

City of Biddeford
Finance Committee
December 20, 2016 5:30 PM Council Chambers

- 1. Call to order**
- 2. Approval of the Minutes**
 - 2.1. Approval of December 6, 2016 Minutes
[Finance Committee Meeting Minutes 12-6-16.docx](#)
- 3. Signing of the expenditure warrant**
- 4. Discussion/Approval**
 - 4.1. Leases
[Lease Schedule.xlsx](#)
 - 4.2. Approval for Ambulance Purchase
[Approval for Ambulance purchase.docx](#)
[Council Order Ambulance_FY17.docx](#)
- 5. Other Business**
- 6. Adjournment**

City of Biddeford
Finance Committee Meeting Minutes
December 6, 2016

The meeting was called to order at 5:29 pm by Council President John McCurry.

Present: Chair, Council President John McCurry, Mayor Alan Casavant, Councilor Steven St. Cyr, City Manager Jim Bennett and Finance Director Mike Wilson.

Excused: Councilor Marc Lessard.

Motion by Councilor St. Cyr to approve the minutes of 11/15/16, seconded by Mayor Casavant, unanimous.

Motion carried, 3-0.

The expenditure warrant was available for review and signature.

Purchase of a 4-wheel Drive Backhoe/Loader

Carl Marcotte, Public Works, provided an overview and noted there were four bids. He is recommending the lowest bid from Nortrax Equipment for \$92,500. This was approved in the FY17 Waste Water budget as a lease. He explained they recycle these every 10 years.

Motion by Mayor Casavant to accept the Nortrax bid for \$92,500, seconded by Councilor St. Cyr, unanimous.

Motion carried, 3-0.

Exchange Server Upgrade

Brian Phinney, COO and Technology Director, gave an overview noting there were four bids recommending Systems Engineering for \$42,400. Councilor St. Cyr asked whether there was any savings by going to one server. Brian said yes there was, although there was no direct savings because the server is in a virtual network.

Motion by Mayor Casavant to accept the bid of Systems Engineering for \$42,400, seconded by Councilor St. Cyr, unanimous.

Motion carried, 3-0.

October 2016 Financial Report

Mike Wilson, Finance Director, gave an overview of the October 2016 Financial Report. Councilor McCurry asked for the percentage of properties that have paid their taxes.

Other Business

Councilor St. Cyr asked about the refinancing update. Councilor McCurry responded the bond market changed and it's not worth doing the refinancing. The City Manager elaborated on where the market is right now.

Motion to adjourn was made by Mayor Casavant, seconded by Councilor St. Cyr, unanimous.

Motion carried 3-0.
Adjourned at 5:53pm.

Lease Schedule

DESCRIPTION	DATE OF ISSUE	ORIGINAL AMOUNT ISSUED	INT RATE	MATURITY DATE	ANNUAL PRINCIPAL INSTALMT	Annual Payment Prin. & Interest
COPIERS	8/2/2015	168,548.80	3.93%	8/1/2020	INCREASING	35,944.14
FIRE PUMPERS 08	3/14/2008	731,560.00	4.15%	3/14/2018	INCREASING	90,869.49
ENERGY UPGRADES 08	4/1/2008	1,234,434.00	3.78%	7/15/2022	INCREASING	106,438.26
ENERGY UPGRADES 09	8/8/2008	173,443.00	4.35%	7/15/2022	INCREASING	16,764.35
LOADER 10	12/18/2009	151,200.00	4.65%	8/15/2013	INCREASING	25,761.68
COMBINATION FY11	12/29/2010	179,895.00	2.32-2.68%	12/29/2017	INCREASING	26,023.31
VEHICLES FY12	6/28/2012	381,374.00	1.98%	6/28/2019	INCREASING	58,888.34
TOWER TRUCK FY13	12/1/2012	918,012.00	2.15%	12/1/2022	INCREASING	103,002.81
COMBINATION FY13	4/24/2013	325,544.25	1.65-2.22%	4/24/2023	INCREASING	60,572.61
COMBINATION FY14	8/1/2014	111,020.00		8/1/2018	INCREASING	23,567.32
COMBINATION FY15	4/2/2015	444,579.00		4/2/2025	INCREASING	28,803.84
COMINATION FY15 (second payment)						28,803.84
TOTAL CITY LEASE PAYMENTS						605,439.99
<u>SCHOOL DEPT. LEASE DEBT:</u>						
ENERGY UPGRADES	8/27/2015	1,484,305.87	2.35%	8/27/2024	INCREASING	182,162.15 Payment Increases annually
TOTAL SCHOOL LEASE PAYMENTS						182,162.15
TOTAL GENERAL FUND LEASE PAYMENTS						
<u>AIRPORT FUND LEASE DEBT</u>						
TRACTOR & MOWER FY14	8/1/2014	21,999.00		8/1/2018	INCREASING	4,669.95
TOTAL AIRPORT LEASE PAYMENTS						4,669.95
TOTAL GOVT'L FUNDS LEASE PAYMENTS						792,272.09
<u>ENTERPRISE FUND LEASE DEBT:</u>						
COMBINATION FY13	4/24/2013	124,535.40	1.65%	4/24/2018	INCREASING	17,573.08
Total Sewer Lease						17,573.08
TOTAL ALL LEASES						809,845.17

Approval for Ambulance Purchase

Last year we went out to bid to purchase a new ambulance and the bid that was approved was a PL Custom from Sugarloaf Vehicles. In that bid there was a discount of \$4,500.00 if we purchased a second ambulance within 5 years and a \$1,000.00 discount if we prepay the chassis when it is delivered to the factory. We have been using the new Ambulance since October and we are very satisfied with that unit. We are now ready to purchase a new one under that bid with the same discounts. Sugarloaf Vehicles has also offered \$7,500.00 trade in for the rescue being replaced. We are recommending keeping the trade and using the truck throughout out the City.

