



**City of Biddeford
City Council**

July 28, 2026 at 6:00 PM
City Hall Council Chambers & Teams

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Meeting ID:237 337 164 685 389

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[Teams Instructions](#)

1. Roll Call
2. Pledge of Allegiance
3. Adjustment(s) to Agenda
4. Appointments
 - 4.a 2026.112 Approval - Mayoral Appointment to a Committee - Citizen
5. Presentation
 - 5.a Presentation by Don Gerrish regarding the City Manager Search
6. Public Addressing the Council
(3 minute limit per speaker for up to a total of 15 minutes)
7. Acceptance of Minutes
 - 7.a City Council Meeting Minutes July 7, 2026
8. Orders of the Day
 - 8.a 2026.111 Approval - FY26 Carry Over Request- Finance
 - 8.b 2026.113 Acceptance of Criminal Forfeiture Assets
 - 8.c 2026.109 City of Biddeford- Town of Old Orchard Beach General Assistance Vacation Coverage MOU
 - 8.d Remove from Table -2026.98 Approval- Amendment to Council Rules- Executive

Session

9. Public Addressing the Council
(5 minute limit per speaker)
10. Other Business
11. Council President Addressing the Council
12. Mayor Addressing the Council
13. Executive Session -1 MRS 405 (6) - Legal Matter
14. Adjourn

City of Biddeford



2026.112 IN BOARD OF CITY COUNCIL... , JULY 21, 2026

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

Bill Emhiser

Ward 1

To the Biddeford Housing Authority

For a term to expire December 31, 2027

Samuel Pecor

Ward 7

Recycling & Solid Waste Commission

For a term to expire June 30, 2029

Attest by: _____
City Clerk

Committee, Board, and Commission Application Form

Application

Name Bill Emhiser

Pronouns He, Him

Ward 1

(Section Break)

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

If other, please list below. Biddeford Housing Authority

Why are you interested in serving the City of Biddeford? Housing development is a critical issue within the City, and I would like to help guide its efforts to create affordable housing.

Please list any experience that may be pertinent to the Board or Committee in which you are requesting to serve. I have over 50 years of senior management experience in the private sector with strong strategy development and implementation and personnel development that I can bring to the Housing Authority.

Please list any prior experience serving on any public Boards, Commissions or Committees (and approximate dates). City Councilor 2019-2025

Personnel Committee 2019-2015

Finance Committee 2022-2024

Wastewater Commission 2019-2025

Downtown Development Commission 2019-2024

MEMO

To: Biddeford Mayor and City Council
From: Don Gerrish, Gerrish Municipal Consulting Services
Re: Draft City Manager AD
Date: 6/16/26

Attached is a draft of the ad for the City Manager position for discussion at our meeting on Tuesday at 5:00pm July 21st.

We will be discussing:

1. Your thoughts on the overall ad.
2. Decision on whether or not the City Manager must live in Biddeford. The wording in the draft states that it is preferred that they live in Biddeford, but it is not mandatory. I believe this option gives the city the opportunity to receive the most qualified candidates.
3. Where you want to advertise the position. I would recommend that you place the ad with Maine Municipal Association (MMA), International City/County Manager Association (ICMA), Massachusetts and New Hampshire Municipal Associations. Other associations in New England are available.
4. Discuss the salary range for the position. I am recommending a range of \$185,000 to \$215,000.

BIDDEFORD MAINE

Biddeford, located in York County along Maine's southern coast, is Maine's 6th largest City and is conveniently situated 15 miles south of Portland and 90 miles north of Boston. Just a few miles east of the City center lies a magnificent coastline with long stretches of sandy beaches framed by rocky promontories.

Biddeford, a major service center community with a rich manufacturing history, has developed into a diverse residential, commercial and industrial city meeting the challenges of the 21st century. Anchoring the City's economic base are 2 dynamic institutions of MaineHealth Medical Center and the University of New England. It has a thriving downtown, and its historic mills are being transformed into mixed uses. Exceptional growth has also occurred along its Route 111 corridor with a diverse retail area of several shopping centers. Biddeford is ideal for outdoor and recreational enthusiasts with its vast network of parks, trails, and activities for people of all ages. Combined with a strong sense of community, a rich cultural scene and unbeatable natural surroundings Biddeford is a great place to work, live and play.

Biddeford is a full-service community with a population of 22,300. It is Maine's youngest community with a median age of 35 years old. The City has full time staff of 243 and part-time/seasonal staff of 119. Its FY 27 budget is \$51million, excluding schools. The City operates under a City Charter with an elected Mayor, with veto power and a 9-member Council . 7 Councilors are elected by wards and the Mayor, and 2 Councilors are elected at large, with all having 2-year concurrent terms . The City Manager is nominated by the Mayor and confirmed by the City Council. A Charter Commission of 9 elected and appointed members has just begun working on a review of the City Charter

THE IDEAL CANDIDATE

- A demonstrated and dynamic leader who is forward- thinking, fair-minded, transparent, thinks outside the box, plans for the long term and can help lead the community;
- An effective and experienced Administrator from an environment of similar complexity with proven organizational and professional skills;
- An individual who has strong skills in finance and capital planning, human resources, employee relations and unions, planning and community development;

