

MINUTES OF THE FINANCE COMMITTEE
EXECUTIVE CONFERENCE ROOM
August 28, 2018 at 4:00pm

Committee Members present: Councilor David A. Witham, Chairman
Councilor Dale R. Sprague, Vice Chairman (entered at 4:01pm)
Councilor Martin Pepin
Councilor Martin P. Dumont, Sr.

Administration/Staff present: City Manager, Bob Belmore
Finance Director, Scott Smith
School Superintendent, Dr. Robert Gadowski
Deputy City Clerk, Kelly Gagne

Others Present: Councilor Richard Michaud

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

APPROVE PAST MEETING MINUTES

Councilor Dumont, seconded by Councilor Pepin, made a motion to approve the minutes of the August 9, 2018 meeting; the motion passed 3-0.

Chairman Witham requested that the meeting agenda run in the order as indicated below.

SCHOOL BOND PROPOSAL

Superintendent Gadowski stated that Homeland Security came for a security audit and recommended improvements at the entrance to Maplewood Elementary School. They suggested two needs with the first renovating the main entrance, so that visitors to the school would be kept in a secure area, and re-routing visitors through a second secured area before they enter the school. Also included in the proposed project is to upgrade the original HVAC system in the school to provide more effective and efficient ventilation. The School District is requesting \$1,902,587.80 dollars to support this project. The School District has been awarded \$720,000 from the Public School Infrastructure Fund – State Grant to support the security upgrades outlined in the project. There is a bond retiring in FY 19 in the amount of \$1.3 million from the land purchase for the Idlehurst School, stated Superintendent Gadowski.

Director Smith stated we would only bond our portion of the payment. Reimbursement from the State would come throughout the project.

Councilor Pepin stated that he sat through the presentation at the School Board meeting and agrees and endorses having it done.

Councilor Sprague asked how long is the bond for? Director Smith stated the draft Resolution proposes a 10 year bond. Councilor Sprague then asked what is the infrastructure life of the school? Superintendent Gadowski stated that he didn't know of hand, but to the best of his knowledge he hasn't heard of any structural deficiencies.

Councilor Sprague asked that if there would be any penalties if we were to close the school before 10 years. Director Smith answered that it would depend on what the building is used for after it is closed, if it is transitioned to a private use then yes we could be.

Director Smith explained that the Municipal Bond Bank application is due in early November. We would want to pass this as early as possible to allow for adequate time to complete the application.

Manager Belmore explained that there will need to be a Joint Building Committee with Council and School Board members equally represented per State Law

There was lengthy discussion on if they can add any other needed projects to the school within this bond such as a new roof, as that is on the CIP for the School.

The Committee consensus was to have this Resolution brought to full Council as the Mayor had already secured sponsors for the Resolution's introduction.

PURCHASE OF VIDEO/AUDIO SYSTEM FOR POLICE DEPARTMENT

Manager Belmore stated that the Police Department has requested to upgrade the video/audio security systems in the amount of \$29,089.21, which is already in the budget. This upgrade will include replacement of all video cameras, storage and audio recording capabilities. This will greatly enhance both security of the Department along with the video and audio quality of interview processes during investigations. Councilor Pepin explained the Public Safety Committee's support of the purchase.

Councilor Pepin, seconded by Councilor Dumont, made a motion to endorse a Resolution for the purchase to upgrade video/audio security systems in the amount of \$29,089.21. Motion passed 4-0

POLICE DEPARTMENT JAG GRANT RESOLUTION

Manager Belmore explained to the Committee that the Police Department has been awarded the JAG grant in the amount of \$11,553.55, as we have for many years tapped into this grant program. The Department has requested to purchase; 1 mobile patrol radio for \$ 3,098.95, 1 watch guard in-cruiser video for \$5,370, and 100 Taser cartridges for \$3,200. There is currently a Resolution sponsored by the Public Safety Committee.

Councilor Witham asked if the new cruiser is going to be outfitted and used for the new K-9 unit. Staff responded that is the intent. Councilor Witham stated he does not support using a new vehicle for the K-9 unit.

Councilor Pepin, seconded by Councilor Dumont made a motion to endorse a Resolution for the JAG Grant. Motion passed 3-1, Councilor Witham opposed.

