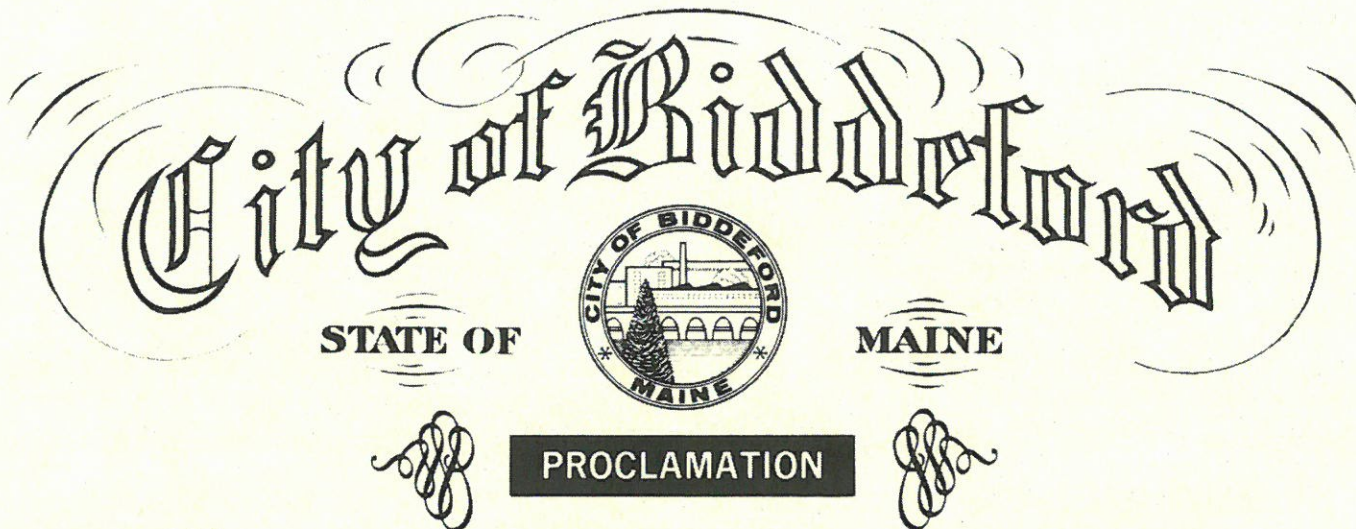


City of Biddeford
City Council
April 21, 2020 6:00 PM Via ZOOM
<https://biddeford.zoom.us/j/95254675130>

- 1. Roll Call**
- 2. Adjustment(s) to Agenda**
 - 2.a. Remove Order 2020.22) Approval/St. Mary's Street/Lining of Sewer Granite Box Culvert
- 3. Proclamation:**
 - 3.a. Essential Employees Appreciation {COVID-19}
[4-21-2020 Proc-Essential Employees Appreciation-PDF.pdf](#)
- 4. Consideration of Minutes:**
 - 4.a. March 31, 2020 Special Council Meeting Minutes
[3-31-2020 Special Council Meeting Minutes.docx](#)
 - 4.b. April 7, 2020 Council Meeting Minutes
[4-07-2020 Council Meeting Minutes.docx](#)
- 5. Orders of the Day:**
 - 5.a. 2020.21) Approval/Lower Main Street Sewer Separation Project
[4-21-2020 Lower Main St Sewer Separation Proj-ORDER.doc](#)
[4-21-2020 Lower Main St Sewer Separation Proj-MEMO.pdf](#)
[4-21-2020 Lower Main St Sewer Separation Proj-BIDS.xlsx](#)
 - 5.b. 2020.23) Approval/Contract for Engineering Services/South Street Sidewalk Project
[4-21-2020 South Street Sidewalk Improvement-ORDER.doc](#)
[4-21-2020 South Street Sidewalk Improvement-Briefing Memo.docx](#)
 - 5.c. 2020.24) Approval/Agreement with City of Saco for Shared Assessing Staff
[4-21-2020 Shared Assessing Staff-ORDER.docx](#)
[4-21-2020 Joint Assessing Agreement.doc](#)
[4-21-2020 Briefing Memo-Bennett.docx](#)
 - 5.d. 2020.25) Authorization/Creation of Reserve Account/Funds for Biddeford-Saco Joint Community Efforts
[4-21-2020 Creation of Reserve Acct-Bidd-Saco Joint Community Efforts.docx](#)
[4-21-2020 Briefing Memo-Bennett.docx](#)
 - 5.e. 2020.26) Authorization/Biddeford School Revolving Renovation Fund Financing/Bonds for Health, Safety and Compliance Repairs at School Facilities for July 14, 2020 Municipal Referendum Election - REVISED ORDER
[4-21-2020 REVISED School Revolving Renovation Bond-ORDER.docx](#)
 - 5.f. 2020.27) Authorization/Execution of FAA Grant Application for Biddeford Municipal Airport Master Plan Project
[4-21-2020 Biddeford Airport Master Plan Grant-ORDER.doc](#)
[4-21-2020 Biddeford Airport Master Plan Grant-MEMO.docx](#)
[4-21-2020 Briefing Memo-Bennett.docx](#)

Standing COVID-19 Operational Updates/Modifications

- 6. Public Addressing the Council..(5 minute limit per speaker; 30 minute total time limit)**
- 7. City Manager Report**
- 8. Other Business**
- 9. Council President Addressing the Council**
- 10. Mayor Addressing the Council**
- 11. Executive Session (with possible action)**
 - 11.a. 1 MRSA 405(6)(C)...Terms of Solid Waste Contract (possible action)
- 12. Adjourn**



Whereas During this most unprecedented time, when our community, our state, our nation, and the world are trying to find ways to combat COVID-19, also known as the Corona Virus; and

WHEREAS, the number of people, exposed to, and becoming sick with, COVID-19 increases daily; and the number of deaths continue to escalate due to the virus; and

WHEREAS, thanks to the care, the skill, and the dedication of front-line medical staff, recoveries are greater than losses; and

WHEREAS, the men and women on those front lines are our hospital staff – doctors, nurses, administrators, supporting staff, all of whom, every day and every night, put their lives at risk in order to save others' lives; and

WHEREAS, we recognize many other regarded "Essential" workers and services, including our own City emergency response employees, grocery store employees, convenient store employees, restaurants employees, and so many others who provide our community with the essential services needed to maintain some semblance of our daily lives; and

WHEREAS, the true heroes of our time are not professional athletes, actors or politicians, but, rather, those who are sacrificing their time, talents, and wellbeing in order to keep all people safe and healthy; and

NOW THEREFORE, it is with the greatest amount of appreciation that I, Alan Casavant, Mayor of the City of Biddeford, on behalf of all Biddeford residents, and the Biddeford City Council, sincerely and humbly thank those who man the front lines at our hospital, our city employees who protect the health and wellbeing of our citizens, and all others who are serving the public in an essential way during this pandemic.

*In Witness Whereof, We, the undersigned have herewith
affixed our signatures this 21st day of April 2020*

Carmen Mow
City Clerk



Mayor

**SPECIAL COUNCIL MEETING
MARCH 31, 2020**

*NOTE: Due to COVID-19, this meeting was held virtually (via ZOOM),
and was live streamed on the City's website*

Mayor Casavant called the meeting to order at 6:10 p.m.

Roll Call: William Emhiser, John McCurry, Jr., Stephen St. Cyr, Robert Quattrone, Jr., Norman Belanger, Michael Ready, Doris Ortiz, Marc Lessard

Amy Clearwater was excused.

The Pledge of Allegiance was dispensed with due to the circumstance of meeting virtually.

There were no adjustments to the agenda.

