

# FINANCE COMMITTEE

## Meeting Minutes

### Meeting Information

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Date: February 13, 2018  
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 Walker, Councilor Gray, Councilor Lauterborn, Councilor Keans and Councilor Torr. City staff present were: City Manager Fitzpatrick, Deputy City Manager Cox, Chief Assessor Rice, Senior Accountant Sullivan, Recreation & Arena Director Bowlen, Planning Director Campbell, Public Works Director Nourse, School Superintendent Hopkins and School Business Administrator Casey. Others present were: Former City Councilor Barnett.

### Agenda & Minutes

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#### 1. Call to Order

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

#### 2. Public Input

Former City Councilor Barnett addressed the Finance Committee regarding the Elderly Exemptions agenda item.

#### 3. Unfinished Business

3.1 Recreation and Arena Director Bowlen addressed the Finance Committee regarding the Arena LED lighting agenda item. **DEPUTY MAYOR VARNEY MOVED TO RECOMMEND TO THE FULL CITY COUNCIL THAT \$60,000 BE APPROPRIATED FOR THE PROPOSED ARENA LED LIGHTING PROJECT AND FURTHER THAT THE FUNDS BE DERIVED FROM THE GENERAL FUND UNDESIGNATED FUND BALANCE.** The motion received a second. **THE MOTION WAS ADOPTED.**

#### 3.2 Elderly Exemptions

The Mayor explained that this item had been kept in committee for further discussion from both the October 10, 2017 and November 14, 2017 Finance Committee meetings. **COUNCILOR LAUTERBORN MOVED TO RECOMMEND TO THE FULL CITY COUNCIL THAT THE**

**ELDERLY EXEMPTION ASSET LIMITATIONS BE INCREASED TO \$100,000 (AN INCREASE OF 100% FROM THE CURRENT LIMIT OF \$50,000). The motion received a second. THE MOTION WAS ADOPTED.**

**DEPUTY MAYOR VARNEY MOVED TO RECOMMEND TO THE FULL CITY COUNCIL THAT THE INCOME LIMITATIONS BE ESTABLISHED AS FOLLOWS - INCOME SINGLE \$35,000 AND INCOME MARRIED \$50,000 (AMENDED FROM \$31,400 AND \$41,500, RESPECTIVELY). AND FURTHER, THAT THE EXEMPTION AMOUNTS OFF ASSESSMENTS BE ESTABLISHED AS FOLLOWS – AGES 65-74 \$75,000, AGES 75-79 100,000 AND AGES 80 AND UP \$125,000 (AMENDED FROM \$48,000, \$84,000 AND \$108,000, RESPECTIVELY). The motion received a second. THE MOTION WAS ADOPTED.**

### **3.3 All Veterans' Tax Credit**

The Mayor indicated that this item had been kept in committee for further discussion from the Finance Committee meetings on October 10, 2017 and November 14, 2017. **DEPUTY MAYOR VARNEY MOVED TO RECOMMEND TO THE FULL CITY COUNCIL TO AMEND THE VETERAN TAX CREDIT TO \$300 (AN INCREASE TO THE EXISTING CREDIT AMOUNT OF \$250). THE DEPUTY MAYOR CLARIFIED THAT HIS MOTION DEALT ONLY WITH THE CURRENT VETERAN CREDIT AND WAS NOT A MOTION TO ADOPT THE “ALL VETERAN” TAX CREDIT. The motion received a second. THE MOTION WAS ADOPTED.**

### **3.4 Position of GIS/ Construction Technician Position**

The Mayor indicated that this item had been kept in committee for further discussion from the Finance Committee meeting of November 14, 2017. **DEPUTY MAYOR VARNEY MOVED TO RECOMMEND TO THE FULL CITY COUNCIL ACCEPTANCE OF THE CITY MANAGER'S RECOMMENDATION TO ADD THE POSITION OF GIS/ CONSTRUCTION TECHNICIAN TO THE CITY'S CLASSIFICATION, COMPENSATION, MERIT AND EVALUATION PLAN AS PRESENTED. The motion received a second. THE MOTION WAS ADOPTED.**

