



**City of Biddeford
City Council**

April 1, 2025 at 6:00 PM
City Hall Council Chambers & Zoom

[Click to Join Zoom Meeting Online](#)

Or call in by phone: +1 312 626 6799

Meeting ID: 991 0963 3797

Passcode:749704

1. Roll Call
2. Pledge of Allegiance
3. Adjustment(s) to Agenda
4. Public Hearing
 - 4.a City Budget
5. Presentation
 - 5.a MaineHousing Overview
 - 5.b Comprehensive Plan Update
6. Appointments
 - 6.a 2025.30 Approval Mayoral Appointments to Citizen Committees
7. Public Addressing the Council

(3 minute limit per speaker for up to a total of 15 minutes)
8. Consideration of Minutes
 - 8.a Council Minutes 3-18-25
9. Orders of the Day
 - 9.a 2025.31 Approval YCEMA Hazardous Materials Response Team Memorandum of Agreement
 - 9.b 2025.35 Approval / Context Architecture Site Analysis Agreement
 - 9.c Remove from Table 2025.24) Approval / Reconstruction Gil Boucher Park Bath House

- 9.d 2025.32 Approval/ Public Works Gilbert Boucher Park Bath House-Rebuild
- 9.e 2025.34 Approval Vacant Building Registration Ordinance
- 9.f 2025.33 MMA Legislative Policy Committee Members
- 10. Public Addressing the Council
 - (5 minute limit per speaker)
- 11. City Manager Report
- 12. Other Business
- 13. Council President Addressing the Council
- 14. Mayor Addressing the Council
- 15. Executive Session
 - 15.a Executive Session 1 MRS 405 (6) d Labor Negotiations
- 16. Adjourn

City of Biddeford Notice of Budget

There will be a Public Hearing on April 1, 2025 on the City of Biddeford's City Government Budget as presented by the Acting City Manager. This meeting will be held in person and virtually through the Zoom 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://biddefordme.portal.civicclerk.com/event/735/files>



A Brief Overview of MaineHousing's Scoring Criteria & Opportunities for Future Competitiveness in Biddeford



Recent Westbrook Development Corp Projects



West End Apartments,
South Portland



Quebec Commons and The Acadia (Former MERC Site)



Thatcher Brook Apartments I & II – Barra Road

What are Low Income Housing Tax Credits & how do they work?



LIHTC Background



Created as an IRS Program in 1986 under Section 42 of the Code.

Two types of LIHTC Funding: 4% & 9% Deals

Typically, LIHTC funds are the largest funding source in the deal, but still require layers of funding sources.

Acceptance of funding requires longterm affordability commitment through restrictive covenants on the property (45+ years)

1

The IRS allocates
tax credits to
each state



2

The State adopts a
Qualified Allocation
Plan (QAP) reflecting
the State's priorities



1

The IRS allocates
tax credits to
each state



1

The IRS allocates tax credits to each state



2

The State adopts a Qualified Allocation Plan (QAP) reflecting the State's priorities



3

Developers submit LIHTC project applications according to the QAP priorities



2

The State adopts a Qualified Allocation Plan (QAP) reflecting the State's priorities

3

Developers submit LIHTC project applications according to the QAP priorities



4

MaineHousing awards tax credits to highest scoring developers



1

The IRS allocates tax credits to each state



2

The State adopts a Qualified Allocation Plan (QAP) reflecting the State's priorities

3

Developers submit LIHTC project applications according to the QAP priorities

4

MaineHousing awards tax credits to highest scoring developers

5

The developer sells the tax credits to investors



1

The IRS allocates tax credits to each state



1

The IRS allocates tax credits to each state



2

The State adopts a Qualified Allocation Plan (QAP) reflecting the State's priorities



3

Developers submit LIHTC project applications according to the QAP priorities



4

MaineHousing awards tax credits to highest scoring developers

5

The developer sells the tax credits to investors



6

Investors provide equity to fund the project.



QAP Priorities: Thresholds & Scoring



QAP Thresholds

Affordability Restrictions

Acceptance of 811 vouchers

Total Development Cost
Caps

Acq/Rehab Minimum Costs
per Unit

Site Control

Management/Development
Team Experience

Consistency w/State &
Municipality Growth
Management Regulations

Project Feasibility

Project Design Meets
MaineHousing Standards

Project Amenities – Internet,
Community Room, Laundry,
Telemedicine Access, etc.

Smoke Free Housing
Commitment

Resident Services
Coordination

QAP Scoring

Historic Preservation

Smart Growth

Reserve 20% of units for
Populations w/ Special
Needs

Family Housing – Provide
50% of units as
2BR/3BR+

Senior Housing –
Additional ADA units

Readiness – All State &
Local approvals in hand

Acquisition Cost

TIF

Located in Service
Center Community

Community
Revitalization Plan

Developer &
Management
Performance/Experience

2025 Tax Credit Pre-Applications

Project Name	Developer	Contract	Project Address	city/town	units	LI Units		LIHTC	Subsidy
Anchorage South	Bath HA	Seth Parker	80 Congress Avenue	Bath	47	47	NC	\$ 1,396,599	\$ -
Windham Senior	DC	Laura Reading	Angler Road	Windham	48	48	NC	\$ 1,200,000	\$ 3,000,000
Atlantic Street Apartments	LB Development Partners LLC	Dan Black	42 Atlantic Street	Portland	30	30	NC	\$ 900,000	\$ 1,486,712
Barra Road	Avesta	Patraic Hodgson	Barra Road	Biddeford	46	46	NC	\$ 1,199,988	\$ 2,990,000
COMB Block Phase 1	Portland HA	Jay Waterman	70 E Oxford Street	Portland	55	50	NC	\$ 1,200,000	\$ 2,908,634
Landry Heights	South Portland HA	Ben Mohny	TBD	South Portland	38	38	NC	\$ 955,546	\$ 2,470,000
Ledgewood	DC	Laura Reading	207 Ledgewood Court Drive	Damariscotta	56	56	rehab + NC	\$ 1,200,000	\$ 3,000,000
Martel Phase II	Lewiston HA	Chris Kilmurry	860 Lisbon Street	Lewiston	44	44	NC	\$ 1,200,000	\$ 3,000,000
Millbrook Estates III	Westbrook HA	Tyler Norod	300 E. Bridge Street	Westbrook	36	29	NC	\$ 870,000	\$ 2,300,937
Millbrook Estates IV	Westbrook HA	Tyler Norod	300 E. Bridge Street	Westbrook	36	29	NC	\$ 870,000	\$ 2,300,937
Oxford Street Apartments	Avesta	Catherine Elliott	197 and 203 Oxford Street	Portland	48	48	NC	\$ 1,200,000	\$ 3,000,000
Pineview Apartments	Realty Resources	Nichole Lorentzen	240 Elm Street	Newport	24	24	Rehab	\$ 720,000	\$ 1,800,000
Ramada Project	Lewiston HA	Chris Kilmurry	490 Pleasant Street	Lewiston	63	63	Adpt/reuse	\$ 1,200,000	\$ 3,000,000
Soleil Apartments Phase 1	Lewiston HA	Chris Kilmurry	61 Ash Street	Lewiston	44	44	NC	\$ 1,200,000	\$ 3,000,000
Soleil Apartments Phase 2	Lewiston HA	Chris Kilmurry	61 Ash Street	Lewiston	28	28	NC	\$ 840,000	\$ 1,700,000
Sun Valley Apartments	Chesapeake Community Advisors, Inc. w/T. MacDonald	William (Bill) Curran	19 Sunvalley Circle	Mexico	24	24	Rehab	\$ 532,628	\$ -
Sunridge Senior Housing Phase 2	Bangor HA	Cindy Witas	0 Sunset Avenue	Bangor	50	50	NC	\$ 1,186,658	\$ 3,000,000
Thatcher Brook Apartments I	Westbrook HA	Tyler Norod	37 Barra Road	Biddeford	40	40	NC	\$ 1,200,000	\$ 3,120,000
Thatcher Brook Apartments II	Westbrook HA	Tyler Norod	37 Barra Road	Biddeford	36	36	NC	\$ 1,080,000	\$ 2,808,000
Time & Temp	DC	Laura Reading	477 Congress Street	Portland	41	32	Adpt/reuse	\$ 726,254	\$ -
Williston Immanuel	Avesta	Nate Howes	156 High Street	Portland	31	31	Adpt/reuse + NC	\$ 930,000	\$ 866,000
Woodfords New Construction	CHOM	Brian Kilgallen	202 Woodfords Street	Portland	43	43	NC	\$ 1,182,536	\$ 2,795,000
Woodfords Parish House	CHOM	Brian Kilgallen	186 Woodfords Street	Portland	41	41	Adpt/reuse + NC	\$ 1,200,000	\$ 2,378,116
Youth and Family Outreach	DC	Laura Reading	331 Cumberland Avenue	Portland	60	48	NC	\$ 1,200,000	\$ 3,000,000

2025 Tax Credit Winning Applications by Municipality

Municipality	# of Projects
Bath	1
Bangor	0
Biddeford	3
Damariscotta	1
Lewiston	4
Mexico	1
Newport	1
Portland	8
South Portland	1
Westbrook	2
Windham	1
Total	24

2025 Tax Credit Pre-Applications by Municipality

Municipality	# of Projects Applied	# of Projects Funded
Bath	1	1
Bangor	1	0
Biddeford	3	1
Damariscotta	1	0
Lewiston	4	0
Mexico	1	1*
Newport	1	0
Portland	8	3
South Portland	1	0
Westbrook	2	0
Windham	1	1
Total	24	7

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Biddeford	3	1
Damariscotta	1	0
Lewiston	4	0
Mexico	1*	1*
Newport	1*	0
Portland	8	3
South Portland	1	0
Westbrook	2	0
Windham	1	1
Total	24	7

*Rehab project funded through rehab set aside criteria

2025 Winning Project Scores

Project Name	Location	Developer	Score
Sun Valley Apts	Mexico	Chesapeake Community Adv.	45*
COMB Block Phase I	Portland	Portland Housing Authority	69
Thatcher Brook Apts Phase I	Biddeford	Westbrook Development Corp	68
Woodfords Parish House	Portland	CHOM	68
Youth & Family Outreach	Portland	Y&FO/Developers Collaborative	68
Anchorage South	Bath	Bath Housing Authority	67
Windham Senior	Windham	Developers Collaborative	64

Waitlisted Projects

Martel Phase II	Lewiston	Lewiston Housing Authority	63
Ramada Project	Lewiston	Lewiston Housing Authority	62
Barra Road	Biddeford	Avesta	62
Soleil Apts – Phase I	Lewiston	Lewiston Housing Authority	62
Atlantic Street Apts	Portland	LB Development Partners	61
Landry Heights	South Portland	South Portland Housing Authority	51
Ledgewood Court Apts	Damariscotta	Developers Collaborative	48
Pineview Apartments	Newport	Realty Resources	44*

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Scoring Criteria Categories

Project Location – 36 Pts

Developer Controlled Points – 33 Pts

Municipal Controlled Points – 21 Pts

Total Points Available – 90 Pts

Scoring Criteria Categories

Project Location – 36 Pts

Developer Controlled Points – 33 Pts

Municipal Controlled Points – 21 Pts

Total Points Available – 90 Pts

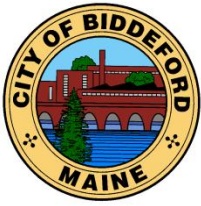
Municipal Controlled Points

- Acquisition Costs– Up to 5 pts for donated land
- Property Tax Relief (TIF/Pilot) – Up to 3 Pts
- Project Readiness (All state and local approvals) – Up to 10 Pts
- Community Revitalization Plan – 2 Pts
- Site designated by municipality as blighted or in need of environmental remediation – 1 Pt

Total Points Available – 21 Pts

Questions?





CITY OF BIDDEFORD
Planning and Development Department

Adi Iriqat
Assistant City Planner
205 Main Street
P.O. Box 586
Biddeford, ME 04005
(207) 284-9115
adi.iriqat@biddefordmaine.org

Comprehensive Plan Update, Part II

To: Marty Grohman, Mayor
Brian Phinney, Acting City Manager

From: Adi Iriqat, Assistant City Planner
CC: George Gervais, Director of Economic Community & Development
David C.M. Galbraith, Deputy Director / City Planner
Macneill, Shelly, Executive Assistant to City Manager

Date: April 1, 2025
Re: Comprehensive Plan Update Review, Part II

In my memo dated June 26, 2024, to former City Manager Jim Bennett, I provided the following update (summarized below), with further details attached separately:

The Biddeford Comprehensive Plan was submitted for state review on September 21, 2023, to ensure consistency with the Growth Management Act. While some elements were approved, such as the Vision Statement, Public Participation Summary, and Regional Coordination Program, the state identified deficiencies preventing full certification.

To gain approval, the plan must include:

1. A **Plan Implementation** section detailing priorities, responsible parties, and timelines.
2. **Evaluation Measures:** Progress is assessed every five years through measures including land use implementation, municipal investments, new development patterns, and resource protection.
3. A **Future Land Use Plan (FLUP)** that meets state requirements, including policies and strategies.

These missing elements must be addressed to initiate the plan review process, which includes evaluating individual chapters. The department is working towards the completion and submission of the required elements by June 30, 2025. The deadline for submission of these documents is April 2026.

As of today, I have been working closely with Tom Miragiluolo from Municipal Planning Assistance. I have been focusing on item #1 while reviewing other municipalities' plans for reference. Additionally, the City's grant writer, Christine Ohman, is involved in the process. To accomplish this, I reviewed the plan submitted to the State, the City Council, and the one posted online on the City of Biddeford's website, and compared them against each other.

Our department has faced significant challenges, including staff departures and a leadership transition affecting the Director, Deputy Director, and Assistant City Planner. Despite these changes, we remain committed to meeting the remaining requirements within the next three months.

City of Biddeford



2025.30 IN BOARD OF CITY COUNCIL... April 1, 2025

BE IT ORDERED, that I Mayor Grohman do hereby appont the following:

Catherine Gilbert

Ward 5

To the Downtown Development Commission for a term
to expire December 31, 2026

Patrick Conlon

Ward 3

To the Sustainability Commission for a term
to expire December 31, 2026

Attest by: _____
Robin Patterson, Clerk

Committee, Board, and Commission Application Form

Application

Name Catherine Gilbert

Pronouns Field not completed.

Ward 5-1

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?

Downtown Development Commission

If other, please list below. Field not completed.

Why are you interested in serving the City of Biddeford? I am interested in being more involved in my community. I would like to participate in the future business development of Biddeford. Help to attract new business, new residents etc

Please list any experience that may be pertinent to the Board or Committee in which you are requesting to serve. I have over 30 years of experience in business leadership and sales. With my many years of experience, I have a natural talent I networking and connecting with people in an authentic way

Please list any prior experience serving on any public Boards, Commissions or Committees (and approximate dates). I have not served on any committees in Biddeford or any other town. I have led several Pilot Programs for my current company that have been successful. Some of these programs have led to company wide implementation

Committee, Board, and Commission Application Form

Application

Name Patrick Conlon

Pronouns he him

Ward 3

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

If other, please list below. Field not completed.

Why are you interested in serving the City of Biddeford? I am interested in serving on the Biddeford Sustainability Commission because I believe that science is real and that the best science is telling us that human activity is changing the earth's climate in very detrimental ways. Scientific research also tells us that the extraction and burning of fossil fuels is one of the major causes bringing about this change to our climate.

My personal approach to fighting climate change is to use a bicycle as my main mode of local transportation.

I believe that more people would do this if they felt safe on our streets and roads. I believe that through the implementation of dedicated, safe and connected bicycle and pedestrian infrastructure more people would choose to ride a bike or walk, reduce their dependence on the automobile and reduce their own greenhouse gas emissions.

With the city's Sustainability Commission being tasked with the creation of a Bicycle and Pedestrian Plan I am happy to commit some of my time to this mission.

Please list any experience that may be pertinent to the Board or Committee in which you are requesting to serve. Past President of Bike JC in Jersey City NJ. Worked closely with the city government in Jersey City and the consulting firm Street Plans to formulate a Bicycle Master Plan as well as their Vision Zero Action Plan.

<https://www.bikejc.org/>

Worked closely with the New Jersey Bike Walk Coalition to encourage the state of New Jersey to purchase the old rail line that is now in the process of being converted into The Greenway that will connect Jersey City NJ to Montclair NJ. <https://njbwc.org/new-jersey-trails/>

Please list any prior experience serving on any public Boards, Commissions or Committees (and approximate dates). Biddeford Conservation Commission term expires 12/2025

City of Biddeford
City Council
March 18, 2025 at 6:00 PM
City Hall Council Chambers & Zoom

1. Roll Call - all present

Council President LaFountain
Councilor Lessard
Councilor Ortiz
Councilor Emhiser
Councilor Whiting
Councilor Beaupre
Councilor Gross
Councilor Belanger
Councilor Doughty

2. Pledge of Allegiance

3. Adjustment(s) to Agenda

None

4. Public Hearing

4.a Pepper's Mexican Restaurant LLC Liquor License

Open Public Hearing at 6:10 pm.

Public Comments: none

Close Public Hearing at 6:11 pm.

5. Liquor License Consideration

5.a Pepper's Mexican Restaurant LLC

Motion: Councilor Beaupre

Second: Councilor Belanger

Vote: Unanimous in favor.

Motion passed.

6. Proclamation

6.a Vietnam War Remembrance Day

Mayor Grohman read the proclamation.

6.b Eid al Fitr

Mayor Grohman read the proclamation.

7. Presentation

7.a School Budget Presentation by Superintendent Ray

Superintendent Ray reviewed the budget and slides.

7.b City Budget Presentation by Acting City Manager Brian Phinney

Manager Phinney provided a preliminary budget review.

8. Appointments

8.a 2025.27 Mayoral Appointments to Citizen Committees

Motion: Councilor Emhiser

Second: Councilor Belanger

Vote: Unanimous in favor.

Motion passed.

9. Public Addressing the Council

One citizen spoke about the budget.

One citizen thanked Mayor Grohman for setting up the affordable housing workshop and the online comments forum.