POLICE DEPARTMENT FORFEITURE FUND PURCHASES

Manager Belmore stated that there is currently \$148,690.61 in the forfeiture fund right now. He stated that Chief Kretschmar has provided a list of portable radios that are in need of replacement. Currently, the Department has a number of radios that are not able to receive programmable upgrades or repairs if they stop functioning. To correct this situation he proposed upgrades to the vehicle mobile radios.

Councilor Pepin, seconded by Councilor Dumont made a motion to approve the purchase of the mobile radios for \$22,018 dollars using the Police Department Forfeiture Fund. Motion passed 4-0.

Manager Belmore stated that there is also a CIP item being brought forward for a new AFIS (Automatic Fingerprint Indexing System) Fingerprint Machine.

Councilor Pepin stated that Chief Kretschmar said at a Public Safety meeting that currently the Department has to fingerprint, enlarge and then send in. This will streamline the process and make it easier.

Councilor Pepin, seconded by Councilor Dumont made a motion to approve the purchase of an AFIS Fingerprinting system in the amount of \$19,825 dollars using the PD Forfeiture fund. Motion passed 4-0.

FY2019 LEASE-PURCHASE PROPOSAL

Director Smith stated that he had received quotes for 3 and 5 year lease purchase agreements for vehicle replacements, with \$20,000 down. His initial reaction was to choose the 5 year lease agreement, but with 2 lease agreement payments coming to an end he would feel comfortable with a 3 year lease agreement as well.

Discussion ensued on whether to choose 3 or 5 year lease agreement, weighing out the pros and cons of each.

Councilor Pepin, seconded by Councilor Dumont made a motion to endorse a Resolution for the 5 year lease agreement with Tax Exempt Leasing Corp. Motion passed 4-0.

MISCELLANEOUS

Manager Belmore passed out a draft Resolution to amend the Wright Pierce Engineering contract in regards to the upgrades at the Wastewater Treatment Facility. This will include additional engineering services in the amount of \$155,600.

Councilor Pepin, seconded by Councilor Dumont made a motion to endorse a Resolution for a second amendment to the Wright Pierce Engineering contract for WWTF upgrades in the amount of \$155,600. Motion passed 4-0.

City Manager Belmore informed the committee that we have received a proposal from Wright Pierce Engineers in the amount of \$4,800 to conduct an initial study on the wells the City owns off Rocky Hill Road. It has been a number of years since we have used them, but they could be a valuable resource for the City in the future, but there are a number of outstanding questions such as water quality, water production, and safe yield. Councilor Sprague noted for the cost it does make sense to conduct this study. City manager Belmore noted this was in his spending authority, but wanted to make the committee aware of this study. After some general discussion, the consensus of the committee is that the City should move forward with this study.

Manager Belmore stated that he received an email from T-Mobile requesting to restructure agreements for the cell towers at the Noble Pines. An agent for T-Mobile wants to reduce their rent from \$2000 to \$1500; in return they would increase their length of tenancy. The Committee consensus was not to engage in any restructuring along these lines and any new agreement discussions should be to increase the rent.

Manager Belmore updated the Committee that the water heater failed at Police Department. Captain Timmons received three quotes one of the quotes is not a licensed plumber, so that left two quotes.

Councilor Witham, seconded by Councilor Dumont made a motion to authorize the City Manager to spend up to \$10,000 to repair the water heater at the Police Department.

Motion amended by Councilor Witham, seconded by Councilor Dumont for Martel Plumbing to repair the water heater at the Police Department in the amount of \$9,680. Motion passed 3-1, Councilor Sprague opposed.

CHAPTER 29 – PURCHASING POLICY & LIMITS

Manager Belmore spoke regarding an Ordinance to amend spending authority limits in the Administrative Code. It would increase City Manager spending limits to \$25,000, Finance Committee limits to \$75,000, and City Council over \$75,000.

Councilor Dumont, seconded Councilor Pepin made a motion to sponsor an Ordinance to amend the spending limits in the Administrative Code as recommended to full Council. Motion passed 4-0.

REPORTING

Director Smith indicated we are still early in the budget year, but that we are preparing for the auditors, who will be here next week.

ADJOURNMENT

*Councilor Pepin, seconded by Councilor Dumont made a motion to adjourn at 5:25 PM
Motion passed 3-1, Councilor Sprague opposed.*

Respectfully submitted,

Kelly Gagne, Deputy City Clerk