

MINUTES OF THE FINANCE COMMITTEE  
CITY COUNCIL CHAMBERS  
October 7, 2020 @ 4:30 p.m.

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

Administration/Staff present: Bob Belmore, City Manager  
Scott Smith, Finance Director  
Jonathan Slaven, City Clerk  
Michael Bobinsky, Public Works Director  
Gary Lemay, City Engineer

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The meeting called to order by Chairman Witham at 4:30 p.m.

APPROVE PAST MEETING MINUTES

*Councilor Austin made a motion to approve the minutes of the September 24, 2020 meeting. The motion was seconded by Councilor Pepin and passed 3-0 by voice vote. Councilor Dumont abstained.*

CRACK SEALING BID AWARD

Manager Belmore informed the Committee that two bids were received to perform crack seal work on two segments of roads in the City. The first segment is High Street from around the Tri-City Plaza to the Dover line and High Street from Washington to Main and Main Street from Market to John Parsons Drive. He explained City staff has recommended to award the project to the low bidder, Spots on Lots. Councilor Witham stated he was happy to see them as the low bidder as the work they have done for the City has held up very well.

Councilor Austin inquired about the difference in linear feet on each of the bidder's bid specifications. City Engineer Lemay replied that Spots on Lots used actual, in-person calculations while the other bidder most likely used aerial photographs to get their calculations.

*Councilor Pepin made a motion to support the award to low bidder, Spots on Lots. The motion was seconded by Councilor Dumont and passed 4-0 by voice vote.*

FURBER CHAPEL ROOF BID AWARD FROM LCIP GRANT

Manager Belmore informed the Committee that bid results came in for the project to replace the Furber Chapel's roof. He explained City Staff has spoken with the apparent low bidder, Alden Bailey Restoration Co. and is comfortable with the proposal submitted. The grant provider, Land and Community Investment Program (LCIP), is also comfortable with the project being done by Alden Bailey Restoration Co.

Director Bobinsky explained this is a historic chapel that has a slate roof; therefore, they have to make sure to follow historical structural specifications. He informed the Committee he walked the property with the low-bidder a second time since the bid that came in was about 40% lower than the other bids received. After the walk through, the contractor stood by their proposal and agreed that they can do the project to the specifications required for the price submitted. Mr. Bobinsky also told the Committee that the vendor has been vetted and had all positive references

Director Smith said, in terms of assisting in the required City funding match of the Grant, he would recommend using approximately \$10,000 of the Furber Chapel Memorial Trust Fund for the project. He said the Trust has been in existence since the 90's and this would be a great project to use it for. Director Smith suggested a Resolution will be necessary to allow the Trustees of the Trust Funds to authorize the release of funds.

Councilor Witham inquired about the timing of the project. Director Bobinsky said if the contractor gets a contract this month they could finish before the end of the calendar year.

***Councilor Austin made a motion to create a Resolution to draw from the Furber Chapel Expendable Trust Fund for the project to replace the Furber Chapel roof and award Alden Baily Restoration Co. as the contractor for the work for an amount not to exceed \$55,000. The motion was seconded by Councilor Pepin and passed 4-0 by voice vote.***

#### CAPITAL IMPROVEMENT PROGRAM (CIP) – ENGINE 2 PURCHASE TIMELINE

Manager Belmore stated that the Public Safety Committee voted to accept staff's recommendation to push back the purchase of the new fire apparatus by 6 months. Director Smith explained that the purchase of the apparatus is currently included in this year's budget, however, if we can delay the purchase by 6 months, it would push back any lease payments by one full budget year.

Chief Kramlinger described the life cycles of his apparatus and informed the Committee that the delay of the purchase would not cause any impact to service. Councilor Austin inquired about timing of the contract once we accept it. Chief Kramlinger explained that the process typically takes around 12-18 months and if we went this route that truck would get here during good weather allowing staff to get used to the vehicle before the winter brings snow and ice.

***Councilor Dumont made a motion to accept staff's recommendation of delaying the bid of the fire apparatus by 6 months. The motion was seconded by Councilor Austin and passed 4-0 by voice vote.***

#### CITY INVESTMENT POLICY

Director Smith indicated this is an annual requirement and there are no recommended changes.

