

## 2012 Finance Committee Meeting Minutes

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**FINANCE COMMITTEE**  
**January 3, 2012**  
**Minutes**

**Councilors: Durgin, Gratwick, Weston, Gallant, Longo**  
**Staff: Cyr, Yardley, Morgan**

**1. Consent Agenda**

- a. Bids Awarded by Staff – December 2011  
Cyr noted a portable sewage pump was awarded Godwin Pumps.
- b. Park Woods Lease - Community Health and Counseling Services  
This is a one-year extension of a lease for the units CHCS leases in Park Woods.
- c. Order, Authorizing Application for a \$10,000 Grant from Maine Air National Guard Education and Outreach Program  
These grant funds are used for education and outreach purposes specifically within the Capehart Stream. It requires no local match.
- d. Order, Authorizing Application for a \$45,000 Grant from the U.S. EPA Urban Waters Small Grant Program  
This is a stormwater related grant. This does require a local match which will be met through in-kind services of staff already working on stormwater issues.

A motion was made and second to approve and accept the Consent Agenda items. Responding to Gratwick, Morgan discussed details of the two stormwater grants. The vote was unanimous.

**2. Financial Review – November 2011**

Cyr reviewed the materials provided to the Council with their agenda packet.

Weston asked about general assistance revenue. Cyr responded that it is based on when the service is billed to the State. The turnaround time is about 30 days. In response to Weston's question concerning the breakdown of departmental transfers versus non-transfer revenue and expenses, Cyr said that it is simple as she can key-off the codes.

Gratwick and Cyr discussed debt service TIF's. Gallant, Durgin, Longo, Durgin, and Cyr discussed the general assistance reimbursement, the waterfront concert revenues and the Penobscot County budget. Cyr reviewed the Enterprise Funds. Weston talked about the waterfront concerts and wanting discussions to look at the stream of revenue as a whole. Longo spoke about waterfront concert revenue applied to the arena fund. Cyr said that discussion has not taken place but is something the Council might want to consider going forward. Responding to Gallant, Cyr said that snow removal and fuel

are subcontracted at Parks Woods. R&K Construction manages the Park Woods facilities. Regarding the Parking Fund, Public Works does the plowing.

Cyr talked of the 2011 Comprehensive Annual Financial Report. She has arranged for the external auditors to make a presentation to the Finance Committee on February 6, 2012.

The Committee's next regularly scheduled meeting falls on a Monday holiday. At this point, Cyr does not anticipate any items needing to come before the Committee. In checking with Durgin, they agreed that the meeting would be canceled.

The City will be selling bonds on January 24<sup>th</sup> and it will be necessary for the Finance Committee to hold a special meeting on that date to approve the details of the bond issue.

Weston asked that the entire Council be invited to the financial audit presentation.

Committee adjourned at 5:39 pm.

**FINANCE COMMITTEE**  
**February 6, 2012**  
**Minutes**

**Councilors:** Durgin, Hawes, Gallant, Gratwick, Blanchette, Baldacci, Sprague, Weston  
**Staff:** Cyr, Conlow, Cheverie, Little, Kochis, Webb  
**Others:** R. Lebreux, J.

**Connors Meeting Convened: 5:00pm**

**1. Bids/Purchasing**

**a. Request to Waive Bid Process – Power Cot – Fire Department – Stryker EMS Equipment - \$15,023**

Ms. Cyr presented a request to waive the bid process for a new Stryker Power Cot. She stated that we have found that these cots work the best, are easiest to maintain and are the least expensive. In the past we have waved the bid process and have purchase directly through manufacturer, Stryker. The City has 5 units in service and they last about 5 years. This is the first of replacements and plan to budget one replacement per year.

Councilor Gratwick inquired as to why they last only 5 years, and if they have a 2<sup>nd</sup> hand value. Asst Chief, EMS Chief Rick Cheverie explained that the Stryker cots will replace another make/model cot with battery & charging system problems. The cots are used approximately 3,500 times per year. The Stryker Cots are expected to hold up better than the current cots, and as they get older, they will be kept as back-ups. He said that when we look at the liability of back injuries and the possibility of having a patient drop, these Stryker Cots are worth the investment. Councilor Baldacci stated that this is part of a revenue producing entity and we are billing for this service. It is important to have the quality service and safety. He would support this and move the recommendation. Movement seconded. Councilor Blanchette added that the new ones are much easier on the patient and are safer for our firefighters. Councilor Gallant suggested we find out if Stryker has a buy-back option available.

Councilor Durgin called a vote unless doubted. Doubted by Councilor Gratwick. Motion carried.

**b. Sole Source – Electrical Service - Bangor Arena – Bangor Hydro - \$340,626**

Councilor Durgin introduced Jim Ring, Project Manager for the Arena Project. Mr. Ring requested consideration to engage in an agreement with Bangor Hydro to provide power for the new facility. This will require upgrading their system in the vicinity of the project. A letter was presented at the meeting with a checklist of different aspects of what they will be doing as part of this project. This is a budgeted item and will require a recommendation by Finance Committee and acceptance and approval of City Council. Mr. Ring stated that we have looked at options from \$400,000 up to \$1 million. Councilor Gratwick asked if the 5” conduit size is enough to last down the line. Mr. Ring responded that 5” is the standard and we have also been provided spares for future needs. Councilor Gallant commented that the underground part of electrical work seems high. Mr. Ring responded that the highest cost is the cable itself and number of runs. This price also includes transformers, etc. We have a number of quotes, have looked at all of this carefully and he is satisfied that we did end up with a good price.

Unanimous Committee vote.

## **2. Presentation of FY 2011 Audit Reports**

Ms. Cyr introduced the FY2011 outside auditors, Roger Lebreux and Jennifer Conners from RUNYON KERSTEEN OUELLETTE. She explained the audit process to the committee and stated that the Finance Committee serves as the Audit Committee for the City of Bangor and that it is the Audit Committee that employs the auditors, not City Staff or Management.

Roger Lebreux and Jennifer Conners of RUNYON KERSTEEN OUELLETTE presented a City of Bangor Financial Overview from the June 30, 2011 Audit. (PowerPoint Presentation attached to master minutes). All of the details of this presentation are in the Comprehensive Financial Report.

The findings of the audit are based on very specific federal compliance rules. Council Chair Weston asked if this report affects us in any other way than just a note. Ms. Conners explained that this is just a “ding mark”. The Federal agencies tell you to provide a corrective action report and the following year we have to provide a status updates. They are looking for wide-spread systematic issues. Bangor had 87 separate grants from the Feds. Each one requires us to comply with grant specific requirements. 9 grants were reviewed out of 87.

Some grants pass from Federal to the State. Regulations require a community agency to obtain a budget revision in the event that total expenditures in any category; personnel, equipment, sub-contractor, or other, exceed the budget amount for that category by at least 10% or \$1,000, whichever is greater. We exceeded a line item by 33%. We over-expended one category, but under-expended the entire grant – this is a finding. We send quarterly reports and close-out reports. Anything over \$100,000 has to be audited at the stated level. Federal level is a sliding scale.

Councilor Gallant asked Mr. Lebreux, in his personal opinion where he thinks the City of Bangor is at. Mr. Lebreux responded that he has been participating in the City of Bangor audits for 15 years and that Ms. Cyr takes the auditors recommendations very seriously. The procedures here are amongst some of the best. They audit approximately 75 municipalities, and he would rate Bangor in the top 5 in regards to policies, management, staff or finances.

Councilor Durgin thanked the auditors for their informative presentation.

