

FINANCE COMMITTEE

Meeting Minutes

Meeting Information

Date: February 14, 2017
Time: 6:30 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 and Councilor Gray. Councilor Torr and Councilor Lauterborn were excused. Other Councilors present: Councilor Barnett, Councilor Lachapelle, Councilor Gates and Councilor Willis. City staff present were: City Manager Fitzpatrick, Deputy City Manager Cox, MIS Network Administrator Schafer and Recreation Director Bowlen.

Agenda & Minutes

1. Call to Order

Mayor McCarley called the meeting to order at 6:30 PM.

2. Public Input

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

3. Unfinished Business

There were no unfinished business agenda items before the Committee.

4. New Business

4.1 Recreation Department Summer Hiring

Recreation Director Bowlen appeared before the Committee and stated that since his fiscal year 2018 budget will not be approved until sometime in June and he needs to begin very soon his hiring process for the summer staff he needs. As in past years, he seeks Council approval to begin his hiring process ahead of formal budget approval. The Mayor determined the consensus of the Committee was in support of his request.

4.2 Tax Payer Notification of Changes in Assessment

Deputy Mayor Varney has requested this item be placed on the agenda and he spoke to this issue. He noted that Rochester's past practice has been no formal notification to tax payers when adjustments to property assessments are made. Taxpayers are left to take the initiative to check the City's website or call the Assessing Office. The Deputy Mayor requested that Deputy City Manager Cox address this issue and devise some type of public notification procedure.

5. Finance Director's Report

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

- **Bond Issue** – Deputy City Manager Cox informed the Committee that the City would be issuing General Obligation bonds totaling \$23,966,104 with receipt of the funds on or about April 6th. He also stated that updated bond ratings would be obtained from both Standard & Poor's as well as Moody's.
- **Chief Assessor** – Deputy City Manager Cox stated that a salary grading will be conducted upon the existing Chief Assessor's position and then it will be sent to the Personnel Advisory Board for review.
- **MIS Update** – Deputy City Manager Cox stated that a final draft of a Chief Information Officer job description has been completed and salary graded at a range of \$80,136 - \$108,136. The position will now be sent to the Personnel Advisory Board for review. An "immediate needs" capital plan has been finalized and details and costing will be presented to the Committee on March 14th.

6. Monthly Financial Statements

There was no discussion regarding the monthly financial statements.

7. Other

There was no other business taken up by the Committee.

8. Adjournment

Deputy Mayor Varney moved to adjourn the meeting. Councilor Hamann provided a second to the motion which was then adopted. The meeting adjourned at 6:38 PM.