

City of Biddeford
City Council
April 17, 2018 6:00 PM Council Chambers

- 1. Roll Call**
- 2. Pledge of Allegiance**
- 3. Adjustment(s) to Agenda**
 - 3.a. 2018.38) Approval/Asset Forfeiture Funds/Police Department Contribution to a Criminal Case (to be considered as the last Order of the Day)
- 4. Consideration of Minutes:**
 - 4.a. April 3, 2018 Council Meeting Minutes
[4-03-2018 Council Meeting Minutes.docx](#)
- 5. Orders of the Day:**
 - 5.a. 2018.33) Authorization/Purchase of Excavator/Chadwick-Baross
[4-17-2018 Excavator Purchase-Chadwick-Baross-ORDER.docx](#)
[4-17-2018 Excavator Purchase - BIDS.xlsx](#)
 - 5.b. 2018.34) Authorization/Purchase of Wood Chipper/Nortrax Equipment
[4-17-2018 Wood Chipper Purchase-Nortrax-ORDER.docx](#)
[4-17-2018 Wood Chipper Purchase-MEMO.doc](#)
 - 5.c. 2018.35) Amendment/Ch. 62, Streets, Sidewalks and Other Public Places/Sec. 62-57 - Displaying merchandise, goods, wares; standards for tables & chairs, and the service and consumption of alcoholic beverages/ADD Outside Non-contiguous Seating
[4-17-2018 Ch 62-Non-contiguous Seating Areas.docx](#)
 - 5.d. 2018.36) Approval/Wayfinding Signage for Business Parks/Bailey Sign of Westbrook, Maine
[4-17-2018 Wayfinding Signage Business Parks-ORDER.docx](#)
[4-17-2018 Business Park Wayfinding Signage.pdf](#)
 - 5.e. 2018.37) Approval/City Hall Office Reorganization
[4-17-2018 City Hall Office Reorganization-ORDER.docx](#)
[4-17-2018 Briefing Memo - Office Reorganization](#)
 - 5.f. 2018.38) Approval/Asset Forfeiture Funds/Police Department Contribution to a Criminal Case
[4-17-2018 Asset Forfeiture-PD Criminal Case.doc](#)
- 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. Adjourn**

**COUNCIL MEETING
APRIL 3, 2018**

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

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

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

Adjustment to the Agenda:

- Add Executive Session: 1 MRSA 405(6)(C)...Airport Easements

Proclamation: Public Safety Telecommunications Week

Mayor Casavant read the proclamation.

Presentation: Update on 2018 City Goals

City Clerk, Carmen Morris went through a PowerPoint presentation, which highlighted all the work and projects currently being worked on by City Staff.

Consideration of Minutes: March 20, 2018

Motion by Councilor Swanton, seconded by Councilor Foley to accept the minutes as printed.

Vote: Unanimous.

Orders of the Day:

2018.30

IN BOARD OF CITY COUNCIL....APRIL 3, 2018

BE IT ORDERED, that the City Manager be authorized to sign a unit cost contract with Dearborn Brothers Construction, Inc. of Buxton, Maine for the construction of the Graham Street Sewer Separation Project as per the bid submitted and opened on March 26, 2018, in the amount of \$972,278. Funding for this work is from the Sewer Separation Bond approved by voters and as provided for in Fund 402 account Code number 31153.

NOTE: The Finance Committee will review this item at their April 3, 2018 meeting.

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

Vote: Unanimous.

2018.31

IN BOARD OF CITY COUNCIL..APRIL 3, 2018

BE IT ORDERED, that the City Council of the City of Biddeford does hereby approve the following:

Eighth Amendment to the Rte 111-Mill Redevelopment Municipal Development and Tax Increment Financing District

WHEREAS, the City of Biddeford (the "City") is authorized pursuant to Chapter 206 of Title 30-A of the Maine Revised Statutes, as amended, to amend the Rte 111-Mill Redevelopment Municipal Development and Tax Increment Financing District (the "District") Development Program (as amended, the "Development Program"); and

WHEREAS, there is a need for economic development in the City of Biddeford, in the surrounding region, and in the State of Maine; and

WHEREAS, there is a need to improve and broaden the tax base of the City of Biddeford; and to improve the general economy of the City of Biddeford and the surrounding region; and

WHEREAS, implementation of the Development Program will help to improve and broaden the tax base in the City of Biddeford and improve the economy of the City of Biddeford and the region by attracting business development to the District; and

WHEREAS, there is a need to implement continued economic development initiatives in the District through the amendment of the Development Program in accordance with the provision of Chapter 206 of Title 30-A of the Maine Revised Statutes, as amended; and

WHEREAS, the City desires to amend the Development Program; and

WHEREAS, the City held a public hearing and voted to approve an eighth amendment to the Rte 111-Mill Redevelopment Municipal Development and Tax Increment Financing District Development Program on April 3, 2018; and

WHEREAS, it is expected that approval will be obtained from the State of Maine Department of Economic and Community Development (the “Department”), approving this ***Eighth Amendment to the Rte 111-Mill Redevelopment Municipal Development and Tax Increment Financing District Development Program***;

ORDERED AS FOLLOWS:

Section 1. The City of Biddeford hereby approves the Eighth Amendment to the Rte 111-Mill Redevelopment TIF District Development Program; such amendment to be pursuant to the following findings, terms, and provisions:

Section 2. The City Council hereby finds and determines that:

a. This amendment to the Development Program will not result in the District falling out of compliance with any of the conditions of 30-A M.R.S.A. Section 5223(3); and

b. The District and the Development Program will make a contribution to the economic growth and well being of the City of Biddeford and the surrounding region, and will contribute to the betterment of the health, welfare and safety of the inhabitants of the City of Biddeford, including a broadened and improved tax base and economic stimulus, and therefore constitutes a good and valid public purpose. The City has considered all evidence, if any, presented to it with regard to any adverse economic effect on or detriment to any existing business and has found and determined that such adverse economic effect on or detriment to any existing business, if any, is outweighed by the contribution expected to be made through the Eighth Amendment to the Development Program.

Section 3. Pursuant to the provisions of 30-A M.R.S.A. § 5227, the percentage of increased assessed value to be retained as captured assessed value in accordance with the Development Program is hereby established as set forth in the Development Program.

Section 4. The City Manager, or his duly appointed representative, is hereby authorized, empowered and directed to submit the proposed Eighth Amendment to the Development Program for the District to the Department for review and approval pursuant to the requirements of 30-A M.R.S.A. § 5226; and further is authorized to execute the credit enhancement agreement with the developer of the North Dam Mill consistent with the Development Program as presented and approved herein, and to create accounts and take all the actions described in such agreement.

Section 5. The foregoing adoption of the Eighth Amendment to the Development Program for the District shall automatically become final and shall take full force and effect upon receipt by the City of approval of the by the Department, without requirement of further action by the City, the City Council, or any other party.

Section 6. The City Manager, or his duly appointed representative, is hereby authorized and empowered, at his discretion, from time to time, to make such revisions to the Eighth Amendment to the Development Program for the District as the City Manager, deems reasonably necessary or convenient in order to facilitate the process for review and approval of the District by the Department, or for any other reason, so long as such revisions are not inconsistent with these resolutions or the basic structure and intent of the Development Program.

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

Mayor Casavant opened the public hearing.

Biddeford resident, Matt Lauzon addressed his concern that there be clearer communication between the City and the public regarding the various development projects that are encompassed in the TIFs.

The public hearing was closed.

Vote on Order: 5/4; Councilors McCurry, Quattrone, Lessard and Seaver opposed.
Councilors Swanton, St. Cyr, Foley, Belanger and Ready in favor.
Motion carries.

2018.32 **IN BOARD OF CITY COUNCIL..APRIL 3, 2018**

BE IT ORDERED, that the City Council of the City of Biddeford does here by accept the City Clerk's nominations for Election Clerks for the 2018 and 2019 Elections.

NOTE: The City Clerk may include other Election Clerks not on the attached list, as necessary.

Motion by Councilor Foley, seconded by Councilor McCurry to confirm the appointments.
Vote: Unanimous.

Public Addressing the Council...(5 minute limit per speaker; 30 minute total time limit):
A couple of citizens addressed their comments to the Council.

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

Other Business:
Councilor Lessard: asked if Code Enforcement Officer, Roby Fecteau could give a quick update on the apartment fire that occurred yesterday (April 2nd).

