

City of Biddeford
Finance Committee
January 07, 2020 5:00 PM Council Chambers

- 1. Call to order**
- 2. Approval of the Minutes**
 - 2.1. November 7, 2019 Finance Committee Minutes
[11-07-2019 Finance Committee Minutes.rtf](#)
 - 2.2. November 19, 2019 Finance Committee Minutes
[11-19-2019 Finance Committee Minutes.rtf](#)
- 3. Signing of the expenditure warrant**
- 4. Discussion/Approval**
 - 4.1. Authorization for Wastewater to Purchase a replacement pump
[Authorization for Wastewater to Purchase replacement pump.pdf](#)
[1-07-2020_Replacement_Pump-WWTP-Motion_Industries-Backup_Docs.pdf](#)
 - 4.2. Allocation of Verizon and Water Street Funds
[01-07-2020 Allocation of Verizon and Water Street Funds-MEMO.docx](#)
[01-07-2020 Allocation of Verizon Funds-ORDER.doc](#)
[01-07-2020 Allocation of Water St Property Sale Funds-ORDER.doc](#)
- 5. Other Business**
- 6. Adjournment**

City of Biddeford
Finance Committee Meeting Minutes
November 7, 2019

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, Finance Director Cheryl Fournier, and City Clerk Carmen Morris.

Adjustment to the Agenda

No adjustments to the agenda.

Approval of Minutes

Motion by Councilor Ready to approve the Minutes of October 15, 2019 as printed, seconded by Councilor St. Cyr.

Vote: unanimous.

Motion carried 4-0.

The expenditure warrant was available for review and signature.

Discussion/Approval

Approval St. Louis Field Design Services

Motion by Councilor Ready to approve St. Louis Field Design Services, seconded by Councilor St. Cyr.

Discussion: Councilor McCurry asked when they do this, will they take into consideration the amount of use that it gets.

City Manager, James Bennett, explained they will take our direction.

Councilor St. Cyr thinks we should have a better solution but he will support it.

Vote: unanimous.

Motion carried 4-0.

Approval for Bathroom Renovations for Fire Department

Motion by Councilor Ready to approve the bathroom renovations for the Fire Department, seconded by Councilor St. Cyr.

Discussion: Councilor Ready noted we have a proposal and supports the bid submitted by Godbout Plumbing & Heating.

Fire Chief, Scott Gagne, explained it is for \$126,000.00.

Vote: unanimous.

Motion carried 4-0.

Other Business

Business Continuity Discussion

Councilor McCurry asked for this. He noted we need a plan if we are down for multiple days and would be willing to help with that.

City Manager explained all the IT was moved to the Police Station they have a generator. Most of the customer interaction can be done on line. COO, Brian Phinney, has taken the lead and has asked everyone to identify mission critical items and how long they could go without going to work. Most have complied with his request.

Councilor McCurry asked where we stand with Wastewater.

Cheryl Fournier, Finance Director, explained she and Jim are fine tuning the back-up and creating where the discussion should go from here. Multi units need to be discussed and they are working on that.

Councilor McCurry asked if they are looking at the impact fees also.

Councilor McCurry asked the Mayor and Jim to get some prices for post cards to get communication out to the public.

Mayor Casavant explained Saco has a Video Producer on Staff.

Councilor McCurry noted we have Access to do that.

Councilor Ready asked where are we with discussions on contamination rates with Casella.

City Manager explained they are still in dialogue with Casella and if Solid Waste Committee is ok with the policy, it comes back to Council.

Councilor McCurry asked where are we with a Franchise Agreement for cable TV.

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

Vote: unanimous.

Motion carried 4-0.

Adjourned at 5:18 p.m.

City of Biddeford
Finance Committee Meeting Minutes
November 19, 2019

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, Finance Director Cheryl Fournier, and City Clerk Carmen Morris.

Adjustment to the Agenda

No adjustments to the agenda.

Approval of Minutes of November 7, 2019

No Minutes.

The expenditure warrant was available for review and signature.

Discussion/Approval

Approval/Purchase of Two Vehicles for Police Department Detective Unit

Motion by Councilor Ready to recommend the purchase of the two vehicles for the Police Department Detective Unit, seconded by Councilor St. Cyr.

