



**City of Biddeford
Personnel Committee**

March 2, 2026 at 4:00 PM
City Hall Second Floor Conference Room

Microsoft Teams meeting

Join: <https://teams.microsoft.com/meet/21461080260349?p=vmy4pJxwNST8ob3oB>

Meeting ID: 214 610 802 603 49

Passcode: y7bT2Kb3

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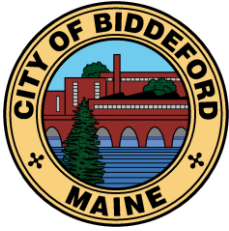
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Phone conference ID: 148 260 3#

1. Call to Order
2. Approval of Minutes
 - 2.a Approval of Minutes
3. Discussion
 - 3.a Compensation Study Update
 - 3.b Behavioral Health Programs Presentation
 - 3.c City Attorney
4. Other Business
5. Adjourn



PERSONNEL COMMITTEE MEETING

January 20, 2026

4pm

Meeting Minutes

ITEM 1 Call to Order

Committee Chair and Councilor Patricia Boston called the meeting to order at 4:00 PM with Councilors Roger Beaupre, Abigail Woods and Dylan Doughty present. Also present were Truc Dever (City Manager), Diana DePaolo (Director of Human Resources) and Daniel Hammond (Safety & Training Coordinator). Several other employees were also present throughout the meeting.

ITEM 2 Approval of Minutes

Councilor Doughty made a motion to approve the minutes from October 28, 2025. Councilor Beaupre seconded the motion. The motion was approved unanimously.

Councilor Woods raised a procedural question about voting on minutes when members of the current committee were not present for the previous meeting. It was determined that the authority to approve the minutes exists.

ITEM 3 Discussion

3.a Compensation and Classification Study

Diana discussed the need for a comprehensive compensation and class study and explained that the last study was conducted in 2016, making the data outdated. Diana noted that previous compensation models accounted for Department Heads first and compensation for the rest of their employees then descended from the top down. Diana also noted that employees had raised concerns about equity in pay.

After reviewing seven responses to an RFP, the city manager and Diana selected AutoSolve, PayPoint HR, and Evergreen for interviews, ultimately favoring AutoSolve for its balanced approach, methodology, and ability to meet the project timeline.

Diana emphasized the importance of a holistic analysis, including qualitative and quantitative factors.

City Manager Dever noted that AutoSolve's approach would include reviews of job descriptions and interviews with staff members to better understand their job responsibilities. City Manager Dever also stated that AutoSolve appeared to have the staff and resources to complete the project within the desired timeline.

Councilor Doughty notes that travel expenses were included in the RFP and questioned if additional visits could result in additional costs.

City Manager Dever stated that most of the interviews can be completed via Zoom and forms can be completed electronically online to minimize the amount of travel needed. City Manger Dever also stated that she would want AutoSolve to present the results of the study to council in person.

Councilor Doughty questioned where funding for the study is likely to come from and asked if it could be covered by savings from current staff vacancies.

City Manager Dever stated that the former Personnel Committee was aware funding for the study did not exist and that it would need to be approved by the Finance Committee. The currently unfilled Human Resources Deputy Director and Economic Development Director positions are allowing for some salary savings that can be used to cover the cost of the study.

Counselor Doughty expressed his support for the study.

Counselor Woods questioned the timeline for the study and asked if it can be completed within the desired timeframe.

City Manager Dever confirmed that AutoSolve have stated they can complete the study withing the desired timeline and that the study is expected to inform budgeting decisions.

Councilor Beaupre made a motion to send the issue to the finance Committee for further consideration. The motion was seconded by Councilor Doughty. The motion passed unanimously.

3.b

Vacancies – City Attorney and Economic Development & Planning Director

The Personnel Committee discussed a proposal for an in-house city attorney position. The discussion focused primarily on the cost of the position as well as the intended benefits of having an in-house attorney.

Diana shared that initial calculations for the cost of the position with a base salary of \$120,000 would likely range from \$150,000 to \$170,000 once benefits were factored in. If the base salary were to rise the total cost of compensation would also rise.

