

City of Biddeford
Finance Committee
May 21, 2019 5:00 PM Council Chambers

- 1. Call to order**
- 2. Approval of the Minutes**
 - 2.1. May 7, 2019 Finance Committee Meeting Minutes
[5-07-2019 Finance Committee Minutes.rtf](#)
- 3. Signing of the expenditure warrant**
- 4. Discussion/Approval**
 - 4.1. Approval: Tax-Exempt Lease/Purchase of Equipment
[5-21-2019 Tax-Exempt Lease Bid FY2019.pdf](#)
 - 4.2. Authorization/Agreement to Trade Crushing/Reclaim for Gravel/Petit Construction
[5-21-2019 Crushing-Reclaim MEMO.doc](#)
[5-21-2019 Crushing-Reclaim INVOICE.pdf](#)
- 5. Other Business**
 - 5.1. End of FY19 Budget Projections
[5-21-2019 FY19 Budget Forecast-revised.pdf](#)
- 6. Adjournment**

City of Biddeford
Finance Committee Meeting Minutes
May 7, 2019

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

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 April 16, 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

Approval/Resurfacing of Tennis Courts at Mayfield

Motion by Councilor Ready to approve the expenditure for the resurfacing of the tennis courts at Mayfield, seconded by Councilor St. Cyr.

Recreation Director, Carl Walsh, presented the item. One piece that was missed is the addition of one of the anchors at an additional cost of \$612.00. Total price with all the add-ons is \$15,157.00 submitted by Vermont Recreational Surfacing & Fencing, Inc. It is a CIP item in the current budget.

Vote: unanimous.

Motion carried 4-0.

Approval of Contract for Line Striping/Poirier Guidelines

Motion by Councilor Ready to recommend the approval of the contract with Poirier Guidelines for line striping, seconded by Councilor St. Cyr.

Vote: unanimous.

Motion carried 4-0.

Approval/Additional Paving Expenditure for FY19 (\$40,000.00)

Motion by Mayor Casavant to approve the additional paving expenditure from the Downtown Parking Fund, seconded by Councilor St. Cyr.

James Bennett, City Manager, explained the funds would be coming out of the General Fund, not the Downtown Parking Fund.

Motion by Councilor St. Cyr to amend that the funds come out of the Road Construction Account 21204-60604, seconded by Mayor Casavant.

Vote: unanimous.
Motion carried 4-0.

Vote on motion, as amended: unanimous.
Motion carried 4-0.

Approval/Broadband Plan RFP Recommendation/Casco Bay Advisors

Motion by Councilor Ready to approve the Broadband Plan as submitted by Casco Bay Advisors, seconded by Councilor St. Cyr.

Economic Development Coordinator, Brad Favreau, presented the item explaining Casco Bay Advisors was recommended even though they were a bit more than the other submission. We chose Casco Bay because they are more experienced in the work to be done. The City received \$15,000.00 in grant money, and it is not coming out of the City tax payers.

Vote: unanimous.
Motion carried 4-0.

Approval/Acceptance of Land Gift – Granite Street by Mary Brown

Motion by Councilor Ready to approve the acceptance of a land gift on Granite Street by Mary Brown, seconded by Councilor St. Cyr.

Vote: Unanimous.
Motion carried 4-0.

Other Business

Councilor McCurry asked when are Water, Main and Hill Street construction projects to be done.

Public Works Director, Jeff Demers, explained to the Finance Committee that the date is now May 2020 because of DOT back log and easements to be done.

Councilor Ready asked Jeff to share the current list of street projects for the next few years.

Motion to adjourn made by Councilor Ready, seconded by Councilor St. Cyr.
Vote: unanimous.
Motion carried 4-0.
Adjourned at 5:23 pm.



City of Biddeford

Finance Department - (207) 284-9333

205 Main Street, P O Box 586

Biddeford, ME 04005

Fax (207) 571-0667

Cheryl Fournier, Finance Director

May 16, 2019

To: Finance Committee

From: Cheryl Fournier, Finance Director

Re: Tax-Exempt Lease

The City went out to bid for a tax-exempt lease to replenish the purchase of equipment (Exhibit B). It was emailed to thirteen agencies and posted on the website. The City received five bids. Attached is the summary of the bids received (Exhibit A).

All the bids are very competitive. The interest rates range between 2.8% and 3.81%, which is a fairly large range. The recommendation is to approve the USbancorp bid for the tax-exempt leasing, as the rate is just too good to pass. They were unable to provide the 10 year lease, the interest savings would have been approximately \$5,979.43 due to the interest rate. Going to a 7 year lease along with the 2.8% interest give us a total of \$16,894 savings from the next lowest bid.

The recommendation is to approve the USbancorp bid for tax-exempt leasing.

