



**City of Biddeford  
Finance Committee**

December 3, 2024 at 5:00 PM  
City Hall Council Chambers & Zoom

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Or call in by phone: +1 312 626 6799

Meeting ID: 910 5066 3952

Passcode: 565113

1. Call to Order
2. Approval of Minutes
  - 2.a Approval of the Minutes
3. Signing of the Expenditure Warrant
4. Discussion/Approval
  - 4.a Bid Approval—Lead Hazard Reduction at 161 Cleaves St
  - 4.b Bid Approval—Lead Hazard Reduction at 163 Cleaves St
5. Other Business
6. Adjourn

***City of Biddeford***  
**Finance Committee**  
**November 19, 2024 5:00 PM Council Chambers & Zoom**

Councilor Beaupre: present  
Councilor Lessard: excused  
Councilor LaFountain: present  
Mayor Grohman: present

**1. Call to order**

**2. Approval of the Minutes**

Motion: Councilor Beaupre  
Second: Mayor Grohman  
Vote: Unanimous in favor.  
Motion passed.

**3. Signing of the expenditure warrant**

**4. Discussion/Approval**

**4.b Authorization/Payment to Jim Godbout Plumbing and Heating Seeds**

Director of Code Enforcement Roby Fecteau presented the item. Seeds of Hope executive director Vassie Fowler presented the numbers of nightly stays for the last three months and noted the anticipated nightly stays on an ongoing basis. Mayor Grohman asked how many stays were eligible for General Assistance and she confirmed that nearly all stays were. She also noted that due to the lack of warming centers in other localities, Seeds was receiving calls from the whole state regarding placements.

COO Brian Phinney presented an update on the funding source, noting that it had changed since meeting materials were published. Councilor LaFountain asked whether there was enough CDGB funding overall to cover the projects with the proposed changes. Phinney confirmed that there was. Mayor Grohman reiterated his support for the project overall and praised the efforts from Godbout Plumbing. Councilor LaFountain also confirmed that his motion was for the initial \$300,000 funding proposed.

Councilor Beaupre recused himself from the vote due to his wife working for Godbout Plumbing, noting that he didn't disagree with anything proposed, but merely wanted to remain impartial.

Motion: Mayor Grohman  
Second: Councilor LaFountain  
Vote: Passed 2-0, 1 recused  
Motion passed.

**4.c Authorization/Execute a contract for Architectural services for phase 2 Seeds**

Director of Codes Enforcement Fecteau presented the item. COO Phinney reported on the funding source, noting that it was not originally budgeted to similarly to the previous item, the expenses for this would be absorbed by the existing FY 2025 budget.

Seeds of Hope executive director Fowler briefly spoke to the importance of the contract in order to save both the City and Seeds money so that the project would not have to be restarted. Councilor LaFountain asked about the timeline and Fowler noted the importance of moving people upstairs relatively close to the originally planned deadline.

Councilor Beaupre asked whether the funding was part of or in addition to the originally estimated renovation costs.

Motion: Councilor Beaupre motion to award the contract.

Second: Mayor Grohman

Vote: Unanimous in favor.

Motion passed.

Councilor Beaupre Motion to adjourn at 5:26 pm.

Second: Mayor Grohman

Vote: Unanimous in favor.

Meeting adjourned.



## Finance Committee

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**Meeting Date:** December 3, 2024  
**Meeting Time:** 5:00 PM  
**Agenda Item No:** 4.a  
**Item Description:** Bid Approval—Lead Hazard Reduction at 161 Cleaves St  
**Submitted By:** Jessica Wilson, Community Development & Grants Manager

### **Supporting Information/Documentation:**

BID TAB 161 CLEAVES ST

### **Key Terms:**

HUD: US Department of Housing & Urban Development; IFB: Invitation for Bid

### **Executive Summary:**

Housing Office staff recommends the award of IFB# 2024-08-29-02-LEAD, for required hazard-reduction work at 161 Cleaves St, be made to contractor Ray Corp of Lewiston in the amount of \$32,000 from the City's Lead Hazard Reduction and Healthy Homes Grant. Ray Corp submitted the only bid, which is within 6% of the City's cost estimate. Investment in this property not only addresses health/safety hazards, but it also helps assure two of the units in this building are available to a household at no more than 50% of the area median income (AMI) and the other two are available to a household at no more than 80% AMI for three years following the project's completion.

### **Detailed Review:**

This 4-unit property was inspected for lead and other health/safety hazards in May 2024. Many of the interior lead hazards will be encapsulated with a lead-blocking compound and cleaned of lead dust. The work scope for the front porch common area involves enclosing the floor for scraping and painting as well as the door riser for coil stock covering. Most of the non-lead work includes replacing interior doors, bathroom exhaust fans, scraping and painting the cedar siding, and adding guard rails to the front steps. Two contractors attended the pre-bid walkthrough, however, the only bid received is from Ray Corp for \$32,000. The contractor, whose work is well known to the Housing Rehab Programs, expects to begin the project in January and finish in 4 weeks.

