

MINUTES OF FINANCE COMMITTEE MEETING
EXECUTIVE CONFERENCE ROOM
April 11, 2017, 8:00 a.m.

Committee Members present: Councilor David Witham, Chair
 Councilor Martin Pepin
 Councilor Martin Dumont

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

Other: Attorney Anthony Hartnett
 Thomas Lin, Hilltop Laundromat
 Valerie Giguere, Underwood Engineers

Chairman Witham called the meeting to order at 8:00 a.m.

MINUTES OF THE PREVIOUS MEETING

Motion made by Councilor Pepin, seconded by Councilor Soldati, to accept the minutes of the meeting of March 3, 2017. Motion carried, 3-0.

HILLTOP LAUNDROMAY REQUEST FOR ABATEMENT OF SEWER CONNECTION CHARGES

Councilor Witham said Mr. Lin is claiming that the count of washing machines was off during the first abatement. The previous abatement was for 14 machines large machines. That did not include 4 small machines.

Attorney Anthony Hartnett said it was an error that this was not disclosed previously.

Councilor Witham said the thought process in the previous abatement was they were just moving the laundromat. This is obviously an administrative error.

Councilor Pepin, seconded by Councilor Soldati, made a motion to abate the sewer connection fees for the additional 4 washing machines, which will bring the count to 18 machines, total. The vote passed unanimously, and the abatement is granted.

BLACKWATER ROAD PUMP STATION CONSTRUCTION BID AWARD & ENGINEER CONTRACT

Valerie Giguere, Underwood Engineers, explained that they received 5 bids for the improvements to the Blackwater Road Pump Station. The bids were all very consistent and came in below budget. After reviewing the bids, Underwood Engineers recommend Apex. The project is State approved, if we award the bid.

Councilor Witham said he was excited to see the bids below the anticipated cost. Bids were consistent and very competitive. Apex bid came in at \$503,400. With Engineering services in the amount of \$68,000 and contingency in the amount of \$28,600, the total project cost is \$600,000.

Underwood Engineers has done a lot of work with Apex. Jamie Wood said Apex completed the work on a pump station in Somersworth in 2005.

Councilor Witham said this is the time to take care of the driveway as well.

Councilor Soldati, seconded by Councilor Pepin, made a motion to endorse a resolution to award the bid to Apex, Soldati/Pepin. The motion passed unanimously.

Councilor Pepin, seconded by Councilor Soldati, made a motion to award the Engineering contract to Underwood Engineers. The motion passed unanimously.

Councilor Pepin, seconded by Councilor Soldati, made a motion to endorse an ordinance for a Supplemental Appropriation in the amount of \$600,000 to fund the project from Sewer Fund. The motion passed unanimously.

SOMERSWORTH-BERWICK BRIDGE REPAIR/CONSTRUCTION PROJECT – CAPITAL RESERVE FUND: RES. NO. 43-09

City Manager Belmore said that this project is complete, but they need a vote to release the funds to close out the Capital Reserve Fund.

Finance Director Smith said bridge project was complete in 2015. The City of Somersworth shared the cost with Berwick. A resolution is needed to close that capital reserve fund, and release those monies.

Councilor Pepin, seconded by Councilor Soldati, made a motion to support a resolution to authorize the Trustees of the Trust Funds to release the funds in the amount of \$215,000 and to close out the Capital Reserve Fund. The motion passed unanimously.

REPORTING

Finance Director Smith said there have not been many changes. They are still watching the Department of Public Works. There may need to be a transfer ordinance to cover winter

operations. They are watching legal; it is very close and tight. There was a cut of \$20,000 out of the budget last year. There have been some land use cases, labor negotiations, and other issues. There was discussion about different cases and attorney costs. Everything else is in good shape.

There was discussion about the Department of Public Works in the FY17-18 budget. City Manager Belmore said he used a 5 year rolling average. It all depends on the weather, overtime, weekends, holidays.

MISCELLANEOUS

There was discussion about the timeline for the Solar RFP. It will take about 18 months to get everything done once signed and ready to go. This should be added to the agreement. Councilor Witham said he doesn't see the need to revisit the resolution. The resolution authorizes the CM to move forward with the agreement.

Councilor Witham said he would like staff to put together a bullet point outline of the agreement, to explain to the citizens what this project is all about.

There was lengthy discussion about the MS4 Regulations. Director Bobinsky said the EPA released and endorsed a permit, additional requirements for cities and towns. The new permit calls for cities to make changes starting in July 2018. There has been a request that communities work together, to share costs. Southeast Watershed Alliance said they will serve as an administrative body. Communities have made a contribution of \$2,000.

City Manager Belmore said they have discussed this in the past. We would participate, but not financially. Councilor Witham said the \$2,000 is small money and this follows suit with what we are doing. He supports the funding. Councilor Pepin said he supports it as well. The committee generally endorses.

Councilor Pepin brought up the topic of the condition of the roads. Councilor Witham said there is a plan from Dubois & King for a surface treatment and a number of complete streets concepts. This might be helpful to have at the next council meeting as we dig into the budget.

ADJOURNMENT

Councilor Pepin, seconded by Councilor Soldati, made a motion to adjourn at 8:50am. Motion carried unanimously.

Respectfully submitted,

Trish Harris, City Clerk