

MINUTES OF THE FINANCE COMMITTEE  
CITY COUNCIL CHAMBERS  
December 9, 2020 @ 4:00 p.m.

Committee Members present: Councilor David A. Witham, Chairman  
Councilor Donald Austin, Vice-Chair  
Councilor Martin Dumont  
Councilor Martin Pepin

Administration/Staff present: Bob Belmore, City Manager  
Scott Smith, Finance Director  
Ammy Ramsey, Deputy City Clerk  
Michael Bobinsky, Director of Public Works & Utilities  
Amber Ferland, City Engineer  
Betsey Andrews Parker, CEO, CAP of Strafford County  
Lauren Berman, Director of Programs, CAP of Strafford County

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The meeting was called to order by Chairman Witham at 4:00 p.m.

APPROVE PAST MEETING MINUTES OF OCTOBER 28, 2020

*Councilor Austin made a motion to approve the minutes of the October 28, 2020 meeting. The motion was seconded by Councilor Dumont and passed 4-0 by voice vote.*

HOMELESS EMERGENCY SHELTER – CAP FUNDING REQUEST

Councilor Witham stated that at the last meeting the Committee had some questions, so Ms. Andrews Parker has joined us. Ms. Andrews Parker informed the Committee about what they are doing to help assist the homeless in Strafford County. She mentioned the need for a warming shelter for the past three years, and they have been working on finding a permanent solution. Due to the COVID pandemic funding has become available to assist with homelessness, and CAP was able to secure grant money for the Garrison Hotel to become a shelter in place. Ms. Andrews Parker explained that the program directly impacts 5 of the 7 strategies identified in the Tri City Master Plan. They are seeking support from the Tri-Cities in the amount of \$100,000.00, requesting \$20,000.00 from Somersworth and \$40,000 each from Dover and Rochester, to support the daytime program staff in November and December. Other sources of funding from NH Housing Finance Authority and CARES Act will support overnight staff and hotel operations. Community Service Block Grant in partnership with Strafford County will support all operations of the hotel, staff, and additional office space for 18 months, but the hotel is only in operation until April. There was some discussion pertaining to the great work CAP is doing and the support funding that has been approved will be sent.

Ms. Andrews Parker informed the committee originally the plan was to house people for 3 to 5 days and that has been changed to 7 days. The purpose of this is to incentivize them to seek other forms of assistance such as a longer-term plan for housing or rehab when applicable. Also, they are getting to know all the homeless people in the area and can assist them better when they know who they are and have contact with them.

Mr. Smith stated that we were holding the release of City funds pending this meeting and asked the Committee if we are authorized to release the funding as previously approved.

The consensus of the Committee was in the affirmative, and since previously authorized no formal vote was required.

#### ROCKY HILL ROAD CULVERT REPLACEMENT FUNDING

Councilor Witham stated that they received two proposals, one from Wright Pierce and the other from Hoyle Tanner & Associates. City Manager Belmore mentioned that the City Engineer and the Public Works Director recommend going with Wright Pierce. Belmore explained how the project will be funded, and under the purchasing policy, we do not need to formally bid the project out. The consensus of the Committee was to go with Wright Pierce. There was some discussion to allow some extra funds for contingency.

***Councilor Dumont made a motion to approve the Wright Pierce Contract not to exceed \$15,000.00 for the engineering part of the Rocky Hill Road Culvert Replacement Project. The motion was seconded by Councilor Pepin and passed 4-0 by voice vote.***

#### REVIEW TAX DEEDED PROPERTY LIST

Finance Director Scott Smith explained the format of the list, and mentioned that the Finance Committee would discuss which properties would be deeded and which ones would be refused.. Then the Committee would sponsor a Resolution to present to the Council reflecting the properties subject to tax deed that will not be accepted. Finance Director Smith also explained the process the Tax Collector performs before this list is generated..

Councilor Witham expressed some concerns with a few mobile homes and the land and properties on the list. Councilor Austin inquired about the process after the City takes the property. Finance Director Smith explained the process if the previous owner would like to redeem the property and the steps the City would take to sell the property. Councilor Witham stated that it is not their intent to evict people or take their property, but they also have fiduciary responsibility to the citizens of the community. Councilor Witham also mentioned that in some cases, people do come in and take care of the amount owed or they work something out. City Manager Belmore also mentioned that when the property is either sold or if there is a payment plan worked out the City does recoup all the costs involved even the legal fees.

***Councilor Witham made a motion to sponsor a Resolution instructing the Tax Collector the City will not accept the deeds of Bonneau, Bramlett, Champa, Eagan, Fuller, Gibbons, Johnson, Landry, Haines, Peaslee, Logan, Moulton, Shaw, Smith, Tilton, and further to sponsor a second Resolution instructing the Tax Collector the City will not accept the deed for Pioneer Mechanical. The motion was seconded by Councilor Austin and passed 4-0 by voice vote.***

#### REPORTING & SPECIAL REVENUE FUNDS

Financial Director Smith updated the Committee on the Capital/Non-Capital reserve funds, concerning what has been contributed, the balance, and a brief description of each fund.

#### MISCELLANEOUS

Councilor Dumont mentioned he would like some clarification concerning a property in Somersworth that was being purchased intended to be used as a shelter for people who are not welcome in other facilities for misconduct. He stated he is not comfortable with that, and there was some discussion pertaining to the vetting process and when a person is possibly turned away. City Manager Belmore responded this is property located at 30 Willand Drive intended to be used as an emergency warming shelter. It is being purchased by the City of Dover utilizing grant proceeds, and they will be attending the December 14<sup>th</sup> Council meeting to present the plan for the facility.

Councilor Dumont also mentioned that he is going to look into the process that the Lydia's House uses and what he has experienced in the past that works well for dealing with people who are difficult to deal with.

City Manager Belmore mentioned that the Council authorized a contract with Emery & Garrett in regards to the City's wells at the Rocky Hill Road Wellfield for \$68,500.00, and the total Council approved budgeted amount was \$75,000.00. Manager Belmore stated that they are in need of a generator to pump out well #2R. He is asking for their consideration of sponsoring a Resolution to amend the contract upwards by \$3,000 to \$71,500 for this change order and to authorize a total amount of \$75,000.00 in case the need for some additional change order funds to keep the project moving forward.

*Councilor Pepin made a motion to sponsor a Resolution modify the contract with Emery & Garrett to the amount of \$71,500 and to further authorize a total amount of \$75,000.00 for any additional change order costs. The motion was seconded by Councilor Austin and passed 4-0 by voice vote.*

#### ADJOURNMENT

*Councilor Dumont made a motion to adjourn. The motion was seconded by Councilor Pepin and passed 4-0 by voice vote. The meeting adjourned at 5:28 p.m.*

Respectfully submitted,

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Ammy Ramsey, Deputy City Clerk