

CITY OF ROCHESTER
NOTICE of PUBLIC MEETING:

FINANCE COMMITTEE

Meeting Information

Date: October 13, 2020
Time: 6:30 P.M.
Location: Council Chambers, 31 Wakefield Street & remotely via Microsoft Teams

The Public may access the meeting by calling in to: 857-444-0744 Conference code: 843095

The meeting will also be broadcast on Atlantic Broadband Channel 26 and on our website:
www.RochesterNH.net

Providing public access to the meeting by telephone: The public can call-in to the above number using the conference code. This meeting will be set to allow the public to “listen-in” only, and there will be no public comment taken via conference line during the meeting. If any member of the public has difficulty accessing the meeting by phone, please call 603-335-7505

To submit public input prior to the meeting, please leave a voicemail at 603-509-1908 by noon on the day of the meeting. Or email Mark.Sullivan@RochesterNH.net by 5pm on the day of the meeting.

In addition to the above listed public access information, the Finance Committee will be allowing the public to enter Council Chambers and speak in person during the Public Input portion of this meeting. In an effort to adhere to CDC guidelines: please enter only at the front Wakefield Street entrance and exit on the side closest to the Police Department, and adhere to 6-foot social distancing while inside. Hand sanitizer and face masks will be available at the Wakefield Street entrance. Participants will be admitted to Council Chambers one at a time to speak, and will exit directly thereafter. Please note; the seating in Council Chambers will not be available for the public during the meeting.

City of Rochester, NH
Preamble for the October 13, 2020 Finance Committee Meeting

Good Evening, as Chairperson of the Finance Committee, I am declaring that an emergency exists and I am invoking the provisions of RSA 91-A:2, III (b). I also find that this meeting is imperative to the continued operation of City government and services, which are vital to public safety and confidence during this emergency. As such, this meeting will be conducted without a quorum of this body physically present in the same location.

At this time, I also welcome members of the public accessing this meeting remotely. The public can call-in to phone number: 857-444-0744 using conference code: 843095. This meeting will be set to allow the public to “listen-in” only, and there will be no public comment taken via conference line during the meeting.

Please note that all votes that are taken during this meeting shall be done by Roll Call vote.

Let’s start the meeting by taking a Roll Call attendance. When each member states their name and ward, also please state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.

The Agenda for the October 13, 2020 Finance Committee Meeting can be found on the next page

Agenda

- 1. Call to Order**
- 2. Public Input**
- 3. Unfinished Business-None**
- 4. New Business-**
 - 4.1 School Department-Covid-19 Expenses-Discussion & Report of Expenses pg. 1**
 - 4.2 City Clerk - Election Update-Discussion**
- 5. Reports from Finance & Administration**
 - 5.1 Monthly Financial Report Summaries September 30, 2020, Pg.4**
 - 5.1 (a) September 30, 2020 Revenues-Pg.5**
 - 5.1 (b) September 30, 2020 Expenses-Pg. 7**
- 6. Other**
- 7. Adjournment**

FINANCE COMMITTEE

Agenda Item

Agenda Item Name: School Department Covid-19 Expenses

Date Submitted: 10-8-20

Name of Person Submitting Item: Superintendent Repucci

E-mail Address: repucci.k@rochesterschools.com

Meeting Date Requested: 10-13-20

Issue Summary Statement: Review of School Department COVID-19 supplies and discussion.

