City of Biddeford
City Council
February 3, 2026 at 6:00 PM
City Hall Council Chambers & Teams

Teams Instructions

Click to Join Teams Meeting Online

Microsoft Teams Meeting
Meeting ID: 285 823 793 816 40
Passcode: RH6x94qu

Dial in by phone
+1 872-242-8054
Phone conference ID: 449 023 075#

1. Roll Call
2. Pledge of Allegiance
3. Adjustment(s) to Agenda
4. Staffing Updates
   4.a JANUARY 2026 Staffing Update
5. Appointments
   5.a 2026.17 Approval Mayoral Appointments to Citizens Committees
   5.b 2026.18 Approval Mayoral Appointment of a Councilor to a Committee
6. Presentation
   6.a Opioid Settlement Status
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 1-20-26
9. Orders of the Day

9.a 2026.21 Approval Amend Ordinance Code Enforcement Fees

9.b 2026.22 Approval Amend Shellfish Ordinance

9.c 2026.20 Approval Cartmill Trust

9.d 2026.23 Approval Business Parking Pilot Program and Expenditures

9.e 2026.24 Approval Mobile Home Lot Fee Ordinance refer to Policy

10. Public Addressing the Council

    (5 minute limit per speaker)

11. City Manager Report

12. Committee Updates by Council

13. Other Business

14. Council President Addressing the Council

15. Mayor Addressing the Council

16. Executive Session

    16.a Executive Session 1 MRS 405 (6) d Contract Negotiations

    16.b Executive Session 1 MRS 405 (6) a Personnel Matters

17. Adjourn

City of Biddeford

2026. 17 IN BOARD OF CITY COUNCIL… FEBRUARY 3, 2026
BE IT ORDERED, that I Liam LaFountain, Mayor of Biddeford, do hereby appoint:

Lauren Cripps
Ward 2
To the Diversity, Equity and Inclusion Committee
For a term to expire December 31, 2028

Jamie Lee Harron
Ward 4
To the Diversity, Equity and Inclusion Committee
For a term to expire December 31, 2026

Aiden Campbell
Ward 2
To the Diversity, Equity and Inclusion Committee
For a term to expire December 31, 2026

Gerald Bernier
Ward 7
To the Airport Commission
For a term to expire January 31, 2028

Beth Whitney
Ward 3
To the Public Art Commission
For a Term to expire December 31, 2027

Shanna Lovelace
Ward 3
To the Downtown Development Commission
For a term to expire January 31, 2028

Attest by:___________________________________
Robin Patterson, City Clerk

Committee, Board, and Commission Application Form

Application

Name Lauren Cripps

Pronouns She/Her

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?
Diversity, Equity and Inclusion Committee

If other, please list below. Field not completed.

Why are you interested in serving the City of Biddeford? This city is one of the most community-driven places I've ever had the privilege to live in. I've grown to deeply care about this city and it's people in the 2 years I've lived here. I have had the fortune of meeting so many who are serving the city in various capacities and they have helped me realize the difference I can make if I were to join a committee. Ultimately, I care about continuing to be part of what makes Biddeford so wonderful and inclusive for all residents.

Please list any experience that may be pertinent to the Board or Committee in which you are requesting to serve. I am not only extensively well-read when it comes to race, diversity, and equity (a small selection includes Unlearning Silence, Where do we go From Here (MLK Jr.), The New Jim Crow, We Still Here, Caste, and Just Mercy), but I have actively participated in DEIA activities and groups at my job. I co-led a reading discussion group on DEIA topics for 2 years, and also sent monthly newsletters on DEIA events to our workplace for over a year. I actively participated in a DEIA subcommittee at my workplace for 4 years, which included helping plan discussions with coworkers on various media pieces and disseminating important information about DEIA-related topics to the larger workplace. My background (both BA and MA) are in Sociology, with a focus on peace studies and criminal justice, both of which I think lend me a open-minded perspective and desire to fight for DEIA causes. I have also previously volunteered in a middle school in Boston for 3 years doing restorative justice work with Black and Hispanic students, which I think made a deep impact on how I understand/interact with others in my community who may not look the same as me.

Please list any prior experience serving on any public Boards, Commissions or Committees (and approximate dates). As noted above, I was part of the DEI Communications subcommittee at my work (and the overall DEI Committee) from June 2020 to approximately May 2025. Our overall workplace has currently paused these activities, so it was not something I stopped/left willingly.

Committee, Board, and Commission Application Form

Application

Name Jamie Lee Harron

Pronouns She/Her

Ward 4

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?
Diversity, Equity and Inclusion Committee

If other, please list below. Field not completed.

Why are you interested in serving the City of Biddeford? As a citizen of Biddeford, i have met so many wonderful people inside and outside it's government that has made me feel welcomed as a transgender woman. The first time i decided to sit in for one of these meetings i knew, i have the ability to assist them in their goals in making Biddeford a more welcoming and accessible town for everyone.

With the addition of everything happening in bigger politics, i think its time for action and getting involved with my community in a way i know i can!

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

Please list any prior experience serving on any public Boards, Commissions or Committees (and approximate dates). N/A

Committee, Board, and Commission Application Form

Application

Name Aiden Campbell

Pronouns He/Him

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?
Diversity, Equity and Inclusion Committee

If other, please list below. Field not completed.

Why are you interested in serving the City of Biddeford? I deeply care about Biddeford and the direction the community is moving. Since settling here in 2019, I have watched the city grow in ways that reveal how essential it is for residents to feel connected and supported. I want to help ensure that this growth is guided by values that make every resident feel seen, respected, and welcomed. Inclusive spaces require deliberate choices, collaboration, and reflection. I am motivated to contribute to that work and to celebrating the full range of cultures, identities, and experiences that shape our community.

Please list any experience that may be pertinent to the Board or Committee in which you are requesting to serve. I bring more than a decade of experience creating safe and inclusive environments for LGBTQ+ individuals. My work has included serving in the Student DEI committee at the University of Southern Maine and supporting students through my work study role at The Center for Sexuality and Gender Diversity. I later served as the Mental Health Coordinator at OUTMaine, where I worked directly with youth, families, and community organizations to strengthen affirming practices and education.

In my current work at a licensed clinical social worker, I run a private practice where I support neurodivergent clients and individuals exploring their gender identity. These roles have given me extensive experience with community engagement, inclusive communication, and navigating conversations that require cultural awareness and empathy.

Committee, Board, and Commission Application Form

Application

Name Gerald Bernier

Pronouns Field not completed.

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? Airport Commission

If other, please list below. Field not completed.

Why are you interested in serving the City of Biddeford? Being a pilot and having owned my own airplane for many years, I feel it is important to do what I can to ensure that the Biddeford Airport continues to stay in compliance and is maintained to the highest safety standards.

Please list any experience that may be pertinent to the Board or Committee in which you are requesting to serve. As stated above, I am an airplane pilot and was a user of the Biddeford Airport for many years. Although I no longer fly or have my airplane, the continued progress of the Airport is important to me.

Please list any prior experience serving on any public Boards, Commissions or Committees (and approximate dates). I have served on the Biddeford Airport Commission for numerous years.

Committee, Board, and Commission Application Form

Application

Name Beth Whitney

Pronouns She/They

Ward 3

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

If other, please list below. Field not completed.

Why are you interested in serving the City of Biddeford? I've only been a resident of Biddeford since 2021, but I'd spent a lot of time growing up visiting relatives nearby. I've always been fascinated by the city and its mills, and its embodiment of history as well as potential. When my husband and I decided to move to Maine, we determined Biddeford would be our destination due to this distinctive, innovative, character. We wanted to be a part of that!

Through time spent in other cities, I've witnessed first-hand the kinds of transformations that strong, inclusive public art programs can provide to communities. Biddeford has historically been home to a creative, industrious, and culturally diverse population, and this core creative energy is this city's greatest strength.

A continued and expanded commitment to public art can tap into the unique energy already here to further enhance Biddeford's creative identity and quality of life. I'd like to help enable additional good, strategic public art projects to invite connection between the public and the buildings and businesses around them, breaking up Biddeford's built environment with human-scale opportunities for engagement or delight.

Please list any experience that may be pertinent to the Board or Committee in which you are requesting to serve. As a previous participant in public art projects, as a teaching artist in Newark, New Jersey, partnering in community art projects with public schools and non-profit organizations, and as a former a core member of the Arts & Labor working group, I believe I have useful experience and organizational skills to contribute to the committee, both as an artist and as an administrator.

In addition to 7 years serving as a part-time teaching artist designing and presenting art workshops to community groups, schools, and at-risk populations, I have 8 years of experience working for public universities in roles that include serving on projects and committees across departments and institutions.

Please list any prior experience serving on any public Boards, Commissions or Committees (and approximate dates). I do not have any experience serving on city boards or commissions. However, since February 2023 I have been on the University System of New Hampshire's Digital Governance Committee. I am in charge of rewriting and/or editing digital guidelines for UNH, Keene, and Plymouth State, leading the monthly meetings to review changes and requests for additional edits, and facilitating all discussions in to gain group consensus.

Committee, Board, and Commission Application Form

Application

Name Shanna Lovelace

Pronouns she/her/hers

Ward 3

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? My partner and I moved to Biddeford from Portland in 2020 during the height of the pandemic. We were looking for a place that still felt like a community with kind people, good places to eat, and fun things to do. Biddeford has been all those things and more to us. We really found our place here. It would be an honor to give back to the place that has been so good to us while helping guide its future.

After living in Portland for more than a decade, I saw how it grew and changed in ways that sometimes did not serve the people living in it. The Old Port became increasingly expensive and stopped feeling like it was for locals. Small, affordable restaurants were replaced with expensive restaurants that catered more to tourists. Fun and interesting spots were closed to never reopen while some were torn down for luxury condos.

This is not a fate I want to see befall Biddeford as the downtown reawakens with new businesses and restaurants. It is exciting to see the arcade and bowling alley open. There is excellent food on almost every street. However, this growth needs to mindful to keep Biddeford for Biddeford people.

In order to do this this is what I consider to be the most important priorities for the Downtown Development Commission:

1. Focus on helping small, local businesses start and occupy vacant spaces.
2. Keep old, beautiful buildings from being changed, and help clean them up, if necessary.
3. Continue creating and hosting community-building events throughout the year.
4. Examine and troubleshoot potential issues from climate change
5. Keep Biddeford's downtown affordable and comfortable for all residents

Thank you for your consideration. I hope I can serve Biddeford either on this committee or another way.

Please list any experience that may be pertinent to the Board or Committee in which you are requesting to serve. While I do not have explicit urban planning experience, I have years of experience in analyzing complex problems using data from many sources including climate, economic, and geographic data. One of the most important parts of my work as an analytics engineer is to consider problems from all angles and model multiple possible outcomes to consider the best solution. I would bring a different perspective to issues and initiatives with my experience.

City of Biddeford

2026. 18 IN BOARD OF CITY COUNCIL… FEBRUARY 3, 2026
BE IT ORDERED, that I Liam LaFountain, Mayor of Biddeford, do hereby appoint:

Councilor Abigail Woods
Ward 2
As a liaison to the Recreation Commission
For a term to exprire December 31, 2027

Attest by:________________________________
Robin Patterson, City Clerk

Opioid Settlement Funds Update 2026

PRESENTED BY JAKE HAMMER, GENERAL ASSISTANCE SUPERVISOR

Quick Primer- Big Picture

- Starting in 2014, US administrative units began filing lawsuits against opioid manufacturers and distributors.
- Over $56 Billion expected to be paid out nationwide
- Settlement payments to individual governments started in 2022 and expected to be made through 2040.
- Governments restricted in their usage of funds by terms of the specific settlements entered into.

Quick Primer- Local

- In September 2024, Council adopted OPIOID USE SETTLEMENT FUND TRACKING AND REPORTING ordinance (Division 6 Sec. 2-376 through 2-381)
- In January 2025, Council approved of Opioid Settlement Funds Strategic Action Plan (Order 2025.10)
- Key Points from Sec 2-378 in the Ordinance:
  - All Opioid Use Settlement Funds shall be utilized solely to supplement and strengthen resources for the approved uses described herein. These uses include opioid use disorder prevention, harm reduction, treatment, and recovery.
  - The expenditure of Opioid Use Settlement Funds is strictly prohibited from being used to offset or supplant any existing or already budgeted expenditures. This includes any attempt to use opioid use settlement funds to replace or reduce funding for programs or services that are currently funded through other sources

Opioid Settlement Fund Usage

- Per Strategic Action Plan:
  - Opioid Settlement Funds are administered as a discretionary fund to assist with treatment and recovery from Opioid Use Disorder
  - Administration and recordkeeping are managed through the GA office
  - Strategic Goals and measurement criteria are put in place

- Per LD110, starting January 2026, municipal units are required to report yearly expenditures to the Attorney General’s Office.
  - This requirement has been met for 2026

Recovery Landscape in Biddeford

- 6 Recovery Residences, total of 95 beds
  - 4 houses in 2025
- 2 Intensive Outpatient Programs (IOP)
- 1Medically Assisted Treatment Program (MAT)
- 2 Opioid Health Home (OHH) programs
- Statewide call center for substance use resource referral
- Harm Reduction Brick-and-Mortar

Historical OSF Allocations

FY23	FY24	FY25	FY26
$195,520.84	$19,689.96	$378,039.06	$94,502.86

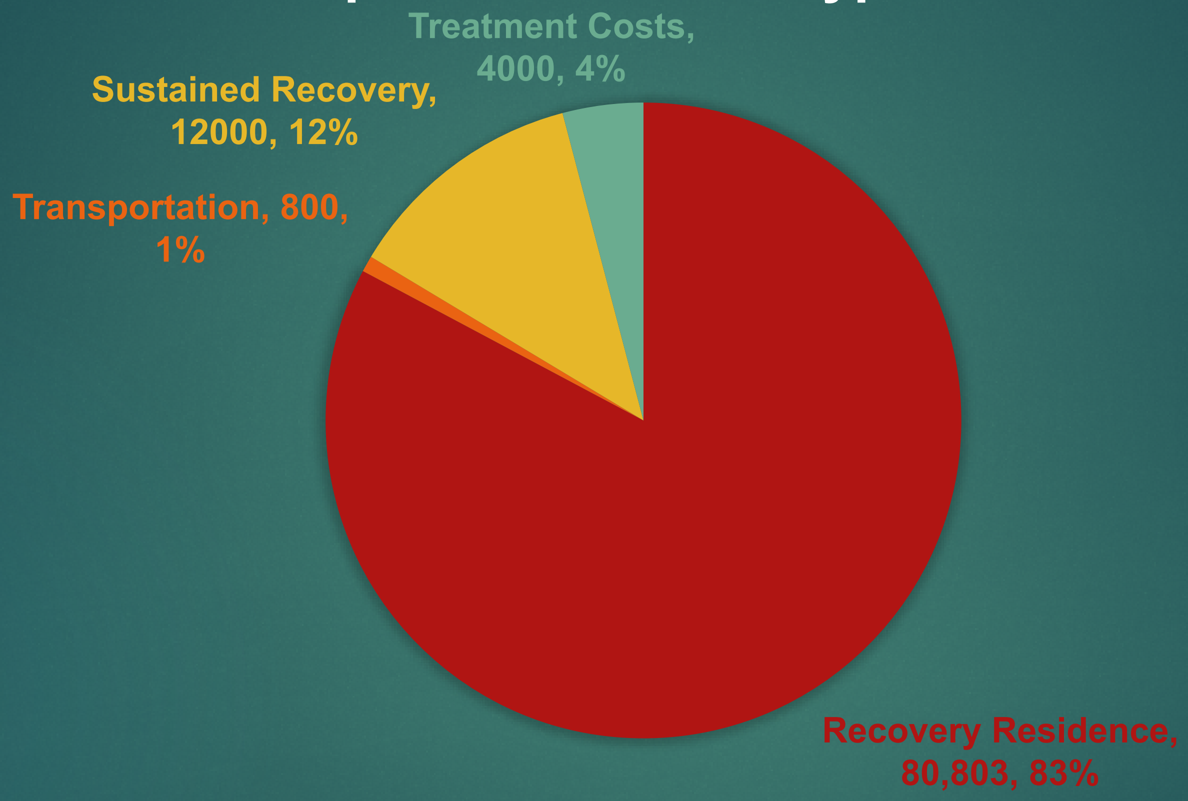
OSF Expenditures

FY23	FY24	FY25	FY26
$0	$0	$76,314.50	$21,288.50

Total expenditures of Calendar Year 2025 were $97,603

Total Fund Balance as of 1/1/26 = $590,149.72

Expenditure Costs/Types



Demographics

- 58 total applications
- 51 Unique Applicants
  - 44 Identified as Men
  - 45 identified as White/Caucasian
  - 3 Identified as Native American
  - 2 identified as Black/ African-American
  - 18 identified as having a physical or mental disability
  - 14 identified as employed at time of application

Next Steps for CY26

- Continued implementation of program with no major adjustments
- OSF financial report to Council in September
- New Strategic Action Plan adoption by January 2027
  - Continued input from Recovery community in Biddeford

Thank You for your support

Any questions?

DIVISION 6
OPIOID USE SETTLEMENT FUND TRACKING AND REPORTING

Sec. 2-376. Purpose and title. [Added 9-17-2024 by Ord. No. 2024.147]

(a) This division shall be known as the "Opioid Use Settlement Fund Tracking and Reporting Ordinance."

(b) The purpose of this division is to establish a transparent and accountable system for the management, tracking, and reporting of all revenues and expenses associated with the Opioid Use Settlement Fund in the City of Biddeford.

Sec. 2-377. Establishment of a dedicated account. [Added 9-17-2024 by Ord. No. 2024.147]

(a) The City Manager or appropriate fiscal officer is hereby directed to establish a dedicated account, to be known as the "Opioid Use Settlement Fund."

(b) All revenues received from opioid settlements or related activities shall be deposited directly into this separate account.

(c) Expenses related to the opioid crisis or pursuant to the approved strategic plan as outlined in Section 2-380 will be drawn from this account.

Sec. 2-378. Use of funds. [Added 9-17-2024 by Ord. No. 2024.147]

(a) All Opioid Use Settlement Funds shall be utilized solely to supplement and strengthen resources for the approved uses described herein. These uses include opioid use disorder prevention, harm reduction, treatment, and recovery.

