

# FINANCE COMMITTEE

## Meeting Minutes

### Meeting Information

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Date: January 10, 2017  
Time: 7:00 P.M.  
Location: City Council Chambers  
31 Wakefield Street  
Rochester, New Hampshire

Committee members present were: Mayor McCarley, Deputy Mayor Varney, Councilor Keans, Councilor Hamann, Councilor Gray, Councilor Torr and Councilor Lauterborn. Other Councilors present: Councilor Barnett. City staff present were: City Manager Fitzpatrick, Deputy City Manager Cox, MIS Network Administrator Schafer, MIS IT Technician Watkins, Public Works Director Storer and Senior Accountant Sullivan.

### Agenda & Minutes

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#### 1. Call to Order

Mayor McCarley called the meeting to order at 7:00 PM.

#### 2. Public Hearing #1 - Resolution Adopting Amendments/ Revisions to the Granite State Business Park Tax Increment Financing (TIF) District Development Program and Financing Plan

Mayor McCarley opened the hearing to public input. No members of the public addressed the Committee on this item.

#### 3. Public Hearing #2 - Amending/ Revising the Granite State Business Park TIF District Boundaries

Mayor McCarley opening the hearing to public input. No members of the public addressed the Committee on this item.

#### 4. Public Input

There were no members of the public that addressed the Committee.

#### 5. Unfinished Business

## 5.1 Official Announcements and How/ Where We Post Them

Deputy City Manager Cox reviewed the five-item list that he created pertaining to Meeting Notices, Agendas and Packets. Councilor Lauterborn suggested removing the word “warning” from items 2 and 3. The Committee agreed that the two public posting locations are to be City Hall and the Library. Councilor Keans suggested that attention be given to making the wording of Public Hearing notices as clear as possible as to purpose. Mayor McCarley kept this item in Committee and directed Mr. Cox to incorporate the Committee’s feedback and format the list into formal guidelines.

## 6. New Business

### 6.1 Chapter 16 Requirement to Connect to Public Sewers

Mayor McCarley explained that this item was referred by the full City Council to the Finance Committee to (a) review the City Attorney’s edits to Chapter 16.3 Use of Public Sewers Required and (b) discuss the costs to be borne by property owners. After some discussion, as to how the City would track the sewer infrastructure effected by this ordinance, ***Councilor Varney moved that the Committee recommend to the full City Council that the amendments to Chapter 16.3 drafted by Attorney O’Rourke be read for a second time and adopted as written. The motion was seconded by Councilor Hamann and adopted by the Committee.*** The Committee then discussed the applicability of the ordinance amendments stipulating that the “cost of connection to the public sewer ... of the portion ... crossing the public right of way ... shall be borne by the Rochester Sewer Enterprise Fund.” The consensus of the Committee was that this provision of the amended ordinance should be extended to sewer users that are currently on payment plans, to include rebates of past payments already made. The City Manager stated that staff would be tasked to identify the sewer users that would fall in to this category along with the dollar amounts involved and he would bring this information back to the Committee for further deliberation/ action.

## 7. Finance Director’s Report

Deputy City Manager Cox reviewed the following items from his written report:

- Fairgrounds Sewer & Snow Storage Fees – The Committee was in support of the City Manager's decision to withhold payment of the snow storage fees until the Fairground addresses the issue of their outstanding detail fees and sewer fees.
- MIS Update – Deputy City Manager Cox stated that a final draft of a Chief Information Officer job description would be brought to the Committee in February. Mr. Cox also updated the Committee on work to carry out upgrades to the computer network utilizing already appropriated funds as well as planning for future capital upgrades.

#### **8. Monthly Financial Statements**

There was no discussion regarding the monthly financial statements.

#### **9. Other**

There was no other business taken up by the Committee.

#### **10. Adjournment**

Councilor Hamann moved to adjourn the meeting. Councilor Gray provided a second to the motion which was then adopted. The meeting adjourned at 7:46 PM.