



**City of Biddeford
City Council**

January 7, 2025 at 6:00 PM
City Hall Council Chambers & Zoom

[Click to Join Zoom Meeting Online](#)

Or call in by phone: +1 312 626 6799

Meeting ID: 932 3383 6916

Passcode: 082349

1. Roll Call
2. Pledge of Allegiance
3. Adjustment(s) to Agenda
4. Recognition
 - 4.a Fire Department Retirement Recognition:
Call Co. Division Chief Mike Gobeil.
After 35 years of service Call Company Division Chief Mike Gobeil retired from the Department effective December 11, 2024.
 - 4.b Fire Department Promotion:
Lieutenant/Paramedic Robert Cousins
5. Appointments
 - 5.a 2025.01) - Approval Mayoral Appointments to Citizen Committees
 - 5.b 2025.05) - Approval Mayoral Council Appointments
6. Public Addressing the Council
(3 minute limit per speaker for up to a total of 15 minutes)
7. Consideration of Minutes
 - 7.a Council Minutes 12-17-24
 - 7.b Council Minutes 12-23-24
8. Orders of the Day
 - 8.a 2025.03) - Approval Winterfest Special Events permit

8.b 2025.08) - Resolution Encouraging Reclassification to Advance Affordable Housing Opportunities

8.c 2025.09) Approval Payment to Jim Godbout for Seeds of Hope project

9. Public Addressing the Council

(5 minute limit per speaker)

10. City Manager Report

10.a 2025 Investment Portfolio Goals

11. Other Business

12. Council President Addressing the Council

13. Mayor Addressing the Council

14. Adjourn

City of Biddeford



2025.01 IN BOARD OF CITY COUNCIL...JANUARY 7, 2025

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

Tracie Bailey

Ward 6

to the Traffic Committee for a term to expire **December 31, 2025**,

Drew Guild

Ward 7

To the Traffic Committee for a term to expire **December 31, 2025**,

Alexa Plotkin

Ward 5

To the Planning Board for a term to expire **December 31, 2027**,

And as Chair of the Planing Board for a term to expire **December 31, 2025**,

Matt Dubois

Ward 4

As a Planning Board Member for a term to expire **December 31, 2026**,

Steve Beaudette

Ward 4

As a Planning Board Associate Member for a term to expire **December 31, 2025**,

Ariane Meno Kobo

Ward 2

To the Diversity, Equity and Inclusion Committee for
a term to expire **December 31, 2027**,

Attest by: _____
Robin Patterson, City Clerk

Committee, Board, and Commission Application Form

Application

Name Tracie Bailey

Pronouns She/her

Ward 6-1

Need to find your Ward?

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

(Section Break)

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

If other, please list below. Traffic

Why are you interested in serving the City of Biddeford? I have served our nation for 20 years in the Army. Having retired from the Army, I still continue to serve our community as a teacher at the primary school. Obtaining a position on our Traffic Committee would further extend my ability to serve the great people of Biddeford.

Please list any experience that may be pertinent to the Board or Committee in which you are requesting to serve. While serving in the Army, I was a traffic management and collision investigator for a number of years. I am certified by the Department of Defense. I have performed the duties of Senior Traffic Manager in garrison and in overseas operations. I will furnish any certifications upon request.

I have investigated various traffic accidents to determine causality. In my tenure as an investigator I also developed and implemented traffic plans with the partnership of NATO forces.

Please list any prior experience serving on any public Boards, Commissions or Committees (and approximate dates). I have not served on any committees for Biddeford.

Committee, Board, and Commission Application Form

Application

Name Drew Guild

Pronouns he/him

Ward 7

Need to find your Ward?

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

(Section Break)

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

If other, please list below. Traffic Committee

Why are you interested in serving the City of Biddeford? I am motivated to join the traffic committee because I want to play a role in shaping our most significant public spaces - our streets - in a holistic manner; to ensure that they serve us as pedestrians, cyclists, and neighbors, not just as drivers passing through town.

One of the things that drew me to Biddeford when I moved here a couple years ago was the streetscape. It may not seem notable to everyone, but I recognized the significance of the connected grid of neighborhoods surrounding the growing main street. There are not many pockets of density like Biddeford's in northern New England, so it's significant to have a place where so many people live near the places they might also work, shop, dine, and recreate.

However, while there is great potential in Biddeford's streetscape, there are some problems. Vehicle speed remains an issue on a number of our important streets. The quality of sidewalks and pedestrian infrastructure in neighborhoods adjacent to main street do not always create the accessible and inviting walkshed that they should. We have a great asset in the Eastern Trail, but cyclists reaching our city will find it somewhat difficult and hostile to pass through. And of course, we are contending with increasing congestion as Southern Maine continues to grow more broadly.

Joining the traffic committee would be an opportunity to make a impact on these issues as our community continues to expand and adapt for the future.

Please list any experience that may be pertinent to the Board or Committee in which you are requesting to serve. Serving on the traffic committee would be my first foray into direct government or community service work. However I believe I have some skills and experience that could translate well.

Professionally I work as a software engineer. On the surface, this is a very different domain, but through my professional work I must come together with stakeholders of various stripes to empathetically listen and move forward on complex problems. It involves both analytic and creative thinking. I believe these skills will be of use in assessing the challenges and proposed solutions that are considered by the traffic committee.

Additionally, because my wife and I have lived as a one car household in various cities, I have a broad perspective on the ways municipalities construct their streetscapes. Everywhere I've lived I have been a pedestrian, cyclist, and transit rider as much as I've been a driver. I have seen good and bad across communities of different scales ranging from a couple thousand people to a few million people. My experience living in these places informs my sense of what is possible for our shared public streets and spaces.

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

Committee, Board, and Commission Application Form

Application

Name Alexa Plotkin

Pronouns She/her

Ward 5

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? Planning Board

If other, please list below. Field not completed.

Why are you interested in serving the City of Biddeford? I have been a member of the planning board since 2019 and I am looking forward to another term as the new chair. I would like to be able to continue serving Biddeford in this capacity as I feel I can provide strong leadership and equitable representation.

Please list any experience that may be pertinent to the Board or Committee in which you are requesting to serve. I have a community planning and development masters degree from the Muskie School of Public Service out of USM. I've been on this board for five years.

Please list any prior experience serving on any public Boards, Commissions or Committees (and approximate dates). I am a commissioner appointed by the governor to the Maine Redevelopment Land Bank Authority (2024-present). Committee member, Habitat for Humanity of York County, land acquisition committee (2023).

