



**City of Biddeford
City Council**

October 21, 2025 at 6:00 PM
City Hall Council Chambers & Zoom

[Click to Join Zoom Meeting Online](#)

Or call in by phone: +1 312 626 6799

Meeting ID: 965 7949 2179

Passcode: 770203

1. Roll Call
2. Pledge of Allegiance
3. Adjustment(s) to Agenda
4. Proclamation
 - 4.a USOA Miss Maine, Paige Lessard -Proclamation
 - 4.b National Lead Poisoning Prevention Week
5. Appointments
 - 5.a 2025.143 Approval/Mayoral Appointment to a Committee-Citizen
6. Presentation
 - 6.a Veterans Committee Report to Council
 - 6.b Wellness on Wheels
7. Public Addressing the Council
(3 minute limit per speaker for up to a total of 15 minutes)
8. Consideration of Minutes
 - 8.a Council Minutes 10-7-25
9. Second Reading
 - 9.a 2025.136 Approval GA maximums
 - 9.b 2025.127 Approval/Amend Part II Code of Ordinances, Chapter 2, Art IV - Fire Advisory Committee, Police Advisory Committee, Public Safety Advisory Committee
 - 9.c 2025.139 Approval/Amend Chapter 42, Art IV - Sec. 42-92 Limited Parking - Delete

15-min Parking, 163 Main St

9.d 2025.140 Approval/Amend Code of Ordinances, Chapter 42, Art IV, - Sec. 42-92 - Limited Parking - Add 15-Min Parking, Main/York

10. Orders of the Day

10.a 2025.144 Approval Games of Chance

10.b 2025.151 Confirmation of City Manager's Nomination for Director of Economic Development

10.c 2025.147 Approval of funds to insure and maintain JFK School property through remainder of fiscal year 2026

11. Committee of the Whole

11.a Political Signs Discussion

12. Public Addressing the Council

(5 minute limit per speaker)

13. City Manager Report

14. Other Business

15. Council President Addressing the Council

16. Mayor Addressing the Council

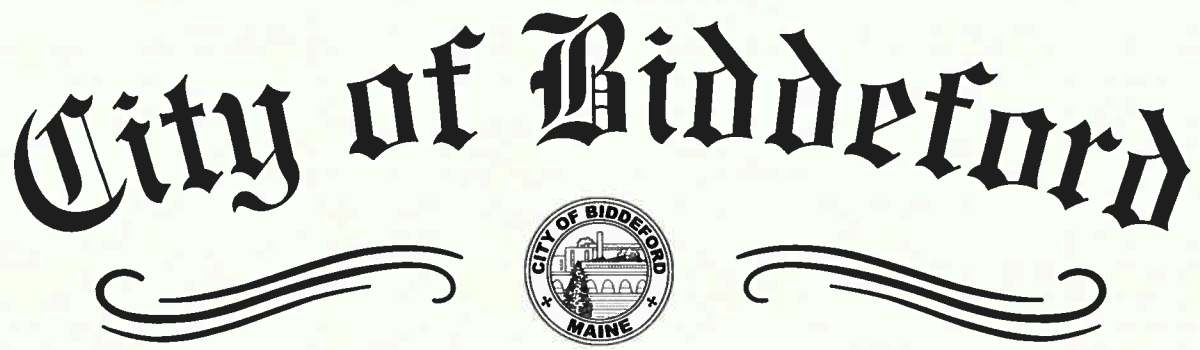
17. Executive Session

17.a 1 M.R.S. 405(6)c- Real Estate Matters

17.b 1 M.R.S. 405(6)d- Labor Negotiations

17.c 1 M.R.S. 405(6)e- Legal Matters

18. Adjourn



PROCLAMATION

2025 Miss Maine From The Miss America Pageant

WHEREAS, the City of Biddeford proudly recognizes the outstanding achievements of Paige Lessard, a native of Biddeford, Maine, who has been crowned Miss Maine 2025 from the Miss America Pageant; and

WHEREAS, Paige Lessard has represented her hometown and the State of Maine with grace, intelligence, and purpose throughout her journey to the crown, embodying the values of perseverance, confidence, and community service; and

WHEREAS, her dedication to personal growth, education, and civic engagement exemplifies the very best of Maine's young leaders, inspiring others to pursue their dreams with determination and compassion; and

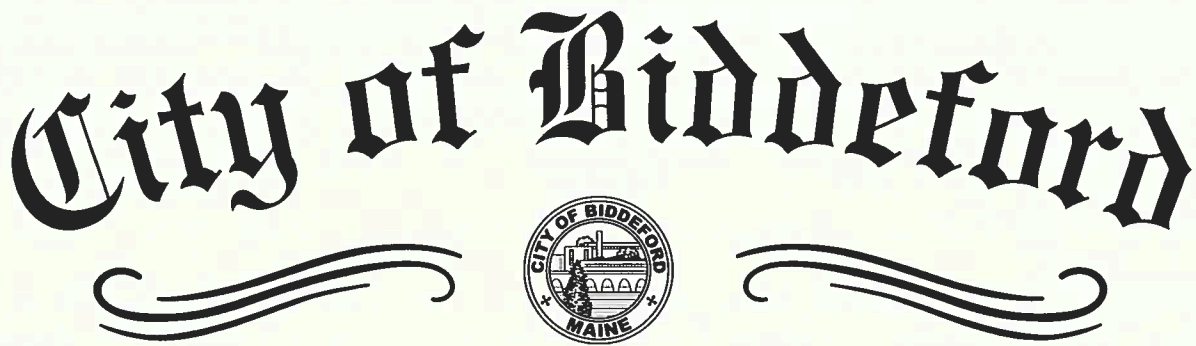
NOW, THEREFORE, BE IT RESOLVED, that I, Martin Grohman, Mayor of the City of Biddeford, Maine, do hereby proclaim that the City of Biddeford congratulates Paige on her accomplishments and notes that they are a testament to the city's spirit of excellence and community pride.

*In Witness Whereof, We the undersigned have herewith affixed
our signatures this 21st day of October 2025.*

Mayor



City Clerk



PROCLAMATION

OCTOBER 19–25, 2025 AS NATIONAL LEAD POISONING PREVENTION WEEK

WHEREAS, lead poisoning remains a serious public health threat, particularly for young children, and can cause permanent developmental, behavioral, and neurological harm; and

WHEREAS, children in Biddeford and across the state of Maine remain at risk from exposure to lead-based paint and lead-contaminated dust, especially in older housing common in communities like Biddeford; and

WHEREAS, the City of Biddeford is committed to protecting the health and safety of its residents and has taken proactive steps through its Lead-Based Paint Hazard Reduction Program and public education efforts; and

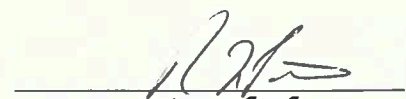
WHEREAS, this year, National Lead Poisoning Prevention Week is observed from October 19 through October 25, 2025, and the theme underscores the importance of testing homes and children for lead, remediating hazards, and using lead-safe work practices;

NOW, THEREFORE, BE IT RESOLVED, that the City Council hereby proclaims the week of October 19–25, 2025, as: National Lead Poisoning Prevention Week in the City of Biddeford and encourages all residents, contractors, landlords, healthcare providers, and community partners to join in efforts to eliminate lead hazards and protect the health of children and families throughout our community.

*In Witness Whereof, We the undersigned have herewith affixed
our signatures this 21st day of October 2025.*


Mayor




City Clerk

City of Biddeford



2025.143 IN BOARD OF CITY COUNCIL... , October 21, 2025

BE IT ORDERED, that I Martin Grohman, Mayor of Biddeford, do hereby appoint:

Rob Nicoll

To the Downtown Development Commission
for a term to expire on December 31, 2028

Aubrey Jane

To the Shellfish Commission
for a term to expire on December 31, 2028

Terje Tuttle

To the Biddeford Citizens Advisory Committee
for a term to expire on December 31, 2027

Attest by: _____
Robin Patterson, City Clerk

Committee, Board, and Commission Application Form

Application

Name Aubrey Jane

Pronouns Field not completed.

Ward 5-1

Need to find your Ward?

[Click here to find your Ward on a map or a list of streets.](#)

(Section Break)

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

Shellfish Conservation Committee, Sustainability Commission

If other, please list below. Field not completed.

Why are you interested in serving the City of Biddeford? I've lived in Biddeford for eight years and am interested in getting more involved in local government.

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

M.S. Marine Science December 2023

University of New England (UNE), Biddeford, ME

B.S. Marine Science, Magna cum laude December 2020

University of New England (UNE), Biddeford, ME

Minor: Medical Biology

RESEARCH EXPERIENCE

Graduate research assistant | Crustacean Physiology Lab at UNE 2021-2023

- Lead research efforts for an \$860,000 National Science Foundation (NSF) grant.
- Liaised among principal investigators on the grant across four separate institutions (UNE, Bigelow

Laboratory for Ocean Sciences, Hood College, and Maine Department of Marine Resources).

- Managed an academic lobster hatchery for three summer seasons, supplying researchers with over 5,000 labreared larvae for research purposes across six different institutions.

- Coordinated three years' worth of field-based larval supply surveys with Maine Department of Marine

Resources (DMR).

- Mentored ten undergraduate and high school students in field and lab research.

- Used a broad range of molecular methods to examine changes in thermal tolerance and gene expression of American lobster as a function of ontogeny and rearing condition.

Undergraduate research assistant | Byron Ecology Lab at UNE 2017-2020

- Characterized seasonal variations in blue mussel pathology using histology.

- Established a new northernmost range for the ecologically and economically important parasite *Proctoeces*

maculatus.

- Investigated utility of eDNA as an early detection method for invasive parasites.

- Used molecular methods and histology to assess farmed mussel health.

- Collaborated with industry partners on a commercial mussel farm, monitoring environmental parameters on mussel floats.

FELLOWSHIPS

Maine Sea Grant Knauss Fellow 2024

Placement: Bureau of Ocean Energy Management (BOEM)'s Office of Environmental Programs (OEP)

- Served as project manager for OEP's Standardizing Integrated Ecosystem-based Assessment initiative.

- Authored strategic plan for implementing Ecosystem-Based Management throughout the agency's programs and regions.

- Conducted a series of interviews with BOEM employees to understand their perceptions of Ecosystem-Based Management at the agency.

- Analyzed stakeholder comments regarding fisheries and offshore wind interactions throughout the Pacific and characterized study profiles for future leasing areas based on regional priorities and concerns.
- Served as a subject matter expert on marine larvae at public meetings throughout New England.

UNE Summer Undergraduate Research Experience Fellow 2019

Project: A survey of farmed blue mussel (*Mytilus edulis*) health in Casco Bay, Maine using histopathological and molecular techniques.

NSF Sustainable Ecological Aquaculture Network (SEANet) Fellow 2018, 2019

Project: Histological assessment of trematode infection in farmed blue mussels (*Mytilus edulis*) in Casco Bay,

Maine.

RELEVANT WORK EXPERIENCE

Owner/operator | Turning Tides ME | Biddeford Pool, ME 2025-present

Offering guided tide pooling services across coastal Maine with the intention of providing people, both local and “from away” with the opportunity to connect with and learn about Maine’s intertidal ecosystem in a way they may never have otherwise.

Land crew | Bangs Island Mussels | Portland, ME 2021-2023

Assured quality of freshly harvested mussels in the land-based processing facility.

Lobster processor | Inland Seafood Lobster Pound | Boothbay, ME 2022

Unloaded and sorted deliveries of freshly caught lobster into the pound and off to downstream processors.

CERTIFICATIONS

SSI Open Water Diver Certification | Aqua Diving Academy | Portland, ME Anticipated May 2025

Waterfront Edge Design Guidelines (WEDG) Associate | Waterfront Alliance March 2025

Strategic Communications Training | COMPASS July 2024

Applying the NEPA Process and Writing Effective NEPA Documents | SHIPLEY Group February 2024

Please list any prior experience serving on any public Boards, Commissions or Committees (and approximate dates). Field not completed.

Committee, Board, and Commission Application Form

Application

Name Terje Woodrow Tuttle

Pronouns He/him

Ward 7

Need to find your Ward?

[Click here to find your Ward on a map or a list of streets.](#)

(Section Break)

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

Biddeford Citizens Advisory Committee, Recycling and Waste Management
Commission, Zoning Board of Appeals

If other, please list below. Field not completed.

Why are you interested in serving the City of Biddeford? As someone who has grew up in the city I feel it's important to be a voice and a person who truly cares and wants to be involved. I love this city! I just want to be another person that can help make change.

Please list any experience that may be pertinent to the Board or Committee in which you are requesting to serve. I don't really hold any experience. I'm very new this all of this. But really want to be involved. This will give me a chance to learn.

Please list any prior experience serving on any public Boards, Commissions or Committees (and approximate dates). I don't have any yet! I want to be a part of this!

Committee, Board, and Commission Application Form

Application

Name Rob Nicoll

Pronouns He/Him/His

Ward 2

Need to find your Ward?

[Click here to find your Ward on a map or a list of streets.](#)

(Section Break)

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

Downtown Development Commission

If other, please list below. Field not completed.

Why are you interested in serving the City of Biddeford? I've been a resident of Biddeford for 7 years and feel that I can be doing more to give back- the city's growth has been amazing to see over that time, but I know there's always more we want to do. I want to join the commission to help find ways to improve the experience of living and working here for both our current residents and those who will live here in the years to come. I've only recently learned some of the history of the city, namely the shutdown and cleanup of the shoe factories and tannery and the MERC saga, and all the great work that has been done to progress past those times and it made me feel like I can do my part to give that same gift of a better city to future generations. I've been trying to find more opportunities to do just that, and recently I met a councilmember who told me about everything the committees and commissions do and encouraged me to learn more and apply.

Please list any experience that may be pertinent to the Board or Committee in which you are requesting to serve. I have close to 10 years experience in customer service of some kind, ranging from brick and mortar retail to ecommerce retail, car sales, software sales, and my current position in finance for a cybersecurity firm where I manage sales compensation, a role I've done for about 4 years. Thanks to my most recent position I'm very capable with Excel and other data analysis tools, as well as surveys, research, and presentation tools like PowerPoint. I'm passionate about walkable cities and transit, as well as making sure that small business owners have an environment where they can thrive and

contribute to the rich culture of the city. I've also volunteered when I can sporadically for Preble Street in Portland, the ARLGP, and most recently I learned about the Heart of Biddeford and have been beginning to get involved with them, most recently directing traffic at River Jam.

Please list any prior experience serving on any public Boards, Commissions or Committees (and approximate dates). I haven't previously served on a commission or committee but I attended the 8/27 DDC meeting in person as a member of the general public, as well as virtually attended the 8/20 planning board meeting and found the discussions really interesting and was motivated to apply!

Wellness on Wheels



Engage 2 Empower

Jacob Hammer, Matthew Rousseau, Adam Scheppard, Shelly MacNeill

Overview

The Wellness on Wheels (WOW) program is a proposed alternate-response initiative designed to address non-emergency behavioral health, substance use, and social service-related calls in the City of Biddeford. Modeled after nationally recognized programs, WOW will deploy a mobile unit staffed by an EMT and a social worker to respond to low-level public safety calls, conduct scheduled wellness checks, and proactively engage with unhoused individuals in the community.

