



**City of Biddeford
City Council**

April 7, 2026 at 6:00 PM
City Hall Council Chambers & Teams

[Click to Join Teams Meeting Online](#)

Meeting ID: 285 823 793 816 40

Passcode: RH6x94qu

Dial in by phone

+1 872-242-8054 United States, Chicago

Phone conference ID: 449 023 075#

[Fiscal Year 2027 Budget Documents | Biddeford, ME
Teams Instructions](#)

1. Roll Call
2. Pledge of Allegiance
3. Adjustment(s) to Agenda
4. Recognition
 - 4.a Biddeford 3rd and 4th grade Girls Basketball New England Champions
 - 4.b Employee Recognitions
5. Public Hearing
 - 5.a FY27 City Budget
6. Proclamation
 - 6.a National Parkinson's Disease Awareness Month- Proclamation
 - 6.b National Community Development Week
7. Presentation
 - 7.a Cable TV Committee Recommendation to City Council
8. Appointments
 - 8.a 2026.41 Approval/ Mayoral Appointment to a Committee- Councilor
 - 8.b 2026.44 Approval/ Mayoral Appointment to a Committee- Citizen

- 8.c 2026.49 Approval Appointment Interim Clerk and Registrar of Voters
- 8.d 2026.50 Confirmation of City Manager's Nomination of Director of Economic Development
- 9. Public Addressing the Council
(3 minute limit per speaker for up to a total of 15 minutes)
- 10. Consideration of Minutes
 - 10.a Council Minutes 3-10-26
 - 10.b Council Minutes 3-17-26
- 11. Second Reading
 - 11.a 2026.40 Approval Amend Household Waste Definition and 2 bag overflow limit per week.
- 12. Orders of the Day
 - 12.a 2026.48 Acceptance of Edward Byrne Memorial Justice Assistance Grant (JAG)
 - 12.b 2026.45 Elimination of three disability parking stalls Adams Street
- 13. Committee of Whole
 - 13.a Council Goals
- 14. Public Addressing the Council
(5 minute limit per speaker)
- 15. City Manager Report
- 16. Committee Updates by Council
- 17. Other Business
- 18. Council President Addressing the Council
- 19. Mayor Addressing the Council
- 20. Executive Session
 - 20.a Executive Session 1 MRS 405 (6) E - Legal Matters
- 21. Adjourn



City Council

Meeting Date: April 7, 2026
Meeting Time: 6:00 PM
Agenda Item No: 4.b
Item Description: Employee Recognitions
Submitted By:

Key Terms:

Executive Summary:

Employee retirements, separations, new hires and recognition

Detailed Review:

Funding Source:

Staff Recommendation:

Next Steps:

Attachments:

1. Staffing Update- Council Mtg April 2026

Staff Updates

Upcoming Anniversaries in April:

20 years: Randy LaBrecque – Technician, Public Works Department

March Retirements: NONE

March Separations

Jessica Ledoux, Clerk

Deanne Vail, Director of Assessing

Jeremy Court, Wastewater Supervisor

Steven Schwartz, Firefighter

March New Employee



Colby Antonacci, Firefighter/EMT. Grew up in Bolton Valley, Vermont. Attended St. Michael's College, and currently lives in Sanford, ME. Colby has been a personal trainer and rehabilitation aide for 2 years and an EMT for 6 months. He is looking forward to making a positive impact on the lives of others in this community.

March Recognition:

Maine Recreation and Park Association- 2026 FACILITY OF MERIT AWARD

Congratulations to the employees of the Public Works Department and Director Jeff Demers who were recently awarded the Maine Recreation and Park Association's 2026 Facility of Merit award for their work on the Gilbert Boucher Pool Beach Bathhouse. The criteria for the award was:

1. A significant recreation facility established within the last two years;
2. Shows the project overview, design, plan, and priority of need;
3. Demonstrates an increase in recreational opportunities – including types of uses;
4. Local commitment to the project;
5. Accessibility to users;
6. Demonstrates innovation and creativity.



City Council

Meeting Date: April 7, 2026
Meeting Time: 6:00 PM
Agenda Item No: 5.a
Item Description: FY27 City Budget
Submitted By: Truc Dever, City Manager

Key Terms:

Executive Summary:

The City's Fiscal Year 2027 Preliminary Budget was presented at the Special City Council meeting on March 10, 2026 and was followed by a presentation of the School Budget on March 17 and presentations from applicants for municipal-social services funding on March 19. City staff then provided updates and department budget presentations at Budget Committee meetings on March 24 and 26. The City's proposed General Fund expenses for FY 2027 total \$52,870,425.

Detailed Review:

Information regarding the Fiscal Year 2027 Budget including budget documents and presentations can be found on the City of Biddeford website at the following link: [Fiscal Year 2027 Budget Documents | Biddeford, ME](#).

This is the first of two public hearings on the City's FY27 Budget. The second public hearing is scheduled for April 14, 2026.

Funding Source:

Staff Recommendation:

Next Steps:

Attachments:

1. Budget Notice April 2026

City of Biddeford
Notice of Budget Public Hearing

There will be a Public Hearing on April 7, 2026 on the City of Biddeford's City Government Budget as presented by the City Manager. This meeting will be held in person and virtually through the Teams meeting platform at 6:00 pm at Biddeford City Hall and online. Copies of the complete proposed budget are available on the City's website for public inspection. The budget files can be found at <https://biddefordmaine.org/fy27budget>

City of Biddeford



PROCLAMATION

WHEREAS, Parkinson's Disease is a chronic, progressive neurological disorder caused by the loss of dopamine-producing brain cells; it produces motor and nonmotor symptoms, has no cure, and is the second most common neurodegenerative disease in the United States.

WHEREAS, an estimated six million people worldwide, one million in the U.S., and nearly fourteen thousand in Maine live with Parkinson's, and new diagnoses are rising.

WHEREAS, diagnosis is difficult because no single definitive test exists; often diagnosis occurs after most dopamine-producing cells are lost, and there are too few movement-disorder neurologists to meet the growing need.

WHEREAS, April is National Parkinson's Disease Awareness Month, offering an opportunity to learn about the disease, support those affected, and back organizations working toward better care and a cure.

NOW, THEREFORE, I, Liam P. LaFountain, Mayor of the City of Biddeford, do hereby proclaim April 2026 as Parkinson's Awareness Month in Biddeford, Maine. I encourage all citizens to learn about Parkinson's, support those living with it, and consider contributing to the Davis Phinney Foundation, Parkinson's Foundation, Michael J. Fox Foundation, or other organizations that advance research and services.

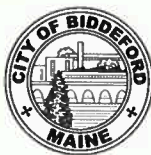
In Witness Whereof, We the undersigned have herewith affixed our signatures this 7th day of April 2026.

Liam LaFountain, Mayor



Robin Patterson, City Clerk

City of Biddeford



PROCLAMATION

2026 National Community Development Week

WHEREAS, the week of April 6–10, 2026, has been designated by the National Community Development Association as National Community Development Week, recognizing the impact and importance of the Community Development Block Grant (CDBG) Program; and

WHEREAS, the CDBG Program provides critical annual funding and local flexibility that enable municipalities, like Biddeford, to expand access to safe, decent, and affordable housing, foster suitable living environments, and create economic opportunities for low- and moderate-income individuals and families; and

WHEREAS, over the past three years, the City of Biddeford has received \$1,208,890 in CDBG funding, supporting a range of projects that have delivered tangible benefits to residents and neighborhoods, including, among others, the development of a new playground at the J. Richard Martin Community Center, the creation of a welcoming pocket park on Water Street, and ongoing support for the Biddeford Food Pantry;

NOW, THEREFORE, I, Liam LaFountain, Mayor of the City of Biddeford, do hereby recognize the week of April 6–10, 2026, as National Community Development Week in the City of Biddeford, encourage residents to recognize the value of the Community Development Block Grant Program and its contributions to housing, infrastructure, public services, and economic opportunity in our City, and further urge Congress to support increased funding for the CDBG Program in recognition of its continued importance to communities both locally and nationwide.

In Witness Whereof, We the undersigned have herewith affixed our signatures this 7th day of April 2026.

Liam LaFountain, Mayor



City Clerk



City Council

Meeting Date: April 7, 2026

Meeting Time: 6:00 PM

Agenda Item 7.a

No:

Item Cable TV Committee Recommendation to City Council

Description:

Submitted By: Danica Lamontagne, Assistant to the City Manager - Staff Liaison to Cable TV Committee

Key Terms:

Executive Summary:

The City's longtime Public Access Director has retired as of March 31, 2026. Prior to recruiting for this position, the Assistant to the City Manager is seeking guidance on the recommended direction of the Public Access program.

Detailed Review:

Feedback on the future of the Public Access program was first sought from the Cable TV Committee, which was reestablished in March 2026. Though this Committee had previously not met since 2019, several of its current members had actively served on the previous iteration of the Committee or have significant experience in the PEG Access realm.

The Committee identified three possible paths forward as the City contemplates the future of the Public Access Director position:

1. Abandon the concept of a public access channel altogether, which would terminate the City's contract with Charter Communications. If this option is selected, the City would no longer be eligible to receive franchise fee funding from Charter Communications (more information in the Program Funding section below).
2. Shift the responsibilities of a PEG Access Director to focus on the governmental aspect only. This position would be responsible primarily for the recording and broadcasting of government meetings and sharing of City announcements. To meet the requirements of our contract with Charter Communications, the Director would be required to accept

submissions of community-created content to be broadcast but would not assist with the filming or editing of said content.

3. Reinvigorate the Public Access programming model and facilitate the creation of content by community producers.

The Committee strongly recommends Option 3, believing that a vibrant Public Access program can support the Mayor and Council’s desires for transparency and to offer high-quality services for residents. It can fill a gap left by the lack of print journalism coverage of Biddeford, providing an opportunity for residents to access more “soft news” and non-urgent information about what is going on in the community. It also provides an avenue for residents who do not have access to the internet to engage with their local government.

Program Funding

The City of Biddeford is in a contract with Charter Communications called a Cable Franchise Agreement. Per this contract, the City receives 5% of Charter’s Gross Annual Revenues from Biddeford cable subscribers in exchange for operating our two PEG channels. Given the rise in popularity of streaming services, this number has been trending downward over the past several years:

FRANCHISE FEES

FY	Payment	Decrease	% Decrease
23	\$292,224.40		
24	\$265,047.76	-\$27,176.64	-9.30%
25	\$243,959.78	-\$21,087.98	-7.96%
26	\$215,620.41	-\$28,339.37	-11.62%

Article VI, Sec. 2-405 of the Biddeford Code of Ordinances states: *“Any franchise fee paid to the City of Biddeford pursuant to any agreement with a cable TV franchise shall be dedicated to the operation and facilities of PEG access.”*

Under current accounting practices, the franchise fee is shown as a revenue under the Communications budget but is deposited into the General Fund. The Communications budget includes expenses above and beyond the costs of operating PEG access. Because funds are not kept in a Special Revenue Fund, excess revenues have subsidized expenses that would likely not have met the requirements for the permitted uses of funds per the City’s ordinances. A separate memo submitted to the City Council directly by the Cable TV Committee discusses this topic in more detail.

High-Level Plan and Needs

The Committee has established the following high-level outline of what actions would need to be taken to revitalize the program. They have also identified what they believe would be the

associated needs for monetary investment into the future of the program.

- Restore a Special Revenue Fund for Public Access to support ongoing operation of the studio and program.
- Clean out the building to make the space inviting and more productive for a range of programming types to be filmed, including video programs and podcasts.
- Recruit a qualified Public Access Director. The Director would recruit volunteers and work with local organizations to increase the number of programs produced.
- Create a model where producers have an opportunity to film and edit their own programming. This would require an investment in computers and video production software licenses, as well as upgraded cameras to support higher-quality outputs.
- Share content in new formats (online streaming, YouTube, social media) to expand reach. 24/7 online streaming capabilities can be purchased through CivicClerk to support this goal.

It would be the responsibility of a new Public Access Director to design and implement a detailed plan of action to reinvigorate the program.

Funding Source:

Staff Recommendation:

Next Steps:

If the Council supports the Committee's recommendation to reinvigorate the Public Access program, the Assistant to the City Manager will begin recruitment of a new Public Access Director.

Attachments:

1. COMMUNITY TV SPECIAL REVENUE FUND ACCOUNTING 03262026

Community TV Special Revenue Fund Accounting

SUMMARY

It appears that the financial treatment of the city's franchise fee income has not (for the last six fiscal years) been in compliance with Chapter 2, Article VI, Section 2-405 Cable Television Committee; Public, Education and Governmental (PEG) Access Ordinance. Section 2-405 Franchise fee states, "*Any franchise fee paid to the City of Biddeford pursuant to any agreement with a cable TV franchise shall be dedicated to the operation and facilities of PEG access*". **NOTE:** Article VI is attached.

Historically and per city ordinance, the franchise fee income had been recorded into a Special Revenue Fund for Community TV and restricted to the associated operations and facilities of PEG access. This appears to have changed in Fiscal 2021.

If a review of the information in this document is found to be correct, the city's governance should immediately direct that the accounting treatment of the franchise fee income be corrected so that it is transacted into the Special Revenue Fund for Community TV and its use should be restricted to only the direct cost of operations and facilities of PEG access. The city's governance should also determine and address any corrective action to be taken relative to the dollars of the franchise fee income that were used for General Governance/Fund expenditures during FY2021-FY2026 (e.g. should franchise fee income dollars used for non-PEG access expenditures be restored to the Special Revenue Fund?).

BACKGROUND

The city maintained a Special Revenue Fund for Community TV and the franchise fee income received was recorded into the fund and it was dedicated and restricted to the expenditures of operations and facilities of PEG access. Below is narrative from the city's Fiscal 2020 Comprehensive Financial Report (page 99) regarding non-major governmental funds, which included Community TV. All Special Revenue Funds are restricted for their specific dedicated use. This classification within the city's financial statements conformed to the language in the associated city ordinance for Community TV:

Community TV Special Revenue Fund Accounting

NONMAJOR GOVERNMENTAL FUNDS

SPECIAL REVENUE FUNDS

Special revenue funds account for specific resources, the expenditure of which is restricted by law or administrative action for particular purposes. Following is a listing of active special revenue funds.

Mooring Fees

Pays the costs of the Harbormasters and the police patrol boat and for waterway maintenance and access improvements. Funding source: fees paid for boat moorings in the Saco River and Biddeford Pool.

Pool Beach Permits

Used for maintenance and capital improvements to the access and facilities at the City's public beaches. Funding source: beach parking passes.

Community Development Block Grant (CDBG)

Biddeford is an entitlement community for this Federal program. Pays for programs and capital improvements that benefit low-moderate income areas and citizens. Funding source: Federal grant.

Airport

Biddeford Municipal Airport fund pays the costs of its operation and for capital or safety improvements. Funding source: FAA and State grants, ground rent for land under the private hangars, surcharge on all aviation fuel sold on site.

Community TV Center

Pays for the equipping and operation of the Community Access TV stations and broadcast locations. Funding source: Cable television franchise fees.

MDEA Grant

As can be seen in the extract below, the FY2020 statement for non-major special revenue funds (page 110 of the FY2020 Comprehensive Financial Report), shows an appropriately recorded franchise fee income of \$304,892. Community TV's expenditures were also recorded in the Special Revenue Fund:

CITY OF BIDDEFORD, MAINE
Combining Schedule of Revenues, Expenditures, and Changes in Fund Balances, Budgeted Funds, Cont.
Nonmajor Special Revenue Funds, Budget and Actual

	Community TV Center			MDEA Grant			Recreation Programs			School Lunch		
	Budget	Actual	Variance with budget	Budget	Actual	Variance with budget	Budget	Actual	Variance with budget	Budget	Actual	Variance with budget
Revenues:												
Property and excise taxes	\$ -	-	-	-	-	-	-	-	-	-	-	-
Intergovernmental	-	-	-	258,504	251,145	(7,359)	-	-	-	845,842	888,601	42,759
Licenses, permits, fees, charges for services	280,000	304,892	24,892	-	-	-	716,929	492,024	(224,905)	455,866	289,493	(166,373)
Investment income	700	1,342	642	-	-	-	4,000	4,654	654	-	-	-
Other	-	-	-	-	-	-	200	-	(200)	-	134	134
Total revenues	280,700	306,234	25,534	258,504	251,145	(7,359)	721,129	496,678	(224,451)	1,301,708	1,178,228	(123,480)
Expenditures:												
Current:												
General government	-	-	-	-	-	-	-	-	-	-	-	-
Public services	280,700	181,402	99,298	-	-	-	721,129	579,222	141,907	-	-	-
Public safety	-	-	-	258,504	218,865	39,639	-	-	-	-	-	-
Public works	-	-	-	-	-	-	-	-	-	-	-	-
Education	-	-	-	-	-	-	-	-	-	1,301,708	1,222,954	78,754
Debt service	-	-	-	-	-	-	-	-	-	-	-	-
Capital expenditures	-	-	-	-	-	-	-	-	-	-	-	-
Total expenditures	280,700	181,402	99,298	258,504	218,865	39,639	721,129	579,222	141,907	1,301,708	1,222,954	78,754
Excess (deficiency) of revenues over (under) expenditures	-	124,832	124,832	-	32,280	32,280	-	(82,544)	(82,544)	-	(44,726)	(44,726)
Other financing sources (uses):												
Transfers - in (out)	-	(57,207)	(57,207)	-	-	-	-	(15,000)	(15,000)	-	-	-
Total other financing sources (uses)	-	(57,207)	(57,207)	-	-	-	-	(15,000)	(15,000)	-	-	-
Net change in fund balances	-	67,625	67,625	-	32,280	32,280	-	(97,544)	(97,544)	-	(44,726)	(44,726)
Fund balances (deficit), beginning, as restated		101,718			-			385,020			35,335	
Fund balances (deficit), ending	\$	169,343			32,280			287,476			(9,391)	

Community TV Special Revenue Fund Accounting

At the end of FY2020, the fund balance was \$169,343. **Note:** The special revenue fund also recognized investment income of \$1,342 during FY2020 for its portion of the city funds that were invested in T-Notes and CDs.

CURRENT SITUATION

The current situation is difficult to state precisely since the city's audited financial statements for FY2024 and FY2025 as well as interim unaudited statements for FY2026 are not publicly available.

What can be demonstrated is that during FY2021, while the Community TV Special Revenue Fund still existed, the franchise fee income was not restricted to this fund and was recognized as income in the General Fund.

The extract from the FY2021 Comprehensive Financial Statement (page 109 and displayed below) demonstrates that the franchise fee income was not recognized and restricted to the Community TV Special Revenue Fund. Additionally, the expenditures for the Community TV operations and facility were also not recognized within this fund. FY2021 appears to be the fiscal year when a decision was made to merge the Community TV operations into the Communications Department within the General Fund and cease restricting the franchise fee income to just Community TV.