This year's price:

\$222,146.00

-\$1,000.00 Prepay chassis

- \$4,500.00 Discount

\$216,646.00 Total

Last Year's price:

\$222,292.00

-

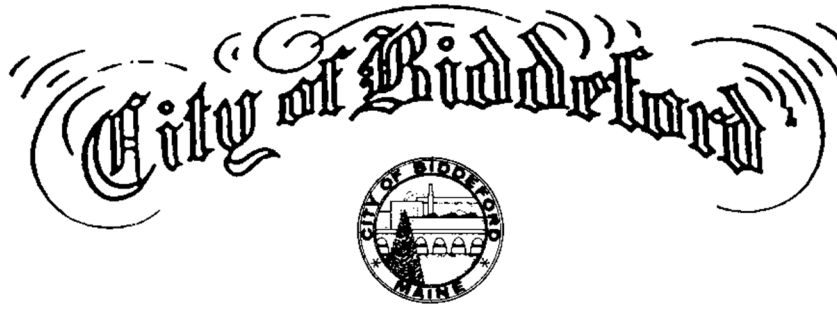
-\$1,000.00 Prepay chassis

-\$4,500.00 Discount

- \$3,500.00 Trade in

\$213,292.00 Total

We also need to replace the two-way radios in this new ambulance because of their age. They will be bought from Dirigo Wireless in the amount of \$4,733.00; this ambulance was budgeted in the FY 17 CIP budget line item 21204-60603 as a lease.



2016.

IN BOARD OF CITY COUNCIL...December 20, 2016

BE IT ORDERED, that the City Manager be authorized to purchase one (1) PL Customs ambulance as per bid of November 12, 2015 (the "Equipment") from Sugarloaf Vehicles (the "Vendor") and may pay the Vendor an amount not to exceed \$222,146.00 (before discounts valued at \$5,500.00) for the Equipment as follows:

1. The City of Biddeford expects to incur debt to reimburse expenditures to pay the cost of the Equipment;
2. The City of Biddeford reasonably expects that the maximum principal amount of the debt, including for reimbursement purposes, is \$222,146.00;
3. The City Manager, on behalf of the City of Biddeford, is authorized to enter into a lease purchase, loan or other financing agreement for the Equipment provided that (a) the principal amount of such agreement will not exceed \$222,146.00, (b) the term of such agreement will not exceed one hundred and twenty (120) months and (c) any obligation of the City of Biddeford to make lease or loan payments pursuant to such agreement is subject to annual appropriation by the City Council of the City of Biddeford;
4. The City Manager is authorized to advance money from the General Fund of the City for payment of the costs of the Equipment; and
5. The City Manager, on behalf of the City of Biddeford, is authorized to negotiate, enter into, execute, deliver and cause to be performed, and to approve, any and all agreements, instruments, certificates and other documents, and to grant security interests in the Equipment, upon such terms, conditions, limitations and undertakings, which the City Manager determines are necessary and proper for the acquisition and financing of the Equipment, provided that any lease purchase, loan or other financing agreement will be countersigned by both the Mayor and the Treasurer of the City of Biddeford. Without limiting the foregoing, the City Manager, on behalf of the City of Biddeford, in connection with the acquisition of the Equipment, is authorized to sell, transfer, trade in or otherwise dispose of any equipment, which the City Manager determines is no longer useful to the City of Biddeford.

BE IT FURTHER ORDERED, that the City Manager be authorized to purchase new two-way radios from from Dirigo (Vendor) for an amount not to exceed \$4,733.00.

1. The City of Biddeford expects to incur debt to reimburse expenditures to pay the cost of the two-way radios;
2. The City of Biddeford reasonably expects that the maximum principal amount of the debt, including for reimbursement purposes, is \$4,733.00;
3. The City Manager, on behalf of the City of Biddeford, is authorized to enter into a lease purchase, loan or other financing agreement for the two-way radios provided that (a) the principal amount of such agreement will not exceed \$4,733.00, (b) the term of such agreement will not exceed one hundred and twenty (120) months and (c) any obligation of the City of Biddeford to make lease or loan payments pursuant to such agreement is subject to annual appropriation by the City Council of the City of Biddeford;
4. The City Manager is authorized to advance money from the General Fund of the City for payment of the costs of the two-way radios; and

5. The City Manager, on behalf of the City of Biddeford, is authorized to negotiate, enter into, execute, deliver and cause to be performed, and to approve, any and all agreements, instruments, certificates and other documents, and to grant security interests in the Equipment, upon such terms, conditions, limitations and undertakings, which the City Manager determines are necessary and proper for the acquisition and financing of the Equipment, provided that any lease purchase, loan or other financing agreement will be countersigned by both the Mayor and the Treasurer of the City of Biddeford. Without limiting the foregoing, the City Manager, on behalf of the City of Biddeford, in connection with the acquisition of the Equipment, is authorized to sell, transfer, trade in or otherwise dispose of any equipment, which the City Manager determines is no longer useful to the City of Biddeford.

NOTE: The Finance Committee reviewed these items on December 20, 2016 and voted to recommend them to the City Council for approval. The lease-purchase of these items are included in the FY17 CIP budget, with a down payment of \$30,000.00.