

City of Biddeford
City Council
February 18, 2020 6:00 PM Council Chambers

- 1. Roll Call**
- 2. Pledge of Allegiance**
- 3. Adjustment(s) to Agenda**
- 4. Presentation:**
 - 4.a. National Night Out Award - Family Fun Festival
 - 4.b. Census 2020
 - [2-18-2020 ME 2020 Census Presentation August 2019.pdf](#)
 - [2-18-2020 2020-confidentiality-factsheet.pdf](#)
 - [2-18-2020 2020-informational-questionnaire.pdf](#)
 - [2-18-2020 census101.pdf](#)
 - [2-18-2020 cyc-faq.pdf](#)
 - [2-18-2020 Half_Page_Handout_for_Veterans.pdf](#)
 - [2-18-2020 how-census-invites-everyone.pdf](#)
 - [2-18-2020 Recruiting Flyers pay rate increase - option 2 ME.pdf](#)
 - [2-18-2020 social-media-content.pdf](#)
 - [2-18-2020 why-we-ask-fact-sheet.pdf](#)

Appointment:

- Maine Service Center Coalition
- [2-18-2020 Maine Service Center Coalition Appt.pdf](#)

Consent Agreement:

- MDOT Construction Overlimit Permit
- [2-18-2020 MDOT Consent Agreement-Construction Overlimit Permit.pdf](#)

5. Consideration of Minutes:

- 5.a. February 4, 2020 Council Meeting Minutes
- [2-04-2020 Council Meeting Minutes.docx](#)

6. Orders of the Day:

- 6.a. 2020.11) Approval/Contract for 3 Lincoln Park Design Plan/Richardson & Associates Landscape Architects
 - [2-18-2020 Lincoln Park Green Space-ORDER](#)
 - [2-18-2020 Lincoln Park Green Space-Backup Docs.doc](#)

- 7. Public Addressing the Council..(5 minute limit per speaker; 30 minute total time limit)**
- 8. City Manager Report**
- 9. Other Business**
- 10. Council President Addressing the Council**
- 11. Mayor Addressing the Council**
- 12. Adjourn**

**Shape
your future
START HERE >**

United States®
**Census
2020**

Sterling Roop
Partnership Specialist
New York Regional Census Center

U.S. Census Bureau

Largest statistical agency in the U.S.

Leading source of quality data about the nation's people, places and economy conducting more than 130 Census Bureau Surveys and Programs

- Demographic Programs
 - Decennial Census
 - American Community Survey
 - Current Population Survey
 - American Housing Survey
- Economic Programs
 - Economic Census (Years ending in 2 & 7)
 - Census of Governments (Years ending in 2 & 7)

Survey Awareness

- Are you in a Census Bureau Survey?
 - <https://census.gov/programs-surveys/surveyhelp.html>
- Address Canvassing – 2020 Census In Field Operation
 - Census Employees are working to update Census maps, using laptop computers in many communities across the country
 - August – October 2019
- Report Suspected Fraud to [1-800-923-8282](https://2020census.gov/en/avoiding-fraud.html)
 - You can also visit: <https://2020census.gov/en/avoiding-fraud.html>



Verify a Census Bureau Survey, Mailing, or Contact

[Read More](#)

How to confirm the person visiting your address is a legitimate Census Bureau employee or whether the contact you received was from the Census Bureau.

How to verify a mailing is from the Census Bureau
If you receive a survey or a letter in the mail from the Census Bureau, the envelope contains certain information that will help you verify its legitimacy.

How to identify a Census Bureau field representative
If you are visited by someone from the Census Bureau, here are some ways to verify the individual is a Census Bureau employee.

How to identify a phone call from the Census Bureau
If your address was selected to be in a survey, we may call you to participate.

The 2020 Census

Count everyone once, only once and in the right place.

- Increasingly diverse and growing population
 - 330 million people
 - Over 140 million housing units
- Mandated by Article 1, Section 2 of the U.S. Constitution
- Conducted every 10 years ending in zero since 1790
- Representation and Funding

The Census is Safe, Easy, & Important!

2020 Census – It Is Important

- Determines the number of seats each state has in the U.S. House of Representatives
- Defines congressional and state legislative districts, school districts and voting precincts
- Determines the annual allocation of **\$675 billion dollars in federal funding**
- Medicaid, SNAP, Hwy Planning, Section 8 Housing, Special Education Grants, S-CHIP, Title I Grants, National School Lunch Program, WIC, Head Start, Foster Care, Health Center Programs
- Provides insight to governments, business and community planning groups for planning purposes

Provides population benchmarks for nearly every other United States survey

2020 Census – It Is Safe

- Private information is never published, including names, addresses (including GPS coordinates), Social Security Numbers, and telephone numbers.
- The Census Bureau collects information to produce statistics. Personal information collected by the Census Bureau cannot be used against respondents by any government agency or court.
- Census Bureau employees are sworn to protect confidentiality for life.
- Violating Title 13 is a serious federal crime. **Violators are subject to** severe penalties, including a federal prison sentence of up to **five years, a fine of up to \$250,000, or both.**

Cybersecurity—Your Data Are Safe and Secure



Cybersecurity Focus

- From the beginning when a respondent answers to the end when the data products are released, data are encrypted, safe, and secure.
- Follow industry best practices to protect our networks from external threats and secure data inside the network.
- Advanced ability to continually identify, protect, detect, respond, and recover from possible cyber threats.
- Continuously improve our security posture.

2020 Census – It Is Easy

- Four ways to respond in 2020
 - Online
 - Phone
 - Paper
 - Personal Visit by Census Employee
- Name, age, DOB, race and origin, Hispanic origin, relationship, gender, tenure, operational questions (pop count, name, phone number, overcount, undercount)

We will never ask for:

- Your full social security number.
- Money or donations.
- Anything on behalf of a political party.
- Your full bank or credit card account numbers.

Language Support

LANGUAGE SUPPORT ONLINE, BY PHONE, BY MAIL, AS WELL AS ADVERTISING

**12 languages
(in addition to English):**

- Spanish
- Chinese
- Vietnamese
- Korean
- Russian
- Arabic
- Tagalog
- Polish
- French
- Haitian Creole
- Portuguese
- Japanese

99%

English plus these 12 languages cover 99% of all U.S. households.



Overview of Non-English Language Support

Internet Self-Response	Census Questionnaire Assistance	Language Guides (Video and Print) Language Glossaries Language Identification Card					Paper Questionnaire & Mailing Materials
12 Non-English Languages Respondents will be able to toggle between the languages within the instrument. Spanish Chinese Vietnamese Korean Russian Arabic Tagalog Polish French Haitian Creole Portuguese Japanese	12 Non-English Languages There is a separate phone number for each language. This information is included in the mailing materials. Spanish Chinese (Mandarin and Cantonese) Vietnamese Korean Russian Arabic Tagalog Polish French Haitian Creole Portuguese Japanese	59 Non-English Languages Video and print language guides will be available online. Glossaries provide key terminology to bilingual staff. Language Identification Card expanded to 59 languages (50 in 2010). <i>Language listed below are in order of need (top to bottom, left to right).</i> Spanish Chinese Vietnamese Korean Russian Arabic Tagalog Polish French Haitian Creole Portuguese Japanese Italian Farsi German Armenian Hindi Ukrainian Bengali Greek Amharic Somali Thai Gujarati Khmer Nepali Urdu Romanian Telugu Burmese Punjabi Lao Hmong Albanian Turkish Bosnian Tamil Navajo Hungarian Hebrew Malayalam Swahili Yiddish Indonesian Serbian Tigrinya Ilocano Dutch Croatian Bulgarian Twi Lithuanian Yoruba Czech Igbo Marathi Sinhala Slovak American Sign Language					Spanish Bilingual mailing materials and questionnaires will be sent to addresses in bilingual tracts. Mailings will include instructions on responding via Internet or phone in 12 non-English languages. During Nonresponse Followup enumerators use: • A bilingual handheld instrument (English/Spanish) • Bilingual materials (English/Spanish) • Instructions to respond online or by phone in 12 non-English languages • Language Identification Card

How the 2020 Census will invite everyone to respond



WHAT WE WILL SEND IN THE MAIL

On or between	You'll receive:
March 12-20	An invitation to respond online to the 2020 Census. (Some households will also receive paper questionnaires.)
March 16-24	A reminder letter.
	If you haven't responded yet:
March 26-April 3	A reminder postcard.
April 8-16	A reminder letter and paper questionnaire.
April 20-27	A final reminder postcard before we follow up in person.

Every household will have the option of responding online, by phone, or by mail.

Every household that hasn't already responded will receive reminders and a paper questionnaire.



The Census is Safe, Easy, & Important!



Two ways you can help today as a trusted voice in the community.

- 1) Sharing the message that the Census is Safe, Easy, & Important
- 2) Promoting our 2020 Census Jobs!

<https://2020census.gov/jobs>

2020 Census Jobs

Earn extra income while helping your community.

Positions

Enumerators

Recruiting Assistants

Census Field Supervisors

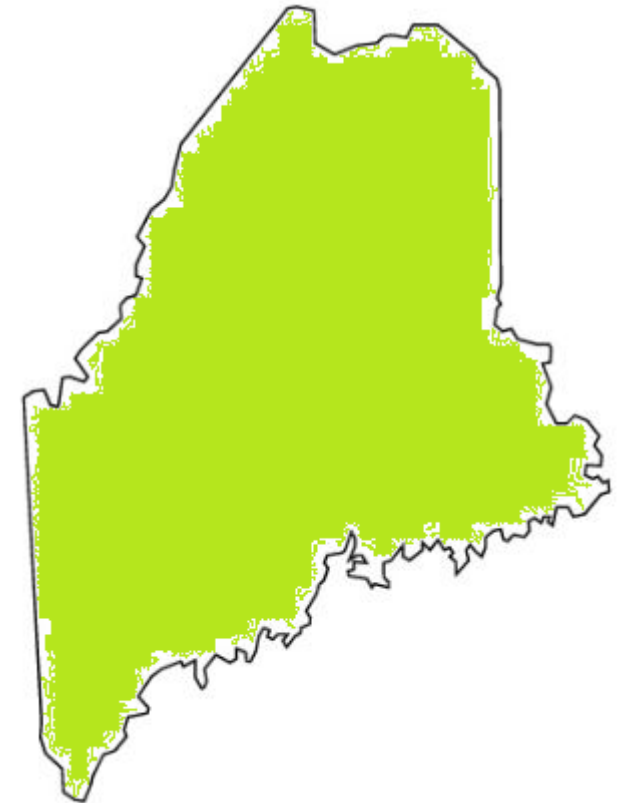
Office Operations Supervisor

Apply now at <https://2020census.gov/jobs>

There are a limited number of office manager positions remaining in our field offices. Interested applicants should apply through www.USAJobs.gov

2020 Maine Recruiting

Goal:14,000



Key Milestones for the 2020 Census

- August 2019 – New Statistics in Schools classroom activities available online www.census.gov/schools
- January 2020 – Advertising campaign begins
- March 2020 – Group Quarters (GQ) Enumeration begins
 - Includes college dormitories, prisons, nursing homes, service-based locations (homeless shelters, soup kitchens, mobile food vans) and homeless count
- **Mid-March 2020** – Public can begin responding online at www.2020census.gov
 - Replying by mail or phone will also be an option
- April 1, 2020 – Census Day
- Mid-May 2020 – July 2020 – Census takers go door to door
- December 31, 2020 – Tabulate Data and Release Census Results

Complete Count Committee

What is a Complete Count Committee?

A group of government and community leaders who come together to raise awareness about the 2020 Census and motivate their community members to respond.

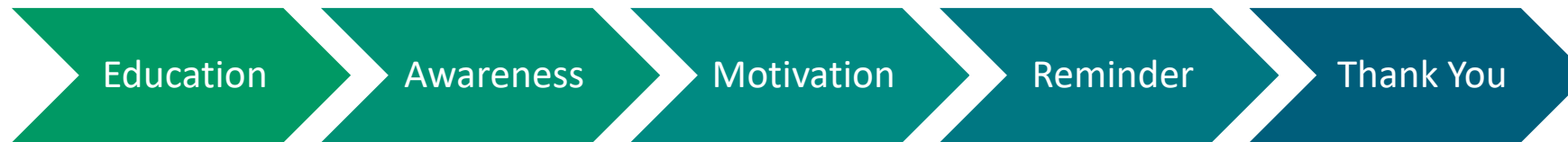
Who should be on the Complete Count Committee?

Elected leaders, school department, libraries, workforce development, immigrant organizations, faith-based leaders, senior services, community development and housing, community-based organizations, veterans services, higher education, business, media (not an exhaustive list).

How do we get started?

Appoint a chair; identify the individuals/groups to include; plan a kick-off meeting; form subcommittees to be dedicated to specific areas of need.

The 2020 Census Phases



Local governments and community leaders throughout the nation participate in activities highlighting the message that the 2020 Census is imminent and that it is easy, important and safe to participate.

- Education Phase – 2018 - 2019
- Awareness Phase – January – February 2020
- Motivation Phase – March – May 2020
- Reminder Phase – May – July 2020
- Thank You Phase – Starts July 2020

Next Steps

How WE support Partners

- Promotional Materials
 - Flyers (general and targeted)
 - Posters
 - In-language
 - Content
 - Sample message for email or blog
 - Drop in articles
 - Social media content and links
 - Graphics
- www.census.gov/partners/2020-materials
- Partnership presence
 - Connecting Partners with other partners

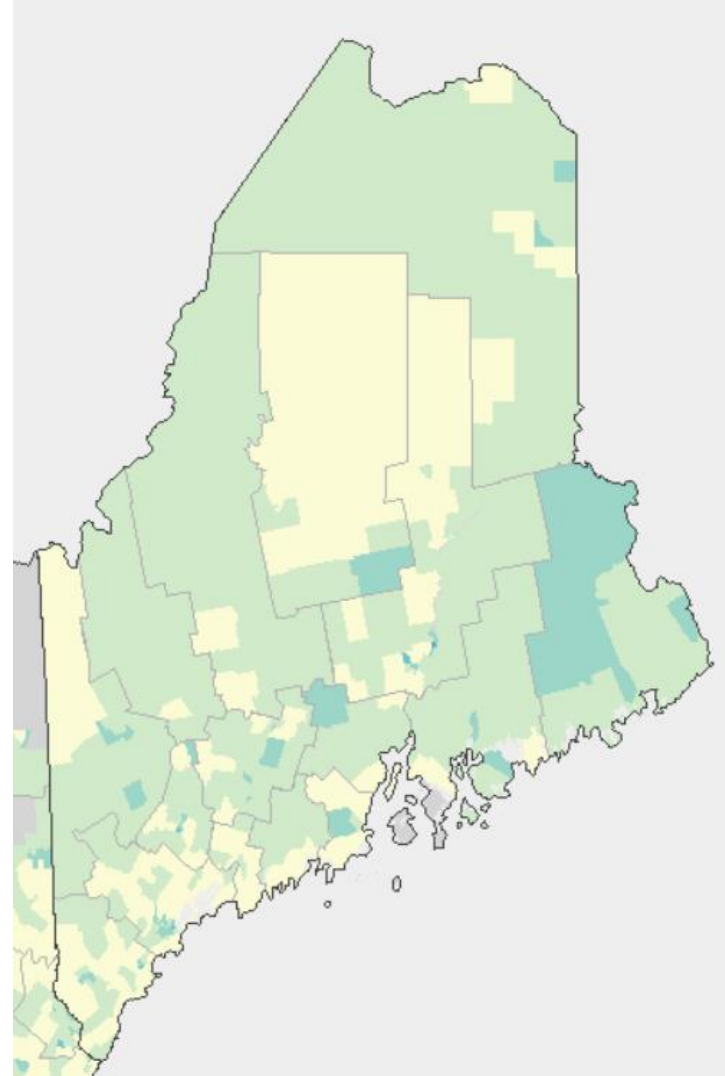
What YOU can do now!

