

***City of Biddeford***  
**Finance Committee**

**March 15, 2022 5:00 PM Council Chambers and via Zoom**

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- 1. Call to order**
- 2. Approval of the Minutes**
  - 2.1. March 1, 2022 Finance Committee Meeting Minutes  
[3-01-2022 Finance Committee Minutes.pdf](#)
- 3. Signing of the expenditure warrant**
- 4. Discussion/Approval**
  - 4.1. Recommendation: Use of Grant & Matching Funds for Purchase of Breathing Apparatus Equipment for Fire Department/Bergeron Protective Clothing

- [3-15-2022 Breathing Apparatus-Fire Dept-Memo-Backup Docs.pdf](#)
  - 4.2. Recommendation: Extended Paving Contract with Shaw Brothers for City's Paving Program
    - [3-15-2022 Paving Program Contract-Shaw Brothers-MEMO.docx](#)
  - 4.3. Recommendation: Fire Consultant
- 5. **Other Business**
  - 5.1. Review of January 2022 Financials
    - [3-15-2022 Monthly Financial Statement - January 2022.pdf](#)
- 6. **Adjournment**

***City of Biddeford***  
**Finance Committee Meeting Minutes**  
**March 1, 2022**

The meeting was called to order at 5:30 p.m. by Councilor Belanger.

**Present:** Mayor Alan Casavant; Councilor Norman Belanger; Councilor William Emhiser; Councilor Marc Lessard; City Manager, James Bennett; City Clerk, Carmen Morris; and Finance Director, Nichole Wood.

**Adjustment to the Agenda**  
No adjustment to the agenda.

**Approval of Minutes of February 15, 2022**

Motion by Councilor Emhiser to accept the minutes as printed, seconded by Councilor Lessard.

Vote: unanimous.  
Motion carries.

**Expenditure Warrants:**  
The Warrants were not available for review.

***Discussion/Approval***

**Recommendation: Award of Contract for Horrigan Court Pump Station/Gordon Contracting, Inc. of Sangerville, Maine**

Motion by Councilor Emhiser to recommend the award of contract for Horrigan Court Pump Station replacement to Gordon Contracting, Inc. of Sangerville, Maine, seconded by Councilor Lessard.

Public Works Director, Jeff Demers, presented the item. Jeff thanked the Engineering Staff, Tom Milligan and Craig Chekan, for putting in a lot of work to get this project ready for consideration. The total bid is \$4,326,285.00, with an additional \$450,000.00 for change orders, inspections and administrative fees.

Funding for the project:

- \$3,776,285.00 from American Rescue Plan Act (ARPA) Funds
- \$1,000,000.00 from the Department of Environment Protection Grant

Vote: unanimous.  
Motion carries.

**Recommendation: Authorization/Additional Funds for Main, Hill, Water Street Intersection Improvements Project**

Motion by Councilor Emhiser to recommend the authorization of additional funds for Main, Hill, Water Street Intersection Improvements Project, seconded by Councilor Lessard.

Public Works Director, Jeff Demers, presented the item. This project has been on-going for about

five years for him and City Engineer, Tom Milligan. The lowest bid is about one million dollars over what had originally been expected. Funds are coming from MDOT and PACTS, and the City's total contribution will be \$637,012.00. The consideration tonight is for \$345,012.00 since some of the funds had already been allocated. Due to the time limit on the expiration of the bid, this matter needed to be considered and voted on tonight.

Vote: unanimous.

Motion carries.

### **Other Business**

No other business.

Motion to adjourn made by Councilor Emhiser, seconded by Councilor Lessard.

Vote: unanimous.

Motion carries.

Adjourned at 5:47 p.m.



## Finance/Council

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**Meeting Date:** 3/15/22  
**Meeting Time:** 1700/1830

**Agenda Item No:**  
**Item Description:** Fire Department SCBA (Self Contained Breathing Apparatus) Grant

**Submitted by:** Chief Scott Gagne

**Supporting Information/Documentation:**

- 1) SCBA Grant Award
- 2) Bid RFP
- 3) Bid results

**Key Terms:**

N/A

**Executive Summary:**

Requesting authorization to purchase Self Contained Breathing Apparatus with grant funding received from FEMA with a 10% match.

**Detailed Review:**

We are requesting authorization to replace our current self-contained breathing apparatus that no longer meeting current specifications set by the National Fire Protection Associations. These SCBA Packs are 18 years old. This project would replace our 45 SCBA packs and out Rapid Intervention Escape Packs that are used if firefighters run out of air in a hazardous environment.

**Funding Source:**

The total price of the replacement project is \$313,835.00. We have received a FEMA grant in the amount of \$285,304.55 with a 10% project cost match that comes to a cost of \$28,530.45. This matching cost amount would come from the grant funding line established in the City's operation budget (2200192111 project 11602). This match goes back into the project cost to reach the total requested dollars.

**Staff Recommendation:**

Staff recommends that we purchase the SCBA equipment from Bergeron Protective Clothing. They were the lowest bidder. If you look at the bidding explanation sheet, Harrison Shrader has the lowest price. The issue is that this is a SCBA that does work with our current air bottles according to the NFPA Standard. This is a different SCBA then we currently use. This

would mean that at least 90 air bottles would also need to be purchased at around \$800 each, making this a higher bidder.

Also as you can see with the attached documentation, Bergeron Protective Clothing is not taking our old SCBA packs in trade. It is not recommended by FEMA that we sell this equipment because it no longer meets the new standard. We ask that you allow us to see what options there may be for us to get rid of this equipment.



**CITY OF BIDDEFORD  
FIRE DEPARTMENT**

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152 Alfred Street  
Biddeford, Maine 04005  
Tel: 207-282-6632  
Fax: 207-283-8243

**Chief Scott R. Gagne**  
**Assistant Chief Edward B. Dexter**  
**Deputy Chief Kevin D. Duross**

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February 18, 2022

RE: 2022 Biddeford Fire Department Self-Contained Breathing Apparatus

On Friday, February 18, 2022 at 1030, Self-Contained Breathing Apparatus bids were opened. Three (3) bids were received and three (3) bids opened.

**Present:**

Ed Pollard, Northeast Emergency Apparatus  
Willie Burk, Harrison Shrader Enterprises  
Edward Dexter, Biddeford Fire Department  
Kevin Duross, Biddeford Fire Department

**Bidders:**

1. Harrison Shrader Enterprises (HSE)  
Bid Amount - \$ 256,968.00
  - Does not include cylinders. Department cylinders are not compatible with the SCBA in the bid.
  - \$ 7,280 for trade/credit of existing SCBA, Face pieces and HUDs.
2. Northeast Emergency Apparatus  
Bid Amount - \$ 363,548.00
  - Includes all items requested within the bid. No exceptions.
  - Includes quick connect and adapters for our current cylinders.
  - \$ 5,000.00 for trade/credit of existing SCBA, Face pieces and HUDs.
3. Bergeron Protective Clothing  
Bid Amount - \$ 263,887.00
  - Includes threaded connection
  - Does not include Transfill
  - Price includes only one (1) RIT pack



**SPECIFICATIONS AND BID FORMS  
FOR**

**SELF-CONTAINED BREATHING APPARATUS**

**BIDDEFORD FIRE DEPARTMENT  
152 ALFRED STREET  
BIDDEFORD, MAINE 04005  
(207) 282-6632  
Fax (207) 283-8243**

**BIDDEFORD FIRE DEPARTMENT**  
**Request for Proposals**

**Self-Contained Breathing Apparatus**

The Biddeford Fire Department has been awarded an Assistance to Firefighters Grant (AFG) from the Federal Emergency Management Agency (FEMA). This grant will provide Self-Contained Breathing Apparatus (SCBA) and related components to the Biddeford Fire Department to meet the NFPA 1981 Standard on Open-Circuit Self-Contained Breathing Apparatus (SCBA), 2019 Edition.

As a part of the grant package, we are requesting proposals for the equipment.

**CLOSING DATE:**

Proposals will be received until 10:30 am on Friday, February 18, 2022 at the Biddeford Fire Department, 152 Alfred Street, Biddeford, ME. 04005. At this time and location, the proposals will be publicly opened.

Any proposals received after the above-scheduled date and time may NOT be considered.

**INSTRUCTIONS:**

Proposals are to be submitted, ONE (1) ORIGINAL and THREE (3) COPIES, in a sealed envelope/box and clearly marked as **Request for Proposal for Self-Contained Breathing Apparatus** on the outside of the packaging, including any outer packaging (UPS, FedEx, USPS, etc.)

Proposals must be delivered to:

Biddeford Fire Department  
Attn: Deputy Chief Kevin Duross - RFP for Self-Contained Breathing Apparatus  
152 Alfred Street  
Biddeford, ME. 04005

**TAXES:**

The City of Biddeford is exempt from all State and Federal taxes. Do not include these amounts in your proposal.

## **EQUIPMENT and SPECIFICATIONS**

The City of Biddeford seeks to purchase Self-Contained Breathing Apparatus (SCBA with a system pressure of 4500 psi, harness with chest strap, adjustable lumbar support, electronic voice amplifier, transfill hose, buddy-breather and face piece. We will not need cylinders as the FY budget supports a SCBA cylinder replacement plan. If the packs include a quick connect feature, please include the cost for quick connect adapters for our current cylinders. Cylinders are MSA 45-minute, 4500 PSIG Lightweight Carbon Fiber.

