

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.