- Share job recruitment information
- Start the Census conversation
Safe, Easy & Important
- Become a partner
- Start or join a Complete Count Committee (CCC)
- Identify opportunities to include Census messaging, materials, or invite Census staff to your event

Response Outreach Area Mapper (ROAM)

www.census.gov/roam

- Developed to identify hard-to-survey areas
- Provides a demographic and socioeconomic characteristic profile using American Community Survey (ACS) estimates
- Low Response Score (LRS) is a metric to predict the percentage of households who will not self-respond to the Decennial Census
- Darker census tracts are harder to survey than lighter census tracts



Response Outreach Area Mapper (ROAM)

Portland ME: Census Tract 10, Cumberland County

Low Response Score (%): 29.7

ACS Self-Response Rate: 59.8

Total Population: 2,730

Median Household Income (\$): 30,365

Median Age: 29.2

Persons Below Poverty Level (%): 32.77

Children Under 18 Living in Poverty (%): 41.82

Non-Hispanic, Black (%): 19.41

Non-Hispanic, White (%): 72.34

Hispanic (%): 4.25

Foreign Born (%): 21.06

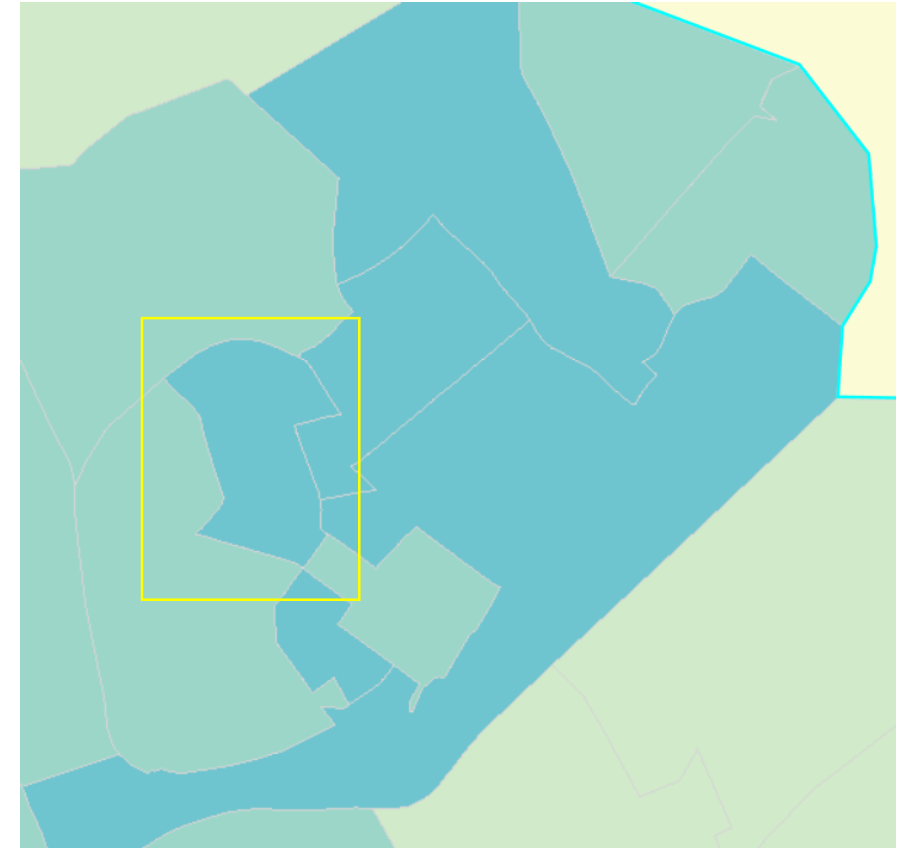
Renter Occupied Housing Units (%): 90.71

Married Couple Households with Child Under 18 (%): 33.94

Family Occupied Housing Units with Related Children Under 6 (%): 26.67

Population 1+ Who Moved From Another Residence Within the Last Year (%): 47.88

Multi-Unit (10+) Housing (%): 42.67



Data Dissemination Program

- Free Resource to YOU
- Opportunities to teach the public how to access our data
 - Data Presentations
 - Data Access Workshops and Training Sessions
 - Webinars
 - Data and Survey Inquiries
- All tools and data available at www.census.gov
 - American FactFinder
 - Census Business Builder
 - My Congressional District
 - OnTheMap

Subscribe and learn more:
www.census.gov/academy



<https://www.youtube.com/watch?v=LXJz7ZfzAuM>

Connect With Us

www.2020census.gov



facebook.com/uscensusbureau



twitter.com/uscensusbureau



youtube.com/user/uscensusbureau



instagram.com/uscensusbureau

Contact Us

Partnership Program

Phone: (212) 882-2130

Email: new.york.rcc.partnership@2020census.gov

Website: <https://www.census.gov/partners/2020.html>

Census Jobs

Field & Office Job Opportunities

Website: www.2020census.gov/jobs

Office Managerial Job Opportunities

Website: www.usajobs.gov

Website: www.census.gov/about/regions/new-york/jobs.html

Data Dissemination Program

Email: census.askdata@census.gov

Phone: 1-844-ASK-DATA

Website: www.census.gov/data/training-workshops.html

The 2020 Census and Confidentiality

Your responses to the 2020 Census are safe, secure, and protected by federal law. Your answers can only be used to produce statistics—they cannot be used against you in any way. By law, all responses to U.S. Census Bureau household and business surveys are kept completely confidential.

Respond to the 2020 Census to shape the future.

Responding to the census helps communities get the funding they need and helps businesses make data-driven decisions that grow the economy. Census data impact our daily lives, informing important decisions about funding for services and infrastructure in your community, including health care, senior centers, jobs, political representation, roads, schools, and businesses. More than \$675 billion in federal funding flows back to states and local communities each year based on census data.



Your census responses are safe and secure.

The Census Bureau is required by law to protect any personal information we collect and keep it strictly confidential. The Census Bureau can only use your answers to produce statistics. In fact, every Census Bureau employee takes an oath to protect your personal information for life. Your answers cannot be used for law enforcement purposes or to determine your personal eligibility for government benefits.

By law, your responses cannot be used against you.

By law, your census responses cannot be used against you by any government agency or court in any way—not by the Federal Bureau of Investigation (FBI), not by the Central Intelligence Agency (CIA), not by the Department of Homeland Security (DHS), and not by U.S. Immigration and Customs Enforcement (ICE). The law requires the Census Bureau to keep your information confidential and use your responses only to produce statistics.



The law is clear—no personal information can be shared.

Under Title 13 of the U.S. Code, the Census Bureau cannot release any identifiable information about individuals, households, or businesses, even to law enforcement agencies.

The law states that the information collected may only be used for statistical purposes and no other purpose.

To support historical research, Title 44 of the U.S. Code allows the National Archives and Records Administration to release census records only after 72 years.

All Census Bureau staff take a lifetime oath to protect your personal information, and any violation comes with a penalty of up to \$250,000 and/or up to 5 years in prison.

There are no exceptions.

The law requires the Census Bureau to keep everyone's information confidential. By law, your responses cannot be used against you by any government agency or court in any way. The Census Bureau will not share an individual's responses with immigration enforcement agencies, law enforcement agencies, or allow that information to be used to determine eligibility for government benefits. Title 13 makes it very clear that the data we collect can only be used for statistical purposes—we cannot allow it to be used for anything else, including law enforcement.

It's your choice: you can respond securely online, by mail, or by phone.

You will have the option of responding online, by mail, or by phone. Households that don't respond in one of these ways will be visited by a census taker to collect the information in person. Regardless of how you respond, your personal information is protected by law.

Your online responses are safe from hacking and other cyberthreats.

The Census Bureau takes strong precautions to keep online responses secure. All data submitted online are encrypted to protect personal privacy, and our cybersecurity program meets the highest and most recent standards for protecting personal information. Once the data are received, they are no longer online. From the moment the Census Bureau collects responses, our focus and legal obligation is to keep them safe.

We are committed to confidentiality.

At the U.S. Census Bureau, we are absolutely committed to keeping your responses confidential. This commitment means it is safe to provide your answers and know that they will only be used to paint a statistical portrait of our nation and communities.

Learn more about the Census Bureau's data protection and privacy program at www.census.gov/privacy.



Laws protecting personal census information have withstood challenges.

In 1982, the U.S. Supreme Court confirmed that even addresses are confidential and cannot be disclosed through legal discovery or the Freedom of Information Act (FOIA). In 2010, the U.S. Justice Department determined that the Patriot Act does not override the law that protects the confidentiality of individual census responses. No court of law can subpoena census responses.

United States[®]
Census
2020

U.S. DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. CENSUS BUREAU

This is the official questionnaire for this address.
It is quick and easy to respond, and your answers are protected by law.

FOR
OFFICIAL
USE ONLY

Start here OR go online at [url removed] to complete your 2020 Census questionnaire.

Use a blue or black pen.

Before you answer Question 1, count the people living in this house, apartment, or mobile home using our guidelines.

- Count all people, including babies, who live and sleep here most of the time.
- If no one lives and sleeps at this address most of the time, go online at [url removed] or call the number on page 8.

The census must also include people without a permanent place to live, so:

- If someone who does not have a permanent place to live is staying here on April 1, 2020, count that person.

The Census Bureau also conducts counts in institutions and other places, so:

- Do not count anyone living away from here, either at college or in the Armed Forces.
- Do not count anyone in a nursing home, jail, prison, detention facility, etc., on April 1, 2020.
- Leave these people off your questionnaire, even if they will return to live here after they leave college, the nursing home, the military, jail, etc. Otherwise, they may be counted twice.

1. How many people were living or staying in this house, apartment, or mobile home on April 1, 2020?

Number of people =

2. Were there any additional people staying here on April 1, 2020 that you did not include in Question 1?

Mark ☒ all that apply.

- ☐ Children, related or unrelated, such as newborn babies, grandchildren, or foster children
- ☐ Relatives, such as adult children, cousins, or in-laws
- ☐ Nonrelatives, such as roommates or live-in babysitters
- ☐ People staying here temporarily
- ☐ No additional people

3. Is this house, apartment, or mobile home — Mark ☒ ONE box.

- ☐ Owned by you or someone in this household with a mortgage or loan? *Include home equity loans.*
- ☐ Owned by you or someone in this household free and clear (without a mortgage or loan)?
- ☐ Rented?
- ☐ Occupied without payment of rent?

4. What is your telephone number?

We will only contact you if needed for official Census Bureau business.

Telephone Number

- -

Person 1

5. Please provide information for each person living here. If there is someone living here who pays the rent or owns this residence, start by listing him or her as Person 1. If the owner or the person who pays the rent does not live here, start by listing any adult living here as Person 1.

What is Person 1's name? *Print name below.*

First Name

MI

Last Name(s)

6. What is Person 1's sex? Mark ☒ ONE box.

☐

Male

☐

Female

7. What is Person 1's age and what is Person 1's date of birth? *For babies less than 1 year old, do not write the age in months. Write 0 as the age.*

Age on April 1, 2020

Print numbers in boxes.

Month

Day

Year of birth

years

→ **NOTE:** Please answer BOTH Question 8 about Hispanic origin and Question 9 about race. For this census, Hispanic origins are not races.

8. Is Person 1 of Hispanic, Latino, or Spanish origin?

☐

No, not of Hispanic, Latino, or Spanish origin

☐

Yes, Mexican, Mexican Am., Chicano

☐

Yes, Puerto Rican

☐

Yes, Cuban

☐

Yes, another Hispanic, Latino, or Spanish origin – *Print, for example, Salvadoran, Dominican, Colombian, Guatemalan, Spaniard, Ecuadorian, etc.*

9. What is Person 1's race?

Mark ☒ one or more boxes **AND** print origins.

☐

White – *Print, for example, German, Irish, English, Italian, Lebanese, Egyptian, etc.*

☐

Black or African Am. – *Print, for example, African American, Jamaican, Haitian, Nigerian, Ethiopian, Somali, etc.*

☐

American Indian or Alaska Native – *Print name of enrolled or principal tribe(s), for example, Navajo Nation, Blackfeet Tribe, Mayan, Aztec, Native Village of Barrow Inupiat Traditional Government, Nome Eskimo Community, etc.*

☐

Chinese

☐

Vietnamese

☐

Native Hawaiian

☐

Filipino

☐

Korean

☐

Samoan

☐

Asian Indian

☐

Japanese

☐

Chamorro

☐

Other Asian – *Print, for example, Pakistani, Cambodian, Hmong, etc.*

☐

Other Pacific Islander – *Print, for example, Tongan, Fijian, Marshallese, etc.*

☐

Some other race – *Print race or origin.*

→ If more people were counted in Question 1 on the front page, continue with Person 2 on the next page.

1. Print name of

Person 2

First Name

MI

Last Name(s)

2. Does this person usually live or stay somewhere else?

Mark ☒ all that apply.

- ☐ No
- ☐ Yes, for college
- ☐ Yes, for a military assignment
- ☐ Yes, for a job or business
- ☐ Yes, in a nursing home
- ☐ Yes, with a parent or other relative
- ☐ Yes, at a seasonal or second residence
- ☐ Yes, in a jail or prison
- ☐ Yes, for another reason

3. How is this person related to Person 1? Mark ☒ ONE box.

- ☐ Opposite-sex husband/wife/spouse
- ☐ Opposite-sex unmarried partner
- ☐ Same-sex husband/wife/spouse
- ☐ Same-sex unmarried partner
- ☐ Biological son or daughter
- ☐ Adopted son or daughter
- ☐ Stepson or stepdaughter
- ☐ Brother or sister
- ☐ Father or mother
- ☐ Grandchild
- ☐ Parent-in-law
- ☐ Son-in-law or daughter-in-law
- ☐ Other relative
- ☐ Roommate or housemate
- ☐ Foster child
- ☐ Other nonrelative

4. What is this person's sex? Mark ☒ ONE box.

- ☐ Male ☐ Female

5. What is this person's age and what is this person's date of birth? For babies less than 1 year old, do not write the age in months. Write 0 as the age.

Age on April 1, 2020

Month

Day

Year of birth

years

→ NOTE: Please answer BOTH Question 6 about Hispanic origin and Question 7 about race. For this census, Hispanic origins are not races.