Councilor Lessard informed the Council that on April 18th, the York County Budget Committee will be nominating their members; and he urged his fellow Councilors to attend the meeting so that a Biddeford Councilor may be nominated to the committee and maintain voting rights.

Code Enforcement Officer, Roby Fecteau gave an update on the apartment fire that occurred yesterday (April 2nd) at 45 Hill Street, with damage also at 39 Hill Street. The City has ordered a complete demolition of 45 Hill Street, and the debris is scheduled to be removed April 4th and 5th. The General Assistance Office has worked with the Red Cross to assist with the temporary relocation of the affected tenants of both buildings.

Councilor Swanton: shared that on April 28th, from 10:00 a.m. to 2:00 p.m. at the Public Works Department on Hill Street, personnel from the Police Department will be present to do drug take back; and Earth Machines will be available for purchase.

Council President Addressing the Council: Councilor McCurry offered his condolences to the family and friends of the gentleman who passed away in this week's apartment fire. He also gave kudos to all the first responders who were on the scene fighting the fire.

Councilor McCurry shared how proud he is of the Police Department for going through the CALEA (accreditation) process; and how impressed he is on how quickly they have been able to get through the process.

Mayor Addressing the Council: Mayor Casavant expressed how impressed he is with all who worked this week's fire, from our own personnel to all the surrounding communities who came in to assist. He announced that if folks would like to help those who have been affected by the building fire, they may go to the City's website and donate to the Go Fund Me fundraiser that has been created by Representative Martin Grohman.

Executive Session: 1 MRSA 405(6)(C)...Airport Easements

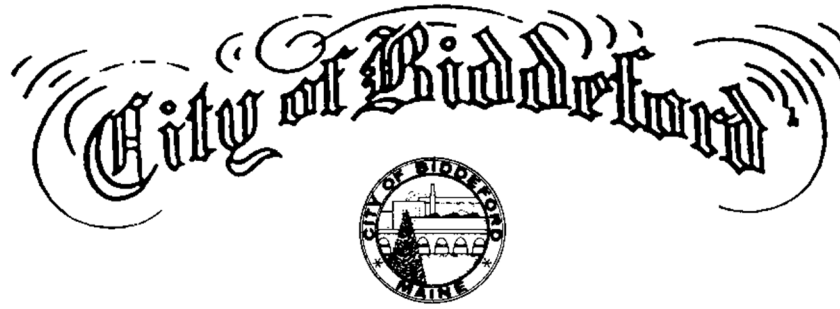
Motion by Councilor McCurry, seconded by Councilor Lessard to move into Executive Session.
Vote: 8/1; Councilor McCurry opposed.

Councilors Swanton, St. Cyr, Quattrone, Foley, Belanger, Ready, Seaver and Lessard in favor.
Motion carries. Time: 6:45 p.m.

Motion by Councilor Foley, seconded by Councilor McCurry to move out of Executive Session.
Vote: Unanimous. Time: 7:25 p.m.

Motion by Councilor Foley, seconded by Councilor McCurry to adjourn.
Vote: Unanimous. Time: 7:25 p.m.

Attest by:_____ **Carmen J. Morris, City Clerk**



2018.33

IN BOARD OF CITY COUNCIL....APRIL 17, 2018

BE IT ORDERED, that the City Manager be authorized to purchase one (1) 2018 Volvo Excavator as per bid of April 6, 2018 (the "Equipment") from Chadwick-Baross (the "Vendor") and may pay the Vendor an amount not to exceed \$157,000.00 (before discounts valued at \$19,600.00) for the Equipment as follows:

1. The City of Biddeford expects to incur debt to reimburse expenditures to pay the cost of the Equipment;
2. The City of Biddeford reasonably expects that the maximum principal amount of the debt, including for reimbursement purposes, is \$157,000.00;
3. The City Manager, on behalf of the City of Biddeford, is authorized to enter into a lease purchase, loan or other financing agreement for the Equipment provided that (a) the principal amount of such agreement will not exceed \$157,000.00, (b) the term of such agreement will not exceed one hundred and twenty (120) months and (c) any obligation of the City of Biddeford to make lease or loan payments pursuant to such agreement is subject to annual appropriation by the City Council of the City of Biddeford;
4. The City Manager is authorized to advance money from the General Fund of the City for payment of the costs of the Equipment; and
5. The City Manager, on behalf of the City of Biddeford, is authorized to negotiate, enter into, execute, deliver and cause to be performed, and to approve, any and all agreements, instruments, certificates and other documents, and to grant security interests in the Equipment, upon such terms, conditions, limitations and undertakings, which the City Manager determines are necessary and proper for the acquisition and financing of the Equipment, provided that any lease purchase, loan or other financing agreement will be countersigned by both the Mayor and the Treasurer of the City of Biddeford. Without limiting the foregoing, the City Manager, on behalf of the City of Biddeford, in connection with the acquisition of the Equipment, is authorized to sell, transfer, trade in or otherwise dispose of any equipment, which the City Manager determines is no longer useful to the City of Biddeford.

NOTE: The Finance Committee will review this item at their April 17, 2018 meeting.

Bid Opening for an Excavator

Present for Bid Opening: Carl Marcotte - Public Works
Kara Cote - Public Works

Adam Brock - Nortrax
Brian Webber - Heavy Machines
Don Norris- Chadwick-Baross

Bids were opened at the Public Works Department, located at 371 Hill Street, at 11 a.m on Friday, April 6, 2018. Staff is recommending the bid (option 3) from Chadwick-BaRoss with trade, in the amount of \$137,400.00. This excavator was approved in the FY18 CIP budget as a lease in line 21204-60925.

Beauregard Equipment

CASE CX160 D \$158, 800.00
Trade \$16, 800.00
Total: \$142, 000.00

Milton Cat

CAT 316 FL \$217, 000.00
Trade \$23, 000.00
Total: \$194, 000.00

Chadwick-Baross

Option 1-EC160E \$149, 500.00
Trade \$19, 600.00
Total: \$129, 900.00

Option 2 - EC160E \$151, 500.00
Trade \$19, 600.00
Total: \$131, 900.00

Option 3 - EC160E \$157, 000.00
Trade \$19, 600.00
Total: \$137, 400.00

Heavy Machines

Link-Belt 160X4 \$160, 500.00
Trade \$15, 000.00
Total: \$145, 500.00

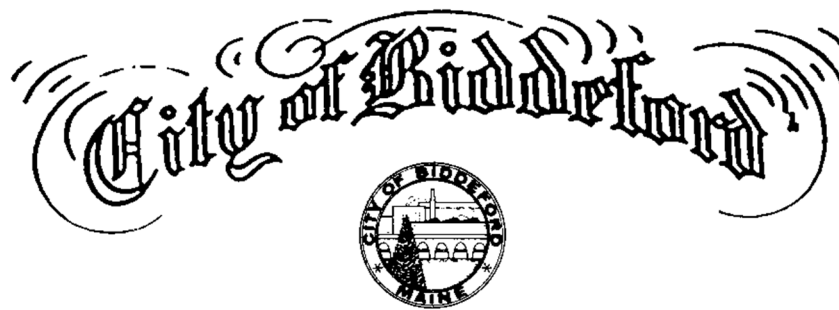
JCB

JS160 NLC \$147, 500.00
Trade \$16,000.00
Total: \$131, 500.00

Nortrax

160 G LC \$184, 500.00
Trade \$21, 500.00
Total: \$163, 000.00

Bid Opening for an Excavator



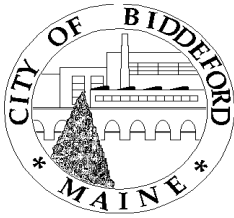
2018.34

IN BOARD OF CITY COUNCIL....APRIL 17, 2018

BE IT ORDERED, that the City Manager be authorized to purchase one (1) 2018 Morbark M15R wood chipper (the "Equipment") from Nortrax Equipment (the "Vendor") and may pay the Vendor an amount not to exceed \$75,066.00 (before discounts valued at \$10,500.00) for the Equipment as follows:

1. The City of Biddeford expects to incur debt to reimburse expenditures to pay the cost of the Equipment;
2. The City of Biddeford reasonably expects that the maximum principal amount of the debt, including for reimbursement purposes, is \$75,066.00;
3. The City Manager, on behalf of the City of Biddeford, is authorized to enter into a lease purchase, loan or other financing agreement for the Equipment provided that (a) the principal amount of such agreement will not exceed \$75,066.00, (b) the term of such agreement will not exceed one hundred and twenty (120) months and (c) any obligation of the City of Biddeford to make lease or loan payments pursuant to such agreement is subject to annual appropriation by the City Council of the City of Biddeford;
4. The City Manager is authorized to advance money from the General Fund of the City for payment of the costs of the Equipment; and
5. The City Manager, on behalf of the City of Biddeford, is authorized to negotiate, enter into, execute, deliver and cause to be performed, and to approve, any and all agreements, instruments, certificates and other documents, and to grant security interests in the Equipment, upon such terms, conditions, limitations and undertakings, which the City Manager determines are necessary and proper for the acquisition and financing of the Equipment, provided that any lease purchase, loan or other financing agreement will be countersigned by both the Mayor and the Treasurer of the City of Biddeford. Without limiting the foregoing, the City Manager, on behalf of the City of Biddeford, in connection with the acquisition of the Equipment, is authorized to sell, transfer, trade in or otherwise dispose of any equipment, which the City Manager determines is no longer useful to the City of Biddeford.

