

MINUTES OF THE FINANCE COMMITTEE  
EXECUTIVE CONFERENCE ROOM  
March 14, 2018 at 4:00pm.

Committee Members present:      Councilor David A. Witham, Chairman  
   Councilor Martin Pepin  
   Councilor Martin Dumont

Administration/Staff present:      City Manager, Bob Belmore  
   Director of Public Works, Michael Bobinsky  
   Finance Director, Scott Smith  
   Deputy City Clerk, Kelly Gagne  
   Interim Superintendent Lori Lane  
   Director of Planning & Community Development, Shanna  
   Saunders

Other:

---

The meeting called to order by Chairman Witham at 4:00 PM.

APPROVE PAST MEETING MINUTES

Councilor Pepin, seconded by Councilor Dumont, made a motion to approve the minutes of the February 12, 2018, meeting; the motion approved 3-0

SCHOOL DEPARTMENT TECHNOLOGY FUNDING

City Manager Belmore stated the School Department is interested in completing some technology projects and he had mentioned the possibility of using the Cable TV fund at a Joint City Council & School Board meeting and a workshop. The Cable TV fund receives funding through the Comcast Franchise fee, we get in approximately \$120,000 annually and there is currently approximately \$320,000 in that fund. How is this funded asked Councilor Dumont. Director Smith answered it is funded with a 3% franchise fee assessed through the franchise fee agreement.

Interim Superintendent Lane went over each project by way of her Memo to the city manager dated 2/23/18:

Project #1- Switch replacement project at Idlehurst Elementary. Switches sometimes randomly go out; it messes with phone calls going out, coming in and the internet. Backbay reconfigured the switches over the summer and it has been better but still having issues. The total cost of the project is \$66,435 with \$40,623 to be reimbursed through the federal e-rate program.

Project #2- Replace wireless access points in Idlehurst Elementary, which allows the devices to connect to the internet. When moving from one room to another the devices loose signal and the

kids need to shut down and restart each time. The project total is \$62,222; it is eligible for the Federal E-Rate program, with a reimbursement of 60%. Once the reimbursement is received the cost will be \$24,889.

Project #3 - Replace all projectors in Idlehurst Elementary, they are looking to replace and upgrade to LED lighting projectors. Replacements bulbs for LED are \$30 instead of \$300. Projectors are used every day. This is not E-Rate eligible. There are 35 projectors within the school, which would be an estimated total of \$49,000. Councilor Witham stated that this is an appropriate use of these funds, and he has no problem with it.

Councilor Pepin, seconded by Dumont made a motion to accept the proposal for technology upgrades at Idlehurst Elementary School and sponsor a Resolution to the full City Council for consideration and approval. Motion Passed 3-0.

Lori Lane left @ 4:18

#### TAP GRANT - CMA ENGINEERING CONTRACT

City Manager Belmore updated the Committee that the original project contract amount of \$127,955 from CMA was reduced by \$5,000 making it \$122,402. During staff's meeting with CMA, they explained that they thought the budgeted project amount for intersection redesign was not sufficient. The City asked them to submit a separate estimate that was quoted at \$10,306, which is solely for design work not construction. In order for them to do a complete intersection we may need more funding.

Director Bobinsky stated CMA has a lot of experience in the City. They feel like they need those kinds of hours to deliver a satisfactory project due to the Grant requirements for reporting and interaction with NH DOT.

Director Saunders came in at 4:25pm. Lengthy discussion on how this will work.

Councilor Pepin, seconded by Councilor Dumont, made a motion to have Council support moving forward with a contract with CMA Engineering, Pending approval from State of NH DOT, in the amount of \$122,402. Motion passed 3-0.

#### RESERVE FUND FOR BUILDING REPAIRS

City Manager Belmore stated that we have a non-capital reserve building maintenance fund. We had \$98,000 in it end as of the end of December 2017. We have several repair projects that need attention.

First, the roof at the Historical Society is failing. City Staff is comfortable moving forward with replacing the flat roof portion only, estimated at approx. \$6,650. The Historical Society offered to help with the cost of the roof. They are helping maintain the building currently. They had the down spouts stolen which were made of copper, they will replace those. They will also replace

the attic fan, and repoint the top of the chimney. The Historical Society is willing to share in the expense for the roof repair.

Second are the library steps with an estimated cost of \$8,200 to replace. The City's Code Enforcement Officer has helped with estimates and is comfortable with company's estimate for \$8,200.

Councilor Witham stated that this is what the fund is designed for. The Museum roof is important and he supports the use of this fund for these repairs and recommends the Historical Society shares 25% of the cost, all members agreed, which would be \$2,000.

Councilor Pepin, seconded by Councilor Dumont made a motion to endorse 2 separate Resolutions to expend money from the non-capital reserve fund for building repairs and to include some project contingency. Motion passed 3-0.

#### SOLAR ARRAY PROJECT UPDATE

City Manager Belmore passed out a hand out regarding the solar array project. Director Smith spoke about a couple issues that have changed. A lengthy discussion ensued.

Councilor Pepin, seconded by Councilor Dumont made a motion to put this item on the agenda for the next Council meeting on April 2, 2018. Passed 3-0

#### REPORTING

Director Smith updated the Committee. They are watching the DPW Budget as snow operations continue. Belmore mentioned Assessing is projected to be over due to an added expense to defend the abatement appeal made by Aclara at the State Board of Tax and Land Appeals.

#### MISC

City Manager Belmore passed out a Resolution draft regarding US EPA demand for financial assurance contained in the consent decree for the Somersworth sanitary landfill superfund site. Councilor Pepin, seconded by Councilor Dumont made a motion to move to full Council. Motion passed 3-0

#### ADJOURNMENT

***Councilor Dumont, seconded by Councilor Pepin, made a motion to adjourn at 5:15pm  
Motion passed 3-0.***

Respectfully submitted,

---

Kelly Gagne, Deputy City Clerk