

City of Biddeford
Finance Committee
August 06, 2019 5:00 PM Council Chambers

- 1. Call to order**
- 2. Approval of the Minutes**
 - 2.1. July 16, 2019 Finance Committee Meeting Minutes
[7-16-2019 Finance Committee Minutes.rtf](#)
- 3. Signing of the expenditure warrant**
- 4. Discussion/Approval**
 - 4.1. Budget Amendment - Southern Maine Planning and Development
[8-06-2019 Budget Amendment - Southern Maine Planning and Development.docx](#)
[SMPDC Budget Request \(Fees Due\)](#)
[Finance Briefing Memo - Budget Amendment - SMPDC Dues](#)
 - 4.2. Installation of Median at 5 Points - in front of Starbucks Coffee Entrance/Exit
[8-06-2019 Median Project at Starbucks - ORDER.doc](#)
[Finance Briefing Memo - Installation of Median at 5-Points - Starbucks Coffee](#)
 - 4.3. Green Parking Lot Discussion
[Finance Briefing Memo - Green Lot Discussion-Update](#)
- 5. Other Business**
- 6. Adjournment**

City of Biddeford
Finance Committee Meeting Minutes
July 16, 2019

The meeting was called to order at 5:00 p.m. by Councilor Mike Ready.

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 July 2, 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

Purchase of LUCAS Chest Compression System for Fire Department

Motion by Councilor Ready to approve the purchase of LUCAS Chest Compression System for the Fire Department, seconded by Councilor St. Cyr.

Discussion: Fire Chief, Scott Gagne, explained this vendor gave us a \$6706.00 group discount. Councilor Ready asked if this is the sole source. Scott noted there are two companies that do this type of device, and he recommended going with this device because this is what they have for cardiac monitors, and it's the same person selling us these doing the training. The hospital uses the same device and area Departments and using the same device so it is consistent with the monitors and the software being used. The other company is not compatible with our software. Scott explained the price was not that much different. Councilor McCurry would have liked to see the other bid to compare as well as Councilor Ready. This is about safety for the providers as well as safety for the patient.

Vote: unanimous.

Motion carried 4-0.

Allocation of Funds for Paving Project on Pool Street

Motion by Councilor Ready to recommend the approval of this allocation of funds for the paving project on Pool Street, seconded by Councilor St. Cyr.

Discussion: Public Works Director, Jeff Demers, presented the item. Councilor Ready spoke with Jeff earlier and confirmed that none of the projects that are currently planned for this fiscal year will be affected by this project.

Vote: unanimous.
Motion carried 4-0.

Authorization/Renovations at Fire Department/2nd Floor Restroom

Motion by Councilor St. Cyr to recommend the approval of this authorization of funds for the renovations for the Fire Department 2nd floor restroom, seconded by Mayor Casavant.

Discussion: Mr. Quatrone (citizen) approached the Committee with a question on the bidding process. Facilities Manager, Phil Radding, explained they started the process by hiring an architect, Caleb Johnson, and paid \$3,500.00 for the plans. Their estimate was \$80,000 to do the work. When the City went out to bid, we found out the bids were astronomically high. Only two bids came in. Phil went to Jim Godbout Plumbing & Heating who looked at the plan and was able to lower the price. Councilor Ready didn't see the plan changed dramatically by Jim Godbout. Councilor McCurry had a problem with the timeline of the RFP going out in April of 2018. Phil explained he did not come forward then because it was so over budget. Councilor McCurry noted if it would have come forward during budget season we may have approved it. He also has an issue with using carry over money from the previous year. Councilor St. Cyr shares the same issues but knows there is an urgency to get the project done.

Vote: 2/2; Councilors McCurry and Ready opposed.
Motion failed.

Approval/2019-2020 Marketing and Advertising Contract with Kenneally & Company

Motion by Councilor Ready to approve the expenditure for the 2019-2020 Marketing and Advertising Contract with Kenneally & Company, seconded by Councilor St. Cyr.

Discussion: Councilor McCurry noted he will be voting against this because the bid process was not followed. Economic Development Director, Matt Eddy, explained they did not go out to bid because they were very pleased with Kenneally & Company and the work they did for the City in other projects. Kenneally & Company does work outside of Biddeford which is different from what Danica, the Communications Coordinator, does for the City.

Vote: 3/1; Councilor McCurry opposed.
Motion carried 3-1.

