

DRAFT

Finance Committee  
Meeting Minutes

Meeting Information

Date: June 9, 2020

Time: 6:30 P.M.

Location: Community Center, School Board Conference Room #2  
150 Wakefield Street Rochester, New Hampshire

**Committee members present:** Mayor McCarley, Deputy Mayor Lauterborn, Councilor Bogan, Councilor Gray, Councilor Hamann, Councilor Lachance, and Councilor Walker.

**City staff present:** City Manager Blaine Cox, Deputy City Manager Katie Ambrose, Deputy Finance Director Mark Sullivan.

Agenda & Minutes

**1. Call to Order**

Mayor McCarley called the Finance Committee meeting to order at 6:30 PM. She read the following preamble:

Good Evening, as Chairperson of the Finance Committee, I am declaring that an emergency exists and I am invoking the provisions of RSA 91-A:2, III (b). Federal, state, and local officials have determined that gatherings of 10 or more people pose a substantial risk to our community in its continuing efforts to combat the spread of COVID-19. In concurring with their determination, I also find that this meeting is imperative to the continued operation of City government and services, which are vital to public safety and confidence during this emergency.

At this time, I also welcome members of the public accessing this meeting remotely. Even though this meeting is being conducted in a unique manner under unusual circumstances, the usual rules of conduct and decorum apply. Any person found to be disrupting this meeting will be asked to cease the disruption. Should the disruptive behavior continue thereafter, that person will be removed from this meeting.

This evening for the first time in quite a while, we are holding the Finance Committee Meeting in the School Department Board Room #2. To prevent any violation of the Emergency Order #16 pursuant to Executive Order 2020-04, the public may access this meeting virtually as described below. The public may access by calling into 1-585-318-2007, Conference ID: 325-517-274.

The meeting will also be broadcast on Atlantic Broadband channel 26 and on our City website. At this time, I will call for the roll call for the Finance Committee. Please note that due to the right-to-know law, all votes that are taken during this meeting shall be done by Roll Call vote.

Deputy City Clerk Cassie Givara took the roll call. All Committee Members were present physically in the conference room as listed above.

## **2. Public Input**

There were no written submissions or voicemails submitted prior to the Finance Committee meeting and there were no callers on the line to speak live.

## **3. Unfinished Business-None**

## **4. New Business-Non Union Salary Wage Scale CPI Increase**

Katie Ambrose, Finance Director, gave a summary of the item. She stated that the non-union wage scale is adjusted annually based on the consumer price index. These adjustments effect the minimum and maximum pay ranges for new hires, but does not affect the wages for existing employees.

Councilor Walker **MOVED** to approve the non-union wage scale CPI increase. Councilor Hamann seconded the motion. The **MOTION CARRIED** by a unanimous roll call vote with Councilors Walker, Lauterborn, Hamann, Bogan, Lachance, Gray, and Mayor McCarley all voting in favor.

## **5. Reports from Finance & Administration**

### **5.1 Monthly Financial Report Summaries May, 2020, Revenue Summary**

#### **5.1 (a) May 31, 2020 Revenues**

#### **5.1 (b) May 31, 2020 Expense**

Deputy Finance Director Sullivan reported that he has been monitoring and reviewing several revenue items since March. Although vehicles registration experienced a significant reduction in April, it seemed to recover in May. He stated that if the numbers for June stay consistent, then auto registrations will remain above budget for the fiscal year.

Deputy Finance Director Sullivan said that Rooms & Meals had rebounded, and the City has fully collected the highway block subsidy money; both of these items were fully funded. Building permits are not currently doing well and water and sewer cash receipts are down by 30%. Mr. Sullivan said that in FY20 the City has done well on the expense side with the budget freeze, but with revenues there are still journal entries that need to be made and items taken into account before they will know how the fiscal year looks as a whole.

DRAFT

Councilor Lachance inquired if the second quarter water/sewer bills were higher due to more people being home because of COVID-19. Mr. Sullivan stated he would look into the data and get back to the committee with this information; however there is a regular water audit occurring through Wright Pierce currently, and the chief water operator has reported that the plant is producing more water.

Finance Director Ambrose reported that the Budget freeze was extended through the end of the current fiscal year (June 30).

## **6. Other**

Councilor Lachance asked what would occur if the Council failed to adopt a budget prior to June 30<sup>th</sup>. Mayor McCarley said that at the State level, if they fail to adopt the budget, they have a continuing resolution where everything remains as it had been in the previous fiscal year; however at the City level there is no history of this occurring. City Manager Cox said that he is not aware of any provisions within the City of Rochester charter or ordinances which would allow for the adoption of continuing resolutions or for using the prior year's adopted budget. City Manager Cox indicated he would follow up with the City Attorney to see if any such provisions exist.

Councilor Lauterborn said that the only time she recalls there being a challenging budget, the Council stayed into the early morning hours until the budget was adopted. Councilor Gray discussed the differences between the budget processes in Cities versus Towns. He stated that although there are no known provisions for continuing resolutions, there is also no wording which would prohibit such action.

## **7. Adjournment**

Mayor McCarley **ADJOURNED** the Finance Committee Meeting at 6:44 PM.

Respectfully Submitted,

Cassie Givara  
Deputy City Clerk