

MINUTES OF THE FINANCE COMMITTEE  
EXECUTIVE CONFERENCE ROOM  
February 18, 2020 @ 4:00PM

Committee Members present:      Councilor David A. Witham, Chairman  
   Councilor Donald Austin, Vice-Chair  
   Councilor Martin Pepin  
   Councilor Martin P. Dumont, Sr

Administration/Staff present:      Bob Belmore, City Manager  
   Scott Smith, Finance Director  
   Gary Lemay, City Engineer  
   Mike Bobinsky, Director of Public Works & Utilities  
   Kelly Gagne, Deputy City Clerk

Other:                                      Councilor Richard Michaud

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

APPROVE PAST MEETING MINUTES

***Councilor Austin, seconded by Councilor Pepin made a motion to approve the minutes of the January 29, 2020 meeting. Motion passed 3-0-1, Councilor Dumont abstained.***

WATER DIVISION PROJECTS: RECOMMENDATIONS FOR ENGINEERING STUDIES  
WATER STORAGE ASSESSMENT

Manager Belmore pointed out a memo prepared by Engineer Lemay regarding proposals received for an assessment on the water storage stand pipe at the Noble Pines. Three firms responded; Wright-Pierce, Tata and Howard, and Weston and Sampson. The interview team which consisted of City Manager, Deputy City Manager, Public Works Director, Chief Water Treatment Operator and City Engineer; interviewed all three firms and the recommendation is to award the contract to Wright-Pierce Engineers. During a second interview Wright-Pierce Engineers noted that the City may be eligible for a \$20,000 drinking water asset management grant if several asset management-specific tasks were added. After adding the management specific tasks totaling \$11,000 to the project and with the \$20,000 grant that the City was awarded, it would reduce the total cost of the project by \$9,000. Making the total cost for the project \$54,700 minus the acceptance of the \$20,000 grant making the total cost to the City \$34,700, which is less than the \$100,000 adopted budget for this assessment.

***Councilor Dumont, seconded by Councilor Austin made a motion that the Finance Committee sponsor a Resolution to support awarding the water storage assessment contract to Wright-Pierce Engineers in the amount of \$54,700. Motion passed 4-0.***

***Councilor Austin, seconded by Councilor Dumont made a motion that the Finance Committee sponsors a Resolution to receive the drinking water asset management grant in the amount of \$20,000. Motion passed 4-0.***

#### WELLFIELD ASSESSMENT

Manager Belmore noted that there was a memo prepared by Director Bobinsky in regards to the request for proposals for the Rocky Hill Road Wellfield assessment. There were seven responses and City Staff decided to bring four of them in for an interview; Tata and Howard, Wright-Pierce, Geosphere/Tighe and Bond, and Emery and Garrett/Hoyle and Tanner. The interview team consisted of City Manager, Deputy City Manager, Public Works Director, Chief Water Treatment Operator and City Engineer. The interview team recommendation was to award the contract to the Emery and Garrett/Hoyle and Tanner team. The estimated cost for this assessment is \$68,500 which is less than the budgeted \$75,000.

***Councilor Dumont, seconded by Councilor Austin made a motion that the Finance Committee sponsor a Resolution to award the Rocky Hill Road Wellfield assessment contract to Emery and Garrett/Hoyle and Tanner in the amount of \$68,500. Motion passed 4-0.***

#### WASTE MANAGEMENT CONTRACT EXTENSIONS

Manager Belmore explained that he met with Waste Management Representative Pete Lachapelle regarding a 5-year contract extension for collection and disposal of municipal solid waste, recycling, and sludge disposal. Currently, we have a favorable rate. He recommends approving a 5 year contract extension. He stated that if we go out to a sealed bid process the price will most likely go up. He pointed out in the packet the pages that explain the three different types; Municipal solid waste, which is the blue bag program, recycling and WWTF sludge hauling.