NOTE: The Finance Committee will review this item at their April 17, 2018 meeting.



City of Biddeford, Maine

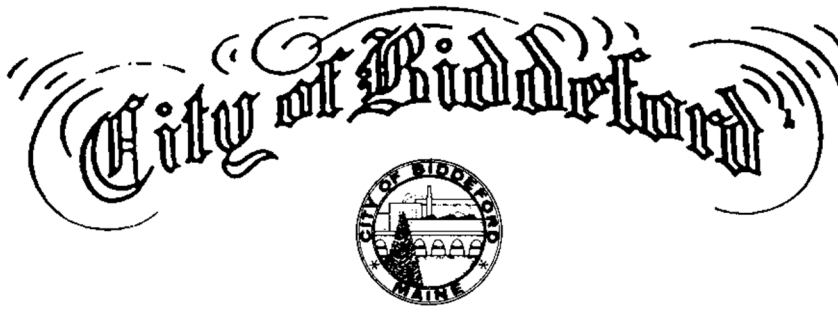
Public Works Department

371 Hill Street Biddeford, Maine 04005
Phone: (207) 282-1579 Fax: (207) 286-9395

To: Finance Committee
From: Carl Marcotte
Date: 4/10/2018
RE: Wood Chipper

We are requesting to purchase a 15 inch Morbark wood chipper from Nortrax Equipment with trade for the amount of \$64,566.00, the trade-in is a 1996 Morbark 17 inch chipper. This chipper will be purchased under the NJPA (National Joint Powers Alliance) bid. This chipper was approved in the FY/18 CIP budget as a lease in line 21204-60925.

Morbark M15 R	\$75,066.00
Trade:	<u>\$10,500.00</u>
Total:	\$64,566.00



2018.35

IN BOARD OF CITY COUNCIL..APRIL 17, 2018

BE IT ORDAINED, by the City Council of the City of Biddeford that the Code of Ordinances, Chapter 62, Streets, Sidewalks and Other Public Places, **Section 62-57. Displaying merchandise, goods, wares; standards for table and chairs, and the service and consumption of alcoholic beverages** is amended by adding or ~~deleting~~ to read as follows:

Sec. 62-57. Displaying merchandise, goods, wares; standards for tables and chairs, and the service and consumption of alcoholic beverages.

- (a) No person engaged in the sale of goods, wares or merchandise shall deposit, pile, place or display for purposes of sale any such goods, wares or merchandise upon or above any public sidewalk, public space, or public way without first receiving a permit from the City Clerk's office. Permits shall be free-of-charge for use of space that is contiguous to a licensed establishment; and \$1,000.00 for use of space that is non-contiguous to a licensed establishment; and shall only be valid from May 1 to October 31 within any calendar year; and shall only be issued by the City Clerk's office for such displays within the MSRD-1 Zone, as depicted on the official Zoning Map of the City, once the Code Enforcement Office has determined that the performance standards in Subsection (c) are met.
- (b) Notwithstanding any other provision herein, in order to sponsor a more leisurely and pleasant commercial atmosphere in the downtown area, the City Clerk's office may issue permits for the setting of tables and chairs associated with established restaurants or other holders of valid City Council issued victualer licenses in the MSRD-1 Zone, as depicted on the official Zoning Map of the City, upon or above any public sidewalk, public space, or public way. Such permits shall be free-of-charge for use of space that is contiguous to a licensed establishment; and \$1,000.00 for use of space that is non-contiguous to a licensed establishment; and shall only be valid from May 1 to October 31 within any calendar year, and shall only be issued once the Code Enforcement Office has determined that the performance standards in Subsection (c) are met.
- (c) Performance standards:
 - (1) Except where (4) below applies, the following standards must be maintained:
 - a. The goods, wares, other merchandise, tables, and chairs are located in front of the specific establishment; ~~and~~
 - b. Are portable; ~~and~~
 - c. Are removed from the sidewalk at the end of the specific operating hours of the establishment; ~~and~~

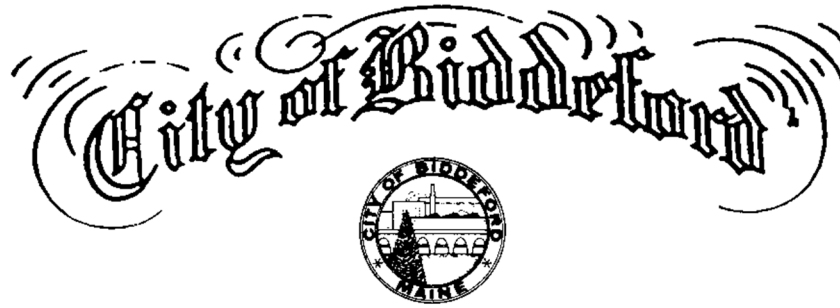
- d. That an adequate pedestrian travelway, such travelway being at least 48 inches between the outside edge of the goods, wares, other merchandise, tables and chairs, any required barriers, and the outer edge of the curb, is maintained; and
 - e. That there is no hindrance or hazard to pedestrian safety or movement, or the opening of vehicle doors;~~;- and~~
- (2) There are adequate provisions to collect and remove any and all waste or litter associated with or resulting from, the use or display of said goods, wares, other merchandise, tables and chairs so that there is no accumulation of wastes and litter on said sidewalk.
- (3) The City Council may permit the service to, and the consumption of alcoholic beverages by a patron of a restaurant that has been licensed by the state for the sale and consumption of alcoholic beverages, and that the licensed area has been extended to include part of the sidewalk or other public way. When a license has been so approved and issued, all of the conditions under Subsections (1) and (2) above shall be adhered to. Additionally, the licensee shall comply with the provisions under 28-A M.R.S.A. § 1051(3), which limits the service and consumption of liquor to areas that are clearly defined and approved in the application process by the bureau of alcoholic beverages as appropriate for the consumption of liquor. Outside areas must be controlled by barriers and by signs prohibiting consumption beyond the barriers.
- (4) The City Council may permit the service to, and the consumption of alcoholic beverages by a patron of a restaurant that has been licensed by the state for the sale and consumption of alcoholic beverages, and that the licensed area has been extended to include part of the sidewalk or other public way that is noncontiguous to the premises so licensed. When a license has been so approved and issued, all of the conditions under Subsection (2) above shall be adhered to. Additionally, the licensee shall comply with the provisions under 28-A M.R.S.A. § 1051(3) and § 1051(9), which limits the service and consumption of liquor to areas that are clearly defined and approved in the application process by the bureau of alcoholic beverages as appropriate for the consumption of liquor. Outside areas must be controlled by barriers and by signs prohibiting consumption beyond the barriers. Further, the following performance standards must be maintained:
- a. That an adequate pedestrian travelway, such travelway being at least 60 inches wide, be maintained for pedestrian access between the outside edge of tables and chairs and any required barriers and that such a travel way complies with the Americans with Disabilities Act;
 - b. That there is no hindrance or hazard to pedestrian safety or movement, or the opening of vehicle doors;
 - c. The building in which the permitted restaurant operates shares a common boundary line with a public sidewalk;
 - d. The outdoor seating area is located within twenty (20) feet of the entrance fronting the permitted restaurant;
 - e. An outdoor seating area that directly abuts a street travel way, such as when located in a parking space, must have a physical barrier along the street side of the area;
 - f. An outdoor seating area located within a street adjacent to a curb shall be elevated on a platform so that it is flush with the top of curb;

- g. No outside seating area located on a sidewalk may be located so it is any closer than two (2) feet from the face of the curb;
- h. The outdoor seating area is not located closer than twenty (20) feet to any crosswalk or street intersection and no closer than five (5) feet to any driveway;
- i. The operation of the outdoor seating area for the restaurant be related to the sale of food or drink from the permitted restaurant;
- j. Access to the outdoor seating area by patrons and staff shall be maintained such that is complies with the Americans with Disabilities Act;
- k. An outdoor seating area must not block a fire hydrant or impede drainage to stormwater facilities;
- l. Outdoor seating furniture may remain in the outdoor seating area when the restaurant is closed so long as it is adequately locked down and secured;
- m. A continuous barrier of not less than 3 feet in height shall be installed and must start from the ground, and shall be in compliance with standards and rules set forth by Maine Bureau of Alcoholic Beverages;
- n. Tabletop signage is limited to menus and must not exceed four (4) square feet in area;
- o. Signage must be posted in the outside seating area that states, “**No Alcohol Beyond This Point**”; and
- p. Lighting may not be affixed to any City infrastructure, including but not limited to, street lights, trees, and signs, without the express permission of the City of Biddeford Public Works Department.