Recommended Action: Discussion

**Rochester School Department
COVID Supplies
2020**

		Quantity	Spent/Encumbered to Date	Comments
Chemical Buckets & rolls of dry wipes				
chemical wipe buckets	180 sheets/roll - 6 rolls/case @82.14/case	71	\$5,831.94	Multiple purchases
Alcohol Wipes				
	100 pack - 24/case	70 cases	\$11,476.00	Multiple purchases
Wet Pads and Microfiber cloths				
Microfiber cloths	12 pack/24 packs/case	72 cases	\$890.64	School Board approved bidder
Microfiber cloths	12 pack/24 packs/case	8 cases	\$98.96	School Board approved bidder
Wet Pads		120	\$3,233.68	School Board approved bidder
Spray Bottles				
Plastic bottle w/spray		800	\$770.00	
Hand sanitizer dispensers				
	Refillable Manual soap/sanitizer dispenser	370	\$8,325.00	School Board approved bidder
	Refillable NO Soap/sanitizer dispenser	30	\$1,650.00	School Board approved bidder
Batteries	12/pack	10 packs	\$142.50	School Board approved bidder
Floor stand dispensers		30	\$3,300.00	School Board approved bidder
Gel Hand Sanitizer				
Drip trays		400	\$2,155.00	School Board approved bidder
Hand Sanitizer	4/case @ \$119/case (75% alcohol)	76	\$9,044.00	School Board approved bidder
Hand Sanitizer	Arsenal (2.5 liter containers)	184	\$3,558.56	School Board approved bidder
Hand Sanitizer	36 cases/4 gallons per case	36	\$4,284.00	School Board approved bidder
Masks (Disposable)				
Masks(disposable)	2000/case	25	\$13,000.00	Multiple purchases
Kids disposable masks		50	\$157.39	
Masks (cloth) for students and staff		29000	\$79,750.00	Per purchasing policy-purchase was made due to lead time issue
Masks (visible) for staff	2000 @3.95		\$7,900.00	Per purchasing policy-purchase was made due to lead time issue
Face Coverings from the state		3805	FREE	

**Rochester School Department
COVID Supplies
2020**

		Quantity	Spent/Encumbered to Date	Comments
Sneeze guard material				
Lexan	5'X8'X1/4" - \$380/ea	3	\$1,080.00	Multiple purchases
Lexan	4'X8'X1/4" - \$290/ea	34	\$9,860.00	Multiple purchases
Various Supplies			\$1,695.30	Multiple purchases
Classroom desk/table dividers	175 packs of 24 @ \$126.52/pack		\$22,491.21	Per purchasing policy-purchase was made due to lead time issue
Water Bottle Filling Stations			\$14,536.40	Multiple vendors
Bottles of Water	8oz - 24/pack	333 packs	\$1,921.41	
HVAC Filters				
	MERV 13 2"(all different sizes)	581	\$4,883.80	
	MERV 13 1"(all different sizes)	432	\$6,058.45	
Electrostatic Sprayers				
Electro Hand Sprayer		16	\$11,706.82	Per purchasing policy-purchase was made due to lead time issue
Soap and Paper Towels			\$7,333.00	
Floor markings and other signage				
Floor Logos		2107	\$7,732.69	Multiple purchases
Pop-ups	17.58 foot square	5	\$1,679.65	
Temporal Scanners	Free from Homeland Security		FREE	
Gowns	280 10packs @ \$38.50/pack		\$10,780.00	Multiple purchases
Face Shields	5 boxes/200/box		\$1,249.80	
Goggles		39	\$255.83	
Two Way radios	3 packs of 20		\$466.09	
2 Part time custodians to full time			\$77,600.00	
	Total		\$ 336,898.12	

FINANCE COMMITTEE

Agenda Item

Agenda Item Name: Monthly Financial Statements Summary – as of September 30, 2020

For the full detail report, click here: [September 2020 Financial Detail Report](#)

Name of Person Submitting Item: Mark Sullivan Deputy Finance Director

E-mail Address: mark.sullivan@rochesternh.net

Meeting Date Requested: October 13, 2020

Issue Summary Statement

The September 30, 2020 financial summary reports are attached. Below are the revenues Finance will continue to track and provide updates during FY21.

Motor Vehicle Registrations: Through three months of FY21 (25%) motor vehicle registrations remain strong at 36% collected.

Waste Management Host Fees: The first payment of FY21 was received at \$862,438. This quarterly receipt was slightly lower than prior quarters, but represented the period of April-20 to June-20. The \$862,438 trends to \$3.4MM.

Building Permits: Building permits have seen a rebound, and this revenue is at 71% of the FY21 Adopted amount of \$200,000.

Interest Income: Interest Income remains soft at 16% collected, interest income rates are below .50%

Interest on Delinquent Taxes: Continues to trend low at this point in FY21, will continue to monitor.