- The ability to work positively and effectively with staff and promote positive morale and team-building in the organization and must be able to delegate to staff and hold staff accountable for the work to be performed;
- Leadership skills should include strong interpersonal, written, oral communication skills, and experience and passion for building strong relationships with Mayor , City Council, community organizations, state and federal agencies, citizens, and staff;
- A result-oriented approach is required with strong fiscal management skills and the ability to make effective/efficient use of available resources. Experience and a proven background in economic development as well as experience in collective bargaining and labor relations desired;
- Ability to work effectively in a fast-paced environment, with a record of handling a wide variety of projects at one time, and with the ability to be nimble in changing course or direction;
- Candidates must possess extremely well-developed active listening and communication skills with the ability to give engaging public presentations as well as ensure that internal communications are effective and keep employees apprised of organizational initiatives;
- Have the ability to facilitate meaningful conversations with those who may have differing viewpoints and a true passion for public service with the desire to make a difference;
- Candidates must be approachable, with a genuine desire to connect with all stakeholders and residents and the ability to engage in conversations with compassion and empathy; approach life and public service with flexibility, humility, and integrity;
- Willing to engage and become part of the fabric of the community. **Residency in Biddeford preferred but not mandatory.**

The Mayor and Council are seeking candidates with a minimum of 5 years of demonstrated municipal executive management experience or similar related private business experience. Applicants will possess a Bachelor's degree in Public or Business Administration or a closely related field with a Masters preferred. Salary range is **\$185,00 to \$215,000** with a comprehensive benefit package. Salary and benefits will be determined based on experience and qualifications.

For further information about Biddeford please go to www.biddefordmaine.org

The City of Biddeford is an equal opportunity employer and is committed to cultivating and preserving a culture of inclusion and connectedness.

Submit cover letter, resume, salary requirements and five (5) references electronically **by Monday August 17 , 2026** to:

Biddeford City Manager Search
Gerrish Municipal Consulting Services
Attn: Don Gerrish
51 Willow Grove
Brunswick, Maine 04011
Email: dhgerrish@yahoo.com
Telephone: 207-751-6828

REVISED TIMELINE**Biddeford City Manager Search****July 24, 2026****July 28 Tuesday**

Meet with Mayor and Council and finalize ad

July 29 Wednesday

Ad placed

August 24 Monday

Deadline for resumes

August 27 Thursday

Notebooks with recommended resumes of candidates to interview along with all resumes delivered to the Mayor and Council.

August 31-September 3**Meet with Mayor and Council to review candidate's resumes and decide on candidates for first interview.****September 8-10****First round of interviews most likely two days needed. (Zoom or In person) Decide on finalists.****September 21-September 24****Department Head Interviews finalists****Council interviews finalists and decides on finalist****September 28 - October 2****Contract negotiated with finalist and starting date determined and finalist announced.**

**CITY OF BIDDEFORD
CITY MANAGER SEARCH
MAYOR & COUNCIL COMMENTS
JULY 26, 2026**

ISSUES FACING BIDDEFORD

What to do with the JFK property.

City Audits and Bond Rating.

Recreation Bond allocation of funds.

City Hall Management.

Infrastructure improvements.

Critically understaffed in many of the departments and are unable to serve the public as best as they can.

Working on implementing the Comprehensive Plan in regard to the development plans and rezoning of parts of the city.

Fixing city's financial health and gain public trust in our finances.

Have a plan and process to address immense Capital improvement needs.

Must come up with a more sustainable approach to our unhoused community.

Property tax increases.

Clearing up financial mess.

Staff retention.

Balancing public expectations with limited staffing.

Housing affordability , both renting and owning which includes homelessness.

\$100 million+ in CIP work needed with only a guarantee of around \$2 million in the budget each year.

Zoning and ordinance overhaul.

Implementing Comprehensive Plan and starting the process for the next one.

Moving the City forward while dealing with existing issue.

Financial management and fiscal responsibility.

Aging infrastructure and capital planning.

Managing growth and development responsibly.

Communication, transparency and long term, data-informed decision making.

Long range plan for unhoused.

Moving the city forward.

Lack of trust in government.

Assure Human Resources are best practices and in place & working.

Have a clear focus on development.

Personnel management and a culture of excellence.

Re-establishing communities' confidence and trust in city government and city management.

Getting the house in order by filling critical vacant positions and stabilizing Department leadership.

Understand issues of audit problems, resolve them and determine actual city financial status.

Long range planning for unhoused, review and implement recommendations in various studies -Comp Plan, climate action plan, affordable housing task force report etc.

Building strong work foundation in all areas in City Hall at all levels.

Managing rising property taxes along with rising cost of running the city.

Lack of trust people have in city government including government officials and city staff over the years. Need for transparency .

Reason for staff turnover.

Never ending list of infrastructure issues.

Having a clear focus on development.

CITY MANAGER QUALITIES

Liam LaFountain or clone.

5-10 years' experience.

Familiarity with Maine & Biddeford's form of government.

Is aware of best practices, can identify sources of non-property tax revenue.

Ability to build and sustain effective working relations with all stakeholders.

Proven experience in comparable community in size and complexity.

Strong background municipal finances and operations .

Has led departments and made difficult personnel decisions.

Can work closely with an elected council and engaged citizen volunteers.

A data informed, goal-oriented leader, builds a culture of excellence.

Ability to make hard calls and hold staff accountable.

An honest, transparent communicator.

Engages residents genuinely

Combination of background, experience ,willingness and ability to tackle problems and keep forward momentum.

Compassionate, Supportive of staff including professional development

Communicative, Collaborative, Creative.

Some City Manager experience but also the possibility of others with similar experience and accomplishments.

Municipal experience with finances and budgets.

Show respect for elected officials.

Thinks long term with durable solutions over quick fixes.

Have fortitude, kind but firm when necessary.

Understands municipal government and its unique challenges.

Has municipal experience not necessary as City Manager.

Ability to earn respect not demanded of Department Heads and staff.

Leads by example.

Inclusive and doesn't make decisions in a vacuum.

Understands impact of policies on different constituents.

Listen to pros and cons on issues.

Ability to say no to residents, Mayor, Council and staff .

