

STATE OF MAINE

COUNTY OF YORK

CITY OF SACO

Note: Council meeting packets and video recordings are posted on the city website, available for public review.

I. CALL TO ORDER – On Monday, November 7, 2022, at 6:30 p.m. a Council Meeting was held in the City Hall Auditorium.

II. RECOGNITION OF MEMBERS PRESENT – Mayor William Doyle recognized the members of the Council and determined that the Councilors present constituted a quorum. Councilors present: Marshall Archer, James Purdy, Joseph Gunn, Michael Burman, Philip Hatch, Jodi MacPhail, and Nathan Johnston. City Administrator Bryan Kaenrath was also present this evening.

III. PLEDGE OF ALLEGIANCE

IV. GENERAL – (Video recording 6:27 minute mark)

A. LUNG CANCER AWARENESS MONTH

Mayor Doyle read the following Lung Cancer Awareness Proclamation:

CITY OF SACO
OFFICE OF THE MAYOR

LUNG CANCER AWARENESS MONTH

WHEREAS, Whereas, lung cancer is the leading cause of cancer death among men and women in the United States and in Maine in 2021, accounting for more deaths than colon cancer, breast cancer, and prostate cancer combined; and

WHEREAS, Whereas, according to the Maine Center for Disease Control & Prevention, there were 1,396 new lung cancer cases and 920 deaths because of lung cancer in 2017 in Maine; and

WHEREAS, The 5 year survival rate for localized lung cancer is ~59%, yet only ~17% of lung cancers are diagnosed at this stage; and

WHEREAS, Screening for lung cancer for high-risk individuals using low-dose computed tomography can lead to the earlier detection of lung cancer and save lives, and

WHEREAS, Funding for lung cancer research trails far behind funding for research of many other cancers, and additional research is needed in early diagnosis, screening, and treatment for lung cancer as well as in lung cancer affecting women and lung cancer health disparities; and

WHEREAS, Women diagnosed with lung cancer are more likely to be younger and never-smokers, lung cancer incidence and mortality rates in women are rising relative to men, more women die from lung cancer than breast cancer every year and by 2035, it is expected that more women will die from lung cancer than men; and

WHEREAS, African Americans have the highest lung cancer incidence and mortality of all races, and disparities in lung cancer screening, diagnosis, treatment, and mortality are well characterized among African Americans and other racial minorities.

NOW, THEREFORE, I, William Doyle, Mayor of Saco, do hereby proclaim November as Lung Cancer Awareness Month in Saco, and recognize the need for research in lung cancer affecting women and lung cancer health disparities, and encourage all citizens to learn about lung cancer and early detection through lung cancer screening.

Mayor of Saco
William P. Doyle



B. COUNTY COMMISSIONER ALAN SICARD – DREDGE UPDATE

Mayor Doyle welcomed Commissioner Sicard for District #3 York County Commissioner to provide an update.

Commissioner Sicard - I just wanted to before my term expires the end of next month to give you a final update on the ARPA situation with the \$40 million Federal Funds that York County has been looking at for about a 1 ½ years now. The good news and you probably heard about it or seen it in the paper is we after that long battle we've got the 3 votes and secured the purchase of a regional dredge. So, first job I hope will be Saco Bay. Just to give an idea of the timeline there what I'd like to do is just give you a broad overview of all the ARPA funds to date and then open it up for any questions. The overview on the dredge itself is 6-8 months for delivery so we're almost the end of the year now so we're looking at taking delivery next summer. The title will remain in the County's name until such time as the entity is formed and financed primarily through the City of Saco and Up & Running has hired an executive director captain of the boat, whatever structure is deemed. That leaves us time for training in summer, fall of 2023. But the dredge season as I understand is actually December to April so the first jobs if you will would actually be 23-24. So that's all that's all good and it was a 3-2 vote. Took a long while to get there but we got it done. Saco Bay and then up and down York coast and you know possibly even further up and down the Maine Coast as needed and as these jobs come forward. That of course will be the operating money moving forward would be these jobs that come in. You may have heard already we've funded \$1.5 million for the Saint Andrews Teen Center that is presently taking place. That's a \$3million dollar retrofit and not only teens of Biddeford, Saco, Old Orchard, all the surrounding communities. Commercial kitchen downstairs and we'll have a homeless shelter for teens. Sorry to say there's nothing now in York County for a teen homeless shelter. You know I'm ashamed to say that we have to ship them out or let them go on the streets. They get a bus ticket or hitchhike to Portland. Hopefully this will be the first step in taking care and helping that we've also done about \$1.5 million for some housing down in the York, Kittery area. Some much needed affordable housing down in in that area which if you think Biddeford, Saco, is expensive it is but go down to York, Wells, that area is crazy. I'm about a million or so of retrofitting our own County buildings mostly with air circulators and so forth. You're dealing with some hundred-year-old buildings that really needed some work. The largest part of the \$40 million dollar wise is the piece I shared with you and the campus map is here. So, 75 acres we own at the jail campus and we are changing the name, it sounds kind of punitive but the York County Layman way campus if you will, First Responders training right now they're hard to attract they're more difficult to train and keep certified because you have to go here, there and everywhere and saying well this training is offered this weekend but you've got to go to Bangor and then it'll all be in Alfred, one way. Police, fire, EMT firing range the whole nine yards. We're partnering with York County Community College, so it'll be all certified training they offer EMT certification courses. I believe it's a 2-year program, I may be wrong and Biddeford and Sanford voc ed so that these guys and gals can come get their certification and actually work in the area. So, we're excited about that \$15-\$17 million dollar price tag and we're getting quotes there for the campus. We've just hired General Contractors and so forth so we're still very early in the engineering and general contracting process to get bids but that will be operationally self-supporting as these people come and train. There are fees involved and so forth to pay not only the instructors but help maintain the building as well and they've formed a, I say they are York County Fire Chief and his Department have formed a non-profit a foundation so they're actually raising money, talking to foundations across Maine and across the country that will help fund some of this as well so there may be several million dollars of that price tag that we can, and I liken it to a hospital naming rights to some of the classrooms and cafeterias and firing range, could be the Glock you know these type of things but they pay good money to have their names there and the one that I'm the most excited about if you get the Press Herald and they don't print on Monday, but if you haven't been online the front page story is York County plans the first County run Recovery Center in Maine. The four years on the County Board serving this last year as chairman this is the one that I'm most proud of because this will leave the legacy of saving lives and turning people around. We are the only county in the state that has been operating in about 3 ½ years of layman way Recovery Center with 24 beds most of the time full. Doing our little part to try to take first time non-violent offenders out of the judicial system into recovery. Most of them are in trouble because they're stealing to support a drug habit and they're young 18-20 something usually. That's part of the picture by expanding and giving them their own building, expanding to 58 beds to do a regional freestanding detox medicated assisted treatment intensive outpatient aftercare case management. This will be a game changer and that's not my words that's read some of the quotes in today's article it's uh it's really something that that is much needed rather than putting people in jail or in the hospital on waiting lists to be shipped out of state for the most part and go pay \$30 grand for an inpatient facility in Florida or something like that, who's got that kind of cash laying around. Most families don't and it is families, it's not just supporting the individual with the substance abuse problem it affects their

entire family. So, we're very proud of that. We'll have a capacity to serve 150 individuals on medication, assisted 100 in case management, 75 and outpatient or after care once it's fully operational. That comes with a \$5-6 million annual operating budget but by working with the State and Maine Care, who finally after proving to them the Layman Center worked after 3 years is willing now to well just to send some money our way, \$5-6 million of that hopefully will be funded by Maine Care. Number 3 on the list because once you get people rehab, they have to have some place to go, they have to have a job and we can get them a job but can't send them back to where they came in most cases, that's where the addiction occurred, I put on that supportive housing. We had an agreement with Sanford Housing to put a 40-unit single bedroom housing facility on the campus that I found out last week was initially turned down by the Alfred Planning Board. So not that the project has stopped, we will still work with Sanford Housing, but it looks like they'll have to probably put it in to the city limits of Sanford which may be a blessing in disguise. It'll be on the bus lines as opposed to over in Alfred. It will be closer to the large box stores, Walmart, Tractor Supply, home stores you know Lows and so forth which primarily their first jobs out of recovery usually are to get back on their feet. So, we're a little disappointed but knowing that Sanford has always supported these projects. The advantage of the Housing Authority was they're going to be given the land for free. We're going to deed it to them. They had funds to build it so that all worked. Now the project goes up a little more because they'll probably have to purchase some land so that is in a nutshell of what we got going on for \$40 million dollars in a 1 ½ years of work.

V. COMMITTEE CORRESPONDENCE TO COUNCIL - (Video recording 20:11 minute mark)

- Councilor Hatch – I'd like to acknowledge that the Age Friendly Saco had a wellness fair at Thornton Academy on Saturday, it was extremely well attended. There were over 100 participants. We had lots of breakout sessions for the folks who were there to learn about different benefits that are available to them within the community including sessions on ADU's and some of the property tax programs. We had 4 City staff folks who gave up their time on a Saturday morning to come and make a presentation. We had Sean McCarthy, Brooke Cobert, and Jason Garnum were there and Deputy Chief Pendleton was also there, but he is a board member of Age Friendly Saco and he was there to help with the administration of the program. In addition to that BSOOB Transit had a presence there as a vendor. It was kind of cool they brought the electric bus, and we have for the first time had a chance to actually get on the bus and go for a ride and it was quite interesting to have that experience. Chad Heid, the Executive Director was there on the vehicle as a tour guide and that exercise was very well received as well. Then one last note, as we are here this evening across the river GPCOG is entertaining a community outreach for their Vision Zero Program and what that is, is an attempt to collectively within multiple communities try to determine ways in which our streets can be safer and vision zero means no fatalities ever. It's a bold statement. So, I know that the city has uh sent out web links for surveys. The Vision Zero folks are looking for input from the community so our Communications Department has indicated that they have pushed those links out in our various web communications. So, I would encourage the general public to weigh in on this. Council Johnson and I serve on the Traffic Safety Committee, by far the number one issue we have to deal with constantly is traffic safety, pedestrian safety, and bicycle safety. So, here's an opportunity for us to engage in some broader discussion and potentially access some broader funding to help us alleviate some of these problems.
- Councilor MacPhail - Hard to believe that with the last 3 days of 70+ weather the Festival of Trees at the Museum is starting. Just wanted to give some important dates, the festival will actually kick off on November 25th and run through December 29th, and this is our 18th year. Some dates to set aside is Saturday, December 3rd from 9:30 a.m. to 12 at the library we have the Children's Craft Fair, Saturday December 10th at the library. We do have the tea with Mrs. Claus and that event is by reservation and you can contact the library or the museum to make your reservation. Then Sunday the 7th of December to 11th is the visit with Santa and that is going to be at the museum from 12:30p.m. to 3:00 p.m. From the first day of the event November 25th through December 15th raffle tickets will be available and the hours of the festival will run during the regular hours of the museum, so you can check the website or Facebook page for those hours and again it's going to be another great season. We've got a lot of good sponsors, some beautiful trees and we hope to see everybody there.
- Councilor Archer - Last Thursday the Biddeford Saco Chamber of Commerce held a Workforce Development Committee. This committee reconvened due to a hiatus related to covid. Any stakeholders that are out there in the Workforce Development world, that can be employers, it could be non-profits the

government, the city of Saco, was represented. Please reach out to Jim LaBelle at the chamber, and we'll get you into the next meeting. At this time, we've taken December off only due to the holidays and we'll reconvene in January.

