

City of Biddeford

City Council

February 07, 2023 6:00 PM Council Chambers & Zoom

Please click the link below to join the webinar:

<https://biddeford.zoom.us/j/96661996173?pwd=Rkh0Vld5WlFsekxCa0M3WmpUNFZ0dz09>

Webinar ID: 966 6199 6173

Passcode: 657404

Or One tap mobile :

US: +13126266799,,96661996173# or +16465588656,,96661996173#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 312 626 6799 or +1 646 558 8656 or +1 646 931 3860

International numbers available: <https://biddeford.zoom.us/j/96661996173?pwd=Rkh0Vld5WlFsekxCa0M3WmpUNFZ0dz09>

Status: In-Person and via Zoom; Council Chambers; 6:00 p.m.

- 1. Roll Call**
- 2. Pledge of Allegiance**
- 3. Adjustment(s) to Agenda**
 - 3a. WinterFest Special Events Permit/Liquor Approval - ADDED
- 4. Presentation**
 - 4a. CDBG Funding - Citizens Advisory Committee
[CAC Update to Council - Presentation](#)
- 5. Public Addressing the Council...(3 minute limit per speaker for up to a total of 15 minutes)**
- 6. Consideration of Minutes:**
 - 6a. January 24, 2023
[Council Meeting Minutes Jan. 24, 2023](#)
- 7. Orders of the Day:**
 - 7a. 2023.8) Approval/Order of Condemnation - Clifford Park - ORDER
[2023.8 Order of Condemnation - ORDER](#)
[2023.8 Approval of Order of Condemnation - Clifford Park - MEMO](#)
 - 7b. 2023.9) CDBG FY22 Fund Uses
[2023.9 Citizen Advisory Committee - MEMO](#)
[2023.9 CAC HUD CDBG Spending Update Detail](#)
[2023.9 Use of CDGB Funds- MEMO](#)
 - 7c. 2023.10) Approval/Phase I of Fire Department Roof Replacement
[2023.10 FD Roof Replacement -ORDER](#)
[2023.10\) Approval - Phase I of Fire Department Roof Repair - MEMO](#)
[2023.10 FD Phase I Roof Replacement Bid and Comparisons](#)
 - 7d. 2023.11) Approval/Request for Purchase of Battery-Operated Extrication Tool

- 2023.11 FD Battery Operated Extrication Tools-ORDER
- 2023.11 Approval - Request for Purchase of Battery-Operated Extrication Tool - MEMO
- 2023.11 Northeast Emergency Apparatus - TNT Rescue Tools
- 2023.11 Battery-Operated Extrication Tool Bid Comparison
- 7e. 2023.12) Approval/Winterfest Special Events Permit
 - 2023.12 Winterfest Alcohol Service-ORDER
 - 2023.12 Winterfest February 10-12, 2023 - PERMIT
- 8. **Committee-of-the-Whole: Discussion of the next steps based on Affordable Housing Task Force Report**
- 9. **Appointments:**
 - 9a. Peter Robbins - Conservation Commission
 - [Peter Robbins - Conservation Commission](#)
- 10. **Public Addressing the Council..(3 minute limit per speaker)**
- 11. **City Manager Report**
- 12. **Other Business**
- 13. **Council President Addressing the Council**
- 14. **Mayor Addressing the Council**
- 15. **Adjourn**

*Citizens Advisory Committee (CAC)
Update to Council*

February 7, 2023

WHAT IS THE CITIZENS ADVISORY COMMITTEE?

- Per the CAC's ordinance: "The purpose of the Committee is to provide an organized forum for two-way communication between the Office of Planning and Development and the community regarding Community Development Block Grant (CDBG) funding priorities and other community development needs."
- Efforts target low- to moderate-income (LMI) community members
- Keeps tabs on approved projects

CDBG FUNDING

- HUD Funding Breakdown
 - 15% cap on Public Service activities (e.g. Seeds of Hope, Meals on Wheels)
 - 20% cap on Administrative/Overhead
 - Remaining 65% is intended to be used toward physical projects
- Biddeford receives this allocation from the federal level annually, so local property taxes are not affected

CONSOLIDATED 5-YEAR PLAN (2018-2023)

- Priority 1: To eliminate slum and blight in the downtown area through infrastructure and public facilities improvements that benefit LMI neighborhoods.
- Priority 2: To provide a strategy to meet the increasing need for transitional to affordable and supportive housing.
- Priority 3: Provide educational and work opportunities for homeless and low to moderate income persons, and special needs populations that provide avenues to obtain jobs and/or better paying work opportunities.
- Priority 4: Implement strategies to aid the elderly and special needs populations with access to information and access to services to increase health and safety, and reduce reliance on the City's overburdened Health and Welfare Department that can only provide minimal assistance.
- Priority 5: To reinforce and strengthen the emergency shelter and transitional housing system that is already in place which includes housing, counseling, education and a wide variety of homeless, special needs and LMI assistance.

CURRENT ACTIVITIES

- Social Services
 - Seeds of Hope Warming Center (\$23,400 budget)
 - Priority 5 - reinforce and strengthen the emergency shelter system
 - Meals on Wheels (\$12,227 budget)
 - Priority 4 - access to services to increase health and safety
 - Mission Hill Neighborhood Hotspot (\$2,000 budget)
 - Priority 4 - access to information and services
- Physical Projects
 - 2- to 4-Unit Housing Rehabilitation Program (\$191,750 spent)
 - Priority 2 - meet increasing need for affordable housing
 - ADA Improvements to City Hall (delay in program launch - \$200,000 budget)
 - Priority 1 – public facilities improvements and Priority 4 - access to services

PAST ACTIVITIES DURING 5-YEAR PLAN

- Social Services
 - Seeds of Hope Career Center (Priority 3 - work opportunities for homeless and LMI)
 - Seeds of Hope COVID Food Provision (Priority 4 - access to services to increase health and safety)
 - Representative Payee Program (Priorities 3 and 5 - educational opportunities and counseling)
 - Apex Youth Connection (Priority 4 - access to information and services to increase health and safety)
 - ArtVan (Priority 4 - access to services to increase health and safety)
 - Engine (Priority 4 - access to services to increase health and safety)
- Physical Projects
 - South Street Sidewalk - \$337,150 (Priority 1 - infrastructure improvements)
 - Main Street Sidewalk - \$157,148; \$555,334 pre-2018 (Priority 1 - infrastructure improvements)

CONSOLIDATED 5-YEAR PLAN (2018-2023)

- Priority 1: To eliminate slum and blight in the downtown area through infrastructure and public facilities improvements that benefit LMI neighborhoods.
- Priority 2: To provide a strategy to meet the increasing need for transitional to affordable and supportive housing.
- Priority 3: Provide educational and work opportunities for homeless and low to moderate income persons, and special needs populations that provide avenues to obtain jobs and/or better paying work opportunities.
- Priority 4: Implement strategies to aid the elderly and special needs populations with access to information and access to services to increase health and safety, and reduce reliance on the City's overburdened Health and Welfare Department that can only provide minimal assistance.
- Priority 5: To reinforce and strengthen the emergency shelter and transitional housing system that is already in place which includes housing, counseling, education and a wide variety of homeless, special needs and LMI assistance.

WHERE ARE WE NOW?

- 2-4 Unit Program has had fewer eligible applicants than expected
 - Explored and implemented changes to increase applications - making the program available citywide, available to nonprofit developers, and providing a lower amount of funds with a shorter affordability term
 - Slow project timelines with current construction market
- ADA Improvement activity is still in preliminary planning stages
- Completion of Comprehensive Plan and Affordable Housing Task Force Report is important in determining a plan for CDBG funds, and more time was needed to assess the recommendations being made
- CAC requested details on City-owned property, as well as information on how the City handles properties that are abandoned and/or significantly behind on taxes
- These factors have led to timeliness issues in spending the funds

WHAT IS TIMELINESS?

- Timeliness is one way HUD ensures that CDBG funding is being spent during a given timeline
- It is calculated on a yearly basis and requires that a certain amount be spent by May 1
- If the City were not timely this year, HUD would require a report explaining the issues and a plan with project timelines and budgets to ensure timeliness the following year
- CAC/CDBG staff person is in ongoing communication with HUD representatives about spending best practices and strategies for timeliness and program design

PROPOSED DIRECTION

- Recommending targeted funding towards the Extremely Low income category
 - Aligns with Council Housing goals and the Affordable Housing Task Force (AHTF) recommendations
 - AHTF has suggested that 15 to 25% of the future Affordable Housing Fund be allocated toward the Extremely Low income category, which would likely be a fairly small amount for a physical project
 - In their interim report, AHTF recommended taking immediate action to support Biddeford's unhoused population
 - Impact over timeliness
 - Looking at abandoned or foreclosed properties for Transitional Housing
 - 6-8 sleeping units with community living space
 - Allowable by current Zoning Ordinance
 - Building could be sold so there are no ongoing maintenance costs
 - Service providers are typically able to bill existing funding sources for services like these

WORKING TOGETHER TO BUILD REAL SOLUTIONS WITH IMPACT!

- The goal is to build a conversation around making the greatest impact for the most vulnerable populations, per HUD's directive
- As a body we have been tasked with looking out for those that are often marginalized or forgotten
- Want to align with AHTF Report, Council Housing Goals, and community input

We welcome ideas, questions, and comments!

BE IT ORDERED, that the City Manager or his designee authorized the public works department to sell surplus items as sealed bid.

Funding for this project will be as follows:

- None

Motion made by Councilor Emhiser, seconded by Councilor Lessard

Vote: Unanimous

Motion Passes

2023.7) Alfred Street Improvement Project

2023.7 **IN BOARD OF CITY COUNCIL...JANUARY 24TH, 2023**

BE IT RESOLVED, that the City Council of the City of Biddeford does herewith endorse the PACTS Complex Project titled “Alfred Street Improvement Project” as described in the accompanying memo. The goal of this project is to enhance the safety, walkability and livability of Alfred Street in the downtown area of the City from Main Street to Washington Street.

