



City of Biddeford
Personnel Committee
March 24, 2026 at 4:30 PM
City Hall Council Chambers

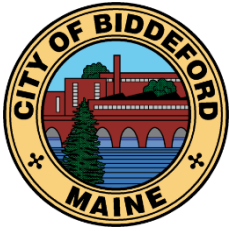
Microsoft Teams meeting

Join:<https://teams.microsoft.com/meet/26833852437782?p=MTqKaRq4or0bl53ZT0>

Meeting ID:268 338 524 377 82

Passcode:dn3kT7XX

1. Call to Order
2. Approval of Minutes
 - 2.a Approval of Minutes
3. Discussion
 - 3.a Clerk Department Operations
 - 3.b Payroll & AP Specialist
 - 3.c City Attorney
4. Other Business
5. Adjourn



PERSONNEL COMMITTEE MEETING

3.2.2026

4:00 PM

Meeting Minutes

ITEM 1 Call to Order

Committee Chair and Councilor Patricia Boston called the meeting to order at 4:05pm with Councilor Roger Beaupre present and Councilor Abby Woods present via Teams video call. Councilor Dylan Doughty joined the meeting via Teams video call at approximately 4:07pm. Also present were City Manager, Truc Dever, Human Resources Director, Diana Depaolo, Safety & Training Coordinator, Daniel Hammond and representing The Resilient Responder, Jason Mills. Human Resources Deputy Director, Kara Simmons and Human Resources Specialist, Lynn Abbott were also present via Teams video call.

ITEM 2 Approval of Minutes

Councilor Beaupre made a motion to approve the minutes from 1.20.26. Councilor Woods seconded the motion. The motion was approved unanimously.

ITEM 3 Discussion

The order of discussion items was changed once the meeting began. Item 3.b was the first item to be discussed to allow guest Jason Mills to provide his presentation regarding the City's behavioral health program and then be excused from the meeting before other items were discussed.

3.a Compensation Study Update

Diana Depaolo informed the committee that the city has been working with Autosolve for a month now. A lot of data has been shared with Autosolve, and they have been looking at comparable cities to try and determine who we may lose employees to. An information packet was provided to the committee that identifies the status of each piece of the project. Autosolve should be reaching out to comparable cities to request information beginning 3.3.26 and will also be reaching out to the city's non-union employees soon.

Truc Dever stated that Autosolve are striving to complete the project so the information can be used in the upcoming budget process. Truc suggested that it may be a good idea to set aside some funds to ensure funding is available if the information is not available before the budget is completed.

Councilor Doughty inquired if it was possible to request that certain information be prioritized and completed first to assist with the budget process. Truc responded that it may depend on how quickly people respond to requests for information and that the question can be discussed with Autosolve during their next weekly meeting.

Counselor Doughty stated that he is excited to see the outcome of the study and know that we are doing the best for employees.

3.b Behavioral Health Programs Presentation

Jason Mills, owner of the Wellness Center of Maine and Resilient Responder, presented information about his behavioral health work with the City's first responders and a proposal to expand services to all employees. His team currently supports Fire and Police through critical incident response, training and check-ins as well as ride-alongs that help to build relationships. The city is considering replacing its underused Employee Assistance Program (EAP) with services from Resilient Responder.

Jason noted that while traditional EAPs offer extensive information, employees often seek help elsewhere, and men—who make up most of the city's Fire, Police, and Public Works staff—tend to use behavioral health services less frequently. He emphasized that in-person connection reduces stigma and increases use. His ten-counselor team aims to match employees with appropriate providers, improve morale and productivity, and reduce costly turnover.

Jason confirmed he and his team already provide the Police and Fire Departments' mandatory annual behavioral health check-ins. Diana noted the current program was funded by the previous council and the City now hopes to expand it citywide.

Councilor Beaupre supported the proposal and asked about potential insurance offsets. Councilor Boston asked about long-term referrals; Jason said the program connects to a network of 70 Maine clinicians. Lynn Abbott raised anonymity concerns, and Jason confirmed services are HIPAA-protected. Councilor Woods highlighted the importance of trust building. Diana requested Personnel Committee support during the budget process, which the committee unanimously expressed.

