

FINANCE COMMITTEE MEETING

January 13, 2015
Council Chambers
7:00 P.M.

Committee Present

Mayor Jean
Deputy Mayor Varney
Councilor Keans
Councilor Laroche
Councilor Lauterborn
Councilor Walker
Councilor Torr

Others Present

Councilor Hamann
Councilor Gray
Councilor Bogan
Councilor Collins
PD Commr Levesque
PD Commr Peters
PD Commr Lindsay
Attorney Grossman

Staff Present

City Manager Fitzpatrick
Deputy City Manager Cox
Police Chief Allen

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MINUTES

1] Call to Order

Mayor Jean called the meeting to order at 7:03 P.M.

2] Public Input

Resident Ray Barnett addressed the Committee regarding the Assessing Review process. (Agenda Item #4.3)

Resident John Panteledes addressed the Committee regarding the Veteran's Tax Credit. (Agenda Item #4.2)

Resident Dave Stevens addressed the Committee regarding the Veteran's Tax Credit as well as the Assessing Review process.

3] Old Business

3.1 Public Buildings & Grounds Outsourcing

Mayor Jean stated that City staff are working with the potential contractor, DTZ, on several issues that could be included in a possible contract. This issue is expected to come back to the Committee in February.

3.2 Planning & Permitting Software Request for Proposals Update

Deputy City Manager Cox updated the Committee with the following:

- a) The request for Proposals Committee has selected Viewpoint as their chosen vendor
- b) A meeting at the vendor's place of business took place today during which Outlook Calendar integration issues were worked out
- c) The cost of the software and hardware came in at \$110,000 with a \$15,000 per year maintenance fee. The project budget appropriation is \$170,000.

3.3 Budget Development Calendar

Mayor Jean stated that Mr. Cox was working to refine a Budget Development Calendar based upon last year's calendar. Mr. Cox was directed to bring a draft back for Finance Committee review in February.

4] New Business

4.1 Bridging the Gaps

Police Chief Allen informed the Committee that he, along with the Bridging the Gaps' Board of Directors, is proposing that the Police Department take on a management role over the grant funded program. He explained that it had been determined that:

- a) the BTG Board did not have the legal authority to employ a program director and,
- b) the most effective approach would be to emulate the City of Dover's program in which the Dover Police Department manages their drug prevention program.

Chief Allen also noted that the Dover program is nationally recognized as being one of the best in the country.

Councilor Walker inquired if the program's coordinator would be a City employee.

City Manager Fitzpatrick responded that it had not yet been determined or discussed as to whether the coordinator would be a full-time or part-time employee or possibly an independent contractor.

Councilor Larochelle, who serves on the BTG Board, stated that the previous coordinator had been an employee of the Community Action Program and not a BTG employee.

Councilor Keans voiced her support of the work of the program, however, she suggested that the BTG Board pursue gaining IRS 501c 3 legal status and seek the assistance of an attorney to do so.

Councilor Lauterborn expressed concern that the federal grant funds would be reduced or eliminated in the future leaving the City with the financial burdens of the program.

Councilor Larochelle informed the Committee that the program is starting a second 5-year grant cycle and that the federal program does not allow any more grant cycles after this one. He stated that the federal authorities expect the program to become self-sustaining at the end of this 5-year cycle.

Councilor Varney expressed his desire that the Grant Specialist currently employed by the City and the Community Development Block Program would be able to take on the BTG grant work without the City hiring more staff.

Councilor Gray, who is also on the BTG Board of Directors, indicated that he felt the BTG Board would not object to the hiring of an independent contractor to serve as the program coordinator and would not object to the City stipulating that if the grant goes away the program is terminated.

Mayor Jean suggested that the Police Department and the City's Grant Specialist work together in a creative manner to fashion an approach that would be acceptable based upon the Committee discussion.

City Manager Fitzpatrick stated that his intention since the beginning was to have the Grant Specialist carry out the fiscal agent role only with regard to the BTG grant.

Councilor Lauterborn made a MOTION that the Finance Committee send a recommendation to the full City Council that the City seek to hire an independent contractor to serve as the Program Coordinator for the BTG program, utilize the existing Grants Specialist staff person to carry out the fiscal agent functions of the BTG program and the term of this arrangement is no more than the 5-year term of the current grant cycle. Councilor Varney provided a SECOND to the motion which was then ADOPTED by a majority voice vote.

Mayor Jean directed that detailed information regarding the Dover program be provided to the Council.

4.2 Veterans Tax Credit Adjustment

Mayor Jean stated that Deputy Mayor Varney had been contacted by a constituent requesting that the City Council consider increasing the Veteran's Credit from \$200 to \$300.

Councilor Walker noted that it has been many years since this issue had been addressed. He also suggested that a phased increase, such as \$50 per year, would be a good approach to accommodate the fiscal impact of increasing the credit.

Councilor Varney requested data showing how many taxpayers receive both the Veteran's Tax Credit as well as the Elderly Exemption. He also suggested that this issue would be appropriate to address during the upcoming fiscal year 2016 budget process.

Mayor Jean indicated this item would be retained in Committee for continued discussion.