10. Consideration of Minutes

10.a Council Minutes 3-4-25

Motion: Councilor Belanger

Second: Councilor Lessard

Vote: Unanimous in favor.

Motion passed.

11. Second Reading

11.a 2025.20) Approval of George and Clifford Street Intersection Improvement.

Motion: Councilor Belanger

Second: Councilor Lessard

Police Chief JoAnne Fisk spoke about questions from the first reading. The overgrown bushes will be addressed. Public Works Director Jeff Demers agreed with that plan.

Councilor Ortiz asked questions about the slope and safety of the location.

Councilor Beaupre spoke about the benefit to public safety all year.

Vote: Unanimous in favor.

Motion passed.

11.b 2025.21) Approval/Amend Code of Ordinances, Chapter 2 Article IV, Division 16

Citizens' Advisory Committee

Motion: Councilor Belanger

Second: Councilor Beaupre

Vote: 8 yeas - Councilors Ortiz, Belanger, Gross, Doughty, Beaupre, Whiting, Emhiser and LaFountain.

1 nay – Councilor Lessard.

Motion passed.

*11.c 2025.22) Approval/Amend Code of Ordinances, Chapter 74, Article II, Division 5,
Shellfish Conservation Ordinance*

Motion: Councilor Beaupre

Second: Councilor Lessard

Vote: Unanimous in favor.

Motion passed.

12. Orders of the Day

12.a 2025.24) Approval / Reconstruction Gil Boucher Park Bath House

Motion: Councilor Emhiser

Second: Councilor Whiting

One citizen commented on the alternate pricing of the proposal.

Public Works Director Demers reminded everyone of the new sewer line and updates to the vault.

Recreation Director Lisa Thompson reviewed the bids, timeline, project location and funding. The proposed bid meets the needs for both public and staff use. They are not asking for the alternate items but included them for Council to review.

Councilor Lessard – motion to Table this item until the next meeting.

Second: Councilor Ortiz

Vote: 5 yeas, Councilors Lessard, Belanger, Gross, LaFountain and Beaupre

4 nays, Councilors Ortiz, Doughty, Emhiser and Whiting.

Motion to Table passed.

*12.b 2025.25) Approval / Engagement Agreement Extension for Berry Dunn - FY24 Audit
Work*

Motion: Councilor Belanger

Second: Councilor LaFountain

Manager Phinney explained the recommendation.

Several councilors expressed concern about the funding but also that it needs to get done.

Vote: Unanimous in favor.

Motion passed.

12.c 2025.04) Approval / River Wall Repair Project at Riverwalk Overlook (FEMA)

Motion: Councilor Beaupre

Second: Councilor Lessard

Code Enforcement Officer Roby Fecteau explained the elements of the two options for the project, funding and timing.

Councilor Lessard expressed appreciation for the CEO and Public Works Director for their efforts to put the best project together and save the city money.

Councilor Belanger expressed concern with the last portion of the funding source, he would like to approve the majority of the funds but hold off until the final source can be verified.

Councilor Belanger – motion to reduce the total cost by \$400,000.

Second: Councilor Lessard

Vote on the amendment: Unanimous in favor.

Councilor Emhiser asked about the VRAP concerns with the project; Manager Phinney explained the rules when disturbing the soil near the wall.

Vote on the order as amended: Unanimous in favor.

Motion passed.

12.d 2025.28 Approval PFML Private Plan Substitute

Motion: Councilor Emhiser

Second: Councilor Belanger

Human Resources Director Diana DePaolo explained the program and answered questions about opting back in to the State plan if needed in the future.

Vote: Unanimous in favor.

Motion passed.

12.e 2025.29 Approval Treasurer Appointment

Motion: Councilor Belanger

Second: Councilor Lessard

Vote: Unanimous in favor.

Motion passed.

13. Public Addressing the Council

One citizen asked about the progress of the Comprehensive Plan and the impact on future development.

14. City Manager Report

Acting City Manager Brian Phinney gave an update on the FY23 audit and a vacancy in the assessing department.

15. Other Business

None

16. Council President Addressing the Council

Council President LaFountain did not address the Council at this time.

17. Mayor Addressing the Council

Mayor Grohman has received a parking report and will share it with the Council tomorrow.

Councilor Belanger – motion to extend the Council meeting past 9:00 pm.

Second: Councilor Emhiser

Vote: 6 yeas – Councilors Lessard, Belanger, Gross, Doughty, Whiting and Emhiser.

3 nays – Councilors Ortiz, LaFountain and Beaupre.

Motion passed.

18. Executive Session

18.a Executive Session MRS 405 (6) c Real Estate Matters

Councilor Belanger motion to enter executive session at 8:59 pm.

Second: Councilor Whiting

Vote: Unanimous in favor.

Motion passed.

Councilor Lessard - motion to come out of executive session at 9:48 pm.

Second: Councilor Ortiz

Vote: Unanimous in favor.

Motion passed.

19. Adjourn

Councilor Lessard motion to adjourn at 9:48 pm

Second: Councilor Ortiz

Vote: Unanimous in favor.

Meeting adjourned.



City Council

Meeting Date: April 1, 2025

Meeting Time: 6:00 PM

Agenda Item 9.a

No:

Item 2025.31 Approval YCEMA Hazardous Materials Response Team Memorandum

Description: of Agreement

Submitted By: Chief Lawrence Best

Supporting Information/Documentation:

2025.31 Council Order YCEMA Hazardous Materials MOA, YCEMA_HAZMAT_MOU (1), York County RRT MOU 08182022 (002), Maine DOL Directive 2621, 784-B Maine First Responders State Wide Mutual Aid Agreement

Key Terms:

N/A

Executive Summary:

Biddeford Fire Department is currently part of the York County Regional Hazardous Materials Response Team and responds to regional calls as needed in accordance with Title 37-B, Chapter 13, Subchapter 3 §784-B Maine First Responders State-wide Mutual Aid Agreement. Approval of the YCEMA Hazardous Materials Response Team MOA will allow the County to reimburse the City of Biddeford for overtime costs associated with responding to these Hazardous Materials events. The estimated overtime expense for response to regional events covered under this MOA is roughly \$26,000 annually, which is included in the FY26 Operating Budget.

Detailed Review:

N/A

Funding Source:

N/A

Staff Recommendation:

Staff supports approval

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.

2025.31 IN BOARD OF CITY COUNCIL... April 1, 2025

BE IT ORDERED, that the City Council does hereby approve of the City of Biddeford Fire Department entering into the York County Emergency Management Agency Hazardous Materials Response Team Memorandum of Agreement and authorizes the Acting City Manager to sign the Memorandum of Agreement.

Attest by: _____
Robin Patterson, City Clerk

MEMORANDUM OF AGREEMENT
between

(Sponsoring Agency)

and the

York County Emergency Management Agency (YCEMA)

SUBJ: **MEMBER SPONSORS TO YORK COUNTY HAZARDOUS MATERIALS
RESPONSE TEAM**

References: (a) MSRA Title 37-B Section 784-B/*Maine First Responders Statewide Mutual
Aid Agreement*.
 (b) Maine Bureau of Labor Standards Compliance Directive 26-21/*Hazardous
Materials Training and Emergency Response*.
 (c) Memorandum of Agreement between York County Emergency Management
Agency and Maine Emergency Management Agency for the *Establishment of
the York County Regional Hazardous Materials Response Team dated
08/18/2022*.

1.0) Purpose

This memorandum creates an agreement between the two parties for the sponsorship and support of members to the York County Hazardous Materials Response Team.

2.0) Background

In order to ensure adequate staffing is available and sustainable for response to HAZMAT incidents in York County, the committed support of local fire departments has become necessary. While membership of the HAZMAT Response Team will remain voluntary, it is required for each member to be sponsored by a local fire department.

3.0) Agreement

a.) The sponsoring agency agrees to:

1.) Allow the sponsored member to be released from duty to attend scheduled training and respond to HAZMAT incidents when called and agency staffing levels allows.

b.) Sponsored members agree to:

2.) Ensure the sponsored member completes annual HAZMAT technician physical and respirator clearance as required by Reference (b).

c.) YCEMA agrees to:

1.) Reimburse the sponsoring agency for the wages of a sponsored member when attending or responding to a HAZMAT incident, team activities/trainings, and annual physical requirements. This includes shift coverage for the sponsored

Memorandum of Agreement
Member Sponsors to the York County HAZMAT Team

member. Reimbursement will be for wages (at either the applicable straight-time or overtime rate) only. Reimbursement for benefits is not authorized.

2.) Reimburse the sponsoring agency for the cost of the annual HAZMAT technician physical and respirator clearance provided the physical meets the requirements of Reference (b).

3.) Provide workers' compensation coverage through the State under References (a) and (c) for the sponsored employee while performing HAZMAT Response Team duties.

d.) It is also understood by all parties that the York County Hazardous Materials Response Team does have a statewide response responsibility.

4.0) Signatures:

a.) Sponsoring Agency: _____

Print: _____ Date: _____

b.) YCEMA: _____

Print: _____ Date: _____

////////////////////////////////////

Agreement Between
Maine Emergency Management Agency (MEMA)
And
York County Regional Response Team

This agreement is by and between the Maine Emergency Management Agency (hereafter referred to as “MEMA”), a State of Maine agency located at 45 Commerce Drive, Augusta, Maine 04330, and York County Regional Response Team (hereafter referred to as “the Team”), collectively referred to as “the Parties.”

MEMA and the Team agree as follows:

Activation/Deployment: If requested by MEMA, a County Emergency Management Agency (EMA), Maine Department of Environmental Protection (DEP), or pursuant to a mutual aid agreement, the Team agrees to respond to incidents within its established region and, if necessary, statewide.

Protocols and thresholds for Team deployment are outlined, but not limited to, scenarios outlined in Attachment A of this Agreement.

Term: This agreement shall remain in full force and effect until, July 9, 2025, and may only be extended by written approval of both Parties.

Reimbursement: The York County EMA is the fiscal agent for this program and all reimbursement requests are to be processed through there office. Each team will be allotted the following stipend amounts annually.

Regional Response Team (RRT)	\$15,000.00
Decontamination Strike Team (DST)	\$5,000.00

Equipment: The items and equipment, (hereinafter “Equipment”) purchased and issued by MEMA to the Team are encompassed by the terms of this Agreement. The complete equipment list is outlined in Attachment B.

MEMA retains ownership of the Equipment. The Team agrees to report to MEMA all defective, damaged, lost, and obsolete equipment within a reasonable time.

The Team will have possession and full use of the Equipment, and will maintain and protect the Equipment, including but not limited to routine testing, cleaning, inspection, and storage. The Team must provide MEMA with an annual inventory report at MEMA’s request.

The Team agrees to submit equipment and personnel status reports semi-annually to MEMA, at MEMA's request.

The Team further understands and agrees that if in the judgment of the MEMA Director, the Equipment provided by MEMA is not being properly maintained, or the Team fails to respond when necessary, or otherwise fails to comply with the terms of this Agreement, MEMA may require that the Equipment and the balance of related consumables be returned or surrendered to MEMA.

Training and Certification of Team: The Team will be based at York County EMA Headquarters in **Alfred**, Maine, and will primarily serve the **York County** area of Maine. The Team shall maintain an active roster of at least twenty (20) people.

For the purposes of Team management, MEMA, working in conjunction with the Team Chief, shall be considered the "Authority Having Jurisdiction" (AHJ) and be responsible for certifying the completion of Team Members' training and experience qualifications. The standard Qualifications Form for Team Chiefs to record and certify team members completed training is contained in the Team Members Qualification Form in Attachment C.

The Team is to be fully trained and certified and will remain qualified to assist a local Incident Commander and his/her command staff at all types of hazmat incidents.

Training of the Team will be provided and overseen by MEMA or conducted by a trainer subject to approval of the Director of MEMA. Training shall be conducted in compliance with all applicable laws and regulations, including without limitation to, the NFPA 472 standard and competencies established by MEMA.

The Team agrees to participate in at least one regional full-scale exercise annually to evaluate their deployable status and training needs. The exercise may be conducted within the Team's primary service area or in another region as determined by MEMA.

Progress reports: The established Chief of the Team will provide MEMA a progress report semi-annually, based on the following schedule:

Semi-Annual Report	Dates covered	Documents Due
Report 1	July 1 – December 31	Annual inventory and roster reports Report 1 due by January 15 th
Report 2	January 1 – June 30	Report 2 due by July 15 th

The progress report shall describe, at the minimum, training and certification activities, and past, current, and future anticipated problems. See Attachment D for an example of issues to be covered in the Semi-Annual Report. Submissions of quarterly reports shall be e-mailed to MEMA and the County EMA.

Purchases and Provided Equipment: MEMA and the Team Chief will discuss what equipment (including make and models) will be purchased, but the final decision remains with the Director of MEMA, who shall not be responsible for any defect, latent or apparent, in said equipment, whether in material or workmanship.

MEMA will provide hazmat team funding as available to ensure that issued and purchased equipment is properly maintained. Funding will be used to purchase services and supplies to ensure that equipment is properly calibrated and serviceable and to replace equipment that has an expiration date or has been damaged (in accordance with 2 CFR 200). Miscellaneous purchases shall be at the discretion of the MEMA Director and the Program Director. Allowable Expenses by RRT & DST Attachment E.

Liability and Hold Harmless:

Pursuant to this Agreement and in accordance with M.R.S.A. Title 37B §784A, the State of Maine provides liability insurance and worker's compensation to those trained and certified Special Team volunteers when they are performing assigned duties directly related to preparation for, response to, or recovery from emergency or disaster operations.

Liability insurance and worker's compensation coverage shall be extended to those individuals and/or teams when activated and approved by the Director of MEMA and/or the Director's designee. The designee by law includes the local or county Emergency Management Agency Director and, through a letter of delegation, the Department of Inland Fisheries and Wildlife and/or Department of Environmental Protection.

Part of a Team's emergency management activity may include training and/or participation in emergency exercises. Personnel coverage may be extended to a team for participation in these activities if the training is approved prior to the training/exercise event by MEMA or an authorized designee.

In order for these trainings to be approved they will need to be listed on the Special Teams semi-annual report or submitted via a written training request notice thirty (30) days prior to the scheduled training.

If during an authorized emergency response or training activity an individual is injured or thought to be injured the first priority will be the safety and well being of the team member. As medical assistance is being sought, the MEMA Duty Officer shall be contacted, and a verbal summary of the event will be provided. Additionally, if there are questions with regard to who may be covering the cost of the injury, it is the Team Chief or designated safety officers' responsibility to ensure the medical provider understands

that this may be a worker's compensation claim under the umbrella of the State of Maine. Within forty-eight (48) hours of the injury a written "First Report of Injury" will be submitted to MEMA. A copy of the First Report of Injury Form is contained in Attachment F.

The Team further agrees to indemnify MEMA and hold it harmless from and against any and all claims that may arise from the purchase(s) of the Equipment, including all losses, damages, and expenses, such as reasonable attorney's fees and defense costs, related to any such third-party claims. This limitation of liability is to be made known to and binding upon any party using or receiving the Equipment.

Nothing contained herein is intended to waive the defenses and immunities available to either MEMA or the Team with respect to third parties under provisions of any law, including, but not limited to, the defenses and immunities provided under the Maine Tort Claims Act, 14 MRSA 8101, et seq.

Third Party Beneficiaries: This Agreement is for the benefit of the Team and MEMA only and is not intended to inure to the benefit of any third party, including but not limited to, any particular municipality or group of emergency first responders.

Transfer of Issued Equipment: The risk relating to any casualty loss or damage to any Equipment under this Agreement shall pass to the Team upon pickup of the Equipment by MEMA to a location specified by MEMA. MEMA shall notify the Team when the Equipment is available for pick-up and the Team shall arrange transportation to receive the Equipment from MEMA.

Entire Agreement / Modification / Severability: This Agreement constitutes the entire understanding between the parties hereto and supercedes all other oral or written communications between them that might exist in regard to the subject matter herein. This agreement may not be amended or modified except by a writing signed by both Parties. If any portion of this Agreement should be found unenforceable by a court of law, the Parties intend that all other portions of the Agreement shall remain in full force and effect.

Withdrawal and Termination: The Team may withdraw from this Agreement provided that it has given MEMA, and all other parties to this Agreement, at least sixty (60) days notice of its intention to do so. This Agreement shall terminate, unless sooner terminated by agreement of the parties hereto or by its terms, upon the withdrawal of one participating party. Upon termination of a Party all issued equipment must be returned to MEMA.

Grounds for Suspension and/or Termination: If the Team does not comply with and maintain training standards or does not comply with this Agreement the Team may be given thirty (30) days to return to compliance by the Director of MEMA. If the Team is unable to return to compliance within thirty (30) days, they may be suspended or terminated from continued work under this Agreement.

Amendment: This Agreement may only be modified or amended by written mutual agreement of both Parties.

Effective Date: This Agreement shall become effective as of the date of the last signature below.

IN WITNESS WHEREOF, both Parties, hereby execute this Agreement and further acknowledge that each of the signatures below has been duly authorized to execute this Agreement on behalf of that Party.

Maine Emergency Management Agency	
Signature:	Date:
Printed Name and Title:	
York County Regional Response Team	
Signature: 	Date: 8/14/2022
Printed Name and Title: Roger S. Hooper, Chief Fire Administrator	

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Directive Number: 26-21	Effective Date: March 8, 2021
This Directive Supersedes: Directive 1-02 and Directive 5-02	
Subject: Hazardous Materials Training and Emergency Response	

1.0 Coverage:

This directive is designed as an enforcement guidance document and a resource for public sector emergency responders who have the potential for exposure when responding to emergency events involving the uncontrolled release of hazardous materials and/or hazardous substances. This directive currently covers training requirements for public sector emergency responders which could be fire departments, emergency medical services, police departments, and fire police who respond at the First Responder Awareness level, First Responder Operations level, Hazardous Materials Technician level, Hazardous Materials Specialist level, and the Incident Command level.