***Councilor Dumont, seconded by Councilor Austin made a motion that the Finance Committee sponsor a Resolution to move forward with the 5-year contract extension with Waste Management of all three areas Municipal Solid Waste, Recycling and WWTF Sludge Hauling. Motion passed 4-0.***

#### CEMETERY ROAD PROJECT: BID ALTERNATE/S FUNDING

Manager Belmore informed the committee that staff has inquired about a contract amendment to add Doelson St and the access road behind the High School to the Cemetery Road project. He explained that we have received an estimate to repave all of Doelson Street, but the Committee recommended 50-60ft instead of the whole street as there are drainage issues on the other end. In order to include this work with the Cemetery Road project, we would need some engineering work and that requires a contract amendment with Wright/Pierce.

Councilor Austin stated that it makes sense to do the work while they are already there.

***Councilor Dumont, seconded by Councilor Austin made a motion that the Finance Committee sponsor a Resolution to add the first 50ft of Doelson Street and the access road behind the High School as a contract amendment with Wright-Pierce Motion passed 4-0.***

#### **BONDING: FIRE STATION & CEMETERY ROAD**

Manager Belmore explained that the City has some expiring debt over the next couple of years and we also have some proposed projects that we can move forward with in place of those expiring bonds.

Director Smith stated that the final bond payment for the City Hall will be in January 2021. The Cemetery Road bond would replace the City Hall bond for less of an impact on the tax rate. Moving forward with the assumption for bonding the Cemetery Road project in the amount of \$1,750,000 issue at 3% amortized over 15 years issued in the fall of 2020 for the general fund portion. Much of the work will be associated with Water and Sewer improvements. The impact on the tax rate for 2022 budget would be approximately \$.07 on the Cemetery Road bond as laid out above.

The final bond payment for the Police Station will be in August 2021. Replacing that bond with the new Fire Station bond with a \$6,000,000 bond issue at 3% amortized over 20 years issued in the fall of 2021. Director Smith clarified that the original estimates were based on a \$6,000,000 bond, however, on a \$7,700,000 bond the impact on the tax rate for fiscal year 2023 budget would be approximately \$.31 for the Fire Station.

Manager Belmore asked if it would make any sense to do the 25 or 30 years for the Fire Station to lessen the impact on the budget. Director Smith will run the numbers to change to 25-30 years and report back.

There was discussion regarding how the bonding would work and the overall impact it will have.

Councilor Dumont stated that he doesn't understand why the CIP stated \$5.5 million and the actual estimate is \$7.7 million. That is a 54% increase and he struggles with that number.

Councilor Pepin stated that he worked out of the old station and then moved into the current fire station when it was new. The original plans introduced were exactly the same as the Rochester Fire Station and we chose to have the High School kids build ours, Rochester is not looking to build a new station right now. Let's do it right the first time and this building will last for many years. Many things in firefighting have changed and that comes with a price.

***Councilor Pepin, seconded by Councilor Witham made a motion that the Finance Committee sponsor a Resolution to move forward with a bond in the amount of \$3.8 million for the Cemetery Road project. Motion passed 4-0.***

***Councilor Pepin, seconded by Councilor Witham made a motion that the Finance Committee sponsor a Resolution to move forward with a bond in the amount of \$7.7 million for the new Fire Station. Motion passed 4-0.***

#### REPORTING

Nothing to report

#### MISCELLANEOUS

Manager Belmore stated that there was an estimate done to replace the sidewalk in front of where the Veterans Memorial Park will be stretching from what used to be Fair Court to Fayette Street and to also add fencing along Fair Court and Elm St. An estimate for replacing the sidewalk and adding fencing is \$60,000 edit here. Manager Belmore informed the committee that there is funding available from revenue sharing provided from the State of NH in the amount of \$273,000. Also, so far there is an estimated \$12,000 raised through fundraising, and pledges of \$20,000 from Service CU and \$10,000 from Hilltop Chevy.

There was discussion regarding an estimate of the money raised during fundraising efforts. Staff recommended a total cost estimate for the memorial, sidewalk, and fencing is \$235,000. Director Smith stated that this would require a supplemental appropriation.

***Councilor Austin, seconded by Councilor Dumont made a motion that the Finance Committee sponsor a Resolution for a supplemental appropriation in the amount of \$235,000 for the Veterans Memorial Park project. Motion passed 4-0.***

#### ADJOURNMENT

***Councilor Dumont, seconded by Councilor Pepin made a motion to adjourn at 4:47PM. Motion passed 4-0.***

Respectfully submitted,

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Kelly Gagne, Deputy City Clerk