

City of Biddeford
Finance Committee
October 20, 2020 5:00 PM Via ZOOM
When: Oct 20, 2020 05:00 PM Eastern Time (US and Canada)
Topic: Finance Committee

Please click the link below to join the webinar:
<https://biddeford.zoom.us/j/99770890517?pwd=L0JqT0ZtVXhxZGpwVDZUYVhHek4wdz09>

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669 900 9128 or +1 253 215 8782**

Webinar ID: 997 7089 0517

International numbers available: <https://biddeford.zoom.us/u/acK5UPtzxq>

- 1. Call to order**
- 2. Approval of the Minutes**
 - 2.1. October 6, 2020 Finance Committee Minutes
[10-06-2020 Finance Committee Minutes.rtf](#)
- 3. Signing of the expenditure warrant**
 - 3.1. Warrant for 10/09/2020
Warrant for 10/13/2020
Warrant for 10/20/2020
- 4. Discussion/Approval**
 - 4.1. Recommendation/Lease-Purchase of Ambulance/Sugarloaf Ambulance/Rescue Vehicles
[10-20-2020 Ambulance Lease - ORDER.docx](#)
[10-20-2020 Ambulance Lease - Finance Memo.docx](#)
[10-20-2020 Ambulance Lease-Sugarloaf Quote.pdf](#)
 - 4.2. Recommendation: Clifford Park Land Conveyance
[10-20-2020 Clifford Park Land Conveyance-ORDER.docx](#)
[10-20-2020 Clifford Park Land Conveyance-MEMO.docx](#)
[10-20-2020 Clifford Park Land Conveyance-MAP.pdf](#)
 - 4.3. Discussion: Sole Source Bidding Exceptions
- 5. Other Business**
- 6. Adjournment**

City of Biddeford
Finance Committee Meeting Minutes
October 6, 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; Finance Director, Alison Garrison; and Chief Operating Officer, Brian Phinney.

Adjustment to the Agenda

Add: Recommendation/Agreement with Business Equipment Unlimited Printer & Copier.

Approval of Minutes of September 15, 2020

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

Vote: unanimous.

Motion carries 4-0.

Expenditure Warrants: September 22, 2020; September 29, 2020; October 1, 2020

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

Motion by Councilor St. Cyr to approve all the expenditure warrants, seconded by Mayor Casavant.

Vote: unanimous

Motion carries 4-0.

Discussion/Approval

Recommendation/Partial Funding of Microbial Source Tracking Project at Biddeford Pool

Motion by Councilor St. Cyr to recommend the partial funding of Microbial Source Tracking Project at Biddeford Pool, seconded by Mayor Casavant.

Discussion: Code Enforcement Officer, Roby Fecteau, presented this item and gave a brief history of the issue of contamination at Biddeford Pool. The Shellfish Commission is in unanimous support of the program. The issue is a high ecoli contamination. In 2019 the Dept of Marine Resources implemented a 3 month closure, and this year they they set a 4 month closure. Last September City Staff met w/DEP, Dept of Marine Resources, and members of the Shellfish Commission to develop a strategy to deal with the contamination. A DNA sample was done at the bridge on Bridge Road and it came back non-human related. Roby got involved and contacted UNE on how to approach this contamination. In a meeting in July, UNE noted the best way to find out how much ecoli we are dealing with is Source Track Tracing (DNA testing). UNE will collect the samples and ship them to University of New Hampshire to do the processing of the samples. In conjunction with this, Roby's office is conducting sanitary surveys of the septic systems abutting Biddeford Pool, probably 84 or 85 properties. No issues

have been found yet. He is proposing funding from the Shellfish Commission, UNE is contributing \$5,000.00 to the project, and student time will be covered by a work study program. The City's portion is \$12,820.00 for 6 months of testing.

Tom Milligan, City Engineer, wanted to go on record noting it is not the result of the Biddeford Treatment Plant.

Vote: unanimous.
Motion carries 4-0.

Recommendation/Agreement with SPURWINK for Assignment of Community Engagement Specialist to Work with Biddeford Police Department

Motion by Councilor Ready to recommend entering into an agreement with SPURWINK for the assignment of a Community Engagement Specialist to work with the Biddeford Police Department, seconded by Councilor St. Cyr.