Suspension of Council Rules: Public Addressing the Council

**IN BOARD OF CITY COUNCIL..MARCH 31, 2020
SUSPENSION OF COUNCIL RULES**

Due to the current pandemic (COVID-19), and the need for the City Council to meet virtually, the Council hereby **suspends** the following *Council Rules* related to public comment during City Council Meetings:

{NOTE: This suspension is temporary and will automatically be lifted once the City Council starts meeting publicly again}

APPENDIX A: RULES OF THE COUNCIL

Rule 1: Duties and powers of Mayor or Presiding Officer

j. When, as required by law, the City Council must act as municipal officers, they shall do so during a council meeting. Towards the end of each regular Council meeting there shall be a "public addressing the Council," portion for 30 minutes, when the residents of Biddeford shall be afforded an opportunity to address the City Council on any item of City business which is not before the Council as an order of the day on the Council agenda, over which the Council has direct control, not to exceed three minutes per speaker.

Rule 3: Proceedings and debates

- p. Any public comment on any Council order, resolve or ordinance, when allowed by state law or the Council shall not exceed three minutes per individual speaker. Such persons shall be permitted to speak only once on an item and shall confine their remarks to the merits of the order, resolve or ordinance before the Council.
- q. Procedure for addressing the Council on agenda items or during the municipal officers meeting:
 - (1) No public comment shall be permitted on the following agenda items: personnel matters, informational reports or communications from boards and commissions, staff or other organizations or entities; appointments and administrative action implementing prior action to the Council where that prior action had permitted public comment.
 - (2) On items other than those set forth in Subsection (1) above, public comment shall be permitted only once prior to final Council action. Except as specifically decided by the Council, such public comment shall occur at the advertised public hearing or at the first reading of such item. The public also may address the Council on proposed amendments at either the first or second reading.

- (3) Persons wishing to address the Council on an item which appears on the agenda, and upon which public comment is permitted under Subsections (1) and (2) above, shall wait until the presiding officer announces the consideration of such item, at which time they may address the Council on that particular item. Any presentation on an issue or introductory information regarding the issue shall be presented prior to the public requesting or receiving an opportunity to address the Council. Once the Council has begun its deliberations on an item, no person shall be permitted to address the Council on such item. This subsection does not pertain to City staff or members of the public who may be called upon by the Chair or a member to give clarification on an issue under consideration by the Council.
- (4) Any person wishing to address the Council shall signify such desire by raising his or her hand and, when recognized by the presiding officer, such person shall thereupon request permission to address the Council giving his or her name and physical address and designating the subject matter to the Chair,
- (5) Persons present at Council meetings or at a municipal officers meeting shall not interrupt, nor applaud or otherwise express approval or disapproval of any statements made or actions taken at such meeting.
- (6) The presiding officer may limit or cut off any commentary that he or she determines is not germane or that is discourteous, slanderous, abusive, or not in accord with good order and decorum. This will be prompted by a call to order by any member when appropriate.
- (7) No public comment shall be allowed on matters related to ongoing or threatened litigation involving the City, its elected officials and/or employees. A person who shall continue to violate these rules, after warning by the presiding officer, shall be ejected. The Council may, at its discretion, suspend or prohibit a person from addressing the Council or the municipal officers.

Motion by Councilor McCurry, seconded by Councilor Ready to grant the suspension of Council Rules for Public Addressing the Council.

Vote: 7/1; Councilor Quattrone opposed.

Councilors Emhiser, McCurry, St. Cyr, Belanger, Ready, Ortiz and Lessard in favor.

Motion carries.

Consideration of Minutes: **March 16, 2020**

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

Vote: Unanimous.

Orders of the Day:

2020.13

IN BOARD OF CITY COUNCIL..MARCH 31, 2020

BE IT ORDERED, by the City Council of the City of Biddeford that the City Treasurer be authorized to waive any interest on the FY20 property and personal property tax payments currently due on April 8, 2020. The interest deferment date will extend for 60 days from the original due date. Interest will begin accruing after June 8, 2020.

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

Vote: Unanimous.

2020.14

IN BOARD OF CITY COUNCIL..MARCH 31, 2020

BE IT ORDERED, by the City Council of the City of Biddeford that the City Treasurer be authorized to waive parking lot permit fees for the month of May for anyone who has purchased a parking lot permit for the month of April.

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

Vote: Unanimous.

2020.15

IN BOARD OF CITY COUNCIL..MARCH 31, 2020

BE IT ORDERED, that the City Council of the City of Biddeford that the Treasurer to be authorized to make the following modifications to certain City services, due to COVID-19:

- 1) Motion by Councilor McCurry, seconded by Councilor Lessard that the City waive orange bag fees so that the City may provide orange bags free of charge to residents requesting orange bags and the City may replace orange bags as they are used by residents.
Vote: Unanimous.
- 2) Motion by Councilor Belanger, seconded by Councilor McCurry to institute curbside collection of yard waste.
Vote: 6/2; Councilors Lessard and Quattrone opposed.
Councilors Emhiser, McCurry, St. Cyr, Belanger, Ready and Ortiz in favor.
Motion carries.
- 3) Motion by Councilor Ready, seconded by Councilor McCurry to approve the opening of the Recycling Center for residents only, for large item drop off only, with a modified plan to be put into place.
Vote: 6/2; Councilors Belanger and St. Cyr opposed.
Councilors Emhiser, McCurry, Quattrone, Ready, Ortiz and Lessard in favor.
Motion carries.

Order Authorizing \$844,439 City of Biddeford School Revolving Renovation Fund Financing, including \$392,326 in Loan Forgiveness and \$452,113 in Bonds, for Health, Safety, and Compliance Repairs at School Facilities

2020.16

IN BOARD OF CITY COUNCIL...MARCH 31, 2020

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

Whereas, pursuant to sections 5953-E and 6006-F of Title 30-A of the Maine Revised Statutes, on January 31, 2020, the Maine Department of Education approved School Revolving Renovation Fund loans for the following health, safety, and compliance repair projects (the "Projects"):

<u>School</u>	<u>Project</u>	<u>Loan Amount</u>
Biddeford Primary School	ADA, Security	\$442,342
Biddeford Intermediate School	Security	\$ 75,596
Biddeford Regional Center of Technology	ADA, Security	\$326,501
		\$844,439

Whereas, of the total loan principal amount of up to \$844,439, the sum of up to \$392,326 (46.46%) will be forgiven and the sum of up to \$452,113 (53.54%) will be payable at 0% interest in five (5) equal annual installments; and

Whereas, the Council desires to authorize the execution and delivery of a loan agreement in principal amount of \$844,439 and the issuance, sale, and delivery of general obligation bonds of the City in principal amount of \$452,113 to finance the Projects;

Now therefore, be it ordered, by the City Council of the City of Biddeford as follows:

Section 1. Loan Authorized. That pursuant to Maine law, including sections 5953-E, 6006-F, and 5772 of Title 30-A of the Maine Revised Statutes, Article XI, Section 6 and Article XII, Section 7(a) of the Charter of the City of Biddeford, a Maine Department of Education School Revolving Renovation Fund Project Eligibility Certificate dated January 31, 2020, and all other authority thereto enabling, the Treasurer and the Mayor of the City of Biddeford are authorized in the name of and on behalf of the City to execute and deliver a Loan Agreement between the Maine Municipal Bond Bank (the "Bond Bank") and the City to effect a loan from the Bond Bank to finance the Projects in the principal amount of \$844,439.00, but of which amount \$392,326.00 of principal is forgiven by the Bond Bank (the "Loan Agreement"); and that the Loan Agreement be in such form as the Treasurer and Mayor may approve, the execution and delivery thereof to be conclusive evidence of such approval;

Section 2. Bond Authorized. That pursuant to Maine law, including sections 5953-E, 6006-F, and 5772 of Title 30-A of the Maine Revised Statutes, Article XI, Section 6 of the Charter of the City of Biddeford, and other applicable law, the Treasurer and Mayor of the City be authorized to borrow in the name and on behalf of the City the sum of up to \$452,113.00 from the Bond Bank to finance the Projects; that in connection therewith, the Treasurer and the Mayor be authorized to issue general obligation securities (bonds or notes) of the City in an original principal amount of up to \$452,113.00, payable WITH NO INTEREST in five (5) equal annual installments of principal, and to execute and deliver such general obligation bonds or notes in registered form under the seal of the City, signed by the Treasurer, countersigned by the Mayor, and attested by the City Clerk (the “Bond”); and that the Bond be in such form and include such terms not inconsistent herewith as the Treasurer and Mayor may approve, the execution and delivery thereof to be conclusive evidence of such approval.