6. Is this person of Hispanic, Latino, or Spanish origin?

- ☐ No, not of Hispanic, Latino, or Spanish origin
- ☐ Yes, Mexican, Mexican Am., Chicano
- ☐ Yes, Puerto Rican
- ☐ Yes, Cuban
- ☐ Yes, another Hispanic, Latino, or Spanish origin – Print, for example, Salvadoran, Dominican, Colombian, Guatemalan, Spaniard, Ecuadorian, etc.

7. What is this person's race?

Mark ☒ one or more boxes AND print origins.

- ☐ White – Print, for example, German, Irish, English, Italian, Lebanese, Egyptian, etc.
- ☐ Black or African Am. – Print, for example, African American, Jamaican, Haitian, Nigerian, Ethiopian, Somali, etc.
- ☐ American Indian or Alaska Native – Print name of enrolled or principal tribe(s), for example, Navajo Nation, Blackfeet Tribe, Mayan, Aztec, Native Village of Barrow Inupiat Traditional Government, Nome Eskimo Community, etc.
- ☐ Chinese
- ☐ Filipino
- ☐ Asian Indian
- ☐ Vietnamese
- ☐ Korean
- ☐ Japanese
- ☐ Other Asian – Print, for example, Pakistani, Cambodian, Hmong, etc.
- ☐ Native Hawaiian
- ☐ Samoan
- ☐ Chamorro
- ☐ Other Pacific Islander – Print, for example, Tongan, Fijian, Marshallese, etc.
- ☐ Some other race – Print race or origin.

→ If more people were counted in Question 1 on the front page, continue with Person 3 on the next page.

1. Print name of

Person 3

First Name

MI

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Last Name(s)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

2. Does this person usually live or stay somewhere else?

Mark ☒ all that apply.

- | | | |
|---|---|---|
| ☐ No | ☐ Yes, for college | ☐ Yes, with a parent or other relative |
| ☐ Yes, for a military assignment | ☐ Yes, at a seasonal or second residence | ☐ Yes, in a jail or prison |
| ☐ Yes, for a job or business | ☐ Yes, in a nursing home | ☐ Yes, for another reason |

3. How is this person related to Person 1? Mark ☒ ONE box.

- | | |
|---|--|
| ☐ Opposite-sex husband/wife/spouse | ☐ Father or mother |
| ☐ Opposite-sex unmarried partner | ☐ Grandchild |
| ☐ Same-sex husband/wife/spouse | ☐ Parent-in-law |
| ☐ Same-sex unmarried partner | ☐ Son-in-law or daughter-in-law |
| ☐ Biological son or daughter | ☐ Other relative |
| ☐ Adopted son or daughter | ☐ Roommate or housemate |
| ☐ Stepson or stepdaughter | ☐ Foster child |
| ☐ Brother or sister | ☐ Other nonrelative |

4. What is this person's sex? Mark ☒ ONE box.

- ☐ Male ☐ Female

5. What is this person's age and what is this person's date of birth? For babies less than 1 year old, do not write the age in months. Write 0 as the age.

Print numbers in boxes.

Age on April 1, 2020

Month

Day

Year of birth

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

→ NOTE: Please answer BOTH Question 6 about Hispanic origin and Question 7 about race. For this census, Hispanic origins are not races.

6. Is this person of Hispanic, Latino, or Spanish origin?

- ☐ No, not of Hispanic, Latino, or Spanish origin
- ☐ Yes, Mexican, Mexican Am., Chicano
- ☐ Yes, Puerto Rican
- ☐ Yes, Cuban
- ☐ Yes, another Hispanic, Latino, or Spanish origin – Print, for example, Salvadoran, Dominican, Colombian, Guatemalan, Spaniard, Ecuadorian, etc. ↴

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

7. What is this person's race?

Mark ☒ one or more boxes AND print origins.

- ☐ White – Print, for example, German, Irish, English, Italian, Lebanese, Egyptian, etc. ↴
- ☐ Black or African Am. – Print, for example, African American, Jamaican, Haitian, Nigerian, Ethiopian, Somali, etc. ↴
- ☐ American Indian or Alaska Native – Print name of enrolled or principal tribe(s), for example, Navajo Nation, Blackfeet Tribe, Mayan, Aztec, Native Village of Barrow Inupiat Traditional Government, Nome Eskimo Community, etc. ↴

- | | | |
|--|---|--|
| ☐ Chinese | ☐ Vietnamese | ☐ Native Hawaiian |
| ☐ Filipino | ☐ Korean | ☐ Samoan |
| ☐ Asian Indian | ☐ Japanese | ☐ Chamorro |
| ☐ Other Asian – Print, for example, Pakistani, Cambodian, Hmong, etc. ↴ | ☐ Other Pacific Islander – Print, for example, Tongan, Fijian, Marshallese, etc. ↴ | |

- ☐ Some other race – Print race or origin. ↴

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

→ If more people were counted in Question 1 on the front page, continue with Person 4 on the next page.

1. Print name of

Person 4

First Name

MI

Last Name(s)

2. Does this person usually live or stay somewhere else?

Mark ☒ all that apply.

- ☐ No
- ☐ Yes, for college
- ☐ Yes, for a military assignment
- ☐ Yes, for a job or business
- ☐ Yes, in a nursing home
- ☐ Yes, with a parent or other relative
- ☐ Yes, at a seasonal or second residence
- ☐ Yes, in a jail or prison
- ☐ Yes, for another reason

3. How is this person related to Person 1? Mark ☒ ONE box.

- ☐ Opposite-sex husband/wife/spouse
- ☐ Opposite-sex unmarried partner
- ☐ Same-sex husband/wife/spouse
- ☐ Same-sex unmarried partner
- ☐ Biological son or daughter
- ☐ Adopted son or daughter
- ☐ Stepson or stepdaughter
- ☐ Brother or sister
- ☐ Father or mother
- ☐ Grandchild
- ☐ Parent-in-law
- ☐ Son-in-law or daughter-in-law
- ☐ Other relative
- ☐ Roommate or housemate
- ☐ Foster child
- ☐ Other nonrelative

4. What is this person's sex? Mark ☒ ONE box.

- ☐ Male ☐ Female

5. What is this person's age and what is this person's date of birth? For babies less than 1 year old, do not write the age in months. Write 0 as the age.

Age on April 1, 2020 years

Print numbers in boxes.

Month

Day

Year of birth

→ NOTE: Please answer BOTH Question 6 about Hispanic origin and Question 7 about race. For this census, Hispanic origins are not races.

6. Is this person of Hispanic, Latino, or Spanish origin?

- ☐ No, not of Hispanic, Latino, or Spanish origin
- ☐ Yes, Mexican, Mexican Am., Chicano
- ☐ Yes, Puerto Rican
- ☐ Yes, Cuban
- ☐ Yes, another Hispanic, Latino, or Spanish origin – Print, for example, Salvadoran, Dominican, Colombian, Guatemalan, Spaniard, Ecuadorian, etc.

7. What is this person's race?

Mark ☒ one or more boxes AND print origins.

- ☐ White – Print, for example, German, Irish, English, Italian, Lebanese, Egyptian, etc.
- ☐ Black or African Am. – Print, for example, African American, Jamaican, Haitian, Nigerian, Ethiopian, Somali, etc.
- ☐ American Indian or Alaska Native – Print name of enrolled or principal tribe(s), for example, Navajo Nation, Blackfeet Tribe, Mayan, Aztec, Native Village of Barrow Inupiat Traditional Government, Nome Eskimo Community, etc.
- ☐ Chinese
- ☐ Filipino
- ☐ Asian Indian
- ☐ Vietnamese
- ☐ Korean
- ☐ Japanese
- ☐ Other Asian – Print, for example, Pakistani, Cambodian, Hmong, etc.
- ☐ Native Hawaiian
- ☐ Samoan
- ☐ Chamorro
- ☐ Other Pacific Islander – Print, for example, Tongan, Fijian, Marshallese, etc.

☐ Some other race – Print race or origin.

→ If more people were counted in Question 1 on the front page, continue with Person 5 on the next page.

1. Print name of

Person 5

First Name

MI

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Last Name(s)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

2. Does this person usually live or stay somewhere else?

Mark ☒ all that apply.

- | | | |
|---|---|---|
| ☐ No | ☐ Yes, for college | ☐ Yes, with a parent or other relative |
| ☐ Yes, for a military assignment | ☐ Yes, at a seasonal or second residence | ☐ Yes, in a jail or prison |
| ☐ Yes, for a job or business | ☐ Yes, in a nursing home | ☐ Yes, for another reason |

3. How is this person related to Person 1? Mark ☒ ONE box.

- | | |
|---|--|
| ☐ Opposite-sex husband/wife/spouse | ☐ Father or mother |
| ☐ Opposite-sex unmarried partner | ☐ Grandchild |
| ☐ Same-sex husband/wife/spouse | ☐ Parent-in-law |
| ☐ Same-sex unmarried partner | ☐ Son-in-law or daughter-in-law |
| ☐ Biological son or daughter | ☐ Other relative |
| ☐ Adopted son or daughter | ☐ Roommate or housemate |
| ☐ Stepson or stepdaughter | ☐ Foster child |
| ☐ Brother or sister | ☐ Other nonrelative |

4. What is this person's sex? Mark ☒ ONE box.

- ☐
- Male
- ☐
- Female

5. What is this person's age and what is this person's date of birth? For babies less than 1 year old, do not write the age in months. Write 0 as the age.

Print numbers in boxes.

Age on April 1, 2020

Month

Day

Year of birth

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

years

→ NOTE: Please answer BOTH Question 6 about Hispanic origin and Question 7 about race. For this census, Hispanic origins are not races.

6. Is this person of Hispanic, Latino, or Spanish origin?

- ☐
- No, not of Hispanic, Latino, or Spanish origin
-
- ☐
- Yes, Mexican, Mexican Am., Chicano
-
- ☐
- Yes, Puerto Rican
-
- ☐
- Yes, Cuban
-
- ☐
- Yes, another Hispanic, Latino, or Spanish origin – Print, for example, Salvadoran, Dominican, Colombian, Guatemalan, Spaniard, Ecuadorian, etc.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

7. What is this person's race?

Mark ☒ one or more boxes AND print origins.

- ☐
- White – Print, for example, German, Irish, English, Italian, Lebanese, Egyptian, etc.
-
- | |
|--|
| |
|--|
-
- ☐
- Black or African Am. – Print, for example, African American, Jamaican, Haitian, Nigerian, Ethiopian, Somali, etc.
-
- | |
|--|
| |
|--|
-
- ☐
- American Indian or Alaska Native – Print name of enrolled or principal tribe(s), for example, Navajo Nation, Blackfeet Tribe, Mayan, Aztec, Native Village of Barrow Inupiat Traditional Government, Nome Eskimo Community, etc.
-
- | |
|--|
| |
|--|
-
- | | | |
|--|---|--|
| ☐ Chinese | ☐ Vietnamese | ☐ Native Hawaiian |
| ☐ Filipino | ☐ Korean | ☐ Samoan |
| ☐ Asian Indian | ☐ Japanese | ☐ Chamorro |
| ☐ Other Asian – Print, for example, Pakistani, Cambodian, Hmong, etc. | ☐ Other Pacific Islander – Print, for example, Tongan, Fijian, Marshallese, etc. | |
-
- | |
|--|
| |
|--|

☐ Some other race – Print race or origin.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

→ If more people were counted in Question 1 on the front page, continue with Person 6 on the next page.

1. Print name of

MI

[illegible][illegible]

2. Does this person usually live or stay somewhere else?

Mark ☒ all that apply.

- ☐ No

☐ Yes, for college

☐ Yes, for a military assignment

☐ Yes, for a job or business

☐ Yes, in a nursing home

☐ Yes, with a parent or other relative

☐ Yes, at a seasonal or second residence

☐ Yes, in a jail or prison

☐ Yes, for another reason

3. How is this person related to Person 1? Mark ☒ ONE box.

- | | |
|---|--|
| ☐ Opposite-sex husband/wife/spouse | ☐ Father or mother |
| ☐ Opposite-sex unmarried partner | ☐ Grandchild |
| ☐ Same-sex husband/wife/spouse | ☐ Parent-in-law |
| ☐ Same-sex unmarried partner | ☐ Son-in-law or daughter-in-law |
| ☐ Biological son or daughter | ☐ Other relative |
| ☐ Adopted son or daughter | ☐ Roommate or housemate |
| ☐ Stepson or stepdaughter | ☐ Foster child |
| ☐ Brother or sister | ☐ Other nonrelative |

4. What is this person's sex? Mark ☒ ONE box

- ☐ Male ☐ Female

5. What is this person's age and what is this person's date of birth? For babies less than 1 year old, do not write the age in months. Write 0 as the age.

Print numbers in boxes.

Year of birth

years

→ **NOTE: Please answer BOTH Question 6 about Hispanic origin and Question 7 about race. For this census, Hispanic origins are not races.**

6. Is this person of Hispanic, Latino, or Spanish origin?

- ☐ **No**, not of Hispanic, Latino, or Spanish origin
- ☐ Yes, Mexican, Mexican Am., Chicano
- ☐ Yes, Puerto Rican
- ☐ Yes, Cuban
- ☐ Yes, another Hispanic, Latino, or Spanish origin – *Print, for example, Salvadoran, Dominican, Colombian, Guatemalan, Spaniard, Ecuadorian, etc.* ↴

[illegible]

7. What is this person's race?

Mark ☒ one or more boxes **AND** print origins.

-  White – Print, for example, German, Irish, English, Italian, Lebanese, Egyptian, etc. ↗

- Black or African Am. – *Print*, for example, African American, Jamaican, Haitian, Nigerian, Ethiopian, Somali, etc. ↴

-  American Indian or Alaska Native – *Print name of enrolled or principal tribe(s), for example, Navajo Nation, Blackfeet Tribe, Mayan, Aztec, Native Village of Barrow Inupiat Traditional Government, Nome Eskimo Community, etc.* ↗

[illegible]

- | | | |
|--|-------------------------------------|---|
| ☐ Chinese | ☐ Vietnamese | ☐ Native Hawaiian |
| ☐ Filipino | ☐ Korean | ☐ Samoan |
| ☐ Asian Indian | ☐ Japanese | ☐ Chamorro |
| ☐ Other Asian –
<i>Print, for example,
Pakistani, Cambodian,
Hmong, etc.</i> | | ☐ Other Pacific Islander –
<i>Print, for example,
Tongan, Fijian,
Marshallese, etc.</i> |

[illegible]

- Some other race – *Print race or origin.*

→ If more people were counted in Question 1 on the front page, continue with Person 7 on the next page.

Use this section to complete information for the rest of the people you counted in Question 1 on the front page.
We may call for additional information about them.

Person 7

First Name

MI

Last Name(s)

Sex

☐ Male ☐ Female

Age on April 1, 2020

years

Date of Birth

Month

Day

Year of birth

Related to Person 1?

☐ Yes ☐ No

Person 8

First Name

MI

Last Name(s)

Sex

☐ Male ☐ Female

Age on April 1, 2020

years

Date of Birth

Month

Day

Year of birth

Related to Person 1?