Can explain “why” and gets buy in.

Served as city administrator at fairly high level.

Will hold staff accountable & lead by being firm but fair.

Ability to take a stand and make things happen.

Transparency in all their communications.

Understands art of compromise.

Ability to understand the organization is about people and understanding all the issues they are facing.

Doesn't sit in the office and shelter themselves.

Ability to take risks, supports departments that also do.

Is inspiring and can revitalize the organization.

Can hit the ground running.

Has experience dealing with & fixing difficult issues.

Is not afraid of a challenge.

Need to have been a City Manager before.

Have thick skin, take criticism and move forward.

Have a sense of humor.

Have a Master's degree in managing/public administration.

**CITY OF BIDDEFORD
CITY MANAGER SEARCH
STAFF COMMENTS
JULY , 2026**

ISSUES FACING BIDDEFORD

Work to build back citizen trust of all aspects City Government.

Develop a procurement policy for City.

Improve internal and external communication.

Clear understanding of roles of Mayor, Council and City Manager.

Staffing levels in all Departments to meet service demands.

Get City's financial house in order .

Unhoused in downtown and community, no plan.

Employee hiring and retention, fill open city positions.

Expectations of employees and increased workloads .

Honesty and transparency from all aspect of City Government.

Set reasonable goals annually and follow through.

Growth of community and ability to have resources to meet demands.

Realistic CIP and underfunding for aging infrastructure.

Under staffing in many Departments.

Morale of staff, showing appreciation of staff.

No training program for employees.

Significant differed maintenance and infrastructure funding.

Fill city positions.

CITY MANAGER QUALITIES

Fortitude, thick skinned, firm but kind.

Ability to create a team without Department silos.

Municipal experience in comparable community.

Skill set to work in Biddeford.

Leads by example and earns respect.

Seeks input on issues and listens, inclusive.

Has ability to deal with conflict openly and fairly.

Is a risk taker and thinks outside the box.

Supports Département Heads, advocates for staff.

Inspires city to grow and improve.

Supports staff professional development .

Ability to supervise people in a fair and equitable way.

Is honest and upfront with Mayor and Council on issues.

Not a micromanager.

Is realistic to Mayor and Council on time to “fix” issues.

Municipal experience to fix city issues systematically/professionally.

Personal integrity and has work/life balance for himself and staff.

Doesn't make decisions in a vacuum.

Problem solver with collaborative approach.

Respects all employees.

Gives good guidance and develops a great team.

Trusts Department Heads to do their jobs.

Believes in work/life balance.

Stands up for themselves and staff.

Holds staff accountable and makes tough decisions when necessary.

Sense of humor..

Has great communication skills

Experienced manager in comparable municipality.

A good leader, that can make difficult decisions, can mentor.

Ability to work with Mayor and Council effectively.

Can push back to Mayor and Council and senior Dept. Heads.

Comes from a strong organization, brings best practices .

Can drive change management.

Has a Humans Resources background.

Has Development background, understands its financing.

Fosters positive workplace on trust, respect & accountability.

Leads with proactive, strategic vision.

**CITY OF BIDDEFORD
CITY MANAGER SEARCH
PUBLIC COMMENTS RECEIVED
JULY 20, 2026**

ISSUES FACING BIDDEFORD

Needs stability in City Manager Position. Hire capable Interim for 2 years and take time hiring permanent person for long term.

Structural association between Mayor and City Manager, Review job descriptions and determine if decision making is vested correctly.

Building back relationship with UNE.

High taxes, too much building.

Retention of employees.

Unhoused.

Rebuild Biddeford's image.

Get the City's finances in order.

Rebuild trust in government.

Losing business .

Invest in city organizations that maintain city history and culture..

Over development.

Finances and staff turnover.

Homelessness, Need shelter for them.

Open clerk's office on Friday.

Property taxes too high.

Unable to use city library and parks because of homelessness.

Lack of comprehensive team-based focus on finances.

Tax relief for and making the city for all the citizens.

Real estate taxes and the cost of education.

City struggles with capital improvements.

Community needs to navigate broader economic pressures while ensuring that people can continue to live, work and build stable lives here.

Goal should be a more connected, stable and resilient community

Balance growth with affordability and displacement .

Municipal budget pressure and tax burden.

Comprehensive plan, zoning and audit.

Infrastructure and traffic management.

Social changes and unhoused.

CITY MANAGER QUALITIES

Municipal experience and fiscal responsibility

Has great leadership history

Has integrity, compassion, transparency and has ability to listen.

Experience working in a college or university community.

Can't be a cowboy.

A record of working effectively and collaborative with all stakeholders.

Ability to be advocate for Biddeford in Augusta.

Work with Legislative Delegation on issues .

Ability to understand and meet the needs of the 65 and over population.

Gets out to meet with the community and Social Service Agencies.

Becomes invested in the community.

Can build coalitions with surrounding communities.

Has a real interested in Biddeford not just another job.

Is able to guide and be guided.

Ability to listen and hear from all constituents.

Someone already in Biddeford Government, in region or New England.

A collaborative, empowering leadership style.

Exceptional financial and budgeting acumen.

Commitment to transparency and community engagement.

Expertise in Economic Development/ Urban Planning.

Alignment with Biddeford's values and diversity.

Must possess a specific blend of expertise and emotional intelligence.

Sensitive to the environment.

Long term tenure in last post, managed people, leadership experience.

Enthusiastic with thick skin.

Have strong ties to the area and loves the area.

Fiscal conservative with eye to streamline the city budget.

Needs to live in Biddeford.

Not a nation-wide search, hire from city hall that employees and staff respect.

Willingness to connect to community and have active communication with all citizens.

