

MINUTES OF THE FINANCE COMMITTEE
EXECUTIVE CONFERENCE ROOM

April 12, 2019 at 8:30am

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

Administration/Staff present: Bob Belmore, City Manager
Scott Smith, Finance Director
Kelly Gagne, Deputy City Clerk
Mike Bobinsky, Public Works & Utilities Director
Gary Lemay, City Engineer

Other:

The meeting called to order by Chairman Witham at 8:34 AM.

APPROVE PAST MEETING MINUTES

Councilor Pepin, seconded by Councilor Dumont, made a motion to approve the minutes of the March 13, 2019 meeting. Motion passed 3-0.

REVIEW CITY REVENUES

Manager Belmore stated that in the packet is a form that explains the general revenue estimates projecting for FY19-20, and also years past. He explained that we strive to take a conservative and realistic approach with the general fund revenue. If we receive more revenues than projected they go into the general fund.

Director Smith explained the layout of the forms included in the packet. Using the format from the proposed budget book he noted that staff added Revenue actuals for fiscal year 2018 and year today revenue for fiscal year 2019. He explained in detail the forms the State of NH requires and when the State of NH requires the information.

Director Smith pointed out that we typically wait until year end to see what the actuals are before we make any adjustments, unless we know of specific changes that are occurring due to some type of change. He mentioned that most likely interest on late property taxes will be adjusted downward, and interest on investments will be adjusted upward. There was a lengthy discussion on revenues including motor vehicle revenues, interest rate revenue and other options for revenue.

There was also discussion on property taxes and how that drives the budget, including the fund balance.

Councilor Pepin likes being on the conservative side and appreciates what Manager Belmore and Director Smith have done. He questioned the \$5.00 transportation fee and if that is something we can increase. Belmore and Smith mentioned that the enabling legislation to increase the fee up to \$10.00 had not been enacted however it was receiving some favorable review at the State House level.

The Committee consensus is that there is no appetite to increase or decrease City Revenue at this time.

REVIEW CITY CAPITAL/NON-CAPITAL RESERVE FUNDS

Director Smith explained the Capital/Non Capital Reserve Funds form in detail, which was included in the packet. He also explained that the employee termination pay spreadsheet, which showed that the average annual payout from employees leaving and having sick and vacation pay is approximately \$31,000, which is paid by the specific department the employee worked under.

Councilor Pepin noted that the \$5 surcharge on motor vehicle registration goes into the Municipal and Transportation Fund and would be in favor of increasing the transportation fee to \$10 per registration, when and if the State passes that.

PAVEMENT MANAGEMENT RFP UPDATE

Manager Belmore updated that we received RFP's from 4 companies. He stated that Director Smith, City Engineer Lemay, Director Bobinsky and himself met with 3 of the 4 companies. He spoke of the new approach that was explained to them at the meeting with the Beta Group. The new approach is using a cell phone to take pictures of the roadways every 10 feet. Then those photos are reviewed by their engineers as well as the engineers doing some in the field assessments. This will allow City staff to review the findings on an interactive map and to own the software moving forward.

City Engineer Lemay stated that he called the companies references and they were all very happy with Beta Group.

There was discussion on sidewalks within the City.

Councilor Pepin, seconded by Councilor Dumont made a motion that the Finance Committee endorses spending \$18,840 for the road condition survey with the company Beta Group. Motion passed 3-0.

REPORTING

Director Smith stated that City staff is still watching the Human Services Department, Fire and Department of Public Works, specifically the solid waste disposal line for recycling collection and disposal.

MISC

This agenda item was added by Chairman Witham without objection.

Councilor Pepin asked how much the Rocky Hill Rd culvert will cost. There was discussion on Rocky Hill Rd culvert, and that the cost will be determined by the recommended solution, however replacing the entire culvert will be the most expensive and could possibly be in the \$80,000 range if it included potential water and sewer work.

Manager Belmore stated that the he would like to ask for the Finance Committee to support an Ordinance change to waive the noise Ordinance on High St. as Brox would like to work at night while there is less traffic. Committee had no objections to that.

Manager Belmore explained that the added amount to pave from South Street to Franklin St is \$23,000 and he will need a change order. Committee consensus was to support this.

Councilor Witham stated he was called by the owner of Gagnon's Autobody, Maria Gagnon, and that he visited there this morning and she showed him the line that has been marked for the upcoming road work. Our right of way is down to gravel in that entrance area. Councilor Witham asked if there was a way to fill in the hole that is located in our right of way. Director Bobinsky stated that DPW is going to clean that up and fill it.

Director Bobinsky stated there was a change order on the Garden St project. We have all the manhole covers, but not enough catch basin covers. City Engineer Lemay stated that we need to order 30 catch basin covers in the amount of \$14,475.

Chairman Witham mentioned that these would most likely move on to the Public Works Committee for review.

Councilor Pepin, seconded by Councilor Dumont made a motion that the Finance Committee endorses a change order for the extension of work on High Street to Franklin Street for \$23,000 and for the road project located on Garden St for the additional cost of \$14,475 for purchase of catch basin covers. Motion passed 3-0.

ADJOURNMENT

Councilor Dumont seconded by Councilor Pepin made a motion to adjourn at 9:41 AM. Motion passed 3-0

Respectfully submitted,

Kelly Gagne, Deputy City Clerk