

City of Biddeford
City Council
January 15, 2019 6:00 PM Council Chambers

- 1. Roll Call**
- 2. Pledge of Allegiance**
- 3. Adjustment(s) to Agenda**
 - 3.a. Add: Order 2019.4) Approval/Alternate Payment Option - Gift Cards - At Parking Lot Kiosks
 - 3.b. Add: Appointment - Bruce Benway....Planning Board - from Associate Member to Voting Member

Special Event Application

WinterFest 2019

[1-15-2019 WinterFest Special Event Application.pdf](#)

- 4. Consideration of Minutes:**
 - 4.a. January 3, 2019 Council Meeting Minutes
[1-03-2019 Council Meeting Minutes.docx](#)
- 5. Orders of the Day:**
 - 5.a. 2019.1) Approval for Biddeford-Saco Chamber of Commerce to Sponsor the Service of Alcohol in Shevenell Park as part of WinterFest 2019
[1-15-2019 Winterfest Alcohol Service-ORDER.docx](#)
[1-15-2019 Winterfest Alcohol Service - Request.pdf](#)
 - 5.b. 2019.2) Amendment/Ch. 42, Motor Vehicles & Traffic/Sec. 42-64-Fees for Parking Violations/Delete Permit Parking in Municipal Lots
[1-15-2019 Ch 42, Fees for Parking Violations-permit parking.docx](#)
 - 5.c. 2019.3) Approval/Upgrades to Clock on City Hall Clock Tower/Balzer Family Clock Works of Freeport, Maine/Funds Awarded by Partners in Preservation Grant
[1-15-2019 Upgrades to Clock on City Hall Clock Tower-ORDER.doc](#)
 - 5.d. 2019.4) Approval/Alternate Payment Option - Gift Cards - at Parking Lot Kiosks
[1-15-2019 Preliminary Evaluation of Kiosk Pre-Paid Card Program-ORDER.docx](#)
- 6. Appointments:**
 - 6.a. Rick Laverriere...Airport Commission CHAIR
[1-15-2019 Appt-Laverriere-Airport Comm CHAIR.docx](#)
 - 6.b. Martin Grohman...Solid Waste Management Commission
[1-15-2019 Appt-Grohman-SWMC.docx](#)
[1-15-2019 Appt App - Grohman-SWMC.pdf](#)
 - 6.c. Bruce Benway...Planning Board - Re-designate to Full Voting Member
[1-15-2019 Appt Redesignation-Benway-Planning Brd.docx](#)
- 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. Executive Session

12.a. 1 MRSA (6)(C)...Real Estate Matter

12.b 1 MRSA (6)(D)...Labor Contract Negotiations (Public Works)

13. Adjourn

APPLICATION NUMBER: 19-01-016

CITY OF BIDDEFORD
SPECIAL EVENT APPLICATION

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

Name of Event Winterfest w/Dirigo Brewer Location of Event Shevenell Park (149 Main St)
Date of Event: 2/2/2019 Start Time 4 PM Finish Time 6 PM

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

1 spot within the larger Winterfest by HOB + Biddeford
Happy Hour with Dirigo Brewery sponsored by the Chamber
onsite music, food, Cornhole + Beer from 4 to 6 PM
Approx crowd size 30 to 40 max

Estimated # of Participants 10 Estimated Attendance 30-40

Type of Event:

- ☒ Festival/Fair With Alcohol: Yes: ☒ ** No: ☐
☐ Race/Walk/Bike Ride
☐ Concert
☐ Parade/March
☐ Other – Please Specify: _____

**** NOTE:** If alcohol is being sold, a Separate License must be obtained through application at City Clerk's Office, and must be approved by the City Council.

What impact will this have upon the surrounding neighborhood? (Noise, Traffic, etc.) Please explain:

noise + crowd will be kept to a minimum

APPLICATION NUMBER: _____

Describe the means by which the neighborhood (residents and businesses) will be notified of this event and its public hearing:

Public notice through local media outlets

Organization (Applicant) Information

Name of Organization or Name of Applicant if NOT an Organization

Baldwin Saco Chamber of Commerce

Physical Address: 215 Water St.