Motion made by Councilor Whiting, seconded by Councilor Lessard

Vote: Unanimous

Motion Passes

Appointment:

Julian Schlaver was appointed and sworn in as City Councilor for Ward 5 at the beginning of the meeting.

IN BOARD OF CITY COUNCIL...JANUARY 24, 2023

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

Alison Tobey
Ward 5

to the *Historical Preservation Committee*

Motion made by Councilor Grohman, seconded by Councilor Lessard to confirm the appointment.

Vote: Unanimous.

Appointment Confirmed

IN BOARD OF CITY COUNCIL...JANUARY 24, 2023

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

Rick Laverriere
Ward 6

to the *Chair of the Airport Commission*

Motion made by Councilor Grohman, seconded by Councilor Lessard to confirm the appointment.

Vote: Unanimous.

Appointment Confirmed

Public Addressing: There were no comments from the public

City Manager report:

Jim Bennett City Manager addresses his lack of professionalism regarding his appearance. His house like many others is without power.

Other Business:

Councilor Lessard recognized all of the staff working through the aftermath of Covid. He also wanted to recognize Public Works and their hard work during the past couple storm and the storm coming tomorrow night which is going to switch over to rain and make a real mess. He wants to thank all the folks working for the City.

Councilor Grohman recognized Public Works and all their hard work plowing throughout the night. The Councilor mentions WinterFest and one of the primary planners and supporters Reverend Justin Sweeney from New Life Church and how at the last meeting he was asked to pray for snow but now he is being asked to stop praying for snow.

Councilor Whiting says how much he is looking forward to WinterFest and the sled run. He hopes everyone will join him while he does a few runs. He says if you don't want to participate you can always just come to watch him wipe out. On a more serious note he reports that with the storms this past weekend he has received a lot of constituent complaints regarding parking bans and towing policies. One particular constituent of his pointed out that there are a lot of new residents in Biddeford who may be experiencing their first winter here and so they may not know what a parking ban is. If they see it snowing outside they may not think to check the City's website to see if there is a parking ban in effect. He says this is especially true for the immigrant and refugee community who might not have stable internet access and also they might not have enough of a grasp of English to understand what a parking ban is asking them to do. Because of this Councilor Whiting would be in favor of seeing the City's office of communications working on a campaign to maybe re-educate the public on what our winter parking policies are regarding parking bans, ticketing, towing and also the 48-hour rule. He says he's talked to constituents that have lived here for several years and have never heard of the 48-hour rule. He thinks at the very least explaining what the 48-hour rule is all about and possible revisiting that rule for future discussion.

Councilor Mills says that he appreciates Councilor Whiting bringing these concerns up. Councilor Mills has also received quite a few emails regarding the snow parking ban. Councilor Mills says working for FedEx he believes that the policies we have here are more lenient than some of the other communities that are on the coast. With that being said, he does agree that a better communication process needs to be done. He also received an email from a constituent about being towed out of Clifford Park before the snow ban time was up and they incurred quite a bit of money in towing fees.

Councilor LaFountain starts by congratulating Danielle Emerson from Biddeford High School Volleyball for being named the Gatorade Player of the Year from Maine. Secondly, he reports to the Council that he has reviewed the Fire Department's Annual Report, where they had almost

5700 total incidents this year, almost 16 per day, or 1 every 93 minutes. He says that he went to the Fire Department a couple months ago and he was there for less than hour and there were 3 calls in that time. He goes on to say that they are dealing with a variety of different types of calls such as fire suppression, medical emergencies, hospital transports and mutual aid. He thanks the Fire Department for their ability to keep our community safe and healthy and their tireless work and the impact on the community.

Jim Bennett City Manager responds to the parking situation by saying that the City went through a really intensive effort to communicate differently with people about the parking because we had inconsistent parking messages. He says that it is very common in every community he's worked with and all the communities around the communities he's worked with that the first big storm we have, you get a lot of complaints because people just aren't ready. His understanding regarding the incident at Clifford Park is that the storm had not stopped but the parking ban had stopped and people have to be out of the free lots so that they can be cleaned as well to make them available. His understanding of the situation is and he does reiterate that he will double check on this, but his understanding is that because it was still snowing that the owner of the vehicle thought that they didn't have to move their vehicle. He says to the Council that he will double check on these concerns and report back to them. He tells the Council that he will make a note regarding the 48-hour rule and make sure that they have a conversation regarding that to figure out if this is something that will have to be brought to the Council to take a look at. Jim wanted the Council to know that City staff did make attempts to make it better in comparison to first storms in the past.

Councilor Mills makes a suggestion that the City uses the same notification system that the school system uses to notify parents and students during snow storms. Jim Bennett does not believe that would be the most effective way to notify everyone in the City.

Jim Bennett City Manager reminds the public that if you are parking your car on a piece of land that you do not own then you need to take it upon yourself to find out what the rules are when it snows.

Councilor Lessard suggests handing out a piece of paper that talks about snow bans to everyone that comes into City Hall to register their vehicle.

Council President Addressing the Council:

Council President Norman Belanger was not present at the meeting

Mayor Addressing the Council:

Mayor Casavant reflects on the days that there was no parking on public streets all winter long and of course there were complaints about that so the City of Biddeford went to the system that all other major cities use. Mayor Casavant goes on to say that when there is a major storm it's on the news. He feels that if a paper regarding parking bans was handed out to people that most people won't read it and it will be thrown out because every available avenue whether it be radio, signage, the message is everywhere. He agrees that though there can be better clarity, it's important to note that good government is a two-way street. Government can illicit the information but people have to notice it as well. If people not taking in the information, then there are consequences and people get upset understandably. There is a responsibility about being a good active citizen and that's to know what's going on. Mayor Casavant talks more about WinterFest and some of the highlights of the festival. There is going to be plenty of snow, there is going to be a huge raffle where they will be raffling over 40 bicycles for free. There are

going to be multiple gifts including two \$500.00 gift cards to Hannaford, some small gift cards as well. Plenty of free food will be served. He says the idea is to bring community together so he encourages everyone to stop by. You can be like Councilor Whiting and go sledding, there are going to be lots of fun things to do. The Mayor goes on to say that he thinks the idea of festivals no matter what festival it may be, it's that next level of community where you get people together laughing and talking with each other because that is ultimately what builds community is building relationships and getting people to converse and that doesn't happen in the polarized Facebook, social media world we live in. He hopes everyone stops by, it starts Friday, February 3rd with adult sledding and there will be a Joey Boucher concert. All day Saturday is the family event with a comedy show at night. Public skating if there is good ice at the Westbrook Skating Rink all day Sunday.

Motion made by Councilor Grohman to adjourn, seconded by Councilor Lessard

Vote: Unanimous

Motion Passes

Time: 8:12pm

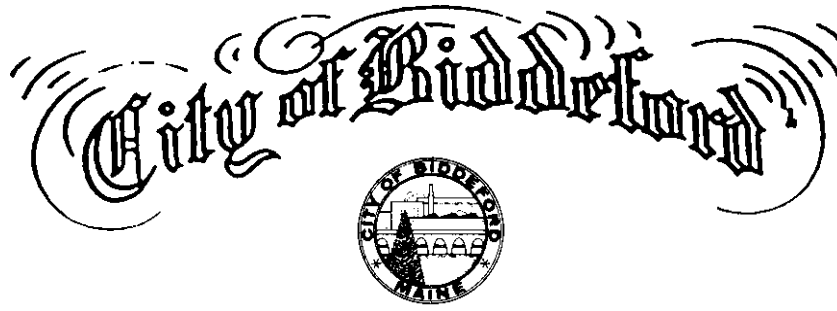
Mayor Casavant allowed one person from the public address the Council

Motion made by Councilor Grohman to adjourn, seconded by Councilor Whiting

Vote: Unanimous

Motion Passes

Time: 8:17pm



2023.8

IN BOARD OF CITY COUNCIL... FEBRUARY 7, 2023

ORDER OF CONDEMNATION

WHEREAS, the City of Biddeford is a party to a certain land conveyance agreement with E & R Development Corporation wherein the City shall convey approximately 4.2 +/- acres to E & R Development Corporation;

WHEREAS, said agreement obligates the City of Biddeford to convey good and marketable title to E & R Development;

WHEREAS, the City has long claimed title to two adjacent tracts of land, one of which includes said 4.2 +/- acres, said two tracts being more fully described herein, as part of so-called "Clifford Park" and used solely for public recreational purposes;

WHEREAS, title research with respect to said 4.2 +/- acres, as well as said adjacent portions of so-called "Clifford Park" has revealed that no readily discernable source of title in the City;

NOW, THEREFORE, pursuant to 30-A M.R.S. §3101 and 23 M.R.S. §3023, for the public purpose of a public park to be used for recreational purposes and to clear title to the subject properties, the Biddeford City Council, as Municipal Officers with the power of appropriation does hereby take by the power of eminent domain the following described property:

Parcel One:

A certain lot of land situated in the City of Biddeford, County of York and State of Maine, bounded and measuring as follows;

BEGINNING at the southerly corner of the granted premises;

THENCE northeasterly by the line of said lot twelve hundred and twenty four and one half feet;

THENCE at a right angle Southeasterly across said lot seven hundred and ninety-three feet to the southeast sideline thereof;

THENCE South 58° West, twelve hundred and sixty three and one half feet to the east corner of said lot;

THENCE Northwesterly five hundred and twenty-eight feet to the point of beginning.