### **3.5 Position of Senior Planner**

The Mayor indicated that this item had been kept in committee for further discussion from the Finance Committee meeting of November 14, 2017. **COUNCILOR GRAY MOVED TO RECOMMEND TO THE FULL CITY COUNCIL ACCEPTANCE OF THE CITY MANAGER'S RECOMMENDATION TO ADD THE POSITION OF SENIOR PLANNER TO THE CITY'S**

## **CLASSIFICATION, COMPENSATION, MERIT AND EVALUATION PLAN AS PRESENTED.**

**The motion received a second. THE MOTION WAS ADOPTED.**

### **4. New Business**

#### **4.1 Sale of Tax Deeded Properties by Auction**

Deputy City Manager Cox informed the Finance Committee that he and City Attorney O'Rourke are planning to use an auction process to sell several parcels taken by the City by the tax deeding process. Mr. Cox introduced Jay and Jim St. Jean representing James R. St. Jean Auctioneers and they explained to the Committee several advantages of their auction process. These included a greater number of interested buyers resulting in higher sales prices for the City and reduced City staff time expenses to carry-out the sale process for tax deeded properties. The costs for their services was included in a "buyer's premium" with no costs for the City.

#### **4.2 Ice Arena Zamboni Funding**

Recreation & Arena Director Bowlen updated the Finance Committee on the status of refurbishing one of the ice re-surfacer machines and replacing the second. The cost to refurbish one of the machines will cost approximately \$6,500. Mr. Bowlen indicated that he anticipated being able to fund this work from his current fiscal year's operating budget. The City Council provided \$120,000 in bonded appropriation for the replacement of the other ice re-surfacer machine. However, the pricing has come in at \$126,500. **COUNCILOR LAUTERBORN MOVED TO RECOMMEND TO THE FULL CITY COUNCIL THAT THE CURRENT \$120,000 BOND APPROPRIATION BE AMENDED TO A TOTAL OF \$126,500 (AN INCREASE OF \$6,500) FOR THE PROPOSED ARENA ICE RE-SURFACER REPLACEMENT PROJECT. The motion received a second. THE MOTION WAS ADOPTED.**

#### **4.3 School Department Supplemental Appropriation Request**

School Superintendent Hopkins appeared before the Finance Committee to request a \$1,200,000 supplemental appropriation request to the School Department's fiscal year 2018 operating budget. Mr. Hopkins outlined the causal factors for this request, which included a revenue deficit of approximately \$214,370 largely due to reduced State Adequacy Aid. He indicated that this deficit was reduced to \$14,370 by a \$200,000 spending freeze. Mr. Hopkins went on to outline a \$1,186,510 in over expenditures related to special education expenditures. **DEPUTY MAYOR VARNEY MOVED TO RECOMMEND TO THE FULL CITY COUNCIL A**

**SUPPLEMENTAL APPROPRIATION TO THE SCHOOL DEPARTMENT'S FISCAL YEAR 2018 OPERATING BUDGET OF \$1,200,000 TO BE FUNDED FROM GENERAL FUND UNASSIGNED FUND BALANCE. The motion received a second. THE MOTION WAS ADOPTED.**

**5. Finance Director's Report**

**5.1 Non-Union Salary Ranges CPI Adjustment**

**COUNCILOR WALKER MOVED TO RECOMMEND TO THE FULL CITY COUNCIL THAT THE NON-UNION SALARY RANGES FOR FISCAL YEAR 2019 BE ADJUSTED ACCORDING TO THE CHANGE IN THE CONSUMER PRICE INDEX. The motion received a second. THE MOTION WAS ADOPTED.**

**5.2 Monthly Financial Report**

There was no Finance Committee discussion regarding the monthly financial statements.

**6. Other**

There were no other items taken up by the Finance Committee.

**7. Adjournment**

Councilor Torr moved to adjourn the meeting and a second was received. The motion was adopted by a voice vote at 8:17 P.M.