appeal

1. Hearings. The municipal officers or, in the case of unincorporated places, the county commissioners of the county in which the unincorporated place is located, may hold a public hearing for the consideration of applications for new on-premises licenses and applications for transfer of location of existing on-premises licenses. The municipal officers or county commissioners may hold a public hearing for the consideration of requests for renewal of licenses, except that when an applicant has held a license for the prior 5 years and a complaint has not been filed against the applicant within that time, the applicant may request a waiver of the hearing.

A. The bureau shall prepare and supply application forms. [1993, c. 730, §27 (AMD).]

B. The municipal officers or the county commissioners, as the case may be, shall provide public notice of any hearing held under this section by causing a notice, at the applicant's prepaid expense, stating the name and place of hearing, to appear on at least 3 consecutive days before the date of hearing in a daily newspaper having general circulation in the municipality where the premises are located or one week before the date of the hearing in a weekly newspaper having general circulation in the municipality where the premises are located. [1995, c. 140, §4 (AMD).]

C. If the municipal officers or the county commissioners, as the case may be, fail to take final action on an application for a new on-premises license or transfer of the location of an existing on-premises license within 60 days of the filing of an application, the application is deemed approved and ready for action by the bureau. For purposes of this paragraph, the date of filing of the application is the date the application is received by the municipal officers or county commissioners. This paragraph applies to all applications pending before municipal officers or county commissioners as of the effective date of this paragraph as well as all applications filed on or after the effective date of this paragraph. This paragraph applies to an existing on-premises license that has been extended pending renewal. The municipal officers or the county commissioners shall take final action on an on-premises license that has been extended pending renewal within 120 days of the filing of the application. [2003, c. 213, §1 (AMD).]

D. If an application is approved by the municipal officers or the county commissioners but the bureau finds, after inspection of the premises and the records of the applicant, that the applicant does not qualify for the class of license applied for, the bureau shall notify the applicant of that fact in writing. The bureau shall give the applicant 30 days to file an amended application for the appropriate class of license, accompanied by any additional license

amended application within 30 days, the original application must be denied by the bureau. The bureau shall notify the applicant in writing of its decision to deny the application including the reasons for the denial and the rights of appeal of the applicant. [1995, c. 140, §5 (NEW).][2003, c. 213, §1 (AMD) .]

2. Findings. In granting or denying an application, the municipal officers or the county commissioners shall indicate the reasons for their decision and provide a copy to the applicant. A license may be denied on one or more of the following grounds:

A. Conviction of the applicant of any Class A, Class B or Class C crime; [1987, c. 45, Pt. A, §4 (NEW).]

B. Noncompliance of the licensed premises or its use with any local zoning ordinance or other land use ordinance not directly related to liquor control; [1987, c. 45, Pt. A, §4 (NEW).]

C. Conditions of record such as waste disposal violations, health or safety violations or repeated parking or traffic violations on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises or other such conditions caused by persons patronizing or employed by the licensed premises that unreasonably disturb, interfere with or affect the ability of persons or businesses residing or located in the vicinity of the licensed premises to use their property in a reasonable manner; [1993, c. 730, §27 (AMD).]

D. Repeated incidents of record of breaches of the peace, disorderly conduct, vandalism or other violations of law on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises; [1989, c. 592, §3 (AMD).]

E. A violation of any provision of this Title; [2009, c. 81, §1 (AMD).]

F. A determination by the municipal officers or county commissioners that the purpose of the application is to circumvent the provisions of section 601; and [2009, c. 81, §2 (AMD).]

G. After September 1, 2010, server training, in a program certified by the bureau and required by local ordinance, has not been completed by individuals who serve alcoholic beverages. [2009, c. 81, §3 (NEW).]

[2009, c. 81, §§1-3 (AMD) .]

3. Appeal to bureau. Any applicant aggrieved by the decision of the municipal officers or county commissioners under this section may appeal to the bureau within 15 days of the receipt of the written decision of the municipal officers or county commissioners. The bureau shall hold a public hearing in the city, town or unincorporated place where the premises are situated. In acting on such an appeal, the bureau may consider all licensure requirements and findings referred to in subsection 2.

A. [1993, c. 730, §27 (RP) .]

B. If the decision appealed from is an application denial, the bureau may issue the license only if it finds by clear and convincing evidence that the decision was without justifiable cause. [1993, c. 730, §27 (AMD) .]

[1995, c. 140, §6 (AMD) .]

4. No license to person who moved to obtain a license. [1987, c. 342, §32 (RP) .]

5. Appeal to District Court. Any person or governmental entity aggrieved by a bureau decision under this section may appeal the decision to the District Court within 30 days of receipt of the written decision of the bureau.

An applicant who files an appeal or who has an appeal pending shall pay the annual license fee the applicant would otherwise pay. Upon resolution of the appeal, if an applicant's license renewal is denied, the bureau shall refund the applicant the prorated amount of the unused license fee.

[1995, c. 140, §7 (AMD); 1999, c. 547, Pt. B, §78 (AMD); 1999, c. 547, Pt. B, §80 (AFF) .]

Please be sure to include the following with your application:

Completed the application and sign the form.

Signed check with correct license fee and filing fee.

Your local City or Towns signature(s) are on the forms.

Be sure to include your ROOM, FOOD and LIQUOR gross income for the year (if applicable).

Enclose diagram for all businesses, auxiliary locations, extended decks and storage areas.

Complete the Corporate Information sheet for all ownerships except sole proprietorships.

If you have any questions regarding your application, please contact us at (207) 624-7220.

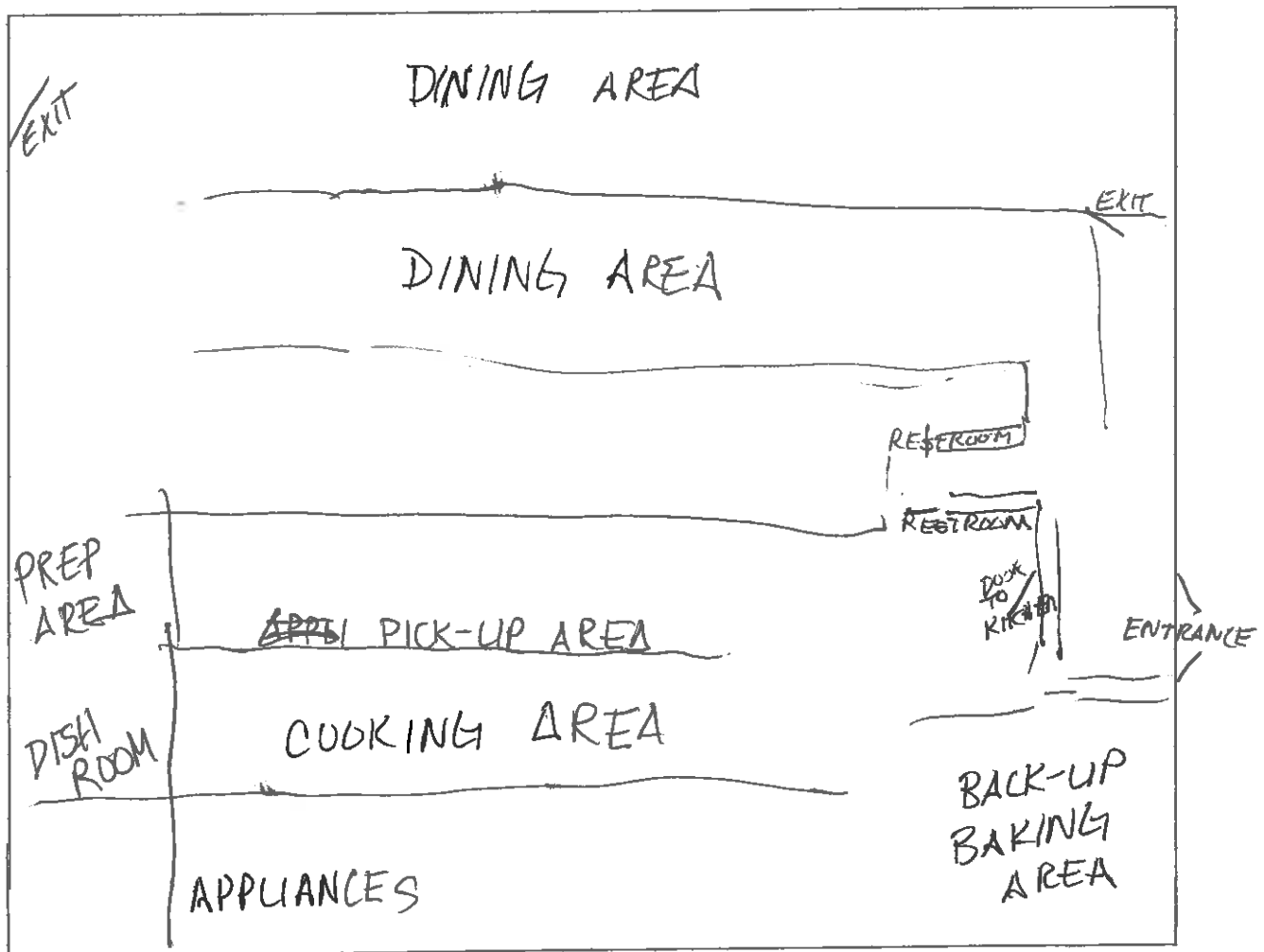
Bureau of Alcoholic Beverages and Lottery Operations
Division of Liquor Licensing & Enforcement
8 State House Station, Augusta, ME 04333-0008
10 Water Street, Hallowell, ME 04347
Tel: (207) 624-7220 Fax: (207) 287-3434
Email Inquiries: MaineLiquor@maine.gov

DIVISION USE ONLY
☐ Approved
☐ Not Approved
BY:

ON PREMISE DIAGRAM

In an effort to clearly define your license premise and the area that consumption and storage of liquor is allowed. The Division requires all applicants to submit a diagram of the premise to be licensed in addition to a completed license application.

Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the areas of your diagram including entrances, office area, kitchen, storage areas, dining rooms, lounges, function rooms, restrooms, decks and all areas that you are requesting approval from the Division for liquor consumption.





Division of Alcoholic Beverages and Lottery
Operations
Division of Liquor Licensing and Enforcement

**Corporate Information Required for
Business Entities Who Are Licensees**

For Office Use Only:

License #: _____

SOS Checked: _____

100% Yes ☐ No ☐

Questions 1 to 4 must match information on file with the Maine Secretary of State's office. If you have questions regarding this information, please call the Secretary of State's office at (207) 624-7752.

Please clearly complete this form in its entirety.

1. Exact legal name: THREE SISTERS FAMILY RESTAURANT
2. Doing Business As, if any: RESTAURANT
3. Date of filing with Secretary of State: 4-17-17 State in which you are formed: MAINE
4. If not a Maine business entity, date on which you were authorized to transact business in the State of Maine:

5. List the name and addresses for previous 5 years, birth dates, titles of officers, directors and list the percentage ownership: (attach additional sheets as needed)

NAME	ADDRESS (5 YEARS)	Date of Birth	TITLE	Ownership %
CATHERINE E. CYR	148 SUMMER ST.	2-22-54	co-owner	50
CHARLOTTE M. WEBERT	131 N. SKILLINGS RD	5-15-75	co-owner	50

(Stock ownership in non-publicly traded companies must add up to 100%.)

6. If Co-Op # of members: _____ (list primary officers in the above boxes)

7. Is any principal person involved with the entity a law enforcement official?

Yes ☐ No ☒ If Yes, Name: _____ Agency: _____

8. Has any principal person involved in the entity ever been convicted of any violation of the law, other than minor traffic violations, in the United States?

Yes ☐ No ☒

9. If Yes to Question 8, please complete the following: (attached additional sheets as needed)

Name: _____

Date of Conviction: _____

Offense: _____

Location of Conviction: _____

Disposition: _____

Signature:

Catherine E. Cyr 4.17.17
Signature of Duly Authorized Person Date

CATHERINE E CYR
Print Name of Duly Authorized Person

Submit Completed Forms to:

Bureau of Alcoholic Beverages
Division of Liquor Licensing and Enforcement
8 State House Station, Augusta, Me 04333-0008 (Regular address)
10 Water Street, Hallowell, ME 04347 (Overnight address)
Telephone Inquiries: (207) 624-7220 Fax: (207) 287-3434
Email Inquiries: MaineLiquor@Maine.gov

\$10.00 application fee is applicable to all NEW businesses
\$60.00 advertising fee for new liquor license applications is an up-front charge

pd \$210.00
4/18/2017

City of Biddeford
BUSINESS LICENSE APPLICATION

BUSINESS NAME: Three Sisters Family Restaurant
Business Address: 641 Elm St. Map Lot
Mailing Address:
Business Telephone Number: 494-9254
Email Address: nanacyr@gmail.com
OWNER/OPERATOR: Charlotte M. Hebert & Catherine E. Cyr
Home Physical Address: 148 Summer St. Biddeford, Me.
Home Mailing Address:
Home Telephone Number: 494-8186
Applicant(s) Date of Birth: 2.22.54

Catherine E. Cyr
Applicant's Signature

4.18.17
Date

Any information provided in this application, which is found to be false, will result in the denial or revocation of this license – per 1 M.R.S.A. 17-A §453.

TYPES OF ENTERTAINMENT:

\$150.00 (single/multiple events)

- ☐ Concert
- ☐ Exhibitions (live performances)
- ☐ Circus/Carnival

☐ Playhouse/Play

☐ Indoor Skating Rink

\$150.00 (annual)

☐ Bowling Lanes

☐ Public Firing Range

☐ Theater/Movie House

☐ Bottle Club

(plus \$25.00 per screen)

☐ Billiard Room(s)

AUTOMOBILE REPAIR AND/OR GRAVEYARD:

☐ Automobile Repair Garage for maintenance

\$75.00

☐ Automobile Graveyard

\$200.00

PLACES/DEALERS IN PRODUCTS:

\$200.00

☐ Secondhand Dealers

☐ Flea Market (for 20 tables; \$5 per add'l table)

☐ Dealers in gold jewelry, etc.

☐ Junk Dealer/Recycling

☐ Antique Dealer

\$10.00 application fee is applicable to all NEW businesses

\$60.00 advertising fee for new liquor license applications is an up-front charge

PAWNBROKER: **\$200.00**

VENDOR ON A PUBLIC PLACE: **\$50.00**

ICE CREAM TRUCK VENDOR **\$75.00**

(need to show proof of at least \$500,000 liability insurance)

VENDING ON WATERWAYS **\$100.00**

OPERATING LICENSE:

- ☒ Victualer (no alcohol)-State Cert. Required **\$75.00**
- ☐ Victualer serving beer and/or wine-State Cert. Required **\$100.00**
- ☒ Victualer serving beer, wine and/or liquor **\$150.00**
State Cert. Required
- ☐ Taxicab, motorbus, public automobile **\$50.00**
(plus \$20.00 per vehicle)
- ☐ Massage Establishment/Therapist **\$100.00**
- ☐ Combined Massage Establishment/Massage Therapist **\$150.00**
- ☐ Adult Business **\$2,000.00**
- ☐ Sludge Disposal **\$50.00**

MISCELLANEOUS:

- ☒ Advertising (for liquor licenses) **\$60.00**
- ☐ Newspaper Vending Machines (per machine) **\$10.00**
- ☐ Video Game Devices (up to a max of \$50.00) **\$10.00 (each machine)**

New Business License Application Disclosure: By submitting, signing and paying the applicable \$10.00 application fee (and \$60.00 advertising, when applicable), the issuance of business license in the City of Biddeford is not guaranteed. You will be required to pay the full business license fee(s) once departmental reviews have been completed and an Occupancy Permit has been issued by the Code Enforcement Office.

CITY COUNCIL APPROVAL DATE (if applicable): _____

CODE ENFORCEMENT APPROVAL:
(Occupancy Permit Issued)

[Signature] Life Safety Insp.

CITY CLERK ISSUED: _____ **DATE:** _____

BUREAU OF ALCOHOL BEVERAGES AND LOTTERY OPERATIONS
DIVISION OF LIQUOR LICENSING AND ENFORCEMENT
8 STATE HOUSE STATION, AUGUSTA, ME 04333-0008
10 WATER STREET, HALLOWELL, ME 04347
TEL: (207) 624-7220 FAX: (207) 287-3434
EMAIL INQUIRIES: MAINELIQUOR@MAINE.GOV

DIVISION USE ONLY	
License No:	
Class:	By:
Deposit Date:	
Amt. Deposited:	
Cash Ck Mo:	

NEW application: ☒ Yes ☐ No

PRESENT LICENSE EXPIRES _____

INDICATE TYPE OF PRIVILEGE: ☒ MALT ☒ VINOUS ☒ SPIRITUOUS

INDICATE TYPE OF LICENSE:

- | | | |
|--|---|--|
| ☒ RESTAURANT (Class I,II,III,IV) | ☐ RESTAURANT/LOUNGE (Class XI) | ☐ CLASS A LOUNGE (Class X) |
| ☐ HOTEL (Class I,II,III,IV) | ☐ HOTEL, FOOD OPTIONAL (Class I-A) | ☐ BED & BREAKFAST (Class V) |
| ☐ CLUB w/o Catering (Class V) | ☐ CLUB with CATERING (Class I) | ☐ GOLF COURSE (Class I,II,III,IV) |
| ☐ TAVERN (Class IV) | ☐ QUALIFIED CATERING | ☐ OTHER: _____ |

REFER TO PAGE 3 FOR FEE SCHEDULE

ALL QUESTIONS MUST BE ANSWERED IN FULL

Corporation Name: THREE SISTERS RESTAURANT			Business Name (D/B/A) THREE SISTERS RESTAURANT		
APPLICANT(S) - (Sole Proprietor) CATHERINE E. CYR			DOB: 2-22-54		
Address 641 ELM ST.			Physical Location: 641 ELM ST		
City/Town BIDDEFORD			State ME		Zip Code 04005
City/Town BIDDEFORD			State ME		Zip Code 04005
Telephone Number 494-9254			Business Telephone Number 494-9254		
Fax Number —			Fax Number —		
Federal I.D. # 47-3588716			Seller Certificate #: or Sales Tax #: 1173137		
Email Address: Please Print nancycr @ g. mail. com			Website:		

If business is NEW or under new ownership, indicate starting date: **MAY 2015**

Requested inspection date: **WED-FRI 7:30-1:30** Business hours: **WED-SUNDAY 7:30-1:30**

1. If premise is a Hotel or Bed & Breakfast, indicate number of rooms available for transient guests: _____
2. State amount of gross income from period of last license: ROOMS \$ _____ FOOD \$ _____ LIQUOR \$ _____

3. Is applicant a corporation, limited liability company or limited partnership? YES ☒ NO ☐

If Yes, please complete the Corporate Information required for Business Entities who are licensees.

4. Do you permit dancing or entertainment on the licensed premises? YES ☐ NO ☒

5. If manager is to be employed, give name: _____

6. Business records are located at: **BEGIN & ASSOCIATES 19 COMMON ST. SACO, ME 04072**

7. Is/are applicants(s) citizens of the United States? YES ☒ NO ☐

8. Is/are applicant(s) residents of the State of Maine? YES ☒ NO ☐

9. List name, date of birth, and place of birth for all applicants, managers, and bar managers. Give maiden name, if married:
Use a separate sheet of paper if necessary.

Name in Full (Print Clearly)	DOB	Place of Birth
CATHERINE E. CYR	2-22-54	DENVER, CO.
CHARLOTTE M. HEBERT	5-15-75	DENVER, CO.
Residence address on all of the above for previous 5 years (Limit answer to city & state)		
BIDDEFORD, ME.		
ARUNDEL, ME		

10. Has/have applicant(s) or manager ever been convicted of any violation of the law, other than minor traffic violations, of any State of the United States? YES ☐ NO ☒

Name: _____ Date of Conviction: _____

Offense: _____ Location: _____

Disposition: _____ (use additional sheet(s) if necessary)

11. Will any law enforcement official benefit financially either directly or indirectly in your license, if issued?

Yes ☐ No ☒ If Yes, give name: _____

12. Has/have applicant(s) formerly held a Maine liquor license? YES ☐ NO ☒

13. Does/do applicant(s) own the premises? Yes ☒ No ☐ If No give name and address of owner: _____

14. Describe in detail the premises to be licensed: (On Premise Diagram Required) _____

RESTAURANT / FULL KITCHEN

15. Does/do applicant(s) have all the necessary permits required by the State Department of Human Services?

YES ☒ NO ☐ Applied for: _____

16. What is the distance from the premises to the NEAREST school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel? 5 MILES?

Which of the above is nearest? SCHOOL

17. Have you received any assistance financially or otherwise (including any mortgages) from any source other than yourself in the establishment of your business? YES ☒ NO ☐

If YES, give details: SBED LOAN \$40,000 / PREVIOUS OWNERS HOLD MORTGAGE
ADRIAN & PAT COTE

The Division of Liquor Licensing & Enforcement is hereby authorized to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also such books, records and returns during the year in which any liquor license is in effect.

NOTE: "I understand that false statements made on this form are punishable by law. Knowingly supplying false information on this form is a Class D offense under the Criminal Code, punishable by confinement of up to one year or by monetary fine of up to \$2,000 or both."

Dated at: 4.17.17 BIDDEFORD, ME. on APRIL 17, 20 17
Town/City, State Date

Catherine E. Cyr
Signature of Applicant or Corporate Officer(s)

CATHERINE E. CYR
Print Name

Please sign in blue ink

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Signature of Applicant or Corporate Officer(s)

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Division of Liquor Licensing and Enforcement
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Payments by check subject to penalty provided by Title 28A, MRS, Section 3-B.

STATE OF MAINE

Dated at: _____, Maine _____
City/Town (County)

On: _____
Date

The undersigned being: ☐ Municipal Officers ☐ County Commissioners of the
☐ City ☐ Town ☐ Plantation ☐ Unincorporated Place of: _____, Maine

Hereby certify that we have given public notice on this application and held public hearing thereon as required by Section 653 Title 28A, Maine Revised Statutes and hereby approve said application.

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B. Noncompliance of the licensed premises or its use with any local zoning ordinance or other land use ordinance not directly related to liquor control; [1987, c. 45, Pt. A, §4 (NEW).]

C. Conditions of record such as waste disposal violations, health or safety violations or repeated parking or traffic violations on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises or other such conditions caused by persons patronizing or employed by the licensed premises that unreasonably disturb, interfere with or affect the ability of persons or businesses residing or located in the vicinity of the licensed premises to use their property in a reasonable manner; [1993, c. 730, §27 (AMD).]

D. Repeated incidents of record of breaches of the peace, disorderly conduct, vandalism or other violations of law on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises; [1989, c. 592, §3 (AMD).]

E. A violation of any provision of this Title; [2009, c. 81, §1 (AMD).]

F. A determination by the municipal officers or county commissioners that the purpose of the application is to circumvent the provisions of section 601; and [2009, c. 81, §2 (AMD).]

G. After September 1, 2010, server training, in a program certified by the bureau and required by local ordinance, has not been completed by individuals who serve alcoholic beverages. [2009, c. 81, §3 (NEW).]

[2009, c. 81, §§1-3 (AMD) .]

3. Appeal to bureau. Any applicant aggrieved by the decision of the municipal officers or county commissioners under this section may appeal to the bureau within 15 days of the receipt of the written decision of the municipal officers or county commissioners. The bureau shall hold a public hearing in the city, town or unincorporated place where the premises are situated. In acting on such an appeal, the bureau may consider all licensure requirements and findings referred to in subsection 2.

A. [1993, c. 730, §27 (RP) .]

B. If the decision appealed from is an application denial, the bureau may issue the license only if it finds by clear and convincing evidence that the decision was without justifiable cause. [1993, c. 730, §27 (AMD) .]

[1995, c. 140, §6 (AMD) .]

4. No license to person who moved to obtain a license. [1987, c. 342, §32 (RP) .]

5. Appeal to District Court. Any person or governmental entity aggrieved by a bureau decision under this section may appeal the decision to the District Court within 30 days of receipt of the written decision of the bureau.

An applicant who files an appeal or who has an appeal pending shall pay the annual license fee the applicant would otherwise pay. Upon resolution of the appeal, if an applicant's license renewal is denied, the bureau shall refund the applicant the prorated amount of the unused license fee.

[1995, c. 140, §7 (AMD); 1999, c. 547, Pt. B, §78 (AMD); 1999, c. 547, Pt. B, §80 (AFF) .]

Please be sure to include the following with your application:

Completed the application and sign the form.

Signed check with correct license fee and filing fee.

Your local City or Towns signature(s) are on the forms.

Be sure to include your ROOM, FOOD and LIQUOR gross income for the year (if applicable).

Enclose diagram for all businesses, auxiliary locations, extended decks and storage areas.

Complete the Corporate Information sheet for all ownerships except sole proprietorships.

If you have any questions regarding your application, please contact us at (207) 624-7220.

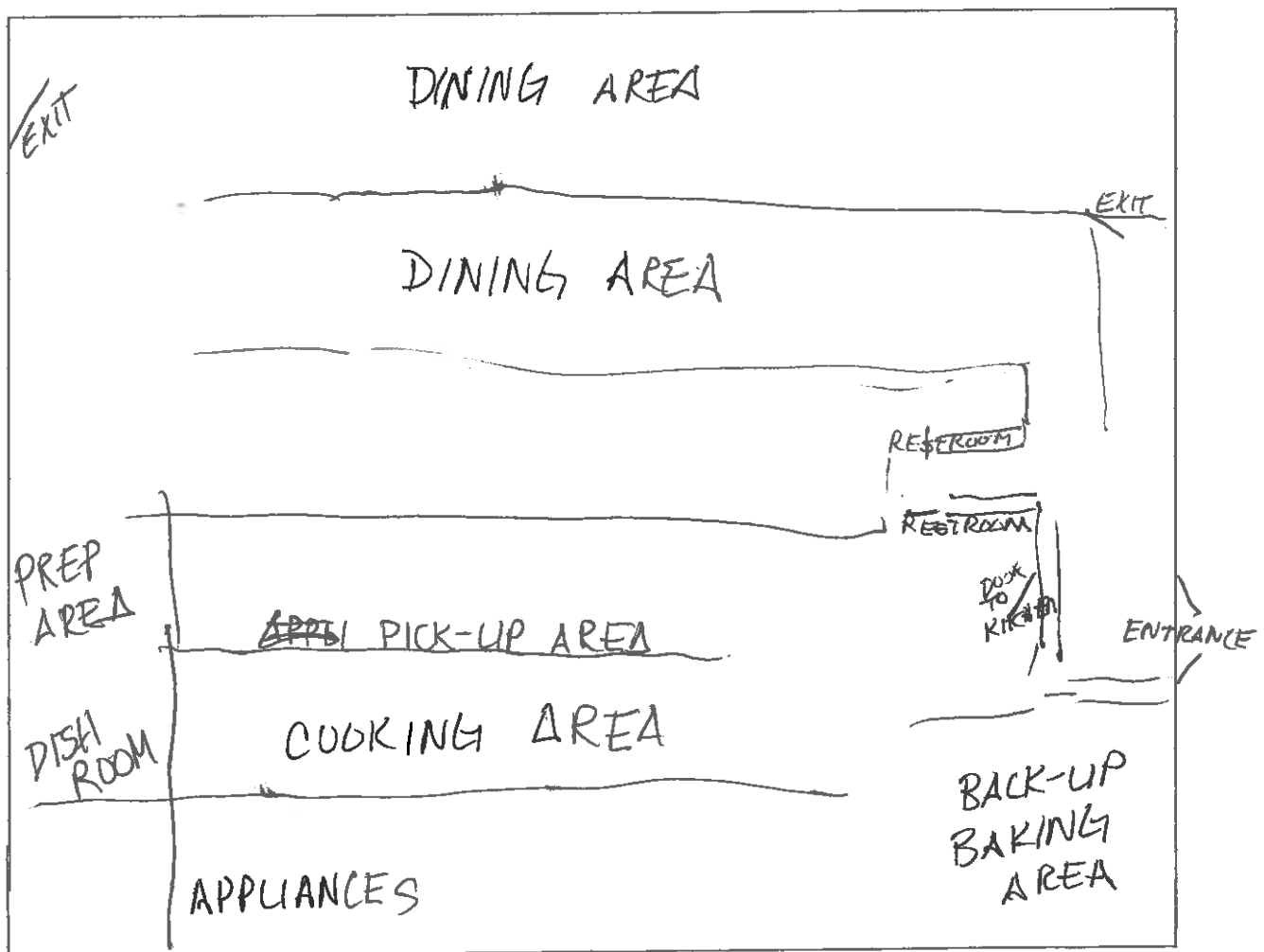
Bureau of Alcoholic Beverages and Lottery Operations
Division of Liquor Licensing & Enforcement
8 State House Station, Augusta, ME 04333-0008
10 Water Street, Hallowell, ME 04347
Tel: (207) 624-7220 Fax: (207) 287-3434
Email Inquiries: MaineLiquor@maine.gov

DIVISION USE ONLY
☐ Approved
☐ Not Approved
BY:

ON PREMISE DIAGRAM

In an effort to clearly define your license premise and the area that consumption and storage of liquor is allowed. The Division requires all applicants to submit a diagram of the premise to be licensed in addition to a completed license application.

Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the areas of your diagram including entrances, office area, kitchen, storage areas, dining rooms, lounges, function rooms, restrooms, decks and all areas that you are requesting approval from the Division for liquor consumption.





Division of Alcoholic Beverages and Lottery
Operations
Division of Liquor Licensing and Enforcement

**Corporate Information Required for
Business Entities Who Are Licensees**

For Office Use Only:

License #: _____

SOS Checked: _____

100% Yes ☐ No ☐

Questions 1 to 4 must match information on file with the Maine Secretary of State's office. If you have questions regarding this information, please call the Secretary of State's office at (207) 624-7752.

Please clearly complete this form in its entirety.

1. Exact legal name: THREE SISTERS FAMILY RESTAURANT
2. Doing Business As, if any: RESTAURANT
3. Date of filing with Secretary of State: 4-17-17 State in which you are formed: MAINE
4. If not a Maine business entity, date on which you were authorized to transact business in the State of Maine:

5. List the name and addresses for previous 5 years, birth dates, titles of officers, directors and list the percentage ownership: (attach additional sheets as needed)

NAME	ADDRESS (5 YEARS)	Date of Birth	TITLE	Ownership %
CATHERINE E. CYR	148 SUMMER ST.	2-22-54	co-owner	50
CHARLOTTE M. WEBERT	131 N. SKILLINGS RD	5-15-75	co-owner	50

(Stock ownership in non-publicly traded companies must add up to 100%.)

