

# FINANCE COMMITTEE

## Meeting Minutes

### Meeting Information

---

Date: July 11, 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 Hamann, Councilor Gray, and Councilor Lauterborn. Committee members not present were: Councilor Keans and Councilor Torr. No other City Councilors were present. City staff present were: City Manager Fitzpatrick, Deputy City Manager Cox, Recreation Director Bowlen, Arena Supervisor Trepanier, Interim Fire Chief Dupuis and City Clerk Kelly Walters.

### Agenda & Minutes

---

#### **1. Call to Order**

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

#### **2. Public Input**

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

#### **3. Unfinished Business**

There were no Unfinished Business items before the Committee.

#### **4. New Business**

##### **4.1 Annex Meeting Room Audio & Video**

Deputy City Manager Cox informed the Committee that (1) the equipment needed to broadcast meetings from the meeting room in the renovated Annex building was not included in the renovation project and (2) the estimated cost for this equipment was approximately \$43,186. Mr. Cox anticipates bringing this issue back to the Committee in the near future to determine whether the Council wishes to purchase & install the equipment.

## **4.2 Arena LED Lighting Project**

Recreation Director Bowlen was joined by Mark Toussaint from Eversource in presenting a proposed project to install LED lighting at the Arena. Mr. Bowlen described the operational & energy saving benefits of the project. Mr. Toussaint informed the Committee of Eversource's *Smart Start Program* that is available to provide a funding option for the City. The consensus of the Committee was (1) to support the project and (2) to direct staff to provide a comparison of "self-funding" the project. This item will be kept in Committee for further discussion at the September 12, 2017 meeting of the Committee.

## **4.3 Fire Department Tower Truck Repairs**

Interim Fire Chief Dupuis informed the Committee regarding premature engine wear problems with the Tower Truck caused by ingesting dirt. Mr. Dupuis related that (1) the issues were discovered as part of routine maintenance, (2) the issues are the same as those experienced in 2013 and that (3) the truck's manufacturer has pledged to not only repair the problem but also to retrofit the intake assembly to prevent reoccurrence in the future at no cost to the City.

## **4.4 Electronic Poll Book Trial Program**

City Clerk Kelly Walters reviewed with the Committee that the Secretary of State for New Hampshire is seeking to determine the number of cities willing to conduct electronic poll book trials. Ms. Walters recommended the City participate in the trial in Ward 4 during the upcoming local election. After a lengthy discussion, the Committee indicated it was willing to participate in the electronic poll book trial and directed the City Clerk to (1) determine if a free trial of the hardware was available from potential vendors, (2) any trial would include the Checklist Supervisor such that three devices would be obtained for the trial and (4) Ward 4 would be targeted for the trial.

# **5. Finance Director's Report**

## **5.1 Fiscal Year 2018 Contingency**

Mr. Cox reviewed the balance of the fiscal year 2018 general fund contingency.

## **5.2 Unassigned Fund Balance Report/ Update**

Mr. Cox reviewed the balance of the General Fund Unassigned Fund Balance.

## **6. Monthly Financial Statements**

There was no discussion regarding the monthly financial statements.

## **7. Other**

There were no other items brought before the Committee.

## **8. Adjournment**

The Mayor determined that there were no other items before the Committee and therefore adjourned the meeting at 7:44 PM.