Exhibit A

	7 year				10 year				Total		
	Principal	Percentage	Total Interest Paid	Annual Payment	Principal	Percentage	Total Interest Paid	Annual Payment	Principal	Total Interest Paid	Annual Payment
Androscoggin	42,139.40	3.71%	6,487.67	6,946.69	241,135.00	3.81%	53,408.37	29,454.34	283,274.40	59,896.04	36,401.03
Gorham Leasing Group	42,139.40	3.37%	5,868.49	6,858.27	241,135.00	3.52%	49,101.40	29,023.64	283,274.40	54,969.89	35,881.91
Municipal Leasing Consultants	42,139.40	3.17%	5,508.13	6,806.79	241,135.00	3.17%	43,992.20	28,512.72	283,274.40	49,500.33	35,319.51
Tax-Exempt Leasing	42,139.40	3.25%	5,653.17	6,827.51	241,135.00	3.35%	46,621.10	28,775.61	283,274.40	52,274.27	35,603.12
Usbancorp	283,274.40	2.80%	32,606.09	45,125.78					283,274.40	32,606.09	45,125.78

City of Biddeford
Equipment & Vehicle for FY2019 Combination Lease
May 2, 2019

Seven (7) Year Schedule Items

- a. 2019 Ford F350. Purchased new March 29, 2019. Cost \$50,800.00, to be financed \$42,139.40

Total Cost: \$50,800.00

Total to be financed: \$42,139.40

Ten (10) Year Schedule Items

- A. 2020 Peterbuilt Plow Truck. Purchased new, estimated delivery Mid-June. Cost \$217,372.00, to be financed \$150,635.00 (estimate may change when receive the invoice).
B. Wastewater single axle plow truck. Purchased new, estimated delivery Mid-May. \$177,500.00, to be financed \$90,500.00 (estimate may change when receive the invoice)

Total Cost: \$394,872.00

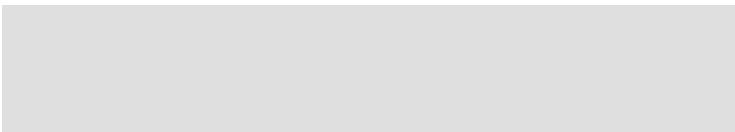
Total to be financed: \$241,135.00

Total Amount to be financed: \$283,274.40

Memorandum

To: Finance Committee
From: Jeff Demers, Public Works Director
Date: May 15, 2019
RE: Reclaim / Crushing

The Finance Committee is being asked to authorize the City Manager to enter into an agreement with Petit Construction for the trade of 8,000 yards of reclaim. The City, in return, will receive 4,500 yards of crushing reclaim into gravel.



Peter Petit Excavating, Inc.
61 Harding Street
Biddeford, ME 04005 - 3833
Tel: 207 282-9305

ESTIMATE

Name / Address
Biddeford Public Works 371 Hill Street Biddeford, ME 04005 Attn: Jeff Demers

Date	Estimate #
5/16/2019	1466

Item	Description	Total
Crusher	Petit Excavating will crush 4500 yards of recycled asphalt for trade of 8000 yards of unprocessed asphalt	0.00
Total		\$0.00



City of Biddeford

Finance Department - (207) 284-9333

205 Main Street, P O Box 586

Biddeford, ME 04005

Fax (207) 571-0667

Cheryl Fournier, Finance Director

May 17, 2019

To: Finance Committee

From: Cheryl Fournier, Finance Director

Re: Fiscal Year 2019 Forecast

Attached you will find the forecast for fiscal year 2019. The estimate is that the City will end the year with approximately \$657,966 added to the unassigned fund balance.