**Meeting Adjourned: 6:20pm**

## FINANCE COMMITTEE

March 5, 2012

### Minutes

**Councilors:** Durgin, Gratwick, Longo, Hawes, Baldacci, Blanchette, Gallant  
**Staff:** Cyr, Beaton, Curso, Dyer, Gastia, Dawes, Kochis, Webb  
**Others:** EJ Dean, A. Neff  
**Meeting Convened:** 5:00pm

#### 1. Bids/Purchasing

**a. Reconstruct General Aviation Apron – Airport – Sargent Corporation - \$5,084,037**

Robbie Beaton stated that we are in a position to award entire bid. This is an AIP approved project: The Federal Government through the AIP improvement plan will pay 90% of the cost, the State Department of Transportation will pay 2.5% and the airport will pay 7.5% as their share of the cost. Recommendation is to award the entire bid to Sargent Corporation. Motion by Councilor Blanchette, seconded by Councilor Gratwick. No Discussion.

Unanimous vote.

**b. Request to Waive Bid Process – Online Incident Reporting System – Police Department – CopLogic - \$15,000**

Police Chief Gastia stated that this will allow the citizens an on-line reporting system for minor incidents (stolen cell phones, etc). Software can be uploaded and run from the current system that we have. There are funds available in the Homeland Security Grant money that we receive for Public Safety purposes. Chief Gastia has spoken with South Portland Police Dept and they estimate this system saved them \$14,000 last year and expect this to continue to grow as more citizens are made aware of the system. Maintenance is \$5,000 per year. The department is looking into assigning temp #s until the reports are approved/signed by the supervisor.

Unanimous vote.

**c. Used Equipment Purchase – Catch Basin Cleaner – Fleet Maintenance - \$71,000**

The City needs to comply with EPA requirements and maintain catch basins for storm water. We do not have all of the equipment needed to do this. Bob Dawes went to CT to view a couple of used units and has come back with the recommendation that we purchase one of these units, a 2003 Vac-All with stainless steel body. He negotiated the asking price down to \$71,000 and he feels that this will serve our needs for a number of years. This purchase was not anticipated as part of our FY2012 budget. The 1<sup>st</sup> recommendation is for authority to purchase used equipment, and the 2<sup>nd</sup> recommendation is for the Council to reallocate specified premiums / additional bond proceeds for the purpose of vehicle replacement. In answer to questions, the expected life of these vehicles is 10 years and the unit is compartmentalized, so different parts can be replaced as needed. The City does have a mechanical digger for larger projects. Would like to plan ahead and purchase a new unit in a few years. The cost of a new unit would be \$250,000 - \$300,000. Ms. Cyr explained to the Council that this is the first time she is aware of where we have generated significant premium on a bond sale, so this is a unique situation.

Motion is to approve staff recommendation for purchase of vehicle and reallocate the funding.

Unanimous vote.

**d. Midway Operation Agreement – Bangor State Fair 2012 - 2016 – Fiesta Shows**

Director Mike Dyer stated that we have had a 5 year agreement with Fiesta Shows from 2007-2011 for the fair. The City has been pleased with the partnership and this has generated good revenues. The Business and Economic Development committee met last year and unanimously recommended that we work with Fiesta Shows on a new agreement which would allow for the option of the pay-one price. The City also discussed with

them how we would raise prices if we feel this needs to be done at a future date. The City plans to seek competitive bids after the 2016 fair. At some point the city may assign their role in managing the fair to Global Spectrum. Compliments were made to Fiesta Shows representative on the cleanliness of the fair and the positive feedback regarding the designated smoking area.

Unanimous vote.

## **2. Qualified School Construction Bond Allotment**

Superintendent Webb & Alan Kochis from the School Department were introduced. Last March a \$5.7 million qualified school construction bond was approved. This allowed the City to replace the roof at Bangor High School and to begin a lot of heating, ventilation, AC projects, which are currently on-going. The City applied for another \$2.8 million and this was awarded. Would like to begin these projects this summer since there is a short timeframe when schools are not in session. Example of projects: The Mary Snow School is almost 100 years old and the water main needs to be replaced. Other projects include ADA accessibility issues, upgrading heat and smoke detectors to interface with our panels, bathroom/locker room renovations and security cameras. Councilor Durgin commented that it is great that we are able to do these projects with money that is being made available through this special program. Superintendent Webb answered questions stating the projects will be going out to bid, and it is the school committee who decides who the bid is awarded to. She said that the City Council has the authority to authorize the issuance of debt which is what they are here seeking approval for. Councilor Baldacci asked that the school committee to keep Council updated on the projects going on.

Councilor Gallant would have preferred to see a full list of projects ahead of time. Superintendent Webb stated that she will make the list available to committee members and commented that the school committee has heard every project in detail, as well as that this is a competitive application process. The projects submitted to the State and the projects that are accepted by the State are the only projects that can be done. Because this is a Bond Order, it will be on for first reading Monday night, no action. It will come back two weeks from Monday night and will require a public hearing and then the Council will be asked to vote.

Motion doubted by Councilor Gallant, motion passed.

## **3. Amendment to Arena Fund Policy**

Ms. Cyr stated that we have had to look at the arena project and determine by IRS regulation what is deemed private use vs. public use of the facility. Portions that are deemed for private use are not eligible for tax exempt bonding, and so we have had to break out square footage. Our bond attorney looked at the current arena fund policy and has made some recommended amendments to the policy based on restrictive IRS regulations. Pg 20 is his proposed language change, however subtle, that grants the Council latitude as to where arena funds can be used. Councilor Blanchette made a comment that the makeup of the casino has changed, and is wondering if we are just referring to slot revenue or if all gaming revenue should be included, such as table gaming. Ms. Cyr asked for consideration of an additional wording change to the amendment, changing "slot revenue" to "gaming revenue."

Motion to include additional wording change. Seconded. Unanimous vote. Main motion as amended. Movement seconded. Unanimous vote.

## **4. Executive Session - 36 MRS Section 841 (2) – Hardship Abatement**

## **5. Open Session – Hardship Abatement Decision**

Final action: staff recommendation - Yes

**Meeting Adjourned: 6:15PM**

# FINANCE COMMITTEE Meeting Minutes

## March 19, 2012 @ 5:00 pm

**Councilors:** Durgin, Weston, Gallant, Blanchette, Baldacci, Hawes

**Staff:** Cyr, Conlow, Little, Drew, Birch, Gastia, Yardley

**Others:** Chambers, Pullen

**Meeting Convened:** 5:00pm

### 1. Bids/Purchasing

#### **a. HVAC Modifications - Police Station - Marquis Mechanical - \$177,694**

Bid specs have been put together to address 3 of the 5 issues that Turner had identified. Of the four bid responses received, the recommendation is to award the bid to Marquis Mechanical of Millinocket, the lowest bidder. For funding needed to complete the project, \$120,000 was initially held back knowing there were some issues, there is \$30,000 available in the Police Dept budget and there is a capital fund assigned balance that we could use to address any additional funding needs.

Unanimous Committee vote.

#### **b. Request to execute a contract for the GPCOC (Greater Penobscot Continuum of Care)**

Shawn Yardley, Director of Health and Community Services, stated that the GPCOC exists primarily to look at homeless and housing issues. It has been decided to consolidate this program into two continuums, with Portland remaining separate. The City of Bangor has funds that have been contributed by a number of organizations in our community for this program, and we continue to receive \$9,000/yr from the state. Mr. Yardley would like to expend around \$23,000 of these funds to hire a contractor who we have worked with in the past. The plan is for this contractor to work for us approximately 10-15hrs/week over the next 8 months to combine a large amount of data needed going forward. Mr. Yardley feels this is important in order to give the City the foundation needed to compete for new funding. Ms Cyr explained to the Council that this \$25,000 was donated to us by local agencies specifically in support of the GPCOC. If we choose not to do this, we will not be able to use the money for other purposes, and checks would be cut back to these agencies.

Vote of 3 to 1 in favor of executing a contract for the GPCOC.

### 2. Resolve, Appropriating GPCOC Contributions to Fund Cost of Contract

No discussion. Unanimous committee vote.

### 3. Request to Take Possession of 55 Grant Street

David Little, Tax Collector, stated that City staff has been working with the family of 55 Grant Street for over a year trying to take possession of this property that is empty and unfit for human habitation. The recommendation of the treasury office and code is to take possession due to matured tax liens and demolish it. They are hoping to use grant money to cover the demolition. The lot is buildable, however small. It will still need to be determined if the land will be sold to build or sold to the neighboring property owners.

