STATE OF MAINE

COUNTY OF YORK

CITY OF SACO

I. CALL TO ORDER – On Tuesday, February 16, 2016 at 6:30 p.m. a Council Meeting was held in the City Hall Auditorium.

II. ROLL CALL OF MEMBERS – Mayor Roland Michaud conducted a roll call of the members and determined that the Councilors present constituted a quorum. Councilors present: David Precourt, Roger Gay, William Doyle, Kevin Roche, Alan Minthorn, Eric Cote and Nathan Johnston. City Administrator Kevin Sutherland was also present this evening.

III. PLEDGE OF ALLEGIANCE

IV. APPROVAL OF MINUTES

Councilor Minthorn moved, Councilor Johnston seconded “Be it ordered that the City Council approve the minutes for January 19, 2016 and February 1, 2016”. Further move to approve the order. The motion passed with seven (7) yeas.

V. GENERAL

VI. AGENDA

A. ACCEPTANCE OF LATE PAYMENT OF TAXES – SACO ISLAND EAST, LLC

(MAP/LOT 037-006-000-000)

The above referenced property was foreclosed (Expired Tax Lien FY’14) on January 11, 2016. The lender holding the mortgage on the property made a payment on January 7, 2016, intending to clear the lien, however, the amount paid was insufficient to clear the lien; that same day a receipt was sent to the Bank with a note indicating the amount remaining due.

On January 12, 2016 the bank contacted and sent the City a check for the difference ($112.24) due to clear the 2014 tax lien. The bank was advised that since the check came after the foreclosure date the matter would have to be presented to the City Council for a decision – in accordance with the City’s standard practice form handling tax foreclosure matters. Staff recommended City Council accept the check at their workshop on February 8, 2016.

At that meeting, Council directed City staff to meet with the taxpayer and the bank to address this matter and other outstanding concerns. That meeting took place at the bank’s office on February 10, 2016. Saco Island East, LLC has agreed to pay its taxes due - up to date thru FY ’16 and have agreed to meet on a regular basis to resolve any future concerns.

City staff recommends that the City Council accept the above referenced check and authorize the City Administrator to work with the City’s Attorney to execute and record such documents as are needed to effectuate the release of the FY’14 tax lien, provided:

- all other taxes owed by this taxpayer are paid current,
- the taxpayer signs whatever documents are required by the bank in this matter, and
- that the taxpayer and bank, along with the City sign mutual general releases relating to the resolution of this matter.

Councilor Cote moved, Councilor Precourt seconded “Be it Ordered that the City Council authorize the City Administrator to accept the check tendered in this matter for $112.24, provided that all other taxes owed by this taxpayer are paid current, the taxpayer signs documents required by the bank in this matter, and the taxpayer and bank, along with the City, sign mutual general releases relating to the resolution of this matter.” Further move to approve the order. The motion passed with seven (7) yeas.

B. AMENDMENT TO SACO CODE, CHAPTER 112-GENERAL ASSISTANCE MAXIMUMS – (PUBLIC HEARING)

Each year Maine Municipal Association presents municipalities with new Appendixes for their City Ordinance,
which need to be reviewed and adopted. This year, the Over-All Maximums on Appendix A have increased slightly. The food maximums on Appendix B have remained the same since last year. On Appendix C, we used an average between the York County HMFA and the York/Kittery/South Berwick HMFA. Those amounts are up in all categories this year. The amounts in Appendix D have not changed. The City Council discussed this item during Workshop on January 19, 2016.

Councilor Cote moved, Councilor Gay seconded to open the Public Hearing for the amendment to the Saco Code, Chapter 112, General Assistance Program, Appendix A- Overall Maximum, Appendix B – Food Maximums, Appendix C – General Assistance Housing Maximums, and Appendix D – Utilities. The motion passed with seven (7) yeas.

There were no public comments.

