

City of Biddeford
Finance Committee Meeting Minutes
April 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 Mike Ready, Councilor Stephen St. Cyr, City Manager James Bennett, Chief Operating Officer Brian Phinney, and City Clerk Carmen Morris.

Adjustment to the Agenda

No adjustments to the agenda.

Approval of Minutes of April 7, 2020

Motion by Councilor Ready to approve the minutes as printed, seconded by Councilor St. Cyr.

Vote: unanimous.

Motion carried 4-0

The Expenditure Warrant

The warrants were emailed to the Finance Committee members for review.

Motion by Councilor Ready to approve the expenditure warrant for April 15, 2020, seconded by Councilor St. Cyr.

Vote: unanimous.

Motion carried 4-0.

Motion by Councilor Ready to approve the expenditure warrant for April 22, 2020, seconded by Councilor St. Cyr.

Vote: unanimous.

Motion carried 4-0.

Discussion/Approval

Approval/Lower Main Street Sewer Separation Project

Motion by Councilor Ready to recommend the approval of the Lower Main Street Sewer Separation Project, seconded by Councilor St. Cyr.

Discussion: Councilor St. Cyr asked why the low bidder, DDI Construction of Gorham, Maine, came in considerably lower than the other bids, and if they've done work for us before.

City Engineer, Tom Milligan, explained DDI Construction has not done work in Biddeford in the past. They have done work for Saco and Gorham and Tom received good references from both communities. Tom discussed the bids and the differences in prices and noted DDI was lower by

about \$150,000.00. DDI would like to start construction as soon as possible because of the lack of traffic on lower Main Street. The goal is for the project to be completed by July 1.

Councilor Ready asked if Council approves this project at tonight's meeting, how quickly do they get to start.

Tom explained once Council gives them the thumbs up, then we would give them a notice of award which gives them the ability to order materials and then permits will need to be put in place. Tom estimates they would like to begin May 1.

Mayor Casavant asked if the businesses in that area have been notified of the project.

Tom noted he did contact Delilah Poupore of Heart of Biddeford and gave her a heads up, which is typical so she could talk with the businesses. He also suggested Brad Favreau, City Economic Development Coordinator, be involved to touch bases with the business owners.

Mayor Casavant recommended signage be used in the area to help direct traffic in the area.

Councilor Ready suggested notifying Doug Sanford of the project.

Vote: unanimous.

Motion carried 4-0.

Approval/Contract for Engineering Services/South Street Sidewalk Project

Motion by Councilor Ready to recommend the approval of the contract for Engineering Services for the South Street Sidewalk Project, seconded by Councilor St. Cyr.

Discussion: Councilor St. Cyr asked if Maine-Land Development Consultants has done work for us in the past, and have we been satisfied with the work.

Tom Milligan, City Engineer, answered they have not, but they have done quite a few projects in surrounding areas and they seem fully qualified. He noted it is a straight-forward project and they should have no problem handling the work.

Vote: unanimous.

Motion carried 4-0.

Other Business

Councilor McCurry asked if Curt will be able to do the financials. Jim will discuss putting together a financial report with Curt this week.

Motion to adjourn made by Councilor Ready, seconded by Councilor St. Cyr.

Vote: unanimous.

Motion carried 4-0.

Adjourned at 5:18 p.m.