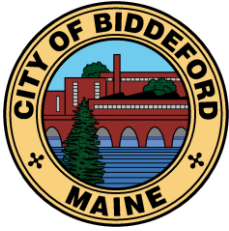




City of Biddeford
Personnel Committee
October 28, 2025 at 4:00 PM
City Hall Council Chambers
and [via Zoom](#)

Webinar ID: 927 9799 7132
Passcode:546554

1. Call to Order
2. Approval of Minutes
 - 2.a September 16 2025 Meeting Minutes
3. Discussion
 - 3.a Aging the Non-Union Pay Scale Brief
 - 3.b Staff Accountant Brief
 - 3.b Staff Accountant - Job Posting
 - 3.c Referral Bonus Brief
 - 3.c Referral Bonus Program Statistics
 - 3.c Referral Bonus Program Policy
4. Other Business
5. Adjourn



PERSONNEL COMMITTEE MEETING

September 16, 2025

4pm

Meeting Minutes

ITEM 1 Call to Order

Committee Chair and Councilor William Emheiser called the meeting to order at 4:06PM with Councilors Scott Whiting and Norman Belanger also present. Councilor Doris Ortiz was absent and excused from this meeting. Also present were Diana DePaolo (Director of Human Resources), Daniel Hammond (Safety & Training Coordinator), Shelly Gibson (Deputy Director of HR), and Sarah Hulbert (Administrative Assistant). Several other employees were also present.

ITEM 2 Approval of Minutes

Councilor Belanger made a motion to approve the minutes from June 26, 2025. Councilor Whiting seconded the motion. The motion was approved unanimously.

ITEM 3 Discussion

3.d Non-Union Employee Survey Re: City Hall Hours

There has been a request from City Council that staff evaluate and consider updating City Hall hours so that they are more consistent. The Human Resources team was hoping to gather information from employees impacted by this decision, with questions about impact and additional considerations. Diana stated that it is likely there will be substantial responses from employees given how much people care about this topic. The hope is also that employees speak with their Department Head about any flexibility needed and have discussions about how the full department may be impacted.

Councilor Whiting inquired about the section of the survey titled ‘impacts on personal life’ and suggested putting those questions into a shared section and then all that data would be together. He also emphasized that the survey should reiterate there are no plans to remove the 4-day work week but to standardize the hours for City Hall. Councilor Belanger agreed to the latter comment.

Councilor Emheiser expressed caution around open-ended questions given that all that data may not be able to be honored (i.e. *how satisfied are you with the current schedule* may not need to be included if it’s likely that changes will be made regardless).

The City Manager stated that staff wanted to give some options for Council to consider. Council would be weighing in on the hours for City Hall, but the City Manager determines when staff should be working.

Councilor Emheiser suggested that DH’s talk with their staff to build consensus about how to move forward and determine next steps for Council versus sending a survey to all staff.

Councilor Belanger said that people want to be asked. Councilor Whiting agreed and wanted to get the temperature on how staff are currently feeling. A staff

member asked if the survey would inform the final decision, and members of the committee admitted it will likely be a person-by-person response.

Overall, it was suggested to shorten the survey overall.

Councilor Belanger made a motion to administer the survey after it has been abbreviated. Councilor Whiting seconded the motion. The motion was approved unanimously.

3.a

WCSIP – Worker’s Compensation Safety Incentive Program Update

This agenda item is largely an update and thank you to everyone that helped with policies and procedures regarding workers’ compensation. The City has reached the 3rd tier of compliance and will now receive a 10% discount on its workers’ comp bill.

Councilor Emheiser inquired about preferred providers and HR staff explained that these are those that evaluate workplace injuries (for Biddeford, Workwell).

3.b

Substance Abuse Policy Update

Daniel shared that previously, there were separate policies for Public Works and Non-Union employees, so this version is both updated and designed to create consistency for all City employees. It has also been approved and is included in the most recently approved Public Works Supervisor CBA.

Councilor Belanger made a motion to approve the updated policy. Councilor Whiting seconded the motion. The motion was approved unanimously.

3.c

Request for RFP re: Wage Study

Diana explained the need for Personnel to approve the groundwork needed to create an RFP. Some additional work will need to be done regarding Department Head positions ahead of time.

Councilor Belanger affirmed the importance of this study given how outdated the most previous one was – he said it was definitely needed. Councilor Whiting recommended securing a budget source down the line so that there is money to pay for this service. Councilor Emheiser stated that Council will need to work with the City Manager and the Chief Operating Officer regarding funding sources and putting out an RFP will not preclude Council from being involved in the next steps.

Councilor Belanger made a motion to approve the updated policy. Councilor Whiting seconded the motion. The motion was approved unanimously.

ITEM 4

Other Business

Diana gave an update on the Director of Economic Planning & Development hiring process. The pool has been narrowed down to 4 individuals who will begin interviewing and they hope to make an offer in early October.

ITEM 5

Adjourn

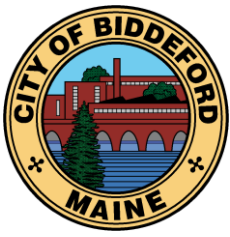
Councilor Emheiser adjourned the meeting at 4:44 PM.

