SACO CITY COUNCIL SPECIAL MEETING
MONDAY, FEBRUARY 11, 2019 – 6:30 PM
CITY HALL AUDITORIUM

I. CALL TO ORDER
II. RECOGNITION OF MEMBERS PRESENT
III. PLEDGE OF ALLEGIANCE
IV. GENERAL
V. PUBLIC COMMENT
VI. CONSENT AGENDA
VII. AGENDA
   A. Budget Overview and Directive P3

VIII. ADMINISTRATIVE UPDATE
IX. COUNCIL DISCUSSION AND COMMENT
X. ADJOURNMENT

Hearing Assistance Devices are available at the back of the Auditorium.
If you are interested in addressing the Mayor and Council in the public comments session, please add your name to the roster at the back of the room.
SACO CITY COUNCIL WORKSHOP
MONDAY, FEBRUARY 11, 2019 – FOLLOWING SPECIAL MEETING
CITY HALL AUDITORIUM

I. CALL TO ORDER

II. AGENDA

A. Saco River Corridor Commission proposed legislative action  P6
B. Support letter for ACOE Camp Ellis Jetty Spur  P34
C. Ready Seafood CEA and TIF Amendment  P37
D. Amendment to Recreation Fees  P56
E. Revision to City Code, Chapter 78 – Cable Television  P63
F. Revision to City Code, Chapter 87 – Electrical Standards  P99
G. Revision to City Code, Chapter 135 – Marijuana  P107
H. Discussion of Meetings & Agendas
   1. Amendments to Council Rules and Order of Business  P119

III. ADJOURNMENT

Hearing Assistance Devices are available at the back of the Auditorium.
If you are interested in addressing the Mayor and Council in the public comments session, please add your name to
the roster at the back of the room.
MEETING ITEM COMMENTARY


COUNCIL RESOURCE: Nathan Johnston

STAFF RESOURCE: Kevin Sutherland, City Administrator

BACKGROUND: Tonight the City Administrator and Finance Director presented their evaluation of the city’s finances and the budget necessary to meet existing obligations. They are asking the City Council to provide a directive on the budget for FY2020. They have also asked the Council to select a valuation forecast with which to model the impact of the FY2020 Budget on the property tax rate. This directive is not prescriptive, and the City Administrator is free to present the budget he believes best meets city needs at the official budget presentation in March.

EXHIBIT ITEM: 1. Memo from City Administrator
                2. Link to Powerpoint presentation on budget forecast

RECOMMENDATION: City staff recommends approval.

SUGGESTED MOTION “I move to direct the City Administrator to develop a version of the FY2020 budget that maintains current city efforts and further direct the City Administrator to make use of a moderate valuation increase of $35 million in modeling the impact of any budget action on the property tax rate.

“I move to approve the order”.
MEMORANDUM

TO: Mayor Lovell and City Council
FROM: Kevin L. Sutherland, City Administrator
DATE: February 3, 2019
RE: Budget Directive Presentation

Tomorrow night, the Finance Directors for the City and Schools will present a budget update for FY2019 and a preliminary look at the needs of the City and Schools for FY2020.

The School’s Finance Director will present the directive budget prepared for the School Board and a summary of RADs currently under review by the School Board.

The City’s Finance Director will present a series of budget scenarios from which the City Council may select a directive to the City Administrator on what they would like to see for the FY2020 Municipal Budget. These scenarios are based on extensive conversations with City staff and evaluation of existing City contracts to ensure we are capturing everything required to maintain City efforts. This presentation also provides historical context on property tax action over the few years and how that has come to impact City staff and resources.

Finally, the presentation will contain an assessment of valuation growth, where we anticipate valuation growth to land in FY2020, and how that will impact the Mil Rate.

From this presentation, I am looking for three items of feedback:

1. What is your directive to the City Administrator for the municipal budget you would like to see in FY2020?
2. What is the valuation forecast you would like to use in modeling the Mil Rates for FY2020?
3. What, if any feedback, would you like to provide on the existing school directive budget and RADs?
Since this directive conversation, unlike those in the past, is taking place during a regular meeting, an item commentary and motion have been prepared to help provide better direction for finance and administration and ask that it be read after the presentation. The motion is subject to Council amendment.

We'll have a copy of the presentation out to you tomorrow after a final run through and it will be posted to the website before the meeting.
MEMORANDUM

TO: Mayor Lovell and City Council
FROM: Kevin L. Sutherland, City Administrator
DATE: February 6, 2019
RE: Saco River Corridor Commission proposed legislative action

In mid-January, administration from Biddeford and Saco met with leadership from Saco River Corridor Commission (SRCC) to share challenges within the current state statute and to consider some joint language that might clear up concerns that both parties identified.

What was proposed by SRCC would have helped to clear up some of the language within the law that was changed back in the mid-1990's while what was developed by Biddeford and Saco would reduce redundancy that could lead to greater financial stability for our two cities. All of this can be read and better understood by reading through the emails and attachments that are included as exhibit items to this memo.

It is unfortunate that the bill had to be rushed without first a discussion with SRCC, our legislative delegates in Saco, the Council, and an opportunity for public input, but it was always administration’s intent to bring this to a future Council workshop for discussion, to potentially amend what was proposed, and then look for a resolution in support to take to the legislature in the coming weeks. I am still hopeful this is do-able as there are needed changes to the current statute.

Timeline of exhibit items in order of occurrence:
Link to the state statute on SRCC: Title 38: Waters and Navigation, Chapter 6: Saco River Corridor
1. 1/18/19 – Email chain related to SRCC’s proposed language changes
2. 1/18/19 – SRCC’s proposed language changes
3. 1/18/19 – Email from Dayln Houser explaining maps
4. 1/18/19 – Maps that were attached to the email above
5. 1/25/19 – Email from Kevin Sutherland, Saco City Administrator sharing proposed document and email chain with Council and legislative delegates
6. 1/25/19 – proposed document
7. 1/31/19 – Email from Dayln Houser, Executive Director of SRCC in opposition to the proposed legislation

Given all the history of how we got to this point, I want to share a few other points that are important to the conversation.

According to the United States Environmental Protection Agency (EPA) and the Maine Department of Environmental Protection (DEP), Saco is required to have a National Pollutant Discharge Elimination System (NPDES) permit for its Municipal Separate Storm Sewer System (MS4).

Because of this, we’ve had to develop a proposed stormwater management program (SWMP), which is considered by EPA or in our case the authorized state permitting authority (DEP) when establishing permit conditions to reduce pollutants to the “maximum extent practicable” (MEP). This is designed to reduce pollutants discharged from the MS4 “to the maximum extent practicable (MEP), to protect water quality, and to satisfy the appropriate water quality requirements of the Clean Water Act,” and requires that the SWMPs include six “minimum control measures.” The minimum control measures are:

1. Public education and outreach,
2. Public participation and involvement,
3. Illicit discharge detection and elimination,
4. Construction site runoff control,
5. Post construction runoff control,
6. Pollution prevention and good housekeeping.

Here is a link to an informative document published by the EPA on the entire subject.

We’ve been operating this under a general permit administered in part by the Cumberland County Soil and Water Conservation District (1 and 2 above, i.e. those Think Blue Maine ducky TV ads, the urban run-off event, or through education in the classroom) and for items 3 through 6 through our staff who receive their marching orders that is now written in our local ordinances, zoning ordinances, as well as required as part of the site plan and building permit process.
One example where our zoning ordinances and requirements of any type of development or building in Saco overlaps with that of the Commission is in our **Shoreland Overlay District**.

§ 230-410.25
Shoreland Overlay District.
A. Permitted uses:
(1) Any use that is a permitted use in the underlying City zoning district is a permitted use but is subject to the requirements of Article VIIA.
B. Conditional uses:
(1) Any use that is a conditional use in the underlying City zoning district is a conditional use but is subject to the requirements of Article VIIA.

Following this, here is link to [Article VIIA: Natural Resource Districts/Shoreland Performance Standards](#). I've provided a list of the sections within the Article as well the full write up for the purpose of this article.

§ 230-7A01 - Purposes.
The purposes of this article are to further the maintenance of safe and healthful conditions; to prevent and control water pollution; to protect fish spawning grounds, aquatic life, bird and other wildlife habitats; to protect buildings and lands from flooding and accelerated erosion; to protect archaeological and historic resources; to protect commercial fishing and maritime industries; to protect freshwater and coastal wetlands; to manage building sites, placement of structures and land uses; to conserve shore cover, and visual as well as actual points of access to inland and coastal waters; to conserve natural beauty and open space; and to anticipate and respond to the impacts of development in shoreland areas.

§ 230-7A02 - Applicability; map; when effective.
§ 230-7A03 - Land use standards.
§ 230-7A04 - Principal and accessory structures.
§ 230-7A05 - Piers, docks, wharves, and other marine structures extending over or below the normal high-water line of a water body, or within a wetland.
§ 230-7A06 - Campgrounds.
§ 230-7A07 - Parking areas.
§ 230-7A08 - Roads, driveways and drainage systems.
§ 230-7A09 - Mineral exploration and extraction.
§ 230-7A10 - Agriculture.
§ 230-7A11 - (Reserved)
§ 230-7A12 - Clearing or removal of vegetation for activities other than timber harvesting.
§ 230-7A13 - Hazard trees, storm-damaged trees, and dead tree removal.
§ 230-7A14 - Exemptions to clearing and vegetation removal requirements.
§ 230-7A15 - Revegetation requirements.
§ 230-7A16 - Erosion and sedimentation control.
§ 230-7A17 - Septic waste disposal.
§ 230-7A18 - Soils.
§ 230-7A19 - Water quality.
§ 230-7A20 - Archaeological sites.

And as you all know, we are going through a revision of our zoning ordinance now with a vision statement that reads:

“The most forward-thinking land use policies in the State of Maine that ensure financial stability, environmental sustainability, and provides opportunities and accessibility to all.”

I’ve invited Jim Bennett, Dalyn Houser and other representatives from SRCC, as well as our legislative delegates to join us on Monday to have a discussion about this topic and map a path forward, but I would also ask Council, leadership from SRCC, and Saco legislative delegates to consider these and other city ordinances before determining this is, dare I say… dead in the water.
Kevin,

It was indeed the intent to have the language written that way. This follows the current mold and language of how the Act is currently written. 957-C 2 (excluded permit uses) mentions uses with conditions that will not require a permit from the Commission and 3 (uses allowed by permit) mentions these uses and conditions which will be allowable by permit in the converse.

In regard to (E-2), it does not contradict the no permit required for T. Paths, opened spaces in natural vegetation for views or recreation, and accessory structures for which no on-site sewage disposal is required and no parts of which are within the 100-year floodplain or are located less than 100 feet from the normal high water line or the mean high waterline of the river. It works in conjunction with this standard as are General Performance standards (Section §962) require that these conditions be met in the Corridor with, or without a permit from the Commission. We added in this piece in order to address your concerns of the vegetative buffer requirements in the downtown areas. We would be happy to meet with you to discuss what this may look like when visually applied. Let me know if you have any other questions.

Sincerely,
Dalyn

From: Kevin Sutherland <KSutherland@sacomaine.org>
Date: Friday, January 18, 2019 at 10:57 AM
To: Dalyn Houser <dalyn@srcc-maine.org>, "Bennett, James" <James.Bennett@Biddefordmaine.org>
Cc: Dan Hester <danmore@juno.com>, Elizabeth Jakofsky <elizabeth@papyrus-silicon.com>, "Casavant, Alan" <Alan.Casavant@Biddefordmaine.org>, "McCurry, John" <John.McCurry@Biddefordmaine.org>, Mayor <mayor@sacomaine.org>, Don Furman <don@fgd-law.com>, Sean Tarpey <starpey@rumerys.com>, Barry Noble <bnoble@synev.com>, Richard LaRue <rlarue@une.edu>
Subject: RE: Draft of legislation

Thank you Dalyn for your time in putting this together – to you Dan for hearing us out and considering our communities needs moving forward.

I am confused though how 957-C 2 (excluded permit uses) and 3 (uses allowed by permit) have many of the same uses. I assume this was not the intent.

Also, on the added performance standard (E-2), I’d really like to understand what that looks like visually – does this also contradict the no permit required above? These are additional prescriptive measures that did not exist here before and would have to be addressed as part of Saco’s planning board review of our ordinances.

- Kevin
Dear Jim,

Please find our proposed language for the bill attached herein. We have put a considerable amount of thought into your concerns regarding the downtown areas of Saco and Biddeford. We do believe that what we have proposed will offer as a good resolution to allow for lessened permitting requirements in these downtown areas, while at the same time maintaining the environmental protections in place necessary to protect water quality. The Commission certainly does not wish to pose as a stumbling block for development, however we are tasked by the state to protect public health, safety and the quality of life in the state of Maine by the protection of the lands and waterways in the Saco River Corridor as well as the conservation of this unique and exceptional natural resource.

Please send us a draft of the language you will file for the bill and let us know if what we have proposed is an agreeable solution. The Commission will not support a bill that excludes provisions of the Saco River Corridor Act from certain areas of these cities entirely, or other cutbacks to our jurisdictional authority as these protections in place by the Saco River Corridor Act protect our drinking water and our quality of life. We do sincerely hope you will find this proposed language agreeable and thank you for your willingness to work cooperatively with us towards a mutual resolution.

Sincerely,
Dalyn Houser
Executive Director
Saco River Corridor Commission

81 Maple Street
Post Office Box 283
Cornish, Maine 04020
207-625-8123
www.srcc-maine.org

Thank you.
James A. Bennett, ICMA-CM

City Manager

Biddeford, Maine

Please note the change in email address to James.Bennett@biddefordmaine.org

Phone 207.284.9313

FAX 207.571.0678

Follow me on Twitter: https://twitter.com/BiddMECityMgr

www.biddefordmaine.org

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City of Biddeford, Maine

From: Dalyn Houser [mailto:dalyn@srcc-maine.org]
Sent: Thursday, January 17, 2019 5:26 PM
To: Bennett, James <James.Bennett@Biddefordmaine.org>
Cc: Dan Hester <danmore@juno.com>; Elizabeth Jakofsky <elizabeth@papyrus-silicon.com>; Kevin Sutherland (ksutherland@sacomaine.org) <ksutherland@sacomaine.org>; Casavant, Alan <Alan.Casavant@Biddefordmaine.org>; McCurry, John <John.McCurry@Biddefordmaine.org>
Subject: Re: Draft of legislation

Jim,

You will have our final draft tomorrow morning. We are hopeful that what we have suggested will indeed pose as a favorable solution.

Best regards,
Thanks, the earlier the better. We will have a limited amount of time to potentially adjust any of our thinking if your suggestions make sense and achieve a favorable outcome.

James A. Bennett, ICMA-CM
City Manager
Biddeford, Maine

Please note the change in email address to James.Bennett@biddefordmaine.org

Phone 207.284.9313
FAX 207.571.0678

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City of Biddeford, Maine
From: Dalyn Houser [mailto:dalyn@srcc-maine.org]
Sent: Thursday, January 17, 2019 2:51 PM
To: Bennett, James <James.Bennett@Biddefordmaine.org>
Cc: Dan Hester <danmore@juno.com>; Elizabeth Jakofsky <elizabeth@papyrus-silicon.com>
Subject: Re: Draft of legislation

Jim,

I have sent out a finalized draft of the bill that we have been working on for comments, questions, suggestions etc. We will have the final draft of our proposed language to you and the Senator by tomorrow afternoon.

Sincerely,
Dalyn

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From: "Bennett, James" <James.Bennett@Biddefordmaine.org>
Date: Wednesday, January 16, 2019 at 12:03 PM
To: Dalyn <dalyn@srcc-maine.org>
Cc: Dan Hester <danmore@juno.com>, Elizabeth Jakofsky <elizabeth@papyrus-silicon.com>, "Kevin Sutherland (ksutherland@sacomaine.org)" <ksutherland@sacomaine.org>, "Casavant, Alan" <Alan.Casavant@Biddefordmaine.org>, "McCurry, John" <John.McCurry@Biddefordmaine.org>
Subject: RE: Draft of legislation

Dalyn,

    Glad to take a look at what you might have come up. We are hoping to complete our language tomorrow as I have state mediation all day on Friday.

    Thanks.

James A. Bennett, ICMA-CM
City Manager
Biddeford, Maine

Please note the change in email address to James.Bennett@biddefordmaine.org

Phone 207.284.9313
FAX 207.571.0678

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City of Biddeford, Maine

From: Dalyn [mailto:dalyn@srcc‐maine.org]
Sent: Wednesday, January 16, 2019 11:59 AM
To: Bennett, James <James.Bennett@Biddefordmaine.org>
Cc: Dan Hester <danmore@juno.com>; Elizabeth Jakofsky <elizabeth@papyrus‐silicon.com>
Subject: Draft of legislation

Dear Jim,

We currently have language in preparation for the bill being proposed to the state legislature. We will provide our proposed legislation to both you and the Senator within the next day or two in order to meet the Friday deadline.

We prefer you wait to receive our proposed language for the bill for submission to the Senator before submitting your own language for the bill that may include terms that the Commission may not be supportive of. I will be in touch soon.

Best regards,

Dalyn Houser

Executive Director
Saco River Corridor Commission

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Proposed Amendments to MRS Title 38, Chapter 6: SACO RIVER CORRIDOR.
2019 January 18

This is a proposed draft of text for LR 2204, An Act to Eliminate Permitting Process Redundancy in Saco and Biddeford's Downtown's.

In this draft
Times New Roman text is the current text of the law.
Arial text is the proposed amendment
Courier text is the previous revision/amendment notes

LR 2204, An Act To Eliminate Permitting Process Redundancy in Saco and Biddeford's Downtowns.

PURPOSES

This bill provides amendments to MRS Title 38, Chapter 6: SACO RIVER CORRIDOR. These amendments are intended to allow for updates to the Act which will allow for reasonable and appropriate development to occur within the General Development districts of the Corridor which may experience downtown revitalizations. In some instances, the current minimum lot size requirements are not the most effective way to ensure the protection of the environmental values of the Corridor in such downtown areas.

These amendments shall not in any way change the purposes of the Saco River Corridor Act, as stated in MRS Title 38, Chapter 6, §951. PURPOSE. This bill makes no changes that reduce regulation restrictions in areas designated as Limited Residential districts or Resource Protection districts of the Saco River Corridor.

§957-C. GENERAL DEVELOPMENT DISTRICT
2. Uses for which no permit from the commission is required. Uses and accessory structures within the General Development District for which no permit from the commission is required include:
A. Uses for which no permit from the commission is required within the Resource Protection District; and [1995, c. 171, §8 (AMD).]
B. [1995, c. 171, §8 (RP).]
C. [1995, c. 171, §8 (RP).]
D. Home occupations or enterprises. [1995, c. 171, §8 (AMD).]
E. [1995, c. 171, §8 (RP).]
F. [1995, c. 171, §8 (RP).]
G. [1995, c. 171, §8 (RP).]
H. Roads, parking areas, and any areas larger than 500 square feet over which the ground is covered by any type of impervious surface, no parts of which are within the 100-year floodplain or are located less than 100 feet from the normal high water line or the mean high waterline of the river; [1995, c. 171, §8 (RP).]
I. Single-family residences for which no on-site sewage disposal is required and no parts of which are within the 100-year floodplain or are located less than 100 feet from the normal high water line or the mean high waterline of the river; [1995, c. 171, §8 (RP).]
J. Multi-unit residential dwellings for which no on-site sewage disposal is required and no parts of which are within the 100-year floodplain or are located less than 100 feet from the normal high water line or the mean high waterline of the river; [1995, c. 171, §8 (RP).]
K. Restaurants and cafeterias for which no on-site sewage disposal is required and no parts of which are within the 100-year floodplain or are located less than 100 feet from the normal high water line or the mean high waterline of the river; [1995, c. 171, §8 (RP).]
L. Retail commercial establishments, such as stores, supermarkets and pharmacies for which no on-site sewage disposal is required and no parts of which are within the 100-year floodplain or are located less
than 100 feet from the normal high water line or the mean high waterline of the river; [1995, c. 171, §8 (RP).]

M. Municipal buildings for which no on-site sewage disposal is required and no parts of which are within the 100-year floodplain or are located less than 100 feet from the normal high water line or the mean high waterline of the river; [1995, c. 171, §8 (RP).]

N. Schools for which no on-site sewage disposal is required and no parts of which are within the 100-year floodplain or are located less than 100 feet from the normal high water line or the mean high waterline of the river; [1995, c. 171, §8 (RP).]

O. Hospitals and clinics; [1995, c. 171, §8 (NEW).]

P. Funeral homes; [1995, c. 171, §8 (NEW).]

3. Uses allowed by permit. Uses allowed within the General Development District by permit only include:

A. Manufacturing and industrial uses; [1979, c. 459, §1 (NEW).]
B. Sand, gravel and topsoil (loam) excavations; [1979, c. 459, §1 (NEW).]
C. Dredging, filling or other alteration of wetlands; [1979, c. 459, §1 (NEW).]
D. Any fill or deposit of material in excess of 100 cubic yards; [1979, c. 459, §1 (NEW).]
E. Oil or petroleum storage facilities; [1979, c. 459, §1 (NEW).]
F. Processing plants; [1995, c. 171, §8 (AMD).]
G. Airports; [1995, c. 171, §8 (AMD).]
H. Roads, parking areas, and any areas larger than 500 square feet over which the ground is covered by any type of impervious surface, any parts of which are within the 100-year floodplain or are located less than 100 feet from the normal high water line or the mean high waterline of the river; [1995, c. 171, §8 (NEW).]
I. Single-family residences for which on-site sewage disposal is required or any parts of which are located within the 100-year floodplain or are less than 100 feet from the normal high water line or the mean high waterline of the river; [1995, c. 171, §8 (NEW).]
J. Multi-unit residential dwellings for which on-site sewage disposal is required or any parts of which are located within the 100-year floodplain or are less than 100 feet from the normal high water line or the mean high waterline of the river; [1995, c. 171, §8 (NEW).]
K. Restaurants and cafeterias for which on-site sewage disposal is required or any parts of which are located within the 100-year floodplain or are less than 100 feet from the normal high water line or the mean high waterline of the river; [1995, c. 171, §8 (NEW).]
L. Retail commercial establishments, such as stores, supermarkets and pharmacies for which on-site sewage disposal is required or any parts of which are located within the 100-year floodplain or are less than 100 feet from the normal high water line or the mean high waterline of the river; [1995, c. 171, §8 (NEW).]
M. Municipal buildings for which on-site sewage disposal is required or any parts of which are located within the 100-year floodplain or are less than 100 feet from the normal high water line or the mean high waterline of the river; [1995, c. 171, §8 (NEW).]
N. Schools for which on-site sewage disposal is required or any parts of which are located within the 100-year floodplain or are less than 100 feet from the normal high water line or the mean high waterline of the river; [1995, c. 171, §8 (NEW).]
O. Hospitals and clinics; [1995, c. 171, §8 (NEW).]
P. Funeral homes; [1995, c. 171, §8 (NEW).]
Q. Warehouses for which on-site sewage disposal is required or any parts of which are located within the 100-year floodplain or are less than 100 feet from the normal high water line or the mean high waterline of the river; [1995, c. 171, §8 (NEW).]

R. Churches for which on-site sewage disposal is required or any parts of which are located within the 100-year floodplain or are less than 100 feet from the normal high water line or the mean high waterline of the river; [1995, c. 171, §8 (NEW).]

S. Libraries for which on-site sewage disposal is required or any parts of which are located within the 100-year floodplain or are less than 100 feet from the normal high water line or the mean high waterline of the river; and [1995, c. 171, §8 (NEW).]

T. Paths, opened spaces in natural vegetation for views or recreation, and accessory structures for which on-site sewage disposal is required or any parts of which are less than 100 feet from the normal high water line or the mean high waterline of the river;

U. Storm water management systems; and

TV. Public utility structures except for service drops. [1995, c. 171, §8 (NEW).]

§962. GENERAL PERFORMANCE STANDARDS

E. [1995, c. 171, §12 (RP).]

E-1. In the Resource Protection District and the Limited Residential District, within a strip extending 100 feet inland from the normal or mean high water line, there may be no cleared opening or openings, except for approved construction, and a well-distributed stand of vegetation must be retained. Selective cutting of no more than 40% of the trees 4 inches or more in diameter, measured at 4 1/2 feet above ground level, is allowed in any 10-year period, provided that a well-distributed stand of trees and other natural vegetation remains. [1995, c. 171, §13 (NEW).]

E-2. In the General Development District, within a strip extending 100 feet inland from the normal or mean high water line, except for approved construction, there may be no cleared opening or openings wider than 20 feet along the shore, and a well-distributed stand of vegetation must be retained. The openings in the shoreline cannot use more than 20% of the shore length, with uncut vegetation extending along at least 80% of the shore. Any openings in the shoreline must maintain natural, low vegetation or must use an approved rip-rap or retaining wall at the shoreline. Any openings for recreational use within this strip must be limited to an area no larger than 500 square feet. Within this strip, there may be constructed a path no wider than 10 feet. Accessory structures, such as benches, ramps, and playground equipment must be of approved design and size. No path or accessory structures shall be allowed within 25 feet of the normal or mean high water line. For the remaining uncleared vegetation, selective cutting of no more than 40% of the trees 4 inches or more in diameter, measured at 4 1/2 feet above ground level, is allowed in any 10-year period, provided that a well-distributed stand of trees and other natural vegetation remains.

G. The minimum lot size for each residential dwelling unit is 40,000 square feet and the minimum lot size for any principal commercial structure is 60,000 square feet. [1995, c. 171, §15 (NEW).]
All,

We have been working on finalizing our new ARC GIS mapping system. The original maps that we have of the Saco River Corridor Commission town jurisdictional boundaries are quite old and not in the best shape. We are very close to having a completed map of the Saco/Biddeford SRCC jurisdictional boundaries. Once we do, we will schedule a meeting with the appropriate representatives of the cities to discuss the maps.

In the meantime, I have attached images of both of the General Development districts along with the original boundaries stated in the findings of facts listed below. Where any question occurs between the boundaries depicted on the maps and the verbal descriptions below, the verbal descriptions will rule according to the law.

The maps are not completed yet and have not been fully adjusted to be 100% accurate, however these images are accurate enough to give you a good idea of the SRCC General Development districts as they currently exist in your downtown areas. Even once the maps have been completed they will not ever be 100% accurate as they do not represent an on-the-ground survey and represent only the approximate relative location of property boundaries. These maps are an excellent tool to be used for informational purposes but are not guaranteed for pinpoint accuracy. They are to be used in conjunction with the assessment of conditions when physically on site.

