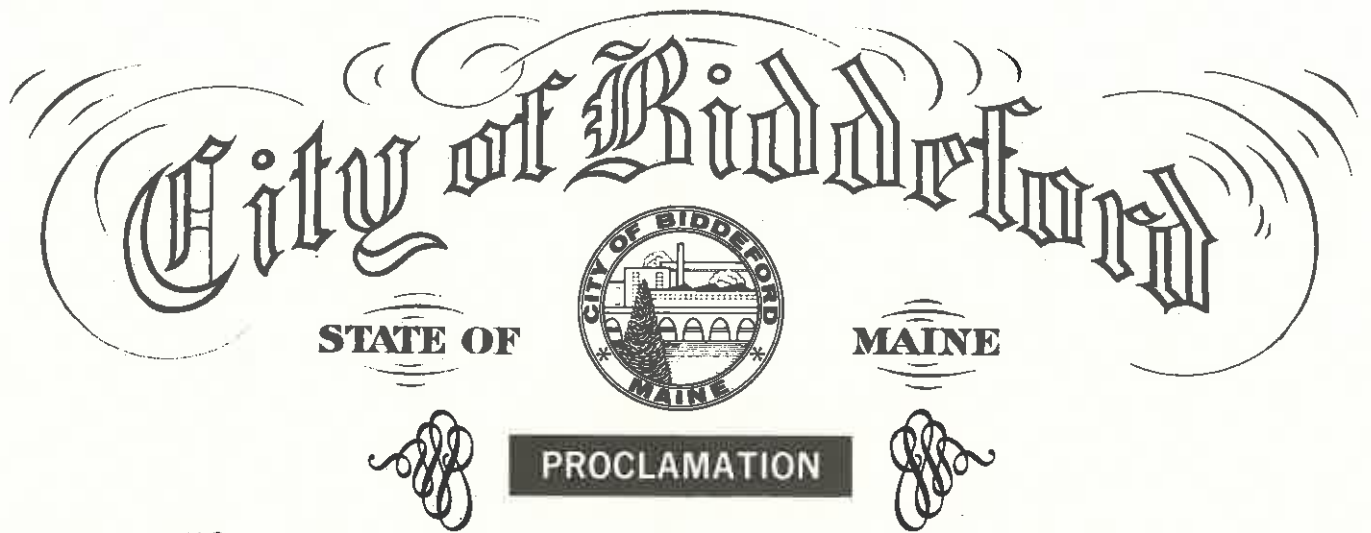


City of Biddeford
City Council
May 02, 2017 6:00 PM Council Chambers

- 1. Roll Call**
- 2. Pledge of Allegiance**
- 3. Adjustment(s) to Agenda**
- 4. Recognition:**
 - 4.a. University of New England Student Volunteer of the Year
- 5. Proclamations:**
 - 5.a. Revive Civility Month
[5-02-2017 Proc-Revive Civility Month-PDF.pdf](#)
 - 5.b. National Day of Prayer
[5-02-2017 Proc-National Day of Prayer-PDF.pdf](#)
- 6. Presentation:**
 - 6.a. Presentation by Local Business - FMI
- 7. Consideration of Minutes:**
 - 7.a. April 18, 2017 Council Meeting Minutes
[4-18-2017 Council Meeting Minutes.docx](#)
- 8. Orders of the Day:**
 - 8.a. 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](#)
 - 8.b. 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](#)
 - 8.c. 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](#)
 - 8.d. 2017.38) Amendment/Ch. 46-Parks, Sec. 46-13-Park operating policy/Dogs on City Beaches and Rotary Park
[5-02-2017 Ch 46-Park operations-dogs.doc](#)
 - 8.e. 2017.39) Amendment/Ch. 42, Motor Vehicles & Traffic, Sec. 42-90-No Parking/Add on Summit Street
[5-02-2017 Summit Street No Parking.docx](#)
 - 8.f. 2017.40) Approval/Purchase of Bus for Recreation Department - 50 Plus Club
[5-02-2017 Bus-50 Plus Club-ORDER.doc](#)
[5-02-2017 Bus-50 Plus Club-Funding.pdf](#)
 - 8.g. 2017.41) Authorization/Agreement for Shared Finance Director with City of Saco
[5-02-2017 Shared Finance Director-ORDER.docx](#)
[5-02-2017 Joint Finance Director Agreement.docx](#)

- 8.h. 2017.42) 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](#)
- 8.i. 2017.43) Approval/Transfer of Funds of Police Department (Saco Biddeford Opiate Outreach Initiative) for Contribution to a Criminal Case
[5-02-2017 Transfer of Funds Mark D'Amelio.doc](#)
- 8.j. 2017.44) Council to Schedule Date, Time & Place of General Meeting of Citizens
[5-02-2017 Scheduling of General Meeting of Citizens.doc](#)
- 8.k. 2017.45) Authorization/Expenditure for Downtown Improvement District Plantings Project
[5-02-2017 Downtown Plantings Project Funding.doc](#)
- 8.l. 2017.46) Approval/Refinancing of the City's 2010 and 2011 Bonds
[5-02-2017 Refunding 2010-2011 Bonds-ORDER.docx](#)
[5-02-2017 Refunding Bonds - public hearing notice.docx](#)
[Alternative Savings Structures.pdf](#)
- 9. Appointments:**
 - 9.a. John B. Gilbert...Biddeford Police Advisory Committee
[5-02-2017 Appt-Gilbert-BPAC.docx](#)
- 10. City Manager Report**
- 11. Public Addressing the Council..(3 minute limit per speaker; 30 minute total time limit)**
- 12. Other Business**
- 13. Council President Addressing the Council**
- 14. Mayor Addressing the Council**
- 15. Adjourn**



Whereas civility reduces rudeness, ridicule and lack of respect for the open exchange of ideas; and

WHEREAS, civility improves our well-being, restores trust and encourages Americans to participate in building a brighter future for generations to come; and

WHEREAS, civility assists in the process of working together to create lasting solutions to our most pressing challenges, while fostering respect among opposing groups; and

WHEREAS, community members should feel comfortable and respected while exploring worldviews outside their own; and

WHEREAS, the University of Arizona's National Institute for Civil Discourse headquartered in Tucson and Washington, D.C., was created for the purpose of reviving and restoring civility to achieve a higher quality of public discourse;

