

CITY OF ROCHESTER
NOTICE of PUBLIC MEETING:
FINANCE COMMITTEE

Meeting Information

Date: February 13, 2018
Time: 7:00 P.M.
Location: City Council Chambers
31 Wakefield Street
Rochester, New Hampshire

Agenda

- 1. Call to Order**
- 2. Public Input**
- 3. Unfinished Business**
 - 3.1 Arena LED Lighting Upgrades** (page 2)
 - 3.2 Elderly Exemptions** (page 3)
 - 3.3 All Veterans' Tax Credit** (page 6)
 - 3.4 Position of GIS/ Construction Technician** (page 7)
 - 3.5 Position of Senior Planner** (page 9)
- 4. New Business**
 - 4.1 Sale of Tax Deeded Properties by Auction** (page 12)
 - 4.2 Ice Arena Zamboni Funding** (page 18)
 - 4.3 School Department Supplemental Appropriation Request** (page 19)
- 5. Reports from Deputy City Manager/ Director of Finance & Administration**
 - 5.1 Non-Union Salary Ranges CPI Adjustment** (page 20)
 - 5.2 Monthly Financial Report** (page 21)
- 6. Other**
- 7. Adjournment**

FINANCE COMMITTEE

Agenda Item

Agenda Item Name: Arena Retrofit to LED Lighting

Date Submitted: July 6, 2017

Name of Person Submitting Item: Chris Bowlen, Recreation & Arena Director

E-mail Address: chris.bowlen@rochesternh.net

Meeting Date Requested: July 11, 2017

Issue Summary Statement: The Arena Department has been working to identify ways to retrofit the lighting system directly over the ice surface to effectively use technology that incorporates LED fixtures and installing a lighting control system that allows for manipulation of the lighting system to more effectively accommodate the needs of Arena events taking place. For example; a high school game would have full lighting power whereas a public skate or other type of special event would have a lesser amount. In addition to accommodating differing lighting needs, this system would equate to cost savings in usage since our current system only runs at full capacity.

Meeting minutes of July 11, 2017:

Recreation Director Bowlen was joined by Mark Toussaint from Eversource in presenting a proposed project to install LED lighting at the Arena. Mr. Bowlen described the operational & energy saving benefits of the project. Mr. Toussaint informed the Committee of Eversource's Smart Start Program that is available to provide a funding option for the City. The consensus of the Committee was (1) to support the project and (2) to direct staff to provide a comparison of "self-funding" the project. This item will be kept in Committee for further discussion ...

Senior Accountant Sullivan has provided the following funding analysis:

Arena LED Lighting Project		Total Costs
BOND P&I PAYMENTS		\$57,240
EVERSOURCE FINANCE		\$51,970
CASH FROM FUND BALANCE		\$48,000
Note: All costs net of Eversources \$10k rebate		

Recommended Action: Consider the funding options and make a recommendation to the full City Council.

FINANCE COMMITTEE

Agenda Item

Agenda Item Name: Elderly Exemptions Discussion

Date Submitted: October 3, 2017

Name of Person Submitting Item: Former Councilor Barnett

E-mail Address:

Meeting Date Requested: October 10, 2017

Issue Summary Statement:

City Councilor Barnett requested that Elderly Exemptions be placed on the Finance Committee agenda for October 10, 2017 as a discussion item.

The City's website contains information regarding exemptions here: [EXEMPTIONS INFO](#).

Finance Committee October 10, 2017 meeting minutes:

City Councilor Barnett recommended to the Finance Committee that the City Council consider increasing the Elderly Exemption amounts as well as the income limitations. The Mayor indicated that this item would be held in committee and directed staff to provide the Finance Committee with a report and analysis of the Elderly Exemptions issue.

Finance Committee November 14, 2017 meeting minutes:

Senior Accountant Sullivan and Chief Assessor Rice provided data contained in a [Power Point Presentation](#) pertaining to Elderly Exemptions. The Mayor indicated that this item would be kept in committee for further discussion.

The table below displays the current guidelines & limits of the communities in Strafford County -

