

City of Biddeford
Finance Committee Meeting Minutes
February 1, 2022

The meeting was called to order at 5:00 p.m. by Councilor Belanger.

Present: Mayor Alan Casavant; Councilor Norman Belanger; Councilor William Emhiser; Councilor Marc Lessard (arrived at 5:16 pm); Chief Operating Officer, Brian Phinney; City Clerk, Carmen Morris; and Finance Director, Nichole Wood.

Adjustment to the Agenda
No adjustment to the agenda.

Approval of Minutes of January 18, 2022

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

Vote: unanimous.
Motion carries.

Expenditure Warrants:
There were no Warrants to review.

Discussion/Approval

Recommendation: Center Street Sewer Separation Project/Gorham Sand and Gravel, Inc. of Gorham, Maine

City Engineer, Tom Milligan, presented this item. The Finance Committee is being asked for a positive recommendation to award the contract for the Center Street Sewer Separation Project to Gorham Sand & Gravel, Inc. The total amount for the project came in at \$1,467,157.70, the lowest bid out of four bids that were received. Funding would come from the Sewer Contruction Improvements and Capital CSO Accounts.

Councilor Emhiser asked about the timing of the project and Tom noted this potentially could begin late winter/early spring. The Councilor asked if the funds are coming from Reserved Accounts and Finance Director Nichole Wood confirmed they are.

Motion by Councilor Emhiser to recommend the award of the contract to Gorham Sand & Gravel, Inc., seconded by Mayor Casavant.

Vote: unanimous.
Motion carries.

Other Business

Update: Corrective Action Plan in Response to BerryDunn Report (Sewer Billing)

Finance Director, Nichole Wood, presented this item. She submitted a Memo to the Finance Committee with explanations and responses to the BerryDunn Report. She explained that the challenges related to Wastewater billing for the past several years is due, in large part, to a long-

term employee's retirement and lack of written procedures and processes for how to process the different types of billing; also not having a consistent person in the Finance Director position.

(Councilor Lessard arrived)

Nichole explained that Staff is scheduled for training with Munis to go over the wastewater billing module and learn all the processes that are currently not in place. She noted that the plan is to put together a policy and procedures manual.

December 2021 Financials

The December 2021 Financials were not available, they will be reviewed at the next Finance Committee meeting.

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

Vote: unanimous.

Motion carries.

Adjourned at 5:22 p.m.