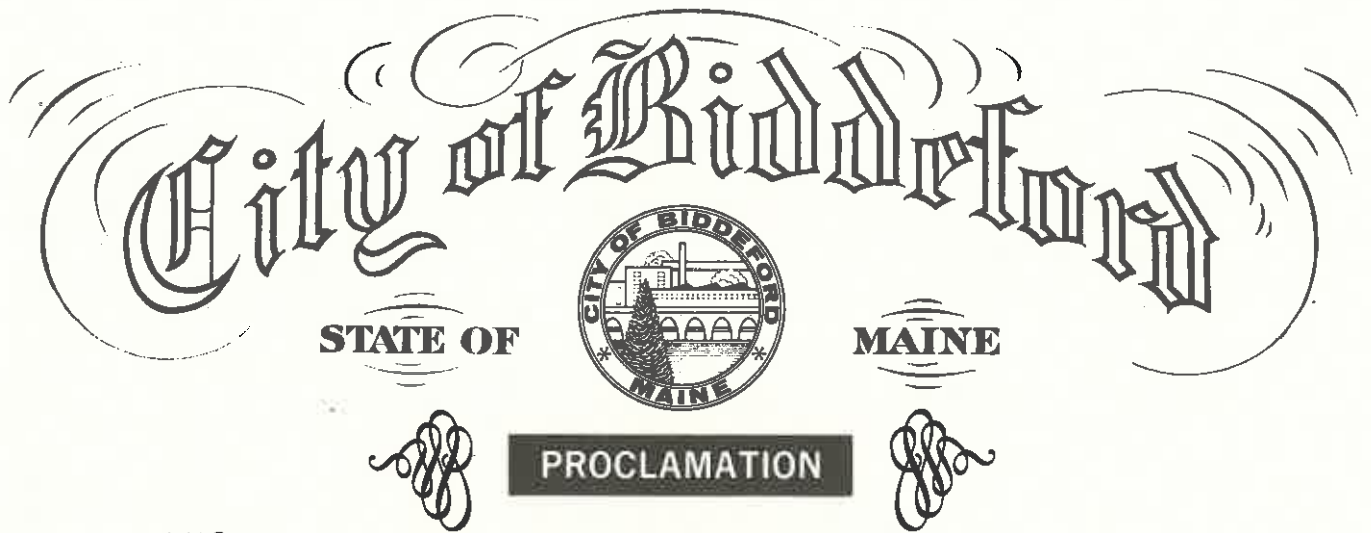
NOW THEREFORE, WE, the Mayor and City Council of the City of Biddeford do hereby proclaim the month of **May 2017** as **Revive Civility Month** in the City of Biddeford; and encourage all our citizens to exercise civility and respect toward each other.

In Witness Whereof, We, the undersigned have herewith affixed our signatures this 2nd day of May 2017

Carmen J. Mon
City Clerk



Mayor



Whereas since our nation's founding, Americans have turned to prayer for inspiration, strength and guidance; and

WHEREAS, our national leaders have historically called on the prayers of the people, without regard to their religious affiliation, to meet the crises that have faced our nation; and

WHEREAS, the National Day of Prayer was first proclaimed by the Continental Congress in 1775; and

WHEREAS, President Abraham Lincoln proclaimed Thursday, April 30, 1863 as a day of prayer as "an effective remedy for national ills for all people in all nations"; and

WHEREAS, the Congress of the United States, by legislative action in 1952 – and amended in 1988 – declared the first Thursday of May to be a National Day of Prayer,

NOW THEREFORE, I, Alan Casavant, Mayor of the City of Biddeford, Maine, do hereby proclaim May 4, 2017 as **A DAY OF PRAYER** throughout the City of Biddeford, and urge all citizens to join in this observance.

*In Witness Whereof, We, the undersigned have herewith
affixed our signatures this 2nd day of May 2017.*

Larmen, Mon

City Clerk



Mayor

**COUNCIL MEETING
APRIL 18, 2017**

Mayor Casavant called the meeting to order at 6:21 p.m.

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

John McCurry, Jr. was excused.

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

Adjustment to the Agenda: Add Order of the Day 2017.34

Proclamation: Public Safety Telecommunications Month

Mayor Casavant read the proclamation; and then personally thanked Biddeford's Communications Personnel.

Consideration of Minutes: April 4, 2017

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

Vote: Unanimous.

Second Reading:

{For a copy of the ordinance amendment and the first reading, see the council meeting minutes of April 4, 2017}

2017.29) Amendment/Ch. 42, Motor Vehicles & Traffic/Sec. 42-66- Beach Parking Permit/ Non-resident parking at Biddeford Pool Bathhouse Parking Lot

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

Vote: 7/1; Councilor St. Cyr opposed.

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

Motion carries.

Orders of the Day:

2017.33

IN BOARD OF CITY COUNCIL...APRIL 18, 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 IV (Nonconformance), be amended as follows:

Section 1. Purposes.

The intent of this Zoning Ordinance is to regulate nonconforming lots, uses and structures. This ordinance intends to be realistic so that: nonconforming vacant lots of record can be reasonably developed; nonconforming existing structures can be properly maintained or repaired; ~~and~~ nonconforming uses can continue to be changed to other less nonconforming or to conforming uses; and nonconforming (as to use) single-family residential dwelling units can create Accessory Dwelling Units subject to the performance standards in Article VI of this ordinance. When nonconforming uses fall into disuse, the intent of these regulations is not to allow them to be reestablished after a twelve-month period of dormancy. These regulations are designed for the betterment of the community and for the improvement of property values.

Section 3. Nonconforming use.

B. A structure nonconforming as to use.

1. A building or structure, nonconforming as to use, shall not be enlarged unless the nonconforming use is terminated, and otherwise meets the provisions of this ordinance. This does not apply to Accessory Dwelling Units which may be created in accordance with the performance standards in Article VI of this ordinance.

2. A nonconforming use of part of a building or structure shall not be extended throughout other parts of the building or structure unless those parts of the building or structure were manifestly arranged or designed for such use prior to the adoption of this ordinance, or of any amendment making such use nonconforming. This does not apply Accessory Dwelling Units which may be created in accordance with the performance standards in Article VI of this Ordinance.
3. Accessory Dwelling Units on parcels containing a single non-conforming (as to use) dwelling unit, which was in existence as of January 1, 2017, that are created in accordance with the performance standards in Article VI of this ordinance shall not be considered the expansion or creation of a non-conforming use.

Part III (Land Development Regulations), Article II (Definitions), be amended as follows:

ACCESSORY DWELLING UNIT - An Accessory Dwelling Unit (ADU) is a self-contained housing unit incorporated within a single-family dwelling, attached to a single-family dwelling, or in a separate building on the same lot as a single-family dwelling-home.

PRIMARY RESIDENCE - A building in which is conducted the principal use of the lot on which it is located. For residentially-zoned lots, such a building would be a dwelling.

Part III (Land Development Regulations), Article VI (Performance Standards), Section 77 (Accessory Dwelling Units (ADUs)), be amended as follows:

- A. Procedural Requirements.
 1. Review procedure:
 - a. One ADU is permitted per residentially zoned parcel (see Article V, Table A, Table of Land Uses), except-within the Coastal Residential (CR) zone, including the RP and LR overlay districts within the CR zone, where ADUs are not permitted. ADUs may also be permitted on lots in zones other than those identified in Article V, Table A which contain a single non-conforming (as to use) dwelling unit which was in existence as of January 1, 2017. A permit for an ADU may be issued by the Code Enforcement Office so long as all of the standards in this section are met.

Part III (Land Development Regulations), Article V (Establishment of Zones), Table A (Table of Land Uses):

	Article VI Section ¹	SR-1	R-1-A	R-2	R-3	W-1	W-3	R-F	OR	MSRD-2
Residential Uses:										
<u>Accessory Dwelling Units* 27</u>	<u>77</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>

NOTES:

27. Accessory Dwelling Units may also be permitted in other zones (except-within the Coastal Residential (CR) zone, including the RP and LR overlay districts within the CR zone) where there exists a non-conforming (as to use) single-family dwelling on a lot that was in existence as of January 1, 2017. See Article VI, Section 77.