Containing about eighteen acres, be the same, or any of the above measurements, more or less, and however otherwise the granted premises, may be bounded, measured or described. Said premises are hereby conveyed with all the rights, easements, privileges and appurtenances, and subject to all the restrictions and reservations expressed in a deed to Nathan Otis Kendall of the said premises from Nathan Chadwick dated November 16, 1833 and recorded in the York County Registry of Deeds in Book 154, Pages 228 and 229, and also in a deed to Nathan Otis Kendall from the Saco Water Power Company dated April 27, 1849 and recorded in said Registry of Deeds in Book 248, Page 259 and 260, whereto reference may be had for a more particular description of the granted premises.

Parcel Two:

A certain lot or parcel of land situated in the City of Biddeford, County of York and State of Maine, bounded thus:

BEGINNING at the west corner of the lot of land released to John M. Batchelder in the deed of the Saco Water Power Company, which corner is 1224 ½ feet northeast from the south corner of the lot intended to be divided by said parties by the deeds aforesaid dated April 27, 1849;

THENCE northeast four hundred fifty-seven feet to the west corner of this lot;

THENCE southeast nine hundred and twenty-four feet to the north corner of the same lot;

THENCE southwest sixty-six feet;

THENCE northwest forty-nine and one half feet;

THENCE South 58° west four hundred and three feet to the north corner of the lot released to said Batchelder as aforesaid;

THENCE Northwest by the lot released to said Batchelder as aforesaid, seven hundred and ninety three feet to the point of beginning, containing about nine acres. This division being made agreeably to a plan of the premises drawn by R. M. Chapman Esq. to be referred to, and

the boundaries of the whole lot aforesaid are described in the deed of Nathan Chadwick to John M. Batchelder dated November 16, 1834, reserving to John M. Batchelder the same right of passage over the above premises as is reserved in the said deed to Chadwick and to said Jordan, his right of passage as expressed in the same deed.

FURTHERMORE, it can reasonably be determined the following persons and/or the heirs thereof shall be awarded (\$1.00) One Dollar as compensation, as said properties have been unoccupied, undeveloped and used solely for public recreation for the past (100) one hundred years.

Nahum Getchell of Saco, Maine, Joann Getchell, sometimes called Joan Getchell of Saco, Maine, Mary W. Gowen of Portland, Maine, Annie L. Getchell of Saco, Maine, Charles A. Getchell of Hollis, Maine, Margarite C. Townsend of West Buxton, Maine, d Ellen G. Sawyer, also known as Ellen Getchell of Hollis, Maine, Alfred L. Bickford of Hollis, Maine, Charles Getchell Townsend of Hollis Maine, Charles Austin Bickford of Hollis, Maine, Freeman Gowen and Leonard Gowen, both of Portland, Maine, Immanuel Baptist Church, now believed to be known as Williston Immanuel United Church located at 156 High Street, Portland, Maine, Joseph Getchell of Kennebunk, Maine, Jerusha Getchell of Kennebunk, Maine, Clara A. Getchell of Kennebunk, Maine, Martha A. W. Getchell, also known as Martha A. Williams, Benjamin F. Getchell, sometimes called B. Frank Ketchell of Kennebunk, Maine, Benjamin Williams of Kennebunk, Maine, George F. Getchell of Kennebunk, Maine, Charles N. Getchell, John Getchell, Susie Jordan, Ethel M. Hill, Hartley Storer, all of uncertain whereabouts, Margaret Littlefield, Chester Littlefield, Ashby Littlefield, Edward B. Littlefield, all believed to be once of Kennebunk, Maine, now of parts unknown, Saco Water Power Company and its successors in interest, including but not limited to, Pepperell Manufacturing Company, Westpoint Pepperell, Inc. Westpoint Stevens, Inc., a Delaware corporation with a place of mailing address of c/o Corporation Service Company, 2512 Little Falls Drive, Wilmington, DE 19808, and WestPoint Home, Inc. with a mailing address of 777 Third Avenue, 7th Floor, New York, New York, 10017, their heirs, successors, legal representatives, devisees, assigns, trustees in bankruptcy, disseisors, creditors, lienors and grantees and any and all other persons unascertained or not in being or unknown or out of the state, and all other persons whomsoever who may claim any right, title, interest or estate, legal or equitable, in the within described land and real estate through any of the said above named persons or entities

BE IT ORDERED, this Order shall be delivered and filed forthwith to the Biddeford City Clerk dated February 7, 2023.



City Council

Meeting Date: February 7, 2023

Meeting Time: 6:00 PM

Agenda Item No: 7.a 2023.8

Item Description: Approval/Order of Condemnation – Clifford Park

Submitted by: Harry B. Center, II, Esq., City Attorney

Supporting Information/Documentation:

None

Key Terms:

N/A

Executive Summary:

This Condemnation Order clears title to property that is subject to a letter of understanding dated January 15, 2021 wherein the City is obligated to convey 4.2 acres to E & R Development Corporation. This Order clears title to that parcel, along with other land that has been claimed by the City and used as "Clifford Park" for over one hundred (100) years.

Detailed Review:

This Order is a result of title work done following the Council's Order 2020.100, passed on October 20, 2020. In that Order, the City is poised to receive property which will increase Clifford Park by approximately 100 acres. The agreement referenced above also obligates the City to convey 4.2 acres to E & R Development. Extensive research of city records and records in the York County Registry of Deeds revealed that there was no readily discoverable source of title to the two parcels that are subject to this Order. This Order follows the statutory procedure for a municipality to exercise eminent domain authority, clearing title to the subject properties.

Funding Source:

N/A Damages are nominal.

Staff Recommendation:

City staff recommends that this Order receive passage as part of the existing agreement that is subject of the October 20, 2020 Council Order (2020.100). City Attorney Harry B. Center, II recommends that this Order receive passage so that the City may fulfill its contractual obligations that are subject to the previously referenced Order and agreement.



City Council

Meeting Date: February 7, 2023

Meeting Time: 6:00 PM

Agenda Item No: 7.b 2023.9

Item Description: CDBG FY22 Fund Uses

Submitted by: Cat Bates, Citizens Advisory Committee (CAC) Chair

Supporting Information/Documentation:

See attached document ("CAC Update on HUD CDBG Spending") for full details.

Key Terms:

- CDBG – Community Development Block Grant
- PY22 – Program Year 2022, which refers to the fiscal year from July 1, 2022 to June 30, 2023 (equivalent to City FY23 – the current year)
- PY23 – Program Year 2023, which refers to the fiscal year from July 1, 2023 to June 30, 2024 (equivalent to City FY24)
- HUD – Department of Housing and Urban Development (source of CDBG funds)
- CAC – Citizens Advisory Committee
- LMI – low- to moderate-income, which is the threshold for eligibility for many programs, where household income is at or below 80% of area median income
- Consolidated Plan – 5-Year Plan for CDBG spending goals

Executive Summary:

The purpose of this memo is to update Council on current Community Development Block Grant (CDBG) spending that falls under CAC purview and that may support City projects and planning, as well as to inform Council on the Consolidated Plan that is in progress.

Detailed Review:

The City currently has a significant amount of CDBG funding available. Due to timeliness requirements, the CAC is recommending that a budget be developed for the ~\$1.4 million available, with at least \$881,000 to be spent by April 1, 2024. The CAC recommends the majority of funding be targeted towards housing opportunities for residents in the Extremely Low income category, in alignment with City Council Housing Goals (November 2020), the 2023 Affordable Housing Task Force Report, and the mission of the CDBG program and its eligibility requirements. As a committee, we feel that addressing the housing needs of our lowest-earning community members will ultimately benefit all residents of our city.

Full details on this recommendation and the background information can be found in the attached document.

Funding Source:

N/A

Staff Recommendation:

N/A

To: Biddeford City Council
RE: Citizens Advisory Committee (CAC) HUD CDBG Spending Update

The purpose of this memo is to update Council on current Community Development Block Grant (CDBG) spending that falls under CAC purview and that may support City projects and planning, as well as to inform Council on the Consolidated Plan that is in progress.

The City currently has a significant amount of CDBG funding available. Due to timeliness requirements, the CAC is recommending that a budget be developed for the ~\$1.4 million available, with at least \$881,000 to be spent by April 1, 2024. The CAC recommends the majority of funding be targeted towards housing opportunities for residents in the Extremely Low income category,¹ in alignment with City Council Housing Goals (November 2020), the 2023 Affordable Housing Task Force Report, and the mission of the CDBG program and its eligibility requirements. As a committee, we feel that addressing the housing needs of our lowest-earning community members will ultimately benefit all residents of our city.

Background on CDBG and CAC

Biddeford is a CDBG Entitlement City.² This means that each year we are apportioned an amount of money from the U.S. Department of Housing and Urban Development (HUD) for spending in particular areas. The entitlement grant amount is based upon a statutory formula applied by HUD, which considers factors such as population, extent of poverty, and age of housing.³ There are strict guidelines for how this funding can be used. Most notably, the majority must be spent on physical projects, while only a small percentage (15% of the annual grant amount) can be utilized for social services. All spending is driven by the mandate of improving quality of life for low- to moderate-income (LMI) individuals and families. As such, the CAC is primarily user-focused rather than city-focused.⁴

The CAC⁵ is a HUD-mandated⁶ citizen body tasked with developing projects that utilize CDBG funding to address the needs of our community's most vulnerable, and presenting said projects to Council for final approval. The committee is staffed by Abigail Smallwood, with support from Gail Wilkerson, and is

¹ These income categorizations are set by HUD. [See this link for more information.](#) This focus is also informed by increasing evidence of Biddeford becoming unaffordable for many, including those in the lowest income bracket; see the front page story of the [January 17, 2023 Portland Press Herald for more information.](#)

² More background on federal CDBG funds can be found [here](#).

³ As such, this amount is subject to change – particularly with the upcoming results of the 2020 Census.