Section 3. That the Mayor, Treasurer, City Clerk, and other appropriate officials of the City of Biddeford, acting singly, are authorized to execute and deliver on behalf of the City such other documents and certificates as may be required in connection with the Loan Agreement and the Bond, including execution and delivery of an Assignment of monies transferred by the State of Maine to pay for Project costs and such other instruments, documents, certificates and agreements, and to take or cause to be taken such further actions for and on behalf of the City, as may be necessary, convenient, or appropriate to accomplish the Projects and to effect the transactions contemplated herein and by the documents referenced herein, and that the City Clerk be authorized to attest to the foregoing and attach the City’s seal to any of the foregoing.

Section 4. That if the Treasurer, Mayor, or City Clerk are for any reason unavailable to approve and execute the Loan Agreement, the Bond, or any associated documents, the person or persons then acting in any such capacity, whether as an assistant, a deputy, as the “acting” official, or otherwise, are each individually authorized to act for such official with the same force and effect as if such official has herself or himself performed such act.

Section 5. That if any of the officers or officials of the City who have signed or sealed the Loan Agreement or Bond shall cease to be such officers or officials before the Loan Agreement or Bond so signed and sealed shall have actually been authenticated or delivered by the City, such Loan Agreement or Bond nevertheless may be authenticated, issued, and delivered with the same force and effect as though the person or persons who signed or sealed such Loan Agreement or Bond had not ceased to be such officer or official; and also any such Loan Agreement or Bond may be signed and sealed on behalf of the City by those persons who, at the actual date of the execution of such Loan Agreement or Bond, shall be the proper officers and officials of the City, although at the nominal date of such Loan Agreement or Bond, any such person shall not have been such officer or official.

Section 6. That during the term of the Loan Agreement and Bond, all authority granted pursuant to this Order shall be, remain, and continue in full force and effect without the necessity of any further action of the City Council.

Section 7. That the sum of \$844,439.00 is hereby appropriated to finance costs of the Projects, such amount to be raised by the execution and delivery of the Loan Agreement and the issuance and sale of the Bond.

Section 8. That pursuant to Article XII, Section 7 of the City Charter, the following question shall be submitted to the voters of the City of Biddeford for ratification or rejection at a referendum vote to be held on June 9, 2020:

Shall the Order of the City Council of the City of Biddeford entitled “Order Authorizing \$844,439 City of Biddeford School Revolving Renovation Fund Financing, **including \$452,113 in Bonds and \$392,326 in Loan Forgiveness**, for Health, Safety, and Compliance Repairs at School Facilities” be ratified and approved?

Section 9. That said referendum question be accompanied by a signed financial statement of the Treasurer, as well as the recommendations of the City Council, the Budget Committee, and the School Committee, substantially in form as set forth below:

CITY OF BIDDEFORD FINANCIAL STATEMENT

1. Total City Indebtedness

Bonds outstanding and unpaid	\$	
Bonds authorized and unissued	\$	
Bond to be issued if this Question is approved	\$	452,113
Total:	\$	
2. Estimated Costs and Impacts of Bond

At an estimated interest rate of zero percent (0%), for a 5-year term, the estimated total costs of this bond issue will be:

Principal	\$	452,113
Interest	\$	- 0 -
Total Principal & Interest to be Paid at Maturity	\$	452,113
Projected effect on mil rate:		
Total length of term:		Five (5) years
3. Validity

The validity of the Bond and of the voters' ratification of the Bond may not be affected by any errors in the above Estimated Costs of Bond. If the actual amount of the total debt service for the bond issue varies from the estimate, the ratification by the electors is nevertheless conclusive and the validity of the bond issue is not affected by reason of the variance.

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

2020.17) Authorization/\$7,000,000 Bond for Sewer, CSO and Pump Station Upgrades and Improvements; with \$2,000,000 for Grant Matching Purposes for June 9, 2020 Municipal Referendum Election

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

Motion by Councilor McCurry, seconded by Councilor Ready to table the order until the first Council Meeting in July 2020.
Vote: 7/1; Councilor Lessard opposed.
Councilors Emhiser, McCurry, St. Cyr, Quattrone, Belanger, Ready and Ortiz in favor.
Motion to table carries.

2020.18) Authorization/\$17,000,000 Bond for Renovations, Repairs and Upgrades to Various Municipal Buildings, Parks and Other Public Facilities for June 9, 2020 Municipal Referendum Election

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

Motion by Councilor McCurry, seconded by Councilor Ready to table the order until the first Council Meeting in July 2020.
Vote: 7/1; Councilor Lessard opposed.
Councilors Emhiser, McCurry, St. Cyr, Quattrone, Belanger, Ready and Ortiz in favor.
Motion to table carries.

2020.19) Authorization/\$4,500,000 Bond for Street and Sidewalk Construction, Repairs, Rehabilitation and Improvements for June 9, 2020 Municipal Referendum Election

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

Motion by Councilor McCurry, seconded by Councilor Ready to table the order until the first Council Meeting in July 2020.
Vote: 7/1; Councilor Lessard opposed.

Councilors Emhiser, McCurry, St. Cyr, Quattrone, Belanger, Ready and Ortiz in favor.
Motion to table carries.

Other Business:

NOTE: State Representatives Victoria Foley and Ryan Fecteau were present to address questions and concerns from the Council.

Mayor Casavant asked for Representatives Foley and Fecteau's thoughts on today's Governor's ***Stay At Home Order***.

Rep. Fecteau realizes how the Order is helpful to communities who have been grappling with the issue of mandating that folks stay at home during this time. He agrees with the Order and the direction it gives to keep folks at home.

Rep. Foley is glad that the Governor has taken a proactive step; and is glad she specified in the Order that folks may still go shopping for groceries and other essential items, go for walks, go fishing, etc., and would like everyone to educate themselves as to what activities are essential and which ones are not essential.

Councilor Lessard – noted the shortage of Personal Protective Equipment (PPE). Both Representative Foley and Fecteau offered assurances that the State CDC (Center for Disease Control) has done a great job in distributing PPE to communities as it becomes available.

Councilor Emhiser – asked about the June 9th Election and if they have any insight on what will happen with the election. He also asked about the enforcement of the Governor's Order put into place today.

Rep. Fecteau agreed with what City Clerk, Carmen Morris shared earlier in that the State is currently moving forward with the June 9th election; however, that there are likely to be modifications on how the election is conducted. He noted that absentee voting will more than likely be highly encouraged. He said that talks are ongoing at the State and he has not heard of the election being delayed.

In regards to enforcement of the Governor's Order, Rep. Fecteau shared the Governor's sentiment that we do not want this to turn into a police state. Folks are being asked to maintain a balance of not enhancing anxieties; but also discouraging social interactions that are not essential.