2.0 Scope:

- 2.1 This directive shall apply to all employees and/or members of a public sector establishment who responds to emergencies where they could have a potential exposure to Hazardous Materials and/or hazardous substances.
- 2.2 This directive shall identify the level of response of all employees and/or members of a public sector establishment and the competencies needed at each level. Response include but are not limited to fire departments, emergency medical services, police departments, fire police, other agencies who could respond or operate at a hazardous materials event, and/or any other agency that could come across a hazardous materials event while performing their normal duties.
- 2.3 This directive identifies training requirements, and minimum competencies as found in the OSHA standards, State of Maine Statutes / Code Maine Rules, and National Fire Protection Association Standards that public sector employers shall follow when training, responding and commanding a hazardous material event.

3.0 Purpose:

- 3.1 The purpose of this directive is to reduce the number of exposures, accidents, injuries / illness, and/or deaths associated with responding to emergency events involving hazardous materials.
- 3.2 This directive shall identify minimum competencies required by any individual or member of any public sector employer who responds to emergencies where hazardous materials are present.

- 3.3 This directive is intended to clarify training needs and competencies for each level of response to hazardous materials events from awareness to incident commander.

4.0 General Definitions:

- 4.1 Competence – Possessing knowledge, skills, and judgment needed to perform tasks during a hazardous materials event.
- 4.2 Emergency Response – A response to an anticipated release of a hazardous substance and / or hazardous material that is, or could become, an uncontrolled release. The emergency response is usually a fire department, emergency medical service, police department, fire police, hazardous materials team, or decontamination team.
- 4.3 Emergency Response Plan – Agencies that respond to emergency events shall rely on the Local, County and/or State of Maine Emergency Response Plan. Responding agencies should know the location and knowledge of extremely hazardous substances (EHS) within their responding jurisdiction. When responding to a hazardous materials incident at a facility, responders should review the facilities emergency response plan when available.
- 4.4 Extremely Hazardous Substances – an EPA term used for chemicals that must be reported to the appropriate authorities if released above the threshold reporting quantities. Each substance has a threshold reporting quantity. The list of extremely hazardous substances is identified in Title III of SARA (40 CFR 355).
- 4.5 First Responder Awareness Level Personnel – employees who, during the normal course of their duties, could encounter an emergency involving hazardous materials and/or hazardous substances and who are expected to recognize the presence of the hazardous materials incident, protect themselves, call for trained personnel, and secure the scene from a safe distance.
- 4.6 First Responder Operations Level Responder – A person who responds to hazardous materials incidents for the purpose of implementing or supporting actions to protect nearby persons, the environment, or property from the effects of the release.
- 4.7 Hazardous Material – Matter (solid, liquid, or gas) or energy that when released can create harm to people, the environment, and property including as well as criminal use of hazardous materials such as illicit labs, environmental crimes or industrial sabotage.
- 4.8 Hazardous Materials Response Team – An organized group of trained response personnel operating under an emergency response plan and applicable standard operating procedures who perform hazardous material technician level skills at a hazardous material event.
- 4.9 Hazardous Materials Technician – A person who responds to hazardous materials incident using a risk-based response process where they analyze a problem involving hazardous materials, plan a response to the problem, implement the planned response, evaluate progress of the response and adjusts the response accordingly, and assists in terminating the incident.
- 4.10 Hazardous Materials Specialist – A responder who responds with and provide support to hazardous materials technicians. While their duties parallel those of the hazardous materials technician, their duties require more specific knowledge of the various substances they may be called upon to contain.
- 4.11 Hazardous Substance – Any biological, radiological, or chemical substance that can have adverse effects on humans.

- 4.12 Incident Commander – The individual responsible for all incident activities, including the development of strategies and tactics, requesting additional resources and the release of resources.
- 4.13 Personal Protective Equipment (PPE) – Protective equipment used to isolate a person from hazards encountered during a hazardous materials event. Respiratory protection, gloves, protective clothing, safety glasses, safety footwear, and hardhats are examples of PPE used to isolate the person from the hazard.
- 4.14 Respiratory Protection – Equipment designed to protect the responder from the inhalation of contaminants.
- 4.15 Response – That portion of incident management in which personnel are involved in controlling hazardous materials incidents.
- 4.16 Safety Data Sheet (SDS) – Formatted information provided by chemical manufacturers and distributors of hazardous products that contains information about chemical composition, physical and chemical properties, health and safety hazards, emergency response, and waste disposal of the materials.
- 4.17 Specialist Employees – Employees who, in the course of their regular job duties, work with and are trained in the hazards of specific hazardous substances, and who will be called upon to provide technical advice or assistance at a hazardous substance release incident.
- 4.18 Qualified Trainers – A person who has satisfactorily completed an instructors training course for the subjects they will teach, or they have the training and/or academic credentials and instructional experience necessary to demonstrate competent instructional skills and have good command of the subject matter they are instructing.

5.0 References:

29 CFR 1910 General Industry

- 29 CFR 1910.120 – Hazardous Waste Operations and Emergency Response
- 29 CFR 1910.132 – Personal Protective Equipment General Requirements
- 29 CFR 1910.133 – Eye and Face Protection
- 29 CFR 1910.134 – Respiratory Protection
- 29 CFR 1910.135 – Head Protection
- 29 CFR 1910.136 – Foot Protection
- 29 CFR 1910.138 – Hand Protection
- 29 CFR 1910.1200 – Hazard Communication
- 29 CFR 1910.1450 – Occupational Exposure to Hazardous Chemicals in Laboratories

Additional reference materials:

- NFPA 472 Standard for Competence of Responders to Hazardous Materials / Weapons of Mass Destruction Incidents
- NFPA 473 Standard for Competencies for EMS Personnel Responding to Hazardous Materials / Weapons of Mass Destruction Incidents
- NFPA 475 Recommended Practice for Organizing, Managing, and Sustaining a Hazardous Materials/Weapons of Mass Destruction Response Program
- NFPA 1072 Standard for Hazardous Materials / Weapons of Mass Destruction Emergency Response Personnel Professional Qualifications
- NIOSH Pocket Guide to Chemical Hazards
- Maine Emergency Management Agency - SERC Training Standards
- U.S. Department of Transportation – Emergency Response Guidebook (latest version)

6.0 Training:

6.1 Initial Training

6.1.1 The employer shall provide initial training prior to employee's response to an emergency event. See Table 1.

6.2 Refresher Training

6.2.1 Refresher training provided yearly. See Table 1.

6.2.2 Ensure yearly training content and competency are covered per response level. See Table 2, 3, 4 and 5.

6.2.3 The employer shall document training topics and demonstrated competency.

6.3 Training on Extremely Hazardous Substances

6.3.1 Initial and yearly training shall include the review of extremely hazardous substances located within the agency's response jurisdiction.

6.3 Trainer Qualifications

6.3.1 Verify trainers have satisfactorily completed an instructors training course for the subjects they teach. For example, courses offered by the United States National Fire Academy, or equivalent courses are acceptable.

6.3.2 The trainer has the educational and instructional experience necessary for the level of response training they are instructing.

6.4 Competencies of Emergency Responders

6.4.1 During initial training, competencies specific for the employees' level of response shall be completed prior to responding to an emergency event. See Table 2, 3, 4 and 5.

6.4.2 During refresher training, competencies specific for the employees' level of response shall be completed as part of the yearly refresher training. See Table 2, 3, 4 and 5.

6.4.3 Demonstrated competencies performed during initial and yearly refresher training shall be documented in such a way to record what skills were performed.

6.5 Minimum Training Record Requirements

6.5.1 Training records for hazardous materials response shall be maintained for each employee as an individual training record or as a class sign-in attendance record.

6.5.2 Training records shall be maintained for the duration of employment.

6.5.3 Training records shall contain information such as:

6.5.3.1 Date, time and location of training or educational program.

6.5.3.2 Course title with brief description of topics covered.

6.5.3.3 Name of instructor(s).

6.5.3.4 Course material used such as written programs / policies, other recognized program, owners/user manuals, videos, or equipment.

6.5.5 Printed names of employees in attendance with corresponding signatures.

Table 1
Minimum Training Durations for All Responders

If you are a:	Then:
First Responder Awareness Level	<i>Initial training: Training duration needs to be sufficient to provide the required competencies.</i>
First Responder Operational Level	<i>Initial training: You need a minimum of 8 hours training</i>
Hazardous Materials Technician	<i>Initial training: You need a minimum of 24 hours training</i>
Hazardous Materials Specialist	<i>Initial training: You need a minimum of 24 hours training</i>
Incident Commander	<i>Initial training: You need a minimum of 24 hours training</i>

Refresher Training

Employees involved in all levels of hazardous materials response shall receive refresher training at least yearly. The refresher training shall consist of sufficient content and duration to maintain their competencies, or responders shall demonstrate their competencies in those areas at least yearly.

Table 2
Competencies for First Responders at the Awareness Level and Operations Level

Employees must be able to show they:	When they are designated as First Responders at the:	
	Awareness Level	Operations Level
Understand what hazardous materials / substances are and their associated risks.	X	X
Understand the potential outcome of hazardous material / substances in an emergency.	X	X
Recognize the presence of hazardous materials / substances in an emergency.	X	X
Can identify the hazardous materials / substances in an emergency.	X	X
Understand the role of a first responder at the awareness level as described in: - The emergency response plan, including site security and control. (See emergency response plan definition). - The United States Department of Transportation's Emergency Response Guidebook. (www.dot.gov)	X	X
Can use The United States Department of Transportation's Emergency Response Guidebook.	X	X
Recognize the need for additional resources and the need to notify the incident's communication center accordingly.	X	X
Know basic hazard and risk assessment techniques.		X
Can select and use personal protective equipment (PPE) appropriate for first responder operations level.		X
Understand basic hazardous materials terms.		X
Can perform basic control, containment, and/or confinement operations within the capabilities of the resources and PPE available.		X
Can implement proper decontamination procedures to their level of training.		X
Understand relevant standard operating and termination procedures.		X

Table 3
Competencies for Hazardous Materials Technicians and Hazardous Materials Specialist

Employees must be able to show they:	When they are designated as First Responders at the:	
	Technician	Specialist
Have completed the competencies specified for the first responder operations level.	X	X
Can implement the emergency response plan. (See emergency response plan definition.)	X	X
Can function within their assigned role in the incident command system.	X	X
Understand hazard and risk assessment techniques.	X	X

Table 3
Competencies for Hazardous Materials Technicians and Hazardous Materials Specialist

Employees must be able to show they:	When they are designated as First Responders at the:	
	Technician	Specialist
Understands basic chemical and toxicological terminology and behavior.	X	X
Can use field survey instruments and equipment to classify, identify, and verify materials at the incident.	X	X
Can select and use personal protective equipment (PPE) appropriate for hazardous materials technicians.	X	X
Can perform advance control, containment, and/or confinement operations within the capabilities of the resources and PPE available.	X	X
Can implement decontamination procedures to their level of training.	X	X
Understand termination procedures.	X	X
Understands and knows how to implement the local, county and/or state emergency response plan. <i>Note: The state emergency response plan and the deployment of Civil Support Team (CST) for suspected weapons of mass destruction and white powder are coordinated through Maine Emergency Management Agency.</i>	X	X
Can develop a site safety and control plan		X
Understands chemical, radiological, and toxicological terminology and behavior.		X
Understands in-depth hazard and risk techniques.		X
Can use advanced survey instruments and equipment to classify, identify, and verify materials at the incident.		X
Can select and use proper specialized chemical PPE given to hazardous materials specialists.		X
Can perform specialized control, containment, and/or confinement operations within the capabilities of the resources and PPE available.		X
Can determine and understand proper decontamination procedures.		X

Table 4
Competencies for Incident Commanders

Incident Commanders must be able to show they:
Have completed training and competencies for First Responder Operations Level
Know and able to implement the employer's incident command system.
Understands and knows how to implement the local, county and/or state emergency response plan. <i>Note: The state emergency response plan and the deployment of Civil Support Team (CST) for suspected weapons of mass destruction and white powder are coordinated through Maine Emergency Management Agency.</i>
Know and understand the hazards and risks associated with employees working in chemical protective clothing.
Know of the state emergency response plan and of the Federal Regional Response Team.
Know and understand the importance of decontamination procedures.
Have knowledge of the incident command system (ICS) and understand how they relate to it.
<i>Note: If the first arriving employee at a hazardous materials event is not trained as an incident commander, they may take control of the incident within their designated role and training level until relieved by someone with appropriate incident command qualifications.</i>

Table 5
Competencies for Specialist Employees

Specialist Employees must be able to show they:
Have current knowledge in their field regarding safety and health practices relating to the specific hazardous substances.
Have the knowledge of the ICS and understand how they relate to it.
Understand the care and use of personal protective equipment.
<i>Note: Specialist employees who have been sent to the scene to advise or assist must receive training or demonstrate competency in their specialty annually.</i>

Title 37-B: DEFENSE, VETERANS AND EMERGENCY MANAGEMENT

Chapter 13: MAINE EMERGENCY MANAGEMENT AGENCY

Subchapter 3: LOCAL EMERGENCY MANAGEMENT PROGRAMS

§784-B. Maine First Responders State-wide Mutual Aid Agreement

All political subdivisions within the State are covered by the Maine First Responders State-wide Mutual Aid Agreement, dated November 2008, as drafted by the agency and referred to in this section as "the agreement," except that a political subdivision may withdraw from the agreement by enacting a local ordinance that withdraws from the agreement. [PL 2009, c. 175, §1 (NEW).]

A local first responder agency may provide emergency management, fire, law enforcement, emergency medical, public works and other emergency services as necessary upon the request of any political subdivision within the State in accordance with the agreement. Additional preexisting contracts or agreements with the jurisdiction requesting the services are not required. [PL 2009, c. 175, §1 (NEW).]

SECTION HISTORY

PL 2009, c. 175, §1 (NEW).

The Revisor's Office cannot provide legal advice or interpretation of Maine law to the public.
If you need legal advice, please consult a qualified attorney.

Office of the Revisor of Statutes (mailto:webmaster_ros@legislature.maine.gov) · 7 State House Station · State House Room 108 · Augusta, Maine 04333-0007

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City Council

Meeting Date: April 1, 2025
Meeting Time: 6:00 PM
Agenda Item No: 9.b
Item Description: 2025.35 Approval / Context Architecture Site Analysis Agreement
Submitted By: Brian S. Phinney, Acting City Manager

Supporting Information/Documentation:

20250401 Context Architecture -Easten Fire-EMS Substation, Due Diligence - ORDER , 20250326
Context Architecture Site Analysis - PROPOSAL

Key Terms:

Executive Summary:

Approval of this Order modifies the amount previously authorized under Order 2024.123 by increasing the funding for schematic design and due diligence work from \$33,500 to \$40,000. The approval also introduces three decision points into the process to prevent unnecessary expenditures should the site prove unsuitable at any one of the three decision points.

Detailed Review:

In August 2023, the City Council authorized the City Manager to enter into an agreement with Context Architecture (Context) for the Phase I design of a so-called Eastern Fire/EMS Substation, Order 2023.92. This work involved schematic design followed by design development. The work was intended to develop sufficient information to allow for a referendum vote on funding for the proposed substation. A specific site had not been identified at the time of the authorization. It was noted that certain aspects of the design work were not included in the authorization due to the site-specific nature of the work and the impact site constraints and physical characteristics of a site have on the evaluation of a site-specific design. The authorization was for \$150,000 plus \$8,000 in discretionary funds for a site survey. This included schematic design work at \$70,000 and design development work at \$80,000. Context has expended \$38,500 under the schematic design category to date.

In September 2024, a potential site was identified as a portion of #16 Old Pool Road, a part of the UNE Campus property. The City Council authorized the City Manager to enter into an agreement with Context for site-specific geotechnical and architectural design work, Order

2024.123 in the amount of \$58,500. This was broken down into two parts - additional site-specific schematic design work (\$25,000) and additional site-specific civil and due diligence work (\$33,500). No work has been done relative to this approval. Questions regarding the order of events and the uncertainty of site suitability delayed action. Specifically, the additional schematic design work should not proceed until the due diligence work has been completed and certain due diligence work may exclude the site from further evaluation.

Context has since modified the proposal relative to Order 2024.123. This modification establishes three decision points within the due diligence review process. The first decision point follows completion of the vernal pool survey and wetlands and watercourse delineation (\$10,800). The second decision point follows completion of the geotechnical investigation and LSE survey (septic design) work (\$16,200). The third decision point follows the existing conditions topographic survey and civil site assessment work (\$13,000). Finally, the additional site-specific schematic design work (\$25,000) authorized under Order 2024.123 is not to proceed until (1) the due diligence work is completed and (2) a specific authorization to proceed is issued.

This step-wise approach provides the City Council with the ability to make informed decisions about the suitability of the site as the work progresses rather than at completion of all due diligence work. The step-wise approach adds \$6,500 to the original proposal (Order 2024.123) due to added reporting and subcontractor expenses but provides greater control over decision-making should the site prove to be unsuitable, thus preventing spending on additional design and due diligence work at the earliest opportunity.

The due diligence work also involves a time element. In Southern Maine, a vernal pool survey must be performed in April and May. The work involves an initial survey followed by a second survey approximately two weeks later. If the April-May window is missed, the survey must be delayed until the following year, in this case 2026.

Funding Source:

The original authorization (Order 2023.92) is not affected by this approval. Should the work contemplated under this authorization be completed and the site found to be suitable, Context will proceed with completing schematic design and design development, if so authorized, to prepare sufficient information for a potential referendum vote.

If this Order is approved, the cost of the schematic design and due diligence work referenced in Order 2024.123 shall be modified from \$33,500 to \$40,000, introducing three decision points into the process.

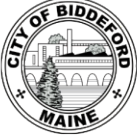
Authorizations to date total \$216,500 (\$150,000 + 8,000+ 58,500). Approval of this item raises the total authorization to \$223,000. Expenses to date total \$38,500.

The approvals are assigned to account 22003-65000.

Staff Recommendation:

Staff recommends approval of the Order as presented.

City of Biddeford



2025.35 IN BOARD OF CITY COUNCIL..... April 1, 2025

BE IT ORDERED, that the City Manager be authorized to enter into an agreement with Context Architecture to conduct site-specific due diligence work on the #16 Old Pool Road property for the proposed Eastern Fire/EMS Substation in an amount not to exceed \$40,000 in accordance with the Context Architecture proposal dated March 26, 2025.