The program aims to relieve pressure on police, fire, and EMS by diverting non-criminal, non-emergent calls to a team better equipped to provide compassionate care, de-escalation of service-appropriate incidents, basic wound care, and resource navigation. WOW will also operate a dedicated phone line for community-initiated contacts and scheduled senior wellness visits.

So what is it?

Biddeford's Model:

The Biddeford model is an Integrated Mobile Health Unit that embraces a focus on mental health and senior care related community needs coupled with traditional Community Paramedicine services. The unit would be lead by a Community Risk Reduction Officer based out of the Biddeford Fire Department.

The Wellness on Wheels program reflects the City of Biddeford's commitment to thoughtful innovation, strategic collaboration, and human-centered service delivery. It aligns directly with departmental and citywide strategic goals related to public health, safety, and cost-effective service provision and positions the city as a model for smaller municipalities navigating complex community challenges.

The program will deploy a two-person team—an EMT and a certified mental health technician—in a dedicated vehicle to respond to non-violent, low-acuity 911 calls. The goal is to de-escalate situations on-site, provide basic care, and connect individuals to local services for long-term support.

This program aligns with the city's strategic goals of improving public health outcomes, increasing system efficiency, and enhancing cross-agency collaboration. Current data supports the need.

Mission and Vision Statement



Mission

Wellness on Wheels is dedicated to delivering compassionate, mobile healthcare with a focus on mental health and senior care. We aim to reduce barriers to care, promote wellness, and support independence by bringing vital social work coupled with integrated mobile health services directly to the residents of Biddeford.

Vision

To create a healthier, more connected Biddeford where every individual—especially seniors and those facing mental health challenges—can access timely, respectful, and person-centered care, right at their doorstep.

Core Values

- **Compassion:** We serve the community with empathy, kindness, and dignity in every interaction.
- **Accessibility:** We bring care to the doorstep, ensuring equitable access to those who need it most.
- **Trust:** We build strong relationships through transparency, reliability, and respect.
- **Collaboration:** We partner with local agencies, caregivers, and healthcare providers to deliver coordinated, holistic support.
- **Innovation:** We embrace forward-thinking approaches to redefine how and where care is delivered.
- **Advocacy:** We advocate for the needs of seniors and individuals facing mental health challenges, helping to reduce stigma and promote inclusion.
- **Community-Centered Care:** We listen to and respond to the unique needs of Biddeford residents to shape services that make a difference.

The Need in Biddeford

- Strained and understaffed emergency services
- Increased isolation and wellness concerns among seniors
- Increase in behavioral health-related calls
- Unhoused population with unmet needs
- Implementation of prevention strategies
- Connection to community resources

Scope of Services

- Basic first aid and wound care
- Outreach and supply distribution
- Connection to support systems
- Scheduled wellness checks for seniors
- De-escalation and mental health response
- Referrals and warm handoffs

Public Safety Operational Value

In 2024 the BFD responded to **5,501** total calls.

Of those calls **4,214** were EMS incidents.

766 of those EMS calls ended without a patient being transported to the hospital.

An additional **93** “public assistance” calls were received by BFD which did not require an ambulance or fire apparatus.

That is a total of **859** calls for service in 2024 or **20%** of the EMS calls that the Mobile integrated Health unit could potentially handle.

From 2023 to Spring 2025, PD responded to **3826** calls related to substance use, mental health or suicidality. This averages to approximately **5** calls a day.

During this time period, PD responded to **2,304** Check the Welfare calls, **493** attempted/ threatened suicide calls, and **927** mental illness related cases.



Program Design and Oversight

- Pilot will be hosted by FD
- Clinical supervision and training available
- Coordination with public safety, city departments and service provider community
- Data collection and quarterly reporting

Funding Opportunities

Corporate & Community Partnerships:

MaineHealth, UNE, Philanthropic organizations, nonprofit partners

Grant Opportunities for Community Paramedicine and Behavioral Health:

SAMHSA, MaineEMS, MeDHHS, Bureau of Justice Assistance, CDBG

Municipal & County Funding

Community Partners

University of New England

MaineHealth

Maine Medical Center- Biddeford

Faith-Based Organizations

Opportunity Alliance

Nasson Healthcare

Milestone Recovery

Southern Maine Agency on Aging

Age Friendly Biddeford

TIMELINE

E2E Presentation June 2025	Identify and begin outreach to community partners for potential funding sources September- December 2025	Submit application to Maine EMS for approval when application opens TBD
Develop Model- Finalize detailed plan June - October 2025	Present to Council and submit as part of budget process for FY27 January 2026	Approve in FY27 Budget to begin pilot July 1,2026

Questions?

City of Biddeford
City Council
October 7, 2025 at 6:00 PM
City Hall Council Chambers & Zoom

1. Roll Call

Council President LaFountain - present
Councilor Lessard - present
Councilor Emhiser - present
Councilor Whiting - present
Councilor Beaupre - excused
Councilor Gross - present
Councilor Belanger - present
Councilor Doughty - present

Councilor St. Cyr sworn in after item 6.a.

2. Pledge of Allegiance

3. Adjustment(s) to Agenda

11.j will be considered at the beginning of the Orders of the Day

4. Public Hearing

*4.a Public Hearing GA maximums - documents for this are attached with Order 2025.136
in the agenda below*

Public Hearing opened at 6:08pm

There were no public comments.

Public Hearing closed at 6:08 pm

5. Proclamation

5.a October as Domestic Violence Prevention Month

5.b Indigenous People's Day- Proclamation

Mayor Grohman read the proclamations.

6. Appointments

6.a 2025.138 Approval/ Mayoral Appointment to City Council

Motion: Councilor Belanger

Second: Councilor Lessard

Vote: Unanimous in favor.

Motion passed.

Councilor St. Cyr was sworn in.

6.b 2025.141 Approval Mayoral Appointment Council to a Committee

Motion: Councilor Belanger

Second: Councilor Lessard

Vote: Unanimous in favor.

Motion passed.

6.c 2025.133 Approval/Mayoral Appointment to a Committee- Citizen

Motion: Councilor Belanger

Second: Councilor Lessard

Vote: Unanimous in favor.

Motion passed.

7. Presentation

7.a Consideration of City Manager's first year performance goals

City Manager Truc Dever presented her goals and councilors gave feedback.

8. Public Addressing the Council

One citizen spoke about the Comprehensive Plan.

Two citizens asked questions about the sewer bills.

One citizen spoke about the executive sessions in council meetings.

9. Consideration of Minutes

9.a Council Minutes 9-16-25

Motion: Councilor Belanger

Second: Councilor Lessard

Vote: 7 yeas – Councilors LaFountain, Lessard, Emhiser, Whiting, Gross, Belanger and Doughty.

Councilor St. Cyr abstained.

Motion passed.

10. Second Reading

10.a 2025.125 Approval/Purchasing Policy Amendments, Ch 2, Article V, Division 2

Motion: Councilor LaFountain

Second: Councilor Lessard

Councilor LaFountain requested training for the Finance Committee and Department Heads before this policy is implemented.

Vote: Unanimous in favor.

Motion passed.

11. Orders of the Day

11.a 2025.136 Approval GA maximums

Motion: Councilor LaFountain

Second: Councilor Lessard

Vote: Unanimous in favor.

Motion passed.

11.b 2025.121 Approval / Award Lead Hazard Reduction Project – 100 Graham Street

Motion: Councilor Belanger

Second: Councilor Lessard

Vote: Unanimous in favor.

Motion passed.

11.c 2025.122 Order Bid Approval-Lead Hazard Reduction 78 Prospect Street

Motion: Councilor Belanger

Second: Councilor Lessard

Vote: Unanimous in favor.

Motion passed.

11.d 2025.134 Order Bid Approval—Lead Hazard Reduction at 74 Summer Street

Motion: Councilor Belanger

Second: Councilor Lessard

Councilor Lessard asked for a running total for this fund for remaining projects at a future meeting.

Vote: Unanimous in favor.

Motion passed.

11.e 2025.127 Approval/Amend Part II Code of Ordinances, Chapter 2, Art IV - Fire

Advisory Committee, Police Advisory Committee, Public Safety Advisory Committee

Motion: Councilor Belanger

Second: Councilor Lessard

Councilors LaFountain and Belanger explained the work that the Policy Committee did to bring this to Council.

There was a request to clarify the term expiration mentioned in Sec 2.337.35 Membership

Vote: Unanimous in favor.

Motion passed.

11.f 2025.135 Approval / IT Platform Services

Motion: Councilor Whiting

Second: Councilor Lessard

Councilor LaFountain asked to be recused from this discussion and vote.

Councilor Belanger motion to allow Councilor LaFountain to recuse himself from the discussion and the vote.

Second: Councilor Lessard

Vote: Unanimous in favor.

Vote on the order: Unanimous in favor. Councilor LaFountain abstained.

Motion passed.

11.g 2025.137 Approval/ Amend Order 2025.52 to correct tax interest rate for 2025

Motion : Councilor Belanger

Second: Councilor Lessard

Vote: Unanimous in favor.

Motion passed.

11.h 2025.139 Approval/Amend Chapter 42, Art IV - Sec. 42-92 Limited Parking - Delete

15-min Parking, 163 Main St

Motion: Councilor Belanger

Second: Councilor Lessard

Vote: Unanimous in favor.

Motion passed.

*11.i 2025.140 Approval/Amend Code of Ordinances, Chapter 42, Art IV, - Sec. 42-92 -
Limited Parking - Add 15-Min Parking, Main/York*

Motion: Councilor Belanger

Second: Councilor Lessard

Vote: Unanimous in favor.

Motion passed.

11.j 2025.142 Approval/Fortunes Rock Ocean Wall Repair

Motion: Councilor LaFountain

Second: Councilor Lessard

Code Enforcement Officer Roby Fecteau explained the funding and FEMA process.

Vote: Unanimous in favor.

Motion passed.

12. Public Addressing the Council

One citizen asked about the committee selection process.

One citizen thanked the City Manager for the goals presentation.

One Citizen spoke about the tax bills and the comprehensive plan deadlines.

13. City Manager Report

City Manager Truc Dever spoke about the tax bills; they have been available online since 9-30-25 and then were mailed. There is an alert button at the top of the city's home page to link to the latest information about taxes and paying online.

She spoke about plans to support customers with extra help answering tax phone calls and processing payments by mail.

She had a meeting this week with Maine Water to discuss the sewer bills and will have an update for council at the next meeting.

The comprehensive plan is being worked on by city staff, they are aware of the deadlines. This will also be a topic at the department head workshop later this month.

She thanked the Fire Department for their quick response to two fires this week.

She gave project updates from the public works director.

14. Committee Updates by Council

None

15. Other Business

Councilor Lessard mentioned the extra days this month for leaf disposal. City Manager commented that the details are in the public works section of the city website.

Councilor Doughty gave a shout out to the Public Works and Recreation teams for the great job on the new playground. It is very popular.

Councilor Gross asked about the overnight work happening on Elm Street. Constituents who walk would like some extra safety measures.

16. Council President Addressing the Council

Council President LaFountain praised the open house held by the Fire Department; it was a huge success. He also praised the Citizens Advisory Committee for their work keeping the playground issue moving forward.

17. Mayor Addressing the Council

Mayor Grohman explained the process for committee applications and noted the 3 positions that were appointed tonight.

School enrollment is up for thirteen years.

The Biddeford Saco Chamber is hosting a 10 Talks on 10-15-25 and City Manager Dever will be one of the speakers.

18. Executive Session

18.a Executive Session 1 MRS 405 (6) e Legal Matters

18.b Executive Session 1 MRS 405(6) d- Labor Negotiations

18.c Executive Session 1 MRS 405(6)a- Employment of a Public Employee 19. Adjourn

Motion to enter at 7:54 pm by Councilor Belanger

Second: Councilor Lessard

Vote: Unanimous in favor.

Motion passed.

Motion to exit at 8:56 pm by Councilor Belanger

Second: Councilor Lessard

Vote: Unanimous in favor.

Motion passed.

Adjourn:

Motion to adjourn at 8:56 pm by Councilor Belanger

Second: Councilor Lessard

Vote: Unanimous in favor.

Meeting adjourned



City Council

Meeting Date: October 21, 2025
Meeting Time: 6:00 PM
Agenda Item No: 9.a
Item Description: 2025.136 Approval GA maximums
Submitted By: Jacob Hammer, General Assistance Supervisor

Key Terms:

General assistance program- a service administered by a municipality for the immediate aid of persons who are unable to provide the basic necessities essential to maintain themselves or their families. A general assistance program provides a specific amount and type of aid for defined needs during a limited period of time and is not intended to be a continuing "grant-in-aid" or "categorical" welfare program. This definition shall not in any way lessen the responsibility of each municipality to provide general assistance to a person each time that the person has need and is found to be otherwise eligible to receive general assistance. TITLE 22 §4301

Maximum Levels of Assistance - The amount of financial assistance for a commodity or service as established in Ordinance § 6.8 or the actual cost of any such basic necessity, whichever is less.

Housing Maximums - The maximum levels of housing assistance have been derived either from a locally accomplished fair market rental survey or the fair market rental values developed by the U.S. Department of Housing and Urban Development (HUD). The maximum levels of housing derived from HUD are values made effective as of every October 1, and adjusted to disregard the current and averaged utility allowances as developed by the Maine State Housing Authority.

Fair Market Survey - a municipality-conducted study of current, local rental housing costs—based on representative data sources, standardized methods, and transparent documentation used to establish reasonable and adequate housing maximums for General Assistance in compliance with Maine law.

Executive Summary:

Each October, municipalities are required to adopt updated maximum levels of General Assistance (GA) benefits, as established by the State of Maine. These maximums apply both to the overall level of assistance and to specific categories such as housing, food, and other basic necessities.

The City Council must determine whether to adopt the State's published maximums or to establish alternative local maximums for certain categories. Historically, Biddeford has adopted the State maximums. However, last year, Council requested that staff conduct a fair market survey to assess whether state housing and maximums adequately reflect local market conditions.

Staff have completed this survey, and the results are included in this agenda item. Based on these findings, Council is asked to consider whether to continue with the State-provided maximums or to adopt in-house adjustments for housing and food assistance to better align with Biddeford's market realities.

Repeal of last year's Maximum Levels of Assistance (Appendices A-H of the General Assistance Ordinance) and Approval of the updated GA maximums is required to ensure the City remains in compliance with State law and that residents have access to the assistance levels established for FY 2026.

Detailed Review:

1. Background

Each October, municipalities must adopt updated maximum levels of General Assistance (GA). These include an overall household maximum and category-specific maximums (housing, food, utilities, etc.). For FY 2026 (Oct 1, 2025 – Sept 30, 2026), the State has published York County HMFA maximums. The City Council must vote whether to adopt these State maximums or to establish in-house adjusted maximums. Last year, Council directed staff to conduct a **fair market survey** of local housing and food costs. The housing survey results are presented below.

2. Regional Context

The City of Saco and **Town of Old Orchard Beach** both adopt **Portland's maximums** yearly, rather than the State's York County figures. This sets a regional precedent for adjusting upward where State maximums may be insufficient. Portland maximums are typically higher than York County's, especially for housing.