Mailing Address: Same

Business Telephone 282-1567 Fax _____ E-mail info@baldwinsacochamber.org

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

Contact Person/Event Coordinator

Name & Address

Alex MacPhail

Telephone 282-1567 Cellular 432-6968 E-Mail alex@baldwinsacochamber.org

Relationship Organization: Marketing Director

General Service Questions

Department of Public Works

Is the use of barricades necessary/requested for this event? None *

If yes, number needed 0

Will it be necessary to cover street and/or parking signs for this event? NO If yes, please note on diagram.

What is your plan for cleanup and debris disposal for this event?

Combined effort of both organizations

Is any other Public Works assistance anticipated?

None

Parks and Recreation Department

APPLICATION NUMBER: _____

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

If yes, where

Shaverell Park

Will tenting/staging be utilized for this event? yes If yes, what is your plan to repair any damage caused by stakes, tie-downs, etc?

Small Pop up

Any Parks and Recreation assistance required?

None

Fire Department

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

yes

Will any fire hydrants be obstructed? NO Will you have access to E 9-1-1?

yes

Will you have First Aid or medical staff present?

Trained Personnel

***** 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? NO If yes, who will provide it?

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

TIPS ~~for~~ Certification enclosed + Certified Crowd manager
2 Volunteer employees from Showdaway Professional Services
from 3:30 to 6:30 PM and will be clearly marked

Other

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

APPLICATION NUMBER: _____

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.

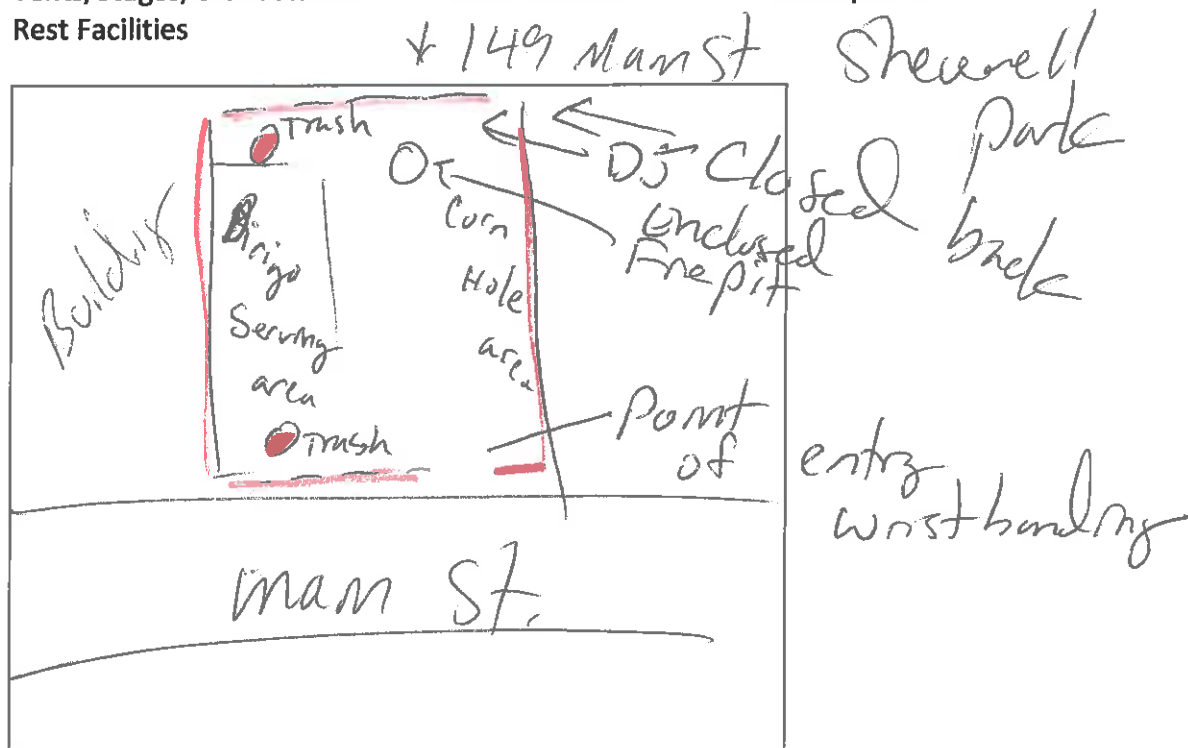
SITE PLAN SKETCH OF SPECIAL EVENT (Completed by Event Coordinator)