6. If Co-Op # of members: _____ (list primary officers in the above boxes)

7. Is any principal person involved with the entity a law enforcement official?

Yes ☐ No ☒ If Yes, Name: _____ Agency: _____

8. Has any principal person involved in the entity ever been convicted of any violation of the law, other than minor traffic violations, in the United States?

Yes ☐ No ☒

9. If Yes to Question 8, please complete the following: (attached additional sheets as needed)

Name: _____

Date of Conviction: _____

Offense: _____

Location of Conviction: _____

Disposition: _____

Signature:

Catherine E. Cyr 4.17.17
Signature of Duly Authorized Person Date

CATHERINE E CYR
Print Name of Duly Authorized Person

Submit Completed Forms to:

Bureau of Alcoholic Beverages
Division of Liquor Licensing and Enforcement
8 State House Station, Augusta, Me 04333-0008 (Regular address)
10 Water Street, Hallowell, ME 04347 (Overnight address)
Telephone Inquiries: (207) 624-7220 Fax: (207) 287-3434
Email Inquiries: MaineLiquor@Maine.gov

**COUNCIL MEETING
MAY 2, 2017**

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

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

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

There were no adjustments to the agenda.

Recognition: University of New England Student Volunteer of the Year

Mayor Casavant recognized Reba Shapiro as the 2017 University of New England Student Volunteer of the Year and presented her with a plaque.

Proclamations:

- **Revive Civility Month**
- **National Day of Prayer**

Mayor Casavant read both proclamations.

Community Notes: Presentation by a Local Business – Fiber Materials, Inc.

Rob Pierson, President of Fiber Materials, Inc. (FMI) gave an introduction of who FMI is and what they do. FMI is a premier solution provider of Thermal-Structural Composites for the most extreme applications. FMI was founded in 1969 and employs approximately 180 crafts people right here in Biddeford. They are the only producer of non-bent fiber 3D and 4D composites; the number one producer of solid rocket nozzles; and have set the industry standard for space heat shields. Their products reach such markets as defense, space, aerospace and many others that FMI has recently started getting into. Their direct customers include Lockheed Martin, Raytheon, NASA, U.S. Air Force, U.S. Navy and others. What makes FMI products unique is that the fibers are non-bent; FMI offers the largest billet in the industry; the products are near net weaving; and they boast zero porosity or micro-cracking. FMI is excited to be and continue on the cutting edge of its field and technology.

Consideration of Minutes: April 18, 2017

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

Orders of the Day:

2017.35

IN BOARD OF CITY COUNCIL...MAY 2, 2017

BE IT ORDAINED, by the City Council of the City of Biddeford that the Code of Ordinances, **Chapter 46, PARKS, Section 46-11**, Alcoholic beverages; fires; use of closed areas is amended by adding or ~~deleting~~ to read as follows:

Sec. 46-11 Alcoholic beverages; fires; use of closed areas.

(a) Intoxicating beverages.

(1) Liquor defined. For purposes of this subsection, "liquor" shall mean and include any alcoholic, spirituous, vinous, fermented or other alcoholic beverage, or combination of liquors and mixed liquors, intended for human consumption which contains more than 1/2 of 1% of alcohol by volume.

(2) Prohibition. Except as specifically authorized in writing by the City Council, No person within in a city park, public beach, or athletic field, identified under section 46-5 of this Chapter, or in any parking area contiguous thereto ~~shall may transport~~, possess or consume liquor at any time.

(b) Fires. No person in a park shall build or attempt to build a fire, except at such areas and under such regulations as may be designated by the Director. No person shall drop, throw or otherwise scatter lighted matches, burning cigarettes or cigars, tobacco or other inflammable material within any park area or on any highway, road or street abutting or contiguous thereto.

(c) Closed areas. No person in a park shall enter an area posted as "Closed to the Public," nor shall any person use or let the use of any area in violation of posted notices.

NOTE: The Policy Committee considered this item at their April 24, 2017 meeting and voted 4 to 1 in favor of forwarding to the City Council with a recommendation for adoption.

Motion by Councilor McCurry, seconded by Councilor Swanton to grant the first reading of the ordinance amendment.

Vote: 7/2; Councilors Seaver and Ready opposed.

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

Motion carries.

2017.36

IN BOARD OF CITY COUNCIL..MAY 2, 2017

BE IT ORDAINED, by the City Council of the City of Biddeford that the Code of Ordinances, Chapter 6, AMUSEMENTS, be amended by adding a new **ARTICLE V, Sales, Possession and Consumption of liquor at and during Special Events on City Public Property**, to read as follows:

In addition to the requirements set forth under Article IV of this Chapter, applications for the sale, possession and consumption of liquor at Special Events which are held on city public property, that falls within the jurisdiction of the City Council, must be completed on a form that has been approved by the City Clerk.

As used herein, "Liquor" means spirits, wine, malt liquor or hard cider, or any substance containing liquor, intended for human consumption, that contains more than ½ of 1% of alcohol by volume.

Sec. 6-175. Purpose.

This policy sets forth the procedures, requirements, and limitations on the use of City property for the service and/or sale of liquor at and during permitted special events. Special events do not include gatherings of family and friends in public parks, listed under Chapter 46, section 46-5. This policy is subject to and supplements any applicable provisions in the Code of Ordinances for special events on and other uses of City property.

Sec. 6-176. Properties Authorized for Special Events.

Whenever a Special Event has been specifically authorized by the City Council for the service and/or sale of liquor, this authorization shall be limited to income tax exempt organizations or governmental entities, and restricted to the following properties:

Facility:

Mechanics Park
Shevenell Park
St. Louis Field

Address:

Corner of Water & Main Streets
147 Main Street
284 Hill Street

Sec. 6-177. Reviewing Authority:

Applications for liquor on City Property for sale, possession, and/or consumption of liquor at special events shall be submitted along with the Event Application to the Biddeford Codes department not less than 30 (thirty) days prior to the special event, although the Codes Enforcement Officer may accept late applications in exigent or special circumstances.

Sec. 6-178. Restrictions and Permissions:

An Applicant who has received permission to sell or serve liquor during a special event must agree to the following restrictions in order to gain permission to serve liquor:

- Liquor is limited to malt liquor and wine only. No other spirits are permitted.
- Liquor may be sold and served for on-premises consumption only by a licensed caterer, or a non-profit organization registered with the Secretary of State, and licensed to sell alcoholic beverages through the Bureau of Alcoholic Beverages. Prior to the special event, the caterer, or the qualified non-profit organization, shall provide proof that the caterer has received all State and local licenses and permits necessary for the sale and service of liquor at the event, and shall provide a Certificate of Liquor Liability insurance in an amount to

be determined by the City, which Certificate names both the City of Biddeford and the Applicant as additional insureds.

- At least thirty (30) days prior to the event, the Applicant must provide to the City the following: (1) copy of all required permits, licenses and insurance certificates; (2) the name(s) and complete and accurate contact information for the State-licensed caterer, or qualified non- profit organization, who will be staffing the event; (3) the names and addresses of the trained servers who are expected to be staffing the event, together with evidence of their training; and (4) the name of a Responsible Party or Parties (which may also be the Applicant or caterer) designated by the Applicant to supervise the sale and/or service of liquor at, and during the special event.
- The Responsible Party listed on the Event Application shall serve as the contact person during the event, and one or more Responsible Party must be present on the site for the entire duration of the sale or service of liquor at the special event.
- The Security and Fees Chart below specifies the number of Security Personnel to be present, and the arrangements and expense for the same shall be borne by the Applicant.
- All liquor servers at the special event must have received TIPS training (Training for Intervention Procedures) approved by the State of Maine.
- Liquor may be served only in area(s) specifically laid out and identified as such in the special events application, reviewed by the City, and approved by the State of Maine Bureau of Alcoholic Beverages. The Applicant shall assure that signs are prominently posted that identifies liquor restrictions at all entrance and exit points.
- The Applicant must designate TIPS trained servers (number specified in chart below) to serve and oversee the area that is licensed for the sale and consumption of liquor at all times. This person is responsible for verifying the legal age of each person consuming or possessing liquor.
- The Applicant or its caterer is responsible for the purchase and transportation of all liquor to be sold or served at the special event.
- Patrons attending the event are strictly prohibited from bringing in their own beverages.
- Only a caterer or TIPS trained server may dispense beer from kegs or barrels. Proper recycling of empty liquor containers is the responsibility of the Applicant. No person less than 21 years of age may serve, possess and/or consume liquor.
- Oversized drinks, contests, volume discounts, or similar incentives are not permitted.
- The serving of all liquor must cease at least 30 minutes prior to the specified and approved closing time of the special event.
- All liquor and related containers must be removed from the premises immediately after the event. The Applicant must provide appropriate cleaning of the area sufficient to eliminate any liquor residue or smell on the premises.
- An adequate supply of food must be served and available to persons attending the special event. It is recommended that all event organizers take steps to encourage food consumption to help reduce the risk of intoxication. Non-liquor must be made available and at a lower cost than any liquor.

Security and Fees Chart

Number of people	1 - 100	101-200	201-300*
Security Personnel	Min. 1 Security Personnel	Min. 2 Security Personnel	Min. 3 Security Personnel
Liquor Permit Fee	\$150	\$150	\$150

Servers/Caterer (TIPS training)	Min. 1 TIPS trained server	Min. 2 TIPS trained server	Min. 3 TIPS trained servers
---------------------------------------	-------------------------------	-------------------------------	--------------------------------

* Requisite levels of staffing for special events with over 300 participants shall be determined by the reviewing authority on a case-by-case basis.

The City reserves the right to amend and/or impose additional policies, requirements, deposits and restrictions by Order of the City Council and/or as conditions imposed on one or more special events applicants.

Sec. 6-179. Termination of Activity.

The Code Enforcement Officer, Chief of Police, or their designee may order the immediate termination of the special event if the Applicant is found to be in violation of any term or condition of Applicant’s permit, or any State Statute or local ordinance or regulation. Upon such termination, all activities shall cease and all equipment, furnishings and other material shall be removed from the premises, and the premises cleaned and restored to its original condition forthwith.

Sec. 6-180. Assignment.

Permits issued pursuant to these Regulations are for the specific event, with a specific date, time and place listed on the application. Permits are not transferable or assignable to any other person, group or other entity.

Except as authorized herein, liquor may not be sold, served or consumed at any of the City’s athletic fields or playgrounds.

NOTE: The Policy Committee considered this item at their April 24, 2017 meeting and voted 4 to 1 in favor of forwarding to the City Council with a recommendation for adoption.

Motion by Councilor McCurry, seconded by Councilor Swanton to grant the first reading of the ordinance amendment.

Vote: 7/2; Councilors Seaver and Ready opposed.

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

Motion carries.

2017.37 IN BOARD OF CITY COUNCIL...MAY 2, 2017

BE IT ORDAINED, by the City Council of the City of Biddeford that the Code of Ordinances, Chapter 10, ANIMALS, ARTICLE II, DOGS, Section 10-35, Running at large on public ways prohibited; restraint required by adding or ~~deleting~~ to read as follows:

Sec. 10-35 Running at large on public ways prohibited; restraint required.

[Code 1975, § 5-30; amended 11-18-2014 by Ord. No. 2014.109]

Dogs on a public way or place shall be under restraint. For a dog to be "under restraint" as required in this section, it must be controlled by a leash, which shall not be more than eight feet long, on or within a vehicle being driven or parked on the streets, or within the property limits of its owner or keeper, or in specially defined "off leash" areas.

Off-leash areas: All dogs must be within 50 feet of owner or keeper and be under voice control. "Voice control" is defined as being able to immediately call the dog back with one call.

Off-leash areas within the City include:

(1) Rotary Park: The river bank along the boat launch side of the park. This shall be defined as the area bordered by and including the boat launch, up the river bank to where the access road and the river split. The "river bank," for this purpose, is defined as up to but not including the dirt road in the park. Dogs may not use any part of the Rotary Park beach between the hours of 9:00 a.m. and 8:00 p.m. from May 25 to September 15 of each year.

(2) Clifford Park: Dogs may be off leash and under voice command on designated trails in the wooded section of the park. This section is defined as the wooded area of the public park and 100 yards from all trail heads and parking areas.

(3) City Beaches: Unleashed dogs under voice command are allowed on the City's public beaches all day from September 16 to March 14. This subsection does not apply to the beach at Rotary Park. See Chapter 46, section 46-13 (d).

NOTE: The Policy Committee considered this item at their April 24, 2017 meeting and voted unanimously to forward to the City Council with a recommendation for adoption.

Motion by Councilor McCurry, seconded by Councilor Swanton to grant the first reading of the ordinance amendment.

Vote: 8/1; Councilor St. Cyr opposed.

Councilors Swanton, McCurry, Quattrone, Mills, Belanger, Ready, Seaver and Lessard in favor. Motion carries.

2017.38 IN BOARD OF CITY COUNCIL...MAY 2, 2017

BE IT ORDAINED, by the City Council of the City of Biddeford that the Code of Ordinances, Chapter 46, Parks. **Section 46-13** Park operating policy, is amended by adding or ~~deleting~~ to read as follows:

§ 46-13 Park operating policy.

A. Hours. All Parks, as defined herein, shall be open to the public every day of the year from dawn to dusk. In the event that activities are conducted at either the St. Louis Field or Mechanics Park for which there is an admission fee charged or access is otherwise controlled, no member of the public shall have the right to enter said Park areas without authorization and/or payment of such admission fee. The Director shall cause notices of the opening and closing hours to be posted in each individual Park for public information and enforcement purposes.

B. Closed areas. Any section or part of any Park may be declared closed to the public by the Director at any time for any interval of time, either temporarily or at regular stated intervals (daily or otherwise).

C. Entry prohibited. Except with the written permission of the Director, no person shall enter, pass through or remain in any Park, or the closed area of any Park, except during the hours and times when such Park, or portion thereof, is open to the public as provided in this section.

D. Dogs horses and horse-drawn vehicles. Dogs, horses and horse-drawn vehicles are prohibited from entering or remaining in any Park or Beach areas. **Except as follows:**

(1) City Beaches:

No unleashed dog is allowed on any of the City's public beaches from March 15 to September 15. Dogs are completely prohibited from May 25 to September 15 between the hours of 9:00 a.m. and 5:00 p.m. Unleashed dogs under voice command are allowed on the City's public beaches all day after from September 16 to March 14. This subsection does not apply to the beach at Rotary Park.

(2) Rotary Park:

Horses or horse-drawn vehicles, or dogs may not use any part of the Rotary Park beach between the hours of 9:00 a.m. and 8:00 p.m. from May 25 to September 15 of each year.

~~horses, horse-drawn vehicles or dogs may not use any part of the City's public beaches between the hours of 9:00 a.m. to 5:00 p.m. from May 25th to September 15th; No unleashed dog is allowed on any of the City's public beaches between the hours of 9:00 a.m. and 8:00 p.m. at Rotary Park, from May 25 to September 15 of each year. From September 16 and May 24, and during operating hours, dogs may be off leash and under voice command. Nothing herein is intended to prohibit the Recreation Commission from creating and maintaining a Dog Park, as defined herein under section 46-1(B), and for establishing rules and regulations governing the operation thereof.~~

NOTE: The Policy Committee considered this item at their April 24, 2017 meeting and voted unanimously to forward to the City Council with a recommendation for adoption.

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

Motion by Councilor Belanger, seconded by Councilor McCurry to amend the language by changing the word “after” to **from** in the section D (1), last sentence.
Vote: Unanimous.

Vote on first reading, as amended: 8/1; Councilor St. Cyr opposed.
Councilors Swanton, McCurry, Quattrone, Mills, Belanger, Ready, Seaver and Lessard in favor.
Motion carries.

2017.39 **IN BOARD OF CITY COUNCIL..MAY 2, 2017**
BE IT ORDAINED, by the City Council of the City of Biddeford that the Code of Ordinances, Chapter 42, Motor Vehicles and Traffic, Article IV Specific Street Regulations, **Section 42-90 No Parking**, is amended by adding or ~~deleting~~ to read as follows:

Summit Street, even-numbered side, from the intersection with Alfred Street thence northerly to the intersection with Round Hill Street.

BE IT FURTHER ORDAINED, by the City Council of the City of Biddeford that the Code of Ordinances, Chapter 42, Motor Vehicles and Traffic, Article IV Specific Street Regulations, **Section 42-90 No Parking**, is amended by adding or ~~deleting~~ to read as follows:

Summit Street, odd-numbered side, from the intersection with Alfred Street thence northerly to the intersection with Round Hill Street.

NOTE: The Policy Committee considered this item at their April 24, 2017 meeting and voted unanimously to forward to the City Council with a recommendation for adoption.

Motion by Councilor Lessard, seconded by Councilor McCurry to grant the first reading of the ordinance amendment.

Motion by Councilor Lessard, seconded by Councilor Mills to amend the ordinance by eliminating the No Parking on the even-numbered side of the street; therefore, only approving the No Parking on the odd-numbered side.

Motion by Councilor Ready, seconded by Councilor McCurry to table this ordinance amendment back to the Policy Committee for further discussion and recommendation from the Police Chief.
Vote: Unanimous.

2017.40 **IN BOARD OF CITY COUNCIL..MAY 2, 2017**
BE IT ORDERED, that the City Council of the City of Biddeford does hereby authorize the City Manager or designee to sign a contract with WC Cressey and Son of Kennebunk, Maine for a 36-passenger bus, as per the quote provided. This purchase is utilizing the state school bus bid to reduce cost. Total cost for the commercial style vehicle is \$100,960. Funding to be provided by the following accounts: \$44,672 by the 50 Plus Club, \$30,000 in allocated FY 17 Capital Improvement Program. (21202-60603), \$20,960 from the Recreation Program Fund, of which \$10,000 comes from Youth Camp Programs (31204), \$5,000 Youth Sports Programs (31211), and \$5,960 Ross Center Programs (31220), balance of \$5,328 in the Teen Center Programs Funds (31202) as a no interest loan to the 50 Plus Club.

NOTE: The Finance Committee will consider this item at their May 2, 2017 meeting.

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

2017.41 **IN BOARD OF CITY COUNCIL..MAY 2, 2017**
BE IT ORDERED, that the City Council of the City of Biddeford does hereby enter into an Agreement for the operation of a shared Finance Department with the City of Saco.

NOTE: The Personnel Committee will consider this item at their April 26, 2017 meeting.

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

Motion by Councilor McCurry, seconded by Councilor Mills to approve this order with a sunset provision that the approval will stand until May 16th, unless the City of Saco makes a final decision to approve a shared Finance Director before this date.

Vote: 7/2; Councilors Swanton and St. Cyr opposed.

Councilors McCurry, Quattrone, Mills, Belanger, Ready, Seaver and Lessard in favor.

Motion to amend carries.

Vote on order, as amended: 8/1; Councilor Swanton opposed.

Councilors McCurry, St. Cyr, Quattrone, Mills, Belanger, Ready, Seaver and Lessard in favor.

Motion carries.

2017.42

IN BOARD OF CITY COUNCIL... MAY 2, 2017

BE IT ORDERED, that City Manager, James Bennett's appointment of Cheryl Fournier to be the Finance Director for the City of Biddeford, be confirmed.

Motion by Councilor Ready, seconded by Councilor Seaver to table the appointment until a Shared Finance Director Agreement has been approved by both Biddeford and Saco.

Vote: Unanimous.

2017.43

IN BOARD OF CITY COUNCIL.....MAY 2, 2017

BE IT ORDERED, that the Biddeford City Council does hereby grant approval pursuant with Title 15 M.R.S.A. §5824(3) & §5822(4)(A) to the transfer of \$3,583.00 in U.S. Currency, or any portion thereof, on the grounds that the City of Biddeford Police Department did make a substantial contribution to the investigation of this or related criminal case.CR-16-657. These funds shall be transferred to the City of Biddeford, to satisfy the City of Biddeford's match to the Saco Biddeford Opiate Outreach Initiative.

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

Vote: Unanimous.

2017.44

IN BOARD OF CITY COUNCIL...MAY 2, 2017

BE IT ORDERED, that the City Council of the City of Biddeford does hereby set the date, time and place for a General Meeting of the citizens, as per the petition filed with and certified by the City Clerk on April 25, 2017.

We the undersigned, duly registered voters of the City of Biddeford, qualified to vote at a General Election, in accordance with the Charter of the City of Biddeford, do hereby call for a meeting of the citizens to address concerns of taxation without representation. Topics including, but not limited to, neglect of Waterhouse Field and overzealous spending downtown are to be discussed and addressed at this meeting.

This meeting will be held in accordance to the rules of the City Charter. A moderator will be chosen by majority vote of the citizens attending the meeting.

Per the **City Charter, ART. XII – Miscellaneous Provisions**

Sec. 4. General meetings of citizens.

General meetings of the citizens qualified to vote in the City affairs may from time to time be held to consult upon the public good, to instruct their representatives, and to take all lawful measures to obtain redress of any grievances according to the right secured to the people by the Constitution of this State; and such meetings may and shall be duly warned by the City Council, upon the requisition of 100 qualified voters of said City. A moderator shall be selected by majority vote of the citizens attending the meeting.

NOTE: The citizen requesting the General Meeting has requested a meeting date of Wednesday, May 3, 2017 at 7:30 p.m.

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

Motion by Councilor McCurry, seconded by Councilor Quattrone to table this order until after the budget has been approved due to the fact that the items of discussion specified on the petition are being discussed and dealt with during the budget process.

Vote: Unanimous.

2017.45

IN BOARD OF CITY COUNCIL..MAY 2, 2017

BE IT ORDERED, that the City Manager of the City of Biddeford is hereby authorized to purchase new planters and the plantings as part of the rebuilding of the sidewalks in the downtown area; as well as appropriate funds for the maintenance of the downtown area plantings. The total cost of the downtown plantings project, including maintenance, is \$41,511, of which \$21,000 will be paid from unexpended funds in the CDBG Program, leaving a net balance of \$16,511 being paid from TIF funds.

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

Vote: Unanimous.

Order Approving Refinancing of the City's 2010 and 2011 Bonds

2017.46

IN BOARD OF CITY COUNCIL...MAY 2, 2017

BE IT ORDERED, by the City Council of the City of Biddeford as follows:

WHEREAS, in 1999, the City of Biddeford, Maine issued its \$11,600,000 General Obligation Bonds (the "1999 Bonds") to finance wastewater treatment plant and CSO improvements and road, parks, parking and other miscellaneous public improvements; and

WHEREAS, in 2010, the City issued its \$15,280,000 General Obligation Bonds (the "2010 Bonds"), with \$9,695,000 currently outstanding, to finance road and CSO improvements and to refund the City's a portion of the City's 1999 Bonds (the "2010 Projects"); and

WHEREAS, in 2011, the City issued its \$32,000,000 2011 General Obligation Bonds (the "2011 Bonds" and together with the 2010 Bonds, the "Prior Bonds"), with \$24,320,000 currently outstanding, to finance improvements to Biddeford High School (the "2011 Project" and together with the 2010 Projects, the "Prior Project"); and

WHEREAS, due to the drop in interest rates, the City desires to advance refund and refinance some or all of the Prior Bonds through issuance of its general obligation refunding bonds in order to achieve debt service savings;

1. Pursuant to 30-A M.R.S.A. §5772, Article XI, Section 6 of the City Charter, and all other authority thereto enabling, the City Council hereby authorizes and approves the refinancing of the Prior Bonds and in furtherance thereof authorizes and approves the issue and sale of the City's general obligation refunding bonds in the principal amount not to exceed Thirty-four Million Fifteen Thousand Dollars (\$34,015,000) (the "Bonds"), the proceeds of which (including bond premium and investment earnings thereon, if any) are hereby appropriated and shall be be used to refinance and advance refund some or all of the Prior Bonds, to pay redemption premium and interest accrued and unpaid on the Prior Bonds to the redemption date, issuance costs and any other costs related or ancillary thereto.

2. That the Bonds shall be signed by City Treasurer and the Mayor, sealed with the seal of the City, attested by the City Clerk;

3. That the Mayor and City Treasurer be and hereby are authorized to prepare, issue, and sell such Bonds, without public bidding, at one time or from time to time, as one or more separate issues, and to determine the date, form, interest rate, maturities (with the last maturity not to exceed the last maturity of the Prior Bonds), and all other details of the Bonds, including whether the Bonds shall be callable, with or without premium, prior to their stated date of maturity and the form and manner of their sale and award, which may be on either a competitive bid or a negotiated basis;

4. That the City Manager be and hereby is authorized to select the underwriter, registrar, paying agent and transfer agent for the Bonds, without public bidding, and to execute and deliver such contracts and agreements as may be necessary or appropriate to secure such services;

5. That the City Treasurer be and hereby is authorized to prepare, or cause to be prepared, a Preliminary Official Statement and an Official Statement (or other offering document) for use in the offering and sale of the Bonds, such Preliminary Official Statement and Official Statement (or other offering document) to be in such form and contain such information as may be approved by the City Treasurer, with the advice of the bond counsel for the City, and that the use and distribution of the Preliminary Official Statement and the Official Statement (or other offering document) in the name of and on behalf of the City in connection with offering the Bonds for sale be and hereby is approved;

6. That the City Treasurer be and hereby is authorized to covenant and certify in the name of and on behalf of the City that no part of the proceeds of the issue and sale of the Bonds or the Prior Projects shall be used

directly or indirectly in a manner that would cause such Bonds to be “private activity bonds” or “arbitrage bonds” within the meaning of Sections 141 and 148 of the Internal Revenue Code of 1986, as amended;

7. That the officers and officials executing the Bonds be and hereby are individually authorized to covenant and agree, in the name of and on behalf of the City, for the benefit of the holders of such Bonds, that the City will file any required reports and take any other action that may be necessary to insure that interest on the Bonds will remain exempt from federal income taxation, and that the City will refrain from any action that would cause interest on the Bonds to be subject to federal income taxation;

8. That the City Treasurer be and hereby is authorized and empowered in the name of and on behalf of the City, to do or cause to be done all such acts and things, and to execute, deliver, file, approve, and record all such financing documents, contracts, agreements, refunding escrow agreements, certificates and other documents, including but not limited to IRS Form 8038-G and a continuing disclosure agreement that meets the requirements of Securities and Exchange Commission Rule 15c2-12, as may be necessary or appropriate as determined and approved by the City Treasurer in connection with the refinancing of the Prior Bonds, which documents shall be in such form and contain such terms and conditions, not inconsistent herewith, as may be approved by the City Treasurer such approval to be conclusively evidenced by his execution thereof;

9. That if any of the officers or officials of the City who have signed or sealed the Bonds shall cease to be such officers or officials before the Bonds so signed and sealed shall have been actually authenticated or delivered by the City, such Bonds nevertheless may be authenticated, issued, and delivered with the same force and effect as though the person or persons who signed or sealed such Bonds had not ceased to be such officer or official; and also any such Bonds may be signed and sealed in the name of and on behalf of the City by those persons who, at the actual date of the execution of such Bonds, shall be the proper officers and officials of the City, although at the nominal date of such Bonds any such person shall not have been such officer or official; and

10. That if the Mayor, the City Treasurer or City Clerk are for any reason unavailable to approve and execute the Bonds or any other documents necessary or convenient to the issuance, execution and delivery of the Bonds, the person or persons then acting in any such capacity, whether as an assistant, a deputy, or otherwise, is authorized to act for such official with the same force and effect as if such official had performed such act.

Motion by Councilor Mills, seconded by Councilor Lessard to grant the first reading of the order.
Vote: Unanimous.

Appointment:

IN BOARD OF CITY COUNCIL...MAY 2, 2017

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

**John B. Gilbert
52 Old Pool Road
Ward 1**

to the *Biddeford Police Advisory Committee (BPAC)*, for an initial term to expire in December 12/2018.

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

City Manager Report:

City Manager, James Bennett had a couple things to report:

1. The Ribbon Cutting ceremony for Laconia Plaza is scheduled for Thursday, May 11th at noon. The Council is encouraged to attend.
2. In light of the passage of Order 2017.45, all plantings in the downtown and surrounding areas will be completed by Memorial Day.

Public Addressing the Council..(3 minute limit per speaker; 30 minute total time limit)
Three citizens addressed their comments to the Council.

Other Business:

Councilor Lessard: reminded his fellow Councilors that he will be attending the York County Budget Meeting tomorrow evening, so therefore, will not be at the Budget Committee meeting.

Councilor Quattrone: asked if it was possible to have the second reading of Order 2017.36 at tonight’s meeting. The City Solicitor, Keith Jacques, explained that there would need to be a stated emergency (something regarding the health and safety of the public), in order to suspend the rules and allow for a second reading at this meeting.

Councilor McCurry stated that it could possibly be done as a reconsideration (of the last motion of that order).

Motion by Councilor McCurry, seconded by Councilor Swanton to reconsider the previous motion on Order 2017.36.

After further explanation from the City Solicitor, Councilors McCurry and Swanton withdrew their motion to reconsider.

Councilor Swanton: noted that there was a Public Meeting held last night (May 1st) to discuss the conditions and needed renovations of the City's athletic fields, and specifically, Waterhouse Field. He is disappointed in the lack of turnout and community interest in this million dollar project.

Council President Addressing the Council: Councilor McCurry also attended the Public Meeting last night; and he has also attended School Committee meetings when the Waterhouse Field issue has been discussed; and he noted that there are have been no complaints made to the School Committee about this issue. He urged citizens to go to the School Committee meetings and voice their concerns about the future of the City's athletic fields.

Councilor McCurry informed folks that the Public Hearing for the School Department budget has been scheduled for May 10th, and the Public Hearing for the City Government budget will be scheduled within the next couple of weeks. He urged citizens to attend these public hearings and voice their concerns about the budgets.

Councilor McCurry would like City Staff to take a look at how the City is regulating medical marijuana and if the regulations are stringent enough to prevent huge amounts of growing of medical marijuana in residential homes and apartments.

Mayor Addressing the Council: Mayor Casavant, in speaking on the Waterhouse Field issue, stated that the issue will take some short-term and long-term solutions. What's important is that the City and School Department are budgeting for the renovations that are needed at the City's fields.

Mayor Casavant clarified that TIF funds and user fees cannot be used for the Waterhouse Field renovations; and folks need to stop equating this project with the parking garage issue.

At this past weekend's first Art Walk of the season, Mayor Casavant was pleased to have so many people approach him and speak of how proud they are of all the positive changes happening in Biddeford.

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

Vote: Unanimous.

Time: 7:52 p.m.