Councilor Cote moved, Councilor Precourt seconded to close the Public Hearing, and set the Second and Final Reading for March 7, 2016. The motion passed with seven (7) yeas.

<table>
<thead>
<tr>
<th># IN HOUSEHOLD</th>
<th>MAXIMUMS</th>
<th>MAXIMUMS</th>
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### Appendix B – Food Maximums

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<th>MONTHLY MAX.</th>
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<td>7</td>
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<td>EACH ADDITIONAL</td>
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<td>$146.00</td>
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### Appendix C – GA Housing Maximums

#### Unheated Units

<table>
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<tr>
<th># BDRMS</th>
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<td>4</td>
<td>$1181.00</td>
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#### Heated

<table>
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<td>4</td>
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C. TRANSFER OF APPROPRIATIONS, POLICE DEPARTMENT PHONE SYSTEM – SECOND & FINAL READING)

In 2011-2012, the City of Saco migrated to a VoIP phone system for City Hall, Fire Department, Public Works, and WRRD. At the time the phone system at the Police Department was stable and showed no issues; however, it was noted that the phone system should eventually be replaced.

In recent weeks, the Police Department phones have been showing major issues such as: Randomly picking up lines and calling poison control, randomly crashing leaving the Police Department without phone communication until the phones are reset, and recently going completely dead until circuit cards were replaced by the vendor. The parts that are put into the phone system are refurbished and have no estimated lifetime.

The other issue is the recording of the phone system. Currently the existing NICE recording device is on a Windows XP operating system which went “end of support” April 8, 2014. This equipment is not compatible with a new VoIP option without major updates and changes that would cost more than a new, updated recording server.

Other things that will need to be updated are the network infrastructure at the Police Department that will allow them to change over to a VoIP system such as switching gear, wiring, and logical network changes.

Councilor Doyle moved, Councilor Minthorn seconded “Be it ordered that the City Council authorizes the transfer of appropriations from 10350/300800 to 10670/500910 in the amount of $57,000.” Further move to approve the order. The motion passed with seven (7) yeas.

D. TRANSFER OF APPROPRIATIONS, AUDIO/VISUAL EQUIPMENT FOR THE AUDITORIUM – BUDGET AMENDMENT)

On August 3, 2015, Council requested that City staff seek quotes for an audio visual system upgrade.

APPENDIX D - UTILITIES

ELECTRIC

NOTE: For an electrically heated dwelling also see “Heating Fuel” maximums below. But remember, an applicant is not automatically entitled to the “maximum” established—applicants must demonstrate need.

1) Electricity Maximums for Households Without Electric Hot Water: The maximum amounts allowed for utilities, for lights, cooking and other electric uses excluding electric hot water and heat:

<table>
<thead>
<tr>
<th>Number in Household</th>
<th>Weekly</th>
<th>Monthly</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$14.00</td>
<td>$60.00</td>
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<tr>
<td>2</td>
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<td>$86.00</td>
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<td>$99.00</td>
</tr>
<tr>
<td>6</td>
<td>$25.00</td>
<td>$107.00</td>
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</table>

NOTE: For each additional person add $7.50 per month.

2) Electricity Maximums for Households With Electrically Heated Hot Water: The maximum amounts allowed for utilities, hot water, for lights, cooking and other electric uses excluding heat:

<table>
<thead>
<tr>
<th>Number in Household</th>
<th>Weekly</th>
<th>Monthly</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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<tr>
<td>6</td>
<td>$41.00</td>
<td>$176.00</td>
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</table>

NOTE: For electrically heated households, the maximum amount allowed for electrical utilities per month shall be the sum of the appropriate maximum amount under this subsection and the appropriate maximum for heating fuel as provided below.

C. TRANSFER OF APPROPRIATIONS, POLICE DEPARTMENT PHONE SYSTEM – SECOND & FINAL READING)

In 2011-2012, the City of Saco migrated to a VoIP phone system for City Hall, Fire Department, Public Works, and WRRD. At the time the phone system at the Police Department was stable and showed no issues; however, it was noted that the phone system should eventually be replaced.