Discussion: the Committee and Carl Marcotte, Assistant Public Works Director, discussed the make, model and hours the vehicles have been used.

Vote: unanimous.

Motion carried 4-0.

Authorization/Appropriation for Engineering Services/Design of Pump Station – CSO Tank (to also include force main)

Motion by Councilor Ready to recommend the appropriation for Engineering Services for the design of a pump station and CSO tank at Gooch Street, seconded by Councilor St. Cyr.

Discussion: Public Works Director, Jeff Demers, presented the item. He explained the need for a pump station in this area at the bottom of Gooch Street which will give them the ability to pump it to the Elm/Lincoln/Pearl Street area business district. He noted the graphs that were supplied in the Committees packets shows the difference from 2014 to today and the impact of CSO activity they have taken out of the system.

Cheryl Fournier, Finance Director, noted there is approximately \$3.1 million in the CSO Bond. The City Manager explained since there is not enough money in the CSO Bond, the City will need to look at another funding source to cover the cost of these projects.

Councilor McCurry noted he would like to have the funding source figured out.

Vote: unanimous.
Motion carried 4-0.

Approval/Budget Amendment for Completion of Public Process for Green Space at 3 Lincoln Street

Motion by Councilor Ready to approve the budget amendment for the completion of Public Process for Green Space at 3 Lincoln Street, seconded by Mayor Casavant.

Discussion: Councilor St. Cyr asked what the balance of the TIF is. Finance Director, Cheryl Fournier, noted the balance is \$440,000, with some of it already spoken for.

Councilor Ready wanted to be clear, once the funding is established, then we will go out to bid on this. The City Manager explained once this revenue account is authorized, a Request for Qualifications (RFQ) will be put out for the project.

Vote: 3-1: Councilor McCurry opposed.
Motion carried 3-1.

Authorization/Appropriation for Engineering Services – RiverWalk

Motion by Mayor Casavant to approve the appropriation for Engineering Services for the RiverWalk, seconded by Councilor St. Cyr.

Discussion: The City Manager explained where the work would be done and how it is being financed.

Councilor McCurry asked if the City had easements needed to do the project. He asked who is responsible for the survey for a legal description. Jim Bennett explained the City Attorney, Keith Jacques, is handling the survey with Dow & Coulombe. Councilor McCurry has a problem with all the permitting fees that the City will be responsible for and what they are.

Councilor Ready would like to have a clearer understanding of the costs associated with this project. The Committee would like a better explanation of all the costs associated with the project. The City Manager explained he would like to get the Committee together to go over the projects to understand more what they all entail.

Vote: 3-1: Councilor McCurry opposed.
Motion carried 3-1.

Authorization/Appropriation & Budget Amendment for Engineering Services with James W. Sewall, Co.

Motion by Mayor Casavant to approve the appropriation and budget amendment for Engineering Services with James W. Sewall, Co. for the traffic and design for the Elm, Pearl and Lincoln Street triangle, seconded by Councilor St. Cyr.

Discussion: Councilor St. Cyr asked about the funding for this project.

The City Manager explained it is difficult to tell the numbers until they have the final price on the parking garage but he is confident they have enough in the account.

Councilor Ready asked why they did not go out to bid on this project.

The City Manager explained the timing of the project and James W. Sewall is already involved in the parking garage project which is tied to this project.

Motion by Councilor Ready to forward this item to the City Council without a recommendation, seconded by Councilor St. Cyr.

Vote: unanimous.

Motion carried 3-1.

Vote on motion, as amended: unanimous.

Motion carried 3-1.

Authorization/Appropriation & Budget Amendment for Design of Pearl Street

Motion by Mayor Casavant to approve the appropriation and budget amendment for the design of Pearl Street, seconded by Councilor St. Cyr.

Discussion: Councilor McCurry noted for a long time it was unclear on who actually owned Pearl Street. He is also concerned about the bid process used for the project.

Motion by Councilor Ready to amend the order to read \$38,975.00, seconded by Councilor St. Cyr.