City Manager Dever stated that depending on the skill and knowledge of the individual hired, certain services will still likely need to be contracted out which may result in a total cost for legal council to be around \$200,000. Previously, \$100,000 was budgeted for legal services.

Councilor Beaupre stated that he would like more information about what the city is hoping to gain by having an attorney on staff. Councilor Beaupre also identified that contract reviews have been an issue in the past and that having an attorney on staff that could review contracts may help to prevent money being lost or wasted due to unnecessary mistakes.

Councilor Doughty also requested more information. He questioned how other cities with attorneys on staff have set up the position and how they have

benefitted from it. Councilor Doughty expressed a concern that this position may not be filled in the next six months and suggested that it could take up to a year to find the right person.

Councilor Woods asked how many hours of legal counsel the city had been billed for in the past year.

Councilor Boston asked if it was possible to quantify the impact of not having an in-house attorney. Councilor Boston also agreed with Councilor Doughty regarding not wanting to rush the hiring of the position and only moving forward when there is good reason to do so.

Councilor Beaupre made a motion to table the issue and allow the City Manager and HR Director to gather more information. Additional information was requested to be presented to the Personnel Committee during their March meeting. The motion was seconded by Councilor Woods. The motion passed unanimously.

City Manager Dever informed the committee that the first round of interviews for the vacant Economic Development Director have been completed and that there are strong applicants ready to return for the second round of interviews. City Manager Dever acknowledged that discussion is continuing about what the position should look like and asked the committee if they would like the recruitment process to proceed or if they would like to hold off for further reorganization decisions to be made.

The committee agreed to proceed with the current recruitment process while considering potential department reorganization, particularly regarding the separation of planning and economic development roles.

City Manager and HR Director will proceed with second round interviews for the Economic Development Director position and bring recommended candidate(s) to Council for consideration.

3.c

Time/Days of Personnel Committee Meeting

The committee discussed meeting schedule changes due to scheduling conflicts. The City Manager's Executive Assistant will be asked to send out a survey to committee members to determine available meeting times, considering room and key member availability, and schedule future meetings accordingly.

ITEM 4

Other Business

N/A

ITEM 5

Adjourn

Councilor Boston made a motion to adjourn the meeting at 4:53 PM. The motion was seconded by Councilor Doughty.

Personnel Committee Members:

Councilor Patricia Boston, Chair

Councilor Roger Beaupre
Councilor Abigail Woods
Councilor Dylan Doughty

January 20, 2026, minutes taken by: D. Hammond, Safety & Training Coordinator, HR Dept.



Personnel Committee

Meeting Date: March 2, 2026
Meeting Time: 4:00 PM
Agenda Item No: 3.a
Item Description: Compensation Study Update
Submitted By:

Key Terms:

Executive Summary:

The City's compensation and classification study remains on schedule and progressing in accordance with the adopted 14-week work plan (January 26 – May 8, 2026).

The project team meets weekly with AutoSolve to review progress, address questions, and ensure timely data exchange. To date, substantial employee and organizational data has been provided, including classification information, compensation details, tenure data, organizational charts, collective bargaining agreements, and related documentation.

The working relationship with AutoSolve has been collaborative and productive. Communication has been consistent, expectations are clear, and the project remains aligned with the established timeline and deliverables.

Detailed Review:

The study formally began with the kickoff meeting on January 27, 2026, during which scope, methodology, deliverables, and the overall timetable were confirmed.

Since that time:

- The City has provided comprehensive employee data covering approximately 336 employees, including the non-union classifications included in the study.
- Additional data requests have been addressed promptly, and remaining minor items

(such as confirmation of certain FLSA designations and class dates) are being finalized.

- The peer community list for the external market analysis has been reviewed and approved.
- The consultants are actively analyzing current pay plan structure, classification utilization, tenure alignment, compression issues, and grade placement trends.

The next major phase will include internal surveys and classification analysis, followed by external market and benefits benchmarking. These components remain within the planned project window and are progressing in accordance with the timeline.

Overall, the project is advancing as expected. Weekly check-ins have allowed for proactive issue resolution, and the City's responsiveness in providing data has supported the consultants' ability to stay on track.

At this time, there are no schedule concerns, and the project remains positioned for timely completion in early May, consistent with the adopted work plan.

