City of Biddeford

Finance Committee Meeting Minutes

July 21, 2020

(Due to COVID-19, the meeting was held virtually via ZOOM)

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; Chief Operating Officer, Brian Phinney; City Clerk, Carmen Morris; and Interim Finance Director, Gerry Matherne.

Adjustment to the Agenda
No adjustments to the agenda.

Approval of Minutes of June 16, 2020.
Motion by Councilor Ready to approve the minutes as printed, seconded by Councilor St. Cyr.
Vote: unanimous.
Motion carries 4-0.

Expenditure Warrant: June 23, 2020; June 30, 2020; July 7, 2020; July 14, 2020
The warrants were emailed to the Finance Committee members for their review.

Motion by Councilor Ready to approve all the warrants, seconded by Mayor Casavant.
Vote: unanimous
Motion carries 4-0.

Discussion/Approval

Authorization/Purchase of Portable Message Boards/Grant Funds
Motion by Councilor Ready to recommend the purchase of the portable message boards using grant funds, seconded by Councilor St. Cyr.

(It should be noted that Councilor St. Cyr experienced technical difficulties and left the meeting.)

Discussion: The City Council approves/authorizes the purchase of 4 portable message boards from K & K Systems for an estimated $70,000.00. Funding will come from the Bureau of Justice and Administration Grant. There is no cost to the City for this purchase.

Councilor St. Cyr asked where they would site these boards.

COO, Brian Phinney, noted they would be anywhere we needed them.
Vote: unanimous.
Motion carries 3-0.

Approval/Citrix Upgrade
Motion by Councilor Ready to recommend the Citrix Upgrade, seconded by Mayor Casavant.

Discussion: Not to exceed $25,180.00 as quoted by Systems Engineer. Funding is scheduled in FY20 CIP, Carry Forward funds will be used.

Vote: unanimous.
Motion carries 4-0.

Approval/3 Lincoln Street Site Development Stormwater Infrastructure
Motion by Councilor Ready to recommend the release of payment for the 3 Lincoln Street Site Development Stormwater Infrastructure in the amount of $545,988.00, seconded by Mayor Casavant.
(Councilor St. Cyr re-joined the meeting at 5:15 pm).

Discussion: Councilor Ready had questions of who the Biddeford River Walk Community 1, LLC is. Brian noted they are the entity established with constructing and managing the garage.

Councilor Ready also had questions on the amounts. Brian gave an explanation on the amounts being paid.

Councilor McCurry asked about the closing on the garage. The City Manager answered it had to go to Council first. Councilor McCurry asked what other costs might be seen coming with getting this garage off the ground. Jim noted there is a contingency if something comes up.

Vote: unanimous.
Motion carries 4-0.

Approval/St. Louis Field Improvements
Motion by Councilor Ready to table this item to the Capital Projects Committee, seconded by Councilor St. Cyr.

Vote: 3-1; Mayor Casavant opposed.
Councilors McCurry, Ready and St. Cyr in favor.
Motion carriers 3-1.

Approval/Carry Forward Funds from FY20 Social Services Budget to FY21
Motion by Councilor Ready to approve the FY20 carry forward of $4,000.00 to the FY21 social Service Budget, seconded by Councilor St. Cyr.

Vote: unanimous.
Motion carries 4-0.

Approval/Carry Forward Funds from FY20 to FY21 Budget
Motion by Councilor Ready to approve the carry forward of FY20 dedicated accounts to the FY21 Budget, seconded by Councilor St. Cyr.

Discussion: Councilor McCurry explained the carry forward is $469,954.00:

Park Improvement for St. Louis Field	$200,000.00
IT projects & equipment	$82,000.00
Financial Software Data Verification	$30,000.00
Down Payments on Vehicles ordered	$20,454.00
Mechanics Park River Wall Repair	$50,000.00
Public Works Infrastructure Improvements	$75,000.00
Cemetery Improvements	$5,000.00
Fire Department Vests	$7,500.00

The City Manager gave a brief explanation of each carry forward item.

Vote: unanimous.
Motion carries 4-0.

Other Business
Mayor Casavant noted he requested the St. Louis Field Improvements item because he has received calls from many constituents who feel this issue needs to be addressed.

Councilor McCurry explained this item should move along quickly and agrees.

Motion to adjourn made by Councilor Ready, seconded by Councilor St. Cyr.
Vote: unanimous.
Motion carried 4-0.
Adjourned at 5:32 p.m.