Gallant made a motion to sell at public auction. Seconded. Motion doubted. Motion defeated. Motion to implement staff recommendation. Moved & seconded. Doubted. Carries 4 to 1.

#### 4. Assessor's Update

Benjamin Birch, City Assessor, presented his annual update. According to the Maine Real Estate Information Systems, Inc., sales of Maine's single-family existing homes increased 4.34% during the month of December 2011. Mr. Birch reported that we are seeing positive things with the Bangor waterfront, more loans for expansion and more buildings being planned. Our sales ratio statistics have seen month by month gradual improvement in overall activity. Regionally, existing-home sales in the Northeast rose 6.3 percent in the fourth quarter and are 3.7 percent above the fourth quarter of 2010.

The Councilors discussed maybe having a separate meeting to discuss housing areas with declining values and state programs that help to target them for improvements.

Charles Colgan of the Muskie School of Public Service predicted for 2012 that Maine's economy will look a lot like 2011 with little growth and more job losses. Bev Uhlenhake of Epstein Commercial Real Estate indicated that Bangor is a rising market with developers purchasing vacant space in the industrial sector, class A to B+ office space holding steady and retail vacancies filling. She cited unprecedented investments in the waterfront area and expansion of health care services as areas of opportunity, with an overall prediction of incremental growth for Greater Bangor with speculative building still a couple of years away.

Final indicators:

<u>Class of Improved Property</u>	<u>Rating of Assessment Quality</u>
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- Combines all Valid Sales July 2010 – June 2011 = 95.0%, Quality Rating 14.1%
- Single Family (Condo and PUD) = 95.0%, Quality Rating 10.8%
- All Mobile Home Sales = 94.0%, Quality Rating 16.01%
- Combined Commercial Sales = 88.0%, Quality Rating 30.2%
- Vacant Land = 90.6%, Quality Rating of 16.67%
- Two-family to Eight-family Apartments = 88.0%, Quality Rating of 19.5%

Philip Drew, deputy, shared sales ratio analysis which is tracked by occupancy type. He stated that equity is our #1 goal for assessing purposes. The average ratio in the city is 95%. Statistically he feels that there are a few that are over-assessed and a few that are under-assessed; however, they believe what they have done are realistic adjustments. The FY13 Ratio Sales Analysis covered 108 individual neighborhoods. We have the ratio study results though do not have the final valuation numbers yet.

2740 Personal Property Declaration Forms were mailed out, and as of March 12, 2012, 898 have been received and processed. 14 Business Equipment Tax Exemption (BETE) requests have also been processed. The process should be complete by May 15<sup>th</sup>.

#### 5. Financial Review - January 2012 - 3:45:43 ???

Finance Director Deb Cyr presented a financial review of budget to actual comparison for 7 months ended in January 2012. (*This information is available on the City's web site.*)

#### 6. Executive Session - Hardship Abatement (A) 36 MRSA Section 841 (2)

#### 7. Executive Session - Hardship Abatement (B) 36 MRSA Section 841 (2)

#### 8. Open Session - Hardship Abatement Decisions (A) and (B)

Moved, seconded and approved Staff Recommendation for Hardship Abatements (A) and (B)

**Meeting Adjourned: 7:00 PM**



## **FINANCE COMMITTEE Meeting Minutes April 2, 2012 @ 5:00 pm**

**Councilors:** Durgin, Weston, Gallant, Gratwick, Baldacci, (Longo)

**Staff:** Cyr, Conlow, Little, Martin, Heitmann, Moore

**Others:** Neff, the Browns, Miner, Shepard, Sleeper, Johnson

**Meeting Convened:** 5:00pm

### **1. Update on Workout Agreement – 110 Pearl Street**

David Little, Deputy Treasurer, stated that in October 2010, the Finance Committee approved an agreement for Peter and Jennifer Brown for the property on 110 Pearl Street. Total due at that time was \$135,417 with payments of \$800/mo during the first year. The agreement was renewed for 2011 – 2012. Since that time they have only made one full payment. Currently they have a balance of approximately \$133,704 with the assessed value of the property being \$125,000. The City is the only lien holder. The city took over 4 separate loans regarding this property through the community development office. There are 5 years of outstanding taxes. The Brown's have dropped off an abatement application.

Councilor Baldacci moves that we accept the \$400 tonight and direct the tax collector and city to effectuate all necessary paperwork to direct all state and federal refunds to the city, and that we reconvene the beginning of May to review that those steps have been taken. Motion moved and seconded. Councilor Weston doubted the motion, moving to terminate. Gallant also doubted the motion.

Those in favor of the motion to postpone for 1 month to the May meeting with the stipulation that Councilor Baldacci has annotated in his motion: 3 no, 2 yes.

Councilor Weston made a motion to send to full Council the recommendation to not extend the agreement and therefore take the property listed at 110 Pearl Street. Seconded. Motion carried initially.

**Note:** Councilor Weston had to leave the meeting. Councilor Longo was appointed as voting member. Longo made motion to reconsider. Doubted. Motion to reconsider is carried. Motion to send to Council with a recommendation that the City take possession for unpaid taxes at 110 Pearl St. Motion doubted. Motion defeated.

Councilor Baldacci made a motion that the Brown's pay the \$400 for the Circuit Breaker program, that they cooperate and provide their tax returns to the city, that they sign forms to turn over their federal and state tax refunds to the City, and that we revisit this issue in May to assure compliance. Motion seconded. Motion doubted.

Motion carried.

## **2. Consent Agenda**

- a. Real Estate Tax Write Off – Lot 63 Colonial Pines Mobile Home Park

Per Ms. Cyr this is a consent item. The mobile home has been abandoned. 3 years of taxes totaling of \$453. Park owner can take possession of mobile home and have removed it destroyed.

Moved and seconded. No discussion. Unanimous vote.

## **3. Bids/Purchasing**

- a. Sole Source Request – Primary Clarifier Replacement Parts – WWTP – Polychem Systems - \$16,241

Brad Moore – Director of City Wastewater Treatment Plant. Replacement parts for one of the major components. In past have purchased 3<sup>rd</sup> party equipment. Some parts are manufactured locally; however requesting to purchase this equipment now, since there is a long wait time to get it. Money has been budgeted for this.

Unanimous vote.

## **4. Discussion of 55 Grant Street**

At the last Council meeting, the council approved an order for the city to take possession of the property at 55 Grant St for unpaid property taxes. The building is empty. Staff is here to discuss how the City is going to proceed with disposing of this property.

Jeremy Martin described 4 directions we can go in:

1. City demolish property & remove material – offer the lot for sale – is a buildable lot
2. City demolish and remove the home – offer the lot for sale to abutting property owners as green space.
3. City offers the property for sale with the requirement that the home / garage removed and a new home be constructed in its place that is architecturally compatible with the other homes in the neighborhood.
4. City offers the property for sale as is – FPF for rehab

Baldacci moves to demolish the property. No second.

Gallant – Motion to adopt item #4 to be completed by a date certain. Seconded. Motion carried 4 to 1.

## **5. Real Estate Tax Proposal – Lot 55 Holiday Park Mobile Home Park**

David Little explained that the property is empty and has 10 years of outstanding taxes totaling approximately \$4,300. City approached by Mr. James Loring and park management. Mr. Loring would like to take possession of trailer and rehab or have trailer disposed of. Mr. Loring is willing to pay \$2,263.98 if the City will accept this as payment in full. The park is willing to take \$2,400 back lot rent as their portion of the loss. Staff recommendation is that we accept the offer. It was a unanimous vote.

**Meeting Adjourned: 6:39pm**



**FINANCE COMMITTEE**  
**April 18, 2012**  
**Minutes**

**Councilors:** Durgin, Blanchette, Weston, Gallant, Longo, Sprague  
**Staff:** Cyr, Seymour, Heitmann

**1. Bids/Purchasing**

**a. Fence Replacement – City Hall – Aroostook Fence - \$19,675**

As part of the FY12 budget process, the City Council authorized \$22,000 to replace the fence around City Hall. Specifically, the black iron fence on three sides of the building.