3.c

City Attorney

Truc shared that she has been continuing to develop the City Attorney position and identified that if the city is able to hire an attorney it may still need to contract out for certain services and specialized knowledge. The main benefits of hiring an in-house attorney were identified as accessibility, cost predictability, efficiency and an alignment with City values and mission. A job description and salary figures were shared with the committee via the agenda packet.

Conversation regarding the attorney position was extensive and included questions about what kind of legal services are currently utilized, whether the proposed salary could be used to pay for additional services with our existing solicitor, the various projects and tasks an attorney could take on or assist with, extension of existing services if a suitable applicant is not found or a decision to move forward with the position is not made before the existing contract ends, other cities with in-house attorneys, the inclusion of paralegal services, hiring an in-house attorney while also retaining the current solicitor, consideration of a part time position rather than a full time position and making sure Department Heads have access to the legal support they need.

Councilors agreed that the decision to move forward with the city attorney position is not one that should be rushed and an update would be provided to the City Council recommending different options continue to be explored to ensure the right decision can be made.

ITEM 4 Other Business

N/A

ITEM 5 Adjourn

Councilor Boston made a motion to adjourn the meeting at 5:27 PM. The motion was seconded by Councilor Doughty.

Personnel Committee Members:

Councilor Patricia Boston, Chair

Councilor Roger Beaupre

Councilor Abigail Woods

Councilor Dylan Doughty

March 2, 2026, minutes taken by: D. Hammond, Safety & Training Coordinator, HR Dept.



Personnel Committee

Meeting Date:	March 24, 2026
Meeting Time:	4:30 PM
Agenda Item No:	3.a
Item Description:	Clerk Department Operations
Submitted By:	Diana DePaolo, Director of Human Resources

Key Terms:

Executive Summary:

The City is preparing for an upcoming vacancy in the City Clerk position, with the current Clerk's final day scheduled for April 10, 2026. In advance of this transition, staff have reviewed the current structure of Clerk-related functions to ensure continuity of operations and compliance with Charter requirements.

The City Charter requires that the City Clerk perform both election administration and Council meeting responsibilities. As part of transition planning, the City is evaluating short-term options to ensure these functions are maintained immediately following the Clerk's departure, pending legal guidance.

Separately, the City Manager is proposing a long-term structure that maintains Charter-required Clerk responsibilities within a single role, while establishing a separate position to oversee clerical operations and customer service functions. This approach is intended to improve operational efficiency, clarify responsibilities, and provide better support for front-facing services.

This item is being brought forward for discussion to support transition planning and to obtain feedback on the proposed long-term structure.

Detailed Review:

Background

The current City Clerk has submitted a resignation with an effective date of April 10, 2026. In preparation for this transition, staff have evaluated the structure of Clerk-related duties to ensure continuity of operations and compliance with the City Charter.

The Clerk role currently includes both statutory responsibilities (elections and Council support) and operational/administrative functions related to clerical staff and customer service.

Charter Requirement

The City Charter requires that the City Clerk:

- Administer elections
- Support and attend Council meetings

These responsibilities must remain within a single role in the long term.

Short-Term Approach (Effective April 10, 2026)

The immediate priority is to ensure uninterrupted coverage of all Clerk functions following the current Clerk's departure. This approach is pending legal review and guidance from the City Solicitor.

The City is currently exploring a short-term approach that may include:

- Temporarily dividing election and Council responsibilities
- Utilizing interim or temporary staffing support
- Assigning coverage for Council meetings and election-related functions

Long-Term Structural Proposal

For long-term operations, the City Manager recommends maintaining the Charter-required Clerk responsibilities within a single position, while establishing a separate role to support administrative operations.

