

MINUTES OF FINANCE COMMITTEE MEETING
EXECUTIVE CONFERENCE ROOM
September 16, 2016, 8:00 a.m.

Committee Members present: Councilor David Witham, Chair
 Councilor Martin Pepin
 Councilor Jennifer Soldati

Administration/Staff present: City Manager, Bob Belmore
 Finance Director, Scott Smith
 Public Works Director, Mike Bobinsky
 City Clerk, Trish Harris

Other: DuBois & King, Scott Bourcier, PE
 Severino, Mark Rainey

Chairman Witham called the meeting to order at 8:03 a.m.

MINUTES OF THE PREVIOUS MEETING

Motion made by Councilor Soldati, seconded by Councilor Pepin, to accept the minutes of the meeting of August 4th, 2016. Motion carried, 3-0.

DOWNTOWN SIDEWALKS PREVENTATIVE CAULKING MAINTENANCE

City Manager Belmore said they walked the downtown area in May, looking at any defects or things that need to be addressed. A sidewalk panel in front of the old Police Department, where the bench is, needs to be replaced. Earthworks is scheduling the replacement for October. The cost for replacement of the panels will be covered by EarthWorks. Some sidewalk striping has faded; this will be repaired and paid for by Severino.

Councilor Soldati asked why this has faded so quickly. Mark Rainey of Severino said the fading is normal wear and tear. The areas that have worn are high traffic or high braking areas. This will be an ongoing issue. There was lengthy discussion about pros and cons of thermo, paint and other options for striping

Director Bobinsky said that some areas of the sidewalks need caulking to fill the gaps that have formed between the sidewalk and the curb. Severino gave an estimate of \$22,200 based on linier feet.

Councilor Soldati asked if this is common. It was confirmed that it is fairly common, but there is nobody in the area to perform the repair.

City Manager Belmore suggests that they take the funds out of highway. Could also take it out of sidewalk repair in the highway budget.

Councilor Pepin asked how often this will need to be done. Mark Rainey said it could happen every year for a few years until everything settles out.

Councilor Witham asked if this something that Public Works can handle. Director Bobinsky said on a small scale, PW can handle this. There are some areas that stand out over others.

Director Bobinsky suggested a hybrid approach of letting the Public Works department work with Severino on the worst areas for some oversight and training.

City Manager Belmore said he likes the idea of the hybrid approach, where PW staff will work with Severino.

Councilor Soldati, seconded by Councilor Pepin to authorize an expenditure of up to \$10,000 for Severino to work with city staff on the repairs and caulking of the sidewalk. All in favor.

INDIGO HILL RD – SIDEWALK REPAIR OUTSIDE PROJECT AREA

Councilor Witham said the sidewalk is in rough shape. He is perplexed as to why the repair has was stopped at Williams Street, and not at CVS.

Director Bobinsky said they looked at the sidewalk extension, in regards to the complete street concept. Scott Bourcier said, in the process of identifying road segments to be repaired, as a group, they chose to stop at Williams Street, to meet with the budget they were striving for at that time.

Councilor Witham said the proposal is for granite curbing and he appreciates that. This section of the sidewalk is so bad that it is not even plowed in the winter. Can we do a hybrid on the sidewalk; an overlay for now, without granite curbing. The most degraded area is High to Williams, the rest is functional. We can't leave that 350 feet untouched.

Pepin asked about the sewer in that area. They have been there several times because of plug ups. Director Bobinsky said there is nothing that they know of.

There is a grass buffer that is used for snow storage in the winter. The curb model would put the sidewalk closer to the street.

Finance Director Smith said funds could be pulled from Municipal and Transportation fund.

City Manager Belmore asked Mark Rainey if there would be an additional cost for them to complete this part of the road when they do the final overlay. Can we put this on hold and take some time to decide?

Mark Rainey said they will not be at that end of the road until next year. Curbing and sidewalk will not be complete until the Spring.

Will need to look as cost, and should be run through the Public Works and Environment Committee.

Councilor Soldati, seconded by Councilor Pepin made a motion to endorse a Resolution to allow up to \$100,000 to be used from the Municipal Transportation Fund to complete repairs from William Street to Davis Street. All in favor.

CITY HALL PARKING LOT REPAIR

City Manager said they got a quote of \$10,300 to repair the parking lot. Mark Rainey said there are many areas that need to be milled and graded.

Director Bobninsky said the approach seems reasonable, not a reconstruction. This is a maintenance project. The cost proposal is within the range and less than the original engineers quote.

Councilor Witham said he would like to wait until spring to see how the winter goes. See what the budget looks like at that point, after salt and sand.

This is tabled and will be revisited in the spring.

CITY INVESTMENT POLICY

Finance Director Smith said there are no recommended changes. The Governing body is required to adopt the investment policy annually.

Councilor Soldati said that since we are a sustainable City, she would like to use a locally owned bank, not the Bank of Scotland, Citizens.

Finance Director Smith said some of the local banks don't provide the services that we need, but we could look into it.

Councilor Pepin, seconded by Councilor Witham made a motion to support the investment policy, passed 2-1, with Councilor Soldati opposed.

TAX DEEDED PROPERTY

Finance Director Smith discussed the list of tax deeded properties.

There are 12 mobile homes that are subject to tax deed. There are many who have contacted the city and are paying or have made arrangements.

They are suggesting that 3 properties be deeded; 510 Sherwood Glen, 41 Crystal Springs, and 331 Sherwood Glen.

Councilor Witham said this is consistent with our past procedures.

Councilor Pepin, seconded by Councilor Soldati, made a motion to move forward with tax deeding 510 Sherwood Glen, 41 Crystal Springs, and 331 Sherwood Glen. The motion passed unanimously.

There was discussion about the Breton's Cleaners property located at 1 Winter Street. They would like a resolution to accept the Bretons Cleaners Property so that they can apply for the grant.

Councilor Soldati said this is a big risk, because there is not guarantee that we will get the grant.

Councilor Pepin, seconded by Councilor Soldati, made a motion to support a resolution to deed 1 Winter Street. The motion passed unanimously.

Councilor Pepin, seconded by Councilor Soldati made a motion to support a resolution not to accept 5 Wexford Lane or 7 Wexford Lane as deeded properties. The motion passed unanimously.

REPORTING

Finance Director Smith said the audit is scheduled for next week. Nothing specific to report.

MISC.

City Manager Belmore said he met with Government Operations Committee about the Economic Development Position. It will be posted. It is being supported as a full time position.

Councilor Witham said they have delved into the water sewer enterprise funds with the various projects. They are looking at upgrades of upwards of \$1mil. It is time to look at the water/sewer rates. We also need to look at the stand pipe at Noble Pines. This should be on the agenda for the next committee meeting.

Councilor Pepin said it is hard for us to get competitive bids because of our budget process. He asked if there was anything we can do to get our projects out sooner. The last project on the roads, with only getting one bid, made him uneasy. Councilor Witham said this is something he has been thinking about as well. City Manager Belmore said they have had this discussion for several years, and there are a number of reasons.

City Manager Belmore said we have joined a Joint Salt bid with other communities; Concord took the lead on this. We did better than the state bid.

ADJOURNMENT

Councilor Pepin, seconded by Councilor Soldati, made a motion to adjourn at 9:35am. Motion carried unanimously.

Respectfully submitted,

Trish Harris, City Clerk