Councilor St. Cyr – asked about the increase in revenue funding that the City and School Department had been expecting, and if that is likely to still happen. Rep. Foley answered that it is too early to know.

Councilor Ready – shared that while he was at Seeds of Hope today, he saw a gentleman there who was trying to get through to unemployment and it took him 3 hours. He is concerned about the Dept. of Labor and the access to this department who are in most need.

Rep. Foley encouraged constituents to contact her and Rep. Fecteau if they need assistance getting through the process.

Rep. Fecteau noted that the Dept. of Labor is asking those who are self-employed to hold off on applying for unemployment because the enormous amount of calls flooding the department and the lack of Staff to handle the calls. He and Rep. Foley are finding that this has been the number one issue brought up by constituents.

Councilor Ortiz – appreciates the information about the unemployment issue that was shared by Representatives Foley and Fecteau, and she asked that they keep the City updated so that we may be able to communicate and help folks through the process.

Councilor McCurry – would like the unemployment information included on the City's website and get that out to the public as soon as possible. There are too many folks living from week to week and it is important for them to be able to get through the process. Rep. Foley noted that the Dept. of Labor is developing processes "in real time" and are doing what they can to get folks paid and, in some cases, are even going retroactive when the situation warrants it.

Councilor Ready – said that Rep. Fecteau sent out a notice about a week ago explaining that he was organizing volunteers to assist seniors in the community and since then, he has collaborated with City's General Assistance Office and has become a resource for those who call in with requests for help.

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

Attest by: _____
Carmen J. Morris, City Clerk

**COUNCIL MEETING
APRIL 7, 2020**

*NOTE: Due to COVID-19, this meeting was held virtually (via ZOOM),
and was live streamed on the City's website*

Mayor Casavant called the meeting to order at 6:04 p.m.

Roll Call: William Emhiser, John McCurry, Jr., Stephen St. Cyr, Robert Quattrone, Jr., Amy Clearwater, Norman Belanger, Michael Ready, Doris Ortiz, Marc Lessard

Adjustment to the Agenda:

- Add Autism Awareness Month Proclamation

Public Hearing: Biddeford School Department Revolving Renovation Bond

The Chair opened the Public Hearing at 6:05 p.m.

There were no public comments.

The Public Hearing was closed at 6:07 p.m.

Consent Agreement: Maine Dept. of Agriculture, Conservation & Forestry – Bureau of Parks & Land re: Biddeford Pool Yacht Club Dredging Proposal

Motion by Councilor McCurry, seconded by Councilor Belanger to accept the Consent Agreement.

Vote: Unanimous.

Proclamation: Autism Awareness Month

Mayor Casavant read the proclamation. He thanked Councilor Quattrone for bringing this forward and for all his efforts with the Finding the Pieces Autism Camp.

Consideration of Minutes: March 3, 2020; March 5, 2020; March 26, 2020

Motion by Councilor McCurry, seconded by Councilor Belanger to accept the March 3, 2020 council meeting minutes as printed.

Vote: Unanimous.

Motion by Councilor McCurry, seconded by Councilor Belanger to accept the March 5, 2020 council meeting minutes as printed.

Vote: Unanimous.

Motion by Councilor McCurry, seconded by Councilor Belanger to accept the March 26, 2020 council meeting minutes as printed.

Vote: Unanimous.

Second Reading:

{For a copy of the Bond Order and the first reading, see the Special Council Meeting minutes of March 31, 2020}

2020.16) Authorization/Biddeford School Revolving Renovation Fund Financing/Bonds for Health, Safety and Compliance Repairs at School Facilities for June 9, 2020 Municipal Referendum Election

Motion by Councilor Ready, seconded by Councilor Belanger to grant the second reading of the order.

Vote: Unanimous.

Order of the Day:

2020.20

IN BOARD OF CITY COUNCIL..APRIL 7, 2020

BE IT ORDERED, that the City Council at the City of Biddeford does hereby authorize the execution of two contracts to assist in implementing the HUD Lead Hazard Reduction and Healthy Homes Grant Program, as follows:

- 1) A three-year fee-for-service contract with Community Concepts, Inc., for Lead Program professional and management services, with a total cost not to exceed \$431,000; and

- 2) A three-year lump-sum service contract with University of New England's Coastal Healthy Communities Coalition Program, for community outreach and resident education services, with a total cost of \$127,578.

NOTE: Both contracts will be funded in full by the City's HUD Lead Hazard Reduction and Healthy Homes Grant Program, which totals \$3,246,744. The Finance Committee will review this item at their April 7, 2020 meeting.

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

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

Councilors Emhiser, McCurry, Quattrone, Clearwater, Belanger, Ready and Ortiz in favor.

Motion carries.

Appointments:

IN BOARD OF CITY COUNCIL...APRIL 7, 2020

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

**Catherine Glynn
179 Hill Street
Ward 4**

to the *Historic Preservation Commission*, replacing Jeffrey Dobson, Jr., for a term to expire in December 2021.

Motion by Councilor Ready, seconded by Councilor Clearwater to confirm the appointment.

Vote: Unanimous.

IN BOARD OF CITY COUNCIL...APRIL 7, 2020

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

**Abigail Carroll
13 Thorndike Avenue
Ward 1**

to the *Shellfish Conservation Committee*. for a term to expire in December 2022.

Motion by Councilor Ready, seconded by Councilor Clearwater to confirm the appointment.

Vote: Unanimous.

City Manager Report:

City Manager, James Bennett had for the following updates:

- (1) In regards to the FY21 Budget preparation and process, he and School Superintendent, Jeremy Ray are working on coming up with revised, reduced budgets to be presented to the Council at the beginning of May. He did note that due to COVID-19, there is a good chance the FY21 Budget will not be approved until mid to late June.
- (2) The Finance Committee has asked to receive the updated financials. Jim is going to ask the Acting Finance Director, Gerry Matherne to work on that and will get the requested information out to the Council as soon as possible.
- (3) Jim thanked the community, the Council, the City Employees and all the volunteers for all their efforts during these challenging times. He expressed his gratitude for the various ways the community has shown support to the City Employees.

Other Business:

Councilor Ready: expressed his concern about the next Planning Board meeting being held via ZOOM, and the fact that the Courthouse project will be considered at that meeting. He stressed the importance that Staff figure out a way to allow public comment and input during that discussion, especially since there have been concerns expressed by the neighbors in this area.

He suggested that Staff look into possibly allowing citizens to bring their yard waste to the Recycling Center since the Center is now open for large item drop off.

Councilor Lessard: in response to the City Manager’s comments about bringing forward a revised/reduced FY21 Budget, he noted that he is comfortable with the expense side of the budget, and suggested that any proposed additions to Staff be included in the Contingency Fund. He explained that this would allow the Council to move the money when and where it may be needed, which is important in light of the COVID-19 situation.

Councilor McCurry: also touched on the FY21 Budget, and let the City Manager know that if a revised and reduced budget is going to be brought forward, he wants to see justifications for the reductions and how staffing and services will be affected by the reductions.

He agrees with Councilor Ready in regards to opening the Recycling Center, not only for large item drop off, but also for disposal of yard waste. He would like to see this happen and stop the curbside collection of yard waste. He feels this would be safer for the Public Works Employees.

Councilor St. Cyr: along with the updated financials that he has requested, he would also like to see a list of on-going economic development projects throughout the City – like the Lincoln Mill Redevelopment, Riverdam, the parking garage, etc.