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

2017.34 BOARD OF CITY COUNCIL...APRIL 18, 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 \$1,600.00 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-16-629. 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 Mills, seconded by Councilor Lessard to grant the order.
Vote: Unanimous.

Appointment:

IN BOARD OF CITY COUNCIL...APRIL 18, 2017
ORDERED, that I, Alan M. Casavant, Mayor of the City of Biddeford, do hereby appoint:

Louise Merriman
7 Guinea Road
Ward 1

to the *Shellfish Conservation Committee*, with a term to expire December 2020.

Motion by Councilor Belanger, seconded by Councilor Mills to confirm the appointment.
Vote: Unanimous.

City Manager Report: City Manager, James Bennett was not present.

Public Addressing the Council..(3 minute limit per speaker; 30 minute total time limit):
There were no public comments.

Other Business:

Councilor Quattrone: congratulated cheerleaders from Biddeford who participated on a cheerleading squad from Maine at a competition in Florida and won the national championship.

Councilor Quattrone announced that applications for this summer's Autism Camp are now available via the City's website.

Councilor Seaver: announced that on May 10th, CPPC will be sponsoring a Community Conversation which will focus on substance abuse and the formation of an intervention program.

Councilor Swanton: announced that the City will be hosting an Earth Day event on Saturday, April 29th from 10:00 a.m. to 2:00 p.m. at the Public Works Facility. Some things that will be offered include Drug Take Back by the Police Department, soil testing kits that will be handed out by the Conservation Commission; as well as composting opportunities. While there is no charge for these services, donations are requested and will go to benefit the local food pantries.

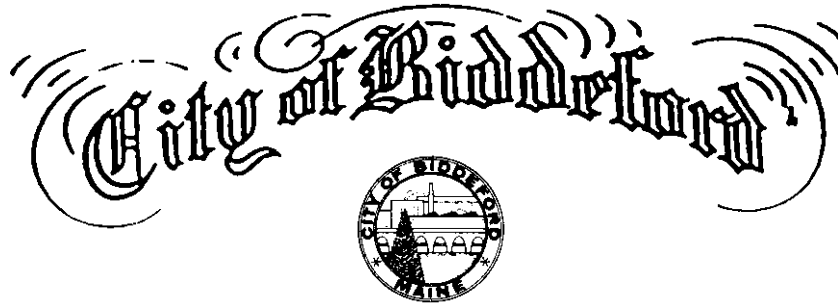
Mayor Addressing the Council: Mayor Casavant feels that it was very important to have had the School Superintendent at the Budget Committee meeting earlier this evening to share information about Waterhouse Field. He feels it's equally important that the community come together and come up with the best solution for this issue.

Mayor Casavant went on to dispel any confusion around the funding of the Waterhouse Field project. He clarified that the recently talked about parking garage has somehow become mixed up with talk about Waterhouse Field when in all actuality, neither has anything to do with the other. The parking garage proposal uses TIF money; and TIF money cannot be used to rehab an athletic field – especially not one that is not even owned by the City. He encouraged folks to reach out to the School Department to get information and clarification on issues that there may be some confusion around.

Motion by Councilor Ready, seconded by Councilor Lessard to adjourn.
Vote: Unanimous.

Time: 6:33 p.m.

Attest by: _____
Carmen J. Morris, City Clerk



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.

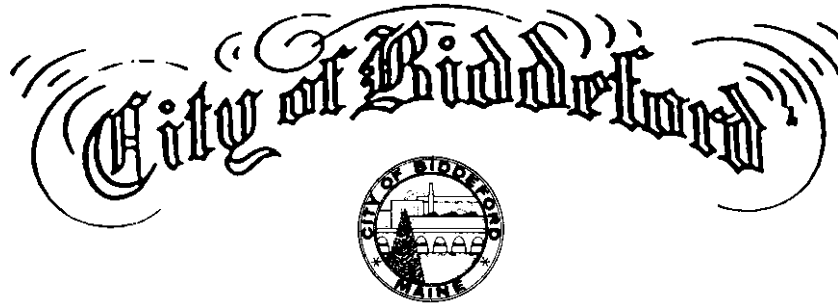
(1) Liquor defined. For purposes of this subsection, "liquor" shall mean and include any alcoholic, spirituous, vinous, fermented or other alcoholic beverage, or combination of liquors and mixed liquors, intended for human consumption which contains more than 1/2 of 1% of alcohol by volume.

(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.



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:

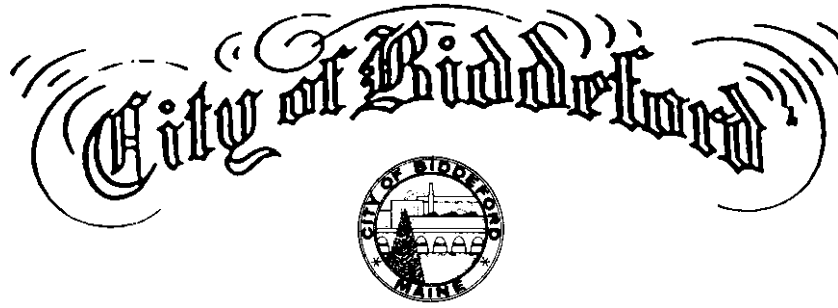
Mechanics Park
Shevenell Park
St. Louis Field

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,

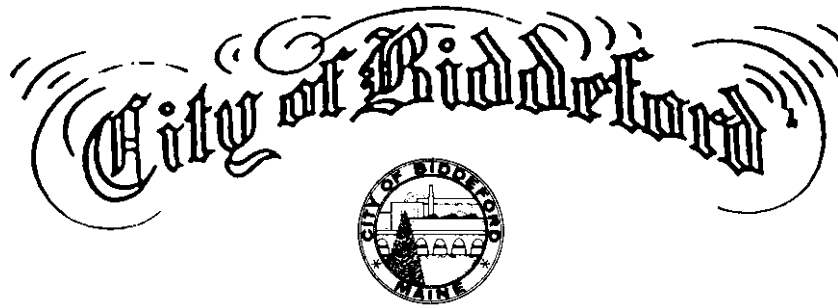


although the Codes Enforcement Officer may accept late applications in exigent or special circumstances.

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:

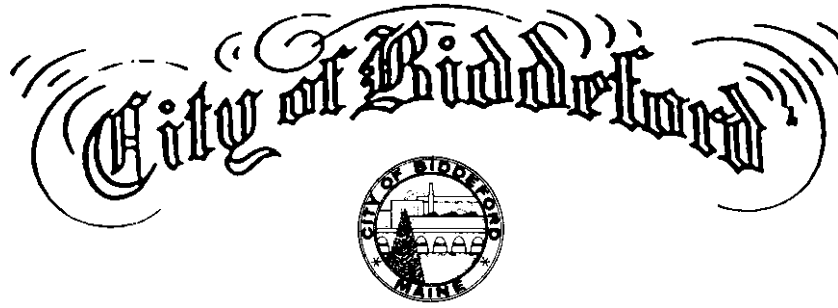
- Liquor is limited to malt liquor and wine only. No other spirits are permitted.
- Liquor may be sold and served for on-premises consumption only by a licensed caterer, or a non-profit organization registered with the Secretary of State, and licensed to sell alcoholic beverages through the Bureau of 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.