STRAFFORD COUNTY						
Town/City	Income Single	Income Married	Asset Limits	Exemption 65 to 74	Exemption 75 to 79	Exemption 80 up
BARRINGTON	\$ 30,000	\$ 50,000	\$ 125,000	\$ 85,000	\$ 127,500	\$ 161,500
DOVER	\$ 38,000	\$ 52,000	\$ 155,000	\$ 107,000	\$ 149,000	\$ 191,000
DURHAM	\$ 32,500	\$ 43,700	\$ 200,000	\$ 125,000	\$ 175,000	\$ 225,000
FARMINGTON	\$ 30,000	\$ 50,000	\$ 75,000	\$ 50,000	\$ 70,000	\$ 100,000
LEE	\$ 46,500	\$ 59,400	\$ 222,500	\$ 174,000	\$ 210,000	\$ 270,000
MADBURY	\$ 40,000	\$ 50,000	\$ 180,000	\$ 90,000	\$ 110,000	\$ 130,000
MIDDLETON	\$ 21,000	\$ 33,000	\$ 50,000	\$ 20,000	\$ 25,000	\$ 30,000
MILTON	\$ 30,000	\$ 40,000	\$ 75,000	\$ 42,500	\$ 64,000	\$ 85,000
NEW DURHAM	\$ 26,000	\$ 35,000	\$ 60,000	\$ 45,000	\$ 65,000	\$ 90,000
ROCHESTER	\$ 31,400	\$ 41,500	\$ 50,000	\$ 48,000	\$ 84,000	\$ 108,000
ROLLINSFORD	\$ 32,000	\$ 36,000	\$ 100,000	\$ 50,000	\$ 75,000	\$ 100,000
SOMERSWORTH	\$ 32,000	\$ 50,000	\$ 100,000	\$ 50,000	\$ 65,000	\$ 75,000
STRAFFORD	\$ 30,000	\$ 40,000	\$ 75,000	\$ 30,000	\$ 40,000	\$ 50,000
MEDIAN	\$ 31,400	\$ 43,700	\$ 100,000	\$ 50,000	\$ 75,000	\$ 100,000
AVERAGE	\$ 32,262	\$ 44,662	\$ 112,885	\$ 70,500	\$ 96,885	\$ 124,269
TOP 10 LARGEST MUNICIPALITIES BY POPULATION						
Town/City	Income Single	Income Married	Asset Limits	Exemption 65 to 74	Exemption 75 to 79	Exemption 80 up
CONCORD	\$ 33,400	\$ 45,800	\$ 90,000	\$ 72,818	\$ 118,420	\$ 202,124
DERRY	\$ 35,000	\$ 45,000	\$ 150,000	\$ 85,000	\$ 125,000	\$ 165,000
DOVER	\$ 38,000	\$ 52,000	\$ 155,000	\$ 107,000	\$ 149,000	\$ 191,000
KEENE	\$ 27,700	\$ 37,400	\$ 55,000	\$ 29,700	\$ 37,400	\$ 44,900
MANCHESTER	\$ 37,000	\$ 50,000	\$ 90,000	\$ 109,500	\$ 148,500	\$ 195,500
MERRIMACK	\$ 45,000	\$ 60,000	\$ 200,000	\$ 75,000	\$ 100,000	\$ 125,000
NASHUA	\$ 50,000	\$ 50,000	\$ 150,000	\$ 155,000	\$ 180,000	\$ 225,000
PORTSMOUTH	\$ 40,000	\$ 45,000	\$ 175,000	\$ 120,000	\$ 160,000	\$ 200,000
ROCHESTER	\$ 31,400	\$ 41,500	\$ 50,000	\$ 48,000	\$ 84,000	\$ 108,000
SALEM	\$ 34,100	\$ 45,500	\$ 68,300	\$ 68,300	\$ 102,400	\$ 136,500
MEDIAN	\$ 36,000	\$ 45,650	\$ 120,000	\$ 80,000	\$ 121,710	\$ 178,000
AVERAGE	\$ 37,160	\$ 47,220	\$ 118,330	\$ 87,032	\$ 120,472	\$ 159,302

Recommended Action: Based upon the Finance Committee's previous discussions, Chief

Assessor Rice recommends the following:

	Income Single	Income Married	Asset Limits	Exemption 65 to 74	Exemption 75 to 79	Exemption 80 up	
Current Guidelines	\$ 31,400	\$ 41,500	\$ 50,000	\$ 48,000	\$ 84,000	\$ 108,000	
Assessor Recommend	\$ 35,000	\$ 50,000	\$ 100,000	\$ 75,000	\$ 100,000	\$ 125,000	

FINANCE COMMITTEE

Agenda Item

Agenda Item Name: All Veterans' Tax Credit Discussion

Date Submitted: October 3, 2017

Name of Person Submitting Item: Chief Assessor Rice

E-mail Address: jonathan.rice@rochesternh.net

Meeting Date Requested: October 10, 2017

Issue Summary Statement:

Finance Committee October 10, 2017 meeting minutes:

Chief Assessor Rice appeared before the Finance Committee and reviewed the written report ([All Veterans' Tax Credit Rpt](#)) he provided for the meeting packet. After a lengthy discussion, the Mayor indicated that this item would be held in committee.

Finance Committee November 14, 2017 meeting minutes:

Senior Accountant Sullivan and Chief Assessor Rice provided data contained in a [Power Point Presentation](#) pertaining to the All Veterans' Tax Credit. The Mayor indicated that this item would be kept in committee for further discussion.

Recommended Action:

None.

FINANCE COMMITTEE

Agenda Item

Agenda Item Name: GIS Technician – New Position

Date Submitted: November 9, 2017

Name of Person Submitting Item: City Manager Fitzpatrick

E-mail Address: <https://www.rochesternh.net/users/dfitzpatrick/contact>

Meeting Date Requested: November 14, 2017

Issue Summary Statement:

Per the Employment Policy Handbook ([click here for EPH](#)) Section II, Amendment of Rules as well as the City Charter Section 62 ([click here for Charter](#)) Personnel Advisory Board, the City Manager has created a new position called GIS Technician. The City Manager submits this new position as an amendment to the City's Classification, Compensation, Merit and Evaluation Plan ([click here for Merit Plan](#)).

The job description and Personnel Advisory Board meeting minutes can be found in the materials supplied in the Finance Committee meeting packet of November 14, 2017 can be viewed here: [GIS Tech Position Info](#).

