



**City of Biddeford
Finance Committee**

June 16, 2026 at 5:00 PM
City Hall Council Chambers & Teams

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1. Call to Order
2. Approval of Minutes
 - 2.a Finance Committee Minutes June 2, 2026
3. Signing of the Expenditure Warrant
4. Discussion/Approval
 - 4.a F2026.16 Approval of Agreement with Range Culture Co. for Human Resources Consulting Services
5. Other Business
6. Adjourn

City of Biddeford
Finance Committee
June 02, 2026 5:00 PM Council Chambers & Zoom

Councilor Beaupre: Present
Councilor Lessard: Present – via remote
Councilor Doughty: Present
Mayor Lafontaine: Present

1. Call to order

2. Approval of the Minutes

Approved

3. Signing of the expenditure warrant

None

4. Discussion/Approval

4.a Berry Dunn Request

The Finance Department is requesting funding not to exceed \$40,000 in additional funding for completion of FY24 audit work with Berry Dunn. Salary savings from the Finance Department will cover majority of the cost. \$33,280 = 21106-60105 and \$6,720 = 21111-60797

First – Councilor Lessard
Second – Mayor Liam Lafountain
Passed unanimous

4.b Fire Department Assistance to Firefighters Grant Opportunity Discussion

The Fire Department is bringing forward an opportunity for assistance to firefighter’s grant – the grant requires a 10% match on behalf of the city and the city will be reimbursed 90%.

One of the fire departments requests for the FY27 budget is to use a phased in approach in replacing the six (6) LIFEPAK defibrillators (one a year) that are used on ambulances and certain fire apparatuses at an estimated cost of \$496,211.48. The fire department would like approval to solicit this amount for the grant. This grant would offset 90% of the costs the city would face. There is an opportunity to use FY27 capital project funds requested by the fire department to be the 10% match.

Mayor Lafountain made a motion to apply for authorization of this grant.
First – Mayor Lafountain
Second – Councilor Lessar
Passed unanimous

4.c Approval of Public Works Paving Bids

The Public Works Department advertised the request for proposals for the City's upcoming paving program. There were a total of two contractors who submitted proposals in response to the advertisement: Shaw Brothers Inc. and Dayton Sand and Gravel were the two bidders. This would be for a 3-year contract – 3,000,0000 a year.

After review of the submitted proposals, Public Works recommends that the Finance Committee approve and award the paving contract to the low bidder, Shaw Brothers Inc and move this to city council for approval.

First Moved – Mayor Lafountain

Second – Councilor Dougherty

Passed Unanimous

5. Other Business

None

6. Adjourn

Mayor Lafountain : 5:25

Second: Councilor Dougherty

Unanimous



Finance Committee

Meeting June 16, 2026
Date:
Meeting 5:00 PM
Time:
Agenda Item 4.a
No:
Item F2026.16 Approval of Agreement with Range Culture Co. for Human Resources
Description: Consulting Services
Submitted Truc Dever, City Manager
By:

Key Terms:

Executive Summary:

The Human Resources Department is facing a staffing emergency, with two key positions currently out on extended leave. Furthermore, the Deputy HR Director will be leaving her position after June 25, 2026. The current City Manager has been providing supervision to the department and absorbing high level HR responsibilities but will be leaving her post mid-June. It is, therefore, imperative to daily operations to expedite the hiring of an HR consultant to fill the void.

City Ordinance Section 2-353 **Emergency procurements** states:

"...The City Manager may make or authorize others to make emergency procurements of supplies, services or construction items when there exists a threat to public health, welfare or safety; provided that such emergency procurements shall be made with such competition as is practicable under the circumstances. A written explanation of the nature of the emergency, the goods or services procured, the procurement method used, and the total cost shall be submitted to the Finance Committee at the next scheduled meeting following the procurement."

The Human Resources Department provides important services and support to all employees across the City, including benefits, leaves, and worker's compensation administration. These

functions impact the welfare and safety of employees and must be maintained for a functioning government.

The City Manager and management consultant have been searching for human resources consultants who can provide in-house/onsite assistance. Most of the firms contacted were at capacity or provided only on-call and remote assistance. Range Culture Co. came through a professional referral. After meeting with the owner of the company, staff recommends securing a contract with them to provide the service scope listed in the attached proposal.

Detailed Review:

Funding Source:

Range Culture Co. pricing structure provides services at an hourly rate of \$145 per hour. Staff recommends using Account 21111-60797 Miscellaneous Expense, not to exceed \$30,000.

Staff Recommendation:


Staff recommends approval of this contract.

Next Steps:

Attachments:

1. F2026.16 Range Culture Co.-ORDER
2. City of Biddeford - Proposal for Fractional HR Work-Range Culture Co

City of Biddeford



F2026.16 THE FINANCE COMMITTEE ... JUNE 16, 2026
BE IT ORDERED, that the Finance Committee does hereby approve the expenditure for the following:

The City of Biddeford to enter into a contract for Human Resources consulting services as described in the contract with Range Culture Co. for an amount not to exceed \$30,000.