Approval/CIP Funds from FY19 Carry Forward Accounts to FY20 Budget

Motion by Councilor Ready to approve the carry forward of the FY19 CIP Funds to the FY20 Budget, seconded by Councilor St. Cyr.

Discussion: Councilor Ready asked about the FY19 listed accounts. Finance Director, Cheryl Fournier, explained they roll them over to an unassigned fund balance account. Most of them are Capital Funds that haven't been completed yet, haven't received invoices yet, or in design

phase etc. Councilor Ready asked about the DDC and why it's being carried forward since they decided to no longer fund it going forward. Cheryl explained she was requested to add it to the list to allow them to complete a couple of projects they have in the works. Cheryl gave a summary of some of the projects and Councilor Ready noted that should go into the Planning & Development office funding. There are a few things like City Hall improvements and other funding he understands are not only one year and carry through. There are some things that aren't complete and he doesn't see them in there. Cheryl noted some of them will get done. Councilor St. Cyr asked why the Saco River Project is 50% in the red. Cheryl explained they forgot to take it off. Councilor St. Cyr had questions on a few of the items and Cheryl gave him the explanations and gave the Committee a list of the projects being carried over. Councilor McCurry asked for an explanation of some of the projects from the City Manager. Jim Bennett, City Manager, explained these are set up as reserve accounts and unless we get authorization to spend we are not allowed to spend and they have to be consistent with the purchase policy. He went on to explain these were approved last year. The exception is DDC noting there are about 4 Operational Accounts, primarily citizen accounts that don't have a lot of Staff involvement. A new item is the City Hall Building Security Evaluation not on the list. He noted some of these items will be cleaned up. Councilor McCurry noted if we are putting funds in these accounts for no apparent reason without an ultimate goal, he cannot vote for this. Jim explained it could be tabled but some of this would come back and need to be dealt with.

Vote: 3/1; Councilor McCurry opposed.
Motion carried 3-1.

Approval/Allocation of FY20 Capital Improvement Projects

Motion by Councilor Ready to approve the proposed allocation of FY20 Capital Improvement Projects, seconded by Councilor St. Cyr.

Vote: unanimous.
Motion carried 4-0.

Other Business

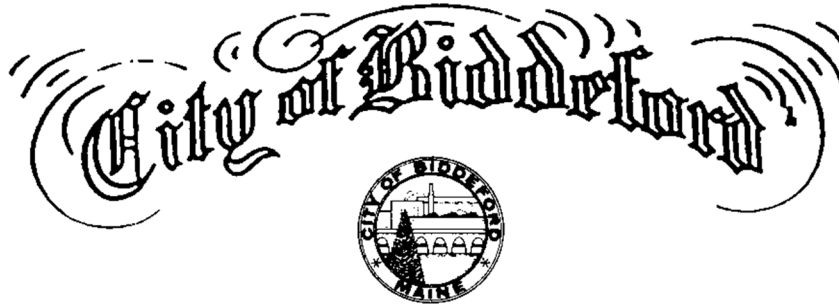
No other business.

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

Vote: unanimous.

Motion carried 4-0.

Adjourned at 5:50 p.m.

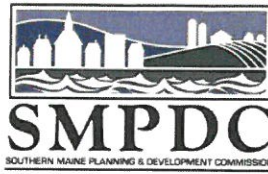


2019.85

IN BOARD OF CITY COUNCIL...AUGUST 6, 2019

BE IT ORDERED, that the Finance Director is authorized to adjust the fiscal year 2020 budget: to increase the annual budgeted dues for Southern Maine Planning and Development by.

<u>FY20 Account #</u>	<u>Description</u>	<u>AMOUNT</u>
21128-60860	Increase Expense So ME Reg Planning Comm by	811
21111-60797	Decrease Expense Miscellaneous Expense by	811
		0



21128-60860

Serving the Municipalities of Southwestern Maine For Over 50 years

December 19, 2018

James Bennett
City Manager
City of Biddeford
PO Box 586
Biddeford, ME 04005

Dear Jim;

The Southern Maine Planning and Development Commission (SMPDC) would like to thank you for your dues payment of last year. Your dues payments are the means for SMPDC to provide quality services to your community at an affordable cost, match our state and federal contracts, provide access to federal and state grant programs and work on issues of regional concern. They are the foundation for the technical assistance that we are able to provide to all the cities and municipalities in the region.