Finance Committee November 14, 2017 meeting minutes:

The Finance Committee meeting materials contained the City Manager's recommendation for the creation of a new position of GIS/ Construction Technician at a non-union pay grade of 9. The materials provided also included the meeting minutes of the Personnel Advisory Board (PAB) of September 29, 2017 at which time the PAB voted to recommend the proposed position description as written as well as to recommend the pay grade of 9. Councilor Keans expressed concern that the position description did not contain enough

emphasis upon construction inspection. The Mayor indicated that this item would be kept in committee.

In response to the November 14 Finance Committee discussion, the job title has been amended to be GIS/ Construction Technician (the written job description was not changed) and the following is supplied:

In September, the Human Resource (HR) Manager was able to locate three municipal job descriptions that combined GIS and Construction Inspection functions

—

- 1. Engineering Technician, Bloomington, MN**
- 2. GIS/Engineering Technician, Rocklin, CA**
- 3. CAD/GIS Technician, Wausau, WI**

After initial review of these examples by DPW engineering and IT staff, the HR Manager met with DPW Director Nourse, City Engineer Bezanson, GIS Coordinator Camara, Chief Information Officer Gonzalez and Deputy City Manager Cox to begin drafting the new position that incorporates construction inspection and GIS functions into one job description.

A final draft job description was completed based upon feedback from Nourse, Bezanson, Camara, Gonzalez and Cox. Director Nourse and CIO Gonzalez then gave the final approval of the written job description. The HR Manager then graded the position using the City's adopted position grading system.

Recommended Action: Submission to the full City Council for consideration.

FINANCE COMMITTEE

Agenda Item

Agenda Item Name: Senior Planner – New Position

Date Submitted: November 9, 2017

Name of Person Submitting Item: City Manager Fitzpatrick

E-mail Address: <https://www.rochesternh.net/users/dfitzpatrick/contact>

Meeting Date Requested: November 14, 2017

Issue Summary Statement:

Per the Employment Policy Handbook ([click here for EPH](#)) Section II, Amendment of Rules as well as the City Charter Section 62 ([click here for Charter](#)) Personnel Advisory Board, the City Manager has created a new position called Senior Planner. The City Manager submits this new position as an amendment to the City's Classification, Compensation, Merit and Evaluation Plan ([click here for Merit Plan](#)).

The job description and Personnel Advisory Board meeting minutes can be found in the meeting materials of the November 14, 2017 which can be viewed here: [Senior Planner Meeting Materials](#).

Finance Committee of November 14, 2017 meeting minutes:

The Finance Committee meeting materials contained the City Manager's recommendation for the creation of a new position of Senior Planner at a non-union pay grade of 8. The materials provided also included the meeting minutes of the Personnel Advisory Board (PAB) of September 29, 2017 at which time the PAB voted to recommend the proposed position description as written as well as to recommend the pay grade of 8. Councilor Lauterborn expressed concern and confusion that the Senior Planner position description requirements were more

stringent for this pay grade 8 position (Bachelor's degree) than what was required for the GIS Technician position (2-year degree) at a pay grade 9. Councilor Keans requested and received clarification and verification from the City Manager that creation of new positions does not mean that additional staff will be hired. The Mayor indicated that this item would be kept in committee.

In response to the November 14 Finance Committee discussion, the following is supplied:

Recommended amendments to the existing Planner I job description were submitted by Planning Department Director Campbell as well as Chief Planner Creighton. A final draft was approved by the Director Campbell prior to grading the new job description by the Human Resource Manager.

Grading Process

The Point Factor Evaluation System used by the City was part of the Municipal Position MRI study in 2014 accepted & adopted by the City. The system was developed to specifically include an emphasis on customer service, the increased use of IT and a higher level of demand and complexity for municipal positions.

The five categories are the basis for determining the points assigned when grading a position:

- 1. Physical Environment**
- 2. Job Characteristics**
- 3. Requisite Capabilities**
- 4. Supervisory Relationships**
- 5. Responsibility**

There are 14 factors that fall within one of the 5 categories. Each factor is assigned points based on the draft job description and, based on the total points assigned a grade within the merit plan.

With specific regard to educational requirements and the grading levels, these came out very nearly the same for both the GIS Technician position and the Senior Planner positions. Both positions need intensive knowledge in a specialized field. However, the physical environment, physical skills & effort and occupational risks are higher for GIS as there is more outside 'construction site' work where the Planner is more 'office work'. It was also desired with regard to the GIS position to have the flexibility to hire a more entry level candidate and therefore the slightly reduced educational requirement.

Recommended Action:

Submission to the full City Council for consideration.

FINANCE COMMITTEE

Agenda Item

Agenda Item Name: Sale of Tax Deeded Properties by Auction

Date Submitted: February 8, 2018

Name of Person Submitting Item: Deputy City Manager Cox

E-mail Address: blaine.cox@rochesternh.net

Meeting Date Requested: February 13, 2018

Issue Summary Statement:

Rochester General Ordinance 4.4 deals with The Sale of Tax Deeded Property and can be viewed here: [Gen Ord Chapter 4](#). This ordinance stipulates that the City Manager is authorized to convey property acquired by the City by tax deed via two methods: (1) public auction and/or (2) advertised sealed bid sale.