This structure would include:

City Clerk

- Responsible for elections and Council meeting support
- Maintains all statutory and Charter-required duties

Office Manager / Administrative Lead (title TBD)

- Oversees clerical staff
- Manages customer service and front-facing operations
- Supports administrative workflow and office coordination

This approach is intended to:

- Ensure compliance with Charter requirements
- Improve clarity in roles and responsibilities
- Strengthen customer service and administrative support functions
- Create a more sustainable operational structure

Staffing Considerations

As part of this transition and proposed structure, the City will need to evaluate:

- Short-term staffing needs to support Clerk functions beginning April 10
- Whether additional clerical support is needed
- Whether such support should be temporary or permanent (FTE)

Funding Source:

n/a

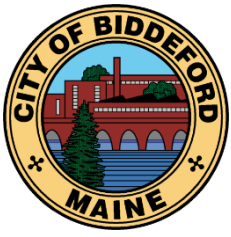
Staff Recommendation:

We recommend the short term and long term changes above and are looking to the Committee to:

- Discuss short-term coverage options for Clerk functions
- Provide feedback on the proposed long-term structure
- Provide input on staffing status (temporary vs. permanent)

Next Steps:**Attachments:**

1. City Clerk
2. Office Manager (JD)



CITY OF BIDDEFORD

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

City Clerk

Supervision Received

Works under supervision of the City Manager.

Supervision Exercised

Account Clerks

Responsibilities

- Manage all voting and elections for the City
- Responsible for managing the operations of Council meetings, including preparing agendas and taking minutes
- Serve as the liaison between the City Council and the public
- Provide duties required by Maine law and the City Charter
- Manage the records of births, marriages, and deaths
- Assist in the enrollment of voters and manages the applications for candidates for local office
- Oversee local and State elections within the City

Required Qualifications

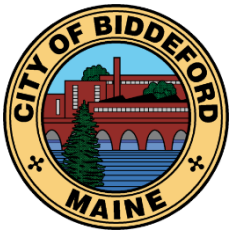
- Excellent communication skills
- Ability to provide exceptional customer service and strong organizational skills

Preferred Qualifications

- High school or equivalent
- Bachelor's degree in Public or Business Administration (or another applicable field)
- 3-5 years of Clerk experience
- 3 years of municipal/government experience
- Any combination of education and experience that provides equivalent knowledge, skills and abilities

Job Type: Full-time

Pay: \$76,000.00 - \$100,000.00 per year



CITY OF BIDDEFORD

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

Office Manager (2024)

Supervision Received

Works under supervision of the City Clerk.

Supervision Exercised

None

Responsibilities

- Answers phone calls and greet customers at the counter; responds to inquiries and assists customers with proper completion of various transactions, including receipting of money
- Receives and receipts payments for property taxes; sewer fees; registers vehicles/boats, snowmobiles/ATVs; conducts sales of sporting licenses, dog licenses, beach permits, mooring permits, business licenses and shellfish licenses; conducts the sales of any and all vital records, including birth, death and marriage certificates and marriage licenses.
- Responsible for daily reconciliation of daily work/cash drawer. Also responsible for daily computer updating of permits, licenses and fees – e.g. dog licenses, sporting licenses, mooring permits, beach permits.
- Receives, certifies and maintains all vital records coming into the City Clerk's Office. Also handles any corrections and/or depositions to vital records when needed. Prepares monthly reports and applicable fees for State agencies.
- Assists the City Clerk in the issuance of new and renewal of City of Biddeford business licenses, including working with business owners to ensure ordinance compliancy, processing of license application paperwork and issuing of licenses.
- Assists with election duties , as needed – including voter registration, updating voter records, certifying petitions, conduction absentee voting in the office and at local nursing home facilities, and work as a Deputy Voter Registrar at the polls on election day.
- Assists with the preparation and mailing of notices, collection of property taxes, filing of tax liens and foreclosures and related activities;
- Assists in advising responsible parties of past due taxes, tax and sewer liens and foreclosures, and maintaining all records;
- Assists with ordering supplies and managing purchase orders.
- Attends City Council Meetings in the absence of the City Clerk and records the minutes.

Work schedule is 36 hours (paid for forty) Monday-Thursday. This is a full-time position with a rich benefits package including health, vision, dental, pension, retirement plans w/match, Flex Spending Accounts, Health Reimbursement Account, student loan repayment program.

