

City of Biddeford
Finance Committee
September 06, 2022 5:30 PM
Council Chambers and via Zoom

Please click the link below to join the webinar:

<https://biddeford.zoom.us/j/95467020448?pwd=N0tYU1ZadzIhMQzUvMDRpaFRXZGdoQT09>

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Passcode: 015713

Or One tap mobile :

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Or Telephone: US: +1 312 626 6799 or +1 646 558 8656 or +1 646 931 3860

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Status: In-Person and via Zoom; Council Chambers; 5:30 p.m.

- 1. Call to order**
- 2. Approval of the Minutes**
 - 2.1. July 19, 2022 Finance Committee Meeting Minutes
[7-19-2022 Finance Committee Minutes.pdf](#)
- 3. Signing of the expenditure warrant**
- 4. Discussion/Approval**
 - 4.1. Approval: Purchase of EMS Stretcher Ambulance Lifting System/Stryker
[9-06-2022 FD EMS stretcher ambulance power lift info.pdf](#)
 - 4.2. Recommendation: Carry Forward Funds from FY22 to FY23
[9-06-2022 Carry Forward FY22 to FY23-ORDER.docx](#)
[9-06-2022 Carry Forward FY22 to FY23-MEMO](#)
 - 4.3. Approval: Construction Engineering & Inspection Services for Pearl Street - Sewall
[09-06-2022 Authorization Construction Engineering and Inspection Svcs - Pearl Street Project - ORDER](#)
[09-06-2022 Approval Construction Engineering & Inspection Services for Pearl Street Project - BRIEF](#)
- 5. Other Business**
- 6. Adjournment**

City of Biddeford
Finance Committee Meeting Minutes
July 19, 2022

The meeting was called to order at 5:00 p.m. by Councilor Norman Belanger.

Present: Mayor Alan Casavant; Councilor Norman Belanger; Councilor Marc Lessard; City Manager James Bennett; Chief Operating Officer Brian Phinney; and Finance Director Nichole Wood.

Excused: Councilor William Emhiser.

Adjustment to the Agenda

No adjustment to the agenda.

Approval of Minutes of June 21, 2022

Motion by Councilor Lessard, seconded Mayor Casavant to accept the minutes as printed.

Vote: unanimous.

Motion carries.

Expenditure Warrants:

The Warrants were available for review.

Discussion/Approval

Approval/Request for Appropriation from Grant Match Fund for Historic Preservation Architectual Survey of Downtown

Motion by Councilor Lessard, seconded by Mayor Casavant to approve the request for Appropriation from Grant Match Fund for Historic Preservation Architectual Survey of Downtown.

Economic Development Coordinator for Planning & Development Brad Favreau presented this item. Last Spring the City sought and was granted Certified Local Government Status by the Department of the Interior to open us up for greater Grant opportunities through the Maine Historic Preservation Commission. We did so applying for a Grant to update the Architectual Survey dated from 1998. We won the Grant for \$22,750.00 from the Department of the Interior and tonight we are asking for a Grant match of \$20,000.00 to cover the total cost of \$42,750.00.

Vote: unanimous.

Motion carries.

Approval/Expenditure for Climate Action Plan

Motion by Mayor Casavant, seconded by Councilor Lessard to recommend the approval of expenditure for the Climate Action Plan.

Brad Favreau presented this item also. Last Spring Brad explained to the full Council that we were

joining other communities with Southern Maine Planning and Development Commission to work on a Climate Action Plan together which would lower the cost to the City. It will cost the City \$25,184.00 costing only 1/3 of what we thought it would be.

Vote: unanimous.
Motion carries.

Recommendation: Purchase of CCTV Sewer Camera/A-200 Crawler from Deep Trekker

Motion by Councilor Lessard, seconded by Mayor Casavant to recommend the purchase of CCTV Sewer Camera/A-200 Crawler from Deep Trekker.

Public Works Director Jeff Demers presented this item. We are sharing a camera with the Cities of Saco and Old Orchard. It will help up with a couple of issues, one it will help with the abatement program, help with radar, and help us initiate where the issues are. Looking for \$46,714.00 for the Deep Trekker coming out of Code 417.

Vote: unanimous.
Motion carries.

Recommendation: Purchase of Grit Classifiers for Wastewater Treatment Plant/Wescor Associates - Wemco Classifiers

Motion by Councilor Lessard, seconded by Mayor Casavant to recommend the purchase of Grit Classifiers for Wastewater Treatment Plant/Wescor Associates - Wemco Classifiers.

Jeff Demers presented this item also. This is the last piece of the 1998 upgrade. He is asking for the 2 year warrantee which is a good investment. Total amount requested is \$143,320.00 from ARP Wastewater Funds.