Personnel Committee Members:

Councilor William Emhiser, Chair

Councilor Norman Belanger

Councilor Doris Ortiz
Councilor Scott Whiting



CITY OF BIDDEFORD

205 Main St.
P.O. Box 586
Biddeford, Maine 04005

PERSONNEL COMMITTEE

Meeting Date: Tuesday, October 28, 2025
Meeting Time: 4pm
Agenda Item No: 3.a
Item Description: Aging the Non-Union Pay Scale
Submitted by: Diana DePaolo, Director of Human Resources

Supporting Information/Documentation:

N/A

Key Terms:

N/A

Executive Summary:

Each year it is important that we update (or “age”) the non-union pay scale to reflect inflation and cost-of-living increases. This ensures our wage structure remains current and relevant, helping us remain competitive and equitable in our compensation practice.

Detailed Review:

In accordance with the employee handbook, the non-union pay scale is reviewed annually to reflect general cost-of-living and market influences. Importantly, the proposed adjustment does not change any individual employee’s current wage system. It simply updates the scale to keep it aligned with market realities.

Recent regional inflation data shows that the overall consumer price index (CPI) for the Northeast region increased by approximately 3.3 % over the 12-month period ending August 2025. Given these trends, and allowing some margin for payroll budget planning, I recommend aging the non-union pay scale by 4 % at this time.

This 4 % adjustment:

- Keeps the scale comfortably ahead of the current regional inflation rate, helping to preserve wage competitiveness.
- Reflects our commitment to fair compensation without overcommitting the budget.

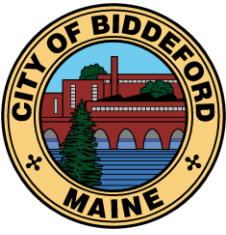
- Allows for minimal disruption since it does not raise current individual wages but adjusts the structure for future hires or wage progression.

Funding Source:

N/A

Staff Recommendation:

I recommend the Personnel Committee approve a 4 % increase to the non-union pay scale. This aligns with regional inflation trends, supports the recruitment/retention goals of the organization, and maintains internal equity.



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PERSONNEL COMMITTEE

Meeting Date: Tuesday, October 28, 2025
Meeting Time: 4pm
Agenda Item No: 3.b
Item Description: Staff Accountant Brief
Submitted by: Gerry Matherne, Finance Director

Supporting Information/Documentation:

Staff Accountant – Position Description

Executive Summary:

Following the FY23 audit, several deficiencies were identified with the way the day-to-day operations were handled. One of the major material weaknesses was City cash account reconciliations and balance sheet reconciliations. Additionally, the City's needs continue to grow, and as such, there is a need for additional staff. The need for a role within the Finance Department has been identified. The position will work closely with the Deputy Finance Director, appropriately separating duties of recording entries and reconciling the accounts. This position will largely be responsible for timely reconciliations. Having these pieces covered properly allows the Finance Director to work on financial reporting, ad hoc reporting, budgets, and audits in a timely fashion.

Detailed Review:

Additional job responsibilities of the Staff Accountant:

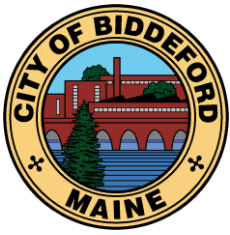
- Provide general office support to the finance department
- Post transactions, allocations and journal entries, and categorize records in the general ledger
- Adjust journal entries and reconciliations
- Maintain the general ledger and update accounting records and files
- Reconcile bank statements and investment accounts
- Conduct month-end closures
- Work to improve financial processes

Funding Source:

Savings in open finance position and an open full-time position added to FY27 budget.

Staff Recommendation:

We recommend funding the Staff Accountant again in the pay scales at its current level 18 (\$38.85-\$51.27/hour).



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Staff Accountant – Job Posting

Maine’s premier City to work and live is becoming Maine’s premier municipal employer – welcome to Biddeford, Maine, where citizens are proud of their community and employees thrive!

The City of Biddeford, a beautiful, resurgent, coastal Maine community, is seeking dynamic people to join our award-winning team of professionals. As an employee in one of Maine’s youngest communities, you can become part of a team that is guiding its economic revival. You will need to be highly motivated, talented, with a strong desire to make a difference in the daily lives of citizens.

The City of Biddeford greatly values employee wellness and work/life balance. Many of our positions, including all positions in City Hall, have a four-day, 36-hour work week (Fridays off!) with flexible scheduling and remote opportunities one day per week.

Responsibilities

- Manages timely reconciliations
- Works closely with the Deputy Director of Finance
- Recording entries and reconciling accounts
- Provide general office support to the finance department
- Post transactions, allocations and journal entries, and categorize records in the general ledger
- Adjust journal entries and reconciliations
- Maintain the general ledger and update accounting records and files
- Reconcile bank statements and investment accounts
- Conduct month-end closures
- Work to improve financial processes

Required Qualifications

- Accounting experience (2 – 5 years)
- A willingness to demonstrate a commitment to the City of Biddeford's work around diversity, equity, accessibility, and inclusion

Preferred Qualifications

- Business or Accounting degree
- Municipal experience (1 year +)

Equal Opportunity Employer

The City of Biddeford’s mission is to cultivate and sustain a diverse, inclusive, equitable, welcoming, and belonging-based workplace where employees actively practice solidarity for the greater good of the work environment and employee experience.