In recent weeks, the Police Department phones have been showing major issues such as: Randomly picking up lines and calling poison control, randomly crashing leaving the Police Department without phone communication until the phones are reset, and recently going completely dead until circuit cards were replaced by the vendor. The parts that are put into the phone system are refurbished and have no estimated lifetime.

The other issue is the recording of the phone system. Currently the existing NICE recording device is on a Windows XP operating system which went “end of support” April 8, 2014. This equipment is not compatible with a new VoIP option without major updates and changes that would cost more than a new, updated recording server.

Other things that will need to be updated are the network infrastructure at the Police Department that will allow them to change over to a VoIP system such as switching gear, wiring, and logical network changes.

Councilor Doyle moved, Councilor Minthorn seconded “Be it ordered that the City Council authorizes the transfer of appropriations from 10350/300800 to 10670/500910 in the amount of $57,000.” Further move to approve the order. The motion passed with seven (7) yeas.

D. TRANSFER OF APPROPRIATIONS, AUDIO/VISUAL EQUIPMENT FOR THE AUDITORIUM – BUDGET AMENDMENT)

On August 3, 2015, Council requested that City staff seek quotes for an audio visual system upgrade.
At the October 19th, 2015 workshop, IT presented two options provided through our RFP process. Due to the prices that were quoted, the decision was made to move forward with just the audio portion for the time being and to have staff bring an item commentary that would move the necessary funds.

After review of the city’s budget lines, the City Administrator submitted a memo to Council on October 28th, 2015 explaining that the audio part of the upgrade could be completed within the current budget and that it would not require the moving of funds at that time.

In an effort to save money from return visits by the installer, City Staff waited for the estimate for necessary roof work to determine if additional funds would be available in the City Hall repairs capital account line to complete more of the upgrades at one time.

Outlined in a final memo from the City Administrator submitted to workshop on February 8, 2016 – with the transfer of 9,000 from contingency, City Staff can move forward with replacement of all the audio, video, and presentation equipment.

**MEMORANDUM**

TO: Mayor Michaud and City Councilors
FROM: Kevin Sutherland, City Administrator
DATE: February 3, 2016
RE: Audio/Visual Equipment for the Auditorium

In late October, I shared with the prior council our intention to move forward with the audio replacement portion within the current budget as it was projected there would enough money in the city hall repairs account line to cover it (Capital items – Facilities - 10670/500910/05101). We were under the assumption $30,000 would be available to cover the $27,000 to replace the audio and run the video cable for future replacement of the cameras.

We’ve recently been informed that the roof repairs are coming in under budget and therefore we will have about $48,000 available to pay for the needed upgrades ($18,000 above our original assumption). This provides enough money to completely replace all of the audio, the backbone for the video, and the cameras. However, this leaves us short about $9,000 to cover the full cost of the upgrades to include the video projector and its installation.

If council is willing to approve a transfer appropriation of $9,000 from our contingency line (10640/500400) to Capital Facilities – city hall repairs (10670/500910/05101) we could contract to have the entire project completed this year and save money by having it all done at once (rather than having the contractor come back again at a later date).

Councilor Roche moved, Councilor Precourt seconded “Be it ordered that the City Council authorizes the transfer of appropriations from Contingency 10640/500400 to Capital – Facility 10670/500910/00001 in the amount of $9,000.” Further move to approve the order. The motion passed with seven (7) yeas.

**E. ZONING ORDINANCE AMENDMENTS: SECTION 805, 1102-12 AND 1106-16 RELATED TO STORMWATER RUN-OFF – (FIRST REAFING)**

The proposed amendments to Section 805 are necessary to update the Zoning Ordinance to ensure compliance with current requirements of the Maine DEP and the Small Municipal Separated Storm Sewer System (MS4) program; maintain the City’s delegated review authority from Maine DEP; improve standards for inspection and maintenance of stormwater facilities; and improve water quality protection to the natural receiving water systems throughout the City.