VI. PUBLIC COMMENT

VII. APPROVAL OF MINUTES

VIII. CONSENT ITEMS - (Video recording 25:29 minute mark)

Councilor Burman moved, Councilor Hatch seconded to approve consent agenda item #A, #B, #C, #D, and #E as follows:

- A. CONFIRM MAYOR'S APPOINTMENTS TO THE CONSERVATION COMMISSION – ERIC BROKOFSKY, JUSTIN HILL, AND MATTHEW HOKANSON – Be it ordered that the City Council confirm the Mayor's appointments of Eric Brokofsky, Justin Hill, and Matthew Hokanson to the Conservation Commission, with terms expiring on January 3, 2025, April 26, 2024, and March 31, 2023 consecutively. Further move to approve the order.**
- B. CONFIRM THE MAYOR'S APPOINTMENTS TO THE HISTORIC PRESERVATION COMMISSION – TOM HARDY AND CHRIS DELANO – Be it ordered that the City Council confirm the Mayor's appointments of Chris Delano as an associate member and Tom Hardy as a regular member of the Historic Preservation Commission, both with terms expiring on June 30, 2023.**
- C. CONFIRM MAYOR'S APPOINTMENT TO THE PLANNING BOARD – RYAN PRESCOTT – Be it ordered that the City Council confirm the Mayor's appointment of Ryan Prescott to the Planning Board, for a term expiring on May 1, 2024. Further move to approve the order.**
- D. CONFIRMATION OF WARDEN & WARD CLERK APPOINTMENTS – Be it ordered that the City Council confirm the appointments of Eric Bassett as Warden for Ward 1 and Mark Leonard as a Ward Clerk for Ward 3, with a term to expire on December 2, 2023. Further move to approve the order.**
- E. APPLICATION FOR A LICENSE TO OPERATE BEANO/BINGO – Be it ordered that the City Council grant the application for a License to operate Beano/Bingo from January 1, 2023, to December 31, 2023 as submitted by the Biddeford-Saco Lodge of Elks #1597. Further move to approve the order.**

The motion passed with seven (7) yeas.

IX. ACTION ITEMS

A. CHAPTER 81 REQUEST TO PURCHASE CITY-OWNED PROPERTY: 9 PEARL AVENUE, TAX MAP 1, LOT 26 – (PUBLIC HEARING) – (Video recording 26:46 minute mark)

Councilor Burman moved, Councilor Johnston seconded, to open the public hearing for the Chapter 81 request to sell the City-owned property identified as Tax Map 1, Lot 36. The motion passed with seven (7) yeas.

The following individuals chose to speak:

David Plavin, 2 Surf Street
Jane Caron, 264 Lincoln Street
Kelley Archer, 185 Bradley Street

Councilor Burman moved, Councilor Johnston seconded to close the public hearing and to schedule the final reading for November 14, 2022. The motion passed with seven (7) yeas.

B. PETITION FOR CITY ACCEPTANCE OF LEIGHTON WAY AS A NEW PUBLIC STREET; INNES LANDING SUBDIVISION – (ONE READING) – (Video recording 32:45 minute mark)

Councilor Purdy moved, Councilor Hatch seconded, to accept Leighton Way as a public city street. The motion passed with seven (7) yeas.

X. NEW BUSINESS

A. INVESTMENT SERVICES PRESENTATION – (Video recording 34:31 minute mark)

City Administrator Bryan Kaenrath noted that we recently underwent an RFP process for an Investment Advisory Services.

A staff committee was formed to interview the RFP submissions and the winning candidate was Dave Javaheri from Morgan Stanley. He was selected mainly due to his experience working with municipalities and also his ties and knowledge of our area of New England.

Mr. Javaheri provided a high-level summary of the portfolio.

XI. ADMINISTRATIVE UPDATE – (Video recording 39:12 minute mark)

City Administrator Bryan Kaenrath provided administrative updates.

XII. COUNCIL DISCUSSION AND COMMENT – (Video recording 41:43 minute mark)

- Councilor Johnston – Just a reminder that tomorrow is Election Day. Good luck to the candidates out there that are seeking election.
- Mayor Doyle – Said good luck to everybody and thank you to everybody from local all the way through the United State. Thank you for putting your hat in the ring. It is not always easy, it's not always glorifying, but it is always good to give back to your local community. So, thank you to everybody and good luck. Even though we have had great temperatures the last 3 days, the temperature tomorrow looks to be a little bit cooler at 52, so dress appropriately if you are going to be standing out there.

XIII. EXECUTIVE SESSION – (Video recording 42:38 minute mark)

Councilor Hatch moved, Councilor MacPhail seconded, be it ordered that the City Council enter into executive session, pursuant to [M.R.S.A. Title 1, Chapter 13, Subchapter 1, §405(6)]: (E) Consultation with Legal Counsel. The motion passed with seven (7) yeas. Time: 7:08 p.m.

EXIT EXECUTIVE SESSION – (Video recording 1:44:53 minute mark)

Mayor Doyle, and City Councilors: Archer, Purdy, Gunn, Burman, Hatch, MacPhail, and Johnston and City Administrator Bryan Kaenrath were all present.

Councilor Hatch moved, Councilor Burman seconded, to exit executive session. The motion passed with seven (7) yeas. Time: 8:10 p.m.

XIV. REPORT FROM EXECUTIVE SESSION – (Video recording 1:45:24 minute mark)

Councilor Burman wanted to make the public aware that 2 weeks from tonight on November 21st, City Solicitor Tim Murphy will be presenting under new business information about public rights-of-ways, paper roads, and beach access especially involving the paper roads across from Long Pond down in my ward.

Mayor Doyle noted there was nothing further to report.

XV. ADJOURNMENT

Councilor Hatch moved, Councilor Burman seconded, to adjourn the meeting. The motion passed with seven (7) yeas. Time: 8:10 p.m.

Attest: _____
Michele L. Hughes, City Clerk

Mayor William P. Doyle
Councilor Marshall Archer
Councilor Jim Purdy
Councilor Joseph Gunn



Councilor Michael Burman
Councilor Phil Hatch
Councilor Jodi L. MacPhail
Councilor Nathan D. Johnston

**SACO CITY COUNCIL MEETING
MONDAY, NOVEMBER 7, 2022 – 6:30PM
CITY HALL AUDITORIUM**

- I. CALL TO ORDER**
- II. RECOGNITION OF MEMBERS PRESENT**
- III. PLEDGE OF ALLEGIANCE**
- IV. GENERAL**
 - A. Lung Cancer Awareness Month
 - B. County Commissioner Alan Sicard – Dredge Update
- V. COMMITTEE CORRESPONDENCE TO COUNCIL**
- VI. PUBLIC COMMENT**
- VII. APPROVAL OF MINUTES:**
- VIII. CONSENT ITEMS**
 - A. Confirm Mayor’s Appointments to Conservation Commission – **P2**
Eric Brokofsky, Justin Hill and Matthew Hokanson
 - B. Confirm Mayor’s Appointments to Historic Preservation Commission – **P5**
Tom Hardy and Chris Delano
 - C. Confirm Mayor’s Appointment to Planning Board – Ryan Prescott **P7**
 - D. Confirmation of Warden & Ward Clerk Appointments **P9**
 - E. Application for a License to Operate Beano/Bingo – Biddeford Saco Elks **P11**
Lodge #1597
- IX. ACTION ITEMS**
 - A. (Public Hearing) Chapter 81 Request to Purchase City-Owned Property: **P16**
9 Pearl Ave.
 - B. (One Reading) Petition for City Acceptance of Leighton Way as a New **P18**
Public Street; Innes Landing Subdivision
- X. NEW BUSINESS**
 - A. Investment Services Presentation
- XI. ADMINISTRATIVE UPDATE**
- XII. COUNCIL DISCUSSION AND COMMENT**
- XIII. EXECUTIVE SESSION**

“Be it Ordered that the City Council enter into executive session, pursuant to [M.R.S.A. Title 1, Chapter 13, Subchapter 1, §405(6)]:
(E) Consultation with Legal Counsel
- XIV. REPORT FROM EXECUTIVE SESSION**

Language for this will be provided during Executive Session
- XV. ADJOURNMENT**

MEETING ITEM COMMENTARY

- AGENDA ITEM:** Confirm Mayor’s Appointments to the Conservation Commission – Eric Brokofsky, Justin Hill and Matthew Hokanson
- STAFF RESOURCE:** Shannon Chisholm, Assistant Planner
- COUNCIL RESOURCE:** Councilor Michael Burman
- BACKGROUND:** The Conservation Commission shall be composed of 11 regular and four associate members, to be appointed by the Mayor and approved by the Council. All shall be residents of the City of Saco. There shall be no more than three regular members on the Commission who are residents of the same ward. No more than two members of a similar profession shall serve on the Commission at one time. No member shall hold any elective office or other appointive position in the City, county, state or federal government, except that member(s) may be appointed to ad hoc or other special committees for a specified period of time. Members shall be appointed for a term of three years, except that the new appointments of three members shall be for terms of one year and one member for a term of two years.
- The three individuals being appointed are filling regular member seats that have been vacated. Their terms will be as follows:
- Eric Brokofsky - term expires January 3, 2025
Justin Hill - term expires April 26, 2024
Matthew Hokanson - term expires March 31, 2023
- EXHIBITS:** Applications for the Conservation Commission
- RECOMMENDATION:** Staff recommends approval.
- SUGGESTED MOTION:** *“Be it ordered that the City Council confirm the Mayor’s appointments of Eric Brokofsky, Justin Hill and Matthew Hokason to the Conservation Commission, with terms expiring on January 3, 2025, April 26, 2024 and March 31, 2023 consecutively.”*
- “I move to approve the Order.”*

From: [Microsoft Power Apps and Power Automate](#)
To: [Bill Doyle](#); [Michele Hughes](#); [Torie Gorman](#); [Emily Roy](#)
Subject: New Advisory Body Application - Eric Brokofsky
Date: Saturday, April 9, 2022 7:27:54 PM

**[CAUTION: THIS EMAIL
ORIGINATED FROM OUTSIDE
THE CITY OF SACO DOMAIN]**

Advisory body(ies) applicant is interested in serving on: ["Conservation Commission", "Coastal Waters Commission", "Economic Development Commission", "Energy & Sustainability Committee", "Planning Board", "Mayor's Ad Hoc – Coastal Resiliency", "Mayor's Ad Hoc – Arts Commission"]

Full Name: Eric Brokofsky

Street Address: 120 Bradley St, Saco Maine

Mailing Address: 120 Bradley Street Saco maine

E-mail: ebrokofsky@gmail.com

Home telephone: N/a

Mobile Phone: 2079394305

Name of Employer: Unum

How long have you been a resident of Saco?: Less than a year

Please list past board or committee appointment(s), including the community name, the name of the board or committee, and years served: I have not previously served on a board

In 50 words or less, please explain why you are interested in serving, and what you might contribute to a board or committee: My wife and I have just purchased our first home on Saco and I am interested in being part of the place we are making our home. I can bring a knowledge of the food service and insurance industries as well as a love for the arts to any board or committee

Do you have any comments or suggestions to help us improve this process?:

If you want to unsubscribe from these emails, please use this [form](#).

