

**FINANCE COMMITTEE**  
**February 4, 2013 @ 5:15p.m.**

**Minutes**

**Councilors:** Sprague, Nealley, Blanchette, Hawes, Civiello, Durgin, Baldacci, and Longo  
**Staff:** Cyr, Arno, Yardley, Dawes, Bahr, Conlow and Caruso  
**Others:** McCrea

**1. Consent Agenda**

- a. Report of Bids Awarded by Staff – January 2013

Cyr said that one bid was awarded in January to Highway Tech Signal Corp. for the electronic lane control signals at a cost of \$32,380. These are required signs for the Cross Insurance center to control heavy traffic during events.

Sprague moved to approve consent agenda, it was seconded and approved.

**2. Bids/Purchasing**

- a. State Contract – Police Vehicles – Quirk Ford - \$53,280

Cyr spoke of the “piggyback” concept with state contracts in which we, as a municipality can buy goods at the same price as the state. Cyr asked for approval using the piggyback concept on Police vehicles from Quirk Ford for a Ford Taurus; \$25,491 and a Ford Explorer at \$27,789. In addition, there will be approximately \$2000 for accessories such as radio’s etc. for the vehicles.

Sprague Moved to Staff Recommendation, it was seconded and approved.

- b. Request to Waive Bid Process – Auto CAD Software – Engineering – DLT Solutions - \$15,233

Cyr explained that the recommendation is to purchase Auto CAD Civil 3D Software. This will allow us to upload information (rather than recreate it) and is compatible with both the ARC GIS system as well as the sewer maintenance software purchased last fall. This also falls within Engineering’s budget.

Baldacci moved to Staff Recommendation, it was seconded and approved.

c. General Aviation and Air Cargo Marketing Proposal – BFT – Airport

Cyr referred to the proposal at hand from BFT International to target aviation and international marketing efforts. The recommendation is to reallocate some advertising and marketing money from the Airport's budget.

Risteen Bahr, BIA Marketing Director, mentioned that due to the downturn in Aviation, she has been exploring ways to generate other sources and new projects. She also made clear that this money is reallocated from the budget and this does not require additional funds.

Baldacci moved to approve the marketing proposal. It was seconded by Sprague and approved.

**3. Council Order 13-065, Authorizing the Issuance of \$3,100,000 of the City's Enterprise Fund General Obligation Bonds**

Cyr explained that this will authorize improvements and expansions at the airport. The City would invest up to \$3,100,000 and this Order will fulfill that obligation to C&L Aero. Cyr said that the interest rate will be a bit higher because these bonds are subject to alternative minimum tax, but it should not be higher than 3 – 3 ¼%. The airport will budget the savings and use rent money from the new lease to pay off of the obligation.

Baldacci moved to approve Order 13-065, it was seconded by Sprague and approved.

**4. Council Resolve 13-067, Appropriating \$500,000 from Airport Reserves for Improvements to Two Buildings**

Finance Director Cyr said that the Maine State Police will be leasing space at the Airport. The City has agreed to make renovations to the buildings in preparation for the new lease. This money will come from airport reserves in the amount of \$500,000 and will be repaid through increased rent and decrease in utility expenses.

Baldacci moved to approve, Sprague seconded and the Resolve was approved.

## **5. EPA Grant Application**

Cyr explained that staff became aware of this grant opportunity thru the EPA's P2 Grant Program – (Pollution and Prevention Office). This will focus on stormwater issues and pollution elimination. Staff has submitted a proposal of \$30,000 to install 10 Fabco filters on 6 impaired streams as part of the cleanup process.

Cyr said that this grant requires a 5% match, or \$1500, which will be provided through a match in staff time in conjunction with the with Fabco representatives in laying out these filters. Cyr asked for authorization to apply for this EPA grant.

It was moved, seconded by Sprague and approved.

Meeting adjourned at 5:51p.m.