Committee, Board, and Commission Application Form

Application

Name ARIANE MENO KOBO

Pronouns She-her

Ward 2-1

Need to find your Ward?

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

(Section Break)

Which City Committee, Board or Commission do you request to be appointed to? Diversity, Equity and Inclusion Committee

If other, please list below. Field not completed.

Why are you interested in serving the City of Biddeford? I live in Biddeford, and I like being active in my city. When I was in France, I actively participated in all meetings regarding the development of our neighborhood and city. I want to contribute to any projects or thinking that can improve our living space and build a strong and welcoming community where everyone will enjoy being in or visiting.

Please list any experience that may be pertinent to the Board or Committee in which you are requesting to serve. - I am a French citizen who lives in Biddeford

- I am a Teacher and also a Multilingual specialist

- I worked as a CPS caseworker at the DHHS Biddeford office in 2023

- I am currently the BIPOC Coordinator at the south Portland School District and also a member of the District Equity Committee

- I am married and mother of three children and a grandma to be soon

Please list any prior experience serving on any public Boards, Commissions or Committees (and approximate dates). - In France, I was part of my neighborhood committee

City of Biddeford



2025.05 IN BOARD OF CITY COUNCIL... JANUARY 7, 2025

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

Councilor William Emhiser
Ward 1

Councilor Roger P. Beaupre
Ward 3

Councilor Doris Ortiz
Councilor At-Large

Kathryn Lagasse, MPPM, SHRM-CP
Ward 3
Resident

William Southwick
Ward 4
Resident

Delilah Pupoure
Ward 5
Executive Director
Community Stakeholder

Lawrence Best
Chief, Biddeford Fire Department
Department Head -Employee

Shelly MacNeill
Executive Assistant
Non -Department Head Employee

To the City Manager Search Committee for the City of Biddeford for a term to expire upon confirmation of the appointment of a new City Manager for the City of Biddeford.

Attest by: _____
Robin Patterson, City Clerk

City of Biddeford

City Council

December 17, 2024 at 6:00 PM

City Hall Council Chambers & Zoom

1. Roll Call

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

2. Pledge of Allegiance

3. Adjustment(s) to Agenda

The Mayor held a tribute for Police Sergeant Jake Wolterbeek

4. Proclamation

4.a December Holidays Proclamation

Mayor Grohman read the proclamation

5. Appointments

5.a 2024.191 Approval / Mayoral Appointments to Citizen Committees

Motion: Councilor Emhiser

Second: Councilor Lessard

Vote: Unanimous in favor.

Motion passed.

5.b 2024.198 Approval / Mayoral Appointment

Motion: Councilor Emhiser

Second: Councilor Lessard

Vote: Unanimous in favor.

Motion passed.

6. Presentation

6.a Jim Godbout gave an update on the Seeds of Hope Project

6.b Parking Financials Update

Charlie Grab from Premium Parking gave an update.

7. Public Addressing the Council

2 people gave input on the Premium Parking presentation and ideas.

1 person spoke about an empty building on Beacon and Main.

8. Consideration of Minutes

8.a Council Minutes 12-3-24

Motion: Councilor Emhiser

Second: Councilor LaFountain

Vote: Unanimous in favor.

Motion passed.

9. Orders of the Day

*9.a 2024.196 Approval/Authorize Staff to Serve as the General Contractors for the River
Wall Project*

Motion: Councilor LaFountain

Second: Councilor Whiting

Several Councilors spoke in favor of the proposal and had high confidence in the ability of the staff to do the work with efficiency and cost savings.

Code Enforcement Officer Roby Fecteau said they will be back before Council soon with a proposal.

Vote: Unanimous in favor.

Motion passed.

9.b 2024.197 Approval Resolution for General Nutting Bridge support

Motion: Councilor Emhiser

Second: Councilor LaFountain

Councilor Beaupre spoke about the work that the Veteran's Committee did to bring this forward.

The family of General Nutting spoke and were appreciative of the honor.

Councilor Belanger – motion to amend the first Now Therefore statement to remove “Mayor’s Ad Hoc Veterans Committee hereby recommends to” and add “Biddeford City Council Recommends” and on the second resolve remove “The Committee further recommends”

Second: Councilor LaFountain

Vote on the amendment: Unanimous in favor.

Vote on the resolution as amended: Unanimous in favor.

Motion passed

9.c 2024.199 Refer Zoning Map Amendment to Planning Board for Review

Motion: Councilor Emhiser

Second: Councilor LaFountain

A citizen spoke about the reasons for the request.

Councilor Lessard would like the setbacks to be reviewed by the Planning Board, some are 5 feet, and some are 10 feet.

Councilor Belanger – motion to amend “request the Planning Board review the side and rear set back limits in the RSD2 Zone”

Second: Councilor Emhiser

Vote on the amendment: Unanimous in favor.

Amendment passed.

Vote on the order as amended: Unanimous in favor.

Motion passed.

9.d 2024.200 Approval Selection of Search Firm for City Manager

Motion: Councilor Belanger

Second: Councilor Emhiser

The Mayor discussed the timeline. Several councilors have reviewed the proposals and researched their work and would like to vote on this tonight. Several councilors recommended Strategic Government Resources.

Vote: Unanimous in favor.

Motion passed

9.e 2024.202 Approval/Permission to Use City Land for Boardwalk

Motion: Councilor Emhiser

Second: Councilor Lessard

Councilor Emhiser explained the easement.

Vote: Unanimous in favor.

Motion passed.

9.f 2024.201 Approval remaining ARPA funds

Motion: Councilor Belanger

Second: Councilor Lessard

Councilor LaFountain is supportive of this item but would like answers to his financial questions.

Vote: Unanimous in favor.

Motion passed.

10. Public Addressing the Council

One person asked questions about budgets and prior purchases.

One person said that having events on the roof of the parking garage is a great idea.

11. City Manager Report

City Manager Jim Bennett said there would be a special council meeting on Monday, December 23rd to review a bid for the heating system at the Rec Center.

He also has sent 2 drafts of the budget schedule for the Council to review.

12. Other Business

None.

13. Council President Addressing the Council

Council President LaFountain has researched economic methods to track rental vacancy rates.

14. Mayor Addressing the Council

Mayor Grohman had a positive meeting with our legislative delegation to discuss state funding. Superintendent Ray attended as well.

15. Adjourn

Motion to adjourn by Councilor Belanger at 8:15 pm

Second: Councilor Lessard.

Vote: Unanimous in favor.

Meeting adjourned.