Attest by: _____
Carmen J. Morris, City Clerk

**SPECIAL COUNCIL MEETING
1ST READING OF SCHOOL DEPARTMENT BUDGET
MAY 10, 2017**

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

Roll Call: John McCurry, Jr., Robert Quattrone, Jr., Bob Mills, Norman Belanger, Michael Ready, Laura Seaver
Michael Swanton arrived at 6:12 p.m.

Stephen St. Cyr and Marc Lessard were excused.

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

There were no adjustments to the agenda.

Public Hearing: School Department Budget for FY2018

Mayor Casavant opened the Public Hearing at 6:02 p.m.

There were no public comments.

The Public Hearing was closed at 6:02 p.m.

Orders of the Day:

2017 **IN BOARD OF CITY COUNCIL...MAY 10, 2017**
WHEREAS, the Maine Dept. of Education has determined the total cost of funding public education from kindergarten to grade 12, for Biddeford, as described in the Essential Programs and Services Funding Act to be **\$30,123,920.**

THEREFORE, BE IT ORDERED, that the City Council does appropriate and will raise the sum of **\$18,534,782** for the Biddeford School Department's contribution to the total cost of funding public education for kindergarten to grade 12 as described in the Essential Programs and Services Funding Act in accordance with the Maine Revised Statutes, Title 2-A, section 15688.

Explanation: The Biddeford School Department's contribution to the total cost of funding public education from kindergarten to grade 12 as described in the Essential Programs and Services Funding Act is the amount of money determined by state law to be the minimum amount that a municipality must raise in order to receive the full amount of state dollars.

Motion by Councilor McCurry, seconded by Councilor Mills to grant the first reading of the order.

Vote: Unanimous.

2017 **IN BOARD OF CITY COUNCIL...MAY 10, 2017**
BE IT ORDERED, that the City Council does appropriate and will raise the sum of **\$2,737,745** for the annual payments on debt service previously approved by the City Council for non-state-funded school construction projects, non-state-funded portions of school construction projects and minor capital projects in addition to the funds appropriated as the local share of the City of Biddeford's contribution to the total cost of funding public education from kindergarten to grade 12.

Explanation: Non-state-funded debt service is the amount of money needed for the annual payments on the municipality's long-term debt for major capital school construction projects and minor capital renovation projects that are not approved for state subsidy. The bonding of this long-term debt was approved by the voters.

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

Vote: Unanimous.

2017 **IN BOARD OF CITY COUNCIL...MAY 10, 2017**
BE IT ORDERED, that the City Council will raise and appropriate **\$1,244,231** in additional local funds, which exceeds the State's Essential Programs and Services allocation model by **\$633,905** as required to fund the budget recommended by the Biddeford School Committee.

The Biddeford School Committee recommends \$1,244,231 for additional local funds and gives the following reasons for exceeding the State’s Essential Programs and Services funding model by \$633,905.

Explanation: The additional local funds are those locally raised funds over and above the school administrative unit’s local contribution to the total cost of funding public education from kindergarten to grade 12 as described in the Essential Programs and Services Funding Act and local amounts raised for the annual payment on non-state funded debt service that will help achieve the Biddeford budget for educational programs.

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

2017 **IN BOARD OF CITY COUNCIL..MAY 10, 2017**
BE IT ORDERED, that in the event that the Biddeford School Department receives more state education subsidy than the amount included in its budget, shall the School Committee be authorized to use all or part of the additional state subsidy to increase expenditures for school purposes in cost center categories approved by the School Committee, increase the allocation of finances in a reserve fund approved by the School Committee, and/or decrease the local cost share expectation, as defined in Title 20-A, section 15671-A(1)(B), for local property taxpayers for funding public education as approved by the School Committee?

The following language will be included on the NOTICE OF AMOUNTS for the School Budget Validation Referendum Election:

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

Motion by Councilor Mills, seconded by Councilor Ready to grant the first reading of the order.
Vote: Unanimous.

2017 **IN BOARD OF CITY COUNCIL...MAY 10, 2017**
BE IT ORDERED, that the City Council does hereby authorize the Biddeford School Committee to expend \$35,649,990 or the fiscal year commencing July 1, 2017 and ending June 30, 2018 from the City of Biddeford’s contribution to the total cost of funding public education from kindergarten to grade 12 as described in the Essential Programs and Services Funding Act, non-state-funded school construction projects, additional local funds for school purposes under the Maine Revised Statutes, Title 20-A, section 15690, unexpended balances, tuition receipts, state subsidy and other receipts for the support of schools, and broken down as follows:

REGULAR INSTRUCTION	\$13,339,845
SPECIAL EDUCATION	\$5,933,933
CAREER & TECHNICAL EDUCATION	\$2,302,954
OTHER INSTRUCTION	\$598,549
STUDENT & STAFF SUPPORT	\$2,257,726
SYSTEM ADMINISTRATION	\$1,032,592
SCHOOL ADMINISTRATION	\$1,545,228
TRANSPORTATION & BUSES	\$1,525,176
FACILITIES MAINTENANCE	\$3,182,706
DEBT SERVICE & OTHER COMMITMENTS	\$3,919,282

ALL OTHER EXPENDITURES	\$11,999
TOTAL SCHOOL BUDGET	<u>\$35,649,990</u>

BE IT FURTHER ORDERED, that the School Department is authorized to accept grant funds during the fiscal year and to expend such funds for the purposes for which they are intended.

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

Vote: 6/1; Councilor Swanton opposed.

Councilors McCurry, Quattrone, Mills, Belanger, Ready and Seaver in favor.

Motion carries.

2017 IN BOARD OF CITY COUNCIL...MAY 10, 2017

BE IT ORDERED, that the City Council of the City of Biddeford does hereby appropriate the sum of **\$734,033** for ADULT EDUCATION for the fiscal year commencing July 1, 2017 and ending June 30, 2018, and does hereby appropriate and will raise the local share for ADULT EDUCATION in the amount of **\$276,058**.

BE IT FURTHER ORDERED that Biddeford Adult Education is authorized to expend any additional, incidental or miscellaneous receipts in the interest and for the well-being of the Adult Education Program.

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

Vote: Unanimous.

2017 IN BOARD OF CITY COUNCIL...MAY 10, 2017

BE IT ORDERED, that the City Council of the City of Biddeford does hereby appropriate the sum **\$1,319,084** for School FOOD SERVICE ("Hot Lunch") for the fiscal year commencing on July 1, 2017, and ending on June 30, 2018, and

BE IT FURTHER ORDERED, that the sum of **\$1,319,084** in estimated revenues is adopted in support of FOOD SERVICE, with a local share for FOOD SERVICE in the amount of \$0.

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

Vote: Unanimous.

Motion by Councilor McCurry, seconded by Councilor Belanger to recess the meeting and move into a Budget Committee meeting.

Vote: Unanimous.

Time: 6:16 p.m.

Motion by Councilor McCurry, seconded by Councilor Ready to come back from the Budget Committee meeting and resume the Special Council Meeting.

Vote: Unanimous.

Time: 6:58 p.m.

2017 IN BOARD OF CITY COUNCIL..MAY 10, 2017

BE IT ORDERED, that the City Council of the City of Biddeford does hereby receive the Proposed FY 2017/2018 City Government Budget as presented by the Biddeford Budget Committee.

Motion by Councilor Mills, seconded by Councilor Belanger to grant the order.

Vote: 6/1; Councilor McCurry opposed.

Councilors Swanton, Quattrone, Mills, Belanger, Ready and Seaver in favor.

Motion carries.

2017

IN BOARD OF CITY COUNCIL..MAY 10, 2017

BE IT ORDERED, that the City Council of the City of Biddeford does hereby authorize the Proposed FY 2017/2018 City Government Budget to be scheduled for a Public Hearing on _____ at 6:00 p.m. in the Council Chambers in City Hall, located at 205 Main Street.

Motion by Councilor McCurry, seconded by Councilor Ready to grant the order, with the stipulation that the City Government Budget be scheduled for a Public Hearing and 1st Reading on **Thursday, May 18, 2017** at 6:00 p.m. in the Council Chambers in City Hall, located at 205 Main Street.

Vote: Unanimous.

Further, it was motioned by Councilor McCurry, seconded by Councilor Ready to schedule the 2nd Reading of the City Government Budget be scheduled for Wednesday, May 24th, 2017 at 6:00 p.m. in the Council Chambers in City Hall, located at 205 Main Street.

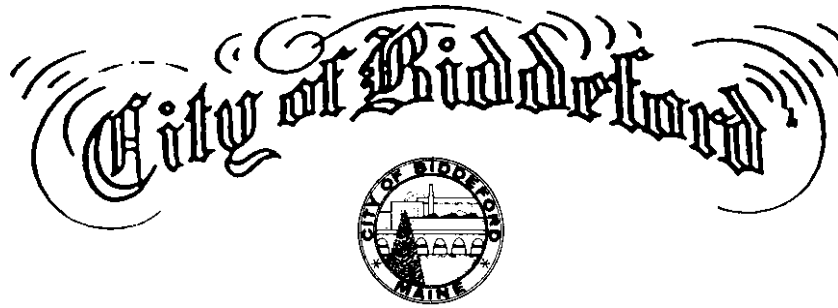
Vote: Unanimous.

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

Vote: Unanimous.

Time: 7:03 p.m.

Attest by: _____
Carmen J. Morris, City Clerk



2017

IN BOARD OF CITY COUNCIL...MAY 10, 2017

WHEREAS, the Maine Dept. of Education has determined the total cost of funding public education from kindergarten to grade 12, for Biddeford, as described in the Essential Programs and Services Funding Act to be **\$30,123,920.**

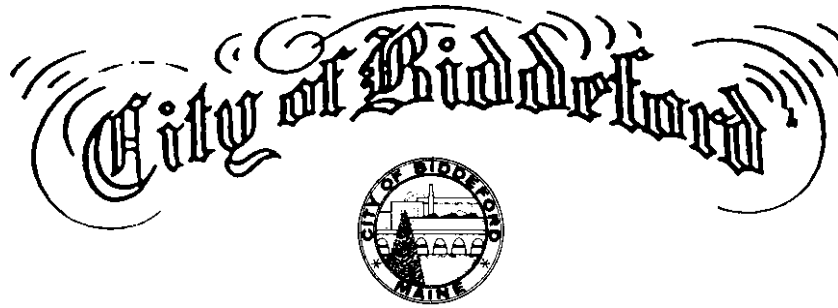
THEREFORE, BE IT ORDERED, that the City Council does appropriate and will raise the sum of **\$18,534,782** for the Biddeford School Department's contribution to the total cost of funding public education for kindergarten to grade 12 as described in the Essential Programs and Services Funding Act in accordance with the Maine Revised Statutes, Title 2-A, section 15688.

Explanation: The Biddeford School Department's contribution to the total cost of funding public education from kindergarten to grade 12 as described in the Essential Programs and Services Funding Act is the amount of money determined by state law to be the minimum amount that a municipality must raise in order to receive the full amount of state dollars.

May 10, 2017

Motion by Councilor McCurry, seconded by Councilor Mills to grant the first reading of the order.

Vote: Unanimous.



2017

IN BOARD OF CITY COUNCIL...MAY 10, 2017

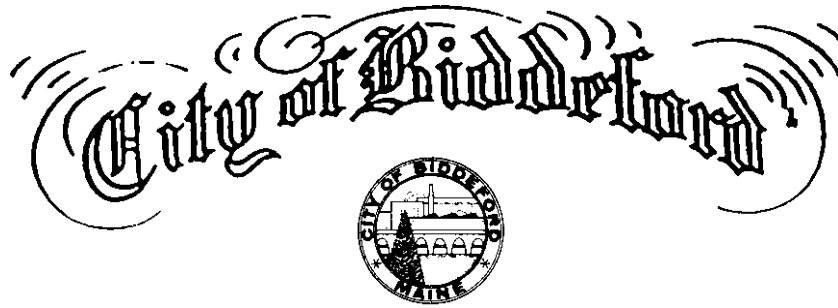
BE IT ORDERED, that the City Council does appropriate and will raise the sum of **\$2,737,745** for the annual payments on debt service previously approved by the City Council for non-state-funded school construction projects, non-state-funded portions of school construction projects and minor capital projects in addition to the funds appropriated as the local share of the City of Biddeford's contribution to the total cost of funding public education from kindergarten to grade 12.

Explanation: Non-state-funded debt service is the amount of money needed for the annual payments on the municipality's long-term debt for major capital school construction projects and minor capital renovation projects that are not approved for state subsidy. The bonding of this long-term debt was approved by the voters.

May 10, 2017

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

Vote: Unanimous.



2017

IN BOARD OF CITY COUNCIL...MAY 10, 2017

BE IT ORDERED, that the City Council will raise and appropriate **\$1,244,231** in additional local funds, which exceeds the State's Essential Programs and Services allocation model by **\$633,905** as required to fund the budget recommended by the Biddeford School Committee.

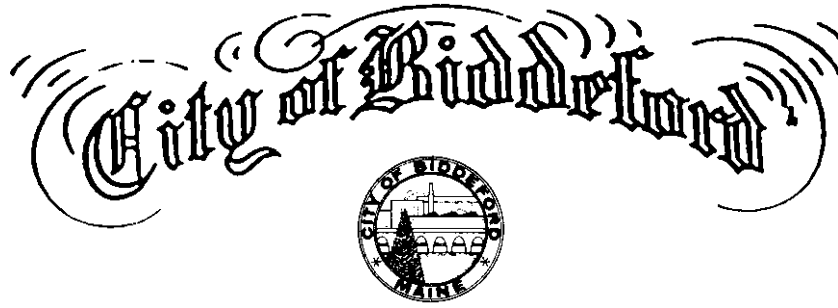
The Biddeford School Committee recommends **\$1,244,231** for additional local funds and gives the following reasons for exceeding the State's Essential Programs and Services funding model by **\$633,905**.

Explanation: The additional local funds are those locally raised funds over and above the school administrative unit's local contribution to the total cost of funding public education from kindergarten to grade 12 as described in the Essential Programs and Services Funding Act and local amounts raised for the annual payment on non-state funded debt service that will help achieve the Biddeford budget for educational programs.

May 10, 2017

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

Vote: Unanimous.



2017

IN BOARD OF CITY COUNCIL..MAY 10, 2017

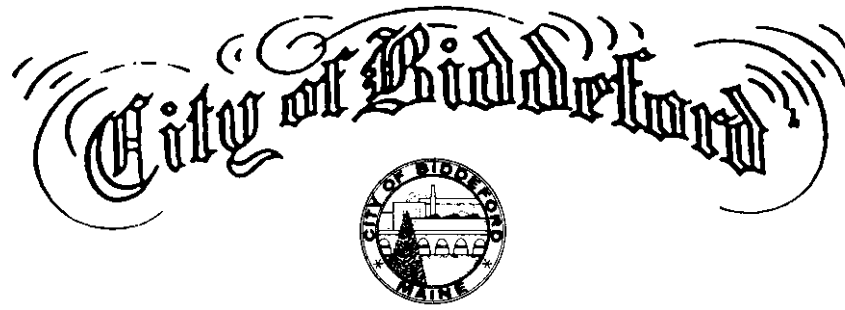
BE IT ORDERED, that in the event that the Biddeford School Department receives more state education subsidy than the amount included in its budget, shall the School Committee be authorized to use all or part of the additional state subsidy to increase expenditures for school purposes in cost center categories approved by the School Committee, increase the allocation of finances in a reserve fund approved by the School Committee, and/or decrease the local cost share expectation, as defined in Title 20-A, section 15671-A(1)(B), for local property taxpayers for funding public education as approved by the School Committee?

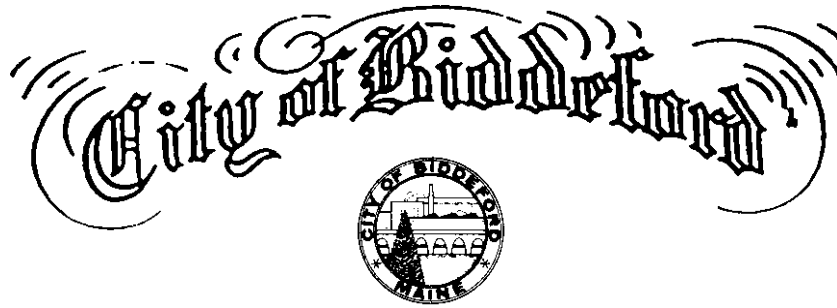
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May 10, 2017

Motion by Councilor Mills, seconded by Councilor Ready to grant the first reading of the order.
Vote: Unanimous.





2017

IN BOARD OF CITY COUNCIL...MAY 10, 2017

BE IT ORDERED, that the City Council does hereby authorize the Biddeford School Committee to expend \$35,649,990 or the fiscal year commencing July 1, 2017 and ending June 30, 2018 from the City of Biddeford's contribution to the total cost of funding public education from kindergarten to grade 12 as described in the Essential Programs and Services Funding Act, non-state-funded school construction projects, additional local funds for school purposes under the Maine Revised Statutes, Title 20-A, section 15690, unexpended balances, tuition receipts, state subsidy and other receipts for the support of schools, and broken down as follows:

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OTHER INSTRUCTION	\$598,549
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TRANSPORTATION & BUSES	\$1,525,176
FACILITIES MAINTENANCE	\$3,182,706
DEBT SERVICE & OTHER COMMITMENTS	\$3,919,282
ALL OTHER EXPENDITURES	\$11,999
TOTAL SCHOOL BUDGET	<u>\$35,649,990</u>

BE IT FURTHER ORDERED, that the School Department is authorized to accept grant funds during the fiscal year and to expend such funds for the purposes for which they are intended.

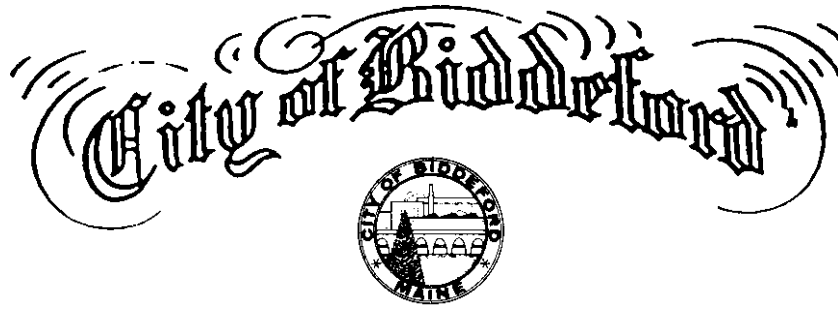
May 10, 2017

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

Vote: 6/1; Councilor Swanton opposed.

Councilors McCurry, Quattrone, Mills, Belanger, Ready and Seaver in favor.

Motion carries.



2017

IN BOARD OF CITY COUNCIL...MAY 10, 2017

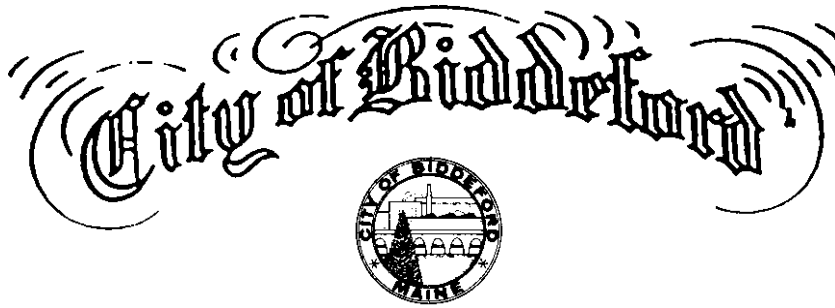
BE IT ORDERED, that the City Council of the City of Biddeford does hereby appropriate the sum of **\$734,033** for ADULT EDUCATION for the fiscal year commencing July 1, 2017 and ending June 30, 2018, and does hereby appropriate and will raise the local share for ADULT EDUCATION in the amount of **\$276,058.**

BE IT FURTHER ORDERED that Biddeford Adult Education is authorized to expend any additional, incidental or miscellaneous receipts in the interest and for the well being of the Adult Education Program.

May 10, 2017

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

Vote: Unanimous.



2017

IN BOARD OF CITY COUNCIL...MAY 10, 2017

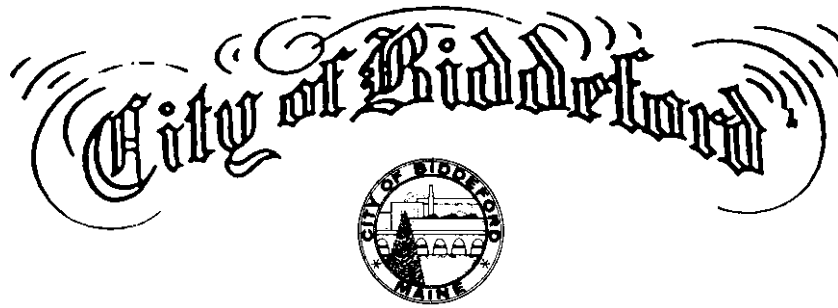
BE IT ORDERED, that the City Council of the City of Biddeford does hereby appropriate the sum **\$1,319,084** for School FOOD SERVICE ("Hot Lunch") for the fiscal year commencing on July 1, 2017, and ending on June 30, 2018, and

BE IT FURTHER ORDERED, that the sum of **\$1,319,084** in estimated revenues is adopted in support of FOOD SERVICE, with a local share for FOOD SERVICE in the amount of \$0.

May 10, 2017

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

Vote: Unanimous.



2017.35

IN BOARD OF CITY COUNCIL...MAY 2, 2017

BE IT ORDAINED, by the City Council of the City of Biddeford that the Code of Ordinances, **Chapter 46, PARKS, Section 46-11**, Alcoholic beverages; fires; use of closed areas is amended by adding or ~~deleting~~ to read as follows:

Sec. 46-11 Alcoholic beverages; fires; use of closed areas.

(a) Intoxicating beverages.

(1) Liquor defined. For purposes of this subsection, "liquor" shall mean and include any alcoholic, spirituous, vinous, fermented or other alcoholic beverage, or combination of liquors and mixed liquors, intended for human consumption which contains more than 1/2 of 1% of alcohol by volume.

(2) Prohibition. Except as specifically authorized in writing by the City Council, No person ~~within~~ in a city park, public beach, or athletic field, identified under section 46-5 of this Chapter, or in any parking area contiguous thereto ~~shall~~ may ~~transport~~, possess or consume liquor at any time.

(b) Fires. No person in a park shall build or attempt to build a fire, except at such areas and under such regulations as may be designated by the Director. No person shall drop, throw or otherwise scatter lighted matches, burning cigarettes or cigars, tobacco or other inflammable material within any park area or on any highway, road or street abutting or contiguous thereto.

(c) Closed areas. No person in a park shall enter an area posted as "Closed to the Public," nor shall any person use or let the use of any area in violation of posted notices.

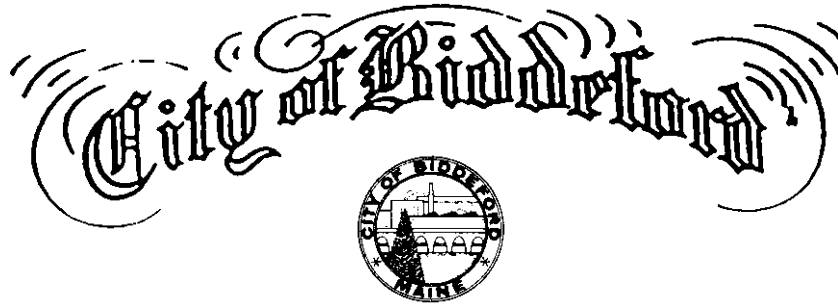
NOTE: The Policy Committee considered this item at their April 24, 2017 meeting and voted 4 to 1 in favor of forwarding to the City Council with a recommendation for adoption.

May 2, 2017

Motion by Councilor McCurry, seconded by Councilor Swanton to grant the first reading of the ordinance amendment.

Vote: 7/2; Councilors Seaver and Ready opposed.

Councilors Swanton, McCurry, St. Cyr, Quattrone, Mills, Belanger and Lessard in favor. Motion carries.



2017.36 **IN BOARD OF CITY COUNCIL..MAY 2, 2017**
BE IT ORDAINED, by the City Council of the City of Biddeford that the Code of Ordinances, Chapter 6, AMUSEMENTS, be amended by adding a new **ARTICLE V, Sales, Possession and Consumption of liquor at and during Special Events on City Public Property**, to read as follows:

In addition to the requirements set forth under Article IV of this Chapter, applications for the sale, possession and consumption of liquor at Special Events which are held on city public property, that falls within the jurisdiction of the City Council, must be completed on a form that has been approved by the City Clerk.

As used herein, "Liquor" means spirits, wine, malt liquor or hard cider, or any substance containing liquor, intended for human consumption, that contains more than ½ of 1% of alcohol by volume.

Sec. 6-175. Purpose.

This policy sets forth the procedures, requirements, and limitations on the use of City property for the service and/or sale of liquor at and during permitted special events. Special events do not include gatherings of family and friends in public parks, listed under Chapter 46, section 46-5. This policy is subject to and supplements any applicable provisions in the Code of Ordinances for special events on and other uses of City property.

Sec. 6-176. Properties Authorized for Special Events.

Whenever a Special Event has been specifically authorized by the City Council for the service and/or sale of liquor, this authorization shall be limited to income tax exempt organizations or governmental entities, and restricted to the following properties:

Facility:

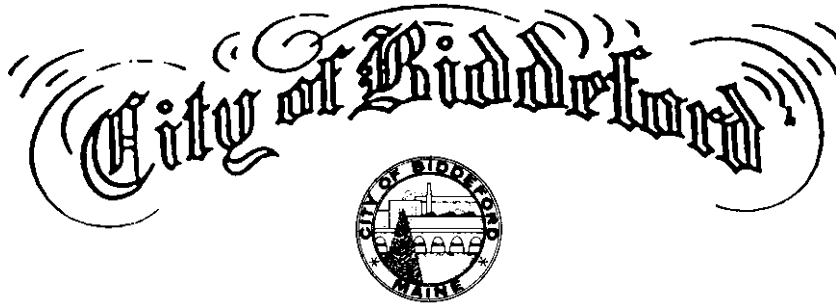
Mechanics Park
Shevenell Park
St. Louis Field

Address:

Corner of Water & Main Streets
147 Main Street
284 Hill Street

Sec. 6-177. Reviewing Authority:

Applications for liquor on City Property for sale, possession, and/or consumption of liquor at special events shall be submitted along with the Event Application to the Biddeford Codes department not less than 30 (thirty) days prior to the special event,

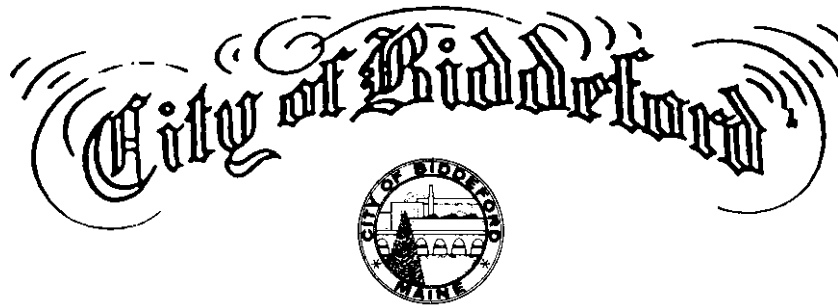


although the Codes Enforcement Officer may accept late applications in exigent or special circumstances.

Sec. 6-178. Restrictions and Permissions:

An Applicant who has received permission to sell or serve liquor during a special event must agree to the following restrictions in order to gain permission to serve liquor:

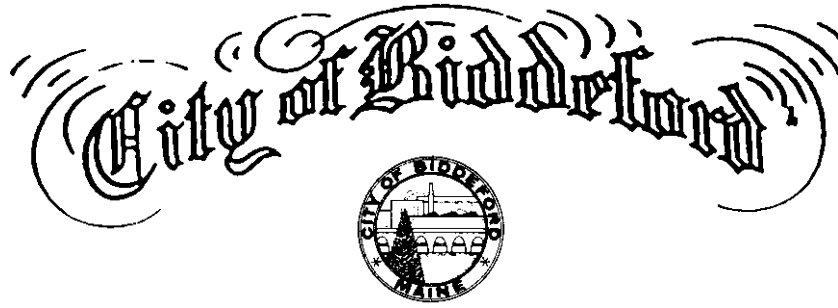
- Liquor is limited to malt liquor and wine only. No other spirits are permitted.
- Liquor may be sold and served for on-premises consumption only by a licensed caterer, or a non-profit organization registered with the Secretary of State, and licensed to sell alcoholic beverages through the Bureau of Alcoholic Beverages. Prior to the special event, the caterer, or the qualified non-profit organization, shall provide proof that the caterer has received all State and local licenses and permits necessary for the sale and service of liquor at the event, and shall provide a Certificate of Liquor Liability insurance in an amount to be determined by the City, which Certificate names both the City of Biddeford and the Applicant as additional insureds.
- At least thirty (30) days prior to the event, the Applicant must provide to the City the following: (1) copy of all required permits, licenses and insurance certificates; (2) the name(s) and complete and accurate contact information for the State-licensed caterer, or qualified non-profit organization, who will be staffing the event; (3) the names and addresses of the trained servers who are expected to be staffing the event, together with evidence of their training; and (4) the name of a Responsible Party or Parties (which may also be the Applicant or caterer) designated by the Applicant to supervise the sale and/or service of liquor at, and during the special event.
- The Responsible Party listed on the Event Application shall serve as the contact person during the event, and one or more Responsible Party must be present on the site for the entire duration of the sale or service of liquor at the special event.
- The Security and Fees Chart below specifies the number of Security Personnel to be present, and the arrangements and expense for the same shall be borne by the Applicant.
- All liquor servers at the special event must have received TIPS training (Training for Intervention Procedures) approved by the State of Maine.
- Liquor may be served only in area(s) specifically laid out and identified as such in the special events application, reviewed by the City, and approved by the State of Maine Bureau of Alcoholic Beverages. The Applicant shall assure that signs are



- prominently posted that identifies liquor restrictions at all entrance and exit points.
- The Applicant must designate TIPS trained servers (number specified in chart below) to serve and oversee the area that is licensed for the sale and consumption of liquor at all times. This person is responsible for verifying the legal age of each person consuming or possessing liquor.
 - The Applicant or its caterer is responsible for the purchase and transportation of all liquor to be sold or served at the special event.
 - Patrons attending the event are strictly prohibited from bringing in their own beverages.
 - Only a caterer or TIPS trained server may dispense beer from kegs or barrels. Proper recycling of empty liquor containers is the responsibility of the Applicant. No person less than 21 years of age may serve, possess and/or consume liquor.
 - Oversized drinks, contests, volume discounts, or similar incentives are not permitted.
 - The serving of all liquor must cease at least 30 minutes prior to the specified and approved closing time of the special event.
 - All liquor and related containers must be removed from the premises immediately after the event. The Applicant must provide appropriate cleaning of the area sufficient to eliminate any liquor residue or smell on the premises.
 - An adequate supply of food must be served and available to persons attending the special event. It is recommended that all event organizers take steps to encourage food consumption to help reduce the risk of intoxication. Non-liquor must be made available and at a lower cost than any liquor.

