

FINANCE COMMITTEE MINUTES

August 18, 2014 @ 5:15 pm

Council Members: Civiello, Sprague, Gallant, Durgin, Graham, Nealley

Staff Members: Conlow, Cyr, Willette, Dawes, Wardwell

Others: Wendy & Frank Carr

1. Consent Agenda

a. Report on Purchase of Used Vehicles

Finance Director Deb Cyr explained that the Fleet Maintenance Supervisor, Bob Dawes, was authorized to buy 3 used vehicles. At this time the 3 used vehicles have been purchased that were approved in the FY 2015 budget process. Two are Ford Transit Connects. One is being used with Dig Safe and the other is being split between environmental projects and WWTP pre-treatment services. The last vehicle was a large trailer that is used to move large equipment items around that are used for construction projects. All were under budget.

Councilor Sprague moved the approval of the consent agenda, Councilor Durgin seconded, so approved.

2. Bids/Purchasing

a. Photography Services – Parks & Recreation – Monty Rand

Director Cyr explained that a number of programs at Parks & Recreation have photography needs. We went out to bid for photography services and received 3 responses. We looked for a vendor who offers a variety of packages that parents like as well as high and low options for packages. Staff recommendation is to award the contract to Money Rand.

Councilor Sprague moved, Councilor Durgin seconded, so approved.

b. Main Street Safety Improvements – Engineering – Maine Earth - \$1,113,975

Director Cyr explained this project that was approved as a part of the FY 2015 budget which includes the construction and build out of sidewalks of both sides of Main Street, additional lighting and center medians. 80% of this project is funded from federal grant monies and the 20% of the local cost is from the downtown TIF monies. Staff recommendation is to award the contract to low bidder Maine Earth in the amount of \$1,113,975.

Councilor Durgin moved, Councilor Graham seconded, so approve to recommend to full Council with one doubt (Civiello).

c. Asphalt Paver – Public Works – Milton Cat - \$118,322 (with warranty)

Director Cyr explained that part of the FY 2015 budget process it was approved for the purchase of an asphalt paver for Public Works. Staff recommendation is to award the contract to Milton Cat for the amount of \$118,322 which includes the warranty.

Councilor Nealley moved, Councilor Sprague seconded, so approved to recommend to full Council.

d. Tracked Excavator – Public Works – Central Equipment - \$116,000 (5 Yr Lease Purchase)

Director Cyr stated that part of the FY 2015 budget process it was approved for the purchase of a tracked excavator for Public Works. Staff recommendation is award to the low bidder, Central Equipment, in the amount of \$116,000 for a 5 year lease purchase. This piece of equipment like the asphalt paver above is involved in the buy back process.

Councilor Durgin moved, Councilor Graham seconded, so approved to recommend to full Council.

3. Discussion of Potential Savings Committee

Councilor Gallant explained that this subject was brought up by a former employee and feels it is warranted at this point with the cost savings we are trying to do as a City. It basically means all depts. and all employees are on board to get cost savings results.

Frank Carr, Bangor resident and former employee, explained that he was involved in this type of committee while working at another company. All staff was actively involved taking on responsibility for their own department. It won't cost anything extra other than a little of staff time. Employees would make suggestions to the department head or person on the committee from their department. Depending on how many suggestions they received would determine how often the committee would meet. It is not a suggestion box. The employee would find an item that could potentially save the City money, they would do the research of where the savings could be found and that would be brought to the committee. The committee member from that department would bring the information to the committee to present it and a decision will be made. Two incentives for employees who present ideas are public recognition (possibly at a Council meeting) and continued employment. There are a lot of cuts that could

potentially save a person from being laid off, etc. Whether an idea is approved or not, employees should always be encouraged to continue looking at ways to save the City money.

Frank Carr stated that it will be less costly as time goes on due to the fact that you come to a point where there are no other sources of money saving ideas. He stated that this idea is quantifiable and verifiable. His past employer ended up saving \$75,000 in 9 months. That is a large amount of money although it looks small the grand scheme of things.

Councilors discussed the potential committee with pros and cons for each. They are intrigued but not sure if will cost more money with staff time or if it would be worth the time. They will continue to look into this idea.

Councilor Nealley suggested Action Steps:

1. Starts as a pilot, 30 day pilot program
2. If Frank Carr has the time, would like him to be a part of the start the pilot
3. Committee report back to the committee chosen to head this, the progress of the pilot program.

Representative from each department for the committee suggested by City Manager Conlow.

Councilor Gallant stated that the City Manager will be tasked with looking into the potential pilot program within the next 30 days and go from there.

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

Councilor Sprague moved to go into executive session, Councilor Nealley seconded, so approved.

5. Open Session – Hardship Abatement A Decision

Staff recommendation moved, seconded and approved.

Adjourned at 6:17pm.