

City of Biddeford
Finance Committee Meeting Minutes
February 20, 2018

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 Mike Ready, City Manager James Bennett, Finance Director Cheryl Fournier, and City Clerk Carmen Morris.

Excused

Councilor Stephen St. Cyr.

Adjustment to the Agenda

No adjustments.

Approval of Minutes

Motion by Councilor Ready to approve the Minutes of February 6, 2018, seconded by Mayor Casavant.

Vote: unanimous.

Motion carried 3-0.

The expenditure warrant was available for review and signature.

Discussion/Approval

Ice Arena Revenue Bond - Compressor

Motion by Councilor Ready to approve the expenditure of \$15,000 for the FAME application, seconded by Mayor Casavant.

Vote: unanimous.

Motion carried 3-0.

Fund Balance Policy

City Manager, James Bennett, gave an overview.

Councilor Ready wanted language added to the Policy noting there will be no use of the Unassigned Fund Balance without specific Council approval. The City Manager explained how the Unassigned Fund Balance is drawn down. It was agreed to change the language to add expenditure responsibility directly to the City Manager and the Finance Director and to communicate it to the Committee.

Motion by Councilor Ready to table the item in order for the City Manager and Finance Director to discuss adding language that addresses the Finance Committee concerns, seconded by Mayor Casavant.

Vote: unanimous.

Motion carried 3-0.

Audit Management Letter

The Committee Chair explained the City receives an Audit Management Letter each year that discusses certain issues the City needs to address. The Committee asked for clarification from the Finance Director of the deficiencies that were noted in the Letter. The City Manager noted each of the deficiencies mentioned in the Letter have a Management response/corrective action plan that addresses each deficiency.

Other Business

The December 2017 Financials were reviewed by the Committee. The City Manager noted two areas of concern, the General Assistance budget and the Fire Department Overtime budget. GA overage is due to higher demand for housing notably apartment rents. The State does reimburse the GA program at 70% so some funds will be coming back to the City. The other issue is overtime within the Fire Department. The City Manager explained they have at least one long term employee out on leave and they have had a number of turnovers in employment which the Personnel Committee has allowed the FD to fill.

Motion to adjourn made by Councilor Ready, seconded by Mayor Casavant.

Vote: unanimous.

Motion carried 3-0.

Adjourned at 5:26 pm.