Vote: unanimous.

Motion carried 4-0.

Vote on motion, as amended: 3-1: Councilor McCurry opposed.

Motion carried 3-1.

Other Business

Councilor St. Cyr asked about the audit and financials up to date.

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

Vote: unanimous.

Motion carried 4-0.

Adjourned at 5:55 p.m.

City of Biddeford, Maine
PUBLIC WORKS DEPARTMENT
371 Hill Street, Biddeford, Maine

December 31, 2019

In October 2019 one of the Wastewater treatment facility influent pumps stopped working. These pumps are what move the wastewater through the treatment process and are critical to operations and were installed during the 1998 upgrade. After trouble shooting in house, the pump was sent to motion industries for further assessment. Due to the age and condition of the pump it was determined that it is beyond economical repair (see attached pictures and assessment report). Two quotes were received for replacement. One being the manufacturer direct and the other being the New England representative.

Xylem- \$56,590

Motion industries - \$56,041

It is the wastewater Department's recommendation that the pump be purchased from Motion Industries.

Funds for this replacement pump are available in 22005-60501 Operating supply/Equip

Staff will be available at both the finance and council meetings to help answer any questions.

Sincerely,



Jeff Demers

Director of Public Works, Waste Water Division



Motion Industries – Service Center Report

City of Biddeford – Flygt Pump Repair Evaluation

12/18/2019

Flygt Pump
Model#3300.091-5336
Serial#S9820009

This pump was evaluated for repair back to
Flygt OEM specifications.



75HP Electric Motor

The motor's cavity had water in it. The stator windings were shorted and the rotor shaft was damaged beyond economical repair. We propose to replace the windings and shaft with Flygt factory replacements.



Impeller

The impeller casting and wear ring is badly worn. We recommend to replace with new.





Keeping Industry in Motion

Quote

MOTION INDUSTRIES INC

111 PINE TREE INDUSTRIAL

PARK, UNIT A

PORTLAND, ME 04102-1446

PHONE : 2078284727

FAX : 2078284728

Date: 12/23/19

Note: Due to recent volatility of raw materials, price and delivery are subject to change based on availability at time of order.

To:

CITY OF BIDDEFORD
PUBLIC WORKS DEPT

371 HILL ST

BIDDEFORD, ME

04005-0586

PO: FLYGY PUMP - NEW

REL: ALEX B.

Quote Number: ME02 - 483343

Customer RFQ: FLYGY PUMP - NEW

FOB: FOB ORG,FRT PP&ADD

Quote Sent By: KEITH

Payment Terms: 1% 10 & 25TH NET 30

Delivery: STOCK UNLESS NOTED

CUST.PICK-UP BRANCH

Description	Manufacturer	Quantity	Unit	Unit Price	Amount
LINE ITEM: 002					
3300.091-5336 - FLYGT PUMP - NEW		1	EA	\$56,041.530	\$56,041.53
DELIVERY IS 12-14 WEEKS					
ITEM NO: 99999999	XYLEM				
CSN: NEW		DELIVERY DATE:			
SUB TOTAL:					\$56,041.53
SALES TAX:					\$0.00
TOTAL: USD					\$56,041.53
Want to view inventory and place orders on-line? MotionIndustries.com can meet your needs. Register On-line at www.MotionIndustries.com .					

BUYER UNDERSTANDS AND AGREES THAT GOODS PRESENTED TO BUYER PURSUANT TO THIS INVOICE ARE BEING TENDERED CONTINGENT UPON BUYER'S AGREEMENT TO ALL OF MOTION'S TERMS AND CONDITIONS RELATED TO SALES. MOTION'S TERMS AND CONDITIONS ARE AVAILABLE AT THE MOTION BRANCH OR AT WWW.MOTIONINDUSTRIES.COM. BUYER'S ACCEPTANCE OF THE DELIVERY OF THE GOODS SHALL CONFIRM BUYER'S AGREEMENT TO ALL OF MOTION'S TERMS AND CONDITIONS.