Cyr said that the recommendation is to award the contract to Aroostook Fence, the low bidder.

A motion was made to move, seconded and approved for staff recommendation.

**c. Fairpoint Utility Relocation – Bangor Events Center**

Cyr explained that a few months ago, Staff came before the Finance Committee with a request to execute a contract with Bangor Hydro to upgrade our electrical service and put in new boxes, etc. The same type of contract needs to be approved with Fairpoint. It involves the setting of a new pole, removal of old pole, placing items underground and boosting our service to that facility. The cost upgrade is \$45,200 to enable a better operation and use of our facility. The recommendation at this point is to authorize staff to execute this agreement to allow Fairpoint Communications to make those upgrades.

A motion was made, seconded and approved.

**b. Request for Proposals – 10 Day Provider – City Wide – WorkWell**

Cyr explained that the City of Bangor is self-employed for Workers Compensation purposes. Under the Maine Statute, the employer has the right to designate a 10 day provider. This means that if an employee is injured on the job, the employer has the right to tell that employee where they must seek medical attention for the first 10 days. Healthworks, our current provider has undergone drastic changes which has caused us to go out and seek other proposals.

Wayne Seymour reviewed three different proposals from Concentra, Healthworks and St. Joseph's WorkWell Group. Cyr stated that based on criteria such as background, experience, references, levels of service, and benefits offered. The City Staff is recommending that the City designate WorkWell as the City's 10 Day Provider.

Councilor Blanchette made a motion to enter into an agreement with Workwell. Councilor Sprague seconded it and it was approved.

Committee adjourned at 5:30 pm.

**FINANCE COMMITTEE**  
**May 7, 2012 at 5:00pm**  
**Minutes**

**Councilors:** Durgin, Blanchette, Weston, Gallant, Longo, Sprague, Baldacci, Gratwick, Hawes  
**Staff:** Cyr, Conlow, Heitmann, Little, Wardwell, Morgan, Gastia, Beaton, Higgins  
**Others:** Jennifer and Peter Brown, Steve Sleeper, Gary Watson, A. Neff

**1. Consent Agenda**

- a. Resolve, Accepting and Appropriating Grant Funds in the amounts of \$4,575,633 from the FAA and \$127,101 from MDOT for AIP #55

A motion was made to move, it was seconded and approved.

**2. Bids/Purchasing**

- a. Sole Source – Water Main Replacements – Airport – Bangor Water District - \$56,000

This agenda Item was moved, seconded and approved.

- b. Request to Waive Bid Process – Rock Salt – Public Works – International Salt

This agenda Item was moved, seconded and approved.

- c. Development of Demolition Plan 35 Court Street – Engineering – Sargent Corporation

Durgin explained that this proposal is for the development plan for the demolition. This is not approving the demolition itself, as they will also look at the possibility of salvaging the building and it will come back to Council for further discussion.

This is not an “in house” project because of the nature of the building, utilities; it is a special and unique project where expert advice is needed.

Item was moved to Staff recommendation to negotiate with Sargent Corporation. The motion was seconded and approved.

d. Audit Services – Finance – Runyon, Kersteen, Ouellette

A motion was made to move to Staff recommendation to stay with R.K.O.; the motion was seconded and accepted.

**3. 2012 Byrne Memorial Justice Assistance Grant**

Chief Gastia explained that the City has been presented with a proposal for this grant (as they are each year) which is shared with the Penobscot County Sherriff's Department. It is money that if afforded to us as long as we can justify its use. Gastia explained that this year, the Bangor Police Department portion of the funding will be used for equipment and training that the P.D. that they otherwise would not have funding for.

A motion was made to approve the grant funding as recommended. It was seconded and approved.

**4. Update on 110 Pearl Street**

Tax Collector Little explained that at the April 2<sup>nd</sup> Finance Committee meeting, a decision was made to allow Jennifer and Peter Brown of 110 Pearl Street an additional month to deal with their personal financial issues. Little went on to say that the Brown's are at this meeting tonight with a check for \$4950 payable to the City of Bangor for an outstanding balance for property at 110 Pearl Street. After a good deal of discussion between Councilors, and a unanimous vote, a motion was made to go into Executive Session based on statute 1M RSA 405(6)(e) to begin the process of the City taking possession of the property. The motion was seconded, approved and they immediately went into session.

A motion to take possession of the property was moved, seconded and approved as a recommendation to the full Council.

**5. Executive Session – 36 MRSA Section 841(2) – Hardship Abatement**

**6. Open Session – Hardship Abatement Decision**

Approve Staff Recommendation

Committee adjourned at 6:10 pm.

**FINANCE COMMITTEE**  
**May 21, 2012 at 5:00pm**  
**Minutes**

**Councilors:** Blanchette, Weston, Gallant, Sprague,  
Gratwick, Hawes  
**Staff:** Cyr, Caruso, Morgan, Moore  
**Others:** Tim Safian, Joe Cuetara

Filling in as Chair, Councilor Gallant noted that two of the normal voting members were absent this evening; Councilor Durgin (Chair) and Councilor Baldacci. Therefore, Councilors Hawes and Sprague will serve as voting members.

**1. Consent Agenda**

**a. Order, Authorizing Application for 319 Nonpoint Source Pollution Control Funding**

Finance Director Cyr explained that in total, they are applying for approximately \$90,000 in grant money.

A motion was made to move to consent agenda, it was seconded and approved.

**2. Bids/Purchasing**

**a. Operations Building Roof Replacement – WWTP – Roof Systems of Maine - \$106,740**

A motion was made to move to Staff Recommendation, it was seconded and approved.

**b. Godfrey/Maine Avenue Roundabout – Engineering – Hughes Brothers - \$714,144**

Cyr explained this proposed roundabout is located at the intersection of Godfrey and Maine Avenue. There is currently a signal which is old and in need of a costly replacement in order to comply with new requirements. Through MDOT, it was noted that a roundabout could be installed similar to the one on Maine and Texas Ave. Ten bids were received and Hughes Brothers is low bidder.

This project is funded under that BACTS Program (Bangor Area Comprehensive Transportation System) The state's share is 90% of this cost and the local share is 10%. A rigorous process has been undertaken to get to this point of going out to bid.

A motion was made to move to Staff recommendation to award contract to Hughes Brothers.

Motion seconded, Motion doubted by Gratwick, Gallant took vote of those in favor and opposed: 4 yes, 1 no, motion carried and approved.

**c. Trust Service Proposals – Airport – Bangor Savings Bank**

Cyr described that the City's Airport maintains 2 trust accounts; one fixed portfolio, and one equity fund portfolio. The City's contract under Trust Services has been with Bangor Savings Bank for the past six years. That contract ended therefore proposals were requested for Trust Services. Five responses were received and reviewed. Bangor Savings fees were clearly less than the others. It is staff recommendation that the contract for trust services be awarded to Bangor Savings Bank.

A motion was made, seconded and approved.

At this time, a motion was made to move ahead to Item 6 of the agenda:  
**Executive Session – Hardship Abatement Appeals (A) and (B)– 36  
MRSA § 841(2)**

A motion was made to move into Executive Session MRSA §841(2), motion was seconded and Executive Session began.

**3. Order 12-170, Authorizing the Issuance of General Obligation Bonds and Notes in Anticipation Thereof**

Cyr stated that due to the mild winter weather we have had, additional work was completed at the Arena Complex than originally anticipated. The City has been able to accelerate the cash flow payments during this construction period to the point where the City is considering issuing either short term or bond anticipation notes for cash flow purposes. With the next two items on this agenda, we will be discussing the idea of permanently financing the arena in the July – August – September time frame. Proposals are currently out with Maine banks.

A motion was made to move staff recommendation to execute \$30 million dollars in short term notes, bond anticipation borrowings, it was seconded and approved to move to full Council.