The Planning Board considered this twice in workshop and held public hearings on December 15, 2015, and on Jan. 19, 2016. The Board recommends that the amendments be adopted as proposed.
Councilor Johnston moved, Councilor Precourt seconded “The City Council hereby Ordains and Approves the First Reading of the document titled, ‘Amendment to Sections 805, 1102.10, and 1106.18, January 19, 2016’, and further moves to set the Public Hearing for March 7, 2016.” The motion passed with seven (7) yeas.

“Amendments to Sections 805 – Stormwater Run-Off, 1102.10, and 1106.18, January 19, 2016”;

Section 805. Stormwater Run-Off (Amended 3/2/92; 6/18/2001; 6/1/09; 7/16/12; ??/??/16)

In general, surface water run-off shall be minimized, and it shall be the responsibility of the person developing the land to demonstrate that the work will not have an adverse impact on abutting or downstream properties. Sites shall be designed to minimize the amount of impervious area with a focus on reducing vehicle areas, including parking, drives aisles, and service areas.

The volume of stormwater discharged from any parcel shall be minimized through the use of on-site infiltration, detention, or retention to the extent practical. When stormwater must be discharged from a parcel, the preferred method is to discharge into the natural drainage system. Discharge of stormwater to the City's Municipal Separated Storm Sewer System (MS4) shall be allowed only when on-site retention and/or discharge to the natural system is not practical.

Infiltration, detention, or retention of stormwater shall assure that the Total Maximum Daily Loads (TMDLs) that have been established by the U.S. Environmental Protection Agency for various waterbodies in the City will be met to the extent practical. The disposal of stormwater shall not constitute a threat to public health, safety and welfare and shall not degrade the quality of surface water or groundwater below city, state or federal standards.

The City is a regulated community under the National Pollutant Discharge Elimination System (NPDES) MS4 Program; therefore, provisions for stormwater runoff management are required for all new development or redevelopment projects (Site Plan and Subdivision) that result in one or more acres of disturbed area. In determining if the threshold has been met, all disturbed area created after December 27, 2006 (original effective date of this provision) shall be included in this total. This provision also applies to projects disturbing less than one acre, if the construction activity is part of a larger common plan or development or sale that would disturb one or more acre. This provision does not apply to any new development or redevelopment on a parcel that is part of a subdivision previously approved under this Ordinance that has a compliant Post-Construction Stormwater Management Plan with sufficient capacity to accept and treat increases in stormwater discharges associated with the project.

Projects resulting in one or more acre of disturbed area shall be subject to the requirements of the Maine General Construction Permit (MGCP); Maine State Stormwater Management Law, 38 MRSA § 420D and the latest revision of the “Stormwater Management Rules” Chapters 500, 501 and 502; and the requirements of Section 805-1 and 805-2 of the City’s Ordinance. Where the standards or provisions of such stormwater rules conflict with City ordinances, the stricter (more protective) standard shall apply.

Smaller projects resulting in less than one acre of disturbed area but more than 10,000 square feet of new or redeveloped impervious area are subject to the requirements of Section 805-3 of the City’s Ordinance.

805.1. STORMWATER QUANTITY AND QUALITY CONTROL

All projects subject to this section shall be designed with adequate provisions for the proper quantity and quality control management of all stormwater from a proposed development through a stormwater drainage system that will not have adverse impacts on abutting or downstream properties. The stormwater drainage system shall be designed to meet the standards contained in the most recently revised version of the Maine Department of Environmental Protection’s “Stormwater Management Rules” Chapters 500, 501 and 502; comply with the practices described in the most recently revised version of the “Maine Stormwater Best Management Practices Manual”; and meet the requirements of Section 805-2.