Vote: unanimous.
Motion carries.

Recommendation: Purchase of Pickup Trucks for Wastewater Treatment Plant and Public Works Department/Bill Dodge

Motion by Councilor Lessard, seconded by Mayor Casavant to recommend the purchase of Pickup Trucks for Wastewater Treatment Plant and Public Works Department/Bill Dodge.

Garage Forman at PW Jerry Court presented this item.

Vote: unanimous.
Motion carries.

Recommendation: Purchase of (2) Police Cruisers/McGovern Municipal HQ

Motion by Councilor Lessard, seconded by Mayor Casavant to recommend the purchase of (2) Police Cruisers/McGovern Municipal HQ.

Garage Forman Jerry Court presented this item also. He noted that two bids came in, one from McGovern and one from Quirk. The bid from McGovern meets specs and the vehicles are on the

lot.

Vote: unanimous.

Motion carries.

Other Business

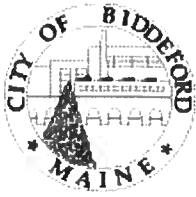
No other business.

Motion by Mayor Casavant, seconded by Councilor Lessard to adjourn.

Vote: unanimous.

Motions carries.

Adjourned at 5:30 pm



Finance and Council

Meeting Date: 9/20/22

Meeting Time: 1730

Agenda Item No:

Item Description: EMS stretcher ambulance power lift system

Submitted by: Scott Gagne, Fire Chief

Supporting Information/Documentation:

Please see attached quote for the system.

Key Terms:

N/A

Executive Summary:

This is a request to purchase one EMS stretcher ambulance lifting system from Stryker.

Detailed Review:

This is a request to purchase one Stryker EMS stretcher ambulance lifting system. This is a system that is installed into the ambulance that lifts the EMS stretcher with a patient on it and brings it into the ambulance. One of our three ambulances currently has this system and we are requesting to purchase one system to allow us to install it into our second ambulance. These lifting devices decrease the chance of injury to our staff when lifting patients and improve the safety to our responders.

The price for the device us as follows:

• Power loader -	\$23,958
• Installation of system into ambulance –	\$1,900
• Shipping -	\$179.69
Total	\$26,037.69

Funding Source:

FY 23 CIP. \$25,000 was allocated for this item.

Staff Recommendation:

Staff recommends the purchase of the Stryker Power Life System. We are asking that you consider this as a sole source item because this is the only company that makes a device that will work with our three current EMS stretchers and with our mutual aid stretchers and it is the same product as the one that we currently have in our newest ambulance.



Power Load w ProCare SVC

Quote Number: 10576591

Remit to: **Stryker Medical**

Version: 1

P.O. Box 93308

Prepared For: BIDDEFORD FIRE DEPT

Chicago, IL 60673-3308

Attn:

Rep: Matthew Lampen

Email: matthew.lampen@stryker.com

Phone Number:

Quote Date: 08/30/2022

Expiration Date: 09/23/2022

Delivery Address

Name: BIDDEFORD FIRE DEPT

Account #: 1152805

Address: 152 ALFRED ST

BIDDEFORD

Maine 04005-2589

End User - Shipping - Billing

Name: BIDDEFORD FIRE DEPT

Account #: 1152805

Address: 152 ALFRED ST

BIDDEFORD

Maine 04005-2589

Bill To Account

Name: BIDDEFORD FIRE DEPT

Account #: 1152805

Address: 152 ALFRED ST

BIDDEFORD

Maine 04005-2589

Equipment Products:

#	Product	Description	Qty	Sell Price	Total
1.0	639005550001	MTS POWER LOAD *INCLUDES FLOOR PLATE*	1	\$23,958.35	\$23,958.35
Equipment Total:					\$23,958.35

ProCare Products:

#	Product	Description	Years	Qty	Sell Price	Total
2.1	75011PT	ProCare Power-LOAD Prevent Service: Annual onsite preventive maintenance inspection and unlimited repairs including parts, labor and travel for MTS POWER LOAD *INCLUDES FLOOR PLATE*	6	1	\$8,169.60	\$8,169.60
ProCare Total:						\$8,169.60

Price Totals:

Estimated Sales Tax (0.000%):	\$0.00
Freight/Shipping:	\$179.69
Grand Total:	\$32,307.64

Comments:



Power Load w ProCare SVC

Quote Number: 10576591

Version: 1

Prepared For: BIDDEFORD FIRE DEPT

Attn:

Remit to:

Stryker Medical

P.O. Box 93308

Chicago, IL 60673-3308

Rep:

Matthew Lampen

Email:

matthew.lampen@stryker.com

Phone Number:

Quote Date: 08/30/2022

Expiration Date: 09/23/2022

**PLEASE NOTE, STRYKER WILL BE
IMPLEMENTING A 10% PRICE INCREASE
10/1/22. THIS PRICING/QUOTE
EXPIRES 9/23/22.**

**SUGARLOAF AMB WILL CHARGE \$1,900
TO INSTALL POWER LOAD**

Prices: In effect for 30 days

Terms: Net 30 Days

Contact your local Sales Representative for more information about our flexible payment options.