Discussion: The City Manager explained the specialist will be an employee of Spurwink and working under the City's direction.

Vote: unanimous.
Motion carries 4-0.

Fire Department Personal Escape Systems Grant

Motion by Councilor Ready to recommend the Fire Department Personal Escape Systems Grant, seconded by Councilor St. Cyr.

Discussion: Fire Chief, Scott Gagne presented this item.

Vote: unanimous.
Motion carries 4-0.

Recommendation/Purchase of EMS Equipment (Stretcher, Chair & Cardiac Monitor)/Striker of Redmond, Washington

Motion by Councilor St. Cyr to recommend the purchase of EMS Equipment from Striker of Redmond, Washington, seconded by Councilor Ready.

Discussion: Fire Chief, Scott Gagne, presented this item and discussed the bids with the Committee.

Vote: unanimous.
Motion carries 4-0.

Recommendation: Field Repairs on Field II at St. Louis Field

Discussion: Recreation Director, Carl Walsh, presented this item. The Committee discussed the different options that have been proposed.

Motion by Mayor Casavant to recommend the purchase of 40-foot pole system with a canopy, seconded by Councilor Ready. .

Vote: unanimous.
Motion carries 4-0.

Recommendation/Agreement w/Wright-Pierce/Collection System Evaluation

Motion by Councilor Ready to recommend entering an agreement with Wright-Pierce for a Collection System Evaluation, seconded by Councilor St. Cyr. .

Discussion: This item is presented by Public Works Director, Jeff Demers. They put together a 5-year Plan with Wright-Pierce which would bring us into 2027.

Vote: unanimous.
Motion carries 4-0.

Recommendation/Agreement with Business Equipment Unlimited Printer & Copier

Discussion: Chief Operation Officer, Brian Phinney and IT Director, Jerry Gerlach presented this item. Brian noted the benefit to the City is the new contract is a tax exempt lease for 5 years. He explained the control of confidential documents, ability to convert pdf & word documents at the printer, and more control at the printer level.

Jerry Gerlach explained most of the printers will be replaced but not all of them. A product called "paper cut" will be installed on all the printers and all an employee will have to do is use their ID badge go to any printer and hit print and it will go to that printer. It has many new features like signatures, tracking who's printing, and other features; and saving money.

Motion by Councilor Ready to recommend an Agreement with Business Equipment Unlimited Printer and Copier, seconded by Councilor St. Cyr.

Vote: unanimous.
Motion carries 4-0.

Other Business

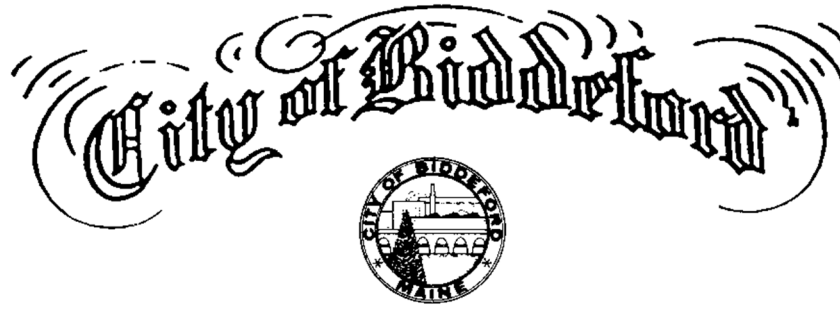
No other business.

Motion to adjourn made by Councilor Ready, seconded by Mayor Casavant. .

Vote: unanimous.

Motion carries 4-0.

Adjourned at 6:08 p.m.



2020.98

IN BOARD OF CITY COUNCIL.....OCTOBER 20, 2020

BE IT ORDERED, that the City Manager be authorized to purchase one (1) 2021 Dodge 5500 ambulance as per bid of October 9, 2020 (the "Equipment") from Sugarloaf Ambulance/Rescue Vehicles.(the "Vendor") and may pay the Vendor an amount not to exceed \$282,832.00 (before discounts valued at \$11,000.00) 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 \$282,832.00;
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 \$282,832.00, (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.

