

City of Biddeford
Finance Committee Meeting Minutes
November 17, 2020
(Due to COVID-19, the meeting was held virtually via ZOOM)

The meeting was called to order at 5:00 p.m. by the Chair, Councilor John McCurry.

Present: Chair, Council President, John McCurry; Mayor Alan Casavant; Councilor Stephen St. Cyr; Councilor Mike Ready; City Manager, James Bennett; City Clerk, Carmen Morris; and Finance Director, Alison Garrison.

Adjustment to the Agenda

No adjustments to the agenda.

Approval of Minutes of October 20, 2020

Motion by Councilor Ready to approve the minutes as printed, seconded by Councilor St. Cyr.

Vote: unanimous.

Motion carries 4-0.

Expenditure Warrants:

- **October 21, 2020**
- **November 3, 2020**
- **November 10, 2020**
- **November 17, 2020**

The warrants were emailed to the Finance Committee members for their review.

Motion by Councilor Ready to approve the expenditure warrants, seconded by Councilor St. Cyr.

Vote: unanimous

Motion carries 4-0.

Discussion/Approval

Authorization/Lease Purchase of Trackless Sidewalk Tractor/HP Fairfield

Motion by Councilor Ready to recommend the lease purchase of a Trackless Sidewalk Tractor from HP Fairfield, seconded by Councilor St. Cyr.

Vote: unanimous.

Motion carries 4-0.

Recommendation/FY20 Tax Abatement/Unitil-Northern Utilities

Motion by Councilor Ready to recommend the FY20 Tax Abatement to Unitil-Northern Utilities, seconded by Councilor St. Cyr.

Vote: unanimous.

Motion carries 4-0.

Other Business

Review of September 2020 Financials

Councilor St. Cyr asked about the column titled "Revised Budget", wanted to know if it was revised and asked doesn't it have to be approved by the Council. Finance Director, Alison Garrison, explained it simply reflects what was approved by the Council during the budget season. She offered to label that column differently. Some receivables had been misclassified and have been corrected. Councilor St. Cyr thinks the License & Permit Fees seem to be low and monies don't seem to be coming in as quickly.

Jim explained some fees have not yet been billed, he will look into why this particular line seems low.

The City Manager, Jim Bennett, explained Staff is currently looking into sewer usage fees and how those have changed over the past year. Commercial use may be down and residential use is most likely up. There will be more details to come.

Councilor Ready appreciates that on the front page the highlights that have been provided. He asked what the affects have been with employee wage increases, including union employees, being pushed off until January 1st.

Jim explained things seem to be tracking as they normally would.

Alison expressed that her goal is to provide monthly financials in a timely manner each month; she has reached out to the Transit and School to get their reports at the same time.

Jim shared that he has met with Bond Counsel about selling bonds, with the hope to close on April 15th of next year.

Motion to adjourn made by Councilor Ready, seconded by Councilor St. Cyr.

Vote: unanimous.

Motion carries 4-0.

Adjourned at 5:24 p.m.