

MINUTES OF FINANCE COMMITTEE MEETING  
EXECUTIVE CONFERENCE ROOM  
February 6, 2017, 5:30 p.m.

Committee Members present:        Councilor David Witham, Chair  
   Councilor Martin Pepin  
   Councilor Dale R. Sprague  
   Councilor Jennifer Soldati

Administration/Staff present:        City Manager, Bob Belmore  
   Finance Director, Scott Smith  
   Public Works Director, Mike Bobinsky  
   City Clerk, Trish Harris

Others present                            Captain David Kretschmar  
   Judy Currie

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*Chairman Witham called the meeting to order at 5:30 p.m.*

MINUTES OF THE PREVIOUS MEETING

*The motion by Councilor Dumont, seconded by Councilor Witham, to accept the minutes of the November 18, 2016 meeting carried, 3-0. Soldati abstained.*

REVIEW HVAC REPAIR BID AWARD - RESOLUTION NO. 29-17

City Manager Belmore explained the details of the bid received from Design Day Mechanicals. They did a full survey of the HVAC system at City Hall. They looked at replacing the Energy Recovery Ventilator (ERV) and tower at the same time, since the crane would be here. The cost was not within budgeted \$37,000. Staff is comfortable moving forward with this company to replace the rooftop ERV.

The ERV unit brings quality air into the building. Councilor Soldati asked if we have fresh air coming into the building at this time. City Manager Belmore replied that we have air coming in, but it is not functioning as it is supposed to.

Councilor Pepin said he read the whole report 2-3 times. He feels like we are not doing the whole project, like we used to do the roads. He would like to see the project done from one end to the other.

Councilor Witham asked if it was intended to go after other components of this in other budget years. The ERV was in this budget. Staff went out to bid on a more comprehensive package, but not within budget.

Director Smith said it would be about \$150,000-200,000 to do everything, based on this report.

***A motion was made by Councilor Sprague, seconded by Councilor Soldati, for the Finance Committee to endorse a Resolution. The motion passed, 3-1 with Councilor Pepin opposed.***

#### SCHOOL POST-WITHDRAWAL CAPITAL TRUST FUND – RESOLUTION NO. 27-17

Director Smith explained that the payment is \$85,000 and this is it. This is for debt service that was outstanding towards the high school. This is the final payment. It is in our benefit to do this.

***A motion was made by Councilor Pepin, seconded by Councilor Sprague, to endorse a resolution. The motion passed unanimously.***

#### POLICE SUV PURCHASE – RESOLUTION NO. 28-17

City Manager Belmore said that we have pre-ordered vehicles for about 3 years now to get ahead of the other town meetings. The vehicle is a Ford Explorer SUV which will be acquired through the state bid process. Price is close to the same amount as last year, with cost of decals about the same.

Director Smith explained that this is a lease purchase, meaning the City will own it after 3 years.

Councilor Witham asked Chief Kretschmar if this will put the fleet into reasonable good shape; Chief said yes, for marked cruisers. One of the sedans will be coming off line.

***A motion was made by Councilor Pepin, Seconded by Councilor Soldati to endorse the preorder of one SUV style police cruiser. The motion passed unanimously.***

#### SALE OF HYDRO ELECTRIC PLANT – LOWER GREAT FALLS DAM

City Manager Belmore explained that the owners are looking to sell the dam. They previously weren't sure if the sale was going to go through. Councilor Witham said only reason we are involved is because the City is attached to the license. It is just a formality.

There will be a vote under Other on a future City Council agenda to allow the City Manager to sign off with the paperwork.

## LED STREET LIGHTING UPGRADE

City Manager Belmore said he has discussions as to how to switch over to LED. Dover and Portsmouth is in the process of this. They are using a company in Dover. City Manager Belmore informed them that Somersworth would have to go out to bid. The total cost for the upgrade project will be \$183,489. It may be possible to get a rebate or grant from Eversource.