(5)(4) The code enforcement office shall enforce these provisions and shall take actions to correct any problems that result from the issuance of permits under this section. Such action shall include revocation of any permit issued under these provisions.

For the purposes of this section, "restaurant" shall have the following definition: Any public place kept, used maintained, advertised, and held out to the public as a place where meals are served, without sleeping accommodations, such space being provided with adequate and sanitary kitchen and dining room equipment and capacity and having employed therein a sufficient number and kind of employees to prepare, cook, and serve suitable food for its guests. Provided further that no restaurant licensed as such shall sell alcoholic beverages later than one hour after the time food service has ended or 11 p.m., whichever is earlier except during the hours when meals are available.

Unless further action is taken by the City Council, the provisions pertaining to non-contiguous outside seating areas contained in Section 62-57 of this Chapter shall expire on November 1, 2018.



2018.36

IN BOARD OF CITY COUNCIL...APRIL 17, 2018

BE IT ORDERED, that the City Manager be authorized to sign a contract with Bailey Sign, Inc. of Westbrook, Maine for the final design, fabrication, and installation of wayfinding signage for the Robert G. Dodge Business Park, Alfred Road Business Park, Biddeford Industrial Park, and Airport Industrial Park (s), with a total proposed cost of \$84,215.00, with funding to be provided from the Industrial Park Fund.

NOTE: The Finance Committee will review this item at their April 17, 2018 meeting.

City of Biddeford, Maine



MEMORANDUM

TO:	Honorable Mayor Casavant Honorable City Council James A. Bennett, City Manager
FROM:	Brad Favreau, Economic Development Coordinator
DATE:	April 11, 2018
RE:	Wayfinding Signage for Business Parks

In January, 2018 City Council approved the fabrication and installation of two new entry signs for the Robert G. Dodge Business Park (RGDBP) and the Alfred Road Business Park (AFBP). Bailey Sign of Westbrook is now producing these signs.

Per the recommendation of the Finance Committee at that time, a broader wayfinding plan has been created for Biddeford's four business parks, to include Biddeford Industrial Park (BIP) and Airport Industrial Park (AIP) as well as RGDBP and ARBP. A summary of this plan is attached here.

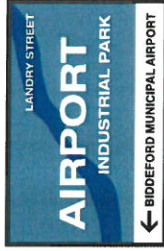
- The cost of wayfinding signage for RGDBP and ARBP (including an electronic sign board at ARBP) is \$48,875.
- The total cost of wayfinding signage at BIP and AIP is \$33,240.
- Cost of design drawings is \$2,000.
- The total cost of new the new wayfinding plan is \$84,215.

An amount of \$90,000 was budgeted for this purpose from the Industrial Park Fund. The total amount for this plan is under budget by \$5,785.

cc: Mathew Eddy, Economic Development Director



AIRPORT INDUSTRIAL PARK



4



5

BIDDEFORD INDUSTRIAL PARK



1



2



3



6



7



www.baileysign.com
9 Thomas Drive
Cotuit, MA 01922
207-774-2843 / 1-800-519-SIGN
Fax: 774-1193
E-Mail: sales@baileysign.com

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ALL ELECTRICAL SIGNS REQUIRE ROUTINE MAINTENANCE.

VOLTAGE

APPROVAL

CLIENT

APPROVED
BAILEY SIGN REPRESENTATIVE

DATE

APPROVED

DATE

DESIGNATED COPY FOR:

ESTIMATING/OUTSOURCING

GRAPHICS

FABRICATION

ROUTER

PAINT

INSTALLATION

CUSTOMER / SIGN LOCATION
BIDDEFORD, CITY OF
AIRPORT INDUSTRIAL PARK
& BIDDEFORD INDUSTRIAL
BIDDEFORD, MAINE

SALESPERSON: SC DRAWN BY: LWM

WORK ORDER # 1739.1 CUSTOMER # 6093

SCALE DATE 3/5/18

REVISION # / DATE / NOTE / REVISION

R1 3/9/18 REVISE SIGNS

R2 3/12/18 RENAME SIGNS

DRAWING #

07991 SIGN PLOT R2

SHEET 1 OF 1

PROGRESS DRAWING YELLOW 9-25-2017 LWM.cdr



www.baileysign.com
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PLEASE NOTE:
 THIS IS A PRELIMINARY FIELD MEASUREMENT. IT MAY OR MAY NOT BE NECESSARY TO BE VERIFIED.
 THE DESIGN IS THE EXCLUSIVE PROPERTY OF BAILEY SIGN. IT IS NOT TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF BAILEY SIGN.
 THE ACCURACY OF THIS COLOR RENDERING IS LIMITED BY MEDIA AND PRINTING PROCESS. FOR REPRESENTATIONAL USE ONLY. THIS COLOR RENDERING IS NOT A CONTRACT. THE COLOR MATCHES OF ANY MATERIALS USED IN THE FABRICATION OF THE SIGN SHALL BE THE RESPONSIBILITY OF THE CLIENT.
 IF AN ELECTRICAL SIGN, THE INSTALLATION MUST BE ACCOMPANIED BY A LICENSED ELECTRICIAN. THE REQUIREMENTS OF THE NATIONAL ELECTRICAL CODE, THE REQUIREMENTS OF THE NATIONAL FIRE PROTECTION ASSOCIATION, AND ANY APPLICABLE LOCAL ORDINANCES SHALL BE THE RESPONSIBILITY OF THE CLIENT.
 ALL ELECTRICAL SIGNS REQUIRE ROUTINE MAINTENANCE.

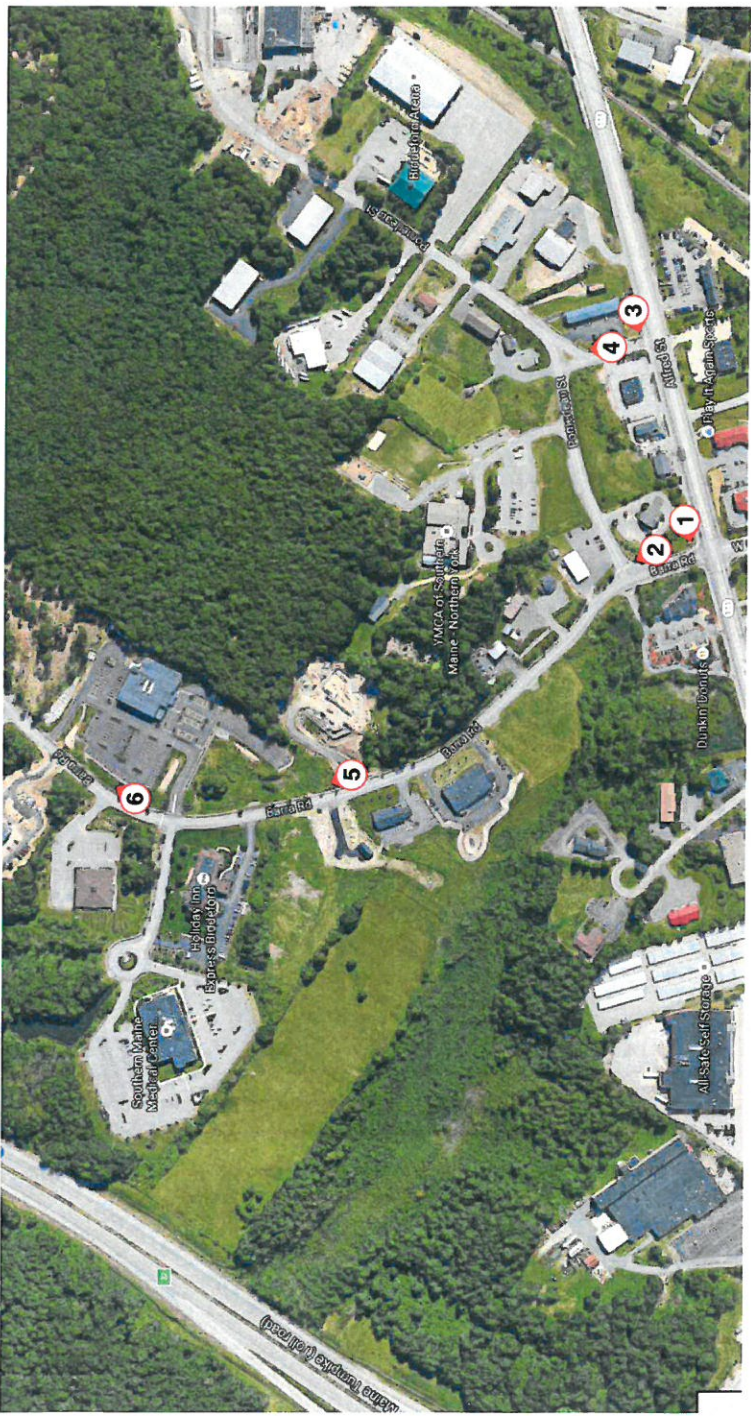
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PAINT	
INSTALLATION	