☐ Yes ☐ No

Person 9

First Name

MI

Last Name(s)

Sex

☐ Male ☐ Female

Age on April 1, 2020

years

Date of Birth

Month

Day

Year of birth

Related to Person 1?

☐ Yes ☐ No

Person 10

First Name

MI

Last Name(s)

Sex

☐ Male ☐ Female

Age on April 1, 2020

years

Date of Birth

Month

Day

Year of birth

Related to Person 1?

☐ Yes ☐ No

FOR OFFICIAL USE ONLY

JIC1

JIC2

Thank you for completing your 2020 Census questionnaire.

If your enclosed postage-paid envelope is missing,
please mail your completed questionnaire to:

U.S. Census Bureau
National Processing Center
[address removed]

If you need help completing this questionnaire, call [toll-free number removed], Sunday through Saturday from 7:00 a.m. to 2:00 a.m. ET.

TDD — Telephone display device for the hearing impaired. Call [toll-free number removed], Sunday through Saturday from 7:00 a.m. to 2:00 a.m. ET.

The U.S. Census Bureau estimates that completing the questionnaire will take 10 minutes on average. Send comments regarding this burden estimate or any other aspect of this burden to: Paperwork Reduction Project 0607-1006, U.S. Census Bureau [address removed] Washington, DC 20233. You may email comments to <[email address removed]>. Use "Paperwork Reduction Project 0607-1006" as the subject.

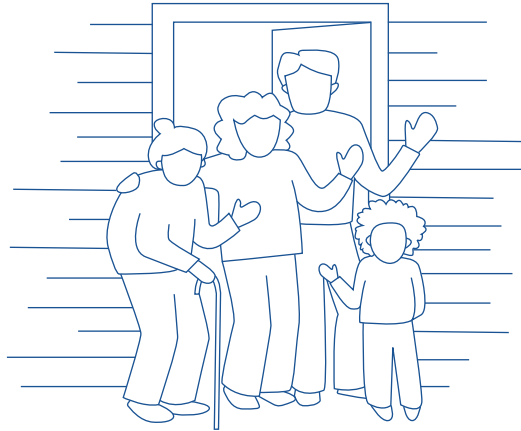
This collection of information has been approved by the Office of Management and Budget (OMB). The eight-digit OMB approval number 0607-1006 confirms this approval. If this number were not displayed, we could not conduct the census.

CENSUS 101: WHAT YOU NEED TO KNOW

The 2020 Census is closer than you think!
Here's a quick refresher of what it is and why it's essential that everyone is counted.

Everyone counts.

The census counts every person living in the United States once, only once, and in the right place.

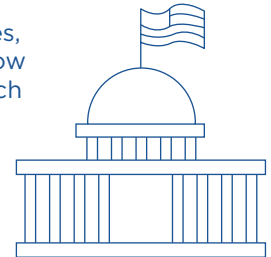


It's in the Constitution.

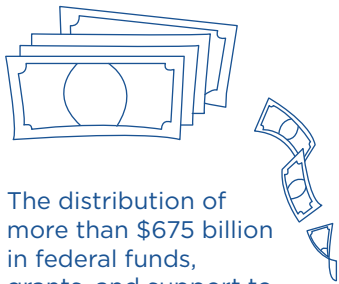
The U.S. Constitution mandates that everyone in the country be counted every 10 years. The first census was in 1790.

It's about fair representation.

Every 10 years, the results of the census are used to reapportion the House of Representatives, determining how many seats each state gets.

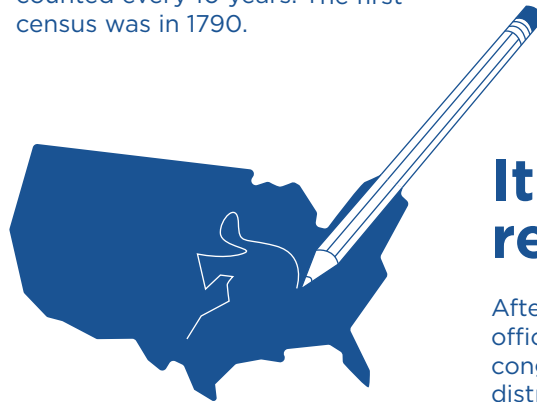


It's about \$675 billion.



The distribution of more than \$675 billion in federal funds, grants, and support to states, counties, and communities are based on census data.

That money is spent on schools, hospitals, roads, public works, and other vital programs.

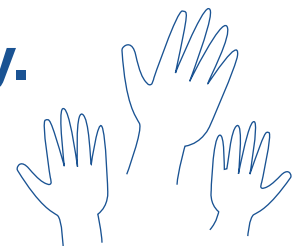


It's about redistricting.

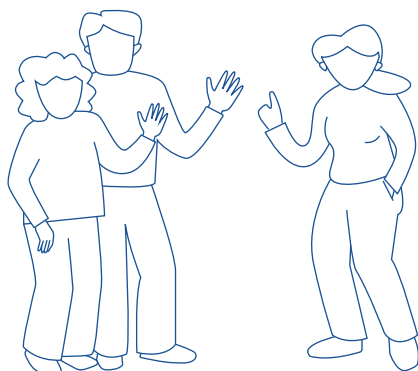
After each decade's census, state officials redraw the boundaries of the congressional and state legislative districts in their states to account for population shifts.

Taking part is your civic duty.

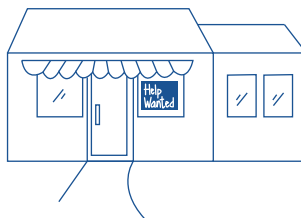
Completing the census is mandatory: it's a way to participate in our democracy and say "I COUNT!"



Census data are being used all around you.

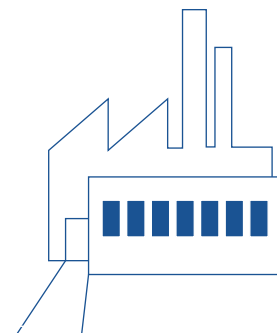
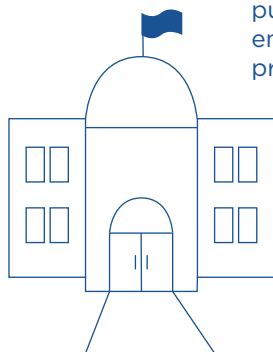


Residents use the census to support community initiatives involving legislation, quality-of-life, and consumer advocacy.



Businesses use census data to decide where to build factories, offices, and stores, which create jobs.

Local governments use the census for public safety and emergency preparedness.



Real estate developers use the census to build new homes and revitalize old neighborhoods.



Your privacy is protected.

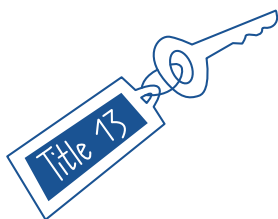
It's against the law for the Census Bureau to publicly release your responses in any way that could identify you or your household.

By law, your responses cannot be used against you and can only be used to produce statistics.



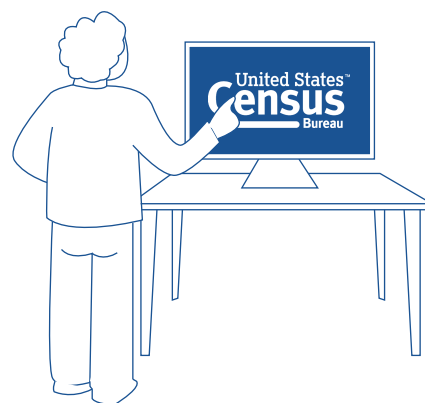
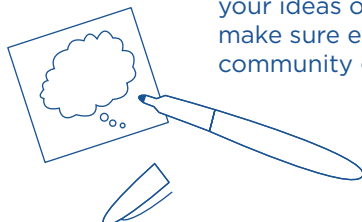
2020 will be easier than ever.

In 2020, you will be able to respond to the census online.



You can help.

You are the expert—we need your ideas on the best way to make sure everyone in your community gets counted.



Shape our children's future. Start with the 2020 Census.



What is the census and when does it happen?

Every 10 years, everyone living in the United States is asked to complete a simple but very important constitutional task: respond to the census. The 2020 Census is a questionnaire that asks a few basic questions, like the age, sex and number of people who live or stay in your home, including young children and newborn babies. The next decennial census starts in March of 2020 and responding is easy, safe, and important.



Why is counting young children important?

Newborn babies and young children under five are often missed in the census. The 2020 Census helps determine which areas qualify for the critical resources that children and families depend on for the next 10 years—basically, an entire childhood! Examples of resources that could be impacted include food assistance, Head Start, childcare, housing support, public schools, early intervention services for children with special needs, children's health insurance, and more. Knowing how many children there are and where they live is essential to getting those services and programs to them. That's why it's so important that every child be counted, even newborn babies.

Learn more at
2020CENSUS.GOV.

Shape
your future
START HERE >

United States®
Census
2020



Why are young children missed in the census?

There are many reasons why young children can be missed in the census. Young children who are missed in the census tend to live with large, extended families or with multiple families living under one roof. These children may stay in more than one home and may not be related to the person filling out the questionnaire or answering questions from a census worker.

It is important to remember that everyone living in a household, temporarily or permanently, relative or friend, needs to be included in the 2020 Census.



How does the Census Bureau count people without a permanent residence?

Census Bureau workers take in-person counts of people living in group quarters, such as college dormitories, military barracks, nursing homes and shelters, as well as those experiencing homelessness or who have been displaced by natural disasters. Children and families without a permanent residence who are staying temporarily with a friend or family on April 1, 2020 should be counted at that address.



Are census responses kept confidential?

The law requires that the Census Bureau keep all information confidential and use responses only to produce statistics. Your responses are protected and cannot be used against you. Census Bureau employees are sworn to protect your personal information for life and any violation comes with a penalty of up to \$250,000 and/or up to five years in prison.



How can I help?

There are many ways you can help. Encourage adults with young children and newborn babies in their household to respond to the 2020 Census. Partner with the Census Bureau to help ensure all children are counted. Explain to others that an accurate count can bring helpful resources and programs to their community, particularly services that support children. Completing the 2020 Census is an easy, safe, and important way we can all help shape the future for children.

Learn more at
2020CENSUS.GOV.

Shape
your future
START HERE >

United States®
Census
2020



Veterans shaped our past, and they shape our future.

Veterans are the backbone of communities across America. No matter when you served, your response to the 2020 Census will play a part in shaping our future.

Responses to the 2020 Census will determine how more than \$675 billion in federal funds is distributed annually for the next 10 years. That money is used for education and public services like parks, public transportation, health care, emergency services, and more.

2020CENSUS.GOV

D-HP-MV-EN-437

Shape
your future
START HERE >

39

United States[®]
Census
2020

Census data impacts funding for things like:

- > **Emergency services**
- > **Medical facilities**
- > **Community mental health services**
- > **Education**
- > **Public transportation and roads**
- > **Disabled Veterans Outreach Program**

If you live in a group housing or assisted living facility, a representative of the building will fill out the census questionnaire for everyone in the facility.

For more information, visit:

2020CENSUS.GOV

Shape
your future
START HERE >

United States®
Census
2020

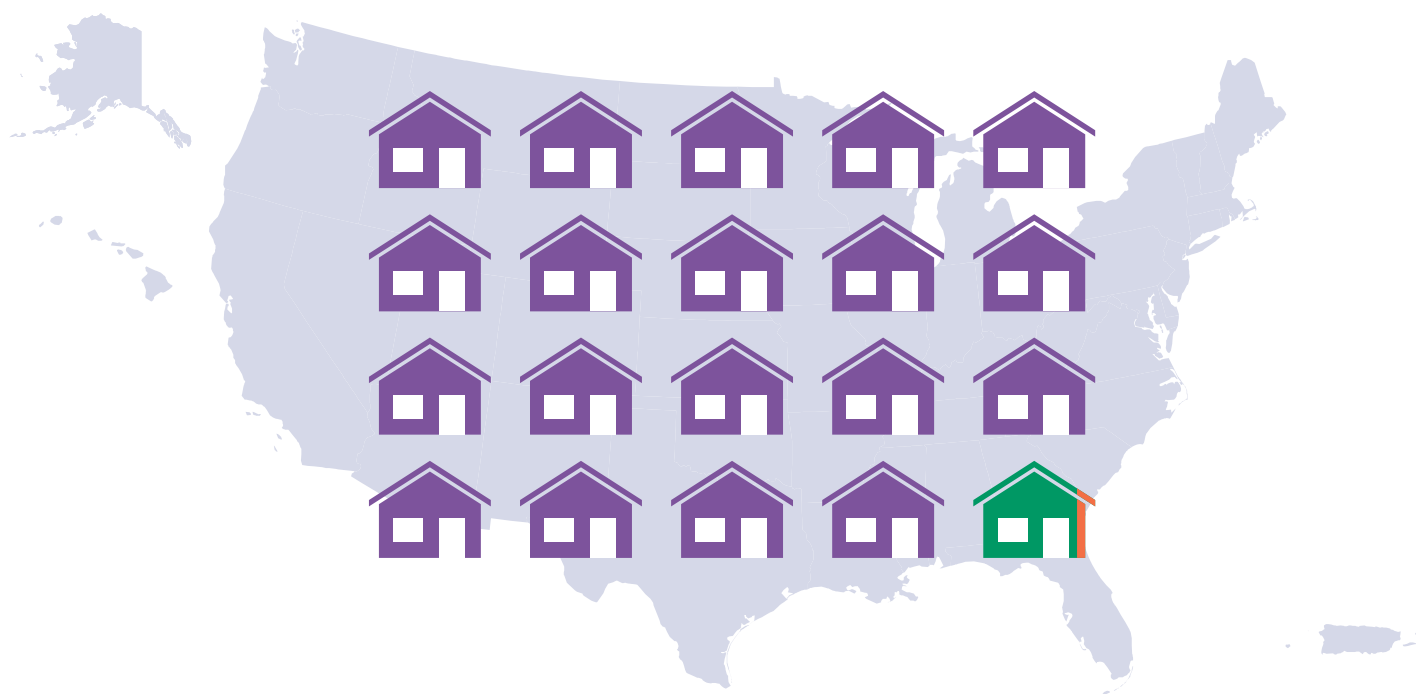
How the 2020 Census will invite everyone to respond



Every household will have the option of responding online, by mail, or by phone.

Nearly every household will receive an invitation to participate in the 2020 Census from either a postal worker or a census worker.

 **95%** of households will receive their census invitation in the mail.



 **Almost 5%** of households will receive their census invitation when a census taker drops it off. In these areas, the majority of households may not receive mail at their home's physical location (like households that use PO boxes or areas recently affected by natural disasters).

 **Less than 1%** of households will be counted in person by a census taker, instead of being invited to respond on their own. We do this in very remote areas like parts of northern Maine, remote Alaska, and in select American Indian areas that ask to be counted in person.

Note: We have special procedures to count people who don't live in households, such as students living in university housing or people experiencing homelessness.

How the 2020 Census will invite everyone to respond



What to Expect in the Mail

When it's time to respond, most households will receive an invitation in the mail.