City of Biddeford

City Council

December 23, 2024 at 10:00 AM

Zoom only

1. Roll Call

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

2. Pledge of Allegiance

3. Adjustment(s) to Agenda - none

4. Public Addressing the Council - none

5. Second Reading

5.a 2024.200 Approval Selection of Search Firm for City Manager

Motion: Councilor Ortiz

Second: Councilor Beaupre

Vote: Unanimous in favor.

Motion passed

6. Orders of the Day

6.a 2024.203 Approval of Contract for Community Center Heating System

Motion: Councilor Beaupre

Second: Councilor LaFountain

Councilor Beaupre suggested that there be a comprehensive evaluation of the Rec Center, there have been many patchwork repairs in the past five years. He also asked about the potential for the JFK building.

Councilor Lessard wants to know the best and maximum use of the building. He said the JFJ Building Committee has another meeting in January and will present recommendations to the Council.

Jim Godbout spoke about this repair and the issues with the building, most of the pipes are 100 years old.

City Manager Jim Bennett said there was an Ad Hoc committee several years ago that made recommendations about the Rec Center to the City Council. They did not take action at that time.

Recreation Director Lisa Thompson spoke about the challenges to the repairs and their effect on programming and staff.

Vote: 5 yeas – Councilors Ortiz, LaFountain, Beaupre, Whiting and Gross.

1 nay – Councilor Lessard.

Motion passed.

7. Adjourn

Councilor Lessard motion to adjourn at 10:28 am

Second: Councilor LaFountain.

Vote: Unanimous in favor.

Meeting adjourned.



City Council

Meeting Date: January 7, 2025
Meeting Time: 6:00 PM
Agenda Item No: 8.a
Item Description: 2025.03) - Approval Winterfest Special Events permit
Submitted By: Lisa Thompson, Recreation Director

Supporting Information/Documentation:

2025 Council Order 2025.03, Winterfest 2025 Event Application

Key Terms:

Executive Summary:

City Council to approve a road closure for February 6-9, 2025, for Winterfest events

Detailed Review:

Winterfest 2025 will take place Saturday, February 8, 2025. This will offer a full day of events for the whole family, which will include the annual sledding hill on Adams Street. Closure of Adams Street will be needed from Thursday, February 6th at 6am for snow hill building. There will be no access to Adams street from South Street extension during this time. On Saturday, South St. extension will be closed to traffic to allow for activities for Winterfest to take place. The Sledding hill will be dismantled Sunday February 9th at 7am. Adams Street will be open to the public by 1pm on Saturday, February 9th, 2025.

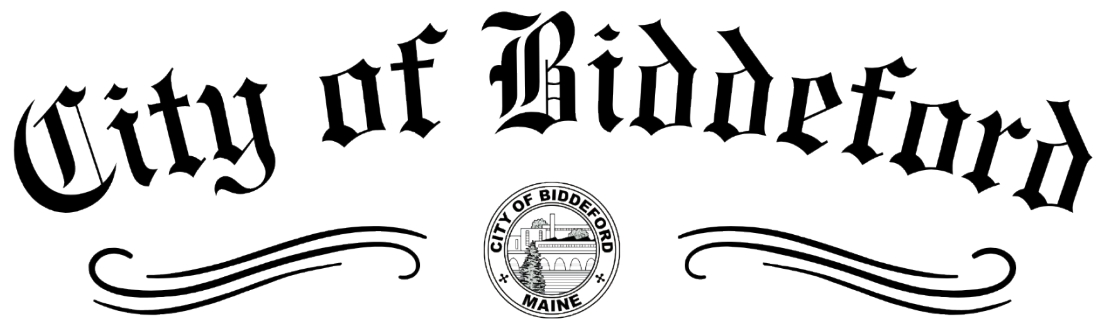
Unlike last year, there are no organized outdoor events for Winterfest being offered for Friday evening, and no alcohol permit will be needed.

Funding Source:

N/A

Staff Recommendation:

Closure of Adams Street and part of South Street to allow for Winterfest events to take place.



2025.03 IN BOARD OF CITY COUNCIL... January 7, 2025

BE IT ORDERED, that The Biddeford City Council grant permission for the Recreation Department to host Winterfest 2025 in the downtown area on February 8, 2025 and allow a street closure for Adams Street and South Street ext. to hold activities for this event.

Attest by: _____

APPLICATION NUMBER: _____

**EFFECTIVE 7-18-2024 THE FOLLOWING
FEES WILL APPLY:**

☐ Administrative fee	\$100.00
☐ Tier one	\$100.00
☐ Tier two	\$200.00
☐ Tier three	\$500.00

Any person, firm, corporation, business or organization seeking a permit to hold a special event within the City of Biddeford must file an application with the permitting authority at least 30 days prior to the beginning of the event; or in cases related to activities protected by the First Amendment to the United States or Maine Constitution, other than commercial speech, two business days prior to the beginning of the event. Permit applications are available on the City's website or at the City Clerk's Office.

**All vendors must obtain proper licenses/permits from the City Clerk's office (207-284-9307).
Indemnification agreement/insurance certificate must be attached to this application at the time of submission.
Site Plan Sketch may be accompanied by a separate map, if necessary**

CITY OF BIDDEFORD **SPECIAL EVENT APPLICATION**

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

Name of Event Biddeford Winterfest Location of Event Adams st city hall parking lot, south st
Date of Event 2/6/25-2/9/25 Start Time 6am Finish Time 6pm

Organization (Applicant) Information

Name of Organization or Name of Applicant if NOT an Organization

City of Biddeford Recreation Department

Physical Address 189 Alfred st

Mailing Address PO box 586, Biddeford, ME 04005

Business Telephone 283-0841 Fax _____ E-mail lisa.thompson@biddefordmaine.org

Income Tax Exempt: Yes ☒ No _____ Tax Exempt Number 01-6000023

Contact Person/Event Coordinator

Name & Address

Lisa Thompson PO Box 586, Biddeford ME 04005

Telephone 283-0841 Cellular 205-4323 E-Mail lisa.thompson@biddefordmaine.org

Relationship Organization Employee, Recreation Director

Revised 7/18/2024

APPLICATION NUMBER: _____

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

Snow hill building will take place Thursday, February 6 and Friday, February 7.

Events will take place Saturday, February 8th from 10am- 5pm.

Clean up and removal of snow hill to take place Sunday, February 9th.

