City of Biddeford

Finance Committee

September 07, 2021 5:00 PM Council Chambers & Via Zoom

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1. **Call to order**
2. **Approval of the Minutes**
   - 2.1. August 17, 2021 Finance Committee Minutes
     8-17-2021 Finance Committee Minutes.pdf
3. **Signing of the expenditure warrant**
4. **Discussion/Approval**
   - 4.1. Approval/Sale of Obsolete Kiosk Inventory
     9-07-2021 Sale of Obsolete Kiosks-MEMO.docx
5. **Other Business**
6. **Adjournment**

City of Biddeford

Finance Committee Meeting Minutes
August 17, 2021
(Due to COVID-19, the meeting was held virtually via ZOOM).

The meeting was called to order at 5:30 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, Jim Bennett; and City Clerk, Carmen Morris.

Adjustment to the Agenda
No adjustment to the agenda.

Approval of Minutes of August 3, 2021
Motion by Councilor Ready to accept the minutes as printed, seconded by Councilor St. Cyr.

Vote: unanimous.
Motion carries.

Expenditure Warrants:
The Warrants were available in the Finance Office for the Committee members to review and sign.

Discussion/Approval
Approval/Funds for Comp Plan Survey
Motion by Councilor Ready to approve an amount not to exceed $17,500.00 for a Comprehensive Plan Community-Wide Survey, seconded by Councilor St. Cyr.

Discussion: Councilor Ready supports this item but doesn't understand why we could not use the bid process.

Councilor St. Cyr would be in favor of sending out a postcard rather than a paper survey to each household.

Planning & Development Director, Mat Eddy, gave an explanation noting they did give a survey.

Motion by Councilor Ready to defer this item to the full City Council for consideration and approval, seconded by Councilor St. Cyr.

Vote: unanimous.

Vote on motion, as amended: unanimous.
Motion carries.

Recommended/Fire Department Dorm Rooms Project/H.E. Callahan Construction of Auburn, Maine
Motion by Councilor Ready to recommend the expenditure for Fire Department Dorm Rooms,

with the project being awarded to H.E. Callahan Construction of Auburn, Maine, seconded by Councilor St. Cyr.

Discussion: Councilor Ready asked about the furniture piece of this item and how that amount had been determined.

Fire Chief, Scott Gagne, explained that he did go out and obtain three bids for the furniture.

The City Manager's recommendation would be to pay for the building permits out of the Bond money, and the furniture option would be absorbed with operating funds.

Councilor McCurry would like to see a priority list of the projects that are expected to be paid out of the Bond money, preferably before voting on this.

Councilor Ready agrees with the prioritization but he feels the Fire Department Dorm Rooms are a priority, especially due to the fact that we have female firefighters.

Councilor St. Cyr agrees and supports it.

Councilor McCurry asked about using other reserved or aid funds for this project.

The City Manager explained that any change in funding will come back to this Committee for final approval.

Vote: unanimous.
Motion carries.

Other Business
Councilor St. Cyr asked when the new Finance Director would be starting, and Jim answered September 8.

Councilor McCurry asked if shredding is still scheduled for October, and Jim answered he would look into it.

Motion to adjourn made by Councilor Ready, seconded by Councilor St. Cyr.
Vote: unanimous.
Motion carries.
Adjourned at 5:56 p.m.

Finance Committee

Meeting Date: September 7, 2021
Meeting Time: 5:00 PM

Agenda Item No: 4.1
Item Description: Approval/Sale of Obsolete Kiosk Inventory

Submitted by: Brian S. Phinney, COO

Supporting Information/Documentation:

N/A

Key Terms:

N/A

Executive Summary:

Staff requests authorization to sell up to 10 obsolete parking kiosks, as-is, to 1131 Broadway, LLC in the amount of $1,100/kiosk. The kiosks are no longer needed resulting in excess inventory at the DPW garage.

Detailed Review:

As part of the City's Parking Management Plan the City authorized the purchase of 15 parking kiosk units from CALE in 2018 for approximately $6,629 per unit including shipping and set up. The kiosks have been positioned at the six pay-per-use lots and at the beaches.

The in-town kiosks are no longer needed and are obsolete now that the Pearl Street Parking Garage is operational and the kiosks have been upgraded in the pay-per-use lots by the garage operator. In discussions with DPW and PD, we have ten excess units in inventory. This leaves one new unit for direct replacement, one used unit for parts, and three seasonal units for the beaches.

CALE forwarded an inquiry about the sale of the excess units. An operator from Ohio would like to purchase the obsolete units for installations and parts. In discussions with CALE, the units will need to be reconditioned – touch up paint, stickers removed and updated, reprogrammed, and wireless cards upgraded to 4G or 5G due to industry changes). As a side note, two of the units are non-functional and have been used for parts. A representative visited the DPW garage in July and inspected the units.

The interested entity, 1131 Broadway, LLC, will be responsible for arranging shipping, paying for shipping, and any and all reconditioning. The units will be sold as-is if the Finance Committee approves the transaction.

CALE will provide the packaging material and packaging instructions. DPW personnel will package the units per instructions and coordinate with 1131 Broadway, LLC's carrier for pick-up.

Funding Source:

The sale of the obsolete kiosks requires no direct funding. DPW staff time will be required to package the obsolete units for transport.

Staff Recommendation:

Staff recommends authorizing the sale of up to 10 obsolete parking kiosks to 1131 Broadway, LLC in the amount of $1,100/unit.