3. FY 2026 York County (State) Housing Maximums vs Local Survey

Unit Size	York County FY 26 Max (Heated)	Portland Max (FY 26)	Biddeford Survey Avg
Studio	\$1,257	\$1,496	\$1,340
1 BR	\$1,420	\$1,698	\$1,713
2 BR	\$1,751	\$2,185	\$1,997
3 BR	\$2,316	\$2,767	\$2,362
4 BR	\$2,550	\$3,393	\$2,796

Key Findings:

Across all unit sizes, Biddeford's average rents are **above York County's maximums**. Compared to the survey results, York County suggested numbers are not significantly off. Additionally, the numbers provided by the state for use are not based on average incomes. They are based on HUD's fair market rents (40th percentile) adjusted to disregard utility allowances formulated by Maine State Housing Authority.

4. Fiscal Considerations

Any upward adjustment increases the City's gross GA expenditures. The State currently reimburses **70%** of eligible GA costs, so the local share of increases would be 30%. An increase was added to the Health & Welfare GA Client Rent Expense Increase budget (21125-60731) for FY 26 and, as such, should absorb increased expenses.

Additionally, for the Seeds of Hope overnight program, reimbursement for eligible bed nights will increase regardless of Council decision. Currently, \$39 per unit of eligible bed nights is reimbursable at 70% (the City pays \$50 per unit) through the GA program. With approval of the DHHS suggested numbers, \$41.90 per eligible bed night would become reimbursable at 70%. If the Council wished to explore adopting the Portland maximums, the reimbursable portion per unit would be \$49.80.

Funding Source:

GA related expenses come from budget account 21125.

Staff Recommendation:

Staff recommends that the City Council repeal the current Maximum Levels of Assistance (Appendices A-H of the GA Ordinance) and approve the adoption of the York County General Assistance maximums for Fiscal Year 2026 as established by the Maine Department of Health and Human Services.

Staff recommends adoption of the York County General Assistance maximums for FY26 because they strike an appropriate balance between aligning with actual housing costs and ensuring the sustainability of the program. While the local housing survey conducted by staff indicated that average rents in our community were higher than the countywide maximums, the difference was not substantial enough to justify deviating from the state-established figures.

It is also important to note that General Assistance maximums influence the rental market in our community. Some building owners set their rental rates at or near the GA maximums. Increasing these maximums above the county level could have the unintended consequence of artificially raising the rental floor in our community, ultimately driving up housing costs for all residents.

Next Steps:

1. Approval of the Order at hand will require a Second Reading.
2. Upon Approval of the Order and signing of the attached DHHS Appendices Adoption Form by the Municipal Officers, Staff will update the maximums with DHHS and this GA office will be compliant with the annual process for updating GA maximums.

Attachments:

1. FY26 GA Maximums Adoption Council Order 2nd
2. 25-26 GA Maximum Reference Sheet - York County
3. 2025 GA Appendices Adoption Form
4. 2025 GA Maximums - Appendix A
5. 2025 GA Maximums - Appendix B
6. 2025 GA Maximums - Appendix C
7. 2025 GA Maximums - Appendix D, E, & F & Summary Sheet
8. 2025 GA Maximums - Appendix G
9. 2025 GA Maximums - Appendix H

City of Biddeford



2025.136 IN BOARD OF CITY COUNCIL... OCTOBER 7TH 2025
BE IT ORDERED, that the City Council of the City of Biddeford hereby repeals Appendices A-H of the City of Biddeford General Assistance Ordinance and replaces them with the updated FY 25-26 Appendices A-H as provided by the State of Maine Department of Health and Human Services.

October 7, 2025

Motion: Councilor LaFountain
Second: Councilor Lessard
Vote: Unanimous in favor.
Motion passed.

October 21, 2025

Attest by: _____

General Assistance Maximums Reference Sheet-York County HMFA

SFY 2026: Oct 1, 2025-Sept 30, 2026

OVERALL MAXIMUMS (A)				
Persons in Household				
1	2	3	4	5
\$1,278	\$1,443	\$1,778	\$2,347	\$2,589
Household of 6 =			\$2,664	
*Note: Add \$75 for each additional person.				

HOUSING MAXIMUMS (C)				
	Unheated		Heated	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	\$264	\$1,134	\$292	\$1,257
1	\$293	\$1,261	\$330	\$1,420
2	\$360	\$1,547	\$407	\$1,751
3	\$481	\$2,069	\$539	\$2,316
4	\$524	\$2,251	\$593	\$2,550
Recovery Residence			\$247.50	\$1,065.00
26+ rooms			\$173.25	\$745.50

FOOD MAXIMUMS (B)			
Persons	Weekly	Monthly	
1	\$69.30	\$298.00	
2	\$126.98	\$546.00	
3	\$182.56	\$785.00	
4	\$231.16	\$994.00	
5	\$275.12	\$1,183.00	
6	\$330.47	\$1,421.00	
7	\$365.35	\$1,571.00	
8	\$416.05	\$1,789.00	
Note: For each additional person add \$218 per month.			

FUNERAL MAXIMUMS (H)	
Burial	\$1,620
Additional costs that may be allowed:	
* A cremation lot in the least expensive section of the cemetery.	
* Urn, not to exceed \$55.	
* Transportation costs at a reasonable rate per mile.	
Cremation	\$1,125
Additional costs that may be allowed:	
* Wholesale cost of cement liner, if required.	
* Opening and closing of gravesite.	
* A lot in the least expensive section of the cemetery unless they can provide a lot in a municipally owned cemetery.	

ELECTRIC (D)					
Without electric heat/hot water			WITH electric heat/hot water		
# in HH	Weekly	Monthly	# in HH	Weekly	Monthly
1	\$19.95	\$85.50	1	\$29.63	\$127.00
2	\$22.52	\$96.50	2	\$34.07	\$146.00
3	\$24.97	\$107.00	3	\$39.67	\$170.00
4	\$27.53	\$118.00	4	\$46.32	\$198.50
5	\$29.88	\$128.50	5	\$55.65	\$238.50
6	\$32.55	\$139.50	6	\$58.68	\$251.50
For each additional person, add \$10.50/mo			For each additional person, add \$14.50/mo		
NOTE: For an electrically heated dwelling also see “Heating Fuel” maximums below. But remember, an applicant is not automatically entitled to the “maximums” established applicants must demonstrate need. 1) Electricity Maximums for Households Without Electric Hot Water: The maximum amounts allowed for utilities, for lights, cooking and other electric uses excluding electric hot water and heat:			2) Electricity Maximums for Households with Electrically Heated Hot Water: The maximum amounts allowed for utilities, hot water, for lights, cooking and other electric uses excluding heat:		
HEATING FUEL (E)			NOTE: When the dwelling unit is heated electrically, the maximum amount allowed for heating purposes will be calculated by multiplying the number of gallons of fuel allowed for that month by the current price per gallon. When fuels such as wood, coal and/or natural gas are used for heating purposes, they will be budgeted at actual rates, if they are reasonable. No eligible applicant shall be considered to need more than 7 tons of coal per year, 8 cords of wood per year, 126,000 cubic feet of natural gas per year, or 1000 gallons of propane.		
Month	Gallons				
January	225				
February	225				
March	125				
April	125				
May	50				
June - August	0				
September	50				
October	100				
November	200				
December	200				

PERSONAL CARE & HOUSEHOLD SUPPLIES (F)			SUPPLEMENTS FOR HOUSEHOLDS WITH CHILDREN UNDER 5 (F)		
# in HH	Weekly	Monthly	# of Children	Weekly	Monthly
1-2	\$10.50	\$45.00	1	\$12.80	\$55.00
3-4	\$11.60	\$50.00	2	\$17.40	\$75.00
5-6	\$12.80	\$55.00	3	\$23.30	\$100.00
7-8	\$14.00	\$60.00	4	\$27.90	\$120.00
For each additional person add \$1.25/wk or \$5 per month			When an applicant can verify expenditures for the following items, a special supplement will be budgeted as necessary for households with children under 5 years of age for items such as cloth or disposable diapers, laundry powder, oil, & shampoo, up to the following amounts:		
Mileage Rate (G)		\$.54 per mile			

GA Hotline: 1-800-442-6003, option 2 then 1

Revised 09/04/2025

MUNICIPALITY OF _____
GENERAL ASSISTANCE ORDINANCE

Pursuant to 22 M.R.S. § 4305(1), the municipal officers of the Municipality of _____, after notice and hearing, hereby amend the municipal General Assistance Ordinance by repealing and replacing appendices A through H of the existing ordinance with the attached appendices A through H, which shall be in effect from October 1, 202__ through September 30, 202__. This amendment will be filed with the Maine Department of Health & Human Services (DHHS) pursuant to 22 M.R.S. § 4305(4), and a copy of the ordinance and amended appendices shall be available for public inspection at the municipal office along with a copy of the 22 M.R.S. chapter 1161.

Signed this _____ day of _____, 20__, by the municipal officers:

(Print Name)

(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

[Please send a copy of the enactment page only to DHHS, 109 Capitol Street, SHS 11, Augusta, ME 04330-0011]

2025-2026 GA Overall Maximums

Metropolitan Areas

Persons in Household					
COUNTY	1	2	3	4	5*
Bangor HMFA: Bangor, Brewer, Eddington, Glenburn, Hampden, Hermon, Holden, Kenduskeag, Milford, Old Town, Orono, Orrington, Penobscot Indian Island Reservation, Veazie	1,137	1,225	1,566	2,008	2,401
Cumberland County HMFA: Baldwin, Bridgton, Brunswick, Harpswell, Harrison, Naples, New Gloucester, Pownal, Sebago	1,317	1,463	1,920	2,410	2,934
Lewiston/Auburn MSA: Auburn, Durham, Greene, Leeds, Lewiston, Lisbon, Livermore, Livermore Falls, Mechanic Falls, Minot, Poland, Sabattus, Turner, Wales	988	1,093	1,395	1,829	2,030
Penobscot County HMFA: Alton, Argyle UT, Bradford, Bradley, Burlington, Carmel, Carroll plantation, Charleston, Chester, Clifton, Corinna, Corinth, Dexter, Dixmont, Drew plantation, East Central Penobscot UT, East Millinocket, Edinburg, Enfield, Etna, Exeter, Garland, Greenbush, Howland, Hudson, Kingman UT, Lagrange, Lakeville, Lee, Levant, Lincoln, Lowell town, Mattawamkeag, Maxfield, Medway, Millinocket, Mount Chase, Newburgh Newport, North Penobscot UT, Passadumkeag, Patten, Plymouth, Prentiss UT, Seboeis plantation, Springfield, Stacyville, Stetson, Twombly UT, Webster plantation, Whitney UT, Winn, Woodville	923	968	1,271	1,601	1,895
Portland HMFA: Cape Elizabeth, Casco, Chebeague Island, Cumberland, Falmouth, Freeport, Frye Island, Gorham, Gray, Long Island, North Yarmouth, Portland, Raymond, Scarborough, South Portland, Standish, Westbrook, Windham, Yarmouth; Buxton, Hollis, Limington, Old Orchard Beach	1,517	1,721	2,212	2,798	3,429
Sagadahoc HMFA: Arrowsic, Bath, Bowdoin, Bowdoinham, Georgetown, Perkins UT, Phippsburg, Richmond, Topsham, West Bath, Woolwich	1,141	1,285	1,579	2,212	2,651

Appendix A
Effective: 10/01/25-09/30/26

COUNTY	1	2	3	4	5*
York County HMFA: Acton, Alfred, Arundel, Biddeford, Cornish, Dayton, Kennebunk, Kennebunkport, Lebanon, Limerick, Lyman, Newfield, North Berwick, Ogunquit, Parsonsfield, Saco, Sanford, Shapleigh, Waterboro, Wells	1,278	1,443	1,778	2,347	2,586
York/Kittery/S.Berwick HMFA: Berwick, Eliot, Kittery, South Berwick, York	1,487	1,681	2,168	2,807	3,641

*Note: Add \$75 for each additional person.

Non-Metropolitan Areas

Persons in Household

COUNTY	1	2	3	4	5*
Aroostook County	803	871	1,085	1,486	1,569
Franklin County	842	936	1,228	1,621	1,816
Hancock County	1,139	1,140	1,349	1,787	1,791
Kennebec County	985	991	1,276	1,599	1,913
Knox County	972	987	1,200	1,597	1,780
Lincoln County	1,190	1,213	1,375	1,807	2,217
Oxford County	937	942	1,223	1,623	2,024
Piscataquis County	848	943	1,236	1,489	1,738
Somerset County	932	1,002	1,177	1,532	1,661
Waldo County	1,117	1,123	1,347	1,734	2,284
Washington County	871	875	1,136	1,582	1,695

* Please Note: Add \$75 for each additional person.

Appendix B

Effective: 10/01/25 to 09/30/26

2025-2026 Food Maximums

Please Note: The maximum amounts allowed for food are established in accordance with the [U.S.D.A. Thrifty Food Plan](#). As of October 1, 2025, those amounts are:

Number in Household	Weekly Maximum	Monthly Maximum
1	69.30	298.00
2	126.98	546.00
3	182.56	785.00
4	231.16	994.00
5	275.12	1,183.00
6	330.47	1,421.00
7	365.35	1,571.00
8	416.05	1,789.00

Note: For each additional person add \$218 per month.

