



**City of Biddeford  
Policy Committee**

April 27, 2026 at 6:00 PM  
City Hall Council Chambers & Teams

[Join Teams Meeting Online](#)

Or call in by phone: +1 312 626 6799

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1. Roll Call
2. Pledge of Allegiance
3. Adjustment(s) to Agenda
4. Approval of Minutes
  - 4.a Policy Committee Minutes — March 23, 2026
5. Discussion/Review
  - 5.a Establishment of a Veterans Committee
  - 5.b Article 3 Fire Prevention Bureau Div. 3 Open Burning Update
6. Adjourn

## **Policy Committee**

March 23, 2026 at 6:00 PM

City Hall Council Chambers & Teams

Call to order 6:00PM

1. Roll Call

2. Pledge of Allegiance

3. Adjustment(s) to Agenda – Council President Beaupre noted that item 5a will be item 5c and item 5c will be item 5a

4. Approval of Minutes –

4.a 20260223 Policy Committee Minutes-

**Motion to approve -Councilor Kurtz**

**Marie Potvin Second**

**Minutes approved unanimously**

5. Discussion/Review

5.c Proposed Creation of a Master Fee Schedule- City Manager spoke to the desire to create a master fee schedule. Marie Potvin said it's a great idea and a terrific idea

Motion to approve by Norman Belanger-

Second by Marie Potvin

Motion Passed unanimously

5.b Proposed Electric Vehicle Charging Ordinance

Will Kotchitsky did a presentation on the proposed ordinance and the goals.

Councilor Pierson asked a question regarding the difference in cost between being EV ready and being installed in Table D-1.

Councilor Pierson motioned to approve for discussion

Second by Marie Potvin

Comments from the public were heard. It's coming into the National Electrical Code. It could get murky having language and possible fees in two places.

Councilor Pierson:

Our charge as we see it on the Policy Committee is to give the best worded documents to the council but not to vote on what is good or bad policy. Councilor wanted to be clear about the committee charge

The performance standard 49.1 should be 49.a – technical fix

Also in 6. Affordable housing projects (120% AMI in 33% of dwelling units) can reduce requirement in table 5.1 by 50% or two total EVCS-installed spaces, whichever is fewer.- should read table D.1

Also in Section E2 and then B “equipment standards and protections”. Remove the words “of subsections E, paragraph (2) through (7) of this section”.

Accessible facilities under general requirements 5 or more EV at least one space should be accessible. Our current is one space per 25. Should it match our current requirements? By saying its ADA compliant, Councilor Peirson noted that we should make sure that's correct.

Councilor Pierson clarified that these are new technical corrections that need to be fixed, many of the technical corrections had been made since the last meeting.

Councilor Kurtz asked about subsection D -required facilities – number 1 and number 2 look like conditions that would be triggers but number 3 does not . Looking for clarifications on if it is meant to be a condition? Neither does number 4. When 5, 6 or 7 would be triggering conditions. Depending on what is a triggering condition he doesn't see anything that would necessarily trigger for residential 1-2 bedroom family homes.

Subsection 6 affordable housing would trigger a requirement? May need to be restructured a little bit as 1 & 2 are triggers and the rest are.

**Motion to table Councilor Kurtz**

**Norman Belanger second**

**Motion to table unanimous**

Councilor Kurtz and Norman Belanger offered to volunteer to help with the ordinance language

## 5.a Proposed Ordinance Article VI. Section 79. Solar Energy Systems Ordinance

Brad Favreau -Economic Development Coordinator. Proposed ordinance has been drafted and revised over the last year and is in accordance with the climate action plan that was passed by cc in 2023. This body has seen a version of this language before.

Changes had been made by the former COO in two sections. Changed the nomenclature of farmland to align with the state definition. He also made changes to section 6 to clarify the priorities. Last month at the Policy meeting MaineWater Rep spoke in favor of changes in respect to their project and those changes are in section 5B. Environmental impact study responsibility falls on the applicant vs. the city hiring a qualified professional. Removal of biannual soil test in section 6 J. Revision of 7b eases restrictions on the 10 year waiting period and easing setbacks so they are based on the zone in which the array is located instead of imposing blanket and broad dimensional requirements. The sustainability commission is eager to support the ordinance, and it is important to meet the goals of reducing emissions.