Exhibit C-2

CITY OF BIDDEFORD, MAINE
Combining Schedule of Revenues, Expenditures, and Changes in Fund Balances
Nonmajor Special Revenue Funds
For the year ended June 30, 2021
(with comparative totals for June 30, 2020)

	Mooring Fees	Pool Beach Permits	CDBG Block Grant	Airport	TV Center	MDEA Grant	Recreation Programs	School Lunch	Industrial Parks	Property Sales	Police Special Assignment	Dog License Fees
Revenues:												
Property and excise taxes	\$ -	-	-	2,743	-	-	-	-	-	-	-	-
Intergovernmental	-	-	773,509	4,288,183	-	105,198	-	1,056,760	-	-	-	-
Licenses, permits, fees and charges for services	25,480	132,951	-	93,917	-	-	257,241	88,475	-	-	10,670	3,161
Investment income	543	45	-	69	322	-	1,127	-	153	-	-	-
Other	-	-	-	-	-	-	-	21	-	-	-	-
Total revenues	26,023	132,996	773,509	4,384,912	322	105,198	258,368	1,145,256	153	-	10,670	3,161
Expenditures:												
Current:												
General government	-	-	-	-	970	-	-	-	-	-	-	-
Public services	-	-	-	-	-	-	252,165	-	-	-	-	-
Public safety	19,270	134,202	-	-	-	142,626	-	-	-	-	13,460	-
Public works	-	-	-	-	-	-	-	-	10,570	-	-	-
Education	-	-	-	-	-	-	-	1,010,548	-	-	-	-
Debt service	-	-	-	-	-	-	-	-	-	-	-	-
Capital expenditures	-	-	-	-	-	-	-	-	-	-	-	-
Total expenditures	19,270	134,202	693,429	4,456,018	970	142,626	252,165	1,010,548	10,570	-	13,460	-
Excess (deficiency) of revenues over (under) expenditures	6,753	(1,206)	80,080	(71,106)	(648)	(37,428)	6,203	134,708	(10,417)	-	(2,790)	3,161
Other financing sources (uses):												
Issuance of note payable	-	-	-	-	-	-	-	-	-	-	-	-
Transfers - in (out)	10,000	(20,000)	-	32,000	-	-	(15,000)	-	(5,000)	-	(5,000)	(8,000)
Total other financing sources (uses)	10,000	(20,000)	-	32,000	-	-	(15,000)	-	(5,000)	-	(5,000)	(8,000)
Net change in fund balances	16,753	(21,206)	80,080	(39,106)	(648)	(37,428)	(8,797)	134,708	(15,417)	-	(7,790)	(4,839)
Fund balances (deficit), beginning	124,686	44,832	(51,872)	(406,374)	169,343	32,280	287,476	(9,391)	48,897	(49,257)	-	-
Fund balances (deficit), ending	\$ 141,439	23,626	28,208	(445,480)	168,695	(5,148)	278,679	125,317	33,480	(49,257)	(7,790)	(4,839)

Community TV Special Revenue Fund Accounting

Page 90 of the FY2021 Comprehensive Financial Statement demonstrates that the franchise fee income was recognized as General Fund income as depicted below:

CITY OF BIDDEFORD, MAINE					Exhibit A-2
General Fund					
Schedule of Revenues, Expenditures, and Changes in Fund Balance					
Budget and Actual (Budgetary Basis of Accounting)					
For the year ended June 30, 2021					
(with comparative totals for the year ended June 30, 2020)					
	2021			2020 Actual	
	Adjusted budget	Actual	Variance positive (negative)		
Revenues:					
Taxes:					
Property taxes, including overlay	\$ 46,586,233	48,541,329	1,955,096	48,485,409	
Less TIF financing	-	(1,626,543)	(1,626,543)	(1,568,148)	
Less abatements granted	-	(89,483)	(89,483)	(136,999)	
Change in deferred property tax revenue	-	177,071	177,071	(153,500)	
Supplemental taxes	-	20,696	20,696	122,497	
Interest and costs on taxes	95,822	108,702	12,880	104,179	
Payment in lieu of taxes	195,000	150,652	(44,348)	196,020	
Excise taxes	3,076,700	3,919,249	842,549	3,772,003	
Franchise taxes	300,000	308,939	8,939	-	
Total taxes	50,253,755	51,510,612	1,256,857	50,821,461	
Licenses, permits and fees:					
Registration fees	61,173	100,352	39,179	72,924	
City clerk fees	73,242	62,519	(10,723)	66,819	
Buildline permits	425,650	1,501,938	1,076,288	576,665	
Electrical permits	70,000	86,650	16,650	85,178	

Based on a review of the Fiscal Year 2026 budget documents, it appears that the Special Revenue Fund for Community TV has been eliminated. This presumption is because no budget workbook exists for a Community TV Special Revenue Fund based on the city's webpage for FY2026 budget workbook and can be seen on the next page:

Community TV Special Revenue Fund Accounting

Fiscal Year 2026 Approved Budget

- [1 - Revenues](#)
- [1 - Expenses](#)
- [21101 - Mayor and City Council](#)
- [21102 - City Manager](#)
- [21103 - City Clerk](#)
- [21104 - Elections](#)
- [21105 - Assessing](#)
- [21106 - Finance and Tax](#)
- [21107 - Computer Service](#)
- [21108 - Personnel](#)
- [21109 - Planning and Economic Development](#)
- [21110 - Code Enforcement](#)
- [21111 - General Administration](#)
- [21121 - City Hall Building](#)
- [21122 - Private Schools](#)
- [21123 - Community Center](#)
- [21124 - Recreation](#)
- [21125 - Health and Welfare](#)
- [21126 - Facilities Management](#)
- [21128 - Municipal Services](#)
- [21131 - Communications](#)
- [21141 - Fire Department](#)
- [21142 - Biddeford Pool Fire](#)
- [21144 - Emergency Management](#)
- [21145 - Hydrant Rental](#)
- [21146 - Police Department](#)
- [21147 - Police Investigative](#)
- [21148 - Police Communications](#)
- [21149 - Animal Control](#)
- [21150 - Street and Traffic Lights Workbook](#)
- [21161 - Public Works Admin/Fleet Maintenance](#)
- [21162 - Public Works Roads Maintenance](#)
- [21164 - Solid Waste Management](#)
- [21165 - Parks Maintenance](#)
- [21166 - Cemetery Maintenance](#)
- [21167 - Engineering](#)
- [21168 - GIS Division](#)
- [21179 - Fringe Benefits](#)
- [21181 - County Tax](#)
- [21185 - Debt Service Principal](#)
- [21186 - Debt Service Interest](#)
- [21199 - Transfers Out](#)
- [21201 - CIP General Government](#)
- [31102 - Mooring Fees Fund](#)
- [31106 - Pool Beach Permits Fund](#)
- [31132 - Airport](#)
- [31142 - Shellfish](#)
- [31201 - Recreation: General Programs](#)
- [31204 - Recreation: Safari Camp](#)
- [31206 - Recreation: Outdoor Summer Vacation Camp](#)
- [31209 - Recreation: Youth Enrichment](#)
- [31211 - Recreation: Youth Sports](#)
- [31214 - Recreation: Adult Sports](#)
- [31220 - Recreation: Ross Center](#)
- [31225 - Recreation: Outdoor Adventure](#)
- [31228 - Recreation: Field Usage](#)
- [31230 - Recreation: Community Center Rents](#)
- [31240 - Airport Reimbursable](#)
- [32491 - Ambulance Fund](#)
- [35102 - Sewer Operations](#)
- [35103 - Industrial Pretreatment Workbook](#)
- [35104 - Public Works Wastewater Maintenance](#)
- [35105 - New Sewer Operations](#)
- [Airport Revenue Workbook](#)
- [City Clerk Revenue Workbook](#)
- [Codes Revenue Workbook](#)
- [Finance Revenue Workbook](#)
- [Fire Dept Revenue Workbook](#)
- [Health and Welfare Revenue Workbook](#)
- [Mooring Fund Revenue Workbook](#)
- [Planning Revenue Workbook](#)
- [Police Department Revenue Workbook](#)
- [Pool Beach Fund Revenue Workbook](#)
- [Public Works Revenue Workbook](#)
- [Recreation Revenue Workbook](#)
- [Shellfish Fund Revenue Workbook](#)
- [Tax Collector Revenue Workbook](#)
- [Wastewater Revenue Workbook](#)

Additionally, based on the FY2026 budget documents for the Communications Department-21131 the expenditures for Community TV were also moved from the special revenue fund into the general fund.

City of Biddeford, Maine
Department Personnel Budget
Fiscal Year 2026

DEPARTMENT: 21131 Communications

Classification	EMP #	FTE	Annual Total	Requested	City Manager Recommended	Last Name	First Name	Object
ASSISTANT TO THE CITY MANAGER	10877	1	\$82,846	\$83,165	\$83,165	LAMONTAGNE	DANICA	60102
COMMUNITY TV ASSISTANT	10210	1	\$53,581	\$53,787	\$53,787	DAUDELIN	STEPHEN	60105
COMMUNITY TV DIRECTOR	58540	1	\$69,930	\$70,199	\$70,199	PULOS	STEVEN	60105
P-T BROADCAST ASSISTANTS	30	0	\$11,304	\$11,348	\$11,348 0		0	60106

Since income within the general fund is not specifically restricted, this means that from a technical financial standpoint, the franchise fee is intermingled with all the other general

Community TV Special Revenue Fund Accounting

fund income and thus, isn't dedicated/restricted for use against the Communications Department.

Even if it is hypothetically presumed that the franchise fee income was used only for the Communications Department, there were expenditures budgeted in that department for FY2026 amounting to \$77,600 for Consulting Fees and Advertising Expense that had no relationship to Community TV (using only one year as an example).

RECOMMENDATION

The city's governance and management need to review this document and determine:

- If the information in this document is found to be correct, did the city's governance amend the ordinance that authorized the change from the restriction/dedication of the franchise fee income from the Community TV Special Revenue Fund to an unrestricted General Fund use?
 - If it did:
 - Was the authorization memorialized by ordinance or resolution?
 - Why is this amendment not reflected in the current Code of Ordinances (Chapter 2, Article VI, section 2-405)?
 - If it did not:
 - Why was the financial treatment of the Community TV's franchise fee income and its expenditures changed by management?
- Regardless of whether a change was authorized by governance, the balance of the Community TV Special Revenue Fund as of June 30, 2021 was \$168,695. If the Special Revenue Fund was eliminated (as appears to be the case based on the FY2026 budget workbooks), a financial review to determine what happened to these dollars needs to be completed. These dollars were received as franchise fee receipts prior to any change in accounting for the franchise fee income and should have remained dedicated to Community TV.
- If the city's governance did not amend the ordinance that would have authorized the change in treatment of the franchise fee income, the Special Revenue Fund for Community TV should be reestablished and refunded with 1) the balance of the Community TV Special Revenue Fund of \$168,695 as of June 30, 2021 and 2) the franchise fee income for FY2021 through FY2026 less any expenditures that were directly related to Community TV during those years.

ARTICLE VI
CABLE TELEVISION COMMITTEE; PUBLIC, EDUCATION AND GOVERNMENTAL (PEG) ACCESS

[Ord. Of 5-21-1996; Amended By Ords. Of 2-17-1998(1); 4-21-1998(3); 12-15-1998(1); 8-17-1999 By Ord. No. 99.69; 5-13-2002 By Ord. No. 2002.47; 2-18-2003 By Ord. No. 2003.28; 2-17-2004 By Ord. No. 2004.11; 3-16-2004 By Ord. No. 2004.23; 10-15-2013 By Ord. No. 2013.83]

Sec. 2-401. Established; purpose.

Pursuant to 30-A M.R.S.A. § 3008 et seq., the City of Biddeford hereby adopts a cable television ordinance.

Sec. 2-402. Definitions.

As used in this article, the following terms shall have the meanings indicated:

CABLE TELEVISION COMPANY — Any person, firm or corporation owning, controlling, operating, managing, or leasing a CATV system within the City of Biddeford, sometimes hereinafter referred to as "the company."

CATV — Any community antenna television system, multichannel video provider, or facility that, in whole or in part, receives directly or indirectly, over the air, and amplifies or otherwise modifies signals transmitting programs broadcast by one or more television or radio stations, or originates its own signal or signals produced through any of its community access channels and distributes such signals by wire or cable to subscribing members of the public who pay for such services, but such term shall not include any such facility that serves only the residents of one or more apartment dwellings under common ownership, control or management.

CITY — The City of Biddeford organized and existing under the laws in the State of Maine and the area within its territorial limits.

COMMITTEE — The established Cable Television Committee of seven members nominated by the Mayor and confirmed by the Biddeford City Council.

ISSUING AUTHORITY — The City Council of the City of Biddeford.

Sec. 2-403. Cable Television Committee. [Ord. of 5-21-1996; Ord. of 2-17-1998(1); Ord. of 4-21-1998(3), Ord. of 12-15-1998(1); Ord. No. 99.69, 8-17-1999; Ord. No. 2004.11, 2-17-2004; Ord. No. 2004.23, 3-16-2004]

(a) Committee appointment; term.

- (1) There is hereby established a cable TV oversight committee (hereafter referred to as "Cable Committee") consisting of seven members who shall be residents of the City of Biddeford. The members of the Cable Committee shall be nominated by the Mayor and confirmed by the City Council.
- (2) The terms of office shall be for three years. When a vacancy exists, the Mayor shall nominate a replacement subject to confirmation by the Council for the remainder of the term vacated. Four members shall constitute a quorum for the purpose of conducting

business.

- (3) In determining the qualifications of a member of the Committee, the municipal officers shall take into consideration demonstrated interest and ability to understand, appreciate and promote the purpose of this section.

(b) Duties of the Cable Television Committee:

- (1) Recommend terms of negotiation to issuing authority on nonexclusive cable franchise matters.
- (2) Monitor compliance with the terms of the existing and future franchise agreements and report noncompliance to the City Manager.
- (3) Act to collect information and advise issuing authority on matters of rate regulation as permitted by state and federal laws.
- (4) Promote media literacy by providing the opportunity for local people to produce their own programming or provide programming of local interest, and coverage of government meeting and education programming.
- (5) Develop, establish and approve all changes to the programming and operating rules. (See Section 2-409, Programming rules.)
- (6) Review and recommend changes to the PEG Access Director's job description at the request of the City Manager.

Sec. 2-404. Public, educational and governmental (PEG) access TV center; Access Director. [Amended 6-7-2016 by Ord. No. 2016.41]

In order to provide all eligible citizens and groups from the City of Biddeford access to video equipment, training and channel time on a first-come, first-served basis, there shall be a Biddeford PEG access TV center. A PEG Access Director shall manage the daily operations of the facility along with all related equipment and assets. The Director shall report to the Chief Operating Officer. The Chief Operating Officer shall review the qualifications of any finalist for the position of PEG Access Director with the Cable Committee and shall appoint said person.

Sec. 2-405. Franchise fee.

Any franchise fee paid to the City of Biddeford pursuant to any agreement with a cable TV franchise shall be dedicated to the operation and facilities of PEG access.

Sec. 2-406. Scheduling.

Scheduling time for use of the public access channel(s) shall be available on a first-come, first-served basis. Scheduling time for use of the educational and governmental channel(s) shall be at the discretion of the PEG Access Director.

Sec. 2-407. Prohibitions.

- (a) It is the intent of the Cable Committee to allow free expression and not restrict the content or

message of any program presented on Biddeford's PEG access channels. Political debates are encouraged.

- (b) The following programming is prohibited: Any material that violates applicable federal law; any commercial advertising of a product or service; any form of lottery; any material found to be libelous or slanderous in a court of law; and any other material which is defined as indecent; obscene or violent by the courts or any applicable federal law or regulation.

Sec. 2-408. Liability.

The City of Biddeford, the Cable Committee, and any cable TV franchisee in the City of Biddeford are not responsible for the final content of any program and hereby disclaim any liability for the content of any program which may be shown. Any producer or individual who provides material for transmission is subject to all legal responsibilities and is personally liable for the content of the material transmitted. Each producer must agree in writing to indemnify and hold the City and any franchisee harmless from any and all claims (including indemnification for the City and any franchisee's costs incurred in defending such litigation) arising from any and all claims of any kind whatsoever concerning the failure to comply with any applicable law, rule, regulation or other requirement as well as any claim for libel, slander, invasion of privacy, infringement of common law or statutory copyrights or trademarks, breach of contract or other obligations owing to third parties, civil rights violations or any other injury or damage in law or equity which may arise out of the use of the community access equipment or facilities.

Sec. 2-409. Programming rules.

Protocols and procedures governing the production and operation of the community access TV center shall be established and all changes approved by the Cable Committee.

Sec. 2-410. Franchising process.

- (a) Prior to the preparation by the City of requests for proposals for franchises or renewals thereof, the City shall hold a public hearing with at least seven days' notice by publication in a newspaper of general circulation within the City, to solicit public comment regarding special local needs and interests with respect to cable television service.
- (b) Applications for a franchisee to operate a CATV system in the City and related documents are public records to be filed with and maintained by the City Clerk pursuant to the State Freedom of Access Law (1 M.R.S.A. § 401 et seq. as amended from time to time). Reasonable notice must be given to the public of its right to inspect and copy such applications and documents during the regular business hours of the City Clerk's office.
- (c) Before authorizing the issuance of any such franchise contract or contracts, the municipal officers shall review the applicant's character and financial and technical qualifications to operate a CATV system throughout the City, and shall conduct a public hearing thereon with at least seven days' advertised notice prior to said public hearing.
- (d) Applicants for a franchise, refranchise or transfer of franchise shall pay a nonrefundable filing fee to the issuing authority (City of Biddeford) of \$1,000 to defray such legal and other costs as the City may incur in dealing with such applications.

- (e) Pursuant to 30 M.R.S.A. § 3003(4)(D), the City shall require the franchise to pay to said issuing authority an amount equal to the ordinary and reasonable costs which the City may incur in connection with any transfers, franchise or franchise renewal agreements, or any amendments to the same required by law or initiated by the franchisee, or any other modification of said contracts initiated by the franchisee. (Any such payment by the franchisee shall be within the exclusion to the term "franchise fee" as defined in Sec. 622(g)(2)(D) of the Cable Act and shall not be deemed to be a part of the franchisee fee obligation of the franchisee.

Sec. 2-411. through Sec. 2-412. (Reserved)

Sec. 2-413. Disputes.

A dispute over the use of facilities and/or equipment or any other dispute over the use of PEG access television should, if possible, be resolved informally at the staff level or with the Access Director.

If efforts at informal resolution fail, the person or entity who feels aggrieved by any action or decision of the staff or the Access Director may file a formal complaint in writing to the Access Director. The complaint must be as specific as possible, describing the action or decision complained of, the date of the action or decision and the relief requested. The Access Director must issue a written decision with reasons within four days after receiving a complaint. Parties aggrieved by this decision may request a hearing from the City Manager to be held in consultation with the Cable Committee.

