

MINUTES OF THE FINANCE COMMITTEE
EXECUTIVE CONFERENCE ROOM
July 1, 2019 at 6:00pm

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
Shanna Saunders, Dir. of Planning & Community
Development
Keith Hoyle, Fire Chief
Gary Lemay, City Engineer
Kelly Gagne, Deputy City Clerk

Other: Councilor Richard Michaud

The meeting called to order by Chairman Witham at 6:01 PM.

APPROVE PAST MEETING MINUTES

Councilor Pepin, seconded by Councilor Dumont made a motion to approve the minutes of the June 17, 2019 meeting. Motion passed 4-0.

JULES BISSON GRANT ACCEPTANCE & FUNDING MATCH

Manager Belmore informed the committee we received final documentation that the City has been awarded an LCWF Grant for improvements to the Jules Bisson Park. Manager Belmore stated the grant requires a 50% match, and that in order to match the LCWF Grant improvements to Jules Bisson Park, we need to have \$45,000 available. FD Smith and he have reviewed options and have come up with the following recommendation: using approx. \$31,500 from the Parks and Park Facilities Rehabilitation and Reconstruction Capital Reserve Fund, \$5,916 from Recreation Escrow – Frosty Tournament, \$297 from Recreation Escrow – Liberty Mutual donation, and \$7286 from the Recreation FY20 Budget. In order to utilize the Capital Reserve Fund, the City Council will need to authorize the use of the CRF through a Resolution as the Council is designated as agents to expend. This is the third LWCF grant we have been successful with over the past several years.

There was discussion on what is being done to the parks with this project. Director Saunders stated that a small pavilion is being added, removing the old playground and putting in a new playground with an ADA compatible feature. Also, adding an ADA walkway to the new ADA playground feature, this was instrumental in getting approval for the grant.

Councilor Dumont, seconded by Councilor Pepin made a motion that the Finance Committee sponsors a Resolution to accept the LCWF Grant, a Resolution to utilize the Parks and Park Facilities Rehabilitation and Reconstruction Capital Reserve Fund, and support the balance of the proposed funding. Motion Passed 4-0.

FY20 BUDGETED VEHICLE LEASE-PURCHASES

Manager Belmore explained that the FY20 budget provides funding for lease-purchase arrangements similar to what we have been done in the past, to replace existing equipment. Staff is recommending we continue with the standardization of equipment and purchase a Peterbilt for our larger sized plow trucks, and utilize Ford for our other vehicles. For Public Works we are requesting a Ford F550 with dump body, plow frame and plow to replace unit #203, which is a 2006 Chevrolet 1-ton truck. The second piece of equipment is a Peterbilt 6-wheel dump truck with plow frame and related equipment to replace unit #303, which is a 2000 International dump truck. We are requesting authorization to waive competitive bidding requirements and purchase directly from NH Peterbilt and use HP Fairfield for the related body and plow equipment. For the Fire Department we are requesting a Ford 3/4-ton truck from the NH state bid list which will include a 9-foot plow. Finally, we are requesting a Ford 1-ton chassis to replace the Forestry vehicle, and then we will bid out the assorted equipment that will go with the vehicle. Grappone Ford has the State bid for all Ford products.

Councilor Witham is a fan of fleet consistency. All in favor of waiving bid requirements.

Councilor Pepin, seconded by Councilor Dumont made a motion that the Finance Committee supports a Resolution to waive bidding requirements for these purchases. Motion passed 4-0.

Councilor Sprague asked if the plow frames come off, he has seen two Peterbilts with a plow frames still on recently.

Director Bobinsky stated that yes the plow frames come off, but recently they were put on for several events within the City such as touch a truck and the Food Truck event.

STACKPOLE ROAD SEWER CONNECTIONS

Chairman Witham stated that this agenda item was removed.

RESOLUTION TO ACCEPT NH DEPT. OF SAFETY GRANT - UPGRADE FIRE DEPT. RADIOS

Manager Belmore stated there is a draft Resolution included in the packet that speaks to the availability of a 2019 Federal Homeland Security Grant in the amount of \$1,000 from the NH Department of Safety to retrofit Fire Department portable and mobile radios with interoperability technology. There is no local match for this grant.

Councilor Pepin, seconded by Councilor Dumont made a motion that the Finance Committee sponsors a Resolution to accept the Federal Homeland Security Grant Program State Department of Safety grant to upgrade Fire Department radios. Motion passed 4-0.

PAVING BIDS

Manager Belmore updated the Committee regarding an amendment to the Resolution being brought forward tonight at the Council meeting. There is money left over from last year's budget, we thought there were more invoices to come from Brox, but after reaching out to Brox several times there appears to not be any more. There is a redline version of the Resolution that was passed out. The suggestion is to add Lily Pond Rd to the street list and change the total amount to \$1,315,393.00.

There was discussion regarding how the City can keep up to date with road conditions and the new system that is being put in place this year to update our pavement management system (PCI).

Manager Belmore informed the committee there is a second Resolution to award the paving on Stackpole Road to Continental Paving. Staff reached out to Continental and they have agreed to match the bid prices received from Pike Industries for road resurfacing with the exception of an additional cost of \$5,000.00 for mobilization for the paving. They are already scheduled to pave a section of Stackpole Road as required of the developer of the Sunningdale Development paving project. The Committee previously agreed to explore having Continental pave the rest of Stackpole Road to allow for paving project continuity.

Councilor Witham stated that it is worth the extra \$5,000 to have Continental do the paving to allow for a better finish.

There was discussion on when and where the paving will begin. Engineer Lemay and Director Bobibsky stated that there is currently no contract signed, Continental is waiting on us to start the Sunningdale Development paving project so that the rest of Stackpole Road can be added. There was agreement that the project should go up to High Street just before the crosswalk.

REPORTING

Director Smith prepared a budget report that shows each department individually and passed them out. He stated that we are in good shape for budget projections. The City's General Fund is projecting to end with \$352,163.00 in the positive.

ADJOURNMENT

Councilor Pepin, seconded by Councilor Dumont made a motion to adjourn at 6:38PM. Motion passed 3-1, Councilor Sprague opposed.

Respectfully submitted,

Kelly Gagne, Deputy City Clerk