**Motion by Norman Belanger to approve with amendments as presented in the agenda packet**

**Second By Councilor Pierson**

Comments were taken by the public – Vice chair of the Conservation Commission. The ordinance had been workshopped by con-com, sustainability, planning and its been stuck on request for an economic impact study that still hasn't been done. The testing requirements were for reports that the panels leech chemicals into the ground. The setbacks on the ordinance were set up so that we don't have a big industrial array in a neighborhood with buffers. The onus was not to put on the city for the study but to choose who does the study and the developer was going to pay for it – not the city. The city would choose who would do the study. Concerned with the loosening of the language. Con com was set to discuss the latest changes and in talking with Richard hey are not in favor of the changes.

Maine Water company, as a steward of the community water system we come at this from similar perspectives. Maine water is looking at a specific development. Benefits are passed on to the rate payers. Someone spoke to the ten year point. From their perspective in making adjustments, they want to have the city maintain control. Environmental impact study – want to go to the planning board with the most complete review. These are done by licensed professionals. The City can utilize their data and the city can use their own professionals to review and its paid for by the applicant. They spend a lot of time and money protecting water sources. If more sampling is required, they would agree with

whatever the city decides. Deforesting land without any review is not something that they would support. Its hard to put 4acres of array on a front law or to scatter them across different parcels. By identifying a soil patch and understanding there would be an environmental review – they left the ten year in there but narrowly recognizing that they may have been deforested for a different reason and may be suitable for an array. Setbacks are a great tool for planning boards.

Marie Potvin asked if it would it behoove us to get all the parties together and hash this out with questions still remaining. She asked if they should table this and get people together from different positions and make this work. It feels like it's disjointed. Everyone has done good work.

Conservation Commission member asked to address the environmental review part of the ordinance. Con-com impartial review of any development. The same companies keep showing up to do the reviews. Biddeford crossing environmental review came back and there is nothing to be concerned. Con-Com hired their own environmental review and he was there 3-4 hours and found a vernal pool and an endangered plan. The developer needed to change his footprint of the plan. He has concerns that things are sometimes overlooked. The ten year look back forested land the intent is to have development occur in disturbed land, but the door is left open n a number of places for developers to go in and clear cut.

Richard Rhames Chair of the conservation Commission had concerns that a lot of the language has been removed.

There was a brief recess to reconvene at 7:10pm

Councilor Pierson spoke to the charge of the committee and made a few comments about the public comments. Talking about things that are not 100% accurate. The language is clear as to the city being able to choose the consultant. We know our staff is tight we are running lean but to add more to the staffs plate to find a consultant for all of these. Soil tests he has never seen a soil test that has shown leeching priority one former landfill former industrial sites- we are doing soil tests on brownfields? That is a waste of time and money. Priority one- the set backs are only for projects meeting priority one siting. The ten year that we have all talked about – they have pushed that to be important as they want it to have teeth. If we say it has been approved by DEP and the City says it can't be done we are in trouble for preemptions. It's important to have something in place and with a lot of work that has taken place he'd like to get this to Council.

Norman Belanger I have stared at so many different solar ordinance over many years. Balance benefits between solar and green. He is prepared to be hated by both sides. WE

need to move the sustainability forward with a minimal impact on the environment. He thinks we have found a good balance. We can have it peer reviewed at the cost of the developer. Not a fan of Priority 3. If it's undisturbed wooded land, we can do it if we otherwise need it for a solar array and it goes too far in the other direction.

**Motion by Norman Belanger to amend to strike priority 3 in section 6a**

**Second by Councilor Kurtz**

**Amendment passed unanimously**

**Motion by Councilor Pierson to amend item 4 f change strike "licensed forester or arborist" and replace with "landscape architect or landscape designer"**

**Second by Norman Belanger**

Comments from the public were taken on the amendment

**Motion passed Unanimously**

**Motion by Councilor Pierson section 6 under letter G. Revegetation strike "native and" leave just Noninvasive vegetation.**

**Second by Norman Bleanger.**

**Motion passed unanimous**

Councilor Beaupre commented on the comments and that theses groups will have another opportunity at both the first and second readings before Council

**Motion to pass ordinance as amended was unanimous.**

**Motion to Adjourn by Norman Belanger**

**Second by Marie Potivin**

**Unanimous**

Adjourn 7:25



## Policy Committee

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**Meeting Date:** April 27, 2026  
**Meeting Time:** 6:00 PM  
**Agenda Item No:** 5.a  
**Item Description:** Establishment of a Veterans Committee  
**Submitted By:**

### Key Terms:

### Executive Summary:

On February 20, 2025, the City Council unanimously approved Order 2024.24 to establish the Ad Hoc Veterans Committee. On November 6, 2025, the City Council approved Order 2025/158, the extension of the Ad Hoc Committee through June 30, 2026. The language before the Policy Committee would establish a permanent citizens committee within the Code of Ordinances.