From: [Microsoft Power Apps and Power Automate](#)
To: [Bill Doyle](#); [Michele Hughes](#); [Torie Gorman](#); [Emily Roy](#)
Subject: New Advisory Body Application - Justin Clayton Hill
Date: Thursday, November 3, 2022 7:26:31 PM

**[CAUTION: THIS EMAIL
ORIGINATED FROM OUTSIDE
THE CITY OF SACO DOMAIN]**

Advisory body(ies) applicant is interested in serving on: ["Conservation Commission"]

Full Name: Justin Clayton Hill

Street Address: 108 Bradley Street, Saco, ME 04072

Mailing Address: 108 Bradley Street, Saco, ME 04072

E-mail: Justin.c.hill10@gmail.co

Home telephone: 6163684037

Mobile Phone: 6163684037

Name of Employer: Pratt and Whitney

How long have you been a resident of Saco?: 14 months

Please list past board or committee appointment(s), including the community name, the name of the board or committee, and years served: N/A

In 50 words or less, please explain why you are interested in serving, and what you might contribute to a board or committee: I have a vested interest in conservation as an avid hunter and also have a master's degree in environmental management. The natural resources and Rachel Carson Wildlife area along with the Saco Bay and Trails are resources we must ensure we protect and promote.

Do you have any comments or suggestions to help us improve this process?: None at this time

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From: [Microsoft Power Apps and Power Automate](#)
To: [Bill Doyle](#); [Michele Hughes](#); [Torie Gorman](#); [Emily Roy](#)
Subject: New Advisory Body Application - Matthew Hokanson
Date: Thursday, September 29, 2022 8:48:11 AM

**[CAUTION: THIS EMAIL
ORIGINATED FROM OUTSIDE
THE CITY OF SACO DOMAIN]**

Advisory body(ies) applicant is interested in serving on: ["Conservation Commission"]

Full Name: Matthew Hokanson

Street Address: 489 Buxton Rd

Mailing Address: 489 Buxton Rd. Saco, ME 04072

E-mail: m@h0ke.com

Home telephone: n/a

Mobile Phone: 207-650-2303

Name of Employer: Spotify

How long have you been a resident of Saco?: 3.5 years

Please list past board or committee appointment(s), including the community name, the name of the board or committee, and years served: n/a

In 50 words or less, please explain why you are interested in serving, and what you might contribute to a board or committee: I grew up in Southern Maine and, after having lived in other states for a while, I'm very happy to be back in Maine. I spent a good amount of time in my childhood in the outdoor spaces maintained by local groups and now that I have chosen Saco as the place to live and raise my family, I want to help do the same. Whether it be a park, hiking trails or other municipally run outdoor space, I believe maintain outdoor spaces for all of Saco residents is imperative. As far as contributions, I've been a manager at a medium sized company for some time now, and am no stranger to running meetings, completing tasks and collaborating to get things done. I'd also be willing to get outdoors and help maintain or create new open spaces for the community.

Do you have any comments or suggestions to help us improve this process?:

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MEETING ITEM COMMENTARY

- AGENDA ITEM:** Confirm the Mayor’s Appointments to the Historic Preservation Commission – Tom Hardy and Chris Delano
- COUNCIL RESOURCE:** Councilor Joe Gunn
- STAFF RESOURCE:** Shannon Chisholm, Assistant Planner
- BACKGROUND:** The Historic Preservation Commission is comprised of five regular members and up to five associate members. Members serve terms as outlined in section 230-413 of the City’s ordinances.
- Mayor Doyle has recommended that Chris Delano be appointed as an associate member and Tom Hardy move from an associate member to a regular member, both with terms ending on June 30, 2023. Both of these appointments are filling vacant seats on the Historic Preservation Commission.
- EXHIBITS:** Commission Application
- RECOMMENDATION:** The Mayor recommends the appointments of Chris Delano as an Associate Member and Tom Hardy as a Regular Member.
- SUGGESTED MOTION:** *“Be it Ordered that the City Council confirm the Mayor’s appointments of Chris Delano as an associate member and Tom Hardy as a regular member of the Historic Preservation Commission, both with terms expiring on June 30, 2023.*”

From: [Microsoft Power Apps and Power Automate](#)
To: [Bill Doyle](#); [Michele Hughes](#); [Torie Gorman](#); [Emily Roy](#)
Subject: New Advisory Body Application - Chris Delano
Date: Tuesday, May 24, 2022 9:50:59 AM

**[CAUTION: THIS EMAIL
ORIGINATED FROM OUTSIDE
THE CITY OF SACO DOMAIN]**

Advisory body(ies) applicant is interested in serving on: ["Historic Preservation Commission"]

Full Name: Chris Delano

Street Address: 111 Elm Street

Mailing Address: Saco, ME 04072

E-mail: chris@delanoarchitecture.com

Home telephone: 207-494-9035

Mobile Phone: 207-233-7777

Name of Employer: Self employed. Delano Architecture

How long have you been a resident of Saco?: 2 years

Please list past board or committee appointment(s), including the community name, the name of the board or committee, and years served: I have not been on a city board before.

In 50 words or less, please explain why you are interested in serving, and what you might

contribute to a board or committee: I have been a registered architect in the state for 20 years with my own practice in town. As a result, I am very interested and aware of the role buildings play in defining the unique character of places. As an architect and owner of a historic home in the district, I am uniquely suited to understand the many factors to consider when addressing historic structures and their larger impact on the City.

Do you have any comments or suggestions to help us improve this process?: none at this point.

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MEETING ITEM COMMENTARY

AGENDA ITEM: Confirm Mayor’s Appointment to the Planning Board – Ryan Prescott

COUNCIL RESOURCE: Councilor Jim Purdy

STAFF RESOURCE: Jason Garnham, City Planner

BACKGROUND: The Planning Board is comprised of seven members appointed by the Mayor and approved by the City Council for three-year terms. Each Commission member shall be a resident of the City, serve without compensation, and must meet the qualifications outlined in §4-34 of the City’s Administrative Code.

Mayor Doyle has recommended Ryan Prescott (Ward 4) be appointed to the Planning Board to fill a vacant seat with a term ending on May 1, 2024.

EXHIBIT: Board Member’s Application

RECOMMENDATION: The Mayor recommends confirmation of the appointment of Ryan Prescott to the Planning Board.

SUGGESTED MOTION: *“Be it Ordered that the City Council confirm the Mayor’s appointment of Ryan Prescott to the Planning Board, for a term expiring on May 1, 2024.*

I move to approve the Order.”

Michele Hughes

Ward 4

From: noreply@revize.com
Sent: Wednesday, April 7, 2021 11:20 AM
To: Michele Hughes
Cc: Emily Roy
Subject: Board Application

[CAUTION: THIS EMAIL ORIGINATED FROM OUTSIDE THE CITY OF SACO DOMAIN]

Coastal Waters Commission = Coastal Waters Commission
Conservation Commission = Conservation Commission
Economic Development Commission = Economic Development Commission
Energy and Sustainability Commission = Energy and Sustainability Commission
Historic Preservation Commission = Historic Preservation Commission
Parks and Recreation Advisory Board = Parks and Recreation Advisory Board
Planning Board = Planning Board
Shoreline Commission = Shoreline Commission
Length of residency = 24 years total
Community1 =
Board1 =
Years1 =
Community2 =
Board2 =
Years2 =
Community3 =
Board3 =
Years3 =
Community4 =
Board4 =
Years4 =
Community5 =
Board5 =
Years5 =
Nominee qualifications = I love the city of Saco and would like to use my knowledge and experience to give back to it and help it evolve to meet the needs of the future.
Name = Ryan Prescott
Street Address = 1 Meadow Lane
Mailing Address = Saco, ME 04072
Nominee Home Telephone =
Cell Telephone = 207-590-6552
E-mail = rymprescott@gmail.com
Employer = V2 Strategic Advisors
Employer address = 51 Islington Street
Employer Telephone =
Comments = This is my fourth or fifth application. It would be really great to be supported as a young professional in being able to be involved in the evolution of my community.
Client IP = 74.78.49.11

MEETING ITEM COMMENTARY

AGENDA ITEM: Confirmation of Warden & Ward Clerk Appointments

STAFF RESOURCE: Michele L. Hughes, City Clerk

COUNCIL RESOURCE: Councilor Marshall Archer

BACKGROUND: Currently there are vacancies in the Ward 1 Warden and Ward 3 Ward Clerk positions.

The City Clerk is recommending the appointment of the following individuals to fill the vacancies with a term to expire on December 3, 2023:

Ward 1 Warden – Eric Bassett, 28 Rosewood Drive

Ward 3 Ward Clerk – Mark Leonard, 9 Morgan Circle

EXHIBITS: M.R.S.A. – Title 21-A

RECOMMENDATION: Staff recommends approval.

SUGGESTED MOTION: *“Be it Ordered that the City Council confirm the appointments of Eric Bassett as Warden for Ward 1 and Mark Leonard as a Ward Clerk for Ward 3, with a term to expire on December 2, 2023.”*

“I move to approve the order.”

Maine Revised Statutes
Title 21-A: ELECTIONS
Chapter 5: NOMINATIONS

§384. ELECTION OFFICIALS

The municipal officers may appoint a qualified person to fill a vacancy in the office of any election official. [1993, c. 447, §6 (AMD).]

1. Limitation.

[1999, c. 426, §16 (RP) .]

SECTION HISTORY

1985, c. 161, §6 (NEW). 1993, c. 447, §6 (AMD). 1999, c. 426, §16 (AMD) .

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MEETING ITEM COMMENTARY

AGENDA ITEM: Application for a License to Operate Beano/Bingo

STAFF RESOURCE: Michele L. Hughes, City Clerk

COUNCIL RESOURCE: Councilor Joseph Gunn

BACKGROUND: **Biddeford-Saco Lodge of Elks #1597** has applied for a License to operate Beano/Bingo on Tuesdays from January 1, 2023, to December 31, 2023.

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 State of Maine, Dept. of Public Safety, Gambling Control Unit governing the operating of Beano/Bingo.

