

City of Biddeford
Finance Committee Meeting Minutes
April, 2 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 March 19, 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/Consultant Services to Support Stormwater Compliance Program

Motion by Councilor Ready to approve the expenditure for Consultant Services to Support Stormwater Compliance Program, seconded by Councilor St. Cyr.

Vote: unanimous.

Motion carried 4-0.

Approval/Replacement of Credit Card Terminal for Fuel Pump at Biddeford Municipal Airport

Motion by Mayor Casavant to approve the expenditure of a replacement of the credit card terminal for the fuel pump at the Biddeford Municipal Airport, seconded by Councilor St. Cyr.

Councilor Ready noted that he had asked Mr. Radding if we solicited bids for replacement. Mr. Radding explained they do not go out to bid. Councilor Ready asked that they go out to bid next contract.

City Manager, James Bennett, explained the airport fuel is almost 100% resale for the City.

Vote: unanimous.

Motion carried 4-0.

Other Business

The February 2019 Financials were provided to the Committee.

Councilor Ready asked about the Licenses, Permits and Fees line and why it is so below budget.

The Finance Director, Chery Fournier, explained it is a matter of timing. This line item is expected to come in at or above budget.

Councilor St. Cyr asked questions about some of the expenses. He asked about Municipal Services and asked if it is money provided up front, and at no risk of over extending that item.

Cheryl explained those will never go over budget and gave the example of the Transit which is paid at the beginning of the year 100% expended.

Councilor St. Cyr questioned why the City does this and not make quarterly payments.

Cheryl explained some of them are quarterly but the small ones are one lump sum.

Councilor St. Cyr asked Cheryl to elaborate on the Increase on Fund Equity.

Cheryl explained Fund Equity which is accrual basis and at the end of the year you have to pay the depreciation.

The City Manager explained on the Wastewater side they had them hold off on capital expenditures within the reserve account because it can change depending what they spend.

The Committee discussed the Inter Fund Loan Payable. Cheryl explained they are receivable and payable funds.

Councilor McCurry asked about Wastewater account and where it is billed.

Jeff Demers, Public Works Director, explained they use an employee with the Vector and figures that is the cost. Councilor McCurry asked if it is charged back to the City. Jeff stated that it is not charged back, and he considers it a wash. It was agreed that this is a discussion for another day.

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

Vote: unanimous.

Motion carried 4-0.

Adjourned at 5:17 pm.