

The Claremont City Council held a meeting on Wednesday, June 22, 2016, in the Council Chambers of City Hall.

The meeting was called to order by Mayor Lovett at 6:30 p.m.

Members of the Council present were:

Ward I Councilor Carolyn Towle  
Ward II Councilor Scott Pope  
At-Large Councilor Keith Raymond  
Mayor Charlene Lovett  
At-Large Councilor Allen Damren  
At-Large Councilor Bruce Temple  
Ward III Councilor Nicholas Koloski  
At-Large Councilor John Simonds

Absent:

Assistant Mayor Victor Bergeron

Also present were:

Guy Santagate, City Manager  
Jane Taylor, City Solicitor  
Mary Walter, Finance Director

## **AGENDA CHANGES**

Mayor Lovett said to add Old Business after Citizens Forum to finish discussion from the last meeting.

Mayor Lovett said under New Business, there will be a short presentation by City Administration of things that have recently occurred.

## **CITIZEN'S FORUM**

David Pardy, Ward 1, asked Council to reconsider sale of Map 107-11. He said the proposed useage of chainlink fence and filling the lot with wood pulp would be a visual blight on Union, Main and Elm Streets and Factory Street Park. APC Paper will be storing wet wood pulp in that area. He talked about there being only one access point on that lot and said they will drive forklifts on the City street.

Nancy Merrill, Planning and Development Director said APC Paper said in their bid, the property would be used for expansion of their business. The property is zoned Industrial.

## **OLD BUSINESS**

### Discuss Water and Sewer Enterprise Funds

Mr. Temple asked if money will be taken out of the Water Enterprise Fund to help Main Street and one dam. Ms. Walter and Mr. Santagate said yes. Mr. Temple asked about the reserve fund. Ms. Walter said there is \$3 million in Water and \$4 million Sewer. Mr. Temple asked if taking \$1.5 million will reduce the fund below the established threshold. Ms. Walter said yes, that's why the rate study came back with the suggestions for the increases. Ms. Walter said by taking \$1.5 million that will leave \$1.5 million in Water. Mr. Santagate said the increased rate would replenish the fund and allow other projects to be done.

There was extensive discussion regarding the amount of money to be taken from the Water and Sewer Enterprise Reserve Funds for ongoing projects.

Mr. Koloski said the last time the contract for the water plant came up, he voted no because he didn't have detailed information. He will vote no again if he doesn't have the information.

Mr. Temple asked about state revolving loan funds and grants. Mr. Santagate said we will check.

### TIFD Budget

There were no Councilor questions on the TIFD budget.

### Discuss Proposed Budget Changes

Next, Mayor Lovett said Mr. Damren had done a spreadsheet of non-personnel related costs and suggested some reductions.

There was extensive discussion regarding Mr. Damren's proposed changes to the budget.

Bernie Folta, Ward 3, said regarding adding \$40,000 to Planning and Development for marketing, that he would like the Council to consider deferring that until they get a plan.

Ms. Walter showed a PowerPoint presentation: Closing in on Year End FY 2016

- Good News on Revenues
  - \$581,331 Projected Unanticipated Revenue to drop into Fund Balance
- Expenses are Harder to Anticipate
  - \$313,399 left in anticipated expenses
- Tuesday, June 21, 2016
  - A sinkhole developed in the parking lot owned by APC Paper. It is part of the Tyler Brook Corridor and it goes under APC Paper

- Mr. Santagate said this is drainage, so the money will come out of the general fund, not water or sewer
- Temporary fix estimated at \$5,000-\$10,000
- Permanent fix will cost between \$750,000 - \$1 million
- A drainage culvert is collapsing on Maple Avenue
  - Needs to be addressed prior to the developer installing a parking lot
  - Estimated cost \$40,000-\$50,000

Ms. Walter said there is no enterprise fund for drainage issues. Drainage issues will become a bigger issue than water and sewer issues because of federal clean water requirements. She suggested it might be a good idea to hold onto the money that will drop into fund balance until we know more about this issue.

Mr. Temple said regarding the sink hole by APC Paper that on top of this pipe is a sanitary sewer and a public waterline. There have been multiple water breaks in this area.

There was discussion about ways to reduce the budget to help cover this.

## **NEW BUSINESS**

### Resolution 2016-33 Encumbrances – Public Hearing

**A motion was made by Mr. Damren and seconded by Ms. Towle to adopt Resolution 2016-33 Encumbrances.**

Mr. Damren read the resolution into the record.