EXHIBITS: Application

RECOMMENDATION: Staff recommends approval.

SUGGESTED MOTION: *“Be it Ordered that the City Council grant the application for a License to operate Beano/Bingo from January 1, 2023 to December 31, 2023 as submitted by the Biddeford-Saco Lodge of Elks #1597.”*

“I move to approve the Order”.

FOR OFFICE USE ONLY

Check # _____

Amount \$ _____



Application to Register Beano/Bingo

MGCU - 5000

****The application (to include the house rules) and registration fee must be received by the Gambling Control Unit at least ten business days prior to the Bingo Occasion****

Beano/Bingo: \$5.00 Special Per Game Registration; \$12 Calendar Week (Monday through Sunday); \$36 Calendar Month; **\$400 Calendar Year**

Make check payable to Treasurer, State of Maine

Return the completed and signed application to:

**Department of Public Safety
Gambling Control Unit
Central Maine Commerce Center
87 State House Station
45 Commerce Drive, Suite 3
Augusta, Maine 04333-0087
(207) 626-3900 – Office
(207) 287-4356 – Fax**

1. Organization Name: Biddeford-Saco Elks Lodge #1597
 Organization Number (NPO) or NCO: 1247 Federal Tax ID # (EIN): 01-0229743
 Business Address: 68 Ocean Park Rd., Saco, ME 04072
 City: Saco State: ME Zip Code 04072
 Mailing Address: PO Box 1597 Phone: 283-1597
 City: Saco State: ME Zip Code: 04072

2. Current Officers:

NAME & TITLE	ADDRESS	CITY/ZIP	PHONE	DATE TERM EXPIRES
Vassie Fowler Exalted Ruler	511 Pool St.	Biddeford 04005	207-408-2274	4/1/2023
Gail Howes CHAIRMAN TRUSTEES	16 Stockman Ave	Saco 04072	207-286-6110	4/1/2023
Jean Howard Secretary	7 FERRY LN	BIDDEFORD 04005	207-650-0477	4/1/2023
Stephen Durig TREASURER	3 STACY ST	SACO 04072	207-468-7117	4/1/2023

3. Location where Beano/Bingo is to be conducted:

BPOE LODGE 1597 68 Ocean Park Rd. Saco 04072
 BUILDING ADDRESS CITY/ZIP

4. Person responsible for conduct of Beano/Bingo:

Richard Gosselin 207-283-1597 207-518-3841
 NAME DAYTIME PHONE & EVENING PHONE

E-Mail Address: RichardGosselinSr@yahoo.com

5. Circle the day(s) of the week you will be conducting Beano/Bingo: TUESDAYS

Mon Tue , Wed_ Thu Fri Sat Sun

6. What time do the doors open? 3 PM. What time does the game start? 6 PM

7. Dates – Please specify the dates of the Bingo Occasion(s). If more space is needed, please attach a separate sheet of paper with this information on it.

<u>January</u>	<u>May</u>	<u>September</u>
<u>February</u>	<u>June</u>	<u>October</u>
<u>March.</u>	<u>July</u>	<u>November</u>
<u>April</u>	<u>August</u>	<u>December</u>

8. Does the organization own all the equipment used in operating Beano/Bingo? Yes No

If "NO", Attach a sheet of paper to this application explaining the circumstances under which the equipment was acquired. Please write your organization name and number on the sheet.

9. Has any current officer of the organization or association ever been convicted of or have any charges currently pending for violating the gambling or lottery laws of the United States or the State of Maine?

Yes No

If "YES" attach a sheet of paper to this application providing the person's name, address, and date and place of conviction or date and location of pending charge. Please write your organization name and number on the sheet.

10. Does the organization have any delinquent / outstanding Disposition of Funds Reports? Yes No

If "YES" include all reports with this application. If the reports are not included, this application is considered incomplete.

11. **Fair Association Only:** Attach a list of the names and home addresses of the persons operating or assisting in the registered activity. **Please write your organization name and number on the list.**

12. The following consent must be completed by the municipal officers of the city or town where the Beano/Bingo will take place unless a separate "Letter of Approval" is attached to this application.

Check here if you have attached a "Letter of Approval." Letters that have an expiration date of greater than five years from the issue date will not be accepted by this office.

Municipal Consent to Register

The undersigned municipal officers of the City/Town of _____ hereby certify that we consent to the registration by _____ to operate Beano/Bingo in accordance with the provisions of 17 M.R.S.A. Chapter 13-A and in accordance with the Rules promulgated by the State of Maine, Department of Public Safety, Gambling Control Unit governing the operation of Beano/Bingo.

Name: _____

Date: _____ Title: _____

Name: _____

Date: _____ Title: _____

Name: _____

Date: _____ Title: _____

Name: _____

Date: _____ Title: _____

13. The applicant agrees to obey Federal, State of Maine laws, and rules governing Beano/Bingo promulgated by the Department of Public Safety, Gambling Control Unit. The applicant warrants the truth of the foregoing statements on penalty of perjury.

Signed: Stephen R. Dupuis

Print Name: STEPHEN R. DUPUIS Title: Treasurer

Date: 10/11/2022 Age 18 or older: Yes No

NOTE: Ensure a Copy of the House Rules for Bingo are attached to the application.

ITEM COMMENTARY

AGENDA ITEM: (Public Hearing) Chapter 81 request to purchase City-owned property: 9 Pearl Avenue, Tax Map 1, Lot 36

STAFF RESOURCE: Jason Garnham – City Planner

COUNCIL RESOURCE: Mike Burman – Ward 4 Councilor

INTRODUCTION: Jack Huse, owner of the property located at 7 Pearl Ave (Lot 37 of Tax Map 1), submitted a request for the Planning Board and City Council to consider selling the neighboring parcel to the east, 9 Pearl Avenue (Lot 36 of Tax Map 1), to him, so he can maintain the areas abutting his property and expand a deck. 9 Pearl Ave contains a section of seawall and public beach areas. The Planning Board voted 5:1 to forward a negative recommendation to City Council during their September meeting.

BACKGROUND: The Planning Board’s negative recommendation is based on advice received from the City Solicitor and Public Works Director, who state that the subject property may be needed by the City and Army Corps of Engineers for future projects. Planning staff conclude that the City Council has several **options to consider:**

1. Vote to deny the request and retain public ownership of 9 Pearl Ave.
2. Vote to sell only that portion of 9 Pearl Ave that is necessary for Mr. Huse to achieve his objectives. This would generally comprise those areas that are above/ landward of the seawall.
3. Vote to deny the request, retain public ownership of 9 Pearl Ave., and advise Mr. Huse to apply for a Contract Zone Agreement by which the Council may authorize use or development of his property which does not comply with zoning standards.
4. Vote to deny the request, retain public ownership of 9 Pearl Ave., and advise Planning staff and the Planning Board to devise provisions for “administrative” variances in Saco’s Zoning Ordinance. Such variances would enable property owners to seek limited relief from specific zoning standards provided criteria related to public health and safety and minimizing impacts on neighboring areas are met.

Councilors asked for additional information about Mr. Huse’s construction plans during the October 24 meeting. This information is unknown by City staff at this time.

EXHIBITS:

1. [September 20, 2022 Planning Board meeting packet](#) (City Planner's memo, petitioner's request, property plans, City staff and Commissioner's comments)
2. [September 20, 2022 Planning Board meeting minutes](#)

RECOMMENDATION:

The Planning Board voted 5:1 to forward a negative recommendation to City Council as advised by the City Solicitor and Public Works Director.

SUGGESTED MOTION:

"I move to open a Public Hearing for the Chapter 81 request to sell the City-owned property identified as Tax Map 1, Lot 36."

"I move to close the public hearing and to schedule the final reading for November 14, 2022."

ITEM COMMENTARY

AGENDA ITEM: (One Reading) Petition for City acceptance of Leighton Way as a new public street; Innes Landing Subdivision

STAFF RESOURCE: Jason Garnham – City Planner

COUNCIL RESOURCE: Jim Purdy – Liaison to the Planning Board

BACKGROUND: Doug Foglio of Fomex Development LLC requests City acceptance of a new public street, Leighton Way, in accordance with Section 911 of Saco’s Subdivision Ordinance and Chapter 186 of Saco City Code: City Acceptance of Improvements. Leighton Way was approved as part of the Innes Landing subdivision in 2018. The project included sixteen residential lots on Leighton Way, which is accessed from Flag Pond Road and Jenkins Road per the recorded subdivision plan. City Attorney Tim Murphy and City Engineer Joe Laverriere determined the project to be complete and found the as-built plan, the metes and bounds description, and the deed of cession to be accurate and acceptable. The Planning Board voted 6:0 to forward a positive recommendation to City Council during their October 4 meeting.

EXHIBITS:

1. Draft Warranty Deed
2. City Engineer’s punchlist completion email 10/26/22
3. Innes Landing As-Built Drawings
4. City Attorney’s update 9/28/22
5. October 4, 2022 Planning Board meeting minutes (draft)
6. [October 4, 2022 Planning Board meeting packet](#) (Planner’s memo, approved subdivision plan, subdivision approval document)

RECOMMENDATION: Planning Board and City staff recommend City acceptance of the proposed public streets.

SUGGESTED MOTION: *“I move to accept Leighton Way as a public city street.”*

Warranty Deed

(Leighton Way)

NOW COMES FOMEX DEVELOPMENT, LLC, a Maine Limited Liability Company with a principal mailing address of _____, Maine which for one dollar (\$1.00) and other consideration herein grants, transfers, and conveys, with warranty covenants, unto the CITY OF SACO, a Municipal Corporation, 300 Main Street, Saco, Maine, certain land located near Jenkins Road and Flag Pond Road in Saco, Maine, said Parcel more particularly bounded and described as follows:

Beginning at a point on the southerly sideline of Flag Pond Road at the northeasterly corner of Lot 1 as shown on a plan entitled "Innes Landing Subdivision - 269 Jenkins Road, Saco, Maine", prepared for Lesley H. Leighton and designed by Terradyn Consultants, LLC. Said plan being dated October 1, 2018, approved by the City of Saco October 2, 2018 and recorded at the York County Registry of Deeds October 10, 2018 in Plan book 397, page 42;

Thence S 61°-51'-55" E by and along the southwesterly sideline of Flag Pond Road a distance of 70.24 feet to a point of curvature to be marked with a stone monument at the northwest corner of Lot 2 as shown on said Plan;

Thence generally in a southwesterly direction by and along the northwesterly sideline of said Lot 2 by a curve to the left having a radius of 10.00 feet, and an arc length of 16.54 feet to a point of tangency to be marked with a stone monument. Said point being S 70°-45'-39" W, 14.72 feet from the previous point;

Thence S 23°-23'-12" W by and along the westerly sideline of Lot 2 a distance of 355.56 feet the common corner between Lots 2 and 4 to be marked with an iron pin;

Thence continuing S 23°-23'-12" W by and along the westerly sideline of Lot 4 a distance of 149.74 feet to a point of curvature to be marked with a stone monument;

