

City of Biddeford
Finance Committee

February 02, 2021 5:00 PM Via ZOOM

Please click the link below to join the webinar:

<https://biddeford.zoom.us/j/92098187403?pwd=QjZiSHpiNzc3eUxmclFhL09lcUhMUT09>

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- 1. Call to order**
- 2. Approval of the Minutes**
 - 2.1. January 19, 2021 Finance Committee Meeting Minutes
[1-19-2021 Finance Committee Minutes.rtf](#)
- 3. Signing of the expenditure warrant**
 - 3.1. Warrant for January 12, 2021
Warrant for January 19, 2021
Warrant for January 26, 2021
- 4. Discussion/Approval**
 - 4.1. Recommendation/Wastewater Treatment Plant Clarifier Project/Apex Corporation, Inc.
of Somersworth, NH
[2-02-2021 WWTP Clarifier Project - MEMO.docx](#)
[2-02-2021 WWTP Clarifier Proejct-backup docs.pdf](#)
 - 4.2. Authorization/Janitorial Services for City Hall
[20210202 Brief - Finance Committee - Janitorial Services](#)
[20210202 Janitorial Services Bid Tabulation](#)
- 5. Other Business**
 - 5.1. Review of Biddeford Arena Financials - Rich Reissfelder
[2-02-2021 Ice Arena Financials.pdf](#)
- 6. Adjournment**

City of Biddeford
Finance Committee Meeting Minutes
January 19, 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 Stephen St. Cyr; Councilor Mike Ready; City Manager, James Bennett; City Clerk, Carmen Morris; and Finance Director, Alison Garrison.

Adjustment to the Agenda

No adjustment to the agenda.

Approval of Minutes of January 7, 2020

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

Vote: unanimous.

Motion carries.

Expenditure Warrants:

- **December 18, 2020**
- **December 30, 2020**

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

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

Vote: unanimous.

Motion carries.

Discussion/Approval

Approval/Plow for Ford F-250 Pickup Truck/Weirs Motors in Arundel, ME

Motion by Councilor Ready to approve the purchase of a plow for the Ford F-250 Pickup Truck; plow to be purchased from Weirs Motors in Arundel, ME, seconded by Councilor St. Cyr.

Discussion: Councilor McCurry noted the plow is for \$6,675.00.

Councilor St. Cyr asked if this is the truck the Committee approved at the last meeting and was it supposed to have a plow on it. Councilor McCurry noted yes, and a plow would not be put on the truck they approved.

Vote: 2/2; Mayor Casavant and Councilor St. Cyr opposed.

Councilors McCurry and Ready in favor.

Motion fails.

Approval/MetroQuest Software for Planning & Development Department

Motion by Councilor Ready to recommend the approval of a subscription to MetroQuest Software for the Planning & Development Department, seconded by Councilor St. Cyr.

Discussion: Councilor McCurry noted the subscription is for \$15,000.00.

Mathew Eddy, Planning & Development Director, presented this item. He explained Staff has been looking to get through the Comp Plan and a way to collect data. They have seen MetroQuest work in the field and the program has a way to provide analysis and statistics with graphs, pictures, sites, etc. It reduces the time Staff will have to be spending on statistics, and it gives a professional survey team that will help develop questions.

Abigail Smallwood, Community Development Coordinator, gave a demonstration of the program.

Mayor Casavant asked if other City Departments could use the program and it was noted yes they could.

Councilor Ready asked if this was approved as a sole source. The City Manager noted it could have been, but the paperwork was not provided to the Committee as a sole source purchase. Councilor Ready asked if other companies were contacted and if they gave a quote. Mat explained others had been reviewed but they did not have the necessary information needed to consider their product.

Councilor McCurry asked if the City is still paying for the Polco product. Jim will look into what is going on with this product.

Vote: unanimous.

Motion carries.

Other Business

Councilor Ready asked Alison if Rich Reissfelder from the Ice Arena would be present at the February 2 Finance Committee meeting for an update, and it was confirmed.

The City Manager explained due to the Covid-related issues, the CAFER has been delayed, but is being worked on.

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

Vote: unanimous.

Motion carries.

Adjourned at 5:39 p.m.