Ability to think outside the box moving Biddeford in positive direction.

Holds everyone accountable for lapses in performance.

Can stand up to the Mayor and Council.

Run the city as a business.

A true general who does not want to disappoint.

Should be a Biddeford resident.

Character, integrity, ethical.

Ability to develop and implement strategic plans.

Ability to listen, assess the situation and respond accordingly.

Experience in managing diverse teams/departments.

Business and financial experience.

Understands power of public service.

Ability to empower city employee.

Understanding of public sector financing.

Understands Biddeford's challenges and has experience to address them directly.

Ability to make decisions for long term stability of Biddeford.

Ability to create a culture in City Hall that is organized, transparent and is supportive of staff, residents and elected and appointed officials.

Biddeford needs fresh leadership that can restore trust, strengthen basic systems and help move Biddeford forward.

City of Biddeford
City Council Meeting
July 7, 2026 at 6:00 PM
Minutes

1. Roll Call

All Members present:

Council President Beaupre

Councilor Boston

Councilor Woods

Councilor Doughty

Councilor Kurtz

Councilor Pierson

Councilor Cote

Councilor Vadnais

Councilor Lessard

2. Pledge of Allegiance

3. Adjustment(s) to Agenda

Mayor LaFountain announced there were no adjustments to the agenda.

4. Recognition

4.a Employee Recognition

Mayor LaFountain recognized staff anniversaries and retirements, new employees, and employees who had left City service in June.

5. Proclamation

5.a 2026 Park and Recreation Month - PROCLAMATION

Councilor Woods read the proclamation into the record.

**5.b Honoring Age-Friendly Biddeford: Recipient of the 2026 Spirit of America Award
- PROCLAMATION**

Mayor LaFountain read the proclamation into the record and invited Elizabeth Martin of Age-Friendly Biddeford to speak. Martin detailed various programs administered by Age-Friendly Biddeford, highlighted the efforts

of members present at the meeting, and invited community members to volunteer. Mayor LaFountain also acknowledged Councilor Boston's contributions to the organization, detailed Age-Friendly Biddeford's efforts to create sister organizations in neighboring towns, and presented Martin and the organization with the 2026 Spirit of America Award.

6. Appointments

6.a Approval - Mayoral Appointment to a Committee-Citizen

Mayor LaFountain appointed Richard Potvin, Ward 6, to the Planning Board.

Motion to approve: Council President Beaupre.

Seconded by: Councilor Lessard.

Vote: Unanimous in favor.

Motion passed.

7. Public Hearing

7.a Social Bar Liquor License Public Hearing

No public comments on the license application.

8. Liquor License Consideration

8.a Social Bar Liquor License

Motion to approve: Council President Beaupre.

Seconded by: Councilor Doughty.

Vote: Unanimous in favor.

Motion passed.

9. Public Addressing the Council

None.

10. Consideration of Minutes

10.a Approval City Council Meeting Minutes of June 16, 2026

Motion by: Council President Beaupre.

Seconded by: Councilor Woods.

Vote: Unanimous in favor.

Motion passed.

11. Orders of the Day

11.a 2026.107 Approval-Meeting Dates for City Council November 2026

Motion by: Council President Beaupre.

Seconded by: Councilor Lessard.

Mayor LaFountain noted that the regular City Council meeting date in November is November 3, which is the date of the General Election. This Order would change the first meeting in November to Thursday, November 5 so there isn't a conflict.

Vote: Unanimous in favor.

Motion passed.

12. Public Addressing the Council

One Citizen from Ward 6 spoke about sustainability and the urgency to address climate change.

13. City Manager Report

Interim City Manager Cornell Knight detailed what he has been doing in his first two weeks to meet with staff, get briefed on the issues they are working on, and doing site visits throughout the city. One project he noted was that the entrance ramp to the City had to be closed due to safety concerns and the Department of Public Works has secured the area until the ramp can be repaired. Knight detailed the timeline for the completion of the FY24 audit as well as when work would begin on the FY25 audit. Knight detailed efforts to reconcile school financial data in preparation for the audit, interoperability issues between school and city financial software, and a plan to integrate the systems to have data available in a timely manner for the audits going forward.

Councilor Lessard and City Manager Knight discussed the timeline of audits with regards to bond ratings for ongoing municipal projects.

14. Committee Updates by Council

Councilor Boston detailed efforts of the Cable TV Committee and progress in recruiting a director of Public Access, and thanked city staff for their help.

Councilor Woods described the ongoing efforts of the Public Arts Commission and updates from the Traffic Committee.

15. Other Business

Councilor Lessard requested scheduling a workshop or agenda item to discuss ways to build workforce housing that would serve the broader community and attract potential City employees.

Councilor Woods announced the next Ward 2 Meeting for July 19 at Pierson's Lane Children's Gardens.

16. Council President Addressing the Council

Council President Beaupre announced recruitment efforts for the Veterans Committee and lauded the efforts of retiring employees. Council President Beaupre also expressed appreciation for DPW cleanup efforts throughout the city, the newly- installed parking spots at St. Louis Field, and the Rotary Park boat launch.

17. Mayor Addressing the Council

Mayor LaFountain expressed appreciation for the Emergency Management Team's response to the recent extreme heat, recognized Biddeford Public Works' efforts installing the Main Street pump station. Mayor LaFountain noted that he wanted property owners and the public aware to be aware of public access to beaches. Mayor LaFountain reminded people about the July 9th City Manager Search Public Input Session facilitated by Don Gerrish of Gerrish Municipal Consulting Services as well as a July 23 event helping elderly residents determine eligibility for relief payment assistance. Mayor LaFountain again congratulated Age-Friendly Biddeford for their efforts and reminded listeners of available volunteer opportunities.