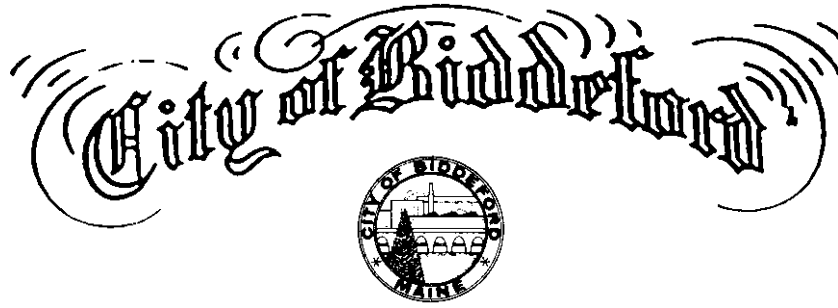
The Code Enforcement Officer, Chief of Police, or their designee may order the immediate termination of the special event if the Applicant is found to be in violation of any term or condition of Applicant's permit, or any State Statute or local ordinance or regulation. Upon such termination, all activities 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.



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.

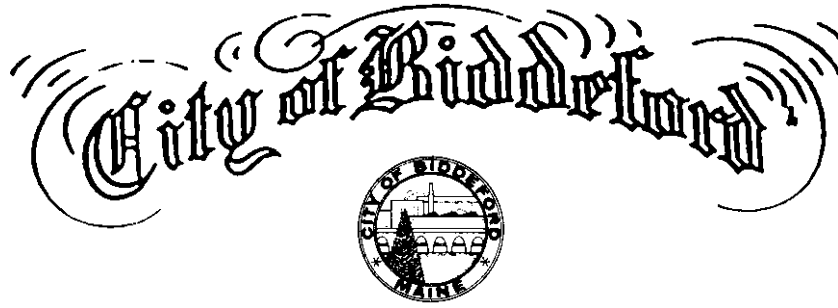
Off-leash areas within the City include:

(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.



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.

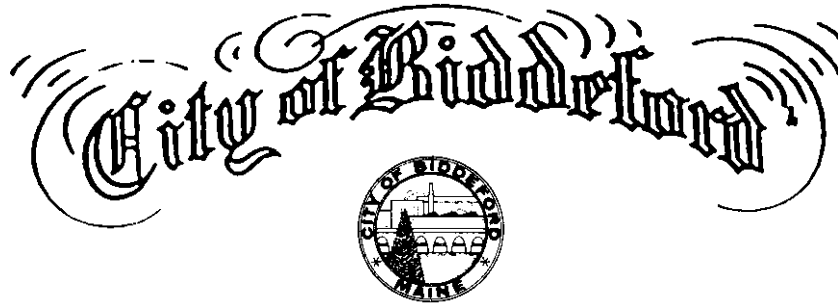
B. Closed areas. Any section or part of any Park may be declared closed to the public by the Director at any time for any interval of time, either temporarily or at regular stated intervals (daily or otherwise).

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 September 16 to March 14. This subsection does not apply to the beach at Rotary Park.

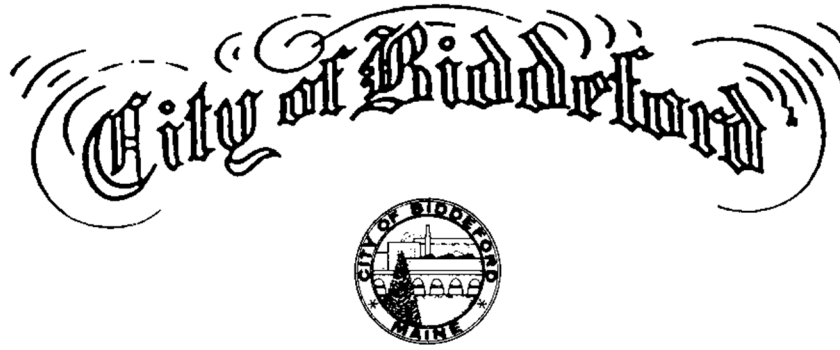


(2) Rotary Park:

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.



2017.39

IN BOARD OF CITY COUNCIL..MAY 2, 2017

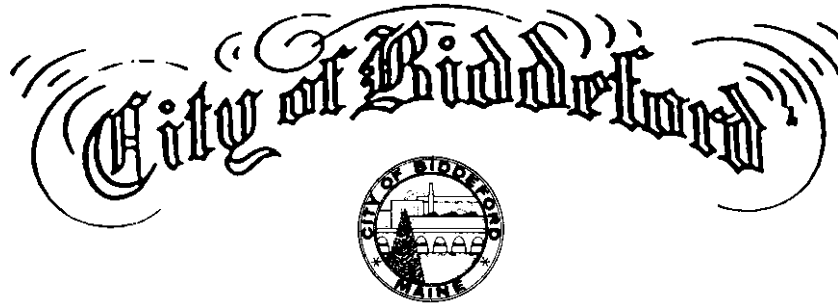
BE IT ORDAINED, by the City Council of the City of Biddeford that the Code of Ordinances, Chapter 42, Motor Vehicles and Traffic, Article IV Specific Street Regulations, **Section 42-90 No Parking**, is amended by adding or ~~deleting~~ to read as follows:

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.



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.

Memo

To: Finance Committee

From: Carl Walsh, Recreation/Teen Director

Date: 4-19-2017

Re: Bus Financing

Through a process, that has extended over five years the 50 Plus Club has been raising funds to secure a more comfortable mode of transportation. As a result, the recommendation is to purchase a 36-passenger bus through WC Cressey and Son of Kennebunk Maine. This purchase is utilizing the state school bus bid to reduce cost. Total cost for the commercial style vehicle is \$100,960. The method to fund this purchase outlined below.

- \$44,672 provided by the 50 Plus Club through extensive fundraising efforts over the past five plus years.
- \$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).
- The City proposes a no interest loan for the balance of \$5,328 in the Teen Center Programs Funds (31202) to the 50 Plus Club.

The vehicle will be the property of the City of Biddeford and maintained by the City. 50 Plus Club- Ross Center Recreation Programs will have priority use of the vehicle.

Thank you.



