

# MINUTES OF THE FINANCE COMMITTEE

November 17, 2021 @ 4:15 p.m.

City Council Chambers

Committee Members present: Councilor David A. Witham, Chairman  
Councilor Donald Austin, Vice-Chairman  
Councilor Martin Pepin  
Councilor Richard Michaud (Mayoral Appointment)

Administration/Staff present: City Manager Bob Belmore  
Finance Director & Deputy City Manager Scott Smith  
City Clerk Jonathan Slaven  
Public Works Director Michael Bobinsky  
City Engineer Amber Hall

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The meeting was called to order at 4:15 p.m. by Chairman Witham who noted that Councilor Michaud has been temporarily appointed to the Committee in Councilor Dumont's absence.

## APPROVE PAST MEETING MINUTES OF OCTOBER 5, 2021

*The motion to approve the minutes did not pass as there were not enough members who were present at the last meeting. The minutes will be approved at the next scheduled meeting.*

## BLACKWATER ROAD CULVERT EMERGENCY REPAIR FUNDING

Chairman Witham informed the Committee that the Public Works Committee unanimously supported replacing the culvert in its entirety. Manager Belmore explained that repairs have been attempted on the 40-year-old-ish culvert and SUR Construction has submitted a proposal for replacement. An emergency permit to upgrade has been accepted by NHDES and the project is currently needing funding. Director Smith said there are a few ways to handle the financing. There are approximately \$26k left in ARPA funds, for which drainage projects are eligible, and the difference can come from unassigned general fund balance. If not, we can look elsewhere for and cover with a Transfer Ordinance later. He explained if we are using APRA funds and unassigned fund balance, we will need a supplemental appropriation.

It was mentioned that a proposal from Severino was double the SUR proposal as they had a different approach, they use for constructing the coffer dam that is need to complete the work. Severino's proposal also included the cost of the culvert replacement.

Manager Belmore stated the project is for approximately \$41K and suggests adding contingency for a total project cost of \$50k.

*Councilor Pepin made a motion to support up to \$50k in emergency funding for the replacement of the culvert on Blackwater Road. The motion was seconded by Councilor Austin and passed 4-0.*

*Councilor Austin made a motion to approve the proposal from SUR Construction for the project and to forego the bidding process. The motion was seconded by Councilor Michaud and passed 4-0.*

Councilor Witham stated the use of APRA funds seems like a no brainer. Director Smith added that the funds are not being held for any other project at the moment and that the City is scheduled to receive the second round of ARPA funds next summer.

*Councilor Pepin made a motion to support a Supplemental Appropriation in the amount of \$50,000 using unassigned fund balance and the available ARPA funds. The motion was seconded by Councilor Austin and passed 4-0.*

#### MISCELLANEOUS

Director Smith gave an update on the Cemetery Road Complete Streets Project. He currently estimates the project to come in under budget by about \$100k. The contract is a quantities-based contract, and if we use less than anticipated, it saves money. Some areas that we are seeing savings from are items such as police detail not being utilized and the lower cost on flaggers. Smith said we could use the balance for this or another bondable project, or we can use it to towards the principal payments on the bond from this project. Councilor Witham noted that items such as clay remediation, grading, and moving a sewer line may help lower costs further.

#### ADJOURNMENT

*Councilor Michaud made a motion to adjourn. The motion was seconded by Councilor Austin and passed 4-0. The meeting adjourned at 4:31 p.m.*

Respectfully submitted,

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Jonathan Slaven, City Clerk