**4. Discussion with the City's Financial Advisor**

Cyr introduced Joe Cuetara who has been the City's Financial Advisor for nearly twenty years. Joe prepared a presentation to the group explaining items such as bond ratings, risks, rewards, debt, etc... in terms of lending money.

**5. Discussion on Proposed Arena Project Financing**

The City's bond attorney, financial advisor and Finance Director discussed the proposed financing of the Arena project.

**6. Executive Session – Hardship Abatement Appeals (A) and (B)– 36  
MRSA § 841(2)**

**7. Open Session – Hardship Abatement Appeal Decisions (A) and (B)**  
Moved and Approved Staff Recommendation

Committee adjourned at 6:55 pm.

**FINANCE COMMITTEE**  
**June 4, 2012 at 5:00pm**  
**Minutes**

**Councilors:** Durgin, Blanchette, Weston, Gallant, Longo, Sprague, Baldacci, and Gratwick  
**Staff:** Cyr, Conlow, Dawes, Caruso, McNeil, Morgan, and Hamilton  
**Others:**

**1. Consent Agenda**

- a. Contracts awarded by staff – May 2012
- b. Resolve 12-184, Accepting & Appropriating Grant Funds – Shelter Plus Care Renewal
- c. Community Care Team Contract

A motion was made to move with Consent Agenda, it was seconded and approved.

**2. Bids/Purchasing**

- a. Barkersville Sewer Separation Project – Engineering – Lou Silver, Inc - \$226,187

Cyr stated that this sewer work is on Buck Street. After discussion of Lou Silver, Inc., their past work and good reputation, a motion was made to move, it was seconded, and approved.

- b. Used Bus Purchase – Community Connector

Cyr talked about our 3 oldest buses (1996's) which are spares, have over 700,000 miles each and are being considered for disposal. We were contacted by the Metro System in Portland who has 3 buses (all year 2000) for sale to us at \$4500 per bus. (including additional parts and supplies that they have on hand) Each bus has approximately 300,000 miles. They have been inspected by D.O.T. as well as Bob Dawes and are in good working order.

The recommendation is to purchase the 3 buses to be used as spares at \$4500 each and dispose of our old buses. The money is available within the operating budgets of both the Bangor B.A.T. and other communities.

A motion was made, seconded and approved to purchase the buses.

### **3. Resolution Approving the Details of the City's Bond Anticipation Notes**

(Resolution of details regarding the Arena BANs will be provided at the meeting)

Cyr explained that the Finance Committee and Council approved the City issuing up to \$30 million in bonds for the Arena Project or Bond Anticipation Notes thereof. There is currently a cash flow issue with the payments that we are making on this, so we would like to do interim financing until we issue the permanent dept. Five responses came back from various financial institutions in Maine for the funding

The recommendation from Staff is to award a \$20 million block from TD Bank at a rate of .88% fixed, 1 year term and a \$10 million block from to Camden National, a variable rate of 1.31%. A motion was made, seconded and approved to approve the resolution detailing the City's bond anticipation notes.

### **4. Executive Session – Hardship Abatement – 36 MRSA §841 (2)**

### **5. Open Session – Hardship Abatement Decision**

A motion was made, seconded and approved for staff recommendation.

Committee adjourned at 6:10 pm.

## **FINANCE COMMITTEE**

**July 2, 2012**

Immediately Following Infrastructure Committee at 5:00pm

### **Minutes**

**Councilors:** Sprague, Gratwick, Durgin, Blanchette, Weston, Gallant, Longo, Hawes and Baldacci,  
**Staff:** Cyr, Conlow, Goodwin, and Morgan and Beaton  
**Others:** Largay, Civiello, Sleeper, Thomas

#### **1. Consent Agenda**

##### **a. Bids Awarded by Staff – June 2012**

Councilor Durgin opened the meeting by noting that Councilor Gallant will be late this evening, therefore Councilor Sprague will fill in as a voting member. Durgin stated that three bids were awarded as follows:

- Asbestos removal and disposal at building #253 at Bangor International Airport to State Wide Asbestos for \$22,000.
- Dock 12 Office renovations at B.I.A. to A.A. Randall for \$58,320.
- Door mules and sliding door renovations at B.I.A. for \$35,380

Motion made to move Consent Agenda by Councilor Baldacci, seconded by Councilor Blanchette and approved.

#### **2. Bids/Purchasing**

**a. Request for Proposals** – 55 Grant Street – Largay-Feeney Investments  
Finance Director Cyr explained that this property was acquired by the City due to unpaid taxes. To rehabilitate the property within a one year time frame, the recommendation is to enter into an agreement with Largay-Feeney.

Councilor Gratwick questioned the quality of the work of Largay-Feeney. Cyr indicated that they submitted an extensive proposal and that Trish Largay was in the audience and could speak to the item. Ms. Largay identified properties that her company has recently restored; 47 Fountain Street and 353 North Main Street for review.

Durgin rendered this a vote.

**b. Request to Waive Bid Process** – Pavement Slurry Machine – Airport – PMSI - \$16,995

Cyr stated that the recommendation is to award this contract to purchase a super-sealer from PMSI for \$16,995.

Baldacci moved Staff Recommendation, it was seconded and approved.

Weston asked if the cost of the equipment made sense based on the actual cost of the work. Robbie Beaton, Superintendent of Operations at B.I.A. offered to look at the payback. Cyr also agreed to check with Public Works for additional information on the bid.

Durgin clarified that this motion is a vote for the recommendation to award this contract to PMSI.

### **c. Update on Emergency Sewer Repairs**

Art Morgan, City Engineer explained that he was contacted by a Larkin Street resident in Bangor who said that sinkholes were developing in the paved roadway. Morgan sent a sewer crew to investigate and they discovered that sewers were collapsing as a result of heavy rains. Morgan said that we are currently under contract with Lou Silver, Inc. on the sewer installation at Bakersville. Silver agreed to repair the sinkholes on Larkin Street for the same unit costs. The total of the repairs were \$15,310 added as a change order to the original contract.

Cyr explained that no action is needed from the Finance Committee. This is an affirmation for Council due to exceeding the purchasing regulation of \$10,000 for emergency purposes. She further noted that it is common practice to go to the most recent contractor for current pricing in these situations.

### **3. Proposed Charter Amendment – Borrowing**

City Manager, Cathy Conlow stated that in March of 2011, Bangor City Council heard a proposal from Pauline Civiello and Linda Thomas to amend the Charter to require voter ratification of city borrowing. At that time, Council directed Staff, Finance Director Debbie Cyr along with City Solicitor Norm Heitmann to come up with the best proposal possible in dealing with the issues of borrowing. The group came back to Council and Finance Committee in May, 2011 with proposals. This year, Civiello returned to Council for discussion on the amendment status. Conlow said that an obvious advantage of this amendment is that it would place responsibility of large borrowing on the voters. The

downside is that it reduces our flexibility. For example, Q-Scab bond opportunities at nearly 0% through federal borrowing for schools. Another disadvantage is the cost of holding special elections which could range from \$4500 to \$8500. Conlow discussed concerns moving forward including Q-Scab bonds and issues that could reduce operating expenses long term. Certain capital expenditures relative to roof repair, etc. can cost an excess of \$1.2 million dollars. We may have unknown funding opportunities/options ahead of us through state or federal government.

Conlow then explained the options given to the Committee:

- Accept questions presented by petitioners and initiate a Charter Amendment with their language.
- Create a Charter Amendment initiating your own language
- Not to move forward at this time

In summary, after a lengthy discussion the following concerns were noted:

- If the decision is to move forward, it is recommended that a few exceptions would exist in the Charter for items such as the Q-Scab bonds, and allowing some flexibility.
- \$1.2 million is too low relative to the issues with large capital funding projects. The dollar amount must be higher to avoid frivolous elections.
- Costs of running special elections
- A study should be done looking at such things as; how has this affected other municipalities, past voter participation, what have we spent/ borrowed over a period of time, and theory vs. practicality.
- Are there other options for voters to have a say rather than setting a dollar amount?
- City Clerk Goodwin was asked to supply numbers on the percentage of voters who have gone to the polls for Special Elections in the past 20 years.
- Consider a threshold limit by the percent of voters going to the polls - in order to be considered a Special Election as well as a good representation of Bangor residents
- City Solicitor, Norm Heitmann said that one consideration is the timing limitations for Charter Amendments. There is a 60 day notice prior to the ballot and 2200 signatures need to be accumulated.