Prepared For:
BIDDEFORD SCHOOL DEPT
205 MAIN STREET
BIDDEFORD, ME 04005
BIDDEFORD 50 PLUS

Prepared By :

MARC HOPKINS
W C CRESSEY AND SON INC
207-351-5213

Quote Number:
321672

Quote Date:
04/19/2017

Customer Order No:
bidd50+ac

Model Profile: Saf-T-Liner C2 281TS

Product Type:	School Transportation
Year:	2018
Chassis Model:	B2 106
Chassis MFG:	FLNER
GVWR:	GVWR
Passenger Capacity:	36
Headroom:	78
Wheelbase:	238
Brake Type:	AIR
Engine Type:	CUMMINS ISB220 DIESEL, 6 Cyl, 220 HP, 2600 RPM
Fuel Type:	DIESEL
Fuel Tank Capacity:	60
Transmission Type:	ALLISON AUTO 5 SPD
Axle, Front:	DA-F-10-3 10,000# FF1 71.5 KPI/3.74 DROP SINGLE FRONT AXLE, 10000-lb Capacity
Axle, Rear:	DA-RS-21-4 21K R-SERIES SINGLE REAR AXLE, 21000-lb Capacity
Tires, Front:	FRONT HANKOOK AH24 11R22.5 14 PLY TIRES
Tires, Rear:	REAR HANKOOK DH06 11R22.5 14 PLY TIRES
Suspension Front:	10,000 LB. TAPERLEAF FRONT SUSPENSION
Suspension Rear :	AIRLINER 21,000 LB. REAR SUSPENSION

Total for 1 complete unit(s): \$101,460.00 WITH ALCOA WHEELS PUT BACK IN , CHROME FRONT BUMPER BY CRESSEY, FREEDMAN 3PTA NON RECLINING BUCKETS WITH LAP/SHOULDER BELTS, FMVSS COMPLIANT. ALSO INCLUDES DEALER ADD ONS HIGHLIGHTED YELLOW BELOW

\$101,460.00 - \$500.00 LOYALTY DISCOUNT = \$100,960.00 AS SPEC'D

Includes the Following Equipment:

**DEALER ADD On's
EQUIPMENT**

- 1 96
 FIBER GLASS HIGH CAPACITY LUGGAGE BOX CURB SIDE
- 1 custom paint
- 1 graphics/logo
- 1 inspection,safety equipment,pdi
-

Meets all FMVSS requirements in effect at the time of manufacture.

Additional options you may want to consider:
[ADDITIONAL EQUIPMENT]

\$ [COST]

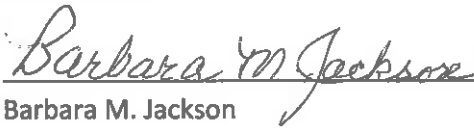
Biddeford 50 Plus Club
189 Alfred Street
P.O.Box 586
Biddeford, Maine 04005

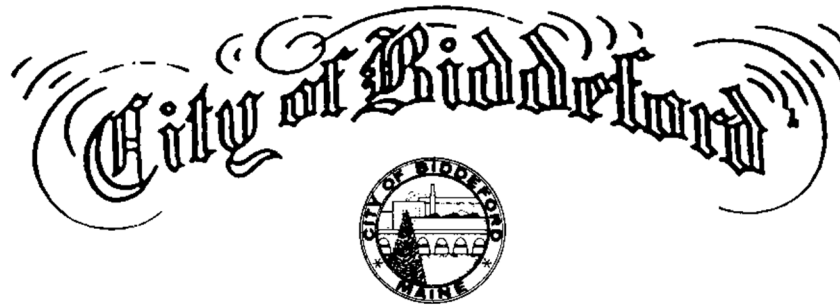
April 20, 2017

To Whom It May Concern:

Our banking account at Saco & Biddeford Savings earmarked "Coach Account"
has a balance of \$44,672.48 as of March 31st.

Respectfully,

 Treasurer
Barbara M. Jackson



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.

AGREEMENT
FOR OPERATION
OF
SHARED FINANCE DIRECTOR

THIS AGREEMENT is made this "XX" day of "XXXX", 2017 by and between the CITY OF SACO, a Maine municipal corporation existing under the laws of the State of Maine and located in York County (hereinafter "Saco") and the CITY OF BIDDEFORD, a Maine municipal corporation existing under the laws of the State of Maine and located in York County (hereinafter "Biddeford") and, collectively ("The Parties").

WHEREAS, pursuant to 30-A M.RSA. § 2201, et seq., municipalities are permitted to make the most efficient use of their powers by enabling them to cooperate with other municipalities on the basis of mutual advantage; and,

WHEREAS, the Cities desire to create efficiencies for the benefit of the citizens and property taxpayers of both communities; and,

WHEREAS, Saco is willing and able to provide financial administrative services to the City of Biddeford through its current Finance Director Cheryl Fournier on a cost sharing basis and pursuant to the terms provided below, and

WHEREAS, Biddeford desires to appoint Cheryl Fournier as its Finance Director, and both communities desire to appoint her as the new Chief Financial Director.

NOW, THEREFORE, Biddeford and Saco agree as follows:

1. **Creation of Joint Position:** The Cities have, through vote of their respective City Councils on this agreement, voted to create a joint Chief Finance Director position which will be made up of a shared employee between the two communities.
2. **Staffing:** The Cities will jointly share and employ the Chief Finance Director for both communities. For the purpose of this agreement, the City of Saco, as set out in further detail below, will take the lead as the primary employer of the Chief Financial Director for the purpose of employment and benefits issues. The day to day oversight of the Chief Financial Director will be jointly shared between the Biddeford City Manager and the Saco City Administrator.
 - a. For the initial term of this agreement, the Cities agree to appoint Saco's Finance Director (Cheryl Fournier) to serve in the capacity of Chief Finance Director for both cities.
 - b. Each community commits to supplying the necessary administrative support for their respective departments.
3. **Appointment of Saco's Finance Director.** The Saco City Council and the Biddeford City Council expressly authorize and appoint Cheryl Fournier, current Saco Finance Director, to be the official Biddeford Finance Director for all purposes required under law, and they appoint and employ her as the Chief Financial Director of the two communities, subject to the additional terms herein.

