

FINANCE COMMITTEE

Meeting Minutes

Meeting Information

Date: November 14, 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, Councilor Lauterborn, Councilor Keans and Councilor Torr. Other City Councilors present: Councilor Barnett. City staff present were: City Manager Fitzpatrick, Deputy City Manager Cox, Police Chief Toussaint, Deputy Police Chief Boudreau, Fire Chief Klose, Assistant Fire Chief Dupuis, Deputy Fire Chief Powers, Chief Information Officer Gonzalez, IT Technician Watkins, Planning Director Campbell, City Clerk Walters, Chief Assessor Rice and Senior Accountant Sullivan. Others present: Chairperson Marchionni of the Riverwalk.

Agenda & Minutes

1. Call to Order

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

2. Public Input

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

3. Unfinished Business

3.1 Riverwalk Funding Request

Riverwalk Committee Chair Marchionni provided the Finance Committee with a copy of a proposed "[Agreement Between Client and Engineer for Professional Services](#)." The contracted amount proposed is \$5,500, plus cost and services. The purpose of the contract would be to retain the services of Fuss & O'Neil, Inc. to update the scope as well as the budget estimates of the previously created [CLD Master Plan](#) for the Riverwalk created in 2007. **COUNCILOR LAUTERBORN MOVED TO RECOMMEND TO THE FULL CITY COUNCIL THAT \$5,500.00 BE APPROPRIATED FOR THE PROPOSED**

FUSS & O'NEIL CONTRACT TO UPDATE THE RIVERWALK MASTER PLAN AND FURTHER THAT THE FUNDS BE DERIVED FROM THE ECONOMIC DEVELOPMENT RESERVE FUND OR OTHER FUNDING SOURCE. The motion received a second. **COUNCILOR GRAY MOVED TO AMEND THE MOTION TO LIMIT THE FUNDING SOURCE TO THE ECONOMIC DEVELOPMENT RESERVE FUND ONLY.** The motion to amend received a second. **The MOTION TO AMEND FAILED upon a show of hands vote. The MAIN MOTION WAS ADOPTED.** Deputy Mayor Varney requested that all the private landowners along the proposed Riverwalk project be polled prior to full Council action upon the motion on December 5, 2017 as to whether they would be willing to cooperate with the project and allow access to their property as part of the project. Riverwalk Chair Marchionni expressed a willingness to conduct such a poll of landowners, however, she requested more time to carry it out and that the vote on December 5th not be delayed.

3.2 Elderly Exemptions

Senior Accountant Sullivan and Chief Assessor Rice provided data contained in a [Power Point Presentation](#) pertaining to Elderly Exemptions. The Mayor indicated that this item would be kept in committee for further discussion.

3.3 All Veterans' Tax Credit

Senior Accountant Sullivan and Chief Assessor Rice provided data contained in a [Power Point Presentation](#) pertaining to the All Veterans' Tax Credit. The Mayor indicated that this item would be kept in committee for further discussion

4. New Business

4.1 Police Department Overtime Expense Update

Police Chief Toussaint provided an update of the Police Department's fiscal year 2018 overtime expenses. He also provided background information upon what has caused the overtime expenditures.

4.2 Fire Department Overtime Expense Update

Fire Chief Klose provided an update of the Fire Department's fiscal year 2018 overtime expenses. He also provided background information upon what has caused the overtime expenditures.

4.3 Radiological Emergency Preparedness Program Grant

Fire Chief Klose informed the Finance Committee that the City is eligible for additional funds under the Radiological Emergency Preparedness (REP) program grant in the amount of \$12,697. **COUNCILOR LAUTERBORN MOVED TO RECOMMEND TO THE FULL CITY COUNCIL ACCEPTANCE AND APPROPRIATION OF THE ADDITIONAL \$12,697.00 FROM THE REP PROGRAM GRANT. THE MOTION RECEIVED A SECOND AND WAS ADOPTED.**

4.4 Chief Information Officer Update

Chief Information Officer Gonzalez appeared before the Finance Committee and provided an update of the progress the IT department has made over the past 4 months on several critical projects as well as planning for the near-term future. These include a network infrastructure refresh, problem reporting/ ticketing system, virtual server refresh, Micro-Soft Office standardization, upgrading security camera deployment, increased leverage of GIS and upgrading of the wireless access infrastructure.

4.5 Electronic Pollbook Update

City Clerk Walters provided a report on the trial use of an electronic pollbook system at the Ward 4 polls on November 7th. Ms. Walters reported that overall the system was very effective and useful. Councilors Gray and Hamann also provided feedback on the system.

4.6 Position of GIS Technician

The Finance Committee meeting materials contained the City Manager's recommendation for the creation of a new position of GIS Technician at a non-union pay grade of 9. The materials provided also included the meeting minutes of the Personnel Advisory Board (PAB) of September 29, 2017 at which time the PAB voted to recommend

the proposed position description as written as well as to recommend the pay grade of 9. Councilor Keans expressed concern that the position description did not contain enough emphasis upon construction inspection. The Mayor indicated that this item would be kept in committee.

4.7 Position of Senior Planner

The Finance Committee meeting materials contained the City Manager's recommendation for the creation of a new position of Senior Planner at a non-union pay grade of 8. The materials provided also included the meeting minutes of the Personnel Advisory Board (PAB) of September 29, 2017 at which time the PAB voted to recommend the proposed position description as written as well as to recommend the pay grade of 8. Councilor Lauterborn expressed concern and confusion that the Senior Planner position description requirements were more stringent for this pay grade 8 position (Bachelor's degree) than what was required for the GIS Technician position (2-year degree) at a pay grade 9. Councilor Keans requested and received clarification and verification from the City Manager that creation of new positions does not mean that additional staff will be hired. The Mayor indicated that this item would be kept in committee.

4.8 City Sponsored Fireworks Discussion

The Mayor reviewed the history of the City Council's recent past discussions pertaining to a City sponsored fireworks display. She also shared that she had recently discussed with the new Fairgrounds events manager, Vicky Poland, the idea of having the City fireworks event at the Fairgrounds. After a brief discussion, **COUNCILOR HAMANN MOVED TO RECOMMEND THAT THE FULL CITY COUNCIL INDICATE SUPPORT THAT THE CITY MANAGER INCLUDE AN APPROPRIATION IN HIS PROPOSED FISCAL YEAR 2019 BUDGET FOR A CITY SPONSORED FIREWORKS DISPLAY. THE MOTION RECEIVED A SECOND AND WAS ADOPTED.**

5. Finance Director's Report

5.1 General Fund Unassigned Fund Balance Update

There was no Finance Committee discussion regarding this agenda item.

5.2 Official Announcements & Posting Policy Amendment

Deputy Mayor Varney recommended that the proposed amendment to the policy be amended to indicate five “working” days as opposed to simply five days.

5.3 Fiscal Year 2019 Budget Process Discussion

Councilor Lauterborn expressed support for the proposed changes to the budget process and format. Deputy Mayor Varney suggested that capital project requests pertaining to vehicles contain a specific listing of the vehicles being sought.

5.4 Monthly Financial Report

There was no Finance Committee discussion regarding the monthly financial statements.

6. Other

Councilor Torr raised the issue of extending the hours that the Christmas Tree is lit daily during the holiday season. He also expressed disappointment that the City is still paving so late in cold weather.

Councilor Gray suggested that the Finance Committee members review the comments made at the November 9, 2017 School Board meeting regarding the School Department starting the fiscal year 2018 without a fully funded budget.

7. Adjournment

Councilor Hamann moved to adjourn the meeting and a second was received. The motion was adopted by a voice vote at 8:55 P.M.