Funding Source:

Staff Recommendation:

Next Steps:

Attachments:

1. Comp Study Work Plan - City of Biddeford 2-24-2026

As of 2/24/2026



Work Plan:
City of Biddeford, ME

Timeline - 14 weeks
January 26 to May 8, 2026
Project Team: AutoSolve & City of Biddeford

All Task
 Complete

Yes	Project Kick Off			Resource	Start Date	End Date	Duration
					1/27/26	1/27/26	1 day
Task	Completed 1=Yes, 0=No	Date Completed	Notes				
Kick Off Meeting.	Yes	1/27/26	We will meet with department heads on Wed 1/28 and review the kickoff deck	Project Team			
Validate and finalize scope of service, methodology, timetable, and other key deliverables.	Yes	1/27/26		Project Team			
Review work plan methodology for the study.	Yes	1/27/26		Project Team			
Provide template for employee data collection.	Yes	1/27/26		AutoSolve			
Request data - current pay plan data including but not limited to employee classifications, employee compensations, employee tenure details; job descriptions; organizational charts; collective bargaining agreements; policy handbook, benefit offerings; etc.	Yes	1/27/26		AutoSolve			

If needed, additional orientation and briefing sessions will be scheduled to present the project objectives and to address questions/concerns	Yes	1/28/26	Meeting with Department heads scheduled for 1/28	AutoSolve
Work Plan	Yes	1/27/26		AutoSolve

All Task Complete

No	Current Pay Plan/Philosophy Evaluation	Resource	Start Date	End Date	Duration
			1/26/26	2/13/26	3 Weeks
Task	Completed 1=Yes, 0=No	Date Completed	Notes		
Provide requested data - current pay plan data including but not limited to employee classifications, employee compensations, employee tenure details, class date, job descriptions; organizational charts; collective bargaining agreements; policy handbook, benefit offerings; etc. Confirm Peer City list. Employee email.	In Progress		2/10 - Diana provided employee list for all 336 emp. Study - non union 75 emp and 60 class 2/14 - Diana provided additional employee data 2/24 - Reviewed Employee data sheet - a few emails, FLSA, Class dates remain	City of Biddeford	
Verify the employee data to ensure accuracy and verify all data has been received to perform the evaluation.	In Progress		2/10 - reviewing data 2/17 - Alex Provided feedback on missing data 2/24 - a few emails, FLSA, Class date remain	AutoSolve	
Analyze the organization's work force based on classification, tenure, pay grade, and current annual/hourly salary.	In Progress			AutoSolve	

Analyze the number of classifications utilized.	In Progress	AutoSolve
Analyze how an employee fits within their current pay grade. Quartile analysis based on employee's current salary in respected to their assigned salary range.	In Progress	AutoSolve
Analyze the expected pay based on tenure.	In Progress	AutoSolve
Analyze pay compression within the current pay plan system.	In Progress	AutoSolve
Provide recommendations to better align client pay plan system to current best practices. Current pay plan evaluation report.	No	AutoSolve
Client to review assessment report and provide feedback	No	City of Biddeford

All Task Complete

No	Classification Evaluation	Resource	Start Date	End Date	Duration
			2/9/26	4/3/26	8 Weeks
Task	Completed 1=Yes, 0=No	Date Completed	Notes		
Meet with the organization's project team to review and designate appropriate scheduling to conduct both the internal organization survey and the individual employee survey.	In Progress		2/17 - discussed starting the survey in March	Project Team	
Provide survey link for all participating employees in the study.	No			AutoSolve	

Conduct an anonymous online internal organizational survey for each current employee to participate in, to better assess positives and negatives of the organization's benefits, current compensation system, culture, etc. from their employee's perspective. This allows the employees to participate in the study and have their concerns about the organization heard.	No	City of Biddeford
Conduct an online internal individual employee survey. This survey allows us to gather current job responsibilities, duties, education level, required certification, etc. for each classification involved within the study. This survey is the basis for performing job audits, conducting our internal classification grading, and updating job descriptions. The survey calls for full employee participation.	No	City of Biddeford
Synthesis the organizational survey results and create a summary write up of the anonymous internal organization survey.	No	AutoSolve
Synthesis the employee survey results	No	AutoSolve
Meet with client to review internal individual organizational survey results / report	No	Project Team
Meet with the management team to determine classifications with retention, hiring, and/or compression issues.	No	Project Team
Provide current job descriptions	No	City of Biddeford
Ensure position descriptions are in full compliance with all applicable federal, state, local statutes, and regulations, including the FLSA and Americans with Disabilities Act (ADA).	No	AutoSolve