The following page highlights the work undertaken by SMPDC in your community over the past year or so. We have also included a list of the benefits that all towns receive in addition to more specialized services. In many cases, the savings in cooperative purchasing savings alone exceed the amount of dues requested.

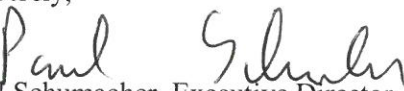
The value of these services are also greatly increased when one considers the state and federal dollars we have brought into the region through the writing of grants and assisting other non-profits and towns. For instance in the last year alone, SMPDC received and recapitalized a regional Brownfields Program (\$600,000 grant); received a \$29k grant to study dredging in the region, assisted on a \$220,000 grant to develop strategies to mitigate traffic impacts of the Naval Shipyard; and provided support to many communities on the impacts of climate change on their infrastructure. Our work on Brownfields redevelopment and through our EDA Revolving Loan program throughout the region has leveraged over 100 million dollars in private investment, created over 500 jobs and 350 units of new and affordable housing. It is important to note that while some of these projects may take place in a certain community or communities, they benefit our entire region and far surpass the amount of money we request in dues. Furthermore, with our federal Economic Development District status, we can provide additional funds and project money to support economic development activities in the region.

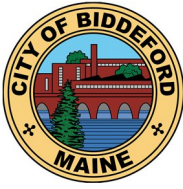
Because of increased costs to the organization, combined with decreasing funds from state and federal partners, last year SMPDC began a two-year program to increase dues by 20% over a two-year period. To that end, SMPDC is requesting a second year increase of 10% dues from the previous year. Based on population and number of communities, our dues structure is still far less than other similar regional planning agencies across the state. These dues are for the upcoming fiscal year beginning on July 1, 2019.

Your dues amount for 2019 will be \$ 8,928.00. This amount is based on a method that accounts for both valuation and population of the community. Please feel free to give me a call (571-7065) to discuss these services and how your dues money is used.

We are grateful for your continued support.

Sincerely,


Paul Schumacher, Executive Director



City of Biddeford

Chief Operating Officer/Technology Dept/IPP
P.O. Box 586 • 205 Main Street
Biddeford, ME 04005
Phone: (207) 571-0032 • Fax: (207) 571-0656

Briefing Memo

TO: Chairman John McCurry and Members of the Finance Committee

CC: James Bennett, City Manager
Cheryl Fournier, Finance Director

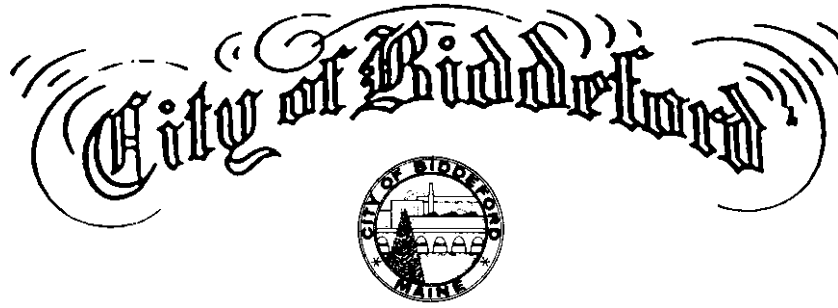
FROM: Brian S. Phinney, COO/Technology/IPP

DATE: August 1, 2019

RE: Budget Amendment – Southern Maine Planning and Development Commission

This is a council member request specific to program funding for Southern Maine Planning and Development Commission. The original agency request totaled \$8,928.00 based on a formula used to calculate dues for participating communities, see attachment. Council action during the budget process reduced the Municipal Services appropriation to “2019 levels”. This reduced the agency request by \$811.00.

The budget amendment removes \$811.00 from 21111-60797 (General Administration-Misc) and adds \$811.00 to 21128-60860 (Municipal Services – Southern Maine Planning and Development Commission).

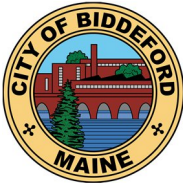


2019.88

IN BOARD OF CITY COUNCIL..AUGUST 6, 2019

BE IT ORDERED, that the City Council of the City of Biddeford does hereby approve awarding a project to construct a median at 5 Points that will stop left turns out of Starbucks Coffee, located at 352 Alfred Street to J. Pratt Construction of Hebron, Maine, in an amount not to exceed \$12,750.00. Funds for this project will be taken from account 31374-60300-Road Paving Bond proceeds.

NOTE: This item will be considered at the August 6, 2019 Finance Committee Meeting.



