

MINUTES OF THE FINANCE COMMITTEE
EXECUTIVE CONFERENCE ROOM
October 16, 2019 at 4:00pm

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

Administration/Staff present: Bob Belmore, City Manager
 Scott Smith, Finance Director
 Mike Bobinsky, Public Works & Utilities Director
 Gary Lemay, City Engineer
 Shanna Saunders, Dir. of Planning & Community Dev.
 Kelly Gagne, Deputy City Clerk
 Robert Gadomski, SAU Superintendent
 Steven Hodsdon, Admin Student Liaison

The meeting called to order by Chairman Witham at 4:00 PM.

APPROVE PAST MEETING MINUTES

Councilor Pepin, seconded by Councilor Dumont made a motion to approve the minutes of the August 6, 2019 meeting. Motion passed 3-0 with Councilor Sprague abstaining.

MAPLEWOOD SCHOOL BUILDING PROJECT - STATE BUILDING AID

Manager Belmore pointed out the memo that was prepared by Gadomski included in the packet. It explained that the School Department was notified by the NH Department of Education that the request for School Building Aid that had been submitted for Maple Wood School renovations and construction project would be funded upfront by the NH Legislative budget in the amount of \$1,835,649. He informed the Committee the City will be allowed to use the \$1,640,000 bond issue that was approved as the local match. The bond issue was used for the security, roof, and HVAC improvements.

Gadomski explained that the new funding will include work in the music area and additional functionality for the kitchen (see Memo list of improvements). In order to complete the project, the School District is asking the City Finance Committee to consider and support, for Council approval, the receipt of the building aid award of \$1,835,649 in order to finish the project.

There was discussion regarding amounts, how the funding would work and when the timeline for the construction would begin.

Motion made by Councilor Pepin, seconded by Councilor Dumont that the Finance Committee supports the appropriate budget actions for the Maplewood School project funding. Motion passed 4-0.

SCHOOL FOOTBALL FIELD – NEW SCOREBOARD FUNDING OPTIONS

Manager Belmore informed the committee that the Superintendent and Mr. Hodsdon were here to discuss the possible replacement of the scoreboard at the football field. The School Department was able to turn back funding at the end of last year's budget, and would like consideration to use a portion of that through a supplemental appropriation using unassigned fund balance. Steve Hodsdon stated that the current scoreboard was installed in 1991, with an electrical overhaul in 2001. Recently, a section of the scoreboard (change all score board to 1-word) went out and they had someone come out take a look and it, which brought up the fact that finding parts for this type of score board is becoming more and more difficult. He received some quotes from various companies and presented them to the Committee. Hodsdon also stated that all score boards within the campus have a Coca-Cola logo which goes against school policy, as they do not have Coca-Cola in the schools anymore.

Chairman Witham discussed funding options. He would strongly advocate for wireless technology having less stuff in the ground to go wrong. We also want to get away from that sort of sponsorship such as Coca-Cola.

There was discussion on pricing, the quotes that were received and when and how the score board could be replaced.

Councilor Sprague asked when the timeline for replacement of the score board would be. Hodsdon stated that spring would be a good time. Councilor Sprague suggested that we reach out for sponsorship options to help fund the replacement of the score board. Councilor Sprague stated he is in favor of replacing the scoreboard, but since we have time, we may be able to take it as an opportunity to work with the business community similar to the Veterans memorial. Hodsdon stated that he could reach out to local businesses and see what he can come up with.

Councilor Witham asked about the advertising policy with the school. Gadomski responded that that was just revised this past year, and does allow for sponsorship.

The Committee consensus was to look at this as a bigger project and if we can get sponsors then maybe we can do all scoreboards campus wide.

Hodsdon and Gadomski left at 4:30.

CITY INVESTMENT POLICY

Director Smith stated that this is a housekeeping matter to adopt the investment policy on an annual basis. He explained the current investment policy, reviewed the current investments the City is using, and that the City is doing well with that.

Councilor Pepin, seconded by Councilor Dumont made a motion that the Finance Committee endorses the current City Investment Policy to the full Council. Motion passed 4-0.

DISPOSAL OF SURPLUS PROPERTY/VEHICLES

Manager Belmore stated that there is a list of City equipment that we are proposing to sell on GovDeals. This includes 2 vehicles from the DPW, 2 vehicles from Fire Department and 1

vehicle from the Police Department. With there being 2 vehicles that will stay in service until the replacement vehicles have arrived from the FY20 Budget.

There was a thought that this option would be put under other on Council agenda.

Councilor Dumont, seconded by Councilor Pepin made a motion that the Finance Committee endorses adding the sale of City equipment on GovDeals to the agenda listed under other at the next Council meeting. Motion passed 4-0.

FIRE DEPT. BRUSH TRUCK EQUIPMENT BIDS

Manager Belmore stated that the Fire Department brush truck bids went out to bid and only received one bid back and it was twice the amount budgeted. Director Smith stated that our budget for the whole vehicle is \$85,000; the bid received was just the truck in the amount of \$84,900.

Staff will review the bid specs and determine if there are any adjustment required before sending the bid request out again.

ROAD PROJECTS FUNDING UPDATE

City Engineer Lemay spoke of the paving update within the City. He stated that everything is currently on time. Stackpole Road has been paved by developer's contractor, Continental Paving, treated with a mill-and-overlay. They are adjusting/replacing structures as needed, and applied a new 1.5" surface to the roadway. All work is now completed except for striping, which DPW staff and PIKE's subcontractor will complete.. Initial projections indicate that this project will come in \$8,000-\$10,000 under budget. All of the other streets are being done by the City's contractor, PIKE Industries. Shimming on Union and Franklin Street was completed the week of 10/7. Milling and trimming on other City streets are approximately 75% complete, we are projecting to be \$30,000 - \$40,000 under budget on this line item, which will help with the overall cost of the projects.

There was discussion on the time line and when they will be done. Councilor Witham mentioned we were anticipating needing additional funding to complete the projects, although it is looking like we might not need as much as anticipated.

There is no action needed by the Committee at this time but to continue to monitor.

BUILDING PERMIT FEES

Director Smith stated that the changes as noted in the appendix have already been authorized. The recommendation is to take the rates out of the content of the Ordinance and include them in an Appendix attached to the Ordinance. The thought is it will clarify what all the fees are, and make it easier to amend in the future.

Councilor Pepin, seconded by Councilor Sprague made a motion that the Finance Committee supports the format change to the Ordinance. Motion passed 4-0.

Director Saunders left at 4:47pm.

REPORTING

Director Smith updated the Committee on where the budget is at and where it is predicted to go. The area expecting to go over budget and we are watching is the solid waste line as curbside recycling continues to potentially be over budget. The City increased the budget for this line item, but the plan is to do it incrementally over the next few budget cycles and not try to do it all at once. The issue the City is facing is that we are paying tipping fees for recycling in addition to the cost of curbside pickup. Currently, the City is being charged approximately \$6,000 per month for the tipping fees.

There was discussion on recycling options within the City to help save money.

MISCELLANEOUS

ADJOURNMENT

Councilor Dumont, seconded by Councilor Pepin made a motion to adjourn at 4:57 PM. Motion passed 3-1, Councilor Sprague opposed.

Respectfully submitted,

Kelly Gagne, Deputy City Clerk