Thence generally in a southwesterly direction by and along the northwesterly sidelines of Lot 4, and by a curve to the right having a radius of 1025.00 feet and an arc length of 50.44 feet to a point at the common corner between Lots 4 and 6 to be marked with an iron pin. Said point being S 24°-47'-47" W, 50.43 feet from the previous point;

Thence continuing in a southwesterly direction by and along the northwesterly sideline of Lot 6 and by a curve to the right having a radius of 1025.00 feet and an arc length of 242.86 feet to a point of compound curvature at a fillet radius for a 50 foot wide possible future right-of-way

to be marked with a stone monument. Said point being S 32°-59'-38" W, 242.29 feet from the previous point;

Thence continuing in a southwesterly direction by and along the northwesterly sideline of said possible future right-of-way and by a curve to the right having a radius of 1025.00 feet and an arc length of 69.68 feet to a point of compound curvature at a fillet radius for said right-of-way and the northerly corner of Lot 8 to be marked with a stone monument. Said point being S 41°-43'-44" W, 69.66 feet from the previous point;

Thence continuing in a southwesterly direction by and along the northwesterly sideline of Lot 8 and by a curve to the right having a radius of 1025.00 feet and an arc length of 80.89 feet to a point of tangency to be marked with a stone monument. Said point being S 45°-56'-13" W, 80.87 feet from the previous point;

Thence S 48°-11'-53" W by and along the northwesterly sideline of said Lot 8 a distance of 97.33 feet to a point of curvature to be marked with a stone monument;

Thence generally in a southwesterly direction by and along the northwesterly sideline of said Lot 8 by a curve to the left having a radius of 475.00 feet and arch length of 183.54 feet to a point of tangency to be marked with a stone monument. Said point being S 37°-07'-43" W, 182.40 feet from the previous point;

Thence S 26°-03'-33" W by and along the northwesterly sideline of Lot 8 a distance of 79.68 feet to the common corner between Lots 8 and 12 to be marked with an iron pin;

Thence continuing S 26°-03'-33" W by and along the northwesterly sideline of Lot 12 a distance of 36.43 feet to a point of curvature to be marked with a stone monument;

Thence generally in a southwesterly direction by and along the northwesterly sideline of Lot 12 and by a curve to the right having a radius of 175.00 feet and an arc length of 163.57 feet to a point at the common corner of Lots 12 and 13 to be marked with and iron pin. Said point being S 52°-50'-10" W, 157.68 feet from the previous point;

Thence generally in a westerly direction by and along the northerly sideline of Lot 13 and by a curve to the right having a radius of 175.00 feet and an arc length of 140.71 feet to a point of tangency to be marked with a stone monument. Said point being N 77°-21'-05" W, 136.95 feet from the previous point;

Thence N 54°-18'-57" W by and along the northeasterly sideline of Lot 13 a distance of 58.14 feet to a point at the common corner with a parcel to be conveyed to the City of Saco to be marked with an iron pin;

Thence continuing N 54°-18'-57" W by and along the northeasterly sideline of the parcel to be conveyed to the City of Saco a distance of 262.33 feet to a point of curvature to be marked with a stone monument;

Thence generally in a westerly direction by and along the northerly sideline of said City of Saco lot and by a curve to the left having a radius of 10.00 feet and an arc length of 15.76 feet to a point of tangency on the southeasterly side of Jenkins Road to be marked with a stone monument. Said point being S 80°-32'-34" W, 14.18 feet from the previous point;

Thence N 35°-24'-06" E by and along the southeasterly sideline of said Jenkins Road a distance of 70.00 feet to a point of curvature to be marked with a stone monument at the southwesterly corner of Lot 11;

Thence generally in a southerly direction by and along the westerly sideline of Lot 11 and by a curve to the left having a radius of 10.00 feet and an arc length of 15.66 feet to a point of tangency to be marked with a stone monument. Said point being S 9°-27'-32" E, 14.11 feet from the previous point;

Thence S 54°-18'-57" E by and along the southwesterly sideline of said Lot 11 a distance of 320.81 feet to a point of curvature to be marked with a stone monument;

Thence generally in a northeasterly direction by and along the southwesterly sideline of said Lot 11 and by a curve to the left having a radius of 125.00 feet and an arc length of 217.35 feet to a point of tangency to be marked with a stone monument; said point being N 75°-52'-18" E, 190.98 feet from the previous point;

Thence N 26°-03'-33" E by and along the easterly sideline of Lot 11 a distance of 49.80 feet to the common corner between Lots 10 and 11 to be marked with an iron pin;

Thence continuing N 26°-03'-33" E by and along the easterly sideline of Lot 10 a distance of 66.31 feet to a point of curvature to be marked with a stone monument;

Thence generally in a northeasterly direction by and along the southeasterly sideline of Lot 10 and by a curve to the right having a radius of 525.00 feet and an arc length of 145.15 feet to the common corner between Lots 9 and 10 to be marked with an iron pin. Said point being N 33°-58'-47" E, 144.69 feet from the previous point;

Thence continuing in a northeasterly direction by and along the southeasterly sideline of Lot 9 and by a curve to the right having a radius of 525.00 feet and an arc length of 57.71 feet to a point of tangency to be marked with a stone monument. Said point being N 45°-02'-57" E, 57.68 feet from the previous point;

Thence N 48°-11'-53" E by and along the southeasterly sideline of said Lot 9 a distance of 97.33 feet to a point of curvature to be marked with a stone monument;

Thence generally in a northeasterly direction by and along the southeasterly sidelines of Lot 9 and by a curve to the left having a radius of 975.00 feet and an arc length of 59.13 feet to the common corner between Lots 7 and 9 to be marked with an iron pin. Said point being N 46°-27'-38" E, 59.12 feet from the previous point;

Thence continuing in a northeasterly direction by and along the southeasterly sideline of Lot 7 and by a curve to the left having a radius of 975.00 feet and an arc length of 210.67 feet to the common corner between Lots 5 and 7 to be marked with an iron pin. Said point being N 38°-31'-59" E, 210.26 feet from the previous point;

Thence continuing in a northeasterly direction by and along the southeasterly sideline of Lot 5 and by a curve to the left having a radius of 975.00 feet and an arc length of 152.41 feet to a point of tangency to be marked with a stone monument. Said point being N 27°-51'-54" E, 152.26 feet from the previous point;

Thence N 23°-23'-12" E by and along the southeasterly sideline of Lot 5 a distance of 60.55 feet to the common corner between Lots 3 and 5 to be marked with an iron pin;

Thence continuing N 23°-23'-12" E by and along the southeasterly sideline of Lot 3 a distance of 214.93 feet to the common corner between Lots 1 and 3 to be marked with an iron pin;

Thence continuing N 23°-23'-12" E by and along the southeasterly sideline of Lot 1 a distance of 235.63 feet to a point of curvature to be marked with a stone monument;

Thence generally in a northwesterly direction by and along the northeasterly sideline of said Lot 1 and by a curve to the left having a radius of 10 feet and an arc length of 14.88 feet to the point of beginning. Said point being N 19°-14'-21" W, 13.54 feet from the previous point.

Meaning and intending to describe a parcel of land being 50 feet in width and including the fillet radius's at the intersections with both Flag Pond Road and Jenkins Road. Said parcel being a portion of the land described in the deed from Woodward C. Adams and John S. Harvey to Lesley H. Leighton dated August 16, 1994 and recorded at the York County Registry of Deeds in Book 7366, page 52. Said Parcel also identified as "Leighton Way" in the above referenced subdivision Plan for Innes Landing found in Plan Book 397, Page 42 said same Registry of Deeds.

Included herewith are 10 foot wide grading easements along both sides of Leighton Way as shown on said Plan and described in Note 18 thereon.

Bearings herein are referenced to grid north as described in Note 9 and as shown on said Plan.

TO HAVE AND TO HOLD said Premises for its use and benefit, with all the privileges appurtenant thereto, for itself and its successors and assigns now and forever.

Dated at _____, Maine, this _____, day of _____, 2022.

WITNESS:

FOMEX DEVELOPMENT, LLC:

Signature

Signature

Print name

Print name, title

STATE OF MAINE

_____, 2022

_____, ss.

Then personally appeared before me, _____ who gave oath and acknowledged the foregoing to be the free act and deed of FOMEX DEVELOPMENT, LLC and of his/her authority to act herein on its behalf.

Before me,

Notary Public/Attorney at Law

From: [Shannon Chisholm](#)
To: [Jason Garnham](#)
Subject: FW: Leighton Way street acceptance
Date: Wednesday, October 26, 2022 2:24:51 PM

This was your street acceptance right?

