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 explaing 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.