

MINUTES OF THE FINANCE COMMITTEE
EXECUTIVE CONFERENCE ROOM
May 30, 2017, 8:15am.

Committee Members present: Councilor David A. Witham, Chairman
 Councilor Martin Pepin
 Councilor Jennifer G. Soldati
 Councilor Dale R. Sprague

Administration/Staff present: City Manager, Bob Belmore
 Director of Public Works, Michael Bobinsky
 Finance Director, Scott Smith
 City Clerk, Trish Harris

The meeting called to order by Chairman Witham at 8:16 AM

APPROVE PAST MEETING MINUTES

Councilor Pepin, seconded by Councilor Soldati, made a motion to approve the minutes of the previous meeting; the motion passed 3-0.

FY 2017 BUDGET ENCUMBRANCES

Smith reported on the Capital Outlay projects that were completed. City Hall HVAC construction was authorized an appropriation of \$37,000. Of which, \$29,657 was spent. Staff is requesting the use of the additional funds to replace baseboard units and wall units.

Councilor Pepin, seconded by Councilor Sprague, made a motion to encumber the balance of the appropriation to upgrade baseboard and wall units in City Hall. The motion passed, 3-0, with one abstention.

Councilor Soldati entered at 8:20.

Smith continued by reporting that the TIF project is being completed in house by staff, and saving \$15,000. Staff suggests that they reserve \$3,000 for legal fees. Staff suggests the other portion to be used for new software to process Motor Vehicle and dog licensing in the Tax Office. They are looking at two different options, Interware and Avatar, which are estimated to cost about \$12,000.

Councilor Pepin, seconded by Councilor Sprague, made a motion to support the encumbrance of a total of \$15,000, the motion passed unanimously.

BUDGET TRANSFER ORDINANCE – REPORTING

Transfer ordinance, total of \$80,000. Staff’s main concern is the Department of Public Works for winter operations. They overspent by approximately \$50,000. Staff recommended transferring \$70,000 from the Department of Development Services to the Department of Public Works.

Staff recommended transferring \$10,000 to City Management (legal) as a contingency, although the budget may come in close. Councilor Sprague asked what the legal budget is. Total budget is \$50,000. YTD spent is \$40,000. There was discussion about a staff attorney.

Councilor Pepin, seconded by Councilor Sprague, made a motion to endorse an ordinance for Budget transfer. The motion passed unanimously.

BRETON'S CLEANERS NH DES GRANT PROCESS

City Manager Belmore explained the process. The City's policy is to go out to bid. Staff is asking to waive policy and solicit requests for proposals for the cleanup process in accordance with the State DES preferred process for both engineering services and for the contracted removal work.

Councilor Pepin, seconded by Councilor Sprague made a motion, to allow staff to move forward with soliciting proposal for the Bretons Cleanup without a formal bid. Motion passed unanimously.

ASSESSING BID- CONTRACTED SERVICE

City Manager Belmore explained that Corcoran Consulting has increased the cost for their services; \$86,000, 1 year contract.

Councilor Sprague asked what Dover and Rochester are doing. The indication was that Dover intends to keep Corcoran, and Rochester has their own staff for field work and are using Corcoran as their chief assessor for now.

Councilor Pepin, seconded by Councilor Soldati, made a motion to support a Resolution to full Council to award services to Corcoran Consulting Associates. The motion passed, 3-1, with Councilor Sprague opposed.

331 SHERWOOD GLEN MHU & 20 GREEN STREET– TAX DEEDED PROPERTIES

331 Sherwood Glen. The City's building inspector looked at it, and determined that it is not worth selling. It is not inhabitable. It will cost about \$3,100 to destroy and remove the building.

Councilor Sprague, seconded by Councilor Pepin, made a motion to authorize the funds spent to remove the MHU located at 331 Sherwood Glen. The motion passed unanimously.

20 Green St is what is known as the old profile garage. There is now a question as to whether there are still fuel tanks in the ground. The owner of the property made a proposal to pay all back taxes and interest, but would like the City to waive the 15% fees.

Councilor Sprague asked if we have ever waived fees for others? Director Smith said we have never waived the fee in the past.

Councilor Sprague, seconded by Councilor Soldati, made a motion to not endorse waiving of any fees for the property at 20 Green Street. The motion passed unanimously.

INDIGO HILL ROAD PROJECT – CHANGE ORDER

City Manager explained that the project is currently not over budget.

Memo item #3, Tree removal on Indigo Hill Road. Two large trees need to be removed to accommodate the expansion, at 51 Indigo Hill Rd.

Engineer Bourcier said most of the cost is for a subcontractor. These are very mature trees.

Memo item #4. High School drainage improvements.

Councilor Witham said a lot of the drainage is collected from Memorial Drive. This serves the roadway.

Memo item #5. Water main, from Williams Street to Davis Street. It was originally indicated that this wasn't a priority. City Manager Belmore said this was not within the budget and will need a supplemental appropriation.

Memo item #6. Peds crosswalk signal, enhanced pedestrian safety features. It will be activated by push button.

Councilor Pepin asked if there was a lot of pedestrian activity at this location to require a signal. Councilor Witham said it is a best practice to install a signal at this location. It is a mid-block crossing.

Councilor Witham said he was fine with all of the change orders.

Pepin made a motion to endorse the list of change orders. With there being no second, Councilor Witham said they will look at each item individually.

Councilor Pepin, seconded by Councilor Witham made a motion to approve memo item #3, Tree Removal on Indigo Hill Road, \$3,500.

Councilor Soldati said the Sustainability Committee created a tree replacement policy. Where do we replace them? We don't have to replace right on that spot. Trees clean the air. When we discuss tree removal, we should also discuss where we will plant new.

Councilor Pepin asked where the trees are located and why do they have to be taken down. Director Bobinsky explained that the root system will be severed and will weaken the trees.

After robust discussion, the motion passed 4-0.

Councilor Sprague, seconded by Councilor Pepin made a motion to approve memo item #4, Somersworth High School Parking Lot drainage line and catch basin improvements, \$36,755. The motion passed unanimously.

Councilor Pepin, seconded by Councilor Witham, made a motion to approve memo item #5 Water Main replacement from Williams Street to Davis Street, \$72,180 and sponsor a supplemental appropriation to fund this item. Motion passed unanimously.

Councilor Sprague, seconded by Councilor Witham made a motion to approve memo item #6, Purchase and Installation of new pedestrian crosswalk signal, Indigo Hill Road at Chapel Street, \$18,360. The motion passed unanimously.

PERSONNEL PLAN WAGES (NON-UNION)

City Manager Belmore explained that the budget is passed and at this time of the year they look at a cost of living increase for non-union employees. There was an increase of 2.5% last year. That is also in line with what unions are looking at.

Councilor Witham said 3% is what he would support.

Councilor Pepin, seconded by Councilor Witham made a motion to move forward with a 3% increase for non-union employees. The motion passed unanimously.

MISCELLANEOUS

City Manager Belmore said LED street lighting replacement project is moving forward this week. New inventory has been delivered, and they will be recycling the old aluminum fixtures. The project will take 2-3 weeks; they will be doing 60-80 lights a day.

Director Bobinsky said they are looking to purchase a new 6 wheel Peterbilt dump truck. The vehicle will be here by late October if ordered now.

Councilor Pepin, seconded by Councilor Witham, made a motion to endorse a Resolution to full Council for the preorder of a 6 wheel Peterbilt dump truck. The motion passed 3-1, with Councilor Sprague opposed.

Councilor Pepin, seconded by Councilor Sprague made a motion to adjourn at 9:30am.

Respectfully submitted,

Trish Harris, City Clerk