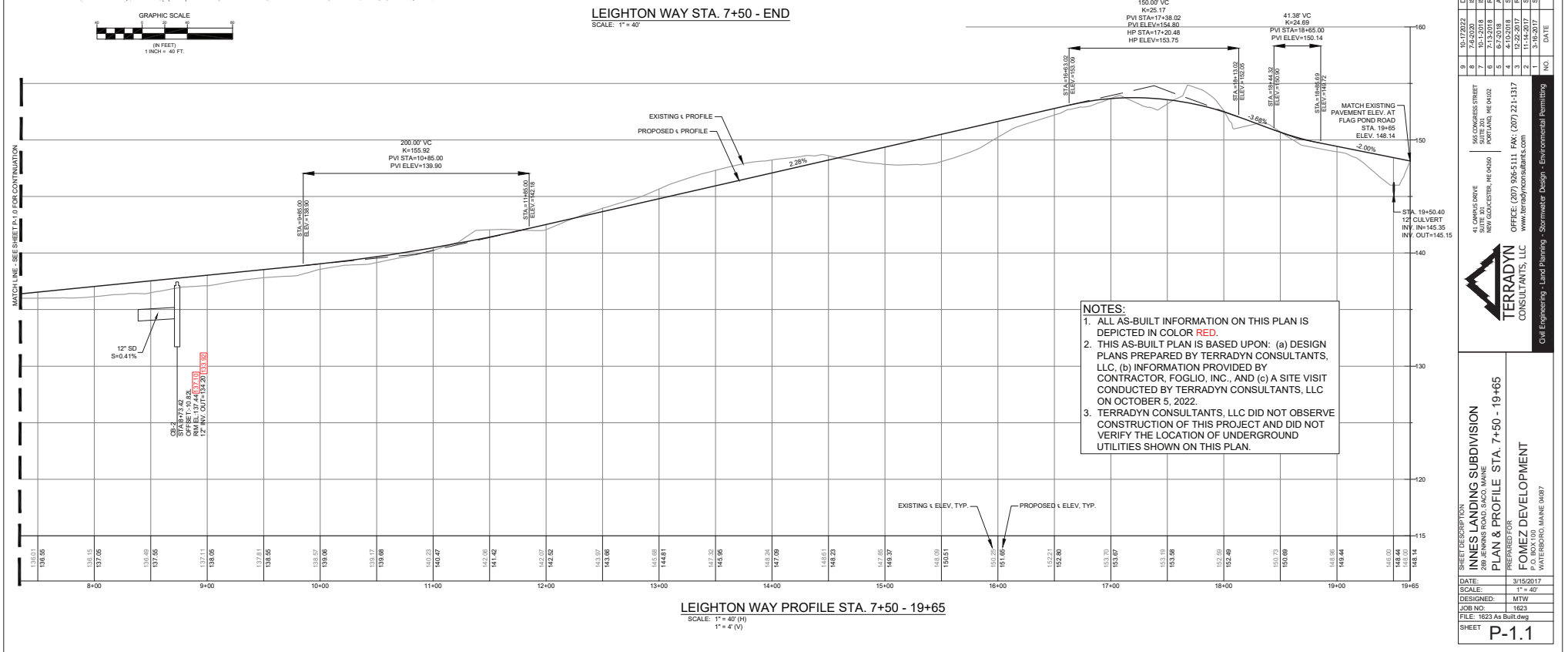
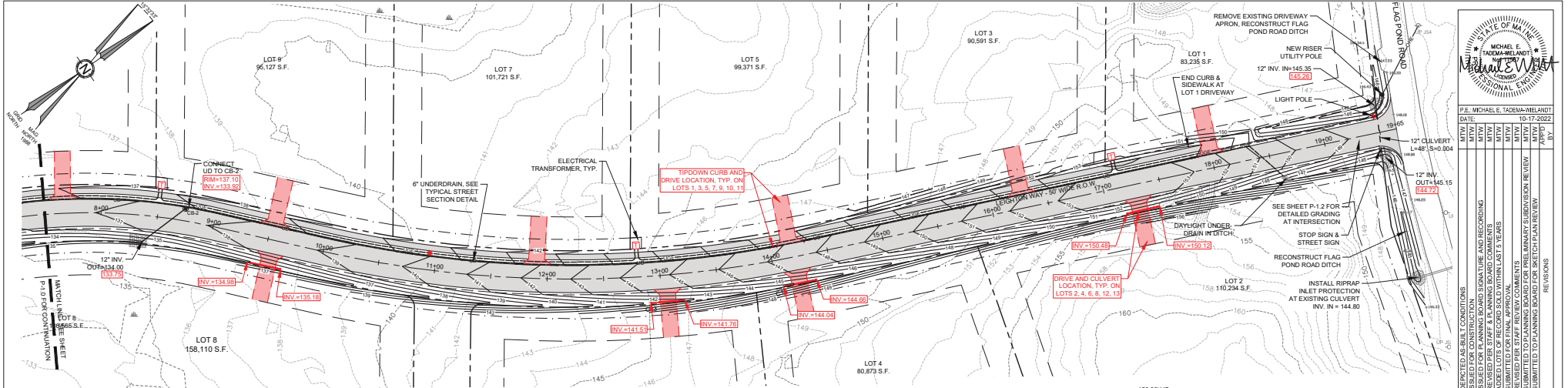
From: Joseph A. Laverriere <JLaverriere@sacomaine.org>
Sent: Wednesday, October 26, 2022 1:20 PM
To: Shannon Chisholm <schisholm@sacomaine.org>
Cc: Thomas Duross <TDuross@sacomaine.org>
Subject: Leighton Way street acceptance

Shannon-

All items from the October 3, 2022 updated punch list have been completed for this project.

Joseph Laverriere, P.E.

City Engineer
City of Saco
15 Phillips Spring Road
Saco, Maine 04072
Email: jlaverriere@sacomaine.org
Phone: 207.284.6641
Fax: 207.282.8212

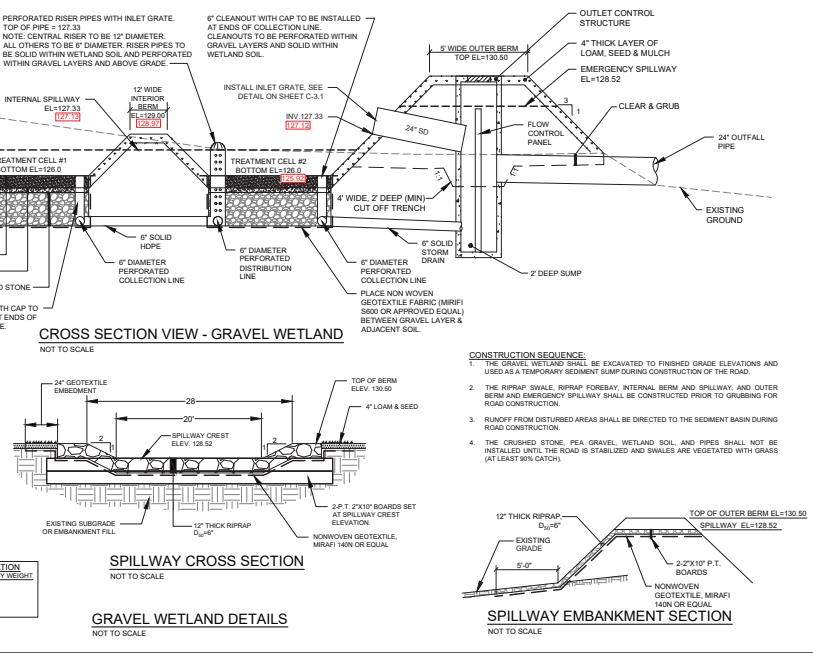
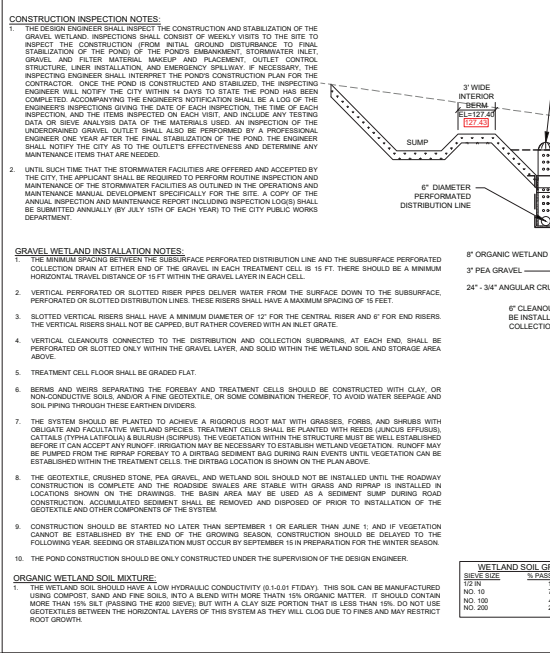
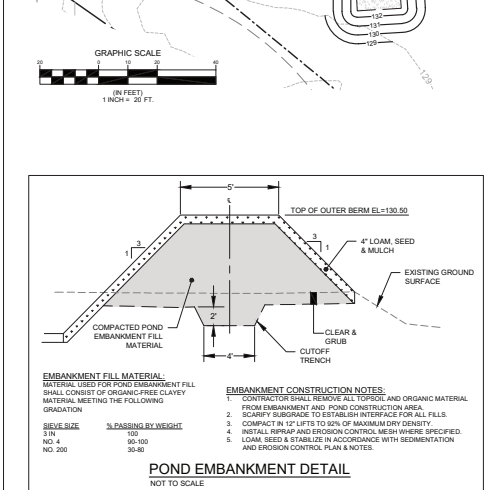
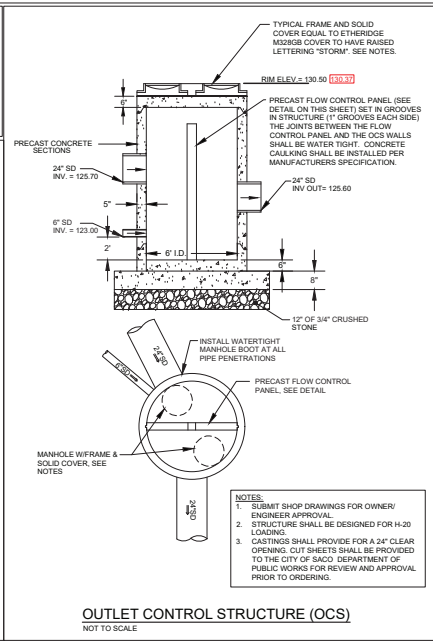
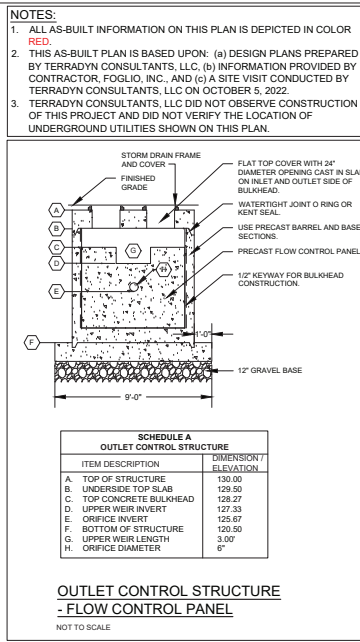
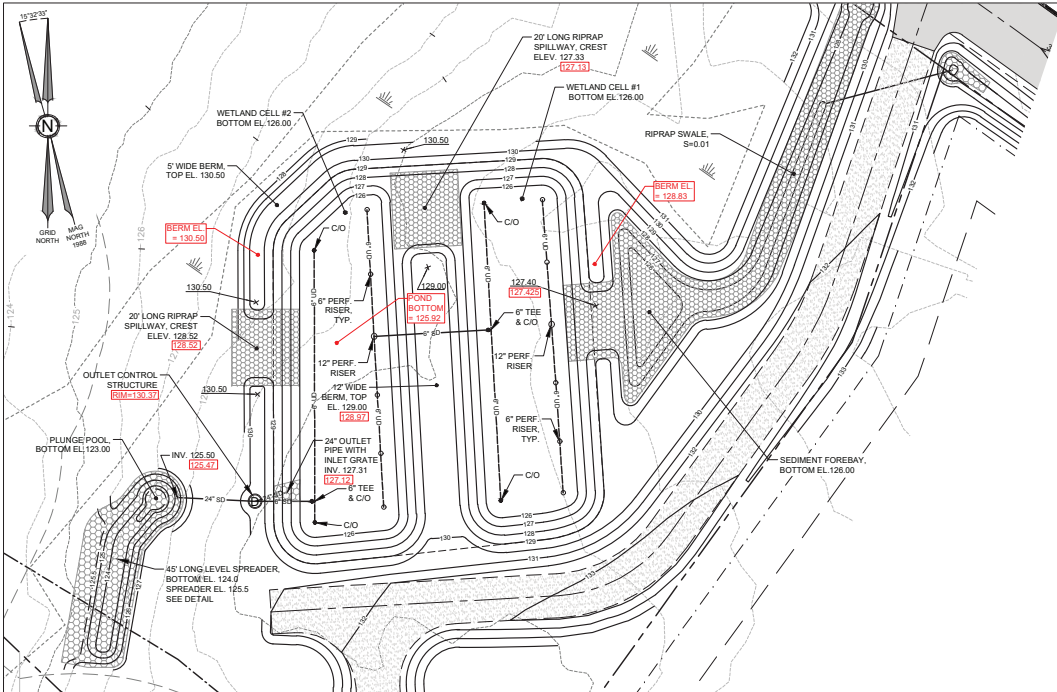


NOTES:
 1. ALL AS-BUILT INFORMATION ON THIS PLAN IS DEPICTED IN COLOR RED.
 2. THIS AS-BUILT PLAN IS BASED UPON: (a) DESIGN PLANS PREPARED BY TERRADYN CONSULTANTS, LLC, (b) INFORMATION PROVIDED BY CONTRACTOR, FOGGIO, INC., AND (c) A SITE VISIT CONDUCTED BY TERRADYN CONSULTANTS, LLC ON OCTOBER 5, 2022.
 3. TERRADYN CONSULTANTS, LLC DID NOT OBSERVE CONSTRUCTION OF THIS PROJECT AND DID NOT VERIFY THE LOCATION OF UNDERGROUND UTILITIES SHOWN ON THIS PLAN.

