

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.