Estimated # of Participants 1000 Estimated Attendance 1000

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

vehicle traffic to south st extension and adams street will be limited to emergency vehicles only on Saturday 2/8/25

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

Will follow same protocols as in past years by HOB

Type of Event:

Special events may fall under three categories:

- ☐ **Tier 1** Special Events involve the use of Recreation Department facilities for functions involving 100 or less people. **The Recreation Director or their designee is the permitting authority**
- ☐ **Tier 2** Special Events include street closure requests, parades, road races, walks or other single-day functions involving 100 or less people. **The Police Chief and Public Works Director or their Designees are the permitting authority**
- ☒ **Tier 3** Special Events are functions that involve a street closure or the use of a City facility for a single-day function involving 100-999 people. **The Coordinating Committee is the permitting authority**

APPLICATION NUMBER:_____

PLEASE NOTE: The City Council shall be the permitting authority for events to be held in City of Biddeford parks, recreation, public buildings, grounds and streets which it could reasonably be assumed that 1,000 or more persons might gather or participate; or any event which is proposed to last longer than two consecutive days, regardless of the number of persons anticipated to gather or participate.

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

General Service Questions

Department of Public Works

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

If yes, number needed see attached plan

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

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

PW support for trash and recycle pick up on Sunday in provided city containers

Is any other Public Works assistance anticipated?

See attached plan for detail

Recreation Department

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

If yes, where

Adams St, City Hall parking lot, and South St

APPLICATION NUMBER: _____

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

Portable stage in the city hall lot to be used for event

Any Parks and Recreation assistance required?

Yes, support from staff during event as part of the planning committee

Fire Department

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

yes

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

yes

Will you have First Aid or medical staff present?

Fire Dept requested for touch a truck on Saturday from 10am-4pm

******* If First Aid or medical staff is needed, the Biddeford Fire Department may provide for a fee. Please contact the Biddeford Fire Department at 207-282-6632 for details.*******

Police Department

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

volunteer flaggers for the hill buildout on Thursday 2/6/25

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

Request for overnight watch from PD to secure the hill on Friday 2/7/25 from 5pm on 2/7/25 through saturday 2/8/25 at 6am

Per request of Mayor Grohman, we are asking for a reduced or no charge parking rate at the City Parking Garage for the day on Saturday

APPLICATION NUMBER:_____

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

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

- | | | |
|---------------------------|------------------|-------------------------------------|
| General Map of Location | Vender Locations | Street Closures/Parking Information |
| Event Coordinator’s Booth | Garbage Cans | Water/Electricity Sources |
| Tents/Stages/Grandstands | Water Sources | Loudspeakers |
| Rest Facilities | | |

See attached plan

APPLICATION NUMBER:_____

INDEMNIFICATION AND RELEASE PROVISIONS
CITY OF BIDDEFORD SPECIAL EVENT PERMIT

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

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

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

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

E. In addition, Depending upon the size and nature of the event, the City may require that City employees, including Police, Fire, Public Works, Code Enforcement and/or Parks and Recreation, are present at or assist with the event. The City shall determine the number of personnel necessary to ensure the safety of the public and participants, minimize the inconvenience to residents, and reduce public liability exposure to the event sponsor and the City. The cost associated with the use of any such personnel, including City equipment, is the responsibility of the event sponsor. A deposit of thirty percent (30*%) of the estimated personnel cost for the event will be required with the submittal of the application. The City

APPLICATION NUMBER:_____

shall provide a good faith estimate of the total personnel within 10 days after the approval of the application. The complete fee must be submitted to the City prior to the day of the event. Fees may be waived in whole or in part by the City Council prior to the special event.



Signature of Applicant

12/19/24

Date

Lisa Thompson, Recreation Director

Printed Name of Applicant

APPLICATION NUMBER: _____

REVIEW BY SPECIAL EVENTS PERMITTING AUTHORITY:

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

☐ **APPROVED WITH MODIFICATIONS AND/OR RESTRICTIONS:** _____ **DATE:**

☐ **APPROVED AS SUBMITTED:** _____ **DATE:**

☐ **DENIED:** _____ **DATE:**

Modifications / Restrictions:

REASON(S) FOR DENIAL:

Police Chief

Fire Chief

Public Works Director

Codes Enforcement Officer

Recreation Director

WinterFest Meeting/Plans 2025

12/19/24

Biddeford Winterfest is Saturday, February 8th, 2025.

Wednesday, February 05, 2025

- Post Adams St No Parking 2/6/2025 0630-1700. They will pull these down as they build the sled Hill.
- South St-Jefferson to Adams St 2/6/2024 0630-1700.

Thursday, February 06, 2025

- Thursday 0600 please treat Adams St with Mag Chloride to prevent the snow from creating a bond to the pavement to make clean up easier/faster.
- Pre-stage any Barricades needed and we need a local Traffic only for South and Jefferson for Night time to allow residents in and out.
- 5 Recycling cans
- 5 64gallon Trash cans with bags
- 2 rolls of trash bags
- 3 Stop/Go paddles provided by DPW for Road Closure.
- Safety Vests (Brian Dunphe said he would supply)
- 2 way Radios (H.O.B. will supply).
- 7am Close Adams St @ Adams + Jefferson, South + Jefferson, and Adams and Main St with barricades and road closed signs for sled hill building.
- Post 4-5 Disability Spots on main St in front of City Hall with Barricades and Disability Signs.
- Also Post the 2-3 spots on Jefferson just past South St on the Right with Barricades and Disability parking signs.

Friday, February 07, 2025

- There are no scheduled outdoor events this evening.

Saturday, February, 8, 2025

- Full day of fun and Events
- Touch a Truck 1000-1500 (DPW will send their list of Vehicles over Monday to be sure they will fit.)
- When you Close South St and Jefferson please allow residents on Left to get in and out. There will be a Local Traffic Only sign.

Sunday, February 9, 2025

- Clean up will start promptly @0700. Please have DPW in place for 0645.
DPW will Have:
 1. Loader to load trucks with snow

2. Dozer at Snow dump to push, Supervisor on duty will decide if dumping up top or on the bottom prior to hauling and let everyone know in a timely fashion.
3. Driver 2: Pick up all Barricades with a truck and trailer or Unit #61 and then they will put mag chloride/Salt down on Adams St and any slippery area's when clean up is finished.





City Council

Meeting Date: January 7, 2025

Meeting 6:00 PM

Time:

Agenda Item 8.b

No:

Item 2025.08) - Resolution Encouraging Reclassification to Advance Affordable

Description: Housing Opportunities

Submitted By: George Gervais

Director, Planning & Development Dept.

