

City of Biddeford
Finance Committee Meeting Minutes
March 2, 2021
(Due to COVID-19, the meeting was held virtually via ZOOM)

The meeting was called to order at 5:00 p.m. by the Chair, Councilor John McCurry.

Present: Chair, Council President, John McCurry; Mayor Alan Casavant; Councilor Mike Ready; Councilor Stephen St. Cyr; City Manager, Jim Bennett; City Clerk, Carmen Morris; and Finance Director, Alison Garrison.

Adjustment to the Agenda

No adjustment to the agenda.

Approval of Minutes of February 2, 2021

Motion by Councilor Ready to accept the minutes as printed, seconded by Councilor St. Cyr.

Vote: unanimous.

Motion carries.

Signing of Expenditure Warrants:

- **Warrant for 2/01/2021**
- **Warrant for 2/09/2021**
- **Warrant for 2/16/2021**
- **Warrant for 2/23/2021**
- **Warrant for 3/02/2021**

The warrants were emailed to the Finance Committee members for their review.

Motion by Councilor Ready to approve the expenditure warrants, seconded by Councilor St. Cyr.

Vote: unanimous.

Motion carries.

Discussion/Approval

Submission of Grant Application and Commitment of Funds to Pearl Street Economic Development Administration (EDA) Grant

Motion by Councilor Ready to recommend the submission of the Grant Application and Commitment of Funds to Pearl Street Economic Development, seconded by Councilor St. Cyr.

Discussion: Councilor St. Cyr wanted clarification on the job creation and the funding. The City Manager, Jim Bennett, gave an explanation on the Grant.

Vote: unanimous.

Motion carries.

Discussion of FY20 Audit and Management Letter

Councilor McCurry noted both the credit card issue and TIF issue that were mentioned in the Management Letter have appeared on the Management Letter in the past years. Jim assured the Committee the credit card issue has been dealt with and Staff understands that there are no more excuses and the procedure needs to be followed or employees will end up losing use of the City credit card.

Councilor St. Cyr feels both these issues are relatively minor; he would have liked the response to be more specific. The Auditors did not find any major deficiencies, and he feels the Audit is a good report.

Councilor Ready thinks overall it is an excellent Audit. He noted we are on our fourth Finance Director in a short period of time and asked if there are written procedures on the Finance functions. Jim explained Staff is in the process of writing up procedures under Alison's direction.

Councilor McCurry also felt the Audit was favorable, and the things brought forward in the Management Letter to work on, are minor and can be addressed.

Planning & Development Director, Mathew Eddy, joined the meeting late and explained about the job requirements that are specified in the EDA Grant. He also gave an update on some of the projects moving forward.

Other Business

CAFR Report: Councilor St. Cyr would like the number of employees specified in the next CAFR Report.

Jim emphasized that if there's something to come away with from the CAFR Report, it's that the City is in the best financial shape it has been in for a very long time.

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

Vote: unanimous.

Motion carries.

Adjourned at 5:30 p.m.