4. **Financial Data.** The data collected, analyzed and archived for each City shall physically reside in that respective City; and all data, databases, and other financial records shall be assembled and stored for each City separately. While the merged use of the data is encouraged, the databases themselves shall remain independent entities, as they exist today, on the day of this agreement and each Party shall be solely responsible for the integrity, protection, and backup of its respective data
5. **City as Sole Employer.** The Chief Finance Director shall remain an employee of Saco during the term of this agreement for all administrative purposes including, without limitation, pay, benefits, and worker's compensation coverage. However, the Chief Finance Director shall be subject to the oversight, direction, and control of the party for whom duties are being performed and shall conform to the relevant provisions of any charter, ordinance, or policies for the respective community for whom duties are being performed.
6. **Biddeford Responsibility.** The Chief Financial Director shall be an agent of the Biddeford City Manager for the purposes of statutory authorization and for all functions and duties of the finance department including, without limitation, all financial and fiduciary responsibilities associated with the position. Biddeford shall provide a dedicated workspace for the Chief Financial Director at Biddeford's City Hall, complete with desk, chair, telephone, computer, and internet access and related office supplies to use when working in the City of Biddeford. Biddeford will also provide office support, legal counsel and all other requirements normally expected for the position. Biddeford shall provide such additional financial and administrative support for all printing, mailing, and other necessary resources and functions as Biddeford shall deem necessary and prudent for the proper administration of the Biddeford finance function.
7. **Cost.** The Cities agree to share all employment costs (wages and benefits) resulting from this agreement equally. Quarterly, the Cities will meet to determine the amounts owed and payment will be made by the owing City within thirty (30) days of the determination. During the first year of the agreement, Cities, through their respective City Manager/Administrator will determine the budget for the operation. Effective with the July 1, 2018 budget, the joint budget will be agreed on by the respective City Council's through a budget process that the parties will agree on.
8. **Indemnification.** If a claim is brought against either Saco or Biddeford arising out of, or within the scope of the service performed by the Chief Financial Director, for acts taken while engaged in work for Biddeford, then Biddeford shall defend, indemnify and hold harmless Saco and its officials, agents and employees, including, without limitation, the Chief Financial Director in her official and individual capacities from and against all such claims, damages, losses and expenses, including reasonable attorney's fees. This section shall not be interpreted to waive the monetary limits or substantive areas of immunity under the Maine Tort Claims Act.
9. **Term and Termination of Agreement.** The initial term of this Agreement shall expire on June 30, 2018 and shall commence on the day it is signed by the Saco City Administrator and Biddeford City Manager. This Agreement may be canceled by either party upon written notice to the other party at least 60 days prior to the intended termination date. The Parties agree that any amendment to this Agreement may be made upon the mutual written and affirmative action of the City Council for both municipalities. In the event of the termination of this agreement while Cheryl Fournier holds the position of Chief Financial Director, the Cities' agree that Cheryl Fournier will have 30 days to choose which community will retain her service, and the other community (or both if she chooses) will abide with her decision. No part of this Agreement will be interpreted to bar or prohibit Cheryl Fournier from negotiating terms and conditions of her re-employment with either community in the event of the termination of this Agreement.

10. Notification. Notices under this Agreement shall be sufficient if sent by first class mail or hand-delivered as follows:

TO SACO: City Administrator
 City of Saco
 300 Main Street
 Saco, ME 04072

TO BIDDEFORD: City Manager
 City of Biddeford
 205 Main Street
 Biddeford, ME 04005

11. Default. In the event a party defaults under this Agreement, the other party shall have those remedies available to at law and equity; provided it shall first give the defaulting party written notice and a reasonable time to cure.

12. Entire Agreement. This Agreement constitutes the entire agreement between the Parties. If any clause, section or provision is held to be invalid or unenforceable, that shall not affect the entire agreement and the Parties agree to meet and negotiate a new clause, section, provision, or agreement.

IN WITNESS WHEREOF, the Parties have executed this Agreement on the day and year first written.

City of Saco

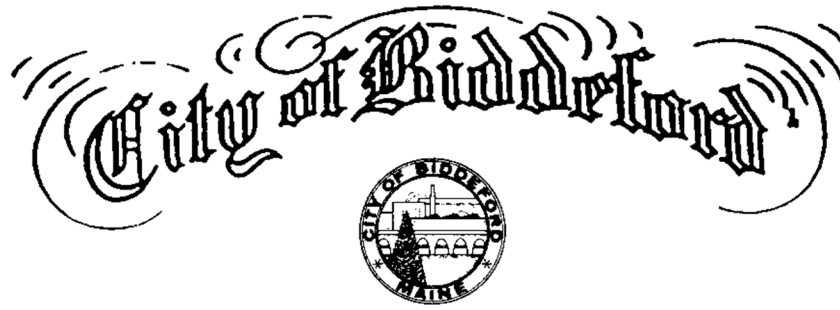
Date

Kevin L. Sutherland, City Administrator

City of Biddeford

Date

James A. Bennett, City Manager



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.

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

Continued...

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**

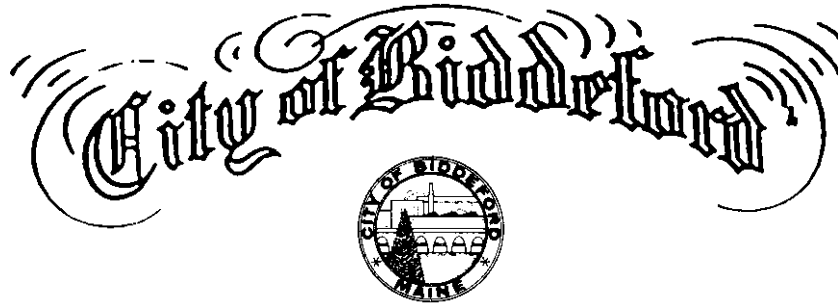
EDUCATION

Bachelor of Science, Accounting (1994)

HUSSON COLLEGE – Portland, Maine

Associates of Science, Accounting (1991)

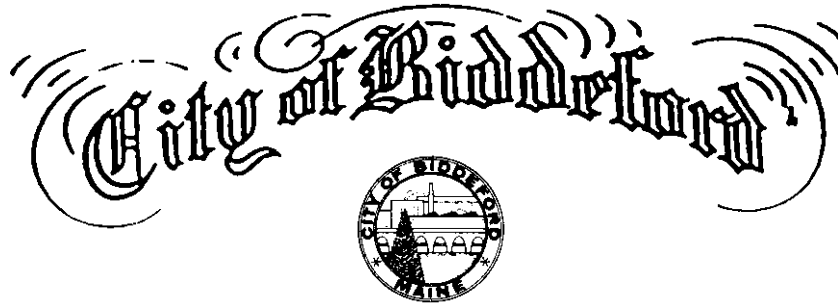
ANDOVER COLLEGE – Portland, Maine



2017.43

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.



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.

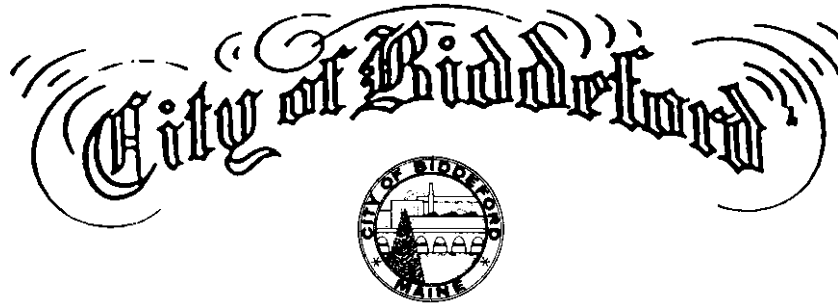
This meeting will be held in accordance to the rules of the City Charter. A moderator will be chosen by majority vote of the citizens attending the meeting.

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.

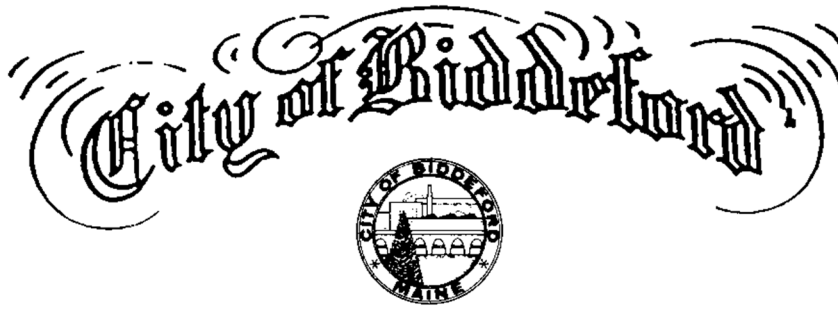
NOTE: The citizen requesting the General Meeting has requested a meeting date of Wednesday, May 3, 2017 at 7:30 p.m.



