

*City of Biddeford*  
**Finance Committee**  
**March 19, 2019 5:00 PM Council Chambers**

- 1. Call to order**
- 2. Approval of the Minutes**
  - 2.1. March 5, 2019 Finance Committee Meeting Minutes  
[3-05-2019 Finance Committee Minutes.rtf](#)
- 3. Signing of the expenditure warrant**
- 4. Discussion/Approval**
  - 4.1. List Tax Lien Foreclosed Properties as City Tax Acquired Properties  
[3-19-2019 Tax Acquired Properties - ORDER.doc](#)  
[3-19-2019 Foreclosed Properties Listing.xlsx](#)
  - 4.2. Proposed Ordinance Amendment/Ch. 2, Administration, Sec. 2-336-Competitive Sealed Bidding  
[3-19-2019 Competitive Sealed Bidding-Ordinance.docx](#)
- 5. Other Business**
- 6. Adjournment**

***City of Biddeford***  
**Finance Committee Meeting Minutes**  
**March 5, 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 February 19, 2019, seconded by Councilor St. Cyr.

Vote: unanimous.

Motion carried 4-0.

**The expenditure warrant** was available for review and signature.

**Discussion/Approval**

**Budget Impact of Minimum Wage Increase (for information/discussion only; no action required)**

Recreation Director, Carl Walsh, gave a brief summary of how the minimum wage increase would impact the Recreation Department Budget. Many of the Recreation seasonal positions fall into the minimum wage bracket, and with an increase in wages, Recreation program fees may see an increase to cover the additional expense.

Councilor Ready is concerned about raising program fees. He would like to stay competitive and programs be the last thing we end up raising.

Councilor St. Cyr expected it and also expects revenues to increase.

Councilor McCurry asked if a new fee structure for program fees has already been planned, and will we see it at budget time.

Carl explained a fee structure has been set as a summer program is already set.

Councilor McCurry would like to see what the percentage of increase would be across the board.

Councilor Ready expressed his concern if we raise the fees, it puts more of a burden on the programs that offer Scholarships and runs the risk of pricing some people out.

**Purchase of Salt for Winter Maintenance (after the fact approval)**

Motion by Councilor Ready to approve the purchase of salt for winter maintenance, seconded by Councilor St. Cyr.

Councilor Ready asked why they are here after the fact and would like Mr. Demers to explain.

Public Works Director, Jeff Demers, explained it is more of a courtesy and to let the Committee know what is left and we needed an approval to purchase more.

City Manager, James Bennett, explained they budgeted the average amount for winter operations. We are here because of the purchasing requirements, we bought a certain amount and now we need more.

Vote: unanimous.

Motion carried 4-0.

#### **Approval/Over-Expenditure for South Street Project**

Motion by Councilor Ready to approve the over-expenditure for the South Street Project, seconded by Councilor St. Cyr.

Public Works Director, Jeff Demers, explained the price of the ledge far exceeded what was originally budgeted.

Vote: unanimous.

Motion carried 4-0.

#### **RFQ for an Outside Consultant for a Recreation Program with the Inclusion of Children with Disabilities (information only)**

City Manager, James Bennett, presented the item explaining our summer camp programs are not able to handle the additional needs of the growing amount of children in the community with special needs. The recommendation is to put out an RFQ for additional help and what would it mean from a staffing prospective so we would be ready for next summer. Additional money was put into the proposed budget for 2020 to hire additional help.

#### **Other Business**

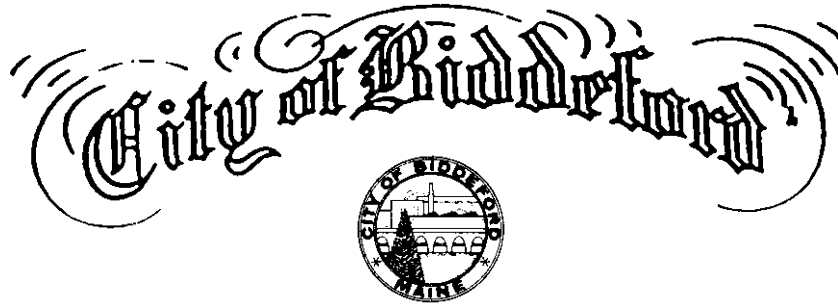
Finance Director, Cheryl Fournier, explained she will have the financials for the next Finance Committee meeting. She will also work on putting together the forecast for the rest of FY19.