Security and Fees Chart

Number of people	1 - 100	101-200	201-300*
Security Personnel	Min. 1 Security Personnel	Min. 2 Security Personnel	Min. 3 Security Personnel



Liquor Permit Fee	\$150	\$150	\$150
Servers/Caterer (TIPS training)	Min. 1 TIPS trained server	Min. 2 TIPS trained server	Min. 3 TIPS trained servers

* Requisite levels of staffing for special events with over 300 participants shall be determined by the reviewing authority on a case-by-case basis.

The City reserves the right to amend and/or impose additional policies, requirements, deposits and restrictions by Order of the City Council and/or as conditions imposed on one or more special events applicants.

Sec. 6-179. Termination of Activity.

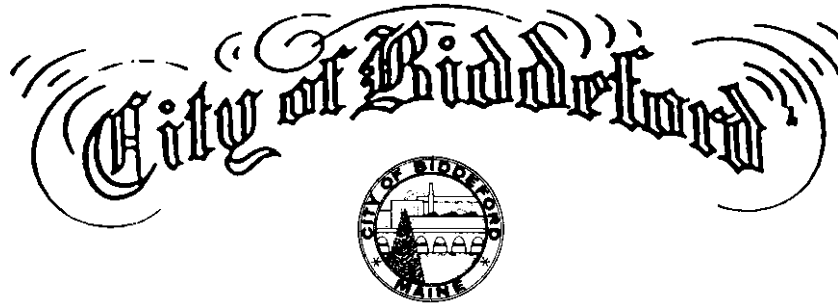
The Code Enforcement Officer, Chief of Police, or their designee may order the immediate termination of the special event if the Applicant is found to be in violation of any term or condition of Applicant's permit, or any State Statute or local ordinance or regulation. Upon such termination, all activities shall cease and all equipment, furnishings and other material shall be removed from the premises, and the premises cleaned and restored to its original condition forthwith.

Sec. 6-180. Assignment.

Permits issued pursuant to these Regulations are for the specific event, with a specific date, time and place listed on the application. Permits are not transferable or assignable to any other person, group or other entity.

Except as authorized herein, liquor may not be sold, served or consumed at any of the City's athletic fields or playgrounds.

NOTE: The Policy Committee considered this item at their April 24, 2017 meeting and voted 4 to 1 in favor of forwarding to the City Council with a recommendation for adoption.



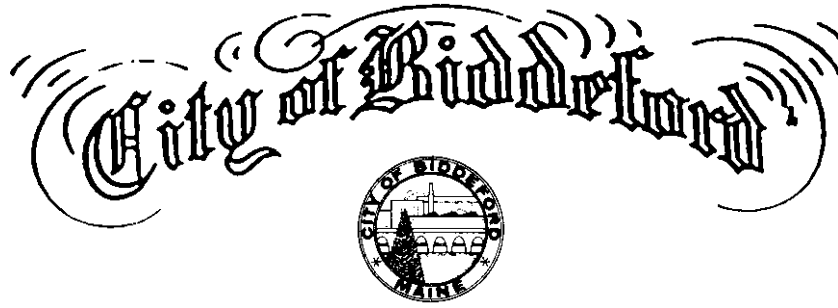
May 2, 2017

Motion by Councilor McCurry, seconded by Councilor Swanton to grant the first reading of the ordinance amendment.

Vote: 7/2; Councilors Seaver and Ready opposed.

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

Motion carries.



2017.37

IN BOARD OF CITY COUNCIL...MAY 2, 2017

BE IT ORDAINED, by the City Council of the City of Biddeford that the Code of Ordinances, Chapter 10, ANIMALS, ARTICLE II, DOGS, Section 10-35, Running at large on public ways prohibited; restraint required by adding or ~~deleting~~ to read as follows:

Sec. 10-35 **Running at large on public ways prohibited; restraint required.**

[Code 1975, § 5-30; amended 11-18-2014 by Ord. No. 2014.109]

Dogs on a public way or place shall be under restraint. For a dog to be "under restraint" as required in this section, it must be controlled by a leash, which shall not be more than eight feet long, on or within a vehicle being driven or parked on the streets, or within the property limits of its owner or keeper, or in specially defined "off leash" areas.

Off-leash areas: All dogs must be within 50 feet of owner or keeper and be under voice control. "Voice control" is defined as being able to immediately call the dog back with one call.

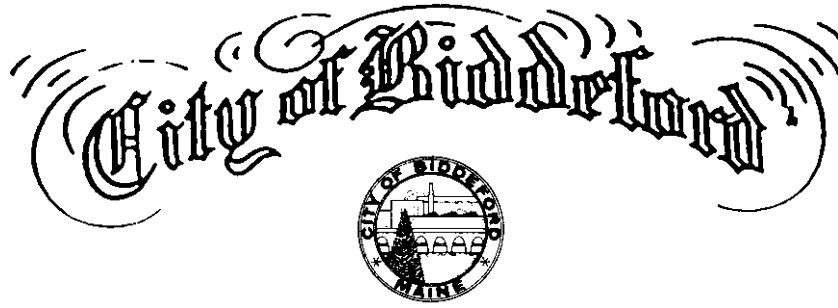
Off-leash areas within the City include:

(1) Rotary Park: The river bank along the boat launch side of the park. This shall be defined as the area bordered by and including the boat launch, up the river bank to where the access road and the river split. The "river bank," for this purpose, is defined as up to but not including the dirt road in the park. Dogs may not use any part of the Rotary Park beach between the hours of 9:00 a.m. and 8:00 p.m. from May 25 to September 15 of each year.

(2) Clifford Park: Dogs may be off leash and under voice command on designated trails in the wooded section of the park. This section is defined as the wooded area of the public park and 100 yards from all trail heads and parking areas.

(3) City Beaches: Unleashed dogs under voice command are allowed on the City's public beaches all day from September 16 to March 14. This subsection does not apply to the beach at Rotary Park. See Chapter 46, section 46-13 (d).

NOTE: The Policy Committee considered this item at their April 24, 2017 meeting and voted unanimously to forward to the City Council with a recommendation for adoption.



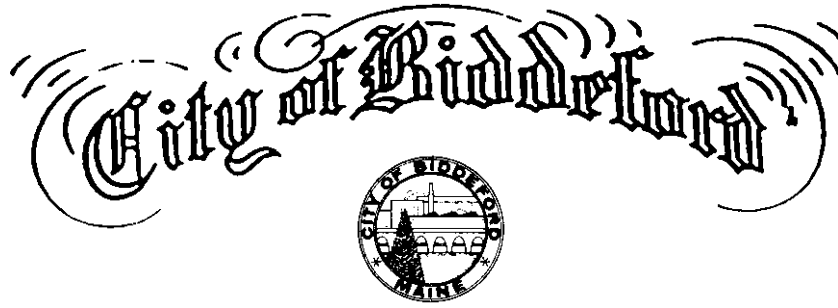
May 2, 2017

Motion by Councilor McCurry, seconded by Councilor Swanton to grant the first reading of the ordinance amendment.

Vote: 8/1; Councilor St. Cyr opposed.

Councilors Swanton, McCurry, Quattrone, Mills, Belanger, Ready, Seaver and Lessard in favor.

Motion carries.



2017.38 **IN BOARD OF CITY COUNCIL...MAY 2, 2017**

BE IT ORDAINED, by the City Council of the City of Biddeford that the Code of Ordinances, Chapter 46, Parks. **Section 46-13** Park operating policy, is amended by adding or deleting to read as follows:

§ 46-13 Park operating policy.

A. Hours. All Parks, as defined herein, shall be open to the public every day of the year from dawn to dusk. In the event that activities are conducted at either the St. Louis Field or Mechanics Park for which there is an admission fee charged or access is otherwise controlled, no member of the public shall have the right to enter said Park areas without authorization and/or payment of such admission fee. The Director shall cause notices of the opening and closing hours to be posted in each individual Park for public information and enforcement purposes.

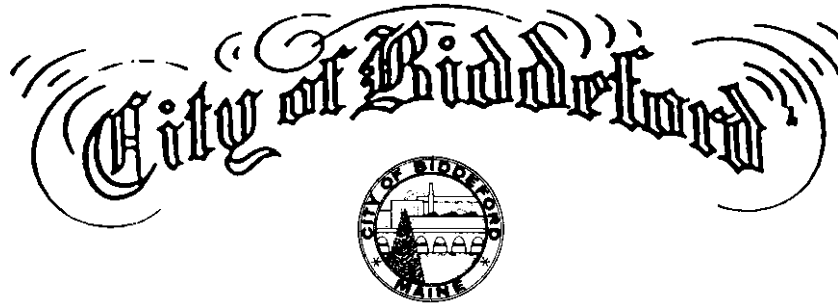
B. Closed areas. Any section or part of any Park may be declared closed to the public by the Director at any time for any interval of time, either temporarily or at regular stated intervals (daily or otherwise).

C. Entry prohibited. Except with the written permission of the Director, no person shall enter, pass through or remain in any Park, or the closed area of any Park, except during the hours and times when such Park, or portion thereof, is open to the public as provided in this section.

D. Dogs horses and horse-drawn vehicles. Dogs, horses and horse-drawn vehicles are prohibited from entering or remaining in any Park or Beach areas. **Except as follows:**

(1) City Beaches:

No unleashed dog is allowed on any of the City's public beaches from March 15 to September 15. Dogs are completely prohibited from May 25 to September 15 between the hours of 9:00 a.m. and 5:00 p.m. Unleashed dogs under voice command are allowed on the City's public beaches all day ~~after~~ **from** September 16 to March 14. This subsection does not apply to the beach at Rotary Park.



(2) Rotary Park:

Horses or horse-drawn vehicles, or dogs may not use any part of the Rotary Park beach between the hours of 9:00 a.m. and 8:00 p.m. from May 25 to September 15 of each year.

~~horses, horse-drawn vehicles or dogs may not use any part of the City's public beaches between the hours of 9:00 a.m. to 5:00 p.m. from May 25th to September 15th; No unleashed dog is allowed on any of the City's public beaches between the hours of 9:00 a.m. and 8:00 p.m. at Rotary Park, from May 25 to September 15 of each year. From September 16 and May 24, and during operating hours, dogs may be off leash and under voice command. Nothing herein is intended to prohibit the Recreation Commission from creating and maintaining a Dog Park, as defined herein under section 46-1(B), and for establishing rules and regulations governing the operation thereof.~~

NOTE: The Policy Committee considered this item at their April 24, 2017 meeting and voted unanimously to forward to the City Council with a recommendation for adoption.

May 2, 2017

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

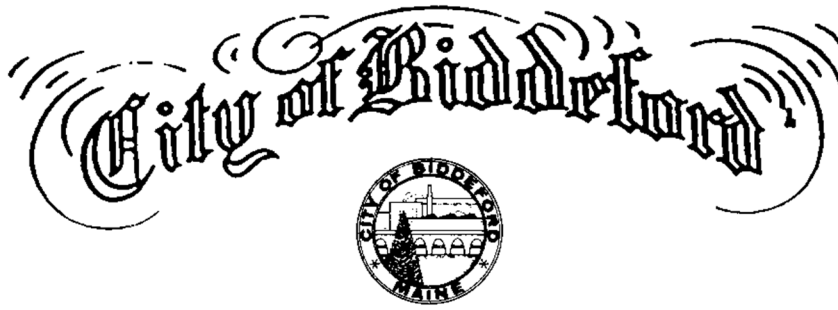
Motion by Councilor Belanger, seconded by Councilor McCurry to amend the language by changing the word "after" to **from** in the section D.(1), last sentence.

Vote: Unanimous.

Vote on first reading, as amended: 8/1; Councilor St. Cyr opposed.

Councilors Swanton, McCurry, Quattrone, Mills, Belanger, Ready, Seaver and Lessard in favor.

Motion carries.



Order Approving Refinancing of the City's 2010 and 2011 Bonds

2017.46

IN BOARD OF CITY COUNCIL...MAY 2, 2017

BE IT ORDERED, by the City Council of the City of Biddeford as follows:

WHEREAS, in 1999, the City of Biddeford, Maine issued its \$11,600,000 General Obligation Bonds (the "1999 Bonds") to finance wastewater treatment plant and CSO improvements and road, parks, parking and other miscellaneous public improvements; and

WHEREAS, in 2010, the City issued its \$15,280,000 General Obligation Bonds (the "2010 Bonds"), with \$9,695,000 currently outstanding, to finance road and CSO improvements and to refund the City's a portion of the City's 1999 Bonds (the "2010 Projects"); and

WHEREAS, in 2011, the City issued its \$32,000,000 2011 General Obligation Bonds (the "2011 Bonds" and together with the 2010 Bonds, the "Prior Bonds"), with \$24,320,000 currently outstanding, to finance improvements to Biddeford High School (the "2011 Project" and together with the 2010 Projects, the "Prior Project"); and

WHEREAS, due to the drop in interest rates, the City desires to advance refund and refinance some or all of the Prior Bonds through issuance of its general obligation refunding bonds in order to achieve debt service savings;

1. Pursuant to 30-A M.R.S.A. §5772, Article XI, Section 6 of the City Charter, and all other authority thereto enabling, the City Council hereby authorizes and approves the refinancing of the Prior Bonds and in furtherance thereof authorizes and approves the issue and sale of the City's general obligation refunding bonds in the principal amount not to exceed Thirty-four Million Fifteen Thousand Dollars (\$34,015,000) (the "Bonds"), the proceeds of which (including bond premium and investment earnings thereon, if any) are hereby appropriated and shall be be used to refinance and advance refund some or all of the Prior Bonds, to pay redemption premium and interest accrued and unpaid on the Prior Bonds to the redemption date, issuance costs and any other costs related or ancillary thereto.

2. That the Bonds shall be signed by City Treasurer and the Mayor, sealed with the seal of the City, attested by the City Clerk;

3. That the Mayor and City Treasurer be and hereby are authorized to prepare, issue, and sell such Bonds, without public bidding, at one time or from time to time, as one or more separate issues, and to determine the date, form, interest rate, maturities (with the last maturity not to exceed the last maturity of the Prior Bonds), and all other details of the Bonds, including whether the Bonds shall be callable, with or without premium, prior to their stated date of maturity and the form and manner of their sale and award, which may be on either a competitive bid or a negotiated basis;

4. That the City Manager be and hereby is authorized to select the underwriter, registrar, paying agent and transfer agent for the Bonds, without public bidding, and to execute and deliver such contracts and agreements as may be necessary or appropriate to secure such services;

5. That the City Treasurer be and hereby is authorized to prepare, or cause to be prepared, a Preliminary Official Statement and an Official Statement (or other offering document) for use in the offering and sale of the Bonds, such Preliminary Official Statement and Official Statement (or other offering document) to be in such form and contain such information as may be approved by the City Treasurer, with the advice of the bond counsel for the City, and that the use and distribution of the Preliminary Official Statement and the Official Statement (or other offering document) in the name of and on behalf of the City in connection with offering the Bonds for sale be and hereby is approved;

6. That the City Treasurer be and hereby is authorized to covenant and certify in the name of and on behalf of the City that no part of the proceeds of the issue and sale of the Bonds or the Prior Projects shall be used directly or indirectly in a manner that would cause such Bonds to be “private activity bonds” or “arbitrage bonds” within the meaning of Sections 141 and 148 of the Internal Revenue Code of 1986, as amended;

7. That the officers and officials executing the Bonds be and hereby are individually authorized to covenant and agree, in the name of and on behalf of the City, for the benefit of the holders of such Bonds, that the City will file any required reports and take any other action that may be necessary to insure that interest on the Bonds will remain exempt from federal income taxation, and that the City will refrain from any action that would cause interest on the Bonds to be subject to federal income taxation;

8. That the City Treasurer be and hereby is authorized and empowered in the name of and on behalf of the City, to do or cause to be done all such acts and things, and to execute, deliver, file, approve, and record all such financing documents, contracts, agreements, refunding escrow agreements, certificates and other documents, including but not limited to IRS Form 8038-G and a continuing disclosure agreement that meets the requirements of Securities and Exchange Commission Rule 15c2-12, as may be necessary or appropriate as determined and approved by the City Treasurer in connection with the refinancing of the Prior Bonds, which documents shall be in such form and contain such terms and conditions, not inconsistent herewith, as may be approved by the City Treasurer such approval to be conclusively evidenced by his execution thereof;

9. That if any of the officers or officials of the City who have signed or sealed the Bonds shall cease to be such officers or officials before the Bonds so signed and sealed shall have been actually authenticated or delivered by the City, such Bonds nevertheless may be authenticated, issued, and delivered with the same force and effect as though the person or persons who signed or sealed such Bonds had not ceased to be such officer or official; and also any such Bonds may be signed and sealed in the name of and on behalf of the City by those persons who, at the actual date of the execution of such Bonds, shall be the proper officers and officials of the City, although at the nominal date of such Bonds any such person shall not have been such officer or official; and

10. That if the Mayor, the City Treasurer or City Clerk are for any reason unavailable to approve and execute the Bonds or any other documents necessary or convenient to the issuance, execution and delivery of the Bonds, the person or persons then acting in any such capacity, whether as an assistant, a deputy, or otherwise, is authorized to act for such official with the same force and effect as if such official had performed such act.

I hereby certify that this is a true copy of the order adopted by the Biddeford City Council on May 16, 2017.

A true copy,

Attest: _____
Biddeford City Clerk

Date: _____

May 2, 2017

Motion by Councilor Mills, seconded by Councilor Lessard to grant the first reading of the order.
Vote: Unanimous.

City of Biddeford, Maine 2017 General Obligation Bonds As of May 10, 2017 Up-Front Savings Series 2011			
Scenario	Refund of Series 2010	Refund of Series 2011	Aggregate Refunding
Par Amount	\$ 6,820,000	\$ 20,055,000	\$ 26,875,000
Arb Yield	2.71%	2.71%	2.71%
True Interest Cost	2.38%	3.00%	2.88%
Escrow Yield	1.47%	1.65%	1.61%
Negative Arbitrage	252,930	785,290	1,038,221
WAM Refunding Bonds	7.68	11.12	10.22
WAM Refunded Bonds	8.07	11.35	10.48
Refunded Bonds	7,280,000	20,065,000	27,345,000
PV Savings	331,765	774,433	1,106,198
PV Savings %	4.56%	3.86%	4.05%
Cashflow Savings	\$ 491,640	\$ 1,005,613	\$ 1,497,252
FY 2018	38,215	961,038	999,252
2019	4,469	850	5,319
2020	3,469	200	3,669
2021	41,569	4,500	46,069
2022	44,469	4,300	48,769
2023	45,769	1,175	46,944
2024	45,694	100	45,794
2025	45,869	4,650	50,519
2026	46,294	1,625	47,919
2027	42,094	4,225	46,319
2028	43,269	2,450	45,719
2029	44,975	1,150	46,125
2030	45,488	3,050	48,538
2031	-	4,750	4,750
2032	-	1,350	1,350
2033	-	2,850	2,850
2034	-	950	950
2035	-	413	413
2036	-	5,988	5,988

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SOURCES AND USES OF FUNDS

City of Biddeford, Maine
General Obligation Refunding Bonds, Series 2017
Market Rates as of May 10, 2017
Series 2011 Up-Front Savings
Preliminary & Subject to Change

Sources:	Refunding of Series 2010 Bonds	Refunding of Series 2011 Bonds	Total
Bond Proceeds:			
Par Amount	6,820,000.00	20,055,000.00	26,875,000.00
Net Premium/OID	1,101,903.25	2,349,060.35	3,450,963.60
	7,921,903.25	22,404,060.35	30,325,963.60
Uses:	Refunding of Series 2010 Bonds	Refunding of Series 2011 Bonds	Total
Refunding Escrow Deposits:			
Cash Deposit	0.27	0.68	0.95
SLGS Purchases	7,850,124.00	22,206,745.00	30,056,869.00
	7,850,124.27	22,206,745.68	30,056,869.95
Delivery Date Expenses:			
Cost of Issuance	30,452.09	89,547.91	120,000.00
Underwriter's Discount	36,563.71	111,988.63	148,552.34
	67,015.80	201,536.54	268,552.34
Other Uses of Funds:			
Additional Proceeds	4,763.18	-4,221.87	541.31
	7,921,903.25	22,404,060.35	30,325,963.60

SUMMARY OF REFUNDING RESULTS

City of Biddeford, Maine
General Obligation Refunding Bonds, Series 2017
Market Rates as of May 10, 2017
Series 2011 Up-Front Savings
Preliminary & Subject to Change

	Refunding of Series 2010 Bonds	Refunding of Series 2011 Bonds	Total
Dated Date	06/08/2017	06/08/2017	06/08/2017
Delivery Date	06/08/2017	06/08/2017	06/08/2017
Arbitrage Yield	2.712678%	2.712678%	2.712678%
Escrow Yield	1.473412%	1.652785%	1.614197%
Value of Negative Arbitrage	252,930.49	785,290.27	1,038,220.76
Bond Par Amount	6,820,000.00	20,055,000.00	26,875,000.00
True Interest Cost	2.376355%	3.004490%	2.878756%
Net Interest Cost	2.600749%	3.187417%	3.078044%
All-In TIC	2.435694%	3.049438%	2.926483%
Average Coupon	4.644342%	4.170767%	4.259056%
Average Life	7.644	11.344	10.405
Weighted Average Maturity	7.677	11.119	10.220
Par amount of refunded bonds	7,280,000.00	20,065,000.00	27,345,000.00
Average coupon of refunded bonds	4.078999%	4.532889%	4.439747%
Average life of refunded bonds	8.075	11.347	10.476
Remaining weighted average maturity of refunded bonds	8.075	11.347	10.476
PV of prior debt	8,041,745.57	23,663,973.73	31,705,719.30
Net PV Savings	331,765.00	774,432.50	1,106,197.50
Percentage savings of refunded bonds	4.557212%	3.859619%	4.045337%
Percentage savings of refunding bonds	4.864589%	3.861543%	4.116084%
Percentage savings of refunding proceeds	4.187946%	3.456661%	3.647691%

SAVINGS

City of Biddeford, Maine
General Obligation Refunding Bonds, Series 2017
Market Rates as of May 10, 2017
Series 2011 Up-Front Savings
Preliminary & Subject to Change

Date	Prior Debt Service	Refunding Debt Service	Savings	Present Value to 06/08/2017 @ 2.7126777%
06/30/2018	1,963,018.76	963,766.53	999,252.23	980,427.82
06/30/2019	1,199,318.76	1,194,000.00	5,318.76	4,710.95
06/30/2020	1,197,318.76	1,193,650.00	3,668.76	3,045.50
06/30/2021	1,925,318.76	1,879,250.00	46,068.76	32,646.83
06/30/2022	3,149,118.76	3,100,350.00	48,768.76	18,944.17
06/30/2023	3,067,718.76	3,020,775.00	46,943.76	16,752.60
06/30/2024	2,986,318.76	2,940,525.00	45,793.76	15,227.93
06/30/2025	2,904,918.76	2,854,400.00	50,518.76	18,592.53
06/30/2026	2,820,318.76	2,772,400.00	47,918.76	15,924.33
06/30/2027	2,735,718.76	2,689,400.00	46,318.76	14,157.70
06/30/2028	2,651,118.76	2,605,400.00	45,718.76	13,226.06
06/30/2029	2,562,375.00	2,516,250.00	46,125.00	13,198.33
06/30/2030	2,152,687.50	2,104,150.00	48,537.50	17,744.44
06/30/2031	1,641,600.00	1,636,850.00	4,750.00	-9,146.75
06/30/2032	1,584,000.00	1,582,650.00	1,350.00	-11,200.08
06/30/2033	1,526,400.00	1,523,550.00	2,850.00	-9,893.52
06/30/2034	1,465,600.00	1,464,650.00	950.00	-10,824.52
06/30/2035	1,404,800.00	1,404,387.50	412.50	-10,814.80
06/30/2036	1,344,000.00	1,338,012.50	5,987.50	-7,063.34
	40,281,668.86	38,784,416.53	1,497,252.33	1,105,656.18

Savings Summary

Dated Date	06/08/2017
Delivery Date	06/08/2017
PV of savings from cash flow	1,105,656.18
Plus: Refunding funds on hand	541.31
Net PV Savings	1,106,197.49

SUMMARY OF BONDS REFUNDED

City of Biddeford, Maine
 General Obligation Refunding Bonds, Series 2017
 Market Rates as of May 10, 2017
 Series 2011 Up-Front Savings
 Preliminary & Subject to Change

Bond	Maturity Date	Interest Rate	Par Amount	Call Date	Call Price
General Obligation Bonds, Series 2010:					
BOND	04/01/2019	4.000%	25,000.00		
	04/01/2020	4.000%	25,000.00		
	04/01/2021	4.000%	755,000.00	04/01/2020	100.000
	04/01/2022	4.000%	755,000.00	04/01/2020	100.000
	04/01/2023	4.000%	755,000.00	04/01/2020	100.000
	04/01/2024	4.000%	755,000.00	04/01/2020	100.000
	04/01/2025	4.000%	755,000.00	04/01/2020	100.000
	04/01/2026	4.000%	755,000.00	04/01/2020	100.000
	04/01/2027	4.000%	755,000.00	04/01/2020	100.000
	04/01/2028	4.125%	755,000.00	04/01/2020	100.000
	04/01/2029	4.250%	755,000.00	04/01/2020	100.000
	04/01/2030	4.250%	435,000.00	04/01/2020	100.000
			7,280,000.00		
General Obligation Bonds, Series 2011:					
BOND	04/01/2018	3.000%	790,000.00		
	04/01/2019	4.000%	25,000.00		
	04/01/2020	4.000%	25,000.00		
	04/01/2021	4.000%	25,000.00		
	04/01/2022	4.000%	1,280,000.00	04/01/2021	100.000
	04/01/2023	4.000%	1,280,000.00	04/01/2021	100.000
	04/01/2024	4.000%	1,280,000.00	04/01/2021	100.000
	04/01/2025	4.250%	1,280,000.00	04/01/2021	100.000
	04/01/2026	4.250%	1,280,000.00	04/01/2021	100.000
	04/01/2027	4.250%	1,280,000.00	04/01/2021	100.000
	04/01/2028	4.500%	1,280,000.00	04/01/2021	100.000
	04/01/2029	4.500%	1,280,000.00	04/01/2021	100.000
	04/01/2030	4.500%	1,280,000.00	04/01/2021	100.000
	04/01/2031	4.500%	1,280,000.00	04/01/2021	100.000
	04/01/2032	4.500%	1,280,000.00	04/01/2021	100.000
	04/01/2033	4.750%	1,280,000.00	04/01/2021	100.000
	04/01/2034	4.750%	1,280,000.00	04/01/2021	100.000
	04/01/2035	4.750%	1,280,000.00	04/01/2021	100.000
	04/01/2036	5.000%	1,280,000.00	04/01/2021	100.000
			20,065,000.00		
			27,345,000.00		

BOND PRICING

City of Biddeford, Maine
General Obligation Refunding Bonds, Series 2017
Market Rates as of May 10, 2017
Series 2011 Up-Front Savings
Preliminary & Subject to Change

Bond Component	Maturity Date	Amount	Rate	Yield	Price	Yield to Maturity	Call Date	Call Price	Premium (-Discount)	Takedown
Bond Component:										
	10/01/2018	10,000	3.000%	1.080%	102.497				249.70	2,500
	10/01/2019	10,000	4.000%	1.210%	106.345				634.50	3,750
	10/01/2020	710,000	4.000%	1.350%	108.558				60,761.80	3,750
	10/01/2021	1,985,000	4.000%	1.510%	110.359				205,626.15	3,750
	10/01/2022	1,995,000	5.000%	1.690%	116.752				334,202.40	3,750
	10/01/2023	2,015,000	5.000%	1.870%	118.556				373,903.40	5,000
	10/01/2024	2,030,000	5.000%	2.060%	119.863				403,218.90	5,000
	10/01/2025	2,050,000	5.000%	2.270%	120.574				421,767.00	5,000
	10/01/2026	2,070,000	5.000%	2.440%	121.209				439,026.30	5,000
	10/01/2027	2,090,000	5.000%	2.580%	121.788				455,369.20	5,000
	10/01/2028	2,095,000	4.000%	2.750%	111.155 C	2.840%	10/01/2027	100.000	233,697.25	5,000
	10/01/2029	1,760,000	4.000%	2.910%	109.648 C	3.054%	10/01/2027	100.000	169,804.80	5,000
	10/01/2030	1,355,000	4.000%	3.030%	108.533 C	3.207%	10/01/2027	100.000	115,622.15	5,000
	10/01/2031	1,355,000	4.000%	3.150%	107.432 C	3.342%	10/01/2027	100.000	100,703.60	5,000
	10/01/2032	1,350,000	4.000%	3.270%	106.343 C	3.462%	10/01/2027	100.000	85,630.50	5,000
	10/01/2033	1,345,000	4.000%	3.440%	104.823 C	3.606%	10/01/2027	100.000	64,869.35	5,000
	10/01/2034	1,335,000	3.500%	3.510%	99.867				-1,775.55	5,000
	10/01/2035	1,315,000	3.500%	3.570%	99.061				-12,347.85	5,000
		26,875,000							3,450,963.60	

BOND PRICING

City of Biddeford, Maine
General Obligation Refunding Bonds, Series 2017
Market Rates as of May 10, 2017
Series 2011 Up-Front Savings
Preliminary & Subject to Change

Dated Date	06/08/2017	
Delivery Date	06/08/2017	
First Coupon	10/01/2017	
Par Amount	26,875,000.00	
Premium	3,450,963.60	
Production	30,325,963.60	112.840795%
Underwriter's Discount	-148,552.34	-0.552753%
Purchase Price	30,177,411.26	112.288042%
Accrued Interest		
Net Proceeds	30,177,411.26	

BOND DEBT SERVICE

City of Biddeford, Maine
General Obligation Refunding Bonds, Series 2017
Market Rates as of May 10, 2017
Series 2011 Up-Front Savings
Preliminary & Subject to Change