Sec. 2-414. (Reserved)

City of Biddeford



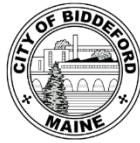
2026.41 IN BOARD OF CITY COUNCIL... , APRIL 7, 2026 BE IT ORDERED, that I Liam LaFountain, Mayor of Biddeford, do hereby appoint

Councilor Patricia Boston
Ward 1

To the Eastern Trail Management District Board of Directors
For a term expiring December 31, 2027.

Attest by: _____
Robin Patterson, City Clerk

City of Biddeford



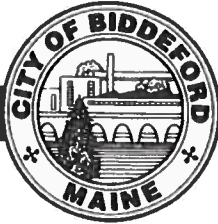
2026.44 IN BOARD OF CITY COUNCIL... , APRIL 7, 2026

BE IT ORDERED, that I Liam LaFountain, Mayor of Biddeford, do hereby appoint:

Patricia Rhames
Ward 3
To the Shellfish Commission
For a term to expire February 28, 2029

Richard Reynolds
Ward 5
To the Board of Assessment Review
For a term to expire March 31, 2029

Attest by: _____
Robin Patterson, City Clerk



CITY OF BIDDEFORD

Application for
City Committees, Commissions and Boards

*Items marked with an asterisk are required.

Date* March 19, 2026
Name* PATRICIA RHAMES
Pronouns
Street Address* 10 West Loop Rd.
Mailing Address (if different) SAME
Phone Number(s)*
Email Address* None
Ward* 3

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

- Airport Commission
• Biddeford Citizens' Advisory Committee
• Biddeford Fire Advisory Committee
• Biddeford Housing Authority
• Biddeford Police Advisory Committee
• Board of Assessment Review
• Cable T.V. Committee
• Capital Projects/Operations Committee
• Conservation Commission
• Diversity, Equity and Inclusion Committee
• Downtown Development Commission
• Harbor Commission
• Historic Preservation Commission
• Planning Board
• Policy Committee
• Public Art Commission
• Recreation Commission
• Recycling and Solid Waste Management Commission
• Shellfish Conservation Commission
• Sustainability Commission
• Traffic Committee
• Tri-City Transit Committee
• Wastewater Management Commission
• Zoning Board of Appeals
• Other

**CITY OF BIDDEFORD
Committee Application**

Please list any prior experience serving on any Public Boards, Commissions or Committees (and approximate dates).

CHARTER COMMISSION - MANY YRS. AGO

Please list any other experience that may be pertinent to the Board or Committee in which you are requesting to serve on.*

I HAVE DUG CLAMS - SHUCKED BUSHETS OF CLAMS + WORKED FOR
CLEANED SHRIMP YEARS IN A SEAFOOD STORE
WORKED AS APPRENTICE ON A LOBSTER BOAT - EMPTYING TRAPS,
MEASURING + PEBBLING LOBSTERS AND BAITING TRAPS
ONCE HAD MY COMMERCIAL SEA WORM LICENSE

Please provide a brief statement describing your interest in serving the City of Biddeford.*

I HAVE LIVED HERE ALL MY LIFE. I HEARD THE MAYOR
NEEDED TO FILL THE SHELLFISH COMM.

Attach any additional information to this application and return it to the City Clerk's Office.

Committee, Board, and Commission Application Form

Application

Name Richard Reynolds

Pronouns He/him

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?

Board of Assessment Review

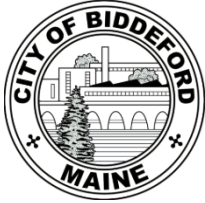
If other, please list below. Field not completed.

Why are you interested in serving the City of Biddeford? I am interested in serving the City of Biddeford because I care deeply about the city's growth, character, and long-term success. As a real estate professional actively working in Biddeford, I see firsthand the opportunities and challenges facing housing, development, and neighborhood planning. I want to contribute thoughtful, practical input that balances responsible growth with maintaining the community feel that makes Biddeford special. I also believe public service is an important way to give back to the community that supports my business and my family's future.

Please list any experience that may be pertinent to the Board or Committee in which you are requesting to serve. I am a licensed real estate agent working extensively in Biddeford and surrounding communities. My daily work involves property development analysis, zoning awareness, subdivision potential, permitting considerations, and coordinating with surveyors, engineers, title companies, lenders, and municipal offices. I regularly evaluate site feasibility, housing density, neighborhood impact, and infrastructure limitations when advising buyers, sellers, and investors.

In addition, I collaborate with local developers on multi-unit and condominium projects and have experience reviewing plans, understanding code requirements, and identifying potential planning or permitting hurdles early in a project. This practical, ground-level experience allows me to understand how planning decisions affect residents, housing supply, small businesses, and future investment.

Please list any prior experience serving on any public Boards, Commissions or Committees (and approximate dates). I have not previously served on a public board or municipal committee. However, I have worked closely with municipal departments, assessors, code enforcement officers, and planning-related staff in multiple towns as part of real estate and development projects. I am excited for the opportunity to formally contribute in a public service role and bring a collaborative, solutions-oriented approach to the Planning Board.



City Council

Meeting Date: April 7, 2026
Meeting Time: 6:00 PM
Agenda Item No: 8.c
Item Description: 2026.49 Approval Appointment Interim Clerk and Registrar of Voters
Submitted By: Liam LaFountain, Mayor

Key Terms:

The current City Clerk will be resigning from her position on April 10, 2026. The City is required to have an Election Clerk and Registrar of Voters pursuant to 21-A M.R.S. Section 505, State Election Law and the Charter and Code of Ordinance of the City. The Mayor nominates Lisa Ward as Interim Municipal Election Clerk to manage the June 9th election and until a new City Clerk can be hired.

Executive Summary:

Detailed Review:

Funding Source:

An hourly stipend will be paid to the Interim Municipal Election Clerk for assuming the additional responsibilities, funded through salary savings from the vacant City Clerk position, Account 21103-60101.


Staff Recommendation:

Next Steps:

Attachments:

1. 2026.49 Order appoint interim city clerk-Final

City of Biddeford

The seal of the City of Biddeford, Maine, is circular. It features a central illustration of a building, likely a town hall or government building, with a tree in front of it. The words "CITY OF BIDDEFORD" are written around the top inner edge of the seal, and "MAINE" is written at the bottom. The seal is flanked by two decorative, symmetrical flourishes.

2026.49 **IN BOARD OF CITY COUNCIL... April 7, 2026**

BE IT ORDERED that I, Liam P. LaFountain, hereby nominate Lisa Ward, currently a customer service clerk, to the position of Interim Municipal Election Clerk, specifically to perform the duties of Election Clerk and Registrar of Voters pursuant to 21-A M.R.S. §505, State Election Law and the Charter and Code of Ordinances of the City of Biddeford.

Attest by: _____



City Council

Meeting Date: April 7, 2026

Meeting Time: 6:00 PM

Agenda Item 8.d

No:

Item 2026.50 Confirmation of City Manager's Nomination of Director of Economic

Description: Development

Submitted By: Truc Dever, City Manager

Key Terms:

Executive Summary:

This Order confirms the City Manager's nomination of Brian J. Clark as the City's Director of Economic Development.

Detailed Review:

The Economic Development Director position has been vacant since August 1, 2025. The City launched a national recruitment effort and has selected Brian J. Clark as the nominee for this position. If approved, Mr. Clark will start his position with the City during the week of April 13, 2026.

Funding Source:

Staff Recommendation:

The City Manager recommends the Council approves the appointment of Brian J. Clark as the City's Director of Economic Development.

Next Steps:

If approved by Council, the City Manager will confirm an employment offer with Mr. Clark for the position of Director of Economic Development.

Attachments:

1. Clark Resume Oct 2025_Redacted
2. 2026.50 Confirm Dir of Econ Dev-ORDER
3. B Clark Offer Letter 4.1.2026 DRAFT

BRIAN J. CLARK

EXPERIENCE AND LEADERSHIP

SEA LARK CONSULTING, LLC

SOUTH PORTLAND, ME

Principal and Founder (August 2024-present)

Launched Sea Lark Consulting, LLC, to provide strategy and management consulting services to the construction industry in the higher education, health sciences, and life sciences sectors.

COLBY COLLEGE

WATERVILLE, ME

Vice President of Planning and Strategy (July 2022-July 2024)

Vice President of Planning (August 2016-June 2022)

Assistant to the President and Director of Planning (July 2014-July 2016)

Appointed in 2014 as chief administrative deputy to the president, I was charged with leading strategic planning and executing strategic initiatives involving academic, administrative, and community stakeholders. Promoted to vice president of planning in 2016 and vice president of planning and strategy in 2022, I oversaw a broad portfolio of complex academic, capital, economic development, and student initiatives and managed facilities services, real estate, community relations, Colby's Island Campus, campus events and ceremonies, and summer programs and conferences, with responsibility for an annual operating budget of approximately \$30M, four senior direct reports, and 150 total staff.

- Led strategic planning and the creation of a dynamic framework for investment and growth, integrated planning across the college, evaluated and responded to changes in the competitive landscape, coordinated the work of senior leadership and the board of trustees, and maintained planning tools and evaluative metrics.
- Served as principal advisor to the president on issues of planning and strategy, organizational structure and effectiveness, governance, communications, resource development and financial planning, recruitment of senior administrative and academic leadership, and presidential initiatives.
- Developed and advanced new academic programs, including genomics and bioinformatics, artificial intelligence, data science, environment and climate, the arts, and innovation and entrepreneurship.
- Led economic and community development efforts in Waterville, including \$100M of capital projects (two art centers, hotel/restaurant, student apartments, retail), secured more than \$60M of external support, and community relations and public engagement.
- Organized campus master planning, led planning and design for major academic, residential, and athletics capital projects, and served as executive-in-charge for more than \$500M of capital projects.
- Advanced fundraising efforts, including planning for the Dare Northward campaign, and played a direct role in securing more than \$150M from individual donors, foundations, and federal grants.
- Frequent spokesperson in the media on issues pertaining to economic and community development, philanthropy, academic, and administrative topics.

UNIVERSITY OF CHICAGO

CHICAGO, IL

Associate Director of Strategy and Planning (2012-2014)

Assistant Director of Strategy and Planning (2011-2012)

Project Manager (2010-2011)

Associate Director for Strategic Initiatives (2007-2010)

Appointed in 2007 as Associate Director for Strategic Initiatives at the Harris School of Public Policy Studies, I subsequently held a series of progressively responsible positions in the President's Office, where I helped to define and shape the university's strategic planning; global initiatives; campus master planning and a \$3.5B capital program; new academic initiatives in the humanities, arts, ocean sciences, innovation and entrepreneurship, and urban education; undergraduate and graduate campus and residential life; and economic and community development.

- Supported the launch of new academic programs, including the Neubauer Collegium for Culture and Society, Polsky Exchange, urban network, the Paulson Institute, and the Institute of Politics.
- Served as project manager for the acquisition of the Marine Biological Laboratory in Woods Hole, MA, including organizing pre-acquisition due diligence, operations planning, and post-acquisition operational review and integration.

BRIAN J. CLARK

- Managed the creation and implementation of a comprehensive undergraduate and graduate student housing strategy, leading to the development of the Campus North Residence Hall and Dining Commons and several other projects that have been completed since departure.
- Created planning tools, coordinated resources, and advised on governance, real estate, legal, and operational issues for the establishment of new global centers in Beijing, China, and New Delhi, India.
- Partnered on community development initiatives, including leading planning for the Urban Education Institute for a new charter high school and supporting economic development initiatives in Hyde Park.
- Conducted institutional research and analysis and prepared data for reporting to governing bodies.
- At the Harris School, developed academic, capital, and global initiatives; evaluated international partnerships; coordinated the work of advisory and fundraising boards; managed several federal grants; communicated key priorities to internal and external audiences; directed non-degree programming.

SAINT JOSEPH'S COLLEGE OF MAINE

STANDISH, ME

Admission Information Coordinator (2005-2006)

Appointed in 2005 to manage and advance the strategic use of data to drive outreach and recruitment efforts to support enrollment management.

EDUCATION

MASTER OF PUBLIC POLICY AND MANAGEMENT (2007)

University of Southern Maine – Muskie School of Public Service, Portland, ME

BACHELOR OF ARTS (2004)

Lafayette College, Easton, PA

9 credits of doctoral coursework completed in the Education and Public Policy Ph.D. program at USM.

LEADERSHIP DEVELOPMENT

MANAGEMENT DEVELOPMENT PROGRAM (2013)

Harvard University – Graduate School of Education

EXECUTIVE PROGRAM FOR EMERGING LEADERS (2011)

University of Chicago – Booth School of Business

COMMUNITY ENGAGEMENT AND SERVICE

Mahoney City Center Committee, City of South Portland (2025-Present)

Muskie School of Public Service MPPM Advisory Committee (2025-Present)

Alumni Associate, Lafayette College Board of Trustees (2023-Present)

Secretary and Member of the Board of Directors, Central Maine Growth Council (2014-2024)

Member of the Board of Directors, Waterville Creates (2014-2024)

INVITED CONFERENCE PRESENTATIONS

Association of College and University Housing Officers – International, Minneapolis, MN, 2019. *Paying it forward: Live-learn initiatives as community catalysts.* (with Eric Zahn, Ayers Saint Gross)

Society of College and University Planning, North Atlantic Regional Conference, Cambridge, MA, 2018. *A successful town/gown development process requires engagement, action, and inspiration.* (with Neil Kittredge, Beyer Blinder Belle)

Northeast Economic Development Association (NEDA) Annual Conference, Providence, RI, 2017. *Colby as a partner in economic development in Waterville, Maine.*

Maine Real Estate and Developers Association (MEREDA), Portland, ME, 2017. *Investing in Waterville and Colby: A mutually-leveraging approach.*

Society of College and University Planning, North Atlantic Regional Conference, Worcester, MA, 2017. *Transforming Colby and Central Maine.*

City of Biddeford

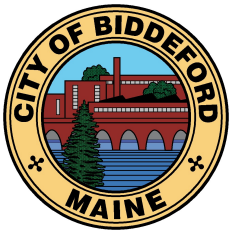


2026.50 **IN BOARD OF CITY COUNCIL... April 7, 2026**

BE IT ORDERED, that the City Council does hereby confirm the City Manager’s nomination of Brian J. Clark as Director of Economic Development.

BE IT FURTHER ORDERED that the City Manager execute an employment offer with Brian J. Clark.

Attest by: _____



CITY OF BIDDEFORD

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

April 1, 2026

RE: Offer of employment for Biddeford Director of Economic Development

Dear Mr. Brian Clark:

On behalf of the City of Biddeford, I am pleased to extend an offer of employment to you for the position of Director of Economic Development. Pursuant to the Charter of the City of Biddeford, the position of "Director of Economic Development", is established pursuant to the City Charter, Article X, Sec. 1 (c) (6). Pursuant to that Charter provision, as City Manager, I will appoint you to the position, subject to confirmation by the Mayor/City Council.

Once confirmed, you will be subject to a six-month (6) probationary period pursuant to 30-A M.R.S. § 2701. Following completion of that probationary period, the terms and conditions of your employment with the City of Biddeford will be pursuant to the Charter, Code of Ordinances and State and Federal law.

Position Details

This is a full-time, exempt position with placement within non-union Pay Level 22.

Start Date: Monday, April 13, 2026

On April 14th and 15th you will attend New Hire Orientation at City Hall. As we previously discussed, you will be approved for late arrival the week of April 13 through 16 and early departure on April 15 and 16.

Compensation

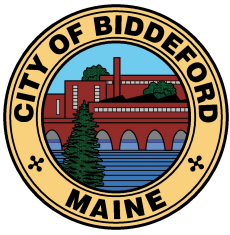
Your starting annual salary will be \$125,000.

Upon completion of the six-month introductory period, you will be entitled to any Council adopted FY2027 COLA increase for non-union employees.

Paid Time Off

Vacation

You are entitled to four (4) weeks of vacation annually. You may use up to two (2) weeks of vacation during the first six (6) months of employment. Upon completion of the six-month introductory period, you will receive the remaining two weeks of vacation. Beginning on



CITY OF BIDDEFORD

205 Main St.

P.O. Box 586

Biddeford, Maine 04005

your first anniversary, you will receive four (4) total weeks per year, in accordance with City policy.

Personal Time

You will receive 25 hours (2.5 days) of personal time on your start date and annually on your anniversary date.

Sick Leave

You will receive a sick time bank in line with the nonunion policies for exempt employees.

Holidays

The City provides 13½ paid holidays annually.

Benefits

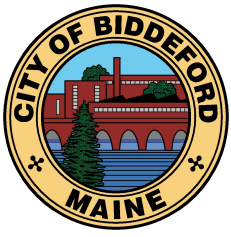
As a regular, full-time employee of the City of Biddeford, you will be eligible to participate in a number of City-sponsored benefits programs. Detailed benefit information can be found on the City's website at www.biddefordmaine.org or by contacting the Human Resources Department. Health insurance is currently provided through the Anthem network, and the employee is responsible for paying 15%. The insurance plan comes with basic life insurance covered by the City, or you can choose to add supplemental coverage. We also offer a health reimbursement account through Group Dynamis, which pays all additional healthcare costs up to your deductible. Additionally, we offer employee-paid vision and dental insurance. The City participates in MPERS, the state pension program, and we also offer 457 and Roth IRA retirement programs. The City contributes to your chosen retirement plan. Furthermore, the City will provide professional development and training as it relates to your position, subject to the fiscal year budget.

Benefits are effective on the first day of the month following your date of hire, provided you timely complete all required enrollment documentation.

Detailed plan information will be provided during orientation. Eligibility and coverage are governed by official plan documents and City policies.

Employment Eligibility

Employment with the City of Biddeford is contingent upon successful completion of all pre-employment requirements.



CITY OF BIDDEFORD

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

The City participates in E-Verify and will confirm your authorization to work in the United States as required by federal law.

Please sign and return to confirm your acceptance.

If you have any questions, please feel free to reach out via email at truc.dever@biddefordmaine.org.

We are excited about the possibility of you joining our team and contributing to the important work we do for the Biddeford community. We look forward to welcoming you to the City of Biddeford.

Sincerely,

Truc Dever

If you are in agreement with the terms of this offer, please sign below:

Brian Clark

Date

City of Biddeford

City Council

March 10, 2026 at 5:30 PM

City Hall Council Chambers & Teams

1. Roll Call - all present

Council President Beaupre

Councilor Lessard

Councilor Vadnais

Councilor Boston

Councilor Woods

Councilor Doughty

Councilor Kurtz

Councilor Pierson

Councilor Cote

2. Pledge of Allegiance

3. Adjustment(s) to Agenda

None

4. Appointments

4.a 2026.38 Approval Mayoral Appointment of Councilors to a Negotiating Team

Motion: Councilor Beaupre

Second: Councilor Lessard

Vote: Unanimous in favor.