State of NH Rooms & Meals: Payment typically received in December of each year.

Water-Sewer User Fees: Payments have seen a recovery, will continue to monitor.

Highway Block Subsidy: First quarterly payment was \$185,000 slightly less than FY20 of \$194,000. Will continue to monitor.

Summary: Cash position remains strong, and in a good position. Finance will monitor all FY21 revenue and expense activities.

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CITY OF ROCHESTER
YEAR-TO-DATE BUDGET REPORT

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FOR 2021 03

	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
<hr/>						
1000 GENERAL FUND						
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11011 ECONOMIC DEVELOPMENT REVENUE	0	0	0	750.70	-750.70	100.0%
11031 CITY CLERK REVENUE	124,850	0	124,850	32,158.20	92,691.80	25.8%
11051 ASSESSORS REVENUES	0	0	0	10.00	-10.00	100.0%
11061 BUSINESS OFFICE REVENUE	250,000	0	250,000	40,921.69	209,078.31	16.4%
11062 BUSINESS OFFICE REVENUE	1,000	0	1,000	.00	1,000.00	.0%
11071 TAX COLLECTOR REVENUE	33,409,885	0	33,409,885	16,261,046.76	17,148,838.24	48.7%
11072 TAX COLLECTOR REVENUE	3,308	0	3,308	2,971.00	337.00	89.8%
11081 GENERAL OVERHEAD REVENUE	3,460,991	0	3,460,991	1,070,274.50	2,390,716.50	30.9%
11082 GENERAL OVERHEAD REVENUE	2,186,077	0	2,186,077	.00	2,186,077.00	.0%
11101 PLANNING	18,250	0	18,250	3,861.05	14,388.95	21.2%
11201 REV LEGAL OFFICE	50,000	0	50,000	12,500.00	37,500.00	25.0%
12011 POLICE CITY REVENUE	363,479	0	363,479	53,189.65	310,289.35	14.6%
12021 FIRE CITY REVENUE	25,500	0	25,500	865.00	24,635.00	3.4%
12022 FIRE STATE REVENUE	41,812	0	41,812	.00	41,812.00	.0%
12031 DISPATCH CENTER	60,982	0	60,982	.00	60,982.00	.0%
12041 CODE ENFORCEMENT REVENUE	244,210	0	244,210	148,035.80	96,174.20	60.6%
13011 PUBLIC WORKS REVENUE	35,400	0	35,400	10,906.75	24,493.25	30.8%
13012 STATE HIGHWAY SUBSIDY	519,175	0	519,175	185,245.72	333,929.28	35.7%
14011 WELFARE REVENUE	2,500	0	2,500	22.99	2,477.01	.9%
14021 RECREATION REVENUE	60,050	0	60,050	4,420.00	55,630.00	7.4%
14031 LIBRARY REVENUE	10,800	0	10,800	829.46	9,970.54	7.7%
TOTAL GENERAL FUND	40,868,269	0	40,868,269	17,828,009.27	23,040,259.73	43.6%
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5001 WATER ENTERPRISE FUND						
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510001 WATER WORKS REVENUE	6,710,052	0	6,710,052	1,388,513.94	5,321,538.06	20.7%
TOTAL WATER ENTERPRISE FUND	6,710,052	0	6,710,052	1,388,513.94	5,321,538.06	20.7%
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5002 SEWER ENTERPRISE FUND						
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520001 SEWER WORKS REVENUE	7,945,222	0	7,945,222	1,406,812.53	6,538,409.47	17.7%
520002 SEWER WORKS REVENUE	396,081	0	396,081	.00	396,081.00	.0%
TOTAL SEWER ENTERPRISE FUND	8,341,303	0	8,341,303	1,406,812.53	6,934,490.47	16.9%
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5003 ARENA ENTERPRISE FUND						
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CITY OF ROCHESTER
 YEAR-TO-DATE BUDGET REPORT

