

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.