2025-2026 GA Housing Maximums (Heated & Unheated Rents)

NOTE: NOT ALL MUNICIPALITIES SHOULD ADOPT THESE SUGGESTED HOUSING MAXIMUMS! ONLY consider adopting the following numbers if these figures are consistent with local rent values. If not, a market survey should be conducted, and the figures altered accordingly. The results of any such survey must be presented to DHHS prior to adoption. **Or, no housing maximums should be adopted and eligibility should be analyzed in terms of the Overall Maximum—Appendix A. (See Instruction Memo for further guidance.)**

Non-Metropolitan FMR Areas

Aroostook County				
Bedrooms	Unheated		Heated	
	Weekly	Monthly	Weekly	Monthly
0	149	640	181	779
1	155	667	196	844
2	192	826	245	1,054
3	273	1,174	338	1,451
4	278	1,196	356	1,529
Franklin County				
Bedrooms	Unheated		Heated	
	Weekly	Monthly	Weekly	Monthly
0	158	679	190	818
1	170	732	211	909
2	225	969	278	1,197
3	304	1,309	369	1,586
4	336	1,443	413	1,776
Hancock County				
Bedrooms	Unheated		Heated	
	Weekly	Monthly	Weekly	Monthly
0	231	995	260	1,118
1	231	995	260	1,118
2	260	1,118	307	1,322
3	351	1,509	408	1,756
4	351	1,509	408	1,756
Kennebec County				
Bedrooms	Unheated		Heated	
	Weekly	Monthly	Weekly	Monthly
0	196	841	224	964
1	196	841	225	968
2	243	1,045	291	1,249
3	307	1,321	365	1,568
4	367	1,578	437	1,877

Non-Metropolitan FMR Areas

<u>Knox County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	192	828	221	951
1	192	828	224	964
2	225	969	273	1,173
3	307	1,319	364	1,566
4	336	1,445	406	1,744
<u>Lincoln County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	243	1,046	272	1,169
1	243	1,046	277	1,190
2	266	1,144	314	1,348
3	356	1,529	413	1,776
4	438	1,882	507	2,181
<u>Oxford County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	184	793	213	916
1	184	793	214	919
2	231	992	278	1,196
3	313	1,345	370	1,592
4	393	1,689	462	1,988
<u>Piscataquis County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	159	685	192	824
1	172	739	213	916
2	227	977	280	1,205
3	274	1,177	338	1,454
4	317	1,365	395	1,698
<u>Somerset County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	183	788	212	911
1	191	820	228	979
2	220	946	267	1,150
3	292	1,254	349	1,501
4	308	1,326	378	1,625

Non-Metropolitan FMR Areas

<u>Waldo County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	226	973	255	1,096
1	226	973	256	1,100
2	260	1,116	307	1,320
3	339	1,456	396	1,703
4	453	1,949	523	2,248
<u>Washington County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	169	727	198	850
1	169	727	198	852
2	210	905	258	1,109
3	303	1,305	361	1,551
4	316	1,360	386	1,659

Metropolitan FMR Areas

<u>Bangor HMFA</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	231	993	260	1,116
1	243	1,043	280	1,202
2	310	1,335	358	1,539
3	402	1,730	460	1,977
4	481	2,066	550	2,365
<u>Cumberland Cty. HMFA</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	273	1,173	301	1,296
1	298	1,281	335	1,440
2	393	1,689	440	1,893
3	496	2,132	553	2,379
4	604	2,599	674	2,898
<u>Lewiston/Auburn MSA</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	196	844	225	967
1	212	911	249	1,070
2	271	1,164	318	1,368
3	361	1,551	418	1,798
4	394	1,695	464	1,994

Metropolitan FMR Areas

<u>Penobscot Cty. HMFA</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	181	779	210	902
1	183	786	220	945
2	242	1,040	289	1,244
3	308	1,323	365	1,570
4	363	1,560	432	1,859
<u>Portland HMFA</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	319	1,373	348	1,496
1	358	1,539	395	1,698
2	461	1,981	508	2,185
3	586	2,520	644	2,767
4	720	3,094	789	3,393
<u>Sagadahoc Cty. HMFA</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	232	997	261	1,120
1	256	1,103	293	1,262
2	313	1,348	361	1,552
3	450	1,934	507	2,181
4	539	2,316	608	2,615
<u>York Cty. HMFA</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	264	1,134	292	1,257
1	293	1,261	330	1,420
2	360	1,547	407	1,751
3	481	2,069	539	2,316
4	524	2,251	593	2,550
<u>York/Kittery/S. Berwick HMFA</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	312	1,343	341	1,466
1	349	1,499	386	1,658
2	450	1,937	498	2,141
3	588	2,529	646	2,776
4	769	3,306	838	3,605

2025-2026 GA MAXIMUMS SUMMARY SHEET

Note: The overall maximums found in *Appendices A, B, C, D, E, and F* are effective from **October 1, 2025 to September 30, 2026.**

APPENDIX A - OVERALL MAXIMUMS

<u>County</u>	<u>Persons in Household</u>					
	1	2	3	4	5	6
NOTE: For each additional person add \$75 per month.						
(The applicable figures from Appendix A, <i>once adopted</i>, should be inserted here.)						

APPENDIX B - FOOD MAXIMUMS

<u>Number in Household</u>	<u>Weekly Maximum</u>	<u>Monthly Maximum</u>
1	\$ 69.30	\$ 298.00
2	126.98	546.00
3	182.56	785.00
4	231.16	994.00
5	275.12	1,183.00
6	330.47	1,421.00
7	365.35	1,517.00
8	416.05	1,789.00
NOTE: For each additional person add \$218 per month.		

APPENDIX C - HOUSING MAXIMUMS

<u>Number of Bedrooms</u>	<u>Unheated</u>		<u>Heated</u>	
	<u>Weekly</u>	<u>Monthly</u>	<u>Weekly</u>	<u>Monthly</u>
0				
1				
2				
3				
4				
(The applicable figures from Appendix C, <i>once adopted</i>, should be inserted here.)				

FOR MUNICIPAL USE ONLY

APPENDIX D - UTILITIES

ELECTRIC

NOTE: For an electrically heated dwelling also see “Heating Fuel” maximums below. But remember, an applicant is ***not automatically*** entitled to the “maximums” established—applicants must demonstrate need.

1) Electricity Maximums for Households Without Electric Hot Water: The maximum amounts allowed for utilities, for lights, cooking and other electric uses ***excluding*** electric hot water and heat:

<u>Number in Household</u>	<u>Weekly</u>	<u>Monthly</u>
1	\$19.95	\$ 85.50
2	\$22.52	\$ 96.50
3	\$24.97	\$107.00
4	\$27.53	\$118.00
5	\$29.88	\$128.50
6	\$32.55	\$139.50

NOTE: For each additional person add \$10.50 per month.

2) Electricity Maximums for Households With Electrically Heated Hot Water: The maximum amounts allowed for utilities, hot water, for lights, cooking and other electric uses ***excluding*** heat:

<u>Number in Household</u>	<u>Weekly</u>	<u>Monthly</u>
1	\$29.63	\$127.00
2	\$34.07	\$146.00
3	\$39.67	\$170.00
4	\$46.32	\$198.50
5	\$55.65	\$238.50
6	\$58.68	\$251.50

NOTE: For each additional person add \$14.50 per month.

NOTE: For electrically heated households, the maximum amount allowed for electrical utilities per month shall be the sum of the appropriate maximum amount under this subsection and the appropriate maximum for heating fuel as provided below.

APPENDIX E - HEATING FUEL

<u>Month</u>	<u>Gallons</u>	<u>Month</u>	<u>Gallons</u>
September	50	January	225
October	100	February	225
November	200	March	125
December	200	April	125
		May	50

FOR MUNICIPAL USE ONLY

NOTE: When the dwelling unit is heated electrically, the maximum amount allowed for heating purposes will be calculated by multiplying the number of gallons of fuel allowed for that month by the current price per gallon. When fuels such as wood, coal and/or natural gas are used for heating purposes, they will be budgeted at actual rates, if they are reasonable. No eligible applicant shall be considered to need more than 7 tons of coal per year, 8 cords of wood per year, 126,000 cubic feet of natural gas per year, or 1000 gallons of propane.

APPENDIX F - PERSONAL CARE & HOUSEHOLD SUPPLIES

<u>Number in Household</u>	<u>Weekly Amount</u>	<u>Monthly Amount</u>
1-2	\$10.50	\$45.00
3-4	\$11.60	\$50.00
5-6	\$12.80	\$55.00
7-8	\$14.00	\$60.00

NOTE: For each additional person add \$1.25 per week or \$5.00 per month.

SUPPLEMENT FOR HOUSEHOLDS WITH CHILDREN UNDER 5

When an applicant can verify expenditures for the following items, a special supplement will be budgeted as necessary for households with children under 5 years of age for items such as cloth or disposable diapers, laundry powder, oil, shampoo, and ointment up to the following amounts:

<u>Number of Children</u>	<u>Weekly Amount</u>	<u>Monthly Amount</u>
1	\$12.80	\$55.00
2	\$17.40	\$75.00
3	\$23.30	\$100.00
4	\$27.90	\$120.00

FOR MUNICIPAL USE ONLY

2025-2026 Mileage Rate

This municipality adopts the State of Maine travel expense reimbursement rate as set by the Office of the State Comptroller. The current rate for approved employment and necessary medical travel etc. is 54 cents (54¢) per mile.

Please refer to the Office of the State Controller for changes to this rate at 626-8420 or visit <https://www.maine.gov/osc/travel/mileage-other-info>.

Funeral Maximums

Burial Maximums

The maximum amount of general assistance granted for the purpose of burial is **\$1,620**. The municipality's obligation to provide funds for burial purposes is limited to a reasonable calculation of the funeral director's direct costs, not to exceed the maximum amounts of assistance described in this section. Allowable burial expenses are limited to:

- removal of the body from a local residence or institution
- a secured death certificate or obituary
- embalming
- a minimum casket
- a reasonable cost for necessary transportation
- other reasonable and necessary specified direct costs, as itemized by the funeral director and approved by the municipal administrator.

Additional costs may be allowed by the GA administrator, where there is an actual cost, for:

- the wholesale cost of a cement liner if the cemetery by-laws require one;
- the opening and closing of the grave site; and
- a lot in the least expensive section of the cemetery. If the municipality is able to provide a cemetery lot in a municipally owned cemetery or in a cemetery under municipal control, the cost of the cemetery lot in any other cemetery will not be paid by the municipality.

Cremation Maximums

The maximum amount of assistance granted for a cremation shall be **\$1,125**.

The municipality's obligation to provide funds for cremation purposes is limited to a reasonable calculation of the funeral director's direct costs, not to exceed the maximum amounts of assistance described in this section. Allowable cremation expenses are limited to:

- removal and transportation of the body from a local residence or institution
- professional fees
- crematorium fees
- a secured death certificate or obituary

Appendix H

Effective: 10/01/25-9/30/26

- other reasonable and necessary specified direct costs, as itemized by the funeral director and approved by the municipal administrator.

Additional costs may be allowed by the GA administrator where there is an actual cost, for:

- a cremation lot in the least expensive section of the cemetery
- a reasonable cost for a burial urn not to exceed \$55
- transportation costs borne by the funeral director at a reasonable rate per mile for transporting the remains to and from the cremation facility.



City Council

Meeting October 21, 2025

Date:

Meeting 6:00 PM

Time:

Agenda 9.b

Item No:

Item 2025.127 Approval/Amend Part II Code of Ordinances, Chapter 2, Art IV - Fire

Description: Advisory Committee, Police Advisory Committee, Public Safety Advisory Committee

Submitted Brian S. Phinney, COO (on behalf of the Policy Committee)

By:

Key Terms:

Executive Summary:

The Policy Committee is in the process of reviewing ordinance provisions governing the structure, membership, and responsibilities of various boards, committees, and commissions to ensure consistency and clarity within the City's Code of Ordinances. As part of this effort, the Committee reviewed the Police Advisory Committee and Fire Advisory Committee ordinances and considered a proposal to establish a consolidated Public Safety Advisory Committee.

While the City Charter requires the continuation of both the Police Advisory Committee and Fire Advisory Committee, the proposed amendments to Chapter 2, Article IV retain these committees while also creating a new Public Safety Advisory Committee. The amendments are formatted in alignment with the standardized ordinance template recently adopted under Resolve 2025.19. The Public Safety Advisory Committee will be composed of members from both advisory committees, along with a council representative and a student member, and will provide a structured forum for communication between the Police and Fire Departments and the community.

The Policy Committee voted to forward the final draft ordinance amendments to the City Council for review and adoption, with all revisions presented in redlined format for clarity. The

City Council performed a first reading on October 2, 2025. This review constitutes the second reading.

Detailed Review:

The Policy Committee has been reviewing the various ordinance sections referencing the organization and structure of the boards/committees/commissions (member make-up, ordinance structure, and responsibilities) in order to streamline the Code of Ordinances, provide consistency for readers, and evaluate and address potential conflicts, ambiguities, and inconsistencies.

The Policy Committee specifically reviewed the Police Advisory Committee and Fire Advisory Committee ordinances as well as a proposal to combine the two committees into the Public Safety Advisory Committee at its [June 23rd](#), [July 28th](#), and [August 25th](#) regular meetings.

The City Charter requires the establishment of both the Police Advisory Committee and the Fire Advisory Committee. As such, the amendments to Chapter 2, Article IV of the Code of Ordinances retain the enabling provisions for both the Fire Advisory (Attachment 1) and Police Advisory Committee (Attachment 2) and create a new Public Safety Advisory Committee (Attachment 3). The amendments to the Fire Advisory Committee and Police Advisory Committee sections of the ordinance and the draft Public Safety Advisory Committee are formatted to align with the recently adopted Board/Committee/Commission ordinance template, see [Resolve 2025.19](#).

The Policy Committee voted to forward the final version of the amendments to City Council for review and adoption. The amendments are provided in redlined format with additions shown and underlined text and deletions shown in strikeout format. The Public Safety Advisory Committee is composed of members of the Police Advisory Committee, Fire Advisory Committee, a council representative, and a student member. The Public Safety Advisory Committee, as proposed, serves to provide an organized forum for two-way communication between the Biddeford Police Department, the Biddeford Fire Department and the community.

Please note that the highlighted text in Sec 2-337(1) reflects a formatting correction identified after the Policy Committee moved the item to Council. The correction deletes the work "Commission" and replaces it with "PSAC" for consistency. The City Council performed a first reading on October 2, 2025.

Funding Source:

N/A

Staff Recommendation:

Staff supports the work of the Policy Committee to standardize the ordinance format and the concept of combining the Fire Advisory Committee and Police Advisory Committee into the

Public Safety Advisory Committee.

Next Steps:

If the City Council supports the amendments, the item will require two readings, with the final version becoming effective 30 days after the date of the second reading. This review constitutes a second reading. The City Council may amend the current drafts, propose and adopt amendments, or take no action.

Attachments:

1. 20251007 2025.127 Amend Chapter 2, Art IV - Boards, Committees, Commissions, Div 11, Div 12, Div 17 - ORDER 2nd
2. 20250916 Attachment 1 - Amend Chapter 2, Art IV, Div 11 Fire Advisory Committee - REDLINE
3. 20250916 Attachment 2 - Amend Chapter 2, Art IV, Div 12 Police Advisory Committee - REDLINE
4. 20251007 Attachment 3 - Amend Chapter 2 Art IV, Add Div 17 - Public Safety Advisory Committee - REDLINE

City of Biddeford



2025.127

IN BOARD OF CITY COUNCIL...October 7, 2025

BE IT ORDERED, that the Code of Ordinances, Chapter 2, Article IV – *Boards, Committees, Commissions*, be amended by adding or deleting text as referenced in Attachments 1 – 3, specific to Div 11 – Fire Advisory Committee, Div 12 – Police Advisory Committee, and Div 17 – Public Safety Advisory Committee.

October 7, 2025

Motion: Councilor Belanger

Second: Councilor Lessard

Vote: Unanimous in favor.

Motion passed.

October 21, 2025

Attest by: _____

Sec. 2-315. Authority or Establishment. The City of Biddeford Fire Advisory Committee (hereafter the "BFAC"), is hereby created.

~~There is hereby created and established the Biddeford Fire Advisory Committee, herein after BFAC, comprised of five members and a member of the Biddeford Fire Department to serve as an ex-officio member. All members shall be citizens and reside within the corporate limits of the City of Biddeford, with the exception of the ex-officio member who may reside outside of the City. In appointing members to the BFAC, the Mayor and City Council shall seek to appoint members from a cross section of all citizens. The BFAC is established under the authority of the Biddeford City Council and shall serve under the directive of the City Council.~~

Sec. 2-316. ~~Purpose;~~Duties and Responsibilities. The BFAC shall have the following duties and responsibilities:

BFAC members shall serve as representatives of the fire service on the Public Safety Advisory Committee.

- ~~(a) The purpose of the Committee is to provide an organized forum for two-way communication between the Biddeford Fire Department and the community.~~
- ~~(b) Responsibilities shall include:~~
 - ~~(1) Where appropriate, make recommendations to the City Council and Fire Department on substantive issues, with the goal of improved fire services. For the purpose of this division, "substantive issues" are defined as matters of major or practical importance to all concerned. It shall not include personnel issues involving individual members or officers of the Fire Department or daily fire operations and implementation.~~
 - ~~(2) Assist in identifying potential Fire Department community partnerships to address public safety related issues within the community.~~
 - ~~(3) Identify community resources and support for public safety activities (such as parking and traffic); and give input to the City Council and the Fire Department regarding perceived effectiveness.~~
 - ~~(4) Receive information and comments from citizens at the Committee's open and public meeting forum regarding public safety issues.~~
 - ~~(5) Make reports to the City Council at such times as may be requested by the City Council or as the BFAC determines is necessary.~~

Sec. 2-317. Membership.