Finance Committee / City Council

Meeting Date: February 2, 2021

Meeting Time: 5:00 PM

Agenda Item No: 2021.14

Item Description: Clarifier Rehab

Submitted by: Jeff Demers, Director of Public Works / Waste Water

Supporting Information/Documentation:

December 28, 2020 Letter/Bid Tab from Weston & Sampson

Executive Summary:

The Biddeford Public Works Wastewater Department is looking for approval for the rehab of Clarifier #2, located at the Water Street Waste Water Treatment Facility. This clarifier was last upgraded in 1986 and is no longer reliable.

Detailed Review:

This equipment is crucial in maintaining permit compliance, protecting the environment and public health. All mechanical parts are past their life expectancy and in need of replacement. This upgrade will include replacement of all parts, excluding the concrete tank, but will address any repairs needed to the tank.

Funding Source:

Clarifier #2 rehab is funded out of the 1.5 million dollar bond from the Biddeford Savings Bank.

Staff Recommendation:

Waste Water staff did an RFP for contractors on November 10, 2020. Three contractors supplied bid packets with pricing. Staff recommends awarding the contract to the low bidder being Apex Corporation, Inc. for the sum of \$367,900.00.

Biddeford, ME
Weston & Sampson Job No. ENG20-0217

December 28, 2020

Alex Buechner
Wastewater Superintendent
63 Water Street
Biddeford, ME 04005

Re: Wastewater Treatment Plant
Secondary Clarifier #2 Upgrade

Dear Mr. Buechner,

Three bids were received and opened on December 16, 2020 for the Wastewater Treatment Plant Secondary Clarifier #2 Upgrade. The three bidders and their bids are as follows:

Contractor	Total of Bid
Apex Corporation, Inc.	\$367,900.00
T Buck Construction, Inc.	\$374,516.00
NorthEast Earth Mechanics, Inc.	\$424,850.00

Enclosed is a complete itemized tabulation of bids. We have checked the bonding references for Apex Corporation, Inc. and have found them to be in order. Based on the project references provided we have found that their history of performance and workmanship is acceptable. Accordingly, we recommend that the City of Biddeford issue a letter of intent to award the contract in the amount of \$367,900.00 to Apex Corporation, Inc.

Assuming that our recommendation is accepted, the City of Biddeford should send a "Notice of Intent to Award" to the Contractor plus copy this office. Enclosed please find a draft letter to that effect. Upon receipt of a copy of such notice we will send four copies of the contract documents to the Contractor for their signing. The Contractor will be directed at that time to obtain the required completed bonds and insurance and return all documents to our office to be checked for compliance. We will then forward the contract documents to your office for signatures.

Very truly yours,
WESTON & SAMPSON



Andrea David
Construction Services Coordinator

Enclosures

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DRAFT

December 28, 2020

Jeffrey Todd
Apex Construction, Inc.
361 Route 108, Unit 1
Somersworth, NH 03878

Re: Wastewater Treatment Plant
Secondary Clarifier #2 Upgrade
Notice of Intent to Award

Dear Mr. Todd,

This is to inform you that the City of Biddeford intends to award the Wastewater Treatment Plant Secondary Clarifier #2 Upgrade Project to your firm in accordance with your bid submitted in the amount of \$367,900.00, subject to the approval of the Agreement, Payment Bond, Performance Bond, and Insurance Certificates.

You will be receiving shortly from our Consulting Engineers, Weston & Sampson, the necessary contract documents, which need to be completed by you in order to establish the contract between us. Please execute these documents on your behalf and return them within ten days to Weston & Sampson. Please do not date any of the forms since the official date of execution will be the date on which the City will sign all documents.

Very truly yours,

cc: Andrea David - Weston & Sampson



Finance Committee

Meeting Date: February 2, 2021

Meeting Time: 5:00 pm

Agenda Item No: 4.2

Item Description: Authorization/Janitorial Services for City Hall

Submitted by: Brian S. Phinney, COO

Supporting Information/Documentation:

Bid Tabulation Sheet dated December 22, 2020

Key Terms:

N/A

Executive Summary:

The City released an RFP to solicit interest and pricing for janitorial services at city hall. Bid opening occurred on December 22. Based on the proposals submitted and verification of references I recommend award to the lowest bidder, Casco Bay Cleaning, LLC in the amount of \$2,490/month or \$29,880/year.

Detailed Review:

As part of the initial Covid response this past spring access to the facility was restricted to municipal personnel only. This included discontinuing contracted janitorial services. As conditions unfolded this fall, the company providing janitorial services returned in late November with a scope of work modification to include Covid disinfection. Due to the scope of work modification, an RFP was developed and released in December with the assistance of the Public Works Department to obtain competitive pricing for the services.