NOTE: The Finance Committee will review this item on October 20, 2020 and vote to recommend it to the City Council for approval. The purchase of this Ambulance is included in the FY/21 budget line 21204-60603 as a lease



Finance Committee

Meeting Date: October 20, 2020

Meeting Time: 5:00pm

Agenda Item No: [match agenda item #]

Item Description: Purchase of a new Ambulance

Submitted by: Carl Marcotte Assistant Director

Supporting Information/Documentation:

Bid tab and copy of the bid.

Executive Summary:

Approval to trade in EMS 314 and purchase a new ambulance

Detailed Review:

We are seeking approval to trade in a 2013 International Terrastar ambulance with 140,000 miles and purchase with a new ambulance, we advertised for 3 weeks and received one bid. In 2016 a decision was made to downsize the rescues and go to a 6 year replacement in order to save money on the purchase, keep maintenance cost down, and assure reliability. We currently have 2 ambulances from this company and everything has been good, we get good service and parts availability. We are recommending the bid from Sugarloaf Ambulance/ Rescue Vehicles in the amount of \$271,832.00 with trade and prepayment of the chassis.

Funding Source:

This Ambulance was budgeted as a lease in line 21204-60603.

Staff Recommendation:

Staff is recommending the bid from Sugarloaf Ambulance/Rescue Vehicles with trade in the amount of \$271,832 with trade and prepayment of the chassis.



October 9, 2020

Biddeford Fire Department
152 Alfred Street
Biddeford Maine 04005

Dear Members,

Allow me to present to you, the **P L Custom "Classic" Series**, Type I, 2021 Ram D 5550 ambulance, as specified.

In consideration of the payment described below, Sugarloaf Ambulance / Rescue Vehicles will deliver a 2021 Ram D5500, P L Custom Emergency Vehicle as described in the enclosed specifications, with the options specified. This proposal also includes a STRYKER power load system.

The Price of the vehicle delivered is \$282,832

We also offer an optional prepayment of chassis which allows for \$1000 off the final invoice.

This makes the price delivered price to

\$281,832

With the trade in allowance for the 2013 Horton of \$10,000

The final price delivered to Biddeford Fire Department is:

\$271,832

In reviewing your proposal, take notice of our Warranty section (4). The **P L Custom Structural warranty**, on the body, is "Lifetime", the **Electrical warranty** is "Lifetime" or 100,000 miles, The **Paint Warranty is Now Ten Years** including a "New" 100% Crevis Corrosion warranty for Three Years! We have a "New" 36 month / 36,000 mile **Conversion warranty** on almost everything we install in our body.

The delivery time of the vehicle will be 245 calendar days from time of signing of purchase and sales agreement. You will find conceptual drawings within the following proposal.

We certify that this vehicle meets or exceeds Federal KKK-1822 F standards with allowed exceptions & Ford "Quality Vehicle Modifier" specifications. This is the standard that Ford Motor Company requires of manufacturers to build on their chassis and we use it on all ambulances.

We look forward to serving you!

Keith Stuart

***Celebrating 30 Years of Delivering Only Quality
P L CUSTOM EMERGENCY VEHICLES***



**CITY OF BIDDEFORD
FIRE DEPARTMENT**

152 Alfred Street
Biddeford, Maine 04005
Tel: 207-282-6632
Fax: 207-283-8243

Chief Scott R. Gagne
Assistant Chief Paul R. LaBrecque
Deputy Chief Kevin D. Duross

October 9, 2020

RE: 2020 Ambulance Bid Opening

On Friday, October 9, 2020 at 1112, ambulance bids were opened. One (1) bid received and one (1) bid opened.

Present:

Carl Marcotte
Kevin Duross

Bidder:

Sugarloaf Ambulance / Rescue Vehicles

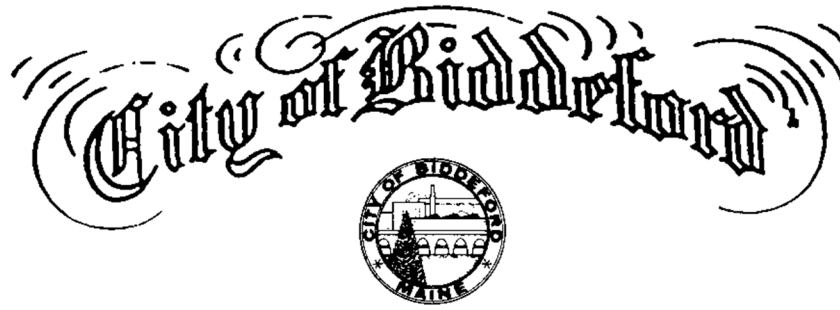
Price of the vehicle delivered - \$282,832