Biddeford:
According to the original Findings of Fact and Districting, Biddeford’s Downtown General Development district includes:

“All lands within the Corridor in the City of Biddeford from Thatcher's Brook to West Brook except for those lands qualifying for inclusion in the Resource Protection District on the basis that the full width of the Corridor is within the 100-year floodplain.”

Saco:
According to the original Findings of Fact and Districting, Saco’s Downtown General Development district includes:

“All lands within the Corridor in the City of Saco from Market Street to a line created by the extension of the centerline of Wakefield Avenue to the Saco River, and including on the westerly side of Market Street the following contiguous areas:

a. All lands between the river and the north side of Irving Street, measured 711 feet from the south corner of Irving Street and Market Street.

b. All lands within 115 feet north of Irving Street, measured 428 feet from the north corner of Irving Street and Market Street.

c. All lands within 120 feet of the westerly side of Market Street between Market Street and the river, and measured northerly 300 feet from the north corner of Market and Irving Streets.

Maps attached:

Map 1: Image of Saco/Biddeford SRCC General Development Districts (depicted in red), The Resource Protection district is depicted in green.

Map 2 and 3: Depict zoomed out views of the SRCC GD and RP districts.

Map 4: Depicts the SRCC Limited Residential districts in Saco/Biddeford (depicted in yellow byway of the 500-foot buffer).
Map 5: Depicts areas of the 100-year floodplain (in light pink and light green) which extend beyond 500 feet from the mean or normal high water line of the river. The SRCC’s jurisdiction extends up to 1,000 feet from the normal or mean high water line in the 100-year floodplain. In areas of 100 year-flood and Resource Protection districts no new construction of structures designed for human habitation or for commercial purposes (except for purposes permitted pursuant to MRS 38 §957-A subsections 2 and 3) is permissible.

The Commission will be in touch further when we have a completed set of maps to present to the cities. Let me know if there are any questions.

Thank you,
Dalyn
Map 1: Image of Saco/Biddeford SRCC General Development Districts (depicted in red), The Resource Protection district is depicted in green.

Map 2: Depict zoomed out views of the SRCC GD and RP districts.
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Saco elected officials,

I wanted to share with everyone what Jim Bennett and I had worked on with Saco River Corridor Commission (please read all the way through to the bottom of this email chain). Senator Susan Deschambault (from Biddeford) has offered to submit for legislative discussion. What is attached does not completely line up with what SRCC leadership had suggested but given Saco and Biddeford’s federal requirements of communities our size – we have to conform to same environmental standards as SRCC, so this proposal would remove redundancy and inconsistency along the most urbanized portion of the Saco River.

I am hopeful this will be a celebrated step in the right direction to ensuring financial stability and environmental sustainability for our communities, and provides opportunity and accessibility to all.

I intent do have this as part of the discussion for a future Council workshop and will look to invite our state reps at that time.

- Kevin

From: Bennett, James <James.Bennett@Biddefordmaine.org>
Sent: Friday, January 25, 2019 12:39 PM
To: Dalyn Houser <dalyn@srcc-maine.org>
Cc: Casavant, Alan <Alan.Casavant@Biddefordmaine.org>; Elizabeth Jakofsky <elizabeth@papyrus-silicon.com>; Daniel Hester <danmore@juno.com>; Kevin Sutherland <KSutherland@sacomaine.org>; McCurry, John <John.McCurry@Biddefordmaine.org>
Subject: RE: Moving Forward With Downtown Projects

Dalyn and all,

Attached is a copy of the proposed language that we sent to our Senator regarding the changes we would like. I have also included a copy of the email that I have sent to our delegation so that there are no surprises. We believe think this is a practical framework towards a resolution. For all of you, Dalyn and I did chat briefly today about the proposal earlier today. Here are a couple of the highlights of the conversation:

1. We have elected to not incorporate the changes that were suggested by SRCC for a couple of reasons. First, we really are not comfortable trying to find a fix for the unique challenges in our urban core by using the development district that is intended for a different type of development. We also do not think it is prudent to cloud the issues if SRCC is going to be in opposition to the suggested changes. As noted in the email below, we remain optimistic that a mutually agreeable solution is available and that the parties will continue to seek that resolution. If that occurs, we can always ask the bill be modified to incorporate the changes prior to the public hearing process.
2. The Cities do desire to work with the SRCC and will earnestly evaluate any suggestions that might occur.
3. I pointed out that we have not excluded SRCC from involvement. We have left things as they are in the non-urban core; no change to the process. We have also included a SRCC process within the new district whenever a change increases the net non-vegetated area. There are requirements for SRCC to use their rule making authority to establish criteria for these situation.

I might suggest that we all gather again in a week or two after reflection to see if there is some mutually agreeable changes that can be made that will beneficial for all. I will leave that up to you to make that call.

Here is the body of the email I sent to our delegation:

Good afternoon,

Many of you might have heard that the two Cities (Biddeford and Saco) have requested a change in the state law as it relates to the process of approving redevelopment projects in our collective downtowns. More specifically, the communities’ leadership became aware of challenges that the current language of the state law causes when the Saco River Corridor Commission was created in 1973. This email is designed to not only give you a copy of the suggested changes that the communities have requested but to also provide with you the background and rationale for the request.

To be clear from the onset, this request has been mostly driven by the City of Biddeford. It is not motivated by any project. It is not motivated by any action(s) of any member of the SRCC, any staff member or any collective actions of the commission. It is strictly driven by the fact that the current tools that state law provides for SRCC is not applicable to the reality of the Cities’ downtown redevelopment.

It should also be clearly stated without any reservation that this bill is drafted with the absolute goals of the original 1973 act enacted in mind; to protect the environment, the river quality and the scenic qualities of the river. In fact, we would strongly argue that it does exactly that.

When SRCC was created, the downtowns of the two cities were fully developed. Many of the structures had been existence for over 100 years. There was no expectation that these downtowns would change. There is a strong argument that can be made that the bill was written primarily to deal with the rest of the river, exclusive of the two cities’ downtowns. In fact, the bill only refers to the ‘towns’ along these rivers and never mentions City or Cities. We don’t believe this was an oversight.

The current law is essentially impractical in achieving the stated goals of the act within the only truly urban areas on the river. It has the unintended consequence of leaving unused (or under-utilized) industrial buildings on the face of the river. Without clarity and certainty, investors steer clear. Instead of improving the situation, current law creates a perverse reverse incentive to actually decrease the scenic quality of the river and in some cases the potential to adversely impact the environment.

Our proposed legislation seeks to change this dynamic in a thoughtful and reasonable approach; one that provides predictable and timely outcomes for redevelopment while protecting the goals of the 1973 legislation. Specifically, it does so by creating four changes.

First, it creates a new zone along the river, known as the ‘City Redevelopment Zone’. This zone is strictly limited to the downtowns of Biddeford and Saco. The zone would capture only the downtowns of the community. That zone would be from the railroad bridge to Cow Island. All other parts of the two Cities are not impacted. In other words, the rest of the riverfront in both communities would remain unchanged. SRCC review will be required exactly as it always has been.

Second, within the proposed new zone, if there is any project (new or rehab) that would increase the net total amount of new non-vegetated surface, the project would still be required to be reviewed by SRCC. The proposed change to the law would create both requirements and expectations for SRCC.

Third, the creation of a river walk within the area would not require a SRCC review. Over the last couple of years, the City has worked with the legislature to create new laws to allow river walks. This change simply eliminates any potential inconsistency with state law.

The last proposed change would be for any project in the new zone that does not increase the net non-vegetated surface would not require a SRCC review. As you are probably acutely aware, all projects in the community would be subject to:

1. Shoreland Zoning Regulations,
2. Approval of MSF4 water quality permitting,

3. Local Comprehensive Plans that have been previously certified by the State Planning Office,

4. Protection through traditional downtown zoning and historic preservation overlay zones,

5. DEP Site Law,

6. Army Corp of Engineer’s oversite through Navigable Waters Act, and

7. The provision of both public water and sewer on both sides of the Saco River.

Creating yet another regulatory review is, in the opinion of City leaders, redundant. Finally, given the lack of objective standards (beyond those primarily found exclusively within the act itself) remains a strong disincentive.

Finally, please be assured that we continue to have an open dialogue occurring between the SRCC leadership and ourselves. We appreciate their acknowledgement of the challenges that the Cities are experiencing with the act. We are extremely hopeful that we will find a mutually agreeable solution prior to beginning the legislative process. We will keep you informed.

If you have any questions or concerns, please feel free to contact me directly. As always, thank you for your service.

James A. Bennett, ICMA-CM

City Manager

Biddeford, Maine

Please note the change in email address to James.Bennett@biddefordmaine.org

Phone 207.284.9313

FAX 207.571.0678

Follow me on Twitter: https://twitter.com/BiddMECityMgr

www.biddefordmaine.org

Under Maine’s Freedom of Access (“Right to Know”) law, all email and email attachments received or prepared for matters concerning City business are likely to be regarded as public records which may be inspected by any person upon request, unless otherwise made confidential by law. If you have received this message in error, please notify this office immediately by return email. Thank you in advance for your cooperation.
City of Biddeford, Maine

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Whereas, the express purpose statement of the Saco River Corridor enabling legislation is to:

- Protect the Saco (Ossipee and Little Ossipee) River by addressing the largely unspoiled areas of the river where the water quality remained high and would be a critical source of future water supplies; and,
- Focus on the “towns” along the river where they were experiencing new development pressures that may endanger the water quality of the River; and
- That the poorly planned nature of this development may contribute to a decrease in water quality; and

Whereas,

- The areas between the northern Railroad trestle and West Brook along both sides of the Saco River are already developed, consisting largely of mill districts developed as long ago as the 1840s; and,
- Whereas, the rules, regulations and processes of the existing Saco River Corridor Commission as envisioned in 1973 were established under the assumption that the downtowns of Saco and Biddeford were already built out; and,
- Where the areas are managed intensively by Saco, Biddeford and state and federal agencies through the local adoption of:
  1. Shoreland Zoning Regulations,
  2. Approval of MSF4 water quality permitting,
  3. Local Comprehensive Plans that have been previously certified by the State Planning Office,
  4. Protection through traditional downtown zoning and historic preservation overlay zones,
  5. DEP Site Law,
  6. Army Corp of Engineer’s oversite through Navigable Waters Act, and
  7. The provision of both public water and sewer on both sides of the Saco River.

Therefore, the Legislature is asked to amend Title 38, Chapter 6: Saco River Corridor by establishing a new district called the City Redevelopment District:

In the cities of Biddeford and Saco between the railroad bridge across the Saco River (approximately 1,900 feet upriver from Route 1 where Route 1 crosses the river in Biddeford between Gooch Street and Pine Street) to West Brook (Biddeford), along both sides of the Saco River; further defined as Section between the railroad bridge across the Saco River (43.498808,-70.463728) and downstream just past Cow Island (43.490908,-70.439135).

Wherein the following uses and/or development activities are exempted from The Saco River Corridor Act, including permit requirements, performance standards, and rules if:

1. There is no net new non-vegetated surface on the lot between what existed prior to {INSERT DATE OF ENACTMENT HERE} and the development activity; and
(2) Public walkways, trails, bridges, and other similar facilities are to be located within that portion of the Shoreland Zone (as defined by the municipality or municipalities) and such facilities are subject to review and approval by other Federal, State, and/or municipal viewing authorities.

Where there is an impact, as defined above, then the Saco River Corridor Commission shall review the proposed project. That review shall be subject to rules and regulations promulgated by the Saco River corridor commission through the appropriate public process and be consistent with the community land use strategies within the defined City Redevelopment District. The rules may not be any more restrictive than the rules and/or regulations in items 1 through 7 above, as they may be amended from time to time. Failure to promulgate such rules deem the City Redevelopment District exempt.
Dear Jim and all,

We held a subcommittee meeting last evening to discuss the proposed language that was submitted to Senator Deschambault for the bill, now “LR 2204: An Act to Eliminate Permitting Process Redundancy in Saco and Biddeford’s Downtowns.”

The Commission is not in support of the proposed changes you recommend and will oppose this legislation. You write that this proposed change will not exclude the Saco River Corridor Commission from involvement, when in fact that is exactly what it does. The Commission would no longer have the power or authority to review any development projects in the downtown area that do not contain any change to the net-non vegetated surface area.

This would be a major reduction of our oversight and of detriment to the health of the Saco river watershed and the lands adjacent to the river. Also of extreme import, in several of these downtown districts there are relaxed requirements of the mandatory shoreland zoning ordinance in order to allow for urban growth areas. These certain districts allow for reduced setback and frontage requirements, and in some instances no frontage or setback requirements at all (such as is the case on Factory Island in Saco). There are also lessened vegetative buffer requirements in these designated areas, which in some instances allows 70% of the area of a lot to be non-vegetated. Less stringent standards in the cities mandatory shoreland zoning ordinances in these General Development District areas, in combination with eliminating complete SRCC review from such areas would leave the river with severely lessened environmental protections, and undoubtedly diminished water quality. This hardly makes the Commission’s work redundant, but ensures there are adequate protections in place for water and land quality in the Corridor.

Though we will not support your proposed content for the bill, we will continue to work towards a mutual resolution and are open to meet again after we have had further discussion of your proposed content with the Commission after our next meeting on February 27th.

Sincerely,

Dalyn Houser
Executive Director
Saco River Corridor Commission

81 Maple Street
Post Office Box 283
Cornish, Maine 04020
207-625-8123
www.srcc-maine.org

From: Bennett, James [mailto:James.Bennett@Biddefordmaine.org]
Sent: Friday, January 25, 2019 12:39 PM
To: Dalyn Houser <dalyn@srcc-maine.org>
Dalyn and all,

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4. Protection through traditional downtown zoning and historic preservation overlay zones,
5. DEP Site Law,
6. Army Corp of Engineer’s oversite through Navigable Waters Act, and
7. The provision of both public water and sewer on both sides of the Saco River.

Creating yet another regulatory review is, in the opinion of City leaders, redundant. Finally, given the lack of objective standards (beyond those primarily found exclusively within the act itself) remains a strong disincentive.

Finally, please be assured that we continue to have an open dialogue occurring between the SRCC leadership and ourselves. We appreciate their acknowledgement of the challenges that the Cities are experiencing with the act. We are extremely hopeful that we will find a mutually agreeable solution prior to beginning the legislative process. We will keep you informed.

If you have any questions or concerns, please feel free to contact me directly. As always, thank you for your service.

James A. Bennett, ICMA-CM

City Manager
Biddeford, Maine

Please note the change in email address to James.Bennett@biddefordmaine.org

Phone 207.284.9313

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City of Biddeford, Maine

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MEMORANDUM

TO: Mayor Lovell and City Council
FROM: Kevin L. Sutherland, City Administrator
DATE: February 6, 2019
RE: Response letter to the ACOE

On Tuesday, February 5, 2019, the Saco Bay Erosion Working Group met with members of the public in the City Hall Auditorium to discuss the status of the Army Corps of Engineers (ACOE) Camp Ellis Jetty Spur project.

All of the information pertaining to the subject can be found on the City Website. The presentation provided a review of the steps to date as well as a request of the attendees of the meeting to provide their perspective and offer a straw poll for how to move forward.

The draft final executive summary mentioned 4 specific requirements of Saco that would be included in a Project Partnership Agreement (PPA) and were responded to in a letter of quasi-support (which advocated for alternative 25A over the ACOE suggested alternative/plan 6) dated September 14, 2018. This letter was further supported with a resolution from Council on September 17th, 2018:

“Be it Resolved that the City will seek to find a resolution to the damage being caused by the federal navigation structure at Camp Ellis and that the City will not incur responsibility for the federal navigation structure nor the effort undertaken by the federal government to remedy this disaster.”

This was further supported with funding of $25,000 to begin the research work that would be necessary before a PPA were to be signed.

In January, members of the Saco Bay Erosion Working Group met with Colonel Conde, Commander of the New England Division (NED) of the Army Corps of Engineers and his staff as well as representatives from Senator King, Senator Collins, and Congresswoman Pingree’s offices.
In that meeting, Colonel Conde further explained how the PPA would NOT require further work by the municipality to maintain the jetty or nourish the beach and instead the PPA would recommend this work be done. Colonel Conde also left us with two options:

1) move forward with a stronger letter of support than what was provided in September and begin the process of developing a PPA, or;
2) shelve the project for at least another year and we focus on answer several outstanding questions

Finally, the NED ACOE is expecting a response by mid-February.

The Saco Bay Erosion Working Group met last week to discuss their position on this and several concerns were raised.

1) If we continue to move forward with a letter of support;

   A. We would want an attorney to review required vs. recommended language as it would be a part of the PPA (This is an ethical obligation to Saco’s other beaches, our neighboring communities, and what that would mean for the City of Saco.)

   B. We would likely be left in the dark on other potential funding sources (as some of the earmarked $25,000 is meant to research pathways for additional federal money)

   C. We still believe there are cost effective measures to reduce wave energy coming out of the northeast that could be mitigated by additional islands (option 25A) and this could be done less expensively and save money in the long-term. Again, not a feasible request for an independent study before the ACOE deadline.

2) If we provide a letter of opposition, or let the September 14th letter stand;

   A. Saco would still look at the three avenues with the funding allocated by Council (legal, additional federal funding pathways, and project research/third party cost estimates), but have additional time to pursue these efforts and clarify our concerns.

   B. We come back to Congress and the ACOE in a year with more knowledge and ready solutions that are more fitting for Saco.
The public meeting brought a lot of residents from the Camp Ellis neighborhood, several in Ward 4, and a few from other parts of the community. We also broadcast this meeting and included an interactive facebook live event to gather feedback from afar (as some property owners in that area live elsewhere in the winter months).

Of the attendees, 95% were advocating for continuing to move forward even if we didn’t have all of the answers before a PPA were in front of the Council.

And for what it’s worth the Working Group (which is not a Council sanctioned committee) was not in favor of signing a PPA without first understanding the risks of recommended vs. required but does support a letter to continue the process we’re under (NOTE: there was dissent and there were volunteers absent from the February 1st meeting).

Since the Council sentiment in September was to find a better option that did not leave the City liable I am asking the Council to consider expanding this resolution to move forward with a letter of support (1) or giving my office the directive to not provide further support for Plan 6 (2).
TO: Kevin Sutherland, City Administrator; Mayor Lovell and City Council
FROM: Denise Clavette, Planning & Development Director
RE: Credit Enhancement Agreement and Triggering Event for Ready Seafood
DATE: February 6, 2019

Background

Enclosed is a draft Credit Enhancement Agreement (CEA) for Ready Seafood Co. This application is for the CEA, that will be a part of the TIF District application for Ready Seafood Co. The TIF District application is scheduled for final reading on February 19, 2019. This attached Credit Enhancement Agreement follows the terms as outlined in the TIF District Development Program. In addition, Ready Seafood Company has asked for the “triggering event” (the valuation event at which tax increment financing payments are made by the City) to be lowered from $3 million to $1 million. You will see this language written into their proposed Credit Enhancement Agreement. This revision also requires an amendment to the TIF District Development Program, to ensure that the triggering event in the Development Program and the Credit Enhancement Agreement match.

Ready Seafood TIF District Amendment and Credit Enhancement Agreement Terms

The Ready Seafood TIF District application is scheduled for final reading and vote at the City Council meeting on February 19, 2019. That application proposes the creation of a new TIF district within the City, for a term of 30 years with a capture rate of 100% of increased assessed value of both real and personal property. This TIF application is written with a “triggering event” of $3 million, indicating that the company will start to receive tax reimbursements from the City in the tax year that an increased assessed valuation of $3 million occurs. As part of this approval process, Ready Seafood has requested an amendment be made to reduce the TIF triggering even to $1 million. This will not alter the terms, percentages or any other portion of the TIF District application. Rather, it will only change when payments will start to be made to the company.

The Credit Enhancement Agreement will be for 30 years, with the following terms: in years one through ten, the company will receive 70% of the TIF revenues, and the City will receive 30% of TIF revenue. In years 11 through 20, Ready Seafood will receive 60% of the TIF revenue and the City will receive 40%. In any remaining years of the District, the City will receive 100% of the TIF revenue. The City will retain funds from TIF revenues to use for project costs outlined in the Development Program. The Council will see areas of the application that will be finalized before the first reading, to be consistent with the City’s other TIF amendments.
Recommendation

Over the last several months, City staff negotiated terms of this TIF application with Ready Seafood owners and Attorney Joan Fortin at Bernstein Shur. Executive sessions with the City Council and Economic Development Commission were held on September 17, 2018 to discuss draft terms and receive guidance to develop the CEA draft. City staff will review the CEA application at the February 11, 2019 Economic Development Commission meeting and City Council workshop. City staff seeks support to move forward with the attached draft CEA for a first reading at the Council’s February 19, 2019. In addition, City staff supports the amendment to the Ready Seafood TIF Application, to reduce the triggering event amount from $3 million to $1 million at the February 19, 2019 Final Reading and vote. Staff looks forward to answering the Council’s questions at the workshop on February 11, 2019.
CREDIT ENHANCEMENT AGREEMENT

between

CITY OF SACO, MAINE

and

READY SEAFOOD CO.

DATED: April 1, 2019
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THIS CREDIT ENHANCEMENT AGREEMENT, made and entered into as of April 1, 2019 by and between the City of Saco (the “City”), a municipal corporation and political subdivision of the State of Maine located in York County, Maine, and Ready Seafood Co. (the “Company”), a Maine corporation;

WITNESSETH THAT

WHEREAS, the City designated the Ready Seafood Co. Municipal Development and Tax Increment Financing District (the “District”) pursuant to Chapter 206 of Title 30-A of the Maine Revised Statutes, as amended, by vote at a City Council meeting held on February 19, 2019 and pursuant to the same City Council meeting action adopted a development program and financial plan for the District (the “Development Program”), and

WHEREAS, the City anticipates the approval of the District and the Development Program by the Maine Department of Economic and Community Development; and

WHEREAS, the Development Program contemplates the execution and delivery of a credit enhancement agreement between the City and the Developer, subject to a public hearing of the City Council, and

WHEREAS, the City Council held such public hearing on ___________ and approved the execution and delivery of a credit enhancement agreement as described in the Development Program, and the City and the Developer desire and intend that this Credit Enhancement Agreement be and constitute the Credit Enhancement Agreement contemplated and described in the Development Program; and

NOW, THEREFORE, in consideration of the foregoing recitals and in consideration of the mutual promises and covenants set forth herein, the parties hereby agree as follows:

ARTICLE I
DEFINITIONS

Section 1.1. Definitions.

The terms defined in this Article I shall, for all purposes of this Agreement, have the meanings herein specified, unless the context clearly requires otherwise:

“Act” means chapter 206 of Title 30-A of the Maine Revised Statutes and regulations adopted thereunder, as amended from time to time.

“Agreement” shall mean this Credit Enhancement Agreement between the City and the Company dated as set forth above, as it may be amended from time to time.

“Captured Assessed Value” means the amount, stated as a percentage, of Increased Assessed Value that is retained in the District in each Tax Year during the term of the District, as specified in section 2.3 hereof.

“City” shall have the meaning given such term in the first paragraph hereto.
“City Project Cost Subaccount” means that portion of the Project Cost Account of the Development Program Fund set aside for the City as allowed for in the Financial Plan Section of the Development Program and established and maintained pursuant to Article II hereof.

“Commissioner” means the Commissioner of the Department of Economic and Community Development.

“Company” shall have the meaning given such term in the first paragraph hereto.

“Company Project” means the live lobster distribution, processing, research lab, and storage business described in the Development Program to be constructed by Company at Company Property.

“Company Project Cost Subaccount” means that portion of the Project Cost Account of the Development Program Fund set aside for the Company as allowed for in the Financial Plan Section of the Development Program and established and maintained pursuant to Article II hereof.

“Company Property” means the property identified as 1016 Portland Road in Saco (City Tax Map as Map 64, Lot 12).

“Company Tax Increment Revenues” means that portion of all real and personal property taxes assessed by and paid to the City in any Tax Year, in excess of any special assessment by City or any State or special district tax, upon the Captured Assessed Value, allocated and pledged to the Company pursuant to Articles II and III of this Agreement, to support the Company Project on the Company Property.

“Current Assessed Value” means the then-current assessed value of all taxable real and personal property constituting Company’s Project within the Company Property as determined by the City’s Assessor as of April 1st of each Tax Year during the term of this Agreement.

“Department” shall have the meaning given such term in the recitals hereto.

“Development Program” shall have the meaning given such term in the recitals hereto.

“Development Program Fund” means the Municipal TIF Development Program Fund described in section IV(D) of the Development Program and established and maintained pursuant to Article II hereof and 30-A M.R.S.A. § 5227(3)(A). The Development Program Fund shall consist of a Project Cost Account with at least one subaccount: the Company Project Cost Subaccount.

“District” shall have the meaning given such term in the first recital hereto.

“Effective Date” shall mean the date of execution of this Agreement.

“Financial Plan” means the financial plan described in section IV of the Development Program.
“Fiscal Year” means July 1\(^{st}\) to June 30\(^{th}\) of the subsequent calendar year or such other fiscal year as the City may from time to time establish.

“Increased Assessed Value” means, for each Fiscal Year during the term of this Agreement, the amount by which the Current Assessed Value for such year exceeds the Original Assessed Value. If the Current Assessed Value is less than or equal to the Original Assessed Value in any given Tax Year, there is no Increased Assessed Value in that Tax Year.

“Original Assessed Value” means two hundred and fifty eight thousand and seven hundred dollars ($258,700), the taxable assessed value of the Company Property as of March 31, 2019 (April 1, 2018).

“Project Cost Account” means the project cost account described in the Financial Plan Section of the Development Program and established and maintained pursuant to Title 30-A M.R.S.A. § 5227(3)(A)(1) and Article II hereof.

“Property Taxes” means any and all \textit{ad valorem} property taxes levied, charged or assessed against real and personal property located in the District by the City, or on its behalf.

“State” means the State of Maine.

“Tax Increment Revenues” means that portion of all real and personal property taxes assessed by and paid to the City in any Tax Year, in excess of any special assessment by City or any State or special district tax, upon the Captured Assessed Value within the District.

“Tax Payment Date” means the later of the date(s) on which Property Taxes levied by the City on real and personal property located in the District are (a) due and payable, or (b) are actually paid by or on behalf of the Company to, and received by, the City.

“Tax Year” shall have the meaning given such term in 30-A M.R.S.A. § 5222(18), as amended, to wit: April 1\(^{st}\) to March 31\(^{st}\).

