

MINUTES OF THE FINANCE COMMITTEE  
EXECUTIVE CONFERENCE ROOM  
August 9, 2018 at 8:00am

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

Administration/Staff present: City Manager, Bob Belmore  
City Clerk, Trish Harris  
Gary Lemay, City Engineer

Others Present: Councilor Richard Michaud

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The meeting called to order by Chairman Witham at 8:00 AM.

APPROVE PAST MEETING MINUTES

Councilor Pepin, seconded by Councilor Dumont, made a motion to approve the minutes of the July 26, 2018 meeting; the motion passed 3-0.

APPROVE COLD PLANER PURCHASE FOR PUBLIC WORKS

Councilor Witham stated that the purchase of this piece of equipment is within the Finance Committee's spending authority at a cost of \$13,400 (budgeted \$12,250).

Public Works and Environment Committee recommended that we purchase this planer.

Funding will be coming from Capital outlay.

***Councilor Pepin, seconded by Councilor Dumont, made a motion to authorize the purchase of the cold planer. The motion passed, 4-0.***

WEST HIGH STREET CULVERT REPAIR RESOLUTION

A quote from Severino in the amount of \$49,000 was presented to the Committee for the repair of the culvert on West High Street at Ronwyn Drive. A \$5,000 contingency is recommended for a total project cost of \$54,000. Committee members discussed the timing of the State Pike project with this one and the approach used to obtain the quote.

The Public Works and Environment Committee has endorsed moving forward with a quote from Severino.

***Councilor Pepin, seconded by Councilor Dumont, made a motion to endorse a Resolution to authorize Severino Trucking to complete the repair to the culvert on West High Street at an amount of \$54,000. The motion passed, 4-0.***

LEGAL FEES – ZONING BOARD APPEAL

City Manager Belmore received a memo asking that legal funds be allocated for the ZBA to be represented in the case involving the City Council's Superior Court Appeal of a ZBA decision. City Manager Belmore stated that the City is under no legal obligation to provide funding. The City has limited resources assigned in legal budget. Further Committee discussion took place including the ZBA's decision to deny the City Council's request for a re-hearing at the local level.

Unanimous Consensus was not to support the use of any City funds to provide outside legal counsel for ZBA representation at the Hearing.

#### CITY MARKETING CONSULTANT PROPOSAL

City Manager Belmore stated that the Economic Development Committee discussed the Marketing Consultant Proposal at their recent meeting. The Finance Committee previously endorsed encumbering last fiscal year funds for this project. An RFP was sent out and the City received a number of proposals at various prices. City Manager Belmore, Finance Director Smith, Director Saunders and ED Manager Comstock reviewed the proposals and interviewed four of the consultant firms, and they recommend Open the Door at \$19,500. The funds are in the budget. The purpose of this is to create a marketing and communications plan as well as a branding opportunity for the City and to assist with the new website component for the economic development page.

***Councilor Sprague, seconded by Councilor Dumont, made a motion to endorse a Resolution to hire Open the Door as Marketing Consultant at a cost of \$19, 500 to be funded out of cable fund. The motion passed, 4-0.***

#### CHAPTER 29 – ADMINISTRATIVE CODE PURCHASING LIMITS

City Manager Belmore stated that the current spending limits are \$1,000 for department heads, \$5,000 for the City Manager and \$25,000 for the Finance Committee. Anything more than \$25,000 requires the approval of full Council. There was robust discussion on expanding the spending limits for the City Manager and the Finance Committee. Belmore shared some research he did regarding spending limits of other communities such as Dover City Manager being \$25,000; Durham Administrator at \$35,000 and Exeter at \$25,000. There was discussion to move to varying levels for the City Manager between \$15-25,000 and the Committee moving between \$50-75,000.

It was requested that a draft Resolution be prepared by the Manager and presented at the next Finance Committee meeting for further deliberation.

#### REPORTING

Very little change since we are newly into the fiscal year.

#### MISCELLANEOUS

The City Manager presented some preliminary numbers from Wright Pierce for complete street repairs using a 30% contingency:

Main Street will be a \$5,362,500 project. Constitution Way will be \$858,000. Cemetery Road will be \$3,788,850.

Discussion ensued on pavement weed control. We sprayed for weeds, but not all streets are on the list. These weeds can destroy the curbing and pavement. Two rounds of application are applied to designated streets. Staff was encouraged to review the mapping and an expanded program plan.

Discussion on potholes and the City's approach in repairing. Bobinsky indicated that potholes are reported and are found, and repaired as appropriate. The patch crew is out weekly. Belmore mentioned that he had asked Highway Foreman Vachon to complete the task of driving every road, to assess the condition of the roads, site lines, signage, etc.

There was brief discussion about the manhole covers being completed correctly as part of a road project in Berwick.

ADJOURNMENT

*Councilor Pepin, seconded by Councilor Dumont, made a motion to adjourn at 9:04am  
Motion passed 3-1, Councilor Sprague opposed.*

Respectfully submitted,

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Trish Harris, City Clerk