- ~~1. Members shall be appointed by the Mayor and confirmed by a majority of the City Council for staggered three-year terms. All subsequent appointments, except to fill a vacancy, shall be for three-year terms. A vacancy is created upon the death or written resignation to the BFAC Chair, or upon the vote of the City Council to remove a member. Members of the Committee shall serve~~

~~without pay and at the discretion of the City Council. The Biddeford Fire Chief, or his designee, shall serve as the administrator, advisor and ex officio member, and shall provide assistance to the BFAC. The BFAC shall consist of three (3) members, two (2) voting members and one (1) associate member. Each member shall be nominated by the Mayor and confirmed by the City Council. All current members shall have a term of office expiring no later than December 31, 2025. The Mayor shall have the discretion of appointing members and associate members to the BFAC for shorter terms in order to accomplish of staggered three year terms.~~

2. Associate members may be made voting members of the BFAC upon the absence, vacancy, retirement or nonappointment of a voting member. The chairperson shall appoint a nonvoting member as a voting member for any absence. All other appointments shall be made in accordance with the City Charter, Article II, Sec 2(a) – Appointment of Citizens.
3. All members of the BFAC shall be registered voters and residents of the City of Biddeford.
4. Members of the BFAC shall reflect as much as possible several geographic areas of the City and shall have diverse professional or employment backgrounds. This is to ensure as much as possible that the interests of the City and applicants are fairly and reasonably represented.

Sec. 2-318. ~~Organization of Committee~~Vacancies, Removal from Office, Committee Officers, Staff, Meetings, Authority to Establish Subcommittees, and Conflicts. ~~The rules and procedures governing these sections shall be in accordance with the corresponding section in Div 17 – Public Safety Advisory Committee.~~

- ~~(a) The Mayor shall appoint a Chair and a Vice Chair. The Chair shall serve a two-year term. A quorum shall consist of three members. The Chair shall be counted in determining a quorum~~
- ~~(b) and shall have one vote.~~
- ~~(c) The Vice Chair shall serve a two-year term. The Vice Chair shall serve as Chair upon the death or resignation of the Chair, or upon the office of the Chair becoming vacant. The Vice Chair shall discharge the powers of the office of the Chair at any meeting at which the Chair is absent. The Vice Chair shall be counted in determining a quorum and shall have one vote.~~
- ~~(d) The ex officio member of the BFAC is a nonvoting member and shall serve in an advisory capacity.~~
- ~~(e) The duties of a secretary responsible for recording meeting minutes shall be rotated sequentially among the Committee's membership for each meeting. The Chair shall be excluded from this responsibility. A roster for secretarial duties shall be established by the Committee.~~
- ~~(f) A quorum consisting of three members shall be necessary to take any BFAC action authorized or required by this division. An issue shall carry by a majority of those voting.~~
- ~~(g) Notice of any expired terms and/or vacancies shall be given to the public. The Mayor shall nominate and the City Council shall confirm all appointments to fill expired terms and/or vacancies. The City Council may remove any member for misconduct or nonperformance of duty.~~
- ~~(h) The BFAC may adopt and amend from time to time rules to govern the conduct of its~~

~~administrative business, consistent with the provisions of this division.~~

Sec. 2-319. Meetings(Reserved).

- ~~(a) Meetings of the Biddeford Fire Advisory Committee shall be established by the BFAC. Meetings shall be held at the Biddeford City Hall or at a suitable municipal public location. Prior notice of any change in meeting date, time or place shall be provided to all members, the public, and the administrative staff 48 hours in advance of said meeting.~~
- ~~(b) All regularly scheduled and special meetings shall have an agenda approved by the Chair.~~

Part II Code of Ordinances
Chapter 2 – Administration
Article IV – Boards, Committees, Commissions
Division 12 – Police Advisory Committee

Sec. 2-320. Authority or Establishment. ~~[Amended 12-15-2020 by Ord. No. 2020.84]~~ The City of Biddeford Police Advisory Committee hereafter the "BPAC", is hereby created.

~~There is hereby created and established the Biddeford Police Advisory Committee, hereinafter BPAC, comprised of five members and a member of the Biddeford Police Department to serve as an ex-officio member. All members shall be citizens and reside within the corporate limits of the City of Biddeford, except the ex-officio member who may reside outside of the City. In appointing members to the BPAC, the Mayor and City Council shall seek to appoint members from a cross section of all citizens, taking into consideration the person's expertise, background and other relevant experiences. The BPAC is established under the authority of the Biddeford City Council and shall serve under the directive of the City Council.~~

Sec. 2-321. Purpose; Duties and Responsibilities. The BPAC shall have the following duties and responsibilities:

BPAC members shall serve as representatives of the police service on the Public Safety Advisory Committee.

~~(a) — The purpose of the Committee is to provide an organized forum for two-way communication between the Biddeford Police Department, and the community.~~

~~(b) Responsibilities shall include:~~

~~(1) — When appropriate, make recommendations to the Police Department on matters, with a goal of enhancing police-community relations. These recommendations shall not include personnel matters involving individual members or officers of the Police Department, or matters that deal with daily police operational enforcement, and implementation strategies. [Amended 12-15-2020 by Ord. No. 2020.84]~~

~~(2) — Assist in identifying potential Police Department community partnerships that focus or address public safety matters within the community. [Amended 12-15-2020 by Ord. No. 2020.84]~~

~~(3) — Identify community resources and support for public safety activities. [Amended 12-15-2020 by Ord. No. 2020.84]~~

~~(4) — Receive information and comments from citizens at the Committee's open and public meeting forum regarding public safety issues.~~

~~(5) Make reports to the City Council and/or Police Chief at such times as may be requested by the City Council, Police Chief or as the BPAC determines is necessary. Make reports to the City Council at such times as may be requested by the City Council. [Amended 12-15-2020 by Ord. No. 2020.84]~~

Sec. 2-322. Membership.

1. Members shall be appointed by the Mayor and confirmed by a majority of the City

~~Council for staggered three-year terms. All subsequent appointments, except to fill a vacancy, shall be for three-year terms. A vacancy is created upon the death or written resignation to the BPAC or upon the vote of the City Council to remove a member. Members of the Committee shall serve without pay and at the discretion of the City Council. The Biddeford Police Chief, or his designee, shall serve as the administrator, advisor and ex officio member, and shall provide assistance to the BPAC. The BPAC shall consist of three (3) members, two (2) voting members and one (1) associate member. Each member shall be nominated by the Mayor, confirmed by the City Council. All current members shall have a term of office expiring no later than December 31, 2025. The Mayor shall have the discretion of appointing members and associate members to the BPAC for shorter terms in order to accomplish staggered three year terms.~~

2. Associate members may be made voting members of the BPAC upon the absence, vacancy, retirement or nonappointment of a voting member. The chairperson shall appoint a nonvoting member as a voting member for any absence. All other appointments shall be made in accordance with the City Charter, Article II, Sec 2(a) – Appointment of Citizens.
3. All members of the BPAC shall be registered voters and residents of the City of Biddeford.
4. Members of the BPAC shall reflect as much as possible several geographic areas of the City, and shall have diverse professional or employment backgrounds. This is to ensure as much as possible that the interests of the City and applicants are fairly and reasonably represented.

Sec. 2-323. ~~Organization of Committee. Vacancies, Removal from Office, Committee Officers, Staff, Meetings, Authority to Establish Subcommittees, and Conflicts.~~ The rules and procedures governing these sections shall be in accordance with the corresponding section in Div 17 - Public Safety Advisory Committee.

~~(a) — The Mayor shall appoint a Chair and a Vice Chair. The Chair shall serve a two-year term. A quorum shall consist of three members. The Chair shall be counted in determining a quorum and shall have one vote.~~

~~(b) — The Vice Chair shall serve a two-year term. The Vice Chair shall serve as Chair upon the death or resignation of the Chair, or upon the office of the Chair becoming vacant. The Vice Chair shall discharge the powers of the office of the Chair at any meeting at which the Chair is absent. The Vice Chair shall be counted in determining a quorum and shall have one vote.~~

~~(c) — The ex officio members of the BPAC is a nonvoting member and shall serve in an advisory capacity.~~

~~(d) — The duties of a secretary responsible for recording meeting minutes shall be rotated sequentially among the Committee's membership for each meeting. The Chair shall be excluded from this responsibility. A roster for secretarial duties shall be established by the Committee.~~

~~(e) — A quorum consisting of three members shall be necessary to take any BPAC action authorized or required by this article. An issue shall carry by a majority of those voting.~~

~~(f) — Notice of any expired terms and/or vacancies shall be given to the public. The Mayor shall nominate and the City Council shall confirm all appointments to fill expired terms and/or vacancies. The City Council may remove any member for misconduct or nonperformance of duty.~~

~~(g) The BPAC may adopt and amend from time to time rules to govern the conduct of its administrative business, consistent with the provisions of this division.~~

Sec. 2-324. Meetings.[\(Reserved\)](#)

~~(a) — Meetings of the Biddeford Police Advisory Committee shall be at the call of the Chair, and established by the BPAC. Meetings shall be held at the Biddeford City Hall or at a suitable municipal public location. Prior notice of any change in meeting date, time or place shall be provided to all members, the public, and the administrative staff 48 hours in advance of said meeting. [Amended 12-15-2020 by Ord. No. 2020.84]~~

~~(b) All regularly scheduled and special meetings shall have an agenda approved by the Chair.~~

Division 17 – Public Safety Advisory Committee

Sec. 2-337.33. Authority or Establishment. The City of Biddeford Public Safety Advisory Committee (hereafter the "PSAC", is hereby created.

Sec. 2-337.34. Duties and responsibilities. The PSAC shall have the following duties and responsibilities:

1. The duty of the Committee is to provide an organized forum for two-way communication between the Biddeford Police Department, the Biddeford Fire Department and the community.
2. Responsibilities shall include:
 - a. When appropriate, make recommendations to the Police and Fire Department on matters, with a goal of enhancing police/fire-community relations. These recommendations shall not include personnel matters involving individual members or officers of either the Police or Fire Departments, or matters that deal with daily police or fire operational enforcement, fire prevention, and their implementation strategies.
 - b. Assist in identifying potential Police/Fire Department community partnerships that focus or address public safety matters within the community.
 - c. Identify community resources and support for public safety activities.
 - d. Receive information and comments from citizens at the Committee's open and public meeting forum regarding public safety issues.
 - e. Make reports to the City Council and/or Police Chief or Fire Chief at such times as may be requested by the City Council, Police Chief, Fire Chief or as the PSAC determines is necessary. Make reports to the City Council at such times as may be requested by the City Council.

Sec. 2-337.35. Membership.

1. The PSAC shall consist of eight members. Five (5) shall be voting members consisting of the two (2) Fire Advisory Committee voting members, the two (2) Police Advisory Committee voting members, and one (1) City Council representative. Three (3) shall be nonvoting members comprised of the associate members of the Police and Fire Advisory Committees and one (1) nonvoting student representative. The purpose of the student representative is to provide youth insight and civic engagement opportunities for students. The student member shall not be counted toward a quorum and shall not be eligible for appointment as a voting member. Each member shall be nominated by the Mayor and confirmed by the City Council. All current appointments shall have a term expiring December 31, 2025. The Mayor shall have the discretion of appointing members and associate members to the PSAC with shorter terms in order to accomplish staggered three year terms.
2. Associate members may be made voting members of the PSAC upon the absence, vacancy, retirement or nonappointment of a voting member. The chairperson shall appoint a nonvoting member as a voting member for any absence. All other appointments shall be made in accordance with the City Charter, Article II, Sec 2(a) – Appointment of Citizens.

3. All members of the PSAC shall be registered voters and residents of the City of Biddeford except for the student representative who shall be a resident of Biddeford and currently enrolled at Biddeford High School.
4. Members of the PSAC shall reflect as much as possible several geographic areas of the City, and shall have diverse professional or employment backgrounds. This is to ensure as much as possible that the interests of the City and applicants are fairly and reasonably represented.

Sec. 2-337.36. Vacancies. In the event a member resigns or ceases to serve for any reason, the Mayor shall nominate with confirmation by the City Council a new member to serve for the remainder of the unexpired term.

Sec. 2-337.37. Removal from Office.

1. Members of the PSAC may be removed from office by the municipal officers for the following reasons:
 - a. A member is no longer a resident of the City of Biddeford; or
 - b. A member is absent from three consecutive regular PSAC meetings without being excused by the Chairperson; or
 - c. A member is absent from six meetings or workshops of the PSAC without being excused by the Chairperson; or
 - d. A member conducts themselves in a manner that is inconsistent with the Code of Ethics (Chapter 2, Article I, Sec 2-3), or their official position of the PSAC, i.e. consistent conflicts of interest or unprofessional behavior toward applicants, City employees, or members of the public at the discretion of the Chairperson.
 - e. A member is an elected official and resigns or no longer serves as a city councilor provided however they may be subsequently appointed as a voting member or associate member under Sec. 2-337.36 if so qualified.
2. Removal action may be initiated by the Mayor, a member of the City Council or the Chairperson of the PSAC. A letter shall be submitted to the municipal officers stating the reasons for the removal request, which shall be considered by the municipal officers within 30 days.
3. The PSAC member in question shall be provided a copy of the letter and shall be given the opportunity to appear before the municipal officers in public or in executive session at the discretion of the members in question.

Sec. 2-337.38. Public Safety Advisory Committee Officers.

1. A Chairperson shall be appointed by the Mayor and confirmed by the Council each January after a general municipal election unless required sooner by Charter or ordinance. The PSAC shall elect from its voting membership the following officer:

Vice Chairperson;
2. Elected officers shall be responsible for the following:
 - a. Chairperson shall conduct meetings, schedule and announce meetings, and sign official correspondence for the PSAC.
 - b. Vice Chairperson acts in place of the Chairperson when they are absent or required to leave the Chair because of conflict and acts as Chair for special subcommittees of

the PSAC as needed.

Sec. 2-337.39. Staff. The Biddeford Police Chief and Fire Chief or designees, shall serve as the administrators, advisors and ex officio members, and shall provide assistance to the PSAC.

Sec. 2-337.40. Meetings.

1. The PSAC shall conduct monthly meetings, or at least regular scheduled meetings during a calendar year subject to actionable items. Meetings shall convene at a regular date and time as determined by a vote of the PSAC at its first scheduled meeting. Meetings may be rescheduled, cancelled or moved at the discretion of the Chairperson with due public notice.
2. Upon a motion by a member of the PSAC the Chairperson may call for special meetings and workshops as needed.
3. All meetings of the PSAC shall be noticed and open to the public except as otherwise authorized under Maine's Freedom of Access Act. Materials and records of the meetings shall be maintained and available for public inspection.
4. PSAC meetings shall be called to order when a quorum of the voting members is present. For this purpose, a quorum shall be a majority of the voting members. When a regular member of the PSAC is unable to serve because of conflict of interest, incapacity, absence or lack of confirmed appointment to fill a permanent vacancy, an associate member shall be designated to vote by the Chairperson.