Motion passed.

5. Public Addressing the Council

None

6. Second Reading

6.a 2026.19 Approval Bid CSO Alfred Street Phase 3

Motion: Councilor Beaupre

Second: Councilor Lessard

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

1 nay – Councilor Boston.

Motion passed.

7. Orders of the Day

7.a 2026.39 Authorization – Municipal Operations Consultant

Motion: Councilor Beaupre

Second: Councilor Lessard

Vote: Unanimous in favor.

Motion passed.

8. Public Addressing the Council

One citizen spoke about fair bargaining

9. Adjourn

Motion to adjourn at 5:45 pm by Councilor Beaupre

Second: Councilor Lessard

Vote: Unanimous in favor.

Meeting adjourned.

City of Biddeford

City Council

March 17, 2026 at 6:00 PM

City Hall Council Chambers & Teams

1. Roll Call - all present

Council President Beaupre

Councilor Lessard

Councilor Vadnais

Councilor Boston

Councilor Woods

Council Doughty

Councilor Kurtz

Councilor Pierson

Councilor Cote

2. Pledge of Allegiance

3. Adjustment(s) to Agenda

One executive session for legal matters will be added to item 17.

4. Proclamation

4.a Eid al-Fitr -Proclamation

Mayor LaFountain read the proclamation.

5. Presentation

5.a Superintendent Jeremy Ray - FY27 School Budget

Superintendent Ray presented the budget.

6. Appointments

6.a 2026.34 Approval/ Mayoral Appointments to a Committee - Citizen

Motion: Councilor Beaupre

Second: Councilor Lessard

Vote: Unanimous in favor.

Motion passed.

6.b 2026.43 Approval/ Council Appointment of Interim Tax Assessor

Motion: Councilor Beaupre

Second: Councilor Lessard

Vote: Unanimous in favor.

Motion passed.

7. Public Addressing the Council

Delilah Poupore, Director of Heart of Biddeford, shared details for Restaurant Week this week.

One citizen spoke about the skate park.

One citizen spoke about the budget.

One citizen spoke about the flower planters.

8. Consideration of Minutes

8.a Council Minutes 3-3-26

Motion: Councilor Beaupre

Second: Councilor Lessard

Vote: Unanimous in favor.

Motion passed.

9. Second Reading

9.a 2026.31 Revised Division 2 Emergency Medical Services Ordinance Sec. 30-26 through Sec. 30-30

Motion: Councilor Beaupre

Second: Councilor Lessard

Public comment – one citizen asked about the revenue from this service. Fire Chief Best explained that it contributes to the overall cost but does not cover everything.

Vote: Unanimous in favor.

Motion passed.

10. Orders of the Day

10.a 2026.35 Approval of MOU with SMPDC to complete Comp Plan

Motion: Councilor Beaupre

Second: Councilor Lessard

One citizen spoke about the Comp Plan. Several councilors expressed support for the consultant help to meet the timelines.

Vote: Unanimous in favor.

Motion passed.

10.b 2026.37 Approval - General Assistance Emergency Mutual Aid MOU with Saco

Motion: Councilor Beaupre

Second: Councilor Lessard

General Assistance Supervisor Jake Hammer reviewed the details of the MOU. Mayor LaFountain asked for an update next month.

Vote: Unanimous in favor.

Motion passed.

10.c 2026.40 Approval Amend Household Waste Definition and 2 bag overflow limit per

week.

Motion: Councilor Beaupre

Second: Councilor Lessard

Councilor Beaupre - motion to amend 58-4 -1 new text, remove from unacceptable waste: “hazardous waste; commercial or industrial waste”.

Second: Councilor Lessard

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

1 nay – Councilor Boston

Amendment passed.

Vote on the order as amended: Unanimous in favor.

Motion passed.

10.d 2026.42 Approval of Recreation Grant Projects

Motion: Councilor Beaupre

Second: Councilor Lessard

Recreation Director Lisa Thompson reviewed the options for the grants and the timelines. Councilor Pierson- motion to accept Option 1 with the addition of the Clifford Park Trail Management Plan as listed in Option 2.

Second: Councilor Lessard

Vote: Unanimous in favor.

Motion passed.

11. Public Addressing the Council

One citizen spoke about St. Patrick’s Day.

12. City Manager Report

City Manager Truc Dever provided staffing updates. She also went over key dates in the budget process.

13. Committee Updates by Council

Councilor Woods gave an update on the Public Art Commission.

Councilor Kurtz gave an update on the Heart of Biddeford.

Councilor Boston gave an update on the IZ review schedule and progress.

14. Other Business

Councilor Kurtz recently had a ride along with the Fire Department. He thanked them for their work and was very impressed.

15. Council President Addressing the Council

Councilor President Beaupre spoke about the Comp Plan progress. He gave reminders for the upcoming Veterans, Policy and Traffic Committees.

16. Mayor Addressing the Council

Mayor LaFountain spoke about the Irish flag raising event today. He recently met with a second-grade class and they want people to stop littering. The students also provided input on recreation priorities. Mayor LaFountain congratulated the Biddeford/York/OOB hockey team for winning the state championship; also the Biddeford 3rd and 4th grade girls basketball team for winning the New England championship. The current City Theater production is The Secret Garden. Tours are available for Councilors at the new York County EMS facility, let him know if you are interested.

Councilor Lessard – motion to extend the meeting past 9:00 pm

Second: Councilor Woods

Vote: Unanimous in favor.

Motion passed.

17. Executive Session

17.a Executive Session under MRS 405 (6) A — Personnel Matters

Added MRS 405 (6) E - Legal Matters

Motion to enter at 8:51 pm by Councilor Beaupre

Second: Councilor Lessard

Vote: Unanimous in favor.

Motion passed.

9:56 PM

Motion to come out of Executive Session: Councilor Woods

Second: Councilor Lessard

Vote: Unanimous in favor.

Motion passed.

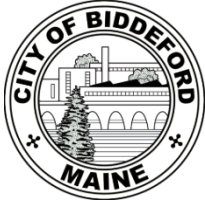
18. Adjourn

Motion to adjourn at 9:56 pm by Councilor Woods

Second: Councilor Lessard

Vote: Unanimous in favor.

Meeting adjourned.



City Council

Meeting Date: April 7, 2026

Meeting Time: 6:00 PM

Agenda Item 11.a

No:

Item 2026.40 Approval Amend Household Waste Definition and 2 bag overflow limit

Description: per week.

Submitted By: Jeff Demers, Director of Public Works

Key Terms:

Household waste disposal

Executive Summary:

Public Works is looking for an ordinance clarification on acceptable residential offal, household trash and kitchen waste. Public Works is also requesting a 2-bag overflow limit per week, except during the Thanksgiving and Christmas holidays.

Detailed Review:

Public Works is requesting clarification and revision to the City's current ordinance language regarding acceptable residential offal, household trash, and kitchen waste. The Policy Committee approved sending the ordinance change to the Council at their meeting held on February 23, 2026, with one additional amendment to reference the change in definition within Section 58-10. Enforcement, subsection 2.

Ordinance Clarification Request

The current ordinance definition is overly broad and unintentionally allows materials to be placed curbside that do not meet the intent of standard household waste. This has resulted in the following: increased disposal tonnage, higher tipping fees, misuse of weekly curbside collection services.

The existing language permits interpretation that includes non-household materials such as clean-out debris, moving waste, and other bulk items. These materials significantly increase costs and are not typical week-to-week household trash.

Public Works is seeking clearer language that strictly defines acceptable curbside waste as routine residential household trash generated from normal daily living activities.

Overflow Bag Limitation

Additionally, Public Works is requesting the ordinance be amended to limit overflow bags to **two (2) per week per residence**.

Over the past several years, the number of overflow bags placed curbside has steadily increased. Many residents use weekly collection as an opportunity for:

- Basement and cellar clean-outs
- Moving-related disposal
- Disposal of accumulated bulk materials

This trend increases tipping costs and places additional strain on equipment and staffing.

Residents currently have access to appropriate disposal options through the Biddeford Public Works Department for household goods and bulk items. That service is intended for larger disposal needs and helps control curbside collection costs.

Financial Impact

Clarifying acceptable materials and limiting overflow bags will:

- Reduce unnecessary tipping fees
- Maintain fairness among ratepayers
- Improve operational efficiency
- Preserve equipment longevity

Public Works is requesting Council approval to update and clarify the ordinance to better align with its original intent and ensure sustainable solid waste operations moving forward. Revisions are highlighted in tracked changes in Attachment 2.

Also attached is a version with revisions and comments offered by the City Solicitor's Office for Council consideration.

Funding Source:

N/A

Staff Recommendation:

Staff recommends Committee approval of the ordinance changes

Next Steps:

This ordinance change will need a second reading.

Attachments:

- 1. 2026.40 Amend Public Waste Ordinance- with Policy Committee Changes
- 2. 2026.40 Public Waste Ordinance Change- Order 2nd
- 3. March 30 2026 City Solicitor Office Comments and Proposed Revisions

Sec. 58-1. Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

ACCEPTABLE MUNICIPAL SOLID WASTE — All waste as identified by the Public Works Director annually in accordance with existing disposal agreements, disposal facility acceptance requirements, and permit authorizations.

ACCEPTABLE RECYCLABLE MATERIALS — All acceptable recyclables as identified by the Public Works Director annually in accordance with existing recycling agreements, recycling facility acceptance requirements, and permit authorizations.

ALTERNATIVE DESIGNATED SOLID WASTE CONTAINER — A sixty-five-gallon solid waste container available through the alternate voluntary solid waste service established under Sec. 58-35(a)(1)a2. **[Added 7-7-2020 by Ord. No. 2020.51]**

ASHES — That residue from the burning of wood, coal, coke or other combustible materials.

CITY — The City of Biddeford, Maine.

CITY TRANSFER STATION — A City-owned building or container or designated area in which acceptable waste is disposed of for transshipment to another facility for disposal or material recovery.

COMMERCIAL GARBAGE, RUBBISH, OR WASTE — Any solid waste originating and/or generated within the boundaries of the City by any business, firm or person identified as paying personal property taxes through the City Assessor's records or required to obtain a business license under the City's definitions of licensed activities, excepting licenses for waste hauling only. For the purpose of this chapter, this includes public organizations and facilities except for parish houses, parsonages and churches; parish halls; mobile home parks; and condominiums and multifamily dwellings of six units or more. This definition excludes "grandfathered facilities." This definition excludes home occupations as defined and described in Article VI, Section 38, of the Biddeford Zoning Ordinance, being clearly secondary and incidental to the primary residential use. **[Amended 3-3-2015 by Ord. No. 2015.10]**

DESIGNATED MUNICIPAL SOLID WASTE CONTAINER — A portable container provided by the City for the sole purpose of storing acceptable municipal waste prior to curbside collection. Bags designated for overflow are also considered designated municipal solid waste containers.

DESIGNATED RECYCLING CONTAINER — A portable container provided by the City for the sole purpose of storage of acceptable recyclables prior to curbside collection.

DISPOSAL — The discharge, deposit, injection, dumping, leaking, spilling or placing of any solid waste into or on any land or water.

DISPOSAL FACILITY — The facility or facilities controlled or designated by the City for the storage and/or disposal of wastes.

ENERGY RECOVERY FACILITY — A facility which processes and recovers energy from acceptable waste generated within the City.

GRANDFATHERED FACILITY — Any property that would otherwise generate commercial garbage, rubbish, or waste and both 1) currently receives curbside trash collection services from

the City and 2) the owner of the property has not changed, as of July 1, 2002. The following condominium locations also shall be grandfathered facilities: 1) 318 Alfred Street; 2) 100 Hills Beach Road; 3) 9 Lester B. Orcutt Boulevard; 4) 55 West Street; and 5) 91-93 Western Avenue. **[Amended 3-3-2015 by Ord. No. 2015.10]**

HAZARDOUS WASTE — The waste substance or material, in any physical state, designated as hazardous by federal, state or local laws; waste material that exhibits characteristics of hazardous waste, as defined in RCRA (ignitability, corrosivity, reactivity, or toxicity), is listed specifically in RCRA 261.3 Subpart D, is a mixture of either, or is designated locally or by the state as hazardous or undesirable for handling as part of the municipal solid waste and would have to be treated as regulated hazardous waste if not from a household.

HOUSEHOLD — Each residential unit regardless of whether the residential unit is owned by an individual or business entity.

HOUSEHOLD GARBAGE AND RUBBISH — Any acceptable waste originating and/or generated within the boundaries of the City, at the site of generation by a homeowner or occupant. For the purpose of this chapter, [acceptable solid waste includes normal household refuse, including residential offal, household trash and kitchen waste](#) and does not include commercial garbage, rubbish, or waste except that waste generated from a grandfathered facility.

OVERFLOW — That volume of acceptable municipal solid waste in excess of the volume of the designated municipal solid waste container.

PERFORMANCE-BASED DEMONSTRATION OF COMPLIANCE — Placing uncontaminated recycling containers at the curb for pickup shall serve as prima facie evidence that the facility has compliance with its performance-based recycling plan. This determination may be made each time a container is placed for collection. **[Added 3-5-2019 by Ord. No. 2019.11]**

PERFORMANCE-BASED RECYCLING PLAN — A recycling management plan for each facility shall contain a minimum of five elements, to include: **[Added 3-5-2019 by Ord. No. 2019.11]**

- (1) A written plan.
- (2) The facility owner's contact information.
- (3) A single point of contact for recycling matters.
- (4) The facility address.
- (5) A plan that includes a method or procedure to ensure only acceptable recycling materials are placed in the recycling container for curbside collection.

PRIVATE TRANSFER STATION — A privately owned building or container or designated area in which waste is temporarily deposited and stored for transshipment to a disposal facility.

PRIVATE WAY — Any street, lane, road or other roadway not considered a public way.

PUBLIC WAY — Any street, lane, road, or other roadway accepted by the City Council as a public way.

RESOURCE RECOVERY — The recovery of materials or substances that still have useful physical or chemical properties after serving a specific purpose and can be reused or recycled for the same or other purposes.

SELF-HAULER — Any person involved in the collection and transportation of self-generated recyclable material or solid waste.

SOLID WASTE — Useless, unwanted or discarded solid material with insufficient liquid content to be free-flowing, including, by way of example and not by limitation, rubbish, garbage, scrap materials, junk, refuse, inert fill material and landscape refuse, but shall not include septic tank sludge or agricultural or hazardous wastes.

UNACCEPTABLE WASTE — All solid waste of the type municipalities are required to regulate by 38 M.R.S.A. § 1305, as amended, which specifically excludes industrial and sewage treatment plant sludge, and not included in the definition of "acceptable waste."

WASTE HAULER — Any person, firm or corporation which collects residential, institutional, commercial and/or industrial waste for a fee and transports it to a central collection or disposal facility and any person, business or institution which transports its own waste to the designated disposal facility.

WHITE GOODS — Major appliances, such as refrigerators, stoves, freezers, washing machines and dryers, generally having a bulk in excess of 10 cubic feet or a single dimension exceeding five feet.

Sec. 58-2. Legislative authority.

This chapter is enacted pursuant to the authority granted in 30-A M.R.S.A. §§ 2001, 2002 and 3001 and 38 M.R.S.A. § 1304-B.

Sec. 58-3. Purpose.

- (a) The City has a statutory obligation to provide solid waste disposal services for domestic and commercial waste generated within the City and is authorized to provide such a facility for industrial waste and sewage treatment plant sludge, pursuant to 38 M.R.S.A. § 1305(1). Municipal solid waste contains valuable recoverable resources, including energy, which if recovered reduce the cost of solid waste disposal.
- (b) The City must exercise its legal authority to control the collection, transportation and disposal of solid waste generated within its borders.
- (c) The City shall establish a system of regular collection, subject to the requirements of this chapter, for all household garbage and rubbish and recyclables, all as defined herein. The City will not collect commercial garbage and rubbish, and such commercial garbage and rubbish shall be removed from the premises and disposed of at the expense of the owner or occupant of such premises. The City shall not collect otherwise eligible waste from residences located on private ways unless it is brought to the intersection of the private way and a public way and otherwise complies with all other requirements of this article. The Director of Public Works is expressly granted the authority to issue rules or regulations governing the collection of containers on private ways, streets that are too narrow to allow for routine collection, and for dead-end streets where it is impractical for the collection trucks to service the containers.

Sec. 58-4. Regulated activity.

The accumulation, collection, transportation and disposal of the following materials generated within the City shall be regulated in the following manner:

- (1) All acceptable solid waste generated within the City from eligible residential customers and grandfathered facilities shall be placed in a designated solid waste container and collected by the City at curbside on a weekly basis. Acceptable solid waste includes normal household refuse, including residential offal, household trash and kitchen waste. Unacceptable waste shall not be collected and must be disposed of properly by residents at the city's transfer station. Unacceptable waste includes, but is not limited to: leaf and yard waste; dirt; sod; concrete; rock; large appliances; small appliances or furniture; televisions or other electronic equipment; computers; construction, remodeling or demolition debris; textiles; hazardous waste; commercial or industrial waste; medical waste; hazardous materials; mercury containing products such as fluorescent lamps, ballast, thermometers, and thermostats; and liquid and flammable waste such as non-latex paint, gasoline, diesel, oil, pesticides, herbicides, and hot ashes. Unacceptable items not collected by the public works' curbside program will be the responsibility of the resident for proper disposal. Unacceptable items must be removed from curbside within 24 hours by the resident. **[Amended 3-3-2015 by Ord. No. 2015.10; 3-5-2019 by Ord. No. 2019.11]**
- (2) Overflow shall not be collected unless contained within a designated bag made available to residents on a fee-per-bag basis. The overflow bag may be placed on or adjacent to the designated municipal waste container or in a container separate from the designated municipal solid waste container. There shall be a limit of 2 overflow bags per municipal container except during the Thanksgiving and Christmas holidays.
- (3) If overflow is placed in a separate container, the container shall not be larger than 45 gallons or weigh in excess of 35 pounds and shall not to consist of more than two overflow bags.
- (4) All acceptable recyclable materials from eligible residential customers, and grandfathered facilities if applicable, shall be placed in a designated recycling container and collected by a City authorized commercial hauler at curbside on a weekly basis. **[Amended 3-3-2015 by Ord. No. 2015.10]**
- (5) All recyclable materials designated as acceptable for delivery to the Biddeford Recycling Center may be delivered to the facility by any entity.
- (6) All unacceptable waste generated within the City shall be deposited in a manner prescribed elsewhere in this chapter and or as specified by the Director of Public Works.
- (7) All commercial waste shall be regulated in accordance with the most recent version of the International Property Management Code adopted by the City of Biddeford.

Sec. 58-5. Property rights.

- (a) All solid waste collected by City vehicles or deposited at the City transfer station or other designated area shall become the property of the City or its assignee. No one may salvage, remove or carry off any such waste without prior approval of the Director of Public Works in accordance with a policy approved by the Biddeford City Council.