Capital Terms and Conditions:

Deal Consummation: This is a quote and not a commitment. This quote is subject to final credit, pricing, and documentation approval. Legal documentation must be signed before your equipment can be delivered. Documentation will be provided upon completion of our review process and your selection of a payment schedule. Confidentiality Notice: Recipient will not disclose to any third party the terms of this quote or any other information, including any pricing or discounts, offered to be provided by Stryker to Recipient in connection with this quote, without Stryker's prior written approval, except as may be requested by law or by lawful order of any applicable government agency. A copy of Stryker Medical's Acute Care capital terms and conditions can be found at https://techweb.stryker.com/Terms_Conditions/index.html. A copy of Stryker Medical's Emergency Care capital terms and conditions can be found at <https://www.strykeremergencycare.com/terms>.

Dexter, Edward

From: Lampen, Matthew <matthew.lampen@stryker.com>
Sent: Tuesday, August 30, 2022 12:07 PM
To: Dexter, Edward
Subject: Stryker Power Load Quote
Attachments: Q-Biddeford FD Power Load w ProCare SVC 8-30-22.pdf

Hi Chief,

Thanks again for reaching out, please see attached quote for 1 Power Load system and our 6 year Onsite Prevent ProCare service plan that includes annual PM's, parts, labor, travel and unlimited unscheduled service calls. As discussed, Stryker will be implementing a 10% price increase this October 1st so this pricing/quote is set to expire 9/23. Feel free to look this over and let me know if you have any questions etc.

I spoke with Keith from Sugarloaf AMB and he said he could install the Power Load for \$1900.

Thank you,

Matt Lampen

Sales

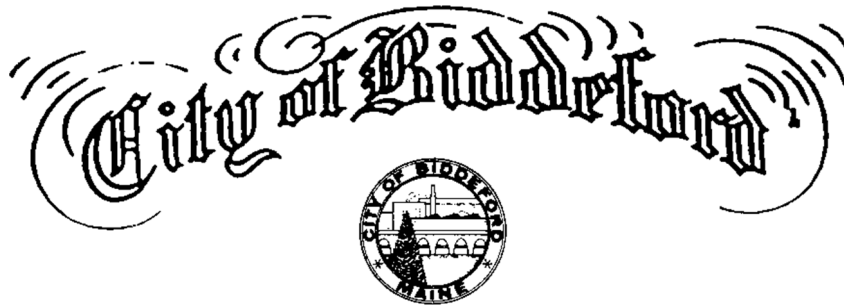
Stryker Emergency Care

ME

M 207 233 8485

matthew.lampen@stryker.com

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2022.74

IN BOARD OF CITY COUNCIL...SEPTEMBER 6, 2022

BE IT ORDERED, that the Finance Director is authorized to create dedicated reserve accounts under the listed fund balance accounts, and transfer remaining funds from the FY 2022 Budget to said dedicated accounts as herein named in amounts not to exceed those stated, as of June 30, 2022 deducting any encumbrances:

10013-30101, General Fund Assigned Fund Balance

<u>Account Description</u>			<u>Amount</u>
Sidewalk Construction / Improvement			\$ 75,000.00
IT Computer Hardware			\$ 109,000.00
City Hall Improvements			\$ 50,000.00
Thatcher Brook Watershed			\$ 80,000.00
Munis Upgrade Planning			\$ 50,000.00
Mechanics Park River Wall Repair			\$ 200,000.00
New Furnace - PWD			\$ 75,000.00
Elm & Pearl Study			\$ 50,000.00
Lincoln St. Electric			\$ 150,000.00
			\$ 839,000.00

BE IT FURTHER ORDERED, that the City Manager be authorized to expend from the above dedicated reserves for expenses related to on-going project costs as approved in accordance with the Purchasing Code.

NOTE: The Finance Committee will consider this item at the September 6, 2022 meeting and vote on recommendation for approval by the City Council.



Finance Committee

Meeting Date: September 6, 2022

Meeting Time: 5:30 pm

Agenda Item No: 4.2.

Item Description: Recommendation: Carry Forward FY22 to FY23

Submitted by: Nichole Wood, Finance Director

Supporting Information/Documentation:

Order 2022.74

Key Terms:

N/A

Executive Summary:

Due to a number of unfinished projects at the end of fiscal year 2022, staff requests to carry forward \$839,000 for the purposes identified in Order 2022.74.

