

MINUTES OF THE FINANCE COMMITTEE
CITY COUNCIL CHAMBERS
May 24, 2022 – 4:30 p.m.

Committee Members present: Councilor David A. Witham, Chair
Councilor Don Austin, Vice-Chair
Councilor Matt Gerding
Councilor Richard R. Michaud
Councilor Martin P. Dumont, Sr. (arrived at 4:56 p.m.)

Administration/Staff present: City Manager Bob Belmore
Finance Director Scott Smith
Director of Public Works Michael Bobinsky
City Engineer Amber Hall
Planning Secretary Dana Crossley
Deputy City Clerk Ammy Ramsey

Chairman Witham called the meeting to order at 4:35 p.m.

Mayor Dana S. Hilliard temporarily appointed Councilor Richard R. Michaud to the Finance Committee for this meeting.

MINUTES OF THE PREVIOUS MEETING

Councilor Austin made a motion to approve the minutes of the April 11, 2022 meeting. The motion was seconded by Councilor Gerding and passed 3-0-1, Councilor Michaud abstained.

REPORTING – BUDGET TRANSFER ORDINANCE

City Manager Belmore and Finance Director Smith presented information for the end of year projections, and explained the proposed Transfer Ordinance. Belmore explained that they would like to take \$40,000.00 from the contingency budget line item and \$50,000.00 from the police budget to cover the Fire Departments short fall in their budget. Belmore also mentioned that he will be approving some purchasing for the Police Department that will still be with-in their budget. Director Smith also mentioned that he will be monitoring the Fire Departments budget, he believes this transfer will be sufficient but it is a possibility that he will have to come back with another request.

Councilor Witham asked if the over-expenditure in the Fire Department was due to covering for staff absences due to injuries. Director Smith responded in the affirmative.

Councilor Austin made a motion to support the Proposed Transfer Ordinance to Full Council. The motion was seconded by Councilor Gerding and passed 4-0

POLICE VEHICLES LEASE – PURCHASE

City Manager Belmore stated that a down-payment for one new SUV police cruiser and one new unmarked vehicle is budgeted as part of the adopted FY2023 budget. In the memorandum from Finance Director Smith, he stated that Kansas State Bank is the lower quote, and after my discussion with Director Smith we are recommending a 3-year lease. Belmore also explained that this would be

written up as a Resolution to move to Full Council. Director Smith informed the Committee that he requested 4 quotes and only received 2 back and they have done business with both companies before. He also explained that the reason for the rush is because one of the Police Department's current unmarked vehicles is out of service and the repairs are costly for a vehicle that is scheduled to be replaced. Director Smith also informed the Committee that it is possible that the amounts will be lower, as the initial intent was to purchase a pick-up truck, however the wait time for a truck is 8 months so they may have to get something different.

Councilor Gerding made a motion to support a Resolution for the Lease-Purchase agreement with Kansas State Bank for 1 new SUV style police cruiser and 1 Unmarked vehicle. The motion was seconded by Councilor Austin and passed 4-0

CCTV INSPECTIONS FOR MAIN STREET COMPLETE STREETS

City Engineer Amber Hall stated that Wright-Pierce Engineers are recommending the City should camera the storm drains and sewer mains on Main Street to evaluate their condition to determine if they require replacement or could be repaired as part of the complete street design. Hall provided information concerning the size and age of the drains and sewer lines and believes it would be a good idea to get the condition of the pipes. She explained the quote received from Vortex Services and Wright-Pierce. Councilor Witham confirmed with Hall that this will provide information for the Complete Streets Project.

Finance Director Smith explained the cost total is \$44,206.00, the budget for the Complete Streets Project is \$581,000.00 and has \$236,000.00 unspent funds. The thought is to use the unspent funds currently and if necessary, as we get closer to final design of the project the City can consider a supplemental appropriation to complete the design.

The census of the Committee was to support that process of the project.

