

Finance Committee  
Meeting Minutes

Meeting Information

Date: April 9, 2019  
Time: 7:00 P.M.  
Location: City Council Chambers  
31 Wakefield Street  
Rochester, New Hampshire

**Committee members present were:** Mayor McCarley, Councilor Varney, Councilor Walker, Councilor Gray, Councilor Lauterborn, Councilor Keans and Councilor Torr. **City staff present were:** City Manager Blaine Cox, Interim Finance Director Roland Connors, Deputy Finance Director Mark Sullivan and Accountant Sam Kelley. **Others Present:** Resident, Lorraine McKenzie

Agenda & Minutes

**1. Call to Order**

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

**2. Public Input:**

Lorraine McKenzie of 5 Daniel Court inquired on properties that have been deeded.

**3. Unfinished Business**

**3.1 Fund Balance Ordinance/Policy Draft Changes**

Interim Finance Director Connors stated he reviewed both the ordinance and policy and has made changes to both including the minimum fund balance range to be consistent with one another at 8-17%. He recommended that the City Council keep both the ordinance and policy explaining that the bond rating agencies usually ask if the City has a fund balance policy. Councilor Walker recommended that cross references be inserted into the policy as well as the ordinance. Councilor Gray had a concern with the term, 'non-recurring nature' in section 11.19 (c) of the ordinance. Connors pointed out that Emergency Appropriations paragraph, section 11.19 (d), gives the Council authority to make emergency appropriations to meet an essential need for public expenditure which would include recurring expenditures. Councilor Varney suggested adding the 2/3 majority requirement to the Emergency Appropriations section. Additional changes will be made and brought back to Finance Committee for further consideration.

**4. New Business**

**4.1 TIF Districts Draft Report**

Interim Finance Director Connors stated that the TIF District draft reports included in the packet are as of March 26, 2019. Connors explained that fund balance isn't considered excess if there is at least that much in outstanding principal debt. Connors further explained that the draft reports don't include any

capital projects that are authorized but not yet issued. Councilor Varney requested information on when each TIF district is estimated to start showing revenue. City Manager Cox stated that finance staff will compile this information for each of the TIF districts and bring it back to the Finance Committee in July or August.

## **5. Reports from Interim Director of Finance & Administration**

### **5.1 Report on Tax Deeded Property**

Interim Finance Director Connors stated that five properties were removed from the tax foreclosure account due to being sold at auction. The tax foreclosure account balance is down to \$1.175 million.

### **5.2 Report on Sale of City Property**

Interim Finance Director Connors indicated that the Sale of City Property account balance went up by the sale of the five properties mentioned above. The Sale of City Property account balance is currently over \$234,000.

### **5.3 Monthly Financial Report**

Interim Finance Director Connors noted that the interest income revenue account balance is significantly higher than the amount that was estimated for the year. The interest income revenue account was estimated at \$100,000 and is currently over \$447,000 for the year.

## **6. Other**

Mayor McCarley mentioned that it appears that the \$400k will be restored by the state regarding the vocational center project.

Councilor Torr asked what can be done for the 250+ families at Northgate and the mobile home park on Route 11 who are having trouble making a left hand turn out of their homes. After further discussion, a suggestion was made to have the engineer review the traffic concerns in this area.

## **7. Adjournment**

Councilor Walker made the motion to adjourn the meeting at 7:33 P.M. Councilor Varney seconded. All councilors were in favor.