

**CITIZENS ADVISORY COMMITTEE  
PUBLIC HEARING MINUTES**

**APRIL 23, 2002**

**PORTSMOUTH CITY HALL**

**5:15 P.M.**

Present: Robert Layton, Chairman; Cicero Lewis; Nancy Emerson; Vern Gardner; Lynne Langley; Dani Rooney; Russ Van Billiard; and William Thorpe.

Absent: Nancy Emerson (notified staff); and Jean Pecunies (notified staff).

Staff: Cindy Hayden, Community Development Director

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Chairman Layton opened the hearing at 6:30 p.m. and read out the legal notice announcing that the hearing was being held to consider amending the FY 2001/2002 CDBG budget such that \$30,000 would be reprogrammed from the Contingency line item and \$25,000 reprogrammed from the Portsmouth Economic Development Loan Program line item, to increase funding for the Big Rock Park project to \$96,000. He said this would enable the City to complete the construction of improvements at Big Rock Park in accordance with the technical specifications as outlined in the park plans provided to the CAC.

Mr. Layton also read for the record a letter from Mr. Thomas Belmont, President of the Atlantic Heights Neighborhood Association. Mr. Belmont's letter was in support of the proposed budget amendment to complete the Big Rock Park project. Ms. Hayden, Community Development Director, said she had received phone calls from Atlantic Heights residents Robin McIntosh and Louise Belmont, also in support of the proposed budget amendment.

Ms. Hayden went on to summarize the information she had provided to Committee members in memo form regarding the status of the project with regard to bidding and proposed funding. In short, she said one project bid was received, in the amount of \$110,665, from Salmon Falls Nursery, the same contractor that completed the work at Goodwin Park, Rock Street Park, and Hanscom Park. Ms. Hayden said it was anticipated the cost of this project would be approximately \$70,000, funded through the \$41,000 available in the project line item, with the balance coming from the general contingency line item (\$30,000), for a total of \$71,000. She said the City was in discussion with Salmon Falls relative to opportunities for reducing the project cost without compromising project quality or the intent of the park design.

Ms. Hayden said a recent unanticipated PEDLP loan repayment presented the opportunity to provide an additional \$25,000 in funding for Big Rock Park. Combined with existing funds, this would result in a total of \$96,000 for the project. She said another option would be to re-bid the project, however, City staff do not believe this is likely to produce a significantly different result.

Mr. Layton asked Committee members if they had questions. Mr. Gardner asked why there was only one bidder. Ms. Hayden said there were 17 bid packages picked up and, while some of these were subcontractors, at least 8 could have bid the job. 4 potential bidders attended the mandatory pre-bid meeting. She said she had discussed the lack of bidders with the City Engineering Department and that they are finding that it continues to be the case that not many bids are being submitted on these relatively small jobs.

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Ms. Langley asked if bonding and insurance was required with this bid and wondered if this precluded some smaller contractors from submitting. Ms. Hayden said bonding and insurance were required, and that likely did mean some contractors would not submit.

Mr. Lewis asked if the City believed the costs were reasonable. Ms. Hayden said the City had closely reviewed the costs and they did seem in order.

Mr. Gardner asked if reprogramming the funds from contingency and PEDLP to the Big Rock Park project would result in a shortfall for any projects or programs. Ms. Hayden said the fiscal year is coming to a close, and this is essentially the only CDBG capital project left to carry out this year; therefore, contingency is not a problem. With regard to the PEDLP program, she said based on existing funding (\$65,000), combined with the new funds to be allocated in the coming fiscal year (\$95,000), there is sufficient funding for that program.

Mr. Layton asked if there were any further comments or questions. The only individual in attendance at the hearing was from the media. Hearing no comments or questions, Mr. Layton closed the hearing at 6:55 p.m., and asked for a motion on the budget amendment.

Mr. Gardner made a motion to recommend to the City Manager that the FY 2001/2002 CDBG budget be amended such that \$30,000 be reprogrammed from the Contingency line item and \$25,000 reprogrammed from the Portsmouth Economic Development Loan Program line item, to increase funding for the Big Rock Park project to \$96,000. Ms. Rooney seconded the motion. All voted in favor.

Mr. Layton asked for a motion on the minutes of 3/27/02. Mr. Gardner made a motion to approve the minutes of 3/27/02 as written. Mr. Lewis seconded the motion, and all voted in favor, with Mr. Van Billiard abstaining since he did not attend the meeting. Ms. Rooney made a motion to adopt the minutes of 4/3/02 as written, and Mr. Thorpe seconded it. All voted in favor, with Mr. Van Billiard abstaining since he did not attend the meeting.

Hearing no further comments, Mr. Layton adjourned the meeting at 7:05 p.m.

Respectfully submitted,

Cindy Hayden  
Community Development Director