18. Executive Session

18.a 1 MRS (6) E- Legal Matters

Motion to go into Executive Session at 6:43 pm. The Mayor stated that no further business or votes would be taken after the Executive Session.

Motion by: Councilor Boston.

Seconded by: Councilor Lessard.

Vote: Unanimous in favor.

Motion passed.

Executive Session started at 6:48 pm.

Motion to end Executive Session at 7:13 pm. by Councilor Boston, seconded by Councilor Lessard.

Vote: Unanimous in favor.

Motion passed.

19. Adjourn

Motion by: Councilor Boston.

Seconded by: Councilor Lessard.

Vote: Unanimous in favor.

Motion passed.

The meeting adjourned at 7:13 pm.



City Council

Meeting Date: July 28, 2026
Meeting Time: 6:00 PM
Agenda Item No: 8.a
Item Description: 2026.111 Approval - FY26 Carry Over Request- Finance
Submitted By: Interim City Manager Cornell Knight

Key Terms:

N/A

Executive Summary:

N/A

Detailed Review:

Attached is the list of balances to carry forward from the FY 26 budget. The Unallocated CIP- \$451,422 is the recommended amount by the Capital Projects Operations Committee. The Main Street Pump Station project- \$150,000 is on-going. The Public Arts Commission \$1,082 is newly formed and needs seed money. The Sustainability Commission -\$8,027 is for Beach Management expenses. The Conservation Committee - \$1,604 is for water testing and watershed analysis. Planning \$25,675 is for consulting services not covered under 3rd party review and for a Comp Plan reserve, which the next plan should be started in 4 yrs. The Mobile Radio Purchase - \$20,000 is for 2 radios installed in the new ambulance.

Funds to be carried from the unused Contingency account total \$117,500:

City Hall Improvements - \$50,000 for bathroom renovations, breakroom improvements and accessibility ramp repair.

Community Center- \$7,500 for roof repairs. Numerous buckets are put out every rain event.

Communications Center Generator -\$45,000, a rental is costing \$3,300 per month.

Fire Station masonry repair- \$15,000 leaks during rain events are damaging interior walls.

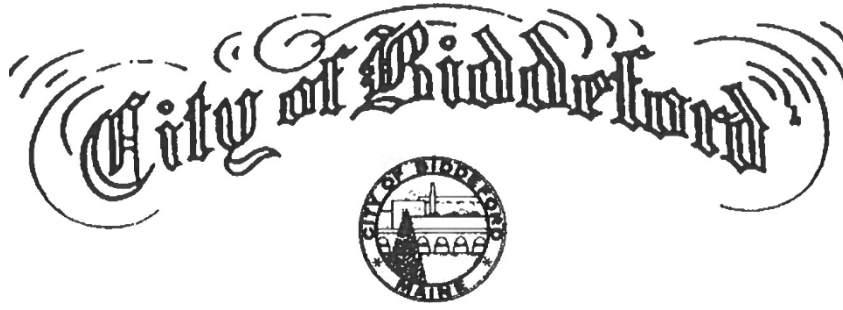
Police- \$25,000- Building Assessment for structural issues

Funding Source:

Staff Recommendation:

Next Steps:**Attachments:**

1. 2026.111 Approval - FY26 to FY27 Carryover Funds



2026.111

IN BOARD OF CITY COUNCIL...JULY 28, 2026

BE IT ORDERED, that the Finance Director is authorized to create dedicated reserves and reallocation reserve accounts for unspent FY26 Capital Improvement Funds, and transfer funds from the FY26 Budget in the amounts listed below deducting any encumbrances, or if listed as both Dedicated Reserve and Reallocation reserve the dedicated reserve shall be a fixed amount and the reallocation reserve being the balance deducting any encumbrances.

Source	Project	Dedicated Reserves	Reallocation Reserve
FY26 CIP	Unallocated CIP	\$451,422	
FY26 CIP	Main Street Pump Station Project	\$150,000	
21109-60797	Biddeford Public Arts Commission	\$1,082	
21109-60797	Sustainability Commission	\$8,027	
21109-60797	Conservation Committee	\$1,604	
21109-60306	Planning – Other Consulting	\$25,675	
21141-60461	Mobile Radio Purchase	\$20,000	
21111-60798	City Hall Improvements		\$50,000
21111-60798	Community Center Generator		\$45,000
21111-60798	Community Center Roof Repair		\$7,500
21111-60798	Fire Station Masonry Repair		\$15,000
21111-60798	Police Station- Building Assessment		\$25,000
	Totals:	\$657,810	\$142,500

BE IT FURTHER ORDERED, that the City Manager be authorized to expend from the above Dedicated Reserves for expenses related to on-going projects in accordance with the Purchasing Code.

Attest: _____
City Clerk



City Council

Meeting Date: July 28, 2026
Meeting Time: 6:00 PM
Agenda Item No: 8.b
Item Description: 2026.113 Acceptance of Criminal Forfeiture Assets
Submitted By: Chief Fisk

Key Terms:

N/A

Executive Summary:

The order before the Council is to accept Approval of Transfer of Forfeiture Assets. 15 M.R.S.A. §5824(3) requires that, before any forfeitable item may be transferred to a State Agency, County or Municipality, the municipal legislative body must publicly vote to accept the item(s) if subsequently ordered forfeited by the Court; Under Rules issued by the Department of the Attorney General, a public vote must be made on each forfeiture “approval” and a “continuing resolution” of approval cannot be accepted.

Detailed Review:

The letter in the packet from the Office of the Attorney General describes the procedure required for approval of the transfer of forfeiture assets. If approved by a vote of the Council, the order satisfies the requirements needed for the Biddeford Police Department to accept the assets.