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.



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: _____

**LEGAL NOTICE OF PUBLIC HEARING
BIDDEFORD CITY COUNCIL**

The Biddeford City Council will hold a public hearing on Tuesday, May 16, 2017 at 6:00 p.m., in the City Council Chambers at Biddeford City Hall, 205 Main Street, Biddeford, Maine, to consider the following order:

“Order Approving Refinancing of the City’s 2010 and 2011 Bonds”, which order will authorize the City’s refunding bonds in the amount of \$34,015,000.

A copy of the proposed order is on file in the City Clerk’s office at Biddeford City Hall, 205 Main Street. The public is invited to attend.

Second reading and consideration of final action by the City Council will take place following the public hearing.

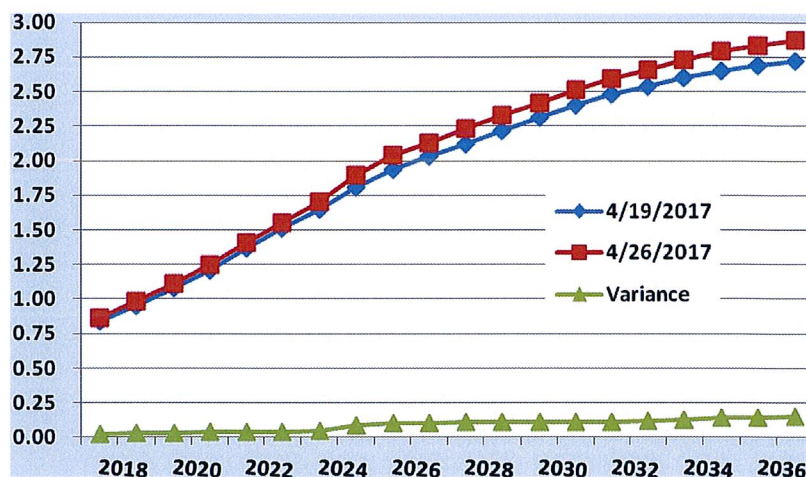


MOORS & CABOT INVESTMENTS

To: Jim Bennett
Fr: Joe Cuetara
Date: April 28, 2017
Re: Biddeford ME – Alternative Structure

Jim – Our recommendation to proceed was based upon market yields on April 19, 2017 but the three analyses were based upon market yields on April 26, 2017. As markets will do, we “lost” from 2 bps to 15 bps from those two dates.

		4/19/2017	4/26/2017	Variance
1	2018	0.84	0.86	0.02
2	2019	0.95	0.98	0.03
3	2020	1.08	1.11	0.03
4	2021	1.21	1.25	0.04
5	2022	1.37	1.41	0.04
6	2023	1.51	1.55	0.04
7	2024	1.65	1.70	0.05
8	2025	1.81	1.90	0.09
9	2026	1.94	2.04	0.10
10	2027	2.03	2.13	0.10
11	2028	2.12	2.23	0.11
12	2029	2.22	2.33	0.11
13	2030	2.31	2.42	0.11
14	2031	2.40	2.51	0.11
15	2032	2.48	2.59	0.11
16	2033	2.54	2.66	0.12
17	2034	2.60	2.73	0.13
18	2035	2.65	2.79	0.14
19	2036	2.69	2.83	0.14
20	2037	2.72	2.87	0.15



Therefore, to put the three “up-front” alternatives in perspective, our Quant re-ran the April 19 structure (Level Savings) but with yields that reflect the April 26 market. And, as markets do, we expect that the market will again give us a window to achieve the best savings that we can. This is the beauty of negotiating the sale in that we are “in charge” of the timing for market access. We are continuing to monitor the market and are proceeding with all of the authorizations, ratings and offering documents so that we can pull the trigger at an optimal time.

We are very close to needing a determination from you as to how the savings alternative should be structured. The 2010 Bonds financed CSO and Road projects; the 2011 Bonds a school project. You have the prerogative to choose one structure for the refunded 2010 Bonds; another for the refunded 2011 Bonds (e.g., Up-front for the 2010 Bonds and level for the 2011 Bonds; all maturities for one of the refunded series and callable bonds only for the other).

The first attachment to this memo is a summary of the four proposed structures. This is a policy decision for you rather than just economic. Is your highest priority (a) PV savings, (b) Cash Flow savings or (c) Up-front savings (or, as above, different priorities for different series)?

The last four attachments show the four structures but in greater detail for each, and all in the same market.

Please advise me of your selection(s) at your earliest convenience. I'll need to know this to “size” the issue, the Costs of Issuance and to construct the POS.

City of Biddeford, Maine
2017 General Obligation Refunding Bonds

	Base - Level Savings			Callable Only - Up-front			Callable & Op NC - Up-front			All Prior - Up-front		
	2010	2011	2017	2010	2011	2017	2010	2011	2017	2010	2011	2017
Refunded Bonds:	7,280,000	19,200,000	26,480,000	7,280,000	19,200,000	26,480,000	7,660,000	20,075,000	27,735,000	9,695,000	24,320,000	34,015,000
Refunding Bonds:	6,815,000	19,185,000	26,000,000	6,815,000	19,180,000	25,995,000	7,155,000	20,040,000	27,195,000	9,145,000	24,300,000	33,445,000
Issue:	(465,000)	(15,000)	(480,000)	(465,000)	(20,000)	(485,000)	0	(35,000)	(540,000)	0	(20,000)	(570,000)
WAM Refunded Bonds:	8.07	11.81	10.79	8.07	11.81	10.79	7.72	11.34	10.34	6.50	9.81	8.87
WAM Refunding Bonds:	7.68	11.07	10.16	7.68	11.12	10.20	7.71	11.13	10.21	6.45	9.62	8.73
Variance:	(0.39)	(0.74)	(0.63)	(0.39)	(0.69)	(0.59)	(0.01)	(0.21)	(0.13)	(0.05)	(0.19)	(0.14)
Cash Flow Savings:	497,303	1,332,561	1,829,864	497,303	1,294,371	1,791,674	427,331	1,029,374	1,456,705	430,098	1,091,637	1,521,735
PV Savings:	337,423	827,608	1,165,030	337,358	822,577	1,159,935	336,916	805,069	1,141,985	315,265	815,300	1,130,564
% PV Savings:	4.63%	4.31%	4.40%	4.63%	4.28%	4.38%	4.40%	4.01%	4.12%	3.25%	3.35%	3.32%
1st Year (2017/2018) Savings:	38,378	81,579	119,957	38,378	169,446	207,824	390,006	986,737	1,376,743	395,473	1,041,378	1,436,851
2nd Year (2018/2019) Savings:	4,669	17,175	21,844	4,669	13,550	18,219	5,269	850	6,119	4,369	4,769	9,138

City of Biddeford, Maine
2017 General Obligation Bonds
As of April 26, 2017
Refunding of Callable Maturities

