

Long Term Debt Committee
June 4, 2018
Minutes of the Meeting

Attendance

Chairman Darcy	Present
Councillor Mackin	Present
Councillor McLaughlin	Absent
Councillor McMenimen	Present
Councillor Stanley	Absent

Chairman Darcy called the meeting to order at 6.00 p.m.

Chairman Darcy asked if anyone would be recording the meeting. Mr. Chris Gamble said he would be recording the meeting.

Councillor Mackin moved approval of the May 21, 2018 minutes. Motion was adopted on a voice vote.

1. The Mayor respectfully requests a transfer of capital improvement funds totaling \$1,907.94 for the purchase of a laptop computer for the City Clerk's Office. It will used to automate the marriage license application process.

Councillor Mackin moved to hear from all off committee members. Motion was adopted on a voice vote. Acting City Clerk Joseph Vizard appeared before the committee. Mr. Vizard said this laptop will be used at the City Clerks counter to process marriage licenses. Councillor Mackin asked if it would be used for other uses also. Mr. Vizard said yes. Councillor Mackin asked if I.T. have been involved in this purchase. Mr. Vizard said yes. Councillor McMenimen asked if this laptop would only be used for City business. Mr. Vizard said yes, it will be sitting on the City Clerks counter. Councillor McMenimen asked about costs estimates. Mr. Vizard said the cost ran from seven hundred to two thousand dollars. Councillor McMenimen made a motion for approval. Motion was adopted on a voice vote.

2. The Mayor respectfully requests a transfer of capital improvement funds in the total amount of \$17,855.00 to purchase one (1) vehicle for the meter reading staff of the Engineering Department, Water & Sewer Divisions.

Councillor McMenimen moved to hear from all off committee members. Motion was adopted on a voice vote. City Engineer Steve Casazza appeared before the committee. Mr. Casazza said this vehicle would be used by the meter readers. He said their previous vehicle was surplusued due to the condition of the vehicle. Councillor McMenimen asked if these were all new electronic meters being read. Mr. Casazza said that only the commercial accounts have the new electronic readers.

Councillor McMenimen asked if the City would be going out to bid for the new vehicle. Mr. Casazza said no bid was necessary because the vehicle is being purchased from the State bid list. Councillor McMenimen made a motion for approval. Motion was adopted on a voice vote.

Councillor McMenimen moved to adjourn. Motion was adopted on a voice vote and the meeting was adjourned at 5:56 p.m.

Respectfully submitted,
Thomas J Magno - Clerk