(b) The expenditure of Opioid Use Settlement Funds is strictly prohibited from being used to offset or supplant any existing or already budgeted expenditures. This includes any attempt to use opioid use settlement funds to replace or reduce funding for programs or services that are currently funded through other sources.

Sec. 2-379. Reporting requirements. [Added 9-17-2024 by Ord. No. 2024.147]

(a) The Finance Director or appropriate fiscal officer shall provide a detailed annual report to the City Council on the Opioid Use Settlement Fund by the first City Council meeting of September.

(b) Each report shall include, at a minimum:

   (1) Total revenues received since the previous report.

   (2) A categorized list of all expenses made from the Fund since the previous report.

   (3) A summary of the current balance of the Fund.

   (4) Any other relevant information deemed necessary by the City Council.

Sec. 2-380. Strategic planning. [Added 9-17-2024 by Ord. No. 2024.147]

(a) The City Council adopt a strategic plan detailing the operational use of the Opioid Use Settlement Fund revenues on a biennial basis, with said adoption to be completed no later than November 30 of the even-numbered years. The City Council may direct City staff and/or a designated City committee to develop the strategic plan, which shall then be reviewed and approved by the City Council.

(b) The strategic plan shall include:

(1) Specific goals and objectives related to the use of the funds.

(2) Detailed budget projections.

(3) Expected outcomes and performance metrics.

(4) Strategies for community engagement and input.

(c) Any substantial changes or amendments to the strategic plan will require City Council approval.

(d) Expenditures from the Opioid Use Settlement Fund exceeding $10,000 or not explicitly permitted in the strategic plan or outside its scope must be approved by the City Council prior to disbursement.

Sec. 2-381. Implementation and review. [Added 9-17-2024 by Ord. No. 2024.147]

(a) This division shall take effect 30 days after its passage.

(b) The City Council shall review the effectiveness of this division and make necessary amendments as deemed appropriate, but at a minimum, every two years coinciding with the strategic planning process.

Sec. 2-382. through Sec. 2-400. (Reserved)

Created by the Office of the Maine Attorney General
more information available at https://www.maine.gov/ag/opioids/

All amounts are estimates and are subject to change. Last updated 3/12/2024. Settlement totals are at the bottom of the data.

Subdivision Amounts are Calculated from Maine Subdivision Net Total (Column I)

		Maine Settlement Totals	Additonal Remediation and Restitution Amounts	Maine Recovery Council	Office of the Attorney General	Maine Subdivision Total	Maine Attorney Fees Backstop Fund (Funded from Distributors & J&J)	Maine Subdivision Net Total	Bangor City	Biddeford City*
		100%	Not included in column C	50% of Column C	Column D + 20% of Column C	30% of Column C	7% of Column G	Column G *minus* Column H	5.2043%	2.7394%
2022 Payments		**$28,778,697.42**	**$0.00**	**$14,389,348.71**	**$5,755,739.48**	**$8,633,609.23**	**$604,352.65**	**$8,029,256.58**	**$417,865.58**	**$116,506.87**
	J&J	$18,046,591.78		$9,023,295.89	$3,609,318.36	$5,413,977.53	$378,978.43	$5,034,999.11	$262,035.82	$34,482.19
	Distributor 1st	$5,033,678.80		$2,516,839.40	$1,006,735.76	$1,510,103.64	$105,707.25	$1,404,396.38	$73,088.82	$38,472.03
	Distributor 2nd	$5,698,426.84		$2,849,213.42	$1,139,685.37	$1,709,528.05	$119,666.96	$1,589,861.09	$82,740.94	$43,552.65
2023 Payments		**$5,826,537.04**		**$2,913,268.52**	**$1,165,307.41**	**$1,747,961.11**	**$122,357.28**	**$1,625,603.84**	**$84,601.09**	**$79,013.98**
	J&J	$201,115.81		$100,557.90	$40,223.16	$60,334.74	$4,223.43	$56,111.31	$2,920.19	$36,019.30
	Distributor	$5,625,421.24		$2,812,710.62	$1,125,084.25	$1,687,626.37	$118,133.85	$1,569,492.52	$81,680.90	$42,994.67
2024 Payments		**$37,579,518.12**	**$299,674.22**	**$18,789,759.06**	**$7,815,577.84**	**$11,273,855.44**	**$180,938.02**	**$11,092,917.42**	**$577,307.29**	**$338,361.54**
	Cencora ***	$1,285,204.22		$642,602.11	$257,040.84	$385,561.27	$26,989.29	$358,571.98	$18,661.12	$9,822.72
	Cardinal***	$1,291,028.99		$645,514.50	$258,205.80	$387,308.70	$27,111.61	$360,197.09	$18,745.69	$9,867.24
	Walmart 1st	$5,394,596.19	$108,868.76	$2,697,298.09	$1,187,788.00	$1,618,378.86		$1,618,378.86	$84,225.09	$44,333.87
	Walmart 2nd	$8,801,709.57		$4,400,854.79	$1,760,341.91	$2,640,512.87		$2,640,512.87	$137,419.88	$72,334.20
	Allergan 1st	$1,612,963.42	$20,798.69	$806,481.71	$343,391.37	$483,889.03		$483,889.03	$25,182.98	$13,255.65
	Teva 1st	$1,457,851.89	$16,584.62	$728,925.95	$308,155.00	$437,355.57		$437,355.57	$22,761.24	$11,980.92
	Walgreens 1st	$2,103,341.00		$1,051,670.50	$420,668.20	$631,002.30		$631,002.30	$32,839.17	$17,285.68
	Walgreens 2nd	$1,388,346.00	$26,593.77	$694,173.00	$304,262.97	$416,503.80		$416,503.80	$21,676.05	$11,409.70
	CVS 1st	$1,792,778.82	$25,351.17	$896,389.41	$383,906.93	$537,833.65		$537,833.65	$27,990.41	$14,733.41
	J&J	$186,750.39		$93,375.20	$37,350.08	$56,025.12	$3,921.76	$52,103.36	$2,711.61	$35,909.51
	CVS 2nd	$1,429,294.12	$25,351.18	$714,647.06	$311,210.00	$428,788.24		$428,788.24	$22,315.37	$11,746.22
	Allergan 2nd	$1,612,963.42	$34,664.49	$806,481.71	$357,257.17	$483,889.03		$483,889.03	$25,182.98	$13,255.65
	Teva 2nd	$1,586,535.56	$41,461.54	$793,267.78	$358,768.65	$475,960.67		$475,960.67	$24,770.36	$13,038.47
	Distributor	$5,853,112.39		$2,926,556.19	$1,170,622.48	$1,755,933.72	$122,915.36	$1,633,018.36	$84,986.97	$44,734.90
	Mallinckrodt	$819,235.57		$409,617.79	$163,847.11	$245,770.67		$245,770.67	$12,790.61	$6,732.64
	Mallinckrodt	$963,806.56		$481,903.28	$192,761.31	$289,141.97		$289,141.97	$15,047.78	$7,920.75
2025 Payments		**$13,297,280.83**	**$128,070.97**	**$6,648,640.42**	**$2,787,527.14**	**$3,989,184.25**	**$122,915.36**	**$3,866,268.89**	**$201,211.74**	**$140,394.75**
	Walgreens	$1,388,346.00	$26,593.77	$694,173.00	$304,262.97	$416,503.80		$416,503.80	$21,676.05	$11,409.70
	J&J	$0.00		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$34,482.19
	CVS	$2,856,323.47	$25,351.17	$1,428,161.73	$596,615.86	$856,897.04		$856,897.04	$44,595.38	$23,473.84
	Distributor	$5,853,112.39		$2,926,556.19	$1,170,622.48	$1,755,933.72	$122,915.36	$1,633,018.36	$84,986.97	$44,734.90
	Allergan	$1,612,963.42	$34,664.49	$806,481.71	$357,257.17	$483,889.03		$483,889.03	$25,182.98	$13,255.65
	Teva	$1,586,535.56	$41,461.54	$793,267.78	$358,768.65	$475,960.67		$475,960.67	$24,770.36	$13,038.47
2026 Payments		**$14,201,698.97**	**$159,759.95**	**$7,100,849.49**	**$3,000,099.74**	**$4,260,509.69**	**$141,908.14**	**$4,118,601.55**	**$214,343.86**	**$112,824.96**
	Walgreens	$1,388,346.00	$26,593.77	$694,173.00	$304,262.97	$416,503.80		$416,503.80	$21,676.05	$11,409.70
	J&J	$904,418.14		$452,209.07	$180,883.63	$271,325.44	$18,992.78	$252,332.66	$13,132.12	$6,912.40
	CVS	$2,856,323.47	$57,040.15	$1,428,161.73	$628,304.84	$856,897.04		$856,897.04	$44,595.38	$23,473.84
	Distributor	$5,853,112.39		$2,926,556.19	$1,170,622.48	$1,755,933.72	$122,915.36	$1,633,018.36	$84,986.97	$44,734.90
	Allergan	$1,612,963.42	$34,664.49	$806,481.71	$357,257.17	$483,889.03		$483,889.03	$25,182.98	$13,255.65
	Teva	$1,586,535.56	$41,461.54	$793,267.78	$358,768.65	$475,960.67		$475,960.67	$24,770.36	$13,038.47
2027 Payments		**$10,578,622.40**	**$151,689.24**	**$5,289,311.20**	**$2,267,413.72**	**$3,173,586.72**	**$65,823.53**	**$3,107,763.19**	**$161,736.93**	**$85,134.06**
	Walgreens	$1,388,346.00	$53,187.55	$694,173.00	$330,856.75	$416,503.80		$416,503.80	$21,676.05	$11,409.70
	J&J	$904,418.13		$452,209.07	$180,883.63	$271,325.44	$18,992.78	$252,332.66	$13,132.12	$6,912.40
	CVS	$2,856,323.47	$57,040.15	$1,428,161.73	$628,304.84	$856,897.04		$856,897.04	$44,595.38	$23,473.84
	Distributor***	$2,230,035.82		$1,115,017.91	$446,007.16	$669,010.75	$46,830.75	$622,179.99	$32,380.03	$17,044.00
	Allergan	$1,612,963.42		$806,481.71	$322,592.68	$483,889.03		$483,889.03	$25,182.98	$13,255.65
	Teva	$1,586,535.56	$41,461.54	$793,267.78	$358,768.65	$475,960.67		$475,960.67	$24,770.36	$13,038.47
2028 Payments		**$15,232,551.46**	**$94,649.09**	**$7,616,275.73**	**$3,141,159.38**	**$4,569,765.44**	**$163,556.05**	**$4,406,209.39**	**$229,311.80**	**$120,703.69**
	Walgreens	$1,388,345.52	$53,187.55	$694,172.76	$330,856.65	$416,503.66		$416,503.66	$21,676.05	$11,409.70
	J&J	$904,418.13		$452,209.07	$180,883.63	$271,325.44	$18,992.78	$252,332.66	$13,132.12	$6,912.40
	CVS	$2,856,323.47		$1,428,161.73	$571,264.69	$856,897.04		$856,897.04	$44,595.38	$23,473.84
	Distributor	$6,883,965.36		$3,441,982.68	$1,376,793.07	$2,065,189.61	$144,563.27	$1,920,626.34	$99,954.91	$52,613.63
	Allergan	$1,612,963.42		$806,481.71	$322,592.68	$483,889.03		$483,889.03	$25,182.98	$13,255.65
	Teva	$1,586,535.56	$41,461.54	$793,267.78	$358,768.65	$475,960.67		$475,960.67	$24,770.36	$13,038.47
2029 Payments		**$15,336,913.36**		**$7,668,456.68**	**$3,067,382.67**	**$4,601,074.01**	**$168,744.40**	**$4,432,329.60**	**$230,671.17**	**$121,419.23**
	Walgreens	$1,388,346.00		$694,173.00	$277,669.20	$416,503.80		$416,503.80	$21,676.05	$11,409.70
	J&J	$1,151,482.48		$575,741.24	$230,296.50	$345,444.74	$24,181.13	$321,263.61	$16,719.48	$8,800.69
	CVS	$2,713,620.54		$1,356,810.27	$542,724.11	$814,086.16		$814,086.16	$42,367.38	$22,301.07
	Distributor	$6,883,965.36		$3,441,982.68	$1,376,793.07	$2,065,189.61	$144,563.27	$1,920,626.34	$99,954.91	$52,613.63
	Allergan	$1,612,963.42		$806,481.71	$322,592.68	$483,889.03		$483,889.03	$25,182.98	$13,255.65
	Teva	$1,586,535.56		$793,267.78	$317,307.11	$475,960.67		$475,960.67	$24,770.36	$13,038.47
2030 Payments		**$14,296,241.91**		**$7,148,120.95**	**$2,859,248.38**	**$4,288,872.57**	**$168,744.40**	**$4,120,128.17**	**$214,423.31**	**$112,866.78**
	Walgreens	$2,103,340.90		$1,051,670.45	$420,668.18	$631,002.27		$631,002.27	$32,839.17	$17,285.67
	J&J	$1,151,482.48		$575,741.24	$230,296.50	$345,444.74	$24,181.13	$321,263.61	$16,719.48	$8,800.69
	CVS	$2,570,917.60		$1,285,458.80	$514,183.52	$771,275.28		$771,275.28	$40,139.38	$21,128.31
	Distributor	$6,883,965.36		$3,441,982.68	$1,376,793.07	$2,065,189.61	$144,563.27	$1,920,626.34	$99,954.91	$52,613.63
	Teva	$1,586,535.56		$793,267.78	$317,307.11	$475,960.67		$475,960.67	$24,770.36	$13,038.47
2031 Payments		**$13,196,679.41**		**$6,598,339.70**	**$2,639,335.88**	**$3,959,003.82**	**$145,701.15**	**$3,813,302.67**	**$198,455.23**	**$104,461.60**
	Walgreens	$2,103,340.90		$1,051,670.45	$420,668.18	$631,002.27		$631,002.27	$32,839.17	$17,285.67
	J&J	$1,151,482.48		$575,741.24	$230,296.50	$345,444.74	$24,181.13	$321,263.61	$16,719.48	$8,800.69
	CVS	$2,568,652.84		$1,284,326.42	$513,730.57	$770,595.85		$770,595.85	$40,104.02	$21,109.70
	Distributor	$5,786,667.62		$2,893,333.81	$1,157,333.52	$1,736,000.29	$121,520.02	$1,614,480.27	$84,022.19	$44,227.07
	Teva	$1,586,535.56		$793,267.78	$317,307.11	$475,960.67		$475,960.67	$24,770.36	$13,038.47
2032 Payments		**$12,045,196.93**		**$6,022,598.46**	**$2,409,039.39**	**$3,613,559.08**	**$121,520.02**	**$3,492,039.06**	**$181,735.75**	**$95,660.91**
	Walgreens	$2,103,340.90		$1,051,670.45	$420,668.18	$631,002.27		$631,002.27	$32,839.17	$17,285.67
	CVS	$2,568,652.84		$1,284,326.42	$513,730.57	$770,595.85		$770,595.85	$40,104.02	$21,109.70
	Distributor	$5,786,667.62		$2,893,333.81	$1,157,333.52	$1,736,000.29	$121,520.02	$1,614,480.27	$84,022.19	$44,227.07
	Teva	$1,586,535.56		$793,267.78	$317,307.11	$475,960.67		$475,960.67	$24,770.36	$13,038.47
2033 Payments		**$9,476,544.09**		**$4,738,272.04**	**$1,895,308.82**	**$2,842,963.23**	**$121,520.02**	**$2,721,443.21**	**$141,631.72**	**$74,551.21**
	Walgreens	$2,103,340.90		$1,051,670.45	$420,668.18	$631,002.27		$631,002.27	$32,839.17	$17,285.67
	Distributor	$5,786,667.62		$2,893,333.81	$1,157,333.52	$1,736,000.29	$121,520.02	$1,614,480.27	$84,022.19	$44,227.07
	Teva	$1,586,535.56		$793,267.78	$317,307.11	$475,960.67		$475,960.67	$24,770.36	$13,038.47
2034 Payments		**$9,476,544.09**		**$4,738,272.04**	**$1,895,308.82**	**$2,842,963.23**	**$121,520.02**	**$2,721,443.21**	**$141,631.72**	**$74,551.21**
	Walgreens	$2,103,340.90		$1,051,670.45	$420,668.18	$631,002.27		$631,002.27	$32,839.17	$17,285.67
	Distributor	$5,786,667.62		$2,893,333.81	$1,157,333.52	$1,736,000.29	$121,520.02	$1,614,480.27	$84,022.19	$44,227.07
	Teva	$1,586,535.56		$793,267.78	$317,307.11	$475,960.67		$475,960.67	$24,770.36	$13,038.47
2035 Payments		**$9,476,544.09**		**$4,738,272.04**	**$1,895,308.82**	**$2,842,963.23**	**$121,520.02**	**$2,721,443.21**	**$141,631.72**	**$74,551.21**
	Walgreens	$2,103,340.90		$1,051,670.45	$420,668.18	$631,002.27		$631,002.27	$32,839.17	$17,285.67
	Distributor	$5,786,667.62		$2,893,333.81	$1,157,333.52	$1,736,000.29	$121,520.02	$1,614,480.27	$84,022.19	$44,227.07
	Teva	$1,586,535.56		$793,267.78	$317,307.11	$475,960.67		$475,960.67	$24,770.36	$13,038.47
2036 Payments		**$7,890,008.53**		**$3,945,004.26**	**$1,578,001.71**	**$2,367,002.56**	**$121,520.02**	**$2,245,482.54**	**$116,861.36**	**$61,512.74**
	Walgreens	$2,103,340.90		$1,051,670.45	$420,668.18	$631,002.27		$631,002.27	$32,839.17	$17,285.67
	Distributor	$5,786,667.62		$2,893,333.81	$1,157,333.52	$1,736,000.29	$121,520.02	$1,614,480.27	$84,022.19	$44,227.07
2037 Payments		**$7,890,008.53**		**$3,945,004.26**	**$1,578,001.71**	**$2,367,002.56**	**$121,520.02**	**$2,245,482.54**	**$116,861.36**	**$61,512.74**
	Walgreens	$2,103,340.90		$1,051,670.45	$420,668.18	$631,002.27		$631,002.27	$32,839.17	$17,285.67
	Distributor	$5,786,667.62		$2,893,333.81	$1,157,333.52	$1,736,000.29	$121,520.02	$1,614,480.27	$84,022.19	$44,227.07
2038 Payments		**$5,786,667.62**		**$2,893,333.81**	**$1,157,333.52**	**$1,736,000.29**	**$121,520.02**	**$1,614,480.27**	**$84,022.19**	**$44,227.07**
	Distributor	$5,786,667.62		$2,893,333.81	$1,157,333.52	$1,736,000.29	$121,520.02	$1,614,480.27	$84,022.19	$44,227.07
TOTAL		**$230,366,254.80**	**$833,843.47**	**$115,183,127.40**	**$46,907,094.43**	**$69,109,876.44**	**$2,735,681.13**	**$66,374,195.31**	**$3,454,303.83**	**$1,818,254.53**

Maine Settlement Totals*	
J&J	$24,602,159.82
Distributors	$105,668,370.13
Mallindrockt	$1,783,042.13
Walmart	$14,196,305.76
Allergan	$11,290,743.95
Teva	$20,496,278.65
Walgreens	$27,260,143.75
CVS	$25,069,210.61
	$230,366,254.80

*Does not include Tribal Settlements

City of Biddeford

City Council

January 20, 2026 at 6:00 PM

City Hall Council Chambers & Zoom

**1. Roll Call - ** all present

Council President Beaupre

Councilor Lessard

Councilor Vadnais

Councilor Boston

Councilor Woods

Council Doughty

Councilor Kurtz

Councilor Pierson

Councilor Cote

2. Pledge of Allegiance

3. Adjustment(s) to Agenda

None

4. Presentation

4.a CDBG Plans

Jessica Wilson, Community Development & Grants Manager, reviewed the 5-year plan, FY24 and FY25 plans.

