

FINANCE COMMITTEE

Meeting Minutes

Meeting Information

Date: March 15, 2017
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 Keans (arrived at 7:43 pm), Councilor Hamann, Councilor Gray, Councilor Torr and Councilor Lauterborn. City staff present were: City Manager Fitzpatrick, Deputy City Manager Cox, MIS Network Administrator Schafer, MIS Technician Watkins, Recreation Director Bowlen, Economic Development Manager Pollard, Police Chief Toussaint, Deputy Police Chief Boudreau, School Board Chair Lynch, School Board Vice Chair Pappas and School Superintendent Hopkins.

Agenda & Minutes

1. Call to Order

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

2. Public Input

There were no members of the public that addressed the Committee.

3. Unfinished Business

3.1 Attraction Signage on Spaulding Turnpike

Economic Development Manager Pollard discussed with the Committee her suggestions for single organizations or entities that would be the City's designee on each of the attraction signs located at Spaulding Turnpike exit's 12, 13, 14, 15 and 16. No votes were taken or final decisions made. Ms. Pollard was requested to continue working on this project.

3.2 Official Announcements & Posting Policy

Deputy City Manager Cox explained that he incorporated the Committee's previous comments into the City's administrative policy and procedure format resulting in the document

placed in the Committee's meeting packet. **This document will now be shared with the Full City Council at their meeting on April 4, 2017.** City manager Fitzpatrick indicated a formal vote of approval from the Council was not needed, he simply needs an indication of approval from the Council to finalize this policy.

4. New Business

4.1 Water & Sewer Billing Process

Deputy City Manager Cox explained that this item had been referred to the Finance Committee from the Utility Advisory Board. A citizen had appeared before the Utility Advisory Board seeking a change in City ordinances that would allow the direct billing of tenants for water and sewer fees. The citizen had also suggested that the City consider use of property liens in lieu of turning off water and sewer services for nonpayment. No action was taken on this item.

4.2 Police Department Overtime

Police Chief Toussaint appeared before the Committee and explained how vacancies in his department would likely result in a sizable over expenditure of his fiscal year 2017 overtime budget. He also explained how the lengthy process of training and certifying replacement officers exacerbated the overtime expense issue and that this situation would extend into his fiscal year 2018 budget. Chief Toussaint is estimating that under expenditures in other budget lines will be more than adequate to make up for the over expenditure for over time.

4.3 Capital Projects/Bonding

The Mayor led a discussion on the issues of bonding for the Creteau Technology Center renovations and expansion as well as the School Department's operating budget and debt service. The Mayor also explained a draft resolution provided to the Committee regarding state funding for the Creteau Center ([linked here](#)) that will be taken up by the full City Council at the meeting on March 21, 2017. **Councilor Lauterborn moved to recommend to the full City Council adoption of the resolution in support of state funding for the Creteau Technology Center. Deputy Mayor Varney provided a second to the motion. The motion**

was adopted. The Mayor then explained an agenda bill provided to the committee ([linked here](#)) that would result in a resolution for consideration by the City Council on March 21, 2017 to appropriate funds to the School Building Fund. This appropriation would be funded using the School Department's fiscal year 2016 contribution to the General Fund unassigned fund balance.

4.4 Fireworks Discussion

The Mayor explained her thought process concerning a City sponsored fireworks display at a time on or near the 4th of July. Deputy City Manager Cox shared the results of his research on the costs and availability of vendors to conduct a fireworks display. He stated that the cost would be approximately \$20,000, however the window of time to retain the services of a vendor is quickly closing for a July 2017 event date. **Councilor Hamann moved to recommend to the full City Council to direct the City Manager to retain the services of a fireworks display vendor for a date on or around the 4th of July, 2017. A second to the motion was provided by Deputy Mayor Varney, The motion was adopted.**

5. Finance Director's Report

5.1 Chief Assessor Position

Deputy City Manager Cox updated the Committee on the regrading of the salary for the position of Chief Assessor. He indicated that the regrading would move the Chief Assessor position from a grade 11 to a grade 15. The City Manager now contemplates moving ahead with discussions with the Rochester Municipal Managers group collective bargaining unit to formalize the amended salary range and the City Manager simply wants to make sure that the Council is in support. No action was taken by the Committee on this item.

5.2 Chief Information Officer Position

Deputy City Manager Cox informed the Committee that the City Manager recommends a change to the Merit Plan with the creation of the position of Chief Information Officer at a pay range of 16. He also informed the Committee that the job description for the Chief Information

Officer position and salary range had been reviewed and approved by the Personnel Advisory Board. **Councilor Hamann moved to recommend to the full city Council amendment of the Merit Plan to add the position of Chief Information Officer at a pay range of 16. Deputy Mayor Varney seconded the motion. The motion was adopted.**

5.3 Information Technology Capital Upgrades

Deputy City Manager Cox briefly reviewed for the Committee the information technology capital upgrades using currently appropriated funds that will be carried out within the next two months. He also noted capital upgrades that will be proposed as part of the fiscal year 2018 budget.

5.4 City Prosecutor/Deputy City Attorney

City Manager Fitzpatrick explained to the Committee his recommendation to amend the Merit Plan with the creation of the position of City Prosecutor/ Deputy City Attorney at a pay range of 15. He explained that this is not an added position and is simply a reflection the role already fulfilled by the current incumbent of the prosecutor position. **Deputy Mayor Varney moved to recommend to the full City Council amendment of the Merit Plan to add the position of City Prosecutor/Deputy City Attorney at a pay range of 15. Councilor Hamann provided a second to the motion. The motion was adopted.**

5.5 Non-Union Wage Ranges Adjustment

Deputy City Manager Cox reminded the Committee that several of the City's labor collective-bargaining agreements stipulate automatic annual adjustment of wage ranges according to changes in the consumer price index (CPI). However, this adjustment is not automatic for the non-unionized personnel regulated by the Merit Plan. **Deputy Mayor Varney moved to recommend to the full City Council adjustment of non-union personnel wage ranges under the Merit Plan according to the change in the CPI for fiscal year 2018. Councilor Keans provided a second to the motion. The motion was adopted.**

5.6 Auditor Contract Extension

Deputy City Manager Cox reviewed with the Committee the request for proposal process conducted in 2014 that resulted in the selection of Melanson-Heath as the City's independent auditor. That contract covered fiscal year's 2014, 2015 and 2016. The Finance Office is seeking approval from the Council to negotiate an extension to the contract with Melanson-Heath for an additional two years. **Councilor Keans moved to recommend to the full City Council authorization for the Deputy City Manager to negotiate a two-year contract extension was Melanson-Heath for the provision of independent audit services. Councilor Hamann provided a second to the motion. The motion was adopted**

6. Monthly Financial Statements

There was no discussion regarding the monthly financial statements.

7. Other

City Manager Fitzpatrick and Deputy City Manager Cox updated the Committee regarding the financials between the City and the Fairgrounds. The City still has a payable due to the Fairgrounds for snow storage fees in the amount of \$10,012.50. The City has receivables due from the Fairgrounds for sewer fees in the amount of \$6336.78, Fire Department details in the amount of \$10,422.89 and Police Department details in the amount of \$20,925.65 for a total receivable due from the Fairgrounds of \$37,685.32.

8. Adjournment

Counselor Torr moved to adjourn the meeting. Councilor Hamann provided a second to the motion which was then adopted. The meeting adjourned at 8:15 PM.