Proposals were opened on December 22. The city received five proposals – see attached *Bid Tabulation Sheet*. Casco Bay Cleaning, LLC of Portland was the lowest bidder. A reference check and an interview were performed. Both were positive.

Funding Source:

Janitorial services is budgeted under 21121-60310 *Service Contracts Expense*. The FY21 budget allocation is \$33,397.

Staff Recommendation:

Staff recommends award to Cascobay Cleaning, LLC.

City of Biddeford, Maine
PUBLIC WORKS DEPARTMENT

Bid Tabulation Sheet

Project: City Hall Janitorial Services

Bid opening Date:
December 22, 2020 @0900

Present: Jeff Demers - Public Works Director
Pete Donaher – Airport Manager

Vendor	Bid price for Janitorial Services	Meets Specifications	Total Bid
Cascobay Cleaning, LLC. 13 Sara Lane Portland, ME 04103	\$2,490.00/mo	Yes	\$29,880.00/yr
Central Maine Cleaning, Inc 987 Finson Road Bangor, ME 04401	\$3,250.00/mo	Yes	\$39,000.00/yr
3 Point Cleaning. PO Box 2238 Bangor, ME 04402	\$3,340.00/mo	Yes	\$40,080.00/yr
S.J. Services 235 Newbury Street Danvers, MA 01923	\$6,928.00/mo	Yes	\$83,136.00/yr
GDI Integrated Facility Services 170 John Roberts Road Portland, ME 04106	\$7,785.00/mo.	Yes	\$93,420.00/yr

YORK COUNTY ARENA MANAGEMENT
Balance Sheet Prev Year Comparison
As of January 12, 2021

	Jan 12, 21	Jan 12, 20	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
1060-11 · CASH ON HAND GENERAL & BEVERAG	175.00	1,413.80	-1,238.80	-87.62%
1100-11 · CASH IN BANK - SAVINGS ACCOUNT	3,396.84	15.53	3,381.31	21,772.76%
1105-11 · CASH IN BANK- BIDDEFORD SAVING	83,163.27	65,769.96	17,393.31	26.45%
1108-11 · ATM	0.00	3,420.00	-3,420.00	-100.0%
Total Checking/Savings	86,735.11	70,619.29	16,115.82	22.82%
Accounts Receivable				
1200-11 · ACCOUNTS RECEIVABLES	42,440.36	15,647.34	26,793.02	171.23%
Total Accounts Receivable	42,440.36	15,647.34	26,793.02	171.23%
Other Current Assets				
1300-11 · PREPAID EXPENSES	3,988.20	3,988.20	0.00	0.0%
1499 · Undeposited Funds	0.00	359.87	-359.87	-100.0%
Total Other Current Assets	3,988.20	4,348.07	-359.87	-8.28%
Total Current Assets	133,163.67	90,614.70	42,548.97	46.96%
Fixed Assets				
1700-11 · LEASEHOLD IMPROVEMENTS	847,772.05	847,772.05	0.00	0.0%
1720-11 · MACHINERY & EQUIPMENT	242,210.40	242,210.40	0.00	0.0%
1800-11 · ACCUMULATED DEPRECIATION	-978,382.25	-928,948.78	-49,433.47	-5.32%
Total Fixed Assets	111,600.20	161,033.67	-49,433.47	-30.7%
TOTAL ASSETS	244,763.87	251,648.37	-6,884.50	-2.74%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2010-11 · ACCOUNTS PAYABLE	1,846.03	13,264.88	-11,418.85	-86.08%
Total Accounts Payable	1,846.03	13,264.88	-11,418.85	-86.08%
Other Current Liabilities				
2185-11 · PREPAID ICE	-6,500.00	0.00	-6,500.00	-100.0%
Total Other Current Liabilities	-6,500.00	0.00	-6,500.00	-100.0%
Total Current Liabilities	-4,653.97	13,264.88	-17,918.85	-135.09%
Long Term Liabilities				
2350-11 · CITY OF BIDDEFORD NOTE	-34,610.76	-11,536.92	-23,073.84	-200.0%
2355-11 · BIDDEFORD SAVINGS BANK LOAN	21,649.71	34,000.00	-12,350.29	-36.32%
Total Long Term Liabilities	-12,961.05	22,463.08	-35,424.13	-157.7%
Total Liabilities	-17,615.02	35,727.96	-53,342.98	-149.3%
Equity				
2650-11 · NET ASSETS MANAGEMENT CONTRACT	218,505.18	218,505.18	0.00	0.0%
3900 · Retained Earnings	-19,676.19	-11,766.45	-7,909.74	-67.22%
Net Income	63,549.90	9,181.68	54,368.22	592.14%
Total Equity	262,378.89	215,920.41	46,458.48	21.52%
TOTAL LIABILITIES & EQUITY	244,763.87	251,648.37	-6,884.50	-2.74%