Preferred Qualifications

Preferred Qualifications:

- Municipal/City-Town: 1 year (Preferred)
- Customer Service: 2 years (Preferred)
- Supervisory: 1 year (Preferred)

Job Type: Full-time

Schedule:

- Day shift
- No weekends

Salary: \$60,000-75,000

Work Location: In-person



Personnel Committee

Meeting Date: March 24, 2026
Meeting Time: 4:30 PM
Agenda Item No: 3.b
Item Description: Payroll & AP Specialist
Submitted By: Diana DePaolo, Director of Human Resources

Key Terms:

Executive Summary:

Staff are proposing to update the existing Payroll Specialist position to reflect a combined Payroll and Accounts Payable role following the City's transition to Paylocity. The new system has reduced manual payroll processing and reporting requirements, allowing for the integration of accounts payable responsibilities.

As part of this change, the City will no longer move forward with hiring an additional AP/AR Clerk position, as these functions can be absorbed within the updated role, resulting in increased efficiency and cost savings.

The position will remain at Level 13.

The Personnel Committee is being asked to approve a change in title only, to reflect the updated scope of responsibilities.

Detailed Review:

Funding Source:

The City recently transitioned to Paylocity, which has streamlined payroll processing and reduced the need for certain manual reporting and administrative tasks. Additionally, HR-related support functions previously included in the Payroll Specialist role have been reassigned back to the Human Resources Department.

The City had also begun recruiting for an AP/AR Clerk position to support Finance operations.

Proposed Changes

The position has been updated to reflect a combined Payroll and Accounts Payable function.

Key updates include:

Removal of most payroll reporting responsibilities, including federal and state reports

Removal of HR-related support functions

Addition of accounts payable responsibilities, including invoice processing, vendor payments, and coding review

Operational & Financial Impact

With the integration of accounts payable duties into this role, the City will no longer fill the previously contemplated AP/AR Clerk position.

This results in:

More efficient use of existing staff capacity

Improved cross-functional support within Finance

Avoidance of additional personnel costs

Compensation & Classification

The position will remain at Level 13 (\$65,027 – \$85,811).

No change in classification or level is proposed. The City Manager retains authority to adjust compensation within the existing range, if appropriate.

Staff Recommendation:

Staff recommend voting to change the title and scope of the current Payroll Specialist to a Payroll & AP Specialist

Next Steps:

Attachments:

1. Payroll-AP Specialist Draft

Payroll & Accounts Payable Specialist

Position Summary

This position is responsible for the accurate and timely processing of payroll and accounts payable functions for the City. The role supports financial operations by ensuring compliance with applicable regulations, maintaining strong internal controls, and assisting with general accounting processes. This position works closely with the Finance Director and collaborates with departments across the City to support payroll and financial operations.

Essential Functions

Payroll Administration

Process weekly payroll, ensuring accuracy, completeness, and compliance with applicable laws, contracts, and policies

Manage payroll-related vendor payments and associated reporting

Reconcile payroll liability accounts and support related financial reporting

Maintain payroll records and ensure proper documentation and audit readiness

Coordinate with departments to ensure accurate time reporting and payroll changes

Accounts Payable

Process vendor invoices, including entry, coding verification, and payment processing

Maintain vendor records and assist with vendor setup

Process payments via check, ACH, EFT, and credit card

Ensure timely and accurate disbursement of funds

Assist departments with invoice and requisition questions

Accounting & Financial Support

Assist with general ledger entries and account reconciliations

Support cash receipts and daily cash reconciliation processes as needed

Assist with year-end processes including 1099 preparation

Provide ad-hoc financial analysis and reporting as requested

Customer Service & Operations

Serve as a point of contact for payroll and accounts payable inquiries from vendors and departments

Maintain strong working relationships across departments to support efficient financial operations

Support process improvements and implementation of new systems and workflows

Preferred Qualifications

Experience in payroll processing and/or accounts payable

Experience with municipal or governmental accounting systems (Munis preferred)

Strong Excel skills

Attention to detail and ability to manage multiple processes simultaneously

Strong communication and problem-solving skills