

City of Biddeford
Finance Committee
January 19, 2021 5:00 PM Via ZOOM
Please click the link below to join the webinar:
<https://biddeford.zoom.us/j/92729241344?pwd=cnRwTmt4NmNyd0Z2UGNEbDZYVTR5dz09>
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US: +13126266799,,92729241344# or +16465588656,,92729241344#
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669 900 9128 or +1 253 215 8782
Webinar ID: 927 2924 1344
International numbers available: [https://biddeford.zoom.us/u/adye2jBGBW](https://biddeford.zoom.us/j/92729241344?pwd=cnRwTmt4NmNyd0Z2UGNEbDZYVTR5dz09)

- 1. Call to order**
- 2. Approval of the Minutes**
 - 2.1. January 7, 2021 Finance Committee Meeting Minutes
[1-07-2021 Finance Committee Minutes.rtf](#)
- 3. Signing of the expenditure warrant**
 - 3.1. Warrant for December 18, 2020
Warrant for December 30, 2020
- 4. Discussion/Approval**
 - 4.1. Approval/Purchase of Plow for Ford F-250 Pickup Truck/Weirs Motors in Arundel, Maine
[1-19-2021 Purchase of Plow for Pickup Truck-MEMO.pdf](#)
 - 4.2. Approval/Purchase of MetroQuest Software Program for Planning & Development Office
[1-19-2021 MetroQuest Subscription - MEMO.docx](#)
[1-19-2021 MetroQuest Subscription-QUOTE.pdf](#)
- 5. Other Business**
- 6. Adjournment**

City of Biddeford
Finance Committee Meeting Minutes
January 7, 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 December 15, 2020

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

Vote: unanimous.

Motion carries 4-0.

Expenditure Warrant:

- **December 22, 2020**

The warrant was 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 4-0.

Discussion/Approval

Approval/Adjustment to Contract with Business Equipment Unlimited/Photocopier

Motion by Councilor Ready to approve the adjustment to the Contract with Business Equipment Unlimited in the amount of \$1,598.00 per year for an additional copier/scanner for the HR Dept. and the capability of color copying for the Finance Dept. copier, seconded by Councilor St. Cyr.

Discussion: Councilor St. Cyr will not support this item.

IT Director, Jerry Gerlach, explained that the City has cut down on the number of copiers over the past few years. He noted we have cut costs, the number of printers, there's less maintenance, and now we have more control on who is printing and if they are using black & white or color (product called "papercut"). Jerry explained the HR Department will be the first to use the document management program where documents will be scanned into the system.

Vote: 3/1; Councilor St. Cyr opposed.

Motion carries 3/1.

Recommendation/Purchase of Pickup Truck for Department of Public Works

Councilor McCurry explained they got bids but no recommendation was given. He asked Assistant Public Works Director, Carl Marcotte, to get a bid on a Ford F-250 for a comparison to the F-150. The F-250 came in at a lesser amount.

Motion by Councilor Ready to recommend the purchase of a 2021 Ford F-250 Crew Cab Pickup Truck from Arundel Ford in the amount of \$31,401.00, with a discount of \$1,800.00, seconded by Councilor St. Cyr.

Councilor St. Cyr asked if there were additional maintenance and operational costs, it being a larger vehicle. Carl noted there were not additional costs. Councilor St. Cyr thinks the City should be looking into hybrid models and weigh out the costs compared to the fuel vehicles.

Mayor Casavant thinks we should go hybrid since it keeps the City more climate control conscious.

Vote: 3/1; Mayor Casavant opposed.

Motion carries 3/1.

Recommendation/Purchase of Plow Truck/Freightliner of Maine, Inc.

Motion by Councilor Ready to recommend the purchase of a plow truck from Freightliner of Maine, Inc. in an amount not to exceed \$192,094.00 with discounts of \$24,000.00, seconded by Councilor St. Cyr.

Discussion: Assistant Public Works Director, Carl Marcotte presented this item.

Vote: unanimous.

Motion carries 4/0.

Recommendation/Wastewater Treatment Plant Revenue Bond

Motion by Councilor Ready to recommend entering into a \$1,500,000.00 Wastewater Treatment Plant Revenue Bond with Biddeford Savings, seconded by Councilor St. Cyr.