Funding Source:

N/A

Staff Recommendation:

Staff recommends approval

Next Steps:

Attachments:

1. 2026.113 Approval Criminal Forfeiture
2. State of Maine Criminal Forfeiture

City of Biddeford



2026. 113 IN BOARD OF CITY COUNCIL... JULY 28, 2026

BE IT ORDERED, that the City Council of the City of Biddeford does hereby grant approval pursuant to 15 M.R.S.A. § 5824(3) & §5826(6) to the transfer of \$1,932.00 U.S. Currency and a Walther P22 (S/N: L380800), or any portion thereof, on the grounds that the Biddeford Police Department did make a substantial contribution to the investigation of this or a related criminal case.

WHEREFORE, the Municipality of Biddeford does hereby approve of the transfer of the Defendant(s) In Rem, or any portion thereof, pursuant to 15 M.R.S.A. § 5824(3) & §5826(6).

Attest by: _____
City Clerk

STATE OF MAINE
YORK, ss

UNIFIED CRIMINAL COURT
BIDDEFORD
Docket No. YRKCD-CR-2020-00836

State of Maine	}	
	}	
v.	}	Municipality of Biddeford
	}	Approval of Transfer
	}	15 M.R.S.A. §5824(3) & §5822(4)(A)
Marquice Davis	}	
Defendant;	}	
	}	
And	}	
	}	
\$1,932.00 U.S. Currency	}	
Defendant(s) In Rem #1	}	
	}	
Walther P22	}	
S/N: L380800	}	
Defendant(s) In Rem #2	}	

NOW COMES the Municipality of Biddeford, Maine, by and through its municipal officers, and does hereby grant approval pursuant to 15 M.R.S.A. § 5824(3) & §5826(6) to the transfer of the above captioned Defendant(s) in Rem, namely \$1,932.00 U.S. Currency and a Walther P22 (S/N: L380800), or any portion thereof, on the grounds that the Biddeford Police Department did make a substantial contribution to the investigation of this or a related criminal case.

WHEREFORE, the Municipality of Biddeford does hereby approve of the transfer of the Defendant(s) In Rem, or any portion thereof, pursuant to 15 M.R.S.A. § 5824(3) & §5826(6) by vote of the Biddeford municipal legislative body on or about

Dated: _____

Municipal Officer
Biddeford, Maine
(Impress municipal legislative body seal here)

AARON M. FREY
ATTORNEY GENERAL



TEL: (207) 626-8800
TTY USERS CALL MAINE RELAY 711

STATE OF MAINE
OFFICE OF THE ATTORNEY GENERAL
6 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0006

REGIONAL OFFICES
84 HARLOW ST. 2ND FLOOR
BANGOR, MAINE 04401
TEL: (207) 941-3070
FAX: (207) 941-3075

125 PRESUMPCOT ST., SUITE 26
PORTLAND, MAINE 04103
TEL: (207) 822-0260
FAX: (207) 822-0259

14 ACCESS HIGHWAY, STE. 1
CARIBOU, MAINE 04736
TEL: (207) 496-3792
FAX: (207) 496-3291

June 11, 2026

Chief JoAnne Fisk
Biddeford Police Department
39 Alfred Street
Biddeford, ME 04005

RE: State of Maine v. Marquice L. Davis
York County Unified Criminal Court
Doc. No. CR-20-836
Criminal Forfeiture
Required Vote of Municipal Officers/ Approval of Transfer of Forfeiture Assets

Dear Chief Fisk:

Enclosed please find a draft Approval form for submission to the municipal officers.

Please inform the municipal officers that:

A. 15 M.R.S.A. §5824(3) requires that, before any forfeitable item may be transferred to a State Agency, County or Municipality, the municipal legislative body must publicly vote to accept the item(s) **if subsequently ordered forfeited by the Court;**

B. Under Rules issued by the Department of the Attorney General, a public vote must be made on each forfeiture "approval" and a "continuing resolution" of approval cannot be accepted;

C. As with all forfeitures, an approval of a transfer by the municipal legislative body does not guarantee either that the Defendant(s) In Rem will in fact be forfeited or, if forfeited, that the Court will order the item(s) transferred to the approving Department, Agency, County or Municipality. The municipal legislative body's approval only signifies that, if the Defendant(s) In Rem are in fact ordered forfeited and, if the Attorney General and the Court agree to a transfer of all or part of the Defendant(s) In Rem to a Department, Agency,

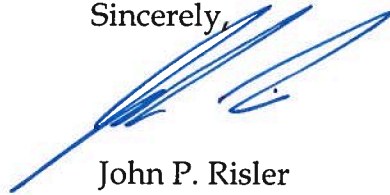
County or Municipality based upon the "substantial contribution" of that Department, Agency, County or Municipality, then that entity is in fact, willing to accept the Defendant(s) In Rem or portions thereof. In order to streamline what is otherwise a cumbersome forfeiture process, it is our practice to seek State, county or municipal approval in anticipation of the final order of forfeiture. However, final forfeiture is not guaranteed and both the municipal legislative body and the law enforcement agency involved are **cautioned** that they **should not encumber** funds or property until a Final Order granting them lawful title to the property is delivered to them;

D. Under the provisions of the Forfeiture Statute, if the municipal legislative body fails to approve a transfer in a timely manner, any forfeited items shall be transferred to the State of Maine General Fund.

Assuming your municipal legislative body does grant its approval, kindly see to it that the accompanying form is signed by the appropriate person and is "embossed" with the seal of the municipality. Then, please return the **original** to me for filing, and retain a copy for your records.