Sec. 2-337.41. Authority to Establish Subcommittees.

1. The Commission may from time to time establish subcommittees composed of such persons as the Commission shall desire, comprising current members of the Commission, or other experts as needed, to provide advice and counsel on matters as defined by the PSAC.
2. All subcommittees shall provide notice of meetings, conduct such meetings in public, and be bound by the same rules as the PSAC.
3. All subcommittees shall be advisory. Any recommendations requiring action or adoption shall be presented to the full PSAC for review and adoption.

Sec. 2-337.42. Conflicts. Any questions raised by any interested party of whether a particular issue involves a conflict of interest sufficient to disqualify a member from voting shall be decided by a majority of the members present except for the member who is being challenged.

Sec. 2-337.43 through Sec. 2-337.50 (Reserved)

Sec. 2-315. Authority or Establishment. The City of Biddeford Fire Advisory Committee (hereafter the "BFAC"), is hereby created.

~~There is hereby created and established the Biddeford Fire Advisory Committee, herein after BFAC, comprised of five members and a member of the Biddeford Fire Department to serve as an ex-officio member. All members shall be citizens and reside within the corporate limits of the City of Biddeford, with the exception of the ex-officio member who may reside outside of the City. In appointing members to the BFAC, the Mayor and City Council shall seek to appoint members from a cross section of all citizens. The BFAC is established under the authority of the Biddeford City Council and shall serve under the directive of the City Council.~~

Sec. 2-316. ~~Purpose;~~Duties and Responsibilities. The BFAC shall have the following duties and responsibilities:

BFAC members shall serve as representatives of the fire service on the Public Safety Advisory Committee.

- ~~(a) The purpose of the Committee is to provide an organized forum for two-way communication between the Biddeford Fire Department and the community.~~
- ~~(b) Responsibilities shall include:~~
 - ~~(1) Where appropriate, make recommendations to the City Council and Fire Department on substantive issues, with the goal of improved fire services. For the purpose of this division, "substantive issues" are defined as matters of major or practical importance to all concerned. It shall not include personnel issues involving individual members or officers of the Fire Department or daily fire operations and implementation.~~
 - ~~(2) Assist in identifying potential Fire Department community partnerships to address public safety related issues within the community.~~
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Sec. 2-317. Membership.

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~~without pay and at the discretion of the City Council. The Biddeford Fire Chief, or his designee, shall serve as the administrator, advisor and ex officio member, and shall provide assistance to the BFAC. The BFAC shall consist of three (3) members, two (2) voting members and one (1) associate member. Each member shall be nominated by the Mayor and confirmed by the City Council. All current members shall have a term of office expiring no later than December 31, 2025. The Mayor shall have the discretion of appointing members and associate members to the BFAC for shorter terms in order to accomplish of staggered three year terms.~~

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- ~~(a) The Mayor shall appoint a Chair and a Vice Chair. The Chair shall serve a two-year term. A quorum shall consist of three members. The Chair shall be counted in determining a quorum~~
- ~~(b) and shall have one vote.~~
- ~~(c) The Vice Chair shall serve a two-year term. The Vice Chair shall serve as Chair upon the death or resignation of the Chair, or upon the office of the Chair becoming vacant. The Vice Chair shall discharge the powers of the office of the Chair at any meeting at which the Chair is absent. The Vice Chair shall be counted in determining a quorum and shall have one vote.~~
- ~~(d) The ex officio member of the BFAC is a nonvoting member and shall serve in an advisory capacity.~~
- ~~(e) The duties of a secretary responsible for recording meeting minutes shall be rotated sequentially among the Committee's membership for each meeting. The Chair shall be excluded from this responsibility. A roster for secretarial duties shall be established by the Committee.~~
- ~~(f) A quorum consisting of three members shall be necessary to take any BFAC action authorized or required by this division. An issue shall carry by a majority of those voting.~~
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~~administrative business, consistent with the provisions of this division.~~

Sec. 2-319. Meetings(Reserved).

- ~~(a) Meetings of the Biddeford Fire Advisory Committee shall be established by the BFAC. Meetings shall be held at the Biddeford City Hall or at a suitable municipal public location. Prior notice of any change in meeting date, time or place shall be provided to all members, the public, and the administrative staff 48 hours in advance of said meeting.~~
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Part II Code of Ordinances
Chapter 2 – Administration
Article IV – Boards, Committees, Commissions
Division 12 – Police Advisory Committee

Sec. 2-320. Authority or Establishment. ~~[Amended 12-15-2020 by Ord. No. 2020.84]~~ The City of Biddeford Police Advisory Committee hereafter the "BPAC", is hereby created.

~~There is hereby created and established the Biddeford Police Advisory Committee, hereinafter BPAC, comprised of five members and a member of the Biddeford Police Department to serve as an ex-officio member. All members shall be citizens and reside within the corporate limits of the City of Biddeford, except the ex-officio member who may reside outside of the City. In appointing members to the BPAC, the Mayor and City Council shall seek to appoint members from a cross section of all citizens, taking into consideration the person's expertise, background and other relevant experiences. The BPAC is established under the authority of the Biddeford City Council and shall serve under the directive of the City Council.~~

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~~(a) — The purpose of the Committee is to provide an organized forum for two-way communication between the Biddeford Police Department, and the community.~~

~~(b) — Responsibilities shall include:~~

~~(1) — When appropriate, make recommendations to the Police Department on matters, with a goal of enhancing police-community relations. These recommendations shall not include personnel matters involving individual members or officers of the Police Department, or matters that deal with daily police operational enforcement, and implementation strategies. [Amended 12-15-2020 by Ord. No. 2020.84]~~

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~~(5) — Make reports to the City Council and/or Police Chief at such times as may be requested by the City Council, Police Chief or as the BPAC determines is necessary. Make reports to the City Council at such times as may be requested by the City Council. [Amended 12-15-2020 by Ord. No. 2020.84]~~

Sec. 2-322. Membership.

1. Members shall be appointed by the Mayor and confirmed by a majority of the City

~~Council for staggered three-year terms. All subsequent appointments, except to fill a vacancy, shall be for three-year terms. A vacancy is created upon the death or written resignation to the BPAC or upon the vote of the City Council to remove a member. Members of the Committee shall serve without pay and at the discretion of the City Council. The Biddeford Police Chief, or his designee, shall serve as the administrator, advisor and ex officio member, and shall provide assistance to the BPAC. The BPAC shall consist of three (3) members, two (2) voting members and one (1) associate member. Each member shall be nominated by the Mayor, confirmed by the City Council. All current members shall have a term of office expiring no later than December 31, 2025. The Mayor shall have the discretion of appointing members and associate members to the BPAC for shorter terms in order to accomplish staggered three year terms.~~

2. Associate members may be made voting members of the BPAC upon the absence, vacancy, retirement or nonappointment of a voting member. The chairperson shall appoint a nonvoting member as a voting member for any absence. All other appointments shall be made in accordance with the City Charter, Article II, Sec 2(a) – Appointment of Citizens.
3. All members of the BPAC shall be registered voters and residents of the City of Biddeford.
4. Members of the BPAC shall reflect as much as possible several geographic areas of the City, and shall have diverse professional or employment backgrounds. This is to ensure as much as possible that the interests of the City and applicants are fairly and reasonably represented.

Sec. 2-323. ~~Organization of Committee, Vacancies, Removal from Office, Committee Officers, Staff, Meetings, Authority to Establish Subcommittees, and Conflicts.~~ The rules and procedures governing these sections shall be in accordance with the corresponding section in Div 17 - Public Safety Advisory Committee.

~~(a) — The Mayor shall appoint a Chair and a Vice Chair. The Chair shall serve a two-year term. A quorum shall consist of three members. The Chair shall be counted in determining a quorum and shall have one vote.~~

~~(b) — The Vice Chair shall serve a two-year term. The Vice Chair shall serve as Chair upon the death or resignation of the Chair, or upon the office of the Chair becoming vacant. The Vice Chair shall discharge the powers of the office of the Chair at any meeting at which the Chair is absent. The Vice Chair shall be counted in determining a quorum and shall have one vote.~~

~~(c) — The ex officio members of the BPAC is a nonvoting member and shall serve in an advisory capacity.~~

~~(d) — The duties of a secretary responsible for recording meeting minutes shall be rotated sequentially among the Committee's membership for each meeting. The Chair shall be excluded from this responsibility. A roster for secretarial duties shall be established by the Committee.~~

~~(e) — A quorum consisting of three members shall be necessary to take any BPAC action authorized or required by this article. An issue shall carry by a majority of those voting.~~

~~(f) — Notice of any expired terms and/or vacancies shall be given to the public. The Mayor shall nominate and the City Council shall confirm all appointments to fill expired terms and/or vacancies. The City Council may remove any member for misconduct or nonperformance of duty.~~

~~(g) — The BPAC may adopt and amend from time to time rules to govern the conduct of its administrative business, consistent with the provisions of this division.~~

Sec. 2-324. Meetings. (Reserved)

~~(a) — Meetings of the Biddeford Police Advisory Committee shall be at the call of the Chair, and established by the BPAC. Meetings shall be held at the Biddeford City Hall or at a suitable municipal public location. Prior notice of any change in meeting date, time or place shall be provided to all members, the public, and the administrative staff 48 hours in advance of said meeting. [Amended 12-15-2020 by Ord. No. 2020.84]~~

~~(b) — All regularly scheduled and special meetings shall have an agenda approved by the Chair.~~

Attachment 3

Part II Code of Ordinances

Chapter 2 – Administration

Article IV – Boards, Committees, Commissions

Division 17 – Public Safety Advisory Committee

Sec. 2-337.33. Authority or Establishment. The City of Biddeford Public Safety Advisory Committee (hereafter the "PSAC", is hereby created.

Sec. 2-337.34. Duties and responsibilities. The PSAC shall have the following duties and responsibilities:

1. The duty of the Committee is to provide an organized forum for two-way communication between the Biddeford Police Department, the Biddeford Fire Department and the community.
2. Responsibilities shall include:
 - a. When appropriate, make recommendations to the Police and Fire Department on matters, with a goal of enhancing police/fire-community relations. These recommendations shall not include personnel matters involving individual members or officers of either the Police or Fire Departments, or matters that deal with daily police or fire operational enforcement, fire prevention, and their implementation strategies.
 - b. Assist in identifying potential Police/Fire Department community partnerships that focus or address public safety matters within the community.
 - c. Identify community resources and support for public safety activities.
 - d. Receive information and comments from citizens at the Committee's open and public meeting forum regarding public safety issues.
 - e. Make reports to the City Council and/or Police Chief or Fire Chief at such times as may be requested by the City Council, Police Chief, Fire Chief or as the PSAC determines is necessary.

Sec. 2-337.35. Membership.

1. The PSAC shall consist of eight members. Five (5) shall be voting members consisting of the two (2) Fire Advisory Committee voting members, the two (2) Police Advisory Committee voting members, and one (1) City Council representative. Three (3) shall be nonvoting members comprised of the associate members of the Police and Fire Advisory Committees and one (1) nonvoting student representative. The purpose of the student representative is to provide youth insight and civic engagement opportunities for students. The student member shall not be counted toward a quorum and shall not be eligible for appointment as a voting member. Each member shall be nominated by the Mayor and confirmed by the City Council to serve three year terms. All current appointments shall have a term expiring December 31, 2025. The Mayor shall have the discretion of appointing members and associate members to the PSAC with shorter terms in order to accomplish staggered three year terms.
2. Associate members may be made voting members of the PSAC upon the absence, vacancy, retirement or nonappointment of a voting member. The chairperson shall appoint a nonvoting member as a voting member for any absence. All other appointments shall be made in accordance with the City Charter, Article II, Sec 2(a) – Appointment of Citizens.

3. All members of the PSAC shall be registered voters and residents of the City of Biddeford except for the student representative who shall be a resident of Biddeford and currently enrolled at Biddeford High School.
4. Members of the PSAC shall reflect as much as possible several geographic areas of the City, and shall have diverse professional or employment backgrounds. This is to ensure as much as possible that the interests of the City and applicants are fairly and reasonably represented.

Sec. 2-337.36. Vacancies. In the event a member resigns or ceases to serve for any reason, the Mayor shall nominate with confirmation by the City Council a new member to serve for the remainder of the unexpired term.

Sec. 2-337.37. Removal from Office.

1. Members of the PSAC may be removed from office by the municipal officers for the following reasons:
 - a. A member is no longer a resident of the City of Biddeford; or
 - b. A member is absent from three consecutive regular PSAC meetings without being excused by the Chairperson; or
 - c. A member is absent from six meetings or workshops of the PSAC without being excused by the Chairperson; or
 - d. A member conducts themselves in a manner that is inconsistent with the Code of Ethics (Chapter 2, Article I, Sec 2-3), or their official position of the PSAC, i.e. consistent conflicts of interest or unprofessional behavior toward applicants, City employees, or members of the public at the discretion of the Chairperson.
 - e. A member is an elected official and resigns or no longer serves as a city councilor provided however they may be subsequently appointed as a voting member or associate member under Sec. 2-337.36 if so qualified.
2. Removal action may be initiated by the Mayor, a member of the City Council or the Chairperson of the PSAC. A letter shall be submitted to the municipal officers stating the reasons for the removal request, which shall be considered by the municipal officers within 30 days.
3. The PSAC member in question shall be provided a copy of the letter and shall be given the opportunity to appear before the municipal officers in public or in executive session at the discretion of the members in question.

Sec. 2-337.38. Public Safety Advisory Committee Officers.

1. A Chairperson shall be appointed by the Mayor and confirmed by the Council each January after a general municipal election unless required sooner by Charter or ordinance. The PSAC shall elect from its voting membership the following officer:

Vice Chairperson;
2. Elected officers shall be responsible for the following:
 - a. Chairperson shall conduct meetings, schedule and announce meetings, and sign official correspondence for the PSAC.
 - b. Vice Chairperson acts in place of the Chairperson when they are absent or required to leave the Chair because of conflict and acts as Chair for special subcommittees of

the PSAC as needed.

Sec. 2-337.39. Staff. The Biddeford Police Chief and Fire Chief or designees, shall serve as the administrators, advisors and ex officio members, and shall provide assistance to the PSAC.

Sec. 2-337.40. Meetings.

1. The PSAC shall conduct monthly meetings, or at least regular scheduled meetings during a calendar year subject to actionable items. Meetings shall convene at a regular date and time as determined by a vote of the PSAC at its first scheduled meeting. Meetings may be rescheduled, cancelled or moved at the discretion of the Chairperson with due public notice.
2. Upon a motion by a member of the PSAC the Chairperson may call for special meetings and workshops as needed.
3. All meetings of the PSAC shall be noticed and open to the public except as otherwise authorized under Maine's Freedom of Access Act. Materials and records of the meetings shall be maintained and available for public inspection.
4. PSAC meetings shall be called to order when a quorum of the voting members is present. For this purpose, a quorum shall be a majority of the voting members. When a regular member of the PSAC is unable to serve because of conflict of interest, incapacity, absence or lack of confirmed appointment to fill a permanent vacancy, an associate member shall be designated to vote by the Chairperson.

Sec. 2-337.41. Authority to Establish Subcommittees.