The Legal & Finance Offices have recommended that a public auction process be used. After contacting several other communities with experience using a public auction to dispose of tax deeded properties, James R. St. Jean Auctioneers has been invited to meet with the Finance Committee to discuss the process and outline their abilities. St. Jean has also provided the attached information in advance.

Recommended Action:

Provide feedback to the City Manager regarding this option.

James R. St. Jean

A U C T I O N E E R S

November 6, 2017

RECEIVED

NOV 07 2017

BUSINESS OFFICE
CITY OF ROCHESTER

Blaine M. Cox
Deputy City Manager/Director of Finance & Administration
City of Rochester
31 Wakefield Street
Rochester, NH 03867

RE: Tax-Deeded Property Auctions

Dear Blaine,

In response to your email dated Monday, November 7, 2017 I've put together some materials for your review. The materials include a brochure containing information about our company and a brief outline on selling tax-deeded properties at auction. Also included is a spreadsheet detailing results of our most recent tax-deeded sales. Please feel free to reach out to the administrators in any of these towns should you require references. Once you've had a chance to review the materials please contact me with any questions you may have about our company and/or the tax-deeded property process. As I mentioned in my email, Jim and I would be more than happy to attend an upcoming board meeting if you feel as though it would be beneficial to you and the board.

We look forward to hearing back from you and for the opportunity to work with the City of Rochester to sell tax-deeded properties.

Sincerely,



Jay T. St. Jean
James R. St. Jean Auctioneers

2017 to date

3,080,300.00 1,604,400.00 52.09%

<u>Town/Date of Sale/County</u>	<u>Assessed</u>	<u>Price</u>	<u>%</u>	<u>Property Description</u>
<u>17-109 - Town of Derry 01/21/17 (Rockingham)</u>	9,100.00	1,500.00	16.48%	Single Family Home
(1) Single Family Home & (2) Vacant Lots	9,100.00	1,250.00	13.74%	Vacant 0.65± acre lot
	181,500.00	82,500.00	45.45%	Vacant 0.26± acre Lot
	199,700.00	85,250.00	42.69%	
<u>17-187 - Town of Deerfield 06/17/17 (Rockingham)</u>	118,100.00	81,000.00	68.59%	2-BR Mfd home on 2.9± acre lot
2-BR MANUFACTURED HOME ON 2.9± ACRE LOT/(2)	2,300.00	3,200.00	139.13%	Vacant landlocked 1.8± acre lot
VACANT PARCELS OF LAND	1,900.00	3,700.00	194.74%	Vacant landlocked 0.99± acre lot
	122,300.00	87,900.00	71.87%	
<u>17-201 - Town of Atkinson 07/15/17 (Rockingham)</u>	189,500.00	80,000.00	42.22%	home located on a 0.29± acre lot
HOME & CAMP AT BIG ISLAND POND • VACANT	148,300.00	85,000.00	57.32%	Seasonal camp located on a 0.17± acre lot
RESIDENTIAL LOT	134,200.00	50,000.00	37.26%	1.25± acre vacant lot
	472,000.00	215,000.00	45.55%	
<u>17-220 - Town of Auburn 08/26/17 (Rockingham)</u>	88,600.00	86,000.00	97.07%	3.056± acre lot
(3) WOODED LOTS NEAR MASSABESIC LAKE	93,200.00	90,000.00	96.57%	1.033± acre lot
	104,500.00	135,000.00	129.19%	0.66± acre lot
	286,300.00	311,000.00	108.63%	
<hr/>				
<u>17-144 - Town of Troy 4/08/17 (Cheshire)</u>	56,300.00	3,500.00	6.22%	27± ACRE PARCEL
(2) PARCELS OF LAND TOTALING 31.5± ACRES	13,300.00	10,000.00	75.19%	4.5± ACRE PARCEL
	69,600.00	13,500.00	19.40%	