BE IT FURTHER ORDERED, that this authorization supersedes the previous authorization under ORDER 2024.123 for the same work by removing \$33,500 for the “Additional Civil SD + DD Scope” from that Order.

BE IT FURTHER ORDERED, that the City Council receive a report at three stages of the work referenced as Phase I, Phase II, and Phase II and that no subsequent work shall proceed until specific authorization to proceed is issued.

Note: The amount requested is from the Reserve 2024 surplus funds consistent with the original approval, 22003-65000.

Attest by: _____

March 26, 2025

Lawrence Best, Chief of Fire Department
City of Biddeford
152 Alfred Street
Biddeford, ME 04005

Re: *City of Biddeford Fire Substation, Proposed Amendment #1, Existing Site Analysis*

Dear Chief Best:

Thank you for the opportunity to allow our design team to continue to provide the City of Biddeford with services in conjunction with the Biddeford Fire Substation project. We are pleased to submit this amendment proposal for existing site analysis. The analysis includes a wetlands delineation, a vernal pool survey, a geotechnical report, LSE test pits, a topographical survey, and a civil site evaluation. The services associated with the amendment are listed below and are broken out in three phases. Our services are limited to these items.

Phase 1 (6 weeks):

- Wetlands and Watercourse Delineation
- Vernal Pool Survey
- Design team Review (includes one virtual meeting with the City)

Subtotal Fee - \$10,800

Phase 2 (6 weeks):

- Geotechnical Investigation & Report
- LSE test pits
- Design team Review (includes one virtual meeting with the City)

Subtotal Fee - \$16,200

Phase 3 (6 weeks):

- Existing Conditions, Topographic Survey
- Civil Site Assessment
- Design team Review (includes one virtual meeting with the City)

Subtotal Fee - \$13,000

Total Amendment #1 Fee - \$40,000

Hourly rates are subject to change each year. Our 2025 billing rates for architectural services are as follows:

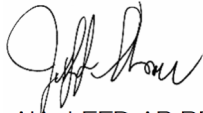
- Principal: \$360/hour
- Project Manager: \$250/hour
- Project Architect/Coordinator: \$200/hour
- Job Captain: \$185/hour



- Senior Designer: \$150/hour
- Designer: \$135/hour
- Senior Administrative Support: \$305/hour

Thank you for the opportunity to submit this proposal.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeff Shaw". The signature is fluid and cursive, with the first name "Jeff" being more prominent than the last name "Shaw".

Jeff Shaw, AIA, LEED AP BD+C, CPHC, MCPPO
Principal + President, Context Architecture



City Council

Meeting Date: April 1, 2025

Meeting Time: 6:00 PM

Agenda Item 9.c

No:

Item Remove from Table 2025.24) Approval / Reconstruction Gil Boucher Park Bath

Description: House

Submitted By: Lisa Thompson, Recreation Director

Supporting Information/Documentation:

Petit Excavation Bath House Bid 2025, 20250318 Bathhouse Project Financials - REFERENCE,
Petit Biddeford Bathhouse Design - PLAN DRAWING, 2025 Council Order 2025.24 (1)

Key Terms:

N/A

Executive Summary:

To approve the bid from Petit Excavation in the amount of \$222,487.00 for the construction of a new bathhouse at Gilbert Boucher Park.

Detailed Review:

Gilbert Boucher Bath house was destroyed in a storm in January 2024. The parking lot also received substantial damage. Funds were approved at the June 18, 2024 City Council meeting for the construction of the bathhouse and reconstruction of the parking lot in the amount of \$352,450.00. Projected costs were \$329,750 and actual costs are \$385,194.00.

This is the third occasion that this item has gone out to bid. The first two RFPs resulted in bids that were too expensive or not the correct design. This latest bid from Petit Excavation meets all the needs addressed in the bid requirements. The attached design will be a 24 x 24 structure and have the following adjustments: 2 ADA bathrooms, 2 regular bathrooms, one outdoor shower/ foot washing area, and 2 interior sinks in the lifeguard/ triage area; one for first aid and one for custodial needs. The vendor has confirmed that these changes, though not reflected in the design submitted, will be added at no additional charge.

The bid also contained alternate pricing options for the following. None of these additions or deductions are included in this request.

- Solar Array Package-including 12 modules, inverter and all wiring and controls for interconnection- add \$11,500.
- Provide and install two ceiling fans for general ventilation: add \$1,800.00
- Provide and install wooden surround slat walls to enclose outdoor shower areas: add \$3,200
- Provide a deduct to delete the 3 upper exterior wall windows : deduct \$1,900
- Provide and install an electric heat pump hot water heater in lieu of a standard heater included in the base bid: add \$1,700.00
- Change the exterior window color to black in lieu of the standard white included in the base bid : add \$200 per window

Funding Source:

Please see attachment showing detailed project funding sources.

Staff Recommendation:

Staff are recommending to accept the bid as presented by Petit Excavation at \$222,487.00 with no additions/ deductions stated above for construction of the new bath house.

ATTACHMENT 1

COVER LETTER for the BID PACKAGE for the City of Biddeford: Bath House / Lifeguard Station

Bid Date: March 3, 2025

To: Lisa Thompson, Recreation Director
City of Biddeford
P.O. Box 586
Biddeford, Maine

Bidder: Petit Excavation, 20 Forrest Street, Biddeford, Maine 04005

Dear Lisa:

Attached please find 2 copies of the following:

1. Bid - Contract
2. Affidavit of non-collusion
3. Attachment 1: Cover letter
4. Attachment 2: Outline of Construction Specifications
5. Preliminary plans
6. Copy of proof of Insurance

Bid Notes

1. The bidder has insurances that meet the requirements outlined in the RFP
2. The bidder has included the cost of posting either a performance bond or payment bond
3. The bidder acknowledges that the bid is valid through July 1, 2025
4. The bidder has reviewed and accepts the additional terms stated in the RFP
5. The cost of subgrade unforeseeable conditions (ie ledge removal or unsuitable materials) is not included

Alternate Pricing

1. Provide and install a solar array package including 12 modules, inverter and all wiring and controls for interconnection: **Add \$11,500.00**

2. Provide and install two variable speed ceiling fans for general ventilation: **Add \$1800.00**
3. Provide and install wooden surround slat walls to semi enclose the 2 outdoor showers:
Add \$ 3200.00
4. Provide a deduct to delete the 3 upper exterior wall windows: **Deduct \$1900.00**
5. Provide and install an electric heat pump hot water heater in lieu of a standard heater included in the base bid: **Add \$1700.00**
6. Change the exterior window color to black in lieu of standard white included in the base bid: **Add \$200.00 per window**

Bid Evaluation Notes

1. Price
2. Quality: The bidder acknowledges that the Bath House location is next to the open ocean, and susceptible to high winds and salt conditions. The bidder has included an engineered fastener and hold down budget for this geographic location. The bidder has also specified siding, and exterior materials, designed for the geographic location.
3. References: readily available upon request
4. Energy Efficiency: The bidder has specified high efficiency LED lighting for the project. If the city accepts alternates #1 and #5 above , then the facility will be essentially energy independent.
5. Longevity/maintenance requirements: The proposed exterior siding package is a cement panel system and is highly durable. High quality paint selections are designed for the bath house's seaside location. The interior wall board is designed for moisture resistance and high impact resistance.
6. Schedule: We acknowledge that the proposed completion schedule is going to be a challenge. Spring road closures and bad weather may contribute to this challenge.

ATTACHMENT 2

Outline of Building Specifications

General Conditions

1. Provide all management, admin, supervision, labor and material to complete the proposed scope of work
2. Included is the cost of a performance bond or payment bond
3. The cost of a building, plumbing and electrical permit is NOT included
4. Included is an allowance of \$5000.00 to complete the architectural plan set, ready for permitting
5. Included is an allowance of \$3000.00 structural engineer services to specify the required hurricane fastener systems
6. Construction debris removal is included

Site Work

1. Excavate and backfill for footings and frost walls
2. Provide and install gravels and compactions for 2 slab areas
3. Finish grade all exterior areas with structural gravels and sand toppings as required
4. Provide and install 4 pre cast landings at each exterior door
5. Provide and install water connection to the newly located meter pit
6. Provide and install the 4" sewer connection to the city's sewer connection

Concrete

1. Provide and install a continuous concrete footing (12" x 28" x L) under the building exterior walls
2. Provide and install 8" thick cast in place walls under the building area exterior walls

3. Vertical and horizontal steel reinforcing bars are included in the footings and frost walls
4. Wall and footing concrete shall be ¾" stone, 3000 psi mix
5. Provide and install an interior slab on grade, to be 5", 3500 psi, ¾" stone, with fiber mesh in mix reinforcement.
6. Provide and install an exterior slab on grade (patio) to be 6", 3500 psi, ¾" stone, with fiber mesh reinforcement. This slab will include a 36" wide x 24" thick haunch on 3 sides

Rough Carpentry

1. Provide and install a framed shell to per the general plan, to include 2x6 exterior wall framing, 2x12 rafter system, 2x4 interior wall framing to a height of 8', and zip roof and exterior wall sheathing
2. Fasteners, blocking and miscellaneous tie in framing is included
3. Included is an allowance of \$2000.00 to supply and install hurricane clips, hold downs and other fastening systems that the structural engineer may require. Please note that an allowance is an estimated placeholder budget, that may vary.
4. Strapping is included as required

Finish Carpentry

1. Provide and install 1 x 4 door and window trim
2. Provide and install pvc baseboard for moisture resistance

Moisture / Thermal

1. Provide and install an EPDM rubber roof system to include ½" insulation board, .060 fully adhered rubber, black metal edge flashing and all required miscellaneous fasteners, adhesives and flashings. Included is a 15 year product warranty from the manufacturer

Windows and Doors

1. Provide and install windows per plan, to be Kohltech " Supreme" (or a comparable equal if requested by the owner)

2. Provide and install heavy duty commercial grade fiberglass exterior doors with upper passive window, by Masonite (or a comparable equal if requested by the owner)
3. Door hardware to be Schlage dead bolt and key knob. All keys will be tied to one master system

Finishes

1. Pre stain all roof framing, sheathing and columns to be exposed to public view. Touch up all exposed areas to present a quality finished product
2. Provide and install painting to all interior wall boards and trims
3. Provide and install a heavy duty 2 coat exterior paint to all doors
4. Provide and install $\frac{5}{8}$ " moisture resistant high impact drywall on all interior walls to a height of 8'-0" AFF, taped and sanded, ready for paint.
5. Paint all exposed PVC venting black
6. Provide and install exterior painting per the manufacturer's specifications

Specialties

1. Toilet accessories are included
2. Two fire extinguishers are included

Plumbing

1. Provide an underground sanitary system to accommodate the proposed bathrooms per the plan
2. Provide PVC venting as required
3. Plumbing fixtures include: Bradford white 60 gallon hot water heater, Gerber elongated toilets, American Standard "Lucerne" wall mounted sinks, American Standard "Monterrey" commercial faucets, Symmons "Origins" shower valves
4. An exterior spigot is included
5. A slop sink to be located in the lifeguard room is not shown on the plan, but it is included

BID – CONTRACT

PROJECT IDENTIFICATION: City of Biddeford Bath House / Lifeguard Station

THIS BID SUBMITTED TO: City of Biddeford, Maine

1. The undersigned BIDDER proposes and agrees, if this Bid is accepted, to enter into an Agreement with OWNER in the form included in the Contract Documents, to complete all work as specified or indicated in the Contract Documents for the Contract Price, and within the Contract Time indicated in this Bid and in accordance with the Contract Documents.
2. BIDDER accepts all of the terms and conditions of the RFP's, including without limitations those dealing with the disposition of performance and payment bonds. This Bid will remain open for a minimum of four months after the Bid opening. BIDDER will sign the Agreement and submit the contract security and other documents required by the contract Documents no later than fifteen (15) days after the date of OWNER'S Notice of Award.
3. In submitting this Bid, BIDDER represents, as more fully set forth in the Agreement, that

(a) BIDDER has examined copies of all the Contract Documents and the following addenda:

Date

NA

Number

(receipt of all which is hereby acknowledged) and also copies of the Invitation to Bid and the Instructions for Bidders;

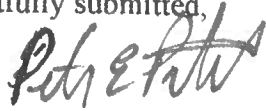
(b) BIDDER has examined the site and locality where the work is to be performed, the legal requirements (federal, state, and local laws, ordinances, rules, and regulations) and the conditions affecting cost, progress, or performance of the work and has made such independent investigation as BIDDER deems necessary;

(c) This Bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm, or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization, or corporation; BIDDER has not directly or indirectly induced or solicited any other BIDDER to submit a false or sham Bid; BIDDER has not solicited or induced any person, firm, or a corporation to refrain from bidding; and BIDDER has not sought by collusion to obtain for himself any advantage over any other BIDDER or over OWNER.

4. BIDDER agrees that the work will be completed by May 15, 2025.

Respectfully submitted,

By:



Name and Title PETER PETIT, OWNER

For: PETIT EXCAVATION

(Seal if by a Corporation)

Address:

20 FORREST STREET
BIDDEFORD, ME
04005

OUTLINE OF WORK

- Design build of a 24 X 24 structure for restrooms, lifeguard triage and storage.
- Removal of any waste incorporated by installation of new equipment.
- Five (5) Year warranty on materials and workmanship.
- Provide a complete and operable product to the satisfaction of the owner.

BID FORM and PROJECT SUMMARY- City of Biddeford

We herewith submit our bid in accordance with the requirements and specifications herein acknowledged as follows:

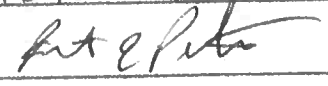
- i. We carry general liability (including products liability) insurance, which is in force and shall remain in force during the term of this contract.
- ii. We carry worker's compensation insurance, which is in force and shall remain in force during the term of this contract.
- iii. We agree to comply with the general specifications listed in the RFP.
- iv. We acknowledge having the opportunity to inspect each installation and confirm that site conditions are reflected in the bid submittal.

Company Name: PETIT EXCAVATING

Company Address: 20 FORREST STREET, BIDDEFORD

Company Telephone: 207-252-4770

Authorized Representative's Name: PETER PETIT

Authorized Representative's Signature: 

Representative's Email: egj@maine.rr.com

PROJECT SUMMARY: See "ATTACHMENT 2"

Bid No. 1

Total Project Cost \$222,487.00

Bid No. 2

Total Project Cost See "ATTACHMENT 1 - ALTERNATE PRICING"

**CITY OF BIDDEFORD
AFFIDAVIT OF NON-COLLUSION**

I swear (or affirm) under the penalty of perjury

1. That I am the Responder (if the Responder is an individual), a partner in the company (if the Responder is a partnership), or an officer or employee of the responding corporation having authority to sign on its behalf (if the Responder is a corporation)
2. That the attached proposal submitted in response to the City of Biddeford Request for Proposal has been arrived at by the Responder independently and has been submitted without collusion with and without any agreement, understanding or planned common course of action with, any other Responder of materials, supplies, equipment or services described in the Request for Proposal, designed to limit fair and open competition;
3. That the contents of the proposal have not been communicated by the Responder or its employees or agents to any person not an employee or agent of the Responder and will not be communicated to any such persons prior to the official opening of the proposals; and
4. That I am fully informed regarding the accuracy of the statements made in this affidavit.

Responder is Firm Name: Peter Petit Landscaping

Authorized Signature: [Signature]

Date: 2-27-25

Subscribed and sworn to me this 27th day of February, 2025

Notary Public: Robert H. Begin

My commission expires: **ROBERT H. BEGIN
NOTARY PUBLIC, MAINE
MY COMMISSION EXPIRES SEPTEMBER 13, 2024**

Updated 3.18.25 Projected Costs Estimates Bath house Project¹

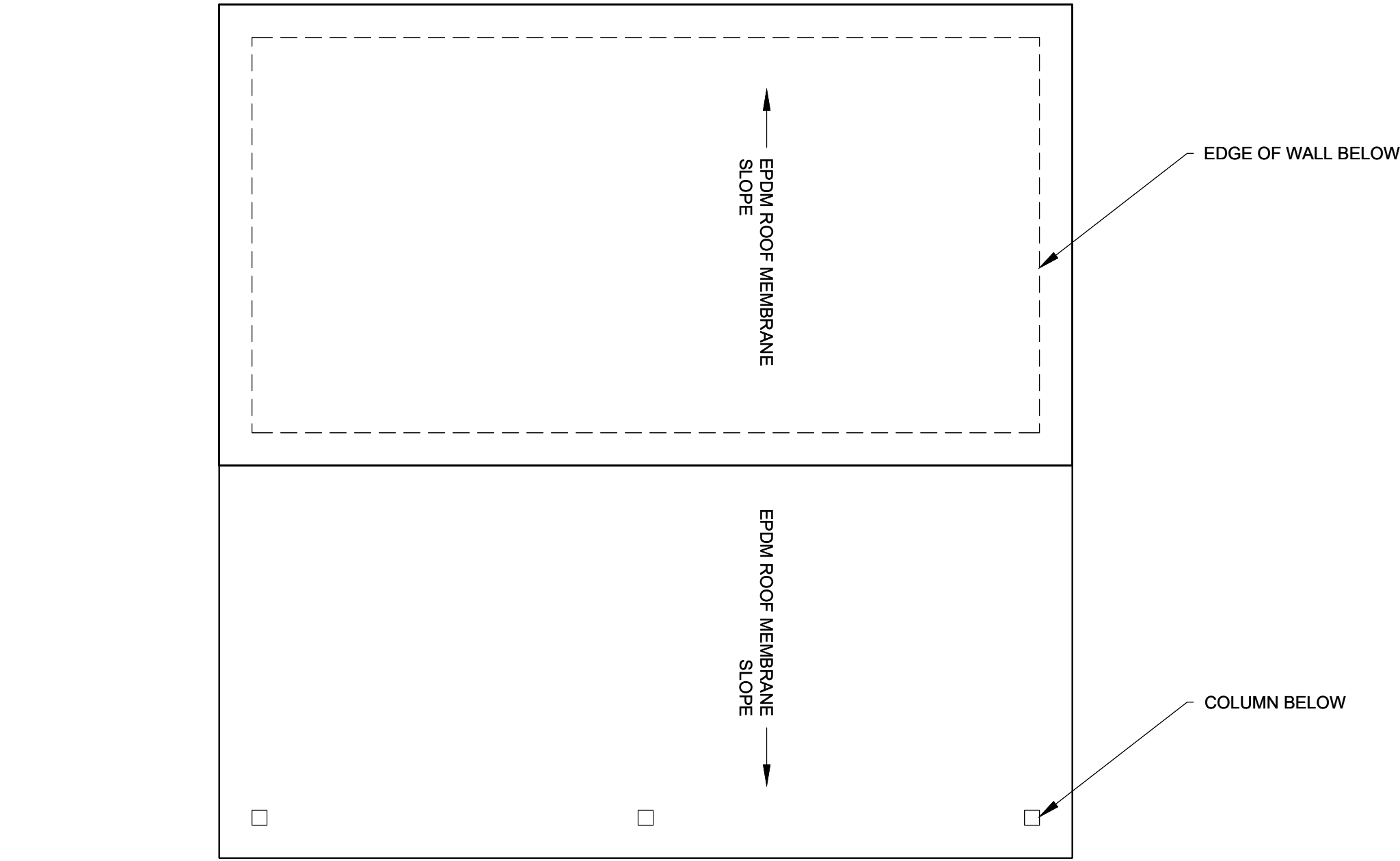
Bathhouse:	Projected Costs	Actual Costs	In-Kind
Bathhouse design/ build 28 X 32 structure ²	\$ 130,000.00	\$222,487.00	
CMP new pole	\$ 1,200.00	\$1,200.00	
Pump Station / forced main to Mile Stretch Rd.	\$ 165,000.00	\$145,957.00	
Electricity	\$ 2,500.00	\$0.00	
Water and Sewer connect	\$ -	\$4,500.00	
Total Bath house	\$ 298,700.00	\$374,144.00	
Parking lot:			
Gravel:	\$6,000.00	\$6,000.00	
Reclaim	\$15,000.00	\$0.00	In kind
Bumpers:	\$2,550.00	\$2,550.00	
Striping:	\$5,000.00	\$0.00	In kind
Signage:	\$2,500.00	\$2,500.00	
Total Parking lot	\$31,050.00	\$11,050.00	
Total Cost	\$ 329,750.00	\$385,194.00	
Budget Shortfall		(\$55,444.00)	