### Detailed Review:

### Funding Source:

N/A

### Staff Recommendation:

### Next Steps:

If approved by the Policy Committee, the language will be sent to City Council.

### Attachments:

1. DIVISION 18 VETERANS COMMITTEE-Policy

## DIVISION 18 – VETERANS COMMITTEE

### Sec. 2- 400.1 Establishment.

(a) There is hereby created and established the VETERANS COMMITTEE, to be comprised of seven members and a staff liaison to be assigned by the City Manager that shall serve in an ex-officio capacity. Preference for the assignment of a staff liaison shall go to staff that are Veterans, are a member of a military family or that work in a city department that serves the needs of Veterans in the community. All members shall be Honorably Discharged Armed Forces Veterans, citizens, and reside within the corporate limits of the City of Biddeford, the City of Saco, the Towns of Dayton, Arundel, Waterboro, or Old Orchard Beach.

(b) In appointing members to the VETERANS COMMITTEE, the Mayor and City Council shall seek to appoint members from a cross-section of all citizens, including those living in US Census Tracts within City limits that are considered to be "low/moderate income" by the US Department of Housing and Urban Development (HUD). The VETERANS COMMITTEE is established under the authority of the Biddeford City Council and shall serve under the directive of the City Council.

### Sec. 2-400.2 Purpose; responsibilities.

(a) The purpose of the Veterans Committee is to ensure that Veterans in the community receive the support, recognition, and resources they deserve for their service. The Committee will work with existing Veterans organizations to promote collaboration and to foster a Veteran-friendly environment within the City of Biddeford. The committee will focus on four topic areas, including supporting local Veterans, community outreach and education, advocacy for Veterans' services, and Veterans recognition and events.

(b) Responsibilities shall include:

(1) Providing comments and/or recommendations in areas of need, reviewing potential projects, and participating in public hearings to keep the citizenry informed.

(2) Receive information and comments from fellow veterans at the Committee's regular monthly meetings.

(3) Make presentations to the City Council at such times as may be requested by the City Council or as the VETERANS COMMITTEE determines is necessary.

(a) The Committee is strictly advisory in nature. It has no decision-making authority and is prohibited from incurring expenses, making payments, entering into contracts, leases, or obligations, or otherwise binding the City.

### Sec. 2-400.3 Membership.

Members shall be appointed by the Mayor and confirmed by a majority of the City Council for staggered two-year terms. One seat shall be reserved for a City Council member, who will be nominated by the mayor and confirmed by the City Council.

**Sec. 2-400.4 Vacancies.**

(a) A vacancy in the membership of the Committee shall be determined upon the occurrence of any of the following:

(1) The change in a member's primary residence to a place outside the City or Town listed in Section 400.1(a);

(2) The death of a member;

(3) The effective date of the resignation of a member;

(4) The expiration of the member's term of office;

(5) Three unexcused absences during one year;

(6) The removal of a member by the City Council for misconduct or nonperformance of duty.

(b) A member may resign by submitting a written resignation to the Chair of the Committee. Once received by the Chair of the Committee, the Mayor's office will be notified. The resignation may not be withdrawn, and the member's office shall become vacant on the date specified in the resignation.

(c) If a vacancy in the membership of the Committee occurs, the Mayor shall nominate a person to fill the vacancy within a period not to exceed 30 days of its occurrence. The nomination shall be subject to the confirmation of the City Council. The person named to fill a vacancy shall serve out the term of the individual they replace on the Committee.

**Sec. 2-400.5 Organization of Committee.**

(a) The Committee shall annually elect one of its members as Chair and one of its members as Secretary. The Committee may also elect a Vice Chair.

(b) A quorum shall consist of 50% (plus one if an even number) of appointed members. The Chair shall be counted in determining a quorum and shall have one vote.

(c) A quorum shall be necessary to take any VETERANS COMMITTEE action authorized or required. An issue shall carry by a majority of those voting.

(d) The ex officio member of the VETERANS COMMITTEE is nonvoting and shall serve in an advisory capacity.

- (e) Notice of any expired terms and/or vacancies shall be given to the public. The Mayor shall nominate, and the City Council shall confirm all appointments to fill expired terms and/or vacancies. The City Council may remove any member for misconduct or failure to perform duty.
- (f) The VETERANS COMMITTEE may adopt and amend from time to time rules to govern the conduct of its administrative business.