“Triggering Event” means the first Tax Year when the Increased Assessed Value of the District first equals at least one million dollars ($1,000,000.00).

Section 1.2. Interpretation and Construction.

In this Agreement, unless the context otherwise requires:

(a) The terms “hereby,” “hereof,” “hereto,” “herein,” “hereunder” and any similar terms, as used in this Agreement, refer to this Agreement, and the term “hereafter” means after, and the term “heretofore” means before, the date of delivery of this Agreement.

(b) Words importing a particular gender mean and include correlative words of every other gender and words importing the singular number mean and include the plural number and vice versa.
(c) Words importing persons mean and include firms, associations, partnerships (including limited partnerships), trusts, corporations and other legal entities, including public or governmental bodies, as well as any natural persons.

(d) Any headings preceding the texts of the several Articles and sections of this Agreement, and any table of contents or marginal notes appended to copies hereof, shall be solely for convenience of reference and shall not constitute a part of this Agreement, nor shall they affect its meaning, construction or effect.

(e) All approvals, consents and acceptances required to be given or made by any signatory hereto shall not be withheld unreasonably.

(f) All notices to be given hereunder shall be given in writing and, unless a certain number of days is specified, within a reasonable time.

(g) If any clause, provision or section of this Agreement shall be ruled invalid by any court of competent jurisdiction, the invalidity of such clause, provision or section shall not affect any of the remaining provisions hereof.

ARTICLE II
DEVELOPMENT PROGRAM FUND AND FUNDING REQUIREMENTS

Section 2.1. Creation of Development Program Fund.

The City has created and established a segregated fund in the name of the City designated as the “Ready Seafood Co. Municipal TIF Development Program Fund” (hereinafter the “Development Program Fund”) pursuant to, and in accordance with the terms and conditions of the Development Program and 30-A M.R.S.A. § 5227(3). The Development Program Fund consists of: (a) the Project Cost Account that is pledged to and charged with the payment of project costs as outlined in the Financial Plan of the Development Program and as provided in 30-A M.R.S.A.§ 5227(3)(A)(1); and (b) the Sinking Fund Account that is pledged to and charged with the payment of municipal indebtedness, if any, as outlined in the Financial Plan of the Development Program and as provided in 30-A M.R.S.A § 5227(3)(A)(2). The Project Cost Account shall also contain two subaccounts designated as the “City Project Cost Subaccount” and the “Company Project Cost Subaccount.” All funds properly placed in the City Project Cost Subaccount and the Sinking Fund shall be the sole and exclusive property of the City and shall not be subject in any way to the terms or provisions of this Agreement. The City shall make payments into the Development Program Fund in the manner and priority provided in 30-A M.R.S.A. § 5227(3)(B), and as set forth in Section 3.1(b) below.

Section 2.2. Liens.

The City shall not create any liens, encumbrances or other interests of any nature whatsoever, nor shall it hypothecate the Development Program Fund described in section 2.1 hereof or any funds therein, other than the interest in favor of the Company hereunder in and to the amounts on deposit; provided, however, that nothing herein shall prohibit the creation of
property tax liens on property in the District in accordance with and entitled to priority pursuant to Maine law.

Section 2.3. Captured Assessed Value; Deposits into Development Program Fund.

(a) Each year during the term of this Agreement, commencing with the Tax Year in which the Triggering Event falls and continuing thereafter for the next twenty (20) years to and including the Tax Year which includes the twentieth anniversary of Triggering Event (collectively the “CEA Years”), the City shall retain in the District one hundred percent (100%) of the Increased Assessed Value as Captured Assessed Value.

(b) For each of the CEA Years, the City shall deposit into the Development Program Fund contemporaneously with each payment of Property Taxes during the term of this Agreement an amount equal to one hundred percent (100%) of that portion of the property tax payment constituting Tax Increment Revenues. The Development Program Fund is pledged to and charged with the payment of costs in the manner and priority provided in 30-A M.R.S.A. § 5227(3)(B). The Town shall allocate the Tax Increment Revenues so deposited in the Development Program Fund between the Company Project Cost Subaccount and the City Project Cost Subaccount as follows:

<table>
<thead>
<tr>
<th>Starting at “Triggering Event”</th>
<th>Company Percentage</th>
<th>City Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>CEA Years 1-10</td>
<td>70%</td>
<td>30%</td>
</tr>
<tr>
<td>CEA Years 11-20</td>
<td>60%</td>
<td>40%</td>
</tr>
<tr>
<td>All remaining TIF District Years</td>
<td>0%</td>
<td>100%</td>
</tr>
</tbody>
</table>

Section 2.4. Use of Monies in Development Program Fund.

All monies in the Development Program Fund shall in all cases be used and applied to fund fully the City's payment obligations to Company described in Articles II and III hereof.

Section 2.5. Monies Held in Segregated Account.

All monies paid into the Company Project Cost Subaccount under the provisions hereof and the provisions of the Development Program shall be held by the City for the benefit of the Company in a segregated account. The City shall never be under any obligation to deposit into the Company Project Cost Subaccount, any funds other than Company Tax Increment Revenues received by the City from Company, the City’s obligations under this Agreement extending only to funds that are Company Tax Increment Revenues actually paid by Company to the City. Interest earnings thereon shall be retained by the City for the City’s own use.
ARTICLE III
PAYMENT OBLIGATIONS

Section 3.1. Company Payments.

(a) The City agrees to pay Company, within thirty (30) days following each Tax Payment Date during the term of this Agreement, all amounts then on deposit in the Company Project Cost Subaccount; provided, however, the City shall have no obligation to make payment while any mechanics’ liens shall be encumbering the Company Property for a period of more than thirty (30) days. Upon the discharge or other termination of any such mechanics’ liens, the City shall pay any amounts previously withheld on account thereof.

(b) Notwithstanding anything to the contrary contained herein, if, with respect to any Tax Payment Date, any portion of the Property Taxes assessed against the Company Property for the Tax Year concerned remains unpaid, because of a valuation dispute or otherwise, the Property Taxes actually paid with respect to that Tax Year shall be applied, first, to payment in full of taxes due in respect of the Original Assessed Value; and second, to the extent of funds remaining, to payment of the Company Tax Increment Revenues for the Tax Year concerned.

Section 3.2. Failure to Make Payment.

If the City should fail or be unable to make any of the payments at the time and in the amount required under the foregoing provisions of this Article III; or if the amount deposited into the Company Project Cost Subaccount is insufficient to reimburse the Company for the full amount Company has actually paid in taxes, the amount or installment so unpaid shall continue as a limited obligation of the City, under the terms and conditions hereinafter set forth, until the amount unpaid shall have been fully paid. The Company shall have the right to initiate and maintain an action to specifically enforce the City’s payment obligations hereunder.

Section 3.3. Manner of Payments.

The payments provided for in this Article III shall be paid directly to the Company at the address specified in Section 8.7 hereof in the manner provided hereinabove, for the Company’s own use and benefit so long as such use is consistent with the requirements of the Act, by check drawn by the City on the Company Project Cost Subaccount of the Development Program Fund.

Section 3.4. Obligations Unconditional.

Subject to Company’s compliance with the terms and conditions of this Agreement, the Obligations of the City to make the payments described in this Agreement in accordance with the terms hereof shall be absolute and unconditional, and the City shall not suspend or discontinue any payment hereunder or terminate this Agreement for any cause, other than by court order or by reason of a final judgment by a court of competent jurisdiction that the District is invalid or otherwise illegal.
Section 3.5. **Limited Obligation.**

The City’s obligations of payment hereunder shall be limited obligations of the City payable solely from Company Tax Increment Revenues pledged therefor under this Agreement and actually received by the City from or on behalf of the Company. The City’s obligations hereunder shall not constitute a general debt or a general obligation or charge against or pledge of the faith and credit or taxing power of the City, the State of Maine, or of any municipality or political subdivision thereof, but shall be payable solely from that portion of Tax Increment Revenues actually deposited by City from taxes paid by Company into the Company Project Cost Subaccount of the Development Program Fund and payable to Company hereunder. This Agreement shall not directly, indirectly or contingently obligate the City, the State of Maine, or any other City or political subdivision to levy or to pledge any form of taxation whatever therefor or to make any appropriation for their payment, excepting the City’s obligation to levy property taxes upon the Company Project and the pledge established under this Agreement of the Company Tax Increment Revenues received by the City from Company.

**ARTICLE IV**

**PLEDGE**

**Section 4.1. Pledge of and Grant of Security Interest in Project Cost Subaccount.**

In consideration of this Agreement and other valuable consideration and for the purpose of securing payment of the amounts provided for hereunder to the Company by the City, according to the terms and conditions contained herein, and in order to secure the performance and observance of all of the City’s covenants and agreements contained herein, and subject to section 2.3(c) above, the City hereby grants a security interest in and pledges to the Company the Company Project Cost Subaccount described in Section 2.1 hereof and all sums of money and other securities and investments therein.

**Section 4.2. Perfection of Interest.**

(a) To the extent reasonably necessary to satisfy the requirements of this Agreement, the City will at such time and from time to time as requested by Company establish the Company Project Cost Subaccount described in Section 2.1 hereof as a segregated fund under the control of an escrow agent, trustee or other fiduciary selected by Company so as to perfect Company's interest therein. The cost of establishing and monitoring such a fund shall be borne exclusively by the Company. In the event such a fund is established under the control of a trustee or fiduciary the City shall cooperate with the Company in causing appropriate financing statements and continuation statements naming the Company as pledgee of all such amounts from time to time on deposit in the fund to be duly filed and recorded in the appropriate State offices as required by and permitted under the provisions of the Maine Uniform Commercial Code or other similar law as adopted in the State of Maine and any other applicable jurisdiction, as from time to time amended, in order to perfect and maintain the security interests created hereunder.

(b) If the establishment of a segregated fund in accordance with this Section 4.2, becomes reasonably necessary to satisfy the requirements of this Agreement, the City’s
responsibility shall be limited to delivering the amounts required by this Agreement to the escrow agent, trustee or other fiduciary designated by the Company. The City shall have no liability for payment over of the funds concerned to the Company by any such escrow agent, trustee or other fiduciary, or for any misappropriation, investment losses or other losses in the hands of such escrow agent, trustee or other fiduciary. Notwithstanding any change in the identity of the Company’s designated escrow agent, trustee or other fiduciary, the City shall have no liability for misdelivery of funds if delivered in accordance with Company’s most recent written designation or instructions actually received by the City.

Section 4.3. Further Instruments.

The City shall, upon the reasonable request of the Company, from time to time execute and deliver such further instruments and take such further action as may be reasonable and as may be required to carry out the provisions of this Agreement; provided, however, that no such instruments or actions shall pledge the credit of the City, and provided further that the cost of executing and delivering such further instruments (including the reasonable and related costs of counsel to the City with respect thereto) shall be borne exclusively by the Company.

Section 4.4. No Disposition of Development Program Fund.

Except as permitted hereunder, the City shall not sell, lease, pledge, assign or otherwise dispose, encumber or hypothecate any interest in the Development Program Fund and will promptly pay or cause to be discharged or make adequate provision to discharge any lien, charge or encumbrance on any part thereof not permitted hereby.

Section 4.5. Access to Books and Records.

All non-confidential books, records and documents in the possession of the City relating to the District, the Development Program, this Agreement and the monies, revenues and receipts on deposit or required to be deposited into the Company Project Cost Subaccount shall at all reasonable times be open to inspection by the Company, its agents and employees.

ARTICLE V
DEFAULTS AND REMEDIES

Section 5.1. Events of Default.

Each of the following events shall constitute and be referred to in this Agreement as an “Event of Default”:

(a) Any failure by the City to pay any amounts due to Company when the same shall become due and payable;

(b) Any failure by the City to deposit into the Company Project Cost Subaccount of the Development Program Fund on a timely basis, funds the City receives from the Company that the City is required under this Agreement to deposit into the Development Program Fund;
(c) Any failure by the City or the Company to observe and perform in all material respects any covenant, condition, agreement or provision contained herein on the part of the City or Company to be observed or performed, which failure is not cured within thirty (30) days following written notice thereof;

(d) If a decree or order of a court or agency or supervisory authority having jurisdiction in the premises of the appointment of a conservator or receiver or liquidator of, any insolvency, readjustment of debt, marshaling of assets and liabilities or similar proceedings, or for the winding up or liquidation of the Company’s affairs shall have been entered against the Company or the Company shall have consented to the appointment of a conservator or receiver or liquidator in any such proceedings of or relating to the Company or of or relating to all or substantially all of its property, including without limitation the filing of a voluntary petition in bankruptcy by the Company or the failure by the Company to have an involuntary petition in bankruptcy dismissed within a period of ninety (90) consecutive days following its filing or in the event an order for release has been entered under the Bankruptcy Code with respect to the Company;

(e) Company’s failure to commence construction of Company’s Project by July 1, 2020 or the termination of business operations at Company Property after Company’s Project is completed.

Section 5.2. Remedies on Default.

Subject to the provisions contained in Section 8.11 below concerning dispute resolution, whenever any Event of Default described in Section 5.1 hereof shall have occurred and be continuing, the nondefaulting party, following the expiration of any applicable cure period, shall have all rights and remedies available to it at law or in equity, including the rights and remedies available to a secured party under the laws of the State of Maine, and may take whatever action as may be necessary or desirable to collect the amount then due and thereafter to become due, to specifically enforce the performance or observance of any obligations, agreements or covenants of the nondefaulting party under this Agreement and any documents, instruments and agreements contemplated hereby or to enforce any rights or remedies available hereunder.

Section 5.3. Remedies Cumulative.

Subject to the provisions of Section 8.11 below concerning dispute resolution, no remedy herein conferred upon or reserved to any party is intended to be exclusive of any other available remedy or remedies but each and every such remedy shall be cumulative and shall be in addition to every other remedy given under this Agreement or now or hereafter existing at law, in equity or by statute. Nothing in this Agreement shall be deemed to excuse any non-payment of municipal taxes by Company, or to limit in any way, the City’s rights and remedies in that event. In the event the Company pays some, but not all, taxes that are due, the portion paid will be allocated first to any delinquent taxes; second (to the extent of funds remaining) to taxes due on the original assessed value of the property; third (to the extent of funds remaining) to any delinquent taxes on increased assessed value from prior tax years; and last (to the extent of funds remaining) to payment of the Company’s share of the tax increment revenues. Delay or omission to exercise any right or power accruing upon any Events of Default to insist upon the strict
performance of any of the covenants and agreements herein set forth or to exercise any rights or remedies upon the occurrence of an Event of Default shall not impair any such right or power or be considered or taken as a waiver or relinquishment for the future of the right to insist upon and to enforce, from time to time and as often as may be deemed expedient, by injunction or other appropriate legal or equitable remedy, strict compliance by the parties hereto with all of the covenants and conditions hereof, or of the rights to exercise any such rights or remedies, if such Events of Default be continued or repeated.

ARTICLE VI
EFFECTIVE DATE, TERM AND TERMINATION

Section 6.1. Effective Date and Term.

This Agreement shall become effective upon its execution and delivery by the parties hereto and shall remain in full force from the date hereof and shall expire upon the performance of all obligations on the part of the City and the Developer hereunder or upon any earlier termination as provided in this Agreement.

Section 6.2. Cancellation and Expiration of Term.

At the acceleration, termination or other expiration of this Agreement in accordance with the provisions of this Agreement, the City and the Company shall each execute and deliver such documents and take or cause to be taken such actions as may be necessary to evidence the termination of this Agreement.

ARTICLE VII
ASSIGNMENT AND PLEDGE OF COMPANY'S INTEREST

Section 7.1. Consent to Pledge and/or Assignment.

The City hereby acknowledges that the Company may assign its rights hereunder to a successor owner of the Company Project and may also from time to time pledge and assign its right, title and interest in, to and under this Agreement as collateral for financing for the Company Project, although no obligation is hereby imposed on the Company to make such assignment or pledge. Recognizing this possibility, the City hereby consents and agrees to the pledge and assignment of all the Company's right, title and interest in, to and under this Agreement as collateral for financing the Development Program, on one or more occasions during the term hereof. The City agrees to execute and deliver any assignments, pledge agreements, consents or other confirmations required by such prospective pledgee or assignee, including without limitation recognition of the pledgee or assignee as the holder of all right, title and interest herein and as the payee of amounts due and payable hereunder. The City agrees to execute and deliver any other documentation as shall confirm to such pledgee or assignee the position of such assignee or pledgee and the irrevocable and binding nature of this Agreement and provide to such pledgee or assignee such rights and/or remedies as the Company or such
pledgee or assignee may reasonably deem necessary for the establishment, perfection and protection of its interest herein. Any obligation of the City under this section shall be conditioned upon pledgee or assignee’s or Company’s satisfaction of Company’s obligations under this Agreement. Notwithstanding the foregoing, the City shall not be obligated to make payment to any such assignee or pledgee so long as there is any uncured default on the part of Company hereunder. Company agrees that any payment by the City made in good faith to an assignee or pledgee hereunder shall, to the extent of such payment so made, discharge the City’s obligation to Company hereunder.

Section 7.2. Pledge, Assignment or Security Interest.

Except as provided in Section 7.1 hereof for the purpose of securing financing for the Company Project or an assignment to a successor entity or an affiliate entity, the Company shall not transfer or assign any portion of its rights in, to and under this Agreement without the prior written consent of the City, through its City Council, which consent shall not be unreasonably withheld.

ARTICLE VIII
MISCELLANEOUS

Section 8.1. Successors.

In the event of the dissolution, merger or consolidation of the City or the Company, the covenants, stipulations, promises and agreements set forth herein, by or on behalf of or for the benefit of such party shall bind or inure to the benefit of the successors and assigns thereof from time to time and any entity, officer, board, commission, agency or instrumentality to whom or to which any power or duty of such party shall be transferred.

Section 8.2. Parties-in-Interest; No Partnership or Joint Venture.

Except as herein otherwise specifically provided, nothing in this Agreement expressed or implied is intended or shall be construed to confer upon any person, firm or corporation other than the City and the Company any right, remedy or claim under or by reason of this Agreement, it being intended that this Agreement shall be for the sole and exclusive benefit of the City and the Company. This Agreement is not intended to create any form of partnership or joint venture between the City and the Company.

Section 8.3. Severability.

In case any one or more of the provisions of this Agreement shall, for any reason, be held to be illegal or invalid, such illegality or invalidity shall not affect any other provision of this Agreement and this Agreement shall be construed and enforced as if such illegal or invalid provision had not been contained herein.

Section 8.4. No Personal Liability of Officials of the City; No Waiver of Maine Tort Claims Act.
No covenant, stipulation, obligation or agreement of the City contained herein shall be deemed to be a covenant, stipulation or obligation of any present or future elected or appointed official, officer, agent, servant or employee of the City in his or her individual capacity, and neither the City Councilors nor any official, officer, employee or agent of the City shall be liable personally with respect to this Agreement or be subject to any personal liability or accountability by reason hereof. Nothing contained herein is intended as a waiver of, and the City expressly reserves all protections and immunities under, the Maine Tort Claims Act, 14 M.R.S.A. § 8101 et seq.

Section 8.5. Counterparts.

This Agreement may be executed in any number of counterparts, each of which, when so executed and delivered, shall be an original, but such counterparts shall together constitute but one and the same Agreement.

Section 8.6. Governing Law; Venue for Suits

The laws of the State of Maine shall govern the construction and enforcement of this Agreement, without regard to the conflict of laws provisions in such state.

Any suit to construe or enforce the provisions of this Agreement must be brought in the District or Superior Courts of York County, Maine; and otherwise shall be void. Company expressly waives any claim to jurisdiction of the United States District Court over disputes arising under this Agreement, whether on account of diversity of citizenship or federal subject matter.

Section 8.7. Notices.

All notices, certificates, requests, requisitions or other communications by the City or the Company pursuant to this Agreement shall be in writing and shall be sufficiently given and shall be deemed given on the third business day after mailing by registered or certified first class mail, postage prepaid, return receipt requested, addressed as follows:

If to the City:

City Administrator
City of Saco
300 Main Street
Saco, ME 04072

With a copy to:

Director of Economic Development
City of Saco
300 Main Street
Saco, ME 04072

If to the Company:
Either of the parties may, by notice given to the other, designate any further or different addresses to which subsequent notices, certificates, requests or other communications shall be sent hereunder.

Section 8.8. Amendments.

This Agreement may be amended only with the concurring written consent of both of the parties hereto.

Section 8.9. Benefit of Assignees or Pledgees.

The City agrees that this Agreement is executed in part to induce assignees or pledgees to provide financing for the Company Project and accordingly all covenants and agreements on the part of the City as to the amounts payable hereunder are hereby declared to be for the benefit of any such assignee or pledgee from time to time of the Company’s right, title and interest herein. No such assignment or pledge shall limit in any way, Company’s obligations hereunder.

Section 8.10. Integration.

This Agreement completely and fully supersedes all other prior or contemporaneous understandings or agreements, both written and oral, between the City and the Company relating to the specific subject matter of this Agreement and the transactions contemplated hereby.

Section 8.11. Dispute Resolution.

In the event of a dispute regarding this Agreement or the transactions contemplated by it, the parties hereto will use all reasonable efforts to resolve the dispute on an amicable basis. If the dispute is not resolved on that basis within sixty (60) days after one party first brings the dispute to the attention of the other party, then either party may file an appropriate action for legal or equitable relief. If the Company defaults in any of its obligations under this Agreement, the City shall be entitled to recover from Company its reasonable attorneys’ fees incurred in enforcement of such obligations.
Section 8.12. **Tax Laws and Valuation Agreement.**

The parties acknowledge that all laws of the State now in effect or hereafter enacted with respect to taxation of property shall be applicable and that the City, by entering into this Agreement, is not excusing any non-payment of taxes by Company. Without limiting the foregoing, the City and the Company shall always be entitled to exercise all rights and remedies regarding assessment, collection and payment of taxes assessed on Company's property. In addition, the Development Program makes certain assumptions and estimates regarding valuation, depreciation of assets, tax rates and estimated costs. The City and the Company hereby covenant and agree that the assumptions, estimates, analysis and results set forth in the Development Program shall in no way (a) constitute a contractual obligation or binding representation of either party as to such assumptions, estimates, analysis or results; (b) prejudice the rights of any party or be used, in any way, by any party in either presenting evidence or making argument in any dispute which may arise in connection with valuation or abatement proceedings relating to Company’s property for purposes of ad valorem property taxation or (c) vary the terms of this Agreement even if the actual results differ substantially from the estimates, assumptions or analysis.

**IN WITNESS WHEREOF,** the City and the Company have caused this Agreement to be executed in their respective corporate names and their respective corporate seals to be hereunto affixed and attested by the duly authorized officers, all as of the date first above written.

**CITY OF SACO**

By: __________________________
Name: Kevin Sutherland
Its: City Administrator
Duly Authorized

**READY SEAFOOD CO.**

By: __________________________
Name: __________________________
Its: __________________________
Duly Authorized
MEETING ITEM COMMENTARY

AGENDA ITEM: Amended to Fee Schedule for Fiscal Year 2019

STAFF RESOURCE: Kevin Sutherland, City Administrator

COUNCIL RESOURCE: Councilor _______________________

BACKGROUND: The City Council establishes and approves all fees and charges required by ordinances or policies in the City of Saco. This includes: permits, licenses, approvals, and applications, as well as fees and charges collected by the City of Saco that are authorized by state law or require the city to set the amounts of such fees and charges.

The Council may establish any new fees or charges that the Council deems necessary or appropriate to offset the cost of operating programs, delivering services, or administering any ordinances or policies. Those fees shall be included in the fee schedule and updated on an as needed basis.

With the increase in the state’s minimum wage, it will be necessary to increase some summer camp program fees to cover the increased expenses.

EXHIBITS: 1. Memo from Parks and Recreation Director Ryan Sommer  
2. Appendix C of city fees (Parks and Recreation) (a revised version of this will be developed for the Public reading on 2/19/18)

RECOMMENDATION: The City staff recommends the Council approve the changes to the fee schedule.

SUGGESTED MOTION: “Be it ordered that the City Council approve the amended Appendix C fee schedule for Fiscal Year 2019.”

“I move to approve the Order”
February 6, 2019

**Memo: Summer Camp 2019 Proposed Fee Increase**

For summer camp 2019, the Saco Parks and Recreation Department is proposing an increase in registration fees for certain payment options in our standard camps. Proposed changes include:

- Additional $50.00 added to Full Summer registration option.
  - Proposed Early Bird Full Summer 2019: $1,025.00/resident; $1,125.00/non-resident. Deadline for this option to pay in full is May 19, 2019.
  - Proposed Standard Full Summer 2019: $1,145.00/resident; $1,245.00/non-resident
- Weekly fee to be increased by $10.00
  - Proposed Weekly Fee 2019: $165.00/resident; $185.00/non-resident

No changes will be assessed to the following summer programs:

- Daily standard camp rate will remain at $35.00/resident; $40.00/non-resident
- Teen Camp will continue to operate as a variable daily fee, dependent on trip location and expenses. Typical week averages between $150.00-$195.00
- Theater camp tuition will remain at $245.00/week with any additional costs this season defrayed by additional sponsorships for this program.

Reason: with the 2019 changes to minimum wage that went into effect on January 1st, we are estimating a $25,000 increase in seasonal recreation staffing costs over the course of the year. This increase in fees for some of our more popular registration options will help to off-set this increase.