5. Public Hearing

5.a CDBG Public Hearing

The public hearing opened at 6:26 pm

Public Comments: none

The public hearing closed at 6:26 pm

6. Appointments

6.a 2026.07 Approval Mayoral Appointments to Citizen Committees

Motion: Councilor Beaupre

Second: Councilor Lessard

Councilor Kurtz requested to abstain from the vote.

Councilor Lessard: motion to allow Councilor Kurtz to abstain from the vote.

Second: Councilor Beaupre

Vote: Unanimous in favor.

Vote: 8 yeas – Councilors Lessard, Vadnais, Cote, Pierson, Doughty, Woods, Boston, and Beaupre.

1 abstained – Councilor Kurtz.

Motion passed.

6.b 2026.08 Approval Mayoral Appointments of Councilors to Committees

Motion: Councilor Beaupre

Second: Councilor Lessard

Vote: Unanimous in favor.

Motion passed.

6.c 2026.14 Approval Mayoral Appointments Institutional Zone ad hoc committee

Motion: Councilor Beaupre

Second: Councilor Lessard

Vote: Unanimous in favor.

Motion passed.

7. Public Addressing the Council

Two citizens spoke about the potential ICE activities in the area, and one requested a petition to the Governor.

One citizen spoke in support of the public library.

One citizen spoke about public beach access.

One citizen requested that agenda items 10.e and 10.f be moved to the beginning of the Orders of the Day section.

Councilor Cote – motion to move 10.e and 10.f to the beginning of the Orders of the Day.

Second: Councilor Kurtz

Vote: 6 yeas – Councilors Cote, Kurtz, Doughty, Woods, Boston, and Beaupre

3 nays – Councilors Lessard, Vadnais, and Pierson.

Motion passed.

8. Consideration of Minutes

8.a Council Minutes 1-6-26

Motion: Councilor Beaure

Second: Councilor Lessard

Vote: Unanimous in favor.

Motion passed.

9. Second Reading

9.a 2026.02 Approval to change the current two-hour parking privilege to no parking in front of 93 Alfred Street, odd side, to allow for the existing bus stop location.

Motion: Councilor Cote

Second: Councilor Beaupre

Vote: Unanimous in favor.

Motion passed.

10. Orders of the Day

10.a 2026.10 Approval Winterfest Special Events Application

Motion: Councilor Boston

Second: Councilor Woods

Vote: Unanimous in favor.

Motion passed.

10.b 2026.09 Approval Winterfest fee waiver

Motion: Councilor Boston

Second: Councilor Lessard

Councilor Beaupre advised the event organizers to submit future funding requests during the budget process.

Vote: Unanimous in favor.

Motion passed.

10.c 2026.12 Approval Abatement Request for Tax Map 2 Block 5 Lot 5-Thebarge- 7 Andrews Rd.

Motion: Councilor Cote

Second: Councilor Lessard

Vote: Unanimous in favor.

Motion passed.

10.d 2026.13 Approval Abatement Request for Tax Map 43 Lot 11, Dube- 9 Decary Rd.

Motion: Councilor Boston

Second: Councilor Lessard

Councilor Pierson asked questions about the history of this request.

City Assessor Deanne Vail provided the background of the process and the timing of this request.

Vote: 4 yeas – Councilors Cote, Kurtz, Woods and Boston

5 nays – Councilors Lessard, Vadnais, Pierson, Doughty and Beaupre

Motion failed.

10.e 2026.11 Approval Institutional Zone and University Use Moratorium

Motion: Councilor Boston

Second: Councilor Lessard

Public Comment: three citizens spoke in favor of the moratorium; 3 citizens spoke against the moratorium.

Vote: Unanimous in favor.

Motion passed.

10.f 2026.16 Approval/ Moratorium on mobile home lot fee increases

Motion: Councilor Cote

Second: Councilor Woods

Public Comment: 23 residents of Granite Estates were present; 5 residents of that park provided details of the price increases and the timeline.

Two citizens spoke about financing costs and unintended consequences of the moratorium.

Councilor Beaupre – motion to restrict the public comment to in person comments.

Second – Councilor Vadnais

Vote: Unanimous in favor.

Motion passed.

Councilor Cote shared the price changes in that park since 2016.

Several Councilors expressed concern that this would impact other park owners who are not raising their fees so quickly. Some Councilors expressed concern for the residents of Granite Park but did not think there would be enough time for a thorough review of the situation for all parks in Biddeford, a review of the current and pending state laws, enforcement issues, and creating a precedent. Councilors requested that the Mayor consider creating an ad hoc committee to review this.

Roll Call Vote:

Councilor Beaupre – nay, Councilor Lessard – nay, Councilor Vadnais – nay, Councilor Boston, nay, Councilor Woods, yea, Councilor Doughty – nay, Councilor Kurtz – yea, Councilor Pierson – nay, Councilor Cote – yea

6 nays; 3 yeas.

Motion failed.

10.g 2026.15 Approval Amend Council Rules

Motion: Councilor Boston

Second: Councilor Lessard

Councilor Beaupre explained the reason for the request.

Vote: Unanimous in favor.

Motion passed.

Councilor Beaupre – motion to waive the rules to have the second reading and allow this to take effect in 30 days.

Second: Councilor Lessard

Vote: Unanimous in favor.

Motion passed.

11. Public Addressing the Council

One citizen spoke about the Council votes tonight and the concept of elasticity.

12. City Manager Report

City Manager Truc Dever said that we would be moving from Zoom to Teams for city meetings, starting with the Policy Committee meeting next week. There will be a public outreach effort to provide instructions. She provided an update on the Personnel Committee and recruitment efforts. She gave an update on the IRS filing situation from 2021 and answered questions.

13. Committee Updates by Council

Councilor Kurtz will be the new liaison to Heart of Biddeford.

Councilor Woods is on the Public Art Commission; they are reaching out to other committees for collaboration. They are working on an ordinance that will guide the commission, it will go to the Policy Committee first.

14. Other Business

Councilor Boston is the liaison to the Chamber of Commerce; there are two new businesses at 2 Main Street that will have a ribbon cutting on Thursday.

15. Council President Addressing the Council

Councilor President Beaupre spoke about the council workshop retreat held on Monday and requested additional public access in the future. He also spoke about complaints of strong cannabis odors from businesses and would like it to be addressed.

16. Mayor Addressing the Council

Mayor LaFountain thanked Public Works for their hard work during winter storms, they have already had 20 storms this season. He mentioned street safety, especially bus safety.

17. Executive Session

17.a Executive Session 1 MRS 405 (6) a Personnel Matters

Motion to enter at 8:55 pm by Councilor Pierson

Second: Councilor Boston

Vote: Unanimous in favor.

Motion passed.

Motion to exit at 8:59 pm by Councilor Kurtz

Second: Councilor Lessard

Vote: Unanimous in favor.

Motion passed.

Councilor Kurtz: motion to extend the meeting past 9:00 pm

Second: Councilor Pierson

Vote: Unanimous in favor.

Motion passed.

Councilor Kurtz motion to enter executive session at 9:00 pm

Second: Councilor Lessard

Vote: Unanimous in favor.

Motion passed.

Motion to exit at 9:33 pm by Councilor Boston

Second: Councilor Lessard

Vote: Unanimous in favor.

Motion passed.

18. Adjourn

Motion to adjourn at 9:33 pm

Second: Councilor Lessard

Vote: Unanimous in favor.

Meeting adjourned

City Council

Meeting Date: February 3, 2026
Meeting Time: 6:00 PM
Agenda Item No: 9.a
Item Description: 2026.21 Approval Amend Ordinance Code Enforcement Fees
Submitted By: Roby Fecteau, Director of Code Enforcement

Key Terms:

Executive Summary:
The City of Biddeford last updated Code Enforcement fees in 2017.

Detailed Review:
As part of standard procedure, Code Enforcement staff compare the City's fees with other communities. The fees that were checked this year included building permits, electrical permits and plumbing permits. The code office is also proposing adjustments to other fees including re-inspection fees, letter request fees, and certificate of occupancy fees.

Comparable communities for building permit fees include Portland, South Portland, and Westbrook. Comparable communities for electrical permit fees include Saco, Sanford, South Portland, Portland, Lewiston, Scarborough, Arundel, and Auburn. Plumbing fees are generally standard, and the only adjustment is re-inspection fees.

The Policy Committee reviewed and approved the proposed ordinance amendments on January 26, 2026.

Funding Source:
N/A

Staff Recommendation:
Staff recommends adjustments to fees to become more in-line with other communities.

Next Steps:

Attachments:

1. 2026.21 Codes Ordinance change-Order
2. Code Enforcement Fees 1.28.26
3. ELECTRICAL CODE - PERMITS - Required; posting. - Application. - Fees. - through Sec.18-170. (Reserved)
4. Portland
5. South Portland
6. Westbrook
7. NEIGHBORING TOWN ELECTRICAL PERMIT FEES-final

City of Biddeford

2026.21 IN BOARD OF CITY COUNCIL… February 3, 2026
BE IT ORDERED, by the City Council of Biddeford, that Chapter 18, Article II, Division 3, Section 18-61 *Permit fee schedule* and 18-62 *Plumbing Permit Fees* as well as Article III, Division 3, Section 18-158 *Fees* be amended as attached by adding text in blue underline and deleting text in ~~red strikethrough.~~

February 3, 2026

February 17, 2026

Attest by:________________________________

DIVISION 3
PERMITS; FEE SCHEDULE

Sec. 18-60. Permit regulations. [Added 6-1-2010 by Ord. No. 2010-44]

(a) A fee shall be charged for every permit issued by the Code Enforcement Office, and no permit shall be issued until the fees prescribed in this section have been collected by the Code Enforcement Office.

(b) Professional consultant review fees are to be paid for by the applicant prior to issuance of permits. An increase of 20% will be added to this fee by the City for handling cost.

(c) Belated permits. For permits applied for after work has been started (penalty), the amount of the fee shall be doubled.

(d) Refund of fees. All permit fees are nonrefundable.

(e) Expiration of permits. All building and electrical permits expire after one year from date of issuance. Per state statute, 30-A.M.R.S.A. § 4215, plumbing permits are valid for work commenced within 24 months after the permit is issued.

Sec. 18-61. Permit fee schedule. [Ord. No. 2002.10, 2-5-2002; amended 6-1-2010 by Ord. No. 2010.44; 7-5-2011 by Ord. No. 2011.32; 6-3-2014 by Ord. No. 2014.40; 6-6-2017 by Ord. No. 2017.52; 8-20-2024 by Ord. No. 2024.124]

Effective ~~July 1, 2017~~ March 23, 2026 Building Permit Fee Schedule.

(1) Building/demolition permit application fee: $60.

(2) Minimum building permit fee: $40.

(3) Construction permits, per thousand dollars of value (after square footage is calculated): ~~$14.35.~~ $15.00

a. For projects of $5,000 or less, permit fees shall be waived. This does not include the application fee for processing.

b. Exception: Projects started without proper permits shall pay double permit fees. The application fee shall not be doubled.

(4) Reinspection fee: ~~$50.~~ Per Inspector: $75.00

(5) Swimming pools:

a. Aboveground: $50.

b. Inground: $100.

(6) Demolition permit: $50.

a. For structures with less than a $5,000 tax assessment, the fee shall be waived. This does not include the application fee for processing.

(7) Renewal permits, per thousand dollars of value prorated to remaining value of structure: $14; minimum fee of $40.

(8) Certificate of occupancy (not related to building permit): ~~$50.~~ $ 100.00

(9) Letters to attorneys, realtors, brokers, Zoning verification etc.: ~~$25.~~ $ 75.00

(10) Sign permits: $50 per sign.

(11) Zoning Board of Appeals: application fee of $100, plus first class postage per abutter with 200 feet, plus publication costs.

Sec. 18-62. ~~(Reserved)~~ Plumbing Permit Fees

~~(a) Plumbing; septic systems.~~

(1) Internal Plumbing permit fee schedule:

a. Per fixture, no maximum: $10 with a minimum of $40.

b. Reinspection fee, including septic system reinspections: ~~$50~~. $75

(2) Septic system permit fee schedule:

a. Complete systems:

1. Nonengineered system: $200.

2. Engineered system: $200.

3. Separate laundry system: $50.

4. Seasonal conversion system: $50.

5. Variance: additional $40.

b. Separate parts:

1. Disposal field (nonengineered): $100.

2. Disposal field (engineered): $150.

3. Treatment tank (nonengineered): $75.

4. Treatment tank (engineered): $80.

5. Variance (state or local for septic systems): Add $40.

(3) NOTE: Unless otherwise stated, each permit issued under this Subsection (b) will be valid for work commenced within 24 months after the permit is issued.

Sec. 18-63. Issuance of occupancy permits subject to adequate access to premises. [Ord. No. 2002.10, 2-5-2002]

(a) In reviewing applications for occupancy permits for new residential structures, the Building Inspector shall consider the adequacy of access to the subject premises; and should he have any uncertainties as to whether or not such access is adequate, he shall request an inspection by the City Engineer and the Director of Public Works jointly, who shall make a written report to the Building Inspector. If the report is affirmative, the Building Inspector may then issue the requested occupancy permit. If the report is negative, the Building Inspector may not issue the permit without further authorization by the City Council.

(b) In making a determination as to the adequacy of access to any house lot, the inspector (Building Inspector, City Engineer or Director of Public Works) will consider the width, grades, condition of surface, drainage features, and any other condition which may result in future deterioration of the adequacy of access to the subject lot.

Sec. 18-64. through Sec. 18-75. (Reserved)

DIVISION 3
PERMITS

Sec. 18-156. Required; posting. [Ord. No. 2002.10, 2-5-2002]

All persons shall, before beginning any installation, alteration or change of electrical wiring or equipment in the City, obtain a permit for such work. Permits for installation, alteration and use of electrical equipment shall be issued upon receipt of an application made out on a printed form furnished by the Electrical Inspector. The fee is to be paid in advance as provided for in this division. Permits shall be posted in plain view, inside the building near the entrance switch or inside the service switch when installed.

Sec. 18-157. Application. [Ord. No. 2002.10, 2-5-2002]

The application for an electrical permit shall contain the name of the owner or user of the electrical equipment to be installed, altered or changed, and the location of such work by correct address, street and number, and the name and address of the person making the installation.

Sec. 18-158. Fees. [Ord. No. 2002.10, 2-5-2002; Ord. No. 2003.68, 7-1-2003; Ord. No. 2004.35, 6-1-2004; amended 6-1-2010 by Ord. No. 2010.44; 6-6-2017 by Ord. No. 2017.52]

(a) Effective July 1, 2017, Electrical Permit Fee Schedule.

(1) New Residential Electrical Permit Fee Schedule. All permits for residential installations shall be charged an administrative fee of $25.

a. One- and two-family dwelling:

1. Less than 2,000 square feet: ~~$100 per unit~~. $150 per unit

2. Greater than 2,000 square feet~~: $100~~ $150 plus ~~$0.55~~ $0.075 for additional square feet.

b. Three-or-more-family dwelling Not including garages:

1. ~~Less than 2,000 square feet: $75 per unit.~~ $0.075 Per Square Foot. Includes living area and all other areas within building. Exclusion Heating/Cooling/ Fire equipment.

Commented [RF1]: Policy made a motion to remove

c. Garage (per bay), under, attached, unattached: $20.

d. Service entrance, including meter and disconnect:

1. One hundred amps: ~~$45.~~ $50.

2. Two hundred amps: ~~$50.~~ $60.

3. Four hundred amps: ~~$55.~~ $80.

4. Sub-panel: ~~$25.~~ $35.

5. Temporary: ~~$50.~~ $60

e. General wiring, outlets:

1. One to 10 outlets: $10.

2. Eleven to 30 outlets: $15.

3. Thirty-one to 60 outlets: $20.
4. Sixty-one or more outlets: $20 plus $0.50 per additional outlet.

f. Dedicated circuit:
1. One hundred twenty volts: $5.
2. Two hundred forty volts: $10.

g. Swimming pools: $75
1. ~~Above ground: $40.~~
2. ~~Inground: $50.~~

h. Central heating/cooling: $1 per BTU.

i. Electrical heating: $1 per kilowatt.

j. Exhaust fan: $5.

k. Pump(s), water, sewage, other: $10, each.

l. Low voltage wiring (i.e., fire, security, voice, data): $50.

m. Smoke/carbon monoxide/heat detectors (not part of a system): $10 each.

n. GFCI/AFCI: $5 each.

o. Alternate energy source:
1. Geothermal, solar, wind: $1 per kilowatt.
2. Generator (fixed): $1 per kilowatt.
3. Transfer switch: $1 per kilowatt.

p. Permit not specified: $50.

q. Minimum fee: $50.

r. NOTE: For fee purposes, outlets will be classified as lights, lighting and small appliance receptacles and lighting switches. Unless otherwise stated, each permit issued under this Subsection (a)(1) will be valid for one year from date of issuance.