CUSTOMER / SIGN LOCATION
 BIDDEFORD, CITY OF
 ALFRED ROAD BUSINESS PARK
 BIDDEFORD, MAINE

SALES PERSON: SC
 DRAWN BY: LWM
 WORK ORDER #: 1739.1
 CUSTOMER #: 6093
 SCALE: 1" = 300'
 DATE: 2/13/18
 REVISION # / DATE / NOTES / REVISIONS
 R1 3/1/18 REVISE SIGNS
 R2 3/9/18 REVISE SIGNS
 R3 3/12/18 REVISE SIGNS

DRAWING #
 07987 PLOT R3



SIGN LOCATION PLAN
 SCALE: 1" = 300' ±

1

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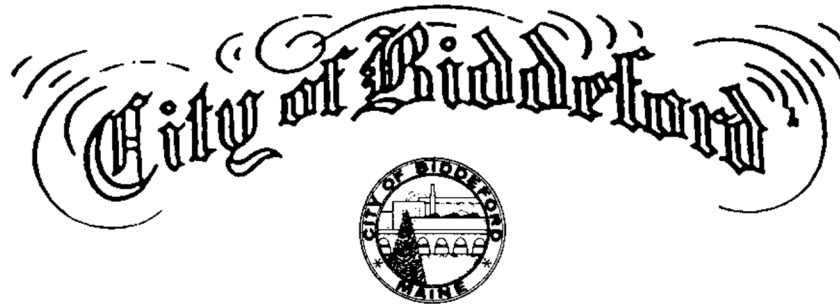
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REF. DR.



2018.37

IN BOARD OF CITY COUNCIL...APRIL 17, 2018

BE IT ORDERED, that the City Manager be authorized to sign contracts with Trades Center, Inc (\$12,237.00), Minuteman Securities (\$6,752.29), Earl W. Noyes & Sons (\$8,100.00), and Guillemette's Flooring, LLC (\$3,284.02) as well as authorization for a construction contingency of \$7,500.00 in order to perform City Hall renovations for a not to exceed budget of \$37,873.31.

The project includes moving the facilities management office to the 1st floor, renovation of the current facilities management office, moving general assistance to the current facilities management office once the space is renovated, opening the doorway from the city clerk's office to the new general assistance office to provide municipal personnel access, installation of security locks and cameras in the new general assistance office, moving the finance office to the former general assistance office once vacated, moving the codes office to the former finance office once vacated, installation of network and phone outlets to match desk and printer/copier placements, and new carpeting for the executive suite.

NOTE: The Finance Committee will review this item at their April 17, 2018 meeting.



City of Biddeford

Facilities Management
P.O. Box 586 • 205 Main Street
Biddeford, ME 04005
Phone: (207) 284-9313

Briefing Memo

TO: Mayor Alan Casavant
Council President John McCurry and Members of the City Council

CC: James Bennett, City Manager
Cheryl Fournier, Finance Director

FROM: Phil Radding, Facilities Management

DATE: April 12, 2018

RE: Relocating Departments within City Hall, (GA, Finance, Codes, Facilities)

In response to the plan for relocating offices in order to be more efficient and free up the codes office for possible rental space, a renovation plan has been prepared. The planning involved over twelve iterations of various layouts and office moves. Due to the space and office layout limitations the final plan involves four departments – general assistance (GA), finance, codes, and facilities. The executive office is also involved but simply to replace worn flooring.

The first part of the plan involves moving the current facilities management office from the ground floor to the office immediately adjacent to the entry vestibule on the South Street side of City Hall.

Once the current facilities space is vacated, the space will be renovated to accommodate GA. This work involves repurposing an office for interview space, removing a wall to open the office area, opening the access between the clerk's office and the space to provide convenient municipal personnel access, and installation of security locks and cameras. Finishing of the space, such as painting and minor trim repair, will be performed by maintenance personnel to reduce cost. Once the space has been renovated, the general assistance office will be moved from the 1st floor to this location. See attached plan.

After the GA office is moved, the current GA office will receive minor cosmetic repairs (painting, minor trim repairs). Once the repairs are complete, the finance office will be moved from the ground floor to the 1st floor GA space. This will free up the finance space on the ground floor. The codes office will be moved from its current office on Main Street to the current space occupied by the finance department. Finally, as part of the project, the worn carpet in the executive suite will be replaced.

Maintenance staff will perform touch-up repairs to the current codes office once all of the office moves have been completed. This will ensure the office is suitable for showing as rental space.

The budget for the project is as follows:

Task	Bidder	Price	Recommendation
Renovation (Facilities/GA)			
	Trades Center, Inc	\$12,237.00	\$12,237.00
	Philip Zukatis Const.	\$14,480.00	
	Valley Construction	\$13,800.00	
Security/Cameras (GA)			
	Minuteman Security Tech	\$ 6,752.29	\$ 6,752.29
Network/Phone/Copier Drops			
	Coordinated by IT ¹	\$1,500.00	\$1,500.00
Moving Costs			
	Earle W. Noyes & Sons	\$8,100.00	\$8,100.00
Carpeting			
	Guillemette's Flooring	\$3,284.02	\$3,284.02
Contingency			
	Issues/ Maint./Touch-up ²	\$3,000.00	\$3,000.00
	Office Furniture ³	\$3,000.00	\$3,000.00
Total			\$37,873.31

¹This is a budget figure, not-to-exceed, the actual placement of desks and distance from network access points will define the cost.

