

City of Biddeford
Finance Committee Meeting Minutes
February 18, 2020

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 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 of February 4, 2020.

Motion by Councilor Ready to approve the minutes of February 4, 2020 as printed, seconded by Councilor St. Cyr.

Vote: unanimous.

Motion carried 4-0.

The expenditure warrant was available for review and signature.

Discussion/Approval

A. Approval/Wastewater User Fees

Finance Director, Cheryl Fournier talked to Maine Water Company to create a new category and was quoted \$675.00. The expenditure will come from the Sewer Department Expense.

Motion by Councilor Ready to approve the new User Rate Fees for FY2021, seconded by Councilor St. Cyr.

Discussion: Councilor McCurry is not sure about this at this point

Vote: 3-1: Councilor McCurry opposed.

Motion carried 3-1.

B. Authorize/Contract for 3 Lincoln Park Design Plan/Richardson & Associates Landscape Architects

Motion by Councilor St. Cyr to recommend the Contract with Richardson & Associates Landscape Architects for the 3 Lincoln Park Design Plan, seconded by Mayor Casavant.

Discussion: Councilor Ready was looking for more information and asked the DDC for an RFQ.

City Manager explained they moved the money to create the budget item. The general rule is to ask a firm for a request of qualifications and we do not go through a bid.

Councilor McCurry explained this item is also on the Council Agenda.

Planning & Development Director, Mat Eddy explained that they received five proposals that were submitted and reviewed by the DDC. Two of the companies were interviewed by the DDC and Richardson & Associates was selected. Since we developed a contract with a specific work program based on the \$15,000.00 that was approved to move forward with the project. Funding is coming from the Route 111 Mill Redevelopment TIF.

Councilor McCurry has concerns about the total cost and would like to see the whole picture.

The City Manager explained how the green space would be designed on the project. There are some concerns about the design and what the space would be used for.

Councilor Ready would support sending it to the Council and noted Council had not directed the DDC to do an RFQ for the project.

Vote: unanimous.
Motion carried 4-0.

Other Business

Councilor St. Cyr asked if a presentation will be made prior to budget season in regards to Financing. The City Manager explained everything will be explained during his budget presentation on March 5th.

Councilor McCurry noted in the audit there is about \$36,000.00 in personal property not paid, and asked to get a list of those who have not paid and how much has been paid in personal property. Also, how does the City cover the unpaid property taxes? James Bennett explained that the City budgets for the current year taxes. We do not budget for the prior year taxes and prior year loans.

Councilor Ready asked for an update on how personal property tax is assessed, and what is the Assessor's Office procedure for ensuring all businesses are being assessed.

Councilor McCurry asked for a list of all the non-profits in the City, the valuation of them, and what PILOT program is in place.

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

Vote: unanimous.
Motion carried 4-0.
Adjourned at 5:20 p.m.