Pre-payment of Chassis - -\$1,000

Price delivered - \$281,832

Trade of 2013 Horton - -\$10,000

Final price delivered - \$271,832



2020.100

IN BOARD OF CITY COUNCIL..OCTOBER 20, 2020

BE IT ORDERED, that the City Council of the City of Biddeford does hereby authorize the City Manager to execute a land conveyance agreement with E & R Development Corporation (or official designee) where, in exchange for the City's conveyance of approximately 4.2+- acres, E & R Development will convey to the City 60+- acres in accordance with the attached plan titled, "Proposed Land Conveyances".

BE IT FURTHER ORDERED, that the City Council of the City of Biddeford does hereby authorize the City Manager to execute and accept a land conveyance agreement with Mr. Gervais Dube (or official designee) where, Mr. Dube shall convey to the City 42.7+- acres in accordance with the attached plan titled, "Proposed Land Conveyances" in exchange for the cost of a property appraisal.

Funding for this project (property appraisal) shall be 22002-60463 Park Improvements.

NOTE: This item will be considered at the October 20, 2020 Finance Committee meeting.



City Council

Meeting Date: 10-20-2020

Meeting Time: 6:00 PM

Agenda Item No: 2020.100

Item Description: Clifford Park Land Conveyance

Submitted by: Carl Walsh, Recreation Director

Supporting Information/Documentation:

Please see attached map

Key Terms:

N/A

Executive Summary:

For many years now the Recreation Commission has had great interest in an exchange of property from Mr. Mike Eon adjacent to Clifford Park that includes the falls. This is often a destination for the public however, it is private property. This beautiful feature added to the trail system would give members of the public the opportunity to enjoy this natural resource.

Detailed Review:

Over the years there have been on again off again discussions regarding this piece of property which has focused on a land swap. The current plan would provide the public access to the falls. This would provide Mr. Eon a piece of land approximately 5 acres reduced from approximately 12 acres discussed over the past year. In this transaction with Mr. Eon the public would be receiving approximately 60 acres. Also during recent discussions Mr. Gervais Dube has come to the table with Mr. Eon and has offered to convey approximately 42 acres off of West Street. He would do this in exchange for the city paying for a private appraisal. In total this would add approximately 100 acres to Clifford Park. The park currently has 140+ acres.