1. To the extent possible, the design shall dispose of stormwater runoff on the land at the proposed development through the appropriate use of the natural features of the site. Stormwater runoff systems will infiltrate, detain, or retain stormwater falling on the site such that the rate of flow from the site does not exceed that which would occur in the undeveloped state for a storm of intensity equal to the 2, 10, 25 and 50-year storm events.
2. If the postdevelopment peak runoff rate exceeds the predevelopment peak runoff rate, on-
site mitigation measures, such as detention basins or flow restrictors, shall be required.

3. All natural drainage ways shall be preserved at their natural gradients and shall not be
filled or converted to a closed system except as approved by the Planning Board and
appropriate state agencies.

4. The design of the storm drain system shall fully incorporate the existing upstream runoff
which must pass over and/or through the site to be developed. The system shall be
designed to pass upstream flows without surcharging the system. Any special roadway
culvert crossing designed to meet other applicable state regulations (i.e. fish passage)
shall be specifically identified on the plans.

5. Proposed alterations in stormwater drainage paths shall not enable the crossing of runoff
over a city street in order to enter a drainage system.

6. A waiver may be granted by the Department of Public Works to discharge an
insignificant increase in stormwater runoff to the MS4 when all of the following
conditions are met:

   A. A drainage study is prepared by a professional engineer licensed in the State of
      Maine, which demonstrates that the increase has no adverse impact to the
      downstream conditions, including impacts on abutting or city properties.
      Improvements may be required of the developer to prevent adverse downstream
      impacts caused by the project.

   B. The increase in the peak flow from the site or in the peak flow of the receiving
      waters cannot be avoided by reasonable changes in project design or density.

   C. Written authorization to discharge the increased peak flow rates has been
      provided by the Director of Public Works.

7. At the time of application, the applicant shall notify the Department of Public Works if its
stormwater management system includes any Stormwater BMP(s) that will discharge to
the City's MS4 and shall include in this notification a listing of which Stormwater
BMP(s) will so discharge.

805-2 POST-CONSTRUCTION STORMWATER MANAGEMENT PLAN

All projects subject to this section shall be designed to meet the following requirements:

1. The applicant may meet the quantity and quality standards listed in Section 805-1 above
   either on-site or off-site, but where off-site facilities are used, the applicant shall submit
documentation to the City that the applicant has sufficient property interest where the
off-site facilities are located – by perpetual easement or other appropriate legal instrument –
to ensure that the facilities will be available to provide post-construction stormwater
management for the project and that the property will not be altered in a way that
interferes with the off-site facilities.

2. Where the applicant proposes to retain ownership of the stormwater management
facilities shown in its Post-Construction Stormwater Management Plan, and the
stormwater management facilities will not be dedicated to the City, the applicant shall
enter into a Maintenance Agreement with the City. The form of the Maintenance
Agreement is attached as Form I. The applicant shall cause the Maintenance Agreement
to be recorded in the York County Registry of Deeds within 30 days of the date of
execution of the Agreement. Failure to comply with the terms of the Maintenance
Agreement shall constitute a violation of this Ordinance.

3. Whenever elements of the stormwater management facilities are not within the right-of-
way of a public street and the facilities will not be offered to the City for acceptance as
public facilities, the Planning Board may require that perpetual easements be provided to
the City allowing access for maintenance, repair, replacement and improvement of the
stormwater management facilities in accordance with the approved Drainage
Maintenance Agreement. If an offer of dedication is proposed, the applicant shall be
responsible for the maintenance of these stormwater management facilities until such
time (if ever) they are accepted by the City. Nothing in this Ordinance requires the City
to accept any stormwater management facilities offered or dedicated by the applicant.
4. Any person, business, corporation or other entity owning, leasing or having control over stormwater management facilities required by a Post-Construction Stormwater Management Plan shall demonstrate compliance with that Plan as follows:

A. That person shall, at least annually, inspect, clean and maintain the stormwater management facilities, including, but not limited to, any parking areas, catch basins, drainage swales, detention basins and ponds, pipes and related structures, in accordance with all City and State inspection, cleaning and maintenance requirements of the approved Post-Construction Stormwater Management Plan.