Account 21111-60797

Attest by: _____
Geraldine Matherne, Finance Director



Human Resources Services

Client Information

- City of Biddeford
- Pat Finnigan, Management Consultant
- June 8, 2026
- July 5, 2026
- Engagement purpose
 - The City of Biddeford seeks interim Human Resources leadership and strategic advisory support during a period of organizational transition. This engagement is intended to provide continuity of HR operations, leadership support, and strategic workforce guidance while maintaining effective service delivery to employees, management, and City leadership.
- Primary objectives include:
 - Providing oversight, leadership, and guidance to the Human Resources team.
 - Supporting recruitment efforts for multiple positions, including critical vacancies resulting from organizational transitions.
 - Reviewing, optimizing, and overseeing utilization of the City's Paylocity HRIS platform.
 - Supporting productive collaboration between Human Resources and Finance functions.
 - Assisting with administration, tracking, and compliance related to Maine Paid Family and

Medical Leave (PFML)

requirements and other leave programs.

- Providing HR Director-level counsel and strategic guidance to the City Manager and Management Team.
- Supporting employee relations matters and investigation oversight as requested.
- Identifying factors contributing to employee turnover and developing strategies to improve retention.
- Supporting organizational culture initiatives and workforce development efforts.
- Leading or supporting special projects related to people operations, workforce management, and organizational effectiveness as directly by City Leadership.

Scope of Work

Services Included

Range Culture Co. will provide interim and fractional Human Resources leadership services, which may include:

HR Leadership & Team Oversight

- Provide ongoing guidance and oversight to Human Resources staff.
- Support prioritization of departmental responsibilities and workload management.

- Serve as a strategic resource to City leadership regarding workforce matters.

Recruitment & Talent Acquisition

- Assist with recruitment planning and execution for key vacancies.
- Support hiring managers throughout the recruitment and selection process.
- Recommend process improvements to strengthen talent acquisition outcomes.

HR Systems & Process Optimization

- Review current Paylocity configuration, workflows, and utilization.
- Identify opportunities for improved efficiency, compliance, reporting, and employee experience.
- Support implementation of approved process improvements.

Employee Relations & Organizational Effectiveness

- Provide consultation regarding employee relations concerns and workplace issues.
- Support conflict resolution and collaborative problem-solving efforts across departments.
- Assist with investigation oversight as requested by City leadership.

Leave Administration & Compliance

- Provide guidance related to PFML implementation, administration, and tracking.
- Review current leave management practices and recommend improvements where appropriate.

Strategic HR Advising

- Serve as an advisor to the City Manager and Management Team on workforce strategy, organizational development, employee engagement, and risk management.
- Support decision-making related to personnel matters and organizational priorities.

Culture, Retention & Workforce Planning

- Assess organizational trends impacting employee retention and engagement.
- Develop recommendations designed to strengthen workplace culture and reduce turnover.
- Provide transition support and ongoing consultation following the appointment of a permanent HR Director, if requested.

Special Projects

- Lead or support people-related projects and initiatives as assigned by the City Manager or Management Team.

Mutual Objectives & Milestones

Recognizing the evolving nature of this engagement, specific objectives, priorities, and project milestones will be jointly developed and refined throughout the engagement in partnership with the City Manager and City leadership. Regular check-ins will be used to evaluate progress, adjust priorities, and ensure alignment with organizational needs.

Investment / Pricing Structure

- Hourly rate and retainer options are:
 - Services requiring 40 hours or fewer will be billed at a rate of \$145 per hour

- OR
- Retainer:
 - \$5,000/week for 40-50 reserved weekly hours
 - \$7,000/week for 50-70 reserved weekly hours
- Payment terms
 - Hourly work: paid in arrears by 15-30 days and paid within 10 days of invoice
 - Retainer:
 - paid at first of each month within 10 days of invoice
 - Commitment of 6 months requested for 50-70 hour retainer option
- Overage rate with retainer option: \$155/hour

- Work beyond the agreed-upon scope of engagement

Timeline

- Start date: July 1, 2026
- Ongoing support cadence as desired

Terms & Conditions

Range Culture Co. will serve as the firm's HR advisor and/or generalist, not as legal counsel. All employment-related legal matters will remain under the City's discretion and legal authority.

- All work is governed by RCC client services agreement
- Confidentiality in accordance with City policy and requests
- Independent contractor status

References can be provided as desired.

Assumptions

- Timely access to leadership and documentation
- No active litigation or agency investigations
- Current employee count of 250 (with seasonal growth to 290)

Signature / Acceptance

Accepted by

- Name/title:
- Signature:
- Date:

Out of Scope Work

Unless specifically authorized in writing, this engagement does not include:

- Collective bargaining negotiations
- Legal representation or legal advice
- Formal labor counsel services
- Executive coaching services unrelated to HR operations
- Large-scale compensation studies
- Third-party investigation services