4.3 Independent Assessing Review

Mayor Jean reviewed the Assessing Review proposal submitted by Municipal Resources Incorporated (MRI). He stated that project items 1,2,5,6 and 7 fulfilled the scope of work envisioned by the City Council at the January 6, 2015 meeting. He went on to state that items 3 and 4 went beyond the scope of work contemplated and that these issues, errors in property records, could be sufficiently addressed through the existing property owner abatement request process.

After a brief discussion, Councilor Walker MOVED to direct the City Manager to:

- a) proceed with proposal items #1,2,5,6 and 7**
- b) verify that the proposal in item #2 included a review of the "neighborhood" designation process**
- c) stipulate with the contractor that item #4 includes not only "industry standards" but also Department of Revenue standards**
- d) confirm that the "not-to-exceed" contract price of \$2,660 was clearly agreed upon.**

Councilor Varney provided a SECOND to the motion which was then ADOPTED by a majority voice vote.

5] Finance Director's Report

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

- Utilities Extension Memorandum from Public Works Director Nourse
- fiscal year 2014 ending unassigned fund balance
- revenues reported for the Water and Sewer enterprise funds

Mayor Jean asked Mr. Cox to seek a status report from the School Department regarding Catastrophic Aid received in fiscal year 2015 for tuition expenses incurred during fiscal year 2014.

Councilor Larochelle stated his preference for further work to detail a semi-quantitative method to evaluate proposed utility extension. He requested that Director Nourse follow up with Pennichuck and seek a copy of any such rating matrix they might utilize. Councilor Keans pointed out that all of the entities cited in Mr. Nourse's letter were private companies and that information should be sought from other municipalities such as Dover and Somersworth.

6] Monthly Financial Statements

There was no discussion on the Financial Statements.

7] Non-Public

Councilor Walker **MOVED** to enter Non-Public session per RSA 91-A:3, II (a) and RSA 91-a:3, II (d). Councilor Varney provided a **SECOND** to the motion which was **ADOPTED** by a unanimous roll call vote. The Committee entered Non-Public session at 8:30 P.M.

Councilor Varney **MOVED** to exit Non-Public session and to seal the minutes indefinitely. Councilor Walker provided a **SECOND** to the motion which was then **ADOPTED** by a unanimous voice vote.

The Committee came out of non-public session at 10:06 P.M.

8] Other

Deputy City Manager Cox presented a handout (copy attached) detailing a proposed donation of the property at 10 Glen Street.

After a brief discussion, Mayor Jean directed the City Manager to have the Building, Zoning & Licenses Department conduct an assessment of the property regarding such issues as life safety, structural and overall general conditions. The City Manager is also to report back as to whether the property is currently inhabited and the legal status of any inhabitants.

9] Adjournment

Councilor Walker **MOVED** to adjourn the Finance Committee meeting. Councilor Varney provided a second to the motion which was **ADOPTED** by a unanimous voice vote.

The meeting adjourned at 10:17 P.M.

Respectfully Submitted,

Blaine M. Cox
Deputy City Manager

BMC:sam

FINANCE COMMITTEE

Agenda Item

Agenda Item Name: Glen Street Wells Fargo Property Donation

Date Submitted: 1-12-2015

Name of Person Submitting Item: Wells Fargo

E-mail Address:

Meeting Date Requested: January 13, 2015

This Item is (Select One):

- ☐ Informational Only
- ☐ Discussion
- ☐ As Requested by Finance Committee
- ☒ Review & Recommendation to Full City Council
- ☐ Referred by Other Council Committee

Summary Statement: Wells Fargo has obtained the property at 10 Glen Street and is offering to donate this property to the City along with a \$20,000 cash contribution (see attached email).

Recommended Action:

None.

From: kelly.l.wright@wellsfargo.com
To: [Samantha Rodgers](#)
Subject: Donation Property - 10 Glen St. Rochester, NH 03867
Date: Thursday, January 08, 2015 3:24:44 PM

My name is Kelly Wright and I am a Donation Asset Manager for Wells Fargo, Premiere Asset Services. I donate REO properties to non-profit organizations and municipalities in your area.

Recently we obtained a property at 10 Glen St. Rochester, NH 03867 that is eligible for donation. This property is a multi-family residence, and comes with a \$20,000 cash contribution. Wells Fargo's REO Donation program is designed to facilitate the transfer of Wells Fargo owned or serviced REO properties to cities and public nonprofits that provide sustainable homeownership or rental opportunities to low- to moderate-income (LMI) families. In an effort to stabilize neighborhoods and prevent blight, Wells Fargo expects all donated properties to be secured and maintained until they can be rehabilitated and occupied.

If you are interested in this opportunity, I will provide you with our listing agent's contact information, as well as answer any questions you have in regards to the donation process. Wells Fargo provides marketable title on donation properties & will pay all closing costs including title insurance policy, taxes through the day of closing, & past due utilities.

I look forward to hearing from you!

Kelly Wright
REO Alternative Disposition Asset Manager - Community Development
Premiere Asset Services

Wells Fargo Home Mortgage | 800 Jordan Creek Pkwy | West Des Moines, IA 50326
MAC X2361-049
Tel (515) 324-5007 | Fax (855) 887-5779

kelly.l.wright@wellsfargo.com
<http://reo.wellsfargo.com>

The Wells Fargo REO Community Development Team fosters relationships with key stakeholders to revitalize neighborhoods through innovative solutions and responsible property management.

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Rochester, NH

1 Inch = 50 Feet

January 13, 2015

