

# FINANCE COMMITTEE

## Meeting Minutes

### Meeting Information

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Date: March 20, 2018  
Time: 6:30 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. Other City Councilors present were: Councilor Bogan, Councilor Gates. Councilor Abbott arrived at 6:36PM. City staff present were: City Manager Fitzpatrick, Deputy City Manager Cox, Recreation & Arena Director Bowlen and Chief Information Officer Gonzalez.

### Agenda & Minutes

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#### **1. Call to Order**

Mayor McCarley called the meeting to order at 6:30 P.M.

#### **2. Public Input**

There was no public input provided to the Finance Committee.

#### **3. Unfinished Business**

There was no unfinished business taken up by the Finance Committee.

#### **4. New Business**

##### **4.1 All Veteran Tax Credit: Willis Correspondence**

The resident that requested this agenda item was unable to attend. As a result, Mayor McCarley indicated that this item would be placed upon the April 10<sup>th</sup> Finance Committee agenda.

##### **4.2 Tax Exemptions Clarification**

Deputy Mayor Varney stated his belief that the recent action of the City Council to amend the property tax exemption limitations applied to all exemption types, including disabled, blind and elderly. The other members of the Finance Committee indicated a consensus in agreement with the Deputy Mayor. Deputy City Manager Cox indicated that he would convey this to Chief Assessor Rice.

##### **4.3 Recreation Summer Hiring**

*Councilor Walker moved to recommend to the full City Council that the Recreation Department be authorized to proceed with summer 2018 hiring in advance of receiving approval of the fiscal year 2019 Recreation Department budget. The motion received a second and was adopted on a voice vote.*

#### **4.4 IT Department Position Classifications**

##### **4.4.1 Systems Administrator – New Classification**

##### **4.4.2 IT Technician – New Classification**

Deputy City Manager Cox stated that Chief Information Officer (CIO) Gonzalez is seeking to reclassify her IT Technician position to a IT Technician with an updated position description, a change in salary range from \$18.79 - \$25.19 up to \$22.87 – \$30.65 and reduce the total number of positions from three to two. In addition, CIO Gonzalez is seeking to reclassify her Systems Supervisor position to a Systems Administrator with an updated position description, a change in salary range from \$63k - \$85 down to \$59k - \$80k and increase the total number of positions from one to two. CIO Gonzalez gave the Finance Committee a description of how the job descriptions and functions would be amended.

*Councilor Walker moved to recommend to the full City Council approval of the position classifications of IT Technician and Systems Administrator at the recommended salary ranges. The motion received a second. However, due to simple oversight, the motion was not voted upon.*

#### **5. Reports from Deputy City Manager/ Director of Finance**

##### **5.1 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 Walker moved to adjourn the meeting. A second was received and the motion was adopted by a voice vote at 6:42 P.M.