**Sec. 2-400.6 Meetings.**

- (a) The Committee shall establish meetings of the VETERANS COMMITTEE. Meetings shall be held at the Biddeford City Hall or at a suitable municipal public location. Meetings may be conducted virtually. Prior notice of any change in meeting date, time, or place shall be provided to all members, the public, and the administrative staff a minimum of 48 hours in advance of said meeting.
- (b) All regularly scheduled and special meetings shall have an agenda approved by the Chair.
- (c) The Committee shall meet a minimum of four times per year, but may meet as often as the members deem necessary.



## Policy Committee

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**Meeting Date:** April 27, 2026  
**Meeting Time:** 6:00 PM  
**Agenda Item No:** 5.b  
**Item Description:** Article 3 Fire Prevention Bureau Div. 3 Open Burning Update

**Submitted By:** Lawrence D. Best, Fire Chief

### Key Terms:

Open Burning Rules/Code of Ordinance

### Executive Summary:

The Fire Department is requesting that the Article 3 Fire Prevention Bureau, Division 3 Open Burning, Sections 30-160 through 30-163 be updated and revised to reflect the current State open burning rules and regulations, along with City rules that need to be updated. For example, following the State open burning law, as long as a recreational campfire does not exceed 3 feet in diameter on the ground at the base of the fire and does not exceed 3 feet in height, it does not require a burning permit, but the City Code does require a permit. This can be confusing for residents, which also causes confusion with enforcement. In addition, in the past, there was an online open fire permitting system called "wardens report" which the City used for issuing open fire permits. This system is no longer available, which leaves only the State of Maine Open Burning online permit system available for use. The State of Maine permit system is not set-up to be used for recreational campfires because of the State law exception.

Please see the attached code of ordinance document with the recommended changes (**red colored changes = delete**; **blue colored changes = revised or new language**) Attachment #1.

### Detailed Review:

The Fire Department is requesting that the Article 3 Fire Prevention Bureau, Division 3 Open Burning, Sections 30-160 through 30-163 be updated and revised to reflect the current State open burning rules and regulations, along with City rules that need to be updated. For example, following the State open burning law, as long as a recreational campfire does not exceed 3 feet in diameter on the ground at the base of the fire and does not exceed 3 feet in height, it does not require a burning permit, but the City Code does require a permit. This can be confusing for residents, which also causes confusion with enforcement. In addition, in the past, there was an

online open fire permitting system called "wardens report" which the City used for issuing open fire permits. This system is no longer available, which leaves only the State of Maine Open Burning online permit system available for use. The State of Maine permit system is not set-up to be used for recreational campfires because of the State law exception.

Please see the attached code of ordinance document with the recommended changes (**red colored changes = delete**; **blue colored changes = revised or new language**) Attachment #1.

**Funding Source:**

N/A

**Staff Recommendation:**

The Fire Department staff recommends the update of the open burning code of ordinance to bring it in line with the State open burning rules.

**Next Steps:**

Upon approval by the Policy Committee, send the updated code of ordinance to the City Council for the first and second readings.

**Attachments:**

1. ATTACHMENT #1- Division 3 Open Burning Sec. 30-160 - Sec. 30-163 Update 1

ARTICLE 3 FIRE PREVENTION BUREAU  
DIVISION 3 OPEN BURNING

Sec. 30-160. Types permissible with permit.

In accordance with 12 M.R.S.A. § 9325, [and the City of Biddeford Code of Ordinance](#), the types of burning described herein are allowed, provided that a permit has been obtained from the ~~Biddeford Fire Department or from the forest ranger having jurisdiction over the location where the fire is to be set.~~ [online Maine Burn Permit System website](#), except for beach campfires. [Beach campfire permits must be obtained online from the City Fire Department website.](#) The burning must be conducted according to the terms and conditions of the permit and [this ordinance](#) and may not create a nuisance. A permit is required for:

- ~~(1) Recreational campfires kindled when the ground is not covered by snow;~~
- ~~(2)~~ (1) Fires in conjunction with holiday and festive celebrations;
- ~~(3)~~ (2) Burning of solid or liquid fuels and structures for research or bona fide instruction and training of municipal, volunteer and industrial firefighters when conducted under the direct control and supervision of qualified instructors;
- ~~(4)~~ (3) Burning for agricultural purposes, including, but not limited to, open burning of blueberry fields, potato tops and hayfields and prescribed burning for timberland management, [not to exceed 5 acres at any one time](#);
- ~~(5)~~ (4) Out-of-door burning of wood wastes as defined in 12 M.R.S.A. § 9324, Subsection 7-A, ~~and painted~~ and unpainted wood from construction and demolition debris in the open or in an incinerator with a primary chamber volume no greater than 133 cubic feet or 1,000 gallons that is not licensed by the Department of Environmental Protection;
- ~~(6)~~ (5) Burning on site for the disposal of wood wastes ~~and painted~~ and unpainted / untreated wood from construction and demolition debris generated from the clearing of any land or by the erection, modification, maintenance, demolition or construction of any highway, railroad, power line, communication line, pipeline, building or development;
  - a) [For the purposes of #5, the term “wood wastes” means brush, stumps, lumber, bark, wood chips, shavings, slabs, edgings, slash, sawdust, and wood from production rejects that are not mixed with other solid or liquid waste; and “lumber” means material that is entirely made of wood and is free from metal, plastics, coatings and chemical treatments.](#)
- ~~(7)~~ (6) Burning for hazard reduction purposes, such as, but not limited to, the burning of grass fields, [not to exceed 5 acres at any one time](#);
- ~~(8) Burning for the containment or control of spills of gasoline, kerosene, heating oil or similar petroleum products;~~
- ~~(9)~~ (7) Open burning of leaves, brush, dead wood and tree cuttings;

- (10) (8) Campfires, ~~bonfires, or any other type of open burning~~ on any of the City's public beaches, public parks, or other public recreational facilities; as long as the recreational campfire does not exceed 3 feet in diameter on the ground at the base of the fire and does not exceed 3 feet in height.

The permit for the campfires outlined in #8 must be obtained online from the City Fire Department website.

In addition, beach campfires shall adhere to the following rules:

- a) A beach campfire must be contained in metal container;
- b) No ashes are to be left on the beach;
- c) No beach campfire will be allowed within 100 feet of any posted "birds nesting" site;
- d) The campfire must not create a nuisance;
- e) The burning of treated wood, such as pallets, pressure treated lumber, plastic, Styrofoam, rubber, metals, food wastes, chemicals or other solid waste is prohibited;
- f) Only clean wood can be used for a beach campfire.

- (11) (9) The burning of wood wastes and painted (following chapter 102 of the Department of Environmental Protection rules) and unpainted wood from construction and demolition debris at solid waste facilities; and

- (12) (10) The burning of empty containers, including fiberboard boxes and paper bags, previously containing explosives and being disposed of in accordance with the provisions of Title 25, § 2472.

Sec. 30-161. Types permissible without permit.

When not otherwise prohibited by state rule, local ordinance or water utility regulation, the following types of burning are permissible without a permit if no nuisance is created:

- (1) Recreational campfires kindled ~~when the ground is covered by snow or on frozen bodies of water,~~ excepting public campfires at beaches (a permit is required for beach campfires, see Sec. 30-160 #8), as long as the recreational campfire does not exceed 3 feet in diameter on the ground at the base of the fire and does not exceed 3 feet in height;
- (2) Residential use of outdoor grills and fireplaces for recreational purposes, such as preparing food as long as the recreational campfire does not exceed 3 feet in diameter on the ground at the base of the fire and does not exceed 3 feet in height; and
- (3) Use of outdoor grills and fireplaces for recreational purposes, such as preparing food at commercial campgrounds ~~in organized towns~~ as long as the commercial campgrounds are licensed by the Health Engineering Division of the Department of Human Services.

Note, all recreational fires and campfires must meet the following criteria:

- a) Must be no larger than 3-foot in diameter;
- b) Must be no larger than 3-foot in height;

- c) Must be clear of vegetation, or have steps taken to prevent spread;
- d) Must be not less than 15-feet from structures

Sec.30-162. Responsible party.

- (1) All open burning regardless of permitting requires that a responsible party, over the age of 18 years, be in attendance at all times from ignition through extinguishment. Unattended fires will be extinguished, and the permittee, or responsible party may be issued a warning, or have all future burning privileges revoked;
- (2) All recreational campfires kindled by renters / tenants must have written permission from the landlord / property owner.

Sec.30-163. Prohibited materials.

- (1) Materials prohibited from being burned include but are not limited to:
  - a) All plastic and rubber materials;
  - b) Treated wood materials;
  - c) Household rubbish or waste;
  - d) Household furnishings;
  - e) Construction or demolition materials other than as allowed in the sections of this ordinance;
  - f) Sludge or solvents.

Sec.30-164 through Sec. 30-199. (Reserved)