⁴ For example, HUD focuses reporting on residents served, its focus is on how these funds benefit Low-to-Moderate Income (LMI) individuals and families: HUD's current stated goal is: **"Overarching Goal: Pursue Transformative Housing and Community-Building Policy and Programs:** Ensure HUD centers its focus on people, and their lived experiences, with policy and programs that are equity-focused, anti-discriminatory, and that advance housing justice, so that everyone has an affordable, healthy place to live," see [this link](#) for more information. While we do have some discretion, all CAC work must follow HUD priorities: "Entitlement communities develop their own programs and funding priorities. However, **grantees must give maximum feasible priority to activities which benefit low- and moderate-income persons.** A grantee may also carry out activities which aid in the prevention or elimination of slums or blight. Additionally, grantees may fund activities when the grantee certifies that the activities meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community where other financial resources are not available to meet such needs. CDBG funds may not be used for activities which do not meet one of these national objectives." [See this link for more information.](#)

⁵ Current [members of CAC can be found here](#).

⁶ As HUD is user-focused, it asks for a high level of citizen involvement and outreach regarding these funds. For information on [required compliance with public input and citizen advisory committees in general see here](#). For more information on the current HUD Strategic Plan, [see this link](#).

additionally governed by ordinance language approved by the Policy Committee on November 19, 2020.⁷ Under HUD requirements for citizen involvement and decision-making, the CAC meets monthly to discuss spending and activities under the allocated allowable funds. It also often hears public comment on issues under its topics of concern/funding: affordable housing, safety/infrastructure (e.g. sidewalks, lighting), and social services. Funding decisions are made annually within HUD CDBG spending limits, under the guidance of the Biddeford CDBG 5-Year Consolidated Plan (drafted by staff and approved by the CAC and City Council).⁸ Funding decisions, adjustments to spending, and the 5-Year Plan all include public hearings.

Biddeford has had challenges with CDBG funds in the past, but there has been a great deal of work completed over the last two years with new staff, under the guidance of HUD representatives, to improve the process for expending CDBG funds, reporting on accomplishments, ensuring eligibility of programs, and understanding the policies and procedures that apply. We are currently in good standing as we have addressed most of the concerns and will complete the remaining work required by HUD by the end of this fiscal year at the latest. Staff has established a great working relationship with our representatives.

At this time, the CAC is informing Council of its current budget considerations, as the funds allocated are significant enough to play a role in citywide decisions and plans benefitting the LMI population. The reason we have such significant funds available is due to a delay in spending down previous grant year allocations. There are several factors that contributed to this delay, the most significant being COVID-related issues, as well as fewer eligible applicants than expected to the Housing Rehab Program that launched in 2021 (to which the majority of available funds were allocated) and delays associated with a planned City Hall ADA compliance project.

Budget Narrative⁹

CDBG funding at the national level is expected to stay level, though there is always the chance that the formula will cause a reduction in Biddeford's grant specifically (as our demographics are changing). Though we will plan for a range of funding possibilities, the recommendations here are based on level funding.

As a note, due to HUD CDBG monitoring findings, there is a minor repayment required (about \$6,800), and this amount will be taken off our grant amount for next program year. This has been factored into these calculations as well.

HUD CDBG requires an annual assessment of timeliness, which ensures that Biddeford is spending the funds it receives. No matter what decision is made, some of the FY24 budget is accounted for: we designate 20% of the grant amount for administration and 15% for social services (both the allowable amount). There are also match funds to the Lead Hazard Reduction & Healthy Homes Program. For these three items, we would expect to spend about \$135,000 by the deadline each year.

⁷ Please note: the language was approved by the Policy Committee, but the next step of submitting the language for inclusion in the Ordinance was not taken at the time. This item will be on the City Council agenda soon for addition to the Ordinance.

⁸ It is also important to note that a new 5-Year Consolidated Plan is being written for submission to City Council in May 2023. The Consolidated Plan is the goal-setting document for CDBG funds, and is based on input from community members (particularly low- to moderate-income residents), agencies that serve eligible populations, businesses, City staff, and other relevant groups and individuals. Though this new plan will not be implemented until July 2023, input received will be critical in planning how to spend funds, whether spending is timely this fiscal year or not.

⁹ Supported by spending breakdowns in Appendix A of this memo.

In order to be timely this year, we would need to spend approximately \$556,000 by mid-April 2023.

Planned spending by mid-April is approximately \$52,000, leaving \$504,115 that would need to be allocated and spent by the deadline. If we are able to spend this amount, we would have a FY24 budget of approximately \$938,503, and would need to spend at least \$377,800 by mid-April 2024 (\$242,800 after the expenses designated above).

If we are not timely, HUD requires us to submit a workout plan that explains the challenges in spending CDBG funding and include a plan that specifies what projects will be pursued, how much is budgeted for them, and a timeline to ensure timeliness for the following year. If this were the case, we would have a FY24 budget of approximately \$1.4 million, and would need to spend at least \$881,000 by mid-April 2024 (\$746,000 after the expenses designated above).

If timeliness is prioritized, staff has put together details on the Laconia and York Street sidewalk project. The portion of this project that is CDBG-eligible is estimated at \$475,000. If the full amount is spent and processed by mid-April 2023, there would be approximately \$29,000 that must be spent on other activities to be timely. For that remaining amount, there are two Social Service programs that will expend some funds by the deadline, and there are funds allocated to ADA Improvements in City Hall, so staff would prioritize spending those funds. If the CDBG-eligible sidewalk work is lower than \$475,000 or the entire project is not completed by mid-April 2023, additional funds would need to be spent and processed on Social Services or ADA Improvements to meet timeliness.

In either case, new procedures developed by staff in partnership with HUD will help ensure timeliness of expenditures going forward, once this prior funding is resolved.

CAC Project and Spending Recommendation

First, impact should be valued over timeliness.

Whether Biddeford is timely or not this year, there will be a significant amount of funds that need to be allocated. The CAC believes valuing impact over timeliness is in best keeping with HUD's mission and our CDBG mandate, and is allowable under HUD guidelines. Prioritizing impact of funds over timeliness provides more substantial funds toward the CAC recommendation below, as well as support for other programs that aim to provide LMI households resources for repairs and improvements. Finally, prioritizing impact over timeliness would allow for greater public participation in the programming of these funds, as this work would be incorporated into the new Consolidated Plan process mentioned above.

Second, funds should be targeted at residents in the Extremely Low Income category.

In their final report¹⁰, the Affordable Housing Task Force recommended "targeting affordable housing work to address the needs of those who make 80% of the annual median income," rather than lower income categories. In providing details on lower income categories, they noted that the Extremely Low category is "the most challenging of the categories to make recommendations on because of the complexity of the issues and the time constraints of the Task Force. The Task Force broadly recommended that 15% to 25% of the available funds [in the affordable housing implementation strategy] should be allocated to address this issue, given there was a comprehensive strategy for the challenges." City Council, in response to the Task Force's recommendations about the unhoused population at the October 4, 2022 City Council meeting, voted to do the following:

- Take some immediate action to change the city's current unwritten policy of doing the state minimum required through the General Assistance program. Since the vote, the Council has

¹⁰ The Final Report of the Affordable Housing Task Force is available [here](#).

allocated \$235,503 in ARPA funds to a group working on the challenges for unhoused members in the community.

- Recommend that the Council adopt a comprehensive unhoused policy for the community by the Spring of 2023 that includes complete services for those impacted in order to break the unhoused cycle.
- Seek any additional technical services that it might need to meet the recommendations above.

In the City's current CDBG Consolidated Plan (for the years 2018 to 2023), focus on the Extremely Low Income category is mentioned specifically in Priorities 2 and 5.

- Priority 2 is "to provide a strategy to meet the increasing need for transitional to affordable and supportive housing."
- Priority 5 is "to reinforce and strengthen the emergency shelter and transitional housing system that is already in place which includes housing, counseling, education, and a wide variety of homeless, special needs, and LMI assistance."
- Both of these have a proposed outcome of "improving availability or accessibility of units."

Neither of these priorities were funded with CDBG (due to the complexity the Task Force named), so there will be a recommendation to carry them forward into the new Consolidated Plan that is being written now and will start in July 2023.¹¹

With these factors in mind, the CAC's recommendation is as follows: Available CDBG funds should be allocated toward transitional housing, specifically a physical project.

Though there are many ways to support the Extremely Low Income population, and the CAC is open to exploring options based on Council feedback and project timelines, one potential avenue is the creation of transitional housing (TH) units in the City of Biddeford.¹² **Please Note:** the focus on a physical structure is in keeping with HUD priorities regarding slum and blight and effective spend-down. In addition, CDBG excess funds cannot be spent on providing services to the Extremely Low Income population (e.g. renting hotel rooms for people in need), due to the cap on social services spending.

Over the past year, CAC discussed many options for timeliness in the current fiscal year and a combination of practical barriers made this challenging. In developing this recommendation in particular, CAC considered public feedback gathered at Fall 2022 Ward meetings and during the Comprehensive Plan Public Engagement Process (PEP), the findings presented by the Mayor's Affordable Housing Task Force, and City Council's Housing Goals.

In the TH proposal, CDBG funds would facilitate the purchase of a property and its rehabilitation to serve short-term housing needs.^{13 14} Upon completion, the housing program would be managed by an independently-funded community partner, providing the HUD-required pipeline to permanent housing (e.g. York County Community Action Corporation could provide on-site case management and transition services). Unlike a homeless shelter, which addresses immediate life/safety needs, TH pairs stable

¹¹ Specifically as this remains the top-line goal of HUD through 2026: "At HUD, we're committed to the people and communities behind this crisis – and by advancing inclusive, equity-focused policy and programs, we're delivering the support they need to make their way home." [See here for more details on the current strategic plan.](#)

¹² HUD's definition of transitional housing (TH) can be found [here](#).

¹³ This follows [Council's goal](#) of making rental units safe and accessible.

