

City of Biddeford
Finance Committee Meeting Minutes
April 7, 2020
(Due to COVID-19, the meeting was held virtually via ZOOM)

The meeting was called to order at 5:31 p.m. by the Chair, Councilor John McCurry.

Present: Chair, Council President John McCurry, Mayor Alan Casavant, Councilor Mike Ready, City Manager James Bennett, Chief Operating Officer Brian Phinney, and City Clerk Carmen Morris.

Councilor Stephen St. Cyr joined at 5:39.

Adjustment to the Agenda

No adjustments to the agenda.

Approval of Minutes of February 18, 2020

Motion by Councilor Ready to approve the minutes as printed, seconded by Mayor Casavant.

Vote: unanimous.

Motion carried 3-0

The Expenditure Warrant

Motion by Mayor Casavant to approve the Expenditure Warrant, seconded by Councilor Ready.

It was noted that the Warrant included a \$500,000.00 expense for the Mill Redevelopment TIF for the Riverdam Development Project.

Vote: unanimous.

Motion carried 3-0.

Discussion/Approval

Approval to Execute Partner Contracts for the Lead Reduction Program

Motion by Councilor Ready to approve the execution of the Partner Contracts for the Lead Reduction Program, seconded by Mayor Casavant.

Discussion: Mat Eddy introduced Gail Wilkerson, Lead Program Manager. She noted that two contracts are being proposed:

1. A contract with Community Concepts, Inc. of Lewiston, for Lead Program professional and management services, with a total cost not to exceed \$431,000.00.
2. A contract with UNE's Coastal Healthy Communities Coalition Program, for community outreach and resident education services, with a total cost of \$127,578.00.

Councilor Ready had a question on CCI noting they will provide both administrative service along with the lead field work. Gail noted they do both.

Councilor St. Cyr doesn't think we are getting enough units for the money that has been granted. Gail's own observation is that he is correct, and thinks they will get more units than that. They went by HUD's approval of their budget. Councilor St. Cyr asked if there was any risk delaying this for 6 months given the way things are right now. Gail explained she is in contact with her Grant Technical Assistant on this and noted that HUD has not moved time lines for this Grant, and she is unsure as whether they will. They will be having a telephone conference Thursday to discuss it. There may be some forgiveness in the timeline so they will have a full 3 year period so they can conduct the number of units of abatement that they are committed to.

Councilor McCurry noted that almost a third of the grant money is going toward overhead for managing the project. Gail explained that the amount going to the abatement contractors is \$1.3 million. She explained what her role is coordination of the Grant, making sure we are all committed to hitting the benchmarks committed to HUD, and all is in compliance.

Mat Eddy explained we are starting this program from scratch and we will learn a lot and train workers so eventually we can deliver this internally. The goal is to deliver this program ourselves in a few years.

Vote: unanimous.
Motion carried 4-0.

Other Business

Councilor St. Cyr would like to see more fiscal information, budget amounts to actual expense amounts. Also, he asked what the plan is going forward for working on next year's budget and approving it.

The City Manager will provide an update during the City Council meeting.

Motion to adjourn made by Councilor Ready, seconded by Councilor St. Cyr.
Vote: unanimous.
Motion carried 4-0.
Adjourned at 5:59 p.m.