¹Original budget authorization 2024.104

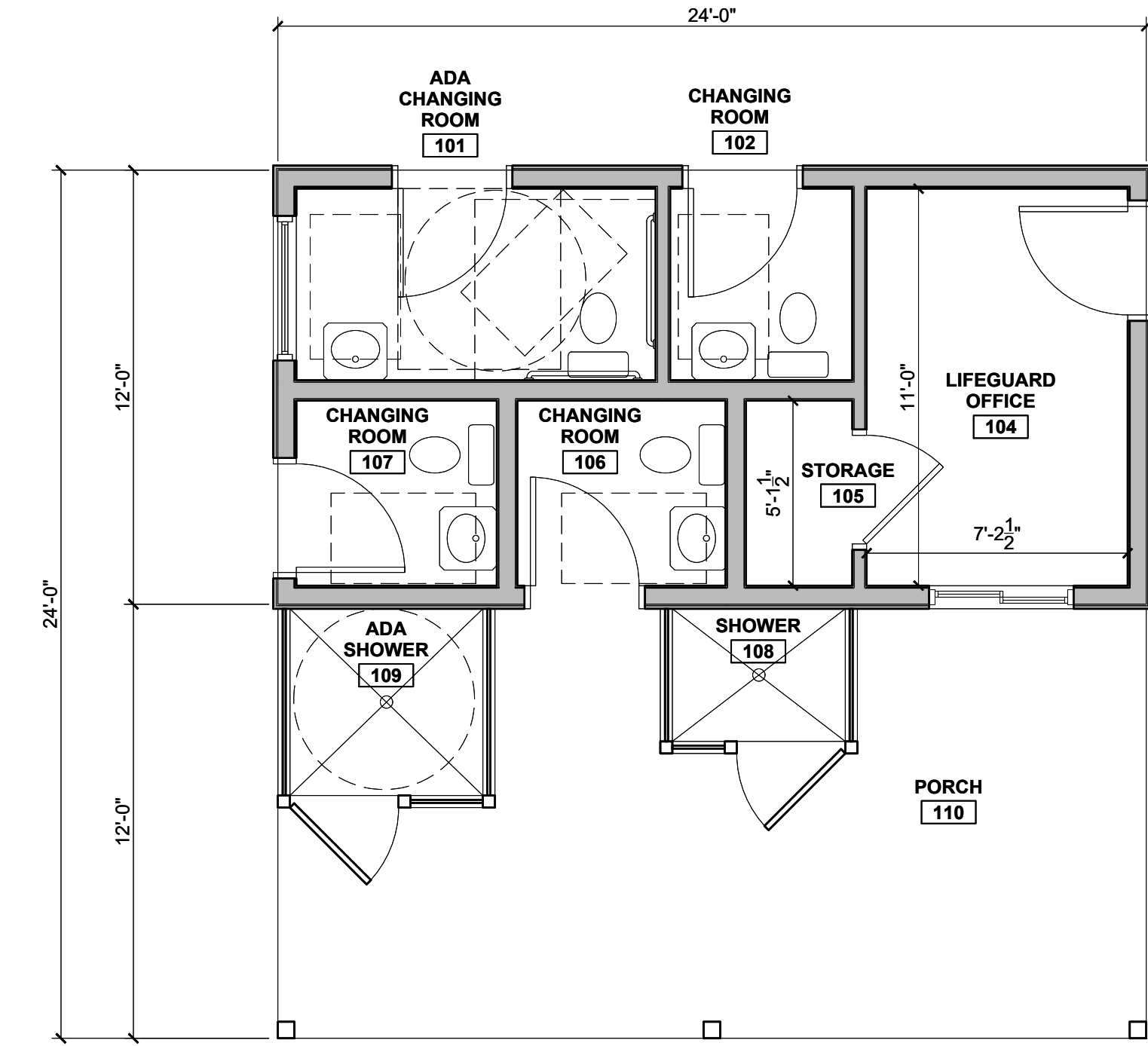
²Final design dimensions 24 x 24

Bathhouse Project Funding Sources

Funding		Desc - FY25 CIP, Order 2024.118
\$	185,000.00	CIP - Bathhouse
\$	26,172.78	Insurance Proceeds (balance)
\$	5,638.00	CIP - FD Lifepack (under budget)
\$	12,002.00	CIP - FD HVAC Duct Work Cleaning (under budget)
\$	27,215.00	CIP - PD Watchguard Body Camera (under budget)
\$	33,701.92	CIP - DPW Sidewalk Repair (repurpose)
\$	14,635.00	CIP - DPW Road Widener (under budget)
\$	(4,170.70)	CIP - DPW Fire Alarm (Over)
\$	85,000.00	CIP - Vehicle (FD Chassis, FY26)
\$	385,194.00	Total Funding Sources



2 ROOF PLAN
1/4" = 1'-0"



1 FLOOR PLAN
1/4" = 1'-0"

© 2025 RYAN SENATORE
ARCHITECTURE

BATH HOUSE
BIDDEFORD POOL
BIDDEFORD, MAINE

RSA
RYAN SENATORE
ARCHITECTURE
500 CONGRESS STREET, SUITE 2
PORTLAND, MAINE 04101
O: 207-747-5159
C: 207-650-6414
senatorearchitecture.com

CONSULTANTS:

REVISION

DATE:

PROJECT No. 2505

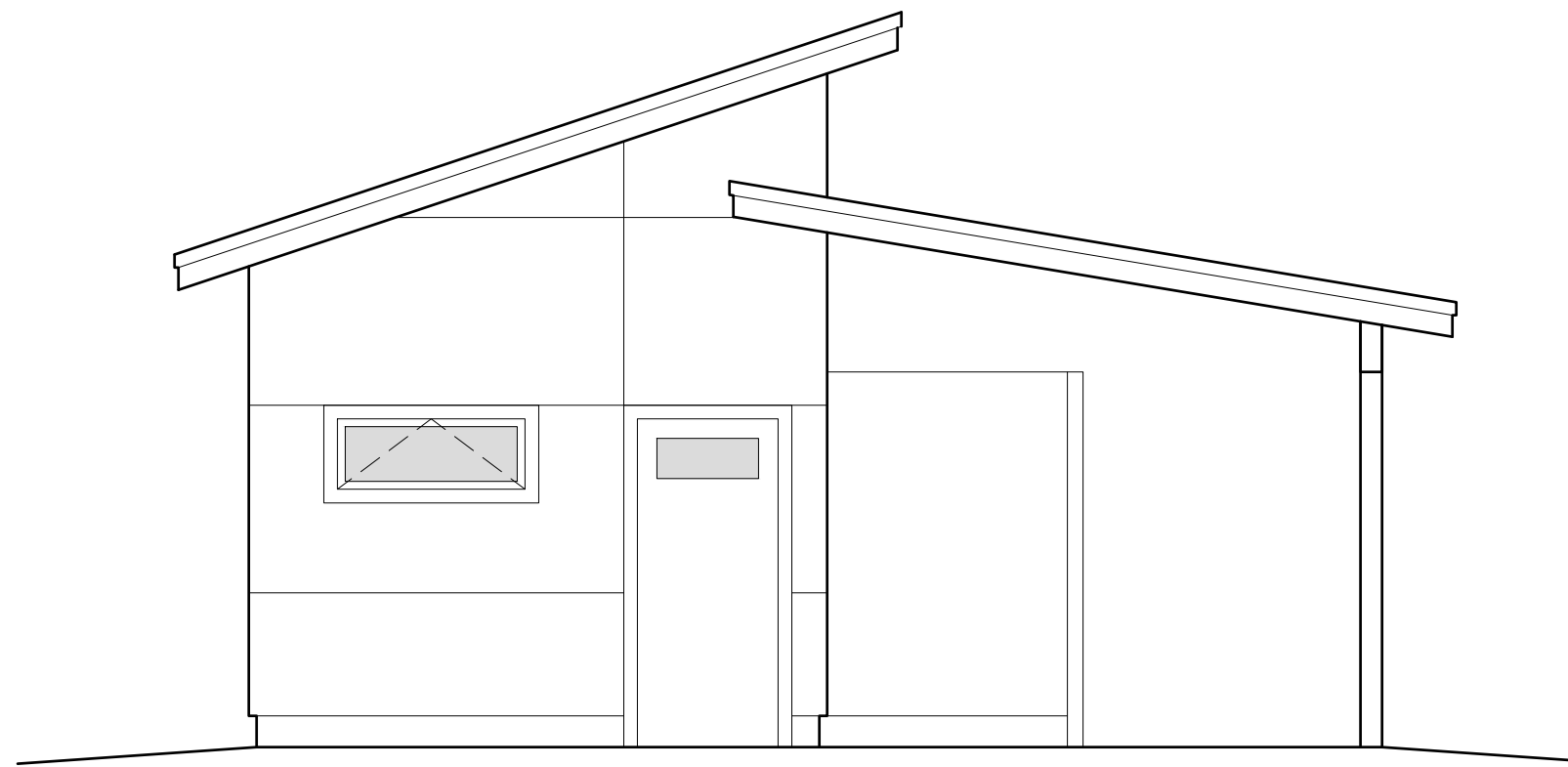
DRAWN BY: RJS

CHECKED BY: RJS

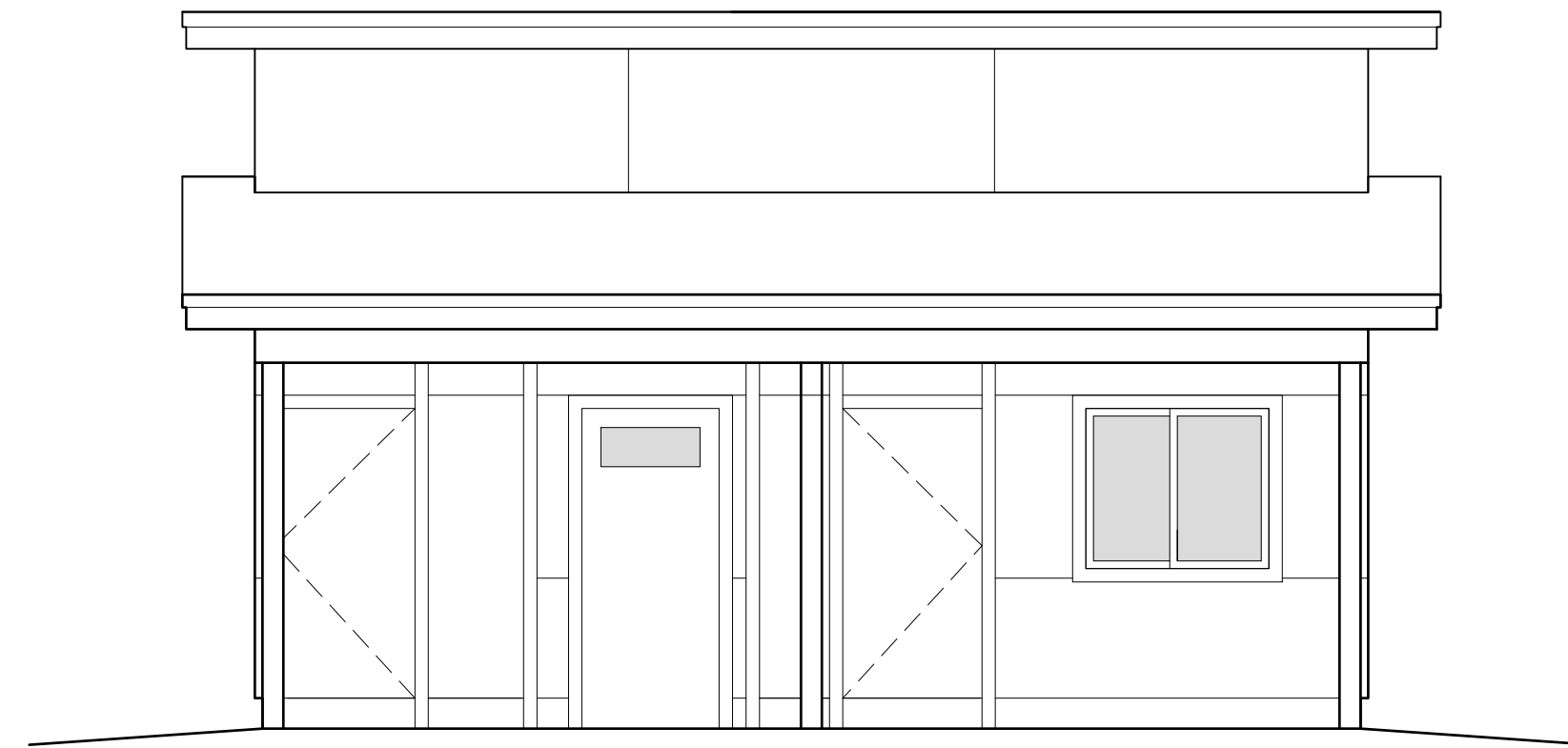
SCALE: AS NOTED

SHEET TITLE:
FLOOR AND
ROOF PLANS

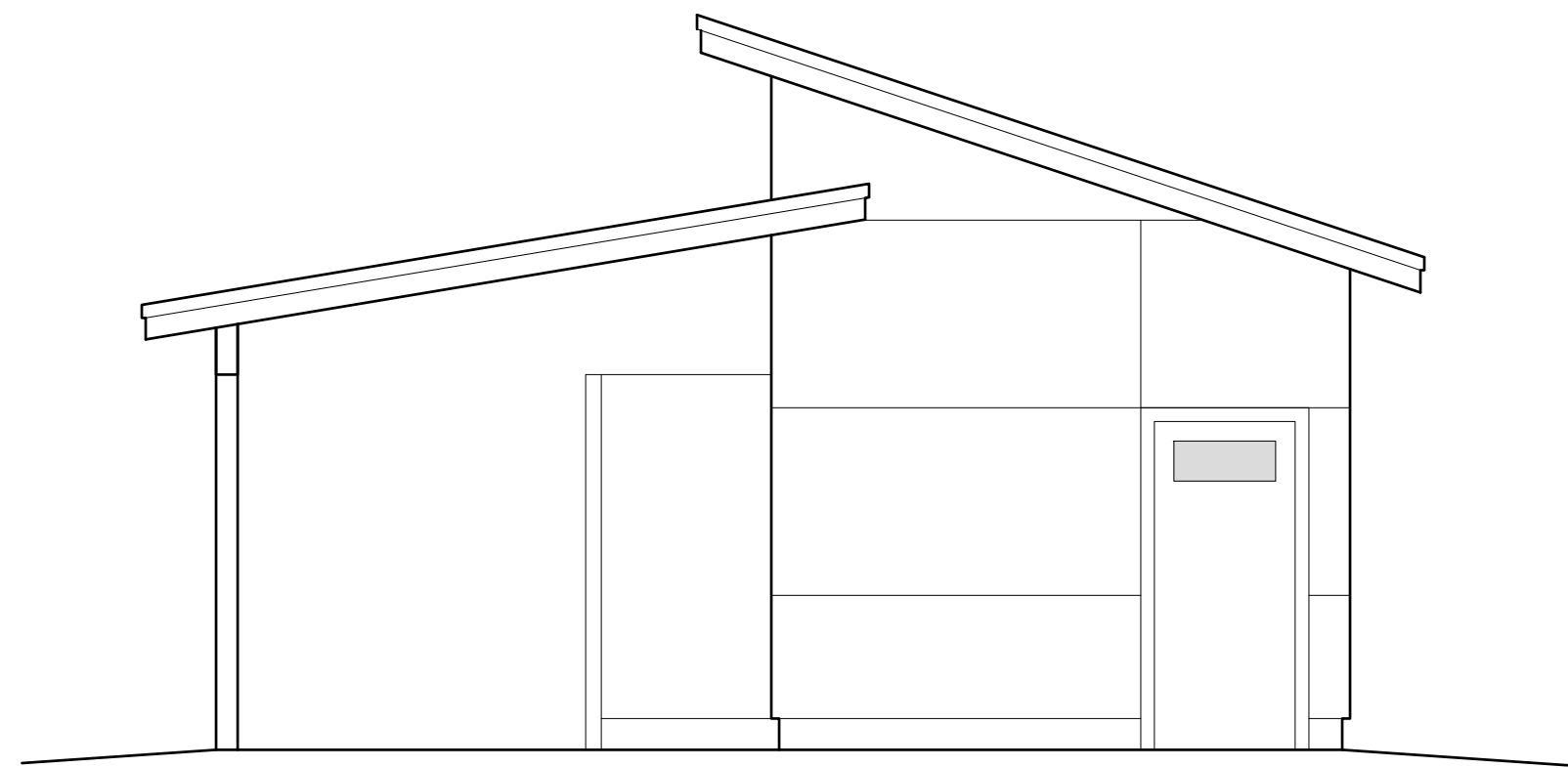
A1-0



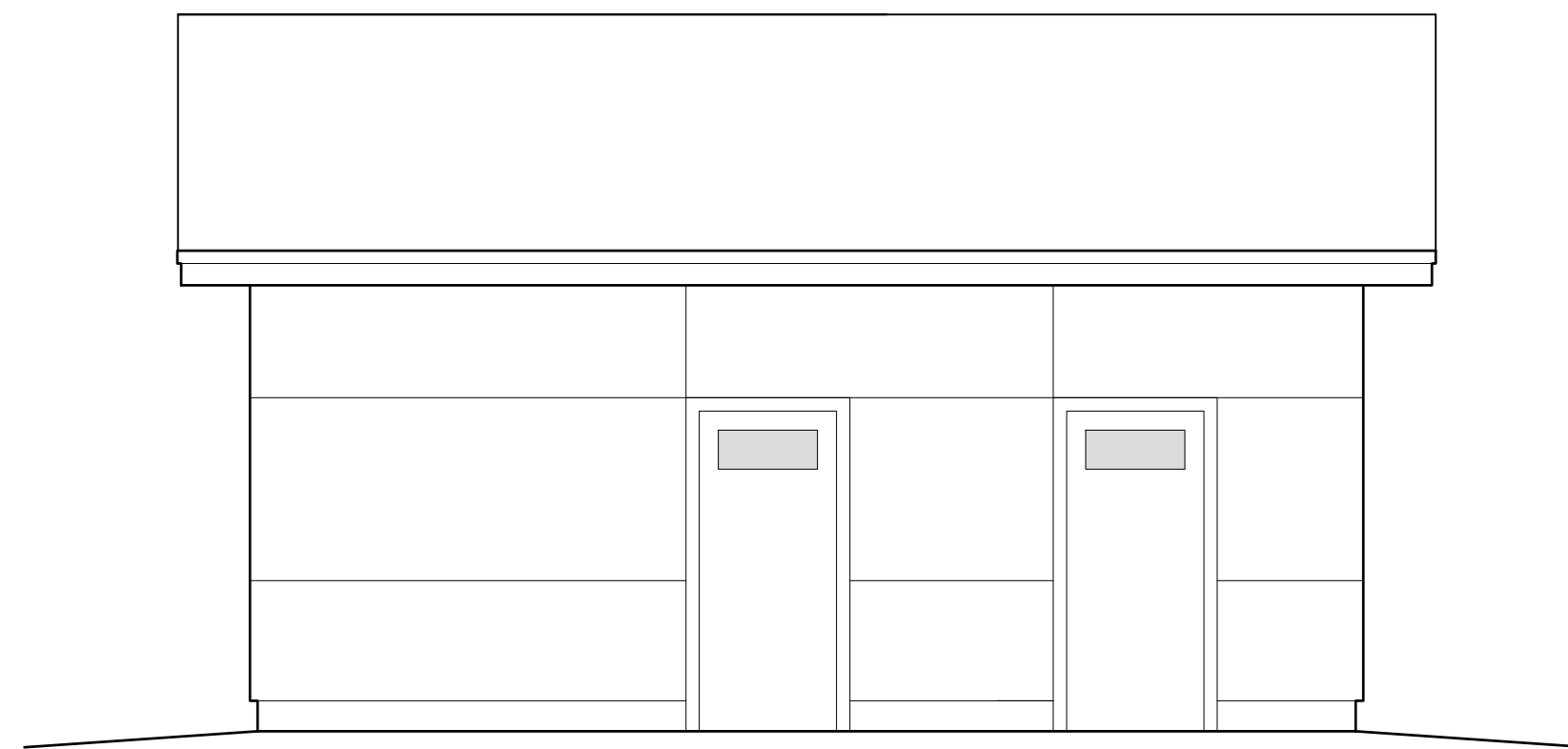
4 WEST ELEVATION
1/4" = 1'-0"



3 SOUTH ELEVATION
1/4" = 1'-0"



2 EAST ELEVATION
1/4" = 1'-0"



1 NORTH ELEVATION
1/4" = 1'-0"

© 2025 RYAN SENATORE
ARCHITECTURE

BATH HOUSE
BIDDEFORD POOL
BIDDEFORD, MAINE



RYAN SENATORE
ARCHITECTURE
500 CONGRESS STREET, SUITE 2
PORTLAND, MAINE 04101
O: 207-747-5159
C: 207-650-6414
senatorearchitecture.com

CONSULTANTS:

REVISION

PROGRESS PRINT ONLY
Not for Construction
01/23/25

DATE:

PROJECT No. 2505

DRAWN BY: RJS

CHECKED BY: RJS

SCALE: AS NOTED

SHEET TITLE:
ELEVATIONS

A2-0

City of Biddeford

2025.24 IN BOARD OF CITY COUNCIL...March 18, 2025

BE IT ORDERED, that the City Council approves the recommendation for a Bid for a design build for the Gilbert Boucher Bath House from Petit Excavation, LLC for the amount of \$222,487.00.

Funding	Desc - FY25 CIP, Order 2024.118
	\$ CIP - Bathhouse
185,000.00	
	\$ Insurance Proceeds (balance)
26,172.78	
	\$ CIP - FD Lifepack (under budget)
5,638.00	
	\$ CIP - FD HVAC Duct Work Cleaning (under budget)
12,002.00	
	\$ CIP - PD Watchguard Body Camera (under budget)
27,215.00	
	\$ CIP - DPW Sidewalk Repair (repurpose)
33,701.92	
	\$ CIP - DPW Road Widener (under budget)
14,635.00	
	\$ CIP - DPW Fire Alarm (Over)
(4,170.70)	
	\$ CIP - Vehicle (FD Chassis, FY26)
85,000.00	
	\$ Total Funding Sources
385,194.00	

Attest by: _____



City Council

Meeting Date: April 1, 2025

Meeting Time: 6:00 PM

Agenda Item No: 9.d

Item Description: 2025.32 Approval/ Public Works Gilbert Boucher Park Bath House-Rebuild

Submitted By: Lisa Thompson, Recreation Director

Supporting Information/Documentation:

2025.32 -Public Works Gilbert Boucher Park Bath House Rebuild- ORDER updated, 2025.32 Public Works Bath House- Cost Estimate, 2025.32 Public Works Gilber Boucher Bath House Rebuild- Details, 20250318 Bathhouse Project Financials - REFERENCE

Key Terms:

N/A

Executive Summary:

To approve the Public Works plan for the Gilbert Boucher Bath House.

Detailed Review:

Order 2025.24 Approval of Bid by Petit Excavation for Gilbert Boucher Bath House was Tabled by the City Council at the 3-18-25 meeting. The Council requested that Public Works provide an estimate to build it by the department staff. Estimates for the materials and labor are attached.

Funding Source:

Funding sources would be the same as the previous order 2025.24.

Staff Recommendation:

Staff are recommending to accept the Public Works Department plan and authorize staff to proceed with the installation.

City of Biddeford



2025.32 IN BOARD OF CITY COUNCIL...APRIL 1, 2025

BE IT ORDERED, the City Council does hereby approve the Biddeford Public Works Department to build the Gilbert Boucher Park Bath House for an amount not to exceed \$135,000.00.

Note – the estimate labor for staff is \$38,733.

Funding source for the \$135,000.is FY25 CIP.

Attest by: _____
Robin Patterson, City Clerk

Gilbert Boucher Bath House

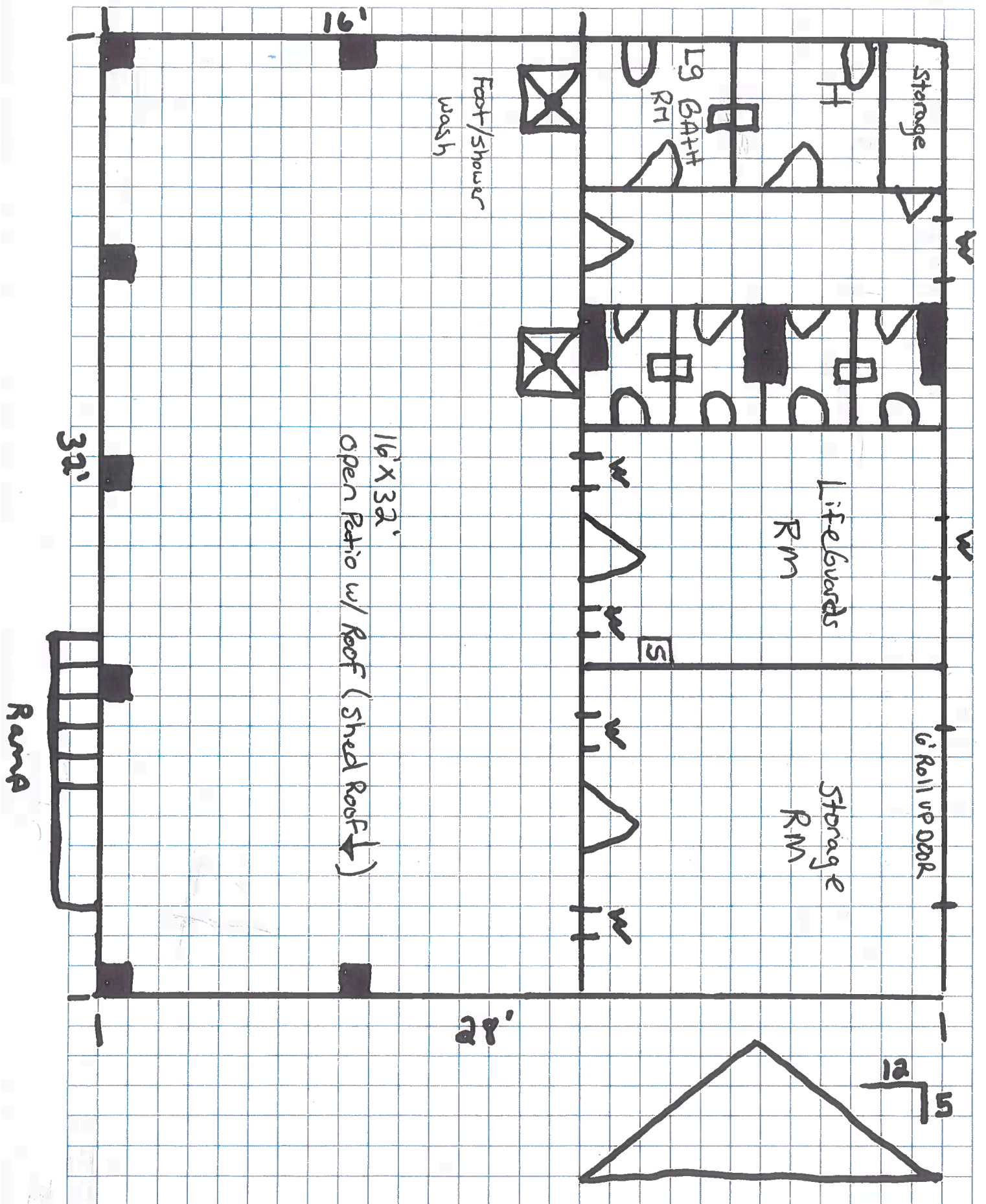
Building Materials	\$52,625
Concrete	\$16,600
Plumbing	\$25,700
Electrical	\$10,000
Garage door	\$3,500
Paint	\$2,500
Water line	\$3,500
Speciality Pay	\$7,500

	\$121,925
Contingency 11%	\$13,075

	\$135,000
Laborer Estimated	

Excavator/Operator	\$9,000	40 Hrs
Truck/Driver	\$7,500	40 Hrs
Lead Carpenter	\$7,033	160 Hrs
2nd Carpenter	\$5,400	160 Hrs
Laborer	\$4,900	200 Hrs
Laborer	\$4,900	200 Hrs

\$38,733





Jim Godbout Plumbing & Heating, Inc.
P.O. Box 365, 486 Elm St. Biddeford, Maine 04005
Phone: 207-283-1200 Fax: 207-283-2739
www.jimgodbout.com

Estimate Date: 3/20/2025

Estimator Initials: jim

Name: Jeff Demers City of Biddeford

Phone:

Email: jeff.demers@biddefordmaine.org

Property Address: Mile Stretch Biddeford Pool

Install new bathrooms and showers slab on grade

Plumbing-

Install rough and finish plumbing for the following:

Install all drainage water and venting for plumbing system

Changing room baths-3

Changing room baths each to have one Kohler comfort height toilet with open front seat and wall hung lav. with single handle faucet.

ADA Bath-1

Install one Kohler ADA water closet with open front seat, install Kohler ADA lavatory with ADA faucet.

Install ADA grab bars for this bath.

Install two outside showers using Wolverine Brass exposed valves and showers shall each have a floor drain in them. ADA shower shall have hand held on bracket.

Install floor drain in each bathroom to meet code.

Install A.O. Smith 50 gallon heat pump water heater in lifeguard room for domestic hot water.

Install water meter set up with back flow preventer next to water heater set up for seasonal blow out.

All drainage and venting shall be sch. 40 PVC.

All water piping to be PEX and type L copper.

Price includes plumbing permit.

All work to conform to state and local codes.

We are assuming gravity on all sewer piping

Water system and sewer services to building existing to be brought in by others.

All work to conform to state and local codes.

Fixtures included in price

Total Plumbing \$25,700.00

**** Due to the unstable fluctuating market of the cost and ability to procure raw materials & equipment ****

We reserve the right to adjust pricing of this proposal until materials and/or equipment are secured. We also reserve the right to make adjustments to the scheduling of approved projects. Any rebates noted hereon are subject to the rules and regulations of the party or entity supplying such rebate & are subject to change.

CFC Foundations & Floors Inc.

P.O. Box 88
Biddeford, ME 04005
(207)229-3489
cfcfoundations@yahoo.com

DATE: 3-24-25

CONTRACTOR: Jeff Demers

JOB LOCATION: Biddeford

DESCRIPTION/NOTES:

88' of 4' Frost wall with shelf
32' x 16' Mono Slab with rebar mat 4'x4'

FOUNDATION WALLS:

8X8" FEET	\$
8X10" FEET	\$
5 X 8" FEET	\$
5X10" FEET	\$
88' 4X8" FEET	\$ 6,160.00
4X10" FEET	\$

MATERIAL:

YARDS FOOTINGS	\$
YARDS WALLS	\$

Monolithic Slab
Framing + rebar Mat
\$1,200.00

CONCRETE FLOORS:

6 YARDS BASEMENT FLOOR @ \$ 325	/YARD = \$ 1,950.00
14 YARDS GARAGE FLOOR @ \$ 325	/YARD = \$ 4,550.00

PUMP	\$	SLABS	\$
WALKWAYS:	\$	POOL DECKS	\$

MISC:

40 REBAR/LABOR	@ \$ 20	EACH = \$ 800.00
WINDOWS	@ \$	EACH = \$
CORNERS	@ \$	EACH = \$

TOTAL ESTIMATE \$ 14,660.00



pump not
included if
needed.

THIS IS ONLY AN ESTIMATE AND BASED ON THE INFORMATION PROVIDED.
THE ESTIMATE IS SUBJECT TO CHANGE IF THE REQUIREMENTS OF THE PROJECT CHANGE.