¹⁴ Existing zoning ordinances will be followed, as well as any considerations of comprehensive re-zoning that may result from the completion of the Comprehensive Plan (expected April 2023). The CAC has received the City-owned property list that was developed for the Affordable Housing Task Force, and would like to receive additional information on vacant properties.

medium-term (24-month maximum) housing with social services, creating a stepping-stone between homelessness and permanent housing.

Based on our research and considerations outlined herein, the creation of TH is the most viable option for meeting the CAC's mandate of supporting LMI persons, the amount of CDBG funding available, the limits on how funding must be spent, and the timeframe in which it must be spent down – alongside its coherence with the City's own housing goals.

The most recent formal Point in Time report – a count of sheltered and unsheltered people experiencing homelessness on a single night in January – from 2022 indicated a sharp increase in people experiencing homelessness.¹⁵ The 2023 Point in Time was just conducted locally and there was a similarly high level of people experiencing homelessness in Biddeford. Yet according to the Affordable Housing Task Force Interim Report, approximately 1,145 housing units are vacant in Biddeford.¹⁶ This funding allocation is one step toward meeting the intersecting needs of rehabilitating vacant/dilapidated property, housing those most in need, and meeting the mission and timeliness required of CDBG spending.

A final note: While the TH proposal is the recommended direction for the majority of delayed spending, there are also other programs currently existing or in development that will contribute towards overall spending and timeliness. These include: an emergency repair program, a proposed energy efficiency update program, and match funding to the City's Lead Grant. Public input during the new Consolidated Plan process will factor into final decision-making on allocation among the diverse CDBG programs.

No singular program will eradicate housing insecurity in Southern Maine. As often noted, regional and national responses are needed to address this complex and pervasive issue. That being said, while this proposal is not a final decision by any means, it is a necessary and concrete step toward meeting the diverse needs of Biddeford's population.

We welcome any discussion Council would like to offer, and encourage Council to consider this funding as a building block of concrete action to address affordable, sustainable housing in Biddeford for residents in the Extremely Low income category. Please see accompanying slides for more information.

Signed,

Biddeford Citizens Advisory Committee

Cat Bates, Chair
Leah Schaffer, Vice Chair
Stephanie Edwards, Secretary
Scott Whiting, Council representative
Ronda Bey
Loretta Turner
Kaily George
Staff: Abigail Smallwood

¹⁵ See [here for 2022 Point in Time Report](#).

¹⁶ From the Affordable Housing Task Force Interim Report available [here](#).

Appendix A

Chart 1: These amounts apply if we are not timely this year and do not spend more funds than are currently planned for by the end of June.

	Notes: CDBG uses a “Program Year”/PY designation, which tracks based on the starting year – e.g. PY22 is equivalent to FY23 (July 1, 2022 to June 30, 2023).	
	All numbers in this chart are approximate.	
1	Current Balance	\$1,127,000
2	Balance remaining after projected PY22/FY23 spending	\$1,068,000
3	PY23/FY24 grant estimate	\$373,803
4	Total PY23/FY24 budget (Lines 2+3)	\$1,441,803
5	CDBG balance required by mid-April 2024*	\$560,704
6	Capped/Allocated expenses for PY23/FY24**	\$135,000
7	Remaining amount to spend by mid-April 2024	\$746,000

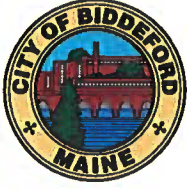
Chart 2: These amounts apply if we are timely this year.

1	Current Balance	\$1,127,000
2	CDBG balance required by mid-April 2023	\$570,885
3	Planned spending by mid-April 2023	\$52,000
4	Remaining to allocate and spend by mid-April 2023 (Line 2 - Line 3)	\$504,115
5	Balance remaining after PY22/FY23 spending	\$564,700
6	PY23/FY24 grant estimate	\$373,803
7	Total PY23/FY24 budget (Lines 5+6)	\$938,503
8	CDBG balance required by mid-April 2024*	\$560,704
9	Capped/Allocated expenses for PY23/FY24**	\$135,000
10	Remaining amount to spend by mid-April 2024	\$242,800

*A CDBG Entitlement grantee must have a balance no greater than one and one-half (1.5) times its annual grant remaining in the Line of Credit, 60 days prior to the end of the program year (for Biddeford, this is May 1). HUD has a longstanding policy of reducing the next year's grant allocation of a grantee that continues to be untimely.

**We have approximated the spending through Q3 because spending must be completed and processed by May 1, 2023 to count toward timeliness.

City of Biddeford, Maine



The Office of
City Manager

James A. Bennett

Email: jbennett@biddefordmaine.org

MEMORANDUM

TO:	Honorable Mayor Casavant Honorable City Council
FROM:	James A. Bennett, City Manager
DATE:	February 6, 2023
RE:	2023.9 Use of CDBG Funds

On Tuesday evening, the Council will be asked to consider how to approach the current Community Development Block Grant (CDBG) funds. Contained within the agenda package is a comprehensive memo that was prepared by the Citizens Advisory Committee (CAC) that articulates the reasons that the agenda item appears before the City Council, along with their recommendation.

There are essentially a couple of decisions that await the Council. At the core is whether the City Council would like to reallocate approximately \$505,000 of the federal government's FY24 CDBG funds that are required to be spent and drawn down by mid-April, 2023. The alternative is to submit a request to be able to carry forward the funds to HUD. This request is formally known as a 'workout plan', because of the non-compliance. A Workout Plan is to help bring a CDBG program into compliance with the CDBG timeliness standard, which requires that a community have no more than 1.5 times the amount of the last annual grant in the CDBG line of credit 60 days prior to the end of your current program year.

As the Council considers whether to request the workout plan from the federal government, there are two secondary considerations. Simply stated, if the Council desires to not request the workout plan, one of the available options is for the City to invest those funds and remain in compliance with the program. On the other hand, if the Council desires to request the workout plan, are there acceptable uses that the Council desires to identify as their priority at the same time they make the request?

Some Limited Background

I notified the City Council in early January that I found out around the holidays that the CAC was going to be making the recommendation that is contained within your agenda package. The recommendation was singular in its intent; Biddeford should seek to request approval of a workout plan for unspent monies (approximately \$505,000) and reallocate those monies from the original purchases towards the singular goal of creating transitional housing for unhoused individuals.

This recommendation, along with the discussions to develop the recommendations, was one that the City Manager's office was not aware of. This language is chosen deliberately to so note the lack of direct conversation on this work with any of the staff within the department, including Chief Operating Officer Brian Phinney.

Over a period of a couple of weeks, I focused on the recommendation as well as evaluating other alternatives. That analysis and suggestion is included later within this memo.

205 Main Street

Biddeford, ME 04005

Phone: 207.284.9313

Fax 207.571.0678

*The City of Biddeford is an equal opportunity provider. To file a complaint, write to
Diana Depaolo, Human Resource Director, 205 Main Street Biddeford, ME 04005, or call (207) 286-0593.*

The City of Biddeford has had a blemished history with HUD regarding the administrative performance of the CDBG program. The issues have varied over the years and have occurred for at least a decade or more.

Through significant work of City staff over the last couple of years, the City has been able to address many of the issues. In my opinion, Biddeford had turned the corner at this point a year ago.

However, a major issue came up during the audit of the existing program. During that audit a request was made for the City to provide documentation of its compliance with the American Disability Act based upon the July 26, 1990 law. A core component of the law was that every municipal and county government needed to assess every capital asset and the programs that it offered to make sure they were in compliance. The inventorying process was to be concluded with a public report that identified any deficiencies. It further required a remedy plan to be filed with the federal government.

In the end, after an extensive search, the City was unable to produce any documentation that the City had completed the required work. While it is obvious that improvements were made on known ADA compliance issues, the lack of the official documentation set forth an immediate shift to meet the decades old federal regulation.

To that end, the City completed a voluntary ADA audit in December 2021. At that time, the estimated funding necessary to come into compliance was over \$21M. The City allocated funding, both from CDBG funds and the general fund to address the non-compliance. A portion (\$250k) of the funding that was not spent was allocated for ADA compliance.

The other planned funding was for a housing rehab program. As outlined within the documents from CAC, COVID had an impact on limiting the planned spending. A policy shift to limit those funds to only owner occupied buildings further significantly reduced the planned spending. One possible policy decision could be to revisit this shift in policy.

Future of CDBG Funds in Biddeford

Great concentration of low to moderate income persons must exist in a community in order to become an entitlement community. Four other communities (in addition to Biddeford) in Maine currently meet that requirement (Portland, Lewiston, Bangor and Auburn). The two downtown census tracts historically have been the location of the individuals with the lowest income levels.

The efforts to improve the economic conditions in the downtown have been successful. As a result, the latest census data shows significant improvement within those census tracts. The income growth has been dramatic; to the point where the future of the City's CDBG entitlement status should be at risk.

Alternative to Requesting Workout Plan

Once this office found out that the CAC planned was highly supported by the staff person assigned to the committee to include only the singular recommendation, I proceeded to explore alternatives and the implications of the alternatives. As the Council is aware, I have tried to include a range of alternatives for the Council to consider, along with any recommendations that staff might have for consideration. Given the timing of the issue and the lack of earlier disclosure, limitations existed.

After exploring projects that could be completed within the acceptable dates, staff settled on the sidewalk along York and Laconia St. This project has been reviewed and does meet the CDBG requirements. The project does meet the highest priority of the adopted 5 year plan (2018 -2023). That goal (Priority 1) is to eliminate slum and blight in the downtown area through infrastructure and public facilities improvements that benefit LMI neighborhoods.

For the purpose of this memo, further details regarding the project are not being provided, but certainly can be made available, should the Council desire. I would note that a major concern that I

personally have is the decision to seek a 'workout plan' instead of spending funds consistent with the existing adopted five year goals.