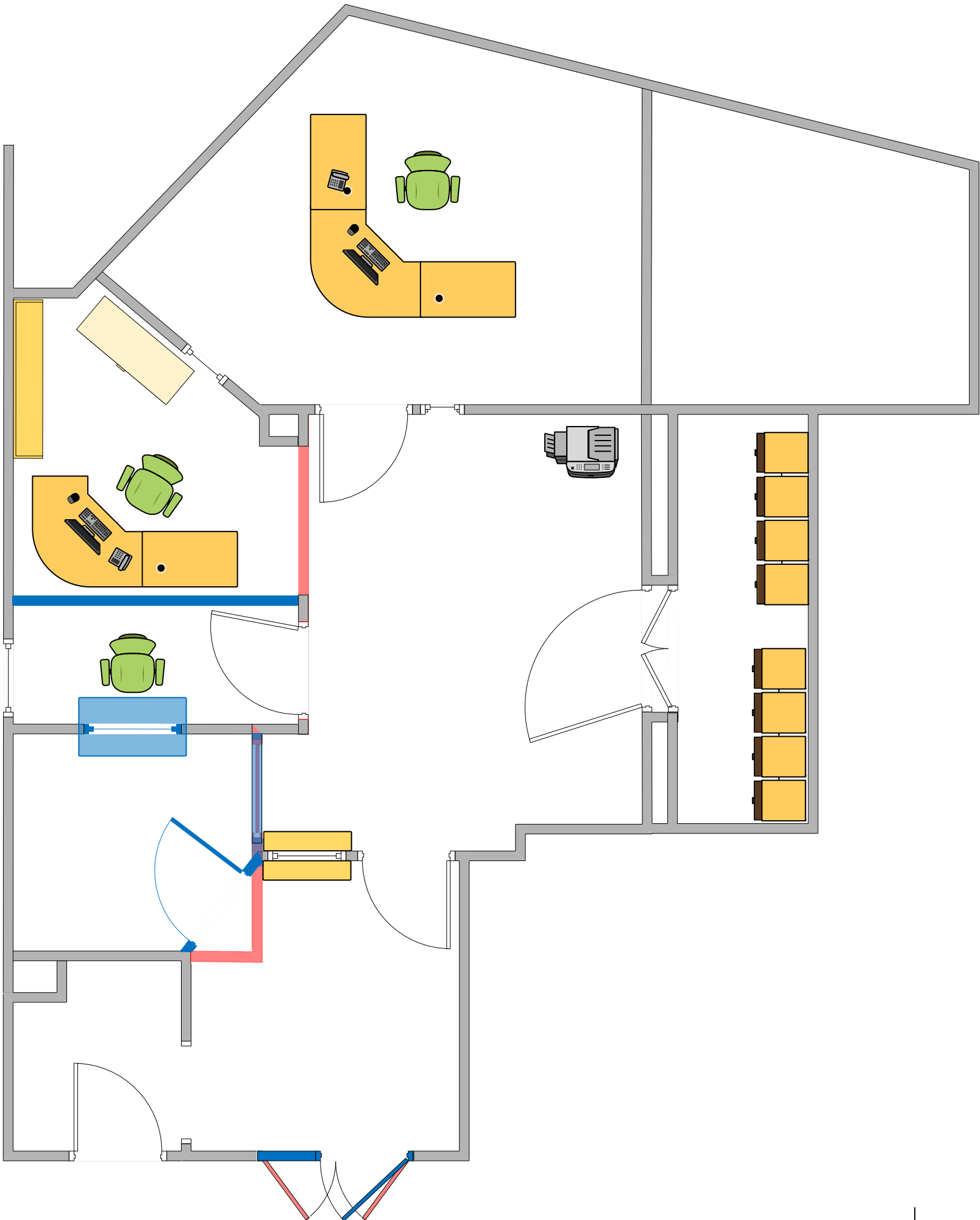
²This is a contingency for paint and finishing of new GA space as well as touch-up of finance and codes offices once vacated. Due to the age of the building, this may also be used if there are any unforeseen structural/building issues encountered during renovation.

³This is strictly a contingency should existing office desks not fit efficiently within the new spaces. Every effort will be made to reuse existing office furniture.

This project corresponds with **Goal 2018-16** of the 2018-2019 Work Plan.

The Finance Committee is scheduled to review this item at the April 17 meeting just prior to Council review.

- 1. Remove corner wall in client interview room
- 2. Create angled wall with personnel door to client interview room
- 3. Remove existing pocket door and/or sheetrock over opening
- 4. Add wall in staff office area to create staff interview room
- 5. Insert interview window between interview rooms
- 6. Remove partition wall in second half of office area or create full width opening 7'6" high
- 7. Remove double-door between G.A. and Clerk's office and install lockable personnel door
- 8. Red items to be removed
- 9. Blue items to be installed





GENERAL CONTRACTOR ■ DESIGN/BUILD ■ COMMERCIAL ■ INDUSTRIAL ■ RESIDENTIAL

Project Name: General Assistance Remodel

Date: 13 Feb, 2018

Scope of Work:

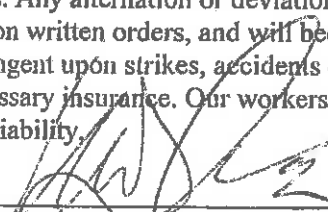
- Demolition
 - Selective demolition of walls per plan
 - Remove door cover and misc demo
- Carpentry
 - Frame office walls per plan and conversation
 - Bookcase to remain in office C
 - Match existing pass thru counter and build new P-lam counter
- Door
 - (1) 3'-0" by 6'-8" solid core birch door with wood frame
 - Lockset supplied by owner install by TCI
 - 3x3 privacy glass pass thru with alum framing similar to upstairs
- Finishes
 - Install 5/8" sheetrock to framing and touch-up per plans, ready for paint
 - Paint by owner's painter
 - Allowance carried for repair and infill of floor tile (\$600)
 - Allowance carried for ceiling repair (\$350)
- MEP
 - Allowance carried for duct work and moving thermostat (\$800)
 - Allowance carried for misc electrical (\$750)

We Propose hereby to furnish material and labor – complete in accordance with above specifications, for: Twelve thousand Two hundred, Thirty Seven dollars (\$12,237.00)

Payment to be made as follows: Payment due upon completion.

A 1 ½% fee will be charged per month the amount is overdue and all cost of collection if not paid within 30 days will be additional to the original amount.

All materials are guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alternation or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry builder risk and any other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance and Liability.

Authorized Signature:  Date: 13 Feb, 2018

Note: This proposal may be withdrawn by us if not accepted with 30 days.

Acceptance of Proposal – The above prices, specs and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Authorized Signature: _____ Date: _____

Philip Zukatis Construction
766 Long plains RD
Buxton Me 04093
207-229-2995

RE: General Assistance Remodel -- Biddeford City Hall

Description

Removal and building walls per plan. Install base and door trim to match. Walls to be 5/8" drywall.

Base and trim to match existing. Extend existing pass thru shelf and build new unit in consul area.

Furnish and install new wood door into consul room. Owner to supply lockset, we will install

All work to be done according to the plan.

Owner instructed allowances: Flooring repair \$600, Ceiling repair \$350, Mechanical \$800 and Electrical \$750 have been carried.

Exclusions: Painting B/O

Project cost \$14,480.00

Thanks for your consideration

Philip Zukatis

207-229-2995

pzconstruction@roadrunner.com

Valley Construction

Jacob Lanoue
Owner, DBA
207.391.2005
valleyconstructionME@outlook.com

Project: General Assistance Office Remodel

Proposal:

Plan from Owner - 1/8:1 scale showing new General Assistance Office

Work: Remodel area to be General Assistance Office

Work to include removal of existing walls, door and door barricade. Construction of new walls and installation of new door and frame as shown. Installation of owner supplied lockset is included. Baseboard and door trims to match existing. Clam shell on existing door to remain. Countertop at new pass thru to have plastic laminate. New walls to be sheetrock ready for painting by owner.

Per Owner, allowances \$950 for flooring and ceiling repair and \$1,550 for mechanical and electrical have been included in the price

Project Cost: \$13,800

Payment: 30% down, balance upon completion

Thank you,



Jacob Lanoue,

Valley Construction

Owner, DBA



Quote

No.: 7243

Date: 2/28/2018

Prepared for:
Phil Radding
Biddeford City Hall
205 Main Street
Biddeford, ME, ME 04005

Prepared by: Scott Johnson
Account No.: 689

Quote Description Health & Welfare Office Access

Quantity	Item ID	Manufacturer	Description
1	STAR-ACM8-WA	Software House	Add-on Access Control Module II (ACM II). Includes cable assembly and relay board for an additional 8 Wiegand or 8 RM readers. Each ISTAR Pro can supp
3	5000C 12/24 630	HES	HES 5000 COMPLETE - 501/ 501A FP
3	5395CG100	HID	Thin-Line II Wall Switch Weigand Prox Reader, Gray
	COMP CABLE	MST	Composite Cable For Card Access Doors
	PUSH-18/4	MST	18/4 Stranded Plenum Unshielded Wire
1	DBS-1A	Aiphone	The DBS-1A kit includes the DA-1DS door station, the DB-1MD master and PT-1211C power supply.
1	DB-1SD	Aiphone	The DB-1SD hands-free sub station features a call tone volume control with mute indicator, receive volume control, All Call button, Talk button, and O
2	PT-1211C	Aiphone	Transformer, Plug-In, 110VAC, 15VAC
1	RY-ES	Aiphone	External Signal Relay
	ME Install Labor	MST	Maine Labor
1.00	MISC-ME	MST	Miscellaneous Materials

Your Price: \$6,752.29

Total: \$6,752.29

Prices are firm until 3/30/2018

Terms: Net 30

Prepared by: Scott Johnson, sjohnson@minutemanst.com

Date: 2/28/2018

Scope Of Work - MMST will install card access on these three doors. Outside Wooden Door, Single Wooden Door By Phil's Office, Set of Double Doors going into City Hall left door will be pinned by David Wade. MMST will be installing an Aiphone system with two desk stations.