2018 Figures – here are some registration numbers from summer camp 2018 on the specific registration options we are looking to increase to further demonstrate our expectations:

- Kinder Kickstarters camp 2018:
  - 27 Full Summer Registrations
  - 4 weekly
- Pepperell Pathfinders camp 2018:
  - 63 Full Summer Registrations
  - 14 weekly
- Memorial Memories camp 2018:
  - 66 Full Summer Registrations
  - 22 weekly
- Using these numbers, our proposed increases would yield over $8,000 to put towards our expected increase in staffing costs.
- What else are we doing to off-set costs? With a high retention rate of staff for summer, we are looking to limit hiring for summer 2019 and continue to examine maintaining closer ratios within programs.
## Appendix C
### Fee Schedule (7/1/17-6/1/16)

<table>
<thead>
<tr>
<th>Code</th>
<th>Subject</th>
<th>Resident</th>
<th>Non-Resident</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Youth Sports</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fall Soccer</td>
<td>$35.00</td>
<td>$40.00</td>
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<tr>
<td></td>
<td>Start Smart Soccer</td>
<td>$35.00</td>
<td>$40.00</td>
</tr>
<tr>
<td></td>
<td>PreK Coed Soccer</td>
<td>$35.00</td>
<td>$40.00</td>
</tr>
<tr>
<td></td>
<td>Kinder Boys and Girls Soccer</td>
<td>$35.00</td>
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<tr>
<td></td>
<td>Grades 1st &amp; 2nd Boys and Girls Divisions</td>
<td>$40.00</td>
<td>$45.00</td>
</tr>
<tr>
<td></td>
<td>Grades 3rd &amp; 4th Boys and Girls Divisions</td>
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<td>$45.00</td>
</tr>
<tr>
<td></td>
<td>Grades 5th &amp; 6th Boys and Girls Divisions</td>
<td>$40.00</td>
<td>$45.00</td>
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<tr>
<td></td>
<td>Fall Youth Field Hockey</td>
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<tr>
<td></td>
<td>Jr. Field Hockey</td>
<td>$35.00</td>
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<td>Youth Field Hockey Grades 3rd-6th</td>
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<tr>
<td></td>
<td>Start Smart Flag Football</td>
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</tr>
<tr>
<td></td>
<td>Rookie League</td>
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<td>$40.00</td>
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<tr>
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<td>PreK Division</td>
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<td></td>
<td>Veteran League</td>
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<tr>
<td></td>
<td>Kinder - 1st Division</td>
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<tr>
<td></td>
<td>Travel Flag Football NEW</td>
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<tr>
<td></td>
<td>Kinder - 1st Division</td>
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<tr>
<td></td>
<td>Grades 2nd and 3rd Division</td>
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<td>Fall Youth Softball</td>
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<td></td>
<td>Recreation Basketball</td>
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<tr>
<td></td>
<td>Start Smart Basketball</td>
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<td>$40.00</td>
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<tr>
<td></td>
<td>Kinder Coed Basketball</td>
<td>$35.00</td>
<td>$40.00</td>
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<tr>
<td></td>
<td>Grades 1st &amp; 2nd Boys and Girls Divisions</td>
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<td>$45.00</td>
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<tr>
<td></td>
<td>Grades 3rd &amp; 4th Boys and Girls Divisions</td>
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<td>$45.00</td>
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<tr>
<td></td>
<td>Grades 5th &amp; 6th Boys and Girls Divisions</td>
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<td>$45.00</td>
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<tr>
<td></td>
<td>Travel Basketball</td>
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<td>Start Smart 3 Year Old Division Coed</td>
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<td></td>
<td>Start Smart 4 Year Old Division Coed</td>
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<td>$45.00</td>
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<tr>
<td></td>
<td>Jr. T-Ball</td>
<td>$35.00</td>
<td>$40.00</td>
</tr>
<tr>
<td></td>
<td>National League</td>
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</tr>
<tr>
<td></td>
<td>American League</td>
<td>$40.00</td>
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<tr>
<td></td>
<td>Eastern League Coach Pitch</td>
<td>$45.00</td>
<td>$50.00</td>
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<tr>
<td></td>
<td><strong>Introduction to Indoor Track &amp; Field</strong></td>
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<tr>
<td></td>
<td>Just Play Coed Basketball</td>
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<td>Just Play Coed Indoor Soccer</td>
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<td>Just Play Coed Fall Flag Football</td>
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<td></td>
<td><strong>Tennis (will not be offered 2017-2018)</strong></td>
<td>$30.00</td>
<td>$35.00</td>
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<tr>
<td></td>
<td>10 &amp; Under Beginner</td>
<td>$30.00</td>
<td>$35.00</td>
</tr>
<tr>
<td></td>
<td>Youth Beginner per session</td>
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<td></td>
<td>Youth Intermediate per session</td>
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<td></td>
<td>Little Feet Soccer Camp Session</td>
<td>$25.00</td>
<td>$27.50</td>
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<tr>
<td></td>
<td><strong>Post Registration Late Fees for Youth Sports</strong></td>
<td>$5.00+</td>
<td>$5.00+</td>
</tr>
</tbody>
</table>

Fees increase following deadline by $5.00/week until program full.
### After the Bell

Prices and programs may vary

<table>
<thead>
<tr>
<th>Service</th>
<th>Price 1</th>
<th>Price 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Rizer Daily Fee</td>
<td>$7.00</td>
<td>$4.00</td>
</tr>
<tr>
<td>After the Bell Daily Fee</td>
<td>$14.00</td>
<td>$14.00</td>
</tr>
<tr>
<td>Early Release Daily Fee (Only one in 2016-2017)</td>
<td>$14.00</td>
<td>$14.00</td>
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<tr>
<td>Abreviated Wednesdays - NEW 2016-2017</td>
<td>$21.00</td>
<td>$14.00</td>
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<tr>
<td>Vacation and Full Days Off Daily Fee</td>
<td>$28.00</td>
<td>$28.00</td>
</tr>
<tr>
<td>Snow Days Daily Fee</td>
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<td>$28.00</td>
</tr>
<tr>
<td>Late Pick Up Fee, minimum of $10.00, $1/min after first 30 mins</td>
<td>$10.00+</td>
<td>$10.00+</td>
</tr>
<tr>
<td>Late Pick Up Fee, minimum of $10.00, $2/min after 30 mins</td>
<td>$10.00+</td>
<td>$10.00+</td>
</tr>
<tr>
<td>Late Payment Fee, daily</td>
<td>$7.00</td>
<td>$4.00</td>
</tr>
<tr>
<td>Late Payment Fee, daily after multiple late fees</td>
<td>$14.00</td>
<td>$14.00</td>
</tr>
<tr>
<td>Forgotten Lunch Fee</td>
<td>$25.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>Failure to Call Out Child or Late Call Out Notification</td>
<td>$14.00</td>
<td>$14.00</td>
</tr>
<tr>
<td>Medication Disposal Fee</td>
<td>$50.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>Parent Handbook Infraction - No ID, Not on Pick Up List</td>
<td>$50.00</td>
<td>$50.00</td>
</tr>
</tbody>
</table>

### Summer Camp

#### Universal Membership

<table>
<thead>
<tr>
<th>Price 1</th>
<th>Price 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>$20.00</td>
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</tbody>
</table>

#### Weekly Registration Rate

<table>
<thead>
<tr>
<th>Price 1</th>
<th>Price 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>$44.00</td>
<td>$45.00</td>
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</tbody>
</table>

#### Daily Registration Rate

<table>
<thead>
<tr>
<th>Price 1</th>
<th>Price 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>$44.00</td>
<td>$33.00</td>
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</table>

#### Morning Chill Before Care Daily Rate

<table>
<thead>
<tr>
<th>Price 1</th>
<th>Price 2</th>
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</thead>
<tbody>
<tr>
<td>$7.00</td>
<td>$8.00</td>
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</tbody>
</table>

#### Camp Laughing Loon Before Care Daily Rate

<table>
<thead>
<tr>
<th>Price 1</th>
<th>Price 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>$7.00</td>
<td>$7.00</td>
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</tbody>
</table>

#### Camp Laughing Loon After Care Daily Rate

<table>
<thead>
<tr>
<th>Price 1</th>
<th>Price 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>$3.00</td>
<td>$3.00</td>
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#### Summer Blast Finale Week, Daily Rate

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<thead>
<tr>
<th>Price 1</th>
<th>Price 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>$26.00</td>
<td>$38.00</td>
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</tbody>
</table>

#### Late Pick Up Fee, minimum of $10.00, $1/min after for first 30 mins

<table>
<thead>
<tr>
<th>Price 1</th>
<th>Price 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>$10.00+</td>
<td>$10.00+</td>
</tr>
</tbody>
</table>

#### Late Pick Up Fee, minimum of $10.00, $2/min after 30 mins

<table>
<thead>
<tr>
<th>Price 1</th>
<th>Price 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>$10.00+</td>
<td>$10.00+</td>
</tr>
</tbody>
</table>

#### Late Payment Fee, daily

<table>
<thead>
<tr>
<th>Price 1</th>
<th>Price 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>$7.00</td>
<td>$7.00</td>
</tr>
</tbody>
</table>

#### Late Payment Fee, daily after multiple late fees

<table>
<thead>
<tr>
<th>Price 1</th>
<th>Price 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>$14.00</td>
<td>$14.00</td>
</tr>
</tbody>
</table>

#### Forgotten Lunch Fee

<table>
<thead>
<tr>
<th>Price 1</th>
<th>Price 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>$25.00</td>
<td>$25.00</td>
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</tbody>
</table>

#### Medication Disposal Fee

<table>
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<tr>
<th>Price 1</th>
<th>Price 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>$50.00</td>
<td>$50.00</td>
</tr>
</tbody>
</table>

#### Parent Handbook Infraction - No ID, Not on Pick Up List

<table>
<thead>
<tr>
<th>Price 1</th>
<th>Price 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>$50.00</td>
<td>$50.00</td>
</tr>
</tbody>
</table>

### Fee Waiver Program

- Financial eligibility-based discount: After the Bell & Summer Camp
  - 25.00%
  - N/A
- Financial eligibility-based discount: After the Bell & Summer Camp
  - 50.00%
  - N/A
- Financial eligibility-based discount: After the Bell & Summer Camp
  - 75.00%
  - N/A

### SPR Theater Programs: prices may vary depending on show being produced. Rate below based on average

- Example: Act Up! Academy weekly: Full Camp Hours - theater camp hours only
  - Full Camp Hours: $125.00
  - Theater camp hours: $195.00

- Example: Rights Required Production Academy weekly: Full Camp Hours Act Up!
  - Full Camp Hours: $160.00
  - Theater camp hours: $275.00

### Youth Activities

#### Lego Robotics

- Junior League Grades 1&2
  - $25.00

- Senior League Grades 3-8
  - $25.00

#### After School Intramurals

- Volleyball, Grades 6-8
  - $25.00

- Tennis, Grades 6-8
  - $25.00

- Boys and Girls Basketball, Grades 6-8
  - $25.00

- Classic Kickball, Grades 3-5
  - $25.00

- Coed Lacrosse, Grades 3-5
  - $25.00

- Wiffleball, Grades 3-5
  - $25.00

- Flag Football, Grades 3-5
  - $25.00

- Sandbox Day Programs
  - $3.00

#### Sandbox Day Program Punch Pass

- $30.00

#### Nerf Wars - PreK & Kinder

- $10.00

#### Nerf Wars

- $15.00

- BOKS Before Care Fitness Program
  - FREE

### SPR Academy Programs

- Lego Academy Grades K-2
  - $25.00
<table>
<thead>
<tr>
<th>Activity</th>
<th>Fee A</th>
<th>Fee B</th>
<th>Fee C</th>
<th>Fee D</th>
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</thead>
<tbody>
<tr>
<td>Lego Academy Grades 3-5</td>
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<td>$30.00</td>
<td>$25.00</td>
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</tr>
<tr>
<td>Craft Academy Grades K-2 (changed from 8 to 6 weeks)</td>
<td>$25.00</td>
<td>$30.00</td>
<td>$25.00</td>
<td>$30.00</td>
</tr>
<tr>
<td>Craft Academy Grades 3-5 (changed from 8 to 6 weeks)</td>
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<td>$30.00</td>
<td>$25.00</td>
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</tr>
<tr>
<td>Science Academy Grades K-2 (changed from 8 to 6 weeks)</td>
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<td>$30.00</td>
<td>$25.00</td>
<td>$30.00</td>
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<tr>
<td>Science Academy Grades 3-5 (changed from 8 to 6 weeks)</td>
<td>$25.00</td>
<td>$30.00</td>
<td>$25.00</td>
<td>$30.00</td>
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<tr>
<td>Gotta Dance Academy Grades K-2</td>
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<tr>
<td>Tumbling Academy Grades K-2</td>
<td>$25.00</td>
<td>$30.00</td>
<td>$25.00</td>
<td>$30.00</td>
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<tr>
<td>SNAP (Special Needs Athletic Program) Walking &amp; Movement Academy for ages 5-22</td>
<td>FREE</td>
<td>FREE</td>
<td>FREE</td>
<td>FREE</td>
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<td>Teen Epic Chopped Academy</td>
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<tr>
<td><strong>Teen Epic Cupcake Wars</strong></td>
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<td>Holiday Caroling Academy</td>
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<tr>
<td><strong>Saco Stars Cheering</strong></td>
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<tr>
<td>April Vacation Cheer Camp</td>
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<td><strong>Competition Cheering</strong></td>
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<tr>
<td><strong>Evaluation Fee - deducted from last years total fee</strong></td>
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<tr>
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<td>Shining Stars Team</td>
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<td>$225.00</td>
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<tr>
<td>Super Stars Team</td>
<td>$325.00</td>
<td>$250.00</td>
<td>$325.00</td>
<td>$250.00</td>
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<tr>
<td>SNAP (Special Needs Athletic Program) Shimmering Stars Competition Cheering</td>
<td>FREE</td>
<td>FREE</td>
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<tr>
<td><strong>Fall Mini Cheering</strong></td>
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<tr>
<td>Twinkling Stars Mini Cheering</td>
<td>$25.00</td>
<td>$30.00</td>
<td>$100.00</td>
<td>$35.00</td>
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<tr>
<td>Rising Stars Mini Cheering</td>
<td>$25.00</td>
<td>$30.00</td>
<td>$100.00</td>
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<tr>
<td><strong>Teen Sports</strong></td>
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<tr>
<td>Saco Bay Babe Ruth Baseball</td>
<td>$65.00</td>
<td>$75.00</td>
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<td><strong>Teen Activity</strong></td>
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<td>Safe Sitter Babysitting Class</td>
<td>$50.00</td>
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<tr>
<td><strong>Adult Activities and Sports</strong></td>
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<tr>
<td>Basketball , Drop In Over 30</td>
<td>$3.00</td>
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<tr>
<td>Full Session Walking Fee, September-June</td>
<td>$20.00</td>
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<td>Daily Walking Drop in Fee</td>
<td>$2.00</td>
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<td>6v6 Adult Coed Soccer Team Registration</td>
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<td>Women's Softball League, Team Payment</td>
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<td>Women's Volleyball Team</td>
<td>$325.00</td>
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<tr>
<td>Drop-in Volleyball</td>
<td>$3.00</td>
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<tr>
<td>Drop-in Pickleball</td>
<td>$3.00</td>
<td>$4.00</td>
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<tr>
<td>Adult Indoor Field Hockey Session</td>
<td>$3.00</td>
<td>$4.00</td>
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<tr>
<td><strong>Adult Outdoor Field Hockey Drop In</strong></td>
<td>$3.00</td>
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<td><strong>Special Activities</strong></td>
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<tr>
<td>5K Haunted Run, Ages 15 and Over</td>
<td>$20.00</td>
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<td>5K Haunted Run, Ages 1-14</td>
<td>$15.00</td>
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<tr>
<td>1.5 Mile Ghost and Goblin Walk, Ages 13 and Over</td>
<td>$15.00</td>
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<tr>
<td>1.5 Mile Ghost and Goblin Walk, Ages 0-12</td>
<td>$0.00</td>
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<tr>
<td>Kid's Zombie Run, Ages 0-12</td>
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<td>Haunted Breakfast Adult</td>
<td>$6.00</td>
<td>$7.00</td>
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<tr>
<td>Haunted Breakfast Child</td>
<td>$4.00</td>
<td>$5.00</td>
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<td>Santa Breakfast Adult</td>
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<td>Santa Breakfast Child</td>
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<td>Gingerbread House Decorating</td>
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<td>SPR Holiday Drop N Shop</td>
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<td>SPR Valentine's Day Date Night</td>
<td>$14.00</td>
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<td>Family Bingo Night Adult</td>
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<td>Family Bingo Night Child</td>
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<tr>
<td>Event</td>
<td>Adult Price</td>
<td>Child Price</td>
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<td>--------------------------------------------</td>
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<tr>
<td>Valentine's Family Dance Adult</td>
<td>$6.00</td>
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<td>Valentine's Family Dance Child</td>
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<td>Easter Egg Hunt, Ages 7-10 Years Old</td>
<td>FREE</td>
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<td>Easter Egg Hunt, Ages 3-6 Years Old</td>
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<tr>
<td>Haunted Community Center</td>
<td>FREE</td>
<td>FREE</td>
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<tr>
<td>Winter Penny Carnival</td>
<td>FREE</td>
<td>FREE</td>
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<tr>
<td>Family Open Gym Basketball</td>
<td>FREE</td>
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<td>Snowshoe Rentals - Daily</td>
<td>$5.00/Children</td>
<td>$8.00/Adult</td>
<td>Plus $1.00</td>
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<td>Ski Club</td>
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<td>Cranmore Mountain: Lift Ticket/Registration - Saturdays</td>
<td>$266.00</td>
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<td>Cranmore Mountain: Equipment Rental</td>
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<tr>
<td>Cranmore Mountain: Lessons</td>
<td>$95.00</td>
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<td>Shawnee Peak: Lift Ticket/Registration - Thursdays</td>
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<td>Shawnee Peak: Equipment Rental</td>
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<td>Shawnee Peak: Lessons</td>
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<td>Shawnee Peak: Helmet Rental</td>
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<td>Michael Phelps Skill Center</td>
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<td>Swimming Programs</td>
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<td>Get Wet program</td>
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<tr>
<td>Pre-Beginner I</td>
<td>$90.00</td>
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<tr>
<td>Pre-Beginner II</td>
<td>$90.00</td>
<td>$90.00</td>
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<tr>
<td>Beginner I</td>
<td>$90.00</td>
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<tr>
<td>Beginner II</td>
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<td>Advanced Beginner I</td>
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<td>Advanced Beginner II</td>
<td>$90.00</td>
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<tr>
<td>Intermediate</td>
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<td>Swimlates</td>
<td>$90.00</td>
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<tr>
<td>Fit and Swim</td>
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<td>Triathlete Stroke</td>
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<td>SENIORity Programs</td>
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<td>SENIORity Program Annual Membership</td>
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<td>Full Sessions Walking Fee for SENIORity Members</td>
<td>FREE</td>
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<tr>
<td>Drop-in Tai Chi</td>
<td>$5.00/Members</td>
<td>$6.00/Non-Members</td>
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<td>Drop-in Yoga Fit &amp; Healthy</td>
<td>$5.00/Members</td>
<td>$6.00/Non-Members</td>
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<td>Beginner Pickleball</td>
<td>$3.00/Members</td>
<td>$4.00/Non-Members</td>
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<tr>
<td>Cribbage - Registration Only</td>
<td>$0.00</td>
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<tr>
<td>Spring Indoor BBQ</td>
<td>FREE/Members</td>
<td>$2.00/Non-Members</td>
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<tr>
<td>Fall Welcome Breakfast</td>
<td>FREE/Members</td>
<td>$2.00/Non-Members</td>
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<tr>
<td>Senior Thanksgiving Lunch</td>
<td>FREE/Members</td>
<td>$2.00/Non-Members</td>
<td></td>
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<tr>
<td>Coffee with the Chiefs</td>
<td>FREE</td>
<td>FREE</td>
<td></td>
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<td>SENIORity Financial Planning Seminar Series</td>
<td>FREE</td>
<td>FREE</td>
<td></td>
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<tr>
<td>SENIORity Bus Trips - vary by trip</td>
<td>$3.00 - $50.00</td>
<td>$3.00 - $50.00</td>
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<tr>
<td>Community Garden</td>
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<tr>
<td>Year-Round Plot Rental</td>
<td>$35.00</td>
<td>$45.00</td>
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<td>Seasonal Plot Rental</td>
<td>$25.00</td>
<td>$35.00</td>
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</table>

**Removed from Appendix A**

**Community Center Use Fee Schedule**

- **Minimum Security Deposit – Non-Profit & Community**: $20.00
- **Minimum Security Deposit – Private & Commercial**: $100.00
- **Security Deposit Rentals $50 - $100 Non-Profit & Commercial**: $100.00
- **Security Deposit Rentals $50 - $100 Private & Commercial**: $150.00
| Security Deposit Rentals $101 - $300 Non-Prof & Commercial | $150.00 |
| Security Deposit Rentals $101 - $300 Private & Commercial | $200.00 |
| Security Deposit Rentals Over $300 Non-Prof & Commercial | 50% of Fee |
| Security Deposit Rentals Over $300 Private & Commercial | 50% of Fee |
| Minimum Security Deposit - All | $100.00 | $100.00 |
| Security Deposit - Rentals Above Minimum | 50% of Fee | 50% of Fee |
| **Hourly Rental Fees** | |
| Community Group per Hour - Room 105, 106, 114 & 203 | $15.00 | $15.00 |
| Non-Prof Group per Hour - Room 105, 106, 114 & 203 | $20.00 | $20.00 |
| Commercial Group per Hour - Room 105, 106, 114 & 203 | $40.00 | $40.00 |
| Community Group per Hour - Program Bay 100 | $15.00 | $15.00 |
| Non-Prof Group per Hour - Program Bay 100 | $20.00 | $20.00 |
| Commercial Group per Hour - Program Bay 100 | $25.00 | $25.00 |
| Community Group per Hour - Gym | $25.00 | $25.00 |
| Non-Prof Group per Hour - Gym | $50.00 | $50.00 |
| Commercial Group per Hour - Gym | $75.00 | $75.00 |
| Gym Set Up and Take Down Protective Floor Covering | $450.00 | $450.00 |
| **Sports/Activity Field Rental Fees** | |
| Athletic Field Resident Hourly - First Hour is Free in 3 Month Period | $20.00 | X |
| Athletic Field Non Resident Hourly | X | $25.00 |
| Athletic Field Commercial Hourly | $30.00 | $30.00 |
| Softball Field w/ Lights Resident Hourly | $75.00 | X |
| Softball Field w/ Lights Non Resident Hourly | X | $85.00 |
| Softball Field w/ Lights Commercial Hourly | $100.00 | $100.00 |
| Athletic Field Set Up | $150.00 | $175.00 |
| Lining & Dragging Field - Diamond | $40.00 | $50.00 |
| Homerun Fence Set Up | $75.00 | $100.00 |
| Practice Area North St | $20.00 | $25.00 |
| Practice Area SMS | $20.00 | $25.00 |
| Practice Area Memorial | $20.00 | $25.00 |
| Practice Area Plymouth | $20.00 | $25.00 |
| Practice Area Bruno | $20.00 | $25.00 |
| Pepperell Park including the Pavilion - Per Hour | $25.00 | $30.00 |
MEETING ITEM COMMENTARY

AGENDA ITEM: (Workshop) City of Saco Cable Television Ordinance

STAFF RESOURCE: Ryan Pinheiro, Director of Information Technology

COUNCIL RESOURCE: Councilor Alan Minthorn

BACKGROUND: The current City of Saco Cable Television Ordinance does not provide enough detail for future negotiations with cable providers and should be modified to provide more detail.

To move forward with negotiations, it is important that the ordinance match our goals and needs for the City of Saco.

EXHIBITS: 1. Current Ordinance 2. Updated Ordinance

RECOMMENDATION: Staff supports the change

SUGGESTED MOTION: “I move to approve the First Reading of “Chapter 78-1 Cable Television” as amended and set the public hearing date for March 4, 2019.”
Chapter 78

CABLE TELEVISION

§ 78-1. Grant of franchise. [Amended 7-20-2015]

A. The City Council may contract, on such terms and conditions as are in the best interests of the city, including the grant of a non-exclusive franchise(s) for a period not to exceed 10 years, for the placing and maintenance Cable System and appurtenances or parts thereof along public ways, including contracts with operators of such systems which receive the services of television signal transmission offered by any public utilities using public ways for such transmission and subject to the City cable television franchising process including, but not being limited to, procedures mandated by the Maine Revised Statutes Annotated, Title 30-A, Part 2, Subpart 4, Chapter 141, § 3008, Subdivision 4A, as follows:

(1) The holding of a public proceeding to ascertain special local needs or interests before issuing a cable television franchise(s), and such proceeding shall include a period for public comment on the needs to be addressed in the franchising process and in a request for proposals if any;

(2) The filing of franchise applications and related documents as public records, with reasonable notice to the public that the records are open to inspection during reasonable hours;

(3) A reasonable opportunity for public input before granting franchises; and

(4) Subject to the limitations of federal law, the assessment of reasonable fees or other lawful appropriation of funds to defray the costs of public notice, advertising and other expenses incurred by the municipality in acting upon applications.

B. Further to the implementation of cable television franchising, the City Council, in its capacity as cable television franchise franchising authority, shall have any and all rights and powers set forth in or available pursuant to applicable federal, state and local law, including but not limited to the federal Cable Communications Act of 1984 as codified at 47 U.S.C. § 521 et seq.
CITY OF SACO CABLE TELEVISION ORDINANCE

Section 1. Designation of Ordinance.

This Ordinance shall be known as the City of Saco Cable Television Ordinance. It is adopted by the Municipal Officers of the City of Saco pursuant to 30-A M.R.S.A. §3008, and pursuant to the home rule authority granted to municipalities by 30-A M.R.S.A. § 3001 and by the Constitution of Maine, Article VIII, Part Second.

The City of Saco finds that the development of cable television systems has the potential to provide significant benefits to the people of the Town. Because of the complex and rapidly-changing technology associated with cable television, the Town further finds that the public health, safety and general welfare can best be served by establishing regulatory powers vested in the Town. It is the intent of this Ordinance, and any subsequent amendments hereto, to provide for and specify the means to advance and protect the public interest in these matters, and any franchise issued pursuant to this Ordinance shall be deemed to include these findings as an integral part thereof.

Further, it is recognized that cable television systems have the capacity to provide entertainment and information services to the Town’s residents and institutions.

For these purposes, the following goals underlie the regulations contained herein:

1. Cable television should be made available to the maximum number of Town residents at the most reasonable cost;

2. The system should be capable of accommodating both the present and reasonably foreseeable future state-of-the-art cable television needs of the Town and its citizens; and

3. The systems authorized by this Ordinance shall be responsive to the needs and interest of the local community, and shall provide the widest possible diversity of information sources and services to the public.

Section 2. Definitions.

For the purposes of this Ordinance, the following terms, phrases, words, abbreviations and their derivations shall have the meaning given herein. When not inconsistent with the context, words used in the present tense include the future; words in the plural number include the singular number, and vice versa. The word "shall" is always mandatory and not merely directory.

2.1 “Access” or “Access Cablecasting”: Cablecasting on the Cable System’s access channels for the following purposes: (i) non-commercial and non-discriminatory use by the public; (ii) carriage of non-commercial educational
programs or information; and (iii) non-commercial use for governmental purposes in accordance with the Cable Act.

2.2 “Access Channel(s)”: A video channel(s) which the Company shall make available to the City of Saco, without charge, for the purpose of transmitting programming by/for members of the public, Town departments, boards and agencies, public schools, educational, institutional, non-profit and similar organizations in accordance with the Cable Act.

