

MINUTES OF THE FINANCE COMMITTEE  
CITY COUNCIL CHAMBERS  
September 24, 2020 @ 4:30 PM

Committee Members present: Councilor David A. Witham, Chairman  
Councilor Donald Austin, Vice-Chair  
Councilor Martin Pepin  
Councilor Richard Michaud, Mayor's temporary appointment  
for Councilor Dumont

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

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The meeting called to order by Chairman Witham at 4:30 PM.

APPROVE PAST MEETING MINUTES

*Councilor Pepin made a motion to approve the minutes of the July 30, 2020 meeting, seconded by Councilor Austin. Motion passed 4-0 by voice vote.*

LIBRARY ADA

Finance Director Smith updated the Committee regarding accessibility to the entire Library including the rest rooms. Director Smith informed the Committee we are interested in having a conceptual study of the facility and what the options may be to make the building more user friendly and provide full access to all patrons. He informed the Committee that the Library currently has escrow funds in the amount of \$27,000.00 that could be utilized.

City Manager Belmore suggested this would improve access for patrons with disabilities. Currently, we provide users that allow residents access a library card to either the Rochester or Dover Library whichever they prefer.

*Councilor Austin made a motion to sponsor a resolution to bring to the full Council to go out to bid for the ADA approved study, seconded by Councilor Michaud. Motion passed 4-0 by voice vote.*

WATER TREATMENT PLANT REPAIR

Director of Public Works & Utilities Mike Bobinsky explained to the Committee that we have discovered an issue with one of the water filters at the Water Treatment Plant that needs repair. Unfortunately at this time we are not sure what is causing the issue and we are recommending we

allow an engineer to explore the filtration system to find the problem and determine the cost of the repair needed. Bobinsky further explained that the issue is only in 1 of the cells of the filtration system and will not affect the water service. The current estimate to remove all the media, have the engineer analyze the issue, and then replace the media is \$35,000. Manager Belmore suggested the Committee consider authorizing up to their maximum spending authority of \$55,000 so that any needed repairs could be accomplished within this amount.

***Councilor Michaud made a motion to authorize \$55,000.00 for the Water Treatment Plant Repair Project, seconded by Councilor Austin. Motion passes 4-0 by voice vote.***

#### SIDEWALK TRACTOR/PLOWS – CIP

Councilor Witham explained that the current 2 sidewalk tractors are often in need of repairs. Witham wondered if we could find funding to purchase a tractor this year. Belmore suggested the possible use of the Municipal and Transportation Fund. Witham suggested using funds from the sidewalk donation the City received from Cumberland Farms in the amount of \$35,000.00.

Director Smith informed the Committee that there is approximately \$160,000.00 available in the Municipal and Transportation Fund.

***Councilor Pepin made a motion to sponsor the appropriate legislation needed to authorize the City Manager to move forward with purchasing a sidewalk plow tractor with available funds from the Municipal Transportation Fund and from the Cumberland Farms sidewalk escrow, seconded by Councilor Michaud. Motion passes 4-0 by voice vote.***

#### GOFERR FUNDING (COVID-19)

Finance Director Scott Smith updated the Committee concerning the grants received. There are currently two grants his reporting on, the Governor's Office for Emergency Relief and Recovery (GOFERR), and the Federal CARES Election Grant.

On the GOFERR Grant the City is eligible for a grant in the amount of \$279,544.00. There have been three filing periods so far, June 1 we applied for and received \$13,136.67, July 15 we applied for and received \$15,382.68, and September 15 we applied for \$251,024.65 and awaiting approval. The large application was due to the State opening up reimbursement for Public Safety and Human Services wages paid back to March. He mentioned in addition to the Public Safety payroll, funds were used to repair the drive-thru drawer, drop box and payroll for employees eligible for the Families First Relief.

Finance Director Scott Smith updated the Committee concerning the funds received from CARES Election Grant and described how those funds are calculated. They are paid based on the number of absentee ballots requested, and the number of absentee ballots cast in excess of those mailed and cast for the 2016 elections. It is a matching grant with the City paying 20% with a total project cost of \$25,054.75.

For the September Primary, we applied for a reimbursement in the amount of \$5,440.81

## REPORTING

Finance Director Scott Smith informed the Committee of the increases expected from the New Hampshire Retirement increase.

The Group I rates are up 25.9%, Group II Police 19.2%, and Group II Fire 9.7%. We are estimating the increase to next year's budget to be \$211,628.00 for the General Fund, \$10,752.00 for the Wastewater Fund, and \$12,250.00 for the Water Fund.

## MISCELLANEOUS

Councilor Austin inquired about the amount coming back from the School Department and how those funds are handled. Councilor Witham stated the funds go back into the general fund and would need approval from Council in order to spend any of these funds.

## ADJOURNMENT

*Councilor Pepin, seconded by Councilor Austin made a motion to adjourn at 5:12 PM. Motion passed 4-0 by voice vote.*

Respectfully submitted,

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Ammy Ramsey, Deputy City Clerk