

Finance Committee  
Meeting Minutes

Meeting Information

Date: December 11, 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 and Councilor Keans. Absent: Councilor Torr. City staff present were: City Manager Cox, Interim Finance Director Connors, Police Chief Toussaint, Deputy Police Chief Boudreau, Chief Information Officer Sonja Gonzalez, Network Systems Technician Dan White, Director of Recreation and Arena Chris Bowlen and Accountant Kelley. Others present were: Lisa Stanley, Police Commission, Derek Peters, Police Commission and Ray Barnett.

Agenda & Minutes

**1. Call to Order**

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

**2. Public Input:**

Ray Barnett, resident, addressed the Finance Committee regarding how the Police and Fire Department's contracts are written, specifically, relating to the top of the pay scale.  
Public Input – Closed at 7:08pm

**3. Unfinished Business**

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

**4. New Business**

**4.1 Recreation Department FY20 Budget Guidance for Fireworks**

Director of Recreation and Arena, Chris Bowlen, approached the committee to see if they are interested in moving forward with funding the fireworks again next year on July 3, 2019. Mayor McCarley stated she would like to see it again. Councilor Lauterborn doesn't approve of the city paying for a fireworks display with taxpayer money.

**Councilor Varney moved to recommend to the full council to approve the City sponsoring the 4<sup>th</sup> of July fireworks in 2019. Councilor Walker seconded.**

**A 4-2 show of hands approved the motion. Councilors Varney, Walker, Keans and Mayor McCarley were in favor. Councilors Lauterborn and Gray were not.**

#### **4.2 City IT Department Status Update**

CIO, Sonja Gonzalez, made a presentation regarding the status of the IT Department. Councilor Gray had questions on whether the city is collaborating with the school department on these items. Gonzalez responded that they are doing so where they are able to. But with some items they are just not able to do so, such as the phone system and Microsoft Office products. City Manager Cox mentioned that the lines of communication with the school department regarding IT issues have improved greatly since Gonzalez has come on board.

#### **4.3 PD Radio System Sole Source Vendor Request**

Deputy Police Chief Boudreau addressed the Finance Committee requesting the Police Department be allowed to forego the bid process and just move forward with Motorola to remain consistent with existing radio equipment. By doing so, this will help maintain standardization between departments. The state has bids out there for both Motorola and Kenwood. There was discussion regarding the installation piece and having that portion of the cost go out to bid. It was determined that the installation cost is included as part of the total state bid package. Councilor Varney requested that the Finance Committee be updated monthly via the PD monthly report in regards to the status and costs of this project, since it is so large. **The request to forego the bid process was approved by a consensus of all present members of the committee. No vote was needed.**

#### **4.4 Police Pay Compression**

Lisa Stanley with the Police Commission approached the Finance Committee to explain that pay compression is negligible pay differences between different levels of employees regarding experience. This often happens when there are fewer candidates in a competitive work environment. The cost and time of training new employees is significant so keeping employees on board is important. There are currently 11 employees who fall below the linear line of pay. They are seeking to bump up these employee's salaries to help keep them on board. The funding to do so would come from their salary line. There are enough funds there due to staff turnover. Councilor Varney asked when the current contract is up. It expires in June 2020. Councilor Lauterborn stated she doesn't like the merit pay scale. Councilor Keans agreed. Councilor Walker does support merit pay but states this current issue is due to the booming economy. He would like to see how Rochester compares with other communities. Commissioner Peters explained how long it takes to get new hires ready and trained from date of hire to when they are able to patrol the streets alone. The police department is currently down 11 personnel, therefore, it's so important to keep these existing employees. The Committee decided to request the collection of information regarding other community's pay scales and bring it back to the full council either for next week's workshop or in January before any decision is made.

#### **4.5 Police Vehicle Supplemental Appropriation**

Chief Toussaint explained that on 11/11/18 a supervisor was involved in a collision that totaled a 2017 cruiser. He is here tonight to request a supplemental appropriation to purchase a replacement cruiser and to forego the bid process. Insurance money will not cover the entire cost of a new replacement vehicle. Ford is not making any new 2019 police interceptor vehicles but they have found a leftover 2018 vehicle from a dealer in Massachusetts that they have dealt with in the past. City Manager Cox stated that, if approved, he recommend this request come from fund balance. Councilor Lauterborn wanted to make sure that any insurance money that is received from Primex would go back towards reimbursing the fund balance.

**Councilor Lauterborn moved to recommend approval to the full council at next week's workshop meeting. Councilor Walker seconded. All approved.**

### **5. Reports from Interim Director of Finance & Administration**

#### **5.1 Report on Tax Deeded Property**

Interim Director of Finance Connors reported that the tax deeded property balance is \$1.3 million as of the end of November.

#### **5.2 Report on Sale of City Property**

The sale of city property account is up to \$180,000. There is nothing to report on the monthly financials unless there are any questions.

#### **5.3 Monthly Financial Report**

There were no questions or concerns regarding the monthly financial report for November.

### **6. Other**

Councilor Keans brought up that the Fire Department recently had multiple firefighters out for multiple days over two consecutive weeks in order to attend a conference. She finds this extraordinary with the overtime budget given that they are always asking for additional officers. Mayor McCarley asked City Manager Cox to check with Chief Klose on this.

### **7. Adjournment**

Councilor Walker made the motion to adjourn the meeting at 8:13 P.M, Councilor Varney seconded it. All councilors were in favor.