1. The PSAC Commission may from time to time establish subcommittees composed of such persons as the Commission shall desire, comprising current members of the Commission to provide advice and counsel on matters as defined by the PSAC.
2. All subcommittees shall provide notice of meetings, conduct such meetings in public, and be bound by the same rules as the PSAC.
3. All subcommittees shall be advisory. Any recommendations requiring action or adoption shall be presented to the full PSAC for review and adoption.

Sec. 2-337.42. Conflicts. Any questions raised by any interested party of whether a particular issue involves a conflict of interest sufficient to disqualify a member from voting shall be decided by a majority of the members present except for the member who is being challenged.

Sec. 2-337.43 through Sec. 2-337.50 (Reserved)



City Council

Meeting October 21, 2025

Date:

Meeting 6:00 PM

Time:

Agenda Item 9.c

No:

Item 2025.139 Approval/Amend Chapter 42, Art IV - Sec. 42-92 Limited Parking - Delete

Description: 15-min Parking, 163 Main St

Submitted JoAnne W. Fisk, Chief of Police

By:

Key Terms:

Executive Summary:

The Traffic Commission reviewed and recommended an adjustment to limited parking on Main Street at its July 29 and September 23, 2025 meetings. 15-minute parking would be removed in front of 163 Main St. through an amendment to City Ordinance 42-92 Limited Parking -Main Street.

Detailed Review:

The City of Biddeford's Traffic Committee voted at its July 29, 2025 meeting to recommend to City Council the following: City Ordinance Part II Code of Ordinances Chapter 42 Motor Vehicles and Traffic Specific Street Regulations — Main Street, to remove the existing parking restriction on the odd-numbered side in front of 163 Main Street. This was previously a 15 minute space in front of the former Pepperell Bank site. Order 2025.139 codifies the elimination of the 15 Minute spot at 163 Main St. This order is an ordinance change and requires a second reading and will go into effect 30-days following the second reading.

Funding Source:

N/A

Staff Recommendation:

Staff recommends this change to the City Ordinance.

Next Steps:

This item will need a Second Read by Council and notification to Department of Public Works for sign removal.

Attachment 1-Photo of parking area

Attachments:

1. Council Order Main St delete parking 163 Main St 2nd
2. Attachment 1 - Photo -163 Main remove no parking

City of Biddeford



2025.139 IN BOARD OF CITY COUNCIL... October 7, 2025
BE IT ORDERED, by the City Council of the City of Biddeford that the Code of Ordinances, Chapter 42, Motor Vehicles and Traffic, Article IV Specific Street Regulations, **Section 42-92 Limited Parking**, is amended by adding or ~~deleting~~ to read as follows:

~~Main Street, odd numbered side, beginning at a point 20 feet southeast from the intersection with Washington Street, thence southerly for a distance of 21 feet, 15 minute parking, between the hours of 8:00 a.m. to 5:00 p.m. Monday through Saturday.~~

October 7, 2025

Motion: Councilor Belanger

Second: Councilor Lessard

Vote: Unanimous in favor.

Motion passed.

October 21, 2025

Attest by: _____





City Council

Meeting October 21, 2025

Date:

Meeting 6:00 PM

Time:

Agenda 9.d

Item No:

Item 2025.140 Approval/Amend Code of Ordinances, Chapter 42, Art IV, - Sec. 42-92 -

Description: Limited Parking - Add 15-Min Parking, Main/York

Submitted JoAnne W. Fisk, Chief of Police

By:

Key Terms:

Executive Summary:

The City of Biddeford's Traffic Committee voted at its September 23, 2025 meeting to recommend to City Council the following: City Ordinance Part II Code of Ordinances Chapter 42 Motor Vehicles and Traffic Specific Street Regulations — Main Street, addition of one 15-minute parking stall by York Street. This item will need a Second Reading. Attachment 1 is a photo of the parking area.

Detailed Review:

The Traffic Committee voted to recommend to City Council the conversion of a two-hour parking stall to a 15-minute parking stall. The Code of Ordinances would be amended to read as follows:

Section 42-92 Limited Parking: Main Street, even side of the road beginning at a point 20 feet from the northwesterly corner of the intersection of Main Street with York Street westerly for a total distance of 21 feet one 15-minute parking stall between the hours of 9:00 a.m. to 6:00 p.m. Monday through Saturday.

Funding Source:

N/A

Staff Recommendation:

Staff is neutral on this agenda item.

Next Steps:

This order will need a Second Reading.

Attachments:

1. Council order Main St Limited Parking change 2nd
2. Attachment 1- Photo Main St at York St

City of Biddeford



2025. 140 IN BOARD OF CITY COUNCIL... October 7, 2025
BE IT ORDERED, by the City Council of the City of Biddeford that the Code of Ordinances, Chapter 42, Motor Vehicles and Traffic, Article IV Specific Street Regulations, **Section 42-92 Limited Parking**, is amended by adding or ~~deleting~~ to read as follows:

Main Street, even-numbered side, beginning at a point 20 feet from northwesterly corner of the intersection with York Street, Thence westerly for a distance of 21 feet, 15 minutes, between the hours of 9:00 a.m. to 6:00 p.m. Monday through Saturday.

October 7, 2025

Motion: Councilor Belanger

Second: Councilor Lessard

Vote: Unanimous in favor.

Motion passed.

October 21, 2025

Attest by: _____



City of Biddeford



2025.144

IN BOARD OF CITY COUNCIL... October 21, 2025

BE IT ORDERED, that the City Council of the City of Biddeford does hereby approve a “blanket letter of approval” for the renewals of State Beano/Bingo applications and State Game of Chance applications for all applicable local organizations, to cover the calendar year of 2026.

NOTE: This Blanket Letter of Approval eliminates the need to obtain Councilors’ signatures each time an application is filed with the City Clerk. However, the City Council still needs to consider and approve each application.

Attest by: _____
Robin Patterson, City Clerk



City Council

Meeting Date: October 21, 2025

Meeting Time: 6:00 PM

Agenda Item 10.b

No:

Item 2025.151 Confirmation of City Manager's Nomination for Director of Economic

Description: Development

Submitted By: Truc Dever, City Manager

Key Terms:

Executive Summary:

Order 2025.151 confirms the City Manager's nomination of Denise Clavette as the City's Director of Economic Development.

Detailed Review:

The Economic Development Director position has been vacant since August 1, 2025. A national recruitment effort was launched by the Human Resources Department and approximately 90 applications were received for the position. After three rounds of interviews, including a panel interview with 2 Councilors and 4 staff, Denise Clavette was selected as the nominee for this position. If approved, Denise's start date would be November 10, 2025.

Funding Source:

None

Staff Recommendation:

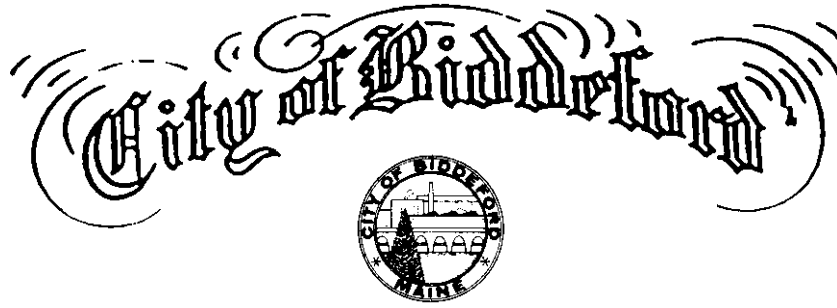
The City Manager recommends the Council approve the appointment of Denise Clavette as the City's Director of Economic Development.

Next Steps:

If approved by Council, the City Manager will execute an employment agreement with Denise Clavette.

Attachments:

1. ORDER-Econ Dev Director nomination
2. Attachment 1-Clavette_Denise Resume_2025_0825
3. Attachment 2-Clavette Employment Agreement



2025. 151

IN BOARD OF CITY COUNCIL... October 21, 2025

BE IT ORDERED that the City Council does hereby confirm the City Manager's nomination of Denise Clavette as Director of Economic Development.

BE IT FURTHER ORDERED that the City Manager execute an employment agreement with Denise Clavette.

Attest by: _____

Resume & Qualifications

Visionary leader with strengths in economic development, strategic planning, financial and project management, communications, grants, special events. Results-oriented, collaborative with demonstrated success in outreach, advocacy, board leadership. Proven track record in cultivating partnerships, building consensus, increasing visibility, fostering new initiatives, making a positive impact on community.

Economic Development and Planning

- ✚ Led municipal efforts in economic development, business retention, expansion projects for numerous businesses, with job retention of over 700 jobs, and job creation of over 400 jobs in Maine communities. Assisted businesses/developers on proposals for loans, grants, to leverage local, state, federal resources.
- ✚ Developed RFPs and shepherded Saco's Zoning Ordinance revision, Comprehensive Plan update, and South Berwick's Downtown Revitalization Plan and Comprehensive Plan update. Worked with interdepartmental teams on transit, the arts, downtown streetscapes and beautification, housing.
- ✚ Led collaborative initiatives for 6+ new tax increment financing (TIF) districts, 10+ TIF amendments, 4+ credit enhancement agreements. Designed, facilitated comprehensive development program process. Created, implemented Downtown Façade Improvement grant programs, business and housing grants.
- ✚ Wrote and secured numerous grants: CDBG, Recreational Trails Program, Land & Water Conservation Fund, Maine Office of Tourism, Maine Dept. of Transportation, Foundation grants totaling \$2.5M+. Grants that made a significant community impact: Fort Kent trail system \$850,000; Business Partnership Initiative for Route 1 signalization/intersection projects \$250,000+ in Saco; KACTS grant \$520,000 for planning/engineering for Main Street traffic and pedestrian improvements, signalization in South Berwick. Served on Portland's and Cumberland County's CDBG grant committees.
- ✚ Advocated for, designed, developed RFP, and guided several community needs assessments and market analysis, to identify needs, priorities, strengths and areas for development, and action plan matrix.

Financial and Project Management

- ✚ Developed and managed budgets of \$100,000 to \$6.5 million, annual \$4 M TIF budgets, annual \$1M capital improvements (funded in part by CDBG).
- ✚ Successful project management of 75+ projects, from small volunteer efforts to multi-faceted projects including \$2M for outdoor pool and multi-generational center; parks, trails, pools, pond, athletic fields.
- ✚ Analyzed assessment data, designed community needs assessment implementation plan to set direction, identify funding sources, and make visible changes and improvements.
- ✚ Updated technology and software applications to streamline systems, increase operational efficiencies.
- ✚ Developed a vision for, and marketed \$2.1 million bond for multi-generational community center, pools and administrative offices, promoting passage with 71% voter support.

Public Relations, Communications and Marketing

- ✚ Liaison to Town of Brunswick and Midcoast Regional Redevelopment Authority for Naval Air Station re-development. Coordinated with planning, parks and recreation, building codes, police and fire.
- ✚ Led several interdepartmental staff teams for comprehensive website re-design, including marketing, branding, content writing, and weekly updates for streamlined and consistent messaging.
- ✚ Legislative advocacy for Maine and Vermont with congressional delegation in Washington, DC on public policy, grants and with Vermont state legislature for statewide public policy issues.

Denise M. Clavette

Collaborative Leadership

- ✚ Extensive experience collaborating, communicating, engaging proactively with boards and commissions, town and city councils, interdepartmental staff, businesses, agencies, organizations, schools, and non-profits. Leveraged strengths for advocacy, fundraising, incorporating mission, strategic plan. Prepared meeting materials, minutes, established consistent communications.
- ✚ Staff recruitment, professional development, and management of staff teams from 1 full time, 20 seasonal, 30 volunteers, to over 100 full-time, 125 part-time and seasonal, over 300 volunteers.
- ✚ Developed and facilitated strategic planning processes, SWOT analyses. Facilitated City Council and board prioritization; analyzed information, developed focus areas, objectives, and implementation plans.
- ✚ Supervised and managed team of 8 direct reports in 5 divisions: administration (finance, HR), parks and cemeteries, recreation, enterprise (ice arena, golf course) including special events, pools, community centers, 1200 acres parks and open space, trails, projects, sidewalk snow removal operations. Supervised 5 staff as an assistant city manager: IT, health and social services, recreation, ice arena and indoor turf.

Professional Experience

Economic Development Director Town of Gray, Maine	2024 – present
Economic and Community Development Director Town of South Berwick, Maine	2022 – 2024
Economic Development Director (also Planning and Development Director) City of Saco, Maine	2018 – 2022
Assistant City Manager City of Auburn, Maine	2017 - 2018
Economic Development Director Town of Yarmouth, Maine	2015 - 2017
Executive Director, Kennebunk, Kennebunkport, Arundel Chamber of Commerce Kennebunk, Maine	2013 – 2015
Business Development Manager (also Special Projects Assistant) Town of Brunswick, Maine	2010 – 2013
Chapter President, National Multiple Sclerosis Society, Maine Chapter Director Parks and Recreation (also Director of Recreation and Parks) City of Portland, Maine 2001 – 2008; Essex Junction, Vermont 1995 – 2001 Town of Fort Kent, Maine 1990 – 1995; Town of Kennebunk, Maine 1984 – 1986	2008 – 2009

Education

B.S. Recreation and Park Management, University of Maine, Orono, Maine	1983
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Skills & Attributes

- ✚ Professional, ethical, innovative leader. Excellent communicator. Able to strategize, plan, and implement.
- ✚ Dedicated, reliable, self-motivated, and energetic. Quick learner, flexible and adaptable.
- ✚ Proficient in Word, Excel, PowerPoint, Outlook, social media, MUNIS, Adobe Suite

Denise M. Clavette

Professional and Volunteer Activities

Sebago Lakes Region Chamber of Commerce, <i>Vice Chair</i>	2025 - present
Southern Maine Planning and Development Commission Executive Committee	2018 – 2024
<i>Vice Chair</i>	2023 – 2024
Kittery Area Comprehensive Transportation System (KACTS)	2023 - 2024
Southern Maine Finance Agency	2018 - 2022
International City Management Association (ICMA)	2017 - 2022
Maine Town and City Management Association (MTCMA)	2017 – 2022
Economic Development Council of Maine (EDCM)	2013 - present
<i>EDCM Board of Directors</i>	2016 - 2023
Northeast Economic Developers Association (NEDA)	2013 – 2017; 2024
Hospice of Southern Maine, Volunteer, Gosnell Memorial Hospice House	2009 - 2018
Friends of Baxter State Park, Board of Directors	2009 - 2012
<i>Chair, Development Committee</i>	2009 - 2011
<i>Secretary</i>	2011 - 2012
Public Policy Forum and Legislative Advocacy, CDBG, Health & Human Services	1998 - 2007
American Park and Recreation Society Board of Directors (APRS)	1999 - 2007
<i>President</i>	2005 - 2006
National, Regional and State Conference Speaker	
National Recreation and Park Association Congress, St. Louis, Missouri	2003
New England Training Institute	2000, 2003
VAPHERD Conference	2000
Vermont Governor's Conference	1999
Maine Recreation and Park Conference	1995, 2006
New England Regional Council	1998 - 2007
<i>Secretary</i>	1999 - 2003
Maine Recreation and Park Association	1990-95, 2001-2009
<i>Executive Board</i>	1993
<i>Co-Chair MRPA Conference</i>	1995, 1992
Vermont Recreation and Park Association	1995 - 2001
<i>President</i>	2000
<i>Vice President</i>	1998 - 2000
<i>Benefits Based Management Mentor - Vermont</i>	1999 - 2001
<i>Treasurer</i>	1996 - 1998
<i>Co-Chair VT Governor's Conference</i>	1999
Northern Maine Medical Center Cardiac Fundraising Member	1999 - 2000
National Recreation and Park Association (NRPA)	1984 - 86, 1990 - 2009
Land and Water Conservation Fund (LWCF) Grant Ranking Committee, VT	1999 - 2001
New England Training Institute, Program Committee	1998 - 2001
New England Training Institute, Chair Host Committee	1999
Northern Maine Community Recreation Association	1990 - 1995
<i>President</i>	1995, 1992
<i>Vice President</i>	1994

EMPLOYMENT AGREEMENT

THIS AGREEMENT originally made as of the fourteenth day of October 2025 between **Denise Clavette** (hereinafter *Clavette*) and the **CITY OF BIDDEFORD**, Maine, a body politic and corporate located in York County, Maine (hereinafter *City*).