(2) New Commercial-Industrial Electrical Permit Fee Schedule. All permits for commercial-industrial installations shall be charged an administrative fee of $50.

a. New building (does not include electrical service): ~~$0.055~~ $0.095per square foot.

b. Service entrance:
1. Up to 100 amps: $55.
2. One hundred one to 200 amps: $60.

3. Each additional 100 amps: $20 per 100 amps.
4. Three-phase meter with C.T. cabinet: ~~$125.~~ $135
5. Additional panel: $35 each.

c. Temporary service: $60.

d. General wiring, outlets:

1. One to 10 outlets: $10.
2. Eleven to 30 outlets: $15.
3. Thirty-one to 60 outlets: $20.
4. Sixty-one or more outlets: $20 plus $0.50 per additional outlet.

e. Dedicated circuit:

1. One hundred twenty volts: $5.
2. Two hundred forty volts: $10.

f. Illuminated sign(s): ~~$20 each.~~ $30

g. Area light pole(s): $5 each.

h. Air conditioning:

1. Up to 12,000 BTUs: $10.
2. Over 12,000 BTUs: $10 plus $2 per BTU.

i. ~~Central heating/cooling:~~ Heat Pump/Mini-split/ AC: $1 per KBTU.

j. Electrical heating: $1 per kilowatt.

k. Exhaust fan: $5.

l. Pump(s), water, sewage, other: $10 each.

m. Low voltage wiring (i.e., fire, security, voice, data): $50.

n. Smoke/carbon monoxide/heat detectors (not part of a system): $10.

o. GFCI/AFCI: $5 each.

p. Alternate energy source:

1. Geothermal, solar, wind: $1 per kilowatt.
2. Generator (fixed): $1 per kilowatt.
3. Transfer switch: $1 per kilowatt.

q. Motor(s):

1. Up to one horsepower: $5.

2. Additional horsepower: $0.50 per horsepower.

r. Permit not specified: $50.

s. Minimum fee: $50.

t. NOTE: For fee purposes, outlets will be classified as lights, lighting and small appliance receptacles and lighting switches. Unless otherwise stated, each permit issued under this Subsection (a)(2) will be valid for one year from date of issuance.

u. Each commercial permit is entitled to eight inspections without additional fees. A fee of $25 will be charged for each additional inspection.

~~(b) Plumbing; septic systems.~~

~~(1) Plumbing permit fee schedule:~~

~~a. Per fixture, no maximum: $10 with a minimum of $40.~~

~~b. Reinspection fee, including septic system reinspections: $50.~~

~~(2) Septic system permit fee schedule:~~

~~a. Complete systems:~~

~~1. Nonengineered system: $200.~~

~~2. Engineered system: $200.~~

~~3. Separate laundry system: $50.~~

~~4. Seasonal conversion system: $50.~~

~~5. Variance: additional $40.~~

~~b. Separate parts:~~

~~1. Disposal field (nonengineered): $100.~~

~~2. Disposal field (engineered): $150.~~

~~3. Treatment tank (nonengineered): $75.~~

~~4. Treatment tank (engineered): $80.~~

~~5. Variance (state or local for septic systems): Add $40.~~

~~(3) NOTE: Unless otherwise stated, each permit issued under this Subsection (b) will be valid for work commenced within 24 months after the permit is issued.~~

Sec. 18-159. through Sec. 18-170. (Reserved)

CITY OF PORTLAND
Permitting and Inspections Department

Building Permits and Inspections Fee Schedule

Please submit the cost of work with your application. If the construction cost submitted is less than indicated by national standards, the City of Portland reserves the right to reevaluate project cost and assess the larger fee per RSMeans.

All fees are due prior to the issuance of the permit. Once the application has been received by the Permitting and Inspections Department, an invoice will be issued, requesting payment of all fees. We accept cash, Visa, MasterCard, American Express, and checks payable to the City of Portland.

COST OF WORK FEES

General Building Permit Fees (For all construction work. Additional fees may apply—see below.)	
Cost of work fees and amendments to application:	
Up to $1,000 worth of work	$25.00
Each additional $1,000 worth of work	$15.00
Demolition of structure	
Up to $1,000 worth of work	$30.00
Each additional $1,000 worth of work	$10.00
Heating, Ventilating and Air Conditioning (HVAC)	
Up to $1,000 worth of work	$30.00
Each additional $1,000 worth of work	$10.00
Fire Alarm/Sprinkler System	
Commercial	
Up to $1,000 worth of work	$30.00
Each additional $1,000 worth of work	$10.00
One and Two Family	No Fee

ADMINISTRATIVE FEES (in addition to cost of work fees)

Certificate of Occupancy inspection	$100.00
Missed scheduled inspection	$150.00
Stop Work Order Removal	
Projects with cost of work up to $10,000 where:	
No work completed during stop work order	$150.00
Work completed in violation of stop work order	$300.00
Projects with cost of work greater than $10,000 where:	
No work is completed during stop work order	$1,000.00
Work is completed in violation of stop work order	$3,000.00
Reinspections	
First	$150.00
Second	$300.00
Third and subsequent	$500.00
City secures building	$500.00

Revised 4/2025

South Portland

Chapter 5 – Buildings

Code/Statute	Type of Fee	Fee
§ 5-66	List Property on the South Portland Inventory of Archaeological and Historic Places	$150
§ 5-77	**Construction activities:**	
	Application fee[1]	$100
	Cost of work	$15/$1,000 of cost
	Air conditioning	$15/$1,000 of cost
	Signs:	
	Application fee[1]	$100
	Cost of work	$15/$1,000 of cost
	Heating installations only:	
	Single-family dwelling, flat fee:	$30
	Other:	$10/$1,000 of cost
	Minimum fee:	$30
	HVAC system only	$15/$1,000 of cost
	Demolition:	
	Principal structures	$50
	Accessory structures	$25
	Relocations	$15/$1,000 of assessed valuation
	Home Occupations	$50
	Change of Occupancy (non-residential)	$50
	Swimming pools, per $1,000	$15
	Minimum fee for every permit (unless otherwise indicated).	$50
	After-the fact permits (permits not applied for until after the work for which permit is required has already been started)	Triple the amount set forth herein up to maximum of one thousand dollars ($1,000)
	Reinspection fee for each subsequent inspection determined by the Building Inspector to be necessary because the building or site being inspected has not been completed or is not eligible for a certificate of occupancy	$50

[1] Non-refundable

This Schedule is subject to amendment by City Council Order.

Westbrook

Code Chapter/Section		Fee	Amendment Dates
	Level 3 - Advanced Response: Claim will include engine response, first responder assignments, hazmat certified team and appropriate equipment, perimeter establishment, evacuations, set-up and command of the incident, Level A or B suit donning, breathing air and detection equipment, setup and removal of decon center, detection equipment, recovery and identification of material, disposal and environment clean up of materials used at the scene. Includes three hours of scene time, each additional hour or any portion of hour will be billed at $500 per hour. Consumable items are an additional cost	$7,000	
	EMS Billing Rates	Current rates	
	BLS	$700	
	ALS-1	$1,000	
	ALS-2	$1,400	
	Specialty care	$1,500	
	Mileage	$18	
	No transport	$125	
	Medical intercept	$300	
	Lift assist, no injuries	$300	
	Non-emergency transport (basic life support)	$735	8-5-2024 (2024-89)
	Non-emergency transport (advanced life support)	$1,400	8-5-2024 (2024-89)
Chapter 110 - Animals			
§§ **110-10** and **110-19**	Impoundment fees		12-21-2020 (2020-153)
	For each animal, first impoundment	$25	
	For each animal, second impoundment	$50	
	For each animal, third and subsequent impoundment	$100	
Chapter 123 - Building Construction[2]			
§ **123-12**, § **123-15**	Building permits (inclusive of demolition of a building, swimming pools or any structure construction/alteration/demolition)	$50 + $15/$1,000 construction costs	4-5-2010; 8-15-2011; 7-6-2015; 4-30-2018 (2018-58); 6-7-2021 (2021-54)
	Reinspection fee	$50	4-5-2010; 1-26-2015

DESCRIPTION		SACO	SANFORD	SO. PORTLAND	PORTLAND	LEWISTON	SCARBORO	ARUNDEL	AUBURN	BIDDEFORD	PROPOSED PRICES
1 & 2 FAM LESS THAN 2000'		0.07					.05/SQ FT	.055/SQ FT	45/UNIT	100	150
MORE THAN 2000 '							.05/SQ FT	.055/SQ FT	45/UNIT	100+.055/SQ	150+.075/SQ FT
3 OR MORE FAMILY							.05/SQ FT	.055/SQ FT	45/UNIT	75 EA	.075/ SQ FT
COMM SPACE PER/SQ FT		0.09		20			.05/SQ FT	.055/SQ FT	55	.055/SQ FT	.095/SQFT
TEMP SERVICE RES-		50	50	20			30	75	40	50	
TEMP SERVICE COMM.		60				40	30	75	40	60	
100 AMP RES-		45		20	25	40	30	50	75	45	50
200 AMP RES-		50		20	25	40	30	75	75	50	60
400 AMP RES-		55		20	45	80	30	125	75	55	80
NEW PANEL RES-		25				10	30	50	10	25	35
100 AMP COMM		55	50				30	75	75	55	60
200 AMP COMM		60	50				30	75	75	60	70
ADDITIONAL 100AMPS EA.		20						25	10	35	
3 PHASE		125		30	40-150		30	50	75+10 EA	125	135
NEW COMM PANEL		35	25		15			50	10	35	
1-10 OUTLETS		10	.50 EA	.50 EA	1-20/12.00	1.00 EA		20 UP TP 10	.50 EA	10	
11-30 OUTLETS		15	.50 EA		21-50/25.00	1.00 EA		.50 EA +	.50 EA	15	
31-60 OUTLETS		20	.50 EA		51-100/40.00	1.00 EA		.50 EA +	.50 EA	20	
61+ OUTLETS		20+.50 EA	.50 EA		100+.50EA	1.00 EA		.50 EA +	.50 EA	20+.50 EA	
120 DED. CKT		5	7.50 EA		5				5	5	
240 DED. CKT		10	10 EA	3.00 EA	10			10	10	10	
SWIMMING POOL		50	75	40	50	50	30	15		50	75
A/C CONDENSOR		1/KBTU	25	6/UNIT		20 EA	30	25+2EA ADD	12	1/KBTU	
ELECT HEAT		1/KW	25	6/UNIT		20 EA		5 PER THERM	3/KW	1/KW	
EXHAUST FAN		5	5	6	5			10		5	
SEWER PUMP		10	7.50 EA	6	10	20		15		10	15
SMOKE DETECT		10 EACH						5		10 EA	
GFCI		5 EACH			7.50 EA	40/200/+75		5		5	
SOLAR RESIDENTIAL		1/KW		3 EA PANEL	75/100/150		30//30+1.00 PER KW	50+2 EA ADD		1/KW	1/KW
SOLAR COMMERCIAL		1/KW							25	1/KW	1.5/KW
GENERATOR		50			40	30		50			
OTHER		50						20		50	
AFTER THE FACT		100								100	
ALARMS/LOW VOLT		50	35		25	.50 PER DEV		35	18+.50 EA	50	
SIGNS		20	45	10	30	30	30	50	30	20	30
ADMIN FEE RES-		25						30		25	
ADMIN COMM		50		50	75		30	30		50	
MIN. FEE		75/100	75		75		30	75		75/100	

City Council

Meeting Date: February 3, 2026
Meeting Time: 6:00 PM
Agenda Item No: 9.b
Item Description: 2026.22 Approval Amend Shellfish Ordinance
Submitted By: Robin Patterson, City Clerk

Key Terms:
DMR - Department of Marine Resources

Executive Summary:
The City Clerk worked with the Maine Department of Marine Resources, the Policy Committee and Council in 2025 to make ordinance changes recommended by DMR.

The following 3 changes are being proposed this year to address some remaining issues with the Shellfish Licensing program: change the start date of the program; eliminate the discount on recreation licenses; and allow the Shellfish Warden license to be allocated within the resident totals.

Detailed Review:
Start Date: the City Clerk is requesting the license period be moved up 30 days to begin on May 1st. This is to eliminate the crossover with other peak activities in the Clerk's office, particularly in-person voting for June elections. Licenses from 2025 will still be allowed to expire on May 31, 2026.

License fees: the City Clerk added recreational shellfish licenses to the City's online offerings in 2025 by using the parking ticket/beach pass online platform. This worked for the licenses with a fee. However, it is a payment system and does not allow for a payment of zero dollars. The current discount for recreation licenses for people 70 years of age or older is 100% off; they pay zero dollars. After careful consideration, the Policy Committee voted on 1-26-26 to recommend that Council eliminate that discount. In 2025, almost 40% of recreational shellfish licenses were issued at no charge. The current prices of $30 for residents and $60 for nonresidents are still a very good value in both price and number of days eligible to harvest per year (365) compared to other programs in the area.

The current Shellfish Warden is not a resident of the City. He has been in this position for 6 years and purchases a nonresident recreational permit each year. Staff recommends that the Shellfish Warden be allowed to purchase a residential recreation shellfish permit, regardless of residency. Residential permits are unlimited per year, while nonresidential permits are currently limited to 60 per year.

Other language changes are suggested to reduce repetition and to clean up the language.

Funding Source:
n/a

Staff Recommendation:
Staff recommends approval to address remaining issues with the shellfish licensing process. These changes were approved unanimously by the Policy Committee on 1-26-26.

Next Steps:
This will have two readings by City Council. The final attested copy will also be sent to DMR for their approval, they have already given preliminary approval for these 3 changes.

Attachments:
1. 2026.22 Shellfish Ordinance change
2. Shellfish Licensing ordinance 2026 revisions 2-3-26

2026.22 IN BOARD OF CITY COUNCIL… February 3, 2026

BE IT ORDERED, by the City Council of Biddeford, that Chapter 74, Article II, Division 5, Section 74-105, Shellfish Conservation Ordinance, Licensing be amended as attached by adding text in blue underline and deleting text in ~~red strikethrough.~~

February 3, 2026

February 17, 2026

Attest by:__________________________________

Sec. 74-105. Licensing. [Ord. No. 2000.20, § 5, 4-4-2000; Ord. No. 2002.33, 4-2-2002; Ord. No. 2004.8, 3-2-2004; amended 4-7-2009 by Ord. No. 2009.11; 11-17-2015 by Ord. No. 2015.75; 3-18-2025 by Ord. No. 2025.22]

It is unlawful for any person to dig or take shellfish from the shores and flats of this municipality without having a current license issued by this municipality as provided by this division. A commercial digger must also have a valid State of Maine Commercial Shellfish License issued by the Department of Marine Resources. All recreational licenses are for personal use only.

(a) Designation, scope and qualifications:

1. Resident commercial shellfish license. The license is available to residents of the municipality and entitles the holder to dig and take any amount of shellfish from the shores and flats of this municipality and reciprocating municipalities.

~~2. Resident commercial over 62 shellfish license. The license is available to residents of the municipality who can and do provide age verification legally attaining the age of older than 62 years of age at the time of purchase, and entitles the holder to dig and take any amount of shellfish from the shores and flats of this municipality and reciprocating municipalities.~~

3. Nonresident commercial shellfish license. The license is available to nonresidents of this municipality and entitles the holder to dig and take any amount of shellfish from the shores and flats of this municipality.

4. Residential recreational shellfish license. The license is available to residents and real estate taxpayers of this municipality and entitles the holder and guest(s) to dig and take no more than one peck of shellfish per any one day from the shores and flats of this municipality.

5. Nonresident recreational shellfish license. The license is available to any person not a resident of this municipality and entitles the holder and guest(s) to dig and take not more than one peck of shellfish per any one day from the shores and flats of this municipality.

6. Resident/nonresident one-day recreational shellfish license. The license is available to any resident or nonresident, and entitles the holder to dig and take not more than one peck of shellfish during the one and only day, or any part thereof, for which the license has been purchased.

7. Individuals 12 years or younger do not need a license to assist a recreational shellfish license holder in harvesting not more than one peck of shellfish in total per any 1 day.

8. The Shellfish Warden will be allowed to purchase a recreational shellfish license at the Residential Recreation rate and as part of the resident recreational license allocation, regardless of their residency.

9. Resident and nonresident student commercial shellfish licenses. The student must be at least 16 years of age or older and under 23 years of age, based upon the May 1 of the year of application. A person issued a student license is enrolled:

   a. A person must show proof of age and proof of school attendance, except that students attending college must show proof of 12 credit hours per semester by a state-recognized accrediting agency or body.

b. A person attending a public day school in accordance with the attendance requirement of 20-A M.R.S.A. § 5001-A, Subsection 1.

c. A person meeting the requirements of an alternative to attendance at public day school in accordance with 20-A M.R.S.A. § 5001-A, Subsection 3.

d. A person under the age of 18 as of May 1 of the year of application must have a parent or legal guardian signature on the shellfish application.

e. A person may not be considered to have ceased to be a student during any interim between school years if the interim does not exceed five months and if it is shown that the person has a bona fide intention of continuing to pursue a full-time course of study during the semester or other enrollment period immediately following the interim period. For purposes of this subsection, "full-time course of study" means at least 60% of the usual course load for the program in which the person is enrolled.

f. The Shellfish Committee may revoke a student license if the licensee fails to maintain required student status

~~10. Nonresident student commercial shellfish license. The student must be at least 16 years of age or older and under 23 years of age, based upon the May 1 of the year of application. A person issued a student license is enrolled:~~

~~a. A person must show proof of age and proof of school attendance, except that students attending college must show proof of 12 credit hours per semester by a state-recognized accrediting agency or body.~~

~~b. A person attending a public day school in accordance with the attendance requirement of 20-A M.R.S.A. § 5001-A, Subsection 1.~~

~~c. A person meeting the requirements of an alternative to attendance at public day school in accordance with 20-A M.R.S.A. § 5001-A, Subsection 3.~~

~~d. A person under the age of 18 as of May 1 of the year of application must have a parent or legal guardian signature on the shellfish application.~~

~~e. A person may not be considered to have ceased to be a student during any interim between school years if the interim does not exceed five months and if it is shown that the person has a bona fide intention of continuing to pursue a full-time course of study during the semester or other enrollment period immediately following the interim period. For purposes of this subsection, "full-time course of study" means at least 60% of the usual course load for the program in which the person is enrolled.~~

~~f. The Shellfish Committee may revoke a student license if the licensee fails to maintain required student status~~

11. License must be signed. The licensee must sign the license to make it valid.

(b) Application procedure. Any person may apply to the Clerk for the licenses required by this division on forms provided by the municipality.

