

MINUTES OF THE FINANCE COMMITTEE
EXECUTIVE CONFERENCE ROOM

May 30, 2019 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: Bob Belmore, City Manager
Scott Smith, Finance Director
Mike Bobinsky, Public Works & Utilities Director
Gary Lemay, City Engineer
David Kretschmar, Police Chief
Shanna Saunders, Director of Development Services
Kelly Gagne, Deputy City Clerk

Other:

The meeting called to order by Chairman Witham at 8:02 AM.

APPROVE PAST MEETING MINUTES

Councilor Pepin, seconded by Councilor Dumont, made a motion to approve the minutes of the April 12, 2019 meeting. Motion passed 4-0.

RIVER VALLEY DEVELOPMENT CORPORATION - SEWER CONNECTION FEES

Councilor Sprague, seconded by Councilor Witham made a motion to deny waiving sewer connection fees in the amount of \$104,400.00 for the River Valley Development Corporation.

Manager Belmore explained that the developer claimed that City Staff made a mistake and he was under the impression that he didn't need sprinkler systems. It was then clarified later that he does in fact need to have sprinkler systems installed per the State Code which are adopted by the City. The Committee was informed that the developer, Michael Patenaude, offered to conference all into the meeting or could arrive late. The Chairman with the consensus of Committee members moved forward with the discussion.

Chairman Witham stated that no matter any scope of what the developer is doing he should have hired a fire protection company. He feels that a waiver of the sewer fees is not connected in any way. Examples of past abatements were laundromats, moving from one location to another or other issues directly related to actual water/sewer use not lining up with estimated use. Also, the City is investing 12 million dollars into the Wastewater Treatment Facility due to added use from such developments being built. Those are 3 things that came to his mind as to why he wouldn't vote to waive the sewer connection fees.

Councilor Pepin responded that he should know as a developer what is needed.

Discussion ensued on what the codes state and what was interpreted.

Councilor Sprague stated that he believes that he should have paid the fee when he crossed the road to connect to water.

Motion to deny waiving the sewer connection fees passed 4-0.

LAND PROTECTION GRANT PROJECT (CONSERVATION COMMISSION)

Manager Belmore stated that included in the packet there is a draft Resolution. Once we received the Grant approval documents there was more explanation on conditions. It was discovered that we do not get the \$10,000 up front. The \$10,000 from the grant is reimbursed when the land is bought and recorded. We are looking for approval for the Conservation Commission to spend \$20,000 up front. Then being refunded \$10,000 once the land is purchased. The money is going to come from the Conservation Fund.

Councilor Sprague asked where the \$10,000 grant reimbursement would go when received. Staff responded back into the Conservation Commission Fund.

Councilor Pepin, seconded by Councilor Dumont made a motion that the Finance Committee sponsors a Resolution to authorize the Conservation Commission to utilize an additional \$10,000 for the Great Bay Resource Protection Partnership Grant. Motion passed 4-0.

REPORTING

Director Smith noted there is nothing specific to report. All budgets are projected to come in either under or within budget with the exception of the Department of Public Works which is over spent by \$38,664, which is mostly due to solid waste collection/ increasing recycling collection costs.

The Police Department is looking to use some of their budget surplus estimated at \$158,835 to purchase a CIP item which will be spoken about later on the agenda.

Councilor Witham asked about the Fire Department overtime budget if it has come in under budget. Director Smith reported that the total fire budget is in line.

Councilor Sprague asked why engineering was over spent. Director Smith explained it was due to employee benefits.

POLICE EVIDENCE COLLECTION VEHICLE (CIP)

Chief Kretschmar stated the Police Department is interested in purchasing a Sirchie SPAR 500 Evidence vehicle to aid with investigation evidence collection. This vehicle will allow for processing

the evidence right there at the scene The vehicle price is \$106,684.00 and to outfit the vehicle with the necessary supplies needed to run the vehicle appropriately will cost an extra \$7,541.20, bringing the total to \$114,225.20. After talking to Sirchie the vehicle price has increased but they are holding the \$106,684.00 price right now. The plan is to utilize \$50,000.00 from the budget surplus, and \$64,225.20 from the Drug Forfeiture Account. He stated that it could have been used approximately at least 25 times this past year.

Manager Belmore stated that this will also increase operating/maintenance costs.

Councilor Witham supported this CIP item and thinks that it is a great idea.

Councilor Dumont asked if there was anything that the Chief would also include if there was more money allotted. Chief Kretschmar responded that the vehicle would be equipped with everything that he can think of that would aid in evidence collection. He stated that it would be equipped with outside lighting, generator, air conditioner, DNA collection etc.

Councilor Sprague asked where this money surplus would go where if not used to purchase this vehicle. Manager Belmore stated that it would go back to General Fund.

Chief Kretschmar stated that Rochester's truck is only used for us when the TAC team is called out because we have someone on the TAC team.

Councilor Sprague asked if this vehicle needs to be stored at a certain temperature or in a garage. He stated that he has questions that he needs answered first. Chief Kretschmar stated that he wasn't sure but that he will find answers to all the questions.

Councilor Pepin, seconded by Councilor Dumont made a motion that the Finance Committee sponsors a Resolution for consideration to purchase a Sirchie SPAR 500 evidence collection vehicle in the amount of \$114,225.20. Motion Passed 3-1 Councilor Sprague opposed.