YORK COUNTY ARENA MANAGEMENT
Balance Sheet Prev Year Comparison
As of January 12, 2021

	Jul 1, '20 - Jan 12, 21	Jul 1, '19 - Jan 12, 20	\$ Change	% Change
Ordinary Income/Expense				
Income				
3182-11 REIMBURSEMENT OF MAINE W	0.00	25,384.69	-25,384.69	-100.0%
3010-11 · ICE RENTAL	28,712.50	5,592.00	23,120.50	413.46%
3011-11 · PUBLIC SKATE	0.00	1,061.53	-1,061.53	-100.0%
3012-11 · OPEN SKATE/SHINNY	0.00	2,118.00	-2,118.00	-100.0%
3015-11 · SALES FOOD & BEVERAGE SERVICES	0.00	9,367.85	-9,367.85	-100.0%
3017-11 · SALE BEVERAGE SERVICES	0.00	15,712.84	-15,712.84	-100.0%
3020-11 · PINBALL · ICE	0.00	1,024.00	-1,024.00	-100.0%
3025-11 · PROSHOP/SKATE SHARPENING INCOME	16.00	5,440.23	-5,424.23	-99.71%
3040-11 · MENS LEAGUE EXTRA	0.00	1,837.99	-1,837.99	-100.0%
3080-11 · VENDING MACHINES	253.00	1,594.00	-1,341.00	-84.13%
3130-11 · FUNCTION - INCOME	6,825.00	5,250.00	1,575.00	30.0%
3135-11 · JUNIOR HOCKEY LEASE INCOME	0.00	6,000.00	-6,000.00	-100.0%
3142-11 · RENTAL LEASE - INCOME	700.00	800.00	-100.00	-12.5%
3150-11 · OTHER - INCOME	402.59	1,059.36	-656.77	-62.0%
3170-11 · ADVERTISEMENT SPONSORSHIP	500.00	3,150.80	-2,650.80	-84.13%
3185-11 · CONTRACTED ICE INCOME	228,814.36	238,910.95	-10,096.59	-4.23%
3195-11 · CLINICS INCOME	5,313.00	0.00	5,313.00	100.0%
3200-11 · INTEREST INCOME (SWEEP ACCOUNT)	0.70	0.45	0.25	55.56%
Total Income	271,537.15	324,304.69	-52,767.54	-16.27%
Cost of Goods Sold				
4010-11 · FOOD/ BEVERAGE SNACKBAR EXPENSE	0.00	3,926.79	-3,926.79	-100.0%
4015-11 · BEVERAGE/SNACK LOUNGE EXPENSE	-195.00	10,931.51	-11,126.51	-101.78%
4020-11 · PRO SHOP INVENTORY	0.00	2,102.68	-2,102.68	-100.0%
5150-11 · TAXES - SALES TAX	0.00	244.32	-244.32	-100.0%
Total COGS	-195.00	17,205.30	-17,400.30	-101.13%
Gross Profit	271,732.15	307,099.39	-35,367.24	-11.52%
Expense				
5020-11 · PAYROLL (ARENA)	30,678.48	111,613.14	-80,934.66	-72.51%
5020-12 · PAYROLL-ZAMBONI	3,909.59	0.00	3,909.59	100.0%
5020-13 · PAYROLL-MAINT.	14,711.46	0.00	14,711.46	100.0%
5020-14 · PAYROLL-SCORE KEEPER	554.10	0.00	554.10	100.0%
5040-12 · ICE SUB	2,400.00	0.00	2,400.00	100.0%
5060-11 · REPAIRS EQUIP. & MAINT- BUILDING	1,710.14	23,388.57	-21,678.43	-92.69%
5070-11 · INTEREST EXPENSE	7,190.92	7,392.80	-201.88	-2.73%
5080-11 · TAXES - PAYROLL (ARENA)	3,956.91	8,781.13	-4,824.22	-54.94%
5140-11 · TAXES - LICENSES AND OTHER	0.00	1,706.20	-1,706.20	-100.0%
5180-11 · TRAVEL, CONFERENCES & MEETING	50.20	594.63	-544.43	-91.56%