As an Equal Opportunity Employer, the City of Biddeford shall employ, develop, and work to maintain the best qualified person(s) available without discrimination to: age, race, color, religion, sex, sexual orientation, marital status, pregnancy, dimensions of gender, disability, citizenship, veterans' status, ancestry, national origin, and/or political affiliation or any other status protected by law.

Equitable access to services and employment is available and those applicants requiring reasonable accommodation for this application and/or the interview process should notify the Deputy Director of Human Resources at 207.286.0589.

Job Type: Full-time

Salary: \$80,806 – \$106,633

Benefits:

- Dental insurance
- Employee assistance program
- Flexible schedule
- Flexible spending account
- Health insurance
- Health savings account
- Life insurance
- Paid bereavement leave
- Paid parental leave
- Paid time off
- Professional development assistance
- Referral program
- Remote work opportunities
- Retirement plans w/ employer match
- Tuition reimbursement
- Vision insurance

Schedule: Monday – Tuesday, 7am – 5pm // Wednesday – Thursday, 8am – 4pm

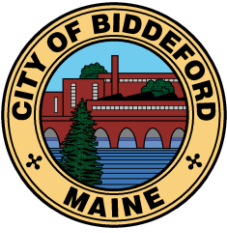
Work Location: In-person

To apply, please choose ONE of the following:

- Go to <https://biddefordmaine.org/apply> to fill out our online application.
- Apply through www.indeed.com
- Email to: employment@biddefordmaine.org
- Submit a cover letter, resume, and any relevant certifications to:
Human Resources Department
205 Main Street
Biddeford, ME, 04005

We will begin reviewing applications on _____, and the position will remain open until filled.

Apply now for the Staff Accountant position!



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PERSONNEL COMMITTEE

Meeting Date: Tuesday, October 28, 2025
Meeting Time: 4pm
Agenda Item No: 3.c
Item Description: Referral Bonus Language Brief
Submitted by: Diana DePaolo, HR Director

Supporting Information/Documentation:

Referral Bonus Program Statistics
Referral Bonus Program Policy

Detailed Review:

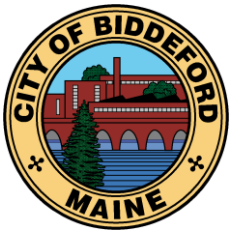
When Personnel Committee approved the referral bonus, they listed an end date and described it as a pilot program. Maintaining an employee referral bonus program continues to be a cost-effective and valuable recruitment strategy. Employee referrals typically yield higher-quality candidates, faster hires, and stronger retention compared to other sourcing methods. They also reinforce employee engagement by involving staff directly in the hiring process. The modest investment in referral incentives is offset by savings by advertising, recruiting fees, and onboarding time. For these reasons, I recommend continuing the referral bonus program as an ongoing element of our recruitment strategy.

Funding Source:

Budgeted for annually

Staff Recommendation:

We recommend maintaining the current referral bonus program.



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REFERRAL BONUS STATISTICS

Program began: October 2023, status as of September 2025

28 Employees have made referrals:

- 2023 referrals made: 4
- 2024 referrals made: 8
- 2025 referrals made: 16

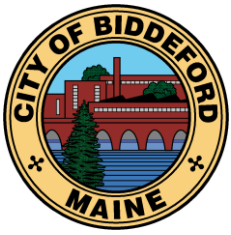
Status:

- Currently working: 18
- Referred but not started: 4
- Parted ways with the City: 6

Payments made:

- 6-mo payouts (\$500 each): 13
- 12-mo payouts (\$500 each): 5
- 2-year payouts (\$1000 each): 1

Total spent on referral payments: \$10,000



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EMPLOYEE REFERRAL BONUS PROGRAM

As of July 1, 2023, the City implemented a Referral Bonus Program on a trial basis through July 1, 2025. Any current employee who refers an individual to apply for an open position, who is then hired by the City for full time, regular employment, will be paid out a referral bonus. The bonus will be broken into the following payments, all subject to taxes:

1. When the referred employee passes their 6-month probation, the employee who referred them will receive \$500.
2. When the referred employee has worked 12 months, the employee who referred them will receive \$500.
3. When the referred employee has worked 24, months the employee who referred them will receive \$1000.
4. If either individual, the employee making the referral or the one who was referred, is not currently working for the City, then the bonus will not be paid out.

To receive this Employee Referral Bonus, you should email the Director of Human Resources, stating that you are referring an individual to work for the City. It must state their full name and department. This email must be sent **when they apply for the position and prior to interviews**, or at the discretion of the Director of Human Resources, prior to the date of hire (i.e. first day worked). If the candidate is hired for the position, they will be asked about being referred during onboarding, which is when they will need to confirm this and the payment plan will be set up.