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



APPLICATION NUMBER: _____

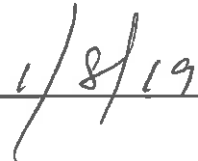
Applicant's Statement of Agreement

Everything I have stated on this agreement is correct to the best of my knowledge. This permit, if granted, is not transferable and is revocable at any time at the discretion of the City of Biddeford. I understand that the issuance of this permit is contingent upon compliance with any and all conditions imposed by the City of Biddeford or its officers.

Applicant Signature: _____

A handwritten signature in black ink, appearing to be 'JCA', written over a horizontal line.

Date _____

A handwritten date '1/8/19' in black ink, written over a horizontal line.



On Premise

SSN: XXX-XX-XXXX

Issued: 5/24/2016

Expires: 5/7/2019

ID#: 4262829

D.O.B.: XX/XX/XXXX

ALEXANDER C MACPHAIL

Po Box 24

Limington, ME 04049-0024

For service visit us online at www.gettips.com
Janet Littlefield, 55685



WINTERFEST

FEBRUARY 1-3, 2019
Biddeford, ME

FRIDAY, FEB. 1
CITY SQUARE, 6-7:30
First Night Adult Sledding Party

CITY THEATER, 7:30
Imagine: Beatles Solo Years

SATURDAY, FEB. 2
CITY SQUARE 10 AM-4 PM
SLED HILL, SNOW SLEDDING, FLY-BALLS
HORRORS & COCOA, ART OPENING

MC ARTHUR LIBRARY
WARMED STATION

SHEVENELL PARK, 4-6 PM
WINTER FUN
HORROR HOUSE, COCOA

CITY THEATER, 7 PM
JUSTIN MCKINNEY

SUNDAY, FEB. 3
COMMUNITY BIKE CENTER
SUPPER

Get all the Details on  & BiddefordWinterFest.org

Sledding Hill Made Possible by:



Dee Quality Foundations
Larry Patoline Construction
Phil Labbe Excavation

Thank You to the WinterFest Sponsors:



BIDDEFORD
Leading The Way



Woodman Edmands Danylik Austin Smith & Jacques

Planning Partners:

Biddeford Recreation Department, Biddeford+Saco Chamber, Biddeford School Department, Mayor Alan Casavant, Biddeford Economic Development, City Councilor Clearwater, City Theater, Community Bicycle Center, Engine, Heart of Biddeford, McArthur Library, and New Life Church

**COUNCIL MEETING
JANUARY 3, 2019**

Mayor Casavant called the meeting to order at 6:03 p.m.

NOTE: Due to technical difficulties, this meeting was not able to be broadcast live, and part or all of it may not have been taped.

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

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

There were no adjustments to the agenda.

*Presentation: **Recognition from National Night Out Association***

Mayor Casavant announced that for numerous years in a row, Biddeford has received an award of recognition from the National Night Out Association for our efforts in the Bacon Street Festival. Mayor Casavant commended the CDBG Coordinator, Linda Waters for all her hard work and dedication to organize this event each year.

*Game of Chance Applications: **Biddeford Eagles, #804***

Motion by Councilor Ready, seconded by Councilor Lessard to recommend the issuance of Game of Chance Licenses to Biddeford Eagles, #804.

Vote: Unanimous.

Consideration of Minutes: **December 18, 2018**

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

Vote: Unanimous.