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FOR 2021 03

	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
530001 ARENA REVENUE	416,031	0	416,031	5,500.00	410,531.00	1.3%
TOTAL ARENA ENTERPRISE FUND	416,031	0	416,031	5,500.00	410,531.00	1.3%
6000 COMMUNITY CENTER SP REV FUND						
600001 COMMUNITY CENTER REVENUE	889,241	0	889,241	234,014.75	655,226.25	26.3%
TOTAL COMMUNITY CENTER SP REV FUND	889,241	0	889,241	234,014.75	655,226.25	26.3%
GRAND TOTAL	57,224,896	0	57,224,896	20,862,850.49	36,362,045.51	36.5%

** END OF REPORT - Generated by Mark Sullivan **

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CITY OF ROCHESTER
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FOR 2021 03

	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
1000 GENERAL FUND						
11000051 CITY MANAGER	409,559	0	409,559	131,473.69	274,410.75	32.1%
11012351 ECONOMIC DEVELOPMENT	512,693	0	512,693	99,184.04	380,321.05	19.3%
11020050 IT SERVICES	897,327	0	897,327	195,724.36	614,587.42	21.8%
11030051 CITY CLERK	334,501	0	334,501	84,557.96	203,966.43	25.3%
11040050 ELECTIONS	70,168	0	70,168	33,284.44	25,646.43	47.4%
11050070 ASSESSORS	570,520	37,000	607,520	128,823.07	457,485.37	21.2%
11060051 BUSINESS OFFICE	608,770	0	608,770	181,703.54	426,327.39	29.8%
11063151 HUMAN RESOURCES	225,528	1,250	226,778	60,010.03	148,555.88	26.5%
11070070 TAX COLLECTOR	379,761	0	379,761	113,341.36	261,725.93	29.8%
11080050 GENERAL OVERHEAD	1,169,916	-88,250	1,081,666	216,607.01	649,952.74	20.0%
11090050 PB CITY WIDE 50	687,246	0	687,246	156,391.75	506,342.74	22.8%
11090051 PB CITY HALL 51	65,698	0	65,698	15,560.40	6,953.95	23.7%
11090052 PB OPERA HOUSE 52	48,769	0	48,769	9,213.29	13,170.27	18.9%
11090054 PB CENTRAL FIRE 54	10,945	0	10,945	3,730.33	3,542.67	34.1%
11090055 PB GONIC FIRE 55	10,787	0	10,787	3,811.07	2,904.93	35.3%
11090056 PB LIBRARY 56	19,313	0	19,313	7,740.39	2,888.60	40.1%
11090057 PB DPW GARAGE 57	12,155	0	12,155	5,871.96	728.54	48.3%
11090061 PB HISTORICAL MUSEUM 61	1,320	0	1,320	423.34	21.66	32.1%
11090063 PB HANSON POOL 63	6,700	0	6,700	145.76	6,336.36	2.2%
11090064 PB GONIC POOL 64	1,100	0	1,100	39.24	951.82	3.6%
11090065 PB EAST ROCHESTER POOL 65	800	0	800	39.24	651.82	4.9%
11090068 PB GROUNDS 68	10,880	0	10,880	1,297.11	8,312.28	11.9%
11090069 PB DOWNTOWN 69	17,000	0	17,000	2,370.74	11,350.00	13.9%
11090070 PB REVENUE BUILDING 70	21,368	0	21,368	5,958.86	7,181.78	27.9%
11090071 PB PLAYGROUNDS 71	3,000	0	3,000	1,800.00	1,200.00	60.0%
11090075 PB NEW POLICE STATION	24,066	0	24,066	7,855.60	7,545.90	32.6%
11090077 PB ANNEX	11,140	0	11,140	1,023.14	7,853.60	9.2%
11102051 PLANNING	427,669	0	427,669	91,042.17	332,018.86	21.3%
11200051 LEGAL OFFICE	611,159	0	611,159	138,255.28	460,547.84	22.6%
12010053 PD ADMINISTRATIVE SERVICES	2,076,031	0	2,076,031	533,555.08	1,423,771.89	25.7%
12012453 PD PATROL SERVICES	5,463,738	0	5,463,738	1,292,917.43	4,170,820.57	23.7%
12012553 PD SUPPORT SERVICES	417,396	0	417,396	106,401.97	310,994.03	25.5%
12020054 FIRE DEPARTMENT	4,991,261	0	4,991,261	1,150,745.85	3,770,077.88	23.1%
12020055 FIRE DEPT 55 GONIC SUBSTAT	28,592	0	28,592	757.96	27,834.04	2.7%
12020754 CALL FIRE	29,890	0	29,890	.00	29,890.00	.0%
12023354 EMERGENCY MANAGEMENT	42,101	0	42,101	.00	42,101.00	.0%
12030153 DISPATCH CENTER	869,310	0	869,310	226,328.78	631,000.23	26.0%
12040051 CODE ENFORCEMENT	593,170	0	593,170	146,319.89	439,633.26	24.7%
12050050 AMBULANCE	282,321	0	282,321	16,160.25	217,680.00	5.7%
13010057 PUBLIC WORKS	2,412,336	0	2,412,336	548,215.04	1,354,667.00	22.7%