Payment Terms: [Net30]

Minuteman Security Technologies
190 Riverside Street
Portland, ME 04103

from Minuteman, and specifically waives any rights for indemnity for any damages or losses caused by hazards to customers, invitees, guests, or property of customer or third parties. Customer understands and agrees that the System and the services to be supplied hereunder are designed to detect security breaches, and that MINUTEMAN MAKES NO WARRANTY, EXPRESS OR IMPLIED, THAT THE SYSTEM OR THE SERVICES IT FURNISHES WILL AVERT OR PREVENT OCCURRENCES, OR THE CONSEQUENCES THEREFROM. Customer agrees that Minuteman shall not be liable to Customer, its employees, agents or guests, or to any third party, for any losses or damages, irrespective of origin, to person or property, whether directly or indirectly caused by performance or non-performance of obligations imposed upon Minuteman under this Agreement or by negligent acts or omissions of Minuteman, its agents or employees. In all events, it is further agreed that if Minuteman should become liable for any losses or damages for any reason having to do with this Agreement, Minuteman's total liability to Customer shall be limited \$250., which sum the Customer agrees is reasonable. The payment of this amount shall be Minuteman's sole and exclusive liability regardless of the amount of loss or damage incurred by the Customer.

Indemnification:

Each party shall indemnify and hold harmless the other, their trustees, officers, professional staff, employees and agents from and against any loss, damage, claim or liability, including reasonable attorneys' fees (collectively "liabilities"), arising out of the performance of this Agreement to the extent that such liabilities arise from the acts or omissions, negligence, gross or reckless misconduct, or intentional wrongdoing of the indemnifying party, its trustees, officers, professional staff, employees or agents.

Minuteman Security Technologies, Inc Full One Year Limited Warranty:**What is Covered:**

This warranty covers any defects in materials or workmanship, including installation, with the exceptions stated below.

How Long Coverage Lasts:

This warranty runs for one year from the date your system was installed and accepted.

What is not covered:

This warranty does not cover intentional or un-intentional misuse or of any of the system components or software. The warranty does not cover damage as a result of acts of god (lighting, floods, storms, etc...) or electric surge.

What Minuteman Will Do:

Minuteman will repair any part of the system that is proved to be defective in materials or workmanship. In the event repair is not possible on certain system components, Minuteman will replace said component with similar specification and price.

How To Get Service:

Contact our service department at your nearest service center. A service representative will review your system and take any necessary action to correct problems covered by this warranty.

How State Law Applies:

This warranty gives you specific legal rights, and you may also have other rights which vary from state to state.

Progress Payments Per AIA Form Will Be Submitted
Final Payment due upon completion of project

Accepted by: _____

Date: _____

Disclaimer

OPERATION: Customer shall be responsible for: (i) properly testing and setting the system on every closing and to properly turn off the system on each opening (if applicable); (ii) testing any detection device, or other electronic equipment designated in the Proposal prior to setting the System for closed periods; (iii) notifying Minuteman promptly if such equipment fails to respond to the test; and (iv) using and operating the System and the equipment properly and in accordance with proper operating procedures (if customer requires Minuteman Security Technologies). Whenever Minuteman employees or authorized representatives are sent to the Covered Premises in response to a service call or alarm signal caused by the Customer improperly following operating instructions or failing to close or properly secure a protected point, Customer agrees to pay an additional service charge at Minuteman's prevailing rate per occurrence.

DELAYS - INTERRUPTION OF SERVICE: Minuteman shall not be liable for any delays, however caused, or for interruptions of service caused by strikes, riots, floods, acts of God, loss of communication and or other signal transmission lines, or by any event beyond the control of Minuteman. Minuteman will not be required to furnish service to Customer while such interruption shall continue.

EXCLUSIONS: Services to be provided by Minuteman pursuant to this Agreement do not include:

- a) Repair of damage or increase in service time caused by failure to continually provide a suitable operating environment for the System as prescribed by Minuteman and/or the manufacturer of any equipment used in the System, including, but not limited to, the failure to provide, or the failure of, adequate and regulated electrical power, air conditioning or humidity control; or such special requirements as contained in the Proposal hereto.
- b) Repair of damage or increase in service time caused by use of the equipment for other than the ordinary use for which the equipment was designed or purpose for which it was intended.
- c) Repair of damage, replacement parts (due to other than normal wear) or repetitive service calls caused by the use of unauthorized supplies or equipment.
- d) Repair of damage or increase in service time caused by: accident, disaster, which shall include, but not be limited to, fire, flood, water, wind and lightning; transportation, neglect or misuse, alterations, which shall include, but not be limited to, any deviation from Minuteman's physical, mechanical or electrical machine design; attachments, which are defined as the mechanical, electrical or electronic interconnecting to non-Minuteman equipment and devices not supplied by Minuteman.
- e) Electrical work external to the equipment or accessories furnished by Minuteman.

ADDITIONAL CHARGES: Unless otherwise specified in the Proposal, service charges for the system are based upon coverage during "normal business hours of operation." Service performed outside this window, or as a result of the failure of the Customer to adhere to the requirements as specified by either the manufacturer or outside the scope of the Agreement, shall be chargeable at Minuteman's prevailing rates. Customer shall not tamper with, adjust, alter, move, remove, or otherwise interfere with equipment without Minuteman's specific permission, nor permit the same by other contractors. Any work performed by Minuteman to correct Customer's breach of the foregoing obligation shall be corrected and paid for by Customer at Minuteman's prevailing rates. Remedial maintenance due to Acts of God or events beyond the control of Minuteman shall be corrected by Minuteman and paid for by Customer in accordance with Minuteman's prevailing rates.

Minuteman shall have the right to increase or decrease the periodic service charge provided above at any time or times after the expiration of one year from the date service is operative under this Agreement, upon giving Customer written notice thirty (30) days in advance of the effective date of such increase or decrease.

LIQUIDATED DAMAGES - MINUTEMAN'S LIMITS OF LIABILITY: Customer understands that Minuteman is not an insurer; that Customer is responsible for obtaining insurance for such reasons or purposes, including theft and vandalism, and in such amounts, as Customer shall determine. Customer further understands and agrees that the sums payable hereunder to Minuteman are based upon the value of services offered and equipment value provided and such sums are not related to the value of property belonging to Customer or to others located on the Covered Premises. Customer does not and shall not seek indemnity under this Agreement

Earle W. Noyes & Sons

Commercial Division

PO Box 938 | 127 Oxford Street | Portland, ME 04104
(207) 775-5876 | (800) 341-7576 | Fax (207) 775-5715

February 1, 2018



**Your Investment In a
Trouble-Free Relocation**

Health Service's Office

Origin: 1st Floor City Hall
Destination: Lower Level
Contact: Phil Radding @ 860-817-5731

Description of Services

- ☐ Deliver packing material one week in advance of relocation
 - All packing to be performed by City staff
 - All tagging of items to be performed by City staff
- ☐ All work to occur during normal business hours in a single day
- ☐ Items to be relocated include:
 - Round table and seating
 - File cabinets
 - Copier
 - 2 private offices
 - Waiting room items
- ☐ Items to be loaded onto truck
- ☐ Area to be free and clear (post construction)
- ☐ Items to be placed per on site contact
- ☐ Estimate is based on site walk-through and general assumptions
- ☐ Pick up packing material one week after relocation
 - Unless they get shuffled into the Finance relocation
- ☐ Schedule TBD

Total Cost for These Services

\$1,650.00

Rates

\$50.00/supervisor-hour at regular time
\$58.00/supervisor-hour at overtime
\$70.00/supervisor-hour at double time
\$40.00/truck hour

\$42.00/man-hour at regular time
\$50.00/man-hour at overtime
\$65.00/man-hour at double-time
Fuel based on consumption

Project Notes

1. No recycling of any material
2. Single step to new location
3. Handicap entrance on back side

Packing Material Delivered in Advance

1 library cart
1 commercial bin
18 crates / 6 wheels
1/2 stack of gray labels
5 keyboard bags