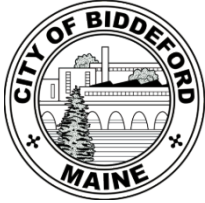
My sincere thanks for your attention to this matter. Should you have any questions, please do not hesitate to contact me.

Sincerely,



John P. Risler
Assistant Attorney General

JR/ml
Enclosure



City Council

Meeting July 28, 2026

Date:

Meeting 6:00 PM

Time:

Agenda Item 8.c

No:

Item 2026.109 City of Biddeford- Town of Old Orchard Beach General Assistance

Description: Vacation Coverage MOU

Submitted Jake Hammer, General Assistance Supervisor

By:

Key Terms:

Executive Summary:

The proposed Memorandum of Understanding (MOU) between the City of Biddeford and the Town of Old Orchard Beach is a renewal of an existing intergovernmental agreement originally executed under a previous City Manager. The agreement establishes a framework under which the City of Biddeford General Assistance Office will provide temporary operational coverage for the Old Orchard Beach General Assistance Office during periods when the Town's General Assistance Administrator is on scheduled vacation or approved leave.

General Assistance is a statutorily required municipal program that provides emergency assistance to eligible residents. Because Old Orchard Beach currently operates with a single General Assistance staff member, planned absences create operational challenges and the potential for interruptions in service. Renewing this agreement allows The City of Biddeford to gain a modest income stream and Old Orchard Beach to maintain uninterrupted access to required services while strengthening regional cooperation between neighboring municipalities.

Prior to recommending renewal, Biddeford General Assistance staff conducted an operational review of current workloads, staffing levels, and historical utilization of the agreement. Based on that assessment, staff are confident that the department has sufficient capacity to provide occasional coverage for Old Orchard Beach while continuing to prioritize and maintain timely,

uninterrupted services for Biddeford residents.

Under the agreement, Biddeford will process General Assistance applications on behalf of Old Orchard Beach during approved coverage periods, maintain appropriate records, and submit eligible applications to Old Orchard Beach for payment processing. Old Orchard Beach will reimburse Biddeford for the staff time dedicated to serving its residents, ensuring there is no financial burden to the City of Biddeford.

Detailed Review:

The proposed Memorandum of Understanding represents the renewal of an existing partnership between the City of Biddeford and the Town of Old Orchard Beach that was originally executed under a previous City Manager in Fiscal Year, 2025. The purpose of the agreement is to ensure uninterrupted General Assistance services for Old Orchard Beach residents during periods when the Town's General Assistance Administrator is on scheduled vacation or approved leave.

Old Orchard Beach administers its General Assistance program through a single staff position, making planned absences particularly challenging from an operational perspective. This agreement provides a practical regional solution by allowing Biddeford's General Assistance Office to temporarily administer the program during periods of leave that are approved by the Biddeford General Assistance office. In doing so, the agreement promotes continuity of services while demonstrating effective intermunicipal collaboration between neighboring communities.

As part of the renewal process, the Biddeford General Assistance Office completed an internal assessment of current staffing levels, application volume, and the historical utilization of the agreement. Based on this review, staff are confident that the department has the operational capacity to provide occasional vacation coverage for Old Orchard Beach while continuing to meet all statutory obligations and maintain Biddeford residents as the department's highest priority. Importantly, requests for coverage are not automatic. The MOU requires Old Orchard Beach to submit requests at least two weeks in advance, and approval remains solely at the discretion of the Biddeford General Assistance Supervisor based on departmental staffing levels and operational capacity. This provision ensures that Biddeford retains the flexibility to decline coverage requests whenever doing so is necessary to preserve service levels for Biddeford residents.

Prior to any approved leave, the Old Orchard Beach General Assistance Administrator is responsible for notifying clients, community partners, and service providers of the temporary coverage arrangement and for providing Biddeford staff with relevant case information to facilitate a seamless transition. During the approved coverage period, Biddeford staff will process General Assistance applications in accordance with Maine statute, maintain records of all interactions, and provide those records to the Old Orchard Beach General Assistance

Administrator upon their return. Eligible applications will be submitted to the Old Orchard Beach Finance Department for payment processing and subsequent State reimbursement in accordance with existing procedures.

The agreement is structured as minor revenue stream and will not create a financial obligation for Biddeford taxpayers. Old Orchard Beach will reimburse the City for the staff time devoted to administering General Assistance services on its behalf, billed in fifteen-minute increments at the fully burdened hourly rate established in the MOU.

Overall, the renewed agreement represents a fiscally responsible and operationally sound approach to regional cooperation. It enables both municipalities to make efficient use of existing professional expertise, supports continuity of an essential statutory service, and strengthens collaboration between neighboring communities while ensuring that Biddeford's operational priorities remain fully protected.

Funding Source:

No Funds Requested.

21125-40559 will hold this revenue.

Staff Recommendation:

Staff recommend that Council allow the Interim City Manager to enter into the MOU with the Town of Old Orchard Beach on behalf of the City of Biddeford. Staff are confident based on historical trends that the Biddeford General Assistance office has the operational capacity to maintain this program.

Next Steps:

If this item is approved by Council, The MOU will be signed by the Interim City Manager and submitted to the Town of OOB for signature. Upon signature by both parties, the MOU will be retained by both parties.

Attachments:

1. 2026.109 Council Order
2. Biddeford_OOB GA MEMORANDUM OF UNDERSTANDING FY27

City of Biddeford

The seal of the City of Biddeford, Maine, is circular. It features a central illustration of a lighthouse on a rocky shore with trees. The words "CITY OF BIDDEFORD" are inscribed around the top inner edge, and "MAINE" is at the bottom. The seal is flanked by two decorative, symmetrical scroll-like flourishes.