Detailed Review:

Each year, unspent funds roll over to the Undesignated Fund balance if not allocated for a specific purpose.

The City Manager directs staff to review end of year fund balances to determine the reason for such balances and to determine if funds should be carried forward for specific purposes.

The attached Order request carry forward of \$839,000 from FY22 funds in support of the named project accounts. Most of the carry forward is the result of the inability to perform the work/service identified in the FY22 budget. However, one of the items is the result of changing needs or priorities.

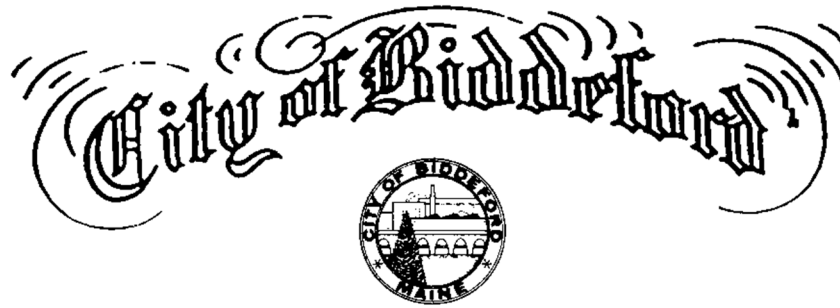
- **Munis Repair and Reconfiguring.** During FY22 staff performed extensive work with Tyler implementation consultants to establish a plan for rebuilding the underlying data tables for the purpose of better utilization of the ERP software, and plans to roll out those fixes no later than January, 2023. Work continues on this front and although administrative in nature this continues to be a "big lift". With significant work required through completion, this account would serve as a contingency account, spending only as needed with appropriate authorization in accordance with the purchasing rules.

Funding Source:

FY22 General Fund Assigned Fund Balance Carry Forward

Staff Recommendation:

Authorize the creation of reserve account for the purposes listed.



2022.76

IN BOARD OF CITY COUNCIL...SEPTEMBER 6, 2022

BE IT ORDERED, that the City Council of the City of Biddeford does hereby authorize the City Manager to enter into an agreement with Sewall of Yarmouth, Maine for construction management services associated with the Pearl Street Reconstruction Project in an amount not-to-exceed \$150,000.

Funding Note: Funding for the project will be covered under the Inspection and Contingency funds (\$325,000) established for the Pearl Street Project.



FINANCE COMMITTEE

Meeting Date: September 6, 2022

Meeting Time: 5:30 pm

Agenda Item No: 4.3.

Item Description: Approval: Construction Engineering & Inspection Services for Pearl Street Project - Sewall

Submitted by: Brian S. Phinney, COO

Supporting Information/Documentation:

2022.76 - Order

Key Terms:

N/A

Executive Summary:

Staff requests authorization to engage Sewall, the design engineer to serve as project manager overseeing the construction phase of the project. Sewall served as the design engineer and has the expertise to continue with the construction management phase. The services will be charged on a time and materials basis not-to-exceed \$150,000 without prior authorization. The time and material rates are consistent with design service rates.

Detailed Review:

As referenced at the June 21st meeting, staff reviewed the Pearl Street Reconstruction Project funding and RFP overage implications. The Council subsequently approved the project cost of \$3,520,950 as referenced below.

Funding Statement:

The Pearl Street Reconstruction Grant is a reimbursement grant.

EDA Grant Award.....	\$ 1,156,015
Paving Account (Order 2021.21).....	\$ 250,000
CSO Account (Order 2021.21).....	\$ 50,000
Rt.111/Downtown TIF Fund (Order 2021.21).....	\$ 856,015
Pearl Street Bid Overage (Excess Funds 03/22).....	\$ <u>883,920</u>
Total Construction	\$ 3,195,950

Project Management (includes, mgt, inspections, and contingency).....	\$ <u>325,000</u>
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Total Authorization	\$ 3,520,950
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Municipal Portion	\$ 2,364,935
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At the time of the authorization it was referenced that staff would return at a later date to address any expenditure from the \$325,000 appropriated for project management. At this time staff requests authorization to engage Sewall, the design engineer to serve as project manager overseeing the construction phase of the project. The services will be charged on a time and materials basis not-to-exceed \$150,000 without prior authorization. The time and material rates are consistent with design service rates.

The grant award specifies completion of construction within 245-days of construction contract award. Due to project approval delays associated with EDA requirements it is anticipated that the project construction will start in earnest but will not be completed until the spring of 2023 due to the inability to install pavers in the winter months. EDA is aware of the schedule impact and allows for project stops with commencement of counted construction days once the project restarts.

Staff Recommendation:

Approve as presented.