Supporting Information/Documentation:

20240107 Encouraging Reclassification to Advance Affordable Housing -RESOLUTION, bp24-005 biddeford BACKGROUND, 1974 City Council President opposes housing project (1), 1974 Mayor opposes housing project (1), Forest Green Presentation 01.07.2025

Key Terms:

1. **Forest Green Development:** An existing housing campus on outer Main Street adjacent to Rotary Park, targeted for expansion to include 60 new units of workforce and family housing.
2. **Workforce Housing:** Residential units designed to be affordable for individuals and families earning moderate incomes, often tied to housing assistance programs.
3. **Maine State Housing Authority (MSHA):** The state agency managing funding for affordable housing projects, requiring compliance with strict timelines.
4. **Saco River Corridor Commission (SRCC):** Regulatory body overseeing land use in the Saco River Corridor, responsible for zoning designations like "Limited Residential" and "General Development."
5. **500-Year Floodplain:** An area with a 0.2% annual chance of flooding, as determined by historical and modern hydrological data.
6. **Limited Residential Zone:** A zoning designation that restricts development to primarily low-density or conservation uses.

7. General Development Zone: A zoning designation permitting a wider range of uses, including higher-density residential and commercial development.

Executive Summary:

Bateman Partners, LLC seeks a resolution from the City Council to support reclassifying a parcel of land adjacent to Rotary Park from "**Limited Residential**" to "**General Development**" under SRCC regulations. This reclassification is essential for securing MSHA funding to build 60 new units of workforce and family housing while improving the existing Forest Green campus.

The parcel's designation as "Limited Residential" stems from decisions made in 1974, largely based on outdated floodplain data. Modern assessments confirm the parcel lies outside the 500-year floodplain. Additionally, the developer has committed to working with the City to deliver community benefits such as play areas, shoreland preservation, and trail connectivity.

This resolution demonstrates Biddeford's commitment to addressing its housing crisis and enhances the city's competitive position for MSHA funding. Staff recommends the City Council adopt the resolution.

Detailed Review:

1. Background:

- The developer proposes expanding the Forest Green development to include 60 new units of workforce and family housing.
- The current "Limited Residential" designation stems from floodplain concerns raised in 1974.
- Modern data indicates the parcel is outside the 500-year floodplain, making reclassification viable.

2. Developer and Proposal:

- Bateman Partners, LLC has a strong track record in Maine and New Hampshire, with \$380 million in completed projects.
- The proposal includes commitments to community enhancements, such as child-friendly play areas and outdoor connectivity projects.

3. Regulatory Process:

- The SRCC requires the City's support to proceed with reclassification.
- MSHA funding is contingent on timely compliance with application requirements, making this resolution a priority.

4. City Benefits:

- Supports Biddeford's housing strategy by addressing the severe housing crunch.
- Aligns with long-term goals for enhancing outdoor recreational opportunities.
- Strengthens the City's position in competing for limited MSHA funding.

Funding Source:

Staff Recommendation:

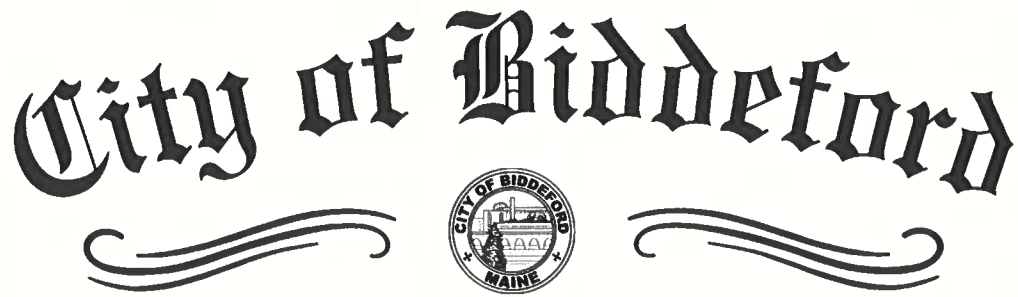
Recommendation:

Staff strongly recommends the City Council adopt the resolution encouraging the SRCC to

reclassify the parcel to **General Development**.

Rationale:

- **Affordable Housing Needs:** The severe housing shortage necessitates swift action to unlock funding for workforce and family housing.
- **Modern Data:** Current floodplain data invalidates the basis for the "Limited Residential" designation, making reclassification appropriate.
- **Community Benefits:** The developer has committed to providing additional community assets, aligning with the City's long-term interests.
- **Strategic Positioning:** The resolution ensures Biddeford remains competitive in securing critical MSHA funding.



RESOLUTION

Order 2025.08

Resolution Encouraging Reclassification to Advance Affordable Housing Opportunities

WHEREAS, the City of Biddeford faces a pressing need for more affordable housing to address current challenges faced by residents, including a lack of available units and significant cost burdens; and

WHEREAS, in February 2023, the City Council adopted a goal to create or preserve 180 affordable rental units annually from 2023 to 2028, for a total of 900 units, with at least half targeted to households earning 40% to 80% of the area median income; and

WHEREAS, in 2023, 36% of renters in Biddeford were cost-burdened, spending more than 30% of their income on housing, while only 571 deed-restricted affordable homes exist in the city; and

WHEREAS, Bateman Partners, LLC owns a parcel of land adjacent to the Forest Green Apartments at 1 Parkview Court, an affordable housing development, and has submitted a proposal to the Saco River Corridor Commission for a project to construct 60 additional affordable housing units on the parcel; and

WHEREAS, in 1974, the Mayor and City Council of Biddeford recommended that the Saco River Corridor Commission (SRCC) designate this parcel as "Limited Residential"; and

WHEREAS, the current "Limited Residential" designation prohibits the construction of new housing on the parcel, necessitating a reclassification to "General Development" to enable the proposed housing project to move forward; and

WHEREAS, Bateman Partners, LLC has requested the City Council to provide input on the proposed reclassification to the SRCC; and

WHEREAS, Bateman Partners, LLC has committed to permanently protecting a portion of the parcel from future development and pledges to work collaboratively with the City of Biddeford to enhance public trails and recreational opportunities in the area; and

WHEREAS, the City Council has a vested interest in ensuring land-use designation aligns with Biddeford's housing and development goals; and

NOW, THEREFORE, BE IT RESOLVED, that the Biddeford City Council hereby expresses its support for the Saco River Corridor Commission's reconsideration of the reclassification request submitted by Bateman Partners, LLC to change the parcel's designation from "Limited Residential" to "General Development," facilitating the potential construction of affordable housing that aligns with the City's stated housing goals.