ELDREDGE LUMBER & HARDWARE - PRESUMPCOT

PAGE NO 1

**P. O. BOX 69
CAPE NEDDICK, ME 03902**

PHONE: (207) 770-3002

CUST NO: 212605	JOB NO: 000	PURCHASE ORDER:	REFERENCE: BIDD POOL HOUSE BUDGET	TERMS: NET 10TH OF MONTH	CLERK: MP	DATE / TIME: 3/24/25 1:46
------------------------	--------------------	------------------------	--	---------------------------------	------------------	----------------------------------

SOLD TO:
CITY OF BIDDEFORD P.W. DEPT
371 HILL ST

SHIP TO:

EXP. DATE: 4/7/25

TERMINAL: 614

BIDDEFORD ME 04005

SALESPERSON: 18 MIKE PALMER
TAX: 004 MAINE - NON TAXABLE

ESTIMATE: 445974

LINE	SHIPPED	ORDERED	UM	SKU	DESCRIPTION	LOCATION	UNITS	PRICE/ PER	EXTENSION
1					SLAB PREP				
2					50 FT SILL SEAL	01BLD	2	6.29 /RL	12.58 N
3		2	RL	40SS	1/2"X 4" SLEAVE ANCHOR		7	3.49 /EA	24.43 N
4		7	EA	17	ABU86Z STANDOFF POST BASE Z-MAX	07R09	7	44.99 /EA	314.93 N
5		7	EA	ABU66Z	2X6X12 PRES TREATED #1 (12 BDFT)	01YAR	2	11.60 /EA	23.20 N
6		2	EA	2612PT	2X6X16 PRES TREATED #1 (16 BF)**	01YAR	4	15.46 /EA	61.87 N
7		4	EA	2616PT	2X4X12 PRES TREATED #1 (8 BD FT)	01YAR	5	7.68 /EA	38.45 N
8		5	EA	2412PT	2X4X10 PRES TREATED #1 (6.67 BF)	01YAR	1	6.55 /EA	6.56 N
9		1	EA	2410PT	2X4X8 PRES TREATED #1(5.33 BDFT)	01YAR	1	5.36 /EA	5.36 N
10		1	EA	248PT		01YAR			
11					EXTERIOR WALLS	01YAR			
12					2X6X12 KILN DRIED SPR (12 BDFT)	03BLD	12	9.36 /EA	112.32 N
13		12	EA	2612KD	2X6X16 KILN DRIED SPR (16 BDFT)	03BLD	12	12.48 /EA	149.76 N
14		120	EA	2692KD	2X6X92 5/8 KILN DRIED STUD	03BLD	120	5.24 /EA	629.28 N
15		3	EA	2812KD	2X8X12 KILN DRIED SPR (16 BDFT)	03BLD	3	10.34 /EA	31.04 N
16		8	EA	2610KD	2X6X10 KILN DRIED SPR (10 BDFT)	03BLD	8	7.80 /EA	62.40 N
17		24	EA	716ZIP	7/16" ZIP WALL SHEATHING "GREEN"	04BLD	24	28.13 /EA	675.19 N
18		4	EA	ZIPTAPE	3.75"X90' ZIP FLASHING SEAM TAPE	06R10	4	29.69 /EA	118.76 N
19		192	LF	912LVL	1 3/4" X 9 1/2" LVL	01YAR	192	6.64 /LF	1,274.88 N
20					3/32 6/16				
21		10	EA	AC6Z	6 X 6 TWIN POST CAP Z-MAX	07R06	10	10.79 /EA	107.90 N
22		12	EA	LCE4Z	PC LCE4Z LIGHT POST CAP Z-MAX	07R06	12	8.06 /EA	96.72 N
23		7	EA	668PT	6X6X8 PRES TREATED (24 BDFT)	01YAR	7	27.20 /EA	190.40 N
24		44	EA	1316S	1 X 3 X 16' SPRUCE STRAPPING	05BLD	44	2.56 /EA	112.82 N
25		2	EA	2416KD	2X4X16 KILN DRIED SPR (10.67BF)	03BLD	2	7.82 /EA	15.64 N
26					INTERIOR WALLS	03BLD			
27					2X4X16 KILN DRIED SPR (10.67BF)	03BLD	17	7.82 /EA	132.97 N
28		3	EA	2410KD	2X4X10 KILN DRIED SPR (6.67 BF)	03BLD	3	4.89 /EA	14.67 N
29		100	EA	2492KD	2X4X92 5/8 KILN DRIED STUD	03BLD	100	3.23 /EA	323.50 N
30		5	EA	268KD	2X6X8 KILN DRIED SPR (8 BF) ***	03BLD	5	5.74 /EA	28.71 N
31						03BLD			
32						03BLD			

Continued...

ELDREDGE LUMBER & HARDWARE - PRESUMPCOT

PAGE NO 2

P. O. BOX 69
CAPE NEDDICK, ME 03902

PHONE: (207) 770-3002

CUST NO: 212605 JOB NO: 000 PURCHASE ORDER: REFERENCE: BIDD POOL HOUSE BUDGET TERMS: NET 10TH OF MONTH CLERK: MP DATE / TIME: 3/24/25 1:46

SOLD TO:
CITY OF BIDDEFORD P.W. DEPT
371 HILL ST

SHIP TO:

EXP. DATE: 4/7/25

TERMINAL: 614

BIDDEFORD ME 04005

SALESPERSON: 18 MIKE PALMER
TAX: 004 MAINE - NON TAXABLE

ESTIMATE: 445974

LINE	SHIPPED	ORDERED	UM	SKU	DESCRIPTION	LOCATION	UNITS	PRICE/ PER	EXTENSION
33					ROOF FRAMING	03BLD			
34		1	EA	22	AROOSTOOK TRUSS 2404543		1	4020.00 /EA	4,020.00 N
35		68	EA	TSBR224	SIMPSON 24" O.C TRUSS SPACER	SMPSN	68	4.04 /EA	274.72 N
36		1	EA	SDWC15600KT	6" SDWC TRUSS SCREW 50CT	07R07	1	44.99 /EA	44.99 N
37		12	EA	2416KD	2X4X16 KILN DRIED SPR (10.67BF)	03BLD	12	7.82 /EA	93.86 N
38		12	EA	2620KD	2X6X20 KILN DRIED SPR (20 BDFT)	01YAR	12	18.88 /EA	226.67 N
39		16	EA	268KD	2X6X8 KILN DRIED SPR (8 BF) ***	03BLD	16	5.74 /EA	91.87 N
40		1	EA	21210KD	2X12X10 KILN DRIED (20 BDFT)	04BLD	1	22.28 /EA	22.29 N
41		17	EA	716ZIP	7/16" ZIP WALL SHEATHING "GREEN"	04BLD	17	28.13 /EA	478.26 N
42		2	EA	ZIPTAPE	3.75"X90' ZIP FLASHING SEAM TAPE	06R10	2	29.69 /EA	59.38 N
43		36	EA	58ZIP	5/8" ZIP ROOF/WALL SQ EDGE	04BLD	36	36.80 /EA	1,325.12 N
44		108	EA	PSC58	PLYWOOD CLIPS 5/8 PLY TO 42" OC	07R04	108	0.12 /EA	12.96 N
45						07R04			
46					EXTERIOR TRIM	07R04			
47		8	PC	1818FF	1 X 8 X 18 VERSATEX PVC TRIM	02BLD	8	83.59 /PC	668.72 N
48		13	PC	1418FF	1 X 4 X 18 VERSATEX PVC TRIM	02BLD	13	40.37 /PC	524.81 N
49		4	EA	1416S	1 X 4 X 16 SPRUCE STRAPPING EA	05BLD	4	4.44 /EA	17.77 N
50		9	PC	1518FF	1 X 5 X 18 VERSATEX PVC TRIM	02BLD	9	56.95 /PC	512.55 N
51		5	EA	PVCCASING4	5/4X4X18 W/J & NAIL FIN VERSATEX	02BLD	5	104.45 /EA	522.25 N
52		4	PC	11218FFS	1/2X12X18' VENTD SOFFIT VERSATEX	02BLD	4	123.45 /PC	493.80 N
53		2	EA	546FFOC	VERSATEX OCP W/J AND NAILFLANGE	02BLD	2	265.99 /EA	531.98 N
54		7	EA	6610PW	6X6X10 VERSATEX POST WRAP	02BLD	7	242.24 /EA	1,695.68 N
55		7	EA	66BPCFF	6X6 VERSATEX BELMONT POST CAP	02BLD	7	42.70 /EA	298.90 N
56		7	EA	VW6CROWN	6" VERSAWRAP 6" CROWN TRIM KIT	02BLD	7	22.46 /EA	157.22 N
57		8	PC	11018FF	1 X 10 X 18 VERSATEX PVC TRIM	02BLD	8	106.35 /PC	850.80 N
58		4	PC	1618FF	1 X 6 X 18 VERSATEX PVC TRIM	02BLD	4	63.17 /PC	252.68 N
59		1088	LF	16VMECBFJP	1X6 V-MATCH/ECB RADIATA FJP	02BLD	1088	1.99 /LF	2,168.38 N
60		128	EA	6LPSLHG	6"X16' LP SMART LAP HARBOR GRAY	03TRL	128	15.98 /EA	2,045.44 N
61		3	EA	HBS	HARDIPLANK BEAR SKIN 50 PC / PAD	06L10	3	29.66 /EA	88.98 N
62		2	EA	5001406	SB 2-3/4" VERSA SMOOTH 750 LN FT	07L10	2	260.99 /EA	521.98 N
63		1	EA	VTTUBE8	CHRISTYS RED HOT VERSTEX 8OZ TB	06L02	1	18.89 /EA	18.89 N
64						06L02			

Continued...

ELDREDGE LUMBER & HARDWARE - PRESUMPCOT

PAGE NO 3

P. O. BOX 69
CAPE NEDDICK, ME 03902

PHONE: (207) 770-3002

CUST NO: 212605 JOB NO: 000 PURCHASE ORDER: REFERENCE: BIDD POOL HOUSE BUDGET TERMS: NET 10TH OF MONTH CLERK: MP DATE / TIME: 3/24/25 1:46

SOLD TO:
CITY OF BIDDEFORD P.W. DEPT
371 HILL ST

SHIP TO:

EXP. DATE: 4/7/25

TERMINAL: 614

BIDDEFORD ME 04005

SALESPERSON: 18 MIKE PALMER
TAX: 004 MAINE - NON TAXABLE

ESTIMATE: 445974

LINE	SHIPPED	ORDERED	UM	SKU	DESCRIPTION	LOCATION	UNITS	PRICE/ PER	EXTENSION
65					ROOFING	06L02			
66		16	EA	8WDE	8" WHITE ALUMINUM DRIP EDGE	SMPSN	16	11.69 /EA	187.04 N
67		2	EA	IWSSEL	GRACE VYCOR SELECT 3' X 65'	05BLD	2	93.05 /EA	186.10 N
68		2	EA	RV20	20' ROLLED RIDGE VENT GAF COBRA	05BLD	2	60.79 /EA	121.58 N
69		36	BD	IKOCB30	IKO CAMBRIDGE DUAL BLACK	01YAR	36	37.95 /BD	1,366.20 N
70		2	EA	IKOHRB	IKO HIP & RIDGE (DUAL) BLACK	01YAR	2	72.67 /EA	145.34 N
71		1	BX	CR03	1-1/4" GALV COIL ROOFER GENERIC	04W04	1	25.19 /BX	25.19 N
72		1	EA	IKOES	IKO EDGESEAL STARTER 8.75x67' RL	01BLD	1	56.99 /EA	56.99 N
73						01BLD			
74					INSULATION	01BLD			
75		18	RL	RXCB551525	ROCKWOOL R23 5.5x15.25x47 39.8'	LOFT	18	76.49 /RL	1,376.82 N
76						LOFT			
77					SHEETROCK	LOFT			
78		84	EA	1248MRSR	1/2X4X8 MOISTURE RES SHEETROCK	MILWK	84	23.36 /EA	1,962.24 N
79		8	EA	12922	JOINT COMPOUND ALL PURP 4.5G GRN	09R05	8	23.99 /EA	191.92 *N
80		2	EA	12931	JOINT TAPE 2" X 250FT	09R05	2	4.49 /EA	8.98 N
81		1	EA	SRS15825	1 5/8" SHEETROCK SCREW 25#	07L06	1	68.36 /EA	68.36 N
82						07L06			
83					FRP	07L06			
84		3	EA	1765361	FAST GRAB FRP ADHESIVE 4G	SPORD	3	79.99 /EA	239.97 N
85		43	EA	48FRPW	4' X 8' FRP WHITE .090	02BLD	43	67.04 /EA	2,882.72 N
86		40	EA	FRPD	FRP DIVIDER WHITE 10'	02BLD	40	5.03 /EA	201.20 N
87		40	EA	FRPEC	FRP END CAP WHITE 10'	02BLD	40	5.03 /EA	201.20 N
88		36	EA	FRPIC	FRP INSIDE CORNER WHITE 8'	02BLD	36	5.03 /EA	181.08 N
89						02BLD			
90					RAILINGS	02BLD			
91		7	EA	27	TITAN PRO RAIL WH 36"X 8'		7	123.70 /EA	865.90 N
92		1	EA	27	TITAN PRO RAIL WH 36" X 6'		1	97.16 /EA	97.16 N
93		8	EA	27	TITAN PRO RAIL HARDWARE KIT		8	13.75 /EA	110.00 N
94		1	EA	27	36" TITAN POST WHITE		1	75.70 /EA	75.70 N
95		1	EA	27	DECORATIVE POST CAP		1	5.95 /EA	5.95 N
96									
97		1	EA	19	HARDWARE ALLOWANCE	23W13	1	1500.00 /EA	1,500.00 N

Continued...

ELDREDGE LUMBER & HARDWARE - PRESUMPCOT

PAGE NO 4

**P. O. BOX 69
CAPE NEDDICK, ME 03902**

PHONE: (207) 770-3002

CUST NO: 212605	JOB NO: 000	PURCHASE ORDER:	REFERENCE: BIDD POOL HOUSE BUDGET	TERMS: NET 10TH OF MONTH	CLERK: MP	DATE / TIME: 3/24/25 1:46
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SOLD TO:
CITY OF BIDDEFORD P.W. DEPT
371 HILL ST

SHIP TO:

EXP. DATE: 4/7/25

TERMINAL: 614

BIDDEFORD ME 04005

SALESPERSON: 18 MIKE PALMER
TAX: 004 MAINE - NON TAXABLE

ESTIMATE: 445974

LINE	SHIPPED	ORDERED	UM	SKU	DESCRIPTION	LOCATION	UNITS	PRICE/ PER	EXTENSION
98						23W13			
99		1	EA	EST2	NOT A GUARANTEED MATERIALS LIST	1	1	0.00 /EA	N
100		1	EA	EST3	PRICES GUARANTEED FOR 14 DAYS	1	1	0.00 /EA	N
101		1	EA	TARIFF	TARIFF - NOTICE TO CUSTOMER		1	0.00 /EA	N
102					"Prices subject to change due to				
103					tariffs imposed on imports by				
104					the US Government. Price				
105					increases due to such tariffs				
106					will be added."				

TAXABLE	0.00
NON-TAXABLE	34642.93
SUBTOTAL	34642.93

TAX AMOUNT	0.00
TOTAL	34642.93

TOT WT: 16783.41

X

Received By _____

ELDREDGE LUMBER & HARDWARE - PRESUMPCOT

PAGE NO 1

P. O. BOX 69
CAPE NEDDICK, ME 03902

PHONE: (207) 770-3002

CUST NO: 212605 JOB NO: 000 PURCHASE ORDER: REFERENCE: POOLHOUSE HOLLOW METAL DOORS TERMS: NET 10TH OF MONTH CLERK: MP DATE / TIME: 3/25/25 10:52

SOLD TO:
CITY OF BIDDEFORD P.W. DEPT
371 HILL ST

SHIP TO:

EXP. DATE: 4/8/25

TERMINAL: 614

BIDDEFORD ME 04005

SALESPERSON: 18 MIKE PALMER
TAX: 004 MAINE - NON TAXABLE

ESTIMATE: 446380

LINE	SHIPPED	ORDERED	UM	SKU	DESCRIPTION	LOCATION	UNITS	PRICE/ PER	EXTENSION
1		1	EA	MISC10	3068LH BATHROOM ENTRY		1	1544.71 /EA	1,544.71 N
2					NON RATED, SGL DR/FR, 1-3/4 DR,				
3					LH, CECO HOLLOW METAL DR, SPEC				
4					ORDER FRAME, FLUSH 18 GAUGE,				
5					3-0, 6-8, 161, 161 W/THRUBOLTS,				
6					6&12-HAGER 3400 2-3/4, VISION				
7					KIT, GLASS W/METAL VISION KIT,				
8					1/4"				
9					TEMP CLEAR GLASS, 5X35, FR3PC DU				
10					16CRS 758 / 658 3068 S1C S KD				
11					TB				
12					LH DRYWALL CLSR REIF ASA STK,				
13					KD, DRYWALL, 758 / 658 , STD				
14					HEAD,				
15					STD ASA PREP, STANDARD 4-1/2				
16					HINGES, 3 HINGES, BRUSHED				
17					CHROME				
18					US26D, STD ECBB1100 US26D, STD				
19					ECBB1100 US26D, STD ECBB1100				
20					US26D, PASS 3410 WITHNELL SAT				
21					CH, HAGER 5100 CLOSER W/PA CO				
22									
23		2	EA	MISC10	3068 LH HANDICAP BATH		2	1354.93 /EA	2,709.86 N
24					NON RATED, SGL DR/FR, 1-3/4 DR,				
25					LH, CECO HOLLOW METAL DR, SPEC				
26					ORDER FRAME, FLUSH 18 GAUGE,				
27					3-0, 6-8, 161, 161 W/THRUBOLTS,				
28					6&12-HAGER 3400 2-3/4, FR3PC DU				
29					16CRS 758 / 658 3068 S1C S KD				
30					TB				
31					LH DRYWALL CLSR REIF ASA STK,				
32					KD, DRYWALL, 758 / 658 , STD				
33					HEAD,				

Continued...

ELDREDGE LUMBER & HARDWARE - PRESUMPCOT

PAGE NO 2

P. O. BOX 69
CAPE NEDDICK, ME 03902

PHONE: (207) 770-3002

CUST NO:	JOB NO:	PURCHASE ORDER:	REFERENCE:	TERMS:	CLERK:	DATE / TIME:
212605	000		POOLHOUSE HOLLOW METAL DOORS	NET 10TH OF MONTH	MP	3/25/25 10:52

SOLD TO:
CITY OF BIDDEFORD P.W. DEPT
371 HILL ST

SHIP TO:

EXP. DATE: 4/8/25

TERMINAL: 614

BIDDEFORD ME 04005

SALESPERSON: 18 MIKE PALMER
TAX: 004 MAINE - NON TAXABLE

ESTIMATE: 446380

LINE	SHIPPED	ORDERED	UM	SKU	DESCRIPTION	LOCATION	UNITS	PRICE/ PER	EXTENSION
34					STD ASA PREP, STANDARD 4-1/2				
35					HINGES, 3 HINGES, BRUSHED				
36					CHROME				
37					US26D, STD ECBB1100 US26D, STD				
38					ECBB1100 US26D, STD ECBB1100				
39					US26D, STORE 3480 WITHNELL SAT				
40					C, HAGER 5100 CLOSER W/PA CO				
41									
42		1	EA	MISC10	1868 LH BATH STORAGE		1	1346.61 /EA	1,346.61 N
43					NON RATED, SGL DR/FR, 1-3/4 DR,				
44					LH, SPECIAL ORDER CECO OPTION,				
45					CECO FRAME, 1-8, 6-8, DR UP				
46					18CRS 1868 F C1 LC1 STC				
47					ULTRADOR				
48					FLUSH CLSR REIF 161 TO CAP, KD,				
49					DRYWALL, 5-3/4 (4-5/8 THROAT),				
50					STD HEAD, STD ASA PREP, STANDARD				
51					4-1/2 HINGES, 3 HINGES, BRUSHED				
52					CHROME US26D, STD ECBB1100				
53					US26D, STD ECBB1100 US26D, STD				
54					ECBB1100 US26D, STORE 3480				
55					WITHNELL SAT C				
56									
57		2	EA	MISC10	3068LH LIFEGUARD/ STORAGE		2	1164.40 /EA	2,328.80 N
58					04 W/ PASSAGE LEVER & OCC IND				
59					DBOLT				
60					NON RATED, SGL DR/FR, 1-3/4 DR,				
61					LH, CECO HOLLOW METAL DR, CECO				
62					FRAME, FLUSH 18 GAUGE, 3-0, 6-8,				
63					161, 161 W/THRUBOLTS,				
64					6&12-HAGER				
65					3400 2-3/4, CUT DR FOR DEADBOLT,				
66					KD, DRYWALL, 5-3/4 (4-5/8				

Continued...

