

MINUTES OF THE FINANCE COMMITTEE  
EXECUTIVE CONFERENCE ROOM  
June 17, 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. (entered @ 8:14)

Administration/Staff present: Bob Belmore, City Manager  
Scott Smith, Finance Director (entered @ 8:04)  
Mike Bobinsky, Public Works & Utilities Director  
Keith Hoyle, Fire Chief  
Gary Lemay, City Engineer  
Kelly Gagne, Deputy City Clerk

Other: Councilor Richard Michaud

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The meeting called to order by Chairman Witham at 8:03 AM.

APPROVE PAST MEETING MINUTES

*Councilor Pepin, seconded by Councilor Sprague made a motion to approve the minutes of the May 30, 2019 meeting. Motion passed 3-0.*

DESIGN & ENGINEERING FUNDING FOR VETERANS MEMORIAL PROJECT

Manager Belmore updated the Committee regarding the Veteran's Memorial Park and where the project stands as of now. The Mayor assigned project funding to the Finance Committee to discuss for the design & engineering work at an estimated amount of \$25,000 - \$30,000. Manager Belmore stated that there are funds available to use from the Cable Fund to fund the design & engineering phase. From his understanding the Veteran's Park Commission plans on fundraising to augment any needed City funding. Director Smith mentioned that the Ironwood consultant estimate includes some construction oversight therefore the amount can be less.

Councilor Witham stated that looking at the design and engineering makes more sense right now.

Councilor Witham stated that raising the money to build this park using private funds will be difficult, although he hopes he is wrong. He could understand the City funding the \$25,000-\$30,000 especially with the Cable Fund being so robust.

There was discussion on fund raising using private funds

Councilor Sprague stated that he agrees with Councilor Witham that fundraising will be difficult.. That the more commitment the City takes on funding this, the more responsibility we will have to fully fund it.

Councilor Witham stated he would like to send this to full Council as it needs full Council deliberation.

Councilor Sprague stated that if we go ahead on this fundraising idea, then it turns into the City staff's responsibility, which is not the City staff's job. He also doesn't want Citizens to think that he is not supporting Veterans, because he does. It is just a matter of need or want.

Councilor Pepin stated that it is already a City park. He would like to go forward and see what happens.

***Councilor Pepin, seconded by Councilor Dumont made a motion that the Finance Committee supports a Resolution and an Ordinance for a Supplemental Appropriation in the amount of \$25,000 from the Cable Fund for the funding of the design and engineering for a Veterans' Memorial at Stein Park.***

Councilor Dumont updated the Committee in regards to the Veteran's Park Memorial funding and where they are now and how fundraising would be difficult if the Council isn't backing the project.

***Motion Passed 3-1. Councilor Sprague opposed.***

#### NEW FIRE STATION PRELIMINARY DESIGN - ARCHITECT FUNDING

Manager Belmore explained the memo that was included in the packet. He stated that there were 15 companies that attended the optional walk thru of the Fire Station. From that walk through the City received 11 proposals of those 11 proposals it had been narrowed down to five (5) architect consultant teams: Harriman, Samyn D'Elia, WarrenStreet, PortOne, and Port City. A team which consisted of Manager Belmore, Chief Hoyle, Finance Director Smith, Director Saunders, and City Engineer Lemay conducted interviews of the five finalists. Chief Hoyle, Director Smith, and Engineer Lemay contacted references from three (3) architects that rose to the level for further consideration: WarrenStreet, PortOne, and Port City. Based on the interview, the reference checks & prior design/construction experience, the team consensus was to recommend PortOne Architects of Portsmouth NH, with their proposal of \$39,100.

Chief Hoyle stated that they were impressed with the feedback from references on Port One.

Councilor Sprague stated that this is a need to have this new Fire Station. He asked if there is talk for any curb appeal. Manager Belmore stated yes curb appeal will be looked at; Belmore stated that the project would undergo further review and feedback from the City Council and Public Safety Committee of Council.

***Councilor Pepin, seconded by Councilor Dumont made a motion that the Finance Committee supports a Resolution and an Ordinance for a Supplemental Appropriation for***

*the architectural design to be completed by PortOne Architects from Portsmouth, NH in the amount of \$39,100 with the Cable Fund to fund this. Motion Passed 4-0.*

#### ROAD RESURFACING

There was discussion regarding road resurfacing bids that have been received. There have been two companies that have responded, those being Pike Industries and Brox Industries. The discussion also included funding and rough estimates from bids received. City Engineer Lemay is reviewing the bids and should have that complete by the end of today.

The Committee discussed the fact that we have included a portion of Stackpole Road in our bid request, and that Continental Paving is completing the rest of Stackpole Road for the developer of the Sunningdale project. The Committee agreed that staff should reach out to Continental to see if they would pave the sections of the road in the City's project for an amount equal to the lowest bid just received.

The Committee consensus is to support a Resolution for the Road Resurfacing program to move forward to City Council.

#### ADJOURNMENT

*Councilor Pepin seconded by Councilor Dumont made a motion to adjourn at 8:46 AM. Motion passed 3-1. Councilor Sprague opposed*

Respectfully submitted,

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Kelly Gagne, Deputy City Clerk