City of Biddeford
Finance Committee Meeting Minutes
April, 16 2019

The meeting was called to order at 5:00 pm by Councilor Mike Ready.

Present: Mayor Alan Casavant, Councilor Stephen St. Cyr, Councilor Mike Ready, City Manager James Bennett, Finance Director Cheryl Fournier, and City Clerk Carmen Morris.

Excused: Chair, Council President John McCurry.

Adjustment to the Agenda
No adjustments to the agenda.

Approval of Minutes
Motion by Councilor St. Cyr to approve the Minutes of April 2, 2019 as printed, seconded by Mayor Casavant.
Vote: unanimous.
Motion carried 3-0.

The expenditure warrant was available for review and signature.

Discussion/Approval

Approval/Roofing Project at Wastewater Treatment Plant
Motion by Councilor St. Cyr to grant the approval of the expenditure for the Roofing Projects at the Wastewater Treatment Plant, seconded by Mayor Casavant.

Public Works Director, Jeff Demers, presented the item and explained which accounts the roofing projects will get paid out of.

Vote: unanimous.
Motion carried 3-0.

Award of Contract for Paving Program
Motion by Councilor St. Cyr to recommend the expenditure for the Paving Program, seconded by Mayor Casavant.

The City Manager recommended the Finance Committee approve one year of the Paving Program to Shaw Brothers. It would come back to the Committee if the City wanted to continue forward to roll the bids over in a year. He suggested the Committee motion to authorize the bid paving for 2019 construction season to Shaw Brothers and not approve an amount.

Motion by Mayor Casavant to amend the motion to specify the approval for Paving Program for FY19 only, seconded by Councilor St. Cyr.
Vote on motion, as amended: unanimous.
Motion carried 3-0.

Approval/Photocopier Upgrade Proposal/Connected Office Technologies (COT)
Motion by Councilor St. Cyr to approve the expenditure for the Photocopier Upgrade Proposal with a contract with Connected Office Technologies (COT), seconded by Mayor Casavant.

Chief Operating Officer, Brian Phinney gave a presentation explaining it was an unsolicited bid and it was saving the City money. The proposal has an annual savings of $6,000 + and $29,000 over the term of their 5 year proposal. There is still two years left on the current agreement and a representative from Sharp Electronics explained a check would be cut to the City to fulfill the contract financially. Brian explained Jerry Gerlach, IT Director, did look at the equipment and noted it is comparable to what we have. Response time is guaranteed for four hours and they are here within an hour or two.

Councilor Ready did express his concern because they did not go out to bid. Brian explained they could do that if the Committee wanted to go out to bid for the same type of service.

Mayor Casavant asked why COT did not bid on the contract a couple of years ago when the City asked for bids. The Representative from COT noted all the towns they do contracts with and said he didn't see the notice for the City. He explained the program they have in place is with Source Well that is the company the City will be buying the copiers from and COT will be the service provider.

Councilor St. Cyr was hoping the City would need less copiers over time. Brian explained a lot of the documents need to be scanned and faxed from the unit as a PDF. We are working toward everything being electronic but not there yet.

Councilor Ready asked if this was just for the City and Brian noted yes. The School Department has their own separate contract.

Vote: in favor, Mayor Casavant.
Opposed: Councilors St. Cyr and Ready.
Motion failed 1-2.

Councilor St. Cyr noted he was not opposed to the proposal but is uncomfortable with the existing arrangement. He would have been more supportive if they had gone out to bid. The savings are not enough to make him be less concerned. The City Manager explained they will go back out and evaluate the process and put it out there formally.

Other Business
No other business.

Motion to adjourn made by Councilor St. Cyr, seconded by Mayor Casavant.
Vote: unanimous.
Motion carried 3-0.
Adjourned at 5:21 pm.