Mayor Lovett opened the public hearing.

Bernie Folta, Ward 3, asked if Councilor Temple intended to amend resolution, when it needs to be done. Ms. Taylor said the resolution has to be read into the record with a motion and a second and then it can be amended at any time.

Mayor Lovett closed the public hearing.

After a brief discussion, Councilors voted.

**Roll call vote: motion carried 8-0.**

## **BUDGET**

### Resolution 2017-1 Tax Anticipation Note – Public Hearing

**A motion was made by Mr. Pope and seconded by Mr. Damren to adopt Resolution 2017-1 Tax Anticipation Note.**

Mr. Pope read the resolution into the record.

Mayor Lovett opened the public hearing. No one spoke. She closed it.

Ms. Walter said since the City switched to a fiscal year, we haven't needed to borrow for a long time. This is just in case.

**Roll call vote: motion carried 8-0.**

Resolution 2017-2 To Adopt the 2017 General Fund Budget for the City of Claremont –  
Public Hearing

**A motion was made by Mr. Raymond and seconded by Mr. Pope to adopt Resolution 2017-2 To Adopt the 2017 General Fund Budget for the City of Claremont.**

Mr. Raymond read the resolution into the record.

Mayor Lovett opened the public hearing.

Jim Feleen, Ward 2, urged Council to support a full-time maintenance position for Parks and the Community Center.

Mr. Santagate said the request for a full-time maintenance position has a lot of merit, but there were a lot of requests and we couldn't find funds to do it.

Mark Brislin, Parks and Recreation Director, said the Claremont Savings Bank Community Center (CSBCC) is open 95.5 hours per week. From January to May over 65,000 people (members) have checked into CSBCC. That number doesn't include people who come in for swimming lessons, classes, etc. That's a lot of wear and tear on the building. He requested \$62,000 be put back into his budget for a full-time maintenance person.

Mayor Lovett closed the public hearing.

There was extensive discussion about adding the maintenance position, adding a Public Works position, adding SAFER Grant positions and adding COPS Grant positions to the budget.

There was a discussion about having an efficiency audit done. Ms. Walter will check into the cost.

Bernie Folta, Ward 3, regarding a comment Mr. Koloski made about not having unfiltered access to Ms. Walter to help him make suggested changes, said he was curious what Mr. Koloski's pluses and minuses would look like. Mr. Koloski said he had a list.

Police Chief Alex Scott, said regarding the COPS grant, the anticipated revenue will be \$17,503 for 2017. The position has been slowly absorbed into his budget over the years. There won't be a sudden spike.

Councilors went around the table and itemized the changes they wished to see in the budget. Mayor Lovett also read in Assistant Mayor Bergeron's suggestions.

**A motion was made by Mr. Raymond and seconded by Mr. Koloski for discussion to add \$40,000 to Planning and Development, add \$49,400 to Fire, add \$6,500 to Library, add \$3,000 to Parks, for a total of \$98,900; changing the total budget to \$17,048,208; add \$41,500 to Revenue from Capital Reserve for a total of \$6,609,634.**

Mr. Koloski would be in favor of all this except the \$13,000 for Summer Celebration was not included. The community looks forward to that.

**Roll call vote failed 2-6 with Mr. Pope, Mr. Damren, Mr. Temple, Mr. Koloski, Mr. Simonds and Mayor Lovett voting no.**

**A motion was made by Mr. Koloski and seconded by Mr. Pope to add \$40,000 to Planning and Development, add \$49,400 to Fire, add \$6,500 to Library, add \$16,000 to Parks, for a total of \$111,900; changing the total budget to \$17,061,208; add \$41,500 to Revenue from Capital Reserve for a total of \$6,609,634.**

Mr. Temple said there are some big expenses coming along. He'll vote no.

After discussion, Councilors voted.

**Roll call vote: motion carried 5-3 with Mr. Damren, Mr. Temple and Mayor Lovett voting no.**

**A motion was made by Mr. Temple and seconded by Ms. Towle for discussion to amend the amendment to reduce the \$17,061,208 by \$250,000 for a total of \$16,811,208; add \$41,500 to Revenue from Capital Reserve for a total of \$6,609,634.**

There was a brief discussion including the age of the Library software (20 years) and the age of the City's financial software (16-17 years).

