

FINANCE COMMITTEE
November 4, 2013 @ 5:00 PM

MINTUES

Council Members: Gallant, Baldacci, Durgin, Sprague, Civiello, Blanchette, Nealley
Staff: Cyr, Seymour, Canders, Comstock, Ryan, Little

- 1. Executive Session – 1MRSA Section 405 (6)(E) – Workers Compensation Settlement**
- 2. Open Session – Recommended for approval to City Council**
- 3. Consent Agenda**
 - a. Bids Awarded by Staff – October 2013
 - b. Resolve 13-352, Accepting & Appropriating \$19,480 in Planning Grant Funding from the Maine Health Access Foundation

Councilor Baldacci moved to approve the Consent Agenda, Councilor Sprague seconded, approved.

4. Bids/Purchasing

- a. Mail Folder/Inserter Machine – Central Services – Formax - \$16,000

Finance Director Deb Cyr stated that the City received 3 responses for this request for bids. All machines had different options and were all tested on real City projects. The one that staff recommends is from Formax and will help staff be more efficient.

Councilor Baldacci moved, Councilor Gallant seconded, approved.

- b. Request to Waive the Bid Process – Airport - FBO Manager Software – FBO One

Finance Director Cyr explained the need to upgrade from the old software to newer software that will integrate all the inner workings such as billing. There is an initial one time set up fee of approximately \$13,500 which includes training, etc. Then it moves to a monthly subscription payment which at minimum is \$3,000. The City does not plan to go over the \$3,000 anytime soon. We will be

saving costs moving to this new software and it will allow a more seamless working system.

Councilor Sprague moved, Councilor Baldacci seconded, approved.

c. Sole Source – Sliding Room Divider Wall System – Airport – Panel Systems MFG Inc. - \$10,840

Finance Director Cyr stated that we are in the last stages of this upgrade and staff recommendation is to award this divider wall system to Panel Systems MFG.

Councilor Gallant moved, Councilor Sprague seconded, approved.

5. Taxpayer Request 50 Grove Street

Treasurer Dave Little explained that this property was on our list of possible properties to take over due to unpaid taxes of 5 years or more. Taxpayers own both 50 & 52 Grove Street and thought that the taxes were on 1 bill. They would get 1 tax bill at their out of state residence and the other was delivered to the property, hence it didn't get paid. Now that they are aware, they would like to pay the back taxes and redeem the property but requested that the City work with them in regards to the interest, lien fees, etc. that have built up. It was suggested there be a 50/50 split between the City and the owners which would mean that a payment from the owners of approximately \$841.00 would bring the account to current. Little recommends to go ahead with this deal between the City and the owners. He has no concerns going further of the taxes not being paid.

Councilor Gallant moved, Councilor Sprague seconded, approved.

Adjourned at 5:24pm.