B. That person shall repair any deficiencies found during inspection of the stormwater management facilities.

C. That person shall, on or by July 15th of each year, provide a completed and signed certification to the Department of Public Works certifying that the person has inspected, cleaned and maintained the stormwater management facilities, describing any deficiencies found during inspection of the stormwater management facilities and certifying that the person has repaired any deficiencies in the stormwater management facilities noted during the annual inspection. The form of the Annual Stormwater Certification is attached as Form 2.

D. The required inspection(s) must be conducted by a qualified inspector employed by the responsible person. The qualified inspector shall perform an initial inspection to determine the status of the stormwater management facilities. If the initial inspection identifies any deficiencies with the facilities, the same qualified inspector shall re-inspect the facilities after they have been maintained or repaired to determine if they are performing as intended.

E. The qualified inspector means a person who conducts post-construction stormwater management facilities, Best Management Practice (“BMP”) inspections and meets the following qualifications:

1.) The inspector shall not have any ownership or financial interest in the property being inspected nor be an employee or partner of any entity having an ownership or financial interest in the property; and

2.) The inspector shall have a working knowledge of Chapter 500, Stormwater Management Rules, and Maine’s Stormwater BMP Manual, and

3.) The qualified inspector shall meet at least one of the following criteria outlined in a-c below; or the qualified inspector must be on the DEP’s list of approved post-construction stormwater BMP inspectors.

Non-Proprietary Stormwater Management Facilities

a.) Has a college degree in environmental science or civil engineering and is a professional engineer with at least three years of experience designing, evaluating or inspecting stormwater management facilities; or

b.) Has a college degree in an environmental science or civil engineering, or comparable expertise, and has demonstrated a practical knowledge of stormwater hydrology and stormwater management techniques, including the maintenance requirements for Stormwater Management Facilities, and has the ability to determine if stormwater facilities are performing as intended. This qualification must be accompanied by two professional references to be valid; or

c.) Has successfully completed the requirements of a DEP training course on inspecting post-construction stormwater management facilities. Note: successful completion may require receiving a passing grade in an examination at the conclusion of the course.
Proprietary Stormwater Management Facilities

a.) Proprietary stormwater management facilities must be inspected by a person approved by the manufacturer.

5. In order to determine compliance with this section and with the Post-Construction Stormwater Management Plan, the Director of the Department of Public Works or his/her designee may enter upon a property at reasonable hours and after making a good faith effort to contact the owner, occupant or agent to inspect the stormwater management facilities. Entry into a building shall only be after actual notice to the owner, occupant or agent.

6. Submission Requirements

A. Post-Construction Stormwater Management Plan shall conform to the applicable submission requirements of Section 8 of DEP Chapter 500 Rules.

The applicant shall provide the City with an electronic version of the Post-Construction Stormwater Management Plan in a format that is compatible with the City’s requirements. Following completion of construction, the applicant shall provide the City with an updated version of the plan showing the Stormwater Management Facilities as actually constructed.

The Planning Board may modify or waive any of the submission requirements for a Post-Construction Stormwater Management Plan if the Board finds that, due to the unique physical characteristics of the site or the scale of the proposed activity, the information is not required to allow the Board to determine if the applicable stormwater management standards are met.

B. As-Built Certification. Prior to the issuance of a Certificate of Occupancy for a project requiring a Post-Construction Stormwater Management Plan under this Ordinance, the Applicant shall submit evidence in the form of a letter with as-built survey plan prepared and stamped by a Professional Engineer who either prepared the Post-Construction Stormwater Management Plan and its associated Facilities or supervised the Plan and Facilities construction and implementation. The letter or plan shall certify that the Stormwater Management Facilities have been installed in accordance with the approved Post-Construction Stormwater Management Plan and that they will function as intended by said Plan. The as-built survey plan shall be performed for all post-construction stormwater facilities to document general conformance with the approved plans.