5200-11 · UTILITIES - NATURAL GAS	10,909.33	11,652.47	-743.14	-6.38%
5205-11 · UTILITIES- CABLE	2,207.77	2,734.87	-527.10	-19.27%
5210-11 · UTILITIES - ELECTRIC	35,496.25	25,983.62	9,512.63	36.61%
5220-11 · UTILITIES - WATER	1,548.08	2,322.08	-774.00	-33.33%
5225-11 · UTILITIES - SEWER USER FEE	1,386.66	2,876.79	-1,490.13	-51.8%
5230-11 · TELEPHONE	857.19	750.45	106.74	14.22%
5240-11 · OFFICE EXPENSE	2,447.39	2,299.40	147.99	6.44%
5250-11 · POSTAGE	168.00	165.00	3.00	1.82%
5259-11 · INSURANCE				
COMMERCIAL INS LOAN PAYMENT	4,303.40	0.00	4,303.40	100.0%
LIFE/DISABILITY	304.10	0.00	304.10	100.0%
MEDICAL	11,477.41	11,292.76	184.65	1.64%
UMBRELLA INS	1,578.00	8,757.40	-7,179.40	-81.98%
WORKERS COMP INS	1,965.50	0.00	1,965.50	100.0%
Total 5259-11 · INSURANCE	19,628.41	20,050.16	-421.75	-2.1%
5280-11 · PROFESSIONAL FEES	3,423.15	850.40	2,572.75	302.53%
5310-11 · TOOLS & SUPPLIES				
5311-11 · LOUNGE EXPENSE	90.28	0.00	90.28	100.0%
5310-11 · TOOLS & SUPPLIES - Other	1,171.26	4,913.32	-3,742.06	-76.16%
Total 5310-11 · TOOLS & SUPPLIES	1,261.54	4,913.32	-3,651.78	-74.32%
5320-11 · BANK CHARGES	0.00	16.00	-16.00	-100.0%
5340-11 · GENERAL MAINTENANCE (MAINT.)	20,537.33	13,659.95	6,877.38	50.35%
5349-11 · ADVERTISING	1,545.36	0.00	1,545.36	100.0%
5350-11 · ADVERTISING - ICE & FUNCTION	0.00	2,776.45	-2,776.45	-100.0%
5370-11 · CONTRACTED EXPENSES				
ALARM SYSTEM	190.00	0.00	190.00	100.0%
COPIER MACHINE	436.86	0.00	436.86	100.0%
FLOOR MATS	876.78	0.00	876.78	100.0%
SPRINKLER SYSTEM	195.00	0.00	195.00	100.0%
TRASH REMOVAL	1,419.55	0.00	1,419.55	100.0%
5370-11 · CONTRACTED EXPENSES - Other	1,185.50	8,369.72	-7,184.22	-85.84%
Total 5370-11 · CONTRACTED EXPENSES	4,303.69	8,369.72	-4,066.03	-48.58%
5375-11 · DUES & FEES	844.98	0.00	844.98	100.0%
5380-11 · SECURITY GUARD	0.00	540.00	-540.00	-100.0%
5390-11 · EQUIPMENT EXPENSES	961.35	5,164.86	-4,203.51	-81.39%
5430-11 · SPORTS OFFICIALS	5,757.25	12,466.00	-6,708.75	-53.82%
5450-11 · ADVERTISING - SIGNS	527.51	131.88	395.63	299.99%
5490-11 · CASH OVER AND SHORT	0.00	69.00	-69.00	-100.0%
5500-11 · MISCELLANEOUS EXPENSE	0.00	824.13	-824.13	-100.0%
5750-11 · DEPRECIATION	24,264.85	25,168.62	-903.77	-3.59%
5765-11 · Bad Debt Expense	4,615.40	0.00	4,615.40	100.0%
5770-11 · CREDIT CARD FEES	328.96	656.07	-327.11	-49.86%
Total Expense	208,182.25	297,917.71	-89,735.46	-30.12%
Net Ordinary Income	63,549.90	9,181.68	54,368.22	592.14%
Net Income	63,549.90	9,181.68	54,368.22	592.14%