

City of Biddeford
Finance Committee
August 01, 2017 5:00 PM Council Chambers

- 1. Call to order**
- 2. Approval of the Minutes**
 - 2.1. July 18, 2017 Finance Committee Meeting Minutes
[7-18-2017 Finance Committee Minutes.rtf](#)
- 3. Signing of the expenditure warrant**
- 4. Discussion/Approval**
 - 4.1. Purchase of Large-Item Machine for Recycling Facility
[8-01-2017 Large-Item Machine Purchase-ORDER.docx](#)
[8-01-2017 Large-Item Machine-BID.docx](#)
 - 4.2. Carry Forward of FY17 CIP Funds for McArthur Library
[8-01-2017 FY18 Library Reserves-ORDER.docx](#)
[8-01-2017 McArthur Library CIP Reserve Request-MEMO.docx](#)
- 5. Other Business**
- 6. Adjournment**

City of Biddeford
Finance Committee Meeting Minutes
July 18, 2017

The meeting was called to order at 5:00pm by Council President John McCurry.

Present: Chair, Council President John McCurry, Councilor Steven St. Cyr, Councilor Mike Ready, COO Brian Phinney, and Finance Director Cheryl Fournier.

Excused: Mayor Alan Casavant (absent City Manager Jim Bennett).

Approval of Minutes

Motion by Councilor Ready to approve the Minutes of July 11, 2017, seconded by Councilor St. Cyr, unanimous.

Motion carried, 3-0.

The expenditure warrant was available for review and signature.

Discussion/Approval

Purchase of Police Cruisers/Arundel Ford/FY18 CIP Budget

Carl Marcotte, Public Works Assistant Director, gave an overview. He explained the bid process for two police cruisers, which are approved in the budget.

Motion by Councilor Ready to recommend to Council the Arundel Ford bid of \$50,260.00, seconded by Councilor St. Cyr, unanimous.

Motion carried 3-0.

Purchase of Fire Dept. Vehicle/Quirk Auto Group/FY18 CIP Budget

Carl Marcotte, Public Works Assistant Director, presented the item to the Committee noting the bid process. Councilor McCurry had questions on the type of vehicle and the extra cost for paint. Chief Scott Gagne explained the reasoning behind the purchase of a Tahoe, and why they were moving to all red vehicles. The Chief noted many fire departments in the area are moving to the red, it is a custom color.

Motion by Councilor Ready to recommend to Council the Quirk Auto Group bid for \$33,850.45, seconded by Councilor St. Cyr.

Vote: 2-1 (Councilor McCurry voting no)

Motion carried 2-1.

Renovations to Kitchen Exhaust System at Fire Department Central Station/FY18 CIP Budget

Scott Gagne, BFD Chief, gave an overview.

Motion by Councilor Ready to recommend to Council to approve the bid up to \$13,220, seconded by Councilor St. Cyr.

Vote: 2-1 (Councilor McCurry voting no)

Motion carried 2-1.

Project Canopy Committee – Request for Sole Source Contract

Discussion: Brian Phinney, Chief Operating Officer, gave an overview. The project will include updating the Street Tree Inventory database, develop a city wide Tree Maintenance Plan and Emerald Ash Borer Mitigation Strategy, and revamp Shevenell Park.

Motion by Councilor Ready to recommend to Council the approval to sole source the new contract to Davey Resource Group in the amount of \$7,000, seconded by Councilor St. Cyr, unanimous.

Motion carried 3-0.

Other Business

Review of Financials

Cheryl Fournier, Finance Director, gave an overview noting some line items were below budget and she will be researching the reasons why. State Revenue Sharing is on target to be slightly below budget by \$8k. State Homestead Exemption will be coming in August and will be posted back to FY2017. Public Services Intergovernmental is below budget due to waiting for the May amounts. State Education Subsidy is on target to be about \$3k above budget. General Administration is below budget due to \$636k of contingency not used and \$375k of bad debt not posted yet. Many departments are below budget due to salaries and benefits, Cheryl is researching to make sure all items are posted. Debt is below budget due to refunding of bonds noting she will be researching to make sure that is true. CIP is below budget, but that coincides with the carryforwards that is going to Council. The School Department is running the same as last year at this time. Councilor St. Cyr mentioned that the lag for the School Department is difficult to determine how they are really doing. The Finance Director said she would be meeting with Terry to determine the process to see if the reporting can be done earlier or if it should be looked at separately.

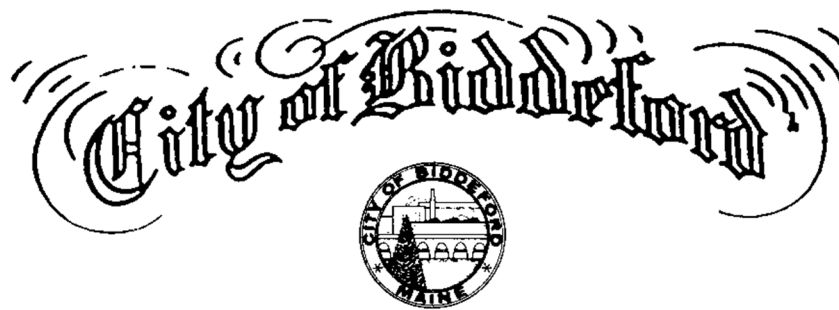
Properties on Main and Maple, Research list

Wastewater will have a meeting this week and if not approved, they will come to Finance. Question will be if we will allow them to abate, what is the policy and should it change.