BE IT FURTHER RESOLVED, that the Biddeford City Council expresses its appreciation for the Saco River Corridor Commission's critical role over the past five decades in preserving the Saco River's high water quality and scenic value, which have benefited Biddeford residents for decades.

*In Witness Whereof, We the undersigned have herewith affixed
our signatures this 7th day of January 2025.*

Mayor



City Clerk

Background Facts

Request for Council Resolution by Bateman Partners, LLC

In 2025, Bateman Partners, LLC (“the developer”) will submit an application to the Planning Board, proposing to construct 60 units of workforce and family housing, thereby expanding the Forest Green development on outer Main Street, adjacent to Rotary Park. In tandem with that new project, the developer will also improve the apartments and infrastructure of the existing Forest Green campus.

The intricacies of successfully working with the Maine State Housing Authority (MSHA) include meeting rigid timelines. By definition, MSHA’s limited funding in any given year creates competition between Maine communities for that limited funding, hence the need for compliance with all deadlines as soon as possible.

The Saco River Corridor Commission (SRCC) has supplied the developer with transcripts from public hearings the Commission held more than fifty years ago. During those hearings in 1974, City officials expressed opposition to more workforce housing in the Forest Green location. See attached testimony to SRCC from Council President Bergeron, September 5, 1974.

The Planning Board had originally recommended that the parcel be designated as “General Development” by the SRCC. However, after the 1974 Council President submitted his letter as testimony to the SRCC, the Planning Board held a special meeting two weeks later and reversed its recommendation. It asked the SRCC to include the parcel now owned by the developer in its “Limited Residential” zone. The land is designated by the SRCC as such to this day.

A thorough reading of the 1974 SRCC record clearly indicates that a means to secure the “Limited Residential” designation was the concept of the 500-year flood plain, as understood fifty years ago. The wisdom invoked at the time was that the developer’s parcel is in the 500-year floodplain of the Saco River. Technology has improved exponentially since 1974. Today it is documented that the parcel on which the developer proposes to build housing is *outside* the 500-year flood zone. Also, social conditions have changed as well in the last five decades. The City Council has placed high priority on finding ways to ease the severe housing crunch, and that includes an ongoing process of achieving success in the heated competition for MSHA housing funds.

On January 22, 2025, the developer will ask the SRCC to change the designation of the small parcel from “Limited Residential” to “General Development.” The SRCC’s executive director has indicated the Commission will need to be assured of the City’s assent.

It should be made clear that although the land is adjacent to Rotary Park, the developer owns the parcel. Nevertheless, the Mayor and the Council President have stressed to the developer that the City expects good tangential outcomes as well, including play areas on campus for children who live in the development, making sure play areas conform to SRCC standards, the permanent preservation of river shoreland, and working with the City to deliver trail or other connectivity assets that further Biddeford’s long-term interest in outdoor opportunities for citizens. That discussion was positive and fruitful. The developer will appear before the City Council on Tuesday, December 7th to present project details and answers all questions.

The developer is located at 470 Fore Street in Portland. Over the course of 45 years, its principals have built commercial and residential projects worth in excess of \$380 million, in Maine and New Hampshire. They have a diversified portfolio of holdings, and have constructed elderly, workforce and family housing in many Maine communities. For more information:

www.BatemanPartnersLLC.com.

September 5, 1974

SEP 5 1974

RE: Testimony at Saco River Corridor Commission Public Hearing held this date.

.....

My name is Michael E. Bergeron, 45 Quimby Street, Biddeford, Maine 04005.

I come here tonight to speak in opposition to the Biddeford Planning Board proposal (with the endorsement of a majority of the Biddeford City Council) that all lands from the northern edge of the Maine Turnpike right of way to West Brook be placed in the General Development District, excluding Rotary Park and those areas qualified for the Resource Protection District.

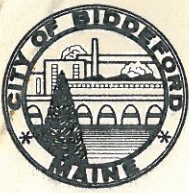
I would propose, instead, that ~~this~~ these areas be zoned Limited Residential. My motives are simple. I feel that this would prohibit any further expansion of the Main~~e~~ Street '40 Units' (Forest Green Apartments) or any future similiar development in the area concerned.

Signed:



President

Biddeford City Council



CITY OF BIDDEFORD, MAINE
OFFICE OF THE MAYOR

SEP 5 1974

The Mayor and City Council hereby except the recommendations of the Biddeford Planning Board and hereby refer such recommendations to the Saco River Corridor Commission.