P.E. MICHAEL E. TADEUA-MELANO
 DATE: 10-17-2022

NO.	DATE	DESCRIPTION
1	3-15-2017	SUBMITTED TO PLANNING BOARD FOR SKETCH PLAN REVIEW
2	11-13-2017	SUBMITTED TO PLANNING BOARD FOR PRELIMINARY SUBDIVISION REVIEW
3	4-10-2018	SUBMITTED FOR FINAL APPROVAL
4	6-20-18	ADDED LOTS OF RECORD SOLD WITHIN LAST 5 YEARS
5	9-13-2018	ADDED PALE STATE & SANDS ROAD CAMELANS
6	9-13-2018	ADDED RECORDS FOR ALL RECORDS
7	7-1-2018	ISSUED FOR CONSTRUCTION
8	7-4-2018	ISSUED FOR CONSTRUCTION
9	10-17-2022	DEPICTED AS-BUILT CONDITIONS

SHEET DESCRIPTION: INNES LANDING SUBDIVISION PLAN & PROFILE STA. 7+50 - 19+65
 PREPARED FOR: FOMEZ DEVELOPMENT
 DATE: 3/15/2017
 SCALE: 1" = 40'
 DESIGNED: MTW
 JOB NO.: 1623
 FILE: 1923 As Built.dwg
 SHEET: P-1.1



TERRADYN CONSULTANTS, LLC
 Civil Engineering - Land Planning - Stormwater Design - Environmental Planning

INNES LANDING SUBDIVISION
 200 JENNIFER ROAD, SACO, MAINE
 GRVEL WETLAND DETAILS

FOMEZ DEVELOPMENT
 WATERBORO, MAINE 05077

PROJECT INFORMATION:

NO.	DATE	DESCRIPTION
1	3/15/2017	DATE
2	11/14/2017	DATE
3	3/16/2017	DATE
4	11/14/2017	DATE
5	12/22/2017	DATE
6	8/2/2018	DATE
7	7/13/2018	DATE
8	10/1/2018	DATE
9	10/17/2022	DATE

DESIGNED BY: MICHAEL E. TADOMA-WEJANOT
CHECKED BY: MICHAEL E. TADOMA-WEJANOT
DATE: 10-17-2022

PROJECT LOCATION: 355 CONGRESS STREET, SACO, MAINE 04082

OFFICE: (207) 506-5111, FAX: (207) 221-1317
 www.terradynconsultants.com

PROJECT NO.: 1623
FILE: 1623 As Built.dwg
SHEET: C-3.2

From: [Tim Murphy](#)
To: [Jason Garnham](#); [Joseph A. Laverriere](#)
Cc: [Thomas Duross](#); [DOUG FOGLIO JR.](#); [Dori](#)
Subject: RE: Leighton Way Street Acceptance
Date: Wednesday, September 28, 2022 11:30:20 AM

**[CAUTION: THIS EMAIL ORIGINATED
FROM OUTSIDE THE CITY OF SACO
DOMAIN]**

Hi Jason:

Nothing from me.

The legal docs are ready to go. Once Council approves, then the Owners need to sign them and get them over here. Or, if they prefer, they can have them signed now, and I can hold them in trust pending the final vote. Either way works for me.

We'll take care of recording.

TM

From: Jason Garnham <jgarnham@sacomaine.org>
Sent: Wednesday, September 28, 2022 11:24 AM
To: Tim Murphy <tmurphy@padzilla.com>; Joseph A. Laverriere <JLaverriere@sacomaine.org>
Cc: Thomas Duross <TDuross@sacomaine.org>; DOUG FOGLIO JR. <dougfogliojr@gmail.com>; Dori <dori@southernmainelaw.com>
Subject: RE: Leighton Way Street Acceptance

Tim and Doug,

I'm putting together the packet for next week's planning board meeting. Any updates I can include?

Thanks,

-Jason

From: Tim Murphy <tmurphy@padzilla.com>
Sent: Thursday, September 15, 2022 11:28 AM
To: Joseph A. Laverriere <JLaverriere@sacomaine.org>
Cc: Jason Garnham <jgarnham@sacomaine.org>; Thomas Duross <TDuross@sacomaine.org>; DOUG FOGLIO JR. <dougfogliojr@gmail.com>; Dori <dori@southernmainelaw.com>
Subject: RE: Leighton Way Street Acceptance

**[CAUTION: THIS EMAIL ORIGINATED FROM OUTSIDE THE CITY OF SACO
DOMAIN]**

Hi Joe:

Here is a first draft on the road deed. Please note we will need an address for Fomez and we will need to insert the name of its Manager the person who will sign on behalf of the legal entity.

Think its otherwise in pretty good shape.

We are working now on the other transfers and the easements but that document will not be ready until next week, likely on Monday or Tuesday.

Happy to help.

Tim Murphy

PS; So, its no issue/problem if Fomez signs before the actual City Council vote. What we will do is hold the original here in my office in trust until the City Council votes to accept. A t that point in time, I'll bring the docs up to the registry for recording. TM

From: Joseph A. Laverriere <JLaverriere@sacomaine.org>
Sent: Thursday, September 15, 2022 8:54 AM
To: Tim Murphy <tmurphy@padzilla.com>
Cc: Jason Garnham <jgarnham@sacomaine.org>; Thomas Duross <TDuross@sacomaine.org>; DOUG FOGGIO JR. <dougfogliojr@gmail.com>; Dori <dori@southernmainelaw.com>
Subject: RE: Leighton Way Street Acceptance

Either one or two docs is fine, but it might be helpful to be one for any future registry review efforts? Would you agree?

I will provide you with metes and bounds for the 3 transfer items.

Joseph Laverriere, P.E.

City Engineer
City of Saco
15 Phillips Spring Road
Saco, Maine 04072
Email: jlaverriere@sacomaine.org
Phone: 207.284.6641
Fax: 207.282.8212

From: Tim Murphy <tmurphy@padzilla.com>
Sent: Thursday, September 15, 2022 8:42 AM
To: Joseph A. Laverriere <JLaverriere@sacomaine.org>
Cc: Jason Garnham <jgarnham@sacomaine.org>; Thomas Duross <TDuross@sacomaine.org>; DOUG FOGGIO JR. <dougfogliojr@gmail.com>; Dori <dori@southernmainelaw.com>
Subject: RE: Leighton Way Street Acceptance

**[CAUTION: THIS EMAIL ORIGINATED FROM OUTSIDE THE CITY OF SACO
DOMAIN]**

Hi Joe:

I reviewed the boundary calls and it all closes. So, I share your view that the road boundary looks good at this point. No changes there.

I'm dropping the road description into a deed format and should have that along today for review.

We will start work on items 1-6 below and yes metes/bounds would be great if you can create them, or if you could create an image/exhibit that would also work. Those docs will be worked on over next week. Not sure how many I'll do, but might be best to make it 2 docs: 1) for the transfers, 1 for the easements. Let me what you prefer.

More to follow.

Tim Murphy

From: Joseph A. Laverriere <JLaverriere@sacomaine.org>
Sent: Thursday, September 15, 2022 6:27 AM
To: Tim Murphy <tmurphy@padzilla.com>
Cc: Jason Garnham <jgarnham@sacomaine.org>; Thomas Duross <TDuross@sacomaine.org>; DOUG FOGGIO JR. <dougfogliojr@gmail.com>
Subject: RE: Leighton Way Street Acceptance

Tim-

Fomex Development LLC is the correct ownership entity name for the development.

The description that was sent does correctly cover the Leighton Way roadway right-of-way and associated 10' wide grading easements along it; however, I would agree with you that we also need to include some additional items as follows:

1. 10' wide grading easement along the Flag Pond Road frontages of Lots 1 and 2 as shown on the subdivision plan.
2. 10' wide grading easement along the Jenkins Road frontages of 1, 3, 5, 7, 9, 10 and 11 as shown on the subdivision plan.
3. 10' wide grading easement along the western boundary of Lot 13 as shown on the subdivision plan.
4. The conveyance of the triangular parcel at the southeast corner of Jenkins Road and Flag Pond Road intersection as shown on the subdivision plan.
5. The conveyance of the stormwater parcel at the southeast corner of Leighton Way and Jenkins Road intersection as shown on the subdivision plan.
6. The conveyance of the 50' wide possible future right-of-way access between lots 6 and 8 as

shown on the subdivision plan.

Do you need or want me to assist in the preparation of the metes and bounds descriptions for items 4, 5 and 6 above? Let me know.

Thanks,

Joseph Laverriere, P.E.

City Engineer

City of Saco

15 Phillips Spring Road

Saco, Maine 04072

Email: jlaverriere@sacomaine.org

Phone: 207.284.6641

Fax: 207.282.8212

From: Tim Murphy <tmurphy@padzilla.com>

Sent: Wednesday, September 14, 2022 8:39 AM

To: Joseph A. Laverriere <JLaverriere@sacomaine.org>

Cc: Jason Garnham <jgarnham@sacomaine.org>; Thomas Duross <TDuross@sacomaine.org>

Subject: RE: Leighton Way Street Acceptance

[CAUTION: THIS EMAIL ORIGINATED FROM OUTSIDE THE CITY OF SACO DOMAIN]

Hi Joe:

One other thing, do you want me to draft up a separate document regarding easements, the proposed right of way and the detention pond?

If so, I'll get on that as well, or, will that be sent over by Les Leighton's attorney.

Finally, I show Fomez Development, LLC as the current owner. Does that match your understanding?