2.3 “Affiliate” or “Affiliated Person”: An entity that owns or controls is owned or controlled by, or is under common ownership with a Cable Operator, herein defined as “Company”.

2.4 “Alphanumeric”: Consisting of a combination of letters and numbers, used in reference to keyboards permitting communication in such form and in reference to Channels or Programs transmitting information in such form.

2.5 “Area Outage”: An area outage occurs when cable or equipment is damaged, fails or otherwise malfunctions (collectively called malfunctions”), and ten or more Subscribers receiving services from that section of cable or that equipment receive unusable or no service as a result of that malfunction.

2.6 “Basic Service”: The minimum service transmitted to all Subscribers which includes, at a minimum, (1) all signals of domestic television broadcast stations entitled to “must carry” status under FCC rules, (2) any Public, Educational and Governmental programming required by a Franchise Agreement to be carried on the basic tier, and (3) any additional video programming signals added to the basic tier by the Company in its sole discretion.

2.7 “Broadcast”: Over-the-air transmission by a television station.


2.9 “Cablecast”: Programming (exclusive of broadcast signals) carried on the Cable System.

2.10 “Cable Programming Service”: Any video programming provided over a Cable System, regardless of service tier, including installation or rental of equipment used for the receipt of such video programming, other than (1) video programming carried on the Basic Service tier, and (2) video programming offered on a pay-per-channel or pay-per-program basis.

2.11 “Cable Service”: The one-way transmission to Subscribers of video programming or other programming services, together with Subscriber interaction,
if any, which is required for the selection or use of such video programming or other programming services.

2.12 “Cable System”: A facility serving the Town, which is owned, constructed, installed, operated and maintained by Company, consisting of a set of closed transmission paths and associated signal generation, reception and control equipment that is designed to provide Cable Service, including video programming, to multiple Subscribers within a head-end service area as defined in accordance with Section 602 of the Cable Act. Such term does not include (a) a facility that serves only to retransmit the television signals of one or more television broadcast stations; (b) a facility that serves subscribers without using any public right-of-way; (c) a facility of a common carrier which is subject, in whole or in part, to the provisions of Title II of the Cable Act, except that such facility shall be considered a cable system (other than for purposes of section 621(c) of the Cable Act) to the extent such facility is used in the transmission of video programming directly to subscribers unless the extent of such use is solely to provide interactive on-demand services; or (d) an open video system that complies with section 653 of this title, or (e) any facilities of any electric utility used solely for operating its electric utility systems.

2.13 “Channel” or “Video Channel”: A portion of the electromagnetic frequency spectrum which is used in a Cable System and which is capable of delivering a high definition television channel as defined by FCC regulations.

2.14 “Company”: Any Person or Persons owning, controlling, operating, managing or leasing a Cable System within the Town, pursuant to this Ordinance, and pursuant to any Franchise granted to it by the Town. This term shall include any lawful successor(s) to the interest of such Person or Persons where consent to such successor(s) is approved under the provisions of this Ordinance and under any applicable terms of the Franchise Agreement entered into pursuant to this Ordinance.

2.15 “Completion of Construction”: That point when the Company has provided written documentation to the Town that a Cable System serving the City of Saco has been fully upgraded in accordance with any applicable requirements of this Ordinance and a Franchise Agreement, and service has been made available to Subscribers and potential Subscribers pursuant to the Franchise Agreement.

2.16 “Contractor or Subcontractor or Agent”: Any person or entity who or which directly or indirectly works for or is under the direction of “The Company” for the purpose of installation or repair of any portion of the Company’s Cable system in the Town.
2.17 “Converter”: A special tuner or device attached to the Subscriber’s television set which expands reception capacity and/or unscrambles coded signals distributed over the Cable System.

2.18 “Designated Access Provider”: The entity or entities which may be designated from time to time by the Town to provide PEG access to the residents of the City of Saco.

2.19 “Downstream Channel”: A Channel over which signals travel from the Cable System Headend or Sub-headend to an authorized recipient of programming.

2.20 “Downstream Transmissions”: Signals traveling from a Cable System distribution point to an authorized location.

2.21 “Drop” or “Cable Drop”: The interconnection between each home or building and the feeder line of the Cable System.

2.22 “FCC”: The Federal Communications Commission or any successor agency.

2.23 “Feeder Cable”: The cable, connected to trunk cable, from which cable television signal service is distributed to Subscribers, as distinguished from trunk cable (which distributes cable television service throughout the Franchise area) and drop cable.

2.24 “Franchise Authority”: The City Council of the City of Saco.

2.25 “Franchise”: The non-exclusive Cable Television License to be granted to the Company to include the right, privilege and franchise to construct, operate and maintain a Cable System, and appurtenances or parts thereof, in the Streets, roads, alleys, and other Public Ways of the Town.

2.26 “Franchise Agreement”: The contract entered into between the Company and the Town governing the terms and conditions of the Company’s use of the Franchise granted to the Company.

2.27 “Gross Annual Revenues”: Revenue of any form or kind received by the Company from the carriage of Cable Service including, without limitation: the distribution of any Cable Service over the System; Basic Service monthly fees; all other Cable Service fees; fees paid for pay and/or pay-per-view services, installation, reconnection, downgrade, upgrade and any other similar fees; fees paid for channels designated for commercial use; converter, remote control and other equipment rentals, and/or leases and/or sales; all home shopping service(s) revenues; and advertising revenues. Gross Annual Revenue shall not include any taxes or fees other than franchise fees on services furnished by the Company imposed directly on any Subscriber or user by any
governmental unit and collected by the Company for such governmental unit. In the event that an Affiliate is responsible for advertising on the Cable System in the Town, advertising revenues shall be deemed to be the pro-rata portion of advertising revenues excluding commissions and/or applicable agency fees, paid to the Company by an Affiliate for said Affiliate’s use of the Cable System for the carriage of advertising. It is the intention of the parties here to that Gross Annual Revenues shall only include such revenue of Affiliates and/or Persons relating to the provision of Cable Service over the Cable System and not the gross revenues of any such Affiliate(s) and/or Person(s) itself, where unrelated to Cable services. Gross Annual Revenue shall be computed in accordance with Generally Accepted Accounting Principles.

2.28 “Headend”: A company owned or leased facility through which Broadcast and cablecast signals are electronically acquired, translated, or modified for distribution over the Cable System.

2.29 “Interactive Service”: Any service that offers to Subscribers the capability of both transmitting and receiving Signals of any kind.

2.30 “Leased Channel” or “Leased Access”: A video and/or audio or data Channel which the Company shall make available pursuant to Section 612 of the Cable Act.

2.31 Reserved.

2.32 “Origination Point”: A connection to the cable system which is provided to allow for live or recorded programming to be transmitted from that location Upstream to the Head-end and from there Downstream to the Subscribers over one or more access channels, also referred to in this Agreement as a return feed.

2.33 “Other Programming Service”: Services that the Company may make available to all Subscribers generally.

2.34 “Outlet”: An interior cable connection that connects a Subscriber or User to the Cable System.

2.35 “Parent”: When used in reference to the Company, any Person holding direct or indirect ownership or control of thirty percent (30%) or more of the rights of control of the Company; and any Person holding such ownership or control of a Parent to the Company.

2.36 “Pay Cable” or “Premium Service”: Optional additional Program services, provided to Subscribers at a monthly charge in addition to the charge for Basic Service.
2.37 “Pay-Per-View”: Programming delivered for a fee or charge to Subscribers on a per-program or time basis, in addition to the charge or fee to Subscribers for Basic Service, or for such other service tier required by applicable law.

2.38 “PEG”: The acronym for Public, Educational and Governmental, used in conjunction with Access Channels, support and facilities.

2.39 “Person”: Any corporation, partnership, limited partnership, association, trust, organization, other business entity, individual or group of individuals acting in concert.

2.40 Public Building: All State accredited public schools, police and fire stations, public libraries, Town Hall, and other public buildings owned or leased by the Town, but shall not include buildings owned by the Town but leased to third parties or buildings such as storage facilities at which government employees are not regularly stationed.

2.41 “Video Programming”: Programming provided by, or generally considered comparable to Programming provided by, a television broadcast station.

2.42 “Signal”: Any transmission of electromagnetic or optical energy that carries Cable Services from one location to another.

2.43 “State”: The State of Maine.

2.44 “Street” or “Public Way”: The surface of, and the space above and below, any public Street, highway, bridge, land path, alley, court, boulevard, sidewalk, parkway, way, lane, Public Way, drive, circle, or other public right-of-way, including, but not limited to, public utility easements, dedicated utility strips, or rights-of-way dedicated for compatible uses and any temporary or permanent fixtures or improvements located thereon now or hereafter held by the Town in the Town which shall entitle the Company to the use thereof for the purpose of installing, operating, repairing, and maintaining the Cable System. “Street” or “Public Way” shall also mean any easement now or hereafter held by the Town within the Town for the purpose of public travel, or for utility or public service use dedicated for public travel, or for utility or public service use dedicated for compatible uses, and shall include other easements or rights-of-way as shall within their proper use and meaning entitle the Company to the use thereof for the purposes of installing or transmitting the Company’s Cable Service or other service over poles, wires, cables, conductors, ducts, conduits, vaults, manholes, amplifiers, appliances, attachments, and other property as may be ordinarily necessary and pertinent to the Cable System. Reference herein to “Public Way” or “Street” shall not be construed to be a representation or guarantee by the Town that its property rights are sufficient to permit its use for any purpose, or that the Town shall gain or be permitted to exercise any rights to use property in the Town greater than those already possessed by the Town.
2.45 “Sub-headend”: A signed distribution point for part of the Cable System linked to the Headend by fiber optic cable, coaxial supertrunk or microwave, and also referred to as a “Hub.”

2.46 “Subscriber”: Any person, firm, corporation, or other entity who or which elects to subscribe to for any purpose, a Cable Service provided by the Company by means of, or in connection with, the Cable Television System.

2.47 “Subscriber Network”: The 750 MHz bi-directional-capable network to be owned and operated by the Company, over which Cable Service(s) can be transmitted to Subscribers.

2.48 “Town”: The City of Saco organized and existing under the laws of the State of Maine and all territory within its existing and future territorial corporate limits.

2.49 “Two-way Capability”: The ability to transmit audio and video signals upstream and downstream on the Cable System.

2.50 “Upstream Channel”: A Channel over which signals travel from an authorized location to a Cable System distribution point.

2.51 “Upstream Transmissions”: Signals traveling from Subscribers or other originating points on the Cable System to a cable distribution point.

Section 3. Franchise Required.

No Person, firm or corporation shall install, maintain or operate within the Town or any of its Public Ways or Streets or other public areas any equipment or facilities for the operation of a Cable System unless a Franchise Agreement authorizing the use of said Public Ways or Streets or areas has first been obtained pursuant to the provisions of this Ordinance and unless said Franchise Agreement is in full force and effect.

Section 4. Franchise Agreement.

4.1 The Municipal Officers of the Town may enter into Franchise Agreements on such terms, conditions and fees as are in the best interest of the Town and its residents with one or more Cable Companies for the operation of a Cable System within the Town.

4.2 Prior to issuing a request for proposals to any Cable Company for Franchise Agreements or renewals, the Town shall hold a public hearing or conduct some other process to determine any special local needs or interests with
respect to Cable Service and shall allow for a period of public comment on the request for proposals.

4.3 Franchise Agreement applications, including renewal applications, and any submittals in response to a request for proposals or solicitation of bids and related documents, are public records. Upon the filing of such documents, the Town shall provide reasonable notice to the public that such documents are open to public inspection during reasonable hours.

4.4 Each Franchise Agreement between the Town and a Company shall contain but is not limited to, the following provisions:

(a) A statement of the area or areas to be served by the Company;
(b) A line extension policy;
(c) A provision for renewal, the term of which may not exceed ten (15) years;
(d) Procedures for the investigation and resolution of Subscriber complaints by the Company;
(e) An agreement to comply with the requirements of 30-A M.R.S.A. §3010 regarding consumer rights and protection and any amendments thereto;
(f) A franchise fee to be paid by the Company to the Town in accordance with Section 9 of this Ordinance;
(g) A provision for access to, and facilities to make use of, one or more local PEG Access Channels;
(h) A provision for the assessment of reasonable fees to defray the costs of public notice, advertising and other expenses incurred by the Town in acting upon applications for initial and renewal Franchise Agreements;
(i) A provision whereby the Company agrees to defend, indemnify and hold harmless the Town and its agents from claims and liabilities arising out of the Company’s construction, ownership, operation, maintenance, repair and control of the Cable System;
(j) Any other terms and conditions that are in the best interests of the Town.
Section 5. Town’s Retained Rights and Authority.

5.1 Right to Grant Additional Franchises. Town expressly reserves the right to grant other such Franchise Agreements in the City of Saco on such terms as it deems appropriate and to operate a Town-owned Cable System.

5.2 Eminent Domain. No privilege or power of eminent domain is bestowed upon a Company by the granting of a Franchise.

5.3 Exercise of Police Power. All rights and privileges granted in any Franchise Agreement are subject to the police power of the Town to adopt and enforce local laws, ordinances, rules and regulations necessary to the health, safety and general welfare of the public. Expressly reserved to the Town is the right to adopt, in addition to the provisions of any Franchise Agreement, this Ordinance and any other existing laws, ordinances and regulations (collectively “laws”), such additional laws as it may find necessary in the exercise of its police power. Any conflict between the terms of any Franchise Agreement and any present or future exercise of the Town’s police and regulatory powers shall be resolved in favor of the latter.

5.4 Use of Public Ways. The right to use and occupy the Streets, Public Ways and public places granted in any Franchise Agreement shall not be exclusive, and the Town reserves the right to grant similar or other uses of the said Streets, Public Ways and public places to any Persons at any time during the term of any Franchise Agreement.

5.5 Conflict With Public Works. The rights and privileges granted to a Company in any Franchise Agreement shall not be in preference or hindrance to the right of the Town or any other governmental agency, improvement district or other authority having jurisdiction, to perform or carry on any public works or public improvement. Should a Company’s Cable System in any way interfere with the construction, maintenance or repair of such public works or improvements, the Company shall, at its own expense, protect or relocate its Cable System or part thereof, as directed by the Town or other authority having jurisdiction.

5.6 Removal and Relocation. The Town shall have the power at any time to order and require a Company to remove or relocate any pole, wire, cable or other structure machinery or equipment located within a public way that is dangerous to life or property. In the event that a Company, after notice, fails or refuses to act within a reasonable time, the Town shall have the power to remove or relocate the same at the sole cost and expense of the Company.

Section 6. Bonds and Insurance.

6.1 Performance Bond to Town. Concurrent with the award of a Franchise to it, a Company shall file with the Town Clerk and shall thereafter annually during the entire term of such Franchise maintain in full force and effect at its own cost and expense a performance bond in the amount of at least $15,000 to guarantee the faithful
performance by the Company of all of its obligations under its Franchise Agreement. The performance bond shall be so conditioned that in the event that the Company shall breach any one or more material provisions of this Ordinance or of the Franchise Agreement and subsequent to any notice and opportunity to cure provision of this Ordinance and/or the Franchise Agreement, the Town may recover from the surety any penalties assessed in accordance with Section 10 of this Ordinance and any damages or costs suffered or incurred by the Town as a consequence of such breach. Said conditions shall be a continuing obligation during the entire term of the Franchise Agreement. Not less than thirty (30) days’ prior notice to the Town shall be provided of the Company’s or the surety’s intention to cancel, materially change, or not to renew the performance bond or security fund. In the event that the Town recovers against any portion of the performance bond, the Company shall be required to replenish the original bond in an amount equal to the amount recovered by the Town within 30 days. Failure to post an additional bond on a timely basis shall constitute a violation of a material provision of the Franchise Agreement.

6.2 Insurance. Company shall maintain during the full term of the Franchise Agreement such insurance as will protect it and Town from any claims which may arise directly or indirectly or result from Company’s ownership, construction, repair, operation or maintenance of Company’s cable system serving the City of Saco, whether such activities are performed by Company, or by anyone for whose acts Company may be liable, under the following policies:

(a) Workers’ Compensation and any other legally required employee benefits, shall be supplied in such amounts as required by law;

(b) Property insurance, all risk, replacement cost basis, on all insurable Company assets in the Town;

(c) Commercial General Liability insurance shall be supplied in the following amount: combined single limit for bodily injury, personal injury, death or property damage in the amount of at least $3,000,000 per occurrence.

(d) Excess liability (in umbrella form) in the amount of at least $5,000,000, and

(e) Automobile liability insurance in the amount of at least $1,000,000 Per occurrence.

6.3 Non-waiver. Neither the provisions of this Section, nor any bonds accepted by the Town pursuant hereto, nor any damage recovered by the Town there under, shall be construed to excuse unfaithful performance by the Company or limit the liability of the Company under this Ordinance or the Franchise Agreement for damages, either to the full amount of the bond or otherwise.
Section 7. Application.

7.1 Any application for a cable television Franchise Agreement in the Town must contain the following information, except that in the case of a renewal Franchise Agreement, only the information listed under this Section 7.1(a) through 7.1(b)(1), 7.1(b)(2) and 7.1(b)(3) shall be required:

(a) The name, address, and telephone, number of the applicant.

(b) The most recent 10-Q or 10-K of the Company or its ultimate parent company as filed with the Securities and Exchange Commission. In the event the Company does not, at the time of application, file 10-Q or 10-K filings with the Securities and Exchange Commission, it shall instead file with the Town the following: A detailed statement of the corporate or other business entity organization of the applicant, and any other information required by the Town, including without limitation:

1. The names and business addresses of all officers and directors of the applicant.

2. The names and business addresses of all officers, Persons and entities having, controlling, or being entitled to have or control 15% or more of the ownership of the applicant and each Parent, Affiliate or subsidiary of the applicant and the respective ownership share of each such person or entity.

3. The names and addresses of any Parent, Affiliate or subsidiary of the applicant, namely, any other business entity owning or controlling applicant in whole or in part or owned or controlled in whole or in part by the applicant, and a statement of the nature of any such Parent, Affiliate or subsidiary business entity, including but not limited to Cable Systems owned or controlled by the applicant, its Parent, Affiliate and subsidiary and the areas served thereby.

4. A detailed description of all previous experience of the applicant in providing Cable Service and in related or similar fields.

5. A detailed and complete financial statement of the applicant, its Parents, Affiliates and its subsidiaries, prepared by a certified public accountant, for the fiscal year next preceding the date of the application hereunder, or a letter or other acceptable evidence in writing from a recognized lending institution or funding source, addressed to both the applicant and the Town’s City Council, setting forth the basis for a study performed by such lending institution or funding source to provide whatever capital shall be
required by the applicant to construct and operate the proposed Cable System in the Town, or a statement from a certified public accountant certifying that the applicant has available sufficient free, net and uncommitted cash resources to construct and operate the proposed Cable System in the Town.

(c) In the case of an application for an initial franchise for a new cable system serving the City of Saco, the applicant shall provide a detailed description of the proposed plan of operation of the applicant which shall include, but not be limited to, the following:

(1) A detailed map indicating all areas proposed to be served, and a proposed construction time schedule for the installation of all equipment necessary to become operational throughout the entire area to be served, and the time of commencement of construction and anticipated operation date.

(2) A statement or schedule setting forth all proposed classifications of rates and charges to be made against Subscribers and all rates and charges to be made against Subscribers and all rates and charges as to each of said classifications, including installation charges and service charges and deposit agreement.

(3) A detailed, informative, and referenced statement describing the actual equipment and operational standards proposed by the applicant. In no event shall said operational and performance standards be less than those contained in the FCC’s regulations, 47 C.F.R. §§ 76.601, et seq. as may be amended from time to time, and shall in addition comply with Section 13 herein.

(4) A copy of the form of any agreement, undertaking, or other instrument proposed to be entered into between the applicant and any Subscriber and between the applicant and any lessee of any Channel, including provisions for reimbursement in the event of interruption of service.

(5) A detailed statement setting forth in its entirety any and all agreements and undertakings, whether formal or informal, written, oral, or implied, existing or proposed to exist between the applicant and any Persons, firm, or corporation which materially relate or pertain to or depend upon the application and the granting of the contract.

(6) A detailed statement setting forth in its entirety the proposed Cable System design. Such statement shall include proposals concerning system architecture, Channel capacity, Channel uses, access,
programming facilities, studio location, point to point service, two-way service, Subscriber privacy, and interconnection.

(7) Such other information as required by the Town at the time of the Franchise application.

7.2 Notice. No Franchise, including Franchise renewals, will be granted hereunder without notice to the public and a public hearing pursuant to Section 8.3 of this ordinance.

Section 8. Contract Term, Termination and Renewal.

8.1 Term. Any Franchise awarded by the City Council under this Ordinance shall be for a term of not more than fifteen (15) years.

8.2 Renewal. Any renewal of a Franchise Agreement shall be upon such terms and conditions as the City Council and the Company may mutually agree upon in accordance with the Cable Act and applicable federal law. Such renewal shall be for a period of not more than fifteen (15) years from the expiration of the previous Franchise.

8.3 Public Hearing. Before authorizing the issuance of any Franchise or renewal of a Franchise, the City Council shall review, in accordance with federal law, the applicant’s legal, financial and technical qualifications, the proposed agreement’s ability to meet current and future cable-related needs and interests of the Town in light of the costs of meeting those needs and interests, and the adequacy and feasibility of the applicant’s qualifications to operate a Cable System within the Town, and shall conduct a public hearing thereon with at least seven (7) days advertised notice prior to said public hearing. Such public hearing shall provide a reasonable opportunity for public input on the proposed Franchise Agreement or renewal.

8.4 Requests for Information. Any Company operating a Cable System in the Town shall maintain adequate personnel and resources to respond to requests from the Town for renewal information and review of draft franchise agreements in a timely manner. Failure to respond in a timely manner shall be considered a violation of this Ordinance.

Section 9. Fees.

9.1 Franchise Fee. As compensation for the rights and privileges granted by any Franchise awarded pursuant to the provisions of this Ordinance the Company shall pay to Town a franchise fee based on a percentage of the Company’s Gross Annual Revenues in accordance with Federal Law. The franchise fee may be changed by Town on 90 days’ notice to the Company, but not more
frequently than once each calendar year to an amount within the then-applicable maximum allowed under federal law.

9.2 Method of Computation. Payments due the Town under the terms of the Ordinance shall be computed quarterly as of March 31, June 30, September 30 and December 31 for the preceding three months and shall be paid on or before the forty-fifth calendar day from each said computation date at the office of the Town Treasurer during regular business hours. The Town shall be furnished a statement with each payment, prepared by a financial representative of the Company, and verified as correct, reflecting the total amount of Gross Annual Revenues generated by all activities within the Town, and the above charges, deductions and computations, for the three month payment period covered by the payment. The Company shall prepare and maintain financial information and records in accordance with generally accepted accounting principles and generally accepted auditing standards in the cable television industry. At Town’s option, the information provided by the Company shall be subject to audit by an outside firm of certified public accountants selected by Town. Any such audit shall be at Town’s expense except unless such audit shall disclose an underpayment of any franchise fees of more than four percent (4%) payable for the period of the audit, in which event the Company shall reimburse Town for the expense of such audit. Repeated failure to pay the franchise fee on a timely basis may be grounds for revocation of the Franchise under this Ordinance. Interest shall accrue on any and all overdue franchise fees at the rate of 1-1/2% per month simple interest.

9.3 Rights of Re-computation. No acceptance of any payment shall be construed as a release or as an accord and satisfaction of any claim the Town may have for further or additional sums payable as a franchise fee under this Ordinance or for the performance of any other obligation hereunder. However, there shall be an accord and satisfaction with respect to any payment not subject to an audit within thirty-six (36) months following the close of the fiscal year to which such payment relates.

Section 10. Penalties.

10.1. Assessment. If a Company fails to observe any obligation under this Ordinance, the Town may assess the Company a monetary penalty in accordance with the Schedule of Penalties set forth in Section 10.8 through 10.12 below. Such assessment shall not constitute a waiver by Town of any other right or remedy it may have under this Ordinance or the Franchise Agreement, or under any other applicable law, including, without limitation, its right to recover from the Company such additional damages, losses, costs and expenses as may have been suffered or incurred by Town by reason of or arising out of such breach of this Ordinance or the Franchise Agreement; provided, that any penalties collected by Town from the Company pursuant hereto shall be applied against, and reduce accordingly, the amount of any recoveries due Town pursuant to this sentence for the failure to perform for which such penalties were assessed.
10.2. Notification. Upon Town’s assessing a penalty pursuant to Section 10.1 above, notice of such assessment shall be sent to the Company, with a concise statement of the reasons therefore.

10.3. Procedures.

(a) Within ten (10) days after receipt of a notice pursuant to Section 10.2 above, the Company may request a hearing before the City Council or his/her designee. Such hearing shall be held within thirty (30) days after receipt of the request therefore. The pendency of a request of hearing shall suspend payment of the penalty until ten (10) days after receipt by the Company of the decision of the City Council or designee confirming the penalty in whole or in part.

(b) During the public hearing, Company shall have the right to appear and be heard, including the opportunity to present evidence, question witnesses, if any, and the hearing shall follow the procedures set forth for public hearings before the City Council.

(c) Following the hearing, the City Council shall determine (i) whether a failure or violation has occurred; (ii) whether such failure or violation is excusable; and (iii) whether such failure or violation has been or will be cured by the Company; and (iv) the appropriate remedy for the failure or violation.

(d) If the City Council determines that such failure has not occurred, or that such failure either has been or will be cured in a manner and in accordance with a reasonable schedule satisfactory to the City Council or that the failure is excusable, such determination shall conclude the matter, unless Company fails to comply with the schedule for cure.

(e) The Company shall have the right to appeal any decision of the City Council under this Section within thirty (30) days of the date of the decision or ruling to the Maine Superior Court pursuant to M.R. Civ. P. 80B.

10.4. Payment. Except as provided in Section 10.3 above, the Company shall pay the full amount of any penalty to Town within ten (10) days after receipt of a notice pursuant to Section 10.2 above and the cure period has expired.

10.5. Default. Subsequent to the notice and opportunity to cure provision herein, upon failure of the Company to make timely payment of an assessed penalty, Town may recover the amount of any such penalty from the performance bond or security fund.
pursuant to Section 6.1 above. Failure of the Company to make timely payment of an assessed penalty is a violation of this Ordinance.

10.6. Disposition. Amounts received by Town as penalties assessed against a Company may be used by Town for any purpose it deems fit.