Conlow recapped by stating that there is additional information needed, discussions need to continue and this should be brought back to the next finance meeting on July 9<sup>th</sup>.

**4. Council Order 12-222, Authorizing Issuance of the City's General Obligation Bonds and Notes in Anticipation Thereof and a Tax Levy Therefore**

Finance Director Cyr said that this would authorize the remaining funds (\$35 million) of \$65 million to build the Arena and Convention Center which is currently under construction. Cyr stated that they are shooting for a sale date of July 31<sup>st</sup> to sell the City's General Obligation Bonds on a permanent basis to fund the facility.

Baldacci made a motion to move to full Council, it was seconded and approved.

**5. Executive Session – 36 MRSA Section 841(2) – Hardship Abatement**

**6. Open Session – Hardship Abatement Decision**

Committee adjourned at 6:25pm.

## **FINANCE COMMITTEE**

**July 16, 2012**

Immediately Following  
B.E.&D. Committee

### **Minutes**

**Councilors:** Sprague, Gratwick, Durgin, Blanchette, Weston, Gallant,  
Longo, Hawes and Baldacci,  
**Staff:** Cyr, Conlow, Little, Wardwell, Moore and Dawes  
**Others:**

#### **1. Bids/Purchasing**

##### **a. Outer Hammond Resurfacing – Engineering – Gardner Construction - \$327,719**

Finance Director Cyr explained that this area of Outer Hammond would be resurfaced as a BACTS Project – which is funded with 90% state money (ie: federal money passed down through the state) The recommendation is to award to the low bidder; Gardner Enterprises for \$327,719.

A motion was made, seconded and approved.

##### **b. Annual Paving Program – Public Works – Lane Construction - \$1,548,015**

Motion was made to move Staff Recommendation to award bid to Lane Construction. It was Seconded and approved.

##### **c. Request to Waive Bid Process – Fleet Equipment**

Cyr stated that two pieces of equipment that were identified for replacement were a grader and a loader. We have a lease purchase option in our budget. Recently the State of Maine completed a bid process for loaders and graders. We, as a municipality can “piggyback” on their contracts ie: we purchase the equipment for the same price as the state.

A motion was made, seconded and approved.

**d. Financial Software Project – SunGard and Harris(Trio)**

Tax Collector David Little said that the City's current Software was purchased in 1994. The Council appropriated \$300,000 in the 2012 Budget to update this software. They have been discussing and testing product choices with various software companies. After careful consideration, it is recommended to award the bid to SunGard in the amount of \$263,000 which is below budget. This price includes integrating the GIS data, training services, data transferring, licensing fees, maintenance and conversion, SQL formatting for communication and interfacing, and all custom programming currently in place. Cyr made it clear that the two different products (SunGard and Trio) will easily interface with one another. The conversion will start with core systems such as Accounting, Payroll, and Budget Functions beginning on January 1 2013, then roll out other modules one by one.

Baldacci made a motion to move staff recommendation, Gallant seconded and it was approved.

**2. Update on Upcoming Bond Issue**

Cyr explained that last Friday the "street notices" and preliminary official statement went out for the bonds related to the Arena Project. After detailed review, Cyr said that we now have the ability to bond up to \$56.5 million dollars on a tax exempt basis. We maximized our ability to issue tax exempt bonds which lowers our overall interest costs related to this project. (projected at 3.75%) We will not be issuing any form of taxable bonds. The public sale is scheduled for July 31<sup>st</sup>. The annual debt service is \$3.2 million made up of the \$2.4 - \$2.5 million from gaming at Hollywood slots, and \$750,000 from downtown TIF funds. (the TIF funds could be increased in the future if necessary)

Committee adjourned at 7:04p.m.

**FINANCE COMMITTEE**  
**August 20, 2012 at 5:00 p.m.**  
**Minutes**

**Councilors:** Gratwick, Durgin, Blanchette, Gallant, Baldacci, Longo,  
Sprague and Weston  
**Staff:** Cyr, Morgan, and Farrar  
**Others:**

**1. Bids/Purchasing**

**a. Old Sylvan Road Culvert Removal Project – Engineering – Lou Silver Inc - \$59,786**

Baldacci moved to approve recommendation to Lou Silver Inc., it was seconded and approved.

**b. Illuminated Walkway Waterfront – Engineering – Maine Earth - \$390,307**

Art Morgan, City engineer said that the funding for this project is from the downtown TIF budget. Morgan continued that Maine Earth was the low-bidder. They are competent, cooperative, and he would like approval to award the contract to Maine Earth for \$390,307.

Art further explained that Alternate 3 would allow us to provide lighting on the front side, which is anticipated to become an amp theater and on the backside providing lighting to both pathways. The walkway would run from the Bulkhead down to the Pike property on Dutton Street. It will have sufficient lighting for the public's safety. It will also include the sculpture (moved from West Market Square), as well as landscaping. It will connect the Waterfront to downtown and the Trail system.  $\frac{3}{4}$  of the costs involved are for wiring and lighting. Items not included are trash bins and dock lighting. These items are separate costs to be reviewed with next year's budget.

Baldacci moved to approve staff recommendation, it was seconded and approved.

Committee adjourned at 5:23p.m.

**FINANCE COMMITTEE**  
**August 27, 2012 at 6:02 p.m.**  
**Minutes**

**Councilors:** Gratwick, Durgin, Blanchette, Gallant, Baldacci, Longo,  
Sprague, Hawes and Weston  
**Staff:** Cyr  
**Others:**

- 1. Electric Vehicles – Fleet Maintenance** – Whether or not this Bid will be considered is dependent upon a pending review by the EPA as to whether or not this proposed Supplemental Environmental Project is an acceptable alternative. This issue was previously discussed with the City Council. If the Special Meeting is necessary, information will be distributed at the meeting.

Finance Director Cyr explained that there is an opportunity to submit a Supplemental Environment Project to the EPA.

The purchase of the electric vehicles is related to a "RCRA" violation. (Resource, Conservation & Recovery Act) that the City had in 2001. Cyr explained that in the past, Supplemental Environment Projects with bio-diesel fuel were used to "work off" the penalty from the EPA. Since this is no longer available, they are reviewing an alternate way to fulfill this penalty with the EPA. Cyr added that we are still in negotiations with the EPA as to what percentage of credit we will get for the cost differential. At most, the city would look to purchase 3 electric vehicles, (possibly none) depending upon the final agreement with The EPA.

A motion was made to accept the recommendation of the Finance Director and award the contract (if approved) to Quirk of Bangor. It was seconded and approved.

Committee adjourned at 6:04 p.m.

**FINANCE COMMITTEE**  
**September 5, 2012 at 5:00 p.m.**  
**Minutes**

**Councilors:** Gratwick, Durgin, Blanchette, Gallant, Baldacci  
**Staff:** Cyr, Currier, Wardwell  
**Others:**

**1. Consent Agenda**

**a. Report of Bids Awarded by Staff – August 2012**

Finance Director Cyr said that the bids involved are for a hot tack distributor at Public Works and personal protective equipment City wide.

**b. Update on Used Equipment Purchase** Within procurement guidelines, Bob Dawes, Fleet Maintenance Supervisor has authority to procure used vehicles. He purchased a 2008 Ford F250 4x4, replacing a 1997 Ford F250 pickup with 85,000 miles. The cost was \$20,900.

A motion was made to move these items to staff recommendation, it seconded and approved.