Additionally, the City of Biddeford seeks to purchase spare batteries, multi-bank chargers, whip adapters for our SCBA fill station and adapters for our aerial bucket. RIT packs to include a 60 minute cylinder and RIT bag shall be included.

These apparatus, without modification, shall meet all requirements of the NFPA 1981 Standard on Open-Circuit Self-Contained Breathing Apparatus (SCBA), 2019 Edition and shall be certified to the NIOSH Chemical, Biological, Radiological and Nuclear (CBRN) standard.

## **ADDITIONAL TERMS and CONDITIONS**

All bids shall be submitted on the bid form provided herewith. Bidders shall attach to the bid form a detailed description of the items proposed, including specification, standard features, optional equipment, and warranties. Any exception(s) to the bid specification shall be listed on the provided bid form in the area provided for exception(s). Bidders shall quote prices that include shipping charges. No proposal may be withdrawn within sixty (60) days after date of opening thereof.

Biddeford Fire Department will select the bidder that best meets the needs of the Fire Department. In evaluating bids, the Fire Department will consider the price, quality, warranty, specific features of the equipment proposed, the bidder's location, equipment servicing ability and the time of delivery. The Fire Department reserves the right to reject any or all bids, to wave informalities in the bidding process, and to negotiate specific terms of the bid. Biddeford Fire Department will issue a purchase order to the successful bidder to indicate the award of the contract to furnish the SCBA. Questions regarding this bid should be addressed to Deputy Chief Kevin Duross at 207-282-6632.

### **Training:**

The successful bidder agrees to provide, at its own expense, a factory-trained instructor to complete an in-service training consisting of SCBA operation and maintenance.

**Warranty:**

The bidder shall list any/all warranties that cover, at a minimum, protection against defects in materials or workmanship and electronic components.

**Service:**

The proposal shall include a statement regarding the ability to service all equipment and shall have the ability to conduct repairs, flow tests on site at the Biddeford Fire Department or with no cost for pickup.

**Trade Allowance:**

The bidder shall provide trade-in allowance and/or credit of existing SCBA inventory. This shall be completed in the attached Trade in Form. The Biddeford Fire Department solely reserves the right to exercise or to not exercise this option in full or in part. The total bid price shall not include trade-in allowance and/or credit.

**Trade in Equipment:**

- (45) MSA Firehawk M7 SCBA Harnesses
- (74) MSA Ultra-Elite Firehawk Full Face Mask
- (65) MSA FireHawk M7 Heads Up Display (HUD)

### **BID FORM**

#### **Self-Contained Breathing Apparatus**

| <b>QTY</b>                                                                                | <b>Description</b>                                                                                                                                                                                | <b>Make/Model</b> | <b>Unit Cost</b> | <b>Total</b> |
|-------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|------------------|--------------|
| <b>45</b>                                                                                 | - SCBA with system pressure of 4500 psi<br>- Harness with chest strap<br>- Adjustable lumbar support<br>- Electronic voice amplifier<br>- Transfill hose<br>- Buddy-breather<br>- Full Face piece |                   |                  |              |
| <b>22</b>                                                                                 | Spare Battery                                                                                                                                                                                     |                   |                  |              |
| <b>4</b>                                                                                  | Multi-Bank Charger                                                                                                                                                                                |                   |                  |              |
| <b>2</b>                                                                                  | Whip Adapter (for SCBA Fill Station)                                                                                                                                                              |                   |                  |              |
| <b>2</b>                                                                                  | Adapter (for Aerial Bucket Operations)                                                                                                                                                            |                   |                  |              |
| <b>4</b>                                                                                  | - RIT Pack<br>- 60-Minute Cylinder<br>- RIT Bag                                                                                                                                                   |                   |                  |              |
| If additional costs, please include price here and provide a separate sheet with details. |                                                                                                                                                                                                   |                   |                  |              |
|                                                                                           |                                                                                                                                                                                                   |                   | <b>Total</b>     |              |

|                         |  |
|-------------------------|--|
| <b>Total Bid Price:</b> |  |
|-------------------------|--|

All bids must bear the handwritten signature of an officer or authorized employee of the company bidding.

This bid is submitted by:

Printed name: \_\_\_\_\_

Business name: \_\_\_\_\_

Business Location: \_\_\_\_\_

Business phone: \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

**SERVICE and MAINTENANCE FORM**

**Self-Contained Breathing Apparatus**

| <b>Description</b>                                                     | <b>Ability to<br/>Provide YES/NO</b> | <b>Cost</b>  | <b>Total</b> |
|------------------------------------------------------------------------|--------------------------------------|--------------|--------------|
| Annual Onsite Flow Testing for SCBA and<br>Facepieces                  |                                      |              |              |
| Regular, Timely Service and Repair -<br>Please attach pricing schedule |                                      |              |              |
|                                                                        |                                      | <b>Total</b> |              |

By signing below the bidder agrees to guarantee these prices for a period of at least twelve (12) months from the equipment delivery date. Bids shall be completed with descriptive literature to allow comparison of bids.

Printed name: \_\_\_\_\_

Signature: \_\_\_\_\_

## **TRADE IN FORM**

### **Self-Contained Breathing Apparatus**

All allowances and/or credit shall be in whole dollar amounts. If there is no allowance and/or credit, enter \$0.00 under Trade In Allowance and/or Credit. This form shall be included in your bid.

| <b>QTY</b>                           | <b>Description</b>                                                        | <b>Trade In Allowance and/or Credit</b> |
|--------------------------------------|---------------------------------------------------------------------------|-----------------------------------------|
| <b>45</b>                            | MSA Firehawk M7 SCBA Harnesses (2007 Edition or Older NFPA 1981 Standard) |                                         |
| <b>74</b>                            | MSA Ultra-Elite Firehawk Full Face mask                                   |                                         |
| <b>65</b>                            | MSA FireHawk M7 Heads Up Display (HUD)                                    |                                         |
| <b>Total Allowance and/or Credit</b> |                                                                           |                                         |

By signing below, the bidder agrees to a guaranteed trade and/or credit for a period of twelve (12) months from the equipment delivery date.

Printed name: \_\_\_\_\_

Signature: \_\_\_\_\_

**EXCEPTIONS FORM**

**Self-Contained Breathing Apparatus**

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_
4. \_\_\_\_\_  
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6. \_\_\_\_\_  
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7. \_\_\_\_\_  
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8. \_\_\_\_\_  
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9. \_\_\_\_\_  
\_\_\_\_\_
10. \_\_\_\_\_  
\_\_\_\_\_

# Award Letter

U.S. Department of Homeland Security  
Washington, D.C. 20472

Effective date: 08/02/2021



Scott Gagne  
BIDDEFORD, CITY OF  
152 ALFRED ST  
BIDDEFORD, ME 04005

EMW-2020-FG-16456

Dear Scott Gagne,

Congratulations on behalf of the Department of Homeland Security. Your application submitted for the Fiscal Year (FY) 2020 Assistance to Firefighters Grant (AFG) Grant funding opportunity has been approved in the amount of \$285,304.55 in Federal funding. As a condition of this grant, you are required to contribute non-Federal funds equal to or greater than 10.0% of the Federal funds awarded, or \$28,530.45 for a total approved budget of \$313,835.00. Please see the FY 2020 AFG Notice of Funding Opportunity for information on how to meet this cost share requirement.

Before you request and receive any of the Federal funds awarded to you, you must establish acceptance of the award through the FEMA Grants Outcomes (FEMA GO) system. By accepting this award, you acknowledge that the terms of the following documents are incorporated into the terms of your award:

- Summary Award Memo - included in this document
- Agreement Articles - included in this document
- Obligating Document - included in this document
- 2020 AFG Notice of Funding Opportunity (NOFO) - incorporated by reference

Please make sure you read, understand, and maintain a copy of these documents in your official file for this award.

Sincerely,

Christopher Logan  
Acting Assistant Administrator  
Grant Programs Directorate

# Summary Award Memo

**Program:** Fiscal Year 2020 Assistance to Firefighters Grant

**Recipient:** BIDDEFORD, CITY OF

**DUNS number:** 940878358

**Award number:** EMW-2020-FG-16456

## Summary description of award

The purpose of the Assistance to Firefighters Grant program is to protect the health and safety of the public and firefighting personnel against fire and fire-related hazards. After careful consideration, FEMA has determined that the recipient's project or projects submitted as part of the recipient's application and detailed in the project narrative as well as the request details section of the application - including budget information - was consistent with the Assistance to Firefighters Grant Program's purpose and was worthy of award.

Except as otherwise approved as noted in this award, the information you provided in your application for FY 2020 Fiscal Year (FY) 2020 Assistance to Firefighters Grants funding is incorporated into the terms and conditions of this award. This includes any documents submitted as part of the application.

## Amount awarded table

The amount of the award is detailed in the attached Obligating Document for Award.