10.7. Schedule of Penalties. Pursuant to Section 10.1, 10.2 and 10.3 above, the following monetary penalties shall apply, and liability therefore shall accrue from the date of receipt of notice pursuant to Section 10.2 above, and upon failure to cure within the time period specified below, if any opportunity to cure is provided.

10.8. Minor Per-Day Penalty. The penalty for the following violations shall be fifty dollars ($50.00) per day until the violation is cured:

(a) Abandonment of service or a portion of that service without having obtained the written consent of the City Council or having provided the Town with at least six (6) months’ prior written notice of abandonment.

(b) Failure to maintain the Company’s required insurance pursuant to Section 6(c) with the penalty beginning 30 days after Company receives written notification of the violation.

(c) Failure to make timely payment of the franchise fee pursuant to Section 9 with the penalty beginning 30 days after Company receives written notification of the violation.

(d) Violation of the privacy restrictions in Sections 12.7(d) of this Ordinance. This penalty shall be assessed with the penalty beginning 7 days after Company receives written notification of the violation.

(e) Failure to restore damaged property within the specified period pursuant to Section 11.11 with the penalty beginning 5 days after Company receives written notification of the violation.

(f) Failure to make and maintain records as required by Section 13.6 with the penalty beginning 30 days after Company receives written notification of the violation. This penalty shall be assessed for each such record not maintained.

(g) Failure to obtain and maintain the performance bond or security fund pursuant to Section 6.1 with the penalty beginning 30 days after Company receives written notification of the violation.

(h) Failure to remove, relocate or protect the Company’s system pursuant to Sections 5.5, 5.6 and 11.17 with the penalty beginning 7 days after Company receives written notification of the violation.
(i) Failure to eliminate objectionable interference pursuant to Section 11.18 with the penalty beginning 14 days after Company receives written notification of the violation.

(j) Failure to provide reports within the time required by Section 18 assessed for each report not provided with the penalty beginning 14 days after Company receives written notification of the violation.

10.9. **Per Subscriber Penalty.** The penalty for the following violations shall be five dollars ($5.00) per Subscriber affected by the violation per day until the violation is cured.

(a) Failure to respond to a request for repair or adjustment within the time required by Section 13.4. This penalty shall begin 24 hours after the Town notifies the Company in writing of the violation.

(b) Failure to commence service to a Subscriber within the time required by Section 14.0 beginning two (2) days after the Town notifies Company in writing of the violation.

(c) Failure to pay a refund due a Subscriber upon termination within the time required by Section 15.6. This penalty shall begin five (5) days after the Town notifies the Company in writing of the violation.

(d) Failure to respond to a billing complaint within the time required by Section 16.3. This penalty shall begin two (2) days after the Town notifies the Company in writing of the violation.

(e) Failure to respond to a service complaint within the time required by Section 16.4. This penalty shall begin two (2) days after the Town notifies the Company in writing of the violation.

(f) Failure to pay a rebate or apply a credit for service loss within the time required by Section 13.5. This penalty shall begin 5 days after the Town notifies the Company in writing of the violation.

10.10. **Major Per Day Penalty.** The penalty shall be five hundred dollars ($500.00) for the following violations beginning 60 days after the Town notifies the Company in writing of the violation until the violation is cured.

(a) Failure to complete any system rebuild as required by Section 11.1 and the terms of the Franchise Agreement. This penalty shall be assessed per day until compliance is achieved.
Failure to make service available to unserved areas within the time required by this Ordinance and the terms of the Franchise Agreement. This penalty shall be assessed per day until compliance is achieved.

(c) Failure to provide access channels, facilities and equipment funding as required by this Ordinance and the terms of the Franchise Agreement. This penalty shall be assessed per day until compliance.

10.11. Violation of Subscriber Privacy. The fine for a violation of Section 12.7(e) is one thousand dollars ($1,000) per occurrence of selling or disclosing subscriber lists, viewing habits or personally identifiable information (and not per day or per affected subscriber).

10.12. Failure to Provide Emergency Override Capabilities. The Cable System shall incorporate emergency audio override capabilities in accordance with FCC Emergency Alert System (EAS) standards and as required by Section 11.3. The fine for a failure of the system to perform as described in the event of a public emergency or vital public information situation, shall be one thousand dollars ($1,000) assessed per occurrence, except to the extent the Cable System is rendered non-functional due to damage caused by factors outside of the Company’s reasonable control.

10.13. Force Majeure. The Company shall not be assessed any penalties for any delay or failure to perform its obligations under the Ordinance if doing so is prevented by Act of God, the inability to secure materials despite the use of all commercially reasonable efforts by the Company, flood, storm, fire, explosions, strikes, riots, wars whether or not declared, insurrections, epidemics, or any law, rule or act of any court of competent jurisdiction or instrumentality of government or any other occurrence outside of the control of the Company when using all commercially reasonable efforts.

10.14. Further Recourse. In addition to the foregoing penalties, upon the failure, refusal or neglect of the Company to cause any work or other act required by law or by this Ordinance or the Franchise Agreement to be properly completed in, on, over or under any Street or Public Way within any time prescribed, Town may (but shall not be required to) cause such work or other act to be performed or completed in whole or in part and upon so doing shall submit to the Company an itemized statement of the costs thereof. The Company shall, within thirty days after receipt of such statement, pay to Town the entire amount thereof.

Section 11. Construction and Operation of Facilities

11.1 Design. Except as otherwise provided for in the Franchise Agreement, any Cable System serving the City of Saco shall in any event be designed and built for technical quality in conformance with the highest state of the art in the cable television industry for Cable Systems of comparable size. Not later than one year from the effective date of the Franchise Agreement the Cable System shall be designed and built for operation at a minimum of 750 MHz and a minimum eighty (80) video channel capacity,
with full bi-directional capability. All downstream and upstream channels shall be activated by such date.

11.2. **Emergency Power.** The Cable System shall incorporate equipment capable of providing standby powering of the Headend and all Sub-headends for a minimum of four hours.

11.3. **Emergency Override.** The Cable System shall incorporate emergency audio override capabilities in accordance with FCC Emergency Alert System (EAS) standards.

11.4. **Subscribers’ Antennae.** Notwithstanding a required disconnection of a Subscriber’s existing broadcast antennae and down leads to receivers connected to the Cable System, the Company shall not remove or suggest to the Subscriber the removal of such antennae and down leads. The Company shall furnish to each Subscriber so requesting, at reasonable cost, an A/B switch permitting the Subscriber to change from cable reception to home antenna reception, and back, at the option of the Subscriber. Installation of such switches at the time of initial installation of service to a Subscriber shall be without charge other than for such purchase cost.

11.5. **Switching.** The Headend or Sub-headend shall have the capability of accepting programming on the upstream channels of the Cable System and simultaneously transmitting such programming on the downstream channels of the Cable System.

11.6. **VCR/Cable Compatibility.** In order that Subscribers to the Cable System have the capability to simultaneously view and tape any channel and set their VCR to record multiple channels remotely, the Company shall provide to any Subscriber, upon request, an A/B switch, installed at reasonable cost.

11.7. **General Construction Requirements.** In the construction, reconstruction, maintenance and repair of the Cable System, the Company shall utilize materials of good and durable quality and shall perform or cause to be performed all work so associated with the system in a safe, thorough and reliable manner.

11.8. **Live Programming Origination Points.** To facilitate live programming within the City of Saco each Company shall install Origination Points at the public buildings and public locations as are designated in the Franchise Agreement.

11.9. **Compliance With Regulations.** All work, including all working conditions and facilities, associated with the construction, operation, maintenance, repair and removal of the Cable System shall comply with:

(a) All applicable Federal and State laws, rules and regulations;
(b) All applicable laws, codes, ordinances, rules and regulations of Town; and


11.10. **Town Rights.** Town reserves the right to inspect all construction and installation work and to make such tests as it shall deem necessary to ensure compliance with applicable laws, codes, ordinances and regulations and with provisions of this Ordinance and the applicable Franchise Agreement, and may order corrections of any violations.

11.11. **Restoration of Damage.** The Company, at its sole expense, shall restore all damage to property, both public and private, caused by the construction, operation, maintenance or repair of the Cable System, so as to return the damaged property to a condition as good as before the damage was done. Such restoration shall be made as soon as practicable after completion of work necessitating the restoration, and shall be done in a manner approved by the owner or tenant in possession. In no event shall such restoration be made later than ten days, weather permitting and subject to force majeure, after the Company’s receipt of notification from the owner of the property so damaged unless otherwise mutually agreed by the Company and the property owner; provided, that if any such damage involves streets, water-mains, storm or sanitary sewers, or other public facilities, such damage shall be repaired within forty-eight (48) hours or as soon as practicable. If the Company fails to make such restoration on a timely basis, Town may fix a reasonable time for such restoration and repairs and shall notify the Company in writing of the restoration and repairs required and the time fixed for performance hereof. Upon failure of the Company to comply within the specified time period, Town may cause proper restoration and repairs to be made and the Company shall pay the reasonable expense of such work upon demand by Town.

11.12. **Identification.** Each Company shall ensure that all of its vehicles are clearly identified to the general public as being associated with the Company, and that all of its employees, and the employees of any agents or contractors, who enter upon private property wear an employee identification card issued by the Company, which card shall bear a picture of said employee and shall be worn in a conspicuous place.

11.13. **Public Ways Hazards.** Any openings or obstructions in streets or other municipal or public property made by any Company shall be guarded and protected at all times by the placement of adequate barriers, fences, boarding or other protective devices at the sole expense of the Company. During the periods of dusk and darkness, the protective devices shall be clearly designated by warning lights.

11.14. **Location of Physical Facilities.** Within sixty (60) days after the effective date of any Franchise Agreement, the Company shall provide Town with strand maps of the City of Saco clearly showing the location of all distribution lines (indicating
underground, where applicable), tower, antennae, receivers, headend, and sub-head ends. Revised and corrected strand maps shall be submitted to Town not later than ninety (90) days after such changes or additions are made.

11.15. Cable Location. Insofar as practicable, the distribution system (trunk and feeder cable) shall run along public rights-of-way. Where the cable or wire facilities of all public utilities are installed underground, the Company shall install its cable distribution system underground. Vaults and pedestals shall be suitably landscaped, such landscaping to be subject to the approval of the owner or tenant in possession, which approval shall not be unreasonably withheld. In all areas where public utility lines are aerially placed, if subsequently during the term of the Franchise Agreement all such utility lines are relocated underground pursuant to applicable law under the Town’s police powers, the Company shall similarly relocate its cable distribution system underground at its sole expense. Wherever possible, the distribution system shall use the existing facilities of the public utilities. Poles shall not be installed for the sole purpose of supporting a portion of the distribution system without written justification and approval of Town, which approval shall not be unreasonably withheld, pursuant to Town’s law, ordinances, rules and regulations.

11.16. Location of Construction. All lines, cables and distribution structure, and equipment, including poles and towers, erected, installed or maintained by any Company within the City of Saco shall be located so as not to obstruct or interfere with the proper use of Streets and Public Ways and to cause minimum interference with the rights of property owners who abut any of the said Streets and Public Ways, and not to interfere with existing public utility installations. A Company shall not place new poles, towers or other obstructions in Streets or Public Ways, or relocate existing poles, towers or other obstructions, without first obtaining Town’s approval, which approval shall not be unreasonably withheld. A Company shall have no vested right in any location, and the Company shall remove such construction at its own cost and expense whenever the same restricts or obstructs or interferes with the operation or location or any future operation or location of said Streets or Public Ways.

11.17. Grade or Location Changes. If at any time during the term of a Franchise Agreement Town shall elect to alter, or change the grade or location of any Street, or shall engage in any construction, reconstruction, widening, repairs or other public works in, on or under the Streets, any Company shall, upon reasonable notice by Town, remove and relocate its poles, wires, cables, conduits, manholes and other fixtures (“fixtures”) at its own expense, and in each instance comply with the Town’s standards and specifications.

11.18. No Interference. A Company shall not place fixtures above or below ground where the same will interfere with any gas, electricity, telephone fixtures, water hydrants, or other utility use, and all such fixtures placed in or upon any street shall be so placed as to comply with all requirements of Town or other applicable authority, and fully comply with local regulations, including zoning ordinances. Each Cable System shall be constructed, operated and maintained so that there will be no objectionable
interference with television reception, radio reception, telephone communications or other electronic installations in the City of Saco or with the operation of any public fire, police, rescue or safety communications system. Should any such interference occur, the Company shall promptly eliminate it.

11.19. Temporary Relocation. A Company shall, on request of any Person holding a permit issued by Town or other appropriate authority, temporarily move its fixtures to permit the moving or erection of buildings or other objects, with the expense of any such temporary removal to be paid in advance by the Person requesting same, and the Company shall be given reasonable notice to arrange for such temporary relocation. A Company shall bear any expense to temporarily move its fixtures to permit the moving or erection of Town- owned or constructed buildings or other public infrastructure.

11.20. Tree Trimming. Each Company shall have the authority to trim any trees upon and overhanging Town’s Streets or Public Ways to the minimum extent necessary to prevent the branches of such trees from coming in contact with the wires and cables of the Cable System; provided that, except for incidental trimming done by the Company employees in the course of performing their other duties, any tree trimming done by the Company shall be subject, in all respects, to Town’s prior approval by the Road Commissioner. Except in an emergency, the Company will notify the abutting property owner(s) prior to starting tree trimming work. In performing tree trimming, the Company shall employ best management practices, shall use its best efforts to avoid any unnecessary damage or injury to trees, and shall comply in all respects with any Town ordinances governing tree trimming. Except for incidental trimming performed by a Company’s employees in the course of performing their other duties, Town may elect to perform tree trimming directly or by agents under Town’s supervision and direction, at the Company’s expense.

11.21. Drops. In areas where the cable distribution is located underground, drop connections to Subscriber’s structure shall be underground; in other areas the drop connection shall be aerial unless the Subscriber requests underground installation and elects to pay the cost thereof. Insofar as practicable, the Company shall adhere to the Subscriber’s desire with regard to point of entry of the drop connection into the structure. Within the Subscriber’s structure, drop or cable runs shall be made as unobtrusively as possible. Each drop shall be grounded at the Subscriber’s structure, or, at the Company’s option, at such other location as may be permitted by the National Electrical Safety Code.

11.22. Zoning and Building Codes. Any and all construction performed by or under the auspices of the Company, and any and all facilities used or operated by the Company, shall comply with all applicable zoning and building ordinances, codes or laws of Town.

11.23. Contractors, Subcontractors and Affiliates. All contractors, subcontractors and affiliates of a Company must be properly licensed under all applicable federal, state and local laws and regulations. Each Company shall be solely and
completely responsible for all acts or omissions of any such contractor, subcontractor or affiliate, or any employee or agent of any such contractor, subcontractor or affiliate in the construction, reconstruction, installation, maintenance, operation or removal of the Company’s cable system.

11.24. Completion of Work by Town. Upon failure of a Company to commence, pursue or complete any work required by this Ordinance, other applicable law or by the provisions of the Franchise Agreement in any Street or other public place within the time prescribed and to the satisfaction of the Town, Town may, at its option, cause such work to be done with reasonable expenditures therefore and the Company shall pay to the Town the cost thereof in the itemized amounts reported by the Town to the Company within thirty (30) days after receipt of such itemized report.

11.25. Lockout Key. Each Company shall make available to any Subscribers so requesting, for lease or sale, a “parental control device” or “lockout key” which will permit the Subscriber, at his or her option, to eliminate comprehensible reception of any or all of the Basic Service or pay cable Channels. If requested, a lockout key will be installed within twenty (20) days of request.

Section 12. Operation, Service and Maintenance of System.

12.1 Each Company shall construct, maintain and operate its Cable System safely and render efficient service to Subscribers during the term of any Franchise.

12.2 Each Company shall construct, upgrade, install, operate, maintain and remove its Cable System in conformance with Occupational Safety and Health Administration regulations, the Maine Electrical Code, the National Electric Code, the NCTA Safety Manual, the National Electric Safety Code, the Bell Telephone System Code of Pole Line Construction, the rules and regulations of the FCC, all building and zoning codes, and all land use restrictions as they may now exist or may be amended or adopted hereafter.

12.3 Any tower constructed for use in a Company’s Cable System shall comply with the standards contained in "Structural Standards for Steel Antenna Towers and Antenna Supporting Structures", TIA/EIA-222-F as published by the Telecommunications Industry Association, 2500 Wilson Blvd., Arlington, VA 22201.

12.4 Installation and physical dimensions of any tower constructed for use in a Company’s Cable System shall comply with all appropriate Federal Aviation Agency regulations, including, but not limited to, "Objects Affecting Navigable Airspace”, 14 C.F.R. 77.1 et seq., as they now exist or may be amended from time to time.

12.5 Any antenna structure used, in a Company’s Cable System shall comply with “Construction, Marking, and Lighting of Antenna Structures", 47 C.F.R. 17.1 et seq., as may be amended from time to time.
12.6 Each Company shall install and maintain its wire, cable, mixers and other equipment in accordance with the requirements of the generally applicable ordinances of the Town as may be amended, and in such a manner which shall not interfere with any installations of the Town or any public utility serving the Town.

12.7 Privacy.

(a) The Company shall respect the rights of privacy of every Subscriber of the Cable Television System and, pursuant to applicable federal law, shall not violate such rights through the use of any device or Signal associated with the Cable Television System, and as hereafter provided.

(b) The Company shall comply with all privacy provisions contained in this Ordinance and all other applicable federal and State laws including, but not limited to, the provisions of Section 631 of the Cable Act.

(c) The Company shall be responsible for carrying out and enforcing the Cable System's privacy policy, and shall at all times maintain adequate physical, technical and administrative security safeguards to ensure that personal subscriber information is handled and protected strictly in accordance with this policy.

(d) Except as otherwise permitted by applicable law, the Company shall not tap, monitor, arrange for the tapping or monitoring, or permit any other person to tap or monitor, any cable, line, signal, input device, or subscriber outlet or receiver for any purpose, without the prior written authorization of the affected Subscriber; provided, however, that the Company may conduct system-wide or individually addressed "sweeps" solely for the purpose of verifying System integrity, checking for illegal taps, controlling return-path transmission, or billing for Pay Services. The Company shall report to the affected parties any instances of monitoring or tapping of the Cable Television System, or any part thereof, of which it has knowledge, whether or not the Company has authorized such activity, other than as permitted herein. The Company shall not record or retain any information transmitted between a Subscriber and any third party, except as required for lawful business purposes. The Franchisee shall destroy all subscriber information of a personal nature after a reasonable period of time except as authorized not to do so by the affected Subscriber.

(e) Except as otherwise permitted by applicable law, the Company shall not sell, disclose, or otherwise make available, or permit the use of, lists of the names or addresses of its Subscribers or any list or other information which identifies by name or address, Subscribers viewing habits, to any Person or agency for any purpose whatsoever without the prior written consent of the Subscriber; provided that the Company may make such lists available to Persons performing services for the Company in connection with lawful business purposes hereunder (e.g. a billing service) where the availability of such lists is necessary to the performance of such services. A Subscriber may withdraw said consent by providing written notice to the Company. Every Company shall provide annual notice to each Subscriber of the right to withdraw such authorization. In no event shall such authorization be obtained as a condition of service or continuation thereof, except as necessary to adequately provide particular services.
(f) Upon request, the Company shall make available for inspection by a Subscriber at a reasonable time and place all personal subscriber information that the Company maintains regarding said Subscriber. A Subscriber may obtain from the Company a copy of any or all of the personal subscriber information regarding him or her maintained by the Company.

(g) A Subscriber may challenge the accuracy, completeness, retention, use or dissemination of any item of personal subscriber information. Such challenges and related inquiries about the handling of subscriber information shall be directed to the Company's General Manager.

12.8 Performance Standards

(a) Technical Standards. Subject to Section 10.13 above, all signals, including PEG signals, carried on a Cable System shall be transmitted to Subscribers without material degradation and with a quality no less than that prescribed by rules of any Federal or State regulatory agencies having jurisdiction. Anything contained in a Franchise Agreement to the contrary notwithstanding, the technical specifications, operation and performance of the system shall, at minimum, conform at all time to the specifications established by any Federal or State regulatory agencies having jurisdiction thereof, and such specifications existing on the effective date hereof, whichever is of the higher quality.

(b) Performance Testing. At such time as the performance monitoring and testing, conducted pursuant to requirements of any Federal or State regulatory agencies having jurisdiction, provides evidence that the Cable System’s transmissions do not meet the prescribed standards, the performance monitoring and testing shall be repeated for all segments of the Cable System which do not meet such prescribed standards, upon completion of the necessary repair or adjustment, notwithstanding the lack of such requirement by the Federal or State agencies, and a report of the second test submitted to Town; provided, that the Company shall not be required to furnish any such reports with respect to technical problems discovered in the course of the Company’s routine maintenance testing, except as may be specifically requested by Town in each instance. The Company shall provide and keep accurately calibrated test equipment on hand at all times for the testing of all services and operational standards outlined in the Franchise Agreement.

Section 13. Maintenance and Repair.

13.1 Maintenance Policy. Each Company shall promulgate and adhere to a preventative maintenance policy directed toward maximizing the reliability (mean-time-between-malfunctions) and maintainability (mean-time-to-repair) of its Cable System with respect to its delivery of Cable Service to Subscribers at or above the performance standard set forth herein. Whenever it is necessary to interrupt service for the purpose of making scheduled maintenance or repairs, adjustments, installations or other maintenance activities, the Company shall do so at such a time as will cause the least inconvenience to Subscribers. Except in an emergency, and except for interruptions of five minutes or less which may occur during the course of normal maintenance, and except during the rebuild
of the Cable System, service is to be interrupted for planned or scheduled maintenance or repairs between the hours of midnight and 7:00 a.m. where practicable.

13.2 Repair. Each Company shall maintain a repair department comprising qualified technicians, service vehicles and equipment to provide prompt and efficient repair service within the parameters set forth below.

13.3 Notice. Except in an emergency, and except for interruptions of five minutes or less, each Company shall give Subscribers at least 24 hours’ notice of any planned interruption of service for purposes of maintenance or repair. In an emergency, a Company shall give such notice as is reasonable in the circumstances. Notice given on the alphanumeric channels on Basic Service shall be considered sufficient. During any rebuild of the Cable System, a Company shall not be required to provide 24 hour notice of any interruption of service if such interruption is the direct result of rebuild work. However, a Company shall be required to provide written notification to Subscribers of planned rebuild work schedules and when Subscribers may experience service interruptions. The Company shall use its best efforts to minimize the length of any service outage due to a rebuild.

13.4 Repair Procedure. Each Company shall have a toll free telephone number listed in the local area and so operated that requests for repairs or adjustments can be received at any time, twenty-four (24) hours per day, seven (7) days per week. A recording device or answering service may be used during non-business hours. A Company’s responses to such requests shall occur no later than 24 hours after the Company’s receipt of such a request; provided, the response time for service complaints other than complaints of no or unusable service shall be computed excluding Sundays and holidays.

A Company shall respond within four (4) hours to any area outage that occurs between the hours of 7:00 a.m. and 10:00 p.m. of any day, and by not later than the following 11:00 a.m. to any area outage that occurs between 10:00 p.m. and 7:00 a.m. If a Company responds to a service complaint as herein required and the Subscriber is not satisfied that the problem giving rise to the original complaint has been resolved, the Subscriber shall notify the Company thereof within forty eight (48) hours of the repair visit by the Company personnel, and the Company shall have an additional period of twenty-four (24) hours within which to correct the problem. If such second complaint is made to Town instead of the Company, the Company shall have a period of twenty-four (24) hours after receipt of oral or written notice from Town within which to make the correction. The requirements for maintenance and repair shall not apply to Subscribers’ television or radio receivers or other Subscriber-owned equipment.

13.5 Rebate or Credit for Service Loss. Upon request, for every loss of service in excess of six (6) continuous hours, the Company shall grant a pro rata rebate or credit of the regular monthly charge to the Subscriber. In the event a Subscriber reports a loss of service to the Company, and such outage exceeds six (6) continuous hours, the Company shall grant the credit or rebate whether or not the Subscriber specifically
requests it. The credit shall be pro-rated by multiplying the applicable monthly service rate by a fraction whose numerator equals the number of days of the outage and whose denominator equals the number of days in the month of the outage. In no case shall the refund be less than twenty-four (24) hours' credit. For purposes of this paragraph, loss of Basic Service shall be considered a Subscriber’s receipt of less than two-thirds of the respective available channels, and loss of pay Cable Service shall be considered the loss of signal on any pay Channel. The Company shall give the Subscriber a credit no later than the next billing cycle. The Company shall include on each Subscriber bill for service, a notice regarding the Subscriber’s right to a pro rata credit or rebate for interruption of service upon request in accordance with this Section. The notice must include a toll-free telephone number and a telephone number accessible by a teletypewriter device or TTY for contacting the Company to request the pro rata credit or rebate for service interruption. The notice must be in nontechnical language, understandable by the general public and printed in a prominent location on the Customer bill in boldface type.

13.6 Records. Each Company shall maintain records of all oral and written complaints regarding quality of service, equipment malfunctions, billing procedure, and similar matters that requires further action on the part of the Company. Such records shall show the exact date and time of receipt of all such customer complaints, identifying the Subscriber, the nature of the complaint and the exact time action was taken by the Company in response thereto, together with a description of such action. Each Company shall also maintain a record of all whole or partial system outages, including the date, approximate time and duration, type and probable cause of each outage, except for outages caused by routine testing or maintenance. Such records shall be available at the Company’s local office for at least two (2) years, for inspection by Town as it may from time to time request, during regular business hours and upon reasonable notice, subject to any privacy restrictions imposed by law. The Company shall, within ten (10) days after receiving a written request therefore, send a written report to Town with respect to any complaint. Such report shall provide a full explanation of the investigation, finding(s) and corrective steps taken.

Section 14.0 - Time of Installation.

Service to any Subscriber served by a standard aerial Drop shall commence by not later than seven (7) business days after service is requested; service to any Subscriber served by a standard underground Drop shall commence by not later than forty-five (45) days after service is requested unless additional time is required by severe weather or other circumstances outside of Company’s control. The Company shall exert every reasonable effort to commence service to a Subscriber served by a non-standard Drop as expeditiously as possible. A standard Drop, for which the Subscriber shall be charged the Company’s standard installation fee, is a drop running not more than one hundred fifty (150) feet from feeder cable to the Subscriber’s structure; provided, that any installation which requires Company to cross a street underground shall be considered a non-standard installation. An
aerial Drop in excess of one hundred fifty (150) feet in length shall be considered a non-standard installation. If the Company schedules an appointment with a Subscriber for an installation, repair or other service call, and the Company fails to arrive at the Subscriber’s premises within one (1) hour of the scheduled time or scheduled window of time (which window shall not exceed four (4) hours) for reasons not caused by the Subscriber unless rescheduled in advance by the Company, the Company shall, in the case of an appointment for a standard installation, make no charge to the Subscriber for the standard installation, and in the case of a repair or other service call, shall apply a minimum twenty dollar ($20.00) credit to the Subscriber’s account to reduce the cost of any make-up or late repair or service call.

