

MINUTES OF THE FINANCE COMMITTEE
CITY COUNCIL CHAMBERS
January 11, 2023 – 5:15 p.m.

Committee Members present: Councilor David A. Witham, Chair
Councilor Don Austin, Vice-Chair
Councilor Matt Gerding

Committee Members excused: Councilor Robert Gibson

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

Chairman Witham called the meeting to order at 5:15 p.m.

MINUTES OF THE PREVIOUS MEETING

Councilor Austin made a motion to approve the minutes of the November 29, 2022 meeting. The motion was seconded by Councilor Gerding and passed 3-0.

FIRE DEPARTMENT VEHICLE EXTRICATION TOOLS BID

Councilor Witham stated that Councilor Austin spoke about this on Monday, stating that the Public Safety Committee supported the bid and approved to accept the Grant funds from the FEMA Assistance to Firefighters Grant.

City Manager Belmore reiterated that the City Council voted to approve the acceptance of the FEMA Grant funds and further described some details pertaining to the 5% City match. Manager Belmore mentioned that this amount is within the spending authority of the Finance Committee.

Councilor Witham stated he would like to move forward with the purchase of the Holmatro E-Tools and various attachments as recommended by Fire Chief Kramlinger for a cost of \$50,011.

Councilor Gerding made a motion to approve the purchase of the Holmatro E-Tools and attachments for a cost of \$50,011. The motion was seconded by Councilor Austin and passed 3-0.

ENGINEERING SERVICES BIDS

Councilor Witham stated that the Public Works & Environment Committee supported Resolution's for BETA Group, Inc. for the Main Street Water Main Replacement and Wright-Pierce for the FY2023 Water Treatment Plant Evaluation.

A. MAIN STREET WATER MAIN REPLACEMENT

City Manager Belmore stated that the Public Works & Environment Committee supported a Resolution to full Council for BETA Group, Inc. for their bid cost of \$94,462. and with some contingency, the Committee supported bringing the total not-to-exceed the amount of \$100,000 which was budgeted in the water enterprise budget for this fiscal year. Manager Belmore stated they interviewed all 3 engineering

firms and BETA Group, Inc. not only had the lowest bid; they also interviewed very well. . Manager Belmore mentioned that the City has had BETA Group, Inc. do the engineering for the road and sidewalk survey.

Councilor Austin thanked Manager Belmore for the insight on the process that takes place when the City receives bids. Councilor Austin did mention that he was surprised with the significant price differences between the 3 companies. Manager Belmore mentioned that a possible reason the City's not receiving as many responses as before is because the companies are busy and are not always responding to RFP's and only responding to requests for qualifications.

Councilor Gerding inquired if these projects are built into the budget. Finance Director Smith stated that this project was approved in the Fiscal Year 2023 adopted budget.

Councilor Austin made a motion to support a Resolution to full Council to award the Main Street Water Main Replacement to BETA Group, Inc. for an amount not to exceed \$100,000. The motion was seconded by Councilor Gerding and passed 3-0.

B. Water Treatment Plant Upgrades

City Manager Belmore stated that with this bid there is a Grant that Wright-Pierce has applied for a NH Department of Environmental Services Grant in the amount of \$100,000 for an asset management grant. Wright Pierce Engineering was the only bid received for an amount of \$130,000. The Committee's consensus was to accept the Public Works Committee's recommendation to add \$20,000. in contingency. It was mentioned that the City budgeted \$100,000 in the water enterprise fund for this project, however should the City received the grant the project will come under the budget.

Public Works Director Bobinsky stated that Wright-Pierce submitted the proposal on behalf of the City for an asset management project grant for the Water Treatment Facility.

City Manager Belmore stated that the Public Works & Environment Committee voted to support a Resolution to accept the Grant funds awarded.

Councilor Austin made a motion to support a Resolution to full Council to award the Water Treatment Plant Upgrades to Wright-Pierce for an amount not to exceed \$150,000.

The motion was seconded by Councilor Gerding and passed 3-0.

TAP GRANT UPDATE

Councilor Witham stated that the TAP Grant was voted on and approved this past Monday January 9th at the Council Meeting and the work will begin in the spring.

GOVERNMENT ACCESS CCTV EQUIPMENT

City Manager Belmore stated that Finance Director Smith presented a memo detailing the update of equipment to be able to broadcast in High Definition. The Comcast Channel 22 will stay the same, and

this equipment upgrade is so the City's equipment is compatible with going High Definition as well as upgrading some older equipment.

Finance Director Smith stated that there was \$52,000 encumbered from the FY2022 Budget, and the recommended equipment to be purchased totals \$51,496.50. Director Smith also mentioned that the current equipment is working properly but it is about 10 years old. Councilor Witham inquired if new cameras will be purchased to broadcast in high definition, and Director Smith stated yes, but that will come later with an estimated cost of around \$8,000.

Councilor Austin asked if doing this upgrade to equipment will enable broadcasting live from other buildings or locations. Director Smith stated that he will check on that and further explained the way it is done currently.

Councilor Gerding inquired if there will be an impact on what is streamed on line now, and Director Smith mentioned that the service will be different but the way it is viewed will not be impacted.

Councilor Witham stated that the amount to be expended is within the Committee's spending authority. City Manager Belmore mentioned having some funds available for contingency. Director Smith agreed that would be helpful. The Committee agreed to add some contingency to the project.

Councilor Gerding made a motion to approve the purchase and installment of High-Definition Equipment for the Cable Access TV not to exceed the amount of \$55,000. The motion was seconded by Councilor Austin and passed 3-0.

LIBRARY ADA & EXPANSION STUDY

City Manager Belmore stated that the study is complete and feels a presentation to full Council would be beneficial for everyone. Councilor Witham stated he will mention this in his report to Council and asked staff to arrange for a presentation.

MISCELLANEOUS

City Manager Belmore stated that COAST Bus issued Somersworth's portion of the payout of accumulated Shelter Ad Revenue in the amount of \$4,754.78.

City Manager Belmore mentioned that the Groundwater Management Permit Application was approved and he authorized Crede Associated, LLC for the testing for PFAS in the amount of \$8,850. for that purpose. There was some further discussion pertaining to the sewer line and how to deal with that issue.

Finance Director Smith mentioned that they are monitoring the Fire Department overtime expense budget line.

Finance Director Smith also mentioned that there will be a potential tax deeding property list coming forward for the Committee to review at a future meeting.

ADJOURNMENT

Councilor Austin made a motion to adjourn. The motion was seconded by Councilor Gerding and passed 3-0. The meeting adjourned at 5:43 p.m.

Respectfully submitted,

Finance Committee
January 11, 2023

