

Finance Committee
Meeting Minutes

Meeting Information

Date: August 14, 2018
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 Walker, Councilor Gray, Councilor Lauterborn, Councilor Keans and Councilor Torr. City staff present were: City Manager Cox, Interim Finance Director Connors, Senior Accountant Sullivan, Accountant Kelley, City Clerk Walters, Chief Assessor Rice and Chief Information Officer Gonzalez. Others present were: Robert Brown and Nancy Gilbert with the Rochester Fair, Sandy Averill, John Brown with SOS Recovery, and multiple volunteers with the Rochester Fair.

Agenda & Minutes

1. Call to Order

Mayor McCarley called the meeting to order at 7:01 P.M.

2. Public Input:

Robert Brown with the Rochester Fair BOD wanted to mention that there were multiple volunteers sitting in attendance at tonight's meeting from the fair. He also spoke of the exhibition buildings having doors within 50 feet of one another and mentioned it would be a huge help to be able to use a portion of the exhibition building for their arts and crafts program.

Mayor McCarley – wanted to make it known that there is not an item on this evening's agenda regarding the Rochester Fair. There was some confusion regarding whether there was or not. A request of advance payment from the Fair for fire and police detail will be addressed at the special meeting/workshop on August 21st, not at this evening's meeting.

Nancy Gilbert, President of the Rochester Agricultural and Mechanical Association, stated the Fair has paid everything that is owed to the city. She has sent in a letter requesting a waiver for having to prepay for police and fire detail and was shocked to be shut down so quickly. She mentioned that she has been on the board for about a year and that the majority of the board is made up of new members. The 142nd Rochester Fair will be aimed towards agriculture. They are concerned with the exhibition building that they may not be able to use this year. If unable to use this building, it would be a hardship for the fair.

Sandy Averill spoke regarding the SOS \$25k grant. She sees this funding as very important and a huge help for the organization.

In regards to the Rochester Fair, she hopes the city will help the fair to be successful. She feels the new board has worked hard to turn things around. She is confused on why the city is demanding to be prepaid for police and fire details. She recently heard the city has just purchased another piece of

property on Chestnut Hill Road. She reiterated that she just does not understand why the city wouldn't be willing to help the Fair by not requiring that police and fire details be prepaid.

John Burns with SOS Recovery – spoke regarding the need for recovery. He stated the crisis isn't going away, it may be plateauing but addiction is still around. He feels that this funding is extremely important to helping this program, which includes recovery housing.

Public Input – Closed at 7:15pm

3. Unfinished Business

There was no unfinished business taken up by the Finance Committee.

4. New Business

4.1 Assessing CAMA Software Conversion

Chief Assessor Rice made a presentation reviewing the current Assessing software, Patriot Assess Pro, as well as, a new software option, Avitar, which he is looking to switch to. The Patriot software was scheduled to be upgraded back in 2014 but a former city staff member canceled the upgrade. At that time, a \$10,000 deposit was made towards the cost of the upgrade, which Patriot is still holding onto.

The costs for each software were compared. The cost for the Patriot upgrade is \$21,000. The annual cost will increase by \$14,000 for a total cost of \$35,000 in the year of the Patriot software upgrade. Avitar would have an implementation cost of \$16,000. The annual cost would be \$6,500. There would be a one-time cost to transfer sketches from Patriot to Avitar of \$34,200. Also, there would be a one-time cost of \$5,800 for a SQL Server. This brings the total cost for Avitar in the first year to \$62,500, which would be \$27,500 more than the cost of upgrading the Patriot software. Chief Assessor Rice mentioned that this increase of initial cost would be offset over the following 3 ½ years as Patriot has a higher annual reoccurring maintenance cost than Avitar does.

Councilor Keans moved to recommend to the full council not to move forward with switching the Assessing software from Patriot to Avitar. Councilor Walker seconded.

Chief Information Officer Gonzalez mentioned that she has concerns with upgrading to the Patriot 5.0 software because it requires specific system requirements that are not very current such as Windows 8.1 and 2012 SQL Server, which is six years old. The city is currently moving towards Windows 10. She will be researching this a bit further and will gather additional information.

A 4-3 show of hands approved the motion recommending full City Council to not move forward with switching the Assessing software from Patriot to Avitar.

Mayor McCarley suggested that Chief Assessor Rice and Chief Information Officer Gonzalez gather and forward any additional information to City Manager Cox to be distributed to at least the Finance Committee members.

4.3 City Clerk Dog Licensing Software

City Clerk Walters explained that their current dog licensing software has many performance issues. Since mid-June the system has gone down multiple times including one day when they lost an entire day's work. She is currently looking at three options for a replacement software. Chief Information

Officer Gonzalez stated that their current system is a Microsoft Access database and that the new system will need to be multiple user friendly. Councilor Lauterborn asked which of the three software options was best.

City Clerk Walters will bring her recommendation on which software she would like to move forward with to next week's Special City Council Meeting.

4.2 Asset Management ESRI Contract

Interim Finance Director Connors is recommending that the City no longer bond for software purchases including the \$180k for Asset Management software from ESRI that is spread evenly over the water, sewer and general fund. These are annual costs so they should be O&M expenses and should not be bonded. There would be no major effect on fund balance for any of these three funds.

Councilor Lauterborn made the motion to recommend to the full City Council to change the funding source of the Asset Management ESRI Contract from bonding to cash. Councilor Walker seconded the motion. The motion was adopted on a voice vote.

4.4 SOS Recovery Funding

Mayor McCarley made a motion to the full City Council approving the award of \$25,000 to the SOS Recovery from the general overhead. Councilor Walker seconded the motion. After a discussion among Councilors, a show of hands was held. Everyone but Councilor Torr were in favor, therefore the motion was approved.

5. Reports from Interim Director of Finance & Administration

Interim Director of Finance & Administration Connors stated there were no highlights for the first month of the new fiscal year. Councilor Keans asked where to look within the finance report to see any sale of city property. Interim Director of Finance & Administration explained where within the report to look.

6. Other

6.1 City Manager Cox stated he will have a recommendation next week regarding RAMA's request to waive the pre-payment of police and fire detail expenses.

6.2 City Manager Cox also mentioned that there is a firefighter out on leave. This will lead to a savings on salary costs, but OT costs will increase. He is suggesting that the City hire an additional FF now rather than waiting until January, which was previously approved by Council as part of the FY2019 approved budget. The City would use the salary costs savings to fund the early hiring. A motion was made by Deputy Mayor Varney and seconded by Councilor Walker to recommend to the full City Council that the City Manager be authorized to hire the additional FF early. A voice vote was conducted where all Councilors were in favor. This item will be taken up by next week's Special City Council Meeting.

6.3 Councilor Keans asked about chemical spraying for weed control by DPW. City Manager Cox explained he spoke with DPW Director Nourse, who met with the organic farmers who had expressed concerns. DPW Director Nourse has agreed not to use Round Up spray. They will be looking into some organic alternative options.

7. Adjournment

Councilor Walker made the motion to adjourn the meeting at 8:37 P.M. All councilors were in favor.