- (b) All recyclable materials collected by a City-authorized commercial hauler shall become the property of the City-authorized commercial hauler unless otherwise specified in a written contract.

Sec. 58-6. Administration.

This chapter shall be administered as described below:

- (1) City Council: Adopt reasonable rules and regulations as needed to enforce this chapter and institute any necessary proceedings, either legal or equitable, to enforce this article.
- (2) City Clerk: To consider all license applications and to grant or deny each application within 10 days after receipt of a completed application at the City offices or a later time as deemed reasonable by the City Clerk and the applicant.
- (3) Codes Office:
 - a. To review any alleged violation of this chapter, and to impose appropriate penalties.
 - b. To institute necessary proceedings, either legal or equitable, to enforce this chapter.

- c. To review all applications in consultation with the City Clerk.

(4) Director of Public Works:

- a. The collection, transportation and disposal of all waste generated within the municipality shall be under the supervision and direction of the Director of Public Works.
- b. The Director of Public Works shall establish a collection schedule that will allow for the collection of acceptable municipal solid waste and acceptable recyclable materials on a regular basis and may make periodic changes to the schedule as may be needed to facilitate the program in an efficient and effective manner.
- c. The Director of Public Works shall determine the manner in which unacceptable waste shall be managed and deposited.
- d. The Director of Public Works or designee shall ensure that a reasonable attempt is made to provide appropriate notice to affected parties upon adoption of material changes to this chapter. **[Added 3-5-2019 by Ord. No. 2019.11]**

(5) Solid Waste Management Commission.

- a. To review the City's waste collection and management policies and propose revisions as may be needed to facilitate the City's comprehensive solid waste management plan, and reduce costs to the taxpayers of the City.
- b. Evaluate, propose, and conduct education and outreach to facilitate the program in an efficient and effective manner.

Sec. 58-7. Regulated activities and administration.

The accumulation, collection, transportation and disposal of solid waste, both acceptable and unacceptable, generated within the City of Biddeford shall be regulated in the following manner:

- (1) Such City collection will be limited to properties whose primary use is residential in nature.
- (2) The operating hours and general administration of the City transfer station shall be set by the City Council, except for holidays or emergencies where the Director of Public Works would have the authority to set emergency hours.
- (3) When a holiday falls upon the day of collection, or severe weather necessitates cancellation of collection services, recycling services for the residents on that day's route will be collected on the following Saturday. Collection of waste shall be on the next day following the cancellation.
- (4) In the event of two or more collection service cancellations in one week, the Public Works Director shall publish an emergency collection schedule, which may include, but may not be limited to, no collection for one or more routes with collection occurring on the next week's regular schedule. The requirement that all acceptable municipal solid waste fit in the designated municipal solid waste container shall be waived during emergency collection events.

- (5) All grandfathered facilities shall submit a written performance-based recycling plan to the Director of Public Works as identified by the following schedule: **[Added 3-5-2019 by Ord. No. 2019.11]**
- (1) Grandfathered facilities shall submit a written performance-based recycling plan within 30 days of the effective date of this subsection.
 - (2) A written performance-based recycling plan shall be submitted to the Code Enforcement Office. The method of delivery may include plans submitted via email, fax, regular mail or hand delivery.
 - (3) The Code Enforcement Office shall identify any deficiencies, in writing, along with a due date for a response/corrective action and may request a plan modification upon failure to provide a performance-based demonstration of compliance.
- (6) Residential property owners shall be issued a recycling container and are responsible for compliance with the rules and restrictions for its use, including the separation of acceptable recyclable materials as defined in this Chapter 58 (the "Recycling Rules"). Violations are subject to the provisions of Section 58-9. **[Added 10-18-2022 by Ord. No. 2022.84]**

Sec. 58-8. Variances.

- (a) Evaluation of private ways for municipal waste collection and curbside collection of acceptable recyclables shall be reviewed through the variance process. The Director of Public Works may, on written application, grant a variance from a specific provision of this chapter in specific cases, subject to appropriate conditions, where such variance is in harmony with the general purpose and intent of this chapter. Such variance, if granted, shall remain valid until such time as the condition or conditions warranting the variance are no longer valid. As an example and for the avoidance of doubt, the sale of property or the assignment of a new tenant shall terminate the variance, at which time the new property owner or tenant may apply for a variance.
- (b) A grandfathered facility, excluding grandfathered condominium facilities, shall no longer be eligible to receive municipal curbside collection services following the date upon which ownership of the property changes or the property becomes otherwise ineligible for services. **[Amended 3-3-2015 by Ord. No. 2015.10]**

Sec. 58-9. Penalties. [Amended 3-5-2019 by Ord. No. 2019.11; 10-18-2022 by Ord. No. 2022.84]

- (1) Any person who violates any portion of this chapter shall be subject to penalties and enforcement as authorized under the provisions of City of Biddeford Ordinance, Sec. 1-12, General penalty for violation of Code; continuing violations.
- (2) In no event does this section limit the City's ability to address a nuisance or take other action for equitable relief.
- (3) Any grandfathered facility that generates two documented violations of Sec. 58-32, Mandatory separation, within any twelve-month period, shall result in the loss of City curbside trash collection and recycling services.

- (4) Any unacceptable material placed in the City-issued recycling bin for curbside pickup as set forth in the Recycling Rules shall subject the resident to the loss of their recycling privileges subject to the enforcement process set forth in Section 58-10.

Sec. 58-10. Enforcement. [Amended 3-5-2019 by Ord. No. 2019.11; 10-18-2022 by Ord. No. 2022.84]

This chapter shall be enforced by the Public Works Department, authorized commercial hauler, and Code Enforcement Office as further described below.

- (1) Any unacceptable material placed in the City-issued recycling bin for curbside pickup as set forth in the Recycling Rules shall be subject to the following cumulative enforcement provisions:
- a. Upon the first offense within any twelve-consecutive-month period, the issued recycling container will be removed from the curb and placed on the offender's property. A notice will be placed on the container that outlines the violation, along with a contact number of a Public Works staff member. A member of the Department of Public Works will attempt to contact the building owner to arrange for delivery of a brochure that outlines and explains the proper recycling rules. Staff will also advise the property owner of the consequences of further violations.
 - b. Upon the second offense within 12 months of the first offense, the recycling tote will be pulled away from the curb and placed back on the offender's property. A tag will be placed on the container that outlines the violation as a second offense. This will also serve as a warning of the potential loss of curbside services if a third infraction occurs within a period of one year.
 - c. Upon the third offense within 12 months of the second offense, the resident shall lose recycling curbside service. The Codes Department will be notified to allow enforcement action. Contact will be made with the building owner explaining that they have lost all curbside recycling privileges. City staff will explain other options. If there is a loss of recycling service and privileges as a result of noncompliance with the Recycling Rules, the resident who has lost such privileges will be required to lease a larger solid waste bin as described in Section 58-35 to replace both the recycling and the solid waste receptacles and pay the fee set forth in Section 58-35. Such penalty shall be resident specific, and if the resident at said location changes either due to a change in the tenant or a change in the owner/resident of such property, the new resident shall return the larger solid waste receptacle and be provided with receptacles as set forth in Section 58-35.
- (2) Upon observation of failure to place only acceptable municipal solid waste in the designated solid waste container [or the violation of the provisions of Section 58-4](#), the receptacle will not be collected, and a warning notice shall be placed on the appropriate designated container by the Public Works Department or City-authorized commercial hauler.
- a. The address, date, and nature of the nonconformance shall be forwarded to the Director of Public Works and the Code Enforcement Officer.


- b. The Director of Public Works and Code Enforcement Officer shall document and review each nonconformance and determine the appropriate enforcement action.
 1. Nonconformance notices corrected prior to the next scheduled collection date shall be closed with no further action except as otherwise identified in Sec. 58-9.
 2. Failure to correct a nonconformance notice prior to the next scheduled collection date or two or more consecutive nonconformance events in any twelve-month period shall warrant direct contact with the property owner and responsible party to document education and outreach, except as otherwise identified in Sec. 58-9.
 3. Nonconformance notices issued after contact and education shall be subject to penalties as per Section 58-9.
 4. Enforcement for the performance-based recycling plan requirement and performance-based demonstration of compliances shall commence relative to the applicable timelines specified in Sec. 58-7.
- (3) Upon determination by the Code Enforcement Officer that a violation of this chapter exists or has occurred, the Code Enforcement Officer shall give written notice of the violation to the violator, which notice shall specify the section violated, the nature of the violation, and a reasonable time period to cure the violation.
- (4) If a waste hauler is found to be unlicensed, penalties and enforcement shall be in accordance with Section 58-9.

Sec. 58-11. Effect on other laws; severability.

The provisions of this chapter shall supersede all other local laws, ordinances, resolutions, rules or regulations contrary thereto or in conflict therewith. If provisions of this chapter, or the applicability thereof to any person or circumstance, shall be held invalid, the remainder of this chapter and the application thereof shall not be affected thereby.

Sec. 58-12. through Sec. 58-30. (Reserved)

City of Biddeford



2026.40 IN BOARD OF CITY COUNCIL... March 17, 2026

BE IT ORDERED, that the City Council does hereby approve of the following changes to Sec. 58-1. Definitions, Sec. 58-4. Regulated Activity and Sec. 58-10. Enforcement:

HOUSEHOLD GARBAGE AND RUBBISH — Any acceptable waste originating and/or generated within the boundaries of the City, at the site of generation by a homeowner or occupant. For the purpose of this chapter, acceptable solid waste includes normal household refuse, including residential offal, household trash and kitchen waste ~~this and~~ does not include commercial garbage, rubbish, or waste except that waste generated from a grandfathered facility.

Sec. 58-4. Regulated activity.

The accumulation, collection, transportation and disposal of the following materials generated within the City shall be regulated in the following manner:

- (1) All acceptable solid waste generated within the City from eligible residential customers and grandfathered facilities shall be placed in a designated solid waste container and collected by the City at curbside on a weekly basis. Acceptable solid waste includes normal household refuse, including residential offal (food waste), household trash and kitchen waste. Unacceptable waste shall not be collected and must be disposed of properly by residents at the city's transfer station. Unacceptable waste includes, but is not limited to: leaf and yard waste; dirt; sod; concrete; rock; large appliances; small appliances or furniture; televisions or other electronic equipment; computers; construction, remodeling or demolition debris; textiles; ~~hazardous waste; commercial or industrial waste~~; medical waste; hazardous materials; mercury containing products such as fluorescent lamps, ballast, thermometers, and thermostats; and liquid and flammable waste such as non-latex paint, gasoline, diesel, oil, pesticides, herbicides, and hot ashes. Unacceptable items not collected by the public works' curbside program will be the responsibility of the resident for proper disposal. Unacceptable items must be removed from curbside within 24 hours by the resident. [Amended 3-3-2015 by Ord. No. 2015.10; 3-5-2019 by Ord. No. 2019.11]

(2) Overflow shall not be collected unless contained within a designated bag made available to residents on a fee-per-bag basis. The overflow bag may be placed on or adjacent to the designated municipal waste container or in a container separate from the designated municipal solid waste container. There shall be a limit of 2 overflow bags per municipal container except during the Thanksgiving and Christmas holidays.

~~(1)(3)~~If overflow is placed in a separate container, the container shall not be larger than 45 gallons or weigh in excess of 35 pounds and shall not to consist of more than two overflow bags.

~~(2)(4)~~All acceptable recyclable materials from eligible residential customers, and grandfathered facilities if applicable, shall be placed in a designated recycling container and collected by a City authorized commercial hauler at curbside on a weekly basis. [Amended 3-3-2015 by Ord. No. 2015.10]

~~(3)(5)~~All recyclable materials designated as acceptable for delivery to the Biddeford Recycling Center may be delivered to the facility by any entity.

~~(4)(6)~~All unacceptable waste generated within the City shall be deposited in a manner prescribed elsewhere in this chapter and or as specified by the Director of Public Works.

~~(5)(7)~~All commercial waste shall be regulated in accordance with the most recent version of the International Property Management Code adopted by the City of Biddeford.

Sec. 58-10. Enforcement.

(2) Upon observation of failure to place only acceptable municipal solid waste in the designated solid waste container or the violation of the provisions of Section 58-4, the receptacle will not be collected and a warning notice shall be placed on the appropriate designated container by the Public Works Department or City-authorized commercial hauler.

March 17, 2026

Motion: Councilor Beaupre

Second: Councilor Lessard

Councilor Beaupre - motion to amend 58-4 -1 new text, remove from unacceptable waste: "hazardous waste; commercial or industrial waste".

Second: Councilor Lessard

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

1 nay – Councilor Boston

Amendment passed.

Vote on the order as amended: Unanimous in favor.

Motion passed.

April 7, 2026

Attest by: _____

City of Biddeford



2026.40 IN BOARD OF CITY COUNCIL... March 17, 2026
BE IT ORDERED, that the City Council does hereby approve of the following changes to Sec. 58-1. Definitions, Sec. 58-4. Regulated Activity and Sec. 58-10. Enforcement:

ACCEPTABLE SOLID WASTE

~~Acceptable solid waste includes normal household refuse, including residential offal, household trash and kitchen waste. Acceptable solid waste does not include: leaf and yard waste; dirt; sod; concrete; rock; large appliances; small appliances or furniture; televisions or other electronic equipment; computers; construction, remodeling or demolition debris; textiles; hazardous waste; commercial or industrial waste; medical waste; hazardous materials; mercury-containing products such as fluorescent lamps, ballast, thermometers, and thermostats; and liquid and flammable waste such as non-latex paint, gasoline, diesel, oil, pesticides, herbicides, and hot ashes.~~

HOUSEHOLD GARBAGE AND RUBBISH

—Any acceptable solid waste originating and/or generated within the boundaries of the City, at the site of generation by a homeowner or occupant. For the purpose of this chapter, ~~this acceptable solid waste includes normal household refuse, including residential offal, household trash and kitchen waste~~ this and does not include commercial garbage, rubbish, or waste except that waste generated from a grandfathered facility.

Sec. 58-4. Regulated activity.

The accumulation, collection, transportation and disposal of the following materials generated within the City shall be regulated in the following manner:

- (1) All acceptable solid waste generated within the City from eligible residential customers and grandfathered facilities shall be placed in a designated solid waste container and collected by the City at curbside on a weekly basis. ~~For purposes of this paragraph, Acceptable solid waste includes normal household refuse, including residential offal, household trash and kitchen waste. Unacceptable waste shall not be collected and must be disposed of properly by residents at the city's transfer station. Unacceptable waste includes, but is not limited to: leaf and yard waste; dirt; sod; concrete; rock; large appliances; small appliances or furniture; televisions or other electronic equipment; computers; construction, remodeling or demolition debris; textiles; hazardous waste; commercial or industrial waste; medical waste; hazardous materials; mercury containing products such as fluorescent lamps, ballast, thermometers, and thermostats; and liquid and flammable waste such as non-latex paint.~~

Commented [RH1]: I think we should use a consistent term to describe the sort of curbside trash we are dealing with here. Mr. Demers should weigh in.

Consider "acceptable municipal solid waste," or "Acceptable Solid Waste." The term presently used with respect to curbside pickup is "acceptable solid waste." See Sec. 58-4.

The term "Household Garbage and Rubbish" is not included in 58-4 so it does not make sense to me to modify that definition as suggested in this context.

"Acceptable municipal solid waste" is used elsewhere in the ordinance such as in Section 58-10, or in the definition for "Designated Municipal Solid Waste Container."

We can see the need for a consistent, single term here. Consistency in terminology with respect to residential curbside trash would increase clarity.

Commented [RH2]: I think Mr. Demers' input is needed here; there is already a definition for "Solid Waste" but I'm not sure all the items included in "Solid Waste" are appropriate for curbside pickup.

Commented [RH3]: There is already a definition for "acceptable municipal solid waste," but the definition is vague. Perhaps the best definition to change is "acceptable municipal solid waste"? The term is used elsewhere in the ordinance. See Section 58-10(2). We need Mr. Demers' input on that. Does Section 58-10 govern?

Commented [RH4]: Whatever consistent term decided on should be used here.

~~gasoline, diesel, oil, pesticides, herbicides, and hot ashes. the City will not collect any unacceptable waste or any items that are not "acceptable solid waste" as defined in this Chapter. Property owners and/or residents who cause unacceptable waste and/or items other than acceptable solid waste to be left on a curbside are responsible for safely and properly disposing of such Unacceptable items. Property owners and/or residents must remove any not collected by the public works' curbside program will be the responsibility of the resident for proper disposal. Unacceptable unacceptable waste and/or items that are not acceptable solid waste must be removed from curbside within 24 hours, by the resident.~~ [Amended 3-3-2015 by Ord. No. 2015.10; 3-5-2019 by Ord. No. 2019.11]

Commented [RH5]: I don't think this will work because of Sections 58-9 and 58-10.

(2) Overflow shall not be collected unless contained within a designated bag made available to residents on a fee-per-bag basis. The overflow bag may be placed on or adjacent to the designated municipal waste container or in a container separate from the designated municipal solid waste container. There shall be a limit of 2 overflow bags per municipal container except during the Thanksgiving and Christmas holidays.

Commented [RH6]: How many are allowed on Thanksgiving and Christmas?

~~(1)(3)~~ If overflow is placed in a separate container, the container shall not be larger than 45 gallons or weigh in excess of 35 pounds and shall not to consist of more than two overflow bags.

~~(2)(4)~~ All acceptable recyclable materials from eligible residential customers, and grandfathered facilities if applicable, shall be placed in a designated recycling container and collected by a City authorized commercial hauler at curbside on a weekly basis. [Amended 3-3-2015 by Ord. No. 2015.10]

Commented [RH7]: Are people putting unauthorized items in the recycling too? If so, that definition could be modified as well.

~~(3)(5)~~ All recyclable materials designated as acceptable for delivery to the Biddeford Recycling Center may be delivered to the facility by any entity.

~~(4)(6)~~ All unacceptable waste generated within the City shall be deposited in a manner prescribed elsewhere in this chapter and or as specified by the Director of Public Works.

~~(5)(7)~~ All commercial waste shall be regulated in accordance with the most recent version of the International Property Management Code adopted by the City of Biddeford.

Sec. 58-10. Enforcement.

(2) Upon observation of failure to place only acceptable ~~municipal~~ solid waste in the designated solid waste container, or upon observation of any the violation of the provisions of Section 58-4, the receptacle will not be collected and a warning notice shall be placed on the appropriate designated container by the Public Works Department or City-authorized commercial hauler.

Commented [RH8]: Again, I would advise having a single and consistent term for curbside residential trash and using that term in the portions of the ordinance that deal with such trash, rather than multiple different terms in different sections of the ordinance.

