

FINANCE COMMITTEE MEETING

July 14, 2015

City Council Chambers

7:00 PM

Present: Mayor Jean, Councilor Varney, Councilor Keans, Councilor Larochelle, Councilor Walker, Councilor Lauterborn, Councilor Torr

Others Present: City Manager Fitzpatrick, Deputy City Manager Cox, Councilor, Bogan, Councilor Collins, Councilor Gray, Councilor Hamann

MINUTES

1] Call to Order

Mayor Jean called the meeting to order at 7:00 P.M. All Committee members were present.

2] Public Input

City resident Ray Barnett addressed the Committee regarding the provisions of several collective bargaining agreements (CBAs).

Mayor Jean solicited Mr. Barnett's opinion on how best to resolve the concerns he raised with certain stipulations of the City's CBAs. Mayor Jean and Mr. Barnett discussed various provisions, such as bereavement time. Mr. Barnett offered his experience as a federal employee at the Portsmouth Naval Shipyard (PSNY). He indicated that they (PNSY) did not provide bereavement time.

Councilor Gray also supplied general information about federal employee benefits at the Portsmouth Naval Shipyard and clarified the differences between federal employee benefits and municipal employee benefits. Councilor Gray concluded by providing a general overview as to how collective bargaining is conducted.

3.1] Stipends for Election/Polling Officials

Mayor Jean clarified that this discussion of stipends only applied to polling location officials and not to the City Council.

Councilor Gray stated his recommendation to increase the ballot clerk stipend from the current \$85 up to \$100, an increase of \$15. The positions of Selectmen, Ward Clerk, Moderator and Supervisors of the Checklist were also discussed.

Mayor Jean **MOVED** to increase the stipend for Ballot Clerks from \$85 to \$100. Councilor Lauterborn provided a **SECOND** to the motion.

After some discussion, **the Motion and Second were withdrawn**. The Mayor directed the City Manager to survey other communities and list what stipends are paid to their

elections officials. The Mayor also requested a recommendation from the City Clerk on this issue.

This item was **HELD** in Committee.

3.2] Bridging the Gaps – Application for 501c “non-profit” status

Councilor Gray explained that the federal grant rules require that the Program Coordinator must be an employee of the Fiscal Agent. He suggested that although Bridging the Gaps could become its own fiscal agent once it attained 501c status, he felt it was unadvisable to do so since the program has already changed fiscal agents three times and this would be viewed negatively by the federal grant administrators. Councilor Gray also suggested that before decisions are made that Chief Allen be allowed to discuss this issue with the Committee.

Councilors Lauterborn and Walker expressed concern and non-support of the program becoming a City program once the grant runs out in 3 years. Mayor Jean and Deputy Mayor Varney also expressed non-support of City funding of the program when the federal funding goes away.

Councilor Varney **MOVED** to recommend to the full City Council that the Bridging the Gaps Board of Directors be asked to seek 501c Non-Profit Status. Councilor Walker provided a **SECOND** to the motion which was **ADOPTED**.

4.1] Legal Assistant Positions

Attorney O’Rourke explained to the Committee the need to re-classify the existing two support staff positions in the Prosecution Office.

Councilor Walker **MOVED** to recommend to the full City Council that the Legal Assistant I and Legal Assistant II positions be accepted and added to the City’s approved positions. Mayor Jean provided a **SECOND** to the motion which was then **ADOPTED**.

4.2] 27 Hancock Street

Chief Planner Creighton explained how the lot lines at this location place a corner of the building and the edge of the parking lot within the City’s right-of-way. He also outlined the two proposed staff recommendations contained in the Committee’s meeting materials.

After a lengthy discussion that included Fenton Groen of IHT, LLC and Public Works Commissioner Storer, the Committee decided to conduct a site visit. The site visit was scheduled for 6:30 PM on September 8, 2015, just prior to the Committee’s regularly scheduled September meeting. Mr. Groen and Mr. Storer agreed to work together to mark out the various options for the Committee to view during the site visit.

4.3] Elderly Exemptions

Assessing Technician Verna Sharpe reviewed the Elderly Exemption data provided in the Committee meeting materials.

Councilor Walker **MOVED** to recommend to the full City Council that the Elderly Exemption Income Limits be adjusted as follows - Single Income increase from \$29,900 to \$31,400 and married income increase from \$39,500 to \$41,500. Councilor Lauterborn provided a **SECOND** to the motion which was then **ADOPTED**.

4.4] Water and Sewer Rates

Deputy City Manager Cox explained the water and sewer funds cash flow analysis data.

Mayor Jean **MOVED** to recommend to the full City Council that the water rate recommendation from the Utility Advisory Board be adopted that would increase the per unit fee from \$4.67 to \$4.81. Councilor Lauterborn provided a **SECOND** to the motion which was then **ADOPTED**.

4.5] 422 Old Dover Road

Deputy City Manager Cox explained that, as per the City Council's Land Sale Policy, the City Manager seeks a recommendation from the Finance Committee to the full city Council with regard to the sale of City owned property located at 422 Old Dover Road. Mr. Cox also informed the Committee that Assessor Mullin has determined the property value to be approximately \$35,500.

Councilor Walker **MOVED** to recommend to the full City Council to direct the City Manager to sell the property located at 422 Old Dover Road and to do so by public sale/sealed competitive bids. Councilor Torr provided a **SECOND** to the motion which was **ADOPTED**.

4.6] 27 Paychecks

Councilor Lauterborn **MOVED** to recommend to the full City Council to direct the City Manager to calculate Fiscal Year 2016 salaried City employee bi-weekly paychecks by dividing contracted annual salary amounts by the 27 pay cycles. Councilor Walker provided a **SECOND** to the motion which was **ADOPTED**.

City Manager Fitzpatrick committed to consulting with the City's labor attorney, Matt Upton, and report back to the Council on any collective bargaining issues.

4.7] Broadcasting Committee Meetings

Mayor Jean determined the consensus of the Committee was to initially begin broadcasting the meetings of the Finance Committee and the Public Works Committee. Additional committees may be considered in the future.

4.8] Monumentation Fees Special Revenues Fund

Mayor Jean **MOVED** to recommend to the full City Council that the Planning Department's site plan regulation's be amended to eliminate the collection of monumentation fees and that once these changes are made that any/all balances in the Monumentation Fes Special Revenue Fund be transferred to the General Fund Undesignated fund balance.

5] Finance Director's Report

Deputy City Manager Cox had no additions to his written report that was contained in the Committee's meeting materials.

6] Monthly Financial Statements

No discussion.

7] Other

Councilor Varney inquired as to where the proceeds would go from the sale of two City owned lots in the Granite State Business Park. Deputy City Manager Cox responded that once the funds were received the Council would be consulted regarding which revenue account to deposit them.

8] Adjourn

Councilor Walker **MOVED** and Mayor Jean **SECONDED** to Adjourn. The motion was **ADOPTED** at 9:16 PM.

Respectfully Submitted,

Blaine M. Cox
Deputy City Manager