

MINUTES OF THE FINANCE COMMITTEE
EXECUTIVE CONFERENCE ROOM
August 6, 2019 at 4:00pm

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
 Mike Bobinsky, Public Works & Utilities Director
 Keith Hoyle, Fire Chief
 David Kretschmar, Police Chief
 Gary Lemay, City Engineer
 Trish Harris, City Clerk

The meeting called to order by Chairman Witham at 4:19 PM.

APPROVE PAST MEETING MINUTES

Councilor Pepin, seconded by Councilor Dumont made a motion to approve the minutes of the July 1, 2019 meeting. Motion passed 3-0.

APPROVE PURCHASE OF FIRE DEPARTMENT RADIOS (BUDGETED AT \$52,545)

City Manager Belmore stated that there is a memo from Chief Hoyle regarding the replacement program for portable and mobile radios. This purchase completes the 4 year replacement program for the portable radios, and this is the first year of a 2 year program to replace the mobile radios. The purchase of the radios is in the FY20 adopted budget totaling \$52,545, to purchase 9 portable and 3 mobile radios.

The used mobile radios will be retained as spare units. They are used sometimes, for example DPW has requested several of the used portable radios for use during snowstorms.

Director Smith informed the Committee that the intent is to utilize the New Hampshire State Bid list in lieu of using a request for bids. Councilor Witham asked which company was awarded the bid through the State bid list. Chief Hoyle responded 2-Way Communications. This purchase is within the Finance Committee spending authority (up to \$55,000).

Councilor Dumont, seconded by Councilor Pepin, made a motion to waive bidding requirements and purchase these radios through the State Bid list. Motion passed unanimously, 3-0.

Councilor Dumont, seconded by Councilor Pepin, made a motion to approve the purchase of radios at an amount of \$52,545. The motion passed unanimously, 3-0.

APPROVE PURCHASE OF ONE (1) POLICE SUV VEHICLE

Manager Belmore stated there is a memo from Chief Kretschmar that spells out the cost and change-over for a 2020 Ford Explorer police Cruiser. Equipment from Unit 116 (a 2016 Ford Explorer) and Unit 113 (a 2013 Dodge Charger) will be transferred to the new 2020 Explorer, and will save on the cost.

Unit 116 will become a detail unit and Unit 113 will be sold through the City's bid/auction process.

Manager Belmore informed the committee that this would be included as part of the City's lease/purchase agreement.

Councilor Pepin, seconded by Councilor Dumont, made a motion to endorse a Resolution to full Council to purchase the 2020 Ford Explorer Police Cruiser. Motion passed unanimously, 3-0.

APPROVE LEASE-PURCHASE FINANCING AGREEMENT FOR NEW VEHICLES

Director Smith informed the Committee that the City received 6 quotes for lease/purchase agreements. Staff recommends Vision Financial Group based on the lowest cost for the 3 year and the 5-year lease proposal. Director Smith noted that TD Finance includes a \$1,500 escrow fee, which increases the total cost more than Vision Financial Group.

Director Smith explained the City could consider either the 3- or 5-year lease since the City will be retiring about \$175,000 in lease debt this year. Councilor Witham stated that most if not all the equipment included in this lease has an expected life of 10-15 years, and based on that is very comfortable utilizing the 5 year lease option.

Councilor Dumont, seconded by Councilor Pepin, made a motion to endorse a Resolution to full council to award the lease agreement to Vision Financial Group for a 5-year term. The motion passed unanimously, 3-0.

CITY HALL ROOF REPAIR BID RESULTS

Manager Belmore informed the Committee that the City accepted bids to replace the City Hall roof on August 1, 2019. The apparent low bidder was Hall Brothers for both the base bid and the alternate. The base bid called for 1 inch of insulation, the alternate bid called for 2 inches of insulation. The reason for the alternate was at the time staff put together the bid specifications, we were unsure of the amount of insulation, which has since been verified as 2 inches.

Manager Belmore informed the Committee that the City budgeted \$71,000 for this project, but staff is recommending we accept the alternate bid and install 2 inches of insulation at a cost of \$76,100. We will absorb that small overage elsewhere in the budget.

Councilor Pepin, seconded by Councilor Dumont, made a motion to sponsor a Resolution to award the project to Hall Brothers Contracting, Inc. for a total of \$76,100. The motion passed unanimously, 3-0.

REPORTING

Director Smith reported that the annual audit will be the first week of September. This is the last year of the 5-year contract with Vachon Clukay & Co. It is staff's intention to do an RFP for auditing services in the fall of this year.

ADJOURNMENT

Councilor Pepin, seconded by Councilor Dumont made a motion to adjourn at 4:40. Motion passed 3-0.

Respectfully submitted,

Trish Harris, City Clerk