<u>Town/Date of Sale/County</u>	<u>Assessed</u>	<u>Price</u>	<u>%</u>	<u>Property Description</u>
17-188 - Town of Rindge 06/10/17 (Cheshire)	699,900.00	235,000.00	33.58%	14-lot Residential subdivision
14-LOT SUBDIVISION / 2 HOMES / LARGE VACANT	128,800.00	105,000.00	81.52%	Vacant 22± acre lot
PARCELS/LOTS NEAR CONTOOCOOK LAKE	79,000.00	45,000.00	56.96%	Vacant 26± acre lot
	79,000.00	43,000.00	54.43%	Vacant 6.8± acre lot
	88,700.00	74,000.00	83.43%	vacant 11.15± acre lot
	117,900.00	45,000.00	38.17%	Raised ranch on a 0.56± acre lot
	34,700.00	2,500.00	7.20%	vacant 0.16± acre lot
	40,000.00	1,250.00	3.13%	vacant 0.06± acre corner lot
	40,300.00	4,200.00	10.42%	vacant 0.11± acre lot
	40,000.00	1,600.00	4.00%	Vacant 0.06± acre lot
	21,800.00	2,500.00	11.47%	Vacant landlocked 9.2± acre lot
	1,370,100.00	559,050.00	40.80%	
<hr/>				
17-214 - Town of Gilmanton 08/12/17 (Belknap)	61,300.00	16,000.00	26.10%	camp on a 0.31± acre lot
CAMPS & VACANT LOTS AT SAWYER LAKE &	41,100.00	19,000.00	46.23%	camp on a 0.3± acre lot
SHELLCAMP POND	12,400.00	27,000.00	217.74%	Waterfront 0.34± acre vacant lot
	9,600.00	8,500.00	88.54%	Vacant 0.14± acre lot
	5,300.00	4,000.00	75.47%	Vacant 0.14± acre lot
	4,700.00	5,000.00	106.38%	Vacant 0.14± acre lot
	7,600.00	2,500.00	32.89%	Vacant 0.5± acre lot
	142,000.00	82,000.00	57.75%	
<hr/>				
17-217 - Town of Alexandria 08/19/17 (Grafton)	37,900.00	20,000.00	52.77%	mfd home located on a 2.07± acre lot
(4) WOODED LOTS & MANUFACTURED HOME ON LAND	28,900.00	8,500.00	29.41%	Vacant, wooded 1.83± acre lot
	23,500.00	9,500.00	40.43%	7.9± acre wooded lot
	27,500.00	6,700.00	24.36%	2.26± acre wooded lot
	21,100.00	10,000.00	47.39%	Vacant, wooded 5.37± acre lot
	138,900.00	54,700.00	39.38%	
<hr/>				
17-222 - City of Nashua 08/18/17 (Hillsborough)	156,700.00	140,000.00	89.34%	Two-Bedroom cape on 0.124± acre lot
TWO-BEDROOM CAPE ON 0.124± ACRE LOT				

St. Jean Auctioneers has staff able to handle any size auction from single site to multi-parcel sales.

Over the past 30 years we have conducted over 30,000 real estate auction sales; most of these sales were in conjunction with bank & municipality sales of real property.

Working in tandem with attorneys for local, regional, national lending institutions & municipalities, the St. Jean team of auction professionals is committed to serving each and every client to provide the highest return possible at the auction sale.



St. Jean Auctioneers maintains an active electronic mailing list of over 7,500 individuals and known investors that buy real estate at auction. This list along with our experience of conducting tax deeded sales and our seller friendly fee structure/marketing plans makes us the number one choice when it comes to selling your tax-deeded properties.

Should you have any questions relative to tax-deeded property auctions or if your City/Town would like us to make a presentation at an upcoming Governing Board meeting, please do not hesitate to contact us.

James R. St. Jean AUCTIONEERS

45 Exeter Road ■ PO Box 400 ■ Epping, NH 03042-0400
Phone: (603) 734-4348 ■ Fax: (603) 734-4349 ■ www.jsjauctions.com

Tax-Deeded Property Auctions

Putting tax dollars back in your budget



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45 Exeter Road ■ PO Box 400 ■ Epping, NH 03042-0400
Phone: (603) 734-4348 ■ Fax: (603) 734-4349 ■ www.jsjauctions.com

The auction method is simple and straight forward. The entire process from the initial meeting with town officials to the signed purchase and sale agreements usually takes place in just two to three months. All promotional material expenses are absorbed by us. Our fees are based on buyer's premiums charged to the buyer, so there is usually no charge to the city or town.

St. Jean's marketing team utilizes a combination of electronic, print & social media platforms to promote these sales. We will leave no stone unturned to attract as many potential buyers ensuring the greatest possible return on auction day.

On auction day we strive to keep the auction process simple and understandable for everyone involved and it is our goal for both the seller and the buyer to have a successful outcome.

Getting started is easy just give us a quick call (603)734-4348 and ask for Jim or Jay.



St. Jean Auctioneers has sold more than 300 parcels of tax deeded property in the State of NH at 68 separate auctions in the past 5 years resulting in net sales of over 8 million dollars. The following is a list of our most recent tax-deeded property sales held in the State of NH:

Recent Tax-Deeded Sale Results

2016/17

DERRY – home & 2 land parcels; **\$85,250**
ENFIELD – 5 homes & 10 land parcels; **\$185,500**
KINGSTON – 4 homes; **\$337,000**
LYMAN - home & 3 land parcels; **\$74,800**
MADISON – home & 3 land parcels; **\$48,000**
GREENFIELD – 7 land parcels; **\$162,150**
DANBURY – 2 homes & land parcels; **\$134,000**
GRAFTON – camp, garage & land parcel; **\$31,500**
SALEM – 2 condos; **\$175,000**
TROY – mixed use parcel & home; **\$120,000**
ALEXANDRIA – 6 land parcels; **\$41,300**
SWANZEY – home & manufactured home; **\$81,000**
RUMNEY – single family home; **\$41,000**
DERRY – home and land parcel; **\$312,000**
DERRY – 9 homes, condex, & 6 land parcels; **\$450,000**
HAMPTON – single family home; **\$215,000**