805-3. DRAINAGE PLAN

Activities that are not subject to site plan review that result in the expansion or alteration of an existing building or structure that results in the creation or redevelopment of ten thousand (10,000) square feet of impervious surface area shall meet the requirements for a Drainage Plan. New principal buildings that are located in a subdivision with an approved Post-Construction Stormwater Management Plan are not required to comply with the requirement for a Drainage Plan if the approved Stormwater Management Plan contains provisions that adequately address surface drainage related to the construction of the building as determined by the Code Enforcement Officer.

The Drainage Plan shall meet the “urban impaired stream standard” when located within a watershed designated by the Maine Department of Environmental Protection as an Urban Impaired Watershed.

The Drainage Plan shall demonstrate that the proposed improvements are designed to minimize the amount of stormwater leaving the site. This shall include consideration of the design and location of improvements to minimize the total area of impervious surface on the site and stormwater management techniques to minimize both the volume and rate of runoff from the lot. The Drainage Plan shall provide for the treatment of 0.5 inches of runoff from ninety (90) percent of the new or redeveloped impervious area and 0.2 inches of runoff from seventy-five (75) percent of the new or redeveloped non-impervious surface area. The use of LID practices appropriate for the type of development as set forth in Chapter 10 of the DEP Stormwater Manual, Volume III-BMPs Technical Design Manual is encouraged but not required.
A. The Drainage Plan must also demonstrate that:

1. any stormwater draining onto or across the lot in its pre-improvement state will not be impeded or re-directed so as to create ponding on, or flooding of, adjacent lots;

2. any increase in volume or rate of stormwater draining from the lot onto an adjacent lot following the improvement can be handled on the adjacent lot without creating ponding, flooding or other drainage problems and that the owner of the lot being improved has the legal right to increase the flow of stormwater onto the adjacent lot;

3. any increase in volume or rate of stormwater draining from the lot onto City property following the improvement can be handled without creating ponding, flooding or other drainage problems and that the owner of the lot being improved has the legal right to increase the flow of stormwater onto the City’s property; and

4. Any increase in volume or rate of stormwater draining from the lot into the City’s separate storm sewer system can be accommodated in the system without creating downstream problems or exceeding the capacity of the storm sewer system.

B. Submission Requirements

A Drainage Plan must include a written statement demonstrating how the project has been designed to minimize the volume and rate of stormwater leaving the site including provisions for minimizing the area of impervious surface or the use of LID practices, and a plan and supporting documentation with at least the following information:

1. The location and characteristics of any streams or drainage courses existing on the parcel and/or abutting parcels.

2. The existing and proposed grading of the site using one-foot contours.

3. The location and area of existing and proposed buildings and impervious surfaces on the site.

4. The existing pattern of stormwater drainage on the site, including points of discharge to the City’s storm sewer system or adjacent properties.

5. The proposed pattern of stormwater drainage after development, including the location and design of any stormwater facilities.

The Planning Board may modify or waive any of the submission requirements for a Drainage Plan if the Planning Board determines that the information is not required to determine if the drainage standard is met.

805-4. STANDARDS FOR EASEMENTS AND RIGHT-OF-WAY

Drainage easements containing components of the stormwater water runoff system lying outside of the public right-of-way lines shall conform to the following standards:

A. The minimum width of the easement shall be thirty (30) feet, provided that where a watercourse or retention area is wider than thirty (30) feet, the Planning Board may require a drainage easement of adequate width to conform substantially to the lines of such watercourse or retention area, including additional width to provide access. The Planning Board may reduce the width of the easement upon a positive recommendation from the Director of Public Works, if the narrower easement will allow the stormwater facilities to be maintained or if the unique characteristics of the site make the creation of a wider easement impractical.