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

Vote: unanimous.

Motion carried 4-0.

Adjourned at 5:18 pm.



**2019.26**

**IN BOARD OF CITY COUNCIL..MARCH 19, 2019**

**BE IT ORDERED**, that the City of Biddeford has acquired the following properties by virtue of tax lien foreclosures:

1. 587 South Street, Map 1, Lot 19
2. 15 Andrew's Road, Map 2, Lot 5-4
3. West Street (Off Of), Map 3, Lot 40-5
4. 223 River Road, Map 6, Lot 14-2
5. 448 Alfred Street, Map 20, Lot 52
6. Main Street (Off Of), Map 40, Lot 74
7. 8 Pierson's Lane, Map 41, Lot 126

The City Council hereby directs that the City hold title to the above listed properties and directs the tax assessor to revise the property tax cards to list the City of Biddeford as record owner of the properties. The Council further directs that unpaid taxes, interest and any associated lien fees on the properties be written off. The property will now be listed as tax acquired property as an asset.

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## Foreclosed Properties

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Date good through 3.05.2019

Bracy, Roland W Jr. &  
Watts, Vicki L.

Map 1 Lot 19  
587 South Street

25.650 Acres

Delinquent Tax Years 2012-2019

Prin. Due \$5,966.18

Int. & Fee's Due \$1,092.02

Total Due \$7,058.20

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C & R Properties INC

Map 2 Lot 5-004  
15 Andrews Road

1.070 Acres

Delinquent Tax Years 2015-2019

Prin. Due \$3,027.14

Int. & Fee's Due \$328.83

Total Due \$3,355.97

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Doyon, Beverly B Personal Rep of  
c/o Robert Doyon

Map 3 Lot 40-005  
West St (off of)

8.020 Acres

Delinquent Tax Years 2014-2019

Prin. Due \$1,464.36

Int. & Fee's Due \$136.49

Total Due \$1,600.85

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Pierce, Joseph William & Eliza  
c/o Nancy Pierce

Map 6 Lot 14-002  
223 River Road

.350 Acres

Delinquent Tax Years 2013-2019

Prin. Due \$1,027.71

Int. & Fee's Due \$116.99

Total Due \$1,144.70

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TSFP

Map 20 Lot 52  
448 Alfred Street

2.000 Acres

Delinquent Tax Years 1993-2019

Prin. Due \$32,888.02

Int. & Fee's Due \$19,816.98

Total Due \$52,705.00

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Union Oil Co of Maine

Map 40 Lot 74  
Main Street (of off)

.700 Acres

Delinquent Tax Years 2012-2019

Prin. Due \$7,891.12

Int. & Fee's Due \$1,496.18

Total Due \$9,387.30

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Wood, William R

Map 41 Lot 126  
8 Piersons Lane

.121 Acres

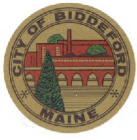
Delinquent Tax Years 2011-2019

Prin. Due \$19,870.88

Int. & Fee's \$5,168.89

Total Due \$25,039.77

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# 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

March 14, 2019

To: Honorable Mayor Casavant  
Honorable City Council

From: Cheryl Fournier, Finance Director

Re: Sec. 2-336 Competitive sealed bidding.

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**Sec. 2-336 Competitive sealed bidding.**

[Ord. of 4-21-1998(2)]

**(a)**

All contracts of the City for purchases of supplies or construction at or in excess of \$5,000 and for the purchase of services at or in excess of \$5,000 shall be awarded by competitive sealed bidding except as otherwise provided in this article.

[Amended 11-1-2011 by Ord. No. 2011.71]

**(b)**

An invitation to bid shall be issued and shall include specifications and all contractual terms and conditions applicable to the procurement.