1. Contents of application. The application must be in the form of an affidavit and must contain the applicant's name, current address, birth date, height, weight, signature and

whatever information the municipality may require.

2. Misrepresentation. Any person who gives false information on a license application will cause said license to become invalid and void.

3. All recreational licenses will be available on a first-come, first-served basis, regardless of residency.

(c) Fees. The fees for the licenses are as stated below and must accompany in full the application for the respective license. The Clerk shall pay all fees received to the City Treasurer except for $3 of each license that will be retained by the Clerk as payment for issuing the license. Shellfish license fees and fines shall be used by the municipality for shellfish management, conservation and enforcement.

1. Resident commercial: determined annually.

~~2. Resident commercial over 62: determined annually.~~

3. Nonresident commercial: determined annually.

4. Resident student commercial: determined annually.

5. Nonresident student commercial: determined annually.

6. Resident recreational: determined annually.

7. (Reserved)

8. Nonresident recreational: determined annually.

9. (Reserved)

~~10. Resident recreational 70 years old or older: free~~

~~11. Nonresident recreational 70 years old or older: free~~

12. Resident/nonresident one day only license: determined annually.

(d) Limitation of diggers. Clam resources vary in density and size distribution from year to year and over the limited soft clam producing area of the municipality. It is essential that the municipality carefully husband its shellfish resources. If, following the annual review of the municipality's clam resources, its size distribution, abundance and the warden's reports, as required by Section 74-103, the Shellfish Conservation Committee, in consultation with the DMR marine resource scientist, determines limiting commercial or recreational shellfish licenses is an appropriate shellfish management option for the following year:

1. Prior to April 1, the Committee shall report its findings and document recommendations for the allocation of commercial and recreational licenses to be made available for the following license year to the Commissioner of Marine Resources for concurrence.

2. After receiving approval of proposed license allocations from the Commissioner of Marine resources and prior to May 1, the Shellfish Conservation Committee shall notify the Clerk in writing of the number and allocation of shellfish licenses to be issued.

3. Notice of the number of licenses to be issued and the procedure for application shall be published in a trade or industry publication, or in a newspaper or combination of newspapers with general circulation, which the municipal officers consider effective in reaching persons affected, not less than 10 days prior to the period of issuance and shall be posted in the municipal offices until the period concludes.

4. The Clerk shall issue licenses to residents and nonresidents as allocated starting ~~June~~ May 1 on a first-come, first-served basis.

5. Licenses may be returned to the municipality voluntarily, and reissued to another person at the current fee according to the priorities established in this section. Any license returned is nonrefundable.

6. (Reserved)

7. All clam diggers/harvesters must use hand implements only – no assisted air harvesting (scuba diving).

8. There shall be no night digging of shellfish. "Night" is defined as 1/2 hour after sunset and 1/2 hour before sunrise.

9. All recreational clam diggers/harvesters shall not possess more than one container while harvesting. The container must have a maximum volume of not more than 10 quarts. NOTE: A 10-quart pail filled to within one inch of the rim is approximately one peck of clams.

(e) Open license sales. When the Shellfish Conservation Committee determines limiting shellfish licenses is not an appropriate shellfish management option for one or more license categories for the following year:

1. Notice of the dates, places, times and the procedures for the license sales shall be published in a trade or industry publication, or in a newspaper or combination of newspapers with general circulation, which the municipal officers consider effective in reaching persons affected, not less than 10 days prior to the initial sale date and shall be posted in the municipal offices. A copy of the notice shall be provided to the Commissioner of Marine Resources.

2. For each commercial license category, the Clerk shall issue one license to nonresidents when six licenses are issued to residents and one more to nonresidents when five more are issued to residents; thereafter, one nonresident license will be issued for every 10 additional resident licenses issued. A total of no less than 10% of the total number of resident licenses shall be issued to non-residents in accordance with DMR regulation 70.43.

(f) License expiration date. Each license issued under authority of this article expires at midnight on the last day of ~~May~~ April next following the date of issuance.

~~(g) Fee waivers. Recreational shellfish license fees will be waived for license holders 70 years or older. Individuals 12 years or younger do not need a license to assist a recreational shellfish license holder in harvesting not more than one peck of shellfish in total per any one~~

~~day.~~

(h) Suspension. Any shellfish licensee having three convictions for a violation of this division shall have their shellfish license automatically suspended for a period of 30 days.

1. A licensee whose shellfish license has been suspended pursuant to this division may reapply for a license only after the suspension period has expired.
2. The suspension shall be effective from the date of mailing of a notice of suspension by the Clerk to the licensee.
3. Any licensee whose shellfish license has automatically been suspended pursuant to this section shall be entitled to a hearing before the Shellfish Conservation Committee upon the filing of a written request for hearing with the Clerk within 30 days following the effective date of suspension. The licensee may appeal the decision of the Shellfish Conservation Committee before the Council by filing a written request for appeal with the Clerk within seven days of the decision of the Shellfish Conservation Committee.

(i) Biddeford commercial shellfish license holders who have purchased their licenses during the period of issuance for the previous license year will be entitled to renew their license the first week preceding the regular sale date of ~~June~~ May 1.

City Council

Meeting Date:	February 3, 2026
Meeting Time:	6:00 PM
Agenda Item No:	9.c
Item Description:	2026.20 Approval Cartmill Trust
Submitted By:	Truc Dever, City Manager

Key Terms:

Executive Summary:

The City of Biddeford Clayton and Virginia Cartmill Trust currently has signatories on the bank account that are no longer employees. The forms to change the signatories require a vote of the governing body of the City. The City Manager and the Finance Director will be named signatories on the account.

Detailed Review:

Funding Source:

N/A

Staff Recommendation:

Staff recommends Council approves the Order to update signatories on the Trust's bank account.

Next Steps:

Attachments:

1. 2026.20 Approval Cartmill Trust Signatory-Order
2. Cartmill Trust - REDACTED

City of Biddeford

2026.20 IN BOARD OF CITY COUNCIL… FEBRUARY 3, 2026

BE IT ORDERED, that the Biddeford City Council does hereby approve the certificate of succession and revocation of authority for the City of Biddeford Clayton and Virginia Cartmill Trust, removing former employees Brian Phinney, Kristy Cyr and Nichole Wood as signatories and replacing them with City Manager Truc Dever and Finance Director Gerry Matherne.

Attest by:________________________________
Robin Patterson, City Clerk

Maine Community Bank

Addendum to Deposit Resolution
Certificate of Succession and Revocation of Authority

Business Entity			
Business Name	CITY OF BIDDEFORD CLAYTON AND VIRGINIA CARTMILL TRUST	**EIN/TIN**	[redacted]
Physical Address	205 MAIN ST BIDDEFORD ME 04005		
Update Business Email Address			
Business Entity Name Change Only– if EIN/TIN or entity type is changing new account(s) must be opened			
New Business Name			
Add DBA Name		**Nature of Business**	
DBA Address		**DBA Phone Number**	

Accounts Affected			
Account Number	[redacted]	**Account Number**	
Account Number		**Account Number**	

I, BRIAN PHINNEY, COO (title) of CITY OF BIDDEFORD , an entity or other organization duly organized under the laws of the State of MAINE hereby certify that at a meeting of the governing body of the Entity duly held on (date), at which a quorum was present and acting throughout, or by the consent of such body, all in accordance with applicable law and the organizational documents of the Entity, the following resolution was adopted and is in full force and effect.

RESOLVED:
That effective upon receipt and acceptance of this notice by Maine Community Bank, (hereinafter called the 'Bank'), the name(s) of the following person(s) shall be added to the names of those persons authorized to sign checks or otherwise transact business for and in the name of the Entity pursuant to the provisions of the resolution on file with the Bank concerning the account(s) of the Entity with the Bank as listed above; a copy of which resolution has been previously provided or certified by the Bank.

Signer(s) to be added: (complete a separate Business Signer Information Form for each new signer added) Note: If signer has an existing RMS record Business Signer Information Form is not required – Include RMS# Below				
Name Customer Key#	TRUC DEVER	**Signature:**		☐ OFAC check completed
Name Customer Key#	GERRY MATHERNE	**Signature:**		☐ OFAC check completed
Name Customer Key#		**Signature:**		☐ OFAC check completed

I certify that the signatures(s) set forth above to be added is/are the true signature(s) and is/are certified for all purposes.

RESOLVED:
That the authority of the person(s) listed below to take any/all actions as authorized signatory for and on behalf of the Entity is hereby expressly revoked:

Signers to be removed			
Name	BRIAN PHINNEY	**Close Debit Card**	☐ Yes ☐ No ☐ N/A
Name	KRISTY CYR	**Close Debit Card**	☐ Yes ☐ No ☐ N/A

This certificate shall not affect the validity, authority or regularity of any authorization, certificate or instructions delivered, or of any check of negotiable instrument drawn, prior to the date of delivery hereof: EFFECT OF PREVIOUS RESOLUTION(S): The foregoing addends and is incorporated by reference onto the [Entity's] resolution and the [Entity's] account signature card(s) on file with the Bank with respect to the above account(s), as in fully set forth therein. To the extent this Addendum is inconsistent with the resolution or the [Entity's] signature card(s), this Addendum shall control, but only to the extent necessary to resolve such conflict.

IN WITNESS WHEREOF, I have executed this certificate this day of , 20

BRIAN PHINNEY___ COO Brian S. Phinney
Printed Name **Title** **Signature**

For Bank Use					
Branch		**Customer Service Representative**		**Date**	

10/2024

Maine Community Bank

Addendum to Deposit Resolution
Certificate of Succession and Revocation of Authority

Business Entity			
Business Name	CITY OF BIDDEFORD CLAYTON AND VIRGINIA CARTMILL TRUST	**EIN/TIN**	[redacted]
Physical Address	205 MAIN ST BIDDEFORD ME 04005		
Update Business Email Address			
Business Entity Name Change Only– if EIN/TIN or entity type is changing new account(s) must be opened			
New Business Name			
Add DBA Name		**Nature of Business**	
DBA Address		**DBA Phone Number**	

Accounts Affected			
Account Number	[redacted]	**Account Number**	
Account Number		**Account Number**	

I, BRIAN PHINNEY, COO (title) of CITY OF BIDDEFORD , an entity or other organization duly organized under the laws of the State of MAINE hereby certify that at a meeting of the governing body of the Entity duly held on (date), at which a quorum was present and acting throughout, or by the consent of such body, all in accordance with applicable law and the organizational documents of the Entity, the following resolution was adopted and is in full force and effect.

RESOLVED:
That effective upon receipt and acceptance of this notice by Maine Community Bank, (hereinafter called the 'Bank'), the name(s) of the following person(s) shall be added to the names of those persons authorized to sign checks or otherwise transact business for and in the name of the Entity pursuant to the provisions of the resolution on file with the Bank concerning the account(s) of the Entity with the Bank as listed above; a copy of which resolution has been previously provided or certified by the Bank.

Signer(s) to be added: (complete a separate Business Signer Information Form for each new signer added)
Note: If signer has an existing RMS record Business Signer Information Form is not required – Include RMS# Below

Name Customer Key#	TRUC DEVER	**Signature:**		☐ OFAC check completed
Name Customer Key#	GERRY MATHERNE	**Signature:**		☐ OFAC check completed
Name Customer Key#		**Signature:**		☐ OFAC check completed

I certify that the signatures(s) set forth above to be added is/are the true signature(s) and is/are certified for all purposes.

RESOLVED:
That the authority of the person(s) listed below to take any/all actions as authorized signatory for and on behalf of the Entity is hereby expressly revoked:

Signers to be removed			
Name	NICHOLE WOOD	**Close Debit Card**	☐ Yes ☐ No ☐ N/A
Name		**Close Debit Card**	☐ Yes ☐ No ☐ N/A

This certificate shall not affect the validity, authority or regularity of any authorization, certificate or instructions delivered, or of any check of negotiable instrument drawn, prior to the date of delivery hereof: EFFECT OF PREVIOUS RESOLUTION(S): The foregoing addends and is incorporated by reference onto the [Entity's] resolution and the [Entity's] account signature card(s) on file with the Bank with respect to the above account(s), as in fully set forth therein. To the extent this Addendum is inconsistent with the resolution or the [Entity's] signature card(s), this Addendum shall control, but only to the extent necessary to resolve such conflict.

IN WITNESS WHEREOF, I have executed this certificate this day of , 20

BRIAN PHINNEY___ COO Brian S. Phinney
Printed Name Title Signature

For Bank Use					
Branch		**Customer Service Representative**		**Date**	

10/2024

City Council

Meeting Date: February 3, 2026
Meeting Time: 6:00 PM
Agenda Item No: 9.d
Item Description: 2026.23 Approval Business Parking Pilot Program and Expenditures
Submitted By: Truc Dever, City Manager

Key Terms:

Executive Summary:
In summer 2025, a Downtown Business Parking pilot program was implemented by staff at the direction of the former mayor to address limited street parking due to construction on the Elm Street sewer project. The program allowed employees of various businesses to park for free in the parking garage and various surface lots that are either owned or operated by Premium Parking. The City then made monthly payments to Premium for the parking spaces used by these businesses.

It was later determined by the City Manager and current Mayor that the Finance Committee and City Council were never informed of this program nor did they authorize the payments to Premium for this purpose.

The matter was reviewed by the Finance Committee on January 20, 2026 and referred to the full City Council to consider retroactive approval of the pilot program, which ended on December 31, 2025, and authorization for the expenditure of public funds to pay seven (7) invoices in the amount totaling $20,855. The account to be charged will be 21111-60797 (Miscellaneous Expense).

Detailed Review:
A memo from the City Solicitor providing background and review of the matter is included as Attachment 1. At the time of the memo, 6 invoices had been received through November 2025. A final invoice was later received for the month of December 2025, bringing total expenditures of the program to $20,855.

Additional information about the program came to light after the City Solicitor's memo was submitted. This program was discussed over multiple meetings and was presented to the Downtown Development Commission on May 28th, where there was general support for the concept. While flyers and correspondence went out to local businesses and the program was promoted on the City website, there is no record that the program was brought before Council for formal approval. Staff who attended the initial meetings indicates the program was meant to be net neutral, with no additional spending beyond the support and stabilization payments already being made to Premium Parking per the City's contract. The funds paid to Premium for business spaces would reduce the stabilization payment by that same amount.

Funding Source:
$20,855 charged to 21111-60797 (Miscellaneous Expense).

Staff Recommendation:
Staff recommends Council approves the program and expenditures.

Next Steps:

Attachments:
1. Attachment 1 Memorandum on Downtown Parking Program
2. 2026.23 Business Parking Program-Final Order

Memorandum

TO: Finance Committee

Cc: Mayor and City Council

From: Woodman Edmands

Date: January 3, 2026

RE: Review of Downtown Parking Program

Background

Shortly after Liam LaFountain was sworn in as Biddeford's Mayor, he was approached by City Manager, Truc Dever, who posed a question to him along the lines of *"…do you want to continue with this Downtown Parking Program…"*. Mayor LaFountain then learned that his predecessor, former Mayor Martin Grohman, authorized payments to the Parking Garage owners to allow private businesses in the downtown area who were adversely affected by the Elm Street sewer construction, allowing employees of various businesses to park for free in the parking garage and various surface lots that are either owned or operated by Premium Parking.

Prior to being elected to the Office of Mayor, Mayor LaFountain served as City Council President and was the Chair of the City's Finance Committee at the time the subject payments were made. Despite serving in those roles when the former mayor initiated the payments, Mayor LaFountain had no memory of those payments being brought to either the full Council or the Finance Committee for a vote or approval

Mayor LaFountain then inquired of City Manager Dever as to who created the "program", who authorized the payments and he asked whether the City Council or Finance Committee ever voted to make the payments or implement the program. The City Manager confirmed that there was never any Council vote or authorization, nor any Finance Committee approval. Because these payments were never authorized by either the full Council or the Finance Committee, as Mayor LaFountain directed the City Solicitor to review the matter.

Set forth in a December 12, 2025 email addressed to the City Manager and City Solicitor, Mayor LaFountain listed the following questions:

1. What exactly occurred and how this program was initiated
2. What was the source of funds (including the specific account or budget line used)
3. How much has been spent to date and over what period of time
4. Who authorized the program and what approvals, if any, were obtained
5. What internal processes, procedures, or controls failed or were bypassed
6. What changes may be needed to ordinances, policies, internal controls (or education/training) to ensure something similar cannot happen again without proper authorization and oversight

Keeping those questions in mind, City Solicitor Harry B. Center, II, Esq. undertook a review of this matter.

Interviews

On Monday, December 15, 2025, I met with City Manager Dever. She previously sent an email to Mayor LaFountain and me on the prior Sunday afternoon. She explained in her email that she was approached by Economic Development in early December 2025, and that staff advised her that the payments were a "pilot program" that "ended in November". Because there was "no clear guidance to businesses", she authorized a December payment, and she approached Mayor LaFountain to discuss the matter. That was the first time as former Council President, Chair of the Finance Committee and the current Mayor that he became aware of the parking payments.

