

City of Biddeford
Finance Committee Meeting Minutes
February 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; Chief Operating Officer, Brian Phinney; City Clerk, Carmen Morris; and Finance Director, Alison Garrison.

Excused: Councilor Stephen St. Cyr.

Adjustment to the Agenda
No adjustment to the agenda.

Approval of Minutes of January 19, 2021

Motion by Councilor Ready to accept the minutes as printed, seconded by Mayor Casavant.

Vote: unanimous.

Motion carries.

Expenditure Warrants:

- **January 12, 2021**
- **January 19, 2021**
- **January 26, 2021**

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

Motion by Councilor Ready to approve the expenditure warrants, seconded by Mayor Casavant.

Vote: unanimous.

Motion carries.

Discussion/Approval

Recommendation/Wastewater Treatment Plant Clarifier Project/Apex Corporation, Inc. of Somersworth, NH

Motion by Councilor Ready to recommend the renovation of Clarifier #2 at the Wastewater Treatment Plant, with the project to be awarded to the lowest bidder, Apex Corporation, Inc. of Somersworth, NH, seconded by Mayor Casavant.

Vote: unanimous.

Motion carries.

Authorization/Janitorial Services for City Hall/Casco Bay Cleaning, LLC

Motion by Councilor Ready to authorize entering into a contract with Casco Bay Cleaning, LLC for janitorial services in City Hall. Contract to be awarded in the amount of \$29,880.00, seconded by Mayor Casavant.

Discussion: Councilor Ready asked, with the restrictions of allowing the public in City Hall, do we have a beginning date.

Brian Phinney, COO, explained the company will arrive after 4:30 pm when staff is out of the building. If approved tonight, we will schedule an orientation and expects that this can be done by the third week in February.

Vote: unanimous.

Motion carries.

Other Business***Review of Biddeford Arena Financials***

Biddeford Ice Arena Board President, Rich Reissfelder, gave an update on the Ice Arena financials. With all the uncertainty of incoming revenue for the past year, the Arena has been holding back on making payments to the City. A payment was made last week that brings the Arena current to the end of the month. He noted the Youth Hockey League is still looking strong and is hopeful that with the start of High School Hockey, there will be an uptick in revenue, noting the High Schools are still volatile.

Councilor Ready asked if they applied for any of the PPE money. Rich explained they did apply recently for the second round and could receive up to \$37,000.00. They currently have two full-time employees and limited part-time help. Rich noted they did not apply last year during the first round of PPE funding because all the staff had been furloughed.

Councilor Ready asked if they had seen any savings on the Arena's CMP bills with the use of the new compressor. Rich noted there has been a slight difference and there has definitely been more efficiency with this new system.

Councilor McCurry asked if a date has been set for an Audit update. Finance Director, Alison Garrison, noted the CAFER will be completed on February 5, and then an Audit presentation can be scheduled with both the City Council and the School Committee.

Councilor Ready asked about the current vacancy in the Finance Office. Alison explained that it's the AR/Sewer Billing position. She is in the process of hiring someone for that position.

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

Vote: unanimous.

Motion carries.

Adjourned at 5:19 p.m.