Mayor Casavant asked the City Manager to address some of the suggestions and requests brought up by the Councilors. Jim offered the following:

- The Lincoln Mill and Riverdam projects are moving forward. In fact, Riverdam closed on the property today. The parking garage is also still progressing.
- He will talk with Public Works Director, Jeff Demers about possibly modifying the staffing at the Recycling Center in order to offer more services.
- He assured the Council that Staff members continue to work on setting ZOOM meetings in such a way that would allow public participation and comment.

Mayor Addressing the Council: Mayor Casavant reported that most of the people who have reached out to him have had positive comments about how City Staff has and continues to handle the current COVID-19 situation. He is so proud of how City Staff has risen to the current challenges at every level.

He reminded the citizens that there is a lot of information the City has put out in various ways, including the City’s website, the City’s Facebook page, Twitter account and of course, the weekly Biddeford Beat.

He is hearing concerns from citizens about access to the beaches. Thus far, he has not seen keeping the beaches open as an issue, and urges folks to continue keeping social distances at all times.

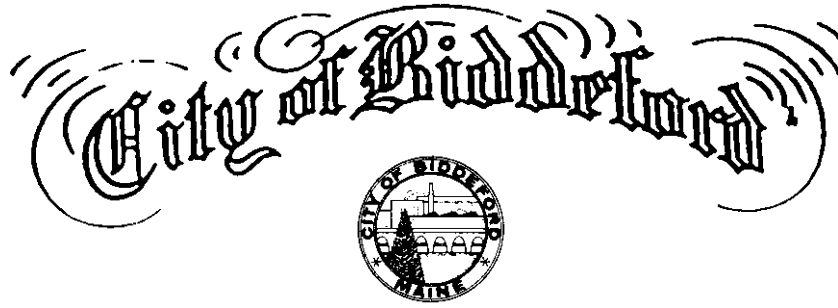
He thanked the Council for their patience in working through the whole virtual meeting process. He also thanked City Manager, James Bennett for his leadership throughout this whole ordeal, from his ability to anticipate what needs to be done to reacting to whatever issues arise.

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

Vote: Unanimous.

Time: 7:03 p.m.

Attest by: _____
Carmen J. Morris, City Clerk



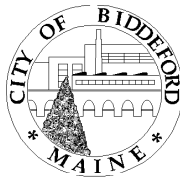
2020.21

IN BOARD OF CITY COUNCIL...APRIL 21, 2020

BE IT ORDERED, that the City Manager or his designee be authorized to sign a unit cost contract with Design Dwellings, Inc. DBA DDI Construction of Gorham, Maine for the construction of the Lower Main Street Sewer Separation Project as per the bid submitted and opened on March 30, 2020, in the amount of \$ 786,160. Funding for this work is from the Sewer Separation Bonds approved by voters and as provided for in Fund 402 and Fund 411, account Code number 31153.

.

NOTE: The Finance Committee will review this item at their April 21, 2020 meeting.



City of Biddeford, Maine

TO: Finance Committee and City Council

FROM: Tom Milligan, P.E. City Engineer

DATE: April 14, 2020

SUBJECT: Lower Main Street Sewer Separation Project

Cc: Alan Casavant, Mayor; James Bennett, City Manager; John McCurry, Council President; Jeff Demers, Director of Public Works; Alex Buechner, WWTP Superintendent

The City of Biddeford requested bids by public advertisement in the Portland Press Herald for the above named project. The bid advertisement was also posted on the City of Biddeford's Web Site. The bids were opened on March 30, 2020.

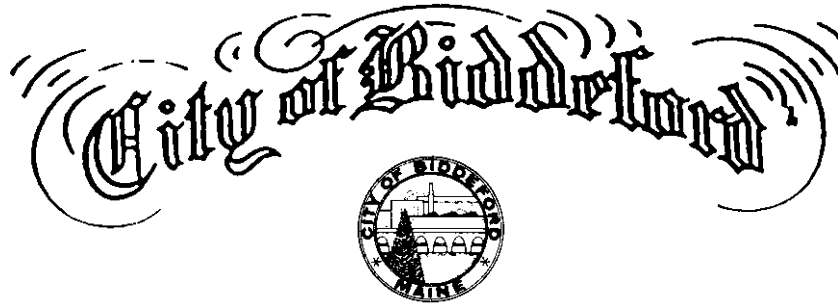
The project work area is on Lower Main Street from Water Street to Alfred Street. A location map is enclosed.

The project is a sewer separation project being constructed to reduce the city's combined sewer overflows (CSOs). The project involves separating the current one pipe combined sewer carrying both stormwater and sewage in a single pipe into a two pipe system with one pipe carrying wastewater and one pipe carrying stormwater. The project is being completed as part of the City's consent decree with MeDEP and as outlined in the City's CSO sewer separation master plan.

Three (3) earthwork construction firms reviewed the plans and specifications for the work. Three (3) firms submitted a bid for the project. Bidding results are attached. DDI Construction, of Gorham, Maine submitted the lowest bid of \$ 786,160.00 (see bid tabulation sheet attached). Based on a review of the bids, and review of references and discussions with officials involved on previous similar sized projects, DDI Construction appears to be qualified to perform the work. Therefore, Staff recommends that DDI Construction be awarded the contract work.

The contract is a unit cost contract and only those items supplied and installed will be paid. Funding for this work will come from the voter approved CSO Sewer Separation bonds, the funding is provided in Fund 402, and Fund 411, account Code 31153.

The project is on a schedule track to have the work completed this year on advance of the MDOT Maine Street paving early next year. Therefore, staff is respectfully requesting both the Finance Committee and City Council review and take action on the project at their April 21, 2020 meeting.



2020.23

IN BOARD OF CITY COUNCIL..APRIL 21, 2020

BE IT ORDERED, that the City Council of the City of Biddeford does hereby approve the award of contract to Maine-Land Development Consultants for the survey, engineering, design, bid package and construction documents for the South Street Sidewalk Improvement Project, in an amount not to exceed \$12,500.00. This project will be funded with CDBG Funds.

NOTE: This item will be considered at the April 21, 2020 Finance Committee meeting.



City Council/Finance

Meeting Date: April 21, 2020

Meeting Time: 6:00

Agenda Item No: 2020:23

Item Description: Award Contract for South Street Sidewalk Improvement Project

Submitted by: Mathew Eddy

Supporting Information/Documentation: See Below and attached bid document

Key Terms: Award Contract for Survey, Design, Engineering, Bid Package and Construction Documents for South Street Sidewalk Project

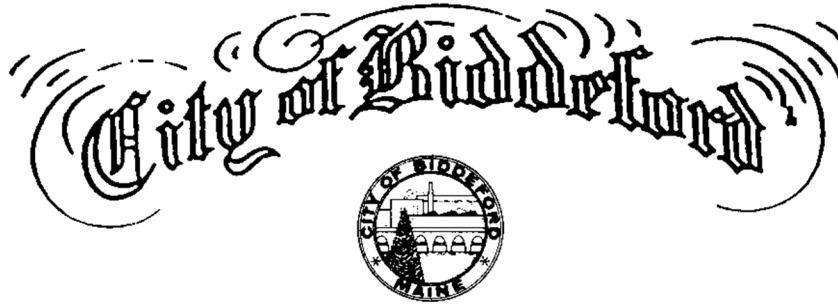
Executive Summary: It was determined in our Year 2 Action Plan that the South Street sidewalks between Kossuth and Elm (except the new sidewalks in front of the park), on both sides, should be reconstructed. This reconstruction project involves the sidewalks, resetting of granite curbing, ADA ramps on corners, and crosswalks where determined. To move forward, survey, design, engineering, and bid package and construction documents are needed. An RFP was published in the Portland Press and bids were opened on March 23rd. The following are the bids that were received:

Maine-Land Development Consultants	\$12,500
Dubois King	\$15,870
Ranson	\$20,430
HEB	\$23,315
Wright Pierce	\$34,800

Detailed Review: Interviews were held with the two lowest bidders. It is recommended that the lowest and most responsible bidder, Maine-Land Development Consultants, Inc., P.O. Box Q, 69 Main Street, Livermore Falls, Maine 04254, be awarded the contract. They are a full service engineering firm with staff that have worked with CDBG funds in the past.