The following are the budgeted estimates for object classes for this award (including Federal share plus your cost share, if applicable):

| <b>Object Class</b> | <b>Total</b> |
|---------------------|--------------|
| Personnel           | \$0.00       |
| Fringe benefits     | \$0.00       |
| Travel              | \$0.00       |
| Equipment           | \$302,515.00 |
| Supplies            | \$11,320.00  |
| Contractual         | \$0.00       |
| Construction        | \$0.00       |
| Other               | \$0.00       |
| Indirect charges    | \$0.00       |
| <hr/>               |              |
| Federal             | \$285,304.55 |
| Non-federal         | \$28,530.45  |
| <hr/>               |              |
| Total               | \$313,835.00 |
| <hr/>               |              |
| Program Income      | \$0.00       |

### **Approved scope of work**

After review of your application, FEMA has approved the below scope of work. Justifications are provided for any differences between the scope of work in the original application and the approved scope of work under this award. You must submit scope or budget revision requests for FEMA's prior approval, via an amendment request, as appropriate per 2 C.F.R. § 200.308 and the FY2020 AFG NOFO.

#### **Approved request details:**

### **Personal Protective Equipment (PPE)**

## **SCBA: SCBA Unit includes: Harness/Backpack, Face Piece and 2 cylinders**

### **DESCRIPTION**

This cost is for our request to fund a basic SCBA with a system pressure of 4500 psi, harness with chest strap, adjustable lumbar support, electric voice amplifier, transfill hose, buddy breather and facepiece. We will not need the cylinders funded as our department has been budgeting cylinder replacement as part of a SCBA cylinder replacement plan.

|        | QUANTITY | UNIT PRICE | TOTAL        | BUDGET CLASS |
|--------|----------|------------|--------------|--------------|
| Cost 1 | 45       | \$6,367.00 | \$286,515.00 | Equipment    |

## **Additional funding**

### **DESCRIPTION**

This additional funding request is for the cost of (22) spare batteries, (4) multi-bank battery chargers, (2) whip adapters for our SCBA fill station and (2) adapters for aerial bucket operations.

|        | QUANTITY | UNIT PRICE  | TOTAL       | BUDGET CLASS |
|--------|----------|-------------|-------------|--------------|
| Cost 1 | 1        | \$11,320.00 | \$11,320.00 | Supplies     |

### **CHANGE FROM APPLICATION**

**Budget class from Equipment to Supplies**

### **JUSTIFICATION**

The Budget Class for these items is changed to Supplies.

## **Equipment**

## RIT Pack/Cylinder

### DESCRIPTION

This funding request is for the cost of 4 RIT packs to include a 60 minute cylinder and RIT bag. Our RIT packs will be placed on our 4 primary response apparatus that will respond to mutual aid agencies.

|        | QUANTITY | UNIT PRICE | TOTAL       | BUDGET<br>CLASS |
|--------|----------|------------|-------------|-----------------|
| Cost 1 | 4        | \$4,000.00 | \$16,000.00 | Equipment       |

### CHANGE FROM APPLICATION

**Price from \$5,312.00 to \$4,000.00**

### JUSTIFICATION

This reduction is because the cost you requested for RIT PACKS exceeds the average price range calculated from market research and prior awards for the same item.

## **Agreement Articles**

**Program:** Fiscal Year 2020 Assistance to Firefighters Grant

**Recipient:** BIDDEFORD, CITY OF

**DUNS number:** 940878358

**Award number:** EMW-2020-FG-16456

## **Table of contents**

**Duross, Kevin**

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**From:** Parr, David <David.Parr@fema.dhs.gov>  
**Sent:** Tuesday, August 17, 2021 3:52 PM  
**To:** Duross, Kevin  
**Subject:** RE: Meeting

**Chief:**

**Our advice with regards to Procurement is to follow your local city purchasing policy if there is one in place. If the local policy would allow you to sole source to MSA that would be acceptable to FEMA**

**Let me know if you have other questions.**

**DLP**

**David L. Parr**  
**Regional Fire Program Specialist | DHS/FEMA Region 1**  
**Office: (617) 956-7631 | Mobile: (202) 510-8990**  
**[David.parr@fema.dhs.gov](mailto:David.parr@fema.dhs.gov)**

 **Federal Emergency Management Agency**  
**[fema.gov](http://fema.gov)**



**FEMA**

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**From:** Duross, Kevin <kevin.duross@biddefordmaine.org>  
**Sent:** Tuesday, August 17, 2021 3:36 PM  
**To:** Parr, David <David.Parr@fema.dhs.gov>  
**Subject:** Meeting

Hi Chief,

I plan to attend Thursday's meeting as I had to miss today's meeting. One question I wanted to ask so I can get out an RFP, was whether or not I could sole source MSA as we will not be purchasing cylinders.

Thank you,

Kevin



*The contents of this e-mail message and any attachments are confidential and are intended solely for addressee. The information may also be legally privileged. This transmission is sent in trust, for the sole purpose of delivery to the intended recipient. If you have received this transmission in error, any use, reproduction or dissemination of this transmission is strictly prohibited. If you are not the intended recipient, please immediately notify the sender by reply e-mail or phone and delete this message and its attachments, if any.*

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**Duross, Kevin**

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**From:** FEMA GO <no-reply@fema.dhs.gov>  
**ent:** Friday, August 13, 2021 7:02 AM  
**To:** Gagne, Scott  
**Cc:** Duross, Kevin; Gagne, Scott  
**Subject:** Award Notification (Application Number: EMW-2020-FG-16456)

Dear Scott,

Congratulations! Your grant application submitted under the Grant Programs Directorate's Fiscal Year (FY) 2020 Assistance to Firefighters Grants has been approved for award.

Please use the FEMA GO system at <https://go.fema.gov> to accept or decline your award. Please note that you will have thirty (30) days from the date of this award notification to either accept or decline the award, and that the award must be accepted or declined by an Authorized Organization Representative (AOR) within the FEMA GO system. Instructions for registering within the system and becoming an AOR are available at <https://www.fema.gov/gmm-training-resources>.

Once you are in the system and made an AOR for your organization, your home page will be the first screen you see. You will see a section entitled My Grants. In this section, please select the award acceptance link for EMW-2020-FG-16456 under Fiscal Year (FY) 2020 Assistance to Firefighters Grants. View your award package and indicate your acceptance or declination of award. If you wish to accept your grant, you should do so immediately. When you have finished, we recommend printing your award package for your records.

If you have questions on using the FEMA GO system, please reach out to the FEMA Enterprise Service Desk (1-877-585-3242). For programmatic questions about your grant, please reach out to the AFG Helpdesk ([firegrants@fema.dhs.gov](mailto:firegrants@fema.dhs.gov) / 1-866-274-0960).

All recipients are required to comply with FEMA EHP Policy Guidance. This EHP Policy Guidance can be found in [FEMA Policy \(FP\) 108-023-1, Environmental Planning and Historic Preservation Policy Guidance](#).

Sincerely,

Grants Management Branch

Assistance to Firefighters Grants

Department of Homeland Security / FEMA

**Duross, Kevin**

---

**From:** Parr, David <David.Parr@fema.dhs.gov>  
**Sent:** Friday, August 27, 2021 2:53 PM  
**To:** Duross, Kevin  
**Subject:** RE: replacing Equipment

**Chief:**

**FEMA has no interest in the SCBA that you will be replacing. You can trade it in towards the new SCBA. We prefer that you do not sell / give it to another department since it doesn't meet current NFPA standards.**

**DLP**

**David L. Parr**  
**Regional Fire Program Specialist | DHS/FEMA Region 1**  
**Office: (617) 956-7631 | Mobile: (202) 510-8990**  
**[David.parr@fema.dhs.gov](mailto:David.parr@fema.dhs.gov)**

**Federal Emergency Management Agency**  
**[fema.gov](http://fema.gov)**



**FEMA**

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**From:** Duross, Kevin <kevin.duross@biddefordmaine.org>  
**Sent:** Friday, August 27, 2021 2:41 PM  
**To:** Parr, David <David.Parr@fema.dhs.gov>  
**Subject:** replacing Equipment

**Hi Chief,**

When we receive our new SCBA and put them into service, will we be able to use our current packs as a trade-in or can we sell them? Or will something else need to be done as a part of the grant?

Thank you,

Kevin



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## Finance Committee – City Council

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Meeting Date: 3/15/22

Meeting Time: 5:00 PM/6:00 PM

Agenda Item No: 2022.20

Item Description: Approval extended paving contract with Shaw Brothers Inc. for City's paving program.

Submitted by: Jeff Demers - Public Works Director/Waste Water

Supporting Information/Documentation:

N/A

### Executive Summary:

Approval to extend Shaw Brothers paving contract through July 1, 2023 per updated pricing in memo supplied by the Public Works Director to the City council dated March 10, 2022.

### Detailed Review:

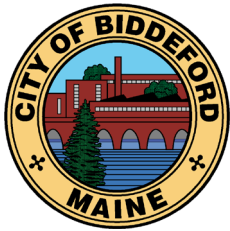
With the unstable pricing of petroleum based products. I am requesting that the City Finance committee and City council consider locking in the pricing proposed by Shaw Brothers Inc. in my memo supplied to the council on 3/10/2022. This extension would run to July 1, 2023.

### Funding Source:

Paving funds are available in the reserves and future bond proceeds.

