

MINUTES OF THE FINANCE COMMITTEE
EXECUTIVE CONFERENCE ROOM
September 12, 2017, 3:00pm.

Committee Members present: Councilor David A. Witham, Chairman
 Councilor Dale R. Sprague, Vice-Chair
 Councilor Martin Pepin

Administration/Staff present: City Manager, Bob Belmore
 Director of Public Works, Michael Bobinsky
 General Foreman, Gerry Vachon
 Director of Development Services, Shanna Saunders
 Finance Director, Scott Smith
 City Clerk, Trish Harris

Other: Bill Boulanger, Dover Director of Utilities

The meeting called to order by Chairman Witham at 3:11 PM. Soldati was not in attendance at this meeting.

APPROVE PAST MEETING MINUTES

Councilor Pepin, seconded by Councilor Witham, made a motion to approve the minutes of the August 10, 2017 meeting; the motion approved 2-0. Sprague abstained.

SCHOOL CTC BROADCAST EQUIPMENT PURCHASE

Director Smith explained that the purchase of the CTC broadcast equipment is a budgeted item, at \$10,000. The request is for \$9,975 in equipment, which will be paid out of the cable franchise fees.

Councilor Pepin, seconded by Councilor Sprague, made a motion to approve the spending. The motion passed unanimously, 3-0.

PUBLIC WORKS SKID STEER & CODE TRUCK PURCHASES

Memos from Director Bobinsky were reviewed and discussed. Three bids were received for the skid steer. This purchase is part of the lease purchase agreement which is already approved and funded.

Councilor Sprague asked if this skid steer will accommodate the sidewalk maintenance and he asked why we are going with wheels and not tracks. Director Bobinsky explained that he has talked with other colleagues, and the wheels are a more versatile option.

Discussion then turned to the truck that will be used by Code Enforcement; a 2018 Ford F150 4X4, short bed, extended cab, with flashing light device for safety. A previous police cruiser that Code Enforcement is currently using will be traded in for \$3500. The proposal is to purchase the truck off the state bid list. Councilor Sprague asked about plowing capabilities. There was lengthy discussion about the possibility of at least purchasing a truck fitted with plow capabilities. The Committee asked that the truck be costed out for this potential so that highway could use it if needed for School lots and smaller plow routes.

Councilor Pepin, seconded by Councilor Witham, made a motion to endorse a Resolution for the purchase of the skid steer, and to table the approval of the Truck, pending more information. The motion passed unanimously, 3-0.

37 FRANKLIN ST - TAX DEEDED PROPERTY

City Manager Belmore explained that City Council had previously agreed to sell two City owned properties that were acquired through tax collector deeds. City staff was now in the process of soliciting proposals from realtors. The prior tenants 37 Franklin Street, left all of their things, including food, in the building and mold has developed. The city has requested quotes from companies to clean the property. The options are clean and sell, or demo. More information will come at a future meeting regarding the condition of the property and the quotes from the cleaning companies.

INVESTMENT POLICY

Director Smith explained that there are no recommended changes to the Investment Policy; this is simply a housekeeping issue. The vote has to go to full council for adoption. There was discussion about the financial institutions that the City uses and about the use of a lock box in the future.

Councilor Pepin, seconded by Councilor Sprague, made a motion to approve the Investment Policy and to send to full Council for Vote. The motion passed unanimously, 3-0.

TAP GRANT UPDATE

City Manager Belmore said a schedule was distributed; it's a long process.

Director Saunders explained that the NHDOT has to approve every step. There is a lot of engineering and double checking and public outreach. City staff attended a scoping meeting and there is a consulting engineering firm selection process. Negotiations will begin in Dec/Jan, with construction to start in 2019. The grant was approved in 2016. It is a federal grant, but administered by the state.

Director Saunders stated that there is not a lot of wiggle room, and all other recipients are experiencing the same lengthy timeline across the state.

STACKPOLE ROAD DRAINAGE IMPROVEMENT - COST

The committee discussed the new sidewalk and granite curbing, and lack of drainage on Stackpole Road in the area of Sunningdale Drive to Deer Creek Run. There is concern about pooling of water and icing in winter.

The developer proposed to remove curbing, and put in 5' wide grass strip. Another option is to proceed with the granite and the sidewalk, and add 3-4 leaching catch basins. Total cost on the high end is just under \$30,000; based on timing, this would be constructed in Spring 2018, There was discussion about possible options to resolve the issue. No decisions were made.

ROAD DESIGN PROJECTS-ENGINEERING PROPOSALS UPDATE

Director Smith explained that the City has received 9 engineering proposals. The proposals have been reviewed, and they are scheduling 4 Engineering firms to come in for interviews.

Councilor Witham asked if these are within the budget. It was confirmed that they are within budget. Councilor Witham said he looks forward to the feedback after the interviews.

REPORTING

Director Smith stated there is not much to report right now for YTD budget expenditures. The Auditors were in and completed the City Audit. The Fund Balance is at \$3.5million, slightly down from last year. Water/Sewer utility; water balance was at \$1.9 million and sewer was at \$2.3 million at end of year. Blackwater road pump station project construction is starting soon. Councilor Sprague stated that our utility rates recently were increased.

ADJOURNMENT

Councilor Pepin, seconded by Councilor Witham, made a motion to adjourn at 4:09 pm. The motion passed 2-1, with Councilor Sprague opposed.

Respectfully submitted,

Trish Harris, City Clerk