Funding Source: CDBG

Staff Recommendation: Linda Holmes



2020.24

IN BOARD OF CITY COUNCIL..APRIL 21, 2020

BE IT ORDERED, that the City Council of the City of Biddeford does hereby renew the Agreement for the operation of a shared Assessing Department with the City of Saco.

NOTE: The Agreement is attached. This item is a recommendation from the Biddeford-Saco Joint Committee.

AGREEMENT
FOR OPERATION
OF
SHARED ASSESSING DEPARTMENT

THIS AGREEMENT is made this _____ day of _____, 2020 by and between 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 the CITY OF SACO, a Maine municipal corporation existing under the laws of the State of Maine and located in York County (hereinafter “Saco”), collectively (“The Parties”).

WHEREAS, pursuant to 30-A M.R.S. § 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, Biddeford is willing and able to provide assessment services through its City Assessor to Saco on a cost sharing basis and pursuant to the terms provided below.

NOW, THEREFORE, Biddeford and Saco agree as follows:

1. **Creation of Joint Department:** The Cities have previously, through vote of their respective City Councils approved this agreement, voting to create a joint Assessing Department which will be made up of shared employees between the two communities as well as employees that are hired directly by the individual cities to assist the joint efforts.
2. **Staffing of Joint Department:** The Cities will jointly share and employ the Chief Assessor for both communities. For the purpose of this agreement, one of the Cities will take the lead as the primary employer for the purpose of employment issues (see paragraph 3 and 6). The day to day oversight of the employee 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 Biddeford’s Assessor to serve in the capacity of Chief Assessor for the joint department.
 - b. Each community will employ a Deputy Assessor who will have primary responsibilities to their respective community. Each deputy shall be appointed by the respective City Manager/City Administrator upon nomination by the shared Chief Assessor. While the respective deputies will remain as employees of the respective community, each will be expected to assist the Chief Assessor in any and all issues facing either community as so directed.

- c. The Cities will jointly share and employ an Assessing Listing Agent to assist both communities in determining the values of personal property and real property. For the initial term of this agreement, the Assessing Listing Agent will be an employee of the City of Saco. The Parties, through their respective City Manager/City Administrator will agree on the process of filling this new position.
 - d. Each community commits to supplying the necessary administrative support for their respective assessing offices. For the purposes of this agreement, this shall be at least 20 hours weekly of dedicated support.
- 3. **Appointment of Biddeford Assessors' Agent.** Saco's City Council has appointed the Biddeford Assessor, with the consent of Biddeford, to be the official Saco Assessors' Agent for all purposes required under law, but subject to the provisions in Paragraph 4 below, he shall at all times remain solely an employee of Biddeford.
- 4. **Scope of Services.** The Cities agree to the following scope of services for the two shared positions:
 - a. The Chief Assessor shall perform all duties and responsibilities imposed by law on the Saco Assessors' Agent, including assessing the April 1st real and personal property taxes and committing the same for collection, management of assessing personnel, hearing and deciding abatement requests, providing information to municipal officials and citizens, state agencies, vendors and other persons with interest in activities pertaining to the assessing functions of Saco including, appearing in any and all administrative and judicial forums to defend challenges to the Saco assessments. The duties of Saco Assessors' Agent are more clearly defined in the job description, attached as Attachment A. It is expected that over any extended period of time, the Chief Assessor will spend equal time performing duties for each community. It is the expectation that the Chief Assessor will maintain a physical presence in Saco for two (2) days each week and be available via telephone and email and in person, as needed during the regular work week, to address questions or concerns that cannot be addressed by other employees. It is understood that during commitment periods or periods of peak abatement request activity, additional physical attendance and/or time commitment may be required at the office of a particular party, and it is agreed that the Chief Assessor may, in his discretion, allocate his time such that the time demands for one party are met without sacrificing his duties for the other party.
 - b. It is the expectation that the Assessing Listing Agent will spend an equal amount of time between the two communities over any extended period of time. It will be expected that the Assessing Listing Agent will be in Biddeford City Hall at least two (2) days a week under normal circumstances.
- 5. **Assessment Data.** The data collected, analyzed and archived for each City shall physically reside in that City. All data, databases and other assessment 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 on the date of this agreement and each Party shall

be solely responsible for the integrity, protection, and backup of its respective data.

6. City as Sole Employer.

- a. The Chief Assessor shall remain an employee of Biddeford during the term of this agreement for all administrative purposes including, without limitation, pay, benefits and worker's compensation coverage. However, the Assessor 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 policy of the party for whom duties are being performed.
- b. The Assessing Listing Agent 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 employee shall be subject to the oversight, direction and control of the Chief Assessor.

7. Saco Responsibility. The Chief Assessor shall be an agent of the Saco City Administrator for the purposes of statutory authorization and for all functions and duties of the assessing office including, without limitation, establishing taxable valuation assessments, determination of abatement requests, exemption funding, certification of ratios, and listing and, where appropriate, inspecting real and personal property and equipment. Saco shall provide a dedicated workspace for the Chief Assessor at Saco's City Hall, complete with desk, chair, telephone, computer, and internet access and related office supplies to use when working in the City of Saco. Saco will also provide office support, legal counsel and assessment defense costs, independent appraisals, mass valuations and reviews as needed, and funding and physical location for administrative appeals processes for challenges to Saco assessments. Saco shall provide such additional financial and administrative support for mapping, computer systems, printing, mailing and other necessary resources and functions as Saco shall deem necessary and prudent for the proper administration of the Saco assessing function.

8. Cost. The Cities agree to share all employment costs of the Chief Assessor and Assessing Listing Agent equally. Effective July 1, 2020, all employment costs shall include the respective professional development costs as well as the cost of the respective licenses and memberships; which shall be jointly agreed to by the respective City Manager/Administrator prior to the adoption of each community's annual budget. Quarterly, the Cities will meet to determine the amounts owed and payment will be made within thirty (30) days of the determination. The Cities, through their respective City Manager/Administrator will determine the joint budget for the operation of the joint operation, subject to the budget authorization process in each community.

9. 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 Assessor, or any other agents he may lawfully engage, for Saco, then Saco shall defend, indemnify and hold harmless Biddeford and its officials, agents and employees, including, without limitation, the Assessor in his 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.

10. Term and Termination of Agreement. The initial term of this Agreement shall expire on June

30, 2022 and shall commence on the day it is signed by the Biddeford City Manager and Saco City Administrator. 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 upon the mutual written and affirmative action of the City Councils of both municipalities.

11. **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

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

13. **Disputes.** If a claim or dispute arises out of this Agreement or its performance, the Parties agree to endeavor in good faith to resolve it equitably through negotiation, or if that fails, through non-binding mediation. If the Parties are unable to resolve this matter through mediation, the Parties agree to submit their dispute to binding arbitration before a single arbitrator under the rules of the American Arbitration Association.