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

Motion carried 3-0.

Adjourned at 5:35pm.



2017.82

IN BOARD OF CITY COUNCIL...AUGUST 1, 2017

BE IT ORDERED, that the City Manager be authorized to purchase an Auger type recycling compactor as per Quote of July 20, 2017(the "Equipment") from Sani-Tech Systems Inc. (the "Vendor") and may pay the Vendor an amount not to exceed \$92,780.00 (before discounts valued at \$13,500.00) for the Equipment as follows:

1. The City of Biddeford expects to incur debt to reimburse expenditures to pay the cost of the Equipment;
2. The City of Biddeford reasonably expects that the maximum principal amount of the debt, including for reimbursement purposes, is \$92,780.00;
3. The City Manager, on behalf of the City of Biddeford, is authorized to enter into a lease purchase, loan or other financing agreement for the Equipment provided that (a) the principal amount of such agreement will not exceed \$92,780.00, (b) the term of such agreement will not exceed one hundred and twenty (120) months and (c) any obligation of the City of Biddeford to make lease or loan payments pursuant to such agreement is subject to annual appropriation by the City Council of the City of Biddeford;
4. The City Manager is authorized to advance money from the General Fund of the City for payment of the costs of the Equipment; and
5. The City Manager, on behalf of the City of Biddeford, is authorized to negotiate, enter into, execute, deliver and cause to be performed, and to approve, any and all agreements, instruments, certificates and other documents, and to grant security interests in the Equipment, upon such terms, conditions, limitations and undertakings, which the City Manager determines are necessary and proper for the acquisition and financing of the Equipment, provided that any lease purchase, loan or other financing agreement will be countersigned by both the Mayor and the Treasurer of the City of Biddeford. Without limiting the foregoing, the City Manager, on behalf of the City of Biddeford, in connection with the acquisition of the Equipment, is authorized to sell, transfer, trade in or otherwise dispose of any equipment, which the City Manager determines is no longer useful to the City of Biddeford.

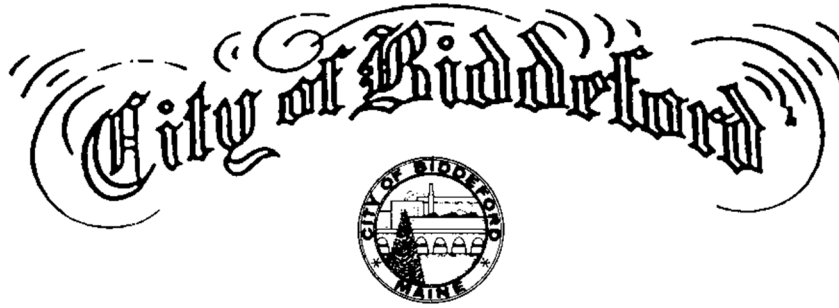
NOTE: The Finance Committee will review this item on August 1, 2017 and voted to recommend it to the City Council for approval. The lease-purchase of this item is included in the FY18 CIP budget, with a down payment of \$9,000.00

Sole source Purchase
High Density Large Item Compactor

The Public Works Department is seeking approval to purchase a replacement High Density Auger Type compactor for the recycling area. This compactor will be to replace the existing unit and will be using our existing containers. We propose to purchase this unit from Sani-Tech Inc., which is the sole manufacturer of this particular piece of equipment. This will allow us to re-use containers and other associated parts that would not be possible if we went with another type of compactor. The two previous compactors were purchased from Sani Tech. This unit is budgeted in line 21204-60603 as a lease in the FY 18 CIP budget.

Sani-Tech

ST2054/40 Auger Type Compactor	\$92,780.00
Trade In	\$13,500.00
Total:	\$79,280.00



2017.84

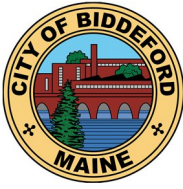
IN BOARD OF CITY COUNCIL...AUGUST 1, 2017

BE IT ORDERED, that the Finance Director is authorized to create dedicated reserve accounts under the listed fund balance accounts, and transfer remaining balances identified from the FY2017 CIP Budget designated by Order 2016.67 to said dedicated accounts as herein named in amounts not to exceed those stated, as of June 30, 2017 deducting any encumbrances:

10013-30101, General Fund Assigned Fund Balance

<u>FY17 Account #</u>	<u>Description</u>	<u>Original</u>
21202-60964	McArthur Library Improvements (Electrical)	\$ 5,000.00
	McArthur Library Improvements (Community Room)	\$ 7,500.00
	Total	<u>\$12,500.00</u>

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 City of Biddeford Purchasing Code.



City of Biddeford

Chief Operating Officer/Technology Dept/IPP
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Briefing Memo

TO: Mayor Alan Casavant
Council President John McCurry and Members of the Biddeford City Council
City Manager James Bennett

CC: Cheryl Fournier, Finance Director

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

DATE: July 26, 2017

RE: Additional Reserve Allocation Request

In late February of 2017, Jeff Cabral requested guidance on carrying unspent CIP funds forward. The CIP funds total \$12,500 and include library electrical work (\$5,000) and Community Room improvements (\$7,500). Both allocations were approved under Order 2016.67 for FY2017 CIP.

The McArthur Library CIP reserve was not included in the recent FY2018 Reserve Order 2017.80 approved by the Council on July 18th due to an oversight and the timing of the original request. Therefore, this Order is provided separately to request McArthur Library CIP funds be reserved for use in FY2018.