

FINANCE COMMITTEE MEETING

February 11, 2014

Council Chambers

7:00 P.M.

Present:

Mayor Jean

Deputy Mayor Varney

Councilor Keans

Councilor Walker

Councilor Lauterborn

Councilor Larochelle

Councilor Torr

City Staff Present

Dan Fitzpatrick, City Mgr

Blaine Cox, Deputy City Mgr

Karen Pollard, Dep City Mgr

Michael Allen, Police Chief

Tom Mullin, Assessor

Jim Grant, Director BZ & L

Diane Hoyt, HR MGR

Other Councilors Present

Councilor Collins

Councilor Gates

Councilor Hamaan

Councilor Gray

School Dept Staff Present

Michael Hopkins, Supt

Linda Casey, Business Adm

Others Present

Dan Harkinson, School

Board Chair

Lucien Levesque, Police

Commission Chair

Chris Harpenau, Energov

MINUTES

1] Call to Order

Deputy Mayor Varney called the meeting to order at 7:00 P.M. Mayor Jean arrived at 7:10 P.M.

2] Public Input

There was no public input.

3] Old Business

There was no Old Business.

4] New Business

4.1 Energov

Director of Building, Zoning & Licensing Jim Grant opened the discussion on this agenda item. He described for the Committee how the software currently used by his department is not meeting the department's needs.

Mr. Grant has invited Chris Harpenau of Energov to demonstrate what his company's software can offer. Mr. Harpenau then displayed a PowerPoint presentation and described the functionality of his software.

A Committee discussion followed during which the members asked, among other things - is there anything salvageable with the current software? Would a change to the Energov program allow the elimination of staff hours or require the addition of staff hours? Has the City's IT Department determined whether this new program would run on our existing infrastructure? What other cities in New Hampshire are using this software? Has the Building, Zoning & Licensing Department compared this program to other competing programs? Will this program interface with other City programs such as Munis financial software and IMC public safety software? Would the program benefit other departments that work with the Building, Zoning & Licensing Department such as Planning, Fire and Public Works? How long has this program been in existence?

Director Grant and Mr. Harpenau stated that they would draft a "white paper" in response to the Committee's queries.

Mayor Jean concluded the discussion by stating that he liked the program, but he does not know how to pay for it.

4.2 School Tuition/4.3 School Security

The discussion of agenda items 4.2 "School Tuition" and 4.3 "School Security" were discussed concurrently.

Superintendent Hopkins explained the School Department's request to re-purpose a Local Government Center's refund originally used as the revenue source for the Capital Improvements Plan project of School Building Security.

The School Department seeks now to use these funds for two different purposes - first to fund a supplemental appropriation for out-of-district tuition expenses that were unanticipated and second to provide reimbursements to retirees for health insurance premiums. The Superintendent went on to inform the Committee that the School Department seeks to fund the school building security project through a City Council supplemental appropriation funded by General Fund undesignated fund balance.

The Committee had a lengthy discussion concerning whether the security project should be a bonded project or a fund balance cash project, if the exterior door security addresses the main issues of school security and the reasons behind the unanticipated tuition expense. It was also discussed how much the School Department had contributed to the General Fund undesignated fund balance over the years.

Mayor Jean MOVED to recommend that the full City Council deauthorize \$800,385.00 appropriated on September 3, 2013 to the School Department CIP for security upgrades to school buildings, leaving \$29,284.39 remaining of the original \$829,669.39 appropriated. The motion received a second from Deputy Mayor Varney and was then ADOPTED by a unanimous voice vote.

Councilor Walker MOVED to recommend that the full City Council approve a supplemental appropriation of \$700,000.00 for Special Education tuition and related services expense as well as \$100,385.00 for retiree refunds totaling \$800,385.00 to be funded from the funds made available from the deauthorization of the School Security

CIP project that was initially funded using Local Government Center refunds. Deputy Mayor Varney seconded the motion and was then ADOPTED by a voice vote.

Mayor Jean MOVED to recommend that the full Council adopt a supplemental appropriation in the amount of \$1,210,683.61 to the existing school CIP project pertaining to school security upgrades. This account already having an appropriation of \$29,284.39 would result in a total appropriation of \$1,239,968.00 The motion received a second from Deputy Mayor Varney and was then ADOPTED by a unanimous voice vote.

4.4 125 Charles Street

City Manager Fitzpatrick reviewed the email received from Mr. Don Lesperance.

After a brief discussion, the Mayor determined the consensus of the Committee was to have the City Manager proceed with the established process of disposing of City-owned property as the City Manager deemed in the best interests of the City.

4.5 City Attorney and Assistant City Attorney Position Classifications

City Manager Fitzpatrick explained that upon further reflection he seeks creation of a City Attorney position and an Evidence Technician position at this time and not the creation of an Assistant City Attorney position. He indicated to the Committee his desire to fill the position of City Attorney in the current 2014 fiscal year and to propose funding of the position in fiscal year 2015.

Mayor Jean MOVED to recommend to the full City Council the creation of a City Attorney position and an Evidence Technician position within the City's Merit Plan. Deputy Mayor Varney provided a second to the motion which was then ADOPTED by a unanimous voice vote.

4.6 Council Packets - Use of Technology, File Sizes, Hyperlinks

Councilor Larochelle explained his purpose for raising the issue of the size of the Council packets. He requested that his fellow Councilors send to him a listing of existing reports contained in the packet ranked on a scale of 0 to 10, a ranking of 0 indicating no desire to continue receiving the report and 10 indicating a desire to receive the entire report in detail. **Mayor Jean indicated this would be an ACTION ITEM to poll the entire Council on this issue.**

5] Finance Director's Report

Deputy City Manager Cox received confirmation from the Committee that the Council still supports the return of employee contributions, active and retiree, contained in Primex and Local Government Center refunds. Mr. Cox also distributed an updated Fiscal Year 2015 budget development schedule. After a brief discussion containing several suggestions to condense the budget schedule time frame, Mr. Cox indicated he would provide another schedule revision.

6] Monthly Financial Statements

There was no discussion of the monthly financial statements.

7] Other

Deputy Mayor Varney inquired of Chief Allen regarding rental of the Police Department's firing range by residents. Chief Allen indicated that there are liability concerns that prevent such use. City Manager Fitzpatrick stated that the private gun club in Barrington has open shooting rights for the public a their indoor range that is an option for residents.

8] Non-Public Session

Councilor Walker **MOVED** to enter non-public session per RSA 91-A:3, II for Collective Bargaining. Deputy Mayor Varney provided a second to the motion. Mayor Jean conducted a roll call vote and the motion was **ADOPTED** unanimously.

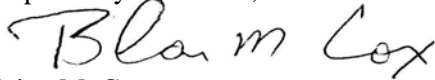
The Committee entered non-public session at 8:41 P.M.

Councilor Walker **MOVED** to exit non-public session and to seal the minutes indefinitely. Councilor Keans provided a second to the motion which was **ADOPTED** by a unanimous voice vote. The Committee exited non-public session at 9:29 P.M.

9] Councilor Walker **MOVED** to adjourn. Deputy Mayor Varney provided a second to the motion which was **ADOPTED** by a unanimous voice vote.

The meeting adjourned at 10:01 P.M.

Respectfully submitted,



Blaine M. Cox
Deputy City Manager

BMC:sam