**(c)**

Adequate public notice of the invitation to bid shall be given for a reasonable time, but not less than 10 calendar days prior to the date set forth therein for the opening of bids. Such notice shall include publication in a newspaper of general circulation a reasonable time prior to bid opening and shall be posted in a conspicuous place on the City's internet website, in a place designated for this purpose. This public notice shall minimally state the place, date and time of the bid opening.

[Amended 5-5-2009 by Ord. No. 2009.25]

**(d)**

Bids shall be opened publicly at the time and place designated in the invitation for bids. The amount of each bid, and such other relevant information as the Purchasing Agent deems appropriate, together with the name of each bidder shall be publicly read for the benefit of any bidders and each bid shall be open to public inspection.

**(e)**

Bids shall be unconditionally accepted without alteration or correction, except as authorized in this article. Bids shall be evaluated based on the requirements set forth in the invitation for bids, which may include criteria to determine acceptability such as inspection, testing, quality, workmanship, delivery and suitability for a particular purpose. Those criteria that will affect the bid price and be considered in evaluation for award shall be objectively measurable, such as discounts, transportation costs and total or life cycle costs. The invitation for bids shall set forth the evaluation criteria to be used. No criteria may be used in a bid evaluation that are not set forth in the invitation for bids.

**(f)**

Correction or withdrawal of inadvertently erroneous bids before or after bid opening or cancellation of awards or contracts based on such bid mistakes may be permitted where appropriate. Mistakes discovered before bid opening may be modified or withdrawn by written or telegraphic notice received in the office designated in the invitation for bids prior to the time set for the bid opening. After bid opening, corrections in bids shall be permitted only to the extent that the bidder can show by clear and convincing evidence that a mistake of a nonjudgmental character was made, the nature of the mistake, and the bid price actually intended. After bid opening, no changes in bid prices or other provisions of bids prejudicial to the interest of the City or fair competition shall be permitted. In lieu of bid correction, a low bidder alleging a material mistake of fact may be permitted to withdraw its bid if:

(1)

The mistake is clearly evident on the face of the bid document but the intended correct bid is not similarly evident; or

(2)

The bidder submits evidence which clearly and convincingly demonstrates that a mistake was made. All decisions to permit the correction or withdrawal of bids, or to cancel awards or contracts based on bid mistakes, shall be supported by a written determination made by the Purchasing Agent.

(g)

The contract shall be awarded with reasonable promptness by appropriate written notice to the lowest responsible and responsive bidder whose bid meets the requirements and criteria set forth in the invitation for bids. In the event the low responsive and responsible bid for a construction project exceeds available fund as certified by the Finance Director and such bid does not exceed such funds by more than 10%, the Purchasing Agent is authorized to negotiate an adjustment of the bid price with the low responsive and responsible bidder in order to bring the bid within the amount of available funds. Any such negotiated adjustment shall be based only upon eliminating independent deductive items specified in the invitation for bids. When finalized by the Purchasing Agent, bid results greater than 5,000 and less than \$50,000 and covered by the budgeted amount can be approved by the City Administrator and awarding of the contract to the successful bidder. Bid results less than \$50,000 and over the budgeted amount or not the lowest bid will be submitted to the Finance Committee of the City Council for acceptance and awarding of the contract to the successful bidder. Contracts that exceed ~~\$30,000~~ \$50,000 shall be approved by the City Council prior to signing and executing said contract. Contracts based on units of measure and unit pricing where the total number of units is not specified shall be calculated using a best estimate methodology or prior history to determine the estimated contract value. Approval of such contracts shall be managed under the approval criteria listed above based on the total estimated value.

[Amended 11-1-2011 by Ord. No. 2011.71]

(h)

When it is considered impractical to prepare initially a purchase description to support an award based on price, an invitation for bids may be issued requesting the submission of unpriced offers to be followed by an invitation for bids limited to those bidders whose offers have been determined to be technically acceptable under the criteria set forth in the first solicitation.