Xylem Water Solutions USA, Inc.
Flygt Products

78K Olympia Ave
Woburn, MA 01801
Tel (781) 935-6515
Fax (781) 938-0364

December 10, 2019

BIDDEFORD WSTWTR TRTMNT PLNT
63 WATER ST
BIDDEFORD ME 04005-2755

Quote # 2019-BOS-0770

Re: Price Quotation

Xylem Water Solutions USA, Inc. is pleased to provide a quote for the following Flygt equipment.

Replacement for CP3300.091 - SN #9820009

Qty	Part Number	Description	Unit Price	Extended Price
1	3301.095-0027	Flygt Model NP-3301.095 10" volute Submersible pump equipped with a 460 Volt / 3 phase / 60 Hz 70 HP 1150 RPM motor, 636 impeller, 1 x 50 Ft. length of SUBCAB 3x50+2G35/2+S(2x0,5) submersible cable, FLS leakage detector, volute is prepared for Flush Valve	\$ 54,579.40	\$ 54,579.40

Replacement for CP3300.091 - SN #9820009 Price **\$ 54,579.40**

Total Project Price **\$ 54,579.40**

Freight Charge **\$ 2,011.00**

Total Project Price **\$ 56,590.40**

Incoterm: 3 DAP - Delivered At Place

Named Placed: 08 - Jobsite

Incoterms 2010 clarify responsibility for costs, risks, & tasks associated with the shipment of goods to the named place.

Taxes: State, local and other applicable taxes are not included in this quotation.

Terms of Delivery: Prepaid

Validity: This Quote is valid for thirty (30) days.

Terms of Payment: 100% N30 after invoice date.

Xylem's payment shall not be dependent upon Purchaser being paid by any third

party unless Owner denies payment due to reasons solely attributable to items

related to the equipment being provided by FLYGT.



Schedule:

Please consult your local Flygt Branch Office to get fabrication and delivery lead times.

Thank you for the opportunity to provide this quotation. Please contact us if there are any questions.

Sincerely,



Ronald Orsini

Sales Representative

Phone: 781/935-6516

ronald.orsini@xyleminc.com



City of Biddeford, Maine
PUBLIC WORKS DEPARTMENT
371 Hill Street, Biddeford, Maine

December 31, 2019

In October 2019 one of the Wastewater treatment facility influent pumps stopped working. These pumps are what move the wastewater through the treatment process and are critical to operations and were installed during the 1998 upgrade. After trouble shooting in house, the pump was sent to motion industries for further assessment. Due to the age and condition of the pump it was determined that it is beyond economical repair (see attached pictures and assessment report). Two quotes were received for replacement. One being the manufacturer direct and the other being the New England representative.

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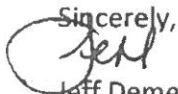
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It is the wastewater Department's recommendation that the pump be purchased from Motion Industries.

Funds for this replacement pump are available in 22005-60501 Operating supply/Equip

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Motion Industries – Service Center Report

City of Biddeford – Flygt Pump Repair Evaluation

12/18/2019

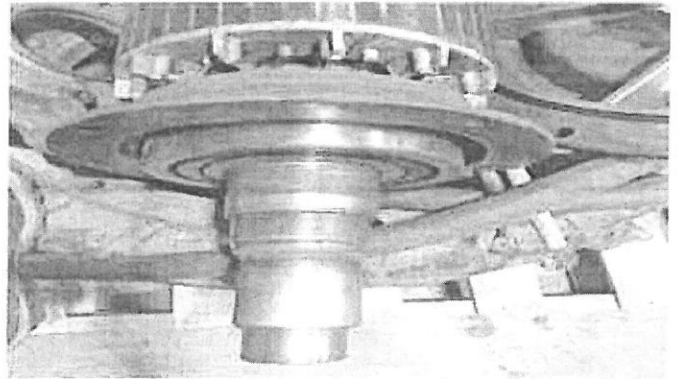
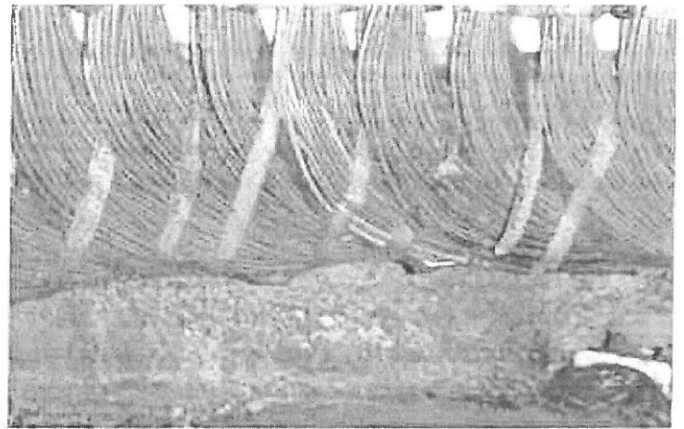
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Serial#S9820009