Second Readings:

{For a copy of the ordinance amendments and first readings, see the Council Meeting minutes of December 18, 2018}

2018.145) Amendment/Ch. 18, Buildings and Building Regulations/Art. II-Buildings/Add New Section 18-26 et al. – Registrations and Inspections

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

Vote: Unanimous.

2018.146) Amendment/Ch. 42, Motor Vehicles & Traffic/Sec. 42-100-Disability Parking/Revise Time Restrictions

Motion by Councilor Belanger, seconded by Councilor Lessard to grant the second reading of the ordinance amendment.

Motion by Councilor Ready, seconded by Councilor Lessard to amend the by reverting back to the originally proposed language, which doubled the allotted time limitation imposed under section 42-92.

Vote: 6/3; Councilors Belanger, Clearwater and Seaver opposed.

Councilors Swanton, McCurry, St. Cyr, Quattrone, Ready and Lessard in favor.

Amendment carries.

Vote on ordinance, as amended: Unanimous

2018.147) Amendment/Ch. 42, Motor Vehicles & Traffic/Sec. 42-90-No Parking/Add on Cardinal Lane

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

Vote: Unanimous.

2018.148) Amendment/Ch. 42, Motor Vehicles & Traffic/Sec. 42-90-No Parking/Add on Lily Pond Avenue

Motion by Councilor Swanton, seconded by Councilor Lessard to grant the second reading of the ordinance amendment.

Vote: 7/1; Councilor McCurry opposed.

Councilors Swanton, St. Cyr, Clearwater, Belanger, Ready, Seaver and Lessard in favor.

Motion carries.

Appointments:

IN BOARD OF CITY COUNCIL...JANUARY 3, 2019

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

**Roland J. Pelletier
336 Granite Street
Ward 3**

to the *Airport Commission*, for a term to expire in December 2021.

Motion by Councilor McCurry, seconded by Councilor Lessard to confirm the appointment.

Vote: Unanimous.

IN BOARD OF CITY COUNCIL...JANUARY 3, 2019

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

**Harry R. Courtois
21 Evanthia Drive
Ward 3**

to the *Biddeford Police Advisory Committee*, for a term to expire in December 2023.

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

Vote: Unanimous.

IN BOARD OF CITY COUNCIL...JANUARY 3, 2019

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

**Susan Amons
8 Heather Lane
Ward 1**

to the *Conservation Commission*, for a term to expire in December 2023.

Motion by Councilor Swanton, seconded by Councilor Lessard to confirm the appointment.

Vote: Unanimous.

IN BOARD OF CITY COUNCIL...JANUARY 3, 2019

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

**Jeffrey Dobson
451 Main Street
Ward 6**

to the *Historic Preservation Commission*, for a term to expire in December 2021.

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

Vote: Unanimous.

IN BOARD OF CITY COUNCIL...JANUARY 3, 2019

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

**Peter Bouthillette
6 Rocky Way
Ward 1**

to the *Shellfish Conservation Committee* with a term to expire December 2021.

Motion by Councilor Swanton, seconded by Councilor Lessard to confirm the appointment.
Vote: Unanimous.

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

There was no City Manager Report.

There was no *Other Business*.

Council President Addressing the Council: Councilor McCurry reminded the Council that the Audit Report is scheduled for Tuesday, January 8th and that information will be distributed soon.

He wished everyone a Happy New Year and looks forward to continuing the work that the Council has begun and accomplishing great things in 2019.

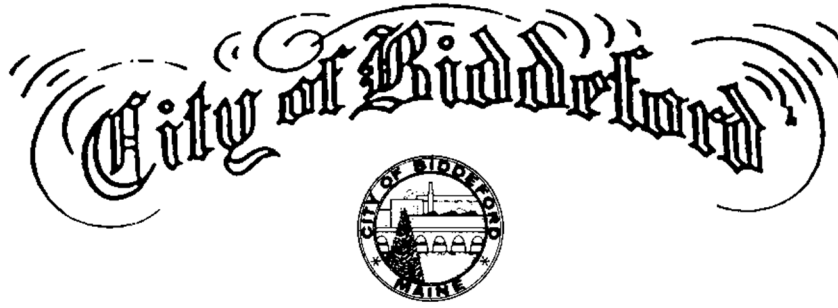
Mayor Addressing the Council: Mayor Casavant addressed comments that were made by the citizen during the Public Addressing the Council portion of this meeting. Mayor Casavant offered clarification that regarding the Rules of the Council - specifically that there is no inherent right for anyone to speak before the Council; however, the Council does grant the right to the public to address the Council through Appendix A, Rules of the Council. He noted that the Rules of the Council are in place in order to maintain decorum and efficiency in doing City business.

