

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.