2015

SWANZEY – home & land parcel; **\$39,500**
PITTSFIELD – 2 homes & 12 land parcels; **\$123,750**
RINDGE – 12 land parcels; **\$205,200**
CANDIA – 4 land parcels; **\$136,200**
GILMANTON – 2 camps & 7 land parcels; **\$133,550**
ROLLINSFORD – single family home; **\$60,000**
KINGSTON – home & manufactured home; **\$41,000**
GRAFTON – home, 2 camps & land parcel; **\$47,500**
LOUDON – 2 homes; **\$265,000**
MILTON – comm. building, land parcels; **\$208,000**
STRAFFORD – home & land parcel; **\$50,000**
NASHUA – 8 land parcels; **\$191,000**
LOUDON – 3 homes; **\$227,500**
WINCHESTER – single family home; **\$15,000**
COLEBROOK – 3 homes & 2 land parcels; **\$59,500**
DERRY - homes, condos, land parcels; **\$662,850**

FINANCE COMMITTEE

Agenda Item

Agenda Item Name: Arena Ice Resurfacer (Zamboni) Replacement

Date Submitted: February 8, 2018

Name of Person Submitting Item: Recreation & Arena Director Bowlen

E-mail Address: chris.bowlen@rochesternh.net

Meeting Date Requested: February 13, 2018

Issue Summary Statement:

The fiscal year 2018 adopted Capital Improvements Plan budget includes an appropriation for a replacement Ice Resurfacer machine (commonly referred by a trade name of Zamboni). The adopted appropriation amount is \$120,000.

Director Bowlen has reported that they are finding difficulty with the budgeted amount. Zamboni has redone their lineup of electric machines and the cost is more than requested/appropriated. Director Bowlen will appear before the Finance Committee to discuss options.

Recommended Action:

Consider options to recommend to the full City Council.

FINANCE COMMITTEE

Agenda Item

Agenda Item Name: School Department Supplemental Appropriation Request

Date Submitted: February 8, 2018

Name of Person Submitting Item: School Department

E-mail Address: <http://www.rochesterschools.com/>

Meeting Date Requested: February 13, 2018

Issue Summary Statement:

School Superintendent Hopkins has reported to the School Board's Finance Committee that he anticipates a current fiscal year (FY2018) budget shortfall of more than \$1.2 million. In anticipation of a formal request for a supplemental appropriation to cover this deficit, this item has been placed on the City Council's Finance Committee agenda.

Recommended Action:

Consider options to recommend to the full City Council.

FINANCE COMMITTEE

Agenda Item

Agenda Item Name: NON-UNION WAGE RANGES ADJUSTMENT

Date Submitted: February 8, 2018

Name of Person Submitting Item: Deputy City Manager Cox

E-mail Address: blaine.cox@rochesternh.net

Meeting Date Requested: February 13, 2018

Issue Summary Statement:

Several of the City's labor Collective Bargaining Agreements stipulate for the automatic annual adjustment of the wage ranges (minimum and maximum wage levels) to adjust annually according to changes in the Consumer Price Index. This adjustment is not automatic for the non-unionized personnel regulated by the Merit Plan. The Council in March of 2015, March of 2016 and March of 2017 approved such an annual adjustment for fiscal years 2016, 2017 and 2018 respectively.

To clarify, this action simply adjusts the minimum wage for new hires and the maximum possible wage for those at the top of the wage scale. It does not constitute an "across the board" increase or a "cost of living adjustment" for non-union personnel. Any/ all adjustments for specific employees remain merit based.

Recommended Action:

Recommend adjustment of non-union personnel wage ranges under the Merit Plan according to the CPI for fiscal year 2019.

FINANCE COMMITTEE

Agenda Item

Agenda Item Name: Monthly Financial Statements Summary – as of January 31, 2018.

For the full detail report, click here: [January 2018 Financial Detail Report](#)