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
10/01/2017			371,691.53	371,691.53	
04/01/2018			592,075.00	592,075.00	
06/30/2018					963,766.53
10/01/2018	10,000	3.000%	592,075.00	602,075.00	
04/01/2019			591,925.00	591,925.00	
06/30/2019					1,194,000.00
10/01/2019	10,000	4.000%	591,925.00	601,925.00	
04/01/2020			591,725.00	591,725.00	
06/30/2020					1,193,650.00
10/01/2020	710,000	4.000%	591,725.00	1,301,725.00	
04/01/2021			577,525.00	577,525.00	
06/30/2021					1,879,250.00
10/01/2021	1,985,000	4.000%	577,525.00	2,562,525.00	
04/01/2022			537,825.00	537,825.00	
06/30/2022					3,100,350.00
10/01/2022	1,995,000	5.000%	537,825.00	2,532,825.00	
04/01/2023			487,950.00	487,950.00	
06/30/2023					3,020,775.00
10/01/2023	2,015,000	5.000%	487,950.00	2,502,950.00	
04/01/2024			437,575.00	437,575.00	
06/30/2024					2,940,525.00
10/01/2024	2,030,000	5.000%	437,575.00	2,467,575.00	
04/01/2025			386,825.00	386,825.00	
06/30/2025					2,854,400.00
10/01/2025	2,050,000	5.000%	386,825.00	2,436,825.00	
04/01/2026			335,575.00	335,575.00	
06/30/2026					2,772,400.00
10/01/2026	2,070,000	5.000%	335,575.00	2,405,575.00	
04/01/2027			283,825.00	283,825.00	
06/30/2027					2,689,400.00
10/01/2027	2,090,000	5.000%	283,825.00	2,373,825.00	
04/01/2028			231,575.00	231,575.00	
06/30/2028					2,605,400.00
10/01/2028	2,095,000	4.000%	231,575.00	2,326,575.00	
04/01/2029			189,675.00	189,675.00	
06/30/2029					2,516,250.00
10/01/2029	1,760,000	4.000%	189,675.00	1,949,675.00	
04/01/2030			154,475.00	154,475.00	
06/30/2030					2,104,150.00
10/01/2030	1,355,000	4.000%	154,475.00	1,509,475.00	
04/01/2031			127,375.00	127,375.00	
06/30/2031					1,636,850.00
10/01/2031	1,355,000	4.000%	127,375.00	1,482,375.00	
04/01/2032			100,275.00	100,275.00	
06/30/2032					1,582,650.00
10/01/2032	1,350,000	4.000%	100,275.00	1,450,275.00	
04/01/2033			73,275.00	73,275.00	
06/30/2033					1,523,550.00
10/01/2033	1,345,000	4.000%	73,275.00	1,418,275.00	
04/01/2034			46,375.00	46,375.00	
06/30/2034					1,464,650.00
10/01/2034	1,335,000	3.500%	46,375.00	1,381,375.00	

BOND DEBT SERVICE

City of Biddeford, Maine
 General Obligation Refunding Bonds, Series 2017
 Market Rates as of May 10, 2017
 Series 2011 Up-Front Savings
 Preliminary & Subject to Change

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
04/01/2035			23,012.50	23,012.50	
06/30/2035					1,404,387.50
10/01/2035	1,315,000	3.500%	23,012.50	1,338,012.50	
06/30/2036					1,338,012.50
	26,875,000		11,909,416.53	38,784,416.53	38,784,416.53

 ESCROW REQUIREMENTS

City of Biddeford, Maine
 General Obligation Refunding Bonds, Series 2017
 Market Rates as of May 10, 2017
 Series 2011 Up-Front Savings
 Preliminary & Subject to Change

Period Ending	Principal	Interest	Principal Redeemed	Total
10/01/2017		586,509.38		586,509.38
04/01/2018	790,000.00	586,509.38		1,376,509.38
10/01/2018		574,659.38		574,659.38
04/01/2019	50,000.00	574,659.38		624,659.38
10/01/2019		573,659.38		573,659.38
04/01/2020	50,000.00	573,659.38	7,230,000.00	7,853,659.38
10/01/2020		426,100.00		426,100.00
04/01/2021	25,000.00	426,100.00	19,200,000.00	19,651,100.00
	915,000.00	4,321,856.28	26,430,000.00	31,666,856.28

SAVINGS

City of Biddeford, Maine
 Refunding of Series 2010 Bonds
 Market Rates as of May 2, 2017
 Refunding of Non-Callable Maturities
 Series 2011 Up-Front Savings
 Preliminary & Subject to Change

Date	Prior Debt Service	Refunding Debt Service	Savings	Present Value to 06/08/2017 @ 2.7126777%
06/30/2018	295,118.76	256,904.03	38,214.73	38,029.11
06/30/2019	320,118.76	315,650.00	4,468.76	4,123.01
06/30/2020	319,118.76	315,650.00	3,468.76	3,080.13
06/30/2021	1,048,118.76	1,006,550.00	41,568.76	28,742.95
06/30/2022	1,017,918.76	973,450.00	44,468.76	30,573.71
06/30/2023	987,718.76	941,950.00	45,768.76	30,859.66
06/30/2024	957,518.76	911,825.00	45,693.76	29,947.49
06/30/2025	927,318.76	881,450.00	45,868.76	29,265.93
06/30/2026	897,118.76	850,825.00	46,293.76	28,797.92
06/30/2027	866,918.76	824,825.00	42,093.76	24,733.01
06/30/2028	836,718.76	793,450.00	43,268.76	24,933.48
06/30/2029	805,575.00	760,600.00	44,975.00	25,538.12
06/30/2030	453,487.50	408,000.00	45,487.50	28,377.30
	9,732,768.86	9,241,129.03	491,639.83	327,001.82

Savings Summary

Dated Date	06/08/2017
Delivery Date	06/08/2017
PV of savings from cash flow	327,001.82
Plus: Refunding funds on hand	4,763.18
Net PV Savings	331,765.00

BOND DEBT SERVICE

City of Biddeford, Maine
Refunding of Series 2010 Bonds
Market Rates as of May 2, 2017
Refunding of Non-Callable Maturities
Series 2011 Up-Front Savings
Preliminary & Subject to Change

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
10/01/2017			99,079.03	99,079.03	
04/01/2018			157,825.00	157,825.00	
06/30/2018					256,904.03
10/01/2018			157,825.00	157,825.00	
04/01/2019			157,825.00	157,825.00	
06/30/2019					315,650.00
10/01/2019			157,825.00	157,825.00	
04/01/2020			157,825.00	157,825.00	
06/30/2020					315,650.00
10/01/2020	705,000	4.000%	157,825.00	862,825.00	
04/01/2021			143,725.00	143,725.00	
06/30/2021					1,006,550.00
10/01/2021	700,000	4.000%	143,725.00	843,725.00	
04/01/2022			129,725.00	129,725.00	
06/30/2022					973,450.00
10/01/2022	700,000	5.000%	129,725.00	829,725.00	
04/01/2023			112,225.00	112,225.00	
06/30/2023					941,950.00
10/01/2023	705,000	5.000%	112,225.00	817,225.00	
04/01/2024			94,600.00	94,600.00	
06/30/2024					911,825.00
10/01/2024	710,000	5.000%	94,600.00	804,600.00	
04/01/2025			76,850.00	76,850.00	
06/30/2025					881,450.00
10/01/2025	715,000	5.000%	76,850.00	791,850.00	
04/01/2026			58,975.00	58,975.00	
06/30/2026					850,825.00
10/01/2026	725,000	5.000%	58,975.00	783,975.00	
04/01/2027			40,850.00	40,850.00	
06/30/2027					824,825.00
10/01/2027	730,000	5.000%	40,850.00	770,850.00	
04/01/2028			22,600.00	22,600.00	
06/30/2028					793,450.00
10/01/2028	730,000	4.000%	22,600.00	752,600.00	
04/01/2029			8,000.00	8,000.00	
06/30/2029					760,600.00
10/01/2029	400,000	4.000%	8,000.00	408,000.00	
06/30/2030					408,000.00
	6,820,000		2,421,129.03	9,241,129.03	9,241,129.03

SUMMARY OF BONDS REFUNDED

City of Biddeford, Maine
 Refunding of Series 2010 Bonds
 Market Rates as of May 2, 2017
 Refunding of Non-Callable Maturities
 Series 2011 Up-Front Savings
 Preliminary & Subject to Change

Bond	Maturity Date	Interest Rate	Par Amount	Call Date	Call Price
General Obligation Bonds, Series 2010:					
BOND	04/01/2019	4.000%	25,000.00		
	04/01/2020	4.000%	25,000.00		
	04/01/2021	4.000%	755,000.00	04/01/2020	100.000
	04/01/2022	4.000%	755,000.00	04/01/2020	100.000
	04/01/2023	4.000%	755,000.00	04/01/2020	100.000
	04/01/2024	4.000%	755,000.00	04/01/2020	100.000
	04/01/2025	4.000%	755,000.00	04/01/2020	100.000
	04/01/2026	4.000%	755,000.00	04/01/2020	100.000
	04/01/2027	4.000%	755,000.00	04/01/2020	100.000
	04/01/2028	4.125%	755,000.00	04/01/2020	100.000
	04/01/2029	4.250%	755,000.00	04/01/2020	100.000
	04/01/2030	4.250%	435,000.00	04/01/2020	100.000
			7,280,000.00		

SAVINGS

City of Biddeford, Maine
 Refunding of Series 2011 Bonds
 Market Rates as of May 2, 2017
 Refunding of Non-Callable Maturities
 Series 2011 Up-Front Savings
 Preliminary & Subject to Change

Date	Prior Debt Service	Refunding Debt Service	Savings	Present Value to 06/08/2017 @ 2.7126777%
06/30/2018	1,667,900.00	706,862.50	961,037.50	942,398.72
06/30/2019	879,200.00	878,350.00	850.00	587.94
06/30/2020	878,200.00	878,000.00	200.00	-34.63
06/30/2021	877,200.00	872,700.00	4,500.00	3,903.88
06/30/2022	2,131,200.00	2,126,900.00	4,300.00	-11,629.54
06/30/2023	2,080,000.00	2,078,825.00	1,175.00	-14,107.06
06/30/2024	2,028,800.00	2,028,700.00	100.00	-14,719.56
06/30/2025	1,977,600.00	1,972,950.00	4,650.00	-10,673.40
06/30/2026	1,923,200.00	1,921,575.00	1,625.00	-12,873.60
06/30/2027	1,868,800.00	1,864,575.00	4,225.00	-10,575.31
06/30/2028	1,814,400.00	1,811,950.00	2,450.00	-11,707.42
06/30/2029	1,756,800.00	1,755,650.00	1,150.00	-12,339.79
06/30/2030	1,699,200.00	1,696,150.00	3,050.00	-10,632.86
06/30/2031	1,641,600.00	1,636,850.00	4,750.00	-9,146.75
06/30/2032	1,584,000.00	1,582,650.00	1,350.00	-11,200.08
06/30/2033	1,526,400.00	1,523,550.00	2,850.00	-9,893.52
06/30/2034	1,465,600.00	1,464,650.00	950.00	-10,824.52
06/30/2035	1,404,800.00	1,404,387.50	412.50	-10,814.80
06/30/2036	1,344,000.00	1,338,012.50	5,987.50	-7,063.34
	30,548,900.00	29,543,287.50	1,005,612.50	778,654.37

Savings Summary

Dated Date	06/08/2017
Delivery Date	06/08/2017
PV of savings from cash flow	778,654.37
Plus: Refunding funds on hand	-4,221.87
Net PV Savings	774,432.50

BOND DEBT SERVICE

City of Biddeford, Maine
 Refunding of Series 2011 Bonds
 Market Rates as of May 2, 2017
 Refunding of Non-Callable Maturities
 Series 2011 Up-Front Savings
 Preliminary & Subject to Change

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
10/01/2017			272,612.50	272,612.50	
04/01/2018			434,250.00	434,250.00	
06/30/2018					706,862.50
10/01/2018	10,000	3.000%	434,250.00	444,250.00	
04/01/2019			434,100.00	434,100.00	
06/30/2019					878,350.00
10/01/2019	10,000	4.000%	434,100.00	444,100.00	
04/01/2020			433,900.00	433,900.00	
06/30/2020					878,000.00
10/01/2020	5,000	4.000%	433,900.00	438,900.00	
04/01/2021			433,800.00	433,800.00	
06/30/2021					872,700.00
10/01/2021	1,285,000	4.000%	433,800.00	1,718,800.00	
04/01/2022			408,100.00	408,100.00	
06/30/2022					2,126,900.00
10/01/2022	1,295,000	5.000%	408,100.00	1,703,100.00	
04/01/2023			375,725.00	375,725.00	
06/30/2023					2,078,825.00
10/01/2023	1,310,000	5.000%	375,725.00	1,685,725.00	
04/01/2024			342,975.00	342,975.00	
06/30/2024					2,028,700.00
10/01/2024	1,320,000	5.000%	342,975.00	1,662,975.00	
04/01/2025			309,975.00	309,975.00	
06/30/2025					1,972,950.00
10/01/2025	1,335,000	5.000%	309,975.00	1,644,975.00	
04/01/2026			276,600.00	276,600.00	
06/30/2026					1,921,575.00
10/01/2026	1,345,000	5.000%	276,600.00	1,621,600.00	
04/01/2027			242,975.00	242,975.00	
06/30/2027					1,864,575.00
10/01/2027	1,360,000	5.000%	242,975.00	1,602,975.00	
04/01/2028			208,975.00	208,975.00	
06/30/2028					1,811,950.00
10/01/2028	1,365,000	4.000%	208,975.00	1,573,975.00	
04/01/2029			181,675.00	181,675.00	
06/30/2029					1,755,650.00
10/01/2029	1,360,000	4.000%	181,675.00	1,541,675.00	
04/01/2030			154,475.00	154,475.00	
06/30/2030					1,696,150.00
10/01/2030	1,355,000	4.000%	154,475.00	1,509,475.00	
04/01/2031			127,375.00	127,375.00	
06/30/2031					1,636,850.00
10/01/2031	1,355,000	4.000%	127,375.00	1,482,375.00	
04/01/2032			100,275.00	100,275.00	
06/30/2032					1,582,650.00
10/01/2032	1,350,000	4.000%	100,275.00	1,450,275.00	
04/01/2033			73,275.00	73,275.00	
06/30/2033					1,523,550.00
10/01/2033	1,345,000	4.000%	73,275.00	1,418,275.00	
04/01/2034			46,375.00	46,375.00	
06/30/2034					1,464,650.00

BOND DEBT SERVICE

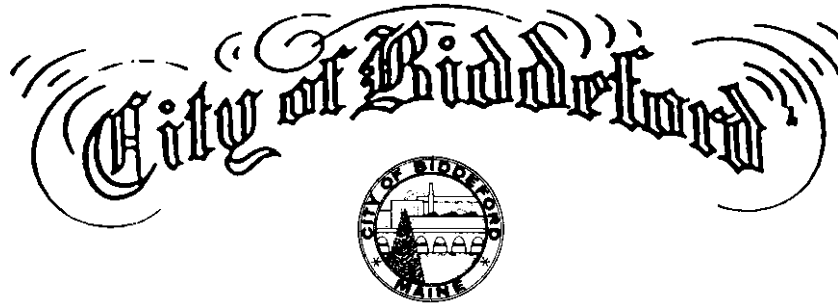
City of Biddeford, Maine
 Refunding of Series 2011 Bonds
 Market Rates as of May 2, 2017
 Refunding of Non-Callable Maturities
 Series 2011 Up-Front Savings
 Preliminary & Subject to Change

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
10/01/2034	1,335,000	3.500%	46,375.00	1,381,375.00	
04/01/2035			23,012.50	23,012.50	
06/30/2035					1,404,387.50
10/01/2035	1,315,000	3.500%	23,012.50	1,338,012.50	
06/30/2036					1,338,012.50
	20,055,000		9,488,287.50	29,543,287.50	29,543,287.50

SUMMARY OF BONDS REFUNDED

City of Biddeford, Maine
Refunding of Series 2011 Bonds
Market Rates as of May 2, 2017
Refunding of Non-Callable Maturities
Series 2011 Up-Front Savings
Preliminary & Subject to Change

Bond	Maturity Date	Interest Rate	Par Amount	Call Date	Call Price
General Obligation Bonds, Series 2011:					
BOND	04/01/2018	3.000%	790,000.00		
	04/01/2019	4.000%	25,000.00		
	04/01/2020	4.000%	25,000.00		
	04/01/2021	4.000%	25,000.00		
	04/01/2022	4.000%	1,280,000.00	04/01/2021	100.000
	04/01/2023	4.000%	1,280,000.00	04/01/2021	100.000
	04/01/2024	4.000%	1,280,000.00	04/01/2021	100.000
	04/01/2025	4.250%	1,280,000.00	04/01/2021	100.000
	04/01/2026	4.250%	1,280,000.00	04/01/2021	100.000
	04/01/2027	4.250%	1,280,000.00	04/01/2021	100.000
	04/01/2028	4.500%	1,280,000.00	04/01/2021	100.000
	04/01/2029	4.500%	1,280,000.00	04/01/2021	100.000
	04/01/2030	4.500%	1,280,000.00	04/01/2021	100.000
	04/01/2031	4.500%	1,280,000.00	04/01/2021	100.000
	04/01/2032	4.500%	1,280,000.00	04/01/2021	100.000
	04/01/2033	4.750%	1,280,000.00	04/01/2021	100.000
	04/01/2034	4.750%	1,280,000.00	04/01/2021	100.000
	04/01/2035	4.750%	1,280,000.00	04/01/2021	100.000
	04/01/2036	5.000%	1,280,000.00	04/01/2021	100.000
			20,065,000.00		



2017.47

IN BOARD OF CITY COUNCIL..MAY 16, 2017

BE IT ORDERED, that the City Council of the City of Biddeford does hereby approve and authorize the City Manager to sign, execute and submit the City's Final Draft of the CDBG Year 5 Action Plan and all associated documents in connection with the Community Development Block Grant (CDBG) Program to the U.S. Department of Housing and Urban Development.



CITY OF BIDDEFORD, MAINE
COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT

P.O. Box 586
Biddeford, Maine 04005

TO: Alan Casavant, Mayor
James Bennett, City Manager
Dan Stevenson, Director of Community & Economic Development
City Councilors
Members of Citizens Advisory Committee & Social Service Applicants

FROM: Linda Waters, Community Development Coordinator

DATE: May 16th, 2017

SUBJECT: Final Draft of Year 5 Action Plan – July 1st, 2017 to June 30th, 2018

Council Action: Approval and authorization of the City Manager to sign, execute and submit the City's Final Draft of the CDBG Year 5 Action Plan and all associated documents in connection with the Community Development Block Grant (CDBG) Program to the U.S. Department of Housing and Urban Development.

Please find attached the Final Draft Year 5 Action Plan for the City's Community Development Block Grant (CDBG) Program. The Annual Action Plan is required annually to explain to HUD what we plan to do in any one year. Some sections are duplicated from one plan to the other due to some repetition in the nature of the questions asked by HUD. The additional information in these sections is currently being prepared and does not affect the overall Plan in content or affect the proposed projects and allotments. The budget is based on an allocation of \$449,978 projected for the new program year.

A public hearing was held on the Draft Year 5 Action Plan on March 30th, 2017 in the 2nd Floor Conference Room at City Hall to receive comments and input on the Plan. The hearing was followed by a 30-day comment period. A short presentation of the Plan will be given at the City Council meeting on May 16th which is the date for City Council approval of the Plan followed by submission to HUD. If you have any questions or would like more information regarding the final draft, please feel free to call me at your convenience at 284-9105 or email at lwaters@biddefordmaine.org. Thank you.

FINAL DRAFT MAY 2017



CITY OF BIDDEFORD, MAINE

Year 5 Action Plan

July 1, 2017 – June 30, 2018

**U.S DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
COMMUNITY DEVELOPMENT BLOCK GRANT
ENTITLEMENT PROGRAM**



The City's Entitlement Mission Statement is as follows:

“To create a Strategic Plan for the next five years that continues to enhance the community and economic development of the City of Biddeford through targeted public facility and infrastructure improvements, social services, housing, economic development projects, and activities that benefit residents, including low to moderate income persons and special needs population groups.”

Objectives and Outcomes

The following are the priorities, objectives and outcomes for the new Consolidated 5 Year Plan that began on July 1st, 2013. These priorities, objectives and outcomes also are part of each individual year's Action Plan. Detailed projects and programs for each of the five years are developed and prioritized from this list. Priorities are listed in the order in which they rank (highest Priority #1, etc.) Each is also addressed within narrative of the Consolidated Plan and are part of the multifaceted approach to continue to address the City's issues. It should be noted that although Infrastructure is Priority 1 that from comments collected at the Public Hearings and from the Citizens Advisory Committee, Priority 2, Housing, is to be funded equally with Infrastructure.

INFRASTRUCTURE

Priority 1 - To eliminate slum and blight in the downtown area through infrastructure and public facilities improvements that benefit LMI neighborhoods.

HUD OBJECTIVE – CREATING A SUITABLE LIVING ENVIRONMENT

Outcome – Improving sustainability by promoting viable communities

Objective 1 - Increase access and provide public facilities that provide for the health and safety of residents in LMI neighborhoods.

- Actions:
1. Implement sidewalk and other street improvements, ADA projects and beautification projects in LMI neighborhoods for safe and adequate access to services and facilities.
 2. Implement park, trail and walkway developments in LMI neighborhoods for safe and adequate recreation needs through acquisition, demolition and redevelopment.

ECONOMIC DEVELOPMENT

HUD OBJECTIVE – CREATING ECONOMIC OPPORTUNITIES

Outcome – Improving sustainability by promoting viable communities

Objective 2 - Increase business attraction to promote job creation

- Actions:
1. Provide loan/grant assistance to commercial property owners and businesses through a Downtown Micro Loan Program.
 2. Provide for projects that increase the economic viability of the downtown.
 3. Implement sustainable energy related projects in the downtown.

HOUSING

Priority 2 - To provide a strategy to meet the increasing need for transitional to affordable and supportive housing.

HUD OBJECTIVE – PROVIDING DECENT HOUSING

Outcome – Improving availability or accessibility of units

Objective 1 - Increase the supply of safe and adequate affordable housing for low to moderate-income persons.

- Actions:
1. Consider making the City's "surplus" and/or tax acquired real estate available for the development of affordable housing.
 2. Consider revisions to the City's zoning and land use standards which would provide incentives, e.g. density bonuses for the development of affordable housing.
 3. In partnership with other public/private parties, explore the adaptive re-use and redevelopment of non-residential properties, e.g. mills, churches, etc. into affordable housing.
 4. Consider and implement when feasible combinations of housing and community space that support LMI neighborhoods and enhance opportunities for housing occupants.

Objective 2 - Preserve and upgrade the City's housing stock serving low to moderate income persons.

- Actions:
1. Consider establishment of low interest loan programs to help finance the rehabilitation of the City's downtown housing stock.

2. Consider acquisition and demolition of blighted properties for construction of new housing when applicable.
3. Provide funding to low to moderate income homeowners for improvements comprised of energy conservation.
4. Consider establishment of low interest loan programs to help finance the rehabilitation of the City's downtown housing stock.
5. Undertake a systematic and concentrated program of code enforcement to ensure life safety standards are met and to prevent blighting influences on neighborhoods.
6. Encourage participation by landlords in the Biddeford Landlords Association and encourage partnerships that provide resources for landlords and tenants.

Objective 3 - Increase opportunities for homeownership for low and moderate income persons.

Actions: 1. Consider a partnership with other public/private organizations to pool resources to help finance home ownership, e.g. down payments, loan assistance, mortgage interest rate write-downs, and other financing mechanisms.

SOCIAL SERVICES

Priority 3 - Provide educational and work opportunities for homeless and low to moderate income persons, and special needs populations that provide avenues to obtain jobs and/or better paying work opportunities.

HUD OBJECTIVE – CREATING ECONOMIC OPPORTUNITIES

Outcome – Improving availability or accessibility of units or services

Objective 1 - Increase the economic prosperity of homeless and low to moderate income persons, and special needs populations, and their ability to afford housing, and health and safety amenities by providing work opportunities and partnerships that provide housing and housing services.

- Actions: 1. Provide opportunities for homeless and low to moderate income persons, and special needs populations to participate in work force preparedness and financial management programs that enhance their ability to have access to affordable housing.
2. Provide child care and youth programs that increase the opportunity for homeless and low to moderate income persons, and special needs populations to attend educational and training programs, while

providing enrichment programs for youths of all ages.

3. Link local programs to secondary education and training that would be the "next step" for low to moderate income persons, homeless and special needs populations, and implement training and educational programs for these populations.

Priority 4 - Implement strategies to aid the elderly and special needs populations with access to information and services to increase health and safety and reduce reliance on the City's overburdened Health and Welfare Department that can only provide minimal assistance.

HUD OBJECTIVE – CREATING A SUITABLE LIVING ENVIRONMENT

Outcome – Improving availability or accessibility of units or services

Objective 1 - Improve the health and safety of the elderly and special needs populations.

Actions: 1. Provide and coordinate programs that outreach to the elderly and enable the elderly to access assistance that enhances their quality of life.

Priority 5 - To reinforce and strengthen the emergency shelter and transitional housing system that is already in place which includes housing, counseling, education and a wide variety of homeless, special needs and LMI assistance.

Objective 1 - Assist and work with the City's Health and Welfare Department, volunteer organizations and agencies to seek collaborative efforts to assist homeless, low to moderate income and special needs populations in Biddeford.

Actions: 1. Encourage network meetings of area resources and services.

* The following falls under all priority listings and pertains to special needs populations thus giving it a stand alone Objective and Action.

Objective 1 - Provide for a seamless network of social services and assistance for special needs populations.

Actions: 1. Continue to gather all social service information and examine gaps in existing systems for all special needs population groups (includes diagnostic, rehabilitative, educational, housing and work opportunities).

The City's number one priority non-housing need is infrastructure. This need is followed by housing and public services. However, according to the 5-Year Consolidated Plan Infrastructure and Housing are to be equally funding.

Year 5 Projects are detailed below under their respective objectives and actions.

Construction/reconstruction of sidewalks, other street improvements and additional qualifying sidewalks are targeted for a total of \$157,991 (35%) and \$112,495 (25%) for housing projects. The sidewalk funding includes any park funds usually allocated.

Public services are targeted to LMI citizens citywide and are funded for a total of \$67,496 (15%) for implementation of new services and expansion of current services. A Micro Enterprise Program is also targeted for \$22,000 (5%). Administration is funded at \$89,996 (20%). Approximately 80% of the total funds will go to benefit LMI citizens.

The budget is based on \$449,978 that has been allocated for Year 4.

The total carryover of funds from Year 4 will be approximately \$50,000. Year 4 is the current project year from July 1st, 2016 to June 30th, 2017. These funds are already allocated and in the process of being expended.

1. Identify specific long-term and short-term community development objectives (including economic development activities that create jobs), developed in accordance with the statutory goals described in section 24 CFR 91.1 and the primary objective of the CDBG program to provide decent housing and a suitable living environment and expand economic opportunities, principally for low- and moderate-income persons.

Infrastructure

Priority 1 - To eliminate slum and blight in the downtown area through infrastructure and public facilities improvements that benefit LMI neighborhoods.

HUD OBJECTIVE – CREATING A SUITABLE LIVING ENVIRONMENT

Outcome – Improving sustainability by promoting viable communities

Objective 1 - Increase access and provide public facilities that provide for the health and safety of residents in LMI neighborhoods.

- Actions:
1. Implement sidewalk and other street improvements, ADA projects and beautification projects in LMI neighborhoods for safe and adequate access to services and facilities.

Project Title: Sidewalk/ Lighting Improvements

Timeline: July 1, 2017 to June 30th, 2018

Cost: \$157,991

Benefit: 1,000+/-feet

The City of Biddeford has once again determined that the reconstruction/construction of sidewalks is a top priority. The following is a list of projects for consideration in Year 5 and have already been cleared and approved in the Year 4 Action Plan.

- 1) Main Street Sidewalk – Phase 4 - continue sidewalk/lighting project
 - a. Re clear and continue sidewalk reconstruction, lighting installation, and addition of other street amenities on both sides of Main Street from Lincoln Street and Adams Street to Elm Street.
 - b. Clear Main Street intersection for design and construction at Adams and Lincoln Streets and all other intersections on Main Street that need similar design and construction work
- 2) South Street
 - a. Clear both sides Green to Elm Street, approx. 550'
 - b. Clear north side from Kossuth Street to Green Street, approx 280'
 - c. Clear 100' up side streets along route
- 3) Green Street
 - a. Clear both sides from South to Center Street, approx 400'
- 4) Jefferson Street
 - a. Clear sections that have not been done, from Main St. to Adams St, approx 1000'
 - b. Clear 100' up sides streets in those sections

In addition, Lincoln Street continues to be at the top of the list but there are design issues since mill buildings are located on one side of the street and there is a question as to if sidewalks should be on both sides of the street. Currently, there are sidewalks on only one side of the street. The design for this street will need to take into consideration the possibility of future businesses locating on this street. The street needs full base reconstruction and has not had major maintenance of any kind since the 1970s. The street is in poor condition and both the street and sidewalks are badly deteriorated posing safety threats.

Water Street from Main to Sullivan, portions of Elm Street on the west side from Lincoln to West Street, and others located in LMI Census tracts are also under consideration. The possibility of new street lighting and other amenities is also a consideration when any sidewalk is reconstructed/constructed.

Economic Development

Priority 1 - To eliminate slum and blight in the downtown area through infrastructure and public facilities improvements that benefit LMI neighborhoods.

HUD OBJECTIVE – CREATING ECONOMIC OPPORTUNITIES

Outcome – Improving sustainability by promoting viable communities

Objective 2 - Increase business attraction to promote job creation.

Actions: 1. Provide loan/grant assistance to commercial property owners and businesses through a Downtown Micro Loan Program.

Project Title: Micro Enterprise Loan Program

Timeline: July 1, 2017 to June 30th, 2018

Cost: \$22,000

Benefit: Job creation (TBD)

A Micro Enterprise is typically a commercial enterprise with 5 or fewer employees including the owner. A micro enterprise loan is part of a revolving loan program that provides credit to establish, stabilize or expand an eligible micro enterprise. The loan can also be used for technical assistance and or to provide general support to the business including equipment and renovations. The owner, or at least 51% of the employees, must be low or moderate income, or the business must create 1 full time or 2 part time jobs per \$20,000. The business must be located within the City of Biddeford. This expanded program will continue to be used to provide funding to encourage the development and location of micro enterprises within the City. The program is implemented in partnership with the Biddeford Saco Area Economic Development Corporation.