Sincerely

Lucien A. Dutremble

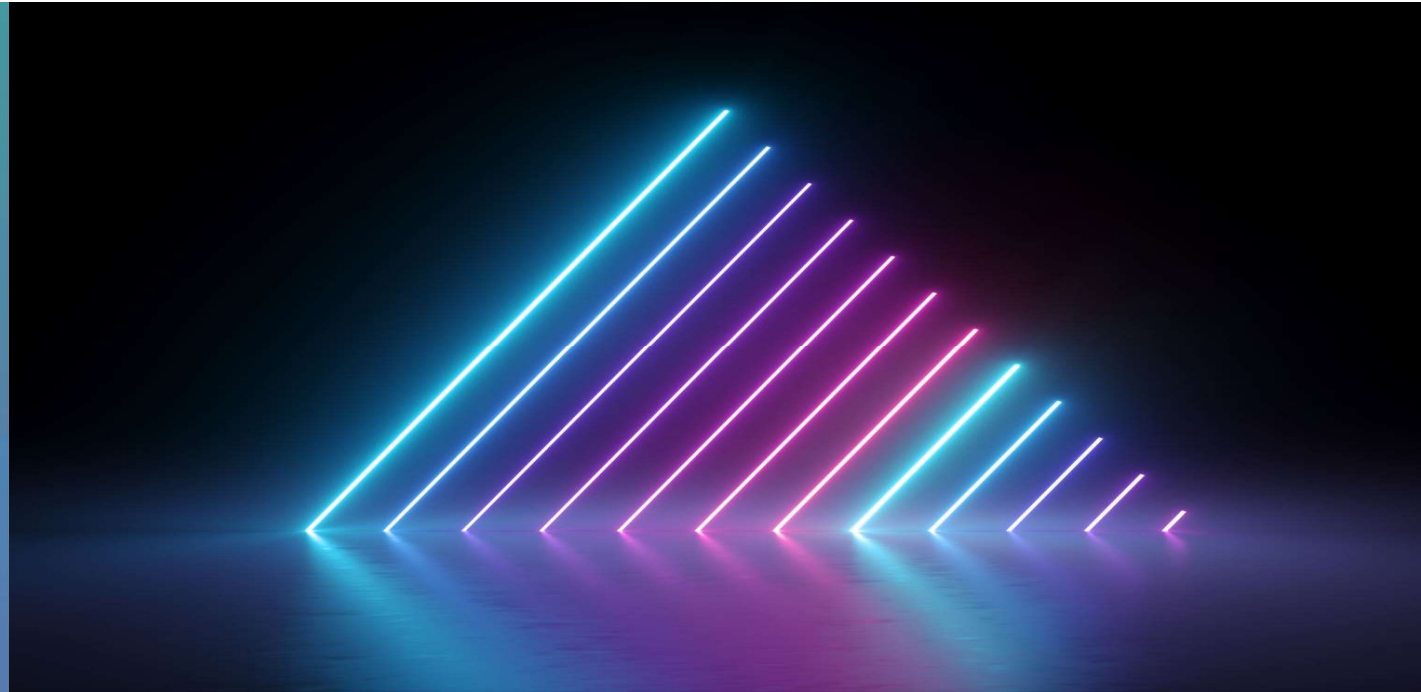
The Honorable Mayor
Lucien A. Dutremble

BIDDEFORD
CITY COUNCIL

JANUARY 7, 2025

**FOREST
GREEN**
DEVELOPMENT

**A
PROPOSAL**



BATEMAN
PARTNERS LLC

**DEVELOPERS &
CONSULTANTS**

WHO WE ARE

- Company founded in 1979
- Real estate development & management
- Began work in Portland's Old Port
- Combined developments worth \$380 million

BATEMAN PARTNERS LLC
DEVELOPERS & CONSULTANTS

SMALL FAMILY BUSINESS

DAVID BATEMAN



AARON BATEMAN



NATHAN BATEMAN



BATEMAN PARTNERS LLC
DEVELOPERS & CONSULTANTS

DIVERSIFIED PORTFOLIO

- Maine & New Hampshire

- Iconic high-end projects

(Inn At Diamond Cove, new Cambria Hotel Portland, Portland Harbor Hotel)

- Many residential holdings

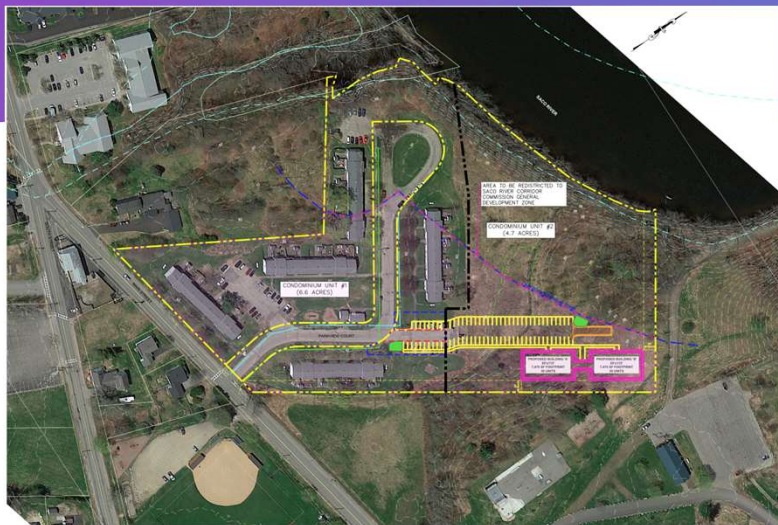
- Affordable, workforce, elderly, family

(Biddeford, Saco, Berwick, Bethel, Sanford, Cumberland, Eliot, Fairfield)

