

MINUTES OF THE FINANCE COMMITTEE
EXECUTIVE CONFERENCE ROOM
September 12, 2018 3:30pm

Committee Members present: Councilor David A. Witham, Chairman
Councilor Martin Pepin
Councilor Martin P. Dumont, Sr.

Administration/Staff present: City Manager, Bob Belmore
Finance Director, Scott Smith
Superintendent of Schools, Robert Gadowski
Director of Public Works & Utilities, Mike Bobinsky
Deputy City Clerk, Kelly Gagne

Others Present: Councilor Richard Michaud

The meeting called to order by Chairman Witham at 3:31 PM.

APPROVE PAST MEETING MINUTES

Councilor Pepin, seconded by Councilor Dumont, made a motion to approve the minutes of the August 28, 2018 meeting; the motion passed 3-0.

SCHOOL BOND: RESOLUTION NO. 15-19

Manager Belmore explained that this Resolution had a first read and that a public hearing is scheduled for Sept 17th. The Mayor has assigned the Resolution back to the Finance Committee for discussion.

Director Smith stated that bond counsel has reviewed the Resolution and recommended that we change the wording in the Resolution to eliminate upgrading the security at the entrance, to just stating updating security in general.

Superintendent Gadowski stated that he met with the engineer and he said that the longevity of the building and structure is good for at least another 20-30 years. He then went over the proposal supplied to him by the architect for a membrane roof replacement in the amount of \$436,256.25.

Chairman Witham asked if we were to add the roof replacement onto this bond does it require a separate public hearing or change anything. Director Smith answered that he wasn't sure but would contact the bond counsel and have an answer at the Monday night Council meeting. He also stated that we could choose a longer term, which would allow for lower annual payments, but that we would pay more because of the longer term.

Discussion ensued on roofing options and bond payment options weighing out the difference of 10 years versus 15 years, the payments and the impact on the tax rate.

Councilor Pepin, seconded by Councilor Dumont made a motion to expand the scope of the bond Resolution to include \$440,000.00, for the membrane roof replacement and to increase the bond period from 10 years to 15 years. Motion passed 3-0.

CMAQ GRANT UPDATE

There was a short memo from Public Works Director Bobinsky regarding the next steps in the process to upgrade traffic systems on the High St corridor. We have received approval from NHDOT to work jointly with the City of Dover to prepare a request for proposal. This will involve linking the City's traffic control system in with the City of Dover.

Councilor Witham supported working jointly with the City of Dover. Director Bobinsky stated that the timeline looks to be a winter project at this point. The Cities will purchase the equipment from the same supplier which will help with flow and ease of operation.

Councilor Witham also brought up that the intersection at Indigo Hill Rd and Blackwater Rd needs to be updated.

Committee consensus is in agreement to work with Dover on this project.

PURCHASING POLICY – BUY LOCAL CONCEPT

Manager Belmore updated the Committee that we have included language allowing for preference to local vendors in our purchasing policy and in our request for proposals, as shown in the handouts provided. He stated he reached out to his peers for sample policies and received none.

Director Smith also reached out to his peers and received 3 responses, indicating they had none to share.

There was a robust discussion regarding our buy local policy.

Councilor Witham stated that as he read through the policy, he believes we are not bound to this but that we should follow this as much as possible. He believes we do try to follow this as a City. He thinks buy local is more regional than City specific.

Councilor Pepin stated that sometimes contracting stuff out is difficult because at times people will bid and not have the right equipment, which can delay the project or correct insurances.

Councilor Dumont stated he has never felt that the City hasn't followed these guidelines. He thinks the City follows it and maybe the School should also follow it.

MISCELLANEOUS

Budget Update -

Director Smith passed out a budget expenditure update. He stated that doing projections now is too early, but that nothing is alarming to him as of now. .

Manager Belmore asked about a potential payment arrangement for back taxes for a resident be considered so that they would not have to be evicted. He would like to extend it from 2 years to 3 years on this particular case. Director Smith also thinks it's appropriate and he explained the terms. Committee consensus was to authorize the Manager to move forward with a 3-year repayment plan.

Manager Belmore updated the Committee that the boilers and pumps in the City Hall need to be replaced, currently, there are four pumps, two were rebuilt and two are not working. If the two were to stop working the City Hall would be left with no heat. He asked if the Committee would consider sponsoring approval from the Building Maintenance Capital Reserve Fund. The Committee told him to move forward. Director Smith mentioned the full Council would need to approve as they are the agents to expend the funds. He also mentioned they would need to budget next year for repairs to the City Hall roof.

Manager Belmore received a letter from the property owner's attorney located at Fair Court regarding their objections to closing the small street.

No objections from Committee for City Manager to contact their attorney and see if there is a reasonable solution to addressing the issue in closing Fair Court.

ADJOURNMENT

***Councilor Pepin, seconded by Councilor Dumont made a motion to adjourn at 4:20 PM
Motion passed 3-0.***

Respectfully submitted,

Kelly Gagne, Deputy City Clerk