Community Development

Priority 4 - Implement strategies to aid the elderly and special needs populations with access to information and services to increase health and safety and reduce reliance on the City's overburdened Health and Welfare Department that can only provide minimal assistance.

HUD OBJECTIVE – CREATING A SUITABLE LIVING ENVIRONMENT

Outcome – Improving availability or accessibility of units or services

Objective 1 - Improve the health and safety of the elderly and special needs populations.

Actions: 1. Provide and coordinate programs that outreach to the elderly and enable the elderly to access assistance that enhances their quality of life.

Project Title: Southern Maine Agency on Aging – Meals on Wheels

Timeline: July 1, 2017 to June 30th, 2018

Cost: \$15,000

Inkind Commitment \$28,201

Numbers To Be Served/Benefit: 100

The Southern Maine Agency on Aging's Meals on Wheels program provides nutritious meals to homebound, older and disabled adults living in Biddeford. In addition to a nutritious meal, Meals on Wheels provides valuable socialization and safety checks for participants. Meals on Wheels has become an important factor in addressing hunger among older people.

This program seeks to expand its program to provide approximately 12,900 meals to 115 homebound senior residents of Biddeford in Year 5. The program is seeking to expand, meet and improve the traditional role of Meals on Wheels while accommodating the growing challenge of senior hunger and homelessness. It is not uncommon for the program to hear from recipients that this is the only meal they have during the day. In addition, living conditions can vary widely depending on the financial resources of the recipient. The program is continually striving to ensure that not only are people fed, but that they, through the meal site staff and volunteer drivers, are connected to the social service resources of Southern Maine Agency on Aging to provide them with benefits, housing, and appropriate affordable medications.

This program year the Meals on Wheels program will expand its services to include providing a “warming crew” for those needing assistance to heat their meals, and a “phone pals” program that will conduct check-in calls to senior participants requesting this service. In addition, SMAA will provide a choice of two entrees each day and expand a new assessment program that includes information on socialization, health, and the client’s living conditions. The program will also to continue to increase the amount of time a Meals on Wheels volunteer spends in the home by providing delivery of frozen meals twice a week, and augment deliveries on other days with volunteers who are not constrained to timely meal delivery. The volunteers will continue to be able to focus on those living alone who need the safety check. For those clients who need a hot meal, the volunteer can heat and serve the meal, allowing more time for socialization. Those who do not need daily deliveries or safety checks can arrange for delivery twice a week. This will increase convenience for these recipients while increasing time for those living in isolation who need more socialization and safety checks.

The average age of a recipient is 76.5, the majority, 58% are female, and 70% live alone. Meals on Wheels recipients are isolated in general. A recipient survey has determined that 24% of the recipients have in-person contact with a friend or family member either monthly (7.5%); seldom (14%); or never (2.3%). A full 25% have contact with family or a friend only monthly (7%); seldom (9.7%); or never (8.5%).

The Meals on Wheels Program will provide the following services:

- Identify recipients and emergency contacts through outreach
- Begin meal delivery within one to three days
- Conduct in-depth in-home assessment

- Refer to social services department of Southern Maine Agency on Aging if requested
- Connect with emergency contacts if necessary
- Provide additional socialization and safety checks for recipients as needed
- Conduct additional assessment every 6-months or earlier as needed

The City of Biddeford will provide space at the Ross Center for this expanded service.

Priority 3 - Provide educational and work opportunities for homeless and low to moderate income persons, and special needs populations that provide avenues to obtain jobs and/or better paying work opportunities.

HUD OBJECTIVE – CREATING ECONOMIC OPPORTUNITIES

Outcome – Improving availability or accessibility of units or services

Objective 1 - Increase the economic prosperity of homeless and low to moderate income persons, and special needs populations, and their ability to afford housing, and health and safety amenities by providing work opportunities and partnerships that provide housing and housing services.

Actions: 1. Provide child care and youth programs that increase the opportunity for homeless and low to moderate income persons, and special needs populations to attend educational and training programs, while providing enrichment programs for youths of all ages.

Project Title: ArtVan Program

Timeline: July 1, 2017 to June 30th, 2018

Cost: \$6,066

Inkind Commitment: \$2,557

Numbers To Be Served/Benefit: 25

Many children and youth in the Mechanics Park, Bacon Street and downtown area live in low income housing and do not have ready access to traditional summer programs and who lack opportunities for safe self expression, adult supervision and creative outlets for learning. Children who attend the 9-week ArtVan Program are provided a safe, creative and tangible way to express art and discover ways to beautify their neighborhood while working together. The program will continue to expand its program in partnership with the Canopy Park Resource Center on Bacon Street, Community Partnerships for Protecting Children, the University of New England, and local garden programs to engage referrals, provide space and volunteers, and provide artistic opportunities. In exchange, the ArtVan Program provides a “community arts” program that no entity has the staffing to provide. The program plans to serve additional youths in the program and provide new experiences for those returning to the program.

Ethnic diversity is something Biddeford is experiencing more and more. The ArtVan Program addresses diversity issues through creating a work space that is non-judgmental and open-

mindful, while abiding by the organization's three rules of respect: Respect for yourself as a human being, respect for others as co-human beings, and respect for the space, location, and materials. The program encourages the opportunity to share other cultures including languages and other art forms, and conversations about different foods to enhance cross-cultural communication.

In addition, opportunities for Biddeford youths in the ArtVan Program will include; expanding the "Teen Art" section with the Heart of Biddeford to be a larger part of the mill arts community, link with businesses that may use "youth art", and possibly provide participants opportunities to market art products. Teens will be encouraged to participate in the program as mentors for the younger children, assisting program leaders, and developing neighborhood art that replaces unsightly graffiti. In addition, the program works with community garden groups who need signage for their gardens. The program will be held at various parks and spaces, located in LMI Census Tracts.

In this continuing program, ArtVan plans to partner with Maine Behavioral Healthcare's Life Enrichment Program in bringing together adults ages 18+ for a 90-minute, 9-week summer session following the standard art program to create a mural for the Community Services Center. The mural, symbolized by a tree, with the theme of growth and expansion will be a joint effort between the two programs. This additional partnership support will increase the number of programs available for Biddeford youths. The program also enables parents and guardians the time to participate in training, parenting or work opportunities knowing that their child is in a supportive and supervised learning environment.

The crux of the program will be the creation of the art work for the 10th Annual Bacon Street Festival to be held in August. The art work will be comprised of recycled materials and will consist of large and small sculptures, as well as hanging and flat pieces. A Teen Art Team will also be a part of the festival.

The ArtVan Program will provide the following services:

- Provide a consistent, ongoing summer art therapy program at a designated location(s)
- Assess the Bacon Street Neighborhood and community needs by collecting information from staff, youth, and families
- Orient the ArtVan Program towards local businesses through direct introductions
- Support neighborhood youth to take ownership of the projects and to use art therapy to support their emotional/social growth
- Recruit volunteers and interns
- Work with the City to plan and design the Bacon Street Festival decorations
- Document ArtVan sessions by recording participation, stories, and quotes
- Use community resources to build new partnerships and deepen present relationships to promote the ArtVan mission
- Use staff meetings and direct supervision to further develop art therapy interventions and methods
- Evaluate the impact of ArtVan's program on participating youths and their families

3. Link local programs to secondary education and training that would be the "next step" for low to moderate income persons, homeless and special needs populations, and implement training and educational programs for these populations.

Project Title: Seeds of Hope - Seeds of Hope Career Center

Timeline: July 1, 2017 to June 30th, 2018

Cost: \$15,000

Inkind Commitment: \$50,000

Numbers To Be Served/Benefit: 341

The Seeds of Hope Career Center will continue to assist 341 additional Biddeford residents in computer competency, resume development, job search and interview preparation at the Center at 35 South Street. The Center will also continue to offer a mentoring program pairing local business persons with job seekers to help lift self-esteem, create achievable goals and to position participants as competitive prospective employees through interview prep and professional presentation skill development.

The Center serves two very different types of job seekers including those who are looking for any level of work that will give them increased financial support and allow them to become more independent, and those who have been on a career track. Often these latter people have been sidetracked from a career path for a variety of reasons and want to get back into their career field. However, they may have lost the confidence and current skill set to reenter that field. The continuing initiative, (Project GREAT), will continue to supplement the assistance already being done with the added benefit of pairing career seekers with local mentors who will support them as they become ready for the job market. This work is highly time-intensive with one-on-one coaching, and requires flexibility to meet the needs of both the mentors and the job seekers who might be working an entry-level job until such time that the career position is a possibility. Project GREAT was created through a collaboration with a local business person with career experience and strong local contacts. The Center plans on serving an additional 341 persons in Year 5.

The Career Resource Center will provide the following services:

- Seven computers and networked printer available for public Internet use (available Tues - Fri 9am-1pm)
- An easy-to-use job support website that steps the user through the steps of an effective job search, with samples/templates of planning and deliverable (e.g. resumes, cover letter) documents -- "www.seedsofhope4me.org/CareerCenter"
- Basic Internet competency training & E-mail setup/training
- Continue a mentoring program this spring, which will offer basic assessment of readiness and skill strengths, goal setting and planning to achieve those goals, and mentoring through the application/interview/hiring process.
- Resume preparation

- Help using the Internet for job searches
- Help with Internet job applications
- Interview preparation
- Sustainability assistance (advocacy/referral to other social service organizations for shelter/food/training and other critical assistance resources including those at the Seeds of Hope Neighborhood Center)
- Local Wireless Internet access (Biddeford OpenNet)

The Career Center will continue to expand its partnerships with the MacArthur Library, City of Biddeford's General Assistance, the Career Center in Springvale, and Goodwill Workforce Solutions, of which the Career Center is a Workforce Solutions Site.

Project Title: MaineWay Inc. - Representative Payee Program

Timeline: July 1, 2017 to June 30th, 2018

Cost: \$16,000

Inkind Commitment: \$5,500

Numbers To Be Served/Benefit: 275

The Representative Payee Program will be expanded in Year 5 to serve 275 additional clients. The program is implemented by The MaineWay Inc. a transitional housing entity in Biddeford. This service will work with additional LMI clients who receive SSDI and/or SSI. The program will also work with additional seniors who have been seeking the program's assistance. An increase in this population segment is continuing to be seen in requests for services. In addition, the program will expand to assist an increasing number of working people and families, whose income makes it difficult to make ends meet. Also, the program will increase its outreach to landlords to provide information regarding the program and how it can ensure rental payments for them and housing for program participants.

Generally, clients come to or seek transitional housing with finances in a state of disarray. They are often severely behind in rent payments or have been served with an eviction notice and CMP disconnection notices. The MaineWay will continue to work with landlords and CMP to develop a plan to bring payments current and provide stable housing for clients. The MaineWay also develops a financial agreement with the client and works with Social Security to maintain the client's benefits if they have these. Additional clients in the program will learn budgeting skills and be encouraged to access community and other social services. The goal will be to help additional clients attain self-sufficiency in handling finances and to help clients to develop and/or recognize skills for employment opportunities. In addition, the MaineWay will continue to work closely with the Biddeford Housing Authority to assist clients that may be seeking housing in the City's Housing Program projects and MaineWay services.

The MaineWay, Inc. will also be continuing the previous year's efforts with Biddeford General Assistance Office clients. This is an effective way to minimize the impact that clients have on the General Assistance budget by reducing the total amount that General Assistance provides to them. This is and will continue to be accomplished by working with program participants to

assist them in effectively and efficiently managing their resources and benefits.

The MaineWay, Inc. will provide the following services:

- Meet with potential clients
- Determine eligibility and client needs
- Develop a financial agreement
- Work with Social Security and DHHS and employers
- Meet with client to develop a weekly/monthly plan
- Handle each client's monthly finances (pay bills, repay debt, plan purchases)
- Work on budgeting skills and long range plans and goals
- Meet with clients on a regular basis to review progress
- Ensure paperwork is complete including DHHS and Social Security
- Work with landlords to maintain housing options for clients

Project Title: Learning Works – Service Works Program

Timeline: July 1, 2017 to June 30th, 2018

Cost: \$12,000

Inkind Commitment: \$5,000

Numbers To Be Served/Benefit: 10

Learning Works provides the skills-based community service program called Service Works in the City of Biddeford. Service Works teaches workforce and social skill building while providing nonprofits, Biddeford schools, the Biddeford Housing Authority, the City of Biddeford, and the Heart of Biddeford free help with service programs, graffiti removal, park cleanup, and a wide variety of other skills. of cost to the municipality, local business, and property owners. Graffiti Busters, a CDBG-funded graffiti removal initiative has been operating in the city of Biddeford since 2014. Under the nonprofit Learning Works the program is a subset of the Service Works segment of the organization.

Service Works will continue to provide meaningful opportunities for low to moderate income youth in Biddeford with mandated community service to meet their obligations by involving them in activities that teach them work readiness skills that both provide the groundwork for future employment, and that benefit the City of Biddeford. This program mentors low-income and at-risk youth on many fronts: community rehabilitation and socialization; skill and competency building; basic knowledge of jobsite safety, OSHA, and food service standards, and; the value of public service. LearningWorks will continue to administer, supervise and expand the program to incorporate more youths. Service Works will act as the liaison between the city, non-profits, property owners, and other referral sources with which youth will engage to organize and execute community service projects. These referral sources include Youth Building Alternatives, the Department of Corrections Division of Juvenile Services, the Biddeford Juvenile Court, the Biddeford School Department, the Biddeford Police Department, and children's mental health case managers from LearningWorks, Maine Behavioral Health, and Sweetser.

Service Works continues to expand services to reduce slum and blight in the downtown area through graffiti removal and trash cleanup in LMI neighborhoods, as well as park landscaping, assisting afterschool programs and a soup kitchen, and assisting nonprofits such as a boat building program. Since graffiti and vandalism are ongoing problems in the City of Biddeford Service Works will continue to implement community service projects that enable youths to assist with the removal of graffiti from start to finish on public and private property as can be accommodated.

Service Works also provides educational and work opportunities for LMI youth that help youth identify employment interests and pathways to meaningful work opportunities. The program will continue to introduce young people to a wide array of projects that require enhanced skills and knowledge, and provide instruction and coaching to help youth to master new skill sets. Youths may learn the technical process of graffiti removal and the associated safety precautions, sanitary guidelines and best practices associated with food service, appropriate and safe use of landscaping and woodworking tools and machinery, and proper safety precautions for the assembly and movement of furniture. Moreover, all Service Works youth learn to interact with local program directors, non-profit service consumers, and business and property owners in a professional context. Through the above-mentioned activities, young people who participate in Service Works will develop an employment-ready skill set that increases their prospects in Maine's increasingly competitive job market. These activities also empower youth by enabling them to positively address the needs of their fellow Biddeford residents. Building on the success of our existing program in Biddeford, LearningWorks' goal will be to maintain and fortify our skill-based community service program in this community.

Learning Works will provide the following services:

- Outreach and recruit Biddeford youths into program
- Provide a social and workforce skill building mentoring program
- Instruction in various equipment/supplies use and maintenance
- Maintain referral base with the Department of Corrections, local schools, and law enforcement organizations
- Participation in 18 skill building projects including but not limited to graffiti removal
- Heighten awareness among local non-profits, municipal agencies, and business and property owners regarding the Program and its benefits through community outreach and publicity.
- Seek employment opportunities and additional resume and job application skills with the Seeds of Hope Career Center

Project Title: My Sister's Keeper
Timeline: July 1, 2017 to June 30th, 2018
Cost: \$3,430
Inkind Commitment: TBD
Numbers To Be Served/Benefit: 15

My Sister's Keeper Program will expand to assist 15 additional women with mentoring services to assist them in transitioning from the correctional system back into the Biddeford community at the Biddeford Services Center. My Sister's Keeper is a network of volunteers from Cumberland and York counties who have been helping women since 1999. The program will continue to match women as returning citizens with trained mentors who will assist with practical needs, positive social relationships, housing connections, treatment, and employment opportunities. The program will also partner for employment preparation and job searches, etc. with the Seeds of Hope Career Center. My Sister's Keeper strives to empower women to be contributing members of their community.

In addition, the program will continue to facilitate a cognitive based, gender specific group for at-risk women titled, "Moving On". The goal of "Moving On" will be to increase the capacity for women to engage in mutually supportive, empathetic, and healthy connections by: (1) creating a support group environment that is supportive, respectful, accepting, and challenging; (2) introducing women to new options and opportunities and, (3) giving women the skills and strategies to make meaningful and responsible choices.

My Sister's Keeper will provide the following services:

- Provide training for mentors and monthly support meetings
 - Receive referrals from identified resources in the community and meet with candidates for the intake process
 - Match mentor and participants and encourage participation in the "Moving On" community group
 - Provide for the building of participant's social skills and strategies for change, and promote community inclusion
 - Reduce recidivism
 - Monitor matches and connect women to community resources
-

Housing

Priority 2 - To provide a strategy to meet the increasing need for transitional to affordable and supportive housing.

HUD OBJECTIVE – PROVIDING DECENT HOUSING

Outcome – Improving availability or accessibility of units

Objective 1 - Increase the supply of safe and adequate affordable housing for low to moderate-income persons.

- Actions:
1. Consider making the City's "surplus" and/or tax acquired real estate available for the development of affordable housing.
 3. In partnership with other public/private parties, explore the adaptive re-use and redevelopment of non-residential properties, e.g. mills, churches, etc. into affordable housing.
 4. Consider and implement when feasible combinations of housing and community space that support LMI neighborhoods and enhance opportunities for housing occupants.

Objective 2 - Preserve and upgrade the City's housing stock serving low to moderate income persons.

- Actions:
2. Consider acquisition and demolition of blighted properties for construction of new housing when applicable.
 5. Undertake a systematic and concentrated program of code enforcement to ensure life safety standards are met and to prevent blighting influences on neighborhoods.
 6. Encourage participation by landlords in the Biddeford Landlords Association and encourage partnerships that provide resources for landlords and tenants.

Objective 3 - Increase opportunities for homeownership for low and moderate income persons.

- Actions:
1. Consider a partnership with other public/private organizations to pool resources to help finance home ownership, e.g. down payments, loan assistance, mortgage interest rate write-downs, and other financing mechanisms.

Project Title: Housing Program

Timeline: July 1, 2017 to June 30th, 2018

Cost: \$112,495

Numbers To Be Served/Benefit: 3 Units of Low to Moderate Income Housing and
a Neighborhood Center on the first floor

The top priority for housing in Year 5 will be the completion of the rehabilitation of 73 Bacon Street (Phase 2) into a neighborhood center on the first floor and housing on floors 2 and 3. The property was purchased in 2014 and engineering and architectural design have been completed and an extensive environmental and historical review conducted by the State of Maine, National Park Service and HUD. Phase 1 of the project will be completed in the current program year. The project entails rehabilitation of an historic former Rectory building located at 73 Bacon Street that was previously owned by the Catholic Diocese and has been closed. The property is part of a building complex and will be rehabilitated to include a neighborhood center on the first floor for nonprofit entities to provide services to the neighborhood, and affordable housing on the second and possibly third floor. Since the property is part of a building complex being developed with National Park Service funding, rehabilitation will comply with these and all historic preservation regulations. The building is listed on the National Register of Historic Places by the National Park Service.

Other potential housing activities in Year 5 include, acquisition, housing rehabilitation, gap financing, energy conservation improvements, purchase of blighted buildings, purchase of vacant lots, demolition, and/or housing that benefits low to moderate income persons or presumed benefit populations (transitional, seniors, etc.). If the opportunity presents itself and is identified as a benefit, community nonprofit space will be considered in housing projects. Additional site specific projects will be submitted for complete review and approval. Program income received from the sale of housing or vacant lots developed with CDBG funds will be returned to the program for the next housing project.

Administration is to be funded at a total of \$89,996 for office staff, equipment, supplies, and any other administrative expenses.

BUDGET YEAR 5 ACTION PLAN

JULY 1st, 2017 to JUNE 30th, 2018

Infrastructure

Sidewalks \$157,991 (\$112,495 + 45,496)

Housing

Housing Program \$ 112,495

Economic Dev.

Micro Enterprise
Loan Program \$ 22,000

Social Services

MaineWay, Inc. \$ 16,000 Representative Payee Program

Seeds of Hope \$ 15,000 Seeds of Hope Career Center

SMAA \$ 15,000 Meals on Wheels Program

Learning Works \$ 12,000 Graffiti Busters Program (requested \$15,000)

ArtVan of ME \$ 6,066 ArtVan Program for Youths (requested \$6,522)

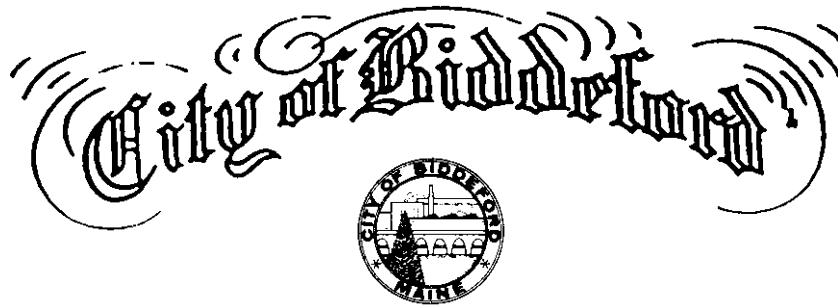
My Sister's Keeper \$ 3,430 Women Reentering Community from Correctional System
(at Center)

Total Social Services - \$67,496 (15% cap)

Administration

Administration \$ 89,996 (20% cap)

Total \$ 449,978



2017.48

IN BOARD OF CITY COUNCIL..MAY 16, 2017

BE IT ORDERED, that the City Council of the City of Biddeford does hereby approve and authorize to submit the City's revised Final Draft of the Citizens Participation Plan and all associated documents to the U.S. Department of Housing and Urban Development.



CITY OF BIDDEFORD, MAINE

COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT

P.O. Box 586
Biddeford, Maine 04005
(207) 284-9105
Fax: (207) 286-9388
e-mail: lwaters@biddefordmaine.org

TO: Mayor Casavant
James Bennett, City Manager
City Councilors
Dan Stevenson, Director of Community & Economic Development

FROM: Linda Waters, Community Development Coordinator

DATE: May 1st, 2017

SUBJECT: CDBG – Final Draft Citizens Participation Plan Revisions

Council Action: Approval and authorization to submit the City's revised Final Draft of the Citizens Participation Plan and all associated documents to the U.S. Department of Housing and Urban Development.

Please find attached the Final Draft of the City's Citizens Participation Plan that was last revised in March of 2006. This document is a requirement of HUD and outlines how the City includes citizens in participating in developing its plans and projects. It also establishes a framework for the publication of public notices for hearings, comment periods, amendments of the plan and projects, and the transfer of funds when it is determined necessary. HUD is requiring that an assessment and plan for "fair housing" be developed in the future for all its Entitlement communities. This assessment and plan is called the AFH (Affirmative Fair Housing) and the amendment of the Citizens Participation Plan to include processes related to the AFH is necessary. A prior draft of the Citizens Participation Plan was sent to HUD and comments were received back. The necessary revisions were made. A public hearing was held on February 9th, 2017 on the draft (see attached) and then a 30 day comment period followed. No comments were received. Currently, the future of the AFH, a policy of the Obama Administration is unknown due to the actions of the current administration. However, with the submission of the revised Citizens Participation Plan the City is in position to implement the AFH process should the current administration keep the current policy in place.

If you have any questions or would like more information regarding the Citizens Participation Plan please feel free to call me at your convenience at 284-9105 or email at lwaters@biddefordmaine.org. Thank you.



CITY OF BIDDEFORD
DRAFT CITIZENS' PARTICIPATION PLAN

**U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
COMMUNITY DEVELOPMENT GRANT BLOCK PROGRAM
ENTITLEMENT PROGRAM**

Prepared by:

**Economic Development Office
City of Biddeford
205 Main Street
Biddeford, Maine 04005**



Introduction

The City of Biddeford as a HUD CDBG Entitlement Community has adopted a Citizen Participation Plan to encourage the participation of all citizens in compliance with section 104(a)(3) of the Housing and Community Development Act of 1974 (42 U.S.C. 5304 (A)(3)). This plan strongly encourages citizens to participate in the development of the Consolidated Plan, Consolidated Annual Performance and Evaluation Report (CAPER), Consolidated Annual Action Plan, the Assessment of Fair Housing and Plan, and any substantial amendments to any of the documents deemed necessary. A substantial amendment is described on page 5 of this document.

The principal focus of the Citizen Participation Plan is to create opportunities for participation by the citizenry in the planning, development, and implementation of the Consolidated Plan. A principal focus of the Citizen Participation Plan will be to provide formal and informal mechanisms, which will encourage and facilitate citizen input particularly from those persons of low and moderate income who are most likely to be affected by CDBG projects.

Citizens Advisory Committee

The Citizens Advisory Committee (CAC) will consist of three to five members representing residents and/or property owners of low and moderate-income areas and/or persons representing organizations serving LMI persons. Representation will include low and moderate-income persons, including those living and/or owning property in areas potentially targeted for CDBG projects. In addition, the City of Biddeford will make whatever actions are appropriate to encourage the participation of representatives of underserved populations including; minorities and non-English speaking persons, as well as persons with disabilities. Specific accommodations will be made for any participating citizen so as not to limit their involvement in the CAC. This could include assistance from the CDBG Coordinator, translation services, etc. The CAC may expand its membership to seven members at the beginning of the second year of the Consolidated Plan. The selection of persons to serve on the CAC shall be at the discretion of the Mayor of Biddeford consistent with the guidelines herein prescribed.

Under the direction of the City's Community & Economic Development Director, the CDBG Coordinator will direct and coordinate all activities of the CAC. The CDBG Coordinator will be tasked with being the contact point for various non-profits (including philanthropic organizations), public housing authorities, businesses, and residents of assisted housing developments, social services (including faith based organizations) and any population that would be eligible for CDBG funding. The CDBG Coordinator will be tasked with encouraging collaboration between various entities as the Consolidated Plan is developed. Subject to review and recommendation of the CAC, the CDBG Coordinator and/or Economic Development Director will present the Consolidated Plan, projects, substantial amendments and any other activities regarding the Plan to the City Manager for final approval by the City Council.

The CAC will provide comments and/or recommendations in areas such as the assessment of needs, reviewing potential projects, and conducting Public Hearings to keep the citizenry informed. The CAC will be tasked with reviewing the Consolidated Plan, Consolidated Annual Performance & Evaluation Report (CAPER), Consolidated Annual Action Plan and any

substantial amendments to any of the foregoing documents prior to publication, public review and public hearings.

GENERAL PROCESS

Citizen Comment and Access to Information

Citizen Participation Plan – The *City Council* will adopt the Citizen Participation Plan after a Public Hearing is held and a public comment period of 15 days. A Citizen Participation Plan summary will be published in the local media and formatted upon request for non-English speaking persons or citizens with disabilities. An informational session regarding the Consolidated Plan, its process of development and types of projects CDBG funds will also be presented at this time.

Consolidated Plan, Consolidated Annual Performance & Evaluation Report (CAPER), Annual Action Plan, Assessment of Fair Housing and Plan, and Substantial Amendments – Prior to the publication and submission of any of these final draft documents, the City of Biddeford will hold a Public Hearing and conduct a 30-day comment period, except in the case of the CAPER, which will have a 15-day comment period.

Notification to Housing Authorities and Surrounding Communities

The City of Biddeford will notify and send its housing authority and surrounding communities an Executive Summary of the Consolidated Plan, Annual Action Plan, Citizens Participation Plan, and Assessment of Fair Housing and Plan, 30 days before it is adopted. A draft of the documents will be made available upon request 10 days prior to the Public Hearing in order to receive comments regarding the impact of the potential projects and plans on the surrounding communities, if any.

Information Access Strategy

The City of Biddeford will publish an Executive Summary of the Consolidated Plan, Annual Action Plan, and Assessment of Fair Housing and Plan in *The Journal Tribune* and/or *The Courier* 10 days prior to the Public Hearing. The summary will describe the contents and purpose of the plans, and a list of the locations where copies of the entire proposed plans may be examined. A number of free copies of the plans will be available upon request. Every reasonable means will be used to accommodate requests for copies in a format for non-English speaking persons and persons with disabilities. Copies of the plans will also be available at the City Hall and McArthur Library. The plans will include the amount of assistance that the City of Biddeford expects to receive (including grant funds and program income) and the range of activities that may be undertaken, including the estimated amount that will benefit persons of low-and-moderate income. The Assessment of Fair Housing and Plan posting will include the report compiled from the HUD Assessment Tool and the Plan with strategies to address the identified housing issues. In addition, every effort will be made to give additional access to the plans by placing them on the City's website at www.biddefordmaine.org.

The same process will be implemented for the Consolidated Annual Performance & Evaluation Report, and all proposed substantial amendments. Access to records will be open and available

upon request within 5 business days excepting information deemed confidential by the Department of Housing and Urban Development.

Public Hearings

Public Hearings will be held as part of the Citizen Participation process. A General Public Hearing will be held prior to the publication of the Consolidated Plan and Assessment of Fair Housing and Plan, to obtain the views of citizens and to address housing and community development needs, development of proposed activities, proposed strategies and actions for the Consolidated Plan and AFFH and a review of program performance. A General Public Hearing will be held after publication of the draft Consolidated Plan and Assessment of Fair Housing and Plan, and followed by a thirty-day comment period.

A Public Hearing will be held prior to the submission of the Consolidated Annual Performance & Evaluation Report and Annual Action Plan. Additional public hearings will be held when substantial amendments are proposed to any documentation regarding the Consolidated Plan and related documents.

All notices of Public Hearings will be legal advertisements published in *The Journal Tribune* and/or *The Courier* 10 days prior to the Public Hearing date. Notices will also be posted in the City Hall at the main office entry and the Clerk's Office, and at the McArthur Library. The notice will also be posted on the City of Biddeford website at www.biddefordmaine.org. Copies of proposed documents will be available at the Biddeford Economic Development Office and at the McArthur Library. To encourage input and participation the CD Coordinator will coordinate with the Heart of Biddeford, a Main Street organization to reach out to the business community and through the CPPC to reach faith based and philanthropic organizations. The Public Hearings will be held at the City Hall in Council Chambers or at other appropriate locations that are convenient, ADA compliant and accessible to the public. Special accommodations for those with disabilities and/or language barriers upon request will be available to the extent possible by the City. To ensure those with disabilities and/or language barriers know of these accommodations, the CD Coordinator will reach out to the Seeds of Hope Neighborhood Center and Community Partners for Protecting Children who work with these populations and/or have access to interpreters and translation services. These entities will reach out to these populations to make them aware of services in order to encourage their participation. The same process will be implemented for any public meetings, hearings, or other forums seeking public input.