Councilor Soldati said she just jumped on the LED ban wagon, and has seen an incredible difference on her electric bill. Her electric bill was 21% less than she paid last year. We really need to have some sort of educational push for how much people can save.

There was discussion about funding. City Manager Belmore stated that we haven't come up with a scenario at this point. Director Smith said the City could either appropriate it, use the fund balance or a hybrid.

Councilor Soldati said she thinks this is a great use of the fund balance.

There was no objection from the committee to move forward with the looking into funding for the LED Street lighting upgrade.

## COMCAST FRANCHISE AGREEMENT AMENDMENT

The City Attorney is advocating pushing the agreement out 5 years.

***Councilor Pepin, seconded by Councilor Witham made a motion to support a resolution authorizing the City Manager to work with legal counsel to support a 5 year agreement with Comcast. The vote did NOT pass, 2-2. The resolution will be sponsored by Councilors Pepin and Witham.***

## REPORTING

Director Smith said there was nothing to add.

## MISCELLANEOUS

PILOT for Somersworth Early Learning Center – City Manager Belmore said a Resolution will be on next agenda for first reading.

Councilor Soldati stated that this was a 20 year agreement.

***Councilor Pepin, seconded by Councilor Soldati, made a motion to endorse the resolution. The motion passed unanimously.***

Unmarked Police vehicle – The department has one that has over 96,000 miles and needs repair. Chief Kretschmar asked for the committee to authorize the use of \$15,000 from the Drug Forfeiture Fund to replace that vehicle. Councilor Witham said it is within Finance Committee’s spending authority.

***Councilor Pepin, seconded by Councilor Sprague, made a motion for Finance to endorse up to \$15,000 of drug forfeiture money to purchase a used vehicle. The motion passed unanimously.***

Line stripping of stop lines, cross walks - Director Bobinsky said we are looking at using the contractor that Dover used, same that we used last year. We would like to start as soon as weather allows. This will not include the downtown area; some touch up was done last year. There is a 2% increase for their pricing from 2016 to 2017. Last year the price was \$28,000. Our budget is around \$18,000. We will need to consider the difference.

***Councilor Sprague, seconded by Councilor Pepin, made a motion to move forward with Highway Safety Systems. The motion passed unanimously.***

JAG Grant - Chief Kretschmar said, in the original grant, they planned to get E-Ticket equipment. They received a separate grant for this equipment. Without modifying the grant further, they aren’t able to use the additional money in the JAG Grant.

They would like to purchase 10 rifles with the remaining grant money. There will be a balance of approximately \$1000, which will be covered with Drug Forfeiture Funds.

***Councilor Sprague, seconded by Councilor Pepin, made a motion to support the JAG grant adjustment request. The motion passed unanimously.***

Contracted City Engineer to a Staff Engineer. City Manager Belmore said they are trying to work it into the budget. There are a lot of projects in the works and it is important to have eyes on the ground to make sure things are done effectively and efficiently. The funding for this position would come from the General fund and from the water fund and sewer fund. There was discussion about how funds are distributed. It is an SPAA union position and just need to look at funding.

Brownfield Grant - Councilor Soldati said the President has issued an executive order to suspend all grants and contracts. She was wondering if this would affect the Brownfield Grant. City Manager said it goes from EPA to the City. Councilor Witham said we haven't been awarded the grant yet, and this might affect us.

Councilor Sprague said Avis Goodwin had a lab and now they have a pharmacy. They do not pay taxes. He'd like this to be looked into.

Happy City – The laundry mat that is going in to the Somersworth Plaza will also be a fast food take out. There are 2 units. Staff has been informed that there will be no COs unless the fees are paid. Director Bobinsky said they are still working with the applicant.

ADJOURNMENT

*Councilor Pepin, seconded by Councilor Soldati, made a motion to adjourn at 6:40 p.m. Motion carried, 4-0.*

Respectfully submitted,

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Trish Harris, City Clerk