During my interview with the City Manager, she provided me with a four-page document on Premium Parking letterhead, in the form of an invoice listing the names of various downtown business employees, with charges in $65 increments, presumably for parking in the garage. She explained that this "pilot program" was initiated prior to her becoming City Manager, and she had no knowledge of the program nor involvement, until she was approached by staff in December. She told me that the following individuals would have information about the program, in addition to the former mayor:

Brian Phinney, Chief Operating Officer, City of Biddeford
Brad Faverau, Economic Development Coordinator
Delilah Poupore, Executive Director, Heart of Biddeford
Adi Iriqat, Assistant Planner, City of Biddeford
Gerry Matherne, Finance Director, City of Biddeford
Nan Whitten, Planning & Economic Development Office Manager, City of Biddeford

City Manager Dever explained that the program was implemented for the purpose of providing parking spaces to patrons and shoppers of Downtown Biddeford during the Elm Street sewer construction project. On Monday December 15, 2025, after I met with her, she sent an email to you and me setting forth the total amount of the payments which appear to be 'cut and pasted' from a City ledger and is set forth below:

Vendor	Check	Date	Comment	Amount	Cleared	Type
112069	265624	12/10/2025	BUSINESS PARKING PROGRAM	$3,170.00	FALSE	PRINTED
112069	265137	11/04/2025	BUSINESS PARKING PROGRAM	$3,170.00	TRUE	PRINTED
112069	264800	10/16/2025	BIDDEFORD BUSINESS PARKING PRO	$3,170.00	TRUE	PRINTED
112069	264197	09/03/2025	BIDDEFORD BUSINESS PARKING PRO	$3,170.00	TRUE	PRINTED
112069	264112	08/26/2025	BUSINESS PARKING PROGRAM MONTH	$3,690.00	TRUE	PRINTED
				$16,370.00		

City Manager Dever further advised that the invoices were charged to 31179-60306 (TIF Fund, Other Prof/Consult Service Expense). She stated in the email that Brian Phinney mentioned to her that the payment initiative was *"...promoted by our previous Mayor..."*. At the time she also mentioned "Several meetings" between the former Mayor, city staff, Heart of Biddeford and Premium Parking.

She further stated at that time that both she and Brian Phinney would search for any formal approvals by Council as a whole or the finance committee. I note that there no vote or authorization has been provided to date.

On December 17, 2025, I met with Finance Director Gerry Matherne. I explained the purpose of the interview as to gather information as to who this parking program and the monetary payments were authorized. She bluntly stated that, ***"There was no Council approval- Marty just did it."*.** I then asked her to explain to me how such payments could be processed without any City Council vote or Finance Committee approval. Finance Director Matherne did confirm that the fund source was the Route 111 Mill TIF fund- under the line item "Other Professional Consulting Services". She stated that the Planning and Development Department would "put in the invoice" and if the amount was within the budgeted amount, the Department Head would approve it. She stated that Brad Faverau, Economic Development Coordinator would direct Nan Whitten, Planning & Development Office Manager, to issue the payment to Premium Parking. Finance Director Matherne confirmed that there was never any Council approval or vote, not any Finance Committee approval or vote.

Factual Conclusions

My responses to Mayor LaFountain's first four questions are contained herein, based on my interviews of the City Manager and Finance Director. In summary, the former mayor on his own initiative, without City Council or Finance Committee vote, directed that the payments be made to Premium Parking for private downtown business employees to park in the parking garage as well as surface lots during the Elm Street sewer construction project. Following an initial payment on August 26, 2025, in the amount of $3,690, four additional monthly payments of $3,170 were made from the "Route 111 TIF Fund" totaling $16,370. The payments were for parking but were made from a line item designated "Other Professional/Consulting Service Expense".

Both the City Charter and the Code of Ordinances specifically set forth the procedures for expenditures and procurements. The Charter at Article III, Section 8, specifically requires that all orders making appropriations of money must be confined to one subject, and unless waived by a two-thirds majority, read on two separate occasions. While not directly applicable, the Charter devotes an entire Article, (Article XI Business and Financial Provisions), establishing procedures for public expenditures. City Code at Chapter 2, Article V. Finance is entirely devoted to financial procedures, with a stated purpose "...to provide safeguards for maintaining a procurement system of quality and integrity.". Within that Ordinance, the Finance Committee is authorized to examine every bill presented for payment by any person or department official and may question its legality and validity. None of these processes were followed and the $16,370 payment to Premium Parking was never presented to the Council or Finance Committee.

To say that the relationship between the City and the parking garage owner/operator is complicated and is unique is an understatement. The City owns the land beneath the garage, with a private entity owning the structure. Pursuant to a Joint Development Agreement, the City is required to make various payments to garage owner, called "stabilization payments". Those contractual obligations are separate and distinct from the payments that are the subject of this report. I cannot locate a Charter or Ordinance definition of a "pilot program". Generally, a pilot program is small scale preliminary implementation of a project to determine feasibility or usefulness. I cannot locate any formal designation of these payments as a pilot program, and no such designation would justify an exemption from the requirements regarding the expenditure of funds from the Charter and Code provisions.

Recommendations

Final recommendations will address the questions presented, numbered 5 and 6, in Mayor LaFountain's December 12, 2025, email correspondence. The following are my legal opinions and recommendations in my capacity as City Attorney, for consideration by the Mayor and City Council.

1. The former mayor did not have the authority to unilaterally implement the so-called "Pilot Program" and the former mayor did not have the authority to have the payments which total $16,370 be issued to Premium Parking for the purpose of private business employees to park in the garage during the Elm Street sewer construction project.
2. The payments that were made from public funds for private business arguably violate the Constitutional premise that the expenditure of public funds must be for a public purpose. *Common Cause v. State, 455 A.2d 1 (Me. 1983).*
3. More significantly, in my opinion, is the lack of Council or Finance Committee authorization. In addition to the Charter and Code provisions that followed for the these payments, the issue of the "pilot program" simply being ordered without a public Council or Finance Committee vote highlights the potential argument that the payments were contrary to law. A legislative approval by either the full Council or the Finance Committee could have referred to and highlighted the parking problems and adverse economic impacts that the Elm Street sewer project we imposing on downtown businesses, thus making any expenditure of public money being made for a public purpose as either part of the construction costs or an effort to use public money to alleviate the collateral adverse impact the project was causing.
4. Code of Ordinances, Article V Finance, Division 2 Procurement, Sec. 2-361 expressly requires that "The Finance Committee may examine every bill, claim and demand presented for payment by any person or department official and may question its legality and validity". That detailed Code provision expressly establishes a process intended to provide the Finance Committee with complete oversight and authority over all City payments. Under the circumstances of the former mayor unilaterally implementing these payments, it is my opinion that staff were properly following an executive directive.
5. Regarding policy going forward, implementation of internal controls, staff should be reminded that all expenditure must be approved by either the full Council or at a minimum, the Finance Committee, unless exempt under Code provision, Section 2-351 "Small Purchases".

6. Given Mayor LaFountain's stated goals to improve governmental transparency, this apparently well intended program was not only was initiated without a public vote but also terminated without legislative authority. It is my opinion and recommendation that there should be Council action, even if it is after the fact. A vote to authorize the $16,370 payment after the fact as well as a vote to terminate (or continue if that is the will of the Council) should come before the Council. Such a

vote, in my opinion, would bring the matter into compliance with the Charter and Code, however, that is a decision ultimately for the Mayor, or the Council.

7. At the risk of stating the obvious, these payments were not for "Other Professional/Consulting Services". I am not a CPA nor an auditor, so I cannot weigh in on whether that characterization creates any issues regarding the audit, but going forward, staff should be accurately characterizing expenditures.
8. Using Route 111 Mill TIF fund is something that our TIF legal counsel should address. Independent of any expertise, the City should impose some control and oversight of the use of the TIF funds and any such withdrawal for items such as these parking payments should require Council or Finance Committee review.

City of Biddeford

2026.23 IN BOARD OF CITY COUNCIL… FEBRUARY 3, 2026

BE IT ORDERED, that the Biddeford City Council does hereby retroactively approve the Downtown Business Parking Pilot Program ended December 31, 2025 and authorizes payment of invoices totalling $20,855 from 21111-60797.

Attest by:__________________________________

Robin Patterson, City Clerk

City Council

Meeting Date: February 3, 2026
Meeting Time: 6:00 PM
Agenda Item No: 9.e
Item Description: 2026.24 Approval Mobile Home Lot Fee Ordinance refer to Policy
Submitted By: Mayor LaFountain

Key Terms:
Mobile Home Lot Rent, Significant Lot Rent Increases, Homelessness, Affordable Housing, Senior Citizens, Fixed Income

Executive Summary:
Recently across Maine, out of state companies have been purchasing mobile home parks and imposing significant lot rent increases. This is literally pricing out occupants who are on fixed incomes out of their homes. The State Legislature has recognized that and passed LD 1765, An Act to Ensure Affordability and Stability in Residential Housing and in Manufactured Housing. The State further drafted a Model Rent Stabilization Ordinance for consideration by municipalities.

Detailed Review:
A member or members of the City Council have been approached by constituents concerned about recent, significant lot rent increases imposed by out of state landlords. This presents and exemplifies that there is an emergency affecting life, health, and property for housing stability for certain mobile home park lot renters because of rapidly escalating lot rents. There is an immediacy to address the manner of Lot Rent increases to foster stabilization of housing within certain mobile home parks. The purpose of the order would allow the City to examine the State Model Ordinance pursuant for Lot Rent Stabilization for Mobile Home Parks, set forth as Appendix 2 in the LD 1765 (Attachment 1), authored by the Governor's Office of Policy Innovation and the Future, and attached in its report to the Joint Standing Committee on Housing and Economic Development.

An order went to the City Council on 1-20-26; it was not approved. This new order is to refer the topic to the Policy Committee to review and develop next steps.

Funding Source:

N/A

Staff Recommendation:
Staff is neutral, this is a policy decision

Next Steps:
Should Council adopt the order, the item will be placed on the next Policy Committee agenda.

Attachments:
1. 2026.24 Mobile Home Lot Fee Ordinance refer to Policy order
2. Attachment 1-ld-1765-report-jan-2026-1
3. Attachment 2-pressherald.com-State recommends major changes for Maines mobile home parks

City of Biddeford

2026.24 IN BOARD OF CITY COUNCIL…February 3, 2026

BE IT ORDERED, that ...the City Council hereby refers the matter of rent practices in mobile home parks to the Policy Committee for review and recommendation. The Policy Committee is directed to examine available policy options, including but not limited to the State of Maine's Model Rent Stabilization Ordinance for Manufactured Housing, recently enacted legislation by the Maine State Legislature, and potential local measures to improve housing stability for residents in mobile home parks. The Policy Committee shall return a recommendation to the City Council for consideration no later than the City Council's first regular meeting in May 2026.

Attest by:________________________________
Robin Patterson, City Clerk

L.D. 1765
REPORT TO THE JOINT STANDING COMMITTEE ON HOUSING AND ECONOMIC DEVELOPMENT

An Act to Ensure Affordability and Stability in Residential Housing and in Manufactured Housing Communities

EXECUTIVE OFFICE OF THE GOVERNOR OF THE STATE OF MAINE
OFFICE OF POLICY INNOVATION AND FUTURE

DECEMBER 31, 2025

CONTENTS

INTRODUCTION

L.D. 1765, *An Act to Ensure Affordability and Stability in Residential Housing and in Manufactured Housing Communities*, was enacted by the Legislature and signed by Governor Janet Mills on June 18, 2025. Section 2 of the legislation directed the Governor's Office of Policy Innovation and the Future (GOPIF) to undertake a series of tasks related to manufactured housing communities (also referred to in this report as "mobile home parks" or MHCs), and by December 31, 2025 submit a report to the Joint Standing Committee on Housing and Economic Development detailing the results of that work.

L.D. 1765 provided that GOPIF may work with other state agencies or interested parties in conducting the activities described in the legislation. An introductory meeting, open to all interested parties, was held in August via Zoom. Subgroups were established, as noted in L.D. 1765 and listed below, and participants could choose to sign up for one or more of those subgroups based on their interest and experience:

1. Develop a model rent stabilization ordinance for use by municipalities and post the model ordinance on the office's publicly accessible website;
2. Identify barriers to and solutions for building residential dwelling units in vacant lots;
3. Explore opportunities to provide technical and financial support to manufactured housing community homeowners to maintain the affordability of rent and fees within the community;
4. Recommend ways to proactively support manufactured housing community homeowners who seek to form a cooperative or other organization or align with a nonprofit organization to purchase the homeowners' housing community;
5. Evaluate traditional mortgages as a financing option for manufactured housing community homeowners who wish to purchase their manufactured housing community; and
6. Evaluate oversight of conditions at parks and how parks are licensed [note: this task was not required pursuant to L.D. 1765, but was brought up at the initial meeting by multiple parties and added to the subgroup work as a result].

Between September and December 2025, the subgroups met between two and five times each to discuss the issues and propose recommendations. Staff collected notes from all subgroup discussions, often supplemented by follow-up conversations with participants to add clarity and context.

More than 50 people participated in subgroup meetings, including mobile home park residents, park owners, financial institutions, researchers, attorneys, housing agencies, advocates, industry representatives, developers, state lawmakers and state agency officials. For a full list of working group participants and affiliations, see Appendix 1.

SUMMARY OF RECOMMENDATIONS

Activity #1 - Develop a model rent stabilization ordinance for use by municipalities:

- Model municipal rent stabilization ordinance attached as Appendix 2

Activity #2 - Identify barriers to and solutions for building residential dwelling units in vacant lots:

- Minimum lot size requirements should be changed to allow for greater density within mobile home parks
- Encourage MaineHousing's Board of Commissioners to establish a new bond resolution which permits non-first lien lending (this initiative is already in progress and will be initially presented to the Board in January 2026).
- Develop programs to provide construction and pre-development loans to MHC owners wishing to expand
- Develop a new subsidy program with proceeds from a general obligation bond, to support infill at and expansion of mobile home parks
- Develop training programs and resources for municipal officials to improve and expedite the review processes for expanded or new MHCs

Activity #3 - Explore opportunities to provide technical and financial support to manufactured housing community homeowners to maintain the affordability of rent and fees within the community:

- Clarify elements of L.D. 1723 that have led to confusion on the ground for residents attempting to undertake mediation with park owners
- Increase awareness of the Property Tax Fairness Credit in partnership with Maine Revenue Services
- Help manufactured homeowners on leased land access mortgage loans (see Activity #5)
- Require that purchasers of mobile home parks get a private inspection of park infrastructure and systems before closing on a sale

Activity #4 - Recommend ways to proactively support manufactured housing community homeowners who seek to form a cooperative or other organization or align with a nonprofit organization to purchase the homeowners' housing community:

- Provide additional funding to the mobile home park preservation fund, when the balance of existing allocations has been expended
- Support the creation of a new, non-governmental and mission-based organization to help park residents more proactively develop relationships with owners, centered on the premise of an eventual resident purchase.
- Support the creation of a new, non-governmental and mission-based organization capable of purchasing a park when residents are unable or unwilling to finance such an acquisition themselves within the time frame required under the right of first refusal statute.

Activity #5 - Evaluate traditional mortgages as a financing option for manufactured housing community homeowners who wish to purchase their manufactured housing community:

- Revise state statute to allow owners of manufactured homes on leased land the option of converting their housing from being titled as personal property to being titled as real estate
- Make this statutory change applicable to residents of mobile home parks which are owned by resident cooperatives, nonprofits and for-profit entities
- Make the process by which homeowners may choose to undertake this titling conversion as simple and straightforward to execute as possible
- Engage the home lending and title insurance sectors through the legislative and administrative processes

Activity #6 - Evaluate oversight of conditions at parks and how parks are licensed:

- GOPIF recommends that the Legislature support increased capacity for oversight of manufactured housing communities in Maine by:
  1. reassigning responsibility for certification, technical assistance and regulatory coordination from the Office of Professional and Occupational Regulation to the Office of Community Affairs; and
  2. building additional capacity for regulatory oversight within the Office of the Attorney General, in coordination with local code enforcement.

<u>ACTIVITY #1</u>:

DEVELOP A MODEL RENT STABILIZATION ORDINANCE FOR USE BY MUNICIPALITIES

The rent stabilization ordinance subgroup reviewed various approaches to rent stabilization policies for manufactured housing communities (MHCs) that have already been enacted by municipalities and states across the country, including cities in Maine, Massachusetts and California as well as statewide laws in Delaware and New York. The group also discussed various principles that participants considered to be important in drafting a model municipal ordinance for Maine, including:

- Municipalities' ability to set a bar that works for each individually;
- Creating an approach that could be put to use in both larger and smaller towns;
- Not equating the circumstances of apartment renters and park residents;
- Applying limits to both lot rent and fee increases; and
- Establishing both a floor and a cap, i.e., lots with sufficiently low rents should be exempt from rent control.

Some participants expressed strong reservations about rent stabilization laws in general, believing them to cause long-term problems such as disinvestment. They voiced a preference for policies that focus instead on increasing the supply of manufactured homes in parks and reducing permitting hurdles.

L.D. 1765, however, did not seek feedback on whether municipal rent stabilization laws for mobile home parks were good public policy; the law called on GOPIF to create a model ordinance that towns may utilize if they so choose.

Attached as Appendix 2 is the model ordinance that GOPIF developed, and reviewed with the work group, based on the research and discussions described above. Rather than establishing a specific approach to be used everywhere, it is meant to help individual municipalities understand the various issues and levers they may want to consider in crafting local laws that they deem responsive to their local conditions.

ACTIVITY #2:

IDENTIFY BARRIERS TO AND SOLUTIONS FOR BUILDING RESIDENTIAL DWELLING UNITS IN VACANT LOTS

An issue that has been highlighted repeatedly in discussions about manufactured housing communities is the difficulty that owners and developers encounter in attempting to add housing supply. This topic is critical because the state is in need of tens of thousands of housing units of all types, and mobile homes are often a more affordable option than any local apartment rentals or homeownership opportunities. Further, as park owners must spread infrastructure and operating costs across the homes that exist within a park, adding new units may allow them to charge each homeowner slightly less than they otherwise feasibly could.