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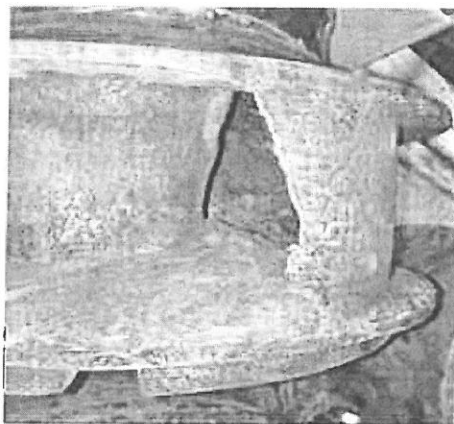
75HP Electric Motor

The motor's cavity had water in it. The stator windings were shorted and the rotor shaft was damaged beyond economical repair. We propose to replace the windings and shaft with Flygt factory replacements.



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The impeller casting and wear ring is badly worn. We recommend to replace with new.





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04005-0586

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Want to view inventory and place orders on-line? MotionIndustries.com can meet your needs. Register On-line at www.MotionIndustries.com .					

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PAGE 1 of 1

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Xylem Water Solutions USA, Inc.
Flygt Products

78K Olympia Ave
Woburn, MA 01801
Tel (781) 935-6515
Fax (781) 938-0364

December 10, 2019

BIDDEFORD WSTWTR TRTMNT PLNT
63 WATER ST
BIDDEFORD ME 04005-2755

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Thank you for the opportunity to provide this quotation. Please contact us if there are any questions.

Sincerely,



Ronald Orsini

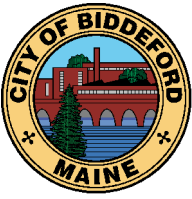
Sales Representative

Phone: 781/935-6516

ronald.orsini@xyleminc.com



City of Biddeford, Maine



The Office of
City Manager

James A. Bennett

Email: jbennett@biddefordmaine.org

MEMORANDUM

TO:	Honorable Mayor Casavant Honorable City Council
FROM:	James A. Bennett, City Manager
DATE:	December 31, 2019
RE:	December 17, 2019 Meeting

On Tuesday night, the Council is being asked to provide guidance on two large unexpected receipts. The Council has already been made aware of these two items. The owners of the proposed upscale cocktail lounge on Water Street have decided to purchase the property instead of leasing. The \$100,000 purchase price has been received by the City at the closing that occurred about a month ago. We have also received the check from Verizon Wireless in the amount of \$147,266 (for the unbilled electric costs associated with the cell tower at the Police Station).

Notwithstanding a different directive by the Council, the normal procedure would have been for the funds to be credited into the proper general fund revenue account(s). Through that process, the funds would have contributed to the operational surplus at the end of the FY20 budget year.

In regards to the sale of the property, staff is recommending that you dedicate those funds for upgrades in the Main, Water and Hill Street area. MDOT (Maine Department of Transportation) is scheduled to do an intersection upgrade during the FY21 year (July 1, 2020 to June 30, 2021). This will include a traffic light/signalization project and significant realignment of the intersection. As you can well imagine, the project has limited landscape upgrades that are included. Left to the MDOT standards, the area will not meet the rest of the downtown area, given the improvements that have been made within the last few years. We believe that reserving these funds is a prudent way to deal with the issue. Should the Council desire to implement that recommendation, the suggested order would be as follows:

'Be it ordered by the Biddeford City Council that the proceeds from the sale of 2 Water Street be placed in a reserve account dedicated for the sole purpose of upgrades to the area of Main, Water and Hill Street intersection.'