City of Biddeford

Chief Operating Officer/Technology Dept/IPP
P.O. Box 586 • 205 Main Street
Biddeford, ME 04005
Phone: (207) 571-0032 • Fax: (207) 571-0656

Briefing Memo

TO: Chairman John McCurry and Members of the Finance Committee

CC: James Bennett, City Manager
Cheryl Fournier, Finance Director

FROM: Brian S. Phinney, COO/Technology/IPP

DATE: August 1, 2019

RE: Installation of Median at 5-Points – Starbucks Coffee Entrance/Exit

This is a council member request based on safety considerations at the 5-Points intersection. Currently, the roadway at the Rt. 111 feeder entering the intersection has a median painted to prevent traffic from executing a left-hand turn into the Starbucks parking lot and a left-hand turn out of the Starbucks parking lot toward the 5-Points intersection. Both left-hand turns are illegal traffic movements. Nonetheless, the turns have been observed on a number of occasions despite the pavement markings and signs restricting the turns.

As a response, the proposal includes a physical extension of the curbed median to serve as a physical barrier to motorists, thus preventing execution of the prohibited left-hand turns.

Department of Public Works staff has discussed this internally and with Maine DOT personnel. The section of road is within the urban compact zone and it is within the discretion of the City to install the curbing.

The estimated cost for work is \$12,750 based on pricing provided by J Pratt Construction of Hebron. J. Pratt is working on the Main Street Project. The project will require night work due to the busy nature of the 5-Points intersection.

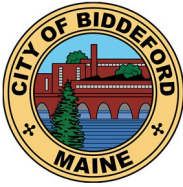
An attempt will be made to obtain additional prices from contractors. Information related to “bids” will be reported at the committee meeting or as the information becomes available.

This project is not budgeted. If approved to move forward, the proposed funding source would be 31374-60300 *Road Paving Bond* proceeds.

As requested;

- \$12,750 is equivalent to paving an area approximately 750-feet long by 22-feet wide with a pavement depth of 1.5-inches at today’s cost of \$73.50 a ton for bituminus.

- Paving projects slated for completion under the *Road Paving Bond* are Luc Lane, Southgate Ave., (with a drainage project involved) and Maddox Pond Rd.



City of Biddeford

Chief Operating Officer/Technology Dept/IPP
P.O. Box 586 • 205 Main Street
Biddeford, ME 04005
Phone: (207) 571-0032 • Fax: (207) 571-0656

Briefing Memo

TO: Chairman John McCurry and Members of the Finance Committee

CC: James Bennett, City Manager
Cheryl Fournier, Finance Director

FROM: Brian S. Phinney, COO/Technology/IPP

DATE: August 1, 2019

RE: Green Lot & Blue Lot Discussion

Based on an ongoing discussion regarding the reconfiguration of the Green Lot and priorities for paving involving the Blue Lot (Alfred Street), the following information is provided for discussion purposes.

	Green Lot	Blue Lot
DPW Condition Rating (1-9)	6	7
DPW Use Rating (1-4)	1	1
Repaving Estimates 1 Thing Paving	\$57,000.00	Request pending ¹
Repaving Estimate 2 Shaw Bros	\$63,495.00	
Sealcoating Estimate	\$3,700.00	N/A
Restriping (est.)	\$950.00 ²	

¹Add'l paving estimate(s) have been requested as instructed for the Green Lot and Blue Lot. The timing of the request is such that the information for the Blue Lot is not available for the packet. The information will be provided at the Finance Committee meeting.

²Originally reported as \$2,700 based on sight-unseen estimate. Vendor confirmed pricing as reported here.

- Current fund balance (parking) is about \$128,400 from end-of-year FY2019, July FY2020 balance not yet available.
- DPW rates the PD lot as the worst lot and plans to schedule repaving for next year – staff recommends prioritizing the PD lot with the Green Lot scheduled after.
- Garage planning expenses, cash outlay for kiosks, and incidentals will likely be around \$750,000 when the planning/design is complete. These expenses are intended to be recouped as part of a municipal garage plan. If a municipal garage plan does not materialize, it is likely the parking fund will pay down the incurred expense.
- Additional expenses depending on future parking decisions may also affect this fund.

DPW postponed the sealcoating scheduled for Sunday, August 4th in order for the Finance Committee to have discussions related to prioritization. Sealcoating or paving will be rescheduled pending a decision by the Committee