

City of Biddeford
Finance Committee
July 11, 2017 5:00 PM Council Chambers

- 1. Call to order**
- 2. Approval of the Minutes**
 - 2.1. June 20, 2017 Finance Committee Minutes
[6-20-2017 Finance Committee Minutes.rtf](#)
- 3. Signing of the expenditure warrant**
- 4. Discussion/Approval**
 - 4.1. Review of Financials
 - 4.2. Selection of Age-Friendly Community Project Consultant
[7-11-2017 Age-Friendly Comm Consultant Memo.doc](#)
- 5. Other Business**
- 6. Adjournment**

City of Biddeford
Finance Committee Meeting Minutes
June 20, 2017

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

Present: Chair, Council President John McCurry, Mayor Alan Casavant, Councilor Steven St. Cyr, City Manager Jim Bennett, and City Clerk Carmen Morris.

Excused: Councilor Marc Lessard.

Approval of Minutes

Motion by Mayor Casavant to approve the Minutes of June 6, 2017, seconded by Councilor St. Cyr, unanimous.

Motion carried, 3-0.

The expenditure warrant was **not** available for review and signature.

Purchase of Ten-Wheel Freightliner Plow Truck

Carl Marcotte, Assistant Public Works Director, gave an overview. He explained they did go out to bid for both the ten-wheeler and the single axle. They are recommending purchasing the plow truck from Freightliner of Maine. It will be replacing a 2002 Volvo that needs a significant amount of work. Carl explained they would like to order them now so the City will have them by December.

Motion by Mayor Casavant to authorize the purchase of the Freightliner Plow Truck, seconded by Councilor St. Cyr, unanimous.

Discussion: City Manager Jim Bennett explained this expenditure is contingent on approval by the Capital Projects Committee and City Council. Council President McCurry noted this will be discussed at the Council meeting tonight following this meeting.

Motion carried, 3-0.

Purchase of Single Axle Western Star Plow Truck

Carl Marcotte gave the overview noting the only difference in this truck and what is currently being used is the cab and the wiring. He is recommending the Western Star plow truck made by Freightliner.

Motion by Mayor Casavant to authorize the purchase of the Western Start Plow Truck from O'Connor Motor Co., seconded by Councilor St. Cyr, unanimous.

Motion carried 3-0.

Auction of City Surplus Equipment - list of items

Carl Marcotte reviewed the list of seven items to be put out to bid.

Motion by Mayor Casavant to authorize going forward with sending the items out for auction, seconded by Councilor St. Cyr, unanimous

Motion carried, 3-0.

Engineering Proposals for the Design of CSO and Road Improvement Projects

City Manager, Jim Bennett, explained they are being asked to review already approved CSO projects with funding that are in the City's Master Plan. He is recommending going with the engineering firm with the lowest rate.

Motion by Mayor Casavant to authorize Staff to negotiate with the Engineering firms to get the lowest rate to complete the specified CSO projects, seconded by Councilor St. Cyr, unanimous.

Motion carried, 3-0.

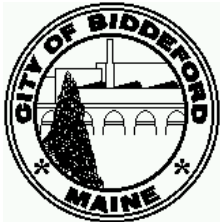
Other Business

The City Manager noted this is the third update of the year end budget he has reported to the Finance Committee. He is pleased to report there will be a surplus of around \$250,000. He is recommending to authorize forwarding funds that had been approved for CIP but had not been completed.

Motion to adjourn was made by Mayor Casavant, seconded by Councilor St. Cyr, unanimous.

Motion carried 3-0.

Adjourned at 5:26 pm.



CITY OF BIDDEFORD, MAINE

COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT

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TO: Finance Committee Members
Alan Casavant, Mayor
James A. Bennett, City Manager
Dan Stevenson, Director of Community & Economic Development

FROM: Linda Waters, Community Development Coordinator

DATE: 6/29/2017

SUBJECT: Award of contract for consultant for Age Friendly Project

An RFP for consultants for the Age Friendly Project funded by AARP was solicited by phone, on the City's website, and emailed to any known consultants. The budget limit was \$5,000. A total of five consultants were either solicited or showed interest in the RFP. Only two proposals were received by the deadline date. The submitted proposals were opened after 3 p.m. on June 23rd. They are listed as follows:

Amy Flowers
Analytic Insight
60 Pine Street, Suite 3
Lewiston, Maine 04240
Proposal - \$5,360

Kenneally & Company
Think Tank Office
40 Main Street
Biddeford, Maine 04005
Proposal - \$5,000

After reviewing both proposals it is recommended that Analytic Insight be awarded the contract. The \$360 difference is only for additional survey data entry should it be needed. However, the Age Friendly Committee has tasked itself with the survey data entry and will not need this service from the consultant. This means both proposals are actually equal. Based upon Analytic Insight's vast experience across the state with the Age Friendly program I am recommending that Analytic Insight be awarded \$5,000 for a contract to analyze the survey data, develop a report, hold two focus groups, and develop an action plan for our Age Friendly Committee. I also received positive recommendations for Analytic Insight from the Town of Bethel, Town of Berwick, City of Saco, and City of Augusta regarding Ms. Flowers' work with their Age Friendly community projects such as we are conducting.

If you have any questions or need more information regarding this project please feel free to call me at 284-9105 or email at lwaters@biddefordmaine.org. Thank you.