

MINUTES OF THE FINANCE COMMITTEE
CITY COUNCIL CHAMBERS
May 4, 2023 – 8:30 a.m.

Committee Members present: Councilor David A. Witham, Chairman
Councilor Don Austin, Vice-Chairman
Councilor Matt Gerding
Councilor Robert Gibson (arrived at 8:33 a.m.)

Administration/Staff present: City Manager Bob Belmore
Director of Public Works & Utilities Michael Bobinsky
City Engineer Amber Hall
City Clerk Kristen LaPanne

Chairman Witham called the meeting to order at 8:31 a.m.

MINUTES OF THE PREVIOUS MEETING

Councilor Austin made a motion to approve the minutes of the March 1, 2023 meeting. The motion was seconded by Councilor Gerding and passed 3-0.

HIGH SCHOOL CAMPUS / MEMORIAL DR. PEDESTRIAN BUMP OUT LIGHTS

Chairman Witham referenced the comments made by some of the Councilors during Monday's Council meeting pertaining to the current large wooden utility poles installed last week on Memorial Drive. He felt that a majority of the Councilors were looking to move in the direction of replacing the poles with decorative pedestrian scale lighting and to set them back further from the road. The light poles that have been suggested by City staff are solar powered and are estimated to cost the City \$25,000 to purchase and install the pair of utility poles.

City Manager Belmore stated that he and staff had a conversation with the NH Department of Transportation and NH DOT will be meeting internally to discuss the City's request as it relates to finalizing the project with the contractor as well as any federal grant requirements. He also spoke to the City's School Superintendent, the only feedback he received is that school staff would like to be able to hang banners from the light poles.

There was additional discussion regarding the lead time for the recommended poles which is estimated to be around 6 months. Director Bobinsky stated that he will coordinate with the contractor and verify what the timing looks like and report back.

Manager Belmore stated that he and Finance Director Smith had discussed ways to fund the replacement of the poles, the three options being from the Municipal Transportation Fund, ARPA funds or from the Use of Fund Balance. Their recommendation was to use ARPA funding. Manager Belmore noted that the Public Works Facility roof replacement expenses came from ARPA funds and came in less than was budgeted for the project.

Councilor Gerding made a motion to support the installation and purchase of the decorative light poles utilizing ARPA funds in an amount not to exceed \$30,000 to allow for \$5,000 for contingency. The motion was seconded by Councilor Austin. The motion passed 4-0.

PUBLIC WORKS – FACILITY ROOF REPLACEMENT BID

City Manager Belmore informed the Committee that one bid was received for the roof replacement project which came in with a bid of \$152,913. He suggested adding a contingency amount and reminded the Committee that the project expenses will be spent using ARPA funds.

Chairman Witham stated that he is in support of awarding the contract to Triple Construction, LLC as they provided good references, including one from the State of NH DOT. Director Bobinsky added that the company has a wealth of experience and felt that they were a good candidate. A brief discussion regarding contingency funds led the Committee to agree to adding an additional amount of approximately \$15,000 for a total project budget of \$168,000.

Councilor Austin made a motion to sponsor a Resolution awarding the roof replacement and gutter installation to Triple Construction, LLC utilizing ARPA funds for an amount not to exceed \$168,000. The motion was seconded by Councilor Gibson and passed 4-0.

FOREST GLADE CEMETARY – ITALIANATE WELL HOUSE ROOF RECONSTRUCTION

City Manager Belmore explained that the City did not receive any bids for the Italianate Well House roof reconstruction project. He asked that the Committee consider the option to waive the City's bid requirement for this reason and allow City staff to negotiate with the single contractor that submitted a bid last year. An email between City staff and Amy, from the NH Department of Natural & Cultural Resources, confirmed that the Moose Plate Grant funds would not be affected by the negotiation process if the Committee approved to do so.

Director Bobinsky provided the Committee with a list of relevant past projects that the company, Weather Guard Industries, LLC has done. There was some discussion of the original quote doubling for reasons including costs of cedar wood shingles, labor costs, inflation, and supply chain demands. City Engineer Amber stated that they called other local companies and while some sounded interested in submitting a bid at that time, they ultimately didn't submit a bid for the project.

The current Moose Plate Grant is currently being funded at \$25,000 to complete the Italianate Well House roof reconstruction.

Councilor Gibson made a motion to support waving the City's bid requirement process and work on negotiations with Weather Guard, LLC for the Italianate Well House roof reconstruction for an amount not to exceed \$25,000. The motion was seconded by Council Gerding and passed 4-0.

TRANSFER ORDINANCE

City Manager Belmore provided an overview of the City's General Fund Budget, he reported that Finance Director Smith confirmed the City's General Fund budget is forecasted to be approximately \$350,000 below the estimated budget for fiscal year 2022-2023. The Committee has been receiving updates from Finance Director Smith pertaining to the over-expenditures of the Fire Department due

to overtime and unexpected engine repairs to fire apparatuses. With the approval of the Committee, Manager Belmore would like to their support to introduce a Transfer Ordinance during the first City Council meeting scheduled in June to rectify the over expenditures within the Fire Department budget that are expected. Manager Belmore mentioned that the City Manager is able to move funds within a department, however the Manager is not able to transfer funds between departments, this requires approval from the City Council per the City Charter.

There was discussion about what departments the transfer of funds would come from, the largest transfer is expected to come from the Police Department which has projected unexpended funds. Manager Belmore explained that Staff will continue to monitor the Fire Department's over expenditure and other Departments as we get closer to the end of the fiscal year He would like to get the Ordinance on the first City Council meeting in June with voting to take place during the second meeting, this would be in time for the fiscal year's end on June 30th.

Councilor Gibson made a motion to sponsor a Transfer Ordinance at the discretion of City staff regarding which Department transfers are needed. The motion was seconded by Councilor Gerding.

The motion passed 4-0.

MISCELLANEOUS

Councilor Gibson questioned why the City decided to go back to black and white police cruisers, he preferred the look of the silver vehicles. Chairman Witham stated that it was a vote of the Council as they intended for the vehicles to stand out to the Community. City Manager Belmore added that the Police Department staff were happy to switch to SUV's because they provided them with more room for all of their equipment.

ADJOURNMENT

Councilor Austin made a motion to adjourn. The motion was seconded by Councilor Gibson and passed 4-0. The meeting adjourned at 9:04 a.m.

Respectfully submitted,

Kristen LaPanne, City Clerk