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

Vote: Unanimous.

Time: 6:16 p.m.

Attest by: _____
Carmen J. Morris, City Clerk



2019.1

IN BOARD OF CITY COUNCIL..JANUARY 15, 2019

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 Biddeford-Saco Chamber of Commerce to sponsor the service of liquor (beer and wine) at WinterFest 2019 on February 2, 2019 at Shevenell Park, providing that the said Biddeford-Saco Chamber of Commerce is and remains in compliance with the provisions set forth under *Ch. 6, Section 6-178 et seq.*

Morris, Carmen

From: Jim LaBelle <jim@biddefordsacochamber.org>
Sent: Friday, January 4, 2019 8:04 AM
To: Casavant, Alan; Morris, Carmen; Delilah Poupore
Subject: Winterfest event approval

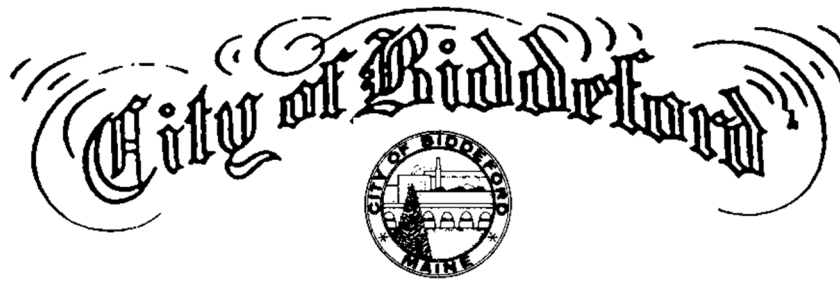
Hello Mr. Mayor - as part of the Winterfest planning with HOB, the chamber is looking to sponsor a celebratory event from 4-6pm on Saturday Feb. 2nd in Shevenell Park. I think you had the idea at our last meeting to make it a fund-raiser to offset Dirigo owner Tom Bull's medical expenses. So the event will involve selling Dirigo beer in the park with all proceeds going to that charitable fund. I'm told that we need to make you and the city clerk aware of this request to serve alcohol in a public park so you can include it in the next council meeting agenda for approval? We'll have TIPS certified Dirigo employees serve the beer and the park will be cordoned off with volunteer security folks managing the event including wristbands for attendees.

If more information or follow-up on my end is needed, please let me know... hoping this turns out to be a good addition to the overall fun of the Winterfest weekend such that we can include it every year going forward!

Thanks, Jim

--

Jim LaBelle
Executive Director
Biddeford & Saco Chamber of Commerce & Industry
jim@biddefordsacochamber.org
Office: (207) 282-1567
Cell: (603) 770-7011



2019.2

IN BOARD OF CITY COUNCIL...JANUARY 15, 2019

BE IT ORDAINED, by the City Council of the City of Biddeford that the Code of Ordinances, Chapter 42, Motor Vehicles and Traffic, Article III, Parking Stopping and Standing, **Section 42-64-Fees for Parking Violations**, is amended by adding or ~~deleting~~ to read as follows:

Fees for parking violations.