Public Comment

All comments received during any comment period will be taken into consideration by the City of Biddeford and the CAC. A summary of any comments or views not accepted in the AFH will be attached to the final Consolidated Plan, Action Plan, CAPER, and/or AFH.

Complaints

The City of Biddeford will respond to all complaints related to the Consolidated Plan, Action Plan, CAPER, and/or AFH Plan in writing within 15 working days from the time of receipt. Complaints may be written or oral and directed to the following office: CDBG Coordinator, City of Biddeford, 205 Main Street, Biddeford, Maine 04005. The CDBG Coordinator shall be

charged with responding to the complaint upon prior consultation with the Economic Development Director and City Manager.

Technical Assistance

Staff shall make reasonable efforts to provide technical assistance to groups representative of persons of low and moderate income that request such assistance in developing proposals for funding under any of the programs covered by the Consolidated Plan, Annual Action Plan, and/or needs identified in the Assessment of Fair Housing and Plan. The CDBG Coordinator will be tasked with providing a form and/or assistance to the individual or group requesting assistance. All proposals that qualify for CDBG funding will be considered by the CAC consistent with the guidelines and requirements governing CDBG.

Consolidated Plan and AFH Plan Amendments for Priorities, Projects, Activities and Funding Revisions

An amendment to the Consolidated Plan or AFH may be necessary for a variety of reasons including but not limited to: other funding becoming available to complete a project, another project of the same nature is deemed a better solution, changes in data that reflect the need to reconsider projects and/or priorities, and/or or another project is deemed to have a higher priority. Also, programmatic or budget changes may occur including but not limited to the following: new activities, overrun/under-run situations, fund transfers, and/or reductions/increases in HUD Entitlement funding.

There will be 30 calendar days following an advertised and posted Public Hearing, to receive comments on the Consolidated Plan substantial amendment or any revisions to the AFH and before the Consolidated Plan substantial amendment or AFH revision is submitted to HUD for review. The Public Hearing and citizen input process will follow the same process as outlined in the Public Hearings section of this document. Only after review and approval by HUD will the Consolidated Plan Substantial Amendment or AFH revision be implemented.

A summary of citizen comments or views from the Public Hearing and 30 day comment period will be attached to the Substantial Amendment and/or revision when submitted to HUD. A summary of any comments or views not accepted and the reasons why, shall be attached to the Substantial Amendment and/or revision of the Con Plan or AFH and submitted to HUD for review.

The City of Biddeford defines amendments as either substantial or minor when proposing to amend its approved Consolidated Plan. The following defines substantial and minor amendment, as well as funding revisions, and the process to be implemented accordingly.

1. Substantial Amendments – Consolidated Plan, Annual Action Plan, and AFH

Substantial Amendments are defined as follows:

- A. The City proposes to use more than 25% of its fiscal year allocation, from any one HUD program, to undertake one or more new activities.***

- B. The City proposes to alter the location or beneficiaries of previously approved activities whose cost exceeds 25% of the fiscal year allocation for any one HUD Program.*
- C. The City proposes to alter the 5-year strategy within the Consolidated Plan, the Annual Action Plan, and/or AFH by adding a new priority, previously not considered, in order to undertake new activities that fiscal year, delete a priority, and/or change a priority in a way that would affect its implementation or funding.*

Since the City of Biddeford has developed a five-year Consolidated Plan, Annual Action Plan and AFH with defined activities targeted for funding and program implementation, flexibility is needed in order to accommodate activities in coordination with such things as construction schedules, other funding, changes in data, and/or the addition of other activities that could be encompassed in the priorities as stated by the Consolidated Plan, Annual Action Plan, or AFH.

2. Minor Amendments – Consolidated Plan, Annual Action Plan and AFH

- A. A minor amendment will be considered when one approved activity or program encompassed in one of the five years of the Consolidated Plan, Annual Action Plan, or AFH, is exchanged for another approved activity from another year that falls under the same priority due to a situation such is as listed above, and that does not exceed 25% of the current annual allocation.*
- B. A minor amendment will be considered when a new or approved activity or program is added to the current year's Annual Action Plan or AFH that does not change the funding allotment for that activity or program.*
- C. In a minor amendment situation the CAC will review and recommend the action to the Mayor and City Manager and then for approval by the City Council, through the Director of Economic Development.*
- D. In a minor amendment situation no Public Hearing will be required.*

Funding revisions are defined as minor programmatic or budgeting changes necessary to fund new activities/programs and/or secure adequate funding to complete approved activities. Funding revisions will be addressed in the following ways and only pertain to the Annual Action Plan and AFH, since revisions to the Consolidated Plan are Major Amendments:

3. Funding Revisions – Annual Action Plan and AFH

- A. Any fund transfers under 25% of the current annual allocation of CDBG funds conducted from one-approved activity to another, including contingency and reprogrammed funds, in an overrun/under-run situation, will be approved on an administrative basis.*

Anti-Displacement Policy

Assistance will be provided if persons should be displaced by any of the City of Biddeford's CDBG funded projects. Households will receive appropriate notices and other advisory services to assure they are fully informed of their rights, make informed decisions, and receive referrals to appropriate services that may be needed.

Replacement housing including the offer of a comparable replacement dwelling and if necessary, financial assistance to make the unit affordable, will be provided if such a displacement should occur during the implementation of the Consolidated Plan and Annual Action Plan. Every effort will be made to provide financial assistance in the form of a Replacement Housing Payment or tenant-based assistance, such as Section 8 Certificate vouchers. In addition, displaced persons will receive assistance in the form of moving and related expenses to help cover costs of the move. The City of Biddeford in compliance with the Department of Housing and Urban Development CDBG Program will review each situation on a case-by-case basis. The City of Biddeford will provide displaced persons/businesses with all the benefits and assistance prescribed pursuant to the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970.

Specific Requirements for the Assessment of Fair Housing and Plan Development

1. Additional Consultations

A. 91.100 (a)(1) and (5), and 91.100 (c)(1)-(3)

Housing Organizations

The City will seek consultations with the state Continuum of Care and by conducting a survey of nonprofit housing organizations that provide housing to Biddeford residents and conduct up to three meetings to discuss the data received and provide an open forum for AFH issues, strategies and goals.

Public and Private Affordable Housing Owners and Developers

The City will seek consultations by conducting a survey and seeking input through a meeting with the following public and private affordable housing owners/developers and management corporations that manage/develop housing for Biddeford residents and regionally. The Heart of Biddeford, a Main Street organization will reach out to the business community to participate. Up to three follow up meetings to discuss the data received and provide an open forum for AFH issues, strategies and goals may be scheduled.

Government

The City will seek consultations by conducting a survey of the following government entities within and adjacent to Biddeford to receive input regarding problems and solutions that are not only Biddeford specific but regional issues pertaining to the AFH. Up to three meetings will be held to discuss the data received and provide an open forum for AFH issues, strategies and goals.

Social Service Providers

The City will seek consultations by conducting a survey of the following social service providers in Biddeford to receive input regarding problems and solutions that are not only Biddeford specific but regional issues pertaining to the AFH. Up to three meetings will be held to discuss the data received and provide an open forum for AFH issues, strategies and goals. The City will begin with the largest network of social service providers available and outreach to social service organizations and faith based organizations that provide health services and social services to children, elderly persons, persons with disabilities, persons with HIV/AIDS and their families, homeless persons, and other protected populations. They will provide links for the survey and input from the nonprofits that are part of their organizational network.

Housing Enforcement Agencies

The City will seek consultations by conducting a survey of the following housing enforcement agencies in Biddeford and regionally to receive input regarding problems and solutions that are not only Biddeford specific but regional issues pertaining to the AFH. These agencies provide legal, protection, code, and other forms of enforcement services and assistance to public housing residents and protected populations. Up to two meetings will be held to discuss the data received and provide an open forum for AFH issues, strategies and goals.

2. Direct Citizen Participation

A. 91.105(a)(1) and (a)(2)(i) through (iii)

The City will seek input for the AFH by conducting a survey and holding meetings in a multi faceted approach as follows to ensure outreach directly to citizens.

- 1 meeting each with Focus Groups held in two neighborhoods where housing rehabilitation and neighborhood revitalization is targeted, to conduct the AFH survey and receive input as to issues, strategies, and goals for Biddeford's AFH.
- 1 outreach effort to organizations/sites that work with "food security" issues.
- Coordination with social events (10) held at public housing sites of 40 or more units in order to conduct surveys with tenants and take input from residents
- 3 outreach meetings with the largest social service network who coordinates the social service network in Biddeford and regionally, to conduct the survey and receive input for the AFH from smaller direct service nonprofits. From the smaller nonprofits the City will receive information on where and how to contact ethnic groups and minorities for their input.
- One potluck supper and/or desert social for all Biddeford citizens to understand the AFH, fill out a survey (assistance will be provided), and give input as to the issues, strategies and goals for the Biddeford AFH.
- Citizens needing interpretive assistance of any kind will be provided upon request to the Community Development Coordinator's Office for all meetings and public hearings.

3. Development of the AFH

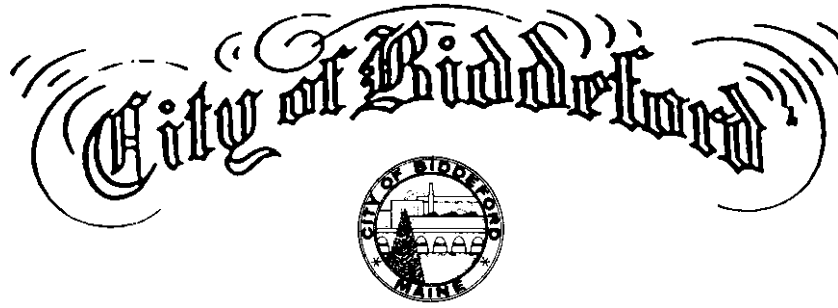
A. 91.105(b)

The development of the AFH, document availability, review and comment period, public hearings, and final approval, will follow the same process as the Consolidated Plan process as stated in the GENERAL PROCESS portion of this document. However, in the case of the AFH, the draft document will have additional review through the following list of meetings which will also be advertised through public bulletin board postings, email, public access television, local newspaper (ten days in advance), and on the City's website. All meetings and public hearings will be held in ADA compliant locations and interpretive services for those with language or special needs will be accommodated to the extent possible by request to the City. Drafts of the AFH documents will be made available free upon request to the City and posted on the City's website, placed at the library and Community Center, and available at the Economic and Community Development Office at City Hall. Documents in forms accessible to persons with disabilities or limited English proficiency will be made available to the extent possible upon request to the City.

A meeting will be held prior to the public hearing with the consulting organizations including the Housing Organizations, Public and Private Affordable Housing Owners and Developers, Government Entities, Housing Enforcement Agencies, and Social Service Providers in Council Chambers at City Hall for a presentation of the draft AFH and to receive any input or comments.

A second meeting will be held out in the community prior to the public hearing for the smaller direct social service nonprofit organizations, faith based organizations and citizens, for a presentation of the draft AFH and to receive any comments.

After the public hearing and during the 30-day comment period, comments and input received will be incorporated into the AFH as alternative options and a second public hearing held to review input and comments received and implement any final changes or inclusions/deletions. A summary of any comments or views not accepted in the AFH will be attached to the final Plan. The final draft of the AFH will be presented to Council for approval and submission to HUD.



2017.49

IN BOARD OF CITY COUNCIL MAY 16, 2017

BE IT ORDERED, that in accordance with the provisions set forth under *Ch. 6, Amusements, Article V – Sales, Possession and Consumption of liquor at and during Special Events on City Public Property*, the City Council of the City of Biddeford does hereby grant approval for LaKermesse Franco-Americaine to serve liquor at their festival on June 23rd, 24th and 25th, 2017 at St. Louis Field, providing that the said LaKermesse Franco-Americaine is and remains in compliance with the provisions set forth under *Ch. 6, Section 6-178 et seq.*

BE IT FURTHER ORDERED, that the City Council also approves the issuance of a Special Event Permit for a Block Party to be held at Mechanics Park on June 22nd, 2017 by LaKermesse Franco-Americaine.

APPLICATION NUMBER: 17-04-042

INDEMNIFICATION AND RELEASE PROVISIONS
CITY OF BIDDEFORD SPECIAL EVENT PERMIT

A. In consideration for being permitted to use the facilities and/or rights-of-way of the City of Biddeford, (hereinafter "City") La Renaissance French American Lodge (insert name of person/entity seeking permission to use facilities and/or right-of-way, hereinafter "Applicant") agrees to indemnify and hold harmless the City, its officers, employees, and insurers, from and against all liability, claims, and demands, which are incurred, made, or brought by any person or entity on account of damage, loss, or injury, including without limitation claims arising from property loss, or damage, bodily injury, personal injury, sickness, disease, death, or any other loss of any kind whatsoever, which arise out of or are in any manner connected with the use of the facilities and/or rights-of-way, whether any such liability, claims, and demands result from the act, omission, negligence, or other fault on the part of the City, its officers, or its employees, or from any other cause whatsoever.

B. By signing below, Applicant agrees that in the event of damage, loss or injury to the facilities or to any property or equipment therein or to the City rights-of-way, the City may deduct from any damage deposit the full amount of such damage, loss, or injury. Applicant further agrees that if such damage, loss, or injury exceeds the amount of the damage deposit, Applicant will promptly reimburse the City for all costs associated therewith upon billing by the City.

C. In addition, in consideration for being permitted or allowed to use the facilities and/or right-of-way, Applicant on behalf of itself and its officers, employees, members, and participants, hereby expressly exempts and releases the City, its officers, employees, insurers, from and against all liability, claims, and demands, on account of injury, loss, or damage, including without limitation claims arising from property loss or damage, bodily injury, personal injury, sickness, disease, or death, that Applicant may incur as a result of such use, whether any such liability claims and demands result from the act, omission, negligence, or other fault on the part of the City, its officer, or its employees, or from any other cause whatsoever.

D. In addition La Renaissance French American Lodge has furnished and attached two copies of certificates of insurance with the City of Biddeford named as an additional insured in the amount of \$400,000 unless a greater amount is warranted.

Paul N. Gagné
Signature of Applicant

5.8.17
Date

PAUL N. GAGNE
Printed Name of Applicant

APPLICATION NUMBER: _____

CITY OF BIDDEFORD
SPECIAL EVENT APPLICATION

City of Biddeford
P.O. Box 586
Biddeford, ME 04005

Name of Event La Kermesse Location of Event _____

Date of Event: 6-22-17 Start Time 06:00 Finish Time 22:30

Detailed and specific description of Event (attached separate sheet if necessary)

Multicultural Festival

Estimated # of Participants 75-125 Estimated Attendance 5,000 + or -

Type of Event:

☒ Festival/Fair With Alcohol: Yes: Y ** No: _____

☐ Race/Walk/Bike Ride

☐ Concert

☒ Parade/March

☐ Other – Please Specify: _____

**** NOTE:** If alcohol is being sold, a Separate License must be obtained through application at City Clerk's Office, and must be approved by the City Council.

What impact will this have upon the surrounding neighborhood? (Noise, Traffic, etc.) Please explain:

No difference that other sports activities in the area

APPLICATION NUMBER: _____

Describe the means by which the neighborhood (residents and businesses) will be notified of this event and its public hearing:

Advertising, Affiliation to City & School
Web-site & La Kermesse Festival, com

Organization (Applicant) Information

Name of Organization or Name of Applicant if NOT an Organization

La Kermesse Franco-Américaine

Physical Address: 7 Vincent Ave. P.O. Box 289

Mailing Address: _____

Business Telephone _____ Fax _____ E-mail _____

Income Tax Exempt: Yes: ☒ No: _____ Tax Exempt Number: 01-6075283

Contact Person/Event Coordinator

Name & Address

Jessica Quathone

Telephone 574-4552 Cellular 294-2953 E-Mail _____

Relationship Organization: President

General Service Questions

Department of Public Works

Is the use of barricades necessary/requested for this event? Yes

If yes, number needed 20

Will it be necessary to cover street and/or parking signs for this event? No If yes, please note on diagram.

What is your plan for cleanup and debris disposal for this event?

Blow Bros, Public Works & Volunteers

Is any other Public Works assistance anticipated?

Yes

Parks and Recreation Department

APPLICATION NUMBER: _____

Will this event take place in a Public Right of Way, Public Way, City Park or athletic field? Yes
If yes, where

St. Louis Field, Tor Area & Waterhouse field, Brockett & West St to Hillside Ave

Will tenting/staging be utilized for this event? Yes If yes, what is your plan to repair any damage caused by stakes, tie-downs, etc?

Insurance

Any Parks and Recreation assistance required?

Yes

Fire Department

Will the Fire Department have access to all sites in the event of an emergency?

Yes

Will any fire hydrants be obstructed? No Will you have access to E 9-1-1?

Yes

Will you have First Aid or medical staff present?

Yes

Police Department

Is traffic control necessary for this event? Yes If yes, who will provide it?

Bedford Police for Parade

Is crowd control necessary for this event? Yes If yes, who will provide it?

Professional Services of Maine

Other

All vendors *must* obtain proper licenses/permits from the City Clerk's office (284-9307).

Indemnification agreement/insurance certificate must be attached to this application at the time of submission. Site Plan Sketch may be accompanied by a separate map, if necessary.

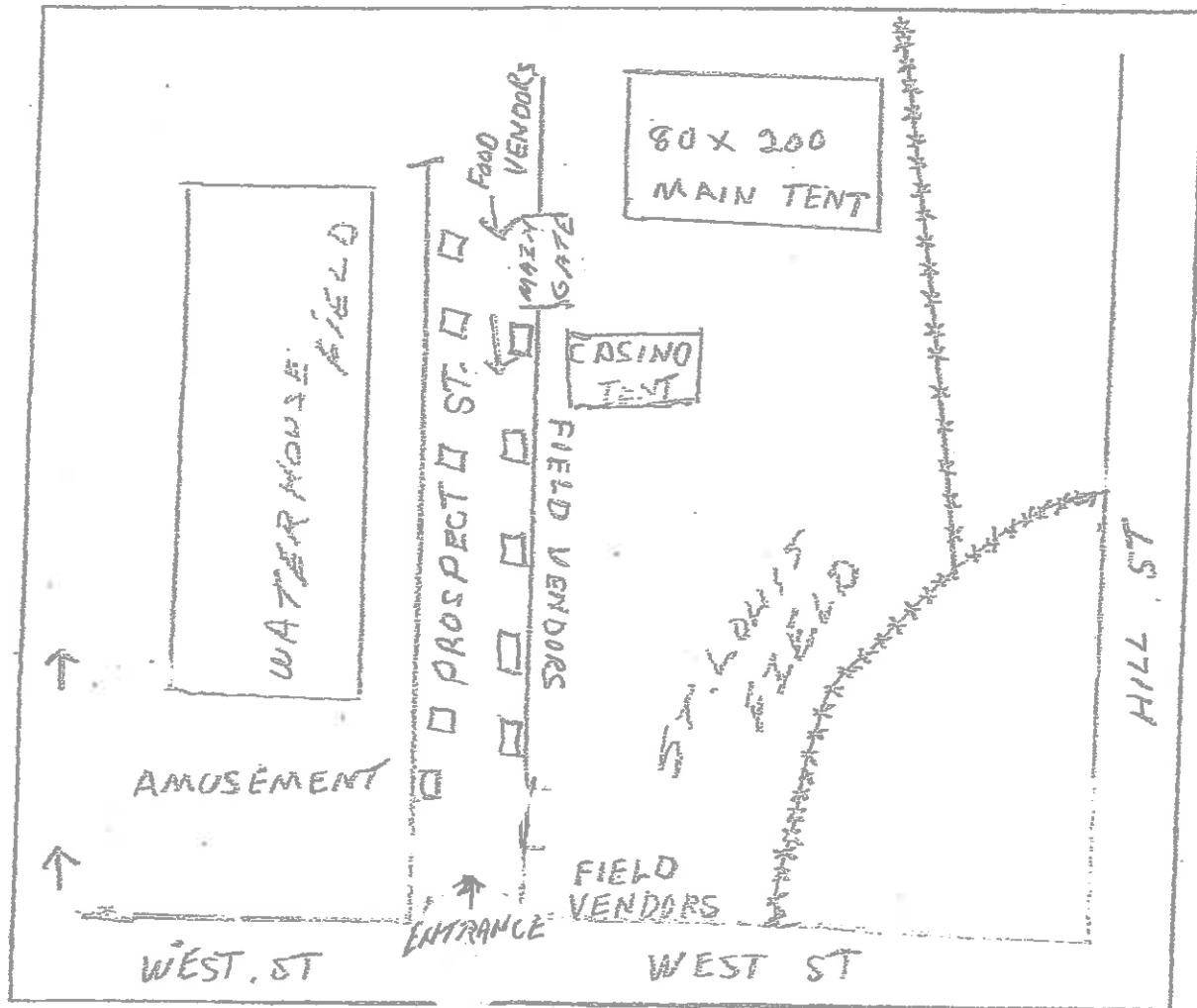
SITE PLAN SKETCH OF SPECIAL EVENT (Completed by Event Coordinator)

In the space below, please provide the following information. Attach a separate map if necessary.

General Map of Location
Event Coordinator's Booth
Tents/Stages/Grandstands
Rest Facilities

Vender Locations
Garbage Cans
Water Sources

Street Closures/Parking Information
Water/Electricity Sources
Loudspeakers



Applicant's Statement of Agreement

Everything I have stated on this agreement is correct to the best of my knowledge. This permit, if granted, is not transferable and is revocable at any time at the discretion of the City of

Revised 9/19/2012

APPLICATION NUMBER: _____

CITY OF BIDDEFORD
BLOCK PARTY PERMIT APPLICATION

Name of Applicant La Femme From America
Address 7 Vincent Ave. P.O. Box 189
Telephone # 574-4552 Cell 294-2953
Location of Block Party Mechanic Park
Date of Block Party 6-22-17
Start Time 3:00 P.M. Finish Time 11:00 P.M.

Block Party Regulations

Authorization to block off your street for a block party on the above date during the above stated time is contingent upon the following stipulations.

1. Although the street will be closed, provisions must be made for access by **EMERGENCY VEHICLES**. Barricades must be provided at the requesting party's expense. They must be of a temporary nature and easily removable in an emergency.
2. Block party must cease before dark, with all street obstructions and barricades removed.
3. Any debris or litter must be cleaned by the permit holder immediately following the event.
4. Music will be allowed but it must be maintained at a reasonable volume so as not to disturb nearby neighbors. Any complaint regarding noise of any type that is substantiated by the Police Department may cause this permit to be terminated without notice.
5. It is **ILLEGAL** in Maine to consume alcoholic beverages in public areas, which includes city streets and sidewalks. Any consumption of alcoholic beverages must take place on private property only.

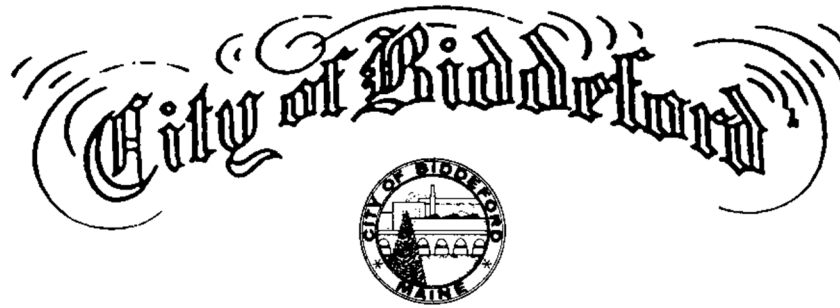
On the following page, please attach or sketch a map showing the area to be blocked, the location of the barricades, and any other descriptive information pertinent to the issuance of this permit.

APPLICATION NUMBER:_____

PAGE 2 – BLOCK PARTY PERMIT

Attach your map or sketch below.





2017.42

IN BOARD OF CITY COUNCIL... MAY 2, 2017

BE IT ORDERED, that City Manager, James Bennett's appointment of Cheryl Fournier to be the Finance Director for the City of Biddeford, be confirmed.

May 2, 2017

Motion by Councilor Ready, seconded by Councilor Seaver to table the appointment until a Shared Finance Director Agreement has been approved by both Biddeford and Saco.
Vote: Unanimous.

CHERYL D. FOURNIER

Proven expertise in driving efficiency and productivity through evaluation of financial management systems, data analysis, and implementation of process improvements.

CAREER EXPERIENCE

CITY OF SACO, Saco, Maine, March 2010 – Present

Finance and Human Resource Director (Human Resources added in April 2015)

Prepare financial reports, budgets, policy changes, etc. in accordance to bylaws and ordinance of the City. Manage the \$45 million budget, and manage the collection of \$37 million in property tax collections. Manage the general accounting and human resource functions, AR, including AP, account reconciliation, payroll, investment, borrowings, cash management, tax collection, and state reporting.

- Complete the Budget process annually by working with Department Heads, City Administrator, Council, and Mayor
- Work closely with Freeport Ambulance Billing for reporting on our outsourced billing of Ambulance
- Work closely with the Economic Development Director on all new TIFs
- Work closely with the Assessor on reporting of all TIFs
- Work closely with the City Administrator regarding all state budget changes
- Implemented the FY13 budget reporting on the web to reduce the use of paper and to allow Council members to use their iPads for all budget related reports.
- Implemented new automated Fixed Asset system that includes depreciation in Munis
- Negotiated electric supply contract to reduce costs by \$38k
- Part of the negotiation team for the Clerical Union
- Implemented changes to our collection process of Real Estate taxes that lowered the number of liens by about 10%, and each year we send less liens since implementation
- Created a paperless information transfer for this year's audit
- Assisted the City Administrator to create a new budget format
- Currently creating a process to collect a higher percentage of our Personal Property Tax
- Currently creating reporting to give Department heads better information regarding the actual vs. budget and regarding vacation/sick balances.
- Implemented a centralized reconciliation process of all Balance Sheet accounts.
- Along with IT moved Munis system from Linux server to a SQL server with no down time
- In the process of implementation of two major improvement system: Dashboard (web based system that will allow department heads and key employees access to information tailored to them) and Tyler Content Manager (allows for any documents to be scanned and kept together, so that you can look at the actual PO, invoices, etc. all in a click of an icon)
- Reduced our miscellaneous AR by 30% in six months.
- Created new cash reconciliation process and grant reporting process.
- Received seven Certificate of Achievement for Excellence in Financial Reporting by GFOA for the work completed on our annual CAFR.
- Received my Maine Municipal Tax Collectors' and Treasurers' Association certificates

CAREER EXPERIENCE CONTINUED

- Completed a bid process along with the Fire Chief for out sourcing our Ambulance Billing process.
- Created new financial reporting for our Enterprise Fund – Waste Water Treatment Plant
- Implemented changes within the Munis software to allow for better reporting of Special Revenue and Capital Funds
- Implemented an Insurance Committee with three employees and two Council members which reduced insurance costs by 10%, getting ready to start this process again.
- Reduced our banking expenses by \$35k by going out to bid for banking services.
- Created a process of going out to bid leasing services for all vehicle and equipment purchases.
- One of the City/Towns chosen by a GASB representative to test the implementation of a new GASB requirement.
- Expanded the EZ Pay system to include ACH payments and Commercial tax payers
- Increased the Bond Rating for the City
- Active member of the Energy Committee
- Active member of the Safety Committee
- Worked with the Water Resource Recovery Division to outsource our billing to Maine Water
- Worked with a committee of four to complete the RSU withdrawal
- Worked with Purdy Powers & Company to create a detailed estimate of the effects of the Saco School remaining in the RSU or leaving the RSU
- Reorganized the Finance and Human Resource function to reduce redundancy and to streamline reporting needs
- Created crystal reports for Munis
- Created reporting using SQL through Munis
- Works closely with Mayor, Council, City Administrator, and Department Heads on all financial matters for the City
- Implemented an automated budgeting process for department heads (from paper to electronic)
- Position includes Tax Collector and Treasurer
- Worked as Acting City Administrator since October 2014 to present
- Worked as the Interim City Administrator for the month of January 2015
- Worked as the Interim City Administrator May 2015 – September 2015

MAINE EMPLOYEE'S HEALTH TRUST, Augusta, Maine, October 2012 – Present

Trustee

One of eleven people that make up the Board of Trustees, and also sit on the Strategic Planning Committee.

MAINE GOVERNMENT FINANCE OFFICERS ASSOCIATION (MEGFOA), November 2012 – Present

Board Member

One of six people that make up the Board.

Continued...

CAREER EXPERIENCE CONTINUED

YORK COUNTY FOOD RESCUE, August 2015 – April 2016

Board Member

One of ten people that make up the Board.

YORK COUNTY FEDERAL CREDIT UNION, Sanford, Maine, April 2008 – March 2010

Controller

Prepare financial reports, and performed variance analysis in accordance with business plan of a \$180 million Credit Union. Oversee general accounting functions, including AP, account reconciliation, investment, borrowings, and cash management. Develop and supervise a highly skilled accounting and financial management team to achieve established objectives.

- Implemented new Payroll/HR/Time & Attendance System
- Negotiated electric supply contract to reduce costs by \$20k
- Active member of the ALM (Asset Liability Management) team
- Implemented a new Credit Card program for our members
- Developed a fixed asset policy including tagging all assets.
- Developed reporting to assist the ALM team to determine share and loan rates, gain and loss of CDs, borrowing rates, and our competitors to establish documented changes in rates.
- Implemented a centralized reconciliation process of all Balance Sheet accounts.
- Assisted in moving our securities to FHLB to allow for an increase in borrowing capacity.
- Leveraged borrowings and investments for short-term returns.
- Managed the daily borrowing strategies.
- Developed the Loan Participation Accounting and reconciliation process.
- Developed a new corporate credit card policy.
- Developed a process to reconcile the ATM to eliminate a qualified opinion.
- Part of the team to implement Opening Act, which is a loan processing software program to be implemented to all branches.
- Part of the team to create and determine the design of the intranet site.

MARTIN'S POINT HEALTH CARE, INC., Portland, Maine, December 1991 – April 2008

Director of Finance and Accounting

Nov 2004 – Apr 2008 Martin's Point has non-profit health insurer for two governmental programs (USFHP and Medicare) and also a primary care and outpatient service provider. Annual revenue of over \$200 million. Managed and led a ten person Finance department. Managed the annual external audit, sales tax audit, and Bureau of Insurance audit with no material audit adjustments. Managed the general accounting functions, including AR/AP, financial analysis, payroll, investment, account reconciliation, and cash management. Administer of all financial management systems, evaluating and integrating new applications. Develop highly skilled accounting and financial employees to achieve established objectives. Interact with the Board of Directors, President, and CFO concerning financial forecasts and reports. Prepared financial reports, developed budgets, and performed variance analysis in accordance with business plan. Prepared a clear and concise financial reporting package with key ratios and industry benchmarks for senior management and Board of Directors. Managed internal audits to ensure regulatory compliance and operational efficiency/accuracy. Built and led teams in carrying out special projects.