B. Where a drainage easement will contain an open channel, stream or drainage way, the easement shall be designed and landscaped to further the objectives of the Stormwater Management Plan. The natural landscape shall be retained to the extent practical as determined by the Planning Board.

C. Where a drainage easement will contain a closed conduit, the easement shall be centered
VII. CONSENT AGENDA

Councilor Precourt moved, Councilor Johnston seconded to approve the consent agenda as follows:

A. Be it Ordered that the City Council confirm the Mayor’s appointment of Richard LaRue to the Saco River Corridor Commission effective February 16, 2016 for a three-year term expiring on February 16, 2019.” Further move to approve the Order;

B. Be it Ordered that the City Council confirm the Mayor’s reappointment of Craig Pendleton to the Transit Committee, for a three-year term expiring on February 16, 2019. Further move to approve the Order;

C. Be it Ordered that the City Council grant the application for a License to Operate a Game of Chance as follows: Meat Shoot for March 20, 2016 as submitted by the Fraternal Order of Eagles #3792. Further move to approve the Order;

D. Be it Ordered that the City Council grant the application for a License to operate Games of Chance as follows: Nevada Gold (2 games) and Queen of Hearts (1 game) from April 1, 2016 to June 30, 2016 as submitted by the Biddeford & Saco Elks #1597. Further move to approve the Order.

The motion passed with seven (7) yeas.

Note: The item commentaries for the above consent agenda are listed below.

A. CONFIRMATION OF MAYOR’S APPOINTMENT OF RICHARD LARUE TO THE SACO RIVER CORRIDOR COMMISSION

The Bylaws of the Saco River Corridor Commission state that members of the Commission shall serve three-year terms. Councilor Nathan Johnson has decided to step-down from the Saco River Corridor Commission, leaving a vacancy to be filled. The Council is being asked to approve the Mayor’s suggested appointment of Richard LaRue as liaison to the Saco River Corridor Commission, effective February 16, 2016, for a period of three years and expiring on February 16, 2019.

B. CONFIRMATION OF MAYORS APPOINTMENT OF CRAIG PENDLETON TO THE TRANSIT COMMITTEE

The Transit Committee is an outside agency of which Saco is represented by three members of a nine-member
committee. Craig Pendleton was appointed to the Transit Committee in February of 2012 and his current term has expired.

The purpose of the Transit Committee is to “establish, maintain and implement a short and long-range bus transit development program. To apply for, receive and administer Federal and State grants-in-aid for mass transit on behalf of the municipalities of Biddeford, Old Orchard Beach, and Saco to provide adequate and efficient bus mass transit for the Biddeford, Old Orchard Beach, and Saco area.”

C. APPLICATION FOR LICENSE TO OPERATE GAMES OF CHANCE – FRATERNAL ORDER OF EAGLES #3792

Fraternal Order of Eagles #3792 has applied for a License to Operate a Game of Chance as follows: Meat Shoot for March 20, 2016.

The applicant has submitted their application in accordance with the provisions of Title 17 M.R.S.A. Chapter 13-A, and in accordance with the Rules and Regulations promulgated by the Chief of the State Police governing the operation of Beano/Bingo or Games of Chance.

D. APPLICATION FOR LICENSE TO OPERATE GAMES OF CHANCE – BIDDEFORD AND SACO ELKS #1597

Biddeford & Saco Elks #1597 has applied for a License to operate Games of Chance as follows: Nevada Gold (2 games) and Queen of Hearts (1 game) from April 1, 2016 to June 30, 2016.

The applicant has submitted their applications in accordance with the provisions of Title 17 M.R.S.A. Chapter 13-A, and in accordance with the Rules and Regulations promulgated by the Chief of the State Police governing the operation of Beano/Bingo or Games of Chance.

VIII. ADJOURNMENT

Councilor Minthorn moved, Councilor Doyle seconded to adjourn the meeting at 7:00 p.m. The motion passed with seven (7) yeas.

Attest: ___________________________________________
William T. Rankin, Deputy City Clerk