Section 15 – Subscriber Rates and Charges.

15.1 Regulation. Town shall have the right to regulate charges to Subscribers for Cable Service to the extent allowed by law.

15.2 Rate or Service Discriminations: Special Classifications. No Company shall subject any person to any prejudice or disadvantage, preference or advantage in connection with rates, charges, service facilities, rules or regulations. Nothing herein shall prohibit the establishment of a graduated scale of rates for classified schedules to which any Subscribers within such classification shall be entitled.

15.3 Connection Charges. Subscribers shall be assessed no special connection charges other than standard installation charges for cable drops from any Company’s distribution plant up to one hundred fifty (150) feet. Subscribers requiring drops over one hundred fifty (150) feet shall be charged only for the incremental cost of extending the drop beyond one hundred fifty (150) feet.

15.4 Rates and Programming.

(a) Each Company shall give the Town and each Subscriber thirty (30) days written notice of any change in Subscriber rates or charges. At the Town’s request, exercised by the Town giving the Company at least ten (10) days’ notice thereof, the Company shall attend, and respond to questions, at any public meeting held by the Town concerning the rate increase. Notice to Subscribers of rate changes shall be by mail. Each Company shall also provide each Subscriber at least annually with a detailed explanation of downgrade and upgrade policies and the manner in which Subscribers may terminate Cable Service. Subscribers shall have at least thirty (30) days from receipt of notification of any rate increase to either downgrade service or terminate altogether without any charge.

(b) Each Company shall give the Town and each Subscriber thirty (30) days written notice of any change, including additions or deletions, or change in Channel position, in the programming carried on the Cable System, as well as any retiering of such programming, and any other changes in the programming service offered by each Company. At the request of the Town, with at least ten (10) days’ notice, each Company
shall meet with the Town at a public meeting to discuss programming issues and options and to hear and consider the input of the Town and the public.

(c) Each Company shall use its best efforts to provide a wide diversity of programming options to its Subscribers. Each Company shall provide the following broad categories of programming:

1. public broadcasting programming;
2. educational programming;
3. news programming;
4. music programming;
5. sports programming;
6. children’s programming;
7. religious programming;
8. arts and/or cultural programming; and
9. family programming.

(d) Rate schedules shall be provided to Subscribers annually.

15.5 Billing Practices. Each Company shall set forth, in writing its billing and collection practices and policies, and procedures for ordering changes in or termination of services and refund policies, and shall furnish a copy thereof to each new Subscriber and to Town, and thereafter to Town and all Subscribers at such time as there is a change in such policies.

15.6 Pro-Rated Service. In the event a Subscriber’s service is terminated, monthly charges for service shall be pro-rated on a daily basis and, where advance payment has been made by a Subscriber, the appropriate refund shall be made by the Company to the Subscriber within thirty (30) days of such termination.

15.7 Disconnection for Non-Payment. The Company shall have the right to disconnect a Subscriber for failure to pay an overdue account; provided, that:

(a) The Company’s billing practices and policy statement set forth the conditions under which an account will be considered overdue;

(b) At least twelve (12) days prior to the proposed disconnection, the Company mails to the Subscriber written notice of intent to disconnect for delinquency in payment;

(c) The Subscriber’s account is at least sixty (60) days delinquent at the time said notice is mailed, and

(d) The disconnection occurs at least twelve (12) days, and not more than sixty (60) days, after the mailing of the above written notice.
15.8 **Notice of Rates and Programming.** All rates and charges associated with the provision of Cable Service and the lease of Channel space shall be published. A written schedule of all such rates currently in effect, including special and promotional rates, shall be available and obtainable in person or by mail upon request during business hours at each Company’s business office.

(a) At least once each calendar year, each Company shall provide to each Subscriber and the Town a complete schedule of all services, rates and charges for Cable Service provided by the Company and of the programming offered and channel alignment. Such information shall also be provided to all new or prospective Subscribers prior to installation or commencement of service.

(b) Such information shall be written in plain English and shall include, but shall not be limited to, the following: all services, tiers and rates, deposits, if applicable, installation costs, additional television set installation charges, service upgrade or downgrade charges, stolen or lost converter charges, charges for lockout devices and for connecting video cassette recorders to the Cable System.

15.9 **General Customer Service.** Each Company shall comply with any and all customer service standards provided under Maine law, Federal law, FCC regulations, including those regulations found at 47 C.F.R. §76.309, and as promulgated by the cable industry, (such as NCTA standards), as well as with the provisions of the applicable Franchise Agreement. To the extent of any difference or conflict in the requirements of this Ordinance, the Franchise Agreement, State and federal law, FCC regulations and/or cable industry standards, the strictest of such standards shall govern.

**Section 16. Subscriber Complaints.**

16.1 **Complaint Policy.** Any Company issued a Franchise under this Ordinance shall promulgate within one hundred twenty (120) days of issuance a written policy statement setting forth the procedure for reporting and resolving Subscriber complaints and shall furnish a copy thereof to each new Subscriber and to the Town, and thereafter, annually, to the Town and all Subscribers. Such notice shall comply in all respects with the Cable Act, FCC Regulations, Maine law and this Ordinance.

16.2 **Company Response.** Each Company shall receive Subscriber complaints at its business office serving Town and shall handle all such complaints promptly but in no event later than as set forth below.

16.3 **Billing Complaints.** In the case of a billing complaint, the Company shall respond to the complainant by no later than five (5) business days following receipt of the complaint.
16.4 Service Complaints. In the case of a service complaint not requesting repair or adjustment, the Company shall respond to complainant within five (5) business days following receipt of the complaint.

Section 17. Preferential or Discriminatory Practices Prohibited.

The Company shall not, as to rates, charges, service, service facilities, rules, regulations, or in any other respect, make or grant any undue preference or advantage to any person, nor subject any person to any prejudice or disadvantage.

Section 18. Reports and Records.

18.1 General Report Filing Requirements. The Town may require each Company to maintain and file such reports, contracts and statements which are reasonably necessary to monitor compliance with this Ordinance and the Franchise Agreement, including but not limited to ownership, accounting, auditing and operating statement, engineering reports, and other data, which the Town shall deem necessary or appropriate to administer the provisions of this Ordinance.

Records which shall be available for inspection and review by the Town shall include, but not be limited to:

(a) All correspondence among the Company and any of his agents, and all regulators or other government agencies pertaining to the operation of the Cable System in the Town necessary to monitor compliance.

(b) All reports, applications, and other documents sent to, or required by, any government agency pertaining to the operation of the Cable System in the Town necessary to monitor compliance.

(c) All oral and written complaints received by the Company or its agents from the Subscribers in the Town for the preceding two (2) years of the term of the Franchise, and the disposition thereof.

(d) All financial records reasonably necessary to determine compliance with and carry out the provisions of this Ordinance and any Franchise Agreement necessary to monitor compliance.

18.2 Annual Report. No later than April 1 of each year during the term of a Franchise Agreement, each Company shall submit an annual report to the Town for the prior calendar year, which report shall include at a minimum:

(a) Total miles of cable plant installed to include a specific description of any line extensions in the City of Saco in the prior calendar year.

(b) Total number of service calls indicating number of dispatches and number repaired.
(c) Listing of all charges and fees for cable or cable related services.

(d) A listing of any system outages in the City of Saco over the prior year in excess of one hour, including the affected locations, the date, time, duration, cause of the outage, and steps taken to address the outage.

(e) Equipment or equivalent funding provided to the PEG channel(s) if any.

(f) A summary of customer complaint records for the prior year, including an identification of any significant customer service issues raised in the City of Saco in the prior year and any resolution or changes in service resulting.

Section 18.3 Supplemental Reporting. Upon written request of the Town, the Company shall provide not more than annually, a report listing the following:

(a) A summary of the most recent FCC proof of performance tests and measurement records interpreted in laymen’s language describing the Cable System’s compliance or lack of compliance with the FCC Technical Standards set forth in 76 C.F.R. §76.601 et seq. as the same may be modified in the future, identifying any instances of non-compliance and describing all measures taken or under way to achieve compliance;

(b) A list of any material violations by the Company of the technical rules of the FCC, including but not limited to violations of rules and regulations regarding signal quality and safety during the past 12 months, and describing all measures taken or underway to achieve compliance; and

(c) A copy of the Company’s most recent S.E.C. Forms 10 K and 10Q.

After delivery of the Annual Report, each Company shall, at the request of the Town, attend a meeting with the Town to review and discuss any issues or questions raised in the Town’s review of the Annual Report.

Section 19. Rights Reserved to the Town.

19.1 Nothing herein shall be deemed or construed to impair or affect, in any way, to any extent, the right of the Town to acquire the property of the Company, either by purchase or through the exercise of the right of eminent domain and nothing herein contained shall be construed to contract away or to modify or abridge, whether for a term or in perpetuity, the Town's right of eminent domain.

19.2 Neither the awarding of a franchise nor any provision hereof shall constitute a waiver or bar to the exercise of any governmental right or power of the Town.

19.3 The City Council is hereby authorized and empowered to adjust, settle, or compromise any controversy or charge arising from the operations of the Company under this Ordinance, either on behalf of the Town, the Company, or any Subscriber, in the best interest of the public.
19.4 The Town shall have the right to inspect all construction of installation work for a Cable System and to make such inspections as it shall find necessary to insure compliance with the terms of this Ordinance, and Franchise awarded pursuant hereto, and any other pertinent provisions of the law.

19.5 Upon revocation or denial of a renewal under the formal process of the Cable Act of any Cable Franchise, the Town shall have the right to require the Company to remove at its own expense all portions of the Cable System from all Streets and Public Ways within the Town.

19.6 Nothing in this Ordinance or the Franchise shall encumber or prohibit the Town from the collection of property taxes, of whatsoever kind, allowed by state law.

Section 20. Revocation

20.1 Notice and Hearing. The City Council of the Town may revoke any Franchise awarded pursuant to the provisions of this Ordinance and federal law upon thirty (30) days written notice to the Company and after hearing, in the event that the Company:

(a) Violates any material provision of its Franchise Agreement, where such violation remains uncured for a period of thirty (30) days;

(b) Ceases to provide service over the Cable System or fails to restore service after ninety-six (96) consecutive hours of interrupted service except in cases of force majeure or when approval of such interruption is obtained from the Town;

(c) Fails to provide or maintain in full force and effect the insurance coverages and the performance bond as required by this Ordinance and under the terms of the Franchise Agreement, where such violation remains uncured for a period of thirty (30) days;

(d) Violates any rule, order or determination of the Town made pursuant to the Franchise Agreement or this Ordinance where such violation remains uncured for a period of thirty (30) days; or

(e) Violates any other provision of law.

20.2 Procedures. The Town shall follow the following procedures in revoking a franchise:

(a) The Town shall provide the Company with notice of intention to revoke the Franchise. The written notice shall be sent by certified or overnight mail and shall describe in reasonable detail the specific violations alleged to have occurred.
(b) The Company shall have thirty (30) days from receipt of the notice either to correct the alleged violation or dispute the Town’s allegations in writing. In the event that, by nature of the alleged violation, such violation cannot be cured within such thirty (30) day period, the parties shall meet in good faith and agree to a reasonable cure schedule.

(c) If the Company disputes the Town’s allegations, the City Council shall conduct a public hearing within thirty (30) days of receipt of notice that the Company disputes the allegations. The hearing shall follow the procedures set forth for public hearings before the City Council and the Company shall have the right to present evidence, and question witnesses, if any.

(d) Following the public hearing, the municipal officers shall make a determination as to whether to revoke the Franchise, and shall issue a written decision containing its findings.

(f) The City Council of the Town shall, either directly or through their designees conduct public hearings and issue such appropriate orders as it may deem necessary to enforce the provisions of this Ordinance and any Franchise Agreements, including the revocation of Franchise Agreements and the assessment of penalties for violations, as well as to correct any deficiencies in the operation of the system.

(g) All such orders of the City Council shall not be in conflict with those that have been or may be adopted by the Federal Communications Commission for the operation of such Cable Systems, except that unless preempted, such ordinances, regulations, rules and orders may be more detailed, more strict or more restrictive than applicable FCC regulations.

(h) As part of its enforcement authority, the City Council have the authority to bring legal action for damages, penalties and for injunctive relief. In the event that the Town brings legal action to enforce the provisions of this Ordinance or the Franchise Agreement, and the Town prevails in the action, the Town shall be entitled to recover its costs, including reasonable attorneys’ fees, incurred in the prosecution of any such action.

20.3 **Appeal.** The Company shall have the right to appeal any decision of the Town under this Section within thirty (30) days of the date of the decision or ruling to the Maine Superior Court pursuant to M.R. Civ. P. 80B.
WORKSHOP ITEM COMMENTARY

AGENDA ITEM: (Workshop) Revisions to City Code, Chapter 87, Electrical Standards

STAFF RESOURCE: Dick Lambert, Director of Code Enforcement
Marcel Desrosiers, Electrical Inspector

COUNCIL RESOURCE: Councilor Marshall Archer

BACKGROUND: The City of Saco adopts and enforces the National Electric Code as authorized by State Law. Every 3 years, this model code is revised in a consensus process to reflect evolving technology and knowledge in the field of electrical installations. The City currently utilizes the 2014 edition of the National Electrical Code while the State of Maine has adopted the 2017 edition with amendments. The City is proposing to adopt the same code edition as the State along with the same amendments as well as some Saco-specific amendments regulating hazardous installations and installation of high-amperage services on residential properties. The Code Enforcement Department is planning a stakeholder’s meeting on February 12, 2019 when this proposal will be discussed, and any suggestions will be heard. Notice of this meeting has been sent to all electricians who have obtained an electrical permit in the City of Saco within the past 6 months.

EXHIBITS: 1. Draft Electrical Ordinance

RECOMMENDATION: Staff supports the amendment

SUGGESTED MOTION: I move that “The City of Saco hereby Ordains and Approves the first reading of, “City Code of Ordinances, Adoption of Electrical Standards as Chapter 87 and further move to schedule a public hearing on March 5, 2019.”
Chapter 87
Electrical Standards

[HISTORY: Adopted by the City Council of the City of Saco 5-1-1995 as Ch. XII, Sec 12-2, of the 1994 Code; amended in its entirety 2-6-2006. Subsequent amendments noted where applicable.]

GENERAL REFERENCES
Building construction — See Ch. 73.
Fire prevention — See Ch. 102.
Floodplain management — See Ch. 106.
Mobile homes — See Ch. 143.
Property maintenance — See Ch. 163.

§ 87-1 Title.
This chapter shall be known and may be cited as the "Electrical Code."

§ 87-2 Adoption of standards by reference.
[Amended 8-4-2008; 3-5-2012]
A. Reference is herewith made to the 2014 2017 Edition of the National Electrical Code, NFPA 70, as published by the National Fire Protection Association, as amended, to become effective May 1, 2019, and said code is hereby adopted and made a part hereof as if fully set out in this chapter, with the additions, insertions, deletions and changes as found herein. Statutory authority to adopt this code is granted by 30-A M.R.S.A., and 30-A M.R.S.A. § 4171 and shall cover original installations, alterations and additions, both residential and commercial and shall be in effect for the entire City of Saco. At least seven days prior to the public hearing, the purpose of which is to consider changes to this chapter, notice shall be given by regular mail, electronic mail or facsimile to all electricians who have obtained an electrical permit within the six-month period preceding the public hearing date. [Amended 4-6-2015]

B. Additions, insertions and changes. The following are hereby revised as follows:
(1) Article 200.6 Means of Identifying Grounded Conductors is amended as follows:

(D) Grounded Conductors of Different Systems. Where grounded conductors of different systems are installed in the same raceway, cable, box, auxiliary gutter, or other type of enclosure, each grounded conductor shall be identified by system. Identification that distinguishes each system grounded conductor shall be permitted by one of the following means:

(1) One system grounded conductor shall have an outer covering conforming to 200.6(A) or (B),

(2) The grounded conductor(s) of other systems shall have a different outer covering conforming to 200.6(A) or 200.6(B) or by an outer covering of white or gray with a readily distinguishable colored stripe other than green running along the insulation.

Commented [1]: Editor's Note: Former § 87-1.1, Definitions, which immediately followed this section, was repealed 3-5-2012.
(3) Other and different means of identification allowed by 200.6(A) or (B) shall distinguish each system grounded conductor.

The means of identification shall be permanently posted where the conductors of different systems originate.

(2) Article 210.5(C) (1) (b) is hereby amended as follows:

210.5 Identification for Branch Circuits.

(C) Identification of Ungrounded Conductors.

(1) Branch Circuits Supplied from More Than One Nominal Voltage System.

(b) Posting of Identification Means. The method utilized for conductors originating within each branch-circuit panel board or similar branch-circuit distribution equipment shall be permanently posted at each branch-circuit panel board or similar branch-circuit distribution equipment. The label shall be of sufficient durability to withstand the environment involved and shall not be handwritten.

(3) Article 210.8(B) is hereby amended as follows:

210.8(B) Other Than Dwelling Units. All single-phase receptacles rated 150 volts to ground or less, 50 amperes or less and three-phase receptacles rated 150 volts to ground or less, 50 amperes or less installed in the following locations shall have ground-fault circuit-interrupter protection for personnel.

(4) Article 215.12(C)(1)(b) is hereby amended as follows:

215.12 Identification for Feeders.

(C) Identification of Ungrounded Conductors.

(1) Feeders Supplied from More Than One Nominal Voltage System.

(b) Posting of Identification Means. The method utilized for conductors originating within each feeder panel board or similar feeder distribution equipment shall be permanently posted at each feeder panel-board or similar feeder distribution equipment.

(5) Article 334.10(3) is hereby amended as follows:

334.10 Uses Permitted.

(3) Other structures permitted to be of Types III, IV, and V construction.

(6) Article 334.12(A)(2), Uses Not Permitted is hereby deleted.
Article 338.12(B) (1) and (2) is hereby adopted with the following amendment:

**338.12 Uses Not Permitted.**

**(B) Underground Service-Entrance Cable.**

1. For interior wiring of branch circuits and feeders originating and terminating within the same building.

2. For aboveground installations except where USE cable emerges from the ground and is terminated in an enclosure at a location acceptable to the Authority Having Jurisdiction and the cable is protected in accordance with 300.5(D).

**(D) Grounded Conductors of Different Systems.** Where grounded conductors of different systems are installed in the same raceway, cable, box, auxiliary gutter, or other type of enclosure, each grounded conductor shall be identified by system identification that distinguishes each system grounded conductor may be permitted by one of the following means:

1. One system grounded conductor shall have an outer covering conforming to 200.6(A) or (B).

2. The grounded conductor(s) of other systems shall have a different outer covering conforming to 200.6(A) or (B) or by an outer covering of white or gray with a readily distinguishable colored strip other than green running along the insulation.

3. Other and different means of identification as allowed by 200.6(A) or (B) that will distinguish each system grounded conductor.

The means of identification shall be permanently posted where the conductors of different systems originate.

210.5 Identification for Branch Circuits. [Amended 4-6-2015]

**(C) Identification for Ungrounded Conductors.**

1. Branch Circuits Supplied for More Than One Nominal Voltage System

   (b) Posting of Identification Means. The method utilized for conductor originating within each branch-circuit panelboard or similar branch-circuit distribution equipment shall be permanently posted at each branch-circuit panelboard or similar branch-circuit distribution equipment.

215.12 Identification of Feeders. [Amended 4-6-2015]
Identification of Ungrounded Conductors.

(1) Feeders Supplied from More Than One Nominal Voltage System.

(b) Posting of Identification Means. The method utilized for conductors originating within each feeder panelboard or similar feeder distribution equipment shall be permanently posted at each feeder panelboard or similar feeder distribution equipment.

(4) 334.10 Uses Permitted.

(3) Other structures permitted to be of Types III, IV and V construction. [Amended 4-6-2015]

(5) 334.12(A)(2) Uses Not Permitted is deleted and not adopted by the City of Saco.

(6) 338.12 Uses Not Permitted.

(8) Underground Service-Entrance Cable.

(1) For interior wiring of branch circuits and feeders originating and terminating within the same building.

(2) For aboveground installations except where USE cable emerges from the ground and is terminated in an enclosure at a location acceptable to the authority having jurisdiction and the cable is protected in accordance with 300.5(D).

(7) 702.4 Capacity and Rating.

(8) System Capacity.

(2) Automatic Transfer Equipment. For other than single-family dwellings, where automatic transfer equipment is used, an optional standby system shall comply with (2)(a) or (2)(b)

(8) Smoke and heat detectors. In addition to smoke detectors required elsewhere in this Code, a smoke or heat detector shall be installed in any new attached residential garage. Installation, including wiring and power sources for all smoke and heat detectors shall be in accordance with the provisions of the 2007 Edition of NFPA Standard 72, Chapter 11.

(9) Adoption of utility requirements. The authority having jurisdiction may, at the request of the electrical utility company, enforce the requirements as found in the Handbook of Standard Requirements for Electric Service and Meter Installations published by Central Maine Power, effective January 1, 2009, and as amended.

(10) Removal of old wiring required. All readily accessible cable that is not properly capped and terminated and labeled for future use shall be removed.
C. Residential Electrical Services

(1) No residence, nor any associated accessory structure or garage of the residence, or any combination thereof may install, activate, or receive more than a single 200 AMP combined electrical service for such structures.

2. The limitation of a single combined 200 AMP service is meant and intended for each residence and accessory structure or garage in combination on that structure’s parcel.

3. A person or party may apply for an electrical service greater than 200 AMP if the intended use is permitted by the City Zoning; and following review and approval of electrical load calculations by the City’s Electrical Inspector; and, after on-site review and separate approval of the Code Enforcement Office.

4. It shall be a violation of this City Code for any person or party, including a licensed or non-licensed electrical or general contractor, to install or to activate any electric services that do not meet these conditions and requirements. Further, it shall be a violation of this City Code for any property owner to install, maintain or suffer the maintenance, activation an operation of any electrical service that does not meet these conditions and requirements.

87-2.1 Hazardous conditions and authority to disconnect.

(A) If the Electrical Inspector finds a dangerous installation, alteration, or repair of electrical work, the Electrical Inspector shall provide notice that shall:

(1) Be served on the owner or occupant of the premises and the licensee by:

   (a) Telephone;
   (b) Personal service;
   (c) First class mail; or
   (d) By posting the property as "unsafe"; and

(2) State that necessary repairs shall be made within five days of receipt of the notification.

   (a) The Electrical Inspector, with the approval of the Director of Code Enforcement or Fire Chief may disconnect public utilities, including electrical supply, to a building, structure, or system regulated by this Chapter if:

      (i) Repairs are not made under this section; or
      (ii) A hazardous condition exists that threatens or may threaten the public health and safety.

   (b) The Electrical Inspector or his designee shall notify:

      (i) The serving utility; and
      (ii) The owner and occupant of the building, structure, or service system of the decision to disconnect:
Where possible, prior to disconnecting; or
As soon as practical, after disconnecting.

§ 87-3 Supervising official.
The Electrical Inspector who must be licensed by the State of Maine as a Master Electrician is herewith designated as the City official to supervise and enforce this chapter. The Electrical Inspector will be under the direction of the Building Inspector, who will act as his/her immediate supervisor.

§ 87-4 Appeals.
A. Any person aggrieved by the decision of the Electrical Inspector with regard to the enforcement of the Electrical Code may take an appeal to the Mayor and City Council.
B. An appeal may be taken within 30 days from the date of the decision appealed by filing with the City Council, through its Clerk, a notice of appeal specifying the grounds thereof, except that in the case of a building or structure which, in the opinion of the Electrical Inspector, is unsafe, dangerous and a threat to life safety, the Electrical Inspector may, in his/her order, limit the time for such an appeal to seven days. The Electrical Inspector shall forthwith transmit to the Mayor and City Council all the papers upon which the action appealed from was taken.

§ 87-5 Violations and penalties.
The following provisions shall apply to violations of the laws and ordinances set forth in this chapter, and all monetary penalties shall be civil penalties.

A. The minimum penalty for starting construction or undertaking a land use activity without a required permit shall be $100, and the maximum penalty shall be $2,500.
B. The minimum penalty for a specific violation shall be $100, and the maximum penalty shall be $2,500.
C. The violator may be ordered to correct or abate the violations. Where the court finds that the violation was willful, the violator shall be ordered to correct or abate the violation, unless the abatement or correction will:
   (1) Result in a threat or hazard to public health or safety;
   (2) Result in substantial environmental damage; or
   (3) Result in substantial injustice.
D. If the City of Saco is the prevailing party, it shall be awarded reasonable attorney fees, expert witness fees and costs, unless the court finds that special circumstances make the award of these fees and costs unjust. If the defendant is the prevailing party, the defendant may be awarded reasonable attorney fees, expert witness fees and costs, as provided by court rule.
E. The maximum penalty may exceed $2,500 but shall not exceed $25,000 when it can be shown that there has been a previous conviction of the same party, within the past two years, of the same law or ordinance.
F. All proceedings arising under the provisions of locally administered laws and ordinances shall be brought in the name of the City of Saco, and fines shall be paid to the City of Saco.

§ 87-6 Electrical permits and fee schedule.
[Amended 8-4-2008; 3-5-2012; 4-6-2015]
Electrical permits shall be administered as provided for in Informative Annex H, Section 80.19(A) through (C) and (E) through (H) of the 2014 2017 National Electric Code. The City Council shall determine fees after a public hearing.
AGENDA ITEM: G  
February 11, 2019

WORKSHOP ITEM COMMENTARY

AGENDA ITEM: (Workshop) Revision to City Code, Chapter 135, Cultivation and Distribution of Marijuana

STAFF RESOURCE: Dick Lambert, Director of Code Enforcement
Tim Murphy, City Attorney

COUNCIL RESOURCE: Councilor ____________

BACKGROUND: In 2017, The City of Saco adopted rules to regulate the growing, cultivation and distribution of medical marijuana in response to a growing concern that growing operations were being established in buildings and areas not designed for such use. In 2018, the State of Maine ratified the adult use of marijuana for non-medicinal purposes (recreational marijuana). The State Legislature passed rules and laws governing the adult use of marijuana while at the same time revising the Medical Marijuana Caregiver Statutes. While reviewing the present ordinance, we also discovered that there was no fee schedule adopted as referenced in Section 135-7.