ELDREDGE LUMBER & HARDWARE - PRESUMPCOT

PAGE NO 3

**P. O. BOX 69
CAPE NEDDICK, ME 03902**

PHONE: (207) 770-3002

CUST NO: 212605	JOB NO: 000	PURCHASE ORDER:	REFERENCE: POOLHOUSE HOLLOW METAL DOORS	TERMS: NET 10TH OF MONTH	CLERK: MP	DATE / TIME: 3/25/25 10:52
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SOLD TO:
CITY OF BIDDEFORD P.W. DEPT
371 HILL ST

SHIP TO:

EXP. DATE: 4/8/25

TERMINAL: 614

BIDDEFORD ME 04005

SALESPERSON: 18 MIKE PALMER
TAX: 004 MAINE - NON TAXABLE

ESTIMATE: 446380

LINE	SHIPPED	ORDERED	UM	SKU	DESCRIPTION	LOCATION	UNITS	PRICE/ PER	EXTENSION
67					THROAT), STD HEAD, STD ASA PREP,				
68					CUT FRAME FOR DBLT STRIKE,				
69					CLOSER REINFORCE, STANDARD 4-1/2				
70					HINGES, 3 HINGES, BRUSHED				
71					CHROME				
72					US26D, STD ECBB1100 US26D, STD				
73					ECBB1100 US26D, STD ECBB1100				
74					US26D, PASS 3410 WITHNELL SAT				
75					CH, 3216 HAGER DBOLT W/				
76					OCCUPANCY				
77					INDICATOR US26D BRUSHED CHROME				
78									
79		3	EA	MISC10	2668LH BATHROOMS		3	1164.40 /EA	3,493.20 N
80					NON RATED, SGL DR/FR, 1-3/4 DR,				
81					LH, CECO HOLLOW METAL DR, CECO				
82					FRAME, FLUSH 18 GAUGE, 2-6, 6-8,				
83					161, 161 W/THRUBOLTS,				
84					6&12-HAGER				
85					3400 2-3/4, CUT DR FOR DEADBOLT,				
86					KD, DRYWALL, 5-3/4 (4-5/8				
87					THROAT), STD HEAD, STD ASA PREP,				
88					CUT FRAME FOR DBLT STRIKE,				
89					CLOSER REINFORCE, STANDARD 4-1/2				
90					HINGES, 3 HINGES, BRUSHED				
91					CHROME				
92					US26D, STD ECBB1100 US26D, STD				
93					ECBB1100 US26D, STD ECBB1100				
94					US26D, PASS 3410 WITHNELL SAT				
95					CH, 3216 HAGER DBOLT W/				
96					OCCUPANCY				
97					INDICATOR US26D BRUSHED CHROME				
98									
99					3 WEEK LEAD TIME				

TAXABLE	0.00
NON-TAXABLE	11423.18
SUBTOTAL	11423.18

TAX AMOUNT	0.00
TOTAL	11423.18

TOT WT: 0.00

X

Received By



Mathews Brothers

Tel:
Fax:
Email:



Customer
QUOTATION

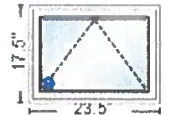
BILL TO:

SHIP TO:

QUOTE #	STATUS	CUSTOMER PO#	DATE QUOTED
733854	None		3/24/2025 1:51:35 PM
QUOTED BY	TERMS	PROJECT NAME	QUOTE NAME
Mike Palmer		CITY OF BIDDERFORD	pool house

LINE #	DESCRIPTION	QTY	LIST PRICE	NET PRICE	EXTD. PRICE
100-1		6	\$534.00	\$350.00	\$2,100.00

Walcott New Construction Awning
AW2418, Operating, White, Insul Low-E & Argon
Tempered, White Handle & Lock, White Screen Applied
w/Nailing Flange, No J Channel, No Exterior Casing
Unit 1: UFactor: 0.28, SHG: 0.27, VLT: 0.51, CR: 57



Mathews Brothers' Windows specified with Tempered Glass cannot be canceled or modified once an order is placed. There will be no grace period provided for Windows specified with Tempered Glass as they will enter into a production schedule immediately. Please review the specifications for this Window with Tempered Glass carefully to ensure they are correct prior to ordering.

Opening: 24" X 18"
O.S.M.: 23.5" X 17.5"

Tag: None Assigned

All Prices are net. Please review all quantities, specifications, and information for accuracy. Special orders can not be returned for credit. Signature implies acceptance of these specifications. Your order will not be processed without authorized signature.

SUB-TOTAL:	\$2,100.00
LABOR:	\$0.00
FREIGHT:	\$0.00
SALES TAX:	\$0.00
TOTAL:	\$2,100.00

Thank you for all of your efforts!

CUSTOMER SIGNATURE _____ DATE _____

We appreciate the opportunity to provide you with this quote!



Jim Godbout Plumbing & Heating, Inc.
P.O. Box 365, 486 Elm St. Biddeford, Maine 04005
Phone: 207-283-1200 Fax: 207-283-2739
www.jimgodbout.com

Estimate Date: 3/20/2025

Estimator Initials: jim

Name: Jeff Demers City of Biddeford

Phone:

Email: jeff.demers@biddefordmaine.org

Property Address: Mile Stretch Biddeford Pool

Install new bathrooms and showers slab on grade

Plumbing-

Install rough and finish plumbing for the following:

Install all drainage water and venting for plumbing system

Changing room baths-3

Changing room baths each to have one Kohler comfort height toilet with open front seat and wall hung lav. with single handle faucet.

ADA Bath-1

Install one Kohler ADA water closet with open front seat, install Kohler ADA lavatory with ADA faucet.

Install ADA grab bars for this bath.

Install two outside showers using Wolverine Brass exposed valves and showers shall each have a floor drain in them. ADA shower shall have hand held on bracket.

Install floor drain in each bathroom to meet code.

Install A.O. Smith 50 gallon heat pump water heater in lifeguard room for domestic hot water.

Install water meter set up with back flow preventer next to water heater set up for seasonal blow out.

All drainage and venting shall be sch. 40 PVC.

All water piping to be PEX and type L copper.

Price includes plumbing permit.

All work to conform to state and local codes.

We are assuming gravity on all sewer piping

Water system and sewer services to building existing to be brought in by others.

All work to conform to state and local codes.

Fixtures included in price

Total Plumbing \$25,700.00

**** Due to the unstable fluctuating market of the cost and ability to procure raw materials & equipment ****

We reserve the right to adjust pricing of this proposal until materials and/or equipment are secured. We also reserve the right to make adjustments to the scheduling of approved projects. Any rebates noted hereon are subject to the rules and regulations of the party or entity supplying such rebate & are subject to change.

Updated 3.18.25 Projected Costs Estimates Bath house Project¹

Bathhouse:	Projected Costs	Actual Costs	In-Kind
Bathhouse design/ build 28 X 32 structure ²	\$ 130,000.00	\$222,487.00	
CMP new pole	\$ 1,200.00	\$1,200.00	
Pump Station / forced main to Mile Stretch Rd.	\$ 165,000.00	\$145,957.00	
Electricity	\$ 2,500.00	\$0.00	
Water and Sewer connect	\$ -	\$4,500.00	
Total Bath house	\$ 298,700.00	\$374,144.00	
Parking lot:			
Gravel:	\$6,000.00	\$6,000.00	
Reclaim	\$15,000.00	\$0.00	In kind
Bumpers:	\$2,550.00	\$2,550.00	
Striping:	\$5,000.00	\$0.00	In kind
Signage:	\$2,500.00	\$2,500.00	
Total Parking lot	\$31,050.00	\$11,050.00	
Total Cost	\$ 329,750.00	\$385,194.00	
Budget Shortfall		(\$55,444.00)	

¹Original budget authorization 2024.104

²Final design dimensions 24 x 24

Bathhouse Project Funding Sources

Funding		Desc - FY25 CIP, Order 2024.118
\$	185,000.00	CIP - Bathhouse
\$	26,172.78	Insurance Proceeds (balance)
\$	5,638.00	CIP - FD Lifepack (under budget)
\$	12,002.00	CIP - FD HVAC Duct Work Cleaning (under budget)
\$	27,215.00	CIP - PD Watchguard Body Camera (under budget)
\$	33,701.92	CIP - DPW Sidewalk Repair (repurpose)
\$	14,635.00	CIP - DPW Road Widener (under budget)
\$	(4,170.70)	CIP - DPW Fire Alarm (Over)
\$	85,000.00	CIP - Vehicle (FD Chassis, FY26)
\$	385,194.00	Total Funding Sources



City Council

Meeting Date: April 1, 2025
Meeting Time: 6:00 PM
Agenda Item No: 9.e
Item Description: 2025.34 Approval Vacant Building Registration Ordinance
Submitted By: Roby Fecteau, Code Enforcement Officer

Supporting Information/Documentation:

Vacant Building Registration and Fees, 20250123 Proposed Vacant Building Registration Ordinance -REVISED Ver 3

Key Terms:

Executive Summary:

This item entails review of a proposed ordinance structured to establish a vacant building registry, escalating fee structure, and penalty provision. The proposed ordinance is intended to provide an incentive for keeping buildings occupied.

Detailed Review:

The City of Biddeford recognizes that vacant buildings negatively impact property values, neighborhood safety, and overall development within the downtown area. To address these concerns, this proposed ordinance establishes a vacant building registration requirement and an escalating fee structure to encourage property owners to return vacant buildings to productive use. At the height of the foreclosure crisis in 2008, Biddeford had over 50 buildings that were vacated. Many times it was difficult to find the responsible party to have work done to the property. Having an ordinance that requires registration would make things easier to contact banks, financial mortgage companies and current owners. It would also give us the tools to impose penalties for non-compliance.

This ordinance has been updated based on the committee review from the October 28, 2024, meeting. Blue underline is added/clarified information. Red strikethrough is deletions.

Funding Source:

Staff Recommendation:

Staff recommends acceptance of the ordinance as presented with a recommendation to for to City Council for adoption.

City of Biddeford

The seal of the City of Biddeford, Maine, is circular. It features a central illustration of a building, likely a city hall or government building, with a flag flying in front. The words "CITY OF BIDDEFORD" are inscribed around the top inner edge of the seal, and "MAINE" is at the bottom.

2025.34

IN BOARD OF CITY COUNCIL... April 1, 2025

BE IT ORDERED, that the City Council of the City of Biddeford does hereby amend the Code of Ordinances as follows:

Amend Chapter 34 Environment to add Article VIII Vacant Building Registration and Fees (sec 34-562- 34-563

Attest by: _____

Sec. 34-562: Vacant Building Registration and Fees

A. Purpose. The City of Biddeford recognizes that vacant buildings negatively impact property values, neighborhood safety, and overall development within the downtown area. To address these concerns, this provision establishes a vacant building registration requirement and an escalating fee structure to encourage property owners to return vacant buildings to productive use.

B. Definitions.

1. Vacant Building. A *vacant building* is building or structure, regardless of its zoning designation, that meets either of the following criteria:

A. Unoccupied or Largely Unused: The building as a whole is unoccupied and has been devoid of lawful and consistent human use or activity for a period of 60 consecutive days or more.

- For multi-unit buildings, the property is considered vacant only if all units or sections within the building are unoccupied. Any portion of the building that remains lawfully occupied or actively in use will exempt the entire building from being deemed vacant.

B. Not Actively in Use for Its Intended Purpose: The building is not being actively utilized for its primary intended residential, commercial, or industrial purpose, including but not limited to habitation, commerce, or manufacturing.

- i. Exclusions for Temporary or Minimal Use: Temporary, sporadic, or occasional entry into the building or its premises, including activities such as maintenance visits or limited, single-day usage, does not constitute occupancy for the purposes of this ordinance.
- ii. Exceptions for Documented Cases: Properties subject to specific exceptions as outlined in Section 34-562(D) are excluded from this definition provided proper documentation is submitted and approved by the Code Enforcement Office.
- iii. Seasonal Single-Family Homes” Properties that are only occupied during certain seasons shall not apply to this ordinance.
- iv. Agricultural buildings in Rural Farm (RF) and Limited Rural Farm (LRF) are subject to this ordinance

C. Registration Requirement.

The registration shall be valid for a period of six-months. Upon expiration of the registration a renewal must be filed within 15-days of the expiration date and thereafter for any subsequent renewals. Failure to register or renew the

registration for the property within the prescribed time frame shall result in penalties as outlined in subsection H.

D. Initial Registration and Renewal Fees.

1. The initial registration shall be active for a period of six-months from the date of receipt of the initial registration by the Code Enforcement Office, or the date of the required initial registration as defined in subsection C, whichever is earlier. Upon registering a vacant building, the owner must pay an initial fee of \$600.00 for the first six-month registration period.
2. For each subsequent renewal, a fee shall be due, escalating as follows:
 - First renewal (after six months): \$300.00
 - Second renewal (after 12 months): \$600.00
 - Third renewal (after 18 months): \$1,200.00
 - Subsequent renewals: \$2,400.00 (semi-annual cap)
3. This escalating fee structure is intended to incentivize owners to rehabilitate or sell their properties, minimizing the time buildings remain vacant.

E. Exceptions. The following types of vacant properties are exempt from the fee structure but must still register with the Code Enforcement Office:

1. Primary residences of individuals on active military duty.
2. Properties where owners have filed proper documentation indicating seasonal or alternative living arrangements, with the intention to return.
3. Properties undergoing repairs due to fire or natural disasters, provided the owner is actively working to restore the building.
4. Property owners demonstrating hardships
5. Properties under construction that have not been issued an occupancy permit or maintain active permit status

F. Standards for Vacant Building Maintenance. All vacant buildings must comply with minimum maintenance standards to ensure public safety and neighborhood quality, including:

1. Securing all doors, windows, and other openings to prevent intrusion.
2. Maintaining the building and surrounding premises in a clean and sanitary condition, free from hazards or nuisances, including trash and overgrown vegetation.
3. Ensuring the building remains structurally sound and free of damage that could pose risks to public health or safety.
4. Demonstrated Hardships:
 - i. Property owners who can demonstrate significant financial, legal, or personal hardships that prevent them from actively occupying, selling, or rehabilitating the building may request an exemption from the fee structure.
 - ii. Such exemptions will be granted on a case-by-case basis upon submission of appropriate documentation to the Code Enforcement

Office. Examples of qualifying hardships may include, but are not limited to:

- a. Pending legal proceedings (e.g., probate or foreclosure).
- b. Substantial financial constraints due to unforeseen circumstances.
- c. Medical or family emergencies that impede the owner's ability to manage the property.

- iii. Exemptions for demonstrated hardships must be renewed every six months and are subject to review to ensure the hardship persists.

G. Enforcement. The Code Enforcement Office will inspect vacant buildings during each registration period to ensure compliance with maintenance standards. Failure to meet these standards may result in the issuance of an abatement order, as well as additional fines.

H. Violations and Penalties.

1. Any owner who fails to register a vacant property within the required time frame shall be subject to a fine of \$500 for each month the building remains unregistered.
2. In addition to registration penalties, properties deemed dangerous or abandoned by the Code Enforcement Office may be subject to condemnation or further enforcement actions, including foreclosure proceedings.

Sec. 34-563: Appeal Procedure

A. Right to Appeal.

Any property owner or responsible party who is issued a notice of violation, denied a vacant building registration permit, or subject to fees under this ordinance has the right to appeal the decision.

B. Appeal Process.

1. Appeals must be submitted in writing to the Code Enforcement Office within 30 days of receiving the notice of violation, permit denial, or fee assessment.
2. The appeal shall be reviewed by the City Manager.

C. Appeal Review.

The City Manager will:

1. Review the circumstances leading to the violation, permit denial, or fee assessment, as well as any relevant documentation provided by the property owner.
2. Consider statements from both the property owner or responsible party and the Code Enforcement Officer.
3. Make a determination based on the evidence and applicable city

ordinances.

D. Decision.

The City Manager shall issue a decision within 30 days of the appeal submission. The decision may:

1. Uphold the notice of violation, permit denial, or fee assessment.
2. Reverse or modify the decision of the Code Enforcement Officer if deemed appropriate based on the facts presented.

E. Finality of Decision.

The decision of the City Manager is final. Further appeals may be pursued in accordance with state law.



City Council

Meeting Date: April 1, 2025
Meeting Time: 6:00 PM
Agenda Item No: 9.f
Item Description: 2025.33 MMA Legislative Policy Committee Members
Submitted By: Mayor Grohman

Supporting Information/Documentation:
20250401 MMA LPC Appointment -ORDER

Key Terms:
N/A

Executive Summary:
Appoints the Mayor to the MMA Legislative Policy Committee representing the City of Biddeford and Councilor Marc Lessard as the alternate.

Detailed Review:
N/A

Funding Source:
N/A

Staff Recommendation:
Staff Supports

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.

2025.33 IN BOARD OF CITY COUNCIL... April 1, 2025

BE IT ORDERED, the Biddeford City Council does hereby vote for Martin Grohman, Mayor, for election to the MMA Legislative Policy Committee and for City Councilor Marc Lessard to be the alternate, for the term of July 1, 2024 to July 30, 2026.

BE IT FURTHER ORDERED, that Mayor Martin Grohman be authorized to sign the MMA Ballot on behalf of the Biddeford City Council.

Attest by: _____
Robin Patterson, City Clerk