Every household will have the option of responding online, by mail, or by phone.

Depending on how likely your area is to respond online, you'll receive either an invitation encouraging you to respond online or an invitation along with a paper questionnaire.

Letter Invitation

- Most areas of the country are likely to respond online, so most households will receive a letter asking you to go online to complete the census questionnaire.
- We plan on working with the U.S. Postal Service to stagger the delivery of these invitations over several days. This way we can spread out the number of users responding online, and we'll be able to serve you better if you need help over the phone.

Letter Invitation and Paper Questionnaire

- Areas that are less likely to respond online will receive a paper questionnaire along with their invitation. The invitation will also include information about how to respond online or by phone.

WHAT WE WILL SEND IN THE MAIL	
On or between	You'll receive:
March 12-20	An invitation to respond online to the 2020 Census. (Some households will also receive paper questionnaires.)
March 16-24	A reminder letter.
	If you haven't responded yet:
March 26-April 3	A reminder postcard.
April 8-16	A reminder letter and paper questionnaire.
April 20-27	A final reminder postcard before we follow up in person.

We understand you might miss our initial letter in the mail.

- Every household that hasn't already responded will receive reminders and will eventually receive a paper questionnaire.
- It doesn't matter which initial invitation you get or how you get it—we will follow up in person with all households that don't respond.



Earn \$20/hr

Pay Off Your Holiday Bills
While Working In Your Maine
Neighborhood

Be A Census Worker

APPLY ONLINE!

2020census.gov/jobs

- ✓ **Great Pay**
- ✓ **Flexible Hours**
- ✓ **Weekly Pay**
- ✓ **Paid Training**

For more information or help applying, please call
1-855-JOB-2020
Federal Relay Service: 1-800-877-8339 TTY/ASCII
www.gsa.gov/fedrelay
The U.S. Census Bureau is an Equal Opportunity Employer.

**Shape
your future
START HERE >**

United States®
**Census
2020**

2020 Census Partner Social Media Content

As a 2020 Census partner, you can help ensure that the people in your community are accurately counted and represented. Social media is a great way to reach your audiences and share helpful information about the 2020 Census.

Here are sample posts you can use on your own social media channels—either as is or edited to add a personal touch and better match the interests and concerns of your community. In 2019, we recommend that you share at least one post per month. The long-form posts are best suited for Facebook, LinkedIn, and Instagram. The short-form posts should be used for Twitter. Additionally, don't forget to share posts and photos from any 2020 Census events you attend or host.

Long Form (Facebook/LinkedIn/Instagram)	Short Form (Twitter)	Suggested Image
We are excited to announce that we've partnered with the @uscensusbureau to support the #2020Census! As a partner, we'll be working to ensure that our community is accurately represented. To learn about the upcoming census, visit 2020census.gov .	We are excited to announce that we've partnered with the @uscensusbureau to support the #2020Census! To learn about the census, how the data collected will be used, and what to expect next, visit 2020census.gov .	

For the first time, in 2020 the U.S. Census Bureau will accept responses online. The process will be quick and secure. You can respond to the census in less time than it takes to finish your morning coffee. You'll still be able to respond by mail. To learn more about what to expect, visit 2020census.gov. #2020Census	For the first time, you can respond to the census online. Responding by mail will still be an option. Get more information: 2020census.gov. #2020Census	
Every 10 years, the @uscensusbureau undertakes a mammoth task: counting all the people residing in the United States. This count affects the allocation of funding for our community's public resources (e.g., roads, hospitals, schools), how we plan for the future, and our voice in government. Learn more about the importance of the #2020Census and how to participate: 2020census.gov.	Did you know that the next census will take place in 2020? Responding to the #2020Census is our civic duty and affects the allocation of funding for our community's public resources, how we plan for the future, and our voice in government. To learn more, visit 2020census.gov.	 

What matters to you? Schools? Transportation? Hospitals? Data from the @uscensusbureau help inform planning efforts for all these important community resources. To learn how census data impact you and your community, visit 2020census.gov. #2020Census	What matters to you? Schools? Transportation? Hospitals? Data from the @uscensusbureau help inform planning efforts for all these important community resources. To learn how census data impact you and your community, visit 2020census.gov. #2020Census	
The next decennial census is just around the corner in 2020. Make sure you're counted! An accurate snapshot means that communities across the nation receive the funding, services, and business support they deserve and need. And your responses are confidential. To learn how the @uscensusbureau protects your information, visit 2020census.gov. #2020Census	The next decennial census is just around the corner in 2020. Make sure you're counted! Your responses are confidential. To learn more about the #2020Census, visit 2020census.gov.	

Why We Ask

The 2020 Census is easy. The questions are simple.

The census asks questions that provide a snapshot of the nation. Census results affect your voice in government, how much funding your community receives, and how your community plans for the future.

When you fill out the census, you help:

- Determine how many seats your state gets in Congress.
- Guide how more than \$675 billion in federal funding is distributed to states and communities each year.
- Create jobs, provide housing, prepare for emergencies, and build schools, roads and hospitals.

POPULATION COUNT (NUMBER OF PEOPLE LIVING OR STAYING)

We ask this question to collect an accurate count of the number of people at each address on Census Day, April 1, 2020. Each decade, census results determine how many seats your state gets in Congress. State and local officials use census counts to draw boundaries for districts like congressional districts, state legislative districts, and school districts.

ANY ADDITIONAL PEOPLE LIVING OR STAYING

Our goal is to count people once, only once, and in the right place according to where they live on Census Day. Keeping this goal in mind, we ask this question to ensure that everyone living at an address is counted.

OWNER/RENTER

We ask about whether a home is owned or rented to create statistics about



homeownership and renters. Homeownership rates serve as an indicator of the nation's economy and help in administering housing programs and informing planning decisions.

PHONE NUMBER

We ask for a phone number in case we need to contact you. We will never share your number and will only contact you if needed for official Census Bureau business.

Revised July 2019

Connect with us
@uscensusbureau

2020CENSUS.GOV

**Shape
your future
START HERE >**

United States®
**Census
2020**

Why We Ask

The 2020 Census is easy. The questions are simple.

NAME

We ask for names to ensure everyone in the house is counted. Listing the name of each person in the household helps respondents include all members, particularly in large households where a respondent may forget who was counted and who was not.

SEX

We ask about the sex of each person to create statistics about males and females. Census data about sex are used in planning and funding government programs, and in evaluating other government programs and policies to ensure they fairly and equitably serve the needs of males and females. These statistics are also used to enforce laws, regulations, and policies against discrimination in government programs and in society.

AGE AND DATE OF BIRTH

We ask about age and date of birth to understand the size and characteristics of different age groups and to present other data by age. Local, state, tribal, and federal agencies use age data to plan and fund government programs that provide assistance or services for specific age groups, such as children, working-age adults, women of childbearing age, or the older population. These statistics also help enforce laws, regulations, and policies against age discrimination in government programs and in society.

HISPANIC, LATINO, OR SPANISH ORIGIN

We ask about whether a person is of Hispanic, Latino, or Spanish origin to create statistics

about this ethnic group. The data collected in this question are needed by federal agencies to monitor compliance with antidiscrimination provisions, such as under the Voting Rights Act and the Civil Rights Act.

RACE

We ask about a person's race to create statistics about race and to present other statistics by race groups. The data collected in this question are needed by federal agencies to monitor compliance with antidiscrimination provisions, such as under the Voting Rights Act and the Civil Rights Act. State governments use the data to determine congressional, state, and local voting districts.

WHETHER A PERSON LIVES OR STAYS SOMEWHERE ELSE

Our goal is to count people once, only once, and in the right place according to where they live on Census Day. Keeping this goal in mind, we ask this question to ensure individuals are not included at multiple addresses.

RELATIONSHIP

We ask about the relationship of each person in a household to one central person to create estimates about families, households, and other groups. Relationship data are used in planning and funding government programs that provide funds or services for families, people living or raising children alone, grandparents living with grandchildren, or other households that qualify for additional assistance.

Connect with us
@uscensusbureau
2020CENSUS.GOV

**Shape
your future
START HERE >**

United States®
**Census
2020**

MAINE SERVICE CENTERS COALITION

60 Community Drive • Augusta, Maine 04330 • (207) 623-8428

Christine Landes, Chair
City of Gardiner
(207) 582-4800

Catherine Conlow, Vice Chair
City of Bangor
(207) 992-4204

January 23, 2020

Mr. James A. Bennett ICMA-CM, City Manager
City of Biddeford
PO Box 586
Biddeford, ME 04005-0586

Scott Morelli, Secretary
City of South Portland
(207) 767-3201

James Bennett, Treasurer
City of Biddeford
(207) 284-9313

Dear Jim:

As the second session of 129th Maine Legislature begins we are asking that you renew your dues support of the Maine Service Centers Coalition. Your municipal revenue received significant and long overdue increases in the 2019 Maine Legislative Session. Our efforts along with MMA and other interested parties resulted in the increase in Revenue Sharing from the original \$74 million in 2019 to approximately \$105 million in FY 2020 and \$143 million in FY 2021.

The budget enacted last June also included a fully State funded expansion of the homestead exemption from \$20,000 to \$25,000. Obviously the new Administration and bipartisan majorities in the Maine Senate and House deserve part of the credit for this dramatic turnaround in Maine's budget priorities and for their support in numerous other areas including local aid to education funding, county jails, workers compensation reform and the critical need for the \$100 million transportation bond package approved by Maine's voters in November.

Your membership and support are now even more important to our continued success. It will take a collective effort to maintain and continue the restoration and protection of municipal revenue as the new Administration and Legislature continue to repair the damage from the recent twelve years of band aids in biennial budgets. Recent revenue figures show that Maine ended the recent fiscal year with a budget surplus of \$168 million. Unfortunately, this legislative session began with more than \$250 million in carried over bond proposals and worthy state agency and municipal program needs.

Full funding of Revenue Sharing is part of the base budget that the next legislature will begin 2021 with. In addition to protecting last session's gains our major priorities include addressing the need for permanent solutions to county jail funding, local share of marijuana revenue to compensate municipalities for administrative costs, more responsive Tax Increment Finance rules and regulations and some overdue changes to the General Assistance burden for many of Maine's Service Centers.

The need for your participation in the Maine Service Centers Coalition's advocacy efforts has never been greater. We will continue to work with a group of organizations to restore full funding of all revenue to municipalities. Our strategy includes holding every Maine legislator accountable for every vote that impacts municipal revenue or impairs our ability to provide property tax relief to our citizens. However, as always we will need your help support and input.

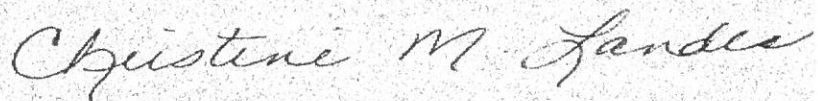
Given the obvious advantage of experienced political advice and relationships, the Maine Service Centers Coalition leadership and staff will again rely upon Richard Trahey and his firm of Maine Governmental Relations for professional lobbying staff support. I believe that this relationship with Richard has benefited the Coalition greatly in providing us access to policy makers, sound policy advice and effective advocacy services.

We are enclosing the MSCC Membership Dues invoice for 2020 and hope you will respond favorably. Membership dues are set at twelve cents per capita based on your community's population (established by the latest State Revenue Sharing data available) with a minimum dues payment of \$500 per community. Also enclosed please find an informational form that we ask you to update and return to us. Please be sure to note to whom we should rely upon as the principal REPRESENTATIVE and ALTERNATE for your community.

In addition, please feel free to contact me directly at the Gardiner City Hall (207.582.4200) or by e-mail at clandes@gardinermaine.com.

Once again, thank you for your municipality's past support. Together we can make 2020 a productive year for the Maine Service Centers Coalition.

Sincerely,



Christine Landes
Chairperson
Maine Service Centers Coalition

Enclosures (3)

MAINE SERVICE CENTER COALITION

2020 Resolution for Membership and Appointment of Voting Delegate Representative and Alternate

BE IT RESOLVED that the _____
(City/Town Council or Board of Selectmen)

hereby authorizes membership in the Maine Service Center Coalition and designates:

(name) (position in municipality)

to be the appointed REPRESENTATIVE for the Maine Service Centers Coalition and is therefore authorized to vote at the Maine Service Centers Coalition business meetings.

BE IT FURTHER RESOLVED that the designated ALTERNATE is:

(name) (position in municipality)

Dated

Attested To By:

Please return this Resolution as soon as possible to:

Maine Service Centers Coalition
c/o Theresa Chavarie, Manager, Member Relations
Maine Municipal Association
60 Community Drive
Augusta, Maine 04330
E-mail: tchavarie@memun.org

MAINE SERVICE CENTERS COALITION

VOTING DELEGATES - 2020

Membership Information Sheet

MSCC REPRESENTATIVE	MSCC ALTERNATE
NAME:	NAME:
TITLE:	TITLE:
MUNICIPALITY:	MUNICIPALITY:
MAILING ADDRESS:	MAILING ADDRESS:
CITY/ST/ZIP:	CITY/ST/ZIP:
TOWN OFFICE PHONE:	TOWN OFFICE PHONE:
WORK PHONE:	WORK PHONE:
HOME PHONE:	HOME PHONE:
FAX PHONE:	FAX PHONE:
E-MAIL ADDRESS:	E-MAIL ADDRESS:

RETURN TO:

Maine Service Centers Coalition
c/o Theresa Chavarie, Manager of Member Relations
Maine Municipal Association
60 Community Drive
Augusta, Maine 04330
FAX: (207) 626-3358
E-MAIL: tchavarie@memun.org



STATE OF MAINE
DEPARTMENT OF TRANSPORTATION
16 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0016

Janet T. Mills
GOVERNOR

Bruce A. Van Note
COMMISSIONER

James Bennett, City Manager
City of Biddeford
205 Main Street PO Box 586
Biddeford, ME 04005-0586

1/27/2020

Subject: Pavement Milling and 1 ½" Asphalt Overlay
Project No.: 2351100

Location: City of Biddeford, Towns of Arundel, Lyman, and Alfred

Dear Mr. Bennett:

The Maine Department of Transportation will soon solicit quotes for the subject project for construction, and pursuant to 29-A MRSA § 2382 (7) we have established a "Construction Area." A copy of 29-A § 2382 is enclosed for your information. Also included is an agreement, which requires signature by the municipal officers, and additional background documents.

The agreement stipulates that the municipality will issue a permit for a stated period of time to the MDOT contractor for transporting construction equipment (backhoes, bulldozers, etc.) that exceed legal weight limits, over municipal roads. The agreement acknowledges the municipality's right to require a bond from the contractor to "guarantee suitable repair or payment of damages" per 29-A MRSA.

29-A MRSA § 2382 (7) states that "*the suitability of repairs or the amount of damage is to be determined by the Department of Transportation on state-maintained ways and bridges, otherwise by the municipal officers.*" In other words, municipal officers determine the suitability of repairs on municipal ways and bridges.

The State cannot force municipalities to allow overweight vehicles to travel on posted municipal roads. Municipal postings supersede overweight permits. However, the agreement requires municipalities to make reasonable accommodations for overweight vehicles that are operated by contractors and the MDOT in connection with the construction project.