14. **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 Biddeford

Date

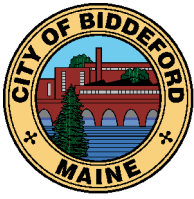
James A. Bennett, City Manager

City of Saco

Date

Bryan Kaenrath, City Administrator

City of Biddeford, Maine



The Office of
City Manager

James A. Bennett

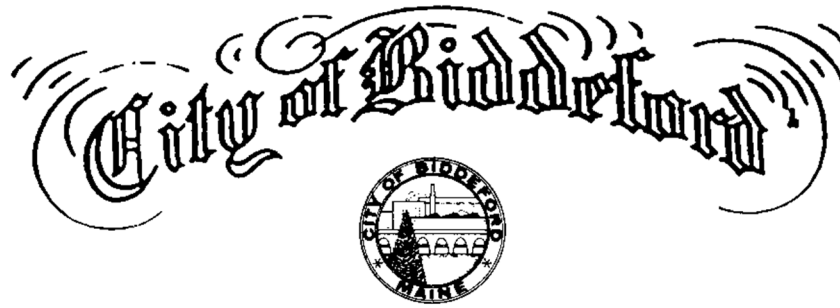
Email: jbennett@biddefordmaine.org

MEMORANDUM

TO:	Honorable Mayor Casavant Honorable City Council
FROM:	James A. Bennett, City Manager
DATE:	April 17, 2020
RE:	Council Agenda Items for April 21, 2020 Meeting

Please find the following introductory comments for the upcoming meeting:

- 2020.24 Included in the Council package is the recommended contract for two additional years of Saco and Biddeford sharing the employment of Biddeford's Assessor. The agreement has been reviewed and recommended by the Biddeford Saco Joint Committee (Mayor Casavant, Councilor Lessard and Councilor Ready serve as Biddeford's representatives).
- 2020.25 The Biddeford Saco Joint Committee is recommended that each City establish a reserve account in the amount of \$25,000 that the committee would have available to further their work. The recommendation for Biddeford is that the Council is the reserve account would be established by transferring undesignated funds to the dedicate fund.
- 2020.27 Staff is recommending that the Council authorize the City Manager to sign off on a new grant opportunity to get planned future work done under a new federal program. This opportunity would allow the work to be completed with no local match requirement. The Council may recall that a similar action was taken last year that resulted in the substantial grant (over \$7,000,000) for improvements at the airport without any local grant.



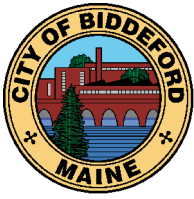
2020.25

IN BOARD OF CITY COUNCIL..APRIL 21, 2020

BE IT ORDERED, that the City Council of the City of Biddeford does create a Reserve Account of \$25,000.00, with funds to be used for Biddeford-Saco Joint Community Efforts.

NOTE: This item is a recommendation from the Biddeford-Saco Joint Committee.

City of Biddeford, Maine



The Office of
City Manager

James A. Bennett

Email: jbennett@biddefordmaine.org

MEMORANDUM

TO:	Honorable Mayor Casavant Honorable City Council
FROM:	James A. Bennett, City Manager
DATE:	April 17, 2020
RE:	Council Agenda Items for April 21, 2020 Meeting

Please find the following introductory comments for the upcoming meeting:

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**Order Authorizing \$844,439 City of Biddeford School Revolving Renovation Fund
Financing, including \$392,326 in Loan Forgiveness and \$452,113 in Bonds, for Health,
Safety, and Compliance Repairs at School Facilities**

2020.26

IN BOARD OF CITY COUNCIL MAY 5, 2020

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

Whereas, pursuant to sections 5953-E and 6006-F of Title 30-A of the Maine Revised Statutes, on January 31, 2020, the Maine Department of Education approved School Revolving Renovation Fund loans for the following health, safety, and compliance repair projects (the “Projects”):

<u>School</u>	<u>Project</u>	<u>Loan Amount</u>
Biddeford Primary School	ADA, Security	\$442,342
Biddeford Intermediate School	Security	\$ 75,596
Biddeford Regional Center of Technology	ADA, Security	\$326,501
		\$844,439

Whereas, of the total loan principal amount of up to \$844,439, the sum of up to \$392,326 (46.46%) will be forgiven and the sum of up to \$452,113 (53.54%) will be payable at 0% interest in five (5) equal annual installments; and

Whereas, the Council desires to authorize the execution and delivery of a loan agreement in principal amount of \$844,439 and the issuance, sale, and delivery of general obligation bonds of the City in principal amount of \$452,113 to finance the Projects;

Now therefore, be it ordered, by the City Council of the City of Biddeford as follows:

Section 1. Loan Authorized. That pursuant to Maine law, including sections 5953-E, 6006-F, and 5772 of Title 30-A of the Maine Revised Statutes, Article XI, Section 6 and Article XII, Section 7(a) of the Charter of the City of Biddeford, a Maine Department of Education School Revolving Renovation Fund Project Eligibility Certificate dated January 31, 2020, and all other authority thereto enabling, the Treasurer and the Mayor of the City of Biddeford are authorized in the name of and on behalf of the City to execute and deliver a Loan Agreement between the Maine Municipal Bond Bank (the “Bond Bank”) and the City to effect a loan from the Bond Bank to finance the Projects in the principal amount of \$844,439.00, but of which amount \$392,326.00 of principal is forgiven by the Bond Bank (the “Loan Agreement”); and that the Loan Agreement be in such form as the Treasurer and Mayor may approve, the execution and delivery thereof to be conclusive evidence of such approval;

Section 2. Bond Authorized. That pursuant to Maine law, including sections 5953-E, 6006-F, and 5772 of Title 30-A of the Maine Revised Statutes, Article XI, Section 6 of the Charter of the City of Biddeford, and other applicable law, the Treasurer and Mayor of the City be authorized to borrow in the name and on behalf of the City the sum of up to \$452,113.00 from the Bond Bank to finance the Projects; that in connection therewith, the Treasurer and the Mayor be authorized to issue general obligation securities (bonds or notes) of the City in an original principal amount of up to \$452,113.00, payable WITH NO

INTEREST in five (5) equal annual installments of principal, and to execute and deliver such general obligation bonds or notes in registered form under the seal of the City, signed by the Treasurer, countersigned by the Mayor, and attested by the City Clerk (the “Bond”); that the signatures on the Bond may be facsimile signatures, provided that at least the signature of the Treasurer or the Mayor be a manual signature; and that the Bond be in such form and include such terms not inconsistent herewith as the Treasurer and Mayor may approve, the execution and delivery thereof to be conclusive evidence of such approval.

Section 3. That the Mayor, Treasurer, City Clerk, and other appropriate officials of the City of Biddeford, acting singly, are authorized to execute and deliver on behalf of the City such other documents and certificates as may be required in connection with the Loan Agreement and the Bond, including execution and delivery of an Assignment of monies transferred by the State of Maine to pay for Project costs and such other instruments, documents, certificates and agreements, and to take or cause to be taken such further actions for and on behalf of the City, as may be necessary, convenient, or appropriate to accomplish the Projects and to effect the transactions contemplated herein and by the documents referenced herein, and that the City Clerk be authorized to attest to the foregoing and attach the City’s seal to any of the foregoing.

Section 4. That if the Treasurer, Mayor, or City Clerk are for any reason unavailable to approve and execute the Loan Agreement, the Bond, or any associated documents, the person or persons then acting in any such capacity, whether as an assistant, a deputy, as the “acting” official, or otherwise, are each individually authorized to act for such official with the same force and effect as if such official has herself or himself performed such act.

