

**City Council Work Session
December 9, 2019**

Present were: Mayor Grenier, Councilors Theberge, Remillard, Rozek, Higbee, Gentili, Morgan, and Berthiaume; Councilor Otis were absent.

Others present: City Manager James Wheeler, Community Development Director Pamela Laflamme, City Clerk Shelli Fortin, Bryan Lamirande, School Superintendent Julie King, Police Chief Pete Morency, Assistant Chief Dan Buteau, Fire Chief Jay Watkins, Councilor-Elect Mark Eastman, Public Works Director Ben Hall, Ralph Collins, Richard Laflamme and public.

Mayor Grenier opened the meeting at 6:30 p.m. He asked to add the Inauguration and a non-meeting regarding collective bargaining to the agenda. Councilor Rozek so moved; Councilor Remillard seconded and the motion carried.

Capital Improvement Plan

Mr. Wheeler reported that the 2021-2016 Capital Improvement Plan was prepared by department heads; it has gone to the Planning Board and they are forwarding to the City Council. Capital projects are generally \$10,000 or more. If the item is less than \$10,000, it is usually considered in the operational budget. All funds are represented in the CIP, including the Sewer Fund and the Airport Fund. In the memo, there are bulleted items that show what goes on in every department. In Tab 2, all projects for are listed for each year. Tab 3 then has a detailed project sheet for each project. This is considered the first step of the budget process. All items on the FY 21 Summary sheet are added to the FY21 budget. Typically the need gets whittled down to about \$500,000. Mr. Wheeler acknowledged that several department heads are present to answer any of the Council's questions.

Mayor Grenier confirmed that the Fire Department is in need of two vehicles, and engine and a ladder truck. Chief Watkins indicated that he is seeking grant money for SCBA replacement and for an Engine. He stated that the CIP's were due soon after he started so he submitted projects from last year that were not funded. When asked about a roof replacement, Mr. Wheeler referred to project sheet #GF10 and noted that the roof is over 30 years old, it is a ballasted roof that is starting to leak.

Councilor Higbee asked about the City Hall elevator study. Ms. Laflamme reported that the study showed it is feasible to install an elevator; however CDBG will not fund such a project. USDA has community facilities grants and that could be the source of funding.

Councilor Remillard asked if there is grant funding for the school fire alarm system. Ms. Laflamme noted that there is not a source right now. Mayor Grenier resolved that he would like to see a multi-year payment for the fire alarm. The project will be addressed in the spring during the budget process. Bryan Lamirande confirmed that the schools have gone out to bid before for a fire alarm system at another school; there are local contractors who bid. Councilor Berthiaume asked why the Heritage Park roof is under Public Works. Mr. Wheeler replied that PWD usually responds when there is a problem so it seemed as good a place as any for the project.

Councilor Berthiaume asked for more detail on the proposed K9 unit at the Police Department. Chief Morency stated that this year 6 people were lost and if there was a k9 unit, they may have been recovered sooner. These are not comfort dogs; they are for drugs and rescue. Mayor Grenier asked if this program is tied in with a County effort. Chief Morency said that it has been an effort of collaboration with the prisons.

Mayor Grenier asked about the arrival of the salt trucks and Mr. Hall said that they should be in this week or next. Councilor Rozek asked about a plan for employees to do basic painting and scaling on equipment. Mr. Hall said that there is a segregation of duties between the mechanic and laborer that would have to be negotiated.

Councilor Remillard asked about retaining walls and how we are progressing. Mr. Wheeler said that he is not aware of any in horrible shape. Mr. Wheeler said that in years past, there was a staff person assigned to inspect retaining walls every year. We've become reactive rather than proactive.

Councilor Berthiaume asked about the demo of the building adjacent to the Fire Station. Chief Watkins said the side nearest to the fire house is not worth rehabbing. That side would be demolished.

Mayor Grenier stated that he appreciates department heads who attended; it is clear the needs far exceed the resources. Councilor Berthiaume moved to approve the 2021-2026 Capital Improvement Plan; Councilor Higbee seconded and the motion carried.

Other

Brown School Playground. Julie King explained that there is a playground committee that has started to meet. They want to move the equipment at Brown School in the spring to a newly created playground on High Street. There is also a picnic structure on site that could be moved. Mayor Grenier asked about two safety traffic lights that were installed at Brown School and could be moved. Putting one at the high school to help with traffic flow was discussed. Chief Morency noted that the worse intersection in the City is Hillside and High street. The traffic lights will be discussed at the next Safety Committee meeting and any changes need to coincide with the new school year. Mayor Grenier also mentioned that there are two or three memorial stones at Brown School and those should be moved as well.

Inauguration

Mayor Grenier said that he has conferred with Councilor-elect Eastman regarding an inauguration ceremony. There will be a small ceremony where the first half of the meeting is with the old Council and second half is with the new council. Councilor Remillard moved to approve up to \$300 from Council Contingency for the inauguration; Councilor Morgan seconded and the motion carried.

School Board members can be sworn in ahead of their first School Board meeting, January 16 and come for a ceremonial swearing in on January 20.

Non Meeting

At 7:05 p.m. Councilor Higbee moved to go into non-meeting per RSA 91-A:2 I(a) Collective Bargaining; Councilor Morgan seconded and the motion carried unanimously by roll call.

Councilor Rozek moved to come out of non-meeting; Councilor Higbee seconded and the motion carried unanimously.

Councilor Rozek moved to adjourn; Councilor Higbee seconded and the motion carried.

Respectfully Submitted,
Susan Tremblay
Administrative Assistant

*Minutes are unofficial until they have been accepted by the City Council by motion.