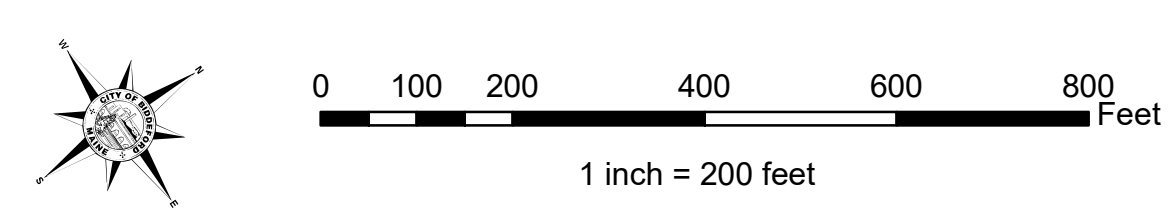
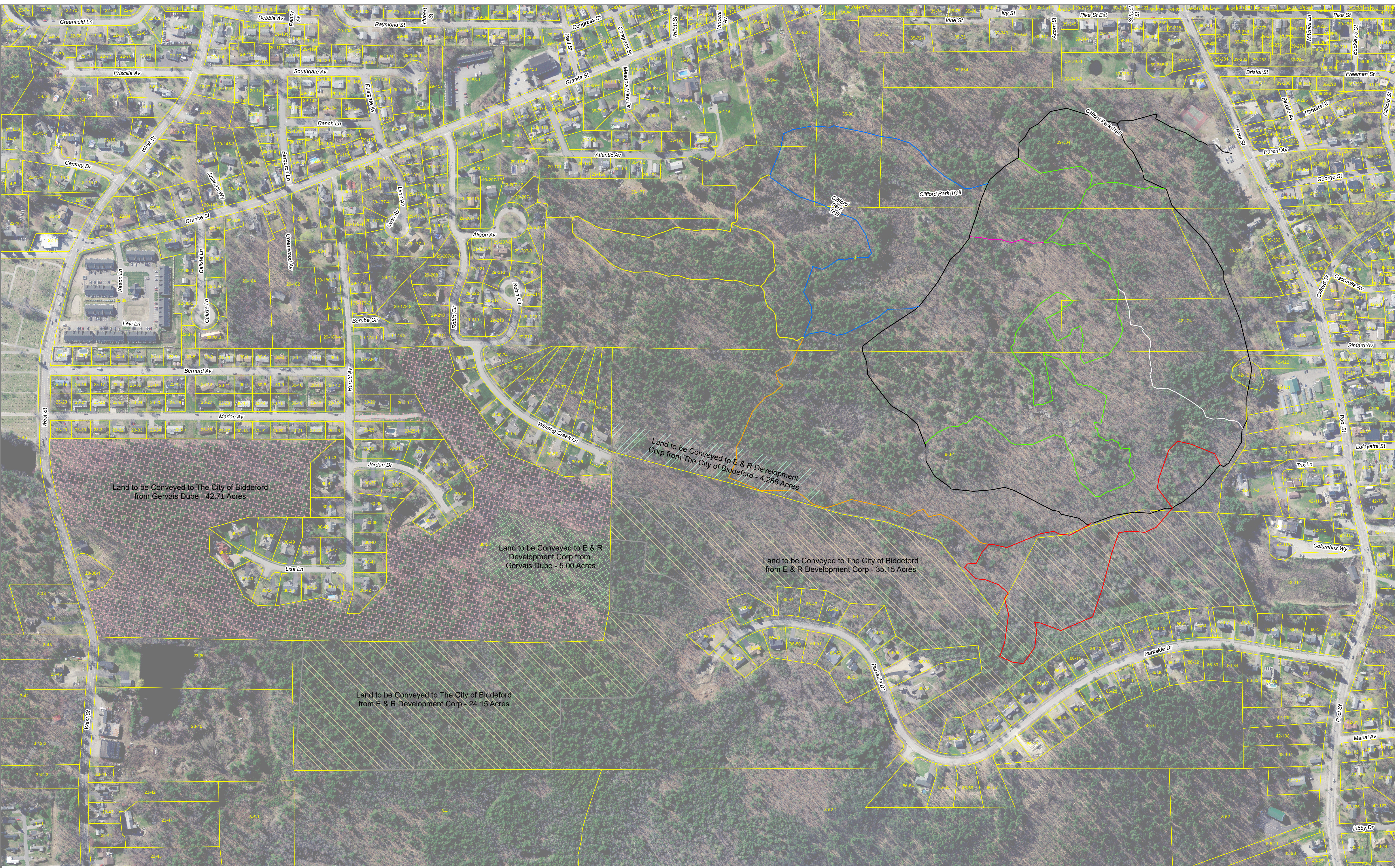
Funding Source:

Cost for the appraisal would come from account 22002-60463 Park Improvements should a final plan be accepted in the future.

Staff Recommendation:

Staff is looking for the support of council to continue discussions with the property owners and submit a final plan to council for approval.

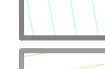
The Recreation Commission supports the addition of these properties to Clifford Park.



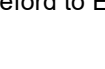
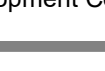
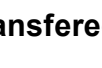
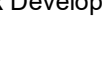
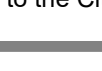
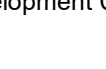
Proposed Land Conveyances

Legend

Proposed Parcels to be Transferred

-  Gervais Dube to E&R Development Corp
-  City of Biddeford to E&R Development Corp
-  E&R Development Corp to the City of Biddeford
-  Gervais Dube to The City of Biddeford

Clifford Park Trails

-  Blue Trail
-  Green Trail
-  Orange Trail
-  Black Trail
-  Pink Trail
-  Red Trail
-  White Trail
-  Yellow Trail