

FINANCE COMMITTEE AGENDA MINUTES
December 7, 2015 @ 5:15

Councilors Present: Baldacci, Graham, Faircloth, Durgin, Nealley, Nichols, Perry

Staff Present: Conlow, Cyr, Drew

1. Consent Agenda

- a. Report of Bids Awarded by Staff – November 2015
- b. Update on Diesel Fuel Contract – FY 2017

Motion made and seconded to accept the consent agenda items. Motion passed unanimously

2. Bids/Purchasing

- a. Radio Maintenance – City Wide – Whitten's 2-Way

Motion made and seconded to award the contract to Whitten's 2-Way, motion passed unanimously.

- b. Document Management – City Wide – General Code

Staff reviewed the process undertaken in the selection of the vendor as well as provided information about the software capabilities. Councilors questioned whether references were checked, the process that would be undertaken as well as the implementation timeline. Staff responded that references were all positive, that names would be provided so that Council could see the public portal element. In addition, it would be a phased implementation that would require significant staff involvement up front to set up, allow for process improvements and start with day forward documents. The selection of a back scanning vendor is currently underway. Exact pricing would be based on the licensure level that is determined in conjunction with the vendor. Funds would be first expended on the software and the balance to back scan. It is likely that this will be a long term project requiring some amount of annual appropriation beyond just the annual licensing fees.

Motion to recommend award of contract to General Code to the full Council was made and seconded. Motion passed unanimously.

- c. Sale of 147 Court Street - \$4,800

Motion to recommend sale of property to the full Council was made and seconded. Motion passed unanimously.

3. Energy Program Status

Staff provided an update on two energy program initiatives that would be forthcoming for Committee and Council review. The first being an energy program for residents. This is a continuation of the efforts brought forward by Councilors Faircloth and Plourde earlier this fall. Staff will be drafting a comprehensive Residential Energy Program that encompasses the points raised by the Councilors as well as incorporating the resources of Efficiency Maine. On a related note, City staff has been working with an engineering firm as part of Efficiency Maine's large customer that is developing a full range scoping audit of City facilities to identify energy saving opportunities within City facilities. That report is expected to be available sometime in January.

4. Assessor's Update

The Assessor reviewed the recent State Valuation Analysis, Report of Assessment Review and The Annual Sales Ratio Report required by the State of Maine, Maine Revenue Services Property Tax Division as well as the business personal property letter.

Adjourned 6:15 pm