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FOR 2021 03

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13010957 WINTER MAINTENANCE	530,920	0	530,920	.00	526,290.84	.0%
13020050 CITY LIGHTS	218,000	0	218,000	28,648.99	122,476.29	13.1%
14010051 WELFARE	480,831	0	480,831	74,768.43	395,610.50	15.5%
14022072 RECREATION ADMINISTRATION	671,686	3,000	674,686	169,153.68	498,836.02	25.1%
14022150 RECREATION PLAYGROUNDS/CAM	101,305	-3,000	98,305	24,342.25	73,287.58	24.8%
14022250 RECREATION POOLS	94,924	0	94,924	63,411.44	22,052.80	66.8%
14030056 LIBRARY	1,342,026	0	1,342,026	353,895.32	894,739.79	26.4%
15000051 COUNTY TAX	6,941,353	0	6,941,353	.00	6,941,353.00	.0%
17010051 TRANSFERS/PAYMENTS DEBT SV	4,471,220	0	4,471,220	1,114,430.85	3,356,789.15	24.9%
17030050 OVERLAY	350,000	0	350,000	.00	350,000.00	.0%
17040051 TRANSFER TO CIP & OTHER FU	1,290,000	50,000	1,340,000	1,490,000.00	-150,000.00	111.2%
TOTAL GENERAL FUND	40,868,269	0	40,868,269	9,037,332.38	30,273,388.88	22.1%
5001 WATER ENTERPRISE FUND						
51601057 WATER WORKS EXPENSE	5,353,392	0	5,353,392	1,040,471.86	4,263,029.62	19.4%
51601073 WATER TREATMENT PLANT	1,287,559	0	1,287,559	206,166.36	898,138.79	16.0%
51601570 WATER REVENUE OFFICE	69,101	0	69,101	19,434.03	49,666.97	28.1%
TOTAL WATER ENTERPRISE FUND	6,710,052	0	6,710,052	1,266,072.25	5,210,835.38	18.9%
5002 SEWER ENTERPRISE FUND						
52602057 SEWER WORKS EXPENSE	4,106,648	0	4,106,648	2,140,274.07	1,939,689.15	52.1%
52602074 SEWER TREATMENT PLANT	4,167,052	0	4,167,052	326,228.04	3,536,267.63	7.8%
52602470 SEWER REVENUE OFFICE	67,603	0	67,603	19,330.73	48,272.27	28.6%
TOTAL SEWER ENTERPRISE FUND	8,341,303	0	8,341,303	2,485,832.84	5,524,229.05	29.8%
5003 ARENA ENTERPRISE FUND						
53603060 ARENA EXPENSE	416,031	0	416,031	77,834.63	232,674.50	18.7%
TOTAL ARENA ENTERPRISE FUND	416,031	0	416,031	77,834.63	232,674.50	18.7%
6000 COMMUNITY CENTER SP REV FUND						

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	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
6070572 COMMUNITY CENTER EXPENSE	889,241	0	889,241	169,508.83	608,087.11	19.1%
TOTAL COMMUNITY CENTER SP REV FUND	889,241	0	889,241	169,508.83	608,087.11	19.1%
GRAND TOTAL	57,224,896	0	57,224,896	13,036,580.93	41,849,214.92	22.8%

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