2026.109 IN BOARD OF CITY COUNCIL... JULY 21st, 2026

BE IT ORDERED, that the City Council of the City of Biddeford hereby authorizes the Interim City Manager to execute a Memorandum of Understanding between the City of Biddeford and the Town of Old Orchard Beach providing for temporary General Assistance vacation and leave coverage by the City of Biddeford General Assistance Office, in substantially the form presented to the Council, and further authorizes the Interim City Manager to execute any non-substantive revisions necessary to finalize the agreement.

Attest by: _____

MEMORANDUM OF UNDERSTANDING

Between the Town of Old Orchard Beach and the City of Biddeford Regarding General Assistance Vacation/Leave Coverage for the Town of Old Orchard Beach

This Memorandum of Understanding (“MOU”) is entered into by and between the Town of Old Orchard Beach (“OOB”) and the City of Biddeford (“Biddeford”), collectively referred to as the “Parties,” for the purpose of outlining the terms under which Biddeford General Assistance (GA) staff will provide vacation coverage for the OOB GA Administrator.

1. Purpose

The purpose of this MOU is to ensure continuity of General Assistance services for residents of Old Orchard Beach during periods when the OOB GA Administrator is on scheduled vacation or leave.

2. Request for Coverage

- a. Requests for coverage will be made by the OOB GA Administrator to the Biddeford GA Supervisor at least two (2) weeks in advance of scheduled vacation time.
- b. Approval of coverage will be at the discretion of the Biddeford GA Supervisor and contingent upon staff capacity and resource availability. Notification of approval will be given by the Biddeford GA Supervisor to the OOB GA administrator within one week of the request.

3. Responsibilities of the Town of Old Orchard Beach

The OOB GA Administrator shall:

- a. Notify clients, community partners, and resource providers of planned vacation leave and inform them of the plan to access services at Biddeford GA.
- b. Provide Biddeford GA with a summary of anticipated needs and relevant case information prior to the start of vacation leave.

4. Responsibilities of the City of Biddeford

The Biddeford GA Administrator shall:

- a. Respond to and process all General Assistance applications for OOB residents during the approved coverage period, pursuant to Maine statute.
- b. Submit all eligible OOB applications to the Old Orchard Beach Finance department for processing. OOB will then seek reimbursement from the State of Maine in accordance with statute, as normally done.
- c. Maintain a record of all OOB GA interactions and provide such records to the OOB GA Administrator upon their return.

5. Financial Terms

a. Biddeford shall bill OOB for staff time dedicated to OOB GA matters, in 15-minute increments, at a rate of \$45 per hour.

6. Term and Termination

This MOU shall take effect upon execution and remain in effect until June 31st, 2027. Either Party may terminate this agreement at any time, with written notice.

7. General Provisions

- a. This MOU does not create or imply any employment relationship between OOB and Biddeford staff.
- b. This MOU represents the entire understanding between the Parties regarding the subject matter herein and supersedes any prior discussions or agreements.

8. Signatures

IN WITNESS WHEREOF, the Parties hereto have executed this Memorandum of Understanding on the dates indicated below:

For the Town of Old Orchard Beach:

Name: _____

Title: _____

Date: _____

For the City of Biddeford:

Name: _____

Title: _____

Date: _____



City Council

Meeting Date: July 28, 2026

Meeting Time: 6:00 PM

Agenda Item 8.d

No:

Item Remove from Table -2026.98 Approval- Amendment to Council Rules-

Description: Executive Session

Submitted By: Harry B. Center, II, Esq., City Solicitor

Key Terms:

Executive Summary:

An amendment to the Council Rules to allow the Council to extend any Council Meeting while in Executive Session, when there is no further Council votes or action other than adjournment.

Detailed Review:

As a matter of courtesy to the public, the City Council frequently holds Executive Sessions at the end of the agenda. The process usually involves an announcement to the public by the Mayor that the Council is voting to enter Executive Session and that there will be not action or vote following the Executive Session, other than to adjourn the meeting. The public access employee is excused, the video coverage of the meeting is ended, and the Council then works on whatever issue prompted the Executive Session. When this occurs past 9:00 pm, the Council is forced to engage in the cumbersome and time-consuming process of voting to move out of Executive Session, voting to extend the meeting, then re-entering Executive Session, presuming a vote to extend the meeting passes in accordance with the Council Rules.

Funding Source:

N/A

Staff Recommendation:

N/A

Next Steps:

Amend the Council Rules if the Order is passed.

Attachments:

1. 2026.98 Approval Council Rules Executive Session Amendment - ORDER

City of Biddeford



2026.98 IN BOARD OF CITY COUNCIL... , JUNE 16, 2026 BE IT ORDERED, that the City Council does hereby approve amending Appendix A Rules of the City Council, Sec. A-1 Rule 1: Duties and Powers of Mayor or Presiding Officer by adding the following language in subsection i. in blue underline:

i The Mayor shall call regular meetings of the City Council to order at 6:00 p.m. on the first and third Tuesdays of each month, and regular meetings shall adjourn by 9:00 p.m. unless a majority of the Councilors present and voting, agree to extend the meeting for an additional hour to continue to 10:00 p.m. Beginning at 10:00 p.m., any motion to extend the meeting for one-hour increments shall require a two-thirds vote of the members present and voting. No extension past midnight shall be permitted unless all Councilors present vote unanimously to allow the meeting to continue beyond 12:00 a.m. If the Council is within Executive Session, this requirement may be satisfied by the Chair's taking of an informal poll of the Councilors. All regular and special meetings of the Council, including, but not limited to, Council workshops and public hearings, will be held in the Council chambers, unless a majority of the Councilors agree to a different location.

Attest by: _____
City Clerk