If the Council desires that the funds simply lapse into operational surplus at the end of the FY20 year, no action is necessary.

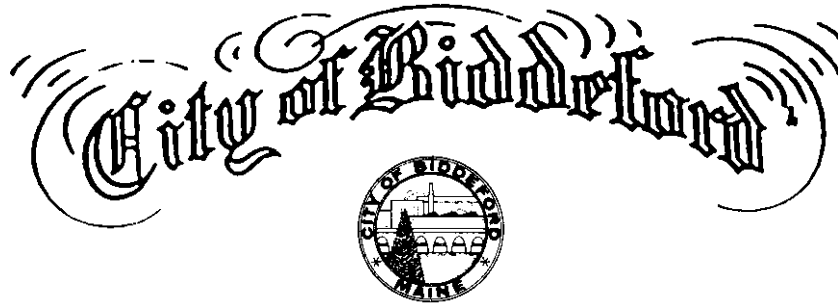
In regards to the proceeds from Verizon, staff is not making any recommendations. It should be noted that the first \$32,896 of the funds will effectively offset the authorization that the Council made last week from contingency (for the warming center operation). The balance of \$114,370 could be used in any fashion deemed by the Council. As is the case above, if the Council desires that it lapse back to the operational surplus, no action is needed. However, if the Council desires to use those funds for some other purpose, it should advise staff on Tuesday evening.

From an accounting point, if the Council is looking to effectively allocate those funds for some spending priority this year, it merely needs to let staff know. For illustration purposes, if you desired

the funds to be used for additional capital investment, staff would bring forth a future Finance/Council meeting with the respective spending order to correspond. No other order would be required. We simply need to know what those spending priorities would be.

If the Council would like to essentially dedicate those funds for a specific purpose (like the suggestion for the Water Street sale above), it needs to identify that purpose on Tuesday. Carmen and/or I would assist you in crafting the order that night to achieve that objective. Finally, if a member of the Council has a known desire prior to the meeting on Tuesday, please just let me know so we can provide the suggested language prior to the meeting.

As always, please let me know if you have any questions.



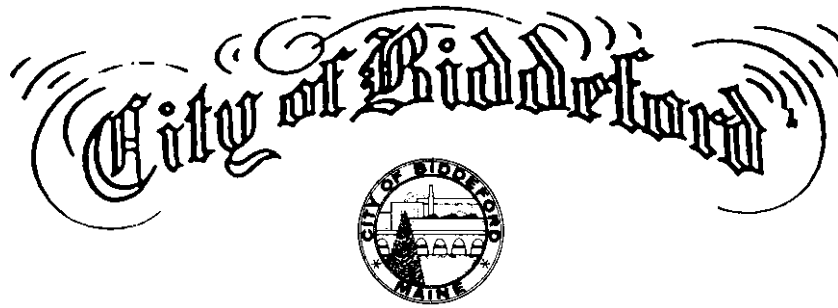
2019.140

IN BOARD OF CITY COUNCIL..DECEMBER 17, 2019

BE IT ORDERED, that the City Council of the City of Biddeford does hereby approve the allocation of \$147,262.00, which is a reimbursement from Verizon of expenses incurred by the Biddeford Police Department that were paid out of the Police Department budget since June of 2004. The reimbursement covers electricity charges that should have been credited as off-setting Revenue to the Police Department all along.

Options for reallocation are and can be a combination of, but not limited to:

- a. Make no specific allocation and the funds will become Unanticipated Revenue
- b. Dedicate the funds, or part of the funds to a specific project or item
- c. Spend the funds, or part of the funds on a particular project or item



2019.141

IN BOARD OF CITY COUNCIL..DECEMBER 17, 2019

BE IT ORDERED, that the City Council of the City of Biddeford does hereby allocate proceeds from the sale of 2 Water Street to be placed in a reserve account dedicated for the sole purpose of upgrades to the area of the Main, Water and Hill Streets Intersection.