### Staff Recommendation:

Locking in resurfacing pavement pricing with Shaw Brothers Inc. through July 1, 2023



# City of Biddeford

Nichole Wood

Finance Director

[Nichole.Wood@Biddefordmaine.org](mailto:Nichole.Wood@Biddefordmaine.org)

## MEMORANDUM

|              |                                                                                                                  |
|--------------|------------------------------------------------------------------------------------------------------------------|
| <b>TO:</b>   | <b>Finance Committee</b>                                                                                         |
| <b>FROM:</b> | Nichole Wood, Finance Director  |
| <b>DATE:</b> | March 15, 2022                                                                                                   |
| <b>RE:</b>   | <b>January 31, 2022 Financial Reports</b>                                                                        |

Submitted for your review is the January, 2021 Financial Report, representing seven months, or 58.3% of the year.

Things to note in this report:

- As time goes on, I plan to modify these reports to better align with the end of the year audit report. Beginning next month, I will start transitioning you in that direction by providing both a report in this format, and one in the new format.
- I have added a new statement on page 8 of this report to outline the cash and investments position of the City within the General Fund. As we begin to implement a more comprehensive plan for investing our excess cash, I want to keep everyone in the loop as far as where and how that is shaping up. We started taking those baby steps in January.
- As we work through the budget process, it came to my attention that there were some things that my predecessors had been showing in Public Safety Revenues in their monthly reports that were actually transfers in to the General Fund from the Ambulance Fund. In this month's report I have moved that line item (a budget of \$1.3M) from Public Safety License, Permit & Fee Revenue down to Transfers In, which is where it shows up in the annual audit (and in the budget).

Overall, expenditures look to be on track to be under budget through seven months. Through January, we have **spent** 53.92% of budget, with another 3.84% **encumbered** through the purchasing process. Of that 3.84% (or \$1,451,779) about half is for the fire apparatus which will not actually be paid out of this year's budgeted funds. This expenditure is scheduled to be partially leased out of the FY23 budget.

At the end of this memo I am presenting you a more granular visual overview of the FY21 and FY22 percentages of budget spent than I gave last month, but still at a very high level.

We are at about 92% of the Municipal Services budget spent through January, which may at first seem alarming; however, I want to assure you that we pay out most of these payments as a one time payment to agencies, and the rest – any grant to agencies over \$10,000 – we pay out in two payments. We have made most of these payments so far this year. We do have a few agencies who only request money when they need it, and we pay the McArthur Library monthly and have encumbered the whole of that expenditure for the year.

A few things to highlight in revenues:

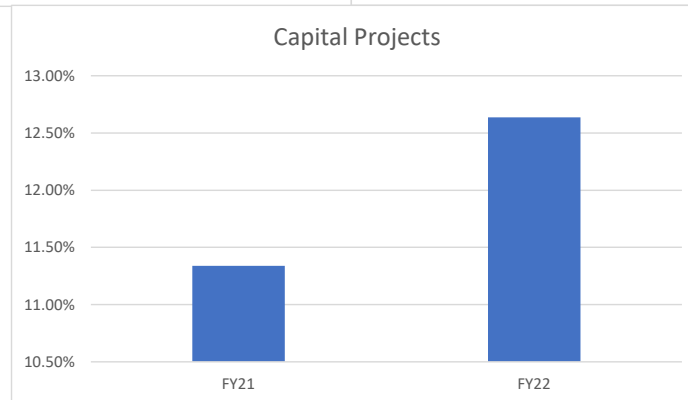
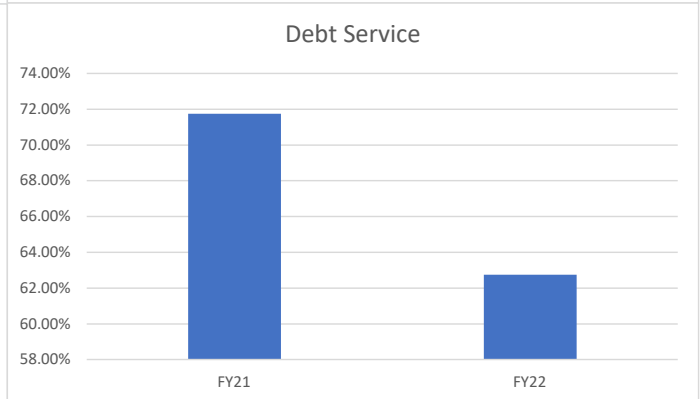
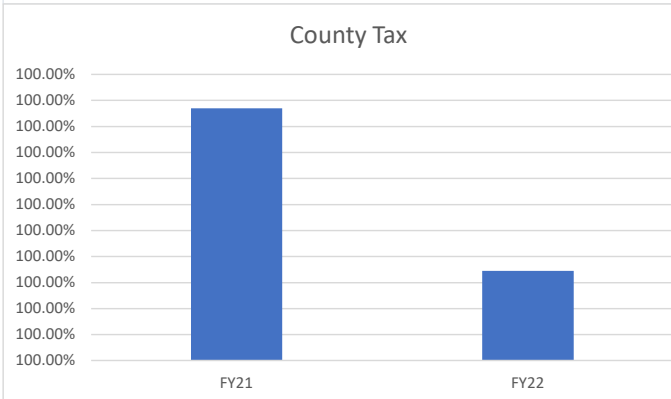
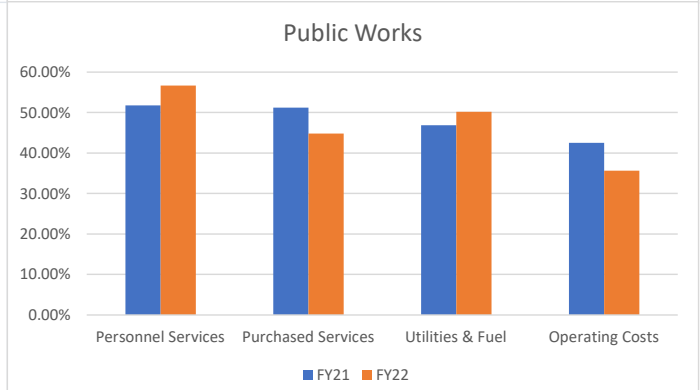
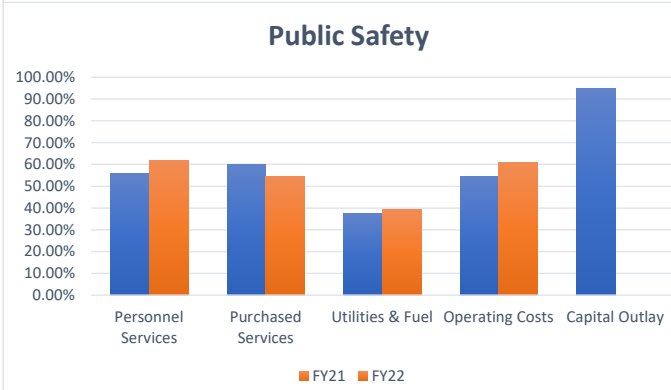
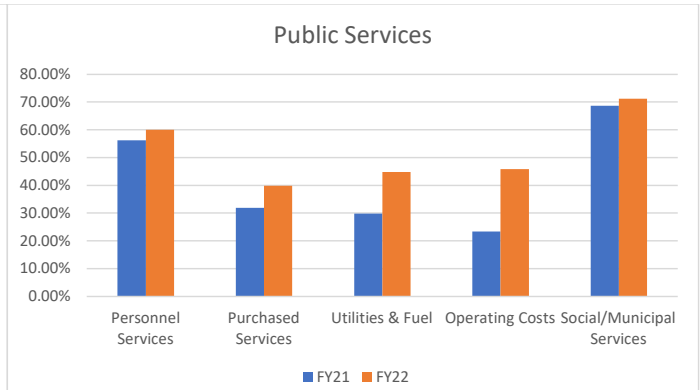
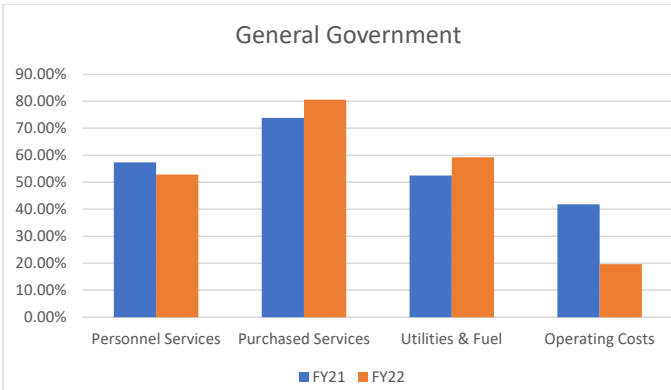
- Codes billed out their Multi-Family Registration fees in January. We budgeted for \$84K and billed just under \$100K for those inspection fees.
- The Cable Franchise Tax fee normally comes in April as a one-time payment each year.
- Our GA reimbursements are significantly behind – we are reimbursed at a 70% level and while reports have been timely filed, the payments have been slow in coming in. This revenue will be accrued at year-end if we don't receive the cash by June 30<sup>th</sup>.
- We have not yet received our one-time payment for State Road Assistance.

We recognize 100% of our property tax revenue when committed, while we allow payments in two installments (first half due in October, second half due in April). Current property tax collection is sitting right around 57%, which, while behind the plan, is ahead of schedule as second half tax bills did not go out until February and are not due until April.