(a) Fees for parking violations shall be set as follows:

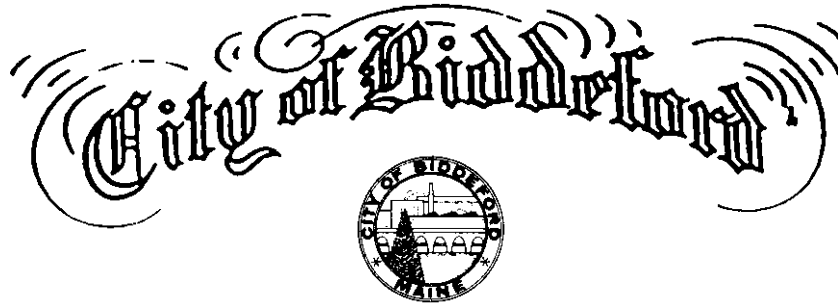
- (1) Parking in snow removal or plowing area: \$40.
- (2) Parking in fire lane: \$40.
- (3) Overtime parking: \$25.
- (4) Parking in a truck zone and/or loading/unloading zone: \$30.
- (5) Double parking: \$40.
- (6) Parking in no parking, etc., area: \$40.
- (7) Parking in front of fire hydrant: \$40.
- (8) Blocking driveway (upon complaint): \$40.
- (9) Parking on sidewalks: \$35.
- (10) Parking facing traffic: \$25.
- (11) Parking in a permit only zone: \$35. (except for municipal lots that require a permit)
- (12) Parking in a disability designated area: traffic infraction.
- (13) Failure to purchase a permit for permit required municipal lots: ~~\$50~~ **\$35.**

All parking fines left unpaid after 30 days shall be doubled.

(b) A vehicle with three or more outstanding parking violations issued by the Police Department, and found to be in violation of any of the City parking ordinances, will be subject to towing or immobilized by the use of an auto boot. The vehicle will not be released to the owner or agent of the owner until the violations and tow charges are paid.

It will be prima facie evidence that the registered owner of the vehicle committed the parking violation.

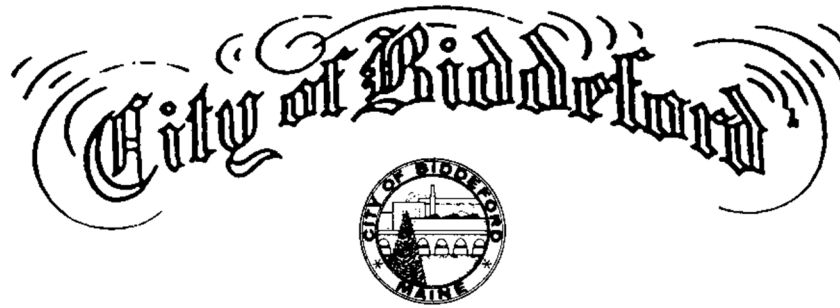
(c) The maximum fee that may be charged by a towing company for a vehicle requested to be towed by the Police Department will be at the direction of the Chief of Police.



2019.3 **IN BOARD OF CITY COUNCIL...JANUARY 15, 2019**
BE IT ORDERED, that the City Council of the City of Biddeford does hereby grant permission for Balzer Family Clock Works of Freeport, Maine to repair the clock that is part of the City Hall Clock Tower, using the \$150,000 grant funds that were awarded to the Heart of Biddeford by the Partners in Preservation Grant Competition, with the funds coming from American Express and the National Trust for Historic Preservation.
(No City funds are being requested for this project)

NOTE: Two bids were received for the above-mentioned work:

- | | |
|---|--------------|
| ➤ Balzer Family Clock Works of Freeport, ME | \$86,725.00 |
| ➤ David Graf of Kittery, ME | \$105,000.00 |



2019.4

IN BOARD OF CITY COUNCIL...JANUARY 15, 2019

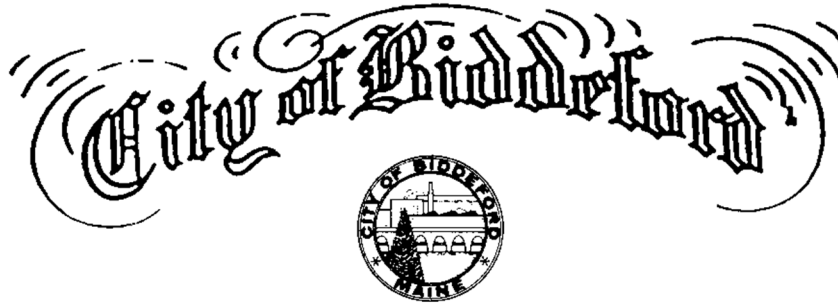
BE IT ORDERED, that the City Council of the City of Biddeford does hereby authorize the City Manager to undertake a preliminary evaluation of a so-called pre-paid parking card program to provide a kiosk payment option for cash-only customers.