Tim Murphy

From: Joseph A. Laverriere <JLaverriere@sacomaine.org>

Sent: Tuesday, September 13, 2022 12:36 PM

To: Tim Murphy <tmurphy@padzilla.com>

Cc: Jason Garnham <jgarnham@sacomaine.org>; Thomas Duross <TDuross@sacomaine.org>

Subject: Leighton Way Street Acceptance

Tim-

Leighton Way is the roadway that was constructed as part of the Innes Landing Subdivision, located at the corner of Flag Pond Road and Jenkins Road. The developer has been working to complete the DPW punch list with the intention of completion and offering to the City for acceptance later this year. The attached description was prepared by the developer for the street acceptance deed. I have yet reviewed, but intend to do so later this week. I have also attached a pdf of the subdivision plan along with a marked-up version of what should eventually be conveyed to the City as part of the acceptance process.

I wanted to forward this to you to start the review process on your end. I will be in touch later this week with any comments that I have on the deed.

Thanks,

Joseph Laverriere, P.E.

City Engineer

City of Saco

15 Phillips Spring Road

Saco, Maine 04072

Email: jlaverriere@sacomaine.org

Phone: 207.284.6641

Fax: 207.282.8212

Planning Department
Saco City Hall
300 Main Street
Saco, Maine 04072-1538



Jason Garnham, City Planner

JGarnham@sacomaine.org
Phone: (207) 282-3487 ext.357

City of Saco, ME
Planning Board Minutes
Tuesday, October 4, 2022 - 5:30 p.m.

No Workshop tonight

Regular Meeting begins at 5:30 PM Chair has chosen to swap the order of the two agenda items, so Innes Landing will be heard first this evening.

Call to order Planning Board members present: Alyssa Bouthot, Chair, Matt Provencal Vice Chair, Jeff Grossman, Matt Dicianni, Joyce Leary Clark and Rob Biggs; City Staff Jason Garnham, City Planner, Lisa Harmon Planning Coordinator

Approval of 9/20/2022 Minutes deck could not be expanded without permits – make correction Joyce moves to approve, Rob seconds all vote to approve with amendment to last page.

AGENDA:

1. [Innes Landing Subdivision, Leighton Way](#), Review of Street Acceptance request for recommendation to City Council. Tax Map 91, Lot 6 in the RC Zoning District. **Public Hearing**

Item introduced by Jason Garnham, City Planner with explanation of request. This is a request from Doug Foglio of Fomax Development for Innes Landing Subdivision approved in 2019. Leighton Way was approved as part of that subdivision and is accessible from Jenkins Road and..... Final items for project are nearing completion and therefore a request for a positive recommendation to City Council is made. Certain items to be completed are now complete per City Engineer Inspector Tom Duross with the balance to be done prior to appearing before City Council.

Matt P moves to open PH, Jeff seconds, all vote to open PH

Public Comment: With no public comment, Joyce moves to close the PH, second by Rob, all vote to close PH.

Joyce moves to make a positive pursuant to Chapter 186 of the City Ordinance, City Council for acceptance of Leighton Way as a public way.

2. [321 Lincoln Street, Lincoln Village Subdivision](#) – Preliminary Subdivision, Conditional Use, and Site Plan Review Applications for 322-unit mixed residential development. 321 Lincoln Street, Map 52, Lot 19 in the Medium Density Residential Zoning District. **Public Hearing**

Item was re-introduced from the last meeting, at which time it had been found to be complete. Jason Garnham, City Planner discussed his support for Planning Board, to ensure public notices are sent, information is sent to other staff and experts as well as the public. This meeting will begin the substantial review of this project. No recommendation of a decision is made tonight, as there will be several public hearings. Following review procedures of state and local law, hearing public comments and ensuring the Planning Board can begin a clear review.

City staff and consultants working on behalf of the Planning Board have given comments to date and will continue to give comments as needed. The Applicant, Graiver Homes, represented by Drew Palmer of Gorrill Palmer have submitted an application for 322 unit development. Subdivision and site plan review applications were submitted on August 15, 2022. Completeness of the application was determined at the PB 9/6 meeting. Public notice was delivered by USPS to 600' abutters, posted in the PPH twice and was posted within the city hall as well as on the website.

City staff, Normandeau, Sewall, Terradyn and Atlantic Resource Consultants all reviewed the applications and provided comments which were sent to applicant on September 29, 2022. Traffic Movement Permit was submitted to Maine DOT and is being reviewed. NRPA Permit to Maine DEP is under review by Army Corp of Engineers. Applicant will provide updated application information after having time to review all comments.

Site Walk is recommended by City Planner to Planning Board; Project phasing may occur, which is allowed by Saco Ordinances, but a plan for the phasing should be made explicit and reviewed by PB. Sidewalk discussion will need to be further reviewed as the project will be on both Lincoln Street and Bradley Street. Concerns by neighbors related to that, as well as by consultants.

Traffic concerns being reviewed by Maine DOT and consultants with recommendation for additional data collection by applicant for further evaluation and review.

Wetlands delineation completed to determine water features and wetland impact which was sent to City consultant who conferred with findings. A wetland located on the southwest corner has steep embankment which may have been a former quarry, so request was made to applicant for further information related to that area as there are two units being proposed next to that steep embankment.

14 American Chestnut trees are on the plan and as plans are currently configured, 10 of those trees will be protected during construction and balance will be relocated during construction. A qualified tree expert will be consulted to ensure their survival and that they are healthy.

Some onsite recreation will be available such as dog park, basketball court playground and trails. Saco Parks & Recreation Director has given feedback for reduction for impact fees or propose additional recreation areas.

Utilities and stormwater consultant comments were not received until September 29th, so they are not summarized in findings. Applicant will provide additional information. Adequate sewer facilities do exist provided applicant meets requirements.

Several emails were received from neighbors with concerns of traffic study, (nearly 40 residents in attendance). Additional data has been requested for traffic study at different time of year than original study. Stormwater and sewer facility concerns are being reviewed by Wastewater Department. City consultant has asked for additional information related to stormwater. Sidewalk concerns will be reviewed through process with applicant and Planning Board.

Loni Graiver, owner of 321 Lincoln Street, introduced himself and thanked the public for attending the neighborhood meeting. Feedback from public has 3 major points; stormwater, school impact and traffic. Project will allow a variety of folks from old to young to relocate to Saco. Ability to manage stormwater was presented by certified consultants. Scarborough Downs 100 units only added 2 students to Saco School system. Tenants will be adding to tax base, registration of vehicles and shopping in Saco. Traffic should not impact residents substantially with addition of new road to connect Lincoln and Bradley and new turnpike interchange.

Drew Gagnon of Gorrill Palmer introduced himself as project manager. This is a 56 acre parcel with 13.8? acres of wetlands, which were highlighted and identified on tvs. 322 mixed use residential dwellings; 12 single family units which are a condo type ownership. Private road with public access. Undetermined if there will be covered or uncovered parking spaces. Community center will be located in center of site. 44000 sq ft of wetland impacts. Sidewalks will be provided on Bradley St on project side as well as on Lincoln Street on project side; crosswalks will be installed to connect to sidewalks on opposite side of streets.

Stormwater retention ponds identified as well. Gravity Sewer main with pump stations. Upgrade Bradley Street sewer main. Water main will be 8" throughout site. Fire and domestic services to be provided in all buildings as well as fire hydrants through site. PBR is also applied for due to stream crossing. Traffic permit with Maine DOT is ongoing. Construction phasing schedule will be set, but one approval will be requested. Saco OOB Transit will be in discussions as well, as there are no stops on the route at this time.

Joyce moves to open the PH, Rob seconds, all vote to open the PH.

Need to have sign up sheet for PB meetings to speak?

Public Comment: Pota Desjardins, 42 Rosewood Drive; Reverend Basil Arabatzis, 52 Plymouth Drive; Resident...., 21 Cherryfield; Michael Eon, Applewood Drive; Dave Desjardins, 42 Rosewood Drive (says we'll get bums and crime); Chelsea Hill, 108 Bradley Street (says priced too high for families); Jeff Brochu, 257 Buxton Rd; Ghislaine Cote, 15 Maple Street; Elizabeth Dugesh, 15 Maple Street; Abby Villarreal, 52 Forest St; Bill Zafrason, 1 Portland Circle; William Clough, 257 Lincoln Street; Holly Kany, 3 Blackberry Lane; Bill Kany, 3 Blackberry Lane; Jane Caron, 264 Lincoln Street; Dan Laskey, 23 Skyline Drive;

Adjourn

Saco Planning Board Public Hearing Guidelines and Information for Attendees
These guidelines were adopted by vote of Saco's Planning Board on July 19, 2022

Welcome to Saco's Planning Board public meeting.

The purpose of this meeting is for the Planning Board to review and make decisions on specific applications related to land use and development in Saco. Other City business requiring input from the board may also be discussed. Please be advised that these meetings are **audio recorded** in accordance with open meetings and public records laws. You have a right to hear and see these proceedings. Please notify staff or the chair if you cannot see or hear.

Public Hearings

The Planning Board is scheduled to hold public hearings during tonight's meeting. The purpose of these public hearings is for the Planning Board to gather evidence to inform their decisions. Planning board decisions are based on standards and criteria that are contained in Saco's Zoning, Site Plan Review, and Subdivision ordinances which were adopted by Saco's City Council. In each case, it is the applicant's burden to demonstrate compliance with applicable standards and criteria. City staff support the board by making sure the required application review and public notice procedures are followed and by reviewing details of the project that are relevant to their expertise. In many cases the applicant has revised plans in response to staff comments prior to review by the board.

Hearing Procedure/ Outline

1. The chair will introduce each agenda item after **calling the meeting to order**
2. City staff summary
3. Presentation from applicant
4. Chair opens public hearing
5. Public comments heard
6. Board discussion
7. Public hearing closed
8. Board deliberation/ decision*

*the board may choose to continue deliberating a case at a future meeting without reopening the public hearing

Public Comments:

Members of the public are invited to speak during public hearings. Speakers have **5 minutes** to present comments or questions to the board. Speakers will be timed by the chair of the board.

Speakers' comments and questions will be addressed at the planning board's discretion after everyone who intends to speak is heard.

- Speakers must clearly state their **name** and **address or affiliation**. Please speak directly into the microphone. Staff will provide a microphone for individuals who for any reason cannot stand at the podium.
- Individuals may speak a second time only with permission from the chair of the board and for not more than 3 minutes. Speakers may only speak a second time to present new information. Repeat testimony is strongly discouraged.
- Comments are most helpful when they are related to specific characteristics of a proposal or specific standards or criteria that apply to the application.

- Any person determined by the Chair to be disruptive or threatening will be asked to leave the meeting. If they refuse, the Chair will suspend the meeting or pause the proceedings until such time as a Saco Police Officer can remove the offending party.

Meeting Duration

No new business will be taken up by the board after 9:00 PM and the meeting will adjourn at 9:30 PM unless otherwise decided by majority vote of board members present. Any unfinished business will be continued at the next regularly scheduled meeting.

You may request any of the records related to this meeting from City staff. You may also review the records or listen to the meeting audio recordings via the Planning Board's website at: https://www.sacomaine.org/boards_and_committees/planning_board_agenda.php