Questions and Concerns about the CAC Recommendations

There are a few concerns and/or questions that I suggest the City Council should consider on Tuesday evening. These are listed in no particular order.

1. Are there any unknown risks to voluntarily put the community into non-compliance by requesting the workout plan and not spending the funds?
2. If the Council decides to request the workout plan, is it appropriate for the City to shift away from the intended purposes for the new stated purpose of implementing a physical transitional housing plan?
3. The ADA requirements are an obligation that are going to have to be addressed by the City. Is there any recommendation on how to maintain these funds in the CAC recommendation?
4. The CAC has highly relied on the Affordable Housing Task Force (AHTF) recommendations in supporting their recommendation. The AHTF recommendations are at the very initial steps of consideration by the City Council. Does the City Council want to consider and have deliberative dialogue on the recommendations before allocating nearly \$1,000,000 towards one of the goals?
5. As noted, the City needs to submit a new consolidated 5 year plan this year. Should the Council consider all possible uses and recommendations for the use of the CDBG funds before acting on the recommendation?
6. The Council could request the workout plan without allocating the funds for the purpose request. As I understand the process, the request cannot be without some specific plans. For example, the Council could suggest the funds could be used for implementing some of the AHTF recommendation that would qualify for CDBG use.
7. There appears to be significant implementation questions about a transitional housing plan. A proposed budget (both capital and operational), location, and other details are not known.

Summary

On Tuesday evening, the City Council is being asked to consider how to deal with approximately \$505,000 of CDBG funding that needs to be spent and closed out by late spring. The initial decision is to either proceed with spending the funds on an approved use or request HUD accept a 'workout plan' because of the inability to spend the funds in a timely manner would appear to be one of simplicity.

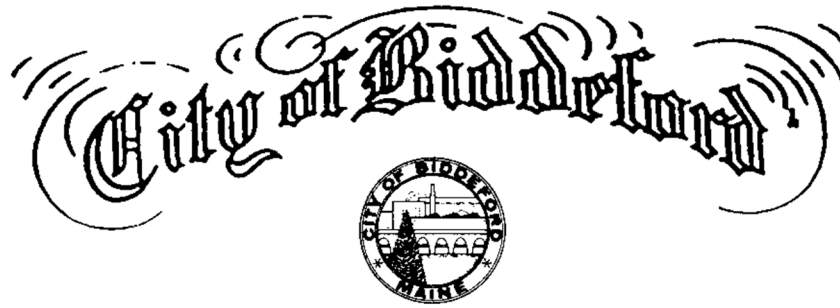
I suggest to you it is not. As outlined within the memo, there are a number of implications and other policy issues the Council should be aware of. I encourage you to visit the memo for the details.

The following summarizes the decision that awaits the Council. As noted, there are time sensitive issues that are beyond the control of the City. While the Council could take all of the information under advisement Tuesday, a decision in the very near future is required.

The initial decision is whether to not spend the \$505,000 and request approval of the workout plan from HUD instead of proceeding to spend the money. If the decision is to request the workout plan, the Council will need to decide how the funds shall be spent. If the decision is to spend the funds, how would the Council like the funds to be spent?

Finally, I would remind the Council that all of this decision making will be done under a big policy issue of the submittal of the next five year CDBG consolidated plan.

As always, I am available for any clarifying questions or information.



2023.10

IN BOARD OF CITY COUNCIL..FEBRUARY 7, 2023

BE IT ORDERED, that the City Council of the City of Biddeford does authorize the City manager to enter into an agreement with Viking Roofing in the amount of **\$92,903.00.** for the purpose of completing the living/office and generator room roof repairs at the Biddeford Fire Station.



[Finance and Council]

Meeting Date: 2/7/23
Meeting Time: 1700 / 1800

Agenda Item No: 7.c 2023.10
Item Description: Approval/Phase I of Fire Department Roof Repair

Submitted by: Chief Gagne

Supporting Information/Documentation:

Please see attached spread sheet on Bid results and recommendations

Key Terms:

N/A

Executive Summary:

This request is to allocate approved funds from FY23 CIP for the first half of the roof repairs at the FD.

Detailed Review:

Bids were sent out according to city policy. Four companies sent in proposals, please see attached info. Viking Roofing was the only company that meet all of the items as requested in the Bid. The FD roof was set to be repaired over two phases. The price for phase one, the repairs to the roof over the living and office space, that was scheduled for this FY budget is \$82,900. This amount was less than was allocated in the FY23 CIP. Funds for the second half of the building are being requested in the FY24 budget. It was determined that the roof for the generator room, which would be part of the FY24 request, could be done now by Viking Roofing for an additional \$10,003. This would bring the total project cost to \$92,903.00. The FY23 CIP budget had \$120,000 funded for this project.

Funding Source:

FY23 CIP line.

Staff Recommendation:

We are recommending that Viking Roofing be awarded this bid. We are recommending that a total of \$92,903.00 be allocated at this time to complete the living/office and the generator room roof of the station. Thank you



10 Clinton Drive
Hollis, NH 03049
(603) 883-6642

Proposal
01/25/23

**Biddeford Fire Department
Biddeford Fire Department
Biddeford ME**

Project : 9558 Biddeford Fire Station Roofing 2

Work to be performed for EPDM roofing replacement over roof area on; Living and Admin Areas, Vestibule Entrance, & Rear Lower Generator Roof Area:

Supply and utilize all recommended roof access methods and perimeter warning line systems to allow for safe roof access.

Supply and utilize roof fall restraint methods as needed to allow for edge work.

Remove ballast stone and dispose of off site.

Remove existing edge metal system down to roof nailer to remain.

Remove roof membrane, flashings, and termination fasteners down to insulation to remain.

Refasten roof nailer if needed.

Inspect existing roof insulation for damage or deterioration.

Inspect uncovered areas of steel deck for deterioration only. Estimate excludes removal and reinstall of existing insulation to view metal roof deck under insulation to remain.

Remove and replace damaged or deteriorating Insulation or Steel Deck with like and kind materials on a time & materials basis if needed.

Supply and install new 1/2" HD polyisocyanurate roof coverboard to overlay roof insulation to remain and be mechanically anchored to roof deck system using the recommended screws and anchoring plates.

Supply and install new .060 mil. black EPDM membrane to be fully adhered to coverboard using the recommended methods per manufacturers specifications.

Supply and install new EPDM flashing and sealant systems to reflash all existing roof top penetrations.

Re-tap existing drain bowl threads to accept new drain hardware.

Reuse and refurbish drain clamping rings to accept new hardware.

Replace existing drain baskets with new units.

Continued...

substitutes therefor, governmental actions, civil commotions, epidemics or pandemics (including the pandemic caused by COVID-19), fire or other casualty, and other causes beyond the reasonable control of Viking Roofing, Inc. (collectively, a "Force Majeure Event. The provisions hereof shall not be deemed waived by Viking Roofing, Inc. absent a written waiver hereof executed by the President of Viking Roofing, Inc., making specific reference to this provision.

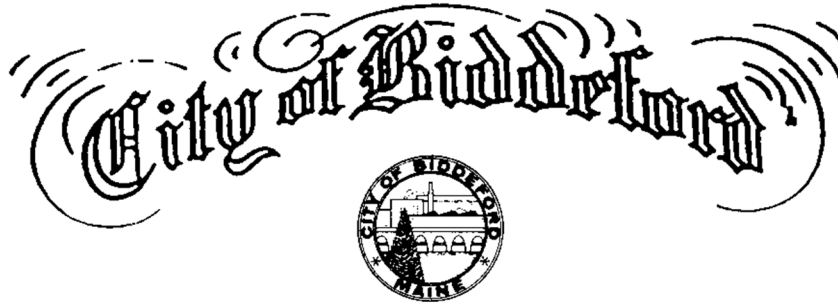
Supply Chain & Pricing Issues. Viking Roofing, Inc. has been informed by virtually all of its suppliers that ongoing supply chain constraints are being experienced, including significantly reduced raw material availability across nearly all major product categories. These conditions are expected to continue through 2022 and 2023. In addition, significant raw material and transportation cost increases and delays from our suppliers have been imposed and are expected to continue. These supply change and pricing issues, in combination with strong market demand, have resulted in extremely high levels of order placement and increases in already significantly extended lead times. We are advised that many materials will be delivered with pricing adjustments at the time of shipment or otherwise after said prices have been quoted to you. Pricing adjustments related to materials will necessarily be passed on to you, our Customer, without any mark-up by Viking Roofing, Inc. If you believe that you are in a better position to source materials for more secure pricing or reliable delivery, please contact us and we will work with you to accommodate your substitutions. As a result, this Proposal and any contract for the work entered into by Viking Roofing, Inc. is subject to the foregoing. The provisions hereof shall not be deemed waived by Viking Roofing, Inc. absent a written waiver hereof executed by the President of Viking Roofing, Inc., making specific reference to this provision.

Grand Totals:

\$92,903.00

Biddeford Fire Department Roofing Project
152 Alfred St. Biddeford Maine 04005

Company	Viking Roofing	JB Roofing (A) Alternate	JB Roofing (B) Original Bid (notes)	Triumph Roofing
				Not a complete Bid. Missing pages, no details included for work being completed.
Safety concerns addressed	X			
Remove ballast	X	X	X	
Remove old edge metal	X	X	X	
Remove old roofing	X	X	X	
Refasten Roof nailer	X			
inspect insulation for damage	X	X	X	
Replace damaged metal or insulation	X	X	X	
New 1/2" cover board	X	X	X	
New black EPDM Membrane	X	X	X	
New flashing and sealant	X	X 3" Seam Tape	X 6" Seam Tape	
Drains/clamps/baskets	X	X	X	
Walk way pads as request	X			
parimeter edge metal	X	X	X	
Safety Rail for roof hatch	X			
Clean up	X	X		
20 yr warranty	X	X	X	
2 yrs workmanship	X	X	X	
Bid Price	82900	52946	53537	105,000



2023.11

IN BOARD OF CITY COUNCIL..FEBRUARY 7, 2023

BE IT ORDERED, that the City Council of the City of Biddeford does hereby authorize the City Manager to enter into an agreement with Northeast Emergency Apparatus in the amount of **\$34,271.00** for the purpose of purchasing TNT Battery Extrication tools for the Biddeford Fire Department



Finance and Council

Meeting Date: 2/7/23
Meeting Time: 1700 / 1800

Agenda Item No: 7.d 2023.11
Item Description: Approval/Request for Purchase of Battery-Operated Extrication Tool

Submitted by: Chief Gagne

Supporting Information/Documentation:

Please see attached information.