Attest by: _____
Robin Patterson, City Clerk



City Council

Meeting Date: April 7, 2026
Meeting Time: 6:00 PM
Agenda Item No: 12.a
Item 2026.48 Acceptance of Edward Byrne Memorial Justice Assistance Grant
Description: (JAG)
Submitted By: Chief JoAnne W. Fisk

Key Terms:

Edward R. Byrne Memorial Justice Assistance Grant (JAG)
Bureau of Justice Assistance (BJA)

Executive Summary:

The Edward R. Byrne Memorial Justice Assistance Grant Program is the primary provider of federal criminal justice funding to state and units of local government. Through this opportunity, the Bureau of Justice Assistance (BJA) awards Justice Assistance Grants to eligible units of local governments.

Detailed Review:

The Edward R. Byrne Memorial Justice Assistance Grant (JAG) Program (42 U.S.C. 3751(a)) is the primary provider of federal criminal justice funding to state and local jurisdictions. JAG funds support all components of the criminal justice system, from multi-jurisdictional drug and gang task forces to crime prevention and domestic violence programs, courts, corrections, treatment, and justice information-sharing initiatives. JAG funded projects may address crime through the provision of services directly to individuals and/or communities and by improving the effectiveness and efficiency of criminal justice systems, processes and procedures. The City of Biddeford has received this grant award for multiple years.

This year's grant award is in the amount of \$32,540.00 and requires no matching funds from the City. Items to be purchased are listed below:

Two Motorola M500 in-car video units, two Rhino Tab portable mobile data terminal computers with keyboards, two Stalker Dual Antenna Radar Systems.

Funding Source:

N/A

Staff Recommendation:

Staff recommends the acceptance of the grant award in the amount of \$32,540.00.

Next Steps:

Formal acceptance of grant award.

Attachments:

1. Stalker Dual Antena Radar Quote (2)
2. Patrol PC Mobile Data Terminal Quote (2)
3. Motorola M500 In-Car Video systems (2)
4. Bureau of Justice Assistance fact sheet
5. JAG 2025 Council order

855 E. Collins Blvd.
Richardson, TX75081
Phone: 972-398-3780
Fax: 972-398-3781

National Toll Free: 1-800- STALKER

Page 1 of 1
Date: 12/23/2025

Inside Sales Partner: Rebecca Fonseca
972-801-4847
rebecca@stalkerradar.com

Reg Sales Mgr: Dan Doyle
+1-972-398-3780
dand@stalkerradar.com

Effective From: 01/27/2025

Valid Through: 04/27/2025

Lead Time: 45 working days

Bill To: Biddeford Police Department 39 Alfred St Biddeford, ME 04005-2516	Customer ID: 020689 Accounts Payable	Ship To: Biddeford Police Department 39 Alfred St Biddeford, ME 04005-2516	<i>FedEx Ground</i> *Corporal Scott LaBrecque
--	--	--	---

Grp	Qty	Package	Description	Wrnty/Mo	Price	Ext Price
1	2	805-0022-00	Dual - 2 Antenna Radar System	36	\$2,250.00	\$4,500.00
Ln	Qty	Part Number	Description		Price	Ext Price
1	2	200-0998-50	Dual Enhanced Counting Unit, 1.5 PCB, ARM Processor			\$0.00
2	2	200-1571-00	Dual SL Modular OSC Display			\$0.00
3	4	200-1468-00	Dual DSR Ka Antenna			\$0.00
4	2	200-0920-00	Dual SL Remote Control w/Screw Latch			\$0.00
5	2	200-0769-00	25 MPH/40 KPH KA Tuning Fork			\$0.00
6	2	200-0770-00	40 MPH/64 KPH KA Tuning Fork			\$0.00
7	2	200-1377-10	2021-2024 Dodge Durango CU/Antenna Combo Mount		\$203.00	\$406.00
9	2	200-1321-00	2019-2024 Dodge Durango Rear Antenna Mount		\$134.00	\$268.00
10	2	200-0648-00	Display Sun Shield			\$0.00
11	2	155-2591-02	2 Foot Antenna Cable, IP67			\$0.00
12	2	155-2591-20	20 Foot Antenna Cable, IP67			\$0.00
13	2	200-0622-00	VSS Cable Kit			\$0.00
14	2	200-0820-00	Dual Manual Kit			\$0.00
15	2	006-0096-00	Fan Noise Suppression Addendum - Dual SL			\$0.00
16	2	035-0361-00	Shipping Container, Dash Mounted Radar			\$0.00
17	2	005-1468-00	Dual Certified Package			\$0.00
18	2	060-1000-36	36 Month Warranty			\$0.00
Group Total						\$5,174.00

Product	\$5,174.00	Sub-Total:	\$5,174.00
Discount	\$0.00	Sales Tax 0%	\$0.00
		Shipping & Handling:	\$0.00
Payment Terms: Net 30 days		Total: USD	\$5,174.00

Vehicle Information: 2024 Dodge Durango
Contract # MA 18P 190905*038

This Quote or Purchase Order is subject in all respects to the Terms and Conditions detailed at the back of this document. These Terms and Conditions contain limitations of liability, waivers of liability even for our own negligence, and indemnification provisions, all of which may affect your rights. Please review these terms and Conditions carefully before proceeding.



S R C 6 A 2 3 1 2 1 Z

QUOTE

QUO-18085

2026-03-19

Sales Agent: Jesse Coulombe
 Email: jcoulombe@patrolpc.com
 Phone: (508) 431-4123



Advanced Electronic Design Inc
 344 John Dietsch Blvd, Unit 2
 North Attleboro, MA, US 02763
 (508) 699-0458

DRAFT

Attention		
Bill Gooch	william.gooch@biddefordmaine.org	(207) 282-5127

Bill To	Ship To
ME - City of Biddeford PD 39 Alfred Street Biddeford, ME - 04005	ME - City of Biddeford PD 39 Alfred Street Biddeford, ME - 04005

Expiry Date	Shipping Rate	Payment Terms
2026-05-18	GROUND	NET 30

Item	Description	Type	Unit Price	Qty	Line Total
RH-M4-i7	RhinoTab® M4 UltraRugged® Portable MDT with Intel Core i7-1185G7E Processor (1.8 GHz - 4.4 GHz, 12 MB Cache, 4 Core, Intel Iris Xe Graphics), Multi-Touch Capacitive Screen, Internal Battery, Ambient Light Sensor, Intel WiFi 7, Bluetooth 5.4, GPS, 2MP Front Camera and 8MP Rear Camera w/ Flash, Dual Digital Microphones, Stereo Speakers, 1 USB 3.0 A Port, 1 USB 3.0 C Port, TPM v2.0).	SALE	\$3,995.00	2	\$7,990.00
RAM: RAM-32GB-DDR4	32GB DDR4-2400 RAM		INCLUDED		INCLUDED
Hard-Drive: SSD-250GB-NVMe	250GB M.2 NVMe SSD - 1GB = 1,000,000,000 bytes. Total usable memory will be less depending on actual system configuration		INCLUDED		INCLUDED
Screen: SCRN-HRES-M4	12.1 in 2160x1440, 3:2 ratio, sunlight readable, optically bonded display. 1300+ NITs.		\$100.00		\$200.00
Operating System: OS-W11E64	Windows 11 IoT Enterprise 64 Bit (GAC License) Operating System		\$210.00		\$420.00
Carrying Method: CARRY-HANDLE-M4	Side-Mount handle.		\$0.00		\$0.00
Cellular: CELL-URC2-VER-M4	Embedded 5G Cellular Modem for Verizon. Dual SIM capable.		\$545.00		\$1,090.00
Warranty: WRNT-3YR-RH-M4	3 year computer warranty.		INCLUDED		INCLUDED
RD-V2	Patrol PC® RhinoDock™ Low Profile Dock (Non-Configurable) - 1 10/100/1G Ethernet, 2 USB 3.0, 2 Always On USB 2.0, 4 RF Pass-Thru, 2 Ports for External Power Control and Ignition Sense. 10 AMP Fused Power Cable, 3 Year Warranty	SALE	\$595.00	2	\$1,190.00
Power Cable: CBL-PWR-6FT	6 FT Fused Power Cable		INCLUDED		INCLUDED
Warranty: WRNT-3YR-RD-M2	3 Year RhinoDock Warranty (Dock Only)		INCLUDED		INCLUDED
MNT-VEH-TM-5502UDB-DUR	Westin Tablet and Keyboard Mount with Two Telescopic Posts. 12" Tablet Post with G.R.I.P. Tilt/Swivel and Single Arm with Universal Display Bracket with VESA 75, VESA 100 & 2X4 Patterns (UDB-01). 10" Keyboard Post with G.R.I.P. Tilt/Swivel and Double Arm with Triple Pivot and Adjustable Tray for 12" Keyboard. Telescopic Mid Section on Under the Seat Base for Dodge DURANGO; Jeep GRAND CHEROKEE (Specify Year) MPN#500-0013	SALE	\$671.00	2	\$1,342.00
PRN-PJ822	PocketJet 8, 200dpi, 8.5" Width, Thermal Printer with USB C Connectivity/Charging, 2 Year Premier Warranty (Printer only, requires DC power or optional battery, USB cable, and printing supplies) - 8.5 inch	SALE	\$439.00	2	\$878.00

CBL-PRN-USBC-10FT-90A	USB A to C 90 degree cable, 10 ft. (For PJ8 Series printers)	SALE	\$24.00	2	\$48.00
CBL-PRN-LB3692	Brother Power Cable, 14 FT, Right Angle for RuggedJet 2, 3 & 4 , PocketJet 3, 6, & 7	SALE	\$27.00	2	\$54.00

I have read and understood the following terms and conditions.

Will a matching PO be issued for this order? YES NO

Subtotal: \$13,212.00
Shipping Cost: \$219.40
Total: \$13,431.40

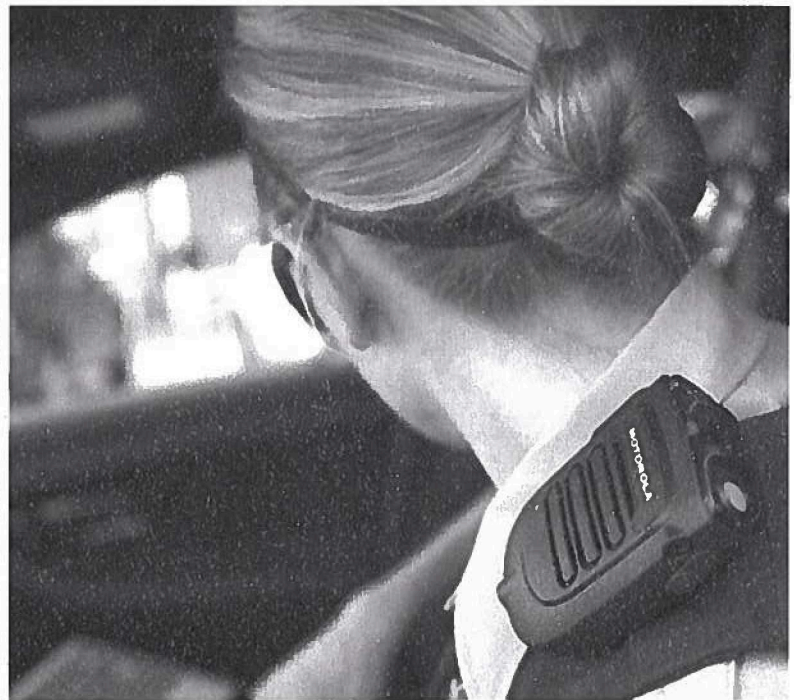
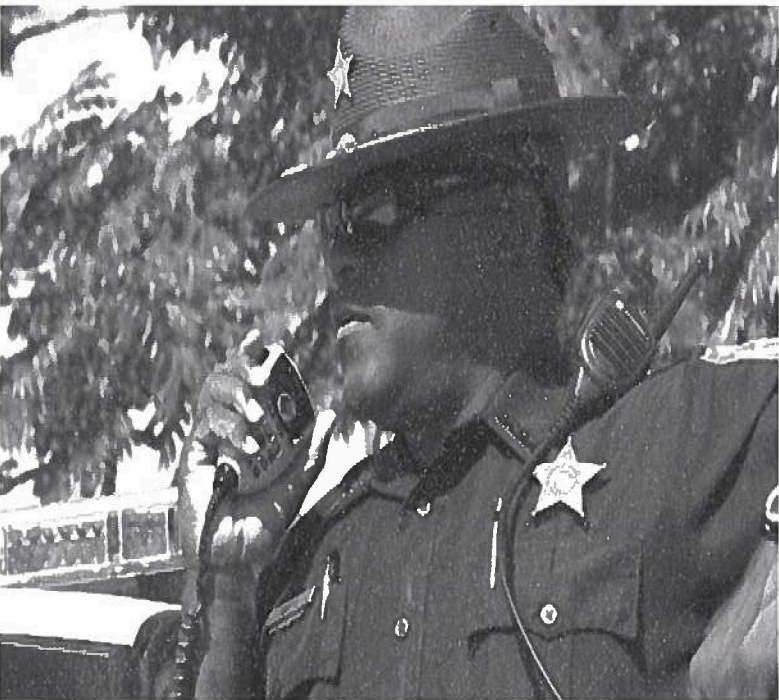
Printed Name: _____

Date of Approval: _____

Signature of Approval

Terms & Conditions:

Sales tax, if applicable, will be invoiced in accordance with purchaser's tax rate. Unpaid balances accrue 1.5% interest per month.



BIDDEFORD POLICE DEPT

2 M500 2026

03/18/2026

The design, technical, pricing, and other information ("Information") furnished with this submission is confidential proprietary information of Motorola Solutions, Inc. or the Motorola Solutions entity providing this quote ("Motorola") and is submitted with the restriction that it is to be used for evaluation purposes only. To the fullest extent allowed by applicable law, the Information is not to be disclosed publicly or in any manner to anyone other than those required to evaluate the Information without the express written permission of Motorola. MOTOROLA, MOTO, MOTOROLA SOLUTIONS, and the Stylized M Logo are trademarks or registered trademarks of Motorola Trademark Holdings, LLC and are used under license. All other trademarks are the property of their respective owners. © 2020 Motorola Solutions, Inc. All rights reserved.

03/18/2026

BIDDEFORD POLICE DEPT
39 ALFRED ST
BIDDEFORD, ME 04005

RE: Motorola Quote for 2 M500 2026

Dear William Gooch,

Motorola Solutions is pleased to present BIDDEFORD POLICE DEPT with this quote for quality communications equipment and services. The development of this quote provided us the opportunity to evaluate your requirements and propose a solution to best fulfill your communications needs.

This information is provided to assist you in your evaluation process. Our goal is to provide BIDDEFORD POLICE DEPT with the best products and services available in the communications industry. Please direct any questions to Robert Zink at Robert.Zink@motorolasolutions.com.

We thank you for the opportunity to provide you with premier communications and look forward to your review and feedback regarding this quote.

Sincerely,

Robert Zink

Billing Address:
 BIDDEFORD POLICE DEPT
 39 ALFRED ST
 BIDDEFORD, ME 04005
 US

Shipping Address:
 BIDDEFORD POLICE DEPT
 39 ALFRED ST
 BIDDEFORD, ME 04005
 US

Quote Date:03/18/2026
Expiration Date:05/17/2026
Quote Created By:
 Robert Zink
 Robert.Zink@
 motorolasolutions.com

End Customer:
 BIDDEFORD POLICE DEPT
 William Gooch
 william.gooch@biddefordmaine.org
 2072825172

AGREEMENT: WG AGREEMENT
Incoterms:CIF
Payment Terms:30 NET

Summary:

Any sales transaction resulting from Motorola's quote is based on and subject to the applicable Motorola Standard Terms and Conditions, notwithstanding terms and conditions on purchase orders or other Customer ordering documents. Motorola Standard Terms and Conditions are found at www.motorolasolutions.com/product-terms.

Line #	Item Number	Description	Qty	Term	Sale Price	Ext. Sale Price
	M500					
1	WGB-0703A	M500 ICV SYSTEM, V300 WIFI DOCK, SPS	2		\$5,260.00	\$10,520.00
2	WGB-0189A	MTIK CONF KIT,802.11AC,M500POE,5GHZ ANT	2		\$328.00	\$656.00
3	WGP02919-KIT	INSTALL KIT, M500 DVR, CONSOLE MOUNT	2		Included	Included
4	WGP02225-102-KIT2	BRKT4RE DISP/BWC/CAMVR 15TAHOE/SILV KIT	2		Included	Included
5	WGW00122-303	IN-CAR VIDEO SYSTEM CONFIGURATION SERVICE	2		\$187.50	\$375.01
6	LSV07S05296A	5Y ESSENTIAL - M500	2	5 YEARS	\$850.56	\$1,701.12
Subtotal						\$16,565.16
Total Discount Amount						\$3,313.03
Grand Total					\$13,252.13(USD)	



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.

Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 ~ #: 36-1115800

Notes:

- The Pricing Summary is a breakdown of costs and does not reflect the frequency at which you will be invoiced.
- Unless otherwise noted, this quote excludes sales tax or other applicable taxes (such as Goods and Services Tax, sales tax, Value Added Tax and other taxes of a similar nature). Any tax the customer is subject to will be added to invoices.
- Unless otherwise noted in this quote / order, installation of equipment is not included.



M500 IN-CAR VIDEO SYSTEM SOLUTION DESCRIPTION

The M500 In-Car Video System is the first AI-enabled in-car video solution for law enforcement. It combines Motorola's powerful camera technology with our industry-leading digital evidence management software, VideoManager, to deliver high-quality digital evidence and real-time analytics.

The M500 offers the following benefits:

- Delivers exceptionally clear, evidence-grade video, from inside and outside the vehicle
- The M500 has three high-definition cameras, mounted on the front and rear windshield and in the cabin. The front camera has a 4K sensor, with an ultra high-definition recording resolution that captures both wide-angle and focused video streams. The cabin camera's infrared illumination allows backseat recording in total darkness, and a built-in microphone captures audio in the vehicle during recording.
- Works reliably, even in challenging situations
- The cameras and processor are small, rugged devices, easily and securely installed where they do not hinder any line of sight. They are tamper proof and built to withstand significant impact and severe weather conditions. Even if a vehicle is in a serious collision, the Uninterruptible Power Supply automatically kicks in to continue capturing evidence for those critical extra seconds.
- Protects video data, whether in transit or at rest
- The powerful core processor, with a 1 terabyte drive, securely stores all video footage, encrypting the data to prevent cyber threats.
- Provides users a reliable, easy-to-learn system
- Ease of use is at the heart of the M500. The interface is highly intuitive, and any feature can be accessed with no more than three touches of the control panel. Users can start a recording manually or program sensors to activate a recording when triggered – such as a siren, blue lights, vehicle speed, crash detection, wireless microphones, and more. After the recording starts and is categorized, everything is automated, including the uploading of footage to the system's evidence management software, VideoManager. There, recordings are easily managed, redacted, organized, and shared with all authorized parties, including first responders, fleet managers, investigative officers, supervisors, prosecutors, and legal teams.
- Increases efficiency
- The system's software makes it easy to search and analyze video footage, which can save countless hours for users and minimize human error.
- Promotes trust
- By providing a clear record of incidents that occur while officers are on duty, the M500 promotes trust between public safety agents and the communities they serve.
- Integrates seamlessly with other Motorola technologies
- The M500 offers additional benefits when working in conjunction with Motorola's V700 Body-Worn Camera or L5M License Plate Recognition camera and VehicleManager.
 - When used with the V700, the M500 in-car video system triggers the V700 to record at the same time. Officers can focus on the situation at hand, while the cameras – working together as a seamless system – capture synchronized recording from multiple vantage points. The footage is uploaded to and can be reviewed on the same system.