### **Funding Source:**

This project is 100% funded by the City's HUD Lead Hazard Reduction & Healthy Homes Grant

**Staff Recommendation:**

Housing Office staff recommends awarding the bid for the project at 161 Cleaves St to Ray Corp for \$32,000.

**Bid Summary: IFB# 2024-08-29-02-LEAD**  
**Lead Hazard Reduction & Healthy Homes Work at**  
**161 Cleaves St., Biddeford, ME**

**# of Eligible Units:** 4  
**Bid Notice Date:** 8/29/2024 4:00 PM  
**Bid Open Date:** 9/10/2024 1:43 PM  
**Bid Open Attendees:** Lisa Shultz, Mike Koerner, City of Biddeford.

| Scope of Work<br>161 Cleaves St | Sanderson<br>Painting & Restoration<br>Portland* | Ray<br>Corp<br>Lewiston | City<br>Independent<br>Cost Estimate | Total<br>Bid<br>Variance |
|---------------------------------|--------------------------------------------------|-------------------------|--------------------------------------|--------------------------|
| Lead Work                       | N/A                                              | \$ 18,600.00            | \$ 17,400.00                         |                          |
| Healthy Homes                   | N/A                                              | \$ 15,800.00            | \$ 12,775.00                         |                          |
| <b>Bid Totals</b>               | <b>N/A</b>                                       | <b>\$ 34,400.00</b>     | <b>\$ 30,175.00</b>                  | <b>14%</b>               |

\* Planholder attended bid walk but did not submit a bid by the due date.

**Recommendation:** Negotiated with bidder to bring closer to ICE (reduced Healthy Homes scope by \$

**Signature:**   
 Gail Wilkerson, Director, HUD Housing Programs



(2,500)



## Finance Committee

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**Meeting Date:** December 3, 2024  
**Meeting Time:** 5:00 PM  
**Agenda Item No:** 4.b  
**Item Description:** Bid Approval—Lead Hazard Reduction at 163 Cleaves St  
**Submitted By:** Jessica Wilson, Community Development & Grants Manager

### **Supporting Information/Documentation:**

Bid tab-163 Cleaves St

### **Key Terms:**

HUD: US Department of Housing & Urban Development; IFB: Invitation for Bid

### **Executive Summary:**

Housing Office staff recommends the award of IFB# 2024-08-29-01-LEAD, for required hazard-reduction work at 163 Cleaves St, be made to contractor Ray Corp of Lewiston in the amount of \$26,600 from the City's Lead Hazard Reduction and Healthy Homes Grant. Ray Corp submitted the only bid, which is within 8% of the City's cost estimate. Investment in this property not only addresses health/safety hazards, but it also helps assure one of the units in this building is available to a household at no more than 50% of the area median income (AMI) and the other one is available to a household at no more than 80% AMI for three years following the project's completion.

### **Detailed Review:**

This 4-unit property was inspected for lead and other health/safety hazards in May 2024. Two units are eligible for lead abatement. Many of the interior lead hazards will be encapsulated with a lead-blocking compound and cleaned of lead dust while a few bedrooms include components that will be scraped and painted. The work scope for the exterior involves replacement of missing siding, coil, and soffit. Most of the non-lead work includes replacement of interior doors, windows, installation of vinyl flooring in kitchens, and repair of kitchen and bathroom ceilings. Two contractors attended the pre-bid walkthrough, however, the only bid received is from Ray Corp for \$26,600. The contractor, whose work is well known to the Housing Rehab Programs, expects to begin the project in January and finish in 4 weeks.

### **Funding Source:**

This project is 100% funded by the City's HUD Lead Hazard Reduction & Healthy Homes Grant

**Staff Recommendation:**

Housing Office staff recommends awarding the bid for the project at 163 Cleaves St to Ray Corp for \$26,600.

**Bid Summary: IFB# 2024-08-29-01-LEAD**  
**Lead Hazard Reduction & Healthy Homes Work at**  
**163 Cleaves St., Biddeford, ME**

**# of Eligible Units:** 4  
**Bid Notice Date:** 8/29/2024 4:00 PM  
**Bid Open Date:** 9/10/2024 1:43 PM  
**Bid Open Attendees:** Lisa Shultz, Mike Koerner, City of Biddeford.

| Scope of Work<br>163 Cleaves St | Sanderson<br>Painting & Restoration<br>Portland* | Ray Corp<br>Lewiston | City Independent<br>Cost Estimate | Total Bid<br>Variance |
|---------------------------------|--------------------------------------------------|----------------------|-----------------------------------|-----------------------|
| Lead Work                       | N/A                                              | \$ 6,600.00          | \$ 5,950.00                       |                       |
| Healthy Homes                   | N/A                                              | \$ 17,500.00         | \$ 16,300.00                      |                       |
| <b>Bid Totals</b>               | <b>N/A</b>                                       | <b>\$ 24,100.00</b>  | <b>\$ 22,250.00</b>               | <b>8%</b>             |

\* Planholder attended bid walk but did not submit a bid by the due date.

**Recommendation:** Negotiated with bidder 9/23/24 to bring bid within 8% ICE. Award bid to Ray Corp for \$24,100.00

**Signature:**   
 Gail Wilkerson, Director, HUD Housing Programs