The specific municipal roads involved are not necessarily known at present, as the contractor's plan of operation won't be known until just prior to the start of work. If the municipality plans to require a bond; the amount of the bond should be determined prior to the start of work. If the project number administratively changes, you will be notified, and the agreement modified accordingly. Please return the completed agreement to my attention. Should you have any questions, please contact me at 207 624-3410.

Sincerely,

George M.A. Macdougall
Contracts & Specifications Engineer
Bureau of Project Development

Return this AGREEMENT, when completed, to:

Maine Department of Transportation
ATTN.: George Macdougall, Contracts & Specifications Engineer
#16 State House Station, Child Street
Augusta, Maine 04333-0016

Project No.: 2351100

Location: City of Biddeford, Towns of Arundel, Lyman, and Alfred

Pursuant to 29-A MRSA § 2382, the undersigned municipal officers of the **City of Biddeford** agree that a construction overlmit permit will be issued to the Contractor for the above-referenced project allowing the contractor to haul non-divisible overlmit loads on municipal ways.

The municipality may require the contractor to obtain a satisfactory bond pursuant to 29-A MRSA § 2388 to cover the cost of any damage that might occur as a result of the overlmit loads. If a bond is required, the exact amount of said bond should be determined prior to the use of any municipal way. The MaineDOT will assist in determining the amount of the bond if requested. A suggested format for a general construction overlmit bond is attached. A suggested format for a construction overlmit permit is also attached. This construction overlmit permit does not supersede rules that restrict the use of public ways, such as posting of public ways, pursuant to 29-A MRSA § 2395.

The maximum speed limit for trucks on any municipal way will be 25 mph (40 km per hour) unless a higher speed limit is specifically agreed upon, in writing, by the Municipal Officers.

CITY OF BIDDEFORD
By the Municipal Officials

SPECIAL PROVISION 105
CONSTRUCTION AREA

Construction Areas located in the **City of Biddeford, Towns of Arundel, Lyman, and Alfred** have been established by the Maine Department of Transportation (MDOT) in accordance with provisions of 29-A § 2382 Maine Revised Statutes Annotated (MRSA).

The sections of highway under construction in York County:

Project 2351100 is on Route 111 in Biddeford beginning 0.04 miles west of Mariner Way and extending west 0.56 miles to 0.12 miles west of the Biddeford/Arundel Town Line. Beginning at Dairy Lane in Arundel and extending west 9.07 miles to 0.06 miles east of the US Route 202 in Alfred.

Per 29-A § 2382 (7) MRSA, the MDOT may “issue permits for stated periods of time for loads and equipment employed on public way construction projects, United States Government projects or construction of private ways, when within construction areas established by the Department of Transportation. The permit:

A. Must be procured from the municipal officers for a construction area within that municipality;

B. May require the contractor to be responsible for damage to ways used in the construction areas and may provide for:

(1) Withholding by the agency contracting the work of final payment under contract; or

(2) The furnishing of a bond by the contractor to guarantee suitable repair or payment of damages.

The suitability of repairs or the amount of damage is to be determined by the Department of Transportation on state-maintained ways and bridges, otherwise by the municipal officers;

C. May be granted by the Department of Transportation or by the state engineer in charge of the construction contract; and

D. For construction areas, carries no fee and does not come within the scope of this section.”

The Municipal Officers for the **City of Biddeford, Towns of Arundel, Lyman, and Alfred** agreed that an Overlimit Permit will be issued to the Contractor for the purpose of using loads and equipment on municipal ways in excess of the limits as specified in 29-A MRSA, on the municipal ways as described in the “Construction Area.”

As noted above, a bond may be required by the municipality, the exact amount of said bond to be determined prior to use of any municipal way. The MDOT will assist in determining the bond amount if requested by the municipality.

The maximum speed limits for trucks on any town way will be 25 mph (40 km per hour) unless a higher legal limit is specifically agreed upon in writing by the Municipal Officers concerned.

GENERAL GUIDANCE

CONSTRUCTION OVERLIMIT PERMIT AND BONDING

The Maine Bureau of Motor Vehicles (BMV) establishes requirements and standards for the permitting of non-divisible over dimensional and overweight vehicles and loads (collectively overlimit loads) on state roads. These state motor vehicle permits are available on-line. 29-A MRSA and Secretary of State Administrative Rules Chapters 155-157 apply. Additionally, municipalities and county commissioners may issue overweight permits for travel on municipal and county ways maintained by that municipality or county. These permits are typically single trip permits requiring vehicle registration data, intended route etc.

However, in this case we're dealing with *Construction Permits* involving overlimit loads in support of construction projects. According to 29-A MRSA § 2382 (7), a Construction Permit is a permit *"for a stated period of time that may be issued for loads and equipment employed on public way construction projects, United States Government projects or construction of private ways, when within construction areas established by the Department of Transportation"*. According to 29-A § 2382 MRSA, the construction overlimit permit must be procured from the municipal officers for overweight loads on a municipal way in support of a construction project within that municipality.

By signing the attached agreement, the municipality agrees to issue construction overlimit permits to the MDOT construction contractor.

Frequently Asked Questions:

A. Why sign the document in advance of the actual construction contract?

Response: There are three primary reasons: First, to comply with 29-A § 2382. Second, to ensure that there are no surprises regarding the use of municipal roads by the Maine DOT contractor (to reasonably reduce risk and thus keep the cost of construction down) and third, to ensure the town is aware of its rights to control its own roads, and its rights to require a separate contractor's bond. (This is in addition to the Payment Bond and the Performance Bond the Maine DOT requires of the contractor).

B. Different roads may require different levels of scrutiny. How is a posted road handled?

Response: Despite the general construction overweight permit, the contractor cannot exceed the load limit on a posted municipal road without specific municipal permission. 29-A § 2395 MRSA notes that any ways requiring special protection (such as posted roads) will continue to be protected and overweight permits are superseded by such postings. In such a case the contractor would have to use an alternate route.

C. Is there any reason why the contractor cannot be held to indemnify and hold harmless the Municipality beyond the simple posting of a bond?

Response: The objective of our standard letter is to deal with overweight equipment and trucks on municipal ways during construction of a Maine DOT construction project. The bond merely provides a measure of protection against damage to municipal ways as a direct result of construction activity. Other areas of risk and indemnification are beyond the scope of our letter.

D. Are we required to obtain a bond?

Response: No. In fact, few municipalities have required a construction bond. It is a matter of risk management.

E. If used, what amount should be required on the bond?

Response: Previous MDOT letters used to speak about a maximum bond amount of \$14,000 / mile (\$9,000 / kilometer) of traveled length, however 29-A § 2382 sets no maximum. The amount of the bond (if any bond is required at all) is based on the individual situation. The MDOT will assist in providing a bond amount estimate if so requested.

F. Why the blanket approval?

Response: The blanket approval we seek is the reasonable accommodation by the municipality to allow the Maine DOT contractor to use town ways (if required) to haul overweight construction equipment and trucks. This theoretically gives the municipality and the MDOT time to discuss exceptions to a blanket approval. In general, this avoids unnecessary risks and saves money for all concerned in the long run.

G. Who determines the suitability of repairs?

Response: For municipal ways, the suitability of repairs may be determined by municipal officers. The MDOT will assist.

H. What is a non-divisible load?

Response: Per Chapter 157 (The Administration of Over-Dimension and Overweight Permits) under the Secretary of State administrative rules (See Rule Chapters for the Department of the Secretary of State on line), a non-divisible load is defined as: A load which, if separated into smaller loads or vehicles, would:

- 1) make it unable to perform the function for which it was intended;
- 2) destroy its value or;
- 3) require more than eight work hours to dismantle using appropriate equipment. Sealed oceangoing containers, spent nuclear materials in casks, and government-controlled military vehicles and their loads will be considered non-divisible

I. What is the standard for Overweight trucks and equipment?

Response: Overweight means a weight that exceeds the legal limits established in 29-A MRSA Chapter 21.

J. This is an unorganized township with no county or municipal roads. Why should I respond?

Response: Because of limited staff, we send out a standard letter to cover contingencies and minimize risk to the construction process. From time to time the letter may not have a practical application. In most cases of unorganized territories, the agreement is signed and returned as a matter of routine. This ensures that surprises will not be encountered after the start of construction regarding travel over municipal and county ways.

Additional tips:

False Information - Permit are invalidated by false information. A permit is invalidated by the violation of any condition specified by the terms of the permit or by false information given on the application. On evidence of such violation of falsification, the permittee may be denied additional permits.

Proper Registration - Overload permits do not relieve the registrants of vehicles from their obligations to properly register their vehicles in accordance with Motor Vehicle Laws.

Agent's Power of Attorney - If you do require a contractor's bond, make sure you have a copy of the Surety Agent's power of attorney authorizing the surety agent to sign for the surety. Keep the power of attorney with your duplicate original bond at the municipality. The contractor will also have a duplicate original.

Other bonds - The Maine DOT requires a payment bond and a performance bond of the contractor which is held against unsatisfactory performance on the part of the contractor for all construction projects over \$100,000. (The Miller Act (40 U.S.C. 270a-270f) normally requires performance and payment bonds for any federal aid construction contract exceeding \$100,000. 14 MRSA § 871 provides a similar requirement for state funded construction projects.) These bonds cover the proper performance of the contract and the payment of all employees, suppliers and subcontractors.

Title 29-A: MOTOR VEHICLES AND TRAFFIC
Chapter 21: WEIGHT, DIMENSION AND PROTECTION OF WAYS
Subchapter 2: DIMENSION
§2383

§2382. Overlimit movement permits

1. Overlimit movement permits issued by State. The Secretary of State, acting under guidelines and advice of the Commissioner of Transportation, may grant permits to move nondivisible objects having a length, width, height or weight greater than specified in this Title over a way or bridge maintained by the Department of Transportation.

2. Permit fee. The Secretary of State, with the advice of the Commissioner of Transportation, may set the fee for single trip permits, at not less than \$6, nor more than \$30, based on weight, height, length and width. The Secretary of State may, by rule, implement fees that have been set by the Commissioner of Transportation for multiple trip, long-term overweight movement permits. Rules established pursuant to this section are routine technical rules pursuant to Title 5, chapter 375, subchapter II-A.

3. County and municipal permits. A county commissioner or municipal officer may grant a permit, for a reasonable fee, for travel over a way or bridge maintained by that county or municipality.

4. Permits for weight. A vehicle granted a permit for excess weight must first be registered for the maximum gross vehicle weight allowed for that vehicle.

5. Long-term permits. The Secretary of State may grant permits for up to one year for trucks, truck tractors, semitrailers, heavy duty recovery vehicles and Class A special mobile equipment. Notwithstanding Title 5, section 8071, subsection 2, paragraph A, the Secretary of State, in consultation with the Commissioner of Transportation, shall establish the fee schedule by rule. Rules adopted pursuant to this subsection are routine technical rules as defined in Title 5, chapter 375, subchapter 2-A.

6. Scope of permit A permit is limited to the particular vehicle or object to be moved, the trailer or semitrailer hauling the overlimit object and particular ways and bridges.

7. Construction permits. A permit for a stated period of time may be issued for loads and equipment employed on public way construction projects, United States Government projects or construction of private ways, when within construction areas established by the Department of Transportation. The permit:

- A. Must be procured from the municipal officers for a construction area within that municipality;
- B. May require the contractor to be responsible for damage to ways used in the construction areas and may provide for:
 - 1. Withholding by the agency contracting the work of final payment under contract; or
 - 2. The furnishing of a bond by the contractor to guarantee suitable repair or payment of damages.

The suitability of repairs or the amount of damage is to be determined by the Department of Transportation on state-maintained ways and bridges, otherwise by the municipal officers;

- C. May be granted by the Department of Transportation or by the state engineer in charge of the construction contract; and
- D. For construction areas, carries no fee and does not come within the scope of this section.

8. Gross vehicle weight permits. The following may grant permits to operate a vehicle having a gross vehicle weight exceeding the prescribed limit:

- A. The Secretary of State, with the consent of the Department of Transportation, for state and state aid highways and bridges within city or compact village limits;
- B. Municipal officers, for all other ways and bridges within that city and compact village limits; and
- C. The county commissioners, for county roads and bridges located in unorganized territory.

9. Pilot vehicles. The following restrictions apply to pilot vehicles.

- A. Pilot vehicles required by a permit must be equipped with warning lights and signs as required by the Secretary of State with the advice of the Department of Transportation.
- B. Warning lights may be operated and lettering on the signs may be visible on a pilot vehicle only while it is escorting a vehicle with a permit on a public way.

With the advice of the Commissioner of Transportation and the Chief of the State Police, the Secretary of State shall establish rules for the operation of pilot vehicles.

9-A. Police escort. A person may not operate a single vehicle or a combination of vehicles of 125 feet or more in length or 16 feet or more in width on a public way unless the vehicle or combination of vehicles is accompanied by a police escort. The Secretary of State, with the advice of the Commissioner of Transportation, may require a police escort for vehicles of lesser dimensions.

- A. The Bureau of State Police shall establish a fee for state police escorts to defray the costs of providing a police escort. A county sheriff or municipal police department may establish a fee to defray the costs of providing police escorts.
- B. The Bureau of State Police shall provide a police escort if a request is made by a permittee. A county sheriff or municipal police department may refuse a permittee's request for a police escort.
- C. A vehicle or combination of vehicles for which a police escort is required must be accompanied by a state police escort when operating on the interstate highway system.

10. Taxes paid. A permit for a mobile home may not be granted unless the applicant provides reasonable assurance that all property taxes, sewage disposal charges and drain and sewer assessments applicable to the mobile home, including those for the current tax year, have been paid or that the mobile home is exempt from those taxes. A municipality may waive the requirement that those taxes be paid before the issuance of a permit if the mobile home is to be moved from one location in the municipality to another location in the same municipality for purposes not related to the sale of the mobile home.

11. Violation. A person who moves an object over the public way in violation of this section commits a traffic infraction.

SECTION HISTORY:

PL 1993, c. 683, §A2 (NEW).
PL 1993, c. 683, §B5 (AFF).
PL 1997, c. 144, §§1,2 (AMD).
PL 1999, c. 117, §2 (AMD).
PL 1999, c. 125, §1 (AMD).
PL 1999, c. 580, §13 (AMD).
PL 2001, c. 671, §30 (AMD).

PL 2003, c. 166, §13 (AMD).
PL 2003, c. 452, §§Q73,74 (AMD).
PL 2003, c. 452, §X2 (AFF).
PL 2007, c. 703, §25 (AMD).
PL 2011, c. 356, §23 (AMD).
PL 2011, c. 556, §22 (AMD).
PL 2019, c. 335, §9 (AMD).