EDDY BRIDGE AND NEW DAM BRIDGE REHABILITATION

City Manager Belmore stated that City staff had a conference call with the State of Maine, and New Hampshire Departments of Transportation to discuss the two bridges and their repair. Both bridge rehabilitation projects would be designed and then bid together, and the recommendation is to bid them together as one project, hoping to save money on mobilization, administration and potentially take advantage of any other economies of scale. The intent is to get the bids out this year, and would most likely be a 2023 project. The funding of the projects would be a cost share between the State of Maine, State of New Hampshire and City of Somersworth.

Belmore stated that Director Smith provided the needed funding based on the latest cost estimates provided by the State of Maine DOT project. The City has already appropriated \$60,000 for the Eddy Bridge on Salmon Falls Road, but based on current estimates the City's share would be an additional \$33,000. The New Dam Bridge on Buffumsville Road requires \$46,500 for the City's share. Director Smith indicated that the City could consider using the Municipal and Transportation Fund, which currently has a balance of \$102,000 to fund these projects.

Belmore stated the Public Works & Environment Committee did discuss and support the projects and to move the legislation needed to approve and fund the projects to the full City Council using the Municipal and Transportation Fund.

Councilor Austin made a motion to support a Supplemental Appropriation in the amount of 79,500.00, and a Resolution to use the Municipal and Transportation Fund for the funds needed, and a Resolution to authorize the City Manager to enter into an agreement with the State of New Hampshire for the repairs to the Eddy Bridge and the New Dam Bridge. The motion was seconded by Councilor Gerding and passed 4-0

PROPOSED FEE SCHEDULE

Planning Secretary Dana Crossley stated she and Michelle Mears Director of Planning and Community Development have been working on this document to help with the ability to have the Land Use fee's more accessible and easier to find. Dana explained that they have taken all of the fee's and listed them on one document. She also explained that this process would need to be done in two steps, the first step is to have the Planning Board to amend the Site Plan and Subdivision Regulations and the City Council action would be to amend the Zoning Ordinance. Manager Belmore mentioned that Site Plan and Subdivision fees are approved by the Planning Board.

Councilor Witham stated he does like having the fee's all in one place, and believes that having this be a part of the yearly review of documents the City Council reviews to ensure the fees are comparable to the surrounding Towns and Cities.

Councilor Gerding inquired if the table would be an appendix in the Zoning Ordinance. Finance Director Smith stated that staff consensus was to have this be a separate document so that fees could be added or adjusted without having to amend any Ordinance every time there is a change. Councilor Gerding expressed his concern regarding transparency and the fees not being included in the Ordinance. He preferred having it in each Ordinance. It was also mentioned that the Ordinance would state to see the Fee Schedule to find the fee regarding any application or other fee.

Manager Belmore suggested a Resolution for full Council approval that outlined this process as well as including language that the City Council would review the fees schedule each year similar to the annual Investment Policy approval. After discussion, the consensus was for Council to review the fees schedule each year during the budget process as part of the revenue review. Council could also review the fee schedule if needed at any other time of the year.

Councilor Austin made a motion to revise City Ordinances as necessary to move fees into a Fee Schedule and sponsor a Resolution that outlines an annual City Council review process to be approved by Full Council. The motion was seconded by Councilor Michaud and passed 3-1, Councilor Gerding opposed

MISCELLANEOUS

City Manager Belmore informed the committee that staff discovered we need additional funds associated with the Body Camera project for redaction software and other software costs. The additional cost is \$10,110. Police Chief McLin was able to secure additional grant funding, however the City needs matching funds in the amount of \$5,055.00.

Councilor Michaud made a motion to support a Supplemental Appropriation in the amount of \$5,055.00. The motion was seconded by Councilor Gerding and passed 4-0

ADJOURNMENT

Councilor Austin made a motion to adjourn. The motion was seconded by Councilor Dumont and passed 4-0. The meeting adjourned at 5:18 p.m.

Respectfully submitted,

Ammy Ramsey, Deputy City Clerk