The subgroup convened around this topic discussed the challenges to expansion under several circumstances: (1) adding new homes on pads that already exist or on vacant land in the park already licensed for more units; (2) expanding an existing park by adding adjacent land and getting licensed to add more units; and (3) developing a new manufactured housing community.

Participants suggested that the primary impediments to adding new homes through infill or expansion of existing parks are high costs and a lack of feasible financing options. Park owners urged the creation of new financing opportunities that would allow them to purchase and prepare land for new homes, understanding that any use of public financing would need to be premised on a commitment to keeping lot rents affordable through a restrictive covenant.

Discussion also included laws that prevent the efficient use of land, and the fact that recent statewide zoning reforms did not take into account the lot size provisions that apply specifically to mobile home parks.

Finally, owners and developers of manufactured housing communities spoke about the often overwhelming local ordinances and rules that apply to the creation of new mobile home parks in Maine. They consider this housing type to be severely over-regulated in many municipalities, possibly out of an outdated perception that manufactured homes are unattractive and undesirable.

A more detailed summary of identified barriers and GOPIF's recommendations for addressing them follow.

Barriers to the creation of new units in MHCs include:

1. Minimum lot size requirements in MHCs are larger than necessary. The recent passage of L.D. 1829 requires municipalities to lower lot size minimums to no more than 5,000 square feet in growth zones served by water and sewer infrastructure. Requiring minimum lot sizes for mobile homes in MHCs to be larger than necessary can be costly and inefficient, just as it is for lots outside of MHCs. Current Maine law, however, provides that a municipality shall not require the size of any mobile home park lot served by a public sewer to be larger than 6,500 square feet or the smallest residential lot permitted in the municipality. Additionally, municipalities may not require mobile home park lots with on-site subsurface waste water disposal to be larger than 20,000 square feet and mobile home park lots served by a DHHS-approved, central on-site wastewater subsurface disposal system to be greater than 12,000 square feet (although the municipality may require overall density to be 20,000 square feet).

2. Securing financing for homeowners to purchase mobile homes in MHCs is typically more costly than financing for non-mobile homes, which decreases the affordability of mobile homes and lessens demand for lots in MHCs. Mobile home buyers frequently secure their financing through chattel-type personal property loans with higher interest rates, shorter terms and fewer consumer protections than apply to typical mortgage loans on real property. This significantly increases monthly housing costs for mobile home buyers and weakens demand for new homes that could be added in a park.

3. The costs of expanding MHCs are significant. The various local and state regulatory approvals necessary for a park expansion require engineering, technical and scientific analyses and detailed plans. The cost of these reports and approvals sometimes inhibit further development. The costs of expanding water, sewer, electrical and other infrastructure systems, along with the creation of new pads and roads, also challenge the feasibility of expansion.

4. The availability of financing for MHC expansion is limited. There is currently no feasible mainstream lending mechanism for MHC expansions. Interest rates and the timing of repayments are particularly problematic.

5. Local approval requirements for new MHCs are often cumbersome, excessive or unresponsive. Such review processes are not routine and the integration of state and local regulations is not well established.

The following are **recommended policies** to address the aforementioned barriers and facilitate the creation of desperately needed affordable homes:

1. Minimum lot size requirements should be changed to allow for greater density within mobile home parks. Specifically, 30-A MRSA §4358(3)(A) should be amended to provide that: a) minimum lot size requirements for mobile home parks served by public sewer shall not be larger than 4,000 square feet; b) minimum lot size requirements for mobile home parks with on-lot wastewater disposal shall not exceed 10,000 square feet and; c) minimum lot size requirements for mobile home parks with central, on-site subsurface wastewater disposal systems shall not exceed 5,000 square feet. Minimum lot width requirements should also be reviewed and considered for reform, given their impact on park density.

2. Encourage MaineHousing's Board of Commissioners to establish a new bond resolution which permits non-first lien lending. MaineHousing's current bond resolution requires a first lien position, preventing the agency from lending to borrowers whose homes are on leased land - including mobile homes on lots in most MHCs. A new bond resolution at MaineHousing (currently in progress and to be initially presented to the Board in January 2026) could establish different requirements and a much more competitive loan rate for owners of mobile homes. This would likely increase demand for occupancy in parks, which would help fill vacant lots and possibly help foster park expansions. Also see recommendations under Activity #5 in this report, regarding Maine's titling laws.

3. Develop programs to provide construction and pre-development loans to MHC owners wishing to expand. Members of the subgroup indicated that costs and access to capital are highly significant barriers to infill and park expansion. Current Maine statute does not allow MaineHousing to make construction loans to MHCs. It is recommended that the Legislature consider passage of L.D. 2057, which would allow MaineHousing to provide the financing that park owners and developers need, with significantly better than those currently available on the market. Additionally, organizations like the Genesis Community Loan Fund can often provide bridge financing when there is clear collateral supporting the short-term loan. Whether funds for such a program would come from a new source such as a state general obligation bond, or the new MaineHousing bond resolution referenced above, or other philanthropic sources, exploration of these possibilities should occur.

4. Develop a new subsidy program with proceeds from a general obligation bond, to support infill at and expansion of mobile home parks. In exchange for a forgivable loan, owners would agree to charge affordable lot rents to income-restricted households. These restrictions would be administered by MaineHousing similarly to other programs that the agency manages. For example, MHCs receiving such financing could be required to charge lot rents that are less than a certain percentage of the local Fair Market Rent for a specified period, such as 10 years. Additionally, the income of homeowners upon move-in to the newly financed lots could be restricted to no more than a certain percentage of the area median income. Income and lot rent limits would increase each year with the release of annual updates by the U.S. Department of Housing and Urban Development. The specific terms of such a program should be developed by MaineHousing based on a clear understanding of feasibility and practicality on the ground.

5. Develop training programs and resources for municipal officials to improve and expedite the review processes for expanded or new MHCs. Regional planning entities, Maine Municipal Association and state agencies should assist in and incentivize the reduction of local regulatory barriers that make the expansion or new development of mobile home parks impracticable.

ACTIVITY #3:

EXPLORE OPPORTUNITIES TO PROVIDE TECHNICAL AND FINANCIAL SUPPORT TO MANUFACTURED HOUSING COMMUNITY HOMEOWNERS TO MAINTAIN THE AFFORDABILITY OF RENT AND FEES WITHIN THE COMMUNITY

Owners of manufactured homes, including those living in mobile home parks, tend to have lower incomes than owners of site-built homes. A recent report by the Genesis Community Loan Fund found that there are 12 resident-owed parks in Maine that are home to 921 households, 85% of whom are low income. At a large community in Brunswick that was purchased by its residents in 2024, 60% of the households earned under 50% of the area median income, which means the average household of three living in this park had an income of less than $46,000.

Many mobile home park residents are older Mainers living on fixed incomes.

The combination of low incomes and recent rent hikes at manufactured housing communities have created a significant affordability problem for many residents. The subgroup that met to discuss this issue identified several opportunities to provide them with additional support:

1. Clarify elements of L.D. 1723 (enacted earlier this year) that have led to confusion on the ground for residents attempting to undertake mediation with park owners. Details of the legislation, such as how the local "area" is defined for purposes of establishing average lot rents, which CPI data to use in determining whether the rent increase threshold has been met, and which park residents are eligible to trigger the 51% threshold, need to be revisited by the Legislature to help residents and owners alike understand their roles and responsibilities. Furthermore, the creation of a landing page on a publicly accessible state agency website, with resources to help residents understand how to take advantage of L.D. 1723, would be helpful. A lack of information about how to find and contact potential mediators has been especially challenging.

2. Many park residents are unaware that they are eligible for the Property Tax Fairness Credit for both the property tax on their home and a portion of the rent they pay for the land their home sits on. Increasing awareness of this tax benefit and helping residents take advantage of it, ideally in partnership with Maine Revenue Services, could put needed dollars back into residents' pockets.

3. Many manufactured homeowners on leased land have no other option than to finance the purchase of their home with personal property or "chattel" loans. Those loans typically

carry higher interest rates, less preferable terms and fewer consumer protections than mortgage loans. See further discussion of these issues, and recommendations for action, under Activity #5. There is opportunity to lower home purchase and rehabilitation costs in a highly meaningful way for many residents of manufactured housing communities across the state.

4. Require that purchasers of mobile home parks get a private inspection of park infrastructure and systems before closing on a sale. Unless a buyer is utilizing bank financing, they often do not obtain inspections and are thus unaware of needed improvements that could be relevant to both the sale price and the rent increases that may be needed to pay for them. Inspections should include electrical systems, road conditions, tree conditions and water and sewer/septic infrastructure. Early knowledge of needed infrastructure improvements would allow new owners to factor in those costs and more accurately gauge the rent amounts they need to collect from park residents going forward.

<u>ACTIVITY #4</u>:

RECOMMEND WAYS TO PROACTIVELY SUPPORT MANUFACTURED HOUSING COMMUNITY HOMEOWNERS WHO SEEK TO FORM A COOPERATIVE OR OTHER ORGANIZATION OR ALIGN WITH A NONPROFIT ORGANIZATION TO PURCHASE THE HOMEOWNERS' HOUSING COMMUNITY

In its 2025 report on mobile home communities in Maine and the United States, the Genesis Community Loan Fund outlined the premise and advantages of resident ownership of MHCs:

> "While residents at corporate-owned parks can do little about these rising costs, resident ownership of MHCs has become a popular and effective strategy in Maine and around the country for stabilizing rents and putting control in the hands of residents. A Resident-Owned Community (ROC) is a cooperative ownership model in which residents of mobile home communities own the land underneath their homes as well as all common infrastructure. Residents have a voice in ensuring their community receives good services. They participate in annual budget votes, elections for the volunteer Board of Directors, and regular open meetings to conduct business in a transparent and participatory manner. The cooperative model removes the profit motive from MHC ownership, and provides residents with security, knowing their community will not be sold out from under them. The model also stipulates that if the cooperative wishes to sell the community, they would have to donate the profits to a 501(c)(3), meaning there's no profit motive to sell."

The 131st and 132nd Legislatures have already taken significant action to support MHC homeowners who seek to purchase their parks:

- Creation of the mobile home park preservation fund, along with $8 million in funding, to help resident cooperatives purchase their communities. The first $5 million of this fund has already been successfully deployed, in combination with private sector financing, to allow resident purchases of three parks with an aggregate of 569 licensed home lots;
- Establishment of a right of first refusal for resident co-ops seeking to purchase their parks; and
- Creation of incentives for mobile home park owners to sell to resident co-ops, by allowing them to deduct up to $750,000 in capital gains and exempting such sales from payment of real estate transfer tax.

The subgroup discussed several ideas for additional supports that could be provided for this model of ownership:

1. Additional funding to the mobile home park preservation fund, when the balance of existing allocations has been expended;

2. The creation of a new, non-governmental and mission-based organization capable of helping park residents more proactively develop relationships with owners, centered on the premise of an eventual resident purchase. This contrasts with the approach of waiting until residents are forced to hurriedly scramble in reaction to an offer from an outside entity that is likely to lead to large rent increases; and

3. The creation of a new, non-governmental and mission-based organization capable of purchasing a park when residents are unable or unwilling to finance such an acquisition themselves within the time frame required under the right of first refusal statute. Such an entity would hold ownership and management of the park until such time as residents or a local nonprofit partner can purchase it on their own. A for-profit version of this concept was undertaken on a national scale and recently detailed in Shelterforce magazine. Leaders in Maine's policy, housing, finance, business and philanthropic fields could partner to establish such an organization, which would also help create more activity in markets that may otherwise have relatively few potential park purchasers.

<u>ACTIVITY #5</u>:

EVALUATE TRADITIONAL MORTGAGES AS A FINANCING OPTION FOR MANUFACTURED HOUSING COMMUNITY HOMEOWNERS

Manufactured homes have traditionally been titled as personal property (otherwise known as “chattel”), rather than real estate, because of their historical roots in the travel trailer industry. Ownership of manufactured homes has therefore been typically established through certificates of title, similar to the way we declare ownership of automobiles.

The manufactured home sector has, however, changed a great deal over the past several decades. Building technology, government regulation and construction quality have evolved significantly, making many factory-built homes comparable to site-built homes. As the industry has changed, so too have state laws governing how this housing is classified.

Most states allow owners of manufactured homes to convert to a real estate classification under certain circumstances, so long as they own the land on which the home sits. Some states (including Illinois, Missouri, North Carolina, North Dakota, Oregon and Washington) also allow owners who do <u>not</u> own the land beneath their houses to title their homes as real estate, under certain circumstances. New Hampshire is the only U.S. state in which manufactured homes are *automatically* titled as real estate, thus allowing borrowers to get a mortgage that is secured only by a manufactured home, rather than the home and land together.

One of the reasons that titling differences are so important is that homes titled as personal property are not eligible for a mortgage. They are instead financed through chattel lending, which differ in many key respects: the loan terms are typically shorter, interest rates are higher, the pool of lenders is smaller and <u>consumer protections are inferior</u>.

The Pew Charitable Trusts recently examined the difference between the experience of borrowers in New Hampshire, where borrowers can get a mortgage secured only by a manufactured home, without the land underneath it, and all other states. As shown in Figure 1 below, Pew found that “from 2018 through 2024, 61% of manufactured home borrowers in New Hampshire took out home-only mortgages, which use just the home as collateral but have the same consumer protections as any other mortgage. Home-only mortgages in New Hampshire had lower interest rates, had lower monthly payments, and cost less overall than home-only loans in other parts of the United States.”

Based on the median interest rate and loan term in New Hampshire, Pew calculates that home-only borrowers there paid about $1,491 per month for a $200,000 loan, compared with the national average of $1,652. **This amounts to a savings of almost $2,000 per year.** They saved about $98,000 over the life of the loan compared to home-only borrowers in the rest of the country.

Figure 1: Home-Only Loans in New Hampshire Are More Affordable Than in Other Parts of the U.S.

Median interest rate, loan term, and payments for a $200,000 loan

	Median interest rate	Loan term	Monthly payment	Total cost
New Hampshire	6.50%	240 months (20 years)	$1491.15	$357,875.11
United States	8.50%	276 months (23 years)	$1652.17	$455,999.77
Savings	2.00%		$161.02	$98,124.68

Source: Home Mortgage Disclosure Act, 2018-24; Pew calculations using standard amortization table
Note: Data are for originated home-only loans covering single-family, owner-occupied manufactured homes.

Another analysis undertaken in 2023 by the Urban Institute found a 2.5% difference in the median interest rate nationwide between personal property loans and real property mortgage loans for manufactured housing.

In Maine, owners of manufactured homes who also own the land that the home sits on may choose to convert the classification of their home from personal property to real property. However, owners of such homes on leased land, such as those living in mobile home parks, are not afforded the opportunity to convert. Even though homes in manufactured housing communities are *taxed* as real property, they are ineligible for the mortgage financing benefits that come with being *titled* as real property.

The L.D. 1765 subgroup focused on titling met numerous times to consider the range of issues involved with how owned homes on leased land are classified under state law. We also had the benefit of input from local bankers, attorneys, title insurers and regional and national experts. Our conclusion and recommendations to the Legislature are as follows:

- State statute should be revised to allow owners of manufactured homes on leased land the option of converting their housing from being titled as personal property to being titled as real estate. This change would allow such owners to access mortgage financing with significantly better terms than chattel loans, greater consumer protections, and the ability to secure loan refinancing to help pay for needed repairs and upgrades to their homes;

- The statutory change should be made applicable to residents of mobile home parks which are owned by resident cooperatives, nonprofits and for-profit entities alike;
- The process by which homeowners may choose to undertake this titling conversion should be made as simple and straightforward to execute as possible; and
- The home lending and title insurance sectors should be consulted and closely engaged through the legislative and administrative processes, to ensure that there is ease of access to their resources and ample players in the marketplace from which homeowners can choose.

Members of the subgroup also indicated their willingness to provide time, expertise and support to lawmakers as they consider whether and how to undertake these legislative changes. There was widespread agreement that such action could have highly meaningful and positive implications for homeowner finances, home values and increased demand in manufactured housing communities.

<u>ACTIVITY #6</u>:

EVALUATE OVERSIGHT OF CONDITIONS AT PARKS AND HOW PARKS ARE LICENSED

The safety of infrastructure within manufactured home communities in Maine is regulated by the Manufactured Housing Board (MHB), within the Department of Professional and Financial Regulation's Office of Professional and Occupational Regulation (OPOR). Pursuant to state law, the MHB has developed rules for the licensing and inspection of MHCs, including their potable water systems, plumbing, fuel supplies, electrical systems, fire prevention, maintenance of streets, pad construction and nuisances.

Landlord/tenant matters, including the rules that owners establish within any individual park, as well as consumer protection claims, are enforced by the Attorney General or the court system.

Park residents participating in the L.D. 1765 work group discussions, and others who have reached out to GOPIF over the past year, indicate that there is a systemic lack of support from state government in addressing some of the more common problems that arise at mobile home parks, such as poor or dangerous living conditions, unlawful or untenable community rules and fees, and enforcement of state laws meant to protect residents from predatory purchasers of parks. Residents express that their attempts to gain assistance from the MHB, Attorney General's Office and Pine Tree Legal Assistance typically end with a referral elsewhere. This pattern of circular referrals, rarely leading to support, often leaves park residents feeling isolated and unheard.

It appears that state governmental oversight of manufactured housing communities does have gaps and deficiencies that result in a lack of responsiveness to the common concerns of today's residents. GOPIF recommends that state lawmakers reconsider and reimagine Maine's approach to the regulation of MHCs and support for the tens of thousands of Maine people who call such communities home.

The MHB's historical primary role has been in ensuring the safe production and installation of manufactured housing units in Maine. Based on GOPIF's scan of other U.S. states, this is fairly typical and reflects where the greatest concerns have typically been in the manufactured housing sector. However, as the manufactured homebuilding industry has made great advancements in recent decades and private equity has increasingly sought out MHCs as investments, states are slowly evolving their oversight roles in response.

