

FINANCE COMMITTEE

Meeting Minutes

Meeting Information

Date: December 13, 2016
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 Keans, Councilor Hamann and Councilor Gray. Committee members excused were Councilors Torr and Lauterborn. City staff present were: Deputy City Manager Cox, Economic Development Manager Pollard, MIS Network Administrator Schafer and MIS IT Technician Watkins. IT Consultant Valerie Roman was also present.

Agenda & Minutes

1. Call to Order

Mayor McCarley called the meeting to order at 7:02 PM.

2. Public Input

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

3. Unfinished Business

There was no unfinished business taken up by the Committee.

4. New Business

- 4.1 Management Information Technology Department (MIS) Assessment

Deputy City Manager Cox provided a detailed summary of the four MIS assessment documents provided to the Committee as part of the meeting packet. Mayor McCarley suggested that the City may want to pursue some of the issues identified in the assessment after a Chief Information Officer (CIO) position is created and filled thus allowing the new department head direct input. Deputy Mayor Varney expressed his desire to have a specific capital and strategic IT plan developed with priorities,

timetables and costs before the fiscal year 2018 budget is acted upon by the Council. Councilor Gray suggested the City look for ways to cultivate and expand the IT relationship with the School Department. Councilor Hamann expressed his concern regarding the magnitude and critical nature of the City's IT infrastructure needs. Deputy Mayor Varney suggested the City may want to create and fill the CIO position prior to adoption of the fiscal year 2018 budget. In response to the feedback expressed by the Committee, Deputy City Manager Cox indicated that over the next three months a two-part effort would be carried out to (1) address the most critical issues identified in the assessment using already appropriated funds and (2) develop a three to five year plan to be presented as part of the fiscal year 2018 budget proposal presented by the City Manager to the Council. In addition, a CIO job description would be written and brought back to the Finance Committee. Deputy Mayor Varney requested monthly progress reports on these issues be provided to the Finance Committee.

4.2 Spaulding Turnpike "Attractions" Signage

Economic Development Manager Pollard appeared before the Committee and explained that the State of New Hampshire adopted legislation last year expanding the allowable signage that could be erected on the Spaulding Turnpike to include "attractions." However, Ms. Pollard also informed the Committee that the State did not have funding for these types of signs. Options include allowing private entities to fund attraction signage or the City could fund the signage and seek reimbursement from the entities appearing on the signs. The Committee was supportive of having attractions signage at the City's Spaulding Turnpike exits and requested Ms. Pollard to continue to work on this issue.

4.3 Official Announcements and How/where We Post Them

Mayor McCarley stated her desire for clarification as to when public notices are published in the newspaper. Deputy Mayor Varney expressed his desire to have full meeting agendas posted in advance of meetings. Councilor Keans stated she very

much admired the Chamber of Commerce website for its ease of use and effectiveness in conveying information. Deputy City Manager Cox indicated he would draft a set of guidelines addressing the issues raised and bring these back to the Committee for review & comment.

4.4 Copier & Printer Contracts

Deputy City Manager Cox reviewed the copier & printer capital lease and service/supply proposals received by the City for photocopiers and printers. Deputy Mayor Varney moved that the Finance Committee recommend to the full City Council to authorize the City Manager to enter the proposed 5-year capital lease for photocopier and printer replacements as well as the 5-year service & supply contracts that go along with these units. Councilor Hamann seconded the motion which was then adopted by the Committee.

4.5 Primex Workers' Compensation and Property & Liability Insurance CAP

Deputy City Manager Cox reviewed the information in the Committee packet detailing the Contribution Assurance Program (CAP) offered by Primex. Deputy Mayor Varney moved that the Finance Committee recommend to the full City Council to authorize the City Manager to enter the proposed CAP agreements with Primex for Workers' Compensation and Property & Liability. Councilor Hamann seconded the motion which was then adopted by the Committee.

5. Finance Director's Report

Deputy City Manager Cox reviewed one item from his written report to the committee: status of the Chief Assessor position. Mr. Cox stated that three responses had been received to the Request for Proposals to provide Interim Chief Assessor Services. The hourly rates proposed were \$60, \$80 and \$125. In addition, a salary survey has shown that Rochester's Chief Assessor salary range is \$8,884 to \$13,014 below the average for comparable communities.

6. Monthly Financial Statements

There was no discussion regarding the monthly financial statements.

7. Other

There was no other business taken up by the Committee.

8. Non-Public

Councilor Gray moved to enter Non-Public Session per RSA 91-A:3, II(d) "Land." Deputy Mayor Varney seconded the motion which was then adopted unanimously by a roll call vote at 8:04 pm. Councilor Hamann moved to exit Non-Public Session and the motion was seconded by Deputy Mayor Varney. The motion was adopted at 8:07 pm. Councilor Hamann then moved to seal the minutes indefinitely as divulgence would render a proposed action ineffective. Deputy Mayor Varney seconded said motion which was adopted unanimously by a roll call vote.

9. Adjournment

Councilor Hamann moved to adjourn the meeting. Deputy Mayor Varney provided a second to the motion which was then adopted. The meeting adjourned at 8:08 PM.