- Ownership strategy: invest for the long-term

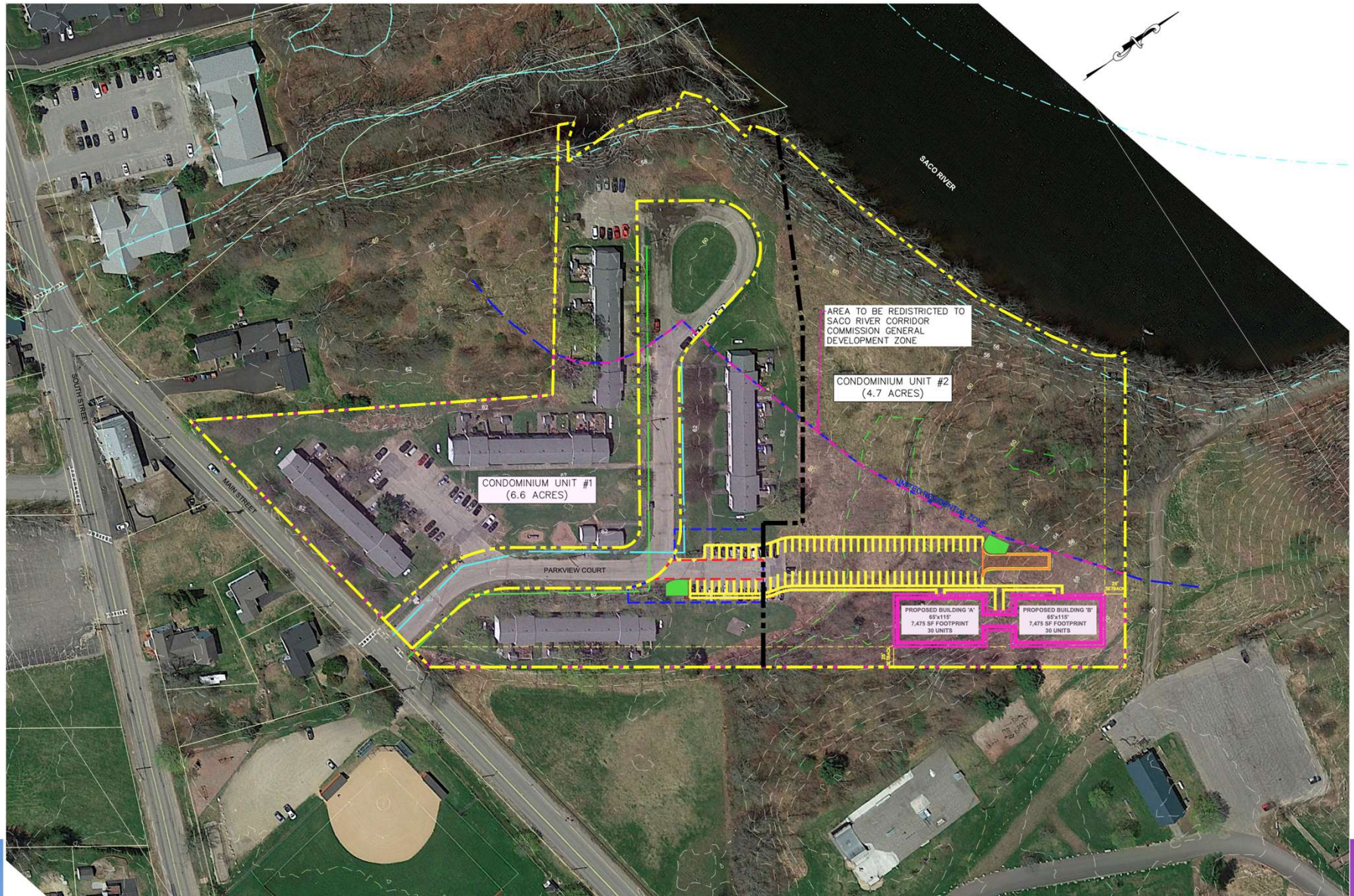
BATEMAN PARTNERS LLC
DEVELOPERS & CONSULTANTS

FOREST GREEN PROPOSAL



BATEMAN PARTNERS LLC
DEVELOPERS & CONSULTANTS

- Forest Green at 40 units, built before SRRC created
- Propose 60 new units on existing land, 2 buildings, 3 stories, 30 apartments each building
- Project meets requirements for low/moderate-income (LMI) housing



FLOODPLAIN ISSUE

- 1974 SRRC hearing notes reveal inaccurate understanding of Saco River floodplain
- New housing units are not in the flood plain (modern technology)
- With accurate floodplain data, asking SRCC for minor adjustment Jan. 22



BATEMAN PARTNERS LLC
DEVELOPERS & CONSULTANTS

THANK YOU

BATEMAN
PARTNERS LLC

DEVELOPERS &
CONSULTANTS



City of Biddeford



2025.09 IN BOARD OF CITY COUNCIL...JANUARY 7, 2025

BE IT ORDERED, that the City Council of the City of Biddeford does hereby authorize the expenditure of **\$255,694.55**, for payment to Jim Godbout Plumbing and Heating for work already completed at the Seeds of Hope facility.

Note: Funding source has not yet been identified.

Attest by: _____
Robin Patterson, City Clerk

City of Biddeford, Maine



The Office of
City Manager

James A. Bennett

Email: jbennett@biddefordmaine.org

MEMORANDUM

TO:	Finance Committee
CC:	Honorable City Council
FROM:	James A. Bennett, City Manager
DATE:	January 2, 2025
RE:	2025 Investment Portfolio Goals

Introduction

This memo outlines the proposed 2025 investment portfolio goals, marking a significant milestone as the City's first formal investment action plan. The recommendations will be presented to the Finance Committee on Tuesday night for consideration. In addition to these recommendations, this document provides background information and educational context to aid decision-making. These actions, alongside complementary agenda items, aim to equip the Finance Committee with the necessary tools to fulfill its oversight responsibilities on behalf of the City Council.

Municipal Investment Objectives

The City's investment strategy is guided by two primary goals:

1. Limiting Exposure to Institutional Collapse

While rare, financial institutions can fail, posing a risk to deposits exceeding FDIC coverage limits (currently \$250,000). With cash flows exceeding \$125 million annually and weekly disbursements often surpassing \$250,000, the City's cash balances frequently exceed FDIC limits. Protecting these funds is a priority.

2. Generating Interest Income

Idle cash investments generate interest income, offsetting operational expenses and reducing reliance on property tax revenues to meet municipal, school, and county obligations.

State law places strict limitations on municipal investments, allowing funds to be invested only in U.S. government-backed securities or FDIC-insured instruments. These limitations are established for all municipal funds that are generated through the normal operations of the community. These safeguards ensure responsible stewardship of public funds. References to the applicable state law is included in the proposed policy.

205 Main Street

Biddeford, ME 04005

Phone: 207.284.9313

Fax 207.571.0678

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

The City also oversees a trust fund, the Carhill Trust, held in a fiduciary capacity. State law allows some additional investment alternatives for trust funds. Earlier during my tenure, I worked with the trustees to bring the account into compliance with state law and does not require further action unless requested by the Finance Committee or City Council.

Targeted Portfolio Goal for 2025

The City's annual gross expenditures exceed \$105 million, with \$60.5 million funded through biannual property tax payments. As of the FY22 audit, the City's financial position included:

- \$11,770,744 in unassigned fund balance.
- \$4,593,400 restricted for capital projects.
- \$3,456,853 assigned for special projects.

While the absence of a detailed cash flow pro forma limits precision, the following portfolio goals are based on informed projections and best practices:

2025 GOAL		
TIME FRAME	Percentage of funds	Total Invested
UP TO 6 MONTHS	35%	\$5,250,000
6 TO 9 MONTHS	25%	\$3,750,000
9 TO 12 MONTHS	20%	\$3,000,000
12 TO 18 MONTHS	10%	\$1,500,000
OVER 18 MONTHS	10%	\$1,500,00

The following chart shows the current portfolio as of December 31, 2024.

DECEMBER 31, 2024 ACTUAL		
TIME FRAME	Percentage of funds	Total Invested
UP TO 6 MONTHS	51.5%	\$9,607,000
6 TO 9 MONTHS	14.2%	\$2,499,000
9 TO 12 MONTHS	8.5%	\$1,496,000
12 TO 18 MONTHS	15.3%	\$2,694,000
OVER 18 MONTHS	9%	<u>\$1,586,000</u>
TOTAL FUNDS		<u>\$17,582,000</u>

Historical Context and Transition

Five years ago, the City's financial position was constrained by low fund balances and limited capital funding, leaving little to no idle cash for investments. By 2020, the City began implementing an investment strategy, though early investments were overly long-term and made during historically low federal interest rates.

Over the past year, the portfolio has been transitioned to shorter-term investments, with most now maturing within six months. The 2025 goal reflects a balanced approach, aligning investments with the City's cash flow needs and anticipated Federal Reserve rate trends.

Future refinements to the portfolio goals will be informed by the development of a comprehensive cash flow pro forma.

Summary

The adoption of an investment policy and targeted portfolio goals represents a significant step forward in improving the City's financial operations. While these initial measures address past shortcomings, they also set the foundation for a more robust and strategic approach to cash management.

As always, I am available to address any questions or concerns.