Scenario	Refund of Series 2010	Refund of Series 2011	Aggregate Refunding
Par Amount	\$ 6,815,000	\$ 19,185,000	\$ 26,000,000
Arb Yield	2.66%	2.66%	2.66%
True Interest Cost	2.36%	2.99%	2.86%
Escrow Yield	1.43%	1.62%	1.58%
Negative Arbitrage	251,241	766,397	1,017,639
WAM Refunding Bonds	7.68	11.07	10.16
WAM Refunded Bonds	8.07	11.81	10.79
Refunded Bonds	7,280,000	19,200,000	26,480,000
PV Savings	337,423	827,608	1,165,030
PV Savings %	4.63%	4.31%	4.40%
Cashflow Savings	\$ 497,303	\$ 1,332,561	\$ 1,829,864
FY 2018	38,378	81,549	119,926
2019	4,669	17,175	21,844
2020	3,669	17,175	20,844
2021	46,669	17,175	63,844
2022	44,469	81,975	126,444
2023	45,769	81,700	127,469
2024	45,694	78,125	123,819
2025	45,869	80,175	126,044
2026	46,294	79,525	125,819
2027	42,094	79,375	121,469
2028	43,269	79,725	122,994
2029	44,975	80,625	125,600
2030	45,488	79,925	125,413
2031	-	79,025	79,025
2032	-	77,925	77,925
2033	-	81,525	81,525
2034	-	81,525	81,525
2035	-	81,125	81,125
2036	-	77,213	77,213

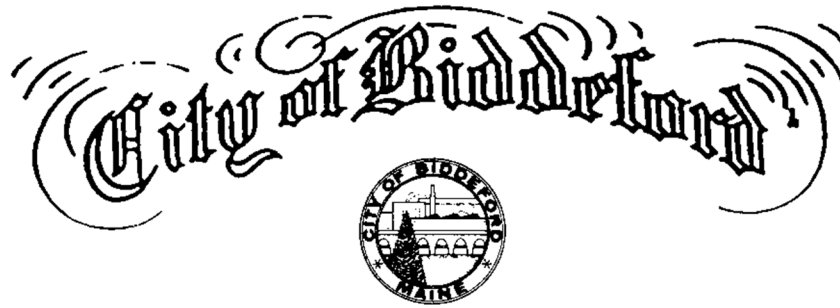
City of Biddeford, Maine
2017 General Obligation Bonds
As of April 26, 2017
Refunding of Callable Maturities; Up-Front Savings

Scenario	Refund of Series 2010	Refund of Series 2011	Aggregate Refunding
Par Amount	\$ 6,815,000	\$ 19,180,000	\$ 25,995,000
Arb Yield	2.66%	2.66%	2.66%
True Interest Cost	2.36%	2.99%	2.86%
Escrow Yield	1.43%	1.62%	1.58%
Negative Arbitrage	251,472	767,225	1,018,698
WAM Refunding Bonds	7.68	11.12	10.20
WAM Refunded Bonds	8.07	11.81	10.79
Refunded Bonds	7,280,000	19,200,000	26,480,000
PV Savings	337,358	822,577	1,159,935
PV Savings %	4.63%	4.28%	4.38%
Cashflow Savings	\$ 497,303	\$ 1,294,371	\$ 1,791,674
FY 2018	38,378	169,446	207,823
2019	4,669	13,550	18,219
2020	3,669	13,550	17,219
2021	46,669	13,550	60,219
2022	44,469	73,450	117,919
2023	45,769	73,400	119,169
2024	45,694	74,950	120,644
2025	45,869	72,125	117,994
2026	46,294	71,725	118,019
2027	42,094	71,825	113,919
2028	43,269	72,425	115,694
2029	44,975	73,550	118,525
2030	45,488	73,050	118,538
2031	-	72,350	72,350
2032	-	71,450	71,450
2033	-	70,350	70,350
2034	-	70,750	70,750
2035	-	70,750	70,750
2036	-	72,125	72,125

City of Biddeford, Maine 2017 General Obligation Bonds As of April 26, 2017 Refunding of Callable & Optimal Non-Callable Maturities; Up-Front Savings			
Scenario	Refund of Series 2010	Refund of Series 2011	Aggregate Refunding
Par Amount	\$ 7,155,000	\$ 20,040,000	\$ 27,195,000
Arb Yield	2.69%	2.69%	2.69%
True Interest Cost	2.37%	2.98%	2.85%
Escrow Yield	1.43%	1.61%	1.57%
Negative Arbitrage	262,127	798,161	1,060,289
WAM Refunding Bonds	7.71	11.13	10.21
WAM Refunded Bonds	7.72	11.34	10.34
Refunded Bonds	7,660,000	20,075,000	27,735,000
PV Savings	336,916	805,069	1,141,985
PV Savings %	4.40%	4.01%	4.12%
Cashflow Savings	\$ 427,331	\$ 1,029,374	\$ 1,456,705
FY 2018	390,006	986,737	1,376,743
2019	5,269	850	6,119
2020	3,669	200	3,869
2021	1,669	4,475	6,144
2022	669	4,375	5,044
2023	3,319	1,250	4,569
2024	4,744	5,050	9,794
2025	1,544	4,475	6,019
2026	3,719	1,450	5,169
2027	1,269	4,050	5,319
2028	4,194	2,275	6,469
2029	2,575	975	3,550
2030	4,688	2,875	7,563
2031	-	4,575	4,575
2032	-	1,175	1,175
2033	-	2,675	2,675
2034	-	775	775
2035	-	238	238
2036	-	900	900

City of Biddeford, Maine
2017 General Obligation Bonds
As of April 26, 2017
Refunding of All Maturities; Up-Front Savings

Scenario	Refund of Series 2010	Refund of Series 2011	Aggregate Refunding
Par Amount	\$ 9,145,000	\$ 24,300,000	\$ 33,445,000
Arb Yield	2.64%	2.64%	2.64%
True Interest Cost	2.33%	2.90%	2.78%
Escrow Yield	1.41%	1.59%	1.55%
Negative Arbitrage	302,804	888,943	1,191,747
WAM Refunding Bonds	6.45	9.62	8.73
WAM Refunded Bonds	6.50	9.81	8.87
Refunded Bonds	9,695,000	24,320,000	34,015,000
PV Savings	315,265	815,300	1,130,564
PV Savings %	3.25%	3.35%	3.32%
Cashflow Savings	\$ 430,098	\$ 1,091,637	\$ 1,521,735
FY 2018	395,473	1,041,378	1,436,851
2019	4,369	4,769	9,138
2020	969	4,369	5,338
2021	4,469	3,969	8,438
2022	1,569	169	1,738
2023	2,494	3,219	5,713
2024	3,669	1,894	5,563
2025	219	1,319	1,538
2026	2,144	3,169	5,313
2027	4,319	644	4,963
2028	1,869	3,744	5,613
2029	3,850	4,144	7,994
2030	4,688	3,069	7,756
2031	-	5,169	5,169
2032	-	2,169	2,169
2033	-	4,069	4,069
2034	-	2,406	2,406
2035	-	1,072	1,072
2036	-	900	900



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.