- When used with the L5M, both the LPR camera and the M500 feed their collected license plate data into Vigilant VehicleManager and display the information on a single interface. Working together, the systems increase coverage while maintaining ease of use through a shared user interface and database.

The M500 is a reliable and comprehensive mobile video solution that will enhance safety, promote accountability, and improve efficiency. It ensures that you always have the critical information needed for smarter, faster decisions to help keep officers and the communities they serve safe.



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.

STATEMENT OF WORK - MOBILE VIDEO PRODUCTS NEW SYSTEM

OVERVIEW

This Statement of Work (SOW) outlines the responsibilities of Motorola Solutions, Inc. (Motorola) and the Customer for the implementation of body-worn camera(s), in-car video system(s), interview recording system(s) and/or your digital evidence management solution. For the purpose of this SOW, the term "Motorola" may refer to our affiliates, subcontractors, or certified third-party partners. A third party has been identified as our Motorola-certified installer and will work on Motorola's behalf to install your in-car video system(s).

This SOW addresses the responsibilities of Motorola and the Customer that are relevant to the implementation of the hardware and software components listed in the Solutions Description. Any changes or deviations from this SOW must be mutually agreed upon by Motorola and the Customer and will be addressed in accordance with the change provisions of the Contract. The Customer acknowledges any changes or deviations from this SOW may incur additional cost.

Motorola and the Customer will work to complete their respective responsibilities in accordance with the Project Schedule. Any changes to the Project Schedule must be mutually agreed upon by both parties in accordance with the change provisions of the Contract.

Unless specifically stated, Motorola will perform the work remotely. The Customer will provide Motorola personnel with access to their network and facilities so Motorola is able to fulfill its obligations. All work will be performed during normal business hours based on the Customer's time zone (Monday through Friday from 8:00 a.m. to 5:00 p.m.).

The number and type of software subscription licenses, products, or services provided by Motorola are specifically listed in the Contract and referenced in the SOW. Services & Products provided under this SOW are governed by the mutually executed Contract between the parties, or Motorola's Master Customer Agreement and applicable addenda ("Contract").

AWARD, ADMINISTRATION, AND PROJECT INITIATION

Project Initiation and Planning will begin following the execution of the Contract between Motorola and the Customer. At the conclusion of Project Planning, Motorola's Project Manager (PM) will begin status meetings and provide status reports on a regular cadence with the Customer's PM. The status report will provide a summary of activities completed, activities planned, progress against the project schedule, items of concern requiring attention, as well as, potential project risks and agreed upon mitigation actions.

Motorola utilizes Google Meet as its teleconference tool. If the Customer desires to use an alternative teleconferencing tool, any costs incurred from the use of this alternate teleconferencing tool will be the responsibility of the Customer.

FBI-CJIS SECURITY POLICY – CRIMINAL JUSTICE INFORMATION

CJIS Security Policy Compliance

Motorola believes our solution is not in scope of the FBI-CJIS Security Policy (CJISSECPOL) based on the definition in Section 4 of CJISSECPOL and how the FBI-CJIS defines Criminal Justice Information. However, Motorola does design its products with the CJISSECPOL security controls as a guide. Motorola's design and



features support best practice security controls and policy compliance. In the event of a CJIS technical audit request, Motorola will support the Customer throughout this process.

Personnel Security – Background Screening

Motorola will assist the Customer with completing the CJIS Security Policy Section Personnel Security related to authorized personnel background screening when requested to do so by the Customer. Based on the Personnel Security section of the CJISSECPOL, a Motorola employee is defined as someone who is required to be on the Customer's property with unescorted access to unencrypted CJI. Motorola employees will also have access to the Customer's network(s) and stored information and Motorola has remote access tools to support virtual escorted access to on-premises customer assets.

Additionally, Motorola performs independent criminal background investigations including name based background checks, credential and educational vetting, credit checks, U.S. citizen and authorized worker identity verification on its employees.

Motorola will support the Customer in the event of a CJIS audit request to validate employees assigned to the project requiring CJISSECPOL Personnel Security screening and determine whether this list is up to date and accurate. Motorola will notify the Customer within 24 hours or next business day of a personnel status change.

Security Awareness Training

Motorola requires all employees who will support the Customer to undergo Level 3 Security Awareness Training provided by Peak Performance and their CJIS online training platform. If the Customer does not have access to these records, Motorola can facilitate proof of completion. If the Customer requires additional and/or separate training, Motorola will work with the Customer to accommodate this request at an additional cost.

CJIS Security Addendum

Motorola requires all employees directly supporting the Customer to sign the CJIS Security Addendum if required to do so by the Customer.

Third Party Installer

The Motorola-certified third-party installer (if applicable) will work independently with the Customer to complete the CJISSECPOL Personnel Security checks, complete Security Awareness Training and execute the CJIS Security Addendum.

COMPLETION CRITERIA

The project is considered complete once Motorola has completed all responsibilities listed in this SOW. The Customer's task completion will occur based on the Project Schedule to ensure Motorola is able to complete all tasks without delays. Motorola will not be held liable for project delays due to incomplete Customer tasks.

The Customer must provide Motorola with written notification if they do not accept the completion of Motorola responsibilities. Written notification must be provided to Motorola within ten (10) business days of task completion. The project will be deemed accepted if no written notification is received within ten (10) business days.

In the absence of written notification for non-acceptance, beneficial use will occur thirty (30) days after functional demonstration of the system.



SUBSCRIPTION SERVICE PERIOD

If the contracted system includes a subscription, the subscription service period will begin upon the Customer's receipt of credentials for access or for hardware, upon shipment of the hardware. The provision and use of the subscription service is governed by the Contract.

PROJECT ROLES AND RESPONSIBILITIES OVERVIEW

Motorola Project Roles and Responsibilities

The Motorola Project Team will be assigned to the project under the direction of the Motorola Project Manager. Each team member will be engaged in different phases of the project as necessary. Some team members will be multi-disciplinary and may fulfill more than one role.

In order to maximize effectiveness, the Motorola Project Team will provide various services remotely by teleconference, web-conference, or other remote method in order to fulfill our commitments as outlined in this SOW.

Our experience has shown customers who take an active role in the operational and educational process of their system realize user adoption sooner and achieve higher levels of success with system operation. The subsections below provide an overview of each Motorola Project Team Member.

Project Manager (PM)

The PM will be the principal business representative and point of contact for Motorola. The PM's responsibilities may include but are not limited to:

- Manage Motorola responsibilities related to the delivery of the project.
- Maintain the Project Schedule, and manage assigned Motorola personnel, subcontractors, and suppliers as applicable.
- Coordinate schedules of assigned Motorola personnel, subcontractors, and suppliers as applicable.
- Conduct equipment inventory.
- Discovery validation
- Maintain project communications with the Customer.
- Identify and manage project risks.
- Coordinate collaboration of Customer resources to minimize project delays.
- Evaluate project status against Project Schedule.
- Conduct status meetings on mutually agreed upon dates to discuss project status.
- Provide timely responses to Customer inquiries and issues related to project progress.
- Conduct daily status calls with the Customer during Go-Live.

Post Sales Engineer

The Post Sales Engineer will work with the Customer's Project Team on:

- System provisioning.
- Data Migration
- Contracted data migration between two disparate digital evidence management systems (if applicable, additional fees may apply).



Field Engineer (FE)

The FE will work with the Customer's Project Team on:

- Inspect installation and configure hardware devices.
- Provide instructions to the Customer on how to configure the hardware.
- Review Deployment Checklist with the Customer.
- Develop and submit a Trip Report.
- Update Customer IP Map.

Professional Services Engineer (if applicable)

The Professional Services Engineer is engaged on projects that include integration between Motorola's digital evidence management system and the Customer's third-party software application. Their responsibilities include:

- Delivery of the interface between Motorola's digital evidence management system and the Customer's third-party software (e.g. CAD).

Technical Trainer / Instructor

The Technical Trainer / Instructor provides training on-site or remote depending on the training topic and deployment services purchased.

- Deliver provisioning education and guidance to the Customer for operating and maintaining their system.
- Provide product education as defined by this SOW and described in the Education Plan.

Motorola-Certified Installer (if applicable)

The Motorola-certified installer is primarily responsible for installing in-car video systems (ICVs) into Customer vehicles. There are specific requirements the 3rd party partner must meet in order to be considered a Motorola-certified installer, and they include the following:

- Required Training
- WTG0501 - M500 Vehicle Installation Certification (Remote) or WTG0503 - M500 Vehicle Installation Certification (Live)
- Needs to be renewed yearly.
- Needs to be submitted to the PM by the technician completing the installation no less than thirty (30) days prior to the installation.
- Review of any previous Motorola Solutions Technical Notifications (MTNs).
- Optional Training
- WGD00186 - M500 Installation Overview and Quick Start (NA)
- Not required for installation. Available for the installing technician.
- WGD00177 - M500 In-Car Video System Installation Guide
- Not required for installation. Available for the installing technician.
- MN010272A01 - M500 In-Car Video System Basic Service Manual
- Not required for installation. Available for the installing technician.

Other responsibilities the Motorola-certified installer may be involved in include the installation of cellular routers or Access Points. These activities will only be completed by Motorola if Motorola quotes these services; otherwise, the completion of these services are solely the responsibility of the Customer.



BUREAU OF JUSTICE ASSISTANCE FACT SHEET

EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT PROGRAM

Program Overview

The Edward Byrne Memorial Justice Assistance Grant Program is a [formula grant program](#) which serves as the leading source of federal justice funding to state and local jurisdictions. It was named after [Edward "Eddie" R. Byrne](#), an officer in the New York City Police Department who was murdered while protecting a witness in a drug case. The JAG Program provides states, tribes and local governments with critical funding necessary to support personnel, equipment, supplies, contractual support, training, technical assistance, and information systems for criminal justice or civil proceedings:

- Law enforcement;
- Prosecution and courts;
- Prevention and education;
- Corrections and community corrections programs;
- Drug treatment and enforcement programs;
- Planning, evaluation, and technology improvement;
- Crime victim and witness programs (other than compensation);
- Mental health programs and related law enforcement and corrections programs, including behavioral programs and crisis intervention teams;

- Implementation of state crisis intervention court proceedings and related programs or initiatives, including but not limited to mental health courts, drug courts, veterans courts and extreme risk protection order programs;
- Programs to purchase and operate unmanned aircraft systems (as defined in section 44801 of title 49, United States Code) to benefit public safety;
- Programs to purchase and operate counter-UAS systems (as defined in section 44801 of title 49, United States Code) included on the list of technologies established by subsection (d)(2)(A)(iii) section 210G of the Homeland Security Act of 2002 (6 U.S.C. 124n(d)(2)(A)(iii)) to exercise the authority granted under subsection (a)(2) of such section.

Also see [Purposes for Which Funds Awarded Under the JAG Program May Be Used](#) for more information.

Legislation

The JAG Program is authorized by Title I of Public Law 90-351 (generally codified at [34 U.S.C. 10101-10755](#)), including subpart 1 of part E (codified at [34 U.S.C. 10151-10158](#)); see also [28 U.S.C. 530C\(a\)](#).

Funding and Awards

Since fiscal year (FY) 2005, BJA has funded nearly 26,000 direct JAG awards, totaling over \$8.2 billion. Award information can be found at [Opportunities & Awards | OJP Award Data | Office of Justice Programs](#).



BJA
Bureau of Justice Assistance
U.S. Department of Justice

U.S. Department of Justice • Office of Justice Programs • Bureau of Justice Assistance

March 2026
<https://bja.ojp.gov>
Page 84 of 101

Formula

For each state, territory and the District of Columbia, the Bureau of Justice Statistics calculates a minimum base allocation which, based on the statutorily mandated JAG formula, can be enhanced by (1) the state's share of the national population and (2) the state's share of the country's Part 1 violent crime statistics as reported by the Federal Bureau of Investigation's (FBI's) Uniform Crime Reporting (UCR) Program. Once the state funding is calculated, 60 percent of the allocation is awarded to the state and 40 percent to eligible units of local government. For additional details regarding the JAG formula and award calculation process, with examples, please review the [JAG Technical Report](#).

Eligibility and Program Guidance

All 56 states, territories, and the District of Columbia are eligible as well as units of local government and tribes identified annually in the JAG allocation charts.¹ BJA posts the [annual JAG Program Notices of Funding Opportunity \(NOFOs\)](#) and [allocation charts](#) along with the [JAG Frequently Asked Questions \(FAQs\)](#) that are updated regularly.

How/When to Apply

BJA issues separate NOFOs for state and local JAG awards every year, generally in the spring or summer. All JAG applications must be submitted via [Grants.gov](#) and the Department of Justice's (DOJ's) [Justice Grants \(JustGrants\) System](#).

Award Length

JAG awards typically begin the first day of the fiscal year (October 1). Awards of \$25,000 or more have four year periods of performance and awards that are less than \$25,000 have 2 year periods of performance. Project period extensions for JAG awards can be requested consistent with guidance in the [DOJ Grants Financial Guide, Section 3.2](#); extension requests for awards with 2 year project periods will be approved automatically up to 4-years.

Match Requirement

A match is not required.

Reporting Requirements

JAG recipients are required to submit quarterly [performance measures](#) in the [Performance Measurement Tool \(PMT\)](#), semi-annual (awards \$25,000 or more) or annual (awards less than \$25,000) performance reports in [JustGrants](#), and quarterly Federal Financial Reports (SF-425s) in JustGrants. Detailed reporting information can be found in the [JAG FAQs](#).

Statewide Strategic Plans

States are required to submit a comprehensive strategic plan with their applications. Additionally, in any year in which the statewide strategic plan is not fully updated, states must also submit a brief annual report with their applications.

To help ensure that states consider the impact of JAG funding decisions across the entire criminal justice system, BJA strongly encourages each state to bring all criminal justice system stakeholders together in the strategic planning process. The strategic planning process should include local governments and representatives of all segments of the criminal justice system, including judges, prosecutors, law enforcement personnel, and corrections personnel, as well as providers of indigent defense services, victim services, juvenile justice delinquency prevention programs, community corrections, and reentry services.

State Reductions/Penalties

The Sex Offender Registration and Notification Act, which is Title I of the [Adam Walsh Child Protection and Safety Act of 2006](#), mandates a 10 percent reduction in a JAG award to a state that has failed to substantially implement SORNA. Further, states that have substantially implemented SORNA have an ongoing obligation to maintain their implementation each year. A JAG reduction will be applied for each year a jurisdiction has failed to substantially implement SORNA.

¹ States must designate a single State Administering Agency (SAA) that has authority to apply on their behalf. Contact information for each SAA can be found at www.ojp.gov/saa.

For additional information regarding SORNA implementation, including requirements and a list of states that will be affected in the current fiscal year by the 10 percent reduction to the JAG award, send inquiries to AskSMART@usdoj.gov. Additional SORNA guidance can be found within the [SORNA FAQs](#).

The Prison Rape Elimination Act National Standards are set out at [28 C.F.R. Part 115](#) and apply to confinement facilities including adult prisons and jails, juvenile facilities, and police lockups. Under PREA, if a state's chief executive (e.g., Governor) does not certify full compliance with the PREA National Standards, the state is subject to the loss of 5 percent of certain DOJ grant funds, including JAG award funds. See [34 U.S.C. § 30307\(e\)\(2\)](#). For additional information concerning PREA implementation, send inquiries to the PREA Management Office at PREACompliance@usdoj.gov and/or review the [PREA FAQs](#).

National Incident-Based Reporting System Compliance

Agencies reporting crime data to the FBI's UCR Program, whether they are reporting via the Summary Reporting System or the National Incident-Based Reporting System, are eligible for JAG funding.

By statute, BJA JAG awards are calculated using violent crime data from the FBI's UCR Program, which consists of SRS and NIBRS. Beginning in 2021, NIBRS became the national standard for law enforcement reported crime data. However, not all law enforcement agencies were able to make the transition by the January 2021 deadline, leading to a gap in crime data coverage. In 2022, the FBI began accepting SRS crime data again to provide a more complete picture of crime while agencies continue to transition to NIBRS. In accordance with the statute, BJS calculates the JAG awards using the data reported to the UCR program, which includes both SRS data and NIBRS data. For agencies submitting NIBRS data, all of the offenses submitted in an incident are used to calculate the violent crime count for that jurisdiction. For agencies submitting SRS data, only the most serious offense in an incident, as determined by the hierarchy rule, is used to calculate the violent crime count for that jurisdiction.¹

By statute, the JAG formula allocations are based on part 1 violent crimes, which includes murder and nonnegligent manslaughter, rape, robbery, aggravated assault, and, as defined in the statute, human trafficking. At the state level, funding allocations are determined by "the average annual number of part 1 violent crimes of the UCR of the FBI reported by such State for the three most recent years reported by such State to the average annual number of such crimes reported by all States for such years" (34 U.S.C. 10156(a)(1)(B)) and the state's population, as reported by the U.S. Census Bureau. At the local level, funding eligibility and allocations are determined by "the average annual number of part 1 violent crimes reported by such unit to the FBI for the 3 most recent calendar years for which such data is available bears to the number of part 1 violent crimes reported by all units of local government in the State in which the unit is located to the Federal Bureau of Investigation for such years" (34 U.S.C. 10156(d)(2)(A)).

For more information on NIBRS, please see: [National Incident-Based Reporting System \(NIBRS\) | Bureau of Justice Statistics](#). For more information on how BJS calculates JAG allocations, please see the [JAG technical reports](#).

Death in Custody Reporting Act Compliance

In FY 2019, BJA began requiring reporting from states pursuant to the Death in Custody Reporting Act ([DCRA; Public Law 113-242](#)). DCRA requires states to report to the Attorney General information regarding the death of any person who is detained, under arrest, in the process of being arrested, en route to be incarcerated, or is incarcerated at a municipal or county jail, state prison, state-run boot camp prison, boot camp prison that is contracted out by the state, any state or local contract facility, or other local or state correctional facility (including any juvenile facility). All DCRA data are reported in the PMT. Beginning with FY 2023 awards, states must submit a DCRA state implementation plan with their applications, which includes its plan for collecting and reporting DCRA program data. The required elements in the DCRA state implementation plan can be found at: [DCRA State Implementation Plan Guidance](#). Additionally, in any year in which the DCRA state implementation plan is not updated,

¹ See the glossary on the FBI's [Crime Data Explorer](#) for the definition of the hierarchy rule.