We have a meeting with our municipal advisor on April 5<sup>th</sup> to go through the bond rating presentation, and are scheduled to give that presentation to rating agencies on April 20<sup>th</sup>.

I am in the final stages of the draft for the RFP for Annual Audit Services as required by the Department of Housing and Urban Development (HUD), and expect that to go out soon.

City of Biddeford, Maine  
Comparison of Budget Spent by Function and Category by Fiscal Year  
As of January 31, 2022 and 2021



City of Biddeford  
Report to Finance Committee  
For the Period Ending January 31, 2022

| General Fund Revenues - City             | Total Budget      | Year-to-Date Actual | (Positive)<br>Negative<br>Variance | % of<br>Budget<br>Received |
|------------------------------------------|-------------------|---------------------|------------------------------------|----------------------------|
|                                          |                   |                     |                                    |                            |
| <b>Tax Revenue</b>                       | <b>52,960,589</b> | <b>51,002,476</b>   | <b>1,958,113</b>                   | <b>96.30%</b>              |
| Property Taxes                           | 48,893,689        | 48,762,572          | 131,117                            | 99.73%                     |
| Excise Taxes                             | 3,766,900         | 2,239,904           | 1,526,996                          | 59.46%                     |
| Franchise Fee                            | 300,000           | -                   | 300,000                            | 0.00%                      |
| <b>License, Permit &amp; Fee Revenue</b> | <b>1,920,656</b>  | <b>1,373,145</b>    | <b>547,511</b>                     | <b>71.49%</b>              |
| Registration Fees                        | 65,573            | 48,966              | 16,607                             | 74.67%                     |
| General government                       | 848,195           | 677,484             | 170,711                            | 79.87%                     |
| Public Services                          | 137,442           | 84,835              | 52,607                             | 61.72%                     |
| Public Safety                            | 542,146           | 377,863             | 164,283                            | 69.70%                     |
| Public Works                             | 327,300           | 183,997             | 143,303                            | 56.22%                     |
| <b>Intergovernmental Revenue</b>         | <b>4,866,208</b>  | <b>3,524,750</b>    | <b>1,341,458</b>                   | <b>72.43%</b>              |
| State Revenue Sharing                    | 3,125,000         | 2,282,773           | 842,227                            | 73.05%                     |
| State Homestead Reimbursement            | 1,043,610         | 858,942             | 184,668                            | 82.30%                     |
| State BETE Reimbursement                 | 372,838           | 372,838             | -                                  | 100.00%                    |
| General government                       | 7,000             | -                   | 7,000                              | 0.00%                      |
| Public Services                          | 99,760            | 9,087               | 90,673                             | 9.11%                      |
| Public Safety                            | 5,000             | 1,110               | 3,890                              | 22.20%                     |
| Public Works                             | 213,000           | -                   | 213,000                            | 0.00%                      |
| <b>Investment Income</b>                 | <b>165,941</b>    | <b>111,293</b>      | <b>54,648</b>                      | <b>67.07%</b>              |
| Investment Earnings                      | 165,941           | 111,293             | 54,648                             | 67.07%                     |
| <b>Other Revenue</b>                     | <b>102,218</b>    | <b>62,935</b>       | <b>39,283</b>                      | <b>61.57%</b>              |
| General government                       | 40,000            | 28,827              | 11,173                             | 72.07%                     |
| Public Services                          | 62,118            | 34,079              | 28,039                             | 54.86%                     |
| Public Works                             | 100               | 29                  | 71                                 | 29.00%                     |
| <b>Transfers In</b>                      | <b>1,969,173</b>  | <b>25,136</b>       | <b>1,944,037</b>                   | <b>1.28%</b>               |
| Transfers                                | 1,969,173         | 25,136              | 1,944,037                          | 1.28%                      |
| <b>Use of Prior Year F/B-City</b>        | <b>300,000</b>    | <b>-</b>            | <b>300,000</b>                     | <b>0.00%</b>               |
| Other                                    | 300,000           | -                   | 300,000                            | 0.00%                      |
| <b>Grand Total</b>                       | <b>62,284,786</b> | <b>56,099,735</b>   | <b>6,185,050</b>                   | <b>90.07%</b>              |

City of Biddeford  
Report to Finance Committee  
For the Period Ending January 31, 2022

| General Fund Expenditures - City | Budget            | Actual           | Encumbered     | Remaining<br>Budget | % Expended     |
|----------------------------------|-------------------|------------------|----------------|---------------------|----------------|
| <b>General Government</b>        | <b>11,628,381</b> | <b>5,995,148</b> | <b>116,162</b> | <b>5,517,071</b>    | <b>52.56%</b>  |
| Assessing Expense                | 215,098           | 119,588          | -              | 95,510              | 55.60%         |
| City Clerk Expense               | 299,856           | 163,140          | 98             | 136,618             | 54.44%         |
| City Manager Expense             | 340,395           | 193,871          | 1,885          | 144,639             | 57.51%         |
| Code Enforce/Inspect Expense     | 411,014           | 219,838          | 86             | 191,090             | 53.51%         |
| Computer Services Expense        | 202,097           | 60,587           | 11,520         | 129,990             | 35.68%         |
| Elections/Voter Reg Expense      | 25,700            | 10,329           | -              | 15,371              | 40.19%         |
| Finance Expense                  | 339,346           | 199,522          | -              | 139,824             | 58.80%         |
| Fringe Benefits                  | 6,583,169         | 3,547,629        | 356            | 3,035,184           | 53.89%         |
| General Administration Expense   | 2,627,914         | 1,119,275        | 55,999         | 1,452,640           | 44.72%         |
| Mayor/Council                    | 38,345            | 15,961           | 398            | 21,986              | 42.66%         |
| Personnel Services Expenses      | 166,702           | 101,104          | -              | 65,598              | 60.65%         |
| Planning/Economic Devel Exps     | 378,745           | 244,304          | 45,820         | 88,621              | 76.60%         |
| <b>Public Services</b>           | <b>2,628,023</b>  | <b>1,584,048</b> | <b>211,205</b> | <b>832,770</b>      | <b>68.31%</b>  |
| City Hall Building Expense       | 171,574           | 73,856           | 11,320         | 86,398              | 49.64%         |
| Communications                   | 340,102           | 144,488          | 677            | 194,936             | 42.68%         |
| Community Center Expense         | 219,592           | 93,703           | 1,403          | 124,486             | 43.31%         |
| Health & Welfare Expense         | 250,338           | 169,706          | 10,475         | 70,157              | 71.98%         |
| Municipal Services Expense       | 949,999           | 692,621          | 184,283        | 73,095              | 92.31%         |
| Private Schools Expense          | 25,136            | 25,136           | -              | -                   | 100.00%        |
| Recreation Expense               | 578,783           | 335,638          | 547            | 242,598             | 58.08%         |
| Social Services Expense          | 92,500            | 48,900           | 2,500          | 41,100              | 55.57%         |
| <b>Public Safety</b>             | <b>10,749,847</b> | <b>6,467,877</b> | <b>133,798</b> | <b>4,148,173</b>    | <b>61.41%</b>  |
| Animal Control Off Expense       | 92,151            | 55,305           | 50             | 36,796              | 60.07%         |
| Bidd Pool Fire Dept Expense      | 9,353             | 1,714            | 213            | 7,426               | 20.60%         |
| Emergency Management Expense     | 10,089            | 5,659            | -              | 4,430               | 56.09%         |
| Fire Department Expense          | 3,649,243         | 2,371,530        | 20,937         | 1,256,776           | 65.56%         |
| Hydrant Rental Expense           | 475,307           | 259,192          | 43,904         | 172,212             | 63.77%         |
| Police Communications Expense    | 1,350,136         | 921,449          | 1,034          | 427,653             | 68.33%         |
| Police Department Expense        | 4,429,239         | 2,454,427        | 66,136         | 1,908,676           | 56.91%         |
| Police Invest Srvcs Expense      | 517,312           | 314,293          | 86             | 202,933             | 60.77%         |
| Street/Traffic Lights Expense    | 217,017           | 84,308           | 1,438          | 131,271             | 39.51%         |
| <b>Public Works</b>              | <b>5,093,501</b>  | <b>2,573,268</b> | <b>269,504</b> | <b>2,250,729</b>    | <b>55.81%</b>  |
| Cemetery Maintenance Expense     | 43,327            | 10,588           | 27             | 32,712              | 24.50%         |
| Engineering Expense              | 289,408           | 147,456          | 600            | 141,352             | 51.16%         |
| GIS Division                     | 72,840            | 39,599           | -              | 33,241              | 54.36%         |
| P.W. Roads Maint Expense         | 1,662,212         | 821,026          | 139,079        | 702,107             | 57.76%         |
| Parks Maintenance Expense        | 545,618           | 256,880          | 13,673         | 275,065             | 49.59%         |
| PW Admin/Fleet Maint. Exp        | 1,232,548         | 634,007          | 11,687         | 586,854             | 52.39%         |
| Solid Waste Mgmt Expense         | 1,247,549         | 663,712          | 104,438        | 479,399             | 61.57%         |
| <b>County Tax Expense</b>        | <b>1,331,480</b>  | <b>1,331,480</b> | <b>-</b>       | <b>0</b>            | <b>100.00%</b> |
| County Tax Expense               | 1,331,480         | 1,331,480        | -              | 0                   | 100.00%        |