**2. Bids/Purchasing**

**a. Mildred/Nason Sewer Rehab Contract #2 – WWTP/Engineering – Gardner Construction - \$195,462**

Finance Director Cyr said that this is the beginning of the rehabilitation of the City's Dow Trunk Line which is in need of rebuilding. Cyr added that this will be done in two phases because of how the lines run and the properties they cover. This part of the contract (#2) is for the road work, installation of manholes, the pits for the upcoming pipe-bursts and reconnecting services for the homes affected.

The recommendation is to award contract #2 to the low bidder, Gardner Construction in the amount of \$195,462.

A motion was made to approve, seconded and approved.

**b. Mildred/Nason Sewer Rehab Contract #1 – WWTP/Engineering –**

Cyr described this as part 2 of the project which is the pipe bursting itself. They enter the lines creating a new sewer line within the existing broken structure. This is specialized work and only 1 bid was received by Ted Barry Co. in the amount of \$131,555.

A motion was made, seconded and approved.

**c. Asset Management Software – WWTP – Infrastructure Technology - \$31,160**

Cyr said that the folks in the Engineering Department and the Sewer Maintenance Department have been researching options for this software. They have actually been able to demo some of the equipment. Together, the GIS Staff, Sewer Maintenance and Engineering Department, three proposals were received. They made a recommendation based on the overall usability. The recommendation is to purchase the I.T. Pipes.

A motion was made to approve, and was seconded.

**d. Request to Waive Bid – Guardrail Installation – Public Works – C.A. Newcomb - \$11,678**

Cyr explained that there are no other contractors in the area for this job. We've used C.A. Newcomb for many years and have been happy with their work. The recommendation is to waive the bid process and award the contract to C.A. Newcomb in the amount of \$11,678 for the installation of 275 ft. of guardrail on Ohio Street.

A motion was moved, seconded and approved.

**3. Order, Authorizing Application for a \$50,000 Maine Coastal Community Grant**

Cyr explained that this would authorize us to apply for this grant in order to rejuvenate a 500 ft. section of the Penjajawoc stream. It is meant to increase our stream connectivity for resident fish and species. We would provide a 25% match. We are looking only for authorization to apply for this grant. If we were awarded this grant, it would have to come back to Council for appropriation.

A motion was made, seconded and approved.

**4. Order, Authorizing Application for a \$15,000 Grant from MEANG's Education and Outreach Program**

Cyr said that this is the 2<sup>nd</sup> or 3<sup>rd</sup> time that we have applied for grant funding through the Maine Air National Guard's Education Outreach Program.

We continue to look at education and outreach to the Birch Stream Watershed  
This grant does not require a local match.

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

Committee adjourned at 5:20 p.m.

**FINANCE COMMITTEE**  
**September 17, 2012 at 5:55 p.m.**

**Minutes**

**Councilors:** Gratwick, Durgin, Blanchette, Gallant, Baldacci, and Weston  
**Staff:** Cyr, Conlow, Heitmann, Higgins, Willette, and Morgan  
**Others:** Neff (BDN)

**1. Consent Agenda**

- a. Update on Emergency Purchases – Airport Fuel Farm

Baldacci moved to staff recommendation, it was seconded and approved.

**2. Bids/Purchasing**

- a. Transient Vessel Dock #4 – Engineering – Wyman & Simpson - \$147,755

Finance Director Cyr explained that the City was awarded \$100,000 in grant funds that required a 33% match therefore \$33,333 was earmarked from Community Development funds. The State of Maine's requirement is to award the bid in total, and as grant recipient we go back to bidder to reduce the scope of work. In this case, that would result in the removal of 5 of the float pieces, but still a significant expansion of our dock facilities.

Gratwick asked for further detail on the dock. City Engineer Art Morgan said that Dock #4 is the recreational boat dock, which is wooden and sits on floats. It is located adjacent to the parking lot next to the Harbor Master's building.

A Motion was made, seconded and approved to accept the bid.

- b. Waterfront Park Concert Venue – Phase I – Gardner Construction - TBD  
Initial bids exceeded established budget, staff met with the low bidder to consider scope revisions. Finance Director Cyr said that the low bidder was Gardiner Construction who we have had positive experiences with in the past. She also said that staff met with Gardiner Construction recently and developed a list of scope reductions. These reductions were later relayed to Alex Gray of Waterfront Concerts

in detail. Gray agreed with the reductions. The major changes are to not use pavement for back of building; and to not install under drains before placing the concrete. The total amount of appropriated funds is \$650,222. With the reductions, it would bring the cost down to \$648,000 which is within budget and is the recommendation going before the Committee.

Although the other councilors were in favor of this proposal, Gratwick doubted this motion due to Waterfront Concert's uncertainty with regard to financial participation with the project. Due to the doubt, Durgin took a vote with an outcome of 4 in favor and 1 opposed, so the motion was carried.

c. Fire Alarm Installation – Fire – CC Electric - \$34,943

Cyr said that 5 proposals were received, all were thoroughly reviewed and the recommendation is to award CC Electric, as their proposal best served the City.

Baldacci moved to approve CC Electric, it was seconded and approved.

d. Request to Waive Bid Process – Parks & Rec – Chiller Rehabs – Trane - \$32,000

Cyr described that as part of the budget process this year, Council approved approximately \$60,000 for “rehabbing” the existing chiller unit at Sawyer Arena, which has been there since 1994. The cost to replace the chiller would be extremely high, so a recommendation was made by Trane, the manufacturer, to rebuild the unit. This would allow us to avoid replacement costs and the unit is expected to last several more years as a result.

A motion was made to move staff recommendation to waive the bid process, it was seconded and approved.

### **3. Executive Session – 36 MRSA Section 841 (2) – Hardship Abatement Appeal**

### **4. Open Session – Decision – Hardship Abatement Appeal**

Motion to approve staff recommendation, it was seconded and approved.

**5. Executive Session – 1 MRSA Section 405 (6) (C) – Discussion of Disposition of Property**

Committee adjourned at 7:00 p.m.

**FINANCE COMMITTEE**  
**October 1, 2012 at 5:00 p.m.**

**Minutes**

**Councilors:** Gratwick, Durgin, Blanchette, Sprague, Longo and Weston  
**Staff:** Cyr, Conlow, Wardwell, Beaton, Dawes, and Courtney  
**Others:**

**1. Consent Agenda**

- a. Report of Bids Awarded by Staff – September 2012

Durgin opened the meeting stating that there are 4 bids awarded that fall within the dollar range permitting award without referral to the Committee.

1. Epoxy lining for tank #4 at BIA - \$47,950
2. Uniform rental at Public Works from Unifirst Corp. - \$18,000 annual cost.
3. Minivan lease for WIC from Quirk Auto, \$12,200 down payment and \$71.48/month for 36 months
4. Traffic poles for Public Works – Highway Tech Signal Equip.- \$17,480

Weston made a motion to move Consent agenda, it was seconded and approved.

**2. Bids/Purchasing**

- a. Runway Deicer – Airport – Cryotech Deicing Tech - \$49,800 (estimated annual cost)

Cyr explained to Blanchette that this is an estimated cost that includes an annual 10,000 gallon quantity, (weather conditions playing a large roll). This is bid for a 3 year period with a fixed price for the 1<sup>st</sup> year. In the event that cost increases are excessive, the City can terminate the contract and go out to bid again.

A motion was made to move to Staff Recommendation, it was seconded and approved.

**b. Wi-Fi Service – Airport – New England Communications – \$23,852**

Cyr explained that BIA has been piggybacking off the Sheraton network. We have received traveler complaints, and have spent a significant amount of time addressing them. This will bring the service in house, pay for routers, equipment, installation but the price does not include the monthly service. The monthly fee for internet will be \$250.

The recommendation is to award to low bidder at \$23,852. A motion was made to move staff recommendation, it was seconded and approved.

**c. Request to Waive Bid Process – Curbing – Public Works - Dirigo Slipform - \$25,500**

In response to a question from Gratwick, Public Works Director Wardwell explained that concrete has been proven to be more stable, longer lasting material than asphalt. Granite was not considered due to the high costs.