Create updated job descriptions utilizing the findings from the individual employee survey and organization's project team insight.	No	AutoSolve
Review updated job descriptions with organization's project team and make revisions. Provide final job descriptions in word format after the completing revisions.	No	Project Team

No Compensation Evaluation				Resource	Start Date	End Date	Duration
					2/9/26	4/3/26	8 Weeks
Task	Completed 1=Yes, 0=No	Date Completed	Notes				
Meet with organization's project team to identify and reach consensus on a list of relevant peer organizations to be used in the external salary survey. (10-15 peer organizations similar in size)	Yes		2/10 - reviewed peer list 2/17 - Discussed peer list. Truc to confirm with Dept Heads 2/24 - reviewed list of 20 peers	Project Team			
Approve peer list	Yes		2/24 - approved peer list	City of Biddeford			
Meet with organization's project team to strategically create a comprehensive list of organization's positions to survey with appropriate descriptions for peer organizations to provide the correct comparative salary ranges. (Best Practices: Maximum of 80 classifications for external salary survey)	No			Project Team			
Conduct external salary survey by collecting agreed upon peers' salary range data on strategically picked positions.	No			AutoSolve			

Peer 1 - City of Auburn	No	AutoSolve
Peer 2 - City of Augusta	No	AutoSolve
Peer 3 - City of Lewiston	No	AutoSolve
Peer 4 - City of Portland	No	AutoSolve
Peer 5 - City of Saco	No	AutoSolve
Peer 6 - City of Sanford	No	AutoSolve
Peer 7 - City of South Portland	No	AutoSolve
Peer 8 - City of Westbrook	No	AutoSolve
Peer 9 - Cumberland County	No	AutoSolve
Peer 10 - Town of Brunswick	No	AutoSolve
Peer 11 - Town of Cape Elizabeth	No	AutoSolve
Peer 12 - Town of Falmouth	No	AutoSolve
Peer 13 - Town of Gorham	No	AutoSolve
Peer 14 - Town of Kennebunk	No	AutoSolve
Peer 15 - Town of Old Orchard Beach	No	AutoSolve
Peer 16 - Town of Scarborough	No	AutoSolve
Peer 17 - Town of Wells	No	AutoSolve
Peer 18 - Town of Windham	No	AutoSolve
Peer 19 - Town of York	No	AutoSolve
Peer 20 - York County	No	AutoSolve
Aggregate and analyze external market survey findings to assess the organization's current compensation system competitiveness within its peer market.	No	AutoSolve
Adjusting for cost of living to get the most accurate analysis, utilize The Council of Community and Economic Research's database.	No	AutoSolve

Provide report summarizing market survey findings, comparing the organization's current salary ranges to the surveyed market peers, and highlighting the relative market competitiveness of each surveyed classifications' minimum, midpoint, and maximum salary range point.	No	AutoSolve
Review analysis and recommendations with the project team to receive integrate feedback.	No	Project Team

All Task Complete

No	Benefits Evaluation	Resource	Start Date	End Date	Duration
			2/9/26	4/3/26	8 Weeks
Task	Completed 1=Yes, 0=No	Date Completed	Notes		
Meet with organization's project team to identify and reach consensus on a list of relevant peer organizations to be used in the external benefit survey.	No			AutoSolve	
Conduct external benefits survey by collecting agreed upon market peers' benefit data.	No			AutoSolve	
Peer 1 - City of Auburn	No			AutoSolve	
Peer 2 - City of Augusta	No			AutoSolve	
Peer 3 - City of Lewiston	No			AutoSolve	
Peer 4 - City of Portland	No			AutoSolve	
Peer 5 - City of Saco	No			AutoSolve	
Peer 6 - City of Sanford	No			AutoSolve	
Peer 7 - City of South Portland	No			AutoSolve	
Peer 8 - City of Westbrook	No			AutoSolve	
Peer 9 - Cumberland County	No			AutoSolve	
Peer 10 - Town of Brunswick	No			AutoSolve	
Peer 11 - Town of Cape Elizabeth	No			AutoSolve	