BE IT FURTHER ORDERED, the preliminary evaluation shall be limited to 500 pre-paid cards.

BE IT FURTHER ORDERED, that the City Manager retain statistics on the use of pre-paid cards by lot and further quantify the relevant costs associated with the preliminary evaluation in order to assess any administrative fee that may be applicable if the preliminary evaluation is deemed beneficial.

BE IT FURTHER ORDERED, that the City Manager, or designee, report the statics back to the Downtown Committee once 350 pre-paid cards have been released/requested.

NOTE: The Downtown Committee voted unanimously to recommend a preliminary evaluation of the use of a so-called card program as a kiosk payment option for cash-only citizens.

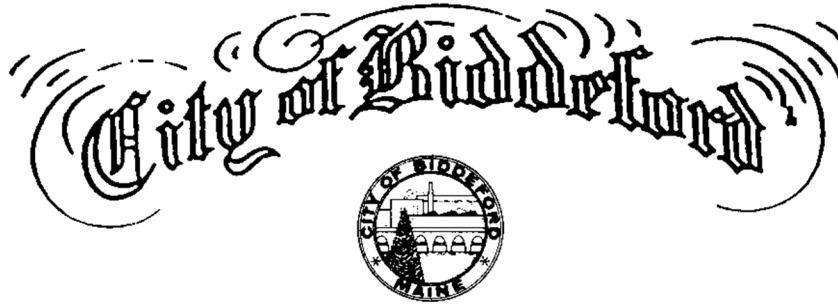


IN BOARD OF CITY COUNCIL...JANUARY 15, 2019

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

**Rick Laverriere
371 South Street
Ward 6**

as CHAIR of the *Airport Commission* for 2019.



IN BOARD OF CITY COUNCIL...JANUARY 15, 2019
ORDERED, that I, Alan M. Casavant, Mayor of the City of Biddeford, do hereby
re-appoint:

Martin Grohman
9 Lisa Lane
Ward 3

to the *Solid Waste Management Commission*, for a term to expire in December 2021.

**Application for
City Committees, Commissions and Boards**

12/20/18

Martin Grohman

Address:

9 Lisa Lane

Biddeford ME 04005

ing Address:
ferent)

Number(s):

207-423-8260

Address:

martin.j.grohman@gmail.com

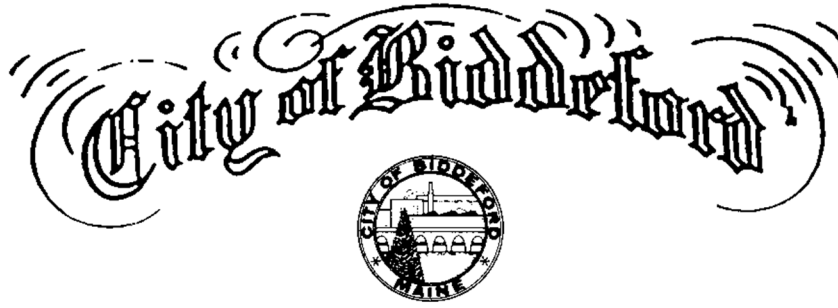
CITY OF BIDDEFORD
Committee Application

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

Solid Waste Management Commission 2013 - 2018

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

Previous member; Chair of SWMC



IN BOARD OF CITY COUNCIL...JANUARY 15, 2019
ORDERED, that I, Alan M. Casavant, Mayor of the City of Biddeford, do hereby
re-designate:

Bruce Benway
18 Ocean View Drive
Ward 1

on the *Planning Board* from an Associate Member, to a Full Voting Member, for a term
to expire in December 2021.