City of Biddeford  
Report to Finance Committee  
For the Period Ending January 31, 2022

| General Fund Expenditures - City | Budget            | Actual            | Encumbered       | Remaining<br>Budget | % Expended    |
|----------------------------------|-------------------|-------------------|------------------|---------------------|---------------|
| <b>Debt Service</b>              | <b>3,422,031</b>  | <b>2,147,514</b>  | <b>12,500</b>    | <b>1,262,017</b>    | <b>63.12%</b> |
| Debt Service-Interest Expense    | 1,023,389         | 319,236           | 3,206            | 700,947             | 31.51%        |
| Debt Service-Principal Expense   | 2,398,642         | 1,828,278         | 9,294            | 561,070             | 76.61%        |
| <b>Capital Projects</b>          | <b>2,384,441</b>  | <b>301,343</b>    | <b>708,610</b>   | <b>1,374,488</b>    | <b>42.36%</b> |
| CIP General Govt Expense         | 208,947           | 19,974            | 6,085            | 182,888             | 12.47%        |
| CIP Public Safety Expense        | 76,684            | 126,123           | 702,048          | (751,487)           | 1079.99%      |
| CIP Public Works Expense         | 2,098,811         | 155,246           | 477              | 1,943,088           | 7.42%         |
| <b>Transfers Out</b>             | <b>600,000</b>    | -                 | -                | <b>600,000</b>      | <b>0.00%</b>  |
| Transfers Out                    | 600,000           | -                 | -                | 600,000             | 0.00%         |
| <b>Grand Total</b>               | <b>37,837,704</b> | <b>20,400,677</b> | <b>1,451,779</b> | <b>15,985,247</b>   | <b>57.75%</b> |

City of Biddeford  
Report to Finance Committee  
For the Period Ending January 31, 2022

**General Fund CIP Analysis - including Encumbrances**

| Account / Description                     | Budget           | Expended       | Encumbered     | Balance<br>Remaining |
|-------------------------------------------|------------------|----------------|----------------|----------------------|
| <b>21201 - CIP General Government</b>     | <b>208,947</b>   | <b>19,974</b>  | <b>6,085</b>   | <b>182,888</b>       |
| 60904 - City Hall Improvements            | 50,000           | -              | -              | 50,000               |
| 60907 - IT Improvements                   | 158,947          | -              | 3,375          | 155,572              |
| 60963 - Software                          | -                | 19,974         | 2,710          | (22,684)             |
| <b>21203 - CIP Public Safety</b>          | <b>76,684</b>    | <b>126,122</b> | <b>702,048</b> | <b>(751,486)</b>     |
| 60603 - Vehicles Purchase Capital         | -                | -              | 702,048        | (702,048)            |
| 60913 - Communications Tower Lease        | 73,550           | 109,230        | -              | (35,680)             |
| 60936 - Fire Station Building Repairs     | -                | 16,892         | -              | (16,892)             |
| 60966 - EMS Monitor, Stretcher & Other    | 3,134            | -              | -              | 3,134                |
| <b>21204 - CIP Public Works</b>           | <b>2,098,811</b> | <b>155,246</b> | <b>477</b>     | <b>1,943,087</b>     |
| 60603 - Vehicles Purchase Capital         | 111,977          | 181,000        | -              | (69,023)             |
| 60606 - Sidewalk Construc/Improve Cap     | 75,000           | -              | -              | 75,000               |
| 60607 - Paving Program-Capital            | 525,000          | -              | -              | 525,000              |
| 60900 - Other Capital Imp Projects        | 1,150,000        | 35,380         | 477            | 1,114,144            |
| 60920 - Lincoln St. Electric              | 150,000          | -              | -              | 150,000              |
| 60970 - Thacher Brook Watershed           | 36,834           | (61,133)       | -              | 97,967               |
| 60979 - Saco River Projects               | 50,000           | -              | -              | 50,000               |
| <b>21210 - Use of Prior Year F/B-City</b> | <b>(300,000)</b> | <b>-</b>       | <b>-</b>       | <b>(300,000)</b>     |
| 40999 - Use of Undesignated Fund Balan    | (300,000)        | -              | -              | (300,000)            |
| <b>Grand Total</b>                        | <b>2,084,441</b> | <b>301,342</b> | <b>708,610</b> | <b>1,074,489</b>     |

City of Biddeford  
Report to Finance Committee  
For the Period Ending January 31, 2022

**Designated Fund Balance - General Fund**

| Project                                          | FY22 Authorization | Actual<br>Expended | Encumbered    | Balance<br>Remaining |
|--------------------------------------------------|--------------------|--------------------|---------------|----------------------|
| <b>22001 - Des. F/B General Government</b>       |                    |                    |               |                      |
| <b>92111 - AFB - General Government</b>          |                    |                    |               |                      |
| 11501 - AFB - IT Computer Hardware               | 109,509            | 1,394              | -             | 108,116              |
| 11502 - AFB - Comprehensive Plan                 | 2,450              | -                  | -             | 2,450                |
| 11601 - AFB - City Hall Improvements             | 240,245            | -                  | -             | 240,245              |
| 11602 - AFB - Grant Matching Reserve             | 93,229             | 1,800              | -             | 91,429               |
| 11701 - AFB - Summer Salary Reserve              | 50,000             | -                  | -             | 50,000               |
| 11702 - AFB - Interns/Mgmt Analyst Reserve       | 30,573             | 5,313              | -             | 25,261               |
| 11801 - AFB - Downtown Development Comm          | 793                | -                  | -             | 793                  |
| 11901 - AFB - City Hall Windows                  | 63,883             | -                  | -             | 63,883               |
| 11902 - AFB - Bidd-Saco Joint Efforts Exp        | 25,000             | -                  | -             | 25,000               |
| 12001 - AFB - Building Security                  | 50,000             | -                  | -             | 50,000               |
| 12002 - AFB - Financial Software Data Verif      | 30,000             | 6,539              | 18,575        | 4,886                |
| 12003 - AFB - Obsolete Planning Escrows Hel      | 80,420             | -                  | -             | 80,420               |
| 12101 - AFB - Assessing Consultant               | 50,000             | -                  | -             | 50,000               |
| 12102 - AFB - Engagement Position                | 57,500             | -                  | -             | 57,500               |
| 12103 - AFB - Engineering Consulting             | 55,000             | -                  | -             | 55,000               |
| 12104 - AFB - Biddeford Pool Study               | 30,000             | -                  | -             | 30,000               |
| 12105 - AFB - Engineering (MERC Tower)           | 30,000             | -                  | -             | 30,000               |
| 12106 - AFB - Mobile App (Citizen Focus)         | 30,000             | -                  | -             | 30,000               |
| <b>92111 - AFB - General Government Total</b>    | <b>1,028,602</b>   | <b>15,045</b>      | <b>18,575</b> | <b>994,982</b>       |
| <b>22001 - Des. F/B General Government Total</b> | <b>1,028,602</b>   | <b>15,045</b>      | <b>18,575</b> | <b>994,982</b>       |
| <b>22002 - Des. F/B Public Services</b>          |                    |                    |               |                      |
| <b>92112 - AFB - Public Services</b>             |                    |                    |               |                      |
| 20801 - AFB - May Field Upper Drainage           | 12,000             | -                  | -             | 12,000               |
| 21101 - AFB - Teen Center Improvements           | 2,521              | -                  | -             | 2,521                |
| 21201 - AFB - Clifford Park Improvements         | 6,512              | -                  | -             | 6,512                |
| 21601 - AFB - St. Louis Field Improvements       | 157,695            | -                  | -             | 157,695              |
| 21602 - AFB - Martel Field Improvements          | 5,500              | -                  | -             | 5,500                |
| 21701 - AFB - Rotary Park Master Plan            | 31,200             | -                  | -             | 31,200               |
| 21801 - AFB - Park Improvements/Amenities        | 7,714              | 540                | -             | 7,175                |
| 21802 - AFB - Community Center Improvements      | 86,500             | 4,376              | -             | 82,124               |
| 21803 - AFB - Rotary Park Improvements           | 15,000             | -                  | -             | 15,000               |
| 21901 - AFB - Tennis Court Repair                | 2,755              | -                  | -             | 2,755                |
| 21902 - AFB - Park Benches                       | 1,484              | -                  | -             | 1,484                |
| 21903 - AFB - Playground Improvements            | 7,572              | -                  | -             | 7,572                |
| 21904 - AFB - Park Security Improvements         | 10,000             | -                  | -             | 10,000               |
| 21905 - AFB - Park Signage Improvements          | 2,379              | -                  | -             | 2,379                |
| 22001 - AFB - Rotary Park Beach Improvement      | 37,798             | -                  | -             | 37,798               |
| 22101 - AFB - Backstop Netting SL Field #1       | 150,000            | -                  | -             | 150,000              |
| <b>92112 - AFB - Public Services Total</b>       | <b>536,630</b>     | <b>4,916</b>       | <b>-</b>      | <b>531,714</b>       |