Discussion: City Manager, Jim Bennett, presented this item explaining this is a revenue bond and not a general obligation bond, which cannot be secured without voter consent. Jim noted the Finance Director did call other banks to ensure the City was getting the best interest rate.

Vote: unanimous.

Motion carries 4/0.

Recommendation/Grant Matching Funds for Development of Cultural Plan/Reinholt Consulting, LLC

Motion by Councilor Ready to recommend the match Grant Fund for the development of a Cultural Plan for the City, with the creation of the plan being awarded to Reinholt Consulting, LLC, seconded by Mayor Casavant.

Discussion: Economic Development Coordinator, Brad Favreau, presented this item. He explained there is more money in the Grant Matching Reserve account than what he included in his memo.

Vote: 3/1; Councilor St. Cyr opposed.
Motion carries 3/1.

Recommendation/Award of 3-Year CDBG Contract for Rehabilitation Specialist Services

Motion by Councilor Ready to recommend the award of a 3-year CDBG Contract for the Rehabilitation Specialist Services in an amount not to exceed \$99,000.00, seconded by Councilor St. Cyr.

Vote: unanimous.
Motion carries 4/0.

Discussion: Lead Program Manager, Gail Wilkinson, presented this item. It was noted that this program is different from the Lead Abatement Program headed up by Gail.

Other Business

Councilor McCurry discussed with the City Manager the items that go to Finance Committee and then to Council on the same evening be considered on different dates when there is no rush to get an item approved.

Councilor Ready asked about the \$550,000.00 fund transfer in the budget; he also asked about the financial information from the Ice Arena.

Jim explained the \$550,000.00 is the fund balance transfer to buy down the the tax rate last year. He suggested having a representative from the Ice Arena address the Finance Committee at a meeting in February.

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

Vote: unanimous.

Motion carries 4/0.

Adjourned at 5:52 p.m.



Finance Committee

Meeting Date: 1/19/2021

Meeting Time: 5:00 PM

Agenda Item No: [match agenda item #]

Item Description: plow for pickup truck

Submitted by: Carl Marcotte

Supporting Information/Documentation:

Quote from dealer

Executive Summary:

Approval to purchase a plow for new Pickup truck

Detailed Review:

We are seeking approval to have a stainless V-Plow installed by Weirs Motor Sales on the new $\frac{3}{4}$ ton pickup that was approved at the 1/5/2021 council meeting. The cost for this plow is \$6,675.00 installed. We estimated the cost for this unit to be \$35,000.00 but the cost of the truck with the plow totals \$36,276.00

Funding Source:

The truck was budgeted in line 21204-60603. In the CIP request we estimated the total cost to be \$35,000.00

Staff Recommendation:

To have Weirs Motors install a new plow



WEIRS MOTOR SALES, INC.
1513 Portland Rd, Arundel, ME 04046
Ph: (207) 985-3537

Parts Invoice

5503664

Wed, Jan 13, 2021 8:41 AM
Paid Amount: \$0.00
Status: Draft

Ph : (877) 586-0440

1225 - BIDDEFORD STREET DEPT*
(207) 282-1579
kara.cote@biddefordmaine.org

Shipping Address
PO BOX 586
BIDDEFORD, ME
USA, 04005

Sale Type : Wholesale (Charge)
Purchase Order : CARL
Driver : -
Counter Person Name : Pierre Faucher
Payment Methods : -

S. No.	Part	Sale Qty	Ordered	Filled	Group	Blns	List Price	Selling Price	Total Price
1	8.5XV2 STAINLESS - COMPLETE PLOW	1	0	0		SPO	\$9,438.00	\$6,350.00	\$6,350.00
2	LABOR - INSTALLATION	1	0	0	NA	LBR	\$500.00	\$475.00	\$475.00
3	50700 - SHOE KIT	1	0	0	NA	DB	\$230.00	\$200.00	\$200.00

Parts Total	\$7,025.00
Fees	\$0.00
Discount	- \$350.00
Tax	\$0.00
Total	\$6675.00

Comments

CURB GUARD KIT ADD \$225.00

Disclaimer of Warranty

Return Terms and Conditions

NOTICE: 10% HANDLING CHARGE ON ALL IN STOCK MERCHANDISE RETURNED FOR CREDIT WITHIN 10 DAYS. PARTS ARE NOT RETURNABLE AFTER 30 DAYS. NO ELECTRICAL PARTS INCLUDING PLOW CONTROLLERS ACCEPTED FOR RETURN. NO REFUND WITHOUT AN INVOICE. SPECIAL ORDERS REQUIRE PREPAYMENT AND ARE NON RETURNABLE.

