

City of Biddeford
Finance Committee
June 06, 2017 5:00 PM Council Chambers

- 1. Call to order**
- 2. Approval of the Minutes**
 - 2.1. May 16, 2017 Finance Committee Meeting Minutes
[5-16-2017 Finance Committee Minutes.rtf](#)
- 3. Signing of the expenditure warrant**
- 4. Discussion/Approval**
 - 4.1. Purchase of Pumps for Wastewater Treatment Plant
[WWTP Pumps.doc](#)
 - 4.2. Bid Award for Line Striping
[Pavement Marking 2017.doc](#)
[Pavement Markings 2017 Bid Tab.pdf](#)
- 5. Other Business**
- 6. Adjournment**

City of Biddeford
Finance Committee Meeting Minutes
May 16, 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, City Clerk Carmen Morris and Interim Finance Director Gerry Matherne.

Excused: Councilor Marc Lessard.

Approval of Minutes

Motion by Mayor Casavant to approve the Minutes of May 2, 2017, seconded by Councilor St. Cyr, unanimous.

Motion carried, 3-0.

The expenditure warrant was available for review and signature.

Recommendation: Refinancing Plan/Option for School Department

James Bennett, City Manager, noted the Committee has the 2017 General Obligations Bond information. The School Department has opted to take the savings up front and are expected to put it into capital. The recommendation is for the Finance Committee to continue on the same path and encourage City Council to do the same. This item is on the Council agenda tonight for a second reading. Councilor St. Cyr asked if the funds become available in the current fiscal. Jim believes that is the intent of the School Department.

Other Business

March 2017 Financial Report

The City Manager gave an overview of the March Financials. Jim explained we will be able to save another \$165,000 on the expense side for a total of about \$665,000. There will be a \$900,000 shortfall in revenues mostly due to ambulance billing. Councilor McCurry asked when would the books be closed for the fiscal year. Interim Finance Director, Gerry Matherne, noted it would be closed when the school files are received which is usually the 20th of the month or the third week of the next month. Councilors had questions on the shortfalls on some of the revenue items. The City Manager provided explanations to the Councilors.

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

Motion carried 3-0.

Adjourned at 5:24 pm.

MEMORANDUM
May 31, 2017

TO: Finance Commission
FROM: Jeff Demers /Assistant Director Wastewater
RE: Sole Source Purchase Main Street Pumps
CC: Guy Casavant /Public Works Director, Tom Milligan /City Engineer,
Dan Laflamme /Chief Operator
SUBJECT: Approval of purchase sole source (2) Gorman-Rupp Super T Series model T4A3S-B, self- priming, sewage centrifugal pumps with 4" flanged suction and discharge connections.

RECOMMENDATION

Staff recommends that the Finance committee approve and authorize the Public Works Department's wastewater division to execute the purchase of (2) Gorman-Rupp pumps and associated parts for an estimated cost between \$16,000 and \$23,000 dollars.

DISCUSSION

The determination to standardize on Gorman-Rupp equipment is based on cost savings associated with the following factors:

- Minimization of repair and maintenance expenditures
- Reduce requirements for operations and maintenance training
- Reduction in spare parts inventory
- Safety knowledge of the equipment for the operators in the wastewater field

As of today, the city has nine of these stations and we would like to continue to standardize with these pumps where applicable.

Hayes Pump, Inc. is the only authorized Northern New England distributor for Gorman-Rupp equipment.

FUNDING

The funding for this project was approved in the FY 16 FY 17 Wastewater Capital Improvement plan. Funds for this project are in Waste Water Des; fund balance - Pump station upgrades 22005-60902 and FY 17 Sewer construction improvements 35102-60605.

This purchase is for the pumps, gauges and air release valves only.

Regards,
Jeff Demers
Assistant Director Public Works Waste Water Dept.

City of Biddeford, Maine
PUBLIC WORKS DEPARTMENT

MEMORANDUM

MAY 29, 2017

TO : Finance Committee
FROM : Guy Casavant, Director
RE : Pavement marking bid approval
CC : files, J. Bennett/City Mgr.

The Public Works Department received 3 proposals for the implementation of this year's Pavement Marking Program from the following firms :

Hi-Way Safety Systems, Inc.
Poirier Guidelines
Markings Inc.

See the attached Bid Tabulation spreadsheet detailing the submitted bids. Staff recommends the award of the program to the lowest bidder, Poirier Guidelines, for the identified unit prices. Staff will be prepared to discuss this recommendation at the meeting. It should be noted that the City is not committed to any given quantity for any of the items included in the bids and the submitted unit prices shall apply regardless of final quantities.

The request for proposals was placed in our local newspapers and on the City's website.

**BIDDEFORD PUBLIC WORKS DEPARTMENT
PAVEMENT MARKING
BID TABUATION**

5/3/2017

				HI-Way Safety Systems				Poirier Guide Lines	
ITEM		ESTIMATED QUANTITY		UNIT PRICE		UNIT PRICE		UNIT PRICE	
4" Double Solid Yellow Line / lf		266,265 lf		\$0.076		\$0.085		\$0.074	
4" Single Solid Yellow Line / lf		4,350 lf		\$0.038		\$0.043		\$0.037	
4" Solid White Line / lf		311,475 lf		\$0.038		\$0.043		\$0.037	
4" Broken Yellow Line / lf		6,075 lf		\$0.038		\$0.043		\$0.037	
4" Broken White Line / lf		13,050 lf		\$0.038		\$0.043		\$0.037	
12" Solid White Divider/Stop Line/ lf		7,970 lf		\$0.39		\$0.46		\$0.40	
Arrows		250 ea.		\$18.00		\$19.50		\$16.00	
Leters		165 ea.		\$7.00		\$7.50		\$8.00	
TOTALS (based upon estimated quantities):				\$41,727.54		\$46,814.08		\$40,604.77	