The MHC licensing and oversight systems of other states take a wide variety of approaches. Many states, like Maine, assign the responsibilities for licensing and inspections to their business and professional regulation arm of government. Some states assign those responsibilities entirely to counties or municipalities, while others split them between state and local government. Some states assign inspection responsibilities to their human services agency, while others assign them to their housing and community development department. States have a variety of manufactured housing boards or commissions with varying levels of staff support. Following the rise in MHC sales to national equity investors, several states have added consumer complaint systems within their office of attorney general.

Most states require MHCs to be licensed or registered annually and charge annual fees in an amount between $10-$30 per lot. Maine charges MHC owners $50 per park plus $5 per lot.

The Vermont Agency of Commerce and Community Development's Housing Division includes a two-person office dedicated to mobile home parks which serves as an information hub for the residents, owners and managers of Vermont's 238 MHCs and 7,112 lots. It also manages a highly comprehensive registry, accessible to the public and policymakers online, that includes key information on sales data, flood hazards, water and wastewater systems, lot rent increases and vacancies.

Colorado has established a mobile home park oversight program within its Department of Local Affairs which "conducts outreach and education on mobile home park laws and provides an annual park registration system. The program also receives and investigates complaints, facilitates dispute resolution, and takes enforcement actions." The staff for this program has grown from 2 in 2019 to about 12 currently. There are over 900 MHCs in Colorado, with over 100,000 residents.

Maine's 476 licensed manufactured housing communities contain a total of about 20,000 lots and are home to about 45,000 people.

GOPIF recommends that the Legislature transfer the responsibility for certification, technical assistance, and regulatory coordination of manufactured housing from OPOR to the Office of Community Affairs (MOCA), along with the four OPOR staff positions currently allocated in support of the Manufactured Housing Board.

- Two of these positions will support MOCA's capacity for certification and assistance for manufactured housing communities in Maine.
- In coordination with the revisions to manufactured and modular housing production oversight proposed in the Report of the Housing Production Innovation Work Group, the two other related OPOR positions will support the approval process for manufactured and modular housing production.

In cooperation with the Office of Community Affairs, GOPIF recommends that the ultimate responsibility for compliance with state rules governing Manufactured Housing Communities be held by the Office of the Attorney General. MOCA and the OAG should develop a plan which assures compliance with state certification of manufactured housing communities in collaboration with local code enforcement and, potentially, regionally-based third-party inspectors.

Annual license fees should be increased to $10-15 per lot, which would bring Maine closer to the national average and provide more resources towards the goal of being more responsive to the needs of park residents.

The specific roles undertaken at the state level with regard to manufactured housing communities should also be re-examined. MOCA would ideally serve as the “first call” for MHC residents seeking assistance with park-related concerns, providing direct support on certain issues and referrals to other resources as appropriate.

Additionally, the critical data collection and information-sharing role, buttressed by Section 1 of L.D. 1765, aligns well with MOCA’s role of providing data-informed technical support to municipalities and state policymakers.

Furthermore, rather than continuing to inspect every one of Maine’s 476 licensed parks every 3-4 years, as is current MHB practice regardless of whether any issues have been reported, state inspection resources could instead be deployed in conjunction with local code enforcement officers, as appropriate, following specific outreach regarding issues of concern identified by park residents, owners or managers - with the Attorney General holding the ultimate authority over compliance with state certification requirements.

GOPIF also recommends consulting with and building capacity within the Office of the Attorney General to determine what additional legal support it can feasibly provide to mobile home park residents. Clarity on the type and depth of help that residents can gain from the OAG, such as addressing unfair trade practices or retaliatory behavior, will also help to establish which areas require further attention through other means.

To that end, private resources would be well directed towards supporting a housing attorney at Pine Tree Legal Assistance with the expertise to assist mobile home park residents and owners. The lack of private sector legal capacity in this sector is problematic and should be addressed.

APPENDIX 1
L.D. 1765 Work Group Participants

Name	Affiliation
Sen. Dick Bradstreet	Maine Legislature
Cate Blackford	Maine Peoples Alliance
Cindy Witas	Bangor Housing
Mike Myatt	Bangor Housing
Dana Totman	GOPIF
Greg Payne	GOPIF
Rep. Traci Gere	Maine Legislature
Rep. Cassie Julia	Maine Legislature
Rep. Cheryl Golek	Maine Legislature
Liza Fleming-Ives	Genesis Community Loan Fund
Margaret Jones	Mountainside Community Cooperative, Camden
Matt Pouliot	Pouliot Real Estate
Nora Gosselin	Cooperative Development Institute
Pat Schwebler	Cooperative Development Institute
Nyawal Lia	Maine Peoples Alliance
Peter Connell	Capitol Affiliates
Robyn Wardell	Genesis Community Loan Fund
Tim Walton	Capitol Affiliates
Penny Vaillancourt	Dept of Professional & Financial Regulation
Lorri Centineo	Bay Bridge Estates, Brunswick
Marieke Giasoon	Bay Bridge Estates, Brunswick
Theresa Kim	Pine Tree Estates, Standish

J. Wylie Johnston	Red Sky Capital
Joan Cohen	Dept of Professional & Financial Regulation
Peter Holmes	Manufactured Housing Board
Rob Liscord	DrummondWoodsum
Janet Fournier	Blueberry Fields Cooperative, Brunswick
Celeste Yakawonis	Blueberry Fields Cooperative, Brunswick
Melissa McCarthy	Blueberry Fields Cooperative, Brunswick
Jerry Highfill	Mountain View Estates, Bowdoin
Julie Ann Smith	Manufactured Housing Association of Maine
Samantha Beers	Long Track Ventures
Nick Beers	Long Track Ventures
Sandra Hinkley	Maple Hill Estates, Mechanic Falls
Theresa Desfosses	State Manufactured Homes, Scarborough
Tina Marie Smith	State Manufactured Homes, Scarborough
Jon Courtney	Capitol Affiliates
Adam Krea	MaineHousing
John Egan	Genesis Community Loan Fund
John Van Alst	National Consumer Law Center
Laura Mitchell	Maine Affordable Housing Coalition
Linlin Liang	Pew Charitable Trusts
Gabriel Kravitz	Pew Charitable Trusts
Rachel Siegel	Pew Charitable Trusts
Tanya Emery	Maine Municipal Association
Sarah Marchant	New Hampshire Community Loan Fund
Jen Corbett	Norway Savings Bank

Janice DeLima	Norway Savings
Nancy Harrison	Bangor Savings Bank
Amanda Campbell	Maine Municipal Association
Santo Longo	MaineHousing

APPENDIX 2

Model Municipal Rent Stabilization Ordinance

This model ordinance has been developed as a resource for municipalities, pursuant to L.D. 1765. Municipalities are urged to consult with their legal counsel for ordinance drafting and to determine how to best integrate these concepts into the framework of existing local law. Key issues have been identified for consideration in *underlined and italicized text* below, but resolution of those issues are left for municipal officials to decide based on local conditions.

Note: "mobile homes" and "mobile home parks" are terms commonly used in municipal ordinances in Maine. Similarly, "manufactured housing" and "manufactured housing communities" are terms often found in local ordinances. Both terms are referenced in State law, and this model ordinance assumes that the words may be used interchangeably according to the preference of the municipality.

Article 1: Purpose

The purpose of this ordinance is to protect the health, safety, and welfare of residents living in mobile home parks by preventing unreasonable lot rent and fee increases. Mobile homes represent a crucial source of unsubsidized affordable housing. However, because residents typically own their homes but not the land underneath them, they face unique vulnerabilities to excessive rent and fee increases. While mobile home park owners should expect to receive a reasonable return on their investment, residents of those parks should expect to be protected from unnecessary, excessive cost increases because they may be put at risk of homelessness or severe housing insecurity.

Article II. Definitions

- **Administrator: "**Administrator" means the municipal official responsible for the administration and enforcement of this mobile home park rent stabilization ordinance.
- **Base Rent:** "Base Rent" means the rent amount charged for any mobile home park lot which is in effect on any specific date.

- **Consumer Price Index (CPI):** “Consumer Price Index” or “CPI” means the Consumer Price Index for All Urban Consumers (CPI-U), Northeast Region, as published by the U.S. Department of Labor, Bureau of Labor Statistics.
- **Mobile Home:** “Mobile Home" means a structure, transportable in one or more sections, which is 8 body feet or more in width and 32 body feet or more in length, is built on a permanent chassis, is designed to be used as a dwelling with or without a permanent foundation when connected to the required utilities, and includes the plumbing, heating, air-conditioning and electrical systems contained in the structure.
- **Mobile Home Park:** "Mobile Home Park" means any parcel(s) of land under single or common ownership or control which contains, or is designed, laid out or adapted to accommodate, two or more mobile homes.
- **Mobile Home Park Lot:** “Mobile Home Park Lot” means the area of land on which an individual mobile home is situated within a mobile home park and which is reserved for use by the occupants of that home.
- **Mobile Home Resident:** “Mobile Home Resident” means an occupant of a mobile home who rents a parcel of land in a mobile home park.
- **Park Owner:** “Park Owner” means a person, corporation or other entity that owns a mobile home park.
- **Rent Increase:** “Rent Increase” means any additional lot rent or fees demanded of, or paid by, a mobile home resident, and includes any reduction in services without a corresponding reduction in the amount demanded or paid for in lot rent or fees.
- **Rent Stabilization Board:** “Rent Stabilization Board” means the municipal body appointed to hear and decide petitions for additional rent increases and other matters.

Article III. Lot Rent and Fee Increase Limitations

A. **Limitation on number of rent increases:** A park owner may not increase the lot rents or fees more than _x time(s)_ in any 12-month period in the mobile home park.

B. **Base Rent Calculation:** Except as provided herein, a park owner shall not demand, accept or retain rent for a mobile home park lot that exceeds the rent in effect for that lot on _date of ordinance approval or other date specified by local governing_ *body.* In the event the lot was not occupied on *date of ordinance approval or other date specified by local governing body,* the base rent for that lot shall not exceed the most recent lot rent *plus an amount up to that specified in Article III (F)*.

C. **Notice Requirements:** A park owner shall provide notice of any increase in lot rent or fees to the affected mobile home residents, no less than 90 days *or a longer specified period* before the effective date of the increase. The notice must include:

   1. The name, address, telephone number and e-mail address of the park owner; and

   2. The amount of the increase in lot rent or fees, in dollars, and the type of any fee increased.

D. **Rent increase formula:** Any lot rent or fee increase is limited to the *lesser or greater* of:

   1. The most recently posted annual percentage change in the Consumer Price Index (CPI) *plus or minus x* %; and

   2. *X* % of the then-current base rent or fee.

E. **Greater Rent Increase:** A park owner may seek a greater rent or fee increase to cover the cost of increased operating expenses such as taxes, insurance, utility charges and maintenance costs, in addition to certain capital improvements or other emergencies. Improvements must directly benefit mobile home residents and be necessary for maintenance or the correction of health and safety conditions in the mobile home park. A park owner seeking such a greater increase must submit a petition to the *administrator or rent stabilization board*. The petition must be filed in advance of the rent or fee increase notice and contain documentation that the increase is necessary to cover increases in operating or maintenance expenses, the cost of eligible capital improvements, or unforeseeable expenses incurred at the mobile home park. Park owners that fail to maintain a mobile home park in decent, safe, sanitary condition, as determined by the *administrator or rent stabilization board,* shall not be allowed to exceed the basic rent increase unless the increase is used to correct health and safety violations in the mobile home park.

F. ***Vacancy Base Rent:*** *A park owner shall be permitted to increase the lot rent by up to x% whenever a lawful vacancy occurs, and this amount shall be considered the new base rent for that mobile home park lot*.

Article IV. Applicability

A. Applicability: This ordinance applies to every mobile home park within the municipality except those to which an exemption applies.

B. Exemptions: This ordinance shall not apply to:

1. Mobile home parks owned by a cooperative or other entity in which membership is limited to mobile home residents;

2. Mobile home lots subject to any agreement that restricts lot rent or fee increases in a manner that is more restrictive than this ordinance; or

3. Mobile home lots subject to an aggregate lot rent and fee amount that is less than x% of the local Fair Market Rent then applicable based on bedroom size, as posted on the website of the Maine State Housing Authority.

Article V. Appeals

A. Decisions of the *administrator or rent stabilization board* may be appealed by:

1. Park owners; or

2. Affected mobile home residents, when *x%* or more of the households then living in the mobile home park, who are affected by the proposed rent or fee increase, agree to seek such an appeal via written petition.

B. Appeals as described herein are to be filed with *locally appointed appeals board*, within *x* days of the decision made by the *administrator or rent stabilization board.* Appeals must be decided within *x* days of filing and *must be based solely on the information previously provided to the administrator or rent stabilization board.*

State recommends major changes for Maine’s mobile home parks

pressherald.com/2026/01/07/state-recommends-major-changes-for-maines-mobile-home-parks

January 7, 2026

Residents of Bay Bridge Estates in Brunswick said that Tuesday was the day that their homes were being hooked up to the town's water supply. (Daryn Slover/Staff Photographer)

A new state report offers a series of recommendations to expand existing mobile home parks in Maine and build new ones, allow homeowners to obtain traditional mortgages at more favorable rates and overhaul the state’s oversight of parks.

The **30-page** report **is intended** to be a blueprint for future proposals as lawmakers seek to protect the roughly 45,000 Maine residents who live in mobile home parks.

Mandated by legislation passed last year, it was written by the Governor’s Office of Policy Innovation and the Future with feedback from dozens of people and organizations including mobile home park residents and owners, financial institutions, housing agencies and advocates, developers, and state lawmakers.

It will be presented to the Housing and Economic Development Committee this month.

Mobile home parks in Maine and across the country — often considered the last form of unsubsidized affordable housing — are increasingly being purchased by out-of-state investors who raise the monthly lot rents, in some cases doubling or tripling prices, according to national data.

Park residents, often low-income families or seniors on a fixed income, own their homes but not the land they sit on and residents are essentially helpless against rent increases.

“If they’re forced to lose their housing because the rents get too high, it’s hard to see where they’d be able to go,” said Greg Payne, senior housing adviser for the Governor’s Office of Policy Innovation and the Future.

The state is feverishly trying to build tens of thousands of housing units in the coming years, but Payne said in an interview it’s just as important to “protect the housing that we do have.”

“If we lose any of our affordable housing stock, that’s going to make our challenge even greater,” he said.

FINANCIAL ASSISTANCE FOR OWNERS, RESIDENTS

Many state officials would like to see more mom-and-pop or cooperatively owned manufactured housing communities, especially as the state tries to ramp up production.

But according to the report, the number of locally owned communities has been dwindling, and smaller owners and developers frequently struggle to increase available housing in their parks. Boosting supply could also help lower costs for existing residents.

As with all construction, it has gotten expensive.

“There are plenty of owners who I think would be willing to expand if the math worked,” Payne said. “If we’re able to help with that, it creates more units that we desperately need across the state and creates the opportunity to spread existing costs across more households.”

The report recommends, among other things, making it easier for park owners to access MaineHousing construction loans, which state statute currently prohibits.

The office also suggested developing a subsidy program that would give owners a forgivable loan if they agree to charge income-restricted lot rents to income-restricted households.

‘TOO GOOD TO MISS’

The report also recommends allowing mobile home buyers to take out traditional mortgage loans.

Historically, loans for manufactured homes have been titled as personal property or “chattel” loans, similar to cars. These loans, according to the report, typically have shorter terms, higher interest rates, fewer lenders to choose from and inferior consumer protection.

Over the years, construction technology and government regulations have evolved and factory-built houses are now often comparable to site-built housing, according to the report.

The price gap between the two is also narrowing, with many mobile homes selling for well over $200,000.

Payne said he spoke to an Old Orchard Beach resident whose interest rate is more than 11%, and is paying about $640 a month for a $60,000 loan, on top of her monthly lot rent. Comparatively, according to mortgage buyer Freddie Mac, the current interest rate on a 30-year mortgage is about 6.15%. That would save her hundreds of dollars a month.

“We don’t often have the opportunity to increase affordability and have nobody losing,” Payne said. “It’s an opportunity that could be too good to miss.”

‘SYSTEMIC LACK OF SUPPORT’

The report recommends an overhaul or “reimagining” of state regulation and oversight of mobile home communities to better serve residents.

Currently, the Maine Manufactured Housing Board is in charge of licensing and inspecting parks, while landlord and tenant issues and consumer protection claims are enforced by the Office of the Maine Attorney General or the court system.

But according to the report there is a “systemic lack of support” from state government in addressing some of the more common problems in parks — poor living conditions, untenable community rules and fees, disregard of state laws — and attempts to get help from either agency often result in referrals elsewhere.

“This pattern of circular referrals, rarely leading to support, often leaves park residents feeling isolated and unheard,” the report says.

The office recommends that the Legislature transfer the responsibility for certification, technical assistance and regulatory coordination from the Office of Professional and Occupational Regulation, where the board is currently housed, to the Maine Office of Community Affairs,which would also serve as a “first call” for residents seeking assistance.

Compliance with state rules would be handled by the attorney general’s office, which may need to find ways to provide more legal support to homeowners.

Finally, the report recommends directing more private resources toward supporting a housing attorney at Pine Tree Legal Assistance who has expertise in mobile home park issues.

LEGISLATIVE EFFORTS

Mobile home parks have been a hot-button issue in the last few legislative sessions.

Lawmakers last year passed a series of bills designed to protect mobile homeowners, including one that gives park residents the “right of first refusal” if their community goes up for sale.

In addition to the recommendations outlined in the recent report, the state is seeking to collect more data about the state’s parks.

Historically, the Maine Manufactured Housing Board has not tracked whether the parks are owned by resident co-ops, out-of-state corporations or Maine-based operators. It also collected no information about how many lots are in each park, vacancies or average lot rents.

That information is now required in order to license a park.

Another bill, which has resulted in confusion and some retaliatory rent increases, requires owners to provide 90 days written notice of a rent increase and establishes a process for residents to request mediation if the increase is more than the Consumer Price Index plus 1%. While owners are required by the new law to act in good faith, they are not prevented from moving forward with an increase.

Efforts to institute statewide rent control failed in the last session, in part due to Maine’s long history of local control, but many communities, including Brunswick, Saco and Sanford, have passed rent control measures or moratoriums on rent increases as they grapple with how to protect residents.

The state report includes a model rent stabilization ordinance for municipalities but no mandate.