

MINUTES OF THE FINANCE COMMITTEE
EXECUTIVE CONFERENCE ROOM
January 12, 2018, 2:00 pm.

Committee Members present: Councilor David A. Witham, Chairman
 Councilor Dale R. Sprague, Vice-Chair
 Councilor Martin Pepin
 Councilor Martin Dumont

Administration/Staff present: City Manager, Bob Belmore
 Director of Public Works, Michael Bobinsky
 Director of Development Services, Shanna Saunders
 Finance Director, Scott Smith
 Deputy City Clerk, Kelly Gagne

Other:

The meeting called to order by Chairman Witham at 2:00 PM.

APPROVE PAST MEETING MINUTES

Councilor Pepin, seconded by Councilor Sprague, made a motion to approve the minutes of the November 3, 2017 meeting; the motion approved. Councilor Dumont abstained

PRIMEX PROPERTY & LIABILITY INSURANCE CAP PROGRAM

Chairman Witham has recused himself from the meeting during this agenda item. The door has been closed and Chairman Witham has left at 2:01pm.

Vice Chairman Sprague continued with the meeting.

Manager Belmore recommends to the Committee that we move forward with Primex Property & Liability Insurance CAP Program. Director Smith states that this limits what your max increases can be, not that they would go up. Claim is based on years prior. The proposed CAP is 7%. Councilor Sprague states that there is no reason to not do this.

Councilor Dumont, seconded by Councilor Pepin moves to accept the Primex CAP Program. Motion passed 3-0.

Chairman Witham re-enters meeting at 2:05pm

LWCF GRANT – JULES BISSON PARK PROJECT

Manager Belmore explained that a draft resolution has been put on Council Meeting Agenda for January 16, 2018. The State Division of Parks and Recreation has requested that the City Council (Governing body) endorse this grant application formally before it is received. The City has been successful with two prior grant awards through this program: Noble Pines and Mast Point Dam projects. The matching funds will need to be appropriated should the City receive the Grant.

Councilor Pepin, seconded by Councilor Dumont make a motion to support the LWCF Grant application for Jules Bisson Park project. Motion passed 4-0

STATE HISTORIC PRESERVATION ALLIANCE GRANT – CEMETERY

Manager Belmore explained that the grant has been successfully submitted. There is a Resolution for the January 16, 2018, City Council Meeting.

Director Bobinsky stated that this grant will be used for examining the Chapel's structural integrity. The vendor or contractor must be State certified. The City matching funds will be taken from this fiscal year's cemetery budget.

Councilor Dumont, seconded by Councilor Pepin made a motion to support the State Historic Preservation Alliance Grant Award acceptance. Motion passed 4-0

M/V REGISTRATION SOFTWARE PURCHASE

Director Smith explains that this will cover two components motor vehicle and dog licensing. Currently, we have to enter information twice. First enter information into the State system for the registration and then second into the financial system. This system bridges those transactions and only one transaction will be required. The Chairman stated that this expenditure was within the finance committee's authority and as Director Smith explained the funding was encumbered from last year's budget. Two software companies were looked into the first software company was \$12,000 with an annual service cost of \$2000. Avatar, the second software company, was \$12,350 with an annual service cost of \$4000.

Councilor Witham asked how this would help with dog licensing. Director Smith stated it would allow for M/V and dog licensing transactions to be done in 1 program.

Councilor Pepin, seconded by Councilor Dumont made a motion to approve M/V registration software and to expend \$12,000 for the purchase of Interware software. Motion passed 4-0.

CITY WEBSITE SERVICE AGREEMENT

Director Smith, Director Saunders, Executive Assistant Breda and Manager Belmore narrowed it down to four companies from about 39 received proposals and after the interviews it came to two

companies. The decision wasn't just about cost but that training offered by Virtual Towns was more user friendly for staff.

Councilor Dumont, seconded by Councilor Pepin made a motion to move forward and expend \$9,800 from the cable fund to contract with Virtual Towns and Schools. Motion passed 4-0.

WATER TREATMENT PLANT LAGOON CLEANING – BID WAIVER

Director Bobinsky explained that this year the cleaning of lagoon 2 and 3 is proposed and staff would like to use RMI out of Holderness, NH. Historically we have used RMI for the past 5 years; therefore the thought was to ask to negotiate with them for the project. He did also mention that they do recycle the material pulled from the lagoons.

Councilor Dumont, seconded by Chairman Witham made a motion to waive bidding requirements. Motion passed 4-0.

WRIGHT PIERCE WWTP CONTRACT AMENDMENT – SUPPLEMENTAL APPROPRIATION

Manager Belmore explained that a contract amendment from Wright Pierce Engineers is needed for an additional \$519,200 to the original \$343,800 making the total \$863,000. Also the total project cost would require a Supplemental Appropriation Ordinance amending this year's fiscal wastewater budget by the \$519,200: from \$2,159,074 to \$2,678,274.

Director Smith indicated that currently the City has \$2.2 million in the sewer fund. That amount will reduce with the WWTP and the Blackwater Rd pump station projects.

Councilor Witham stated that it is remarkable that our rates are still conservative to other surrounding cities.

Councilor Dumont, seconded by Councilor Pepin made a motion to endorse a Resolution as well as the Supplemental Appropriation Ordinance to full council. Motion passed 4-0.

REPORTING

Director Smith passed out a summary of estimated expenditures for the general fund. They are closely watching the Police Department patrol fund. The Police Chief is also watching it closely. Other area of concern is the winter operations in the DPW; overtime and snow removal. Of which is something difficult to budget for as that is unpredictable. The budget is based upon historical data used from past years.

Manager Belmore also mentioned that Aclara is appealing their abatement denial to the State board of land and tax appeals in regards to their assessed value looking for a reduction in taxes. Due to this appeal, the assessing line item in the budget is also being watched very closely. It is believed that the developmental services budget should be able to absorb most of the overage from the assessing line.

MISC

Manager Belmore shared an advanced email regarding the CMAQ Grant. He is adding it to his manager's report for the upcoming council meeting. The grant is for the High St corridor for traffic signal boxes, timers etc.

ADJOURNMENT

Councilor Pepin, seconded by Councilor Dumont, made a motion to adjourn at 2:48 pm. Motion passed 3-1, Councilor Sprague opposed.

Respectfully submitted,

Kelly Gagne, Deputy City Clerk