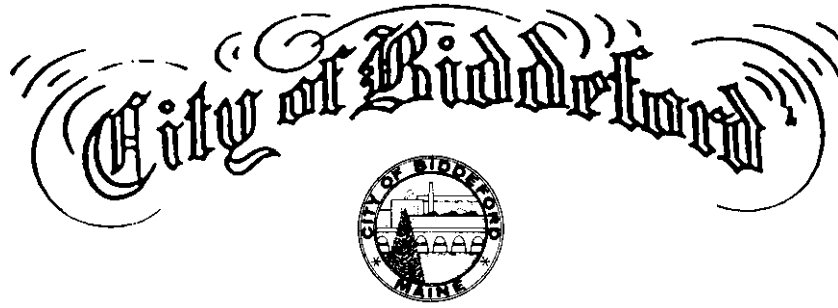
states must submit a brief annual DCRA implementation update with their applications. Additional information on DCRA reporting can be found on the [DCRA web page](#) and in the [DCRA Reporting Guidance and FAQs](#). A state that fails to comply may, at the discretion of the Attorney General, be subject to not more than a 10 percent reduction of the funds that would otherwise be allocated for that fiscal year to the state under the JAG program.

BJA is honored to administer “Byrne” funding to communities nationwide in memory of Officer Byrne.

ABOUT BJA

BJA helps America’s state, local and tribal jurisdictions reduce and prevent crime, lower recidivism, and promote a fair and safe criminal justice system. BJA provides a wide range of resources—including grants, funding, and training and technical assistance—to law enforcement, courts and corrections agencies, treatment providers, reentry practitioners, justice information sharing professionals, and community-based partners to address chronic and emerging criminal justice challenges nationwide. To learn more about BJA, visit bja.ojp.gov or follow us on Facebook (www.facebook.com/DOJBJA) and X (@DOJBJA). BJA is a component of the Department of Justice’s Office of Justice Programs.

NCJ 311695

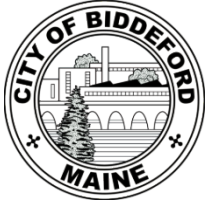


2026. 48 **IN BOARD OF CITY COUNCIL... April 7, 2026**
BE IT ORDERED, by the City Council of the City of Biddeford that
authorizes the acceptance of grant funds from the 2025 Edward R. Byrne
Memorial Justice Assistance Grant program on behalf of the Biddeford
Police Department.

The grant award in the amount of \$32,540.00 shall be used for:

- Two Motorola M500 recording systems
- Two Stalker Radar Units
- Two Patrol PC Mobile Data Terminals

Attested by: _____



City Council

Meeting Date: April 7, 2026
Meeting Time: 6:00 PM
Agenda Item No: 12.b
Item Description: 2026.45 Elimination of three disability parking stalls Adams Street
Submitted By: Chief JoAnne W. Fisk

Key Terms:

Removal of three Disability Parking Stalls currently listed in ordinance 42-100

Executive Summary:

Detailed Review:

In 1997, the State of Maine began construction on a new district courthouse located at 25 Adams Street in Biddeford. Parking in this area was then, and continues to be an issue in this congested area. The City of Biddeford Code of Ordinances shows on June 17, 2014 (Ord.No. 2014.44) an order was passed by City Council members to replace three general-use parking stalls with three disability-only parking stalls on Adams Street directly in front of the courthouse. These three stalls are in proximity to the disability ramp leading in to the courthouse.

On May 3, 2023, the York Judicial Center, now located at 515 Elm Street in Biddeford, opened to the public. With the opening of this facility, the former courthouse on Adams Street was decommissioned and eventually became the property of a private enterprise which has now rented out portions of the building to probation offices of the State of Maine.

Funding Source:

N/A

Staff Recommendation:

Given the limited parking in the Adams Street area known as City Square, the Traffic Committee reviewed the parking stalls and has recommended the removal of the three disability stalls, remanding them to parking as regulated under City Ordinance 42-92 Limited

Parking: Adams Street, odd-numbered side, from Main Street to Jefferson Street, two hours, Monday through Saturday from 8:00 a.m. to 5:00 p.m.; unless otherwise posted.

Next Steps:

The Traffic Committee voted to recommend passage of this item by Council at its March 31, 2026 meeting. This ordinance change will require two readings.

Attachments:

- 1. Exhibit A Disability Parking stalls street view
- 2. Exhibit B. Council Order

In front of 25 Adams Street formerly Biddeford District Court Three handicap parking stalls.



City of Biddeford



2026. 45 IN BOARD OF CITY COUNCIL... April 7, 2026
BE IT ORDERED, by the City Council of the City of Biddeford that the Code of Ordinances, Chapter 42, Motor Vehicles and Traffic, Article IV Specific Street Regulations, **Section 42-100 Disability Parking**, is amended by adding or ~~deleting~~ to read as follows:

~~Adams Street, odd-numbered side, in front of 25 Adams Street, three spaces between 8:00 a.m. and 4:00 p.m. only on those days that District Court is open to conduct regular business.~~

Attest by: _____



City Council

Meeting Date: April 7, 2026
Meeting Time: 6:00 PM
Agenda Item No: 13.a
Item Description: 2025 – 2027 City Council Goal-Setting
Submitted By: Mayor Liam LaFountain

Key Terms:

Executive Summary:

Following the council retreat earlier this year, each Councilor submitted their priority goals for the 2025-2027 Council term. The collective list reflects a council that is engaged, forward-thinking, and deeply committed to the residents of Biddeford.

The council now has an important task before it: narrowing that broad list down to a set of manageable priority goals that will define the term and focus collective energy. To accomplish this in a transparent and deliberate way, the following approach is proposed.

Detailed Review:

Proposed Process

Step 1 – Committee of the Whole Discussion (April 7, 2026)

A Committee of the Whole is the first step in this process. The attached document compiles each goal submitted by council members following our retreat, organized thematically into 12 categories rather than by individual councilor. The purpose of tonight's session is not to vote, but to review the list together, identify areas of consensus, and begin narrowing toward our priority goals for our term. Each councilor will have the opportunity to advocate for their priorities and hear those of their colleagues.

Step 2 – Formal Vote on Priority Goals

Following the Committee of the Whole discussion, we will bring the narrowed list of priority goals to a formal council vote at a subsequent regular City Council meeting. This ensures the goals we pursue carry the full weight of a council decision and are clearly in the public record.

Step 3 – Staff Action Planning

Once the council has voted on our priority goals, we will work with the City Manager to task the appropriate department heads and staff with developing actionable implementation plans. Staff will return to the council with those plans for review and direction.

Goals First – Strategies Second

One distinction is worth drawing clearly as the council approaches tonight’s discussion: the task is to agree on *goals*, not strategies. These are related but distinct, and keeping that distinction clear will allow us to make faster and broader progress.

A goal is the outcome we want to achieve. A strategy is the method we choose to get there. The council may find it easier to reach agreement on goals than on strategies and that is exactly the point. Strategy debates, while important, can divide a room quickly and distract from the underlying shared purpose. Getting aligned on goals first gives us a foundation to build on.

Example – Housing: Several councilors identified housing affordability as a top priority. That is a goal: stable, affordable housing for Biddeford residents. But the strategies for getting there are in genuine tension. Increasing supply through permitting reform and new development may lower costs over time but can displace existing residents in the short term through gentrification. Rent stabilization may protect existing residents but can reduce developer incentives to build. Rather than let that strategic debate consume the goal-setting discussion tonight, the recommendation is to agree on the goal and take up strategy as a separate, deliberate exercise.

This same principle applies elsewhere. On financial governance, we may all agree the goal is a clean audit and a restored bond rating while having different views on how to get there. On city-owned property, we may agree the goal is a clear strategic plan while having different instincts about development versus conservation. Agreeing on goals first does not foreclose those debates; it sequences them appropriately.

Why This Approach

Biddeford faces significant challenges: financial, housing, infrastructure, and resident well-being among them. Our effectiveness as a council depends on our ability to focus. By identifying a short, prioritized list of goals and formally adopting them, we signal to city staff, to Biddeford residents, and to ourselves what we are accountable for achieving in this term.

Goals that do not make the top tier are not discarded; they remain part of the council's record and can inform future budget cycles, staff workplans, and subsequent terms.

Funding Source:

Not applicable.

Mayor Recommendation:

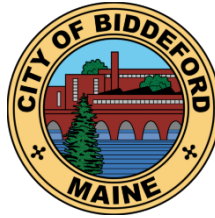
I recommends the council use the April 7th Committee of the Whole to review the attached goals document, identify areas of consensus, and narrow the list to no more than four priority goals for the 2025–2027 term. No vote is requested tonight. A formal vote to adopt the priority goals will be brought forward at a subsequent regular council meeting.

Next Steps:

1. Committee of the Whole discussion — April 7, 2026: Council reviews summarized goals and identifies consensus priorities.
2. Formal vote — subsequent regular meeting: Council adopts priority goals for the term.
3. Staff action planning: City Manager tasked with directing department heads to develop implementation plans for adopted goals, to be returned to council for review.

Attachments:

2026 City Council Goals – Summarized by Category



OFFICE OF THE MAYOR

2025 - 2027 BIDDEFORD CITY COUNCIL

Priority Goals – Summarized by Category

Council Retreat Follow-Up | April 7, 2026 | Committee of the Whole

For Discussion – Not Yet Voted Upon

The following document consolidates goals submitted by all nine members of the Biddeford City Council following the January 2026 retreat. Goals are organized thematically by category and subcategory. Where multiple councilors raised similar goals, those are grouped together. This document is intended to support the Committee of the Whole discussion to identify our priority goals for this term.

Note on goals vs. strategies: *This document captures what the council wants to achieve, not yet how. For several categories, notably housing, there are genuinely competing strategies that could each serve the same goal. The council's first task is to agree on the goals; strategy discussions will follow. Where the strategic interplay is particularly significant, a note is included below.*

1. Financial Stability & Governance

The most frequently cited priority across all submissions. Multiple councilors identified financial issues as foundational; nothing else can move forward without getting the city's financial house in order.

Audits & Bond Rating

- Complete all outstanding audits and take corrective actions based on findings.
- Restore the city's bond rating and eliminate reliance on the General Fund for operating expenses.
- Ensure full understanding and documentation of all TIFs and CEAs.

Reporting Standards & Internal Controls

- Adopt financial reporting best practices in accordance with Government Finance Officers Association (GFOA) standards.
- Review, revise, and adopt financial policies and procedures based on audit findings and staff input.
- Institute systems to prevent recurrence of issues such as the recent Downtown Parking Program lack of approvals and CSO funding irregularities.

Property Taxes, User Fees & Development Fees

Fairly distributing the cost of city services and growth between direct users and the general taxpayer base.

- Identify and pursue opportunities to reduce property taxes on residents.
- Keep the FY27 and FY28 budgets lean; many taxpayers cannot sustain another significant tax increase.
- Reassess user fees to more fairly distribute costs between direct users and the broader taxpayer base.
- Review parking garage agreements and increase fees to better offset property taxpayer obligations.
- Review and update development and planning fees to ensure that the cost of growth is appropriately borne by development rather than the general taxpayer.
- Review all enterprise funds and special revenue funds to identify and eliminate taxpayer subsidies where they exist ensuring that revenues offset expense. Where subsidies persist, they should be explicit and deliberate policy choices (e.g., Biddeford Municipal Airport).

2. Housing

Housing was raised in nearly every submission and spans multiple distinct challenges: affordability for existing residents, workforce housing, renter protections, and the role of corporate buyers.

Note on strategy: *The council is broadly aligned that housing affordability is a priority goal. However, strategies for achieving it are in genuine tension. Increasing supply, through permitting reform and new development, may lower costs over time but can displace existing residents in the short term through further gentrification. Rent stabilization protects existing residents but can reduce developer incentives to build. These are not necessarily mutually exclusive, but involve real trade-offs. Tonight's task is to agree on the goal: attainable, stable housing for Biddeford residents and acknowledge that strategy (supply vs. regulation vs. a hybrid approach) will follow as a separate, deliberate exercise.*

Affordability & Existing Residents

- Comprehensively address the housing affordability crisis for both renters and homeowners, using data to guide equitable decision-making.
- Prioritize protections for long-term residents being priced out of their houses and apartments.
- Explore fees or other mechanisms to address corporate home purchases, with proceeds supporting first-time homebuyers or affordable housing funds.

Workforce & Mixed-Income Housing

- Identify a city-owned property, issue an RFP for a developer partner, and develop a mixed-type (rental and ownership) workforce housing project for city employees.

OFFICE OF THE MAYOR

- Advance the Granite Street Extension housing project near the airport.
- Explore day care facilities for city employees' families as part of the workforce housing strategy.

Renter Protections & Market Transparency

- Establish a rental registry to create a transparent rental market and give policymakers access to accurate, current data.
- Hold a comprehensive public discussion on renter protections, including rent gouging controls and a vacancy fee for developers holding units off the market.
- Review the condo-conversion ordinance with an eye toward discouraging involuntary displacement.
- Establish a regulatory framework for short-term rentals (e.g., Airbnb, VRBO) including registration fees, and caps on rentals, to reduce the removal of long-term housing stock from the market.

3. Comprehensive Plan

Identified by a majority of councilors as a key priority. Completion is foundational to zoning, development decisions, and the city's long-term planning capacity.

- Complete and submit the Comprehensive Plan; identify and remove roadblocks; hire a consultant if needed.
- Receive formal approval of the Comprehensive Plan.
- Implement the plan proactively by updating zoning and ordinances to define what type of development can go where.
- Shift city planning from reactive to proactive; staff should be driving future development planning, not responding to it.
- Conduct *Cost of Community Services* analysis to inform future decisions, both residential and commercial. A pro-development posture should be grounded in data; not all development pays for itself, and the city should understand the fiscal impact of what it approves before approving it.

4. JFK School, Community Center & City-Owned Property

The future of JFK School and other city-owned properties came up across multiple submissions; both as an urgent decision that can no longer be deferred and as a longer-term asset management challenge.

JFK School & Community Center

- Develop and adopt a 10-year plan for the JFK School property and the Community Center and begin implementation.
- Make a formal decision on the future of JFK building and property.

City-Owned Property Strategy

- Compile a full inventory of city-owned property with valuations and analysis of possible future uses.
- Develop a strategic plan for city-owned recreation property in coordination with bond financing.
- Place a conservation easement on all Clifford Park land.
- Determine the future of the Biddeford Municipal Airport: invest or divest. The City should conduct a more rigorous analysis of the airport's costs, revenues, and highest and best use of the property with serious consideration given to divestiture and conversion to a more productive use that serves the broader number of Biddeford residents.

5. Recreation Bond & Capital Investment

Ensuring the city's capital investments are planned, prioritized, and ready for execution.

- Develop a successful investment plan for the recreation bond; a plan ready for implementation, even if individual projects are not yet complete.
- Develop a cross-departmental ranking of capital needs across all departments, ordered by urgency, to enable meaningful budget prioritization.

6. Staffing & Organizational Capacity

The city cannot execute on any of its goals without stable, capable staff. Organizational capacity was identified as both a goal in itself and a prerequisite for progress on other priorities.

- Stabilize staffing at City Hall, particularly in Planning, Economic Development, Assessing, and Finance.
- Review and update structural supports: job descriptions, organizational chart, policies and procedures.

7. Homelessness & Social Services

A shared challenge that multiple councilors emphasized cannot be solved by Biddeford alone. Regional cooperation and equitable cost-sharing with neighboring communities are recurring themes.

- Address homelessness through a regional, equal-effort approach with neighboring municipalities and the county.
- Continue funding Seeds of Hope and other direct support services for unhoused residents.
- Explore non-officer response units for appropriate calls.
- Reduce the social and municipal services budget through efficiencies and regional cost-sharing.

OFFICE OF THE MAYOR

- Provide 24/7 public restrooms near downtown to reduce unsafe and unsanitary alternatives.

8. Business Development & Downtown

Growing the commercial tax base and activating downtown were identified as key levers for reducing residential property taxes.

- Assess the balance between residential and commercial development. Explore whether a rebalancing toward revenue-generating business development is warranted.
- Reassess available locations for non-retail business development (e.g., manufacturing, life sciences) and create a master plan with targeted business types and available incentives.
- Attract small businesses to fill vacant downtown storefronts and make Main Street appealing to all ages.
- Explore downtown parking improvements, including possible free weekend parking on select lots to support Main Street businesses.
- Adopt a downtown façade ordinance to establish and maintain consistent design and maintenance standards for building exteriors, supporting the visual identity and historic appeal of downtown corridor.

9. Transportation, Accessibility & Public Space

A mix of near-term improvements and longer-term infrastructure goals aimed at making Biddeford more walkable, bikeable, and accessible to all residents.

- Improve resident access to the beach: parking, maps of paths and rights-of-way, and a bus route to the beach.
- Incorporate bike and pedestrian safety into future street and sidewalk decisions using a Complete Streets model ordinance.
- Improve pedestrian routing between the Mills and Pearl Street with signage and painted crosswalks.
- Seek non-city funding for a pedestrian bridge between Pearl Street Park and the Saco Transportation Center, and for the RiverWalk extension to Laconia Plaza.

10. Regional Coordination & Partnerships

Biddeford provides services and absorbs costs that benefit the broader region. Multiple councilors called for more equitable regional cost-sharing and stronger intergovernmental relationships.

- Increase regional coordination of programs and shared services with neighboring communities.

OFFICE OF THE MAYOR

- Clarify and strengthen the city's relationship with University of New England through a clear framework and mutual expectations; renegotiate the Payment in Lieu of Taxes (PILOT) program contribution to better reflect the value of city services provided to the university.
- Hold a session with elected officials and committee/commission volunteers to increase collaboration and align efforts toward shared goals.
- Use available leverage to require neighboring communities to contribute equitably to shared costs, particularly care of unhoused individuals.

11. Resident Services & Public Transparency

How residents experience and interact with city government, the quality of service they receive, how easily they can access it, and how well they are kept informed.

- Improve resident access to city services through expanded hours, additional days of operation, online availability, or other means so that working residents can access what they need without taking time off.
- Improve customer service across all city departments. Biddeford residents should consistently experience city government as responsive, respectful, effective, and easy to work with.
- Expand methods of community communication, engagement, and transparency including improved airing and recording of public meetings.

12. Other

Additional goals that do not fit neatly into the categories above but were identified by councilors as priorities.

- Strengthen the blight ordinance and increase disincentives for long-vacant, uninhabitable properties, including potential condemnation.
- Adopt a city policy regarding standards for data centers.

Compiled from individual submissions following the Biddeford City Council retreat (January 2026). Goals are grouped thematically; minor editorial clarifications made for readability. This document does not represent adopted council policy and is intended as a discussion tool for the April 7, 2026 Committee of the Whole.