I. WHEREAS,

- A. *City*, acting through its *City Manager*, desires to appoint and thereafter employ *Clavette* as its Director of Economic Development and Planning, in accordance with the provisions of the Biddeford City Charter (Charter);
- B. *Clavette* desires to be so appointed and employed;
- C. It is the desire of the *City* and *Clavette* to specify the terms and conditions of their employment and tenure as Director of Economic Development and Planning;
- D. The Parties have reached an agreement with respect to the same which they wish reduced to a writing.

II. NOW, THEREFORE, for consideration paid, each to the other, including without limitation the mutual covenants and undertakings more fully hereinafter expressed, the parties do hereby agree as follows:

- A. **Appointment and Duties:** By official action, the City Manager, as confirmed by the City Council, will appoint *Clavette* as Director of Economic Development and Planning, to perform those duties imposed upon the Director of Economic Development and Planning under the terms of the City's Charter, Revised Code of Ordinances, or such other action as may lawfully be promulgated by Council, and those assigned by the City Manager.
- B. **Tenure:**
 - (1) **Initial and Extended Term:** The *City* acting through its City Manager, will appoint *Clavette* as its Director of Economic Development and Planning, and she shall be a full-time salaried employee of the *City* effective **November 10, 2025**.
 - (2) **City's Right of Termination without Cause.** *City* shall have the right to terminate the Agreement without cause and without prior notice. In the

event of such termination, Director of Economic Development and Planning shall be paid an aggregate lump-sum payment equal to six (6) months aggregate salary. Said aggregate lump-sum payment shall increase by one (1) month for each year of service, or part thereof as Director of Economic Development and Planning, up to a maximum of twelve (12) months. Payment shall be made in full at time of termination if so desired by *Clavette* or on any other schedule she elects. At the same time, *Clavette* shall be compensated for any vacation accrued to date of termination, calculated at the rate of pay in effect upon termination. In addition, *City* will contribute on behalf of *Clavette* any accrued and unpaid retirement benefits to time of termination; and shall continue at the same rate to provide health insurance coverage for a period of six (6) months from date of termination plus one (1) month for each year of service, or part thereof as Director of Economic Development and Planning, for a maximum of twelve (12) months (the “Severance Period”). *Clavette* shall also be entitled to all other economic benefits due under the Agreement for the Severance Period.

- (3) **City’s Right of Termination for Cause.** *City* shall have the right to terminate the Agreement for cause as provided in the Charter or state and federal law. In the event *Clavette*’s employment is terminated for cause, the *City*’s only obligation to *Clavette* is to pay all compensation and benefits accrued, but unpaid, at the time of termination.
- (4) **Employee Incapacity.** Should *Clavette* be disabled or otherwise unable to perform their duties because of sickness, accident, injury, mental incapacity or health (verified by their attending physician) for a period of (6) six months despite reasonable accommodation, the *City* shall have the right to terminate the Agreement and the *City*’s only obligation to *Clavette* is to pay all compensation and benefits accrued, but unpaid, at the time of termination.
- (5) **Director of Economic Development and Planning Resignation:** *Clavette* shall have the right to resign, upon a thirty (30) day written

notice. Upon said resignation, the *City's* only obligation to *Clavette* is to pay all compensation and benefits accrued, but unpaid, as of the effective date of the resignation.

- C. **Compensation.** Commencing November 10, 2025, *City* shall pay *Clavette* an annual salary of one hundred twenty-five thousand dollars (\$125,000.00) per year. The *City* may adjust the annual salary upward or provide a bonus at its sole discretion as a performance adjustment. *Clavette's* salary may be adjusted annually, or from time to time, consistent with the *City* policies and practices for all department heads within the *City*.
- D. **Retirement.** The *City* shall provide *Clavette* with the retirement plan of their choice, consistent with current *City* policy.
- E. **Health Insurance Coverage.** Consistent with *City* policy, *City* shall provide health insurance coverage to *Clavette* and their family, life insurance and income protection, as provided to other non-union employees of the *City*, effective the date of the agreement as the same may be amended from time to time with regard to all non-union salaried employees.
- F. **Professional Development.** The *City* shall pay for *Clavette's* professional dues, for their continued professional growth and for the good of the *City* in approved professional organizations, as annual budgets allow. The *City* may also pay for any other dues, memberships and subscriptions in other professional organizations or local service or civic organizations, subject to approval by the City Manager.
- G. **Vacation, Holidays, Sick Leave, and Other Benefits.** *Clavette* shall accrue vacation allowance consistent with *City* policy, with such accumulation of vacation time occurring annually on their anniversary date. Vacation time is recognized as following Maine's Earned Paid Leave Law and up to forty (40) hours annually may be used accordingly.

Clavette, notwithstanding the language in previous paragraph, shall be entitled to four (4) weeks of **vacation** initially. She may use up to two (2) weeks of the time during the first six months of employment upon request and approval by the City Manager; however, in the event *Clavette* is no longer an employee of the *City* on *April 30, 2026*, any time advance shall be repaid to the *City*. Effective their second

anniversary with the City, their annual vacation allowance shall be earned in their vacation accrual bank for immediate use.

Sick leave may be used only in the following cases: personal illness; to care for the sickness or disability in the employees family, meaning spouse or children living in the same household, or; physical incapacity of such degree as to render the employee unable to perform the duties of their position unless the employee is capable of other work in their division and assigned to such other work. If requested, the employee shall furnish the Department Head a certificate from their attending physician.

Salaried employees shall be paid their weekly salary in full even if the employee was unable to attend their normal work schedule because of sick leave. In the event that a salaried employee is absent or is required to be absent for an extended period of time, they shall notify their immediate Supervisor and Department of Human Resources. The City will make reasonable accommodations compliant with state and federal protected sick leave laws. Unused sick time is not compensable upon termination of employment.

Personal days-Two and a half personal days will be provided annually every anniversary in compliance with nonunion policies.

Clavette shall be entitled to all other benefits afforded non-union employees, consistent with the personnel policy, that are not otherwise covered by the Agreement.

H. **No Reduction in Benefits.** **City** shall not, at any time during the term of the Agreement, reduce the salary, compensation or other benefits of **Clavette** except in the event of an across-the-board reduction of all salaried employees of **City**. In such event, **Clavette's** salary, compensation and other benefits shall be reduced by the same percentage or in the same manner as all salaried employees of the **City**.

- I. **Indemnification.** The *City* shall defend, save harmless, and indemnify *Clavette* against any tort, professional liability claim or demand or other legal action, whether or not it appears to have merit, arising out of an alleged act or omission occurring in the performance of *Clavette*'s duties as Director of Economic Development and Planning, except as prohibited by law. *City* will either litigate or compromise and settle any such claim or suit and pay the amount of any judgment or settlement rendered thereon, whether levied against the *City* or *Clavette* personally. Said indemnification shall extend beyond termination of employment, and the otherwise expiration of the Agreement, to provide full and complete protection to *Clavette*, by the City of Biddeford, as described herein, for any acts undertaken or committed in *Clavette*'s capacity as Director of Economic Development and Planning, regardless of whether the notice or filing of such a claim or lawsuit occurs during or after *Clavette*'s employment with *City*.
- J. **Conflict of Interest Prohibition.** It is further understood and agreed that because of the duties of the Director of Economic Development and Planning within and on behalf of the City of Biddeford and its citizenry, *Clavette* shall not, during the term of the Agreement, individually, as a partner, joint venturer, officer or shareholder, invest or participate in any business venture conducting business in the corporate limits of Biddeford, except for stock ownership in any company whose capital stock is publicly held and regularly traded, without the prior approval of the City Manager. For and during the term of the Agreement, *Clavette* further agrees, except for a personal residence or residential property acquired or held for future use as their personal residence, not to invest in any other real estate or real property improvements within the corporate limits of Biddeford, without the prior consent of the City Manager.
- K. **General Expenses.** *City* recognizes that certain expenses of a non-personal and job-related nature will be incurred by *Clavette*, and hereby agrees to reimburse or to pay such general expenses subject to *City* policies, and the finance director, after receipt of, review of, and approval of appropriate expenses or petty cash voucher, receipts, statements, or personal affidavits, is hereby authorized to disburse such monies.

L. **Miscellaneous.**

- (1) The Agreement, supplementing the provisions of the Charter, City ordinance and policies, constitutes the entire agreement between the parties and there are no other promises, covenants or undertakings between the parties with respect to the subject matter of the Agreement which do not appear on the face hereof.
- (2) The Agreement may be amended only by a mutual written agreement authorized by Council and executed by the ***City Manager*** and ***Clavette***.
- (3) If any of the provisions or portions thereof contained in the Agreement is held to be unconstitutional, invalid or unenforceable, the remainder of the Agreement, or portion thereof, shall be deemed severable and shall not be affected by such determination and shall remain in full force and effect.

In Witness Whereof, the **City of Biddeford**, with confirmation of the City Council, has caused the Agreement to be signed and sealed, in duplicate originals, by its **City Manager**, with further confirmation of the City Council as verified by the Mayor, on the day and year first above written.

Witness:

CITY OF BIDDEFORD

Truc Dever, City Manager

Signed and executed by **Denise Clavette**, in duplicate originals, on the day and year first above written.

Witness:

Denise Clavette



City Council

Meeting October 21, 2025

Date:

Meeting 6:00 PM

Time:

Agenda Item 10.c

No:

Item 2025.147 Approval of funds to insure and maintain JFK School property through

Description: remainder of fiscal year 2026

Submitted Truc Dever, City Manager

By: Jeff Demers, Public Works Director

Key Terms:

Executive Summary:

On September 16, 2025, Council approved Order 2025.126 accepting the transfer of ownership of the John F. Kennedy (JFK) School property from the Biddeford School Department. Staff were directed to determine the cost for insurance, maintenance, and security of the existing building and other property assets.

Detailed Review:

In a memo received from the Superintendent of Schools for the Biddeford School Department, it was stated that there is no outstanding debt or indebtedness on the JFK School building. However, funding would need to be identified for the interim maintenance and security of the property as well as optional levels of insurance coverage. Staff from the City Manager's Office, Code Enforcement, Public Works, and Recreation Departments met with the School Superintendent on September 24th to discuss the transfer of utilities, insurance, and plans for security until a plan can be developed for the future use of the school property. Attachment 1 outlines the costs associated with this transfer of ownership through the remainder of FY 2026. Priority costs focused on electricity, insurance and maintaining an alarm system would total approximately \$19,800 annually. Additional costs and considerations are outlined in the attachment. Staff labor costs for winter operations, weekly maintenance, and security checks are calculated but could be temporarily absorbed by existing staff. However, there are significant repairs that may require immediate attention, including inspection and repair of the

leaking roof. In light of the roof work, which could cost greater than \$35,000, and other repair needs, staff requests an amount not to exceed \$60,000 to provide maintenance, insurance, and security to the property.

Funding Source:

Amount not to exceed \$60,000 from contingency funds.

Staff Recommendation:

Staff recommend Council approve the expenditure of funds to cover the repair of the roof, maintenance, insurance, and security for the JFK property.

Next Steps:

If approved by Council, staff will secure insurance coverage at the authorized level and assume the maintenance and security of the property.

Attachments:

1. 2025 JFK School Funding 2025.147-Order
2. Attachment 1-JFK Costs

City of Biddeford



2025.147 IN BOARD OF CITY COUNCIL... October 21, 2025

BE IT ORDERED, that the Biddeford City Council does hereby approve funding from contingency funds not to exceed \$60,0000 to insure, maintain and properly secure the John F. Kennedy School building and property through the remainder of Fiscal Year 2026.

Attest by: _____
Robin Patterson

JFK Costs to Maintain Property/Building

	Monthly	Yearly
<u>Electricity</u>		
Reported estimated costs of \$450.00 per month. Projections include an increase in costs.	\$600.00	\$7,200.00
<i>*Any heat running for Winter at all?</i>		
<i>*1st floor has an air machine running 24/7. What will this add to monthly costs?</i>		
<i>*2nd floor has an air machine running 24/7. What will this add to monthly costs?</i>		
<u>Insurance</u>		
\$834.00 per month was most recent cost for insurance for school department. May have been an increase.	\$900.00	\$10,800.00
<i>A) Could look at going with less coverage</i>		
<i>B) Are roof leaks covered under insurance?</i>		
<u>Wifi</u>		
Wifi for Security Cameras to be turned back on.	\$100.00	\$1,200.00
<u>Alarm System</u>		
\$50.00 per month	\$50.00	\$600.00
Priority Costs:	<u>Priority Total: \$19,800</u>	
<u>Winter Operations (Staff labor)</u>		
Plowing around school for emergency vehicles and buses	Staff's time per storm \$200 per	\$2,000
Shoveling	Staff's time per storm \$125 per	\$1,250
Salting	Staff's time per storm \$125 per \$	11,250
<u>Fire Alarm</u>		
Monthly/Yearly inspections/on-call	\$125	\$1,500
<u>Roof:</u>		
A) Roof is leaking in at least 2 spots and is in need of repair		Need quote
B) Inspect Roof for immediate issues of other leaks.		Need quote
C) Roof has serious leaks causing damage inside building		Need quote
<u>Security checks of School/Grounds (Staff labor)</u>		

*10hrs per week @\$55.00 =\$550 per week	\$550.00	\$28,600.00
*This includes a walk through of the school in and outside areas.		

Weekly Maintenance (Staff labor hours)

*Mowing, weed whacking, blow areas off, empty trash at Playground 8hrs per week @ \$44.91 =\$359.28	\$359.28	\$18,682.58
*Litter pick up on the property		\$500
*Sweeping of property 2 times a year		\$500

Repairs/work need now

*Windows/screens need work for security purposes.	10hrs	
*Will boilers need service?		
*Paving of the cut through road for Busses or the will break leaf springs.		\$15,000
*Parking lot needs some area's patched if it will continue to be used for parking (in-house)		
*Windows and screens need to be secured.		
*Many area's should be cleaned up, things are scattered. Case of a emergency or fire they would trip over everything.		
*Play ground area needs to be cleaned up		
*Roof leaking clean up in rooms on first and 2nd floor		
*Parking lot should be repainted if being used		
*Handicap Spots need to be painted		
*Disposal of two sheds		
*Clean up around school		
*Bathrooms need a lot of cleaning		
* Old oil tank needs removal		

Playground Area

- *Slide needs repair
- *Playground needs to be looked at closely
- *Inspection of Playground (*Recreation Staff*)

Total: \$99,082.58