**City of Biddeford
FY19 Forecast**

Fund	Org	Org Description	FY2017 Actual	FY18 Actual	FY2019 Budget	FY2019 Forecast	Over/(Under)
001	21101	Mayor/Council	29,260	31,869	31,350	34,500	3,150
001	21102	City Manager	273,683	307,097	388,099	369,115	(18,984)
001	21103	City Clerk	274,462	266,822	280,256	308,168	27,912
001	21104	Elections/Voter Registration	19,230	27,456	22,500	11,884	(10,616)
001	21105	Assessing	211,754	219,622	206,085	194,909	(11,176)
001	21106	Finance	440,208	308,036	310,945	320,331	9,386
001	21107	Computer Services	129,160	98,838	101,386	101,386	-
001	21108	Personnel	111,212	84,858	133,782	105,094	(28,688)
001	21109	Planning/Economic Development	461,827	333,544	343,948	343,948	-
001	21110	Code Enforcement/Inspections	489,882	344,937	376,813	357,813	(19,000)
001	21111	General Administration	2,214,163	2,305,697	2,594,185	2,065,185	(529,000)
001	21121	City Hall Building Exp	184,177	162,416	170,183	170,183	-
001	21122	Private Schools	25,136	25,136	25,136	25,136	-
001	21123	Community Center	231,086	203,122	241,193	241,193	-
001	21124	Recreation	556,651	491,794	487,483	487,483	-
001	21125	Health & Welfare Expense	265,847	229,181	259,168	183,198	(75,970)
001	21126	Facilities Management Expense	122,608	93,322	93,715	97,168	3,453
001	21127	Social Services	57,000	57,000	60,000	60,000	-
001	21128	Municipal Services	738,517	739,887	809,817	809,817	-
001	21141	Fire Dept.	4,320,539	3,224,309	3,535,341	3,449,637	(85,704)
001	21142	Biddeford Pool Fire Dept.	6,732	8,501	7,975	8,260	285
001	21143	Hills Beach Fire Dept.	-	-	-	-	-
001	21144	Emergency Management	11,049	9,200	9,378	9,651	273
001	21145	Hydrant Rental	384,873	362,355	400,000	406,000	6,000
001	21146	Police Dept.	4,988,883	3,881,896	3,912,731	4,027,675	114,944
001	21147	Police Investigative Services	590,097	475,198	498,151	495,427	(2,724)
001	21148	Communications	1,624,825	1,269,323	1,265,968	1,310,166	44,198
001	21149	Animal Control Officer	97,977	86,123	90,383	90,383	-
001	21150	Street & Traffic Lights	449,924	440,359	477,740	353,426	(124,314)
001	21161	PW Admin/Fleet Maint. Exp	1,561,412	1,107,053	1,109,307	1,109,307	-
001	21162	Public Works Roads Maintenance	2,094,812	1,662,937	1,587,325	1,587,325	-
001	21164	Solid Waste Management	1,260,081	1,117,725	1,162,668	1,162,668	-
001	21165	Parks Maintenance	512,897	455,825	479,864	479,864	-
001	21166	Cemetery	26,916	33,054	39,532	39,532	-
001	21167	Engineering	222,721	170,448	175,493	162,493	(13,000)
001	21168	GIS Division	78,692	64,872	69,184	64,184	(5,000)
001	21179	Fringe Benefits	-	5,143,530	5,681,704	5,396,958	(284,746)
001	21181	County Tax	1,217,090	1,235,647	1,284,424	1,221,062	(63,362)
001	21185	Debt Service - Principal	1,670,890	2,251,326	2,071,022	2,071,022	-
001	21186	Debt Service - Interest	519,728	798,021	728,592	728,592	-
001	21199	Transfers Out	600,000	600,000	600,000	600,000	-
001	21201	CIP General Government	115,836	38,701	225,000	225,000	-
001	21202	CIP Public Services	4,751	33,728	127,500	127,500	-
001	21203	CIP Public Safety	68,085	240,037	15,000	15,000	-
001	21204	CIP Public Works	107,000	507,449	1,215,251	1,215,251	-
		Carryforward	-	-	-	-	600,000
			-	-	-	-	-
			29,371,674	31,548,252	33,705,577	32,642,894	(462,683)

Fund St Org	Org Description	FY2017 Actual	FY2018 Actual	FY2019 Budget	FY2019 Forecast	Over/(Under)
001	24101 Property Taxes	44,025,705	44,889,698	45,712,645	45,712,645	-
001	24102 Excise Taxes	3,333,552	3,464,052	3,166,500	3,391,300	224,800
001	24111 Gen Govt Licenses, Permits & F	849,281	745,791	775,537	725,412	(50,125)
001	24153 Pub Works Other	979	150	250	250	-
001	24199 Transfers In	466,295	779,549	662,920	662,920	-
001	24110 Registration Fees	62,455	60,648	62,278	62,278	-
001	24112 Pub Svcs Licenses, Permits &	140,378	132,399	133,473	190,015	56,542
001	24113 Pub Safety Licenses, Permits &	1,494,603	2,089,135	1,910,211	1,860,211	(50,000)
001	24114 Pub Works Licenses, Permits &	237,600	292,489	282,415	256,020	(26,395)
001	24120 State Revenue Sharing	1,293,059	1,363,996	1,425,000	1,455,000	30,000
001	24121 State Homestead Exemption	504,494	675,008	844,050	835,415	(8,635)
001	24122 Gen Govt Intergovernmental	-	7,422	-	-	-
001	24123 Pub Svcs Intergovernmental	100,733	86,352	115,500	60,500	(55,000)
001	24124 Pub Safety Intergovernmental	4,884	5,076	8,000	8,000	-
001	24125 Pub Works Intergovernmental	207,160	213,832	210,000	210,000	-
001	24128 State BETE Program Reimburse	282,116	350,268	363,990	385,038	21,048
001	24140 Investment Income	114,805	134,555	94,139	200,000	105,861
001	24150 Gen Govt Other	70,457	98,692	151,944	99,132	(52,812)
001	24151 Pub Svcs Other	36,000	43,500	36,000	36,000	-
		53,224,557	55,432,613	55,954,852	56,150,135	195,283

Increase to Fund Balance						657,966
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Note: There is also bond proceeds of \$1,127,267 that will be added to revenue.