**Roll call vote: motion failed 1-7 with Ms. Towle, Mr. Pope, Mr. Raymond, Mr. Damren, Mr. Koloski, Mr. Simonds, and Mayor Lovett voting no.**

**A motion was made by Mr. Damren and seconded by Mr. Pope for discussion to reduce the amended main budget by \$50,000 for a total of \$17,011,208; leave the Revenue increase of \$41,500 from Capital Reserve for a total of \$6,609,634.**

Mr. Damren said his intent is for the City Manager to decide where the reduction comes from.

Councilors discussed. With all the expenses coming, Mr. Temple said he doesn't know how this can be done.

**Roll call vote: motion carried 5-3 with Mr. Pope, Mr. Damren and Mayor Lovett voting no.**

**A motion was made by Mr. Pope and seconded by Mr. Damren to vote on the resolution as amended for a total budget of \$17,011,208 and Revenue of \$6,609,634. No second.**

Mr. Temple wanted the record to show that he was about to table this until next Wednesday so Councilors could clear their heads, but he didn't.

**A motion was made by Mr. Temple to move the question. Seconded by Mr. Damren.**

**Roll call vote: motion carried 8-0.**

**Roll call on amended budget of \$17,011,208 and Revenue of \$6,609,634: motion carried 6-2 with Mr. Temple and Mayor Lovett voting no.**

Resolution 2017-3 To Adopt the 2017 Water Division Budget for the City of Claremont –  
Public Hearing

Ms. Taylor said there was a typographical error in the draft resolution; it should be Resolution 2017-3, not 2016-3.

**A motion was made by Mr. Raymond and seconded by Mr. Simonds to adopt Resolution 2017-3 To Adopt the 2017 Water Division Budget for the City of Claremont.**

Mr. Raymond read the resolution into the record.

Mayor Lovett opened the public hearing. No one spoke. She closed it.

Mr. Temple said it was important to note that we are taking \$1,473,245 out of Water Enterprise Fund Reserves which is about a 45% reduction in the total reserve account.

Ms. Walter said we've been taking money out for several years and she has been concerned.

Mr. Koloski said he would be more comfortable having the rate discussion before voting on this. Mayor Lovett said the rates will be addressed soon.

**Roll call vote: motion carried 6-2 with Messrs. Temple and Koloski voting no.**

Resolution 2017-4 To Adopt the 2017 Sewer Division Budget for the City of Claremont – Public Hearing

**A motion was made by Mr. Damren and seconded by Mr. Raymond to adopt Resolution 2017-4 To Adopt the 2017 Sewer Division Budget for the City of Claremont.**

Mr. Damren read the resolution into the record.

Mayor Lovett opened the public hearing.

Bernie Folta, Ward 3, asked about the funding split between Water and Sewer for the Main Street Project. Public Works Director Scott Sweet said he has asked for \$750,000 from each department.

Mayor Lovett closed the public hearing.

Mr. Koloski said he has the same concerns as the last resolution.

**Roll call vote: motion carried 7-1 with Mr. Koloski voting no.**

Resolution 2017-5 To Adopt the 2017 Downtown Tax Increment Finance District Budget for the City of Claremont – Public Hearing

**A motion was made by Mr. Simonds and seconded by Mr. Raymond to adopt Resolution 2017-5 To Adopt the 2017 Downtown Tax Increment Finance District Budget for the City of Claremont.**

Mr. Simonds read the resolution into the record.

Mayor Lovett opened the public hearing.

Bernie Folta, Ward 3, asked about details for revenues and expenses. Mr. Damren pointed him to the appropriate pages in the budget book.

Mayor Lovett closed the public hearing.

**Roll call vote: motion carried 8-0.**

**CONSULTATION WITH LEGAL COUNSEL**

Ms. Taylor gave Councilors a note of caution on the use of email which has been extensive. You cannot do sequential emails. Inviting a response is something that should be avoided. Emails should be limited to time, place or manner. Councilors have been sending emails on substantive matters.

Mayor Lovett asked that every time an email is sent from the Council regarding something at the next meeting, to post it on the website next to the packet and to make a paper copy for the Councilors.

Mayor Lovett will put out a statement for distribution to the Council through Ms. Russell.

**ADJOURNMENT**

**At 10:27 p.m., a motion was made by Mr. Damren and seconded by Mr. Simonds to adjourn.**

**Voice vote: motion carried 8-0.**

Respectfully Submitted,

Dorée M. Russell  
Clerk to the Council