Peer 12 - Town of Falmouth	No	AutoSolve
Peer 13 - Town of Gorham	No	AutoSolve
Peer 14 - Town of Kennebunk	No	AutoSolve
Peer 15 - Town of Old Orchard Beach	No	AutoSolve
Peer 16 - Town of Scarborough	No	AutoSolve
Peer 17 - Town of Wells	No	AutoSolve
Peer 18 - Town of Windham	No	AutoSolve
Peer 19 - Town of York	No	AutoSolve
Peer 20 - York County	No	AutoSolve
Prepare written and illustrated commentary on organization's benefit offerings compared to collected peer data.	No	AutoSolve
Meet with client to review benefit evaluation.	No	Project Team

All Task Complete

No	Classification Framework	Resource	Start Date	End Date	Duration
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4/6/26 4/24/26 3 Weeks

Task	Completed 1=Yes, 0=No	Date Completed	Notes
Incorporating analysis, findings, and recommendation from both the classification review and the compensation review, we utilize a hierarchical scoring mechanism for the placement of positions in the classification system. We will provide recommendation on updating classification placement, addition and deletion as needed.	No		AutoSolve
The hierarchical grade placement per classification is derived from compensation, job duties, and job impact in the organization and community.	No		AutoSolve

Make sure all classification are in accordance with FLSA and local regulations.	No	AutoSolve
Meet with organization's project team to present initial classification grading to receive feedback and make revisions.	No	Project Team

All Task Complete

No	Employee Compensation Management System	Resource	Start Date	End Date	Duration
			4/6/26	4/24/26	3 Weeks

Task	Completed 1=Yes, 0=No	Date Completed	Notes
Analyze survey data to develop externally competitive salary range and step-plan recommendations for each job classification.	No		AutoSolve
Prepare a recommended pay plan and salary range assignment separating employees by department and job function.	No		AutoSolve
Develop recommended strategies for setting hiring rates for new and promoted employees.	No		AutoSolve
Provide implementation cost options for the new recommended compensation system. (Ave, Above Ave, AutoSolve Recommended)	No		AutoSolve
Meet with the organization's project team to present initial system and receive feedback on revising the newly recommended pay scales.	No		Project Team

Review all implementation options and select the option or options that best fit the needs of the organization.	No	Project Team
Provide a custom employee compensation management system. The employee compensation management system will be a workable excel file that incorporates the organizations selected implementation option and the multiple recommended pay plans. The new system outlines the estimated cost to move all employees based upon the chosen implementation option, and the client's ability to add new hires and/or move employees up/down in their pay plan	No	AutoSolve
Review the custom employee compensation management system.	No	Project Team
Finalized employee compensation management system. write up.	No	AutoSolve
A workable excel file of the employee compensation management system.	No	AutoSolve

All Task Complete

No	Final Report, System Training	Resource	Start Date	End Date	Duration
			4/20/26	5/8/26	3 Weeks
	Task	Completed 1=Yes, 0=No	Date Completed	Notes	
	Prepare a final report illustrating project findings and recommendations derived from project results.	No			AutoSolve
	Prepare an in-depth manual and training video for maintenance of the recommended classification and compensation plan job management system.	No			AutoSolve

Meet with client to explain system maintenance training.	No	Project Team
Provide a comprehensive final report, maintenance/training PDF manual, maintenance/training video.	No	AutoSolve

All Task Complete

No	On-Going Support	Resource	Start Date	End Date	Duration
			5/9/26	11/9/26	6 Months
	Task	Completed 1=Yes, 0=No	Date Completed	Notes	
	Provide six months of free maintenance on an as needed basis.	No			AutoSolve



Personnel Committee

Meeting Date: March 2, 2026
Meeting Time: 4:00 PM
Agenda Item No: 3.b
Item Description: Behavioral Health Programs Presentation
Submitted By: Diana DePaolo, Director of Human Resources

Key Terms:

Executive Summary:

Jason Mills, owner of the Wellness Center of Maine and Resilient Responder, has been providing behavioral health and wellness programming to the City's first responders. Funding for this initiative was approved by Council during the previous budget cycle.