Revenues Summary – General Fund, Enterprise Funds

ACCOUNT DESCRIPTION	REVISED ESTIM REV	ACTUAL YTD REVENUE	REMAINING REVENUE	% COLL
11011 ECONOMIC DEVELOPMENT REV	\$ -	\$ 275.00	\$ (275.00)	100.0
11031 CITY CLERK REVENUE	\$ 105,320.00	\$ 56,875.20	\$ 48,444.80	54.0
11051 ASSESSORS REVENUES	\$ -	\$ 176.00	\$ (176.00)	100.0
11061 BUSINESS OFFICE REVENUE	\$ 55,000.00	\$ 137,077.31	\$ (82,077.31)	249.2
11062 BUSINESS OFFICE REVENUE	\$ 1,000.00	\$ 20.00	\$ 980.00	2.0
11071 TAX COLLECTOR REVENUE	\$ 30,655,252.00	\$ 30,926,193.55	\$ (270,941.55)	100.9
11072 TAX COLLECTOR REVENUE	\$ 1,919.00	\$ -	\$ 1,919.00	0.0
11081 GENERAL OVERHEAD REVENUE	\$ 4,633,359.00	\$ 1,993,369.33	\$ 2,639,989.67	43.0
11082 GENERAL OVERHEAD REVENUE	\$ 1,547,810.00	\$ 1,547,810.30	\$ (0.30)	100.0
11091 PUBLIC BLDGS REVENUE	\$ -	\$ 269.25	\$ (269.25)	100.0
11101 PLANNING	\$ 16,250.00	\$ 23,203.90	\$ (6,953.90)	142.8
11201 REV LEGAL OFFICE	\$ 50,000.00	\$ 29,274.18	\$ 20,725.82	58.5
12011 POLICE CITY REVENUE	\$ 287,139.00	\$ 156,490.80	\$ 130,648.20	54.5
12021 FIRE CITY REVENUE	\$ 17,350.00	\$ 6,379.93	\$ 10,970.07	36.8
12022 FIRE STATE REVENUE	\$ 26,197.00	\$ -	\$ 26,197.00	0.0
12031 DISPATCH CENTER	\$ 60,290.00	\$ 60,289.44	\$ 0.56	100.0
12041 CODE ENFORCEMENT REVENUE	\$ 393,110.00	\$ 269,888.85	\$ 123,221.15	68.7
13011 PUBLIC WORKS REVENUE	\$ 41,250.00	\$ 21,990.38	\$ 19,259.62	53.3
13012 STATE HIGHWAY SUBSIDY	\$ 627,145.00	\$ 501,716.38	\$ 125,428.62	80.0
14011 WELFARE REVENUE	\$ 6,500.00	\$ 362.09	\$ 6,137.91	5.6
14021 RECREATION REVENUE	\$ 128,000.00	\$ 105,027.81	\$ 22,972.19	82.1
14031 LIBRARY REVENUE	\$ 16,290.00	\$ 7,195.16	\$ 9,094.84	44.2
1000 GENERAL FUND	\$ 38,669,181.00	\$ 35,843,884.86	\$ 2,825,296.14	92.7
ACCOUNT DESCRIPTION	REVISED ESTIM REV	ACTUAL YTD REVENUE	REMAINING REVENUE	% COLL
5001 WATER ENTERPRISE FUND	\$ 6,177,568.00	\$ 1,819,516.53	\$ 4,358,051.47	29.5
5002 SEWER ENTERPRISE FUND	\$ 8,057,073.00	\$ 2,257,624.86	\$ 5,799,448.14	28.0
5003 ARENA ENTERPRISE FUND	\$ 601,492.00	\$ 267,373.52	\$ 334,118.48	44.5

Note: Water and Sewer Fund Revenues Collected appear to fall short by one quarter each fiscal year until final quarterly billings are posted in September of the following fiscal year.