MUNICIPAL OVERLIMIT PERMIT FOR CONSTRUCTION

MUNICIPALITY: _____

Phone: 207-_____; fax: 207-_____

APPLICATION FOR OVERLIMIT PERMIT TO MOVE CONSTRUCTION EQUIPMENT AND LOADS IN EXCESS OF LEGAL LIMITS ON MUNICIPAL WAYS

Construction Time Period:

Per 29-A § 2382 (7) MRSA, application is hereby made to the MUNICIPALITY OF _____
for An Overlimit Permit to move construction equipment, material, objects or loads in excess of legal limits over
ways maintained by the MUNICIPALITY in support of construction operations for the following Maine DOT
project

Project Description:

Project Identification Number (PIN):

NAME OF PERMITTEE (Construction Company):

STREET/P.O. BOX:

CITY:

STATE/PROV:

ZIP / POSTAL CODE:

PHONE:

FAX:

This object or load cannot be readily reduced to the legal limits.

Signed by:

(name & title)

Permit is granted. A copy of this signed permit will be provided to the permittee as prove of permit. This permit
will automatically expire at the physical completion of the above construction project. The original permit will be
held on file at the municipality.

Signed:

Municipal Official

MUNICIPAL OVERLIMIT PERMIT FOR CONSTRUCTION

MUNICIPALITY: _____

Phone: 207-_____; fax: 207-_____

APPLICATION FOR OVERLIMIT PERMIT TO MOVE CONSTRUCTION EQUIPMENT AND LOADS IN EXCESS OF LEGAL LIMITS ON MUNICIPAL WAYS

Construction Time Period:

Per 29-A § 2382 (7) MRSA, application is hereby made to the MUNICIPALITY OF _____
for An Overlimit Permit to move construction equipment, material, objects or loads in excess of legal limits over
ways maintained by the MUNICIPALITY in support of construction operations for the following Maine DOT
project

Project Description:

Project Identification Number (PIN):

NAME OF PERMITTEE (Construction Company):

STREET/P.O. BOX:

CITY:

STATE/PROV:

ZIP / POSTAL CODE:

PHONE:

FAX:

This object or load cannot be readily reduced to the legal limits.

Signed by:

(name & title)

Permit is granted. A copy of this signed permit will be provided to the permittee as prove of permit. This permit
will automatically expire at the physical completion of the above construction project. The original permit will be
held on file at the municipality.

Signed:

Municipal Official

BOND # _____

Date: _____

MUNICIPAL CONSTRUCTION BOND

KNOW ALL MEN BY THESE PRESENTS: That (name of construction firm) _____
_____ and the Municipality of _____, as
principal, and _____
_____, a corporation duly organized under the laws of the State of _____ and having a
usual place of business _____,
as Surety, are held and firmly bound unto the Treasurer of the Municipality of _____
_____ in the sum of _____
_____ and 00/100 Dollars (\$) _____
to be paid said Treasurer of the Municipality of _____ or
her/his successors in office, for which payment well and truly to be made, Principal and
Surety bind themselves, their heirs, executors and administrators, successors and assigns,
jointly and severally by these presents.

The condition of this obligation is such that if the Principal designated as Contractor in
the Contract to construct Project Number _____ in the Municipality of _____
_____ promptly and faithfully performs the Contract,
without damage to the municipal ways, other than normal wear and tear; then this
obligation shall be null and void; otherwise it shall remain in full force and effect.

However, if the Principal designated as Contractor causes damage to any municipal way
beyond normal wear and tear, in the construction of the above project through the use of
legal weight, legal dimension trucks or equipment; or overweight or over-dimension
equipment or trucks (as defined in 29-A MRSA) on the municipal ways, then this bond
may be used to guarantee that the contractor either repairs or pays for the damage caused
by the use of its equipment or trucks. The degree of damage beyond normal wear and
tear will be determined by municipal officials with the assistance of the Maine
Department of Transportation.

The Surety hereby waives notice of any alteration or extension of time made by the Municipality.

Signed and sealed this day of, 20.....

WITNESS:

SIGNATURES:

CONTRACTOR:

Signature.....
Print Name Legibly
.....

.....
Print Name Legibly
.....

WITNESS:

SIGNATURES SURETY:

Signature.....
Print Name Legibly

Signature.....
Print Name Legibly

NAME OF LOCAL AGENCY:

ADDRESS

TELEPHONE

NAME OF SURETY

SURETY ADDRESS:.....

BOND # _____

BOND # _____

Date: _____

MUNICIPAL CONSTRUCTION BOND

KNOW ALL MEN BY THESE PRESENTS: That (name of construction firm) _____
_____ and the Municipality of _____, as
principal, and _____
_____, a corporation duly organized under the laws of the State of _____ and having a
usual place of business _____,
as Surety, are held and firmly bound unto the Treasurer of the Municipality of
_____ in the sum of
_____ and 00/100 Dollars (\$) _____
to be paid said Treasurer of the Municipality of _____ or
her/his successors in office, for which payment well and truly to be made, Principal and
Surety bind themselves, their heirs, executors and administrators, successors and assigns,
jointly and severally by these presents.

The condition of this obligation is such that if the Principal designated as Contractor in
the Contract to construct Project Number _____ in the Municipality of
_____ promptly and faithfully performs the Contract,
without damage to the municipal ways, other than normal wear and tear; then this
obligation shall be null and void; otherwise it shall remain in full force and effect.

However, if the Principal designated as Contractor causes damage to any municipal way
beyond normal wear and tear, in the construction of the above project through the use of
legal weight, legal dimension trucks or equipment; or overweight or over-dimension
equipment or trucks (as defined in 29-A MRSA) on the municipal ways, then this bond
may be used to guarantee that the contractor either repairs or pays for the damage caused
by the use of its equipment or trucks. The degree of damage beyond normal wear and
tear will be determined by municipal officials with the assistance of the Maine
Department of Transportation.

The Surety hereby waives notice of any alteration or extension of time made by the Municipality.

Signed and sealed this day of, 20....

WITNESS:

SIGNATURES:

CONTRACTOR:

Signature.....

.....

Print Name Legibly

Print Name Legibly

.....

.....

WITNESS:

SIGNATURES SURETY:

Signature.....

Signature.....

Print Name Legibly

Print Name Legibly

NAME OF LOCAL AGENCY:

ADDRESS

TELEPHONE

NAME OF SURETY

SURETY ADDRESS:.....

BOND # _____

**COUNCIL MEETING
FEBRUARY 4, 2020**

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

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

Marc Lessard was excused.

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

There were no adjustments to the agenda.

Presentation: Police Department Annual Update

Police Chief, Roger Beaupre gave a very informative synopsis of Police Department activity for 2019. {A full copy of the Annual Report is available on the City's website, or in the City Clerk's Office}.

Chief Beaupre's report included statistics on: calls for police services, offenses, arrests, drug-related activities, traffic/parking warnings and citations and more. He also highlighted the numerous aspects of the community that the police department is involved in, including being a presence at public events, making educational and informational presentations to local businesses, organizations and groups, as well as in Biddeford Schools.

Presentation: Update on Biddeford Municipal Airport

Airport Commission Chair, Rick Laverriere thanked the Council for the opportunity to give an Airport update, and then introduced Matt Caron from Gale Associates, Inc. – the City's airport consultant.

Matt Caron gave an overview of the on-going and upcoming projects slated for the airport. Of particular note is the \$7,500,000 FAA Grant through the FAA's Supplemental Appropriations Program that was awarded to the City in 2019. Specifically, the Airport's Runway 06-24 design, permitting and reconstruction project was selected to receive 100% funding through the Supplemental Appropriations Program. The \$7,500,000 requires no financial commitment from the City of Biddeford or the State of Maine.

Another future project will be the Airport's Master Plan Update. Gale Associates, Inc. will be working with the Airport Commission to come up with a proposed updated plan.

Public Hearing: Liquor License for Blaze Brewing, LLC

The Chair opened the Public Hearing at 6:41 p.m.

There were no public comments.

The Public Hearing was closed at 6:41 p.m.

Consideration of Liquor License: Blaze Brewing, LLC

Motion by Councilor McCurry, seconded by Councilor Clearwater to recommend the issuance of a liquor license to Blaze Brewing, LLC, to be located at 28 Pearl Street.

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

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

Motion carries.

Consideration of Minutes: January 21, 2020

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

Vote: Unanimous.

Second Readings:

{For a copy of the proposed ordinance amendments and first readings, see the Council Meeting minutes of January 21, 2020}

2020.5) Amendment/Ch. 42, Motor Vehicles & Traffic/Sec. 42-90.1-No parking during special events/Remove certain streets from this section

Motion by Councilor McCurry, seconded by Councilor Clearwater to grant the second reading of the ordinance amendment.

Vote: Unanimous.

2020.6) Amendment/Ch. 70, Utilities/Art. II-Wastewater System/Division 4. Use Regulations; and Art. III-Wastewater System Capacity Management/Various Amendments

Motion by Councilor McCurry, seconded by Councilor Clearwater to grant the second reading of the ordinance amendment.

Vote: Unanimous.

Orders of the Day:

2020.10

IN BOARD OF CITY COUNCIL...FEBRUARY 4, 2020

BE IT ORDERED, that the City Manager be authorized to purchase one (1) 2021 Ford F-650 (the "Equipment") from Arundel Ford (the "Vendor") and may pay the Vendor an amount not to exceed \$100,527.00 (before discounts valued at \$3,000.00) 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 \$100,527.00;
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 \$100,527.00, (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 on February 4, 2020 and vote to recommend it to the City Council for approval. The purchase of this Hook lift truck is included in the FY/20 budget line 21204-60603 as a lease.

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

Vote: Unanimous.

Appointment:

IN BOARD OF CITY COUNCIL...FEBRUARY 4, 2020

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

**Michael Grattelo
1 Penny Avenue
Ward 4**

to the *Recreation Commission*, for a term to expire in December 2024.

Motion by Councilor McCurry, seconded by Councilor Clearwater to confirm the appointment.
Vote: Unanimous.

Public Addressing the Council...(5 minute limit per speaker; 30 minute total time limit):
One citizen addressed his comments to the Council.

City Manager Report:

Chief Operating Officer, Brian Phinney showed a video that had been attached to last week's Biddeford Beat, that highlighted many of the City's accomplishments in 2019.. Communications Coordinator, Danica Lamontagne did a fantastic job putting the video together.

Brian reminded the Council that a Council Workshop has been scheduled for Tuesday, February 11th at 6:00 p.m. in the Council Chambers. The Workshop will include the City Manager's proposed communications plan.

Other Business:

Councilor Ready: informed the Council that Seeds of Hope has opened their Warming Center at least 10 nights since the start of this program. Both the Biddeford and Saco Police and Fire Departments have been working with Seeds of Hope to direct folks in need to the Warming Center.

Councilor Quattrone: announced that this summer's Autism Camp, ***Finding the Pieces***, has been scheduled for August 3rd to 14th. The program is currently looking for a new Director, so he encouraged anybody who is interested to reach out to him.

Councilor Emhiser: noted that at the February 18th Council Meeting, the Downtown Development Commission will be bringing forward their recommendation for the design of the green space at 3 Lincoln Street.

Councilor Ortiz: attended WinterFest over the past weekend and had a lot of fun. She thought everything was great from the sledding hill to the food.

Council President Addressing the Council: Councilor McCurry thanked Mayor Casavant and all the volunteers who planned, organized and ran a successful WinterFest.

He is proud that Biddeford hosted it's first Unified Basketball game at Biddeford High School.

He noted that a couple of the Councilors have toured the Schools to get an idea of what Capital Projects/Improvement will be needed in the near future and will need to be budgeted for.

Mayor Addressing the Council: WinterFest was a blast!! Mayor Casavant is so pleased that from the set up to the breakdown of WinterFest, everything went great. He stressed that the event is put on by all volunteers. The Adult Sledding on Friday night was well attended. Both the Friday night and Saturday night performances in the City Theater were sold out. He also noted that the sledding hill and food were free to all who attended.

Executive Session: 1 MRSA 405(6)(C)...Terms of Contract

Motion by Councilor McCurry, seconded by Councilor Clearwater to move into Executive Session.

Vote: Unanimous.

Time: 7:04 p.m.

Motion by Councilor McCurry, seconded by Councilor Emhiser to move out of Executive Session.

Vote: Unanimous.

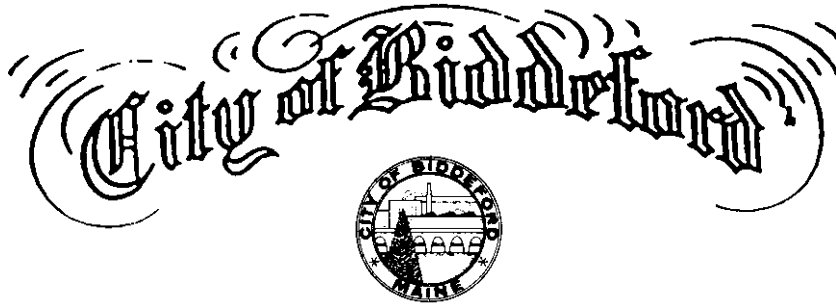
Time: 7:50 p.m.

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

Vote: Unanimous.

Time: 7:50 p.m.

Attest by: _____
Carmen J. Morris, City Clerk



2020.11

IN BOARD OF CITY COUNCIL..FEBRUARY 18, 2020

BE IT ORDERED, that the City Council of the City of Biddeford does hereby authorize the City Manager to enter into a contract with Richardson & Associates to complete a design concept for the 3 Lincoln Park Green Space at an amount not to exceed \$15,000.00.

Funding for this project shall be from account 31179-61010.

City Council

Meeting Date: February 18, 2020

Meeting Time: 6:00

Agenda Item No: 6.1

Item Description: 3 Lincoln Park Green Space-Richardson Contract Approval

Submitted by: Mathew Eddy, Director of Planning and Development

Supporting Information/Documentation:

<https://legistarweb->

[production.s3.amazonaws.com/uploads/attachment/pdf/475163/20191119 Green Space-3 Lincoln Street-ORDER 2019.126 .pdf](https://production.s3.amazonaws.com/uploads/attachment/pdf/475163/20191119_Green_Space-3_Lincoln_Street-ORDER_2019.126_.pdf)

Proposed contract with Richardson: see attached.

Key Terms:

3 Lincoln Park: this is an area set aside, as part of the MERC development site, to be used as a community park area, with links to the Riverwalk. It lies roughly between the “stack” and the Saco River, alongside the railroad tracks.

Riverwalk: Beginning at Mechanics Park, this next phase, between Laconia Plaza and the 3 Lincoln Park, is presently in the permitting stage and will be financed out of the Treadwell financing agreement associated with the Parking Garage.

Executive Summary:

The Council is asked to enter into a contract with Richardson & Associates to conduct a design project for the development of what is being called, for now, 3 Lincoln Park (Green Space). The contract specifies the work program, a budget based on that work program, and a schedule. The completed plan will be ready in May.

This recommendation comes to you from the Downtown Development Commission, who helped design the RFQ, reviewed all submissions, and conducted the interviews. The budget, previously approved by City Council, is for \$15,000.

