

City of Biddeford
Finance Committee Meeting Minutes
September 17, 2019

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, Finance Director Cheryl Fournier, and City Clerk Carmen Morris.

Adjustment to the Agenda

No adjustments to the agenda.

Approval of Minutes

Motion by Councilor Ready to approve the Minutes of September 3, 2019 as printed, seconded by Councilor St. Cyr.

Vote: unanimous.

Motion carried 4-0.

The expenditure warrant was available for review and signature.

Discussion/Approval

Federal Grant Contract Purchasing Policy

Motion by Councilor Ready to recommend the approval of the Federal Grant Contract Purchasing Policy, seconded by Councilor St. Cyr.

Discussion: Councilor St. Cyr asked if this is standard protocol.

Finance Director, Cheryl Fournier, explained this is the standard that RKO (auditors) have suggested. It is for Federal Grants only noting it is because we are a municipality.

Vote: unanimous.

Motion carried 4-0.

Special Revenue and Capital Funds

The Finance Director presented the item. Cheryl had a list of the Special Revenue Funds and Capital Funds, noting the two biggest pieces are Grants or TIF's. There are a few others that she listed that they are trying to close out. The balances are getting clean and asked if there were any specific questions from the Committee. No action was necessary.

The Committee asked about specific accounts and Cheryl gave an explanation for them. She noted all the different Funds are accounted for in one bank account. There were a couple of accounts she is still investigating.

Assigned Fund Balance

Councilor McCurry noted there is approximately \$156,000 that can be utilized for other projects. The Finance Committee will be making recommendations to Council for the expenditure of these funds.

1. \$75,000 for the PD lockers, it will be reimbursed by fees owed to the City from Verizon for electric costs (minimum \$125,000).
2. \$40,000 requested by DPW for an electronic message board.
3. Some of the funds could go for the Fire Department bathroom renovation.

Councilor McCurry's recommendation is to fund the referenced items.

Councilor St. Cyr would prioritize the bathrooms at the Fire Dept. as first, then the lockers at PD, and then the DPW sign.

Councilor Ready would like to have the PD lockers first because they went out and researched and got the excess funding to pay for it. He would like to see the Orders come back to Finance first.

Motion by Councilor Ready to allot \$75,000 for the PD lockers; and use the balance of the funds for the FD bathrooms and the DPW message sign, both items of which to come back to Finance Committee for consideration and approval, seconded by Councilor St. Cyr.

Vote: unanimous.

Motion carried 4-0.

Cheryl will provide the specific account information to the Finance Committee that are being closed out that have made the \$156,000.

Motion by Councilor Ready to close the accounts that have made up the \$156,000, seconded by Councilor St. Cyr.

Vote: unanimous.

Motion carried 4-0.

Other Business

Councilor McCurry asked about the budget information separating different types of expenses down to categories.

Cheryl will provide that information to the Council tomorrow.

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

Vote: unanimous.

Motion carried 4-0.

Adjourned at 5:32 p.m.