- Reduced monthly closing cycle by five days with identification and recommendation of enhanced process procedures.

CAREER EXPERIENCE CONTINUED

- Participated in the acquisition of Evergreen Woods Primary Care
- Managed the Investment Committee and Audit Committee [Board of Directors] meetings with the external Investment Manager.
- Managed all corporate investments under the guidelines of the Investment Committee's recommendations.
- Developed an automated business structure within the reporting system for our lines of business.
- Developed numerous ODBC connections between multiple systems including an automated Patient Refund system.
- Developed the referral based IBNR model that estimated the external medical expense at over 70% of revenue.
- Managed three IBNR methods to include: referral based model, an average PMPM based model, and claims payment lag model created by Milliman & Robertson.
- Managed the Actuary relationship used for three product lines
- Worked closely with an actuary on costs for our self insured health benefit for over 500 employees.
- Power user on the Cognos Data Warehouse.
- Developed the Finance intranet site.
- Developed a process to comply with the HMO financial regulations including the Statutory/NAIC filing.
- Developed an automated cost allocation process to business line level.
- Managed all Financial System software in conjunction with the IS team.

Controller

Jul 1997 – Nov 2004 Managed a four person Finance department. Assisted in the oversight of the external audit with no material audit adjustments. Produced corporate financials to the Board of Directors, senior management, and departments. Oversee general accounting and human resource functions, including AR/AP, account reconciliation, and cash management.

Key Achievements:

- Implemented a new Budgeting process with the Director of Finance.
- Developed a Referral Based IBNR calculation.
- Completed a \$10 Million bond issue.
- Worked with CFO to create a new HR department to bring leased employees back into our in house payroll and HR function
- Developed an Enrollment Premium system for our Tricare Managed Care Program (USFHP) using Access which created over 9200 invoices monthly.
- Developed a new process and reporting for our new Tricare Managed Care Program that started in June 1998.

Senior Accountant

Jan 1997 – Jul 1997 Oversight of the payroll processing. Controlled the reconciliation process. Managed the journal entry transactions. Assisted in production of corporate financials to the Board of Directors, senior management, and departmental financials for three companies including a combined financial statement.

Continued...

CAREER EXPERIENCE CONTINUED

Key Achievements:

- Implemented a way to control cash flow on claims payments and still comply with the Prompt Payment Act.
- Part of a team to determine new audit company
- Assisted the Director in creating an email system and network server.
- Assisted the Director in implementing a new Accounting Software system.

Staff Accountant

May 1994 – Jan 1997 Oversight of the payroll processing. Controlled the reconciliation process. Performed monthly account reconciliations and created general ledger transactions. Assisted in production of Corporate Financials to the Board of Directors, Senior Management, and Departmental financials for three companies including a combined financial statement.

Key Achievements:

- Developed and controlled a reconciliation process for all balance sheet accounts.

Payroll Clerk

Jun 1993 – May 1994 Performed bi-weekly payroll, monthly account reconciliations and created general ledger transactions. Combined the Accounting Clerk and Payroll Clerk responsibilities.

Key Achievements:

- Implemented a new payroll system for two Corporations.
- Developed a reconciliation process for all payroll related information.

Accounting Clerk

Dec 1991 – Jun 1993 Performed monthly account reconciliations and created general ledger transactions. Special projects of reconciling troubled accounts. Controlled all five cash accounts and three investment accounts.

Key Achievements:

- Developed a reconciliation process for cash and investment accounts.

WYNZ/Y101 RADIO, Scarborough, Maine, Mar 1991 – Dec 1991 **Full Charge Bookkeeper**

RAM TRUST SERVICE, INC., Portland, Maine, June 1990 – Mar 1991 **Full Charge Bookkeeper**

ROUTOLOS COMPANIES, Scarborough, Maine, Mar 1990 – June 1990 **Billing Clerk**

LAPLANTE & SONS, INC., Portland, Maine, May 1988 – Mar 1990 **Accounts Receivable/Payroll**

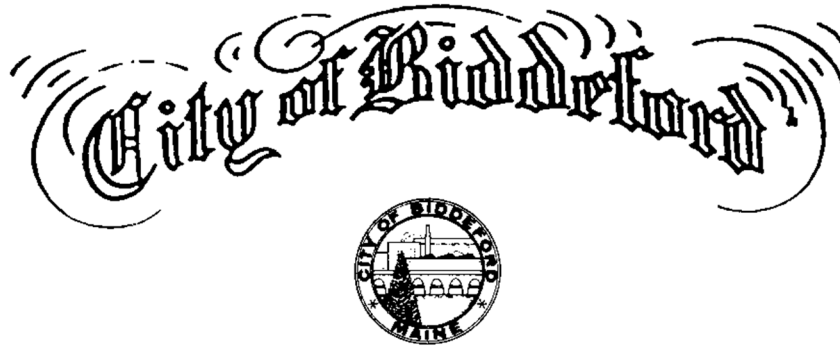
EDUCATION

Bachelor of Science, Accounting (1994)

HUSSON COLLEGE – Portland, Maine

Associates of Science, Accounting (1991)

ANDOVER COLLEGE – Portland, Maine



2017.39

IN BOARD OF CITY COUNCIL..MAY 2, 2017

BE IT ORDAINED, by the City Council of the City of Biddeford that the Code of Ordinances, Chapter 42, Motor Vehicles and Traffic, Article IV Specific Street Regulations, **Section 42-90 No Parking**, is amended by adding or ~~deleting~~ to read as follows:

Summit Street, even-numbered side, from the intersection with Alfred Street thence northerly to the intersection with Round Hill Street.

BE IT FURTHER ORDAINED, by the City Council of the City of Biddeford that the Code of Ordinances, Chapter 42, Motor Vehicles and Traffic, Article IV Specific Street Regulations, **Section 42-90 No Parking**, is amended by adding or ~~deleting~~ to read as follows:

Summit Street, odd-numbered side, from the intersection with Alfred Street thence northerly to the intersection with Round Hill Street.

NOTE: The Policy Committee considered this item at their April 24, 2017 meeting and voted unanimously to forward to the City Council with a recommendation for adoption.

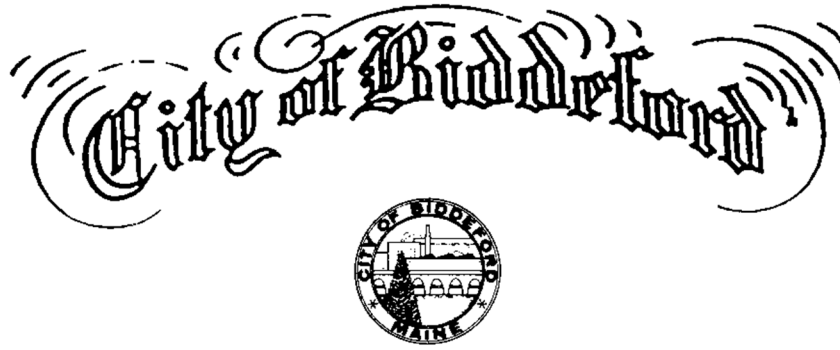
May 2, 2017

Motion by Councilor Lessard, seconded by Councilor McCurry to grant the first reading of the ordinance amendment.

Motion by Councilor Lessard, seconded by Councilor Mills to amend the ordinance by eliminating the No Parking on the even-numbered side of the street; therefore, only approving the No Parking on the odd-numbered side.

Motion by Councilor Ready, seconded by Councilor McCurry to table this ordinance amendment back to the Policy Committee for further discussion and recommendation from the Police Chief.

Vote: Unanimous.

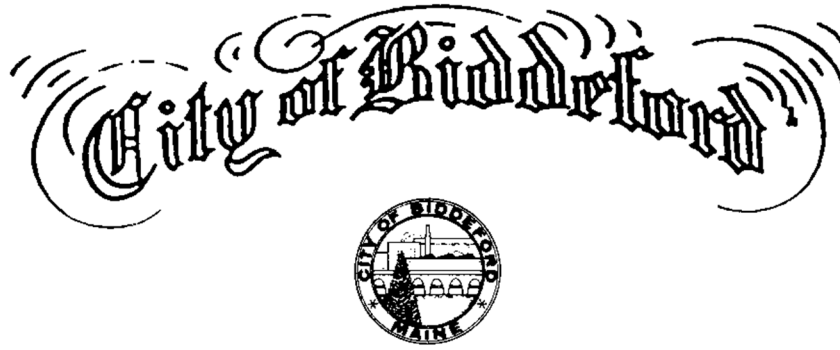


Chief Beaupre's Recommendation

During the evening of May 3rd, and morning of May 4th, officers went door to door on Summit Street to elicit feedback from the residents living on that street. Of those residents contacted: four (4) were ambivalent, two (2) suggested the odd-numbered side, and two (2) didn't want any change to the existing configuration. All residents, however, expressed different levels concern about traffic movement through the area, with all citing speed as their primary concern.

Width measurements of Summit Street were taken at three (3) separate locations, and measured 21 feet 4 inches at the area closer to Elm Street, and 21 feet 6 inches at mid-point and at the area closest to Round Hill Street. The adopted road width Standard established under the Code of Ordinances Section 62-81 Table A, sets the lane width at eleven (11) feet. Using this Standard, twenty-two feet is required to allow for the unrestricted movement of traffic on a two (2) lane roadway. Traffic Standards were adopted by the City Council on May 21, 2013 under Chapter 42, section 42-86.

While I recommend that both sides of Summit Street be adopted as No Parking, the odd-numbered side seems to be the preferred choice by the residents.



2017.50

IN BOARD OF CITY COUNCIL..MAY 16, 2017

BE IT ORDAINED, by the City Council of the City of Biddeford that the Code of Ordinances, Chapter 42, Motor Vehicles and Traffic, Article III PARKING, STOPPING AND STANDING, **Section 42-64 Fees for parking violations**, is amended by adding or deleting to read as follows:

(a) Fees for parking violations shall be set as follows:

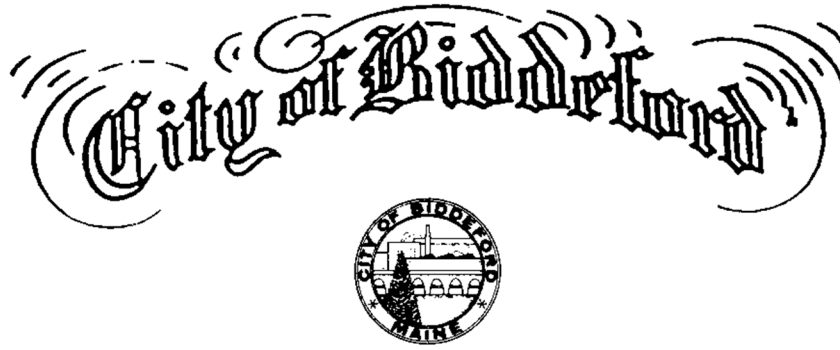
- (1) Parking in snow removal or plowing area: ~~\$15~~ \$25
- (2) Parking in fire lane: ~~\$30~~ \$40.
- (3) Overtime parking: ~~\$15~~ \$25.
- (4) Parking in a truck zone and/or loading/unloading zone: ~~\$20~~ \$30.
- (5) Double parking: ~~\$30~~ \$40.
- (6) Parking in no parking, etc., area: ~~\$25~~ \$40.
- (7) Parking in front of fire hydrant: ~~\$30~~ \$40.
- (8) Blocking driveway (upon complaint): ~~\$30~~ \$40.
- (9) Parking on sidewalks: ~~\$25~~ \$35.
- (10) Parking facing traffic: ~~\$15~~ \$25.
- (11) Parking in a permit only zone: ~~\$25~~ \$35.
- (12) Parking in a disability designated area: ~~\$200~~ Traffic Infraction.

All parking fines left unpaid after 30 days shall be doubled.

(b) A vehicle with three or more outstanding parking violations issued by the Police Department, and found to be in violation of any of the City parking ordinances, will be subject to towing or immobilized by the use of an auto boot. The vehicle will not be released to the owner or agent of the owner until the violations and tow charges are paid.

(c) It will be prima facie evidence that the registered owner of the vehicle committed the parking violation.

(d) The maximum fee that may be charged by a towing company for a vehicle requested to be towed by the Police Department will be at the direction of the Chief of Police.



2017.51

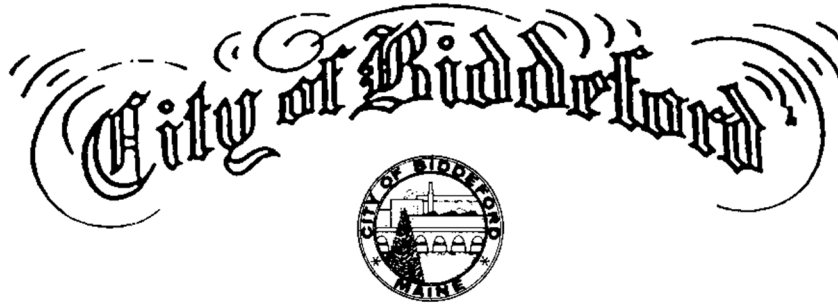
IN BOARD OF CITY COUNCIL..MAY 16, 2017

BE IT ORDAINED, by the City Council of the City of Biddeford that the Code of Ordinances, Chapter 42, Motor Vehicles and Traffic, Article IV Specific Street Regulations, **Section 42-92.1 Waiver of parking fees under specific circumstances**, is amended by adding or ~~deleting~~ to read as follows:

~~Sec. 42-92.1 Waiver of parking fees under specific circumstances.~~

~~[Ord. No. 2008.73, 9-16-2008]~~

~~A vehicle found in violation of the two-hour parking limitation, and subject to a fee under Section 42-64, shall have the first parking ticket received every six months January through June, and July through December automatically waived from payment of a fee.~~



2017.52

IN BOARD OF CITY COUNCIL...MAY 16, 2017

BE IT ORDAINED, by the City Council of the City of Biddeford that the Code of Ordinances, **Chapter 18, BUILDINGS AND BUILDING REGULATIONS, Article II-Buildings, Division 3-Permits: Fee Schedule, Sec. 18-61 Permit fee schedule**, is amended by adding or ~~deleting~~ to read as follows:

Effective July 1, 2010 2017, Building Permit Fee Schedule.

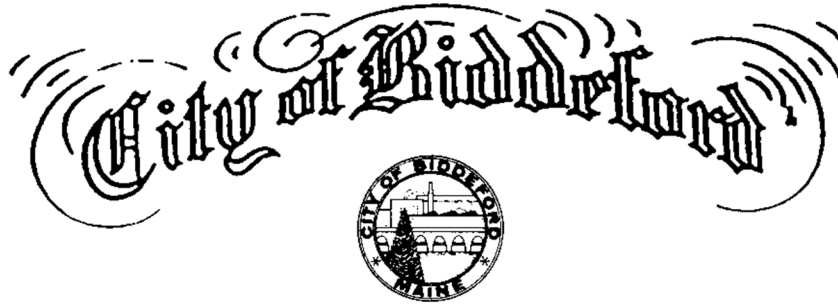
(3) Construction permits, per thousand dollars of value (after square footage is calculated): \$14 \$14.35

BE IT FURTHER ORDAINED, by the City Council of the City of Biddeford that the Code of Ordinances, **Chapter 18, BUILDINGS AND BUILDING REGULATIONS, Article III-Electrical Code, Division 3-Permits, Sec. 18-158 Fees**, is amended by adding or ~~deleting~~ to read as follows:

(a) Effective July 1, 2010 2017, Electrical Permit Fee Schedule:

(1) New Residential Electrical Permit Fee Schedule. **All permits for Residential installations shall be charged a \$25.00 Administrative Fee.**

(2) New Commercial-Industrial Electrical Permit Fee Schedule. **All permits for Commercial-Industrial installations shall be charged a \$50.00 Administrative Fee.**



2017.53

IN BOARD OF CITY COUNCIL..MAY 16, 2017

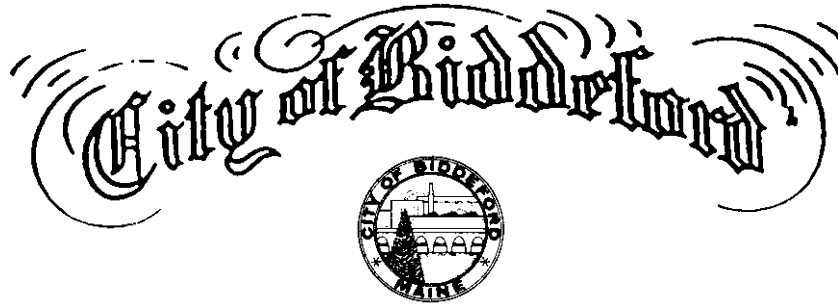
ORDAINED, by the City Council of the City of Biddeford that the Code of Ordinances, Chapter 42, MOTOR VEHICLES & TRAFFIC, **Section 42-66 Beach permit parking regulations enumerated, Sub-section (2) & (3).** is amended by adding or ~~deleting~~ to read as follows:

(2) For the purpose of this section, the word “resident” shall meet one of the following criteria:

- a. Person who pays real estate property taxes to the City;
- b. Person who is a registered voter in the City;
- c. Person who can provide a vehicle registered both in the City and the State of Maine.

All residents of the City may obtain parking permits for compliance with this Section for a fee of \$20 \$25 for the first vehicle, \$10 \$15 per additional vehicle registered at the same address, \$10 \$15 for residents 65 and older, payable to the City Clerk. Proof of eligibility will be the burden of the applicant.

(3) Persons eligible under Subsection (2) may obtain a parking permit to be in compliance with this section for a fee of \$120 \$125 for a season permit; \$60 \$65 for a seven-day permit; \$35 \$40 for a three-day permit; and \$15 \$20 for a one-day permit. The seven-day and three-day permits are valid in consecutive days only, and are not transferable from vehicle to another.



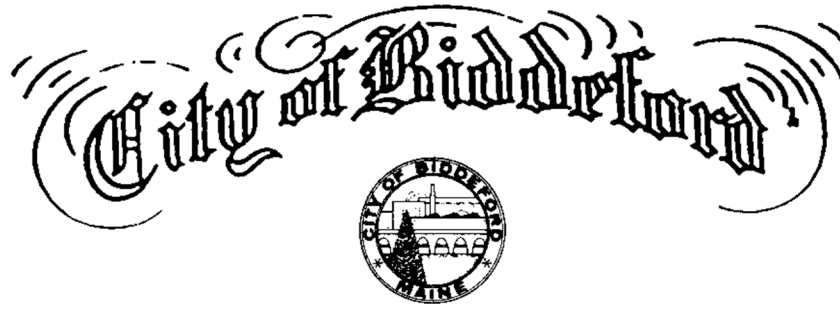
2017.54 **IN BOARD OF CITY COUNCIL..MAY 16, 2017**
BE IT ORDAINED, by the City Council of the City of Biddeford that the Code of Ordinances, **Chapter 6, AMUSEMENTS, Article IV. SPECIAL EVENTS, Sec. 6-143-Permit required** be amended or ~~deleted~~ by adding the following:

Sec. 6-143 Permit required.

Any person who desires to conduct or sponsor an event at a public park, public ground, or street of the City in which it could reasonably be assumed that 25 or more persons might or gather or participate shall first apply for and obtain a permit from the Codes Enforcement Office, and after collecting the fee described below, will process the application in coordination with the permitting authority as defined ~~in~~ under Section 6-144.

A. Fees required – Per Application or Per Event.

<u>Administrative Fee -</u>	<u>\$25.00</u>
<u>Parade Permit -</u>	<u>\$50.00</u>
<u>Block Party Permit -</u>	<u>\$75.00</u>
<u>Mass Gathering (over 1,000 people) -</u>	<u>\$100.00</u>

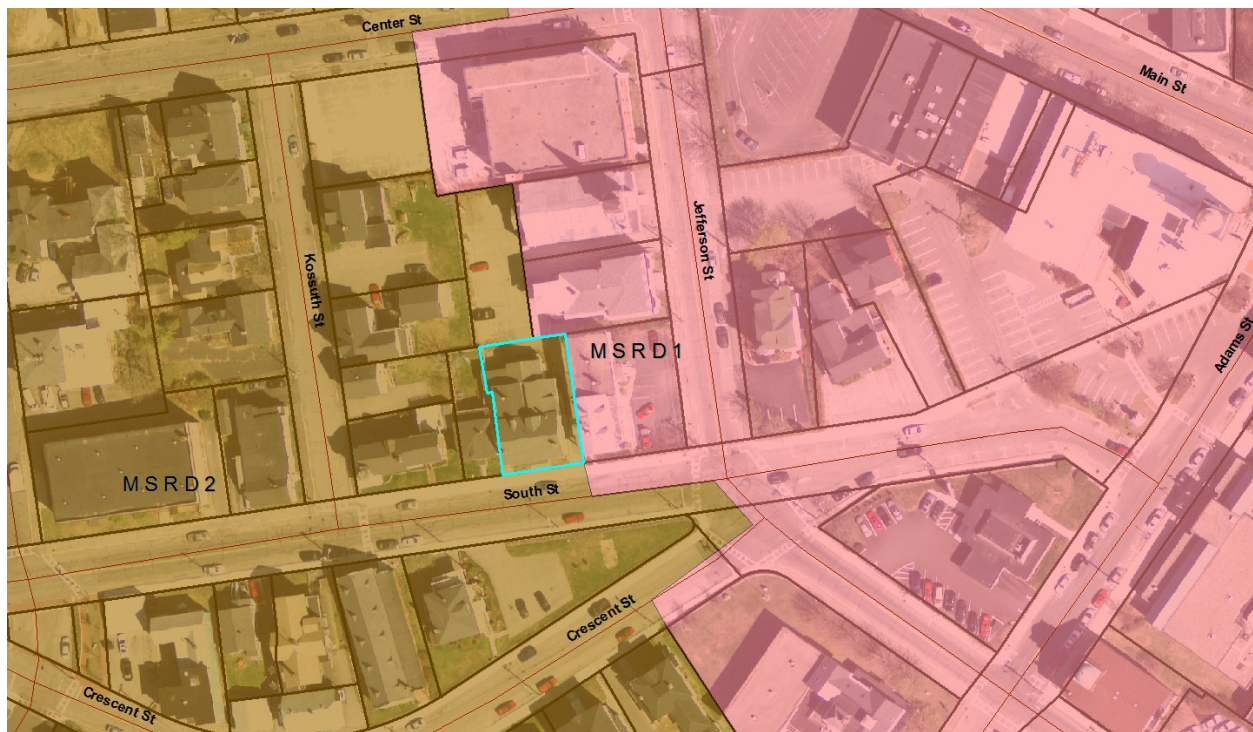


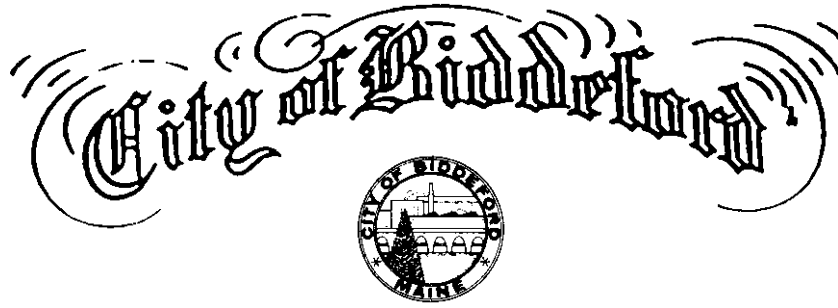
2017.55

IN BOARD OF CITY COUNCIL..MAY 16, 2017

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

Part III (Land Development Regulations), Article III (Official Zoning Map), is amended to rezone 38 South Street (Tax Map 38, Lot 190) from MSRD-2 to MSRD-1.





2017.56

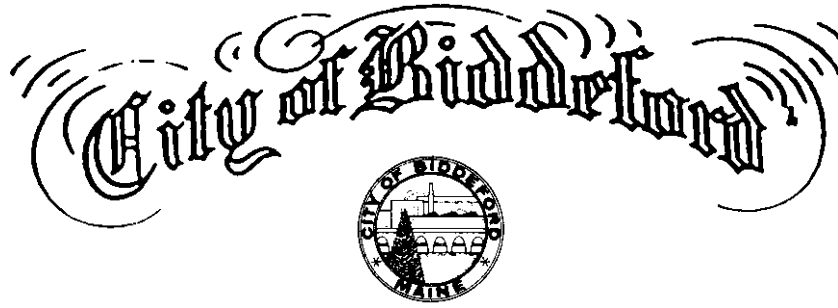
IN BOARD OF CITY COUNCIL..MAY 16, 2017

BE IT ORDAINED, that the City Council of the City of Biddeford does hereby adopt the following Code of Ethics for all Elected and Appointed City Officials; to be included in the Code of Ordinances, **Chapter 2, Administration, Article I, Sec. 2-3 – CODE OF ETHICS**, as follows:

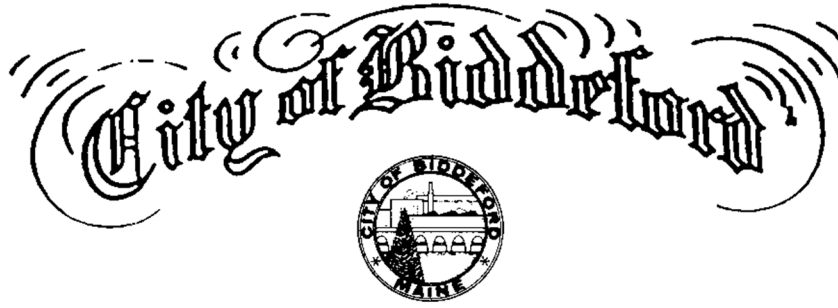
Ch. 2 – Administration, Article I – In General
Sec. 2-3 – Code of Ethics

There shall be a Code of Ethics for all Elected and Appointed Officials in and for the City of Biddeford:

1. Officials shall view service to the City as an opportunity to serve the public, state and nation as the best means to promote the City of Biddeford and its citizens. We are working to make Biddeford the best place to live.
2. Officials shall not make disparaging remarks about other City Officials or their opinions.
3. Officials shall remember at all times that as an individual, they have no legal authority outside the scope of their position, and will conduct their relationships with the City of Biddeford staff, the local citizenry, and all media communications on the basis of this fact.
4. Officials shall recognize that their responsibility is not to operate the City, but to see that the City is well operated.
5. Officials shall listen to all citizens but will refer all complaints to the proper authorities and will discuss such complaints only at a regular meeting after failure of an administrative solution.
6. Officials shall graciously support a decision once it has been made by a majority of the Council/Committee.
7. Officials shall not criticize City employees publicly, but shall make such comments to the City Manager for investigation and action, if necessary.



8. Officials shall make decisions only after all facts bearing on a question have been presented and discussed.
9. Officials shall refuse to make promises as to how they will vote on a matter which should properly come before the Council/Committee as a whole.
10. Officials shall not discuss the confidential business of the Council/Committee in their home, on the street or in their workplace; the place for such discussion is at the Council/Committee meetings.
11. Officials shall confine their Council/Committee action to policy making, planning or appraisal; leaving the administration of the City to the City Manager.
12. Officials shall endeavor at all times to see that the City has adequate financial support within the capabilities of the community and state, in order that every citizen may receive the best possible service.
13. Officials shall resist every temptation and outside pressure to use their position as a City Official to benefit themselves or any other individual or agency apart from the total interest of the City.
14. Officials shall attempt to attend all meetings of the Council/Committee and, if it should become necessary to miss more than three (3) consecutive regular meetings of the Council/Committee or twenty-five percent (25%) of all meetings within any six (6) month period, will meet with the Chair of the Council/Committee and explain the nature of the reason for the absence.
15. Officials shall abstain from individual action on those matters rightfully the authority of the Council/Committee.



IN BOARD OF CITY COUNCIL...MAY 16, 2017
ORDERED, that I, Alan M. Casavant, Mayor of the City of Biddeford, do hereby
appoint:

Donna Tippet
77 West Street
Ward 4

to the *Solid Waste Management Commission*, with a term to expire December 2020.

CITY OF BIDDEFORD

Application for City Committees, Commissions and Boards

Date: _____ May 9, 2017 _____

Name: _____ Donna Tippet _____

Street Address: _____ 77 West Street Biddeford Maine 04005 _____

Mailing Address: _____
(if different) _____

Phone Number(s): _____ 207-282-3392 _____

Email Address: _____ donna@donnatippet.com _____

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

☐ **YES** If necessary.

☐ **NO**

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

- _____ • Ad Hoc Comprehensive Plan Comm.
- _____ • Biddeford Housing Authority
- _____ • Board of Assessment Review
- _____ • Cable T. V. Committee
- _____ • Capital Projects/Operations Committee
- _____ • Conservation Commission
- _____ • Downtown Development Commission
- _____ • Economic Improvement Committee
- _____ • Environmental Board
- _____ • Fire Advisory Committee

- _____ • Harbor Commission
- _____ • Historical Preservation Commission
- _____ • Planning Board
- _____ • Police Advisory Committee
- _____ • Policy Committee
- _____ • Project Canopy
- _____ • Recreation Commission
- _____ • Saco River Corridor Commission
- _____ • Shellfish Conservation Committee
- _____ ☒ • Solid Waste Management Commission
- _____ • Wastewater Management Commission
- _____ • Zoning Board of Appeals
- _____ • Other _____

CITY OF BIDDEFORD
Committee Application

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

Biddeford Comprehensive Plan Committee - 2014 - present

Biddeford Vision 2020 Committee - 2014

Biddeford Solid Waste Management Commission - 2009 - 2011

Other local committees such as Little League, Public Art, etc

Various downtown committees in Phoenix, AZ

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

I served a 3-year term on the BSWMC during Mayor Twomey's term. I also maintain a Facebook page, "Biddeford Area Recycling News," which has close to 500 followers. I post news and updates regarding the City of Biddeford curbside recycling, trash and leaf pick-up programs, Recycling Center activities, and other items of interest to local residents. I have also participated in household hazardous pickup, e-waste outreach and other similar events.

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

I have an interest in the topic of recycling and waste management as demonstrated by my ongoing efforts to spread the share news about what is happening on these topics in the Biddeford area, around the state and globally.

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