City of Biddeford  
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**Designated Fund Balance - General Fund**

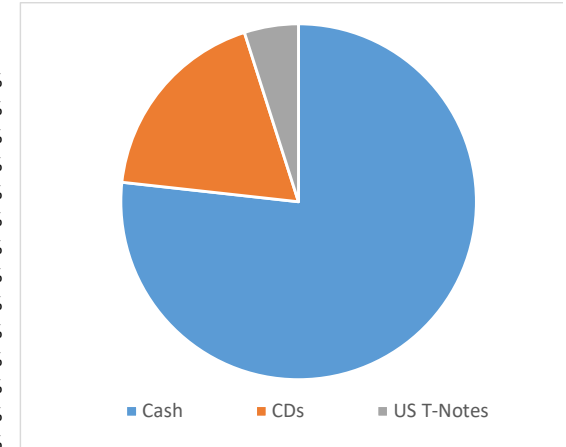
| <b>Project</b>                                  | <b>FY22 Authorization</b> | <b>Actual<br/>Expended</b> | <b>Encumbered</b> | <b>Balance<br/>Remaining</b> |
|-------------------------------------------------|---------------------------|----------------------------|-------------------|------------------------------|
| <b>22002 - Des. F/B Public Services Total</b>   | <b>536,630</b>            | <b>4,916</b>               | <b>-</b>          | <b>531,714</b>               |
| <b>22003 - Des F/B Pub Safety Expense</b>       |                           |                            |                   |                              |
| <b>92113 - AFB - Public Safety</b>              |                           |                            |                   |                              |
| 31701 - AFB - Community Service Officer Res     | 22,000                    | -                          | -                 | 22,000                       |
| 32001 - Protective Vests Fire/EMS               | 7,500                     | -                          | -                 | 7,500                        |
| <b>92113 - AFB - Public Safety Total</b>        | <b>29,500</b>             | <b>-</b>                   | <b>-</b>          | <b>29,500</b>                |
| <b>22003 - Des F/B Pub Safety Expense Total</b> | <b>29,500</b>             | <b>-</b>                   | <b>-</b>          | <b>29,500</b>                |
| <b>22004 - Des. F/B Public Works</b>            |                           |                            |                   |                              |
| <b>92114 - AFB - Public Works</b>               |                           |                            |                   |                              |
| 40801 - AFB - Sidewalk Construction/Improve     | 150,000                   | -                          | -                 | 150,000                      |
| 40802 - AFB - Elm St Engineering PACTS          | 22,273                    | -                          | -                 | 22,273                       |
| 41101 - AFB - GIS System                        | 40                        | -                          | -                 | 40                           |
| 41401 - AFB - Recycling Education               | 769                       | -                          | -                 | 769                          |
| 41701 - AFB - Solid Waste Commission            | 1,262                     | 1,270                      | -                 | (9)                          |
| 41702 - AFB - Riverwalk Phase 4                 | 96,835                    | -                          | -                 | 96,835                       |
| 41801 - AFB - Thatcher Brook Watershed          | 255,720                   | 20,628                     | -                 | 235,092                      |
| 41802 - AFB - PACTS Project                     | 114,800                   | -                          | -                 | 114,800                      |
| 42001 - AFB - Public Works Infrastructure       | 79,636                    | 77,200                     | 600               | 1,836                        |
| 42002 - AFB - Mechanics Park River Wall Rep     | 50,000                    | -                          | -                 | 50,000                       |
| 42101 - AFB - Crosswalk Warning Lights          | 100,000                   | -                          | -                 | 100,000                      |
| <b>92114 - AFB - Public Works Total</b>         | <b>871,334</b>            | <b>99,098</b>              | <b>600</b>        | <b>771,636</b>               |
| <b>22004 - Des. F/B Public Works Total</b>      | <b>871,334</b>            | <b>99,098</b>              | <b>600</b>        | <b>771,636</b>               |
| <b>Grand Total</b>                              | <b>2,466,066</b>          | <b>119,059</b>             | <b>19,175</b>     | <b>2,327,832</b>             |

City of Biddeford  
Report to Finance Committee  
For the Period Ending January 31, 2022

| Ending Balance                       |                     |                               |                        |
|--------------------------------------|---------------------|-------------------------------|------------------------|
|                                      | 001 - General Fund  | 003 - Employee Severance Fund | Operating General Fund |
| <b>Asset</b>                         |                     |                               |                        |
| Cash - Deposits                      | 21,275,900          | -                             | 21,275,900             |
| Cash on Hand                         | 16,205              | -                             | 16,205                 |
| Investments                          | 6,827,983           | -                             | 6,827,983              |
| Cash Held in Escrow                  | 150,432             | -                             | 150,432                |
| Taxes Receivable - Current           | 20,919,292          | -                             | 20,919,292             |
| Taxes Receivable - Prior             | 33,648              | -                             | 33,648                 |
| Tax liens - prior years              | 663,481             | -                             | 663,481                |
| Accounts Receivable                  | (22,665)            | -                             | (22,665)               |
| Notes Receivable                     | 430,057             | -                             | 430,057                |
| Intergovernmental                    | 5,920               | -                             | 5,920                  |
| Inventories                          | 263,430             | -                             | 263,430                |
| Interfund Loans Receivable (Payable) | (7,765,379)         | (5,136)                       | (7,770,515)            |
| Prepaid Items                        | 1,306,884           | -                             | 1,306,884              |
| Tax acquired property                | 31,286              | -                             | 31,286                 |
| <b>Asset Total</b>                   | <b>44,136,475</b>   | <b>(5,136)</b>                | <b>44,131,339</b>      |
| <b>Liability</b>                     |                     |                               |                        |
| Accounts Payable                     | (589,071)           | -                             | (589,071)              |
| Accrued Wages                        | (222,114)           | (1,263)                       | (223,377)              |
| Escrow Deposits                      | (652,265)           | -                             | (652,265)              |
| Unavailable Revenue                  | (1,017,988)         | -                             | (1,017,988)            |
| <b>Liability Total</b>               | <b>(2,481,438)</b>  | <b>(1,263)</b>                | <b>(2,482,701)</b>     |
| <b>Fund Balance</b>                  |                     |                               |                        |
| Overlay & Abatements                 | 36,743              | -                             | 36,743                 |
| Non-Spendable Fund Balance           | (1,286,076)         | -                             | (1,286,076)            |
| Restricted Fund Balance              | (3,829,337)         | -                             | (3,829,337)            |
| Assigned Fund Balance                | (2,273,930)         | -                             | (2,273,930)            |
| Unassigned Fund Balance              | (34,302,437)        | 6,398                         | (34,296,039)           |
| <b>Fund Balance Total</b>            | <b>(41,655,036)</b> | <b>6,398</b>                  | <b>(41,648,638)</b>    |
| <b>Operating General Fund</b>        | <b>(0)</b>          | <b>(0)</b>                    | <b>(0)</b>             |

City of Biddeford  
Report to Finance Committee  
For the Period Ending January 31, 2022  
Cash & Investments Overview