Section 5. That if any of the officers or officials of the City who have signed or sealed the Loan Agreement or Bond shall cease to be such officers or officials before the Loan Agreement or Bond so signed and sealed shall have actually been authenticated or delivered by the City, such Loan Agreement or Bond nevertheless may be authenticated, issued, and delivered with the same force and effect as though the person or persons who signed or sealed such Loan Agreement or Bond had not ceased to be such officer or official; and also any such Loan Agreement or Bond may be signed and sealed on behalf of the City by those persons who, at the actual date of the execution of such Loan Agreement or Bond, shall be the proper officers and officials of the City, although at the nominal date of such Loan Agreement or Bond, any such person shall not have been such officer or official.

Section 6. That during the term of the Loan Agreement and Bond, all authority granted pursuant to this Order shall be, remain, and continue in full force and effect without the necessity of any further action of the City Council.

Section 7. That the sum of \$844,439.00 is hereby appropriated to finance costs of the Projects, such amount to be raised by the execution and delivery of the Loan Agreement and the issuance and sale of the Bond.

Section 8. That pursuant to Article XII, Section 7 of the City Charter, the following question shall be submitted to the voters of the City of Biddeford for ratification or rejection at a referendum vote to be held on July 14, 2020:

Shall the Order of the City Council of the City of Biddeford entitled “Order Authorizing \$844,439 City of Biddeford School Revolving Renovation Fund Financing, including \$452,113 in Bonds and \$392,326 in Loan Forgiveness, for Health, Safety, and Compliance Repairs at School Facilities” be ratified and approved?

Section 9. That said referendum question be accompanied by a signed financial statement of the Treasurer, as well as the recommendations of the City Council, the Budget Committee, and the School Committee, substantially in form as set forth below:

CITY OF BIDDEFORD FINANCIAL STATEMENT

1. Total City Indebtedness

Bonds outstanding and unpaid	\$	
Bonds authorized and unissued	\$	
Bond to be issued if this Question is approved	\$	452,113
Total:	\$	

2. Estimated Costs and Impacts of Bond

At an estimated interest rate of zero percent (0%), for a 5-year term, the estimated total costs of this bond issue will be:

Principal	\$	452,113
Interest	\$	- 0 -
Total Principal & Interest to be Paid at Maturity	\$	452,113
Projected effect on mil rate:		
Total length of term:		Five (5) years

3. Validity

The validity of the Bond and of the voters' ratification of the Bond may not be affected by any errors in the above Estimated Costs of Bond. If the actual amount of the total debt service for the bond issue varies from the estimate, the ratification by the electors is nevertheless conclusive and the validity of the bond issue is not affected by reason of the variance.

Treasurer
City of Biddeford

The City Council recommends the adoption of this article – Voted - .

The Budget Committee recommends the adoption of this article – Voted - .

The School Committee recommends the adoption of this article – Voted - .

A true copy as adopted by a majority of the Sanford City Council, attest:

Carmen J. Morris
Biddeford City Clerk

CLERK'S CERTIFICATION

I certify that the May 5, 2020 meeting of the Biddeford City Council was:
[check one box]

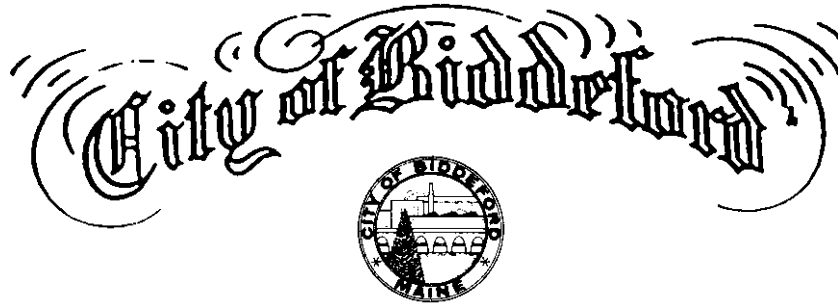
☐ conducted as a public meeting with no Council members participating remotely; or

☐ conducted through telephonic, video, electronic, or other similar means of remote participation, and that the Council's vote on this Order was taken by roll call as follows:

Council Member	PARTICIPATION			VOTE		
	Physically Present	Attending Remotely	Not Attending	YES	NO	ABSTAIN
Marc Lessard						
Doris Ortiz						
William Emhiser						
John McCurry						
Stephen St. Cyr						
Robert Quattrone						
Amy Clearwater						
Norman R. Belanger						
Michael Ready						

Date: _____, 2020

Carmen J. Morris
Biddeford City Clerk



2020.27

IN BOARD OF CITY COUNCIL..APRIL 21, 2020

BE IT ORDERED, that the City Council of the City of Biddeford does hereby authorize the City Manager to sign and execute the Federal Aviation Administration (FAA) Grant Application to receive 100% Federal Funding for the FY20 Airport Master Plan Project.

NOTE: The Grant Application submission deadline is May 1, 2020.

April 15, 2020
Page 1 of 2

Project Description

The Biddeford Municipal Airport Master Plan was last completed in 2005. This Master Plan Update will review the adequacy of the Airport's landside and airside facilities with respect to compliance with Federal Aviation Administration (FAA) design standards and ability to address the needs of the Airport through the planning period. In particular, but not limited to, the project will address the need for or the adequacy of taxiways and taxilanes, hangar buildings, fuel facility, terminal area, perimeter fencing, snow removal equipment, snow removal equipment storage building, and other similar facilities based on expected growth. Included in this project is an update to the Airport's ALP to include current conditions and recommended improvements as outlined in FAA Order 5100.38D. A schedule of improvements will be generated to organize the implementation of various improvements in the short- (0-5 years), medium- (6-10 years), and long-term (11-20 years) periods to assist the sponsor in defining the Airport's Capital Improvement Plan. This project will also include a wildlife hazard site visit.

Cost Breakdown of Major Work Items

The Coronavirus Aid, Relief, and Economic Security Act (CARES Act) increases the FAA Funding from 90% to 100% for Federal Fiscal Year 2020. The FAA Grant Application Deadline is May 1, 2020. The project cost summary is presented in the table below.

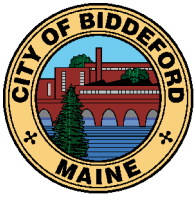
Description	Fee
Planning/Engineering	\$170,855.00
Sponsor Administration	\$3,000.00
Total Project Cost	\$173,855.00

FAA Share (100%)	\$173,855
MaineDOT Share (0.0%)	\$0
Local Share (0.0%)	\$0

Authorization

Authorize the City Manager to execute the FAA Grant Application and submit the Grant Application to the FAA by May 1, 2020 to receive 100% Federal Funding for the FY2020 Airport Master Plan Project.

City of Biddeford, Maine



The Office of
City Manager

James A. Bennett

Email: jbennett@biddefordmaine.org

MEMORANDUM

TO:	Honorable Mayor Casavant Honorable City Council
FROM:	James A. Bennett, City Manager
DATE:	April 17, 2020
RE:	Council Agenda Items for April 21, 2020 Meeting

Please find the following introductory comments for the upcoming meeting:

- 2020.24 Included in the Council package is the recommended contract for two additional years of Saco and Biddeford sharing the employment of Biddeford's Assessor. The agreement has been reviewed and recommended by the Biddeford Saco Joint Committee (Mayor Casavant, Councilor Lessard and Councilor Ready serve as Biddeford's representatives).
- 2020.25 The Biddeford Saco Joint Committee is recommended that each City establish a reserve account in the amount of \$25,000 that the committee would have available to further their work. The recommendation for Biddeford is that the Council is the reserve account would be established by transferring undesignated funds to the dedicate fund.
- 2020.27 Staff is recommending that the Council authorize the City Manager to sign off on a new grant opportunity to get planned future work done under a new federal program. This opportunity would allow the work to be completed with no local match requirement. The Council may recall that a similar action was taken last year that resulted in the substantial grant (over \$7,000,000) for improvements at the airport without any local grant.