HIGHWAY FACILITY EMERGENCY GENERATOR GRANT

Manager Belmore updated the Committee regarding a grant that the City has received. It is a Hazard Mitigation Grant to be used to install an emergency back-up generator at the DPW with 75% in the amount of \$43,500.00 coming from the grant with a 25% City Match of \$14,500.00.

Councilor Sprague stated that the DPW is near the police station that currently has a generator, couldn't we just hook into that one. Manager Belmore stated that the Police Department generator is not big enough to handle both buildings.

Discussion ensued regarding why the DPW needs a generator the longevity of the generator. Councilor Sprague asked where the City's match would come from. Manager Belmore stated the recommendation is for it to come from contingency in the Fiscal Year 2020 budget.

Councilor Sprague stated that we just came out of the budget season and everyone was concerned about using the General Fund. We have to think about the budget for the whole year.

Councilor Witham, seconded by Councilor Dumont made a motion that the Finance Committee sponsors a Resolution to enter into a grant agreement for the purchase of an emergency back-up generator to be installed at the Department of Public Works facility. Motion passed 3-1, Councilor Sprague opposed.

CMAQ GRANT CONSULTANT SELECTION

Manager Belmore explained that City staff met with a few companies and the company chosen was Sebago Technics. There were four consultant firms interviewed. The City of Dover is using this company to synchronize the lights in the corridor.

Councilor Sprague asked if there is any way that the City can create a fund for the big box stores to help with maintenance and upkeep of the roads.

Manager Belmore informed the committee that the next step would be for the City to negotiate a contract with Sebago Technics and at that point will need a Resolution to authorize the contract.

There is no objection with City staff moving forward with meeting with Sebago Technics to negotiate a contract.

FURBER CHAPEL ROOF GRANT APPLICATION

Manager Belmore stated there was an assessment done of Furber Chapel which identified that the chapel slate roof needs to be replaced. There is a letter of intent included in the packet to apply for a NH Land and Community Heritage Investment Program (LCHIP) Grant Funds to help offset the cost of replacing the slate roof estimated at \$60,000.00. LCHIP and Moose plate grants are different and we are searching for approval to apply for both.

Councilor Pepin, seconded by Councilor Dumont made a motion that the Finance Committee sponsors a Resolution seeking two grants from LCHIP and the Moose Plate Grant for the replacement of the Furber Chapel slate roof. Motion Passed 4-0.

ROCKY HILL ROAD CULVERT REPAIR

Manager Belmore stated that there is a status update on the repair of the damaged headwall section of the Rocky Hill Road culvert, which has an estimated cost of \$4,000. The actual culvert repair will need to be bid out next year.

Councilor Sprague, seconded by Councilor Dumont made a motion that the Finance Committee supports the expenditure of \$4,000 to repair the damaged headwall section of the Rocky Hill Road culvert. Motion passed 4-0.

There was discussion on other drainage projects that are being done in the City.

VETERAN'S MEMORIAL FUNDING

Manager Belmore stated that included in the packet is the preliminary estimate from the presentation from last week. The estimated cost is \$171,000.00, which didn't include any sidewalks. He would suggest funding for a preliminary design which is an estimated cost of \$27,900.

Councilor Sprague stated we were promised funding from companies and the State and here we are paying for it.

Councilor Dumont stated that the Veteran's Park Committee is not objecting to the attempt to raise funds. We were pleased with the concept and sent it to Council.

Councilor Witham stated that when the idea was generated for corporate funding he didn't think that was a good idea. If the City doesn't fund this, it probably won't happen.

Councilor Sprague thinks we have other needs right now.

The Committee consensus is to take no action at this point.

BUDGET TRANSFER ORDINANCE

City Staff presented a transfer Ordinance between departments. Transfer \$45,000 from the Contingency line item to the Public Works line item.

Councilor Pepin, seconded by Councilor Dumont made a motion that the Finance Committee sponsors an Ordinance transfer for \$45,000.00 between departments. Motion passed 4-0.

PERSONNEL PLAN: NON-UNION COLA

Manager Belmore explained that there is a draft Ordinance to introduce a 2.5% increase for non-union COLA employees and to also include water and wastewater employees with their "me too" clause in their agreement. The financial impact is estimated to be an impact of \$48,000 total for nonunion and approx. \$18,700 for the Union employees.

Councilor Sprague stated that this City wouldn't run without its employees, he is in favor of this.

Councilor Sprague, seconded by Councilor Dumont made a motion that the Finance Committee sponsor an Ordinance increase of 2.5% for all non-union COLA employees to include all water and waste water employees. Motion passed 4-0.

TRANSPORTATION FUND (MOTOR VEHICLE REGISTRATION FEE)

There has been a bill allowing Municipalities to increase the transportation fee from \$5.00 to up to \$10.00 per registration. Currently that has been passed in the house and senate; it is just awaiting the Governor's signature to approve it.

Councilor Sprague, seconded by Councilor Pepin made a motion to support an increase of the transportation fee from \$5.00 to \$10.00 per registration, once the bill has been passed and signed by the Governor. Motion passed 4-0.

ADJOURNMENT

Councilor Pepin seconded by Councilor Dumont made a motion to adjourn at 9:25 AM. Motion passed 4-0.

Respectfully submitted,

Kelly Gagne, Deputy City Clerk