

FINANCE COMMITTEE MEETING

February 10, 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

Staff Present

City Manager Fitzpatrick
Deputy City Manager Cox

MINUTES

1] Call to Order

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

2] Public Input

There was no public input.

3] Annual Audit Fiscal Year 2014

Mr. Frank Biron of Melanson Heath, the independent financial audit firm retained by the City, reviewed the Fiscal Year 2014 audit with the Committee. Mr. Biron stated that the City has received a "clean opinion."

Mr. Patrick Mohan, also of Melanson Heath, reviewed the Management Letter associated with the Fiscal Year 2014 audit.

After a brief discussion, the Mayor and several councilors expressed their desire to hold a joint meeting next year when the Fiscal Year 2015 audit is received. The joint meeting would involve the City, School Department and the Trustees of the Trusts Fund.

4] Old Business

4.1 Public Buildings & Grounds Outsourcing

This item was discussed under Agenda Item 8.1.

4.2 Planning and Permitting Software

Mayor Jean reviewed the update information contained in the Committee meeting materials.

Councilor Hamann stated how his participation in the Software Selection Committee had been a very positive experience. He is confident the City will be well served by this process.

4.3 Budget Development Calendar

The Committee discussed three issues pertaining to the Budget Development process calendar. These were:

- a) the Debt Service Analysis should be moved from the end of the budget process to the beginning
- b) the Budget adoption date should not be on the same night as the Public Hearings, and
- c) the Process to review water and sewer rates was discussed

4.4 Glen Street Donation

Deputy City Manager Cox provided the Committee with additional information from Wells Fargo that stipulated the bank would also carry out additional repairs to the property to "cure necessary health, safety, and property preservation issues."

The consensus of the Committee was that it would not be of any value for the City to accept the donation of the property.

5] New Business

5.1 Tax Increment Financing District (TIF) Reporting

Deputy City Manager Cox reviewed the Tax Increment Financing (TIF) report contained in the meeting packet pertaining to the Granite State Business Park.

Councilor Varney requested that an annual report also be created pertaining to the Safran-Albany TIF.

5.2 Carney Medical Building Letter from REDC

After a brief discussion, the Mayor determined the consensus of the Committee was that the use of the former Carney Medical Building for City offices, as suggested by the Rochester Economic Development Committee (REDC), was not in the best interest of the City at this time. Mayor Jean stated that he would draft a letter in response to the REDC.

6] Finance Director's Report

Deputy City Manager Cox highlighted two items from the report contained in the meeting packet and he raised two new items as well.

- a) The review of the Assessing process by Municipal Resources (MRI) has begun.
- b) The concept of "leasing" the employee to serve as the Bridging the Gaps Program Coordinator is being pursued by City staff.
- c) The Bond Anticipation Notes for \$18.2 M taken out in December of 2014 will be replaced with permanent financing in March of 2015.
- d) The recent snow events have resulted in 93% of the Winter Maintenance budget being expended. In addition, \$21 K has been moved from General Fund Contingency to fund a road salt purchase to be made later this week.

7] Monthly Financial Statements

There was no discussion on the Financial Statements.

8] 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 Lauterborn provided a **SECOND** to the motion which was **ADOPTED** by a unanimous roll call vote.

The Committee entered Non-Public session at 9:14 P.M.

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

The Committee exited non-public session at 9:40 P.M.

9] Other

Mayor Jean informed the Committee that Public Works Director Nourse will be recognized at next week's City Council Workshop meeting.

10] Adjournment

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

The meeting adjourned at 9:42 P.M.

Respectfully Submitted,

Blaine M. Cox
Deputy City Manager

BMC:sam