| Cash                               | Type                        | Maturity   | Carrying Value | Bank/Market Value | Interest Rate | Value at Maturity | Discount to Amortize | Interest Purchased |
|------------------------------------|-----------------------------|------------|----------------|-------------------|---------------|-------------------|----------------------|--------------------|
| People's United Bank               | Municipal Checking          | N/A        | 21,049,836.72  | 2,070,640.00      | 0.00%         |                   |                      |                    |
|                                    | Municipal Interest Checking | N/A        |                | 20,465,614.60     | 0.10%         |                   |                      |                    |
| Signature Bank                     | Lease Escrow Checking       | N/A        | 224,063.56     | 224,063.56        | 0.00%         |                   |                      |                    |
| People's Choice Credit Union       | Money Market                | N/A        | 4,879.17       | 4,879.17          | 0.00%         |                   |                      |                    |
| Bank North                         | Adult Ed Refund             | N/A        | 2,000.00       | 2,000.00          | 0.00%         |                   |                      |                    |
| Total Cash                         |                             |            | 21,280,779.45  | 22,767,197.33     |               |                   |                      |                    |
| <b>Investments</b>                 |                             |            |                |                   |               |                   |                      |                    |
| Saco & Biddeford Savings           | Certificate of Deposit      | 11/20/2022 | 276,118.91     | 276,118.91        | 1.85%         |                   |                      |                    |
| MBS - MS Bank                      | Certificate of Deposit      | 3/29/2022  | 250,000.00     | 251,067.50        | 2.790%        |                   |                      |                    |
| MBS - Belmont Savings Bk           | Certificate of Deposit      | 4/18/2022  | 234,000.00     | 235,338.48        | 2.750%        |                   |                      |                    |
| MBS - Capital One                  | Certificate of Deposit      | 4/18/2022  | 250,000.00     | 251,437.50        | 2.850%        |                   |                      |                    |
| MBS - Discover Bk                  | Certificate of Deposit      | 6/20/2022  | 250,000.00     | 252,855.00        | 3.100%        |                   |                      |                    |
| MBS - Wex Bank                     | Certificate of Deposit      | 10/9/2021  | 249,000.00     | 248,616.54        | 0.100%        |                   |                      |                    |
| MBS - State Bank                   | Certificate of Deposit      | 3/29/2023  | 250,000.00     | 256,547.50        | 2.850%        |                   |                      |                    |
| MBS - Synchrony                    | Certificate of Deposit      | 4/6/2023   | 250,000.00     | 256,640.00        | 2.850%        |                   |                      |                    |
| MBS - Sallie Mae Bk                | Certificate of Deposit      | 4/18/2023  | 250,000.00     | 257,227.50        | 3.000%        |                   |                      |                    |
| MBS - Maine Cmnty Bank             | Certificate of Deposit      | 4/21/2023  | 249,000.00     | 247,451.22        | 0.100%        |                   |                      |                    |
| MBS - UBS Bk                       | Certificate of Deposit      | 5/30/2023  | 248,000.00     | 256,186.48        | 3.150%        |                   |                      |                    |
| MBS - American Express Bank        | Certificate of Deposit      | 6/19/2023  | 150,000.00     | 155,286.00        | 3.250%        |                   |                      |                    |
| MBS - Enerbank USA                 | Certificate of Deposit      | 8/30/2023  | 200,000.00     | 203,180.00        | 1.800%        |                   |                      |                    |
| MBS - Bank Baroda New York         | Certificate of Deposit      | 12/28/2023 | 250,000.00     | 262,027.50        | 3.500%        |                   |                      |                    |
| MBS - MS Private Bk                | Certificate of Deposit      | 2/21/2024  | 250,000.00     | 260,092.50        | 3.000%        |                   |                      |                    |
| MBS - Goldman Sachs                | Certificate of Deposit      | 3/6/2024   | 248,000.00     | 258,140.72        | 3.000%        |                   |                      |                    |
| MBS - Citibank                     | Certificate of Deposit      | 3/8/2024   | 248,000.00     | 258,160.56        | 3.000%        |                   |                      |                    |
| MBS - Wells Fargo                  | Certificate of Deposit      | 4/10/2024  | 249,000.00     | 258,758.31        | 2.850%        |                   |                      |                    |
| MBS - Guaranty ST BK & TR Co       | Certificate of Deposit      | 4/15/2024  | 249,000.00     | 244,403.46        | 0.200%        |                   |                      |                    |
| MBS - Capital One                  | Certificate of Deposit      | 8/21/2024  | 247,000.00     | 252,436.47        | 2.000%        |                   |                      |                    |
| MBS - Saco & Biddeford Savings Ins | Certificate of Deposit      | 3/28/2025  | 249,000.00     | 246,995.55        | 1.000%        |                   |                      |                    |
| MBS - Haddon Svgs Bk               | Certificate of Deposit      | 4/28/2025  | 249,000.00     | 242,468.73        | 0.450%        |                   |                      |                    |
| Total Certificates of Deposit      |                             |            | 5,345,118.91   | 5,431,436.43      |               |                   |                      |                    |
| MBS - U.S. Treasury Notes          | Treasury Securities         | 7/31/2022  | 400,000.00     | 399,312.00        | 0.125%        | 400,000.00        | -                    | 232.34             |
| MBS - U.S. Treasury Notes          | Treasury Securities         | 9/30/2022  | 399,744.00     | 398,876.00        | 0.125%        | 400,000.00        | 256.00               | 151.10             |
| MBS - U.S. Treasury Notes          | Treasury Securities         | 12/15/2024 | 298,713.28     | 297,000.00        | 1.000%        | 300,000.00        | 1,286.72             | 280.22             |
| MBS - U.S. Treasury Notes          | Treasury Securities         | 2/28/2025  | 369,309.14     | 367,006.70        | 1.125%        | 370,000.00        | 690.86               | 1,609.81           |
| Total Treasury Securities          |                             |            | 1,467,766.42   | 1,462,194.70      |               | 1,470,000.00      | 2,233.58             | 2,273.47           |
| MBS - Brokerage Cash               | Cash Settlement             |            | 3,897.02       | 3,897.02          |               |                   |                      |                    |
| Total Brokerage Cash               |                             |            | 3,897.02       | 3,897.02          |               | -                 | -                    | -                  |
| Total Investments                  |                             |            | 6,816,782.35   | 6,897,528.15      |               | 1,470,000.00      | 2,233.58             | 2,273.47           |
| Total Cash & Investments           |                             |            | 28,097,561.80  | 29,664,725.48     |               | 1,470,000.00      | 2,233.58             | 2,273.47           |



City of Biddeford  
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| <b>Proprietary Funds - Revenues &amp; Expenditures</b> |                              |
|--------------------------------------------------------|------------------------------|
| <b>Actual</b>                                          |                              |
| <b>Proprietary Funds</b>                               | <b>Total Wastewater Fund</b> |
| <b>Revenue</b>                                         | <b>(2,076,529)</b>           |
| Inflow & Infiltration Abatemen                         | (2,090)                      |
| Other                                                  | (2,090)                      |
| <b>Sewer Operations</b>                                | <b>(2,074,439)</b>           |
| Charges for services                                   | (2,049,517)                  |
| Other                                                  | (24,922)                     |
| <b>Expense</b>                                         | <b>2,208,746</b>             |
| Sewer Des. F.B.                                        | 41,950                       |
| Capital Outlay                                         | 41,950                       |
| <b>Sewer Operations</b>                                | <b>849,773</b>               |
| Personnel Services                                     | 65,067                       |
| Purchased Services                                     | 69,789                       |
| Utilities & Fuel                                       | 2,917                        |
| Operating Costs                                        | 626,978                      |
| Capital Outlay                                         | 85,022                       |
| <b>Sewer Ind Pretreat Program</b>                      | <b>25,524</b>                |
| Personnel Services                                     | 12,869                       |
| Utilities & Fuel                                       | 795                          |
| Operating Costs                                        | 11,859                       |
| <b>P.W. Wastewater Maintenance</b>                     | <b>490,744</b>               |
| Personnel Services                                     | 291,100                      |
| Purchased Services                                     | 100,176                      |
| Utilities & Fuel                                       | 42,752                       |
| Operating Costs                                        | 56,716                       |
| <b>New Sewer Operations Exp</b>                        | <b>800,756</b>               |
| Personnel Services                                     | 489,735                      |
| Purchased Services                                     | 72,753                       |
| Utilities & Fuel                                       | 79,917                       |
| Operating Costs                                        | 158,350                      |
| <b>Total Wastewater Fund</b>                           | <b>132,218</b>               |

City of Biddeford  
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**Designated Fund Balance - Wastewater Fund**

| Project                                | FY22 Authorization | Actual        |            | Balance Remaining |
|----------------------------------------|--------------------|---------------|------------|-------------------|
|                                        |                    | Expended      | Encumbered |                   |
| <b>22005 - Sewer Des. F.B.</b>         | <b>3,064,767</b>   | <b>41,950</b> | <b>-</b>   | <b>3,022,817</b>  |
| 60310 - Service Contracts Expense      | 8,570              | -             | -          | 8,570             |
| 60311 - Operations Contracts Expense   | 25,774             | -             | -          | 25,774            |
| 60452 - Operating Equip Repair Exp     | 30,046             | -             | -          | 30,046            |
| 60457 - Road Maint/Improve Non-Cap     | 1,158              | -             | -          | 1,158             |
| 60501 - Operating Supp/Eqt Non-Cap     | 5,204              | -             | -          | 5,204             |
| 60602 - Equipment Purchase Cap         | 299,244            | -             | -          | 299,244           |
| 60605 - Sewer Construc/Improve Cap     | 2,298,572          | 34,131        | -          | 2,264,441         |
| 60901 - I & I Funded Expenses          | 306,404            | -             | -          | 306,404           |
| 60902 - Pump Station Upgrades          | 13,608             | -             | -          | 13,608            |
| 60959 - Home Depot Pump Station Upgrad | 38,137             | -             | -          | 38,137            |
| 60976 - Flow Monitoring for Horrigans  | 38,050             | 7,819         | -          | 30,231            |

City of Biddeford  
Report to Finance Committee  
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| <b>Proprietary Funds - Balance Sheet</b> |                                   |
|------------------------------------------|-----------------------------------|
| <b>Ending Balance</b>                    |                                   |
|                                          | <b>Grand Total<br/>Wastewater</b> |
| <b>Asset</b>                             | <b>22,956,931</b>                 |
| Sewer Liens                              | 63,825                            |
| Accounts Receivable                      | 1,051,855                         |
| Notes receivable                         | 31,405                            |
| Interfund loans receivable (payable)     | (1,617,605)                       |
| Capital Assets                           | 43,048,835                        |
| Less Accumulated Depreciation            | (19,653,859)                      |
| Bond Discount to be Amortized            | 17,975                            |
| Prepaid Items                            | 14,502                            |
| <b>Liability</b>                         | <b>(2,891,878)</b>                |
| Accounts Payable                         | (54,302)                          |
| Accrued Wages                            | (17,076)                          |
| Bonds/Notes Payable                      | (2,820,500)                       |
| <b>Fund Balance</b>                      | <b>(20,065,054)</b>               |
| Investment in Capital Assets             | (23,394,976)                      |
| Assigned Fund Equity                     | (3,064,767)                       |
| Unassigned Fund Equity                   | 6,394,689                         |
| <b>Grand Total Wastewater</b>            | <b>0</b>                          |