

MINUTES OF THE FINANCE COMMITTEE  
EXECUTIVE CONFERENCE ROOM  
May 30, 2018 at 3:30pm

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

Administration/Staff present: City Manager, Bob Belmore  
Director of Public Works, Michael Bobinsky  
Finance Director, Scott Smith  
Deputy City Clerk, Kelly Gagne  
School Business Administrator, Katie Krauss

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The meeting called to order by Chairman Witham at 3:30PM.

APPROVE PAST MEETING MINUTES

Councilor Pepin questioned about being noted late at the last Finance meeting. Minutes amended to reflect he was not.

Councilor Pepin, seconded by Councilor Dumont, made a motion to approve the amended minutes of the May 11, 2018 meeting; the motion passed 3-0.

SCHOOL DEPARTMENT FY18 BUDGET & CIP BONDING

CIP has been tabled until the next meeting.

***Councilor Pepin, seconded by Councilor Dumont made a motion to approve tabling the CIP discussion. Motion passed 3-0***

There was general discussion regarding the School Department FY18 Budget shortfall, how a Supplemental Appropriation would affect the fund balance. There was discussion on if it is or if it is not passed with a 2/3 vote from full Council, what would happen next. The Committee also spoke regarding audit procedures and what that entails.

Business Admin Krauss explained that some of these issues are from children with special needs moving into the school system after the budget was completed.

Business Admin Krauss left at 3:53.

## CITY FY18 BUDGET REPORTING – ENCUMBRANCE UPDATE

Director Smith stated that there are two line items that the City is asking Council for an encumbrance. The first line item is the Department of Development Services, Economic Development, for a marketing proposal in the amount of \$13,255; Request for Proposals are being solicited now. It will be used for looking at how we can develop marketing strategies and branding opportunities for the City. The second line item is for updating tax maps in the amount of \$1000; staff is presently working with SRPC to develop a plan.

***Councilor Dumont, seconded by Councilor Pepin made a motion to support both encumbrances in the amount of \$13,255 for the marketing proposal and \$1000 for tax map updates in the Department of Development Services budget. Motion passed 3-0.***

City budget reporting is still in good standing and no transfer ordinance is anticipated.

## DEPARTMENT REORGANIZATION – ASSESSING OFFICE

Manager Belmore stated that the City would like to reorganize the Assessing Office and move it from the Department of Developmental Services to the Department of Finance and Administration. This will appear on Council agenda for June 4, 2018 as an Ordinance amendment. This will allow for better communications between the Assessing Office and the Tax Office. This reorganization has been discussed & supported by the Government Operations Committee.

Councilor Witham stated that this sounds logical and where it belongs.

No objections from Committee as all are in agreement to reorganize the departments.

## SOLAR ARRAY PROJECT UPDATE

Manager Belmore stated that he and Director Smith spoke with Andrew Kellar of NH Solar Garden about the Finance Committee advocating pulling back on the project. The risk existed with the process of the power purchase agreement and the chance that the City could lose money. Since that was brought to the attention of NH Solar Garden, they will now allow a PILOT and straight lease agreement as an option to move forward with the project and eliminate the power purchase requirement.

There was general discussion with the Committee. The Finance Committees general consensus is to support and explore a PILOT and straight lease agreement with NH Solar Garden. This will be on the Council's June 4 agenda.

## MISC

PWD Bobinsky explained his Memorandum regarding PIKE's proposal is to replace manhole covers on Blackwater Road and on W High Street. He explained that the manhole cover replacement on Blackwater Road is in response to the problems experienced following last year's repaving work. The W High Street replacement work is in advance of the State DOT contract with PIKE to resurface W High Street from Route 108 to Maple Street. NHDOT will not cover the cost to adjust or replace any manhole cover. The PIKE proposal also covers the cost to resurface W. High Street from Maple Street to High Street where the State DOT project ends.

Manager Belmore suggested that this proposal also go to the Public Works & Environment Committee as well.

Councilor Witham stated that we have the funds available and supports sole source of the W. High Street paving with PIKE.

***Councilor Pepin, seconded by Councilor Dumont made a motion that the Finance Committee sponsors a Resolution that PIKE be the sole source for the W. High St paving project, pending further review of the proposal costs and review by the Public Works and Environment Committee. Motion passed 3-0.***

## ADJOURNMENT

***Councilor Dumont, seconded by Councilor Pepin made a motion to adjourn at 4:26pm Motion passed 3-0.***

Respectfully submitted,

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Kelly Gagne, Deputy City Clerk