Staff will be proposing continuation of this funding to sustain the current behavioral health programming, along with expansion to include an additional Employee Assistance Program (EAP)/non-union wellness component.

This presentation will provide Council with an overview of services delivered to date and outline how continued and expanded programming may positively impact employee morale and wellbeing, while also contributing to long-term cost containment related to insurance premiums, lost time, and workers' compensation claims.

Detailed Review:

Funding Source:

Staff Recommendation:

Next Steps:

Attachments:



Personnel Committee

Meeting Date: March 2, 2026
Meeting Time: 4:00 PM
Agenda Item No: 3.c
Item Description: City Attorney
Submitted By: Truc Dever, City Manager

Key Terms:

Executive Summary:

At the Personnel Committee meeting on January 20, 2026, the Committee discussed the potential creation of an in-house City Attorney position, a concept which was introduced at the Council level for consideration. Additional information was requested from staff.

Detailed Review:

In-House City Attorney – Full Compensation Analysis

To support Council discussion, the following outlines the estimated total annual cost of a \$120,000 City Attorney position, inclusive of employer payroll taxes and benefits.

Low-End Cost Scenario

(No pension, 457 plan only, single health insurance)

- Payroll taxes: \$9,180
- 457 plan contributions (3% base + 3% match): \$7,200
- Health insurance (single coverage – City share): \$12,081
- Fixed benefits (retirement HSA; life and AD&D insurance): \$1,508

Estimated Total Annual Cost: \$149,969

High-End Cost Scenario

(Pension participation, family health insurance)

- Payroll taxes: \$9,180
- Pension contribution (10.2%): \$12,240
- Health insurance (family coverage – City share): \$27,109
- Fixed benefits (retirement HSA; life and AD&D insurance): \$1,508

Estimated Total Annual Cost: \$170,037

This range reflects the potential variation in cost based on benefit elections rather than differences in salary.

Potential Benefits of an In-house City Attorney

- Accessibility- In-house counsel would be readily accessible to handle day-to-day legal needs, questions, and recurring issues which could help reduce risk and liability in daily operations. For example, outside legal counsel is not regularly reviewing contracts with vendors and consultants. In the past, legal was not consistently used to review development agreements.
- Cost predictability- An in-house attorney would have a fixed salary and benefits, while billing from a contract law firm may fluctuate based on volume and complexity of work.
- Efficiency- In-house counsel would have a deeper understanding of the City's personnel, cultural dynamics, needs, challenges, and service gaps. When legal issues are raised, a staff attorney may come up to speed more quickly if they already know the players and structural issues.
- Alignment with City values and mission- the staff attorney could help advance City goals and advise on risks from a different perspective than a contract attorney hired by the City to represent it.

Financial Outlook

In FY25, legal services totaled \$136,763.
In FY26 year-to-date expenditures are approximately \$165,000.
In addition to the salary and benefit costs for an in-house attorney, funds would be needed to cover independent investigators for personnel matters, labor negotiations, and any other area of specialty not available in-house.

Funding Source:

Currently, contract legal services are budgeted under General Administration Account 21111-60301.

Staff Recommendation:

Staff are neutral, as the creation of an in-house attorney position would be a Council decision.

Next Steps:

Attachments:

1. City Attorney

City Attorney

Department: City Manager

FLSA Status: Exempt

Union Status: Non-Union

Reports To: City Manager

Work Location: City Hall

Work Schedule: Full-time; standard business hours with required availability for evening meetings and work outside normal hours as needed

Position Summary

The City Attorney serves as the chief legal advisor to the City Manager, City Council, City departments, boards, commissions, and City officials acting within the scope of their official duties. The City Attorney provides comprehensive municipal legal services and oversees contracts for outside legal and investigative services.

This position advises City leadership on legal and policy matters, serves as a member of the City's Executive Team under the direction of the City Manager, and supports effective governance, compliance, and risk management across all areas of municipal operations.