Considering the changes in the law, City Staff concluded that the existing Ordinances regulating marijuana cultivation needed to be amended for the following reasons:

Section 135-3. The revision here seeks to clarify that only parties who grow marijuana for other third parties need to register with the City. This change reflects that growing/possessing a limited amount of marijuana for personal use has been made legal here in the State.

Section 135-4. This change seeks to clarify growing for personal use versus growing for third parties. Growing for personal use is allowed in any residence, but the change clarifies that you cannot grow for third parties in residences. This clarification dovetails with current City Zoning that allows growing in the I-1 and I-2 zones but prohibits it elsewhere. Subsection G is struck as not related to purposes and intentions of the particular section on “permitted locations”.

Section 135-5. This change eliminates any penalty for growing in your own residence for personal use but still requires those who grow for third parties to secure and have at all times a City license.
Section 135-6. The first revision eliminates the need for an application and license for those who grow for their own use. The second revision is more in the nature of housekeeping. Not substantive.

EXHIBITS:  
1. Proposed Revised Chapter 135  
2. Revised application with proposed fees

RECOMMENDATION:  Staff supports the amendment

SUGGESTED MOTION:  I move that “The City of Saco hereby Ordains and Approves the first reading of, “City Code of Ordinances, Revision of Chapter 135, Cultivation and Distribution of Marijuana” and further move to schedule a public hearing on ________________.”
Chapter 135
Marijuana, Cultivation and Distribution of

[HISTORY: Adopted by the City Council of the City of Saco 9-18-2017. Amendments noted where applicable.]

GENERAL REFERENCES
Cultivation and sale of recreational marijuana — See Ch. 165.

§ 135-1 Title.
This chapter shall be known as the "Marijuana Cultivation and Distribution Ordinance."

§ 135-2 Findings; purpose.
A. The State of Maine has recently enacted laws allowing greater cultivation, handling, storing, packaging, processing and distribution of marijuana plants and products. In addition, the citizens of the state in a recent referendum have voted to allow for and decriminalize personal or so-called "recreational" use of marijuana. Additional state laws and regulations are anticipated regarding recreational marijuana. These are not policy decisions of the City, but the City has become aware of certain adverse effects from these recent legislative undertakings, and it proposes to address potential issues that have arisen.

B. Specifically, the City has learned through its Code Enforcement Office, through its Electrical Inspector, as well as through other public officials, including its Police and Fire Departments, that individuals are rapidly installing throughout the City cultivation facilities without City knowledge, without proper City inspection and review and in some cases in areas not zoned for such use. Of particular concern is the installation of energy-intensive lighting that can pose significant risk of injury, death and of fires within residential structures. The City Council has received information regarding structure fires in other communities caused by heat-intensive lighting used for cultivation and growing equipment.

C. The Council is also aware that not all states have decriminalized marijuana, and this community's easy highway access and close proximity to the border may make Saco an attractive location for those who intend to traffic marijuana as part of a criminal enterprise.

D. It is evident that businesses and citizens desire to commercialize and otherwise avail themselves of opportunities presented by these new laws. However, doing so in an unregulated and, in some cases, surreptitious fashion poses substantial risk of criminal activity, physical harm, even death. These conditions have created an emergency for the community.

E. This emergency ordinance, enacted pursuant to City Charter Provision 2.10, seeks to assure the safety of Saco citizens while allowing properly reviewed and regulated use as permitted under state law. It is enacted pursuant to Home Rule Authority under both Maine's Constitution and 30-A M.R.S.A. § 3001 et seq.

§ 135-3 License required.
A. All persons and parties who grow, cultivate, harvest, manage, process, transfer, exchange or distribute marijuana, or any marijuana product, or material or medication derived thereon ("marijuana products"), for the use or benefit of any third parties, from or within the City of Saco, must register with the City and must secure and maintain a valid license at all times.

Notwithstanding the preceding, a license is not required to grow, cultivate, and harvest marijuana...
for personal use of any marijuana within one's own premises, provided there is no associated growing, cultivating, harvesting, managing, processing, transferring, exchanging or distributing of marijuana or marijuana products.

B. All businesses, commercial enterprises, as well as any not-for-profit entity, that grows, cultivates, harvests, manages, processes, transfers, exchanges or distributes marijuana, or any marijuana products, from or within the City of Saco, must register with the City of Saco and must secure and maintain a valid license at all times.

C. To register means to complete and submit a license application to the City Clerk of Saco the forms created by that office, and to pay the fees set forth herein. No registration shall be approved, and no license granted, until the required fees have been paid, and all applicable reviews and inspections have been completed.

D. Once all applicable reviews have been fully and properly completed, and the applicant has been found qualified, the Clerk shall thereupon issue a license to the applicant.

E. All licenses shall run for one year (365 days), and may be renewed as set forth herein. No license shall be issued, denied, or revoked by the City Clerk except as expressly provided in this chapter.

F. In the absence of the City Clerk, the City Administrator will assume all authority and responsibility of the Clerk as designated herein.

§ 135-4 Permitted locations.

A. A person in their own home resident of a single-family structure who holds a license may grow, cultivate, and harvest marijuana for their own personal use, and for the personal use of a resident family member, regardless of the zone in which the structure is located.

B. The limit as to the number of permitted marijuana plants and ounces of harvested marijuana for each person in single-family structure shall be set by state law.

C. In no event may any person owning or residing in a single-family structure increase their home electrical service beyond 200 amps.

D. In no event may a person from their home, or any other residence, renting, owning or occupying a single-family structure grow, cultivate, distribute, harvest, manage, process, transfer, exchange, or distribute any amount of marijuana or marijuana products for a third party, except for a resident family member living in the same structure as permitted in Subsection A above.

E. All parties who grow, cultivate, harvest, manage, process, transfer, exchange or distribute marijuana or marijuana products for any other third party may do so provided they operate from a structure or premises found within the City of Saco's approved zones. No growing, cultivation, harvesting, managing, processing, transferring, exchanging or distribution of marijuana or marijuana products shall be allowed outside the boundaries of these zones of the City. Such activity shall be a violation of this chapter.

F. No other properties outside of the approved zones may be used or licensed for growing, cultivation, harvesting, managing, processing, transferring, exchanging or distributing marijuana or marijuana products for any party's personal use except for personal use as permitted in Subsection A above.

G. No license issued by the City may be transferred, sold or assigned by the license holder to any other person or entity.

§ 135-5 Violations.

A. No person or entity shall grow, cultivate, harvest, manage, process, transfer, exchange or distribute marijuana or marijuana products without having registered with the Clerk and without having...
obtained a valid, in force and effect, license as required herein, except as allowed pursuant to Section 135-3.

B. Every license holder shall exhibit its license in a conspicuous place on the premises, visible to the public. The failure to display the issued license at all times is a violation of this chapter. Upon discovering that a person, party or entity has not displayed its license, the City shall deliver a written warning. The failure to display a license after written warning shall constitute a violation of this chapter.

C. No person, party or entity may sell, transfer or assign its license. Any attempt to sell, transfer or assign will confer no rights, and will render the license immediately void. The sale, assignment or transfer of a license is a violation of this chapter.

D. It is violation of this chapter to grow, cultivate, harvest, manage, process, transfer, exchange or distribute marijuana, or any marijuana product, in any structure or zone not otherwise allowed as set out in § 135-4A and E.

E. It is a violation of this chapter for any license holder to traffic, transport, mail, distribute, transfer, or otherwise assist in the trafficking, transporting, mailing, distribution or transfer of marijuana or marijuana products outside the boundaries of this state. It is a violation of this chapter for any agent, employee or officer of the license holder to do the same.

§ 135-6 Applications.

A. All registrations for personal use shall be made in writing on a form provided by the Clerk. Each registration shall state the applicant's name, address, telephone number, and e-mail, and such additional information as deemed necessary by the Clerk, including the map and lot number property where the license will be posted.

B. All registrations to grow, cultivate, harvest, manage, process, transfer, exchange or distribute marijuana or marijuana products for any third parties shall be made in writing on forms provided by the Clerk. Each registration shall state the applicant's name, address, telephone number and e-mail. In addition, the applicant shall:

1. Identify its estimated yearly production of marijuana;
2. Whether it will ship or distribute any marijuana outside of the State of Maine;
3. Identify all individuals and entities to whom it will contract for delivery of marijuana and include the amounts expected to be delivered monthly and annually.

C. All registrations submitted by an entity applicant shall contain the information set out above in Subsection A or B (as applicable) and shall also include the following:

1. Federal tax identification number.
2. Type and state of organization.
3. Names, addresses and date of birth of all principal officers, owners and managers.
4. Whether the entity is for profit or non-profit entity, and confirmation thereof.
5. Proof of insurance upon the proposed premises in the name of the license holder.
6. Name and address of clerk or registered agent for service of process.

D. No employee of the City of Saco shall have any beneficial interest in an issued license, or license...
Copies of all registrations and materials shall, upon completion, be transmitted to the Code Enforcement Officer, Electrical Inspector, and the City of Saco Fire and Police Departments for the following purposes:

(1) Review compliance: that the applicant license holder is permitted to operate in each and every location (map and lot number) where specified; and

(2) To record such information into any existing Code Enforcement Officer management program ("Code Enforcement Pro") for use and review; and

(3) Site inspection by Code Officer, Electrical Inspector and Fire Department at any and all applicable location(s) used for growing, cultivating, harvesting, managing, processing, transferring, exchanging or distributing of marijuana or marijuana products; and

(4) To allow inspection of plan drawings detailing nature of site, location of utilities and how utilities such as electrical power will be used; and such other factors deemed necessary or advisable by City staff; and

(5) For a follow-up inspection between 30 and 60 days after issuance of license to inspect any facilities related to marijuana growing, cultivating, harvesting, managing, processing, transferring, exchanging or distributing of marijuana or marijuana products.

(6) To determine if the applicant needs or has a duly issued state license for the state use/undertaking, and to determine that the applicant is in compliance with all State of Maine requirements.

§ 135-7 Fees.
Fees shall be established annually by the City Council following a public hearing.

§ 135-8 Investigations.
A. Registration. The Clerk shall accept and maintain an applicant's registration forms and all supporting material. The Clerk shall submit all registration materials to City staff for review as set out in § 135-6D. All findings and conclusions of City staff shall be reported to the Clerk within 30 days.

B. Licenses. Upon receipt of an application for renewal of license, the Clerk shall inquire of City officials whether a license may be renewed in compliance with the provisions of this chapter. City staff shall have 30 days to complete their investigation.

C. Only upon satisfaction of the Clerk, and after review by all appropriate departments, and only upon full compliance with all conditions set forth in this chapter, shall the Clerk issue a license.

D. The Clerk shall complete his or her review promptly and grant or deny a license or license renewal subject to the additional terms found in § 135-13.

§ 135-9 Decision; standards for denial.
A. Notice. The Clerk shall issue all decisions in writing, and subject to the same time period set out in § 135-13.

B. Grounds. A license, and the renewal of a license may be denied, or revoked, upon one or more of the following grounds:

(1) Failure to fully complete the application forms; knowingly making a false or incorrect statement of a material nature on such form; failure to supply any requested information reasonably necessary to determine whether such license may be issued; or failure to pay any fee required hereunder;
(2) The person, party applicant, license holder, officers, or managers of license holders have caused a significant breach of the peace; have been convicted of more than one misdemeanor, or have been convicted of any felony;

(3) There is a clear danger to the public if the license is issued, including significant risk of injury or fire;

(4) The parties or persons patronizing the license holder will adversely affect the peace and quiet of the neighborhood, whether or not residential;

(5) The person, party or entity has violated a provision of this chapter or other ordinance of the City of Saco, including its Zoning Ordinance;

(6) The occurrence of any event subsequent to issuance of the license, which event would have been a basis for denial of the license, shall be grounds for revocation thereof;

(7) Real or personal property taxes or legal judgments that are due and owing to the City and are determined to be in arrears as of the date of the license request or license renewal; or

(8) Such other acts or conduct found to be detrimental to the citizens or community, including but not limited to suffering a fire or significant injury arising from growing, cultivating, harvesting, managing, processing, transferring, exchanging or distributing of marijuana or marijuana products after the issuance of a license.

C. Hearings.

(1) Except as expressly provided in this chapter, no license may be revoked without prior notice to the person, party or entity, and only after a hearing.

(2) In the case of the revocation of a license, a hearing shall be given to the individual or entity, and a generalized statement of the nature of the complaint constituting the basis for the proposed action shall be included in the notice of hearing. Failure of the person, party or entity to appear at the hearing shall be deemed a waiver of the rights to said hearing.

(3) All revocations shall be upon substantial evidence, and all hearings shall be conducted with substantial fairness. Rules of evidence shall not apply in such hearing.

D. Fairness. The Clerk shall not arbitrarily deny any registration or license renewal but must base his or her decision upon substantial and credible evidence of one or more of the grounds described above.

E. Complaints. Any citizen or public official of the City can file and/or initiate a complaint against a license holder. Complaints will be kept and maintained by the City Clerk and may be considered when and if a licensee seeks a renewal of his or her license in any succeeding year.

§ 135-10 Appeals.

A. Procedure. An appeal of the Clerk's decision to the City Council may be taken by any person aggrieved by the denial or revocation of a license by filing a notice of appeal within 30 days of the decision with the City Administrator. Every appeal should be in writing and shall state the basis for the appeal. The City Council shall hear the appeal within 30 days after the filing of the appeal and may affirm, reverse or modify the decision appealed from.

B. Scope of review. On appeal, the City Council shall review the decision of the Clerk and determine whether the decision was based upon substantial evidence and in compliance with the standards of this chapter. The Council may take additional evidence with respect to such decision or action and, if additional testimony or evidence is taken, it shall determine the appeal upon all of the evidence.
C. Status or operations pending municipal appeal. During the pendency of an appeal to the City Council, the person, business or entity aggrieved by the decision of the City Clerk may operate without risk of fine if it has an existing license and the Clerk has revoked or denied a renewal of the license. However, if the person, business or entity has been denied its initial license, then any operation prior to a decision by the City Council will be subject to the civil penalties set forth herein.

D. Appeal to the Superior Court. Any person aggrieved by the decision of the City Council may appeal to the Superior Court in accordance with the provisions of Maine Rule of Civil Procedure 80B.

§ 135-11 Notices of hearing.
A. Content. Whenever a hearing is required, the Clerk shall give written notice of the time and place of the hearing to the license holder and the City Administrator. Notice shall also be posted in two prominent public locations.

B. Service. Except as expressly provided, whenever notice by mail is required, such notice shall be mailed by regular United States mail at least five days in advance of the hearing date.

§ 135-12 (Reserved)
§ 135-13 Renewal.
A. Each year, a license holder must submit a renewal application on the forms provided by the Clerk. The required fee set out in § 135-7 must be provided, or the Clerk will stay review.

B. The Clerk shall submit to City staff the current license and registration materials in the applicant’s file, as well as copies of any complaints and letters received by the Clerk regarding the renewal applicant.

C. City staff shall conduct those reviews set out in §§ 135-6DE and 135-8 except City staff may use their discretion to reduce the scope and depth of investigation if circumstances of the renewal warrant.

D. The Clerk shall issue his or her decision within 30 days unless City staff are unable, in good faith, to finalize their investigation and review, but in no event shall the license renewal decision take more than 60 days.

E. License holders who do not submit their renewal applications at least 30 days before expiration of their license are at risk in the event the Clerk is unable to complete his or her review within 30 days, and, in such case, if the license expires during such review without a renewal having been yet granted, the license holder must cease growing, cultivating, harvesting, managing, processing, transferring, exchanging or distributing of marijuana or marijuana products.

§ 135-14 Retroactivity.
The City Council, due to the importance of life safety to all, and because a number of individuals are surreptitiously growing, cultivating, harvesting, managing, processing, transferring, exchanging or distributing marijuana or marijuana products within its boundaries, expressly intends that this chapter be applied retroactively to January 1, 2016. Any party who commenced growing, cultivating, harvesting, managing, processing, transferring, exchanging or distributing marijuana or marijuana products after January 1, 2016, but prior to the date of the enactment of this chapter must register for a license, but fees for its first license will be waived if the party can substantially establish that it was engaged in growing, cultivating, harvesting, managing, processing, transferring, exchanging or distributing marijuana or marijuana products prior to enactment of this chapter.

§ 135-15 Enforcement and penalties.
A. Lack of license. Any person or entity that grows, cultivates, harvests, manages, processes, transfers, exchanges or distributes marijuana or marijuana products without a valid license shall be subject to the following fines:
(1) First violation: $2,500.

(2) Second violation: $5,000.

(3) Each subsequent violation: $10,000.

B. The failure to publicly display a license shall be $500 per offense.

C. The fine for selling, transferring or assigning a license in violation of § 135-5C shall be $5,000.

D. The fine for violating § 135-5D shall be $2,500 for the first offense and $5,000 for each occurrence thereafter.

E. Violation of § 135-5E (transporting or trafficking) shall result in permanent loss of license.

§ 135-16 Severability.
If any portion of this chapter is held to be invalid, the remainder of the chapter shall remain in full force and effect, it being the City Council's intention that these provisions be severable to the greatest extent allowed by law.
CITY OF SACO
MARIJUANA CULTIVATION, HARVESTING, DISTRIBUTION, ETC APPLICATION

New___ Renewal___ Ongoing ___ (Date when first licensed by the State of Maine as a Caregiver_______)

Application date_______________ Opening date_______________ Expiration date__________
(The office will fill this date in.)

<table>
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<tr>
<th>FEES:</th>
<th>Caregiver Growing</th>
<th>Commercial - I-1 or I-2 Zones</th>
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<tr>
<td>Initial</td>
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<tr>
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ALL QUESTIONS MUST BE ANSWERED IN FULL

☐ Caregiver Growing, Etc
(Complete section #1 only)

☐ Commercial Use Growing, Harvesting, etc
(Complete sections # 1 and #2)

Section #1

Applicant Name(s)__________________________________________

Address_____________________________________________________

City_______________________ State__________________ Zip____________________

Mailing Address_______________________________________________________

City_______________________ State__________________ Zip____________________

Phone #____________________ E-mail____________________________________

Tax Map & Lot Number for property_________________________ Zoning District____________________

Where will the Medical Marijuana Cultivation and Distribution License be posted? __________________________

Identify estimated yearly production of marijuana_____________________________________________________

Will marijuana be shipped or distributed outside of the State of Maine_______________________________

Have you ever been convicted of any violation of the law, other than minor traffic violations, of any State of the United States, within the past 5 years? Yes_____ No_____ (If yes, complete the following) Note: A conviction does not automatically deny approval but falsifying information violates the Ordinance.

Name________________________________________ Date of Conviction________________

Offense________________________________ Location_______________________________

Disposition________________________________

Name________________________________________ Date of Conviction________________
Section #2

Federal Tax ID #__________________ Type and State of Organization___________________________________

Profit or Non-Profit (Provide documentation)________________________________________________________

Name and Address of Clerk or Registered Agent for Service of Process___________________________________

Insurance company Name & Address  (Provide proof of insurance upon the proposed premises in the name of the license holder)

List the names, addresses and date of birth of all principal officers, owners and managers

Name_______________________________   Address_________________________________   D.O.B.________
Name_______________________________   Address_________________________________   D.O.B.________
Name_______________________________   Address_________________________________   D.O.B.________
Name_______________________________   Address_________________________________   D.O.B.________
Name_______________________________   Address_________________________________   D.O.B.________

Has any officer, principal or manager ever been convicted of any violation of the law, other than minor traffic violations, of any State of the United States, within the past 5 years?   Yes_____   No_____  (If yes, complete the following) Note: A conviction does not automatically deny approval.

Name________________________________________   Date of Conviction_______________________________
Offense_______________________________________   Location_______________________________________
Disposition___________________________________________________________________________________
Name________________________________________   Date of Conviction_______________________________
Offense_______________________________________   Location_______________________________________
Disposition___________________________________________________________________________________
Name________________________________________   Date of Conviction_______________________________
Offense_______________________________________   Location_______________________________________
Disposition___________________________________________________________________________________

THE OMISSION OF FACTS OR ANY MISREPRESENTATION OF ANY OF THE INFORMATION ON THIS APPLICATION SHALL BE SUFFICIENT GROUNDS FOR THE REFUSAL OF SUCH LICENSE.

CERTIFICATE OF APPLICANT(S) AND WAIVER OF CONFIDENTIALITY

***READ CAREFULLY BEFORE SIGNING***
I hereby authorize the release of this application and of any criminal history record information regarding me that is provided, or which is produced by either the City Clerk’s Office or the Saco Police Department as part of the review of this application. I understand that this information shall become public record, and I hereby waive any rights or privacy with respect hereto.

________________________________________  ______________________________
Signature of Applicant                        Date

________________________________________  ______________________________
Signature of Applicant                        Date

DO NOT COMPLETE BELOW THIS LINE - FOR STAFF USE ONLY

<table>
<thead>
<tr>
<th>AUTHORIZED SIGNATURES</th>
<th>OCCUPANCY LOAD</th>
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<th>DISAPPROVED</th>
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RECOMMENDATIONS

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WORKSHOP ITEM: G
Date: February 11, 2019
Exhibit Item: 2
MEMORANDUM

TO: Mayor Lovell and City Council
FROM: Kevin L. Sutherland, City Administrator
DATE: February 7, 2019
RE: Amendment to Rules and Order of Business

During this week’s Council Discussion and Comment period, a request was made to consider a spot for Council liaisons or chairs of committees to report to Council.

Thinking through this, our meetings are already rather long and requesting every chair or liaison to present would be time consuming. I’d ask the Council to consider having a spot on the agenda where written correspondence could be included as part of the packet and available for review rather than a formal list and expectation that chairs of committees have to also attend a Council meeting.

Again, this is just my thought on the matter, but want to include as part of the workshop for further consideration before moving a motion forward.

Attached are the pages in the Council Rules and Order of Business that would need to be amended (complete with administration’s recommendation).
VIII.  City Council Meetings & Workshops

A. Council Meeting Schedule: Meeting times and dates are established annually by the City Council.  
(Consistent with Charter section 2.08(a), the Council shall meet regularly at least once in every month).

1. Regular Council Meetings: Regular meetings are held the 1st and 3rd Monday in the City Hall Auditorium, 300 Main Street, Saco, Maine. The public sessions of meetings begin at 6:30 p.m. with executive sessions generally being at the conclusion of public business. There will be no new business after 9:30pm, unless Council votes to continue. In the event that a regular meeting of the Council falls on a legal holiday or the day prior to a holiday, the meeting is usually held the day following observance of the holiday. Council members should inform the Mayor or City Administrator as soon as possible if they intend to be out of town on a set meeting date. The Public will be allowed to speak for a maximum of three (3) minutes during the public comment item on the agenda established in Appendix C. Members of the public will sign up ahead of the start to the meeting and state their full name and address of residence. In addition, the public is allowed to speak at the Mayor’s discretion.

2. Workshop Meetings: Formal items will be reviewed at a Workshop meeting and no action may be taken during the Workshop. Workshop meetings will take place in the City Hall Auditorium, 300 Main Street, Saco, Maine.

There are three times a workshop may be called, but are typically only scheduled for the Second Monday of the Month following a regular meeting. If needed, a workshop may be required before a regular council meeting. If a workshop is required before a meeting, it will begin at 6:00 p.m. and will be open to the public. If needed, a workshop may be scheduled following a regular meeting, will be called for the Second Monday of the month.

In the case a workshop meeting happens before or after a regular meeting, the agenda will not include a repeat of a pledge of allegiance, public comment, an administrative update, Council discussion and comment. If the Workshop does not have a regular meeting associated with it, the workshop will include a pledge of allegiance, public comment, an administrative update, and Council discussion and comment. The Public will be allowed to speak for a maximum of three (3) minutes during the public comment item on the agenda established in Appendix C. Members of the public will sign up ahead of the start to the meeting and state their full name and address of residence. In addition, the public is allowed to speak at the Mayor’s discretion.

3. Special Council Meetings: Special meetings may be called by the Mayor, City Administrator, or by four members of the City Council. Written notice must be given to the City Council and to the media 24 hours prior to a special meeting. No business other than that announced may be discussed. All meetings shall be public. Notice requirements of the Right to Know Law shall be complied with for all meetings; minutes of the meeting shall be taken by the City Clerk or designee and shall be available for public inspection.
APPENDIX C

Resolution Adopting City Council Rules of Conduct and Voting Procedures Chart
Article II, Section 2.08 – Procedure, Subsection b of the Charter states: “Rules and Journal. The City Council shall determine its own rules and order of business at the first meeting of each newly elected City Council. The City Council shall provide for the keeping of a journal of its proceedings. This journal shall be a public record and shall be kept in the office of the City Clerk.

Roberts Rules will be the parliamentary procedure for the Council.

City Council meeting agenda:

SACO CITY COUNCIL MEETING  
(DATE AND TIME)  
CITY HALL AUDITORIUM

CALL TO ORDER  
RECOGNITION OF MEMBERS PRESENT  
PLEDGE OF ALLEGIANCE  
GENERAL  
COMMITTEE CORRESPONDENCE TO COUNCIL  
PUBLIC COMMENT  
CONSENT AGENDA  
AGENDA  
ADMINISTRATIVE UPDATE  
COUNCIL DISCUSSION AND COMMENT  
EXECUTIVE SESSION  
REPORT AND POTENTIAL ACTION FROM EXECUTIVE SESSION  
ADJOURNMENT

Workshop meeting agenda (Before a regular Council Meeting)

SACO CITY COUNCIL WORKSHOP  
(DATE AND TIME)  
CITY HALL AUDITORIUM

CALL TO ORDER  
AGENDA ITEMS  
ADJOURNMENT
Workshop meeting agenda (After a regular Council Meeting)

SACO CITY COUNCIL WORKSHOP
(DATE)
CITY HALL AUDITORIUM

CALL TO ORDER
AGENDA ITEMS
ADJOURNMENT

Workshop meeting agenda (Stand alone – ie – 2nd Monday of the Month if needed):

SACO CITY COUNCIL WORKSHOP
(DATE AND TIME)
CITY HALL AUDITORIUM

CALL TO ORDER
PLEDGE OF ALLEGIANCE
PUBLIC COMMENT
AGENDA ITEMS
ADMINISTRATIVE UPDATE
COUNCIL DISCUSSION AND COMMENT
ADJOURNMENT