***Councilor Austin made a motion to support the investment policy and move it forward to Council. The motion was seconded by Councilor Dumont and passed 4-0 by voice vote.***

## SIDEWALK PLOW PURCHASE FUNDING

Councilor Witham stated that at the last meeting the Committee supported unanimously moving forward for the rapid acquisition of a sidewalk plow. He explained it was originally thought we could use funds from the municipal and transportation fund, however, upon review from the City Attorney we were informed we could not use these funds for this purpose. Councilor Witham stated he then discussed alternative strategies with Manager Belmore on how to make the purchase. The idea now is to propose a transfer Ordinance to move the funding from road resurfacing. Then when we receive our bids for road resurfacing, we can make up the difference by using the municipal and transportation fund to make up this potential amount that might be needed to complete the resurfacing roads project. Also, we have money held in escrow from an exaction from the Cumberland Farms development that can be used for this purchase. Director Smith informed the Committee there is approximately \$35,000 available.

Councilor Witham, who provided an outline of three different models, stated that the existing fleet is tired and costing money to maintain. Councilor Witham stated he recommends going with the Holder model since our operators are used to this model of machine and it would preserve fleet consistency. He also explained this model could use the attachments we now have with the other sidewalk tractors the City owns.

Dumont voiced some concern regarding the method of funding. He said if there is no other creative way to fund the purchase, he is going to support it.

Manager Belmore asked Director Bobinsky if the proposed cost assumed a trade in. Director Bobinsky replied that this is not a trade in and the City would be keeping both current units, utilizing two units at a time while keeping one in reserve status.

Councilor Pepin asked if we are looking to replace the other two units down the road to which Director Bobinsky replied that it is being proposed to replace them within the next 5 years.

***Councilor Austin made a motion to sponsor a Transfer Ordinance in the amount of \$130,000 to fund the purchase of the sidewalk tractor. The motion was seconded by Councilor Pepin and passed 4-0 by voice vote.***

## REPORTING

Director Smith stated that auditors are scheduled to be on site doing field work the last week of this month.

He also explained a letter received by the Department of Revenue Administration who reviewed the uniformed standards Of professional standards practice report prepared by Assessing. He explained that this is basically an audit of the Assessing Department and that this happens annually and the report filed was complete and complies with all laws.

## MISCELLANEOUS

Manager Belmore explained to the Committee that there are surplus vehicles in the lot behind the Public Works garage and he would like to put them up for sale on Govdeals.com. He requested the Committee's recommendation to put on council agenda.

*Councilor Pepin made a motion to recommend Council vote to sell the vehicles. The motion was seconded by Councilor Dumont and passed 4-0 by voice vote.*

Manager Belmore explained a change order for Veteran's Park to the Committee and recommends moving forward with \$3,700 to place sod in the front section of the memorial. Manager Belmore also stated that the contractor believes they are currently on schedule to be done by Veterans Day.

Manager Belmore stated that the letter of intent to use a Federal Grant for a pre-disaster mitigation study on Salmon Falls Road was accepted by the State. He further explained that the deadline of the grant, which is solely for the engineering services, is approaching.

Councilor Witham stated he thinks leveraging Federal money makes sense, but that we already have a lot of complete streets projects. He further stated that though the area does flood, he does not think it is a persistent problem that affects life or safety.

Councilor Austin questioned the timeline of the grant. Director Bobinsky replied, early November. Austin stated that this grant is only for the engineering services and it makes sense to get the ball rolling now since the timeline on construction is years down the line.

*Councilor Pepin made a motion to support applying for the hazard mitigation engineering study for Salmon Falls Road. The motion was seconded by Councilor Austin and passed 4-0 by voice vote.*

## ADJOURNMENT

*Councilor Pepin made a motion to adjourn. The motion was seconded by Councilor Austin and passed 4-0 by voice vote. The meeting adjourned at 5:31 p.m.*

Respectfully submitted,

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Jonathan Slaven, City Clerk