Essential Functions

General Legal Counsel

Serves as the City's chief legal advisor, providing legal opinions, guidance, and interpretation of federal law, Maine statutes, municipal ordinances, rules, regulations, and case law.

Advises the City Manager, City Council, department heads, boards, and commissions on legal authority, risk, and compliance issues related to City operations.

Provides written and oral legal opinions and conducts legal research on a wide range of municipal matters, including governance, land use, contracts, employment, and public process requirements.

Attends City Council meetings and other meetings as required and serves as legal advisor and parliamentarian during Council meetings.

Governance, Public Process, and Compliance

Advises the City Council and boards and commissions on meeting procedures, quasi-judicial matters, conflicts of interest, ethics, and due process.

Provides guidance on compliance with the Maine Freedom of Access Act (FOAA), including public records requests and public meetings.

Reviews and advises on agenda items, ordinances, resolutions, and Council actions for legal sufficiency, authority, and risk.

Reviews proposed local, state, and federal legislation for impact on the City.

Land Use, Real Estate, and Development

Advises planning, zoning, code enforcement staff, and boards on land use law, zoning, permitting, subdivision review, enforcement actions, and appeals.

Drafts, reviews, and negotiates real estate documents including deeds, easements, licenses, leases, development agreements, and property acquisitions or dispositions.

Provides legal support related to property taxation, tax liens, foreclosures, abatements, exemptions, and tax increment financing (TIF) districts and agreements.

Contracts, Procurement, and Transactions

Drafts, reviews, and negotiates contracts, interlocal agreements, memoranda of understanding, RFPs, bonds, and other legal instruments.

Approves City legal documents as to form and content prior to execution by the City Manager, Mayor, or other approving authority.

Advises departments on procurement law, contract compliance, indemnification, insurance requirements, and risk allocation.

Labor, Employment, and Human Resources Support

Advises City leadership and Human Resources on labor and employment law matters, including employee discipline, investigations, ADA and leave issues, and personnel policies.

Provides legal guidance related to collective bargaining, contract administration, grievances, arbitration, and labor board proceedings.

Ensures compliance with Citywide policies and applicable local, state, and federal employment laws.

Litigation and Claims Management

Represents the City in administrative proceedings and litigation within the scope of authority and licensure, or coordinates with outside counsel when appropriate.

Commences or defends legal actions involving the City as authorized by law or directed by the City Manager or City Council.

Manages and coordinates outside legal counsel, including defining scope of services, monitoring costs, reviewing strategy, and reporting status to City leadership.

Advises on claims, liability exposure, insurance coverage, settlements, and risk mitigation strategies.

Ordinances, Policies, and Training

Drafts and reviews ordinances, resolutions, regulations, policies, and code provisions.

Oversees the preparation and updating of the City's municipal and zoning codes.

Provides training and guidance to City staff and boards on legal requirements, best practices, and changes in law affecting municipal operations.

Encourages education and best practices that balance reasonable risk with protection of City assets.

Other Duties

Performs related work as required to support the legal and operational needs of the City.

Required Knowledge, Skills, and Abilities

Thorough knowledge of Maine municipal law and public sector operations.

Strong legal research, writing, negotiation, and analytical skills.

Ability to communicate complex legal issues clearly and effectively to elected officials, staff, and the public.

Ability to work effectively in a highly visible public and political environment with competing interests.

High level of professionalism, integrity, discretion, and sound judgment in handling confidential and sensitive matters.

Ability to manage multiple priorities and operate with broad discretion without close daily supervision.

Minimum Qualifications

Education: Juris Doctor (J.D.) from an accredited law school.

Licensure: Active license and good standing to practice law in the State of Maine.

Experience:

Minimum of five (5) years of progressively responsible legal experience, preferably including municipal, governmental, or public sector legal work.

Additional municipal experience is preferred.

Equivalent combinations of education and experience that demonstrate the required knowledge, skills, and abilities may be considered.

Physical Demands and Working Conditions

Work is primarily performed in an office and meeting environment with regular computer and desk work.

Requires attendance at evening meetings of the City Council and boards or commissions.

Occasional travel to courts, worksites, or meetings may be required.

Availability outside of standard business hours is required to address urgent legal matters or attend required meetings.