Expenditures – General Fund, Enterprise Funds

ACCOUNT DESCRIPTION	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
11000051 CITY MANAGER	\$ 443,619.00	\$ 242,498.21	\$ 34,556.74	\$ 166,564.05	62.50
11012351 ECONOMIC DEVELOPMENT	\$ 478,569.00	\$ 297,747.58	\$ 18,221.36	\$ 162,600.06	66.00
11020050 MUNICIPAL INFORMATION	\$ 605,662.00	\$ 305,829.66	\$ 42,590.09	\$ 257,242.25	57.50
11030051 CITY CLERK	\$ 298,925.00	\$ 172,079.04	\$ 40,192.02	\$ 86,653.94	71.00
11040050 ELECTIONS	\$ 32,519.00	\$ 21,479.59	\$ 1,263.20	\$ 9,776.21	69.90
11050070 ASSESSORS	\$ 443,600.00	\$ 258,292.41	\$ 24,154.43	\$ 161,153.16	63.70
11060051 BUSINESS OFFICE	\$ 526,898.00	\$ 316,724.97	\$ 3,227.20	\$ 206,945.83	60.70
11063151 HUMAN RESOURCES	\$ 163,882.00	\$ 82,843.86	\$ 3,753.39	\$ 77,284.75	52.80
11070070 TAX COLLECTOR	\$ 349,555.00	\$ 200,605.71	\$ 3,079.20	\$ 145,870.09	58.30
11080050 GENERAL OVERHEAD	\$ 796,958.00	\$ 306,665.30	\$ 156,581.07	\$ 333,711.63	58.10
11090050 PB CITY WIDE 50	\$ 641,981.00	\$ 361,248.42	\$ 16,323.03	\$ 264,409.55	58.80
11090051 PB CITY HALL 51	\$ 53,221.00	\$ 38,961.69	\$ 3,974.45	\$ 10,284.86	80.70
11090052 PB OPERA HOUSE 52	\$ 40,724.00	\$ 26,034.18	\$ 1,918.60	\$ 12,771.22	68.60
11090054 PB CENTRAL FIRE 54	\$ 10,717.00	\$ 5,025.88	\$ 2,826.01	\$ 2,865.11	73.30
11090055 PB GONIC FIRE 55	\$ 10,213.00	\$ 5,122.30	\$ 2,453.08	\$ 2,637.62	74.20
11090056 PB LIBRARY 56	\$ 19,303.00	\$ 13,090.50	\$ 3,825.99	\$ 2,386.51	87.60
11090057 PB DPW GARAGE 57	\$ 11,973.00	\$ 7,645.58	\$ 3,246.70	\$ 1,080.72	91.00
11090059 PB ER FIRE STATION 59	\$ 750.00	\$ 142.97	\$ -	\$ 607.03	19.10
11090061 PB HISTORICAL MUSEUM	\$ 1,600.00	\$ 571.00	\$ 770.00	\$ 259.00	83.80
11090063 PB HANSON POOL 63	\$ 5,005.00	\$ 958.51	\$ -	\$ 4,046.49	19.20
11090064 PB GONIC POOL 64	\$ 7,380.00	\$ 559.00	\$ -	\$ 6,821.00	7.60
11090065 PB EAST ROCHESTER POO	\$ 2,650.00	\$ 459.39	\$ -	\$ 2,190.61	17.30
11090068 PB GROUNDS 68	\$ 7,460.00	\$ 2,489.50	\$ 174.89	\$ 4,795.61	35.70
11090069 PB DOWNTOWN 69	\$ 17,000.00	\$ 8,838.96	\$ 102.00	\$ 8,059.04	52.60
11090070 PB REVENUE BUILDING 7	\$ 21,847.00	\$ 10,944.30	\$ 1,968.81	\$ 8,933.89	59.10
11090071 PB PLAYGROUNDS 71	\$ 1,590.00	\$ 11.18	\$ -	\$ 1,578.82	0.70
11090075 PB NEW POLICE STATION	\$ 22,267.00	\$ 10,793.66	\$ 4,916.56	\$ 6,556.78	70.60
11090077 PB OLD POLICE STATION	\$ 36,119.00	\$ 14,906.46	\$ 1,750.18	\$ 19,462.36	46.10
11102051 PLANNING	\$ 382,398.00	\$ 206,219.30	\$ 12,465.57	\$ 163,713.13	57.20
11200051 LEGAL OFFICE	\$ 561,345.00	\$ 278,151.96	\$ 3,433.69	\$ 279,759.35	50.20
12010053 PD ADMINISTRATIVE SER	\$ 1,902,607.00	\$ 1,130,393.27	\$ 28,746.86	\$ 743,466.87	60.90
12012453 PD PATROL SERVICES	\$ 4,754,353.57	\$ 2,632,719.07	\$ -	\$ 2,121,634.50	55.40
12012553 PD SUPPORT SERVICES	\$ 415,523.00	\$ 224,533.34	\$ -	\$ 190,989.66	54.00
12020054 FIRE DEPARTMENT	\$ 4,304,391.00	\$ 2,554,117.31	\$ 27,329.75	\$ 1,722,943.94	60.00
12020055 FIRE DEPT 55 GONIC SU	\$ 28,556.00	\$ 8,992.26	\$ -	\$ 19,563.74	31.50
12020754 CALL FIRE	\$ 31,082.00	\$ 7,301.43	\$ -	\$ 23,780.57	23.50
12023354 EMERGENCY MANAGEMENT	\$ 26,197.00	\$ -	\$ -	\$ 26,197.00	0.00
12030153 DISPATCH CENTER	\$ 752,814.00	\$ 422,577.65	\$ 6,722.93	\$ 323,513.42	57.00
12040051 CODE ENFORCEMENT	\$ 579,216.00	\$ 352,188.07	\$ 2,384.27	\$ 224,643.66	61.20
12050050 AMBULANCE	\$ 57,945.00	\$ 14,486.30	\$ 43,458.70	\$ -	100.00
13010057 PUBLIC WORKS	\$ 2,083,684.00	\$ 1,130,281.82	\$ 243,833.30	\$ 709,568.88	65.90
13010957 WINTER MAINTENANCE	\$ 476,806.00	\$ 308,739.71	\$ 83,931.83	\$ 84,134.46	82.40
13020050 CITY LIGHTS	\$ 239,000.00	\$ 81,031.55	\$ -	\$ 157,968.45	33.90
14010051 WELFARE	\$ 467,177.00	\$ 243,681.91	\$ 11,330.64	\$ 212,164.45	54.60
14022072 RECREATION ADMINISTRA	\$ 608,545.00	\$ 333,817.54	\$ 9,557.30	\$ 265,170.16	56.40
14022150 RECREATION PLAYGROUND	\$ 86,237.92	\$ 74,245.81	\$ 504.68	\$ 11,487.43	86.70
14022250 RECREATION POOLS	\$ 81,479.08	\$ 64,209.45	\$ 292.50	\$ 16,977.13	79.20
14030056 LIBRARY	\$ 1,203,985.00	\$ 702,008.68	\$ 21,340.00	\$ 480,636.32	60.10
15000051 COUNTY TAX	\$ 6,370,876.00	\$ 6,370,876.00	\$ -	\$ -	100.00
17010051 TRANSFERS/PAYMENTS DE	\$ 4,090,020.00	\$ 1,865,996.32	\$ -	\$ 2,224,023.68	45.60
17030050 OVERLAY	\$ 232,630.00	\$ 43,339.14	\$ -	\$ 189,290.86	18.60
17040051 TRANSFER TO CIP & OTH	\$ 3,420,326.43	\$ 3,420,326.43	\$ -	\$ -	100.00
1000 GENERAL FUND	\$ 38,209,181.00	\$ 25,182,804.13	\$ 867,201.02	\$ 12,159,175.85	68.20
ACCOUNT DESCRIPTION	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCE	AVAILABLE BUDGET	% USED
5001 WATER ENTERPRISE FUND	\$ 6,177,568.00	\$ 2,536,591.54	\$ 118,574.54	\$ 3,522,401.92	43.00
5002 SEWER ENTERPRISE FUND	\$ 8,057,073.00	\$ 3,615,586.04	\$ 106,005.68	\$ 4,335,481.28	46.20
5003 ARENA ENTERPRISE FUND	\$ 601,492.00	\$ 305,479.90	\$ 10,954.09	\$ 285,058.01	52.60