Staffing and Equipment

3 men + gate truck
15 4-wheelers
1 computer cart
Steel plates
2 yellow boxes

Site Images to Follow



Finance Office — January 29, 2018



Earle W. Noyes & Sons

Commercial Division

PO Box 938 | 127 Oxford Street | Portland, ME 04104
(207) 775-5876 | (800) 341-7576 | Fax (207) 775-5715

February 1, 2018



Your Investment In a Trouble-Free Relocation

Code Office

Origin: Lower level
Destination: Lower level – Old Finance
Contact: Phil Radding @ 860-817-5731

Description of Services

- ☐ Deliver packing material one week in advance of relocation
 - All packing to be performed by City staff
 - All tagging of items to be performed by City staff
- ☐ All work to occur during normal business hours in a single day
- ☐ Items to be relocated include:
 - Round meeting room table / front counter
 - Dismantled and modified by Biddeford staff
 - File cabinets and loose prints
 - Meeting table
 - Panel dividers
 - Vertical file cabinets (± 18)
 - Storage cabinets
 - 8 private office desk units
- ☐ Area to be free and clear (post construction)
- ☐ Items to be placed per on site contact
- ☐ Estimate is based on site walk-through and general assumptions
- ☐ Pick up packing material one week after relocation
- ☐ Schedule TBD

Total Cost for These Services

\$3,500.00

Rates

\$50.00/supervisor-hour at regular time
\$58.00/supervisor-hour at overtime
\$70.00/supervisor-hour at double time
\$40.00/truck hour

\$42.00/man-hour at regular time
\$50.00/man-hour at overtime
\$65.00/man-hour at double-time
Fuel based on consumption

Project Notes

1. No recycling of any material
2. Single step from origin
 - Will need 2 small ramps

Packing Material Delivered in Advance

3 library carts
2 yellow boxes
75 crates / 25 wheels
Full stack of brown labels
15 keyboard bags

Staffing and Equipment

7 men + gate truck
40 4-wheelers
2 computer carts
Steel plates
6 yellow boxes
3 panel carts
2 6' ramps
20' of plywood

Site Images to Follow



Code Office — January 29, 2018



Biddeford
Maine

Code Office — January 29, 2018



Biddeford
Maine

Code Office — January 29, 2018



Biddeford
Maine

Code Office — January 29, 2018



Biddeford
Maine

Code Office — January 29, 2018



Earle W. Noyes & Sons

Commercial Division

PO Box 938 | 127 Oxford Street | Portland, ME 04104
(207) 775-5876 | (800) 341-7576 | Fax (207) 775-5715

February 1, 2018



**Your Investment In a
Trouble-Free Relocation**

Finance Office

Origin: Lower level
Destination: 1st Floor City Hall (Old Health)
Contact: Phil Radding @ 860-817-5731

Description of Services

- ☐ Deliver packing material one week in advance of relocation
 - All packing to be performed by City staff
 - All tagging of items to be performed by City staff
- ☐ All work to occur during normal business hours in a single day
- ☐ Items to be relocated include:
 - Storage room boxes and racking
 - File cabinets / mail sorter
 - Conference table and seating
 - Vault room / safe
 - Vertical file cabinets (± 16)
 - Storage cabinets
 - Private office desk units
- ☐ Area to be free and clear (post construction)
- ☐ Items to be placed per on site contact
- ☐ Estimate is based on site walk-through and general assumptions
- ☐ Pick up packing material one week after relocation
 - Unless they get shuffled into the Code relocation
- ☐ Schedule TBD

Total Cost for These Services

\$2,950.00

Rates

\$50.00/supervisor-hour at regular time
\$58.00/supervisor-hour at overtime
\$70.00/supervisor-hour at double time
\$40.00/truck hour

\$42.00/man-hour at regular time
\$50.00/man-hour at overtime
\$65.00/man-hour at double-time
Fuel based on consumption

Project Notes

1. No recycling of any material
2. Single step from origin
3. Handicap entrance on front side

Think of Noyes when you think of moving.

www.noyesmoving.com



Quality Service Since 1923

Packing Material Delivered in Advance

3 library carts
2 yellow boxes
45 crates / 15 wheels
Full stack of orange labels
10 keyboard bags

Staffing and Equipment

7 men + gate truck
40 4-wheelers
2 computer carts
Steel plates
2 yellow boxes
2 panel carts

Site Images to Follow



Finance Office — January 29, 2018





Finance Office — January 29, 2018





Finance Office — January 29, 2018



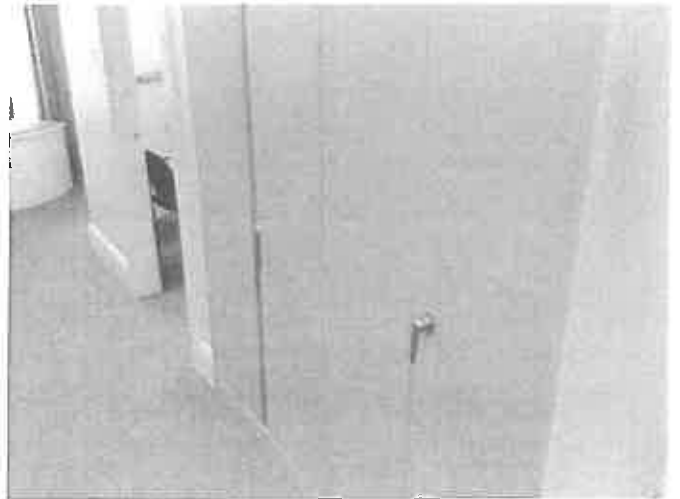


Finance Office — January 29, 2018





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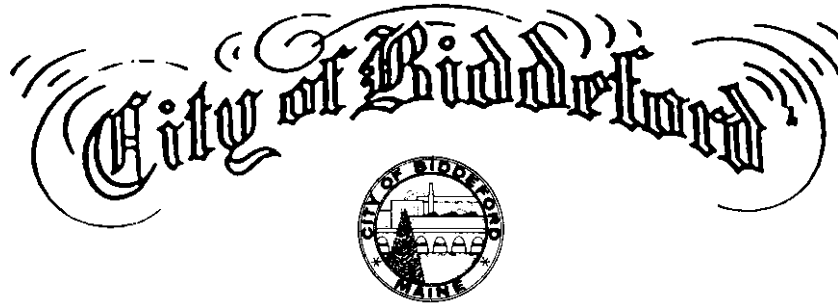


Finance Office — January 29, 2018



						GUILLEMETTE'S			INVOICE # 17-368	
city of biddeford						FLOORING LLC				
main st										
biddeford										
me, 04005						1158 MAIN STREET				
Home:						SANFORD, MAINE 04073			DATE: 12/05/2017	
Cell:						(207) 324-3564				
city managers office						Width	Length	Sq Yds	Cost	Amount
catalyst 3 (raven)						12	62	82.67 sq yd	\$22.50	\$ 1,860.00
merit 32 oz synthetic pad								82.67 sq yd	\$ 4.50	\$ 372.02
gold pin bar								12.00 linft	\$ 3.50	\$ 42.00
								0.00 sq yd		\$ -
								0.00 sq yd		\$ -
								0.00 sq yd		\$ -
								0.00 sq yd		\$ -
								0.00 sq yd		\$ -
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								0.00 sq yd		\$ -
								0.00 sq yd		\$ -
								0.00 sq yd		\$ -
								0.00 sq yd		\$ -
LABOR COST						MATERIAL \$ 2,274.02				
	Width	Lenght	sq yd	Cost	Amount	SALES TAX exempt				
CARPET			0.00	\$ -	\$ -	SHIPPING \$ 125.00				
VINYL			0.00		\$ -	DISPOSAL \$ 135.00				
LAMINATE			0.00		\$ -	LABOR \$ 750.00				
VC TILE			0.00		\$ -	TOTAL COST \$ 3,284.02				
CERAMIC			0.00		\$ -					
RIP UP			0.00		\$ -					
CARPET BASE			0.00		\$ -					
SUB-FLOOR			0.00		\$ -	DEPOSIT \$0.00 \$0.00 \$0.00				
STAIR CHARGE					\$ -					
FLOOR PREP					\$ -					
MISCELLANEOUS					\$ -					
TOTAL					\$ -	BALANCE \$ 3,284.02				

Pass due balances are subject to a service charge of 1 1/2% per month or a maximum legal rate applicable state laws.
 Customer Signature _____



2018.38

BOARD OF CITY COUNCIL....APRIL 17, 2018

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 \$3,741.55.00 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-18-70. These funds shall be transferred to the City of Biddeford, Asset Forfeiture Account 3119-40576.