Key Terms:

N/A

Executive Summary:

This request is to purchase battery operated extrication tools to be used for motor vehicle accidents and other rescue operations.

Detailed Review:

Bid were sent out according to city policy. Three companies sent in proposals.

Funding Source:

FY 23 CIP.

Staff Recommendation:

Staff is recommending the purchase of the TNT Battery Operated Extrication Tools from Northeast Emergency Apparatus. This company has met all of the bid specs, was the lowest bidder, and uses the same M-18 platform of batteries that many of our other tools do allowing us for consistency and one battery platform for all of our battery equipment. \$50,000 was approved in FY 23 CIP for this project.

Northeast Emergency Apparatus TNT Battery Extrication Tools

Tools/Batteries/Chargers - \$32,717.00

Extension Kit - \$1,344.00

Push Plates -\$210.00

Total \$ 34,271.00

**City of Biddeford Fire Department
Request for Proposal
Battery Operated Rescue Tools**

Attachment A

Name of Dealer: NORTHEAST EMERGENCY APPARATUS
Signature of Agent: [Signature]
Print Agent name: EDWIN J POLLARD
Title of Agent: SALES REPRESENTATIVE
Address: 440 WASHINGTON ST. N.
City: AUBURN State: ME ZIP: 04210
Contact Number: 207-713-3452
Contact E-Mail: e.pollard@northeastemergencyapparatus.com

Proposed Hydraulic Tool Manufacturer: TNT RESCUE SYSTEMS

Proposed Hydraulic Spreader Model: ES100-28-18V

Proposed Hydraulic Cutter Model: EBFC-320-18V

Total cost including Purchase, Delivery:

All Three Tools \$ 32,717.00

Name of Company NORTHEAST EMERGENCY APPARATUS

Authorized Signature [Signature]

Date: JANUARY 25, 2023

Warranty information:

1. Provide information on warranty included with bid amount above.
2. Provide additional costs for optional long-term maintenance plans and warranty options beyond standard warranty.

SEE ATTACHED PROPOSAL FOR OPTIONS

EXPLANATION OF EXCEPTIONS: (make reference to which section listed above)

No Exceptions



January 25, 2023

Biddeford Fire Department
Chief Scott Gagne
152 Alfred Street
Biddeford, ME 04005

Thank you for the opportunity to provide a quotation on TNT rescue tools, the only tool on the market with a "Forever" warranty. In addition to the Fire Department form provided in the bid package, I am providing a detailed list of the tools and other items that are included in the three tool package price, as well as options that are available.

Additionally I have provided specifications in the same format as your bid document for easier comparison.

Included in the package price of \$32,717.00:

- (1) TNT ES100-28-18V M18 Volt 28" Spreader
- (1) TNT EBFC-320-18V M18 Volt Brute Force Cutter
- (1) TNT ETLS -40-18V M18 Volt 40" Telescoping Ram

Five (5) Year Maintenance and Service Contract which includes annual servicing of all three tools and any repairs that may be needed. All work is done by our service technician Al Henry who is certified by TNT as a Master Technician.

Carousel for Tools (no installation) Ziamatic Model QM-MEH-1-R

NORTHEAST EMERGENCY APPARATUS, LLC
440 Washington Street (N), Auburn, ME 04210
Ph: (207) 753-0080, T/F (866) 281-0911, Fax: (207) 753-0090
www.NortheastEmergencyApparatus.com

Each tool listed above comes with two (2) Milwaukee batteries and one (1) dual fast charger.

OPTIONS FOR RAM

TNT Storm Surge Ram Base Extension Kit	\$ 1,344.00
TNT 3" Square Push Plate	\$ 210.00

All of the tools listed above are powered by a single Milwaukee M18 battery.

If the department desires to run DeWalt 20V/60 9.0 Amp Hour batteries instead of the Milwaukee M18 please add \$1,050.00 to the total three (3) tool package price.

We have these tools in stock if you would like to see them for evaluation.

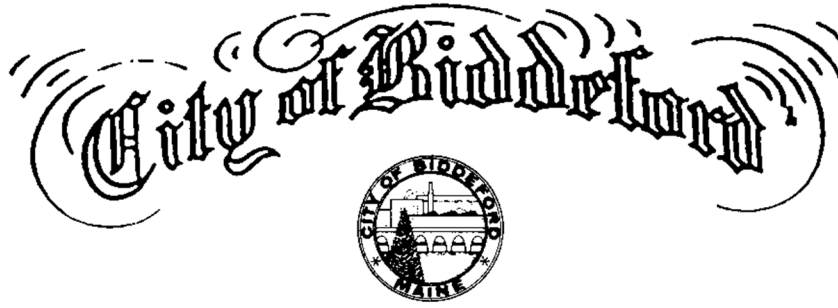
Sincerely,



Ed Pollard
Apparatus and Equipment Sales

NORTHEAST EMERGENCY APPARATUS, LLC
440 Washington Street (N), Auburn, ME 04210
Ph: (207) 753-0080, T/F (866) 281-0911, Fax: (207) 753-0090
www.NortheastEmergencyApparatus.com

Bid requirements	Vendor	HSE	HSE	Bergeron Protective Clothing	Northeast Emergency Apparatus
	Bid Price	\$43,688.50	\$40,534.00	\$33,162.00	\$32,717.00
	Equipment	Genesis M18 (3-Tool)	Genesis M28 (3-Tool)	Hurst JOL (3-Tool)	TNT Tools (3-Tool)
Battery Operated Cutter		C240-Sli	C236-SL3	S378 E3	EBFC-320-18V
Max Opening Greater Than 7"	7.3"	8.3"	7.99"	10.12"	
Weight Including Battery	47.8Lbs.	51.8Lbs.	44.2Lbs.	63.9Lbs.	
Dimensions Including Handle and Guards	36.9"x9.3"x9"	39.1"x10.2"x9.5"	33.3"x9.25"x9.96"	35.81"x10.5"x11.81"	
Blade Material	Steel	Steel	Steel	Carbon Steel	
Blade Manufacturing Process	Forged	Forged	Forged	Water Jet	
List Handle Adjustability	360 Degree Rotation	360 Degree Rotation	NO	NO	
List Manner of Control Switch	Fine Motor Skills	Fine Motor Skills	Thumb	Fine Motor Skills	
List Power Source, Volts and Amp Hours	Milwaukee M18	Milwaukee M28	Hurst 9.0 AH	Milwaukee M18 8.0 AH	
List NFPA Ratings Met (NFPA 1936)	A8-B9-C7-D9-E9-F4	A8-B9-C8-D9-E9-F4	A7-B8-C7-D8-E8-F4	A9-B9-C9-D9-E9-F5	
Battery Operated Spreader		S44-Sli	S44-SL3	SP333 E3	ES100-28-18V
Minimum Spreading Capacity of 24"	24"	24"	No (exception) 23.6"	27.5"	
Lowest Spreading Force of 12,000lbs	NO (exception) 9,225Lbf.	NO (exception) 9,225Lbf.	No (exception) 8,768Lbf	56,125Lbf.	
Max Spreading Force in LBF (Pounds of Force)			187,940Lbf.	228,126Lbf.	
Max Pulling Force in LBF (pounds of Force)				25,512Lbf.	
Weight With Battery	40.1Lbs.	45.6Lbs.	41.3Lbs.	50.55Lbs.	
List Power Source, Volts and Amp Hours	Milwaukee M18 8.0 AH	Milwaukee M28 28V5.0 AH	Hurst 9.0 AH	Milwaukee M18 8.0 AH	
Dimensions With Handle and Guard	35"x9.3"x9"	34.5"x11.1"x9.5"	32.4"x10.1"x9.96"	34.8"x13.58"x11.15"	
Manner of Control Switch	Fine Motor Skills	Fine Motor Skills	Thumb	Fine Motor Skills	
Battery Operated Ram			21-36 RAM Eforce	R 521 E3	ETLS-40-18V
Closed Length NO Greater Than 23"	21.3"	21.3"	22.8"	21.5"	
Must Extend to at Least 30"	35.8"	35.8"	53.5"	42.25"	
Max Force Piston #1	25,043Lbf.	25,043Lbf.	28,600Lbs.	38,067Lbf.	
Max Force Piston #2	NA	NA	13,500Lbs.	13,088Lbf	
Weight With Battery	34.6Lbs	34.6Lbs.	45.5Lbs.	41.1Lbs.	
List Power Source, Volts and Amp Hours	Milwaukee M18 8.0 AH	Milwaukee M28 5.0 AH	Hurst 9.0 AH	Milwaukee M18 8.0 AH	
Dimension With handles and Guards		21.3"x5.3"x12.8"	22.8"x5.5"x12.9"	21.5"x8.10"x10.75"	
Manner of Control Switch	Fine Motor Skills	Fine Motor Skills	Fine Motor Skills	Fine Motor Skills	
If accesory Kit is Available, And What is The Added Cost	Extension Kits Available Cost Not Provided	Extension Kits Available Cost Not Provided		Extension Kits: Includes 6", 12" and 18" extensions and connectors.	\$1,344
				Square Push Plate	\$210.00