A motion was made to move staff recommendation, it was seconded and approved.

Cyr then asked for additional approval to appoint Dirigo Slipform as sole vendor for now, as there are currently no other vendors able to provide this product. Wardwell explained that Dirigo's pricing has been stable for the past 7 to 8 years, but if the prices increase significantly, there are other materials and other options to consider.

A motion was made to approve recommendation, it was seconded and approved.

Committee adjourned at 5:11 p.m.

**FINANCE COMMITTEE**  
**October 17, 2012 at 5:00 p.m.**

**Minutes**

**Councilors:** Gratwick, Durgin, Sprague, and Weston  
**Staff:** Cyr, Moore, Birch, Nicklas, and Hamilton  
**Others:**

**1. Consent Agenda**

- a. Resolve 12-329, Accepting & Appropriating \$329,292 in U.S. Department of HUD Grant Funds – Shelter Plus Care
- b. Requesting Authority to Apply for an \$8,000 Project Canopy Grant for Pruning of Large Trees

Sprague made a motion to move Consent Agenda, it was seconded and approved.

**2. Bids/Purchasing**

- a. Request to Amend and Extend ADS Environmental Services Contract – WWTP  
- \$56,128

Finance Director Cyr explained that the request is to extend the contract from November 1, 2012 to June 30, 2013 and was approved as part of fiscal year 2013 budget.

Sprague made a motion to move to staff recommendation, it was seconded by Weston and approved.

**3. Council Order, Amending the Period of Utility of Projects to be Financed with the City's \$2,800,000 Qualified School Construction Bonds**

Cyr explained that these are referred to as QSCB bonds and the term is set by the market. The term has always been 15 years or less, so that is how the Council Order was drafted. Recent market terms have gone to 23 years, which is the allowable term of the bond. Cyr said that we need to amend the Council Order to increase the number of years to 25. This will be on the Council Agenda for Monday evening, October 22<sup>nd</sup>.

A motion was made to move to Staff Recommendation, it was seconded by Sprague and approved.

#### **4. Recommendation to Authorize Execution of Memorandum of Understanding with State of Maine – Public Health Nursing**

Assistant City Solicitor Nicklas said that currently the Maternal and Child Health referral process calls come into numerous areas, which involves transferring referrals and additional time to get to the correct destination. This authorization would streamline the process, saving time and expense by everyone using the same referral number where it will be immediately transferred to the correct area. Patty Hamilton, Public Health Director concurred and said that this would make the process more efficient.

Moved to staff recommendation by Sprague and seconded by Gratwick.

#### **5. Assessor's Update (information distributed separately with weekly packet)**

City Assessor Ben Birch distributed a packet outlining an updated assessment process and property values for the City of Bangor which is the basis for tax assessment. This is the beginning of the assessment process for the upcoming tax year, April 1, 2013. He added that the information is collected from residential homes, commercial and industrial properties and lands. A memo summarizing this information was sent out last week so that Council can familiarize themselves with what has transpired nationwide with changing values.

We're beginning to see a positive change, with appreciation in values, as well as an increase in real estate activity. Birch went on to explain these changes in detail as they relate to New England, the State of Maine, Lewiston, Auburn, Portland and Bangor.

To recap, Birch stated that the market is showing positive signs in moving from the 2012 to 2013 timeframe.

Committee adjourned at 5:35p.m.

## **SPECIAL FINANCE COMMITTEE**

**October 23, 2012 at 5:00 p.m.**

### **Minutes**

**Councilors:** Gallant, Durgin, Blanchette, Gratwick and Hawes  
**Staff:** Cyr, Conlow, Dawes, Beaton, Kochis, Higgins and Hathaway  
**Others:**

#### **1. Consent Agenda**

- a. Resolve 12-340, Appropriating a \$175,037 Grant from the FAA for an Airport Master Plan Update

A motion was made to move Consent Agenda, Hawes seconded and it was approved.

#### **2. Bids/Purchasing**

- a. Sidewalk Tractor – Public Works – HP Fairfield - \$101,433

Cyr said this is the low bidder and is part of the FY13 budget process.

A motion was made to move to Staff recommendation, it was seconded and approved.

- b. Bulldozer (5 Yr. Lease/Purchase) – Public Works – Nortrax - \$27,670.93/Yr

A motion was made to move to Staff Recommendation, it was seconded by Gallant and approved.

- c. Excavator (5 Yr. Lease/Purchase) – Public Works – Nortrax - \$31,584.54/Yr

Dawes explained that the low bid did not meet specs. A motion was made to move to Staff Recommendation, it was seconded and approved.

- d. Multiple Vehicles – Various Departments – O’Connors - \$34,502, Darling’s - \$25,149, Whited Ford - \$48,679, Quirk Chevrolet - \$26,247

A motion was made to move to Staff Recommendation, it was seconded and approved.

- e. Request to Waive Bid Process – Police – Firearms – Amchar Wholesale – \$10,814

After an explanation by Finance Director Cyr, a motion was made to move to Waive the Bid Process, it was seconded and approved.

- f. Generator – Central Fire – Elco Electric \$34,497

Cyr said that the recommendation is to award to the low responsive bidder for replacement of the emergency generator. This is an exterior, natural gas powered, emergency generator. A motion was made to move to staff recommendation; it was seconded by and approved.

### **3. Resolution Approving Details of the City's 2012 QSCB Bond Issue**

Cyr explained the details of these qualified School Bonds. A motion was made to approve this bond issue as described, it was seconded and approved.

Committee adjourned at 5:25p.m.

**FINANCE COMMITTEE**  
**December 3, 2012 at 5:15pm**  
**City Council Chambers**

**Minutes**

**Councilors:** Sprague, Nealley, Longo, Blanchette, Gallant, Hawes, Civiello and Durgin

**Staff:** Little, Conlow, Hathaway

**Others:**

**1. Consent Agenda**

- a. Quitclaim Deed – 66 Catell

A motion was made, seconded and approved.

**2. Bids/Purchasing**

- a. Request to Waive Bid Process – Wireless Radio Control - Police – Northrop Grumman/Remotec

Bangor P.D. Lieutenant Mark Hathaway explained that the Police Dept. would like permission to use grant funding to purchase a wireless remote for their robot. Because of the cord attached to the current robot, it gets tangled in vegetation, automobile tires, etc.... creating problems with usage. With the wireless, it would allow us to use the robot in its full capacity.

Nealley moved Staff Recommendation to approve funding for wireless radio control, it was seconded and approved.

Meeting adjourned at 5:25p.m.

**FINANCE COMMITTEE**  
**December 17, 2012 at 5:15pm**  
**City Council Chambers**

**Minutes**

**Councilors:** Sprague, Nealley, Blanchette, Gallant, Hawes, Civiello and Durgin

**Staff:** Cyr, Little, Arno, Farrar, McNeil, Yardley and Willette

**Others:**

**1. Consent Agenda**

- a. Resolve 13-039, Appropriating \$32,000 from the Police Department's State Drug Seizure Account to Purchase up to 3 Used Vehicles
- b. Used Vehicle Purchase – 2 Crown Victorias – Police - \$15,000
- c. Quitclaim Deed – Oliver – Various Properties
- d. Workout Agreement – Hendrick – 116 Cedar Falls Mobile Home Park
- e. Workout Agreement- Carter – 127, 135 Cedar Falls Mobil Home Park

A motion was made by Nealley to move Staff Recommendation on all items, it was seconded and approved.

**2. Bids/Purchasing**

Transit Hub Alternatives Analysis – Tom Crikelair Associates - \$31,177

Cyr explained to new Councilors that Council previously spoke with staff to look at an alternative location for the Community Connector Hub, (currently at Pickering Square) that would work well for the City. Cyr said that only one response was received from Tom Crikelair Associates. He has done a number of studies and is well qualified. The recommendation from staff is to award Hub Analysis to Crikelair in the amount of \$31,177.

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

Meeting adjourned at 5:23p.m.