Detailed Review:

The City Council charged the Downtown Development Commission (DDC) with seeking a Request for Qualifications (RFQ) to design a concept plan for 3 Lincoln Park (the section of the MERC site adjacent to Saco River). Staff worked with the DDC to create that RFQ, and then advertised from December into January. The City received five proposals. A DDC interview team agreed to interview two of those companies: Richardson & Associates (Saco Based) and the Beta Group (Lincoln, Rhode Island). The interview team presented their findings to the DDC at their

meeting of February 3. The DDC voted unanimously to recommend entering into a contract with Richardson & Associates.

The attached contract spells out the work program and products, as well as the schedule. Of note, is the use of a very public process that will include a Public Charrette and Workshop encouraging the community's participation in the design of the park.

DDC and Richardson & Associates agree: this park represents a critical link between the Saco River, the Riverwalk, the Downtown and Mill District, and their connection back into our neighborhoods. In that sense, it is the hub to a much larger connectivity effort.

Funding Source:

Route 111 Mill Redevelopment TIF

Staff Recommendation:

In conjunction with the DDC, we recommend approval.

LETTER OF AGREEMENT BETWEEN
OWNER AND LANDSCAPE ARCHITECT

THIS AGREEMENT, entered into this 29th Day of June, 2018

BETWEEN the Landscape Architect's Client identified as the Owner:

The City of Biddeford
James Bennett, City Manager
Matthew Eddy, Director of Planning and Development
City of Biddeford
P.O. Box 586
205 Main Street, Suite 107
Biddeford, Maine 04005
Mathew.Eddy@Biddefordmaine.org

(207) 284-9115

and the Landscape Architect:

Richardson & Associates, Landscape Architects and its sub-consultants (hereinafter called 'the Landscape Architect')

11 Middle Street
Saco, Maine 04072
Phone: 207-286-9291
Fax: 207-286-9650

For the following Project:

Planning and Design of The 3 Lincoln Street Park

The Owner and Landscape Architect agree as follows:

Lincoln Street Park
Biddeford, Maine

Initial

I. LANDSCAPE ARCHITECT'S RESPONSIBILITIES

1.1 The Landscape Architect agrees to provide its professional services in accordance with generally accepted standards of its profession. The Landscape Architect shall render its services as expeditiously as is consistent with professional skill and care.

1.2. During the course of the Project, anticipated and unanticipated events may impact any Project schedule. The Landscape Architect shall not be responsible for delays occasioned in whole or part by acts of negligence or omission of Owner or Owner's employees, Owner's other contractors or agents, acts of God, or delays caused by changes ordered by the Owner. The projected schedule is enumerated in the attached Appendix B.

1.3 The services performed by the Landscape Architect, Landscape Architect's employees and Landscape Architect's consultants shall be as enumerated in the attached scope of services (Appendix A).

2. LANDSCAPE ARCHITECT'S SCOPE OF SERVICES

2.1 The Landscape Architect's Scope of Work to be undertaken are set forth in the Proposal submission Dated January 10, 2020 and the Scope of Services dated January 10, 2020 (Appendix A)

3. OWNER'S RESPONSIBILITIES

3.1 The Owner agrees to provide Landscape Architect with all information, surveys, reports, and professional recommendations and any other related items requested by Landscape Architect in order to provide its professional services. Landscape Architect may rely on the accuracy and completeness of these items.

3.2 The Owner shall provide full information that shall set forth the owner's objectives, constraints and criteria.

3.3 The Owner shall furnish the services of consultants when such services are requested by the Landscape Architect and are reasonably required by the scope of the project. The Landscape Architect shall not be responsible for the errors or omissions that occur on the project if such information is not properly supplied.

3.4 All services, information, surveys and reports required shall be furnished at the Owner's expense, and the Landscape Architect shall be entitled to rely upon the accuracy and completeness thereof.

3.5 The Owner agrees to advise Landscape Architect of any known or suspected contaminants at the Project site. Owner shall be solely responsible for all subsurface soil, water or air conditions.

3.6 The Owner will obtain and pay for all necessary permits from authorities with jurisdiction over the Project.

3.7 The Owner agrees to render decisions in a timely manner so as not to delay the orderly and sequential progress of Landscape Architect's services.

4. COMPENSATION AND PAYMENTS

4.1 The Owner agrees to pay the Landscape Architect for professional services according to the attached Scope of Services dated January 10, 2020 with the total cost of professional services for the services described in Appendix A are not to exceed \$15,000.00 without prior approval of the Owner. See attached Scope of Services labeled Lincoln Street Park

Appendix A. Reimbursable expenses are estimated and included in the above not to exceed number.

4.2 Landscape Architect shall bill Owner for Services and Reimbursable Expenses once a month. All payments are due Landscape Architect upon receipt of invoice.

4.3. I Additional Services: If during the progress of this project it is desirable or necessary for the Landscape Architect to perform additional services other than those defined in the Scope of Services, the payment for such additional work shall be calculated at the hourly rates as listed in the included Rate Sheet (Appendix C). Prior consent for such work would be required.

5. ABANDONMENT

5.1 If the Owner finds it necessary to abandon the project, the Landscape Architect shall be compensated for all work completed to date. Scheduled items not completed, but upon which work has been performed, shall be paid for upon basis of estimated extent of completion.

6. TERMINATION/SUSPENSION

6.1 If terminated, Owner agrees to pay Landscape Architect for Services rendered and Reimbursable Expenses incurred up to the date of termination.

6.2 Upon not less than seven days' written notice, Landscape Architect may suspend the performance of its services if Owner fails to pay Landscape Architect in full for services rendered or expenses incurred. Landscape Architect shall have no liability because of such suspension of services or termination due to Owner's nonpayment.

7. DISPUTE RESOLUTION

7.1 Owner and Landscape Architect agree to mediate claims or disputes arising out of or relating to this Agreement before initiating litigation. The mediation shall be conducted by a mediation service acceptable to the parties. A party shall make a demand for mediation within a reasonable time after a claim or dispute arises, and the parties agree to mediate in good faith. In no event shall any demand for mediation be made after such claim or dispute would be barred by applicable law. Mediation fees shall be shared equally.

8. USE AND OWNERSHIP OF LANDSCAPE ARCHITECT'S DOCUMENTS

8.1 Drawings, specifications and other documents, including those in electronic form, prepared by the Landscape Architect and their consultants are Instruments of Service for use solely with respect to this Project. The Landscape Architect and their Consultants shall be deemed the authors and owners of their respective instruments of Service and shall retain all common law, statutory and other reserved rights, including copyrights.

8.2 Upon the parties signing this Agreement, Landscape Architect grants Owner a nonexclusive license to use Landscape Architect's documents. All instruments of professional service prepared by Landscape Architect, including but not limited to, drawings and specifications, are the property of Landscape Architect. These documents shall not be reused on other projects without Landscape Architect's permission. Landscape Architect retains all rights, including copyrights, in its documents. Owner or others cannot use Landscape Architect's documents to complete this Project with others unless Landscape Architect is found to have materially breached this Lincoln Street Park

Agreement.

9. MISCELLANEOUS PROVISIONS

9.1 The Landscape Architect shall have the right to include photographic or artistic representations of the design of the Project among the Landscape Architect's promotional and professional materials. The Landscape Architect shall be given reasonable access to the completed Project to make such representations. However, the Landscape Architect's materials shall not include the Owner's confidential or proprietary information if the Owner has previously advised the Landscape Architect in writing of the specific information considered by the Owner to be confidential or proprietary.

9.2 The Owner shall provide professional credit for the Landscape Architect in the Owner's promotional materials for the Project.

IN WITNESS WHEREOF the parties hereto have executed this Agreement as of the day and year first above written:

Owner:

Landscape Architect:

Todd A. Richardson, Principal

(Name, Title)

APPENDIX A
SCOPE OF SERVICES
FROM PROPOSAL 1/10/20

3 Lincoln Street Park

Biddeford, Maine

Landscape Architectural Services Proposal

January 10, 2019



Richardson & Associates, Landscape Architects

I. Pre-Design \$1,110.00

Review all Documents/Materials: VRAP Report, Abutters Plans, Survey, Previous Visioning Documents
Develop Digital Files/Project Organization

Review Surve/Regulatory Information

Site Visit: Observe and Record Quantitative and Qualitative Attributes:
Views

Vegetation
Topography
Drainage
Etc.

Field Measurements (where applicable)
Photographic Documentation

Develop Site/Landscape Design Goals, Objectives and Guiding Principles
Communication and Coordination with Downtown Development Commission and City

Meetings:

*(1) - 2 Hour Kick-off meeting With DDC : Review Project, Scope and Schedule
Preparation , Meeting, Travel, and Follow-up Meeting Notes*

II. Public Charette and Workshop \$2,775.00

Preparation for Open House Workshop: Agenda and Supporting Graphic Materials
Communication and Coordination with Downtown Development Commission and City

Meetings:

(1) Hour Go-To Meeting with DDC: Review Agenda and Public Workshop Materials

Public Workshop:

(1) 2 Hour Mtg: Committee / DDC Workshop & Information Gathering Session

*Possible Site Walk to Conduct Site Analysis
Discussion of Priorities to Guide Design Effort
Workshop Group Exercises*

III. Schematic Design \$6,425.00

Develop Approaches for Site Organization/Master Plan Vision
Possibly Including (but not limited to):

Integration of Surrounding Buildings/Structures
Pathways/Trails/ RiverWalk Connection

Planting/Vegetation Strategy Development
Gathering Spaces

Landscaped Areas/Gardens
Recreation Amenities/Facilities
Circulation/Parking

Develop Plans, Sections, Precedent Images as Needed
Develop Preliminary Estimate of Cost for Budgeting Purposes

Communication and Coordination with Downtown Development Commission and City

Meeting:

(1) 3 Hour Meeting DDC - Concept Design: Review Alternatives

Prep, Travel, Follow-up

3 Lincoln Street Park

Biddeford, Maine

Landscape Architectural Services Proposal

January 10, 2019



Richardson & Associates, Landscape Architects

IV. Final Schematic Design

\$4,320.00

Develop Integrated Approach for Site Organization/Master Plan Vision
Develop Preferred Approach(es) for Focus Areas: TBD

Key Functional Details (circulation hierarchy, drainage strategy, etc)
Materials Palette/Detailing (general character, finishes, typologies, etc)
Planting Palette (general character, etc)

Final Design Refinement

Refine Cost Estimate Based on Final Design

Communication and Coordination with Downtown Development Commission and City

Meetings:

(1) 1.5 Hour Meeting DDC - Concept Design: Review Final Design in Preparation for City Council Meeting

Prep, Travel, Follow-up

(1) 2 Hour Meeting - Presentation to Biddeford City Council

Prep, Travel, Follow-up

TOTAL SERVICES

\$14,630.00

Direct Expenses

370.00

Direct Expenses are in addition to the Scope of Services and are billed at cost plus 10%
Travel Expenses:

Mileage (at IRS reimbursement rate)
Meals and Accommodation (if required)

Other Direct Expenses may include (but are not limited to):

Telephone/Fax/Data
Reprographics/Scans/Copying/Plots/Prints
Postage/Shipping

Photography/Processing
Mounting

* Meetings although likely in person may be conducted electronically using Skype/Go-To

PROJECT TOTAL

\$15,000.00

APPENDIX B
REVISED SCOPE OF SERVICES
WITH SCHEDULE

3 Lincoln Street Park

Biddeford, Maine

Schedule

January 10, 2019



Richardson & Associates, Landscape Architects

SCHEDULE

2/3/20

I. Recommendation to City Council

II. Approval by City Council

I. Pre-Design

Review all Documents/Materials: VRAP Report, Abutters Plans, Survey, Previous Visioning Documents
Develop Digital Files/Project Organization

Review Survey/Regulatory Information

Site Visit: Observe and Record Quantitative and Qualitative Attributes:
Views

Vegetation
Topography
Drainage
Etc.

Field Measurements (where applicable)
Photographic Documentation

Develop Site/Landscape Design Goals, Objectives and Guiding Principles
Communication and Coordination with Downtown Development Commission and City

Meetings:

(1) - 2 Hour Kick-off meeting With DDC: *Review Project, Scope and Schedule*

Preparation, Meeting, Travel, and Follow-up Meeting Notes

II. Public Charette and Workshop

Preparation for Open House Workshop: Agenda and Supporting Graphic Materials
Communication and Coordination with Downtown Development Commission and City

Meetings:

(1) Hour *Go-To Meeting* with DDC: *Review Agenda and Public Workshop Materials*

Public Workshop:

(1) 2 Hour Mtg: *Public Charette Meeting; Workshop & Information Gathering Session*

Possible Site Walk to Conduct Site Analysis
Discussion of Priorities to Guide Design Effort
Workshop Group Exercises

III. Schematic Design

Develop Approaches for Site Organization/Master Plan Vision
Possibly Including (but not limited to):

Integration of Surrounding Buildings/Structures
Pathways/Trails/ RiverWalk Connection
Planting/Vegetation Strategy Development
Gathering Spaces

4/27/20

Landscaped Areas/Gardens
Recreation Amenities/Facilities
Circulation/Parking

Develop Plans, Sections, Precedent Images as Needed
Develop Preliminary Estimate of Cost for Budgeting Purposes

Communication and Coordination with Downtown Development Commission and City

Meeting:

(1) 3 Hour Meeting DDC - Concept Design: *Review Alternatives*

Prep, Travel, Follow-up

IV. Final Schematic Design

Develop Integrated Approach for Site Organization/Master Plan Vision
Develop Preferred Approach (es) for Focus Areas: TBD

Key Functional Details (circulation heirarchy, drainage strategy, etc)
Materials Palette/Detailing (general character, finishes, typologies, etc)
Planting Palette (general character, etc)

Final Design Refinement

Refine Cost Estimate Based on Final Design

Communication and Coordination with Downtown Development Commission and City

Meetings:

(1) 1.5 Hour Meeting DDC - Concept Design: *Review Final Design in Preparation for City Council Meeting*

Prep, Travel, Follow-up

(1) 2 Hour City Council Meeting: *Presentation to Biddeford City Council*

Prep, Travel, Follow-up

APPENDIX C
RATE SHEET



Richardson & Associates, Landscape Architects

11 Middle Street • Saco, Maine 04072
phone 207.286.9291 • fax 207.286.9650
www.richardsonassociates.com

RATE SCHEDULE

PERSONNEL	Principal	\$140/hour
	Project Manager	\$110/hour
	Senior Project Assistant	\$ 90/hour
	Junior Project Assistant	\$ 80/hour
	Administrative Assistant	\$ 55/hour
REIMBURSABLES	Travel expenses:	at cost + 10%
	mileage @ current IRS reimbursement rate	
	tolls , meals , accommodations	
	flights, rental cars	
	Travel time:	at hourly rates above
	Communications:	\$15.50/ billable month
	telephone/conference calling	
	go-to meetings	
	Large format scanning:	at cost + 10%
	Large format printing:	at cost + 10%
	B+W laser prints/copies:	at cost + 10%
	Color laser prints/copies:	at cost + 10%



Mounting

at cost + 10%

Postage/ Fedex Shipping:

at cost + 10%

Field Materials:

\$10.00/ field visit

Rates are subject to annual evaluation by Firm and confirmation by Client to determine any necessary revised costs based on changed market values and assumptions.

____ TR