2023.12

IN BOARD OF CITY COUNCIL..FEBRUARY 7, 2023

BE IT ORDERED, that in accordance with the provisions set forth under *Ch. 6, Amusements, Article V – Sales, Possession and Consumption of liquor at and during Special Events on City Public Property*, the City Council of the City of Biddeford does hereby grant approval for The Heart of Biddeford to sponsor the service of liquor (beer) provided by Blaze Brewing at WinterFest 2023 on February 10, 2023 at the City Hall Parking Lot, providing that the said Heart of Biddeford is and remains in compliance with the provisions set forth under *Ch. 6, Section 6-178 et seq.*

Attest by:_____

Kristy Cyr, City Clerk

APPLICATION NUMBER: 23-01-015

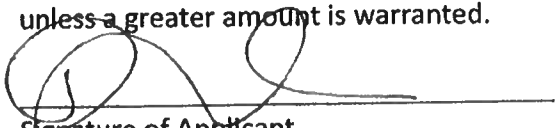
**INDEMNIFICATION AND RELEASE PROVISIONS
CITY OF BIDDEFORD SPECIAL EVENT PERMIT**

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

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

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

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


Signature of Applicant

Date

1/19/23

Delilah Poupore

Printed Name of Applicant

APPLICATION NUMBER: _____

**CITY OF BIDDEFORD
SPECIAL EVENT APPLICATION**

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

Name of Event Winterfest Location of Event Adams Street/City Square/City Hall Parking
Lot/South Street

Date of Event: February 10-12, 2023 Start Time daytime Finish Time early sunday morning

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

1. creation of sledding hill on Adams Street beings Thursday morning 2/9/23
2. Sledding event friday evening from 6 - 7:30 pm
3. All day sledding event on Adams Street, Saturday. Using South Street, City Hall Parking
Lot as well.

Estimated # of Participants 150 Estimated Attendance 800

Type of Event:

x Festival/Fair With Alcohol: Yes: X ** No: '

☐ Race/Walk/Bike Ride

☐ Concert

☐ Parade/March

☐ Other – Please Specify: _____

**** NOTE:** If alcohol is being sold, or otherwise available, permission must be obtained through application at City Clerk's Office, and must be approved by the City Council. If alcohol is sold, this requires applicable State of Maine Liquor license to sell alcohol. List contact name and address of licensee:

APPLICATION NUMBER: _____

What impact will this have upon the surrounding neighborhood? (Noise, Traffic, etc.) Please explain: lack of parking on adams street. Closure of south street behind city hall for activities. Also using city hall parking lot for activities.

Describe the means by which the neighborhood (residents and businesses) will be notified of this event and its public hearing: Social media, mailing, newsletters. announcement at city council

Organization (Applicant) Information

Name of Organization or Name of Applicant if NOT an Organization Heart of Biddeford on behalf of the City Of Biddeford and the WinterFest planning committee

Physical Address: 205 Main Street, Suite 103 Biddeford ME 04005

Mailing Address: 205 Main Street, Suite 103 Biddeford ME 04005

Business Telephone 207-284-8520 Fax _____ E-mail office@heartofbiddeford.org

Income Tax Exempt: Yes: _____ No: No Tax Exempt Number: _____

Contact Person/Event Coordinator

Name & Address Delilah Poupore

Cellular 207-251-5695 E-Mail director@heartofbiddeford.org

Relationship Organization: Director

General Service Questions

Department of Public Works

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

If yes, number needed 15

Will it be necessary to cover street and/or parking signs for this event? Y If yes, please note on diagram.

What is your plan for cleanup and debris disposal for this event? New life removes the snow. Volunteers clean up

Is any other Public Works assistance anticipated? Extra trash cans.

APPLICATION NUMBER: _____

Parks and Recreation Department

Will this event take place in a Public Right of Way, Public Way, City Park or athletic field? y

If yes, where Adams Street, South Street, City Hall Parking Lot

Will tenting/staging be utilized for this event? n If yes, what is your plan to repair any damage caused by stakes, tie-downs, etc.? _____ Any tents set up will use sand bags. no stakes. _____

Any Parks and Recreation assistance required? yes, same as last year

Fire Department

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

 y

Will any fire hydrants be obstructed? n Will you have access to E 9-1-1?

 y

Will you have First Aid or medical staff present? Fire department may bring a truck

***** If First aid or Medical Staff is needed, The Biddeford Fire Department can provide for a fee. Please Contact the Biddeford Fire Department at 207-282-6632 for details.*****

Police Department

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

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

Other

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

APPLICATION NUMBER: _____

Other

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

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

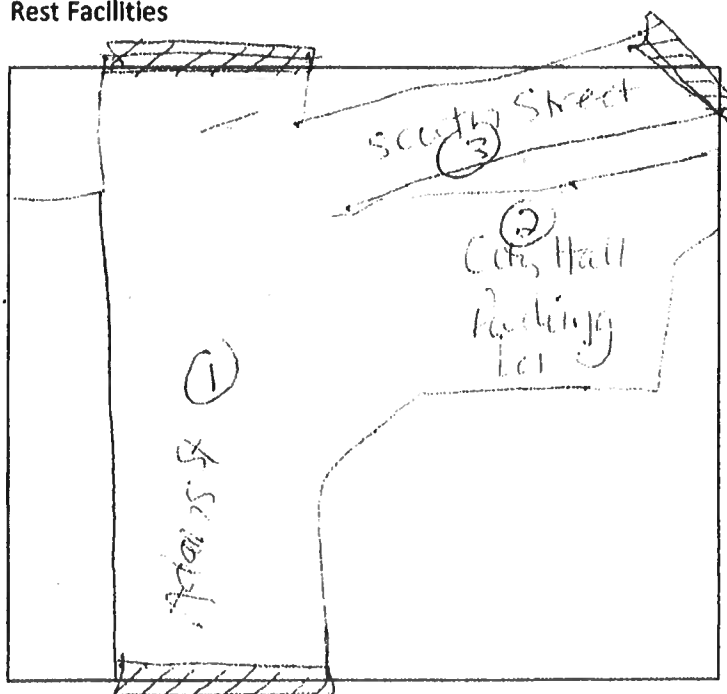
SITE PLAN SKETCH OF SPECIAL EVENT (Completed by Event Coordinator)

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

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

Vender Locations
Garbage Cans
Water Sources

Street Closures/Parking Information
Water/Electricity Sources
Loudspeakers



Friday Night
① Sledding Hill

Saturday
① Sledding Hill
② Stage, Warmup Tent
Grp pits, sound system
③ snow-covered, for
snow golf,
fat bikes

APPLICATION NUMBER: _____

Applicant Signature: _____ **Date** _____

APPLICATION NUMBER: _____

**CITY OF BIDDEFORD
BLOCK PARTY PERMIT APPLICATION**

Name of Applicant _____

Address _____

Telephone # _____

Location of Block Party _____

Date of Block Party _____

Start Time _____ Finish Time _____

Block Party Regulations

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

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

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

APPLICATION NUMBER: _____

PAGE 2 – BLOCK PARTY PERMIT

Attach your map or sketch below.

APPLICATION NUMBER: _____

REVIEW BY SPECIAL EVENTS COMMITTEE:

Having completed a review of the application, the proposal itself, the location of the vent and its impact upon services and resources, this application is:

APPROVED WITH MODIFICATIONS AND/OR RESTRICTIONS: _____

APPROVED AS SUBMITTED: _____

DENIED: _____

Modifications / Restrictions:

REASON(S) FOR DENIAL:

Police Chief

Date:

Public Works Director

Date:

Parks & Recreation

Date:

Fire Chief

Date

Codes Enforcement Officer

Date:

CITY OF BIDDEFORD

Application for City Committees, Commissions and Boards

Date: January 18, 2023

Name: Peter S Robbins

Street Address: 38 Newtown Road
Biddeford, Maine 04005

Mailing Address: _____
(if different) _____

Phone Number(s): (207) 590-7058 (cell)

Email Address: robbins.peter05@gmail.com

Which City Committee, Board or Commission do you request to be appointed to:

- | | | | |
|-------------------------------------|---------------------------------------|--------------------------|-------------------------------------|
| ☐ | • Airport Commission | ☐ | • Harbor Commission |
| ☐ | • Biddeford Fire Advisory Committee | ☐ | • Historic Preservation Commission |
| ☐ | • Biddeford Housing Authority | ☐ | • Planning Board |
| ☐ | • Biddeford Police Advisory Committee | ☐ | • Policy Committee |
| ☐ | • Board of Assessment Review | ☐ | • Project Canopy Committee |
| ☐ | • Cable T.V. Committee | ☐ | • Recreation Commission |
| ☐ | • Capital Projects Committee | ☐ | • Shellfish Conservation Committee |
| ☒ | • Conservation Commission | ☐ | • Solid Waste Management Commission |
| ☐ | • Downtown Development Commission | ☐ | • Wastewater Management Commission |
| ☐ | • Economic Improvement Commission | ☐ | • Zoning Board of Appeals |
-

CITY OF BIDDEFORD
Committee Application

| Please list any prior experience serving on any Public Boards, Commissions or Committees (and approximate dates)

I was involved with the City Theater for a number of years in the early to mid to late 1990s. I was Treasurer for a year.

| Please list any other experience that may be pertinent to the Board or Committee in which you are requesting to serve on.

I have recently retired from a career as a Machine Control Engineer. I was expected to run a project from start to finish. With those expectations I learned to run projects and was very successful. I am a team Player. I am organized. I can deal with the current technologies. I am resourceful in doing research.

| Please provide a brief statement describing your interest in serving the City of Biddeford.

Having recently retired I am looking to do something to serve my community.

Attach any additional information to this application and return it to the City Clerk's Office.