Customer Copy 1 / 1
Wed Jan 13, 2021 | 8:42 AM





Finance Committee

Meeting Date: January 19, 2021

Meeting Time: 5:00 pm

Agenda Item No:

Item Description: Request for MetroQuest Subscription Services - \$15,000

Submitted by: Mathew Eddy, Planning and Development Director

Supporting Information/Documentation:

- MetroQuest Quote

Key Terms:

N/A

Executive Summary:

The Planning and Development Department requests the use of \$15,000 of available Department monies for the purchase of MetroQuest Subscription Services to bolster civic engagement for the Comprehensive Plan process and other projects throughout the course of a year. MetroQuest can have an unlimited number of users with an unlimited amount of surveys throughout the 1-year subscription period. MetroQuest also provides not only technical support, but also professional support in survey design and implementation as part of the subscription package.

Detailed Review:

We respectfully request the approval from the Finance Committee to subscribe to MetroQuest for current and future civic engagement needs. MetroQuest is used throughout the United States for various studies that strive for public engagement, public education, and actionable results. MetroQuest enables the public, through various means including web-connected home computers, smartphones, and tablets, to provide quantifiable and informed input for a wide array of municipal applications, including planning projects such as the Comprehensive Plan.

MetroQuest is the only online engagement offering that's proven to help:

- facilitate high levels of participation across a broad demographic
- ensure informed (educated) input, in a visual and interactive manner
- produce a wealth of quantifiable and actionable results.

An added benefit of MetroQuest is that it provides not only technical support, but also professional support, ensuring that the surveys and questions posed will have the best success at generating usable information and data.

In addition to the benefits of MetroQuest that are not available through other platforms, staff has had the opportunity to experience the use of MetroQuest through the PACTS and second Saco River Bridge crossing. With local experience available to us, we believe that we can stand up the platform and implement it quickly, aligning its use with the Comprehensive Planning process. Members of the Public Engagement Process for the Comprehensive Planning process are equally supportive of MetroQuest as a platform. Hence, we request this one-year subscription as a Sole Source purchase.

MetroQuest excels at civic engagement beyond the capabilities of existing platforms such as Zoom and SurveyMonkey. We envision it complementing Zoom and possibly replacing SurveyMonkey. We will use MetroQuest to engage the public in many ways, including but not limited to, social media (e.g., Facebook), the Biddeford Beat, the city website, through partner newsletters, and through Zoom during relevant public meetings.

More than ever, COVID-19 has demonstrated the need to communicate effectively with the public, particularly online. A summary of the program along with an invoice for the subscription price of \$15,000, a 30% discount from the standard price, are attached with this memo.

On their [website](#), you can go to Tour > Try Sample Surveys to see examples of the dynamic survey options provided.

Also, a good local survey example can be found at [Biddeford-Saco TOD Concept Plan](#) which garnered 456 Participants

Funding Source:

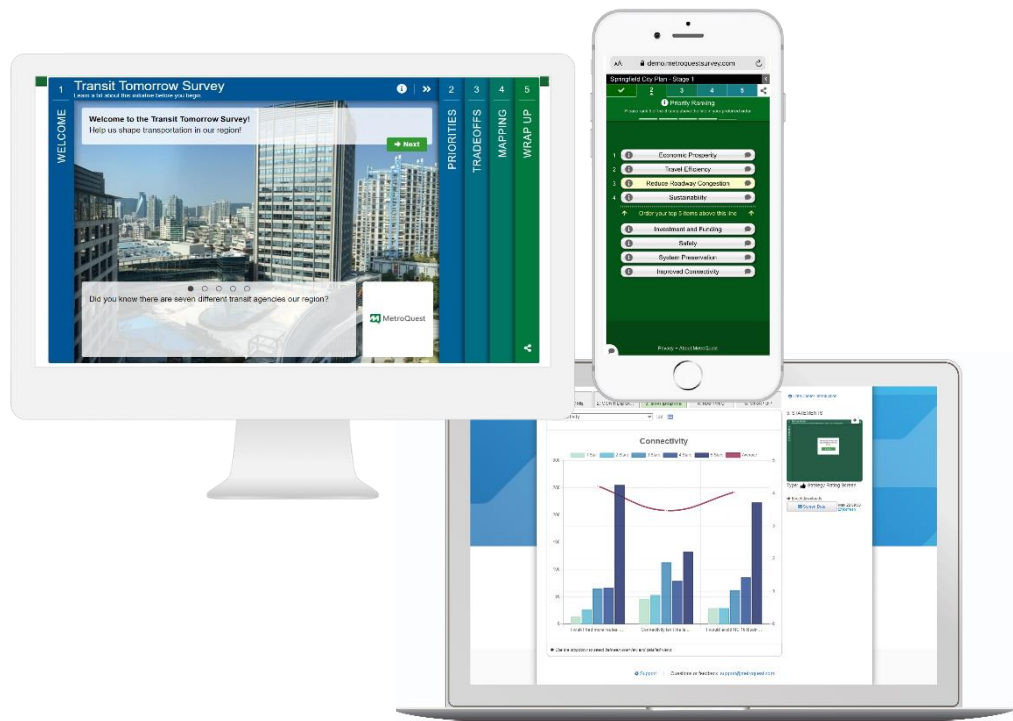
Available Department Funds.

Staff Recommendation:

Staff recommend approval



MetroQuest Subscription Quotation for City of Biddeford



Prepared by:

Tara Macaulay
510 – 1111 Melville St.
Vancouver, BC
Canada V6E 3V6

Tel: +1 (604) 225-2007
Tara.macaulay@MetroQuest.com

Quotation

Quotation #: 39754901

Date: 04-January-2021

For: City of Biddeford



Introduction

MetroQuest is online survey software. It provides organizations with a powerful, flexible, cost effective enhancement to their existing public participation capabilities. It does this by complementing traditional techniques with online survey software delivered across multiple channels including web-connected home computers, smartphones and tablets to reach a broader, more diverse audience. MetroQuest enables the public to provide quantifiable informed input to planning projects.

MetroQuest is provided via the internet and runs in a browser based on a software-as-a-service (SAAS) subscription model. Setting up MetroQuest to collect stakeholder input for a particular project, accessible via a unique web address (URL) such as <https://metroquestsurvey.com/xxxxxx>, is referred to as a MetroQuest Survey.

MetroQuest is developed, owned and sold by **Envision Sustainability Tools Inc. ("Envision")**.

Envision is pleased to provide this quotation for to purchase an annual subscription for the use of MetroQuest to enhance community engagement for multiple projects throughout the period of the agreed to subscription period.

Engagement Objectives

A key component of the work is to engage citizens in a meaningful way in the process.

In particular, the engagement objectives include:

- Engage a large number of participants that reflect the demographics of the project area;
- Provide multiple mechanisms and opportunities for citizens to participate in the process;
- Allow citizens to learn about the project as well as provide their feedback; and
- To gain insight into public opinion about the project.

The Recommended MetroQuest Solution

In order to meet the engagement objectives, Envision is pleased to offer MetroQuest, which includes the following:

- a. Access to and remote training on the MetroQuest survey platform, MetroQuest Studio, the system that enables clients to setup a MetroQuest Survey;
- b. Access to and remote training on the use of the MetroQuest Data Center, allowing access to integrated data from all Survey respondents;
- c. The ability to create Surveys that respondents can access online via computer, smart phone and tablet as needed; and
- d. Ability to adhere to the relevant jurisdiction's privacy legislation for the collection and storage of Survey respondent input, including private information.

Quotation

Quotation #: 39754901

Date: 04-January-2021

For: City of Biddeford



Quote Number: 39754901

Item	Description	Subscription Fee
1-Year MetroQuest Unlimited Subscription	Use of MetroQuest for 1-year to create an unlimited number of surveys in one language (includes support for an unlimited period of public access for each MetroQuest Survey